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This supplement implements and extends the guidance of AFI 21-101 Aircraft and Equipment Maintenance Management. This supplement prescribes policies and procedures governing aerospace equipment maintenance management in the 317th Airlift Wing (AW). It applies to all 317th Maintenance Group (MXG) organizations and personnel that maintain aircraft, aircraft systems, equipment, support equipment, and components regardless of Air Force Specialty Codes (AFSC). This supplement also applies to 7 MXG organizations, but only when performing maintenance on aircraft assigned to the 317 AW. The SharePoint link to 317 AW local forms is: **https://usaf.dps.mil/teams/317AirliftWing/317_mx_grp/QA/Local%20Instructions%20and %20Policy%20Letters/Forms/AllItems.aspx?viewpath=%2Fteams%2F317AirliftWing%2 F317%5Fmx%5Fgrp%2FQA%2FLocal%20Instructions%20and%20Policy%20Letters% 2FForms%2FAllItems%2Easpx&id=%2Fteams%2F317AirliftWing%2F317%5Fmx%5Fg rp%2FQA%2FLocal%20Instructions%20and%20Policy%20Letters%2FLocal%20Instru ctions&viewid=c553e841%2D8331%2D4e89%2Db0c7%2D14fcf69b794d**. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI33-322, *Records Management and Information Governance Program,* and

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SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed in its entirety. The major changes in the supplement are as follows: maintenance training, maintenance operations center, maintenance management analysis, Time Compliant Technical Order (TODO), weight and balance program, impound procedures, tool and equipment management, facility housekeeping and contamination control, aircraft structural integrity program, engine run training and certification program, Maintenance Information System (MIS) responsibilities and manual job control numbers (JCNs), inspection, crack/corrosion and repair recording (ICARR), circuit breaker, electronic circuit breaker and warning tag procedures, data documentation, configuration, engine management, and maintenance and flying hour program (FHP) planning cycle. Added SharePoint link to 317 AW Forms.

1.10.1. **(Added)** Unit Training Monitors. Commanders should appoint squadron training monitors (AFSC other than 3F2X1) in writing to assist the unit training manager (UTM). The training monitor will:

1.10.1.1. **(Added)** Assist the UTM in ensuring work centers and supervisors identify and project training requirements by utilizing the AF Form 898, *Field Training Requirements Scheduling Document*. (**Attachment 19**)

1.10.1.2. **(Added)** Coordinate with UTM and serve as unit point of contact (POC) for ancillary training requirements.

1.10.1.3. **(Added)** Assist UTM with work center training requirement updates in the (MIS).

1.10.1.4. **(Added)** Coordinate with UTM to ensure units have current MIS training products to accurately forecast and request training needs.

1.10.1.5. **(Added)** Conduct unit in/out processing of temporary duty (TDY), Permanent Change of Station (PCS), Permanent Change of Assignment (PCA) and/or deployments.

1.10.1.6. **(Added)** Initiate AF Form 623, *Individual Training Record*, or electronic equivalent.

1.10.1.7. **(Added)** Attend squadron level training meetings.

1.10.1.8. **(Added)** Enforce additional squadron commander (CC) mandated training requirements.

1.10.2. **(Added)** Frequency and Distribution of Automated Training Products.

1.10.2.1. **(Added)** Special certification roster (SCR). Work center supervisors will validate their respective work center SCR and route to the UTM for update in the MIS. Once updates are completed, the UTM will forward the SCR to their respective squadron for signature.

1.10.2.2. **(Added)** Training Forecasts. Reports will be generated by the UTM through global reach website and will be distributed once per month.

1.10.3. **(Added)** Procedures to Access and Update the MIS.

1.10.3.1. **(Added)** An AF Form 2426, *Training Request and Completion Notification,* will be utilized as the source document to update the MIS for tasks requiring certification.

1.10.3.2. **(Added)** For MIS outages lasting more than two days, units will maintain all AF Form 2426s and certificates of required MIS updates. Updates will be accomplished within five duty days of system restoration.

1.10.4. **(Added)** E-testing Procedures.

1.10.4.1. **(Added)** All proctored e-tests will be administered by military training section (MTS) instructors/development and instruction (D&I) via Aircraft Maintenance Training Enterprise System (AMTES) website.

1.10.4.2. **(Added)** Members will be in uniform (no physical training gear) when testing and will provide a completed AF Form 2426 to the test proctor.

1.10.4.3. **(Added)** All AF Form 2426s require the following information and will be signed by a supervisor or section chief: member's name, employee number, MIS shop code, course code and name of the requested test.

1.10.4.4. **(Added)** Proctored E-Test Failures.

1.10.4.4.1. **(Added)** Proctors will review member's transcript before administering tests to validate attempts. All retests must be taken within 45 calendar days. Upon test failures, proctors will notify UTMs.

1.10.4.4.2. **(Added)** First time failures must wait 24 hours before retesting. This time requirement cannot be overridden.

1.10.4.4.3. **(Added)** Second time failures will require AMU/flight leadership (i.e., superintendent or designated representative) approval for retest. An AF Form 2426 signed by AMU/flight leadership will be submitted to the test proctor prior to retesting.

1.10.4.4.4. **(Added)** Third time failures will be decertified. Squadron leadership must coordinate decertification with the UTM to ensure MIS update and SCR removal. Decertification will be annotated in the individual's training records by the member's supervisor. Member will be completely retrained on the task and must wait a period of at least 30 days and be interviewed by squadron leadership before being allowed to attempt the test again.

1.10.5. **(Added)** The engine run program manager will act as the POC for all matters pertaining to installed engine run training and certification. The engine run program manager responsibilities include:

1.10.5.1. **(Added)** Coordination with UTMs/monitors to determine personnel nominated for initial engine run training.

1.10.5.2. **(Added)** Assist units in ensuring scheduled personnel are properly prepared to attend initial/annual training courses as required.

1.10.5.3. **(Added)** Coordinate with C130J Maintenance and Aircrew Training System (MATS) and the 317th Operations Support Squadron (OSS) schedulers to validate proper security clearance of students attending simulator training.

1.10.5.4. **(Added)** Trainees requiring initial engine run training must process through the UTM with a completed engine run prerequisite memorandum for record (MFR), **(Attachment 14)**, prior to scheduling the training through the MTS engine eun program manager.

1.10.5.5. **(Added)** Within 30 duty days of completion of Phase 2 training, Phase 3 must be started and completed or trainees will have to re-accomplish Phase 1 and 2 of the training to become engine run qualified.

1.10.5.6. **(Added)** Engine run certifiers will document the certification engine run on a 317 AW Form 21-4, *Engine Run Certification Evaluation Checklist*.

1.10.5.7. **(Added)** It is recommended prior to completing the recertification procedures that personnel attend the refresher J-Run (RJR) course offered by the Dyess C130J MATS.

1.10.5.8. **(Added)** The certified individual will also complete an engine run certification evaluation by an engine run certifier prior to routing the AMC Form 64, *Request for Special Certification*.

1.10.5.9. **(Added)** To add engine run certified personnel to the SCR, the owning unit must complete and route an AMC Form 64, along with the e-testing transcript, 317AW Form 21-4, C130J MATS or Dyess C130J engine run course certificate of completion and training record journal entry.

1.10.5.10. **(Added)** To update engine run certified personnel, the trainee will turn in the E- testing transcript, a completed 317AW Form 21-4 and a filled-out AF Form 2426 signed by an engine run certifier. The UTM will update the training after validating the date on the AF Form 2426.

1.10.5.11. **(Added)** Personnel in deployed locations without local Maintenance Operations Center (MOC) tracking will be updated with an AF Form 2426 dated for the day the engine run was performed and signed by the deployed section chief or production superintendent.

1.10.5.12. **(Added)** Personnel who are decertified to perform engine runs due to a quality assurance (QA) personal evaluation (PE) failure or incident will require approval by the squadron CC (or equivalent).

1.10.5.13. **(Added)** Prior to taking the two-part closed book examination, individuals will pass the C-130J auxiliary power unit (APU) operation training located on the Griffin web site at **https://367trss.hill.af.mil/Courses.If** this training is unavailable, this requirement can be waived by the squadron superintendent or equivalent. An AF Form 2426 signed by the squadron superintendent or equivalent will be submitted to the test proctor.

1.10.5.14. **(Added)** Part I consists of the C130J APU emergency procedures proctored e-test.

1.10.5.15. **(Added)** Part II consists of the C130J APU test proctored e-test.

1.10.5.16. **(Added)** The on-equipment practical evaluation will be conducted with an APU run certifier and the run will be documented on an AF Form 2426 signed by the certifier.

1.10.5.17. **(Added)** To add APU run certified personnel to the SCR, the owning unit must complete and route an AMC Form 64 along with the C-130J APU operation training certificate, the e-testing transcript, an AF Form 2426 signed by an APU run certifier, a training record journal entry and signed applicable career field education and training plan (CFETP) task(s).

1.10.6. **(Added)** Maintenance orientation training (MOT). All personnel in aircraft maintenance AFSCs will attend MOT within 60 days of assignment to the 317 AW.

1.10.6.1. **(Added)** Initial MOT will consist of unit mission, Air Force Force Generation (AFFORGEN) vulnerability, tasking plans, supply procedures, foreign object damage (FOD) program, dropped object prevention program (DOPP), general flight line and work center safety rules and concerns, environmental issues, block training, corrosion control, maintenance standardization and evaluation program (MSEP), product improvement procedures, aircraft forms documentation familiarization, aircraft marshalling and hangar door awareness. MOT will be tracked using the following G081 course codes: ACFT 000650 (DOPP), ANCL 000040 (HUMAN FACTORS INITIAL), ANCL 000041 (HUMAN FACTORS REFRESHER), ANCL 70 (MOT/BLOCK TRAINING), ANCL 469 (CPR), ANCL 680 (FLIGHT LINE FIRE EXTINGUISHER TRNG), ANCL 000002 (MAINTENANCE CYBER DISCIPLNE), GENL 1000 (FOREIGN OBJECT, DAMAGE PREVENTION INITIAL), GENL 001001 (FOD Prevention), SAFE 001100 (HANGAR DOOR AWARENESS).

1.10.6.2. **(Added)** Hangar door training. Initial hangar door awareness training will be conducted during MOT. Hands-on operator training will be conducted by a qualified trainer. The trainer will be qualified on hangar door operation and will have attended the Air Force trainer course. Available hangars for training are as follows: 4225 Wash Rack (powered), 4230 C-130 Fuel Cell 2-Bay (powered), 4312 Contract Field Team (CFT) (manual), 4314 Inspection (MXS) (powered), 4315 B-1 Fuel Cell (manual), 5020 B-1 3-Bay (powered), 5110 B-1 4-Bay (powered), 5112 Paint (manual).

1.10.7. **(Added)** Maintenance training scheduling procedures. The MTS scheduler, with the assistance of the UTMs/monitors, will coordinate and schedule all training detachment (TD), maintenance qualification training program (MQTP), and ancillary courses. The MTS scheduler will build a 60-day MTS schedule based upon inputs provided by each unit on an AF Form 898 which will be presented to the MTS scheduler at the monthly MTS scheduler's meeting conducted no later than (NLT) the tenth duty day of each month.

1.10.7.1. **(Added)** The MTS scheduler will post schedules available to UTMs and instructors in 317 MXG training SharePoint site at **https://usaf.dps.mil/teams/317AirliftWing/317_mx_grp/mof/selfinspection/MQTP%20Schedule/Forms/AllItems.aspx**.

1.10.7.2. **(Added)** Work center supervisors will request training (i.e., propulsion TD, aero repair TS, crashed, damaged, or disabled aircraft recovery (CDDAR), etc.,) through the UTM and unit training monitor at a minimum of 90 days prior to anticipated class start date. UTMs and unit training monitors will coordinate all training requirements with the MTS scheduler.

1.10.8. **(Added)** Class Roster Deviations. Class roster deviations are reported by the MTS scheduler via deviation letter, coordinated through the UTM for routing to the unit commander. All deviations will be reported at the MXG status of training brief. Deviations include but are not limited to:

1.10.8.1. **(Added)** Non-utilization. An allocated and unfilled seat that is not returned to the MTS scheduler by the close of business (COB) the duty day prior to the class start date (CSD) or a seat filled by an individual who has already completed the training within 60 days of the CSD.

1.10.8.2. **(Added)** Walk-in. Any individual attending training who was not on the class roster to include name changes made by COB the duty day prior to the CSD.

1.10.8.3. **(Added)** No-show. Any individual listed on the class roster on the CSD who does not show for scheduled training regardless of reason or any individual turned away due to course prerequisites not met in the required timeframe prior to the CSD.

1.10.8.4. **(Added)** Class cancellation policy. Any class that does not meet the minimum attendance as identified in the respective course documents by COB the duty day prior to the CSD may be cancelled by the MTS. Additionally, classes that fall below the required course minimums due to no-shows or non-utilization may also be cancelled. All class cancellations will be coordinated through the MTS scheduler, D&I non-commissioned officer in charge (NCOIC), and the MTS chief for approval. The MTS chief (or equivalent) will notify the UTMs and unit training monitors of the cancelled class. The 317 MXG/CC can also choose to cancel maintenance training classes during local exercises.

1.10.9. **(Added)** Formal Training Scheduling.

1.10.9.1. **(Added)** The MTS scheduler will coordinate and consolidate all annual screening and forecasting with the unit training managers when prompted by AMC formal training or other coordinating agencies and will forward the information to the required agencies. Upon receipt of annual seat allocations, the MTS scheduler will assign formal course seats to each unit using their original screening/forecast requirements as a guide for fair allocation. Finally, the MTS scheduler will coordinate all student information and serve as a scheduling liaison between the host units and AMC formal training.

1.10.9.2. **(Added)** The UTMs will ensure formal training annual screening/forecasting is accomplished within the unit and forward the information to the MTS scheduler. Additionally, the UTMs will provide the MTS scheduler with names and all necessary information for seat allocations and will work with the work center supervisors and unit training monitors to ensure any changes are properly coordinated in a timely manner.

1.10.10. **(Added)** Maintenance Officer Training. The MTS will assist the 317 MXG/CC in identifying, developing, coordinating and reporting maintenance officer training requirements. Squadrons CCs (or equivalent) will ensure all maintenance officer training is tracked and reported in a timely manner to the UTM for inclusion in the status of training (SOT). Each squadron director of operations (DO) will develop a maintenance officer master training plan (MTP)/master task list (MTL) for their units.

1.10.10.1. **(Added)** Maintenance officers with less than 12 months experience on the C-130J, will enroll in Command Aircraft Systems Training (CAST). Training will be accomplished within 180 days of assignment.

1.10.12. **(Added)** Training Assessment Feedback.

1.10.12.1. **(Added)** The MTS will develop procedures with QA to ensure mandatory student task evaluations are performed.

1.10.12.2. **(Added)** QA feedback, AMTES critiques and surveys will supply the MTS with customer feedback that provides continuous measurable improvements while ensuring training needs are met through proper course delivery.

1.10.12.3. **(Added)** The MTS will acquire student critiques and supervisor feedback utilizing AMTES. In case of AMTES outage, instructors will use hard copy student critiques upon graduation and will email supervisors for feedback.

1.10.12.4. **(Added)** The D&I NCOIC and/or MTS chief will review class package checklist and class packages in AMTES and will review supervisor feedback responses to make course adjustments as necessary.

1.10.12.4.1. **(Added)** The D&I and/or MTS chief will provide QA with course task lists and student rosters for personnel who graduate applicable MQTP and TD course within 10 days of course completion.

1.10.12.5. **(Added)** The MTS will:

1.10.12.5.1. **(Added)** Review QA assessments for training deficiency trends and request feedback as applicable.

1.10.12.5.2. **(Added)** If a graduate fails an assessment, the MTS will ensure the supervisor decertifies the task, enters the graduate in remedial training and request reevaluation within 30 days.

1.10.12.5.3. **(Added)** The MTS will assess the instructor and course for repeat training assessment failures of instructed tasks.

1.15.2.1.1. **(Added)** QA personnel may utilize their personal cell phone in restricted areas to take pictures/videos for official duties (i.e., incident reports, inspection findings, technical assistance requests, etc.,)

2.4.37.1. **(Added)** The 317 MXG/QA Air Force Engineering and Technical Services (AFETS) representatives are appointed as the 317 MXG Aircraft Structural Integrity Program (ASIP). Monitors will monitor unit compliance with collection and submittal of ASIP data IAW the 317 MXG ASIP instruction in **Chapter 11** of this instruction and technical order requirements.

2.4.37.2. **(Added)** The 317 AMXS, 317 MXS and MOF will have sufficient ASIP representatives designated in writing by their respective OIC, DO, superintendent or equivalent. These representatives will be the squadron's focal point for ASIP data collection and distribution.

2.4.44.1. **(Added)** For repeat or recurring discrepancies "Repeat/Recur" will be entered in the discrepancy block and marked with the appropriate symbol per Technical Order (TO) 00-20- 1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures*. Technicians will review a minimum of 60 days' worth of maintenance history for the system prior to performing maintenance.

2.4.44.2. **(Added)** Cannot Duplicate (CND) discrepancies will be documented with the letters "CND" in the corrective action block followed by all actions taken to try to duplicate the discrepancy including TO references. In cases where the discrepancy was never duplicated but a part is replaced or other maintenance is performed, the technician will report the completed action along with "CND." For example, "CND, removed and replaced (part) as most likely cause of the discrepancy."

3.7.6.1.1. **(Added)** Debrief personnel will identify repeat/recurring discrepancies by entering "REPEAT" or "RECUR" in the appropriate discrepancy block of the Air Force technical order AFTO Form 781A, *Maintenance Discrepancy and Work Document*, by automated method, stamp, or marker and debrief technicians will annotate the 317AW Form 21-9, *Debrief Reporting Guide*.

4.11.3.1.1.1. **(Added)** Propulsion section NCOIC is responsible for storing, inspecting, modifying, repairing engines, applicable propeller repairs (See **Paragraph 4.11.8**.), QEC kits, and testing components, in addition to the applicable section NCOIC/chief responsibilities in **Chapter 2**.

4.11.10. **(Added)** Engine acceptance work package.

4.11.10.1. **(Added)** MXS propulsion section NCOIC/chief responsibilities will maintain locally developed engine work packages on all possessed engines.

4.11.10.2. **(Added)** The acceptance inspection, as a minimum, will include: each area of inspection by the performing technician's employee number and date accomplished annotated on the locally developed acceptance work package. Date started work, job control number, maintenance required, reason for removal, inlet and exhaust FOD inspections, general engine serviceability, engine preservation, identified deficiencies, inspect for loose hardware, critical clearances, cap open lines/cannon plugs; tag all associated components for servicing, install intake/exhaust covers, daily summary, final inspection worksheet. maintenance accomplished/performed or required actions are documented in the work package and MIS (GO81).

4.11.10.3. **(Added)** This document is used to identify requirements after repair or acceptance has been completed. QA will perform an acceptance inspection prior to entering serviceability status.

4.11.10.4. **(Added)** Roles and Responsibilities.

4.11.10.4.1. **(Added)** 317 MXS will coordinate all off-equipment engine, propeller maintenance and will maintain equipment trailers, IAW AFI 21-101, Paragraph 4.11.7., MXS will manage the facility (building 4311) that houses the back shop functions. All other responsibilities in AFI 21-101, Paragraph 4.11., propulsion flight, do not apply as the C-130J community does not operate or provide manning for a propulsion flight. MXS will appoint a forward supply point monitor for propellers housed in building 5000 to assist 7 LRS in the issue and turn-in process.

4.11.10.4.1.1. **(Added)** The MXS production superintendent will be the liaison between all agencies for off-wing organizational level maintenance. This includes coordinating with engine management, Rolls Royce, and Dowty, as required. MXS production superintendent will coordinate with engine management on the issue/turn in of engines and propellers.

4.11.10.4.2. **(Added)** AMXS will fill out & sign serviceable or unserviceable tags, ensure engine/propeller is free of leaks; all components are fully installed and will bag the engine prior to turn in. AMXS will notify MXS production superintendent prior to dropping off unserviceable engine or propellers to the backshop.

4.11.10.4.2.1. **(Added)** Whomever removes the engine or propeller is responsible for preparing and preserving engines and propellers for turn-in IAW applicable tech data to include bagging and tagging the engine. Additionally, all known discrepancies will be documented in MIS on the applicable off-equipment screens.

4.11.10.4.3. **(Added)** Engine Management. Engine management will coordinate with MXS production superintendent when assistance is needed, to include coordinating acceptance inspections, upcoming shipments, serial number verifications, organizational level maintenance requirements, or any other assistance that cannot be provided by Rolls Royce or Dowty.

4.11.10.4.3.1. **(Added)** When an engine is issued, engine management will transfer all off-equipment MIS discrepancies to the aircraft it is being installed on.

4.11.10.5. **(Added)** Off-Wing Inspection and Maintenance Requirements.

4.11.10.5.3. **(Added)** Upon receiving a serviceable engine or propeller from off station or contracted maintenance (in-house Rolls Royce and Dowty repairs), an acceptance inspection will be accomplished by Air Force maintenance personnel. The serial number verification sheet will also be completed during the acceptance inspection.

4.11.10.5.4. **(Added)** Following all contractor maintenance, a complete C-check inspection will be accomplished in conjunction with the acceptance inspection unless a B, C or D check has been performed on this engine within the past 60 days.

4.11.10.6. **(Added)** Preparation for Shipment or Issue of Engines.

4.11.10.6.3. **(Added)** Before releasing an engine for shipment or issue, the MXS production superintendent will ensure the following are complete:

4.11.10.6.3.1. **(Added)** Verify a signed serviceable tag is attached to the preservation bag.

4.11.10.6.3.2. **(Added)** Verify a preservation tag is attached to the preservation bag stating the preservation has been complied with.

4.11.10.6.3.3. **(Added)** Verify the engine inspection work package is complete and signed off.

4.11.10.6.1.4. **(Added)** Verify the engine stand is serviceable by reviewing the 244.

4.11.10.6.4. **(Added)** The organization requesting an engine or propeller to be issued will be responsible for weighing, JI process, and coordinating shipment/processing, to include MRTs and deployments.

4.11.11. **(Added)** Maintenance Qualification Training Program (MQTP) Propulsions Phase II Off-Wing Assets Usage for Training.

4.11.11.4. **(Added)** Off-wing propeller and engine assets to be used as the primary training method during MQTP's Propulsions Phase II training courses required by AMC to be taught under AFI 36-2650_AMCSUP, *Maintenance Training*. This measure ensures the continuation of mandated training without causing harm to flightline operations and incurring unnecessary lost training. MXS production superintendent will act as the liaison to MQTP and provide an off-wing engine if all outline requirements are maintained and met.

4.11.11.5. **(Added)** Engine Request Process.

4.11.11.5.3. **(Added)** Request will be made to MXS production team two weeks prior to each class start date with a list of expected training tasks to be completed on the designated engine.

4.11.11.5.4. **(Added)** Request will include course start and stop dates. Instructor will inform production team of any date changes.

4.11.11.5.5. **(Added)** MXS will determine if the request can be fulfilled based on projected engine change maintenance to be accomplished during the course duration.

4.11.11.6. **(Added)** Request Denial Stipulations.

4.11.11.6.3. **(Added)** Request will be denied if the engine quantity is at or below war readiness equipment (WRE) requirements and no serviceable engines are available.

4.11.11.6.4. **(Added)** Request may be denied if MQTP instructor does not meet all engine requests, usage process or return to service requirements. MXS must provide documentation to maintenance operations flight (MOF) leadership or MQTP section chief when requirements are not met.

4.11.11.6.5. **(Added)** Request may be denied if projected engine maintenance (i.e., letter check inspection has a known engine change) during the duration of a course that causes the serviceable engine quantities to drop below or at WRE requirements.

4.11.11.7. **(Added)** Receiving and Usage.

4.11.11.7.3. **(Added)** MXS will provide the engine identification number to the instructor prior to maintenance training.

4.11.11.7.4. **(Added)** Instructor will review engine documentation to ensure there is not conflicting maintenance that renders the engine unusable for training purposes. The instructor will inform the production team prior to starting training tasks if there is conflicting maintenance or documentation errors.

4.11.11.7.5. **(Added)** The instructor will inform the production team of maintenance accomplished on the daily summary of maintenance log for the corresponding engine by end of day. Instructor will be responsible for engine forms and MIS until the engine ends training status.

4.11.11.7.6. **(Added)** Instructor will create a Job Control Number (JCN) (**Attachment 12**) in engine forms and MIS stating, "Engine has entered into MQTP training status" and will be placed on a Red X.

4.11.11.7.7. **(Added)** If the designated training engine was in a preserved status, the instructor will create a JCN (**Attachment 12**) in engine forms and MIS stating, "Engine de-preserved for MQTP training" on a Red X.

4.11.11.7.8. **(Added)** Instructor will have all consumable items prior to using serviceable engine. If consumable items are not available, the corresponding task will not be accomplished.

4.11.11.7.9. **(Added)** No other maintenance training should be accomplished on the designated MQTP training engine. If maintenance was accomplished on a separate shift, it will be documented on the daily summary of maintenance. If the instructor discovers undocumented maintenance, they will immediately report it to the production team.

4.11.11.8. **(Added)** Return Engine to Serviceability,

4.11.11.8.3. **(Added)** Instructor will close the training status discrepancy by signing the CORECTIVE ACTION block in the engine forms stating, "Engine removed from training status and restored to serviceable."

4.11.11.8.4. **(Added)** All systems qualified MQTP section chief or qualified 7-level will sign the INSPECTED BY block to confirm the engine was returned to serviceability.

4.11.11.8.5. **(Added)** Instructor will notify QA to complete a required quality verification inspection (QVI) for non-serviceable engines or a key task listing (KTL) for serviceable engines.

4.11.11.8.6. **(Added)** Instructor will complete engine preservation checklist when applicable and document the action completion.

4.11.11.8.7. **(Added)** If engine was de-preserved for training, instructor will close the de-preservation discrepancy by signing the CORRECTIVE ACTION block in the engine forms stating, "Engine preserved IAW" the applicable tech data.

4.11.11.8.8. **(Added)** Instructor will inspect all forms and MIS documentation of the designated training engine for accuracy.

4.11.11.8.9. **(Added)** MXS should complete an engine acceptance inspection prior to QA performing a KTL to identify any engine discrepancies. If discrepancies are found, MXS will report them immediately to MOF supervision or MQTP section chief.

5.2.2.1.11.2. **(Added)** During each shift, the MOC controller will coordinate with the on shift pro super to ensure proper aircraft statuses and parking are reported in MIS. The applicable unit pro super has final authority over aircraft status reporting and will be coordinated with prior to changing aircraft statuses.

5.2.2.1.11.3. **(Added)** It is the responsibility of the flying crew chief (FCC)/assistant flying crew chief (AFCC) to report aircraft status while off station. This action may be an itinerary of events sent through email, fax or telephone and will include details such as start and stop times, date, status driving JCN, work unit code (WUC) and discrepancy. The FCC/AFCC will update MOC as soon as possible to ensure real time aircraft status reporting and accurate aircraft utilization.

5.2.2.1.13.1. **(Added)** When aircraft deploy to locations where the 317 AW maintains possession, PS&D personnel will place the aircraft into deployed status immediately upon the aircraft arrival to deployed location. Upon aircraft return to Dyess, PS&D personnel will place aircraft in Dyess possession.

5.2.5.1.13.3. **(Added)** 317 MXG analysis personnel will work with deployed 317 AW leadership to establish G081 access and G081 printing capabilities.

5.2.5.1.13.4. **(Added)** Utilize work center QA900 (shop mnemonic A1DEP) for deployed personnel and MDC. Additional work centers will be created if the unit is deployed to multiple locations simultaneously.

5.2.5.3.4.7.1. **(Added)** The database manager will notify FAO if G081 is unexpectedly unavailable for over 8 hours.

5.2.5.3.4.2.2. **(Added)** The database manager will maintain a copy of DD Form 2875, *System Authorization Access Request (SAAR)* for users requesting G081 access. An audit of users will be performed annually.

5.2.5.3.4.12.4. **(Added)** The database manager will only release access keys to section chiefs and FAMs (with the exception of Data Integrity Team (DIT) screens 9153 and 9154).

5.2.5.3.6.2.1.1. **(Added)** Maintenance supervision will appoint at least two representatives per work center as a DIT monitor. DIT monitors will be named via appointment letter, which will be submitted to and kept on record by Maintenance Management Analysis (MMA). A new DIT

appointment letter will be drafted by maintenance supervision and submitted anytime DIT monitors are added or removed.

5.2.5.3.6.6. **(Added)** The DIT chief will review, at a minimum, one set of aircraft forms each week to ensure that discrepancies in MIS correspond with discrepancies in the forms. The DIT representative will ensure that the common discrepancies documented in MIS and not in the aircraft forms will be briefed in the mandatory DIT monthly briefings.

5.2.5.3.6.7. **(Added)** DIT chief will notify shops and section chiefs if the shop DIT monitor is not reviewing their shop's jobs and flagging errors daily.

6.7.13.1.3. **(Added)** Units will provide root cause analysis (RCA) worksheets, utilizing 317 AW Form 21-21, or locally generated product, to QA by the first week of the following month for all fails and observations. Units will document corrective action plans and get-well dates on the RCA worksheets, which will be reviewed for MSEP summary trends.

6.7.13.1.4. **(Added)** Units will document corrective action plans and get-well dates on the RCA worksheets.

6.10.1.1.1. **(Added)** TODOs will maintain program documents relating to the accounts they manage. The program documents will contain, at a minimum, the account file plan with the purpose and location of each library, appointment letter, TODO training certificates, AFTO Form 43, *USAF Technical Order Distribution Office (TODO) Assignment or Change Request* and the last account annual inspection report. The documents will be in a continuity book as well as online.

6.10.7.3. **(Added)** 317 AMXS TODO will send an appointment letter signed by the support section OIC/chief to the lead TODO when there is a change to the account POCs. The lead TODO will then prepare the AFTO Form 43 for signatures to have the new AMXS TODOs added to the account and the old ones removed. TODOs must have all related training completed before being added to the account as a TODO.

6.10.8.2. **(Added)** The lead TODO for the 317 MXG will be assigned to the QA section and will maintain CFT and flight sim TO libraries. The lead TODO will also assist LOGNET with maintaining the digital TO library on the eTools.

6.10.8.2.1. **(Added)** 317 AMXS CTK section will assign TODOs to manage the paper TO libraries for each aircraft as well as paper TOs maintained in the CTK section for checkout. The lead TODO will assist these individuals as necessary in performing these duties.

6.10.8.3. **(Added)** The TODO will transfer physical security of any/all eTools involved in a mishap to LOGNET.

6.10.8.3.1. **(Added)** LOGNET will quarantine laptops with the assistance from 7 CS to initiate the investigation.

6.10.10. **(Added)** The lead TODO will provide weekly TO change reports by running a distribution report in Enhanced Technical Information Management System (ETIMS). This report will be run for the previous week which will include TO number, distribution date, and change number.

6.10.11. **(Added)** On the first duty day of each month, the lead TODO will run a master TO report in ETIMS against the CFT, flight sim, and TCTO libraries and send them to the respective sections. Master TO reports will be posted with the library. When aircraft are deployed or TDY on the first

duty day of the month the TODO has five duty days upon return to update the ETIMS report and verify the TOs in that library.

6.10.11.1. **(Added)** On the first duty day of each month, 317 AMXS TODOs will run a master TO report in ETIMS against each aircraft account as well as paper TO accounts within the consolidated tool kit (CTK) section. Master TO reports for each library will be printed, compared to the TOs on hand, and posted with the library.

6.12.1.1.1. **(Added)** Organization requiring the FCF/operational check flight (OCF) will notify 317 MXG QA and current operations as soon as possible when an FCF/OCF is required. The aircraft forms will be thoroughly reviewed for accuracy, completion, and required documentation for the FCF/OCF. The owning organization will then ensure the aircraft forms and G081 screen 8035 and 8070 are available for the QA FCF manager to review. When the FCF/OCF briefing is scheduled, the owning organization will ensure a member of production attends. If the FCF is required due to engine or propeller replacement a propulsion system technician (AFSC 2A6X1) will also attend the briefing.

6.12.2.2.1. **(Added)** Adequate time must be allotted between notification of the FCF/OCF and the scheduled flight to allow the QA FCF manager time to properly fulfil the required reviews. Any changes to the FCF/OCF must be coordinated through the FCF program manager for approval.

6.12.2.4.1. **(Added)** 317 AW Form 21-6, *FCF/OCF Checklist*, will be used to document the FCF/OCF. Copies of this form will be maintained in 317 MXG QA in the FCF/OCF book.

6.12.3.6. **(Added)** Conduct a thorough review of the aircraft forms and MIS records to ensure accuracy of documentation prior to the aircrew briefing. 317 MXG QA will also conduct the aircrew debrief and review all documentation after the FCF/OCF with the aircrew and owning pro super to ensure completion and accuracy of the event. Aircrew will sign off the applicable aircraft forms and the FCF/OCF checklist and QA will take time for it in MIS.

6.14.1.3. **(Added)** When a high-speed taxi check (HSTC) is required, the owning organization and 317 MXG QA will follow the procedures and guidelines established to complete an FCF/OCF.

6.14.1.4. **(Added)** 317 AW Form 21-7, *High Speed Taxi Checklist*, will be used to document the HSTC. Copies of this form will be maintained by 317 MXG QA in the FCF/OCF book.

6.15.3.1.1. **(Added)** The 317 MXG QA weight and balance (W&B) program manager will certify all 317 AW W&B personnel.

6.15.4.5. **(Added)** Ensure aircraft AFTO Form 781A and MIS are documented correctly when W&B updates are accomplished.

6.15.4.6. **(Added)** Ensure W&B handbook is maintained IAW TO 1-1B-50, *Basic Technical Order for USAF Aircraft Weight and Balance*. The handbook will be enclosed in a binder and stored on each aircraft in the storage pocket aft of the crew entrance door on fuselage station 245.

6.15.4.7. **(Added)** Certify that aircraft inventories are conducted by owning unit IAW TO 1- 1B-50, 1C-130(C)J-5-1, *Sample Basic Weight Checklist—USAF Series 1C-130(C)J (Long) Aircraft*, and 1C-130(C)J-5-2, *Loading Data Manual—USAF Series 1C-130(C)J(Long) Aircraft*, as applicable.

6.15.4.8. **(Added)** Weigh aircraft with owning unit IAW TO 1-1B-50, 1C-130J-2-08JG- 00-1, *Job Guide Ground Handling Leveling and Weighing USAF C-130J Series Aircraft*, 1C-130(C)J-5-1 and 1C-130(C)J-5-2 as applicable.

6.15.4.9. **(Added)** All information to be used for operational purposes is to be taken from the aircrafts current 365 series forms/charts, which are in the supplemental W&B handbook located on the aircraft. The primary W&B handbooks will be maintained in the QA office.

6.15.5. **(Added)** Owning organizations will:

6.15.5.1. **(Added)** Prepare aircraft for weigh IAW TO 1-1B-50, 1C-130J-2-08JG-00-1, 1C-130(C)J-5-1 and 1C-130(C)J-5-2 as applicable.

6.15.5.1.1. **(Added)** Notify QA as soon as possible to complete the adjustment prior to any scheduled mission. Small changes to the aircraft W&B will be given at least two hours' notice while complete inventory inspections will be scheduled for a minimum of eight hours' time.

6.15.5.2. **(Added)** Notify QA W&B program manager upon completion of organizational or intermediate level TCTOs and modifications affecting the basic aircraft weight and moments as outlined within the TCTO.

6.15.5.3. **(Added)** 317 AMXS TODOs will post all applicable W&B TO changes as they are delivered to the W&B books stored on the aircraft.

6.15.5.4. **(Added)** Notify QA personnel when W&B aircraft binders become damaged or unserviceable in a timely manner.

6.15.5.5. **(Added)** Ensure a Red X discrepancy is entered in the aircraft AFTO Form 781A and MIS when any item(s) are removed or added to the aircraft when the aircraft will be flying in that current condition. The work unit code 04150 will be used for this job and it will be loaded against the MXGQA shop code.

7.2.1.3. **(Added)** QA will maintain the impoundment logbook and have it available for checkout.

7.2.1.4. **(Added)** QA will review completed aircraft/equipment forms for accuracy and MIS data integrity covering the entire impoundment process prior to signing off QA's AFTO Form 781A entry. QA will be given a minimum of 12 hours after completion of maintenance and delivery of aircraft forms, the 317 AW Form 21-8, and the impound log book prior to next scheduled flight to complete the forms review process.

7.4.4. **(Added)** The impoundment official will ensure any required fluid samples (i.e., engine oil, hydraulic fluid, fuel) required are taken in a timely manner for analysis.

7.4.5. **(Added)** The impoundment official will review MIS and aircraft/equipment forms to ensure all maintenance corrective action documentation is accurate and complete. The impoundment official will ensure that documentation discrepancies are updated and corrected prior to the QA impoundment forms review.

7.4.6. **(Added)** The impoundment official will brief the impoundment release authority of all discrepancies found and maintenance performed while the aircraft was impounded to secure the aircraft/engine release.

7.6.1.1. **(Added)** Upon notification of an aircraft impoundment, the pro super will isolate the aircraft/equipment and suspend all maintenance on the aircraft beyond that necessary to make the

aircraft safe. The pro super will also ensure all hazards are eliminated to the extent that the investigation will not be hampered.

7.6.2.1. **(Added)** Upon notification of an impound MOC will initiate impoundment notification via quick reaction checklist (QRC) 10, Impoundment.

7.6.2.2. **(Added)** Plans, scheduling and documentation (PS&D) section will process the aircraft forms and associated files required by the impound. The automated jacket files for the aircraft will be downloaded to approved media located in PS&D and will be verified and transferred to either the flight chief or flight OIC's office for safe keeping. Access to the drives will be restricted to the appointed impoundment official. If access is required by other personnel, it will not be granted without permission by the impoundment official in writing with a wet ink signature.

7.6.4.3. **(Added)** The impoundment official will ensure 317AW Form 21-8, *Aircraft/ Equipment Impoundment Checklist*, is utilized and annotated throughout the impoundment process. Upon the impoundment completion, the 317AW Form 21-8 will be turned into 317 MXG QA and stored in the master impound log.

7.6.4.4. **(Added)** Prior to proceeding with the impoundment, the appointed impoundment official will check out the impoundment logbook and will receive a briefing from QA regarding the impoundment process.

7.6.4.4.1. **(Added)** The impoundment official will enter the pre-printed AFTO Form 781A found in the impoundment logbook.

7.6.7.1. **(Added)** If an aircraft component (i.e., engine, propeller) is determined to be the cause of the condition, the impoundment can be transferred to that component with approval from the MXG/CC.

7.6.7.1.1. **(Added)** Enter the following discrepancy in the AFTO Form 781A to transfer the impoundment to the removed component: Red X "Determined impound discrepancy to be (component) related, removed (position number, serial number) IAW (TO) to release aircraft from impoundment."

7.6.7.1.2. **(Added)** After the component has been removed from the aircraft, the owning shop will sign the report and the impoundment release authority will release the aircraft from impoundment.

7.6.7.1.3. **(Added)** The impoundment official will initiate impoundment procedures on the removed component. The impoundment official will brief MXG leadership and owning shop on all findings and will provide the shop with a copy of the initial impoundment report.

8.2.1.1.1. **(Added)** Guidelines for Program Management. 317 AW guidelines and procedures for tool and item accountability have been incorporated into this document. All personnel working on 317 AW aircraft or associated equipment and aircraft maintenance industrial areas will follow the guidelines laid forth in this document.

8.2.1.2. **(Added)** 317 AW personnel will maintain accountability of all items, tools, and equipment brought onto the aircraft parking apron or maintenance industrial areas. Personnel will perform 100 percent accountability check before, during, and after accessing any aircraft related facility.

8.2.5.2. **(Added)** Authorization for on-site transfers of installed/in-use special tools, test equipment, support equipment and special vehicles will be approved by Mx SNCO and CTK personnel. This does not include common tools, toolboxes, radios, e Tools and general vehicles.

8.2.5.2.1. **(Added)** The individual taking responsibility over the CTK will obtain a blank AF Form 1297, *Temporary Issue Receipt*, or current issued tool listing from the CTK section and report to the job site to take inventory of the items.

8.2.5.2.2. **(Added)** Both individuals will perform a complete inventory of all tools and CTKs that will be transferred and both will sign the AF Form 1297 or current issued tool listing to approve the on-site tool transfer. At the on-site transfer, an authorized individual IAW **Paragraph 8.2.5.2** will oversee the inventory of the tool kits.

8.2.5.2.3. **(Added)** Upon receipt of the completed and signed AF Form 1297 or current issued to listing the CTK custodian will clear the outgoing individual and file the on-site transfer documentation until all items have been turned in to the CTK section for proper inspection.

8.2.8.3. **(Added)** Lost tool/item procedures in **Paragraph 8.9.2** of this instruction and AFI 21-101 will be followed for misplaced personally issued equipment or items.

8.2.9.4. **(Added)** Rags will be controlled like any other tool and will be accounted for in TCMax. Rags will be issued in packaged sets in either a tool bag, diaper clip or other container type and will not exceed 10 rags per set.

8.2.9.5. **(Added)** The CTK NCOIC will establish procedures to track all rag quantities within their section.

8.2.9.6. **(Added)** Lost tool/item procedures in **Paragraph 8.9.2** of this instruction and AFI 21-101 will be followed for misplaced rags.

8.2.10.1. **(Added)** Government purchase card (GPC) holders within the CTK/tool kit (TK) section are authorized as the primary personnel to procure tools. If CTK/TK section GPC holders are not available, alternate personnel will procure tools with approval of the CTK/TK section supervision/NCOIC.

8.2.10.2. **(Added)** When preparing a tool procurement request for base contracting ensure all requirements for the items are specifically identified. Items to consider when preparing the request include strength, size, finish, insulation, physical dimensions, magnetic properties, laser etching and size of letters, foam type and color, and brand preference.

8.2.12.1. **(Added)** When a depot field team (DFT), factory service representative (FSR) or CFT perform maintenance on-equipment within the 317 AW, they will follow this instruction for tool accountability.

8.2.12.1.1. **(Added)** If the contractor or team has not made provisions for tool control and accountability, the team leader/supervisor will coordinate with the QA representative (QAR), to develop a program.

8.2.12.1.2. **(Added)** Guidelines developed will be documented as an MFR and will be signed by the team leader/supervisor and the QAR agreeing to the provisions for tool control. The team leader/supervisor and QAR will maintain copies of this letter for the duration of the team's stay.

8.2.12.1.3. **(Added)** Tool and equipment procedures for CFTs are derived from current workload agreements, statements of work, and/or current contracts and are governed by local instructions and coordinated by the QAR.

8.2.15.2. **(Added)** If CTK/TK custodians are operating with only a single person on shift and no CTK supervision is available the on duty pro super or appointed designee will aid in inspecting the applicable items for turn-in.

8.2.16.1. **(Added)** Tool rooms will have controlled access limited to CTK/TK custodians, squadron leadership, and production personnel.

8.3.1.2. **(Added)** NCOICs for CTK section, mobility equipment, and Dash 21 will maintain appointment letters delegating program responsibilities to personnel for each program that is maintained within these sections. They are also responsible for maintaining an annual master inventory for all dispatchable tools and equipment within their sections.

8.3.1.2.1. **(Added)** Tool and equipment inventory within mobility equipment is built around unit type code (UTC) requirements and local/TDY usage of these items will be limited to ensure serviceability/availability of these items is maintained.

8.3.2.2. **(Added)** The 317 AW does not have a wing weapons manager (WWM) and will rely on the weapons task qualification manager (WTQM) to determine what tools and how many load crew boxes are required to support mission requirements.

8.3.6.1.1. **(Added)** All CTK/TK forms will be inserted into a weather-resistant pouch, bag, binder or folder.

8.3.6.5.2. **(Added)** When a consumable item within a CTK/TK has been depleted and is not replaced upon turn in to the CTK section, it will be annotated on the master inventory listing (MIL) and within TCMax as consumed.

8.3.6.6.2. **(Added)** If one item of a tool set is unserviceable, the item will be removed from the set and handled as a broken tool. If the item will not be replaced the number of pieces listed on the tool must be changed and will require a new MIL.

8.3.6.7.1.3. **(Added)** MIL document changes must be completed in black pen only and must contain the CTK custodian's initials, man number, date, and comments. Any changes to the MIL will also be updated in TCMax to ensure proper tool accountability.

8.3.6.7.3.1. **(Added)** Tools removed from CTK or TK without a planned replacement will have their silhouette, label or shadowed layout or inlay cut-outs filled-in or removed from the CTK/TK.

8.3.6.7.5. **(Added)** Replacement tools will not be turned in or replaced without the return of a reasonable amount of the pieces of the original tool. If pieces of the broken tool cannot be found a lost tool/item report will be ran to locate the remaining pieces following the guidance in **Paragraph 8.9.2** of this instruction.

8.3.6.8. **(Added)** Damaged or defective tools that cannot perform their designated task are considered unserviceable and must be removed immediately from the CTK and documented in TCMax® and on the MIL.

8.3.13. **(Added)** Flight line dispatchable CTKs/TKs will have reflective tape on all sides.

8.3.14. **(Added)** All dispatchable CTKs/TKs will have a means of containing FOD (i.e., pouch, can, bag) when feasible. This does not apply to test, measurement and diagnostic equipment (TMDE) items.

8.5.1.2.7.1. **(Added)** TCMax will be used to aid in tracking TMDE calibration due dates and intervals.

8.5.1.3.1. **(Added)** Maintenance units within the 317 MXG will utilize TCMax for tool accountability and control. During times of an outage of TCMax, tool issue and return will be documented on AF Form 3131, *General Purpose (11 X 8-1/2")*, setup as shown in **Attachment 19** until TCMax is brought back online. Upon restoration, all tool issues and turn-ins will be updated in TCMax to ensure proper tool accountability and history of tool usage in the system.

8.5.4.1.1. **(Added)** Dispatchable CTKs/TKs serviceability will be inspected every 90 days. Minimum inspection requirements include tools for correct etchings/corrosion, overall condition of box/foam and MIL accuracy. Additional inspection criteria will be determined by the support section flight chief or section NCOIC.

8.5.4.4. **(Added)** Tools in War Reserve Material (WRM) status or CTKs/TKs marked for deployment purposes do not require 90-day serviceability inspections if they are sealed with tamper evident seals and are not used. These tools, CTKs or TKs will fall under the annual inspection requirement. If the seal on the tool, CTK or TK is broken, it will require a complete serviceability inspection prior to resealing IAW the above guidance. The tool, CTK or TK's inspection date can be reset to a year from the resealing date.

8.5.4.5. **(Added)** TCMax will be used to document and track serviceability inspections on all tools, CTKs and TKs. Items with overdue inspections will be considered unserviceable and will not be available for checkout until the inspection has been performed.

8.5.6.1.1. **(Added)** 317th Operations Group (OG) Tool/Equipment Control.

8.5.6.1.2. **(Added)** Tools and equipment signed out by 39th/40th Airlift Squadron (AS) aircrew personnel from a CTK section that dispatch to an aircraft parking area or aircraft maintenance industrial area will be controlled and inventoried as described in **Paragraph 8.5** and sub-paragraphs of this document and DAFI 21-101.

8.5.6.1.3. **(Added)** 317 OSS personnel performing inspections, training or maintenance in aircraft parking areas or aircraft maintenance industrial areas will establish procedures to track the items, tools and equipment used to perform these tasks. These procedures will be validated by the section chief for the respective area. Spot inspections will be performed to verify the procedures are being followed and the process is working properly.

8.5.7. **(Added)** Tool Control for Long-Term Conditions.

8.5.7.1. **(Added)** Long-term is defined as any CTK tool and/or piece of equipment that will be checked out for longer than 24 continuous hours.

8.5.7.2. **(Added)** Aircraft support flight superintendent will maintain an MXA approved list of eligible long-term items.

8.5.7.3. **(Added)** Long-term items will be accounted for by production office during every shift change. The estimated tool return date will be entered into TCMax®.

Table 8.1. (Added) 317 AW CTK Worldwide Identifier (WWID) Prefix Broken Down By Squadron, Unit, and Section.

Squadron	Section	Prefix	Last 5-Digit Designators
39 AS	Loadmasters	DW39	LM–001 thru 999
40 AS	Loadmasters	DW40	LM–001 thru 999
317 AMXS	CTK	DWMA	XXXXX
	Mobility Equipment	DWMM	XXXXX
	Dash 21	DWMD	XXXXX
317 MXS	Fuels	DWMX	FXXXX
	Maintenance Flight	DWMX	XXXXX
317 MXG	Quality Assurance	DWGZ	XXXXX
317AW	Safety	DWAG	SE–001 thru 999
317 OSS	Aircrew Flight Equipment(AFE) (Life Support)	DWOS	LS–001 thru 999

8.6.1.5.1. **(Added)** TMDE assets will utilize the existing Precision Measurement Equipment Laboratory (PMEL) bar code number listed on the AFTO Form 66, *TMDE Bar Codes (Polyester Film)*. Units will mark TMDE in a way to quickly identify which squadron and section they belong to so they can quickly be identified if lost or misplaced. All cases, parts and pieces associated with TMDE will be identified with the same PMEL bar code identifier.

8.6.1.5.2. **(Added)** TMDE items that contain several calibrated items and contain more than one PMEL bar code identifier will contain a primary identifier that will be used to mark the entire kit including cases, parts and pieces. The remaining TMDE components will be marked with their own unique PMEL bar code identifier.

8.6.6.1. **(Added)** Unserviceable tools removed from a CTK will be stored in a secure location until turned in for salvage or warranty replacement.

8.6.6.2. **(Added)** Track warranty, non-warranty and spare tools/items for at least one year prior to disposing of warranty and non-warranty records.

8.6.6.2.1. **(Added)** A quarterly inventory of all warranty, non-warranty, spare tools/items and expendable tools/items, will be accomplished and documented in TCMax.

8.7.1.1. **(Added)** Section requesting the locally manufactured, developed or modified tools and equipment will supply the description, justification and all relative information, to include pictures if available, to the QA product improvement manager (PIM) prior to manufacture or usage in MFR format as shown in **Attachment 15**.

8.7.1.1.1. **(Added)** The PIM will work with QA inspectors and subject matter experts (SME) to validate the need and safety of the requested tool. Upon approval, the PIM will route the approved plans to the MXG/CC for signature.

8.7.1.1.2. **(Added)** Upon MXG/CC approval, the tool or equipment will be assigned a locally manufactured tool identification number consisting of the year of approval and serial number.

8.7.1.1.3. **(Added)** CTKs will maintain a listing of all locally manufactured tools that are contained within their inventory and will report any additions/deletions to the PIM. The PIM will maintain a log of all locally manufactured tools and their location, with the approval MFRs.

8.8.1.4. **(Added)** Bolt cutters are considered a security item and will not be issued to personnel lower than the rank of master sergeant.

8.8.2.3. **(Added)** All CTKs/TKs that are capable of being locked with a standard lock set with key will include a lock to increase tool security. Locks for CTKs/TKs will be secured with a lanyard and will be keyed. The lock key will be etched with the WWID of the assigned box and will include a streamer to increase the visibility of the key.

8.8.2.3.1. **(Added)** Secure tool rooms or work centers within the 317 AW include designated CTK sections and locked/secured offices. CTKs/TKs that are unable to be locked (i.e., headsets, eTools, torque wrenches) will not be left unattended unless secured to a toolbox with a lanyard. The flightline, hangars and unlocked offices do not constitute a secure area or workstation and CTKs/TKs are required to be locked and/or secured when left unattended.

8.8.2.3.2. **(Added)** It is recommended that CTKs and TKs include lanyards to secure loose items such as eTools and headsets for security.

8.8.2.3.3. **(Added)** Combination padlocks within a CTK will not be used for security unless they are transportation security administration (TSA) approved and will only be used for commercial aircraft transportation of the toolbox.

8.8.2.3.4. **(Added)** CTKs/TKs will not be left unattended inside aircraft unless scheduled to fly within 24 hours (i.e., FCC or maintenance recovery team (MRT) CTKs/TKs).

8.8.2.3.5. **(Added)** While maintenance is still in progress, inventoried and locked CTKs/TKs may be left unattended at the jobsite or work area. CTKs/TKs should be left at the wingtip or other un-obstructive/exposed location but will not be stored on the aircraft or aerospace ground equipment (AGE) while unattended.

8.9.2.1.1.1. **(Added)** Aircrew members must account for all equipment and personal items after each flight and ensure that any item lost during that flight is documented on the AFTO Form 781A for that particular aircraft. Aircrew members will assist maintenance personnel in the search for the lost item(s). The 39/40 AS director of operations may waive aircrew participation in the search due to mission requirements.

8.9.2.5.2. **(Added)** If the item/tool is found complete all applicable sections on the 317AW Form 21-19, *Lost Tool/Object Report*, to include the total time and personnel dedicated to searching the item and file with the respective CTK section.

8.9.2.7. **(Added)** The CTK section NCOIC will ensure a copy of the completed 317AW Form 21-19 is forwarded to the 317 MXG/QA organization email distribution list within two duty days of termination of the search. If the lost tool report is part of another reportable incident, the 317AW Form 21-19 will be forwarded within the time frame required by the incident.

9.5.2.1. **(Added)** Excess will be turned in when the on-hand balance is more than twice the authorized amount.

9.5.2.2. **(Added)** Inventories will be conducted IAW AFI 23-101, *Air Force Material Management*.

9.5.2.3. **(Added)** Assets will not be commingled.

11.1.4. **(Added)** Hangar Door Operations. To operate hangar doors personnel must be trained as described in **Paragraph 1.10.7.1.2** of this document. Prior to operating doors personnel must complete the pre-use checklist and ensure there are no obstructions in the path of the door to include ice and snow during inclement weather.

11.1.4.1. **(Added)** Facility manager(s) are responsible for the placement and upkeep of "DANGER" signs mounted next to all hangar door controls. They will also report any faulty hangar doors to the 7th Civil Engineering Squadron (CES).

11.1.4.2. **(Added)** Users must report any faulty hangar doors to the respective facility manager to ensure fixes are in work.

11.1.4.3. **(Added)** When temperatures are below 50 degrees, hangar doors should remain closed to the greatest extent possible as fire suppression systems and other building infrastructure may be affected by colder temperatures.

11.6.1.1. **(Added)** Red Ball Procedures.

11.6.1.1.1. **(Added)** Production will dispatch qualified technicians to evaluate the nature of the discrepancy with aircrew and retrieve the aircraft forms binder with the aircrew entered discrepancy.

11.6.1.1.2. **(Added)** Debrief will load pilot reported discrepancies (PRD) and MOC will issue required maintenance discrepancies, after the PRD is created, for Red Balls against applicable work centers in MIS. In the event the MIS is down MOC and debrief will load all Red Ball maintenance actions as soon as access is restored.

11.6.1.1.3. **(Added)** Production will keep MOC updated with all status changes, estimated time for completion (ETIC), parts status and other information necessary to track the mission's sequence of events.

11.6.1.1.4. **(Added)** Debrief will provide pro super with an aircraft systems history report for applicable WUCs for review.

11.6.1.1.5. **(Added)** Expediter and/or pro super will coordinate part availability through supply support and will establish the delivery/backorder priority of the items. Supply support will notify the applicable production team immediately upon delivery of the part.

11.6.1.1.6. **(Added)** The pro super will ensure applicable JCNs are closed through MOC and the aircraft is assigned a new status prior to signing the exceptional release or conditional release.

11.6.1.1.7. **(Added)** All MIS documentation regarding the Red Ball will be completed prior to work center shift release. If MIS is down, documentation will be cleared as soon as access is restored.

11.8.3.2.1.1. **(Added)** Aircraft plugs and covers will be removed no earlier than 6 hours prior to the scheduled takeoff time for the specific aircraft. Spare aircraft will not have plugs and covers removed until it is determined that the spare aircraft will be utilized.

11.8.3.2.1.2. **(Added)** After the last sortie of the day when a -6 inspection is to be accomplished, a Red X entry will be made in the aircraft forms requiring the inspection of engine inlet and exhaust IAW 72-70-10. Additionally, a second Red X will be entered requiring this inspection be

accomplished prior to next engine start. The same pre- and post-engine inlet and exhaust inspection Red X entries will be made for maintenance engine runs between sorties, as required by the 71-00-10 engine and propeller run-up checklist.

11.8.3.2.1.3. **(Added)** Throttle quadrant covers will be installed as soon as the aircraft is recovered and remain installed as close to crew show as possible to prevent FOD.

11.8.3.2.1.4. **(Added)** Throttle quadrant covers will be installed if any maintenance is performed in the flight deck.

1.8.3.3.1. **(Added)** Technicians will install intake plugs on effected engine prior to performing any maintenance on the engine or propeller forward of the wing leading edge. This does not apply during specific steps of the task that require the removal of the plug to perform maintenance.

11.8.3.6.6. **(Added)** OCP boonie hat may be worn during daylight hours with the chin strap placed tight under the chin. Personnel with hat waivers for medical conditions will abide by governing rules that apply to the wear of hats during engine running operations.

11.8.3.6.7. **(Added)** Authorized watch caps and balaclavas are authorized during inclement/cold weather.

11.8.3.11.3. **(Added)** 317 AW FOD walk will be held once a week, typically on the first duty day of the week. The FOD walk will be comprised of members from all squadrons within the 317 AW. The 317 AMXS/MXA will coordinate with the 317 AW FOD monitor to reschedule or postpone the FOD walk as the mission dictates. If the FOD walk is postponed due to weather or other circumstances, it will be rescheduled for the following duty day unless stated otherwise. The 317 AW FOD monitor will ensure all agencies are notified of FOD walk cancellations.

11.8.3.11.3.1. **(Added)** The area of responsibility starts at the taxi line in front of Quebec row and personnel will walk the area between the red lines until the end of the C-130 parking apron.

11.8.3.11.3.2. **(Added)** Squadron FOD representatives from both 317 AMXS and 317 MXS, or designees, will organize and perform FOD walk leadership duties in scheduled FOD walks.

11.8.3.11.3.2.1. **(Added)** FOD walk leadership duties include starting and stopping, ensuring members are actively searching for FOD, and walking ahead of the formation to control the overall pace of the FOD walk.

11.8.3.11.3.3. **(Added)** Squadron FOD representatives will ensure all members participating in FOD walks have the appropriate gear (i.e., plastic bags, ear plugs/muffs, reflective belts).

11.8.3.11.3.4. **(Added)** Minimum FOD walk participation is met when there is at least one person per concrete block.

11.8.3.11.4. **(Added)** A FOD walk will occur around building 4216 at least once per week, in conjunction with the 317 AW weekly FOD walk, as shown in **Attachment 13**. The 317 OSS aircrew flight equipment (AFE) section is responsible for the north side of the building to the entry control point (ECP) sidewalk at the midpoint of the building. The 317 AMXS support section is responsible for the south side of the building to the ECP sidewalk at the midpoint of the building. Upon completion, the respective FOD leaders will email a picture of the findings or negative results in their areas to the 317 AW FOD monitor.

11.8.3.11.5. **(Added)** The 317 AW FOD monitor or 317 MXG QA inspector(s) will perform concurrent and follow-up assessments of the FOD walk and document findings in logistics evaluation assurance program (LEAP).

11.8.3.12.2.1. **(Added)** All pilots and aircrew members will perform a FOD check of their respective area within the aircraft before and after a flight.

11.8.3.12.4. **(Added)** 317 AW FOD boss detail. 317th Maintenance Squadron (MXS) and 317 AMXS are responsible for providing manning to run the FOD boss. The FOD boss will be run on the flightline and in the areas notated on **Attachment 13**, at minimum, once a week. The 317 MXS is responsible for running the FOD boss for the months of January through June and 317 AMXS will run July through December.

11.8.3.12.4.1. **(Added)** The responsible unit's FOD representative will coordinate with their leadership to ensure a qualified member is available with a restricted area badge, driver's license and competency card to perform the FOD boss detail. Members will be trained and documented by the FOD representative prior to operating the FOD boss.

11.8.3.12.4.2. **(Added)** Upon completion of the FOD boss duty the responsible unit's FOD representative will take pictures of the collected FOD and forward them to the 317 AW FOD monitor.

11.8.3.21. **(Added)** Foreign objects will be removed from critical areas before and after flight. FOD critical areas include but are not limited to forward of the back of the pilot and co-pilot seats, within 25 feet of aircraft air intakes and within the moving parts of the Enhanced Cargo Handling System (ECHS) locks.

11.8.3.22. **(Added)** Inspect all aircraft plugs and covers after severe weather conditions for accountability, serviceability and proper installation.

11.8.4.2.2.1. **(Added)** When a FOD mishap is observed, the flightline expediter/pro- super will initiate a quick reference checklist (QRC) through MOC.

11.8.4.2.2.2. **(Added)** MOC will fill out the checklist and send to the FOD/DOPP program manager.

11.8.4.3.2. **(Added)** The 317 AW FOD monitor will work in concert with the 7 BW FOD monitor to identify issues and solutions prior to FOD incidents occurring and will aid in determining the root cause of any incidents that do occur.

11.8.5.6. **(Added)** The 317 AMXS/CC and 317 MXS/CC will appoint primary and alternate FOD and DOPP representatives within each unit. These individuals will be the designated point of contacts for the 317 AW FOD monitor to disseminate critical information regarding the FOD and DOP programs.

11.8.6.2.1.1. **(Added)** All 317 AW FOD incidents, regardless of price, will be investigated by a FOD investigation team. The team may consist of 317 AW FOD monitor, 7 BW FOD monitor, 317 AW safety, 317 MXG QA, 317 OG standardization and evaluation personnel, and SQ FOD representatives.

11.8.6.7.4. **(Added)** The results of the investigation will be compiled and disseminated to all applicable squadrons by the 317 AW FOD monitor. The 317 AW/CV will be briefed prior to releasing results.

11.8.7.2.14. **(Added)** 317 AW FOD Award Programs.

11.8.7.2.14.1. **(Added)** 317 AW Golden Bolt Program. The golden bolt is a golden colored bolt identified with etched markings of "317 AW Golden Bolt." It will be placed in a random location during the weekly FOD walk in the area of responsibility. Unit supervision will be notified of the individual who found the Golden Bolt or negative finding results at the completion of the FOD walk and documented on the quarterly FOD meeting slides. Golden Bolt finders will receive a certificate and a one-day pass from the 317 AW/vice commander (CV) or alternate.

11.8.7.2.14.2. **(Added)** The 317 AW participates in the 7 BW FOD poster competition. Submissions for the FOD poster will be submitted to the 317 AW FOD monitor for consideration as FOD poster of the month. Poster winners will receive a certificate and a one-day pass from the 7 BW CV.

11.8.7.2.14.3. **(Added)** Supervisors, supervision, production, and the squadron FOD representatives may submit individuals who excel in FOD awareness and prevention or have significant FOD findings over the month for the base level FOD Eliminator Award through the 317 AW FOD monitor.

11.10.4.1.1. **(Added)** Designated maintenance technicians (i.e., FCC, AFCC, Dedicated Crew Chief (DCC), Assistant Dedicated Crew Chief (ADCC), etc.,) accompanying the aircraft for off-station missions are responsible for collection of aircraft flight data. Designated maintenance technicians accompanying the aircraft for off-station missions will:

11.10.4.1.1.1. **(Added)** Prior to departure, report to debrief section to verify the aircraft DTADS laptop has the most recent accumulator and engine management system (EMS) files installed.

11.10.4.1.1.2. **(Added)** During the mission, collect the flight data after the last flight of the day by performing a DTADS download in accordance with the T.O.

11.10.4.1.1.3. **(Added)** Upon returning to home station, return the aircraft removable memory module (RMM) card(s) and the aircraft DTADS laptop to 317 AMXS debrief section and attend the aircraft debriefing.

11.10.4.2.1. **(Added)** 317 AMXS debrief personnel will:

11.10.4.2.1.1. **(Added)** 317 AMXS debrief personnel are responsible for collection and submittal of aircraft flight data.

11.10.4.2.1.2. **(Added)** Collect aircraft flight data by performing aircraft debriefing IAW procedures in the applicable T.O. and by utilizing 317AW Form 21-10, *Debrief Reporting Checklist,* to document the required information.

11.10.4.2.1.3. **(Added)** Use the J-Model data tool in AIRCAT to report or upload aircraft flight data after debrief completion in accordance with TO 1C-130-101.

11.10.4.7. **(Added)** Ensure assigned personnel are familiar with the aircraft debriefing requirements in TO 1C-130-101 and the data transfer and diagnostics system (DTADS) concept of operations (CONOPS).

11.10.4.8. **(Added)** Ensure assigned personnel maintain active AIRCAT user accounts.

11.10.4.9. **(Added)** Ensure DTADS computer(s) and printer(s) are maintained in operational status.

11.10.4.10. **(Added)** Ensure the aircraft flight data in AIRCAT are reconciled IAW TO 1C-130-101 using the J-Model integrated flight history tool.

11.10.6. **(Added)** The J-Model data tool in AIRCAT documents the collection (downloads) and submittal (uploads) of aircraft flight data by dates. 317 AMXS debrief personnel will review this tool for accuracy of documentation.

11.10.7. **(Added)** 317 AMXS personnel responsible for collection and/or submittal of aircraft flight data will apply for an AIRCAT user account at: **https://c130aircat.robins.af.mil/Applications/Login.aspx**.

11.10.8. **(Added)** The 317 MXG ASIP monitors and squadron representatives will distribute the SPO C-130J ASIP manager's report on aircraft flight data reporting rates to 317 AMXS maintenance supervision, 317 AMXS support flight, 317 AMXS debrief section, and/or unit leaders at deployed locations during the first week of the month.

11.10.8.1. **(Added)** The 317 MXG ASIP monitors and squadron representatives will highlight improvement opportunities and make recommendations to achieve required flight data reporting rates: 90 percent minimum acceptable reporting rate standard per aircraft during the past 12 months IAW TO 1C-130-101.

11.13.3.4.1. **(Added)** The cannibalization authority (CA) will notify the 317 MXS pro super of cannibalized parts that have issued and will coordinate the U—Action for the parts on letter check aircraft or engine(s).

11.13.3.6. **(Added)** All spare engine cannibalization (CANN) actions must be coordinated with the 317 MXG/CC, or equivalent.

11.13.5.3. **(Added)** Supply will document the CANN log upon notification and will notify MOC of the supply document number. Supply will then update the mark-for change in MIS and the electronic supply system after MOC loads the CANN JCN in the MIS.

11.13.5.4. **(Added)** Upon notification of a CANN action, MOC will assign CANN JCNs (one for removal (T—Action) and one for replacement/installation (U—Action)) and load discrepancies in MIS. Supply will load the document number to the applicable JCN.

11.13.5.5. **(Added)** Maintenance technicians performing a CANN action will ensure that the CANN has been approved through the CA and document the T—Action against the aircraft the part was removed from or document the engine CANN log if removing the part from a spare engine. The technician will also enter a job in the aircraft forms for the U— Action to be completed when the cannibalized part is replaced. The technician will also ensure all maintenance actions are put into the MIS.

11.13.5.5.1. **(Added)** Upon the issue of a cannibalized part the technician will sign off the U—action in the aircraft forms or engine work package as well as the MIS. When the part is replaced on a spare engine, the technician will attach an AFTO Form 350, *Repairable Item Processing Tag*, indicating that an operational check is due on the component due to CANN action.

11.13.5.6. **(Added)** Engine management will ensure the Rolls Royce engine tracking system (ETS) and MIS are correctly documented for engines being shipped for warranty repair.

11.13.8.5. **(Added)** Requests for CANN actions against non-possessed aircraft will be coordinated through the 317 MXG/CC to the appropriate organization.

11.14.6.1. **(Added)** QA will be given a minimum of 12 hours after completion of maintenance prior to next scheduled flight to complete the MIS and forms review.

11.7.1.4.1.1. **(Added)** The engine run program manager will act as the POC for all matters pertaining to installed engine run training and certification. The engine run program manager responsibilities include:

11.17.1.4.1.1.1. **(Added)** Maintaining a certification listing of all assigned engine run certified personnel requiring annual training.

11.17.1.4.1.1.2. **(Added)** Coordination with UTMs and unit training monitors to determine personnel nominated for initial engine run training.

11.17.1.4.1.1.3. **(Added)** Work with the MTS scheduler to coordinate and schedule personnel for engine run initial/annual training as required.

11.17.1.4.1.1.4. **(Added)** Assist units in ensuring scheduled personnel are properly prepared to attend initial/annual training courses as required.

11.17.1.4.1.1.5. **(Added)** Coordinate with C130J MATS and the 317 OSS schedulers to validate proper security clearance of students attending simulator training.

11.17.1.4.2.4. **(Added)** Trainees requiring initial engine run training must process through the UTM with a completed engine run prerequisite MFR, **Attachment 14**, prior to scheduling the training through the MTS engine run program manager. This MFR will be completed by the member and the member's unit training monitor, MTS engine run program manager and/or the UTM.

11.17.1.4.2.5. **(Added)** Trainees must complete the "JMR workbook" (available from the MTS engine run program manager) and the "C-130J engine run and emergency procedures training aid" on the Griffin web site at **https://367trss.hill.af.mil/Courses**.

11.17.1.4.2.5.1. **(Added)** If this training is unavailable, this requirement can be waived by the squadron superintendent or equivalent.

11.17.1.4.2.4. **(Added)** Trainees must take and pass a two-part closed book examination consisting of the Dyess C130J engine run emergency procedures and the Dyess C130J engine run pre-test proctored e-tests within 30 days of the trainees scheduled engine run course (Phase 2).

11.17.1.4.2.5. **(Added)** Trainees must take and pass a two-part closed book examination consisting of the Dyess C130J engine run emergency procedures and the Dyess C130J engine run test proctored e-tests within 5 duty days of completing Phase 2 training.

11.17.1.4.2.6. **(Added)** Trainees must complete the **Attachment 14**, reviewed by an engine run program manager for completion prior to taking the Dyess C130J engine run emergency procedures and the Dyess C130J engine run pre-test proctored e-tests.

11.17.5.2.2.7. **(Added)** Prior to the start of Phase 3 students must take and pass the Dyess C130J engine run emergency procedures and the Dyess C130J engine run test proctored e-tests.

11.17.5.3.1.1. **(Added)** Within 30 days of completion of Phase 2 training, Phase 3 must be started and complete or trainees will have to re-accomplish Phase 1 and 2 of the training to become engine run qualified.

11.17.5.3.8. **(Added)** Engine run certifiers will use 317AW Form 21-4 to evaluate and document the certification run.

11.17.6.1.1. **(Added)** It is recommended prior to completing the recertification procedures that personnel attend the refresher course offered by the Dyess C130J MATS. Personnel will at a minimum accomplish Phase 3 of the engine run course as outlined in AFI 21-101, Paragraph 11.17.5.3. and sub-paragraphs as well as **Paragraph 11.17.5.3.8** of this instruction.

11.17.6.5. **(Added)** The certified individual will also complete an engine run certification evaluation by an engine run certifier prior to routing the AMC Form 64.

11.17.7.1. **(Added)** To add engine run certified personnel to the SCR the owning unit must complete and route an AMC Form 64, along with the e-testing transcript, 317AW Form 21-4, C130J MATS or Dyess C130J engine run course certificate of completion, and training record journal entry.

11.17.7.2. **(Added)** For annual recertification, engine run certified personnel will turn in the e-testing transcript, a completed 317AW Form 21-4 and a filled-out AF Form 2426 signed by an engine run certifier. The UTM will update the training after validating the date on the AF Form 2426 against the 317AW Form 21-5, maintained by 317 MXG MOC.

11.17.8.2.2. **(Added)** Personnel who are decertified to perform engine runs due to a QA PE failure or incident will require approval by the squadron CC (or equivalent) for recertification.

11.17.8.3. **(Added)** 317 MXG MOC personnel will maintain a 317AW Form 21-5 or electronic equivalent, of all engine runs accomplished as a means of tracking an employee's proficiency and will ensure this log is available to the MTS. The UTM will update G081 course code C130 000131 after validating the AF Form 2426 against the engine run log. Personnel in deployed locations without local MOC tracking will be updated with an AF Form 2426 dated for the day the engine run was performed and signed by the deployed section chief or pro super.

11.17.10.1.1. **(Added)** Prior to taking the two-part closed book examination, individuals will pass the C-130J APU operation training located on the Griffin web site at **https://367trss.hill.af.mil/Courses**. If this training is unavailable, this requirement can be waived by the squadron superintendent or equivalent.

11.17.10.2.1.1. **(Added)** Part I consists of the C130J APU emergency procedures proctored e-tests.

11.17.10.2.3.1. **(Added)** Part II consists of the C10J APU test proctored e-test.

11.17.10.6.1. **(Added)** The on-equipment practical evaluation will be conducted with an APU run certifier and the run will be documented on an AF Form 2426 signed by the certifier.

11.17.11.2. **(Added)** To add APU run certified personnel to the SCR the owning unit must complete and route an AMC Form 64 along with the C-130J APU operation training certificate, the e-testing transcript, an AF Form 2426 signed by an APU run certifier, and a training record journal entry.

11.19.2.3.1. **(Added)** 317 AW personnel performing engine borescope inspections will complete 317AW Form 21-3, *Engine Borescope Inspection Sheet*, any time a borescope is performed to ensure any findings are documented against the engine. Upon completion, technicians will turn the completed form into engine management (EM) to be kept with the engine documentation.

11.28.2.4.1.1.1.1. **(Added)** The 317 AW is not responsible for active airfields/runways on Dyess AFB, but will provide support to the 7 BW CDDAR through technical data, expertise and C-130 specific tools and equipment.

11.28.2.8. **(Added)** 317 MXS will:

11.28.2.8.1. **(Added)** Designate a C-130 CDDAR program manager for Dyess C-130 aircraft and AMC-tasked CDDAR operations.

11.28.2.8.2. **(Added)** Coordinate with 7th Equipment Maintenance Squadron (EMS) for annual training to ensure it covers composite materials as it applies to assigned mission design series (MDS) as outlined in TO 00-105E-9, *Aircraft Emergency Rescue Information (Fire Protection)*.

11.28.2.8.3. **(Added)** Maintain a CDDAR continuity book built IAW TO 00-80C-1, *Crashed, Damaged, Disabled Aircraft Recovery Manual (ATOS-HILL),* with applicable instructions, supplements, checklists, telephone rosters, QRCs, base support agreement and equipment locations.

11.28.2.8.4. **(Added)** Assign C-130 repair and reclamation (R&R) personnel to support C- 130 CDDAR operations for C-130 aircraft. The R&R shift supervisor will be the team supervisor for these incidents under the team chief, unless otherwise directed.

11.28.2.9. **(Added)** The CDDAR team supervisor will:

11.28.2.9.1. **(Added)** Evaluate the situation and advise the teamchief of additional personnel or support requirements. Recall additional CDDAR personnel/place them on standby if needed.

11.28.2.9.2. **(Added)** Select a recovery team leader and members and assign duties to all members for recovery operations.

11.28.2.9.3. **(Added)** Ensure CDDAR team members assemble on the northeast corner of hangar 5020 near 7 BW CDDAR specific equipment unless otherwise directed.

11.28.2.9.4. **(Added)** If AMC tasks the 317 AW CDDAR personnel and/or equipment to recover mobility Air Force assets, the CDDAR team supervisor will coordinate efforts with 7 EMS CDDAR manager for resources and support as needed.

11.28.2.10. **(Added)** 317 AMXS will:

11.28.2.10.1. **(Added)** Support the CDDAR team chief/supervisor with personnel, equipment, materials, etc., as requested.

11.28.2.10.2. **(Added)** Respond to all C-130 in-flight emergencies (IFE)s and ground emergencies unless otherwise directed.

11.28.2.10.3. **(Added)** Provide serviceable tow vehicles at all times.

11.28.2.10.4. **(Added)** Maintain primary responsibility for recovery of C-130 aircraft with blown/flat tires and hot/malfunctioning brakes.

11.28.2.10.5. **(Added)** Request assistance from R&R for C-130 aircraft that have damage affecting safe tow operations.

11.28.2.11. **(Added)** QA will:

11.28.2.11.1. **(Added)** Have qualified W&B personnel ready to assist upon request.

11.28.2.11.2. **(Added)** Assist as requested by the CDDAR team chief/supervisor.

11.31.3.1.1. **(Added)** Launch and recovery of explosives loaded aircraft. If any abnormal condition is encountered, such as a flare cartridge protruding from the dispenser, personnel will take the following appropriate actions: cease operations, shut down and evacuate aircraft and notify MOC of ground emergency. Explosive Ordinance Disposal (EOD) response is coordinated through MOC and the command post.

11.31.3.1.2. **(Added)** Chaff/flare storage and transportation. The 317 AW does not have storage facilities and relies on 7th Munitions (MUNS) personnel to build, store and transport chaff/flare payload magazines as requested to support mission requirements.

11.31.3.1.3. **(Added)** Emergency procedures. For abnormal conditions or situations not addressed elsewhere, stop work and consult technical guidance or the WTQM for further information.

11.31.5.1.2.1.1.1. **(Added)** The WTQM will work with the 317 MXG/CC and the 317 AMXS/CC to determine sufficient numbers of certified personnel to support the unit's mission

11.31.5.1.2.1.2. **(Added)** Training will be documented with the following G081 course codes: C130 001100 chaff/flare loading and SAFE 000538 chaff/flare explosive loading or ACFT 000015 squib handling and SAFE 000536 squib explosive safety as applicable.

11.31.5.1.2.4.1.1. **(Added)** The WTQM will select weapons task qualification crew (WTQC) members after coordination with the 317 MXG/CC and the 317 AMXS/CC.

11.31.5.2.1.1. **(Added)** The WTQC will coordinate class schedules with the WQTM to ensure adequate WTQC members are available to assist.

11.31.5.2.5. **(Added)** Serve as an advisor to the 317 AW wing inspection team (WIT) and provide expertise in development of local exercises involving the loading of chaff and flare on C- 130J aircraft.

11.31.6.4.1.1. **(Added)** Ensure all personnel who require explosive safety training complete a closed book test upon completion of the academic portion of the training.

11.31.6.7. **(Added)** Personnel will complete annual training within 30 days of the due date. An individual who is TDY, on emergency leave, incapacitated or involved in an unannounced local or higher headquarters exercise/contingency operation and goes overdue for training will be considered certified until given the opportunity to complete the training.

11.31.7.1.4. **(Added)** Failing an evaluation.

11.31.7.1.5. **(Added)** Failure to achieve a score of 80 percent or higher on the academic test.

11.31.7.1.6. **(Added)** Accumulate more than three minor errors per crew member during an observed upload/download.

11.31.13. **(Added)** Explosive Area Personnel Limits.

11.31.13.1. **(Added)** A chaff/flare load team will consist of a team leader (or supervisor), up to three workers, and up to a maximum of four casuals, not to include the munitions personnel.

11.31.13.2. **(Added)** A fire bottle squib team consists of a team leader (or supervisor), one worker, two trainees (if valid training is taking place), and up to a maximum of four casuals.

11.31.13.3. **(Added)** When applicable to personnel limitations, casuals are defined as personnel who are authorized to be in the load areas but are unauthorized to participate in munitions-handling operations. Examples of casuals include but are not limited to QA, safety inspectors, WTQM, WTQC, or evaluators.

11.31.14. **(Added)** Accountability and handling of explosive items.

11.31.14.1. **(Added)** Receipt for chaff/flare munitions loaded on an aircraft will be coordinated between the munitions delivery personnel and the load team supervisor. These transactions will be documented on AF Form 2434, *Munitions Configuration and Expenditure Document*.

11.31.14.2. **(Added)** Accountability of explosive items is authorized via a signed AF Form 68, *Munitions Authorization Record*, which will be verified by 7 MUNS personnel. Personnel who are authorized to sign/certify authorization and expenditure documents are listed on Part II of the form and those authorized to receive fire bottle squibs are listed on Part III.

11.31.14.3. **(Added)** Procedures for handling of squibs used in fire bottles are outlined TO 11A18-14-7, *Specialized Storage and Maintenance Procedures Fire Extinguisher Cartridges Part Numbers 841155, 874000, 30900400, 895408, 895409, 30903801, 200430, 2-100170, 30903802,30903802-1, 878492, 200330-3, 878493, 200330-4, 30903860, 30903861, 30903824-1,1512AS105, 897899, 877597-1, 805300-2, 200420, 200340, 841155-1, 873364-1, 895408-1,895409-1, 897899-1, 446161, 446041, 074053-1, 874000-01, 878492-1, 878493-1, 2-102060-1,201240, 2-102190-1, 446161-1, 200240, 201170-1, 200770, 200730, 200230, 200940, 201250,200830, 4199-1, 802465-2, 13083-5, 13083-45, 30903823, 2-102390-1, 072012-13, 201230, 2-102430-1, 30903946-1, 30903947-1, 30903948-1, 873571-02, 2-101200-1, 200790, 200810,834AS450, 876296-3, 876296-2, 878492-2, and 878493-2* and covered in the squib explosive safety initial/refresher training plan developed by 317 AMXS.

11.42.3.1. **(Added)** Personnel must submit a qualified medical MFR one week prior to class start date of the MQTP crane familiarization training. Re-qualification proctored e-test will be scheduled through the MTS.

11.42.3.2. **(Added)** New crane operators will qualify on DYESS 500, initial crane course, be documented in MIS and route an AMC Form 64 with specific crane courses to be entered on the SCR.

11.42.3.3. **(Added)** Crane qualified personnel must requalify every 24 months with a certifier. The refresher would be VEHL 325 and/or VEHL 340.

11.46. **(Added) Aircraft Towing and Hangaring Procedures.**

11.46.1. **(Added)** This chapter establishes the 317 MXG towing procedures and tow team supervisor responsibilities, qualification requirements, hangaring and emergency extraction of hangared aircraft.

11.46.2. **(Added)** Hazardous weather condition tow procedures. pro supers will ensure qualified personnel serve as tow supervisors and are responsible for assessing the safety of tows over parking aprons, taxiways, and runways when inclement weather is present (snow, rain, ice, etc.,).

11.46.3. **(Added)** Hangaring procedures. The tow team supervisor assumes overall responsibility for towing aircraft in and out of hangars.

11.46.3.1. **(Added)** Tow team supervisors will:

11.46.3.1.1. **(Added)** Ensure hangar doors are fully opened or at least past minimum wingtip clearance markings on the hangar floor (if marked) and that all equipment inside the hangar is clear of the tow path prior to towing the aircraft in or out of the hangar.

11.46.3.1.2. **(Added)** Technicians will complete 317AW Form 21-12, *Hangaring/Emergency Extraction Checklist*, upon completion of tow into any hangar on Dyess AFB. Post the completed form at the front of the aircraft, in the front of the aircraft forms binder or on a fixed hangar placard.

11.47. **(Added) MIS (GO81) Responsibilities and Manual JCNs.**

11.47.1. **(Added)** The specific shop/personnel responsibilities for MIS are as follows:

11.47.1.1. **(Added)** Debrief will load PRD and MOC will issue required maintenance discrepancies, after the PRD is created, for Red Balls against applicable work centers in MIS.

11.47.1.2. **(Added)** MOC or discovering maintenance personnel will load job into MIS for all discrepancies discovered between flights using assigned JCNs.

11.47.1.3. **(Added)** Debrief will issue JCNs for discrepancies discovered in-flight, after flight, and during letter check (A-check) including Air Aborts and J-Diverts.

11.47.1.4. **(Added)** Ground abort: If an aircraft blocks out and returns to parking for a maintenance malfunction, MOC will code it as a WHEN DISCOVERED CODE (WDC) of B if the aircraft continues the mission. If the aircraft aborts at this time, debrief will code the event as GROUND ABORT, WDC A, and issue the JCN.

11.47.1.5. **(Added)** Air abort: If an aircraft takes-off, lands, returns to parking for a non-flyable maintenance malfunction and does not complete the mission, debrief will code the event as an AIR ABORT, Red X, WDC C and issue the JCN.

11.47.1.6. **(Added)** J-Divert: If an aircraft takes-off, lands, returns to parking for a non- flyable maintenance malfunction and has completed the mission or is returned to fully mission capable (FMC) status and takes-off to complete the mission, debrief will code the event as an ABORT, Red X, WDC C and issue the JCN.

11.47.2. **(Added)** Manual JCNs.

11.47.2.1. **(Added)** All agencies that input JCNs into MIS will utilize AMC Form 278, or locally developed debrief form in the event MIS is inaccessible.

11.47.2.2. **(Added)** The manual tracking procedures will provide a chronological sequence of events and sequential listing of manual JCNs. The JCN series will be for the date the discrepancy was discovered.

11.47.2.3. **(Added)** Each agency is responsible for inputting the information gathered during manual tracking into MIS. All efforts will be made to ensure data integrity is maintained within MIS especially when recovering from an outage.

11.48. **(Added) Large Aircraft Infrared Countermeasures (LAIRCM) Laser Operation Procedures.** This section establishes specific guidelines for the 317 AW LAIRCM system operational checks and stray voltage procedures for aircraft. These procedures require special safety handling and coordination for a Class 4 laser and the following procedures must be accomplished to ensure the safety of personnel on Dyess AFB. All personnel qualified to work on LAIRCM systems must be trained and familiar with the hazards involved and the requirements of

AFI 48-139, *Laser Radiation Protection Program*. No TO, AFI, or supplement can possibly address every hazard that may arise from a specific task. When situations present themselves that are not adequately covered by existing directives, use a risk management (RM) process to assess the potential risk and determine adequate safeguards to manage it. The RM process will not be used to violate directives or other regulatory guidance.

11.48.1. **(Added)** General Guidelines.

11.48.1.1. **(Added)** The 317 AMXS CC will appoint qualified communication, countermeasures and navigation systems technicians as the designated primary and alternate unit laser safety officers (ULSO) for the 317 AW. The ULSOs cannot be deployed at the same time to ensure continuous oversight of the unit laser safety program.

11.48.1.2. **(Added)** ULSOs manage the unit's laser and optical radiation safety program IAW AFI 48-139.

11.48.2. **(Added)** Laser Safety Training.

11.48.2.1. **(Added)** Laser safety training shall be provided initially and annually to all ground maintenance personnel qualified to operate the LAIRCM system. Unit laser safety training will be conducted by the ULSOs and will use the G081 course code SAFE 000007 to track training completion.

11.48.2.2. **(Added)** For personnel not qualified to operate the LAIRCM system, general laser safety training will be provided through work center job safety training outlines (JSTO) and documented on their AF Form 55, *Employee Safety and Health Record* or electronic equivalent.

11.48.2.3. **(Added)** Bioenvironmental engineering will provide newly assigned ULSOs their initial training.

11.48.2.4. **(Added)** Maintenance personnel qualified to operate the LAIRCM system and any appointed augmentees must receive an initial laser ocular examination through the 7th Medical Group (MDG) optometry.

11.48.2.4.1. **(Added)** Additional laser ocular examinations are only required when the individual is no longer required to work the LAIRCM system (i.e., PCS, separation) or if the individual feels they were overexposed to the laser.

11.48.2.4.2. **(Added)** Ocular exam records will be maintained in the laser safety binder.

11.48.2.5. **(Added)** Follow the public health guidelines for providing laser ocular examination to newly assigned personnel, the exam must be performed prior to personnel performing work with the LAIRCM system.

11.48.3. **(Added)** Procedures for Operational Checks.

11.48.3.1. **(Added)** Refer   to   TO   1C-130J-2-99JG-10-2,   *Large   Aircraft   Infrared Countermeasures System,* for procedures, safety guidance and requirements.

11.48.3.2. **(Added)** All 2-4 parking spots can be used to perform LAIRCM system operational checks so long as they meet all safety requirements listed in TO 1C-130J-2- 99JG-10-2 and the nominal hazard zone (NHZ) can be established without affecting ramp operations and movement requirements. Any 1 spot (U1, V1, X1, etc.,) will not be used.

11.48.3.3. **(Added)** Personnel Limits:

11.48.3.3.1. **(Added)** Minimum personnel required: one team leader, one safety observer and one worker.

11.48.3.3.2. **(Added)** Maximum personnel allowed: one team leader, one safety observer, two workers and two casuals.

11.48.3.3.3. **(Added)** The safety observer's job is to ensure that there is no encroachment or unauthorized personnel in the NHZ safety area.

11.48.4. **(Added)** Team Leader Responsibilities.

11.48.4.1. **(Added)** Ensure non-essential personnel remain outside the NHZ safety area.

11.48.4.2. **(Added)** Ensure all personnel working within the NHZ safety area are wearing only specifically marked laser eye protection with an optical density 3+ and long-sleeved tightly woven clothing, as approved by bioenvironmental engineering (i.e., operational camouflage pattern (OCP)) to protect from skin hazards.

11.48.4.3. **(Added)** Notify expediters/pro supers to inform personnel working on adjacent aircraft to vacate the area prior to the start of LAIRCM operations.

11.48.4.4. **(Added)** Monitor the maintenance radio for any calls from MOC.

11.48.4.5. **(Added)** Notify MOC prior to beginning operational checks with the following information:

11.48.4.5.1. **(Added)** Aircraft tail number, parking location and estimated completion time.

11.48.4.5.2. **(Added)** Wait for clearance from MOC before operating the LAIRCM system.

11.48.4.6. **(Added)** Set up laser safety area barriers/cones and warning signs.

11.48.4.7. **(Added)** Notify MOC upon completion of LAIRCM operation with the tail number, parking location and actual completion time.

11.48.5. **(Added)** MOC will:

11.48.5.1. **(Added)** Request permission from the ATC tower, notify security forces, fire department, airfield management and LRS/fuels that LAIRCM operations will be starting/stopping with aircraft tail number and parking location.

11.48.6. **(Added)** Alleged or suspected exposure to laser radiation. Whenever a suspected laser radiation exposure occurs, the following steps will be implemented immediately:

11.48.6.1. **(Added)** Team leader will notify expediter and halt all hazardous activity.

11.48.6.2. **(Added)** Personnel with suspected exposure will report to flight medicine to be evaluated by a flight surgeon and then optometry, if required.

11.48.6.2.1. **(Added)** In the event the MTF is not open, evaluation by the on-call flight surgeon is preferred versus either an urgent care facility or emergency room evaluations.

11.48.6.2.2. **(Added)** If the injury cannot be stabilized or can cause further injury, loss of eyesight or limbs call 911.

11.48.6.3. **(Added)** Notify MOC of the suspected laser radiation exposure. MOC will notify the following personnel: ULSO, ILSO, flight safety NCO, 7 BW/SEG and the unit CC.

11.48.6.4. **(Added)** Keep the incident scene as untouched as possible for further investigation.

11.48.6.5. **(Added)** ILSO and 7 BW/SEG will coordinate the on-scene incident investigation.

11.48.6.6. **(Added)** The ILSO will notify the DoD laser hotline within 3 days with the completed incident report.

11.49. **(Added) Inspection, Crack/Corrosion and Repair Recording (ICARR).** Use the ICARR-3D software to make inputs to the AIRCAT database for all non-destructive inspection (NDI) directed by technical orders; cracks and corrosion exceeding blending limits of structural repair manual; and structural repairs. Corrosion within blending limits of the structural repair manual shall not be documented. This is an ASIP requirement. See **https://c130aircat.robins.af.mil/** for program instructions and information on ICARR-3D.

11.49.1. **(Added)** ICARR data reporting is required when directed by TOs. These publications include TO 1C-130J-6, TO 1C-130J-6WC-14, TO 1C-130J-23CL-1, *Organizational Maintenance Checklist Washing and Cleaning USAF Series All C-130 Aircraft*, TCTOs and TO 00-25-107, *Maintenance Assistance*.

11.49.2. **(Added)** The squadron ASIP representatives will report ICARR data to AIRCAT within 5 days of receiving completed 317AW Form 21-14, *ICARR Data Worksheet*, from 317 MXG and 7 EMS personnel. The representatives will also review and monitor the ICARR system for open discrepancies and inspections.

11.49.2.1. **(Added)** Any 317 MXG personnel who performs a maintenance task that requires ICARR data reporting will fill out and send or email 317AW Form 21-14 to the squadron ASIP representatives for reporting to AIRCAT.

11.49.3. **(Added)** The 7 EMS director of operations/superintendent will appoint personnel, in writing, as ASIP monitor(s) for structural maintenance, metals technology, and NDI shops and will send or email a copy of appointment letter(s) to the 317 MXG ASIP monitors.

11.49.3.1. **(Added)** The 7 EMS ASIP monitor(s) must request and be granted access to the AIRCAT database. Refer to TO 1C-130-101 for directions on how to apply for AIRCAT user account.

11.49.3.2. **(Added)** The 7 EMS ASIP monitor(s) will report ICARR data to AIRCAT no later than 15 days after job completion. If unable to report the data, fill out and send or email 317AW Form 21-14 to the 317 MXG ASIP monitors and/or squadron representatives for reporting to AIRCAT.

11.49.4. **(Added)** The 317 MXG ASIP monitors will provide initial ICARR training to personnel as required.

11.49.4.1. **(Added)** ASIP/ICARR users will contact the 317 MXG ASIP monitors to schedule training.

11.49.4.2. **(Added)** ICARR users, who received the initial training and became proficient, will in turn, become trainers of ICARR program for their personnel.

11.50. **(Added) Paperless Letter Check Documentation.**

11.50.1. **(Added)** Responsibilities.

11.50.1.1. **(Added)** Production Superintendent.

11.50.1.1.1. **(Added)** Remove 781A and 781K from forms binder and attach the locally developed coversheet (**Attachment 11**) with the MIS printout.

11.50.1.1.2. **(Added)** Ensure that removed/inactivated forms are filed in the aircraft jacket file.

11.50.1.1.3. **(Added)** Contact plans and scheduling to have aircraft placed in paperless status and have the applicable letter check inspection package loaded against the aircraft in MIS.

11.50.1.2. **(Added)** Plans and Scheduling.

11.50.1.2.1. **(Added)** Verify with dock chief that the forms have been deactivated before placing aircraft in paperless status.

11.50.1.2.2. **(Added)** Place aircraft in paperless status by changing the call sign to ISO1 on MIS.

11.50.1.2.3. **(Added)** Upload the appropriate letter check package against the aircraft in MIS.

11.50.1.3. **(Added)** Inspection dock chief.

11.50.1.3.1. **(Added)** Verify all discrepancies annotated on 781A and 781K are documented in MIS.

11.50.1.3.2. **(Added)** Fill out deactivated forms cover sheet and attach to removed forms.

11.50.1.3.3. **(Added)** Will secure forms binder in secure location to prevent inadvertent entries.

11.50.1.3.4. **(Added)** Verify inspection package for accuracy and correct as required.

11.50.1.3.5. **(Added)** Coordinate with all applicable sections to verify warning tag accuracy.

11.50.1.3.6. **(Added)** Ensure warning tag board accuracy against warning tags physically installed on aircraft.

11.50.1.3.7. **(Added)** Ensure warning tag board has printout of active informational notes, aircraft warning notes and warning tags.

11.50.2. **(Added)** The following procedures are established to standardize the documentation of ECB(s) in MIS for the paperless letter check process. It is imperative that the following procedures are followed to ensure safety of personnel and/or equipment.

11.50.3. **(Added)** When documenting ECB(s) as a separate discrepancy enter the appropriate symbol, ECB number(s) pulled and strapped; and as applicable, a note in the discrepancy notating the reason the ECB was pulled.

11.50.3.1. **(Added)** Clear ECB discrepancies as described in TO 00-20-1, AMCSUP and TO 00-20-2, *Maintenance Data Documentation,* for the associated symbol. Include in the corrective action the number(s) for the ECB(s) that were reset.

11.50.3.1.1. **(Added)** If not all ECB(s) included in the discrepancy block are reset at the same time, annotate the minimum signature of the individual resetting the ECB(s) and date in the "CORRECTIVE ACTION" block but do not sign off the discrepancy. In MIS document ECBs reset on and take '00' units to ensure the discrepancy is not closed.

11.50.3.1.2. **(Added)** If all ECB(s) in the discrepancy are reset at the same time the additional requirement annotating the minimum signature of the individual resetting the ECB(s) and date in the "CORRECTIVE ACTION" block is not required. In MIS take '01' units for the discrepancy to close the job.

11.50.4. **(Added)** Un-strapping and Resetting ECB(s).

11.50.4.1. **(Added)** A thorough review of the aircraft 781 series forms will be made prior to un-strapping and/or resetting of any ECB(s) to ensure another discrepancy does not exist that requires the affected system to be deactivated.

11.50.4.2. **(Added)** If another discrepancy exists that requires the affected system to be deactivated, contact the owning work center of the applicable discrepancy for further guidance prior to resetting the system.

11.50.5. **(Added)** Documenting ECB(s) During Operational Checks.

11.50.5.1. **(Added)** Additional documentation is not required during system operational checks that require ECB(s) to be pulled and reset if the task is completed in its entirety without any delays. For example: Communication, Navigation and Identification- Management Unit (CNI-MU), Automatic Identification System (AIS), and Mission Computer (MC) operational checks all require ECB(s) to be strapped and then reset again within the same task.

11.50.6. **(Added)** Warning Tags/Strapped ECB(s) Override Process.

11.50.6.1. **(Added)** During scheduled and/or heavy maintenance, it may become necessary to operate a system/component with multiple warning tag(s) installed or ECB(s) pulled and strapped. Due to the complexity of operating systems/components under these conditions technicians will follow the guidance procedures listed below as well as the requirements described in TO 00-20-1, AMCSUP, Paragraph 5.7.1.3.10.5.4.5. and all sub-paragraphs and will complete 317AW Form 21-15, *ECB Override Tracker*, required by **Paragraph 5.7.1.3.10.5.4.5.4**. Completed 317AW Form 21-15 documents will be maintained by 317 MXS.

11.50.6.1.1. **(Added)** For override purposes, if ECB(s) are unstrapped/reset and the discrepancy will remain open, document ECB(s) reset in the "CORRECTIVE ACTION" block by indicating the ECB(s) reset, minimum signature of the individual resetting the ECB(s) and the date. An additional requirement for MIS documentation is to take '00' units. This guidance is not to be used in clearing the discrepancy.

11.50.6.1.2. **(Added)** If a system that is deactivated for a letter check inspection is required to be operated, the following steps will be followed:

11.50.6.1.2.1. **(Added)** Any warning tag(s) that are installed or pulled and strapped ECB(s) that need to be overridden will be annotated and explained why the system has been deactivated in 317AW Form 21-15 Block 4.

11.50.6.1.2.2. **(Added)** The system-qualified 7-level will provide justification of why/how the system can be safely operated even though it has been de-activated in 317AW Form 21-15 Block 5.

11.50.6.1.2.3. **(Added)** The system qualified 7-level individual providing justification will sign their minimum signature in 317AW Form 21-15 Block 6.

11.50.6.1.2.4. **(Added)** The individual that performed the system configuration change to make the system safe for operation will sign their minimum signature in 317AW Form 21-15 Block 7.

11.50.6.1.2.5. **(Added)** The assigned dock chief will ensure the system is safe to operate and brief all members working on or around that system. After coordination has been verified, they will sign their minimum signature in 317AW Form 21-15 Block 8.

11.50.6.1.2.6. **(Added)** When all justification has been provided and the system is deemed safe for reactivation, the 317AW Form 21-15 will be routed to the MXS maintenance superintendent for approval. The MXS maintenance superintendent will sign their minimum signature to Block 9.

11.50.6.1.2.7. **(Added)** Once Block 8 of 317AW Form 21-15 has been signed, the task supervisor will then restore the identified systems back to operational condition and will sign Block 10 of the 317AW Form 21-15.

11.50.6.1.2.8. **(Added)** Prior to beginning any maintenance on an overridden system, the task supervisor will brief all members involved in the task and any hazards that could result from the overridden condition.

11.50.6.1.2.9. **(Added)** After task completion, the task supervisor will return all overridden systems to their previous deactivated state as notated on the warning tag(s) or aircraft forms for ECB(s) and will then brief the dock chief of the updated system status.

11.50.6.1.2.10. **(Added)** The dock chief will verify that all involved systems have been properly deactivated and will sign Block 11 of 317AW Form 21-15.

11.50.6.1.3. **(Added)** The MXS pro super will assume the role of the dock chief in the event the dock chief is not available (i.e., midshift, weekend, quarters, etc.,).

11.50.7. **(Added)** Informational Note, Warning Note, and Warning Tag Procedures.

11.50.7.1. **(Added)** IAW TO 00-20-1, use of AFTO Form 492 has now replaced AF Form 1492. As this form is no longer a two-part form, this guidance has been established to govern the use of a warning tag board as part of the paperless forms process utilized during letter check inspections.

11.50.7.2. **(Added)** AFTO Form 492s, informational notes and warning notes will be completed and documented IAW TO 00-20-1 and the AMCSUP.

11.50.7.3. **(Added)** Warning notes will be documented in MIS and on warning tags for all applicable discrepancies in the same manner as 781A discrepancies.

11.50.7.4. **(Added)** Informational notes are not utilized or required during paperless inspections.

11.50.8. **(Added)** Extended MIS or Power Outage.

11.50.8.1. **(Added)** In the event of an extended MIS or power outage, dock chief will utilize locally manufactured checklist to track work card completion.

11.50.8.2. **(Added)** Dock chief will ensure all personnel completing maintenance and inspections document their respective area checklist.

11.50.8.3. **(Added)** Dock chief will ensure all discrepancies are documented on a MIS 781A printout or E-pubs 781A Form.

11.50.8.4. **(Added)** When MIS becomes available, dock chief will ensure all discrepancies are transcribed from paper 781A(s) to MIS. Temporary 781A(s) will be shredded once entered into MIS.

14.2.2.1.1.1. **(Added)** The aircraft jacket file is the source for overall aircraft documented information and it is vital to maintain the integrity of the information contained within to act as a backup in the case of MIS data loss or degradation. Aircraft jacket files will be inspected annually

utilizing 317AW Form 21-11, *Jacket File Checklist*. The completion of the inspection will be annotated on the AF Form 2411, *Inspection Document*, and will be filed with the 317AW Form 21-11 in the aircraft jacket file. The aircraft jacket file review will also be documented in the aircraft automated history with the name of the individual performing the review. All aircraft jacket files will be standardized and will follow the same format as the 317 MXG PS&D master aircraft jacket file, which is located on the PS&D shared drive.

14.2.2.3.14.6.1.1. **(Added)** A standardized MFR (**Attachment 18)** will be used to notify the appropriate director of operations/superintendent identifying the type and series of form(s) missing. All efforts must be made to locate the missing documentation within the five- duty day suspense. The day the form is dated will not count toward the five-duty day suspense (i.e., if the MFR is dated 1 Jan 19, then the form will be returned by 6 Jan 19).

14.2.2.3.14.6.3. **(Added)** If the missing forms are found the MFR does not need to be signed but will be returned to PS&D with the located forms.

14.2.2.4.3. **(Added)** The 317 MXG will utilize 317AW Form 21-11.

14.2.3.1.2. **(Added)** The 317 MXG/AMXS will utilize 317AW Form 21-18.

14.2.3.4.5.2. **(Added)** When available, the DCC/ADCC will perform the ADR and will bring the aircraft forms and 317AW Form 21-18 to each required section for review. When all required sections have signed/initialed the aircraft forms review sheet, aircraft forms will be brought to PS&D for final review. PS&D will accomplish the document review checklist and mark the ADR as complete. Once this has been completed, the ADR can be signed off in the forms and time taken in MIS.

14.2.4.1.2. **(Added)** Pre/post-dock meetings will be held for letter check inspections and transfers.

14.2.4.2.1.3. **(Added)** Pro supers from all applicable squadrons (as determined by PS&D) will be present for pre-dock meetings.

14.2.4.2.1.4. **(Added)** All attendees will document their attendance on the AF Form 2410, *Inspection/TCTO Planning Checklist*. Additional attendees will hand write their information onto the form to document their attendance.

14.2.4.3.4.1.1. **(Added)** PS&D will issue 317AW Form 21-13, *Aircraft Serial Number Verification Sheet*, at the pre-dock meeting for all letter check, acceptance and transfer inspections.

14.2.4.3.4.2. **(Added)** All requested information will be physically verified and the form will be filled out completely and legibly. PS&D will reject the serial number verification sheet that contains abbreviated, incomplete or unclear information.

14.2.4.3.4.2.1. **(Added)** The aircraft serial number will be identified at the top of the form next to "ACFT SERIAL #" written in the form of Year—Serial Number (YY-####).

14.2.4.3.4.2.2. **(Added)** If the serial number is not clear on the part when being verified, do not guess or copy the serial number but write "UNREADABLE" in the space provided on the form.

14.2.4.3.4.2.3. **(Added)** If the component is not installed on the aircraft then annotate "UNINSTALLED" in the space provided on the form. (**NOTE**: All items listed on the verification sheet are necessary to fly the aircraft safely and securely. Only a select few items have a minimum

number required and all others will have all items installed on the aircraft or it is considered unworthy of flight).

14.2.4.3.4.2.4. **(Added)** Dock chief will return serial number verification sheet to PS&D NLT the post-dock meeting.

14.2.8.1.1. **(Added)** MOC will be the control managers of the documentation and will make time modifications based on the requirements but will not change the set intervals.

14.3.2.3.4. **(Added)** The 317 MXG will utilize 317AW Form 21-13.

14.3.3.3.1.1.1. **(Added)** Upon receiving a new TCTO, the lead TODO will determine the applicability against 317 AW aircraft or equipment. If the TCTO is applicable to 317 AW aircraft 317AW Form 21-17, *TCTO Cover Letter*, will be completed and forwarded to a QA inspector, preferably the SME for the equipment the TCTO affects, along with the TCTO for review. After the QA inspector reviews and approves the TCTO it will then be forwarded to the QA chief inspector for a final review and approval. The QA approval process should be completed within one duty day but will not take longer than two duty days. (**NOTE**: Emergency and Safety TCTOs have different requirements listed in TO 00-5-15, *Air Force Time Compliance Technical Order Process,* and those requirements must be followed).

14.3.3.3.1.8. **(Added)** If the QA review process discovers issues that prevent successful completion of the TCTO the TODO will notify the equipment specialist and TO management agency (TOMA) of the issues with the TCTO. The TCTO will not be processed until these issues are fixed through an amendment to the TCTO.

14.3.3.3.1.9. **(Added)** 317 MXG QA TODO will monitor ETIMS for any new or revised TCTOs that are released.

14.3.3.3.1.10. **(Added)** Upon validation of a TCTO the 317 MXG QA TODO will send the stamped file copy of the TCTO to the AFETS and PS&D.

14.3.6.1.3.1. **(Added)** Minimum attendees will include PS&D, AMXS pro super, MXS pro super, QA representative and any other section deemed necessary by PS&D.

14.4.1.2.14.3. **(Added)** Maintenance technicians, expediters, pro super and maintenance supervisors are responsible for ensuring that personnel performing engine/propeller maintenance, document the applicable attachments to this instruction and visually verify all serial numbers. Do not use MIS as the sole source to verify serial numbers. Technicians will complete 317AW Form 21-1, *Serially Controlled Item Change Sheet*, legibly after removal of an engine, propeller, or any other serially controlled Line Replaceable Unit (LRU) listed on MIS and turn the form into 317 MXS EM.

14.4.1.2.14.5. **(Added)** EM will issue 317AW Form 21-1, *Engine and Propeller Verification Sheet*, at the pre-dock meeting for all letter check, acceptance, and transfer inspections.

14.4.1.2.14.6. **(Added)** All requested information will be physically verified and the form will be filled out completely and legibly. EM will reject the serial number verification sheet that contains abbreviated, incomplete or unclear information.

14.4.1.2.14.7. **(Added)** The aircraft serial number will be identified at the top of the form next to "ACFT SERIAL #" written in the form of year--serial number (YY-####).

14.4.1.2.14.8. **(Added)** If the serial number is not clear on the part when being verified, do not guess or copy the serial number, but write "UNREADABLE" in the space provided on the form.

14.4.1.2.14.9. **(Added)** If the component is not installed on the aircraft than annotate "UNINSTALLED" in the space provided on the form. (**NOTE**: All items listed on the verification sheet are necessary to fly the aircraft safely and securely. Only a select few items have a minimum number required and all others will have all items installed on the aircraft or it is considered unworthy of flight.

14.4.1.2.14.10. **(Added)** The dock chief will return the engine and propeller verification sheet to EM and PS&D NLT the post-dock meeting.

14.4.1.2.14.3.1. **(Added)** Completed serially controlled item change sheets will be forwarded to EM prior to the end of the shift the maintenance is completed on. During swing or mid shifts, email the completed form to the EM office.

14.4.1.2.14.3.2. **(Added)** For engine maintenance occurring off-station, the aircraft FCC or MRT chief is responsible for completing the serially controlled item change sheet, as needed, and will forward to EM via fax, email or verbally over the telephone prior to the aircrafts next flight, if possible.

14.4.1.2.14.3. **(Added)** 317AW Form 21-2, *Engine and Propeller Verification Sheet*, will be completed for all aircraft undergoing letter check inspections or returning from deployment or programmed depot maintenance (PDM). The completed engine and propeller verification sheet will be returned to EM prior to post dock meeting.

14.4.1.2.21.1.1. **(Added)** 317 AW units will ensure adequate personnel are trained to perform deployed engine manager duties. These personnel will be tracked using G081 course code GENL 000015. The EM is responsible for conducting deployed engine manager training. Personnel who are identified and appointed as deployed engine managers will report to EM no later than 3 duty days prior to deployment to sign out the deployed engine manager handbook and receive any additional training required. Personnel not qualified on G081 course code MOB 000200 will not be appointed as deployed engine managers.

14.5.2.4.4.2.1. **(Added)** C-130J standard letter check completion days are as follows:

14.5.2.4.4.2.1.1. **(Added)** A- Check – 5 Duty Days.

14.5.2.4.4.2.1.2. **(Added)** B - Check – 9 Duty Days.

14.5.2.4.4.2.1.3. **(Added)** C - Check – 11 Duty Days.

14.5.2.4.4.2.1.4. **(Added)** D - Check – 15 Duty Days.

14.5.5.2.12.1. **(Added)** Make requests through 317 MXG PS&D for static display aircraft and/or 317 AW hangars utilizing **Attachment 24**. Approval authority will be the 317 MXG/CD or 317 MXG/SEL.

14.5.6.1.2. **(Added)** The 317 MXG/CC and 317 OG/CC (or designated reps) will chair a weekly OG/MXG scheduling meeting with 317 AMXS/MXA, 317 MXS/MXM, 39 AS/DO, 40 AS/DO, applicable OSS reps, AMU OICs, 317 MXG/MXOS PS&D, and 7 MUNS to review the proposed weekly flying and maintenance schedule.

14.5.6.1.3. **(Added)** The 317 OG/MXG scheduling meeting will normally be held Thursday at 1400 in the 317 AMXS conference room.

14.5.6.2.1.1. **(Added)** Daily Flying Window: The standard flying hour window will be 16 hours normally being from 1000L to 0000L hours, the last day of the fly week land at 1200L and should not be exceeded without 317 MXG/CC and 317 OG/CC approvals. 317 MXG/CC and 317 OG/CC signatures of the weekly flying schedule constitute approval of the daily flying hour window, whether above or below 16 hours, for that time period.

14.5.6.2.1.2. **(Added)** Crew Ready Times. Aircraft scheduled to fly should be crew ready no later than (NLT) 2 hours prior to takeoff.

14.5.6.3.8.4. **(Added)** 317 AW units will follow the standardized 2407 process outlined in **Attachment 22** (for MXG 2407s) or **Attachment 23** (for OG 2407s).

14.5.6.3.9.1.1. **(Added)** The 317 MXG/CD and 317 MXG/SEL are authorized to approve AF 2407 changes. The 317 OG/CD is authorized to approve AF 2407 changes. The AS/CC's are authorized to approve AF 2407 changes in the absence of the 317 OG/CC/CD.

14.5.6.3.9.2.1. **(Added)** The initiator will fill out their name, rank, agency and contact number in the "INITIATED BY" field. The initiator will coordinate the AF Form 2407 through the "NOTIFICATION REQUIRED" section to the required organizations in the order shown in **Attachment 22** or **Attachment 23**. The 317 AW 2407 e-mail distribution group will not be used for coordination and will only be used to send out final approved AF Form2407s.

14.5.6.3.9.2.2. **(Added)** Approval will be made through telecom, verbal, e- mail or wet ink only. Verbal approvals should be only utilized by exception to avoid incorrect schedule changes.

14.5.6.3.9.2.3. **(Added)** Changes made to the flying schedule through the AF Form 2407 need to be specific as possible and will include the mission alias as well as aircraft tail number affected.

14.5.6.3.8.2.4. **(Added)** Once all coordination on the AF Form 2407 has been completed, the initiator will send the final document to the 317 AW 2407 distribution email box for processing and filing. 317 MXG PS&D will process and file the AF Form 2407 in the PS&D SharePoint site.

THOMAS S. LANKFORD
Colonel, USAF Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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AFMAN 33-363 *Management of Records*, 1 Mar 08

AFPD 21-1, *Maintenance of Military Materiel,* 25 Feb 03

TO 00-5-15, *Air Force Time Compliance Technical Order Process,* 29 Sep 17

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TO11A18-14-7, *Specialized Storage and Maintenance Procedures Fire Extinguisher Cartridges Part Numbers 841155, 874000, 30900400, 895408, 895409, 30903801, 200430, 2-100170,30903802, 30903802-1, 878492, 200330-3, 878493, 200330-4, 30903860, 30903861, 30903824-1, 1512AS105, 897899, 877597-1, 805300-2, 200420, 200340, 841155-1, 873364-1, 895408-1,895409-1, 897899-1, 446161, 446041, 074053-1, 874000-01, 878492-1, 878493-1, 2-102060-1,201240, 2-102190-1, 446161-1, 200240, 201170-1, 200770, 200730, 200230, 200940, 201250,200830, 4199-1, 802465-2, 13083-5, 13083-45, 30903823, 2-102390-1, 072012-13, 201230, 2-102430-1, 30903946-1, 30903947-1, 30903948-1, 873571-02, 2-101200-1, 200790, 200810,834AS450, 876296-3, 876296-2, 878492-2, and 878493-2,* 4 Dec 18

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TO 00-80C-1, *Crashed, Damaged, Disabled Aircraft Recovery Manual (ATOS-HILL)*, 20 Mar 15

TO 00-105E-9, *Aircraft Emergency Rescue Information (Fire Protection),* 31 Mar 11

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TO 1C-130(C)J-5-1, *Sample Basic Weight Checklist–USAF Series 1C-130(C)J (Long) Aircraft*, 1 Jan 18

TO 1C-130(C)J-5-2, *Loading Data Manual–USAF Series 1C-130(C)J (Long) Aircraft,* 1 Jan 18

TO 1C-130J-2-08JG-00-1, *Job Guide Ground Handling Leveling and Weighing USAF C-130J Series Aircraft, 1 Jan 18*

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TO 1C-130J-2-99JG-10-2, *Large Aircraft Infrared Countermeasures System*, 1 Jan 18

TO 1C-130J-6, *Aircraft Scheduled Inspection and Maintenance Requirements USAF C-130J Series Aircraft,* 1 Jan 19

TO 1C-130J-6WC-10, *Work Cards Preflight/Thruflight/Combined Pre/Postflight Inspection USAF Series C-130J Aircraft,* 1 Jan 19

TO 1C-130J-6WC-14, *Work Cards A/B/C/D Check Inspection USAF Series C-130J Aircraft,* 1 Jan 19

TO 1C-130J-23CL-1, *Organizational Maintenance Checklist Washing and Cleaning USAF Series All C-130 Aircraft,* 1 Jun 17

Adopted & Prescribed Forms

AF Form 68, *Munitions Authorization Record*

AF Form 623, *Individual Training Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 898, *Field Training Requirements Scheduling Document*

AF Form 1297, *Temporary Issue Receipt*

AF Form 2407, *Weekly/Daily Flying Schedule Coordination*

AF Form 2408, *Generation Maintenance Plan*

AF Form 2410, *Inspection/TCTO Planning Checklist*

AF Form 2411, *Inspection Document*

AF Form 2426, *Training Request and Completion Notification*

AF Form 2434, *Munitions Configuration and Expenditure Document*

AF Form 3131, *General Purpose (11 X 8-1/2")*

AFTO Form 43, *USAF Technical Order Distribution Office (TODO) Assignment or Change Request*

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

AFTO Form 95, *Significant Historical Data*

AFTO Form 349, *Maintenance Data Collection Record*

AFTO Form 350, *Repairable Item Processing Tag*

AFTO Form 781, *Arms Aircrew/Mission Flight Data Document* AFTO Form 781A, *Maintenance Discrepancy and Work Document* AFTO Form 781B, *Communication Security Equipment Record* AFTO Form 781D, *Calendar and Hourly Item Inspection Document*

AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance Document*

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

AMC Form 64, *Request for Special Certification*

DD Form 2875, *System Authorization Access Request (SAAR)*

Abbreviations and Acronyms

ADCC—Assistant Dedicated Crew Chief

ADLS—Advanced Distributed Learning Service

ADR—Aircraft Document Review

AEF—Aerospace Expeditionary Forces

AF—Air Force

AF OST—Air Force Operation Support Team

AFB—Air Force Base

AFCC—Assistant Flying Crew Chief

AFE—Aircrew Flight Equipment

AFETS—Air Force Engineering and Technical Service

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFTO—Air Force Technical Order

AGE—Aerospace Ground Equipment

AIRCAT—Automated Inspection, Repair, Corrosion, and Aircraft Tracking

AIS—Automatic Identification System

AMC—Air Mobility Command

AMTES—Aircraft Maintenance Training Enterprise System

AMU—Aircraft Maintenance Unit

AMXS—Aircraft Maintenance Squadron

APU—Auxiliary Power Unit

AS—Airlift Squadron

ASIP—Aircraft Structural Integrity Program

AW—Airlift Wing

AWI—Airlift Wing Instruction

BW—Bomb Wing

CA—Cannibalization Authority

CAC—Common Access Card

CANN—Cannibalization

CAST—Command Aircraft Systems Training

CC—Commander

CD—Compact Disk

CDDAR—Crashed, Damaged, or Disabled Aircraft Recovery

CES—Civil Engineering Squadron

CFETP—Career Field Education and Training Plan

CFT—Contract Field Team

CND—Cannot Duplicate

COB—Close of Business

CONOPS—Concept of Operations

CP—Contingency Plan

CSD—Class Start Date

CTK—Consolidated Tool Kit

CV—Vice Commander

D&I—Development and Instruction

DCC—Dedicated Crew Chief

DD—Department of Defense

DFT—Depot Field Team

DIT—Data Integrity Team

DO—Duty Officer

DoD—Department of Defense

DOPP—Dropped Object Prevention Program

DSN—Defense Switched Network

DTADS—Data Transfer and Diagnostics System

DVD—Digital Versatile Disk

ECB—Electronic Circuit Breaker

ECHS—Enhanced Cargo Handling System

ECP—Entry Control Point

EET—Exercise Evaluation Team

EM—Engine Management

EMS—Engine Management System

EMS—Equipment Maintenance Squadron EOD—Explosive Ordinance Disposal

ETIC—Estimated Time for Completion

ETIMS—Enhanced Technical Information Management System

ETS—Engine Tracking System

FCC—Flying Crew Chief

FCF—Functional Check Flight

FMC—Fully Mission Capable

FOD—Foreign Object Damage/Debris

FSR—Factory Service Representative

GM—Guidance Memorandum

GPC—Government Purchase Card

HQ—Headquarters

HSC—Home Station Check

HSTC—High-Speed Taxi Check

IAW—In Accordance With

ICARR—Inspection Crack/Corrosion and Repair Recording

IFE—In Flight Emergency

ILSO—Installation Laser Safety Officer

IMT—Information Management Tool

ISO—Isochronal

JCN—Job Control Number

JSTO—Job Safety Training Outline

LAIRCM—Large Aircraft Infrared Countermeasures

LAN—Local Area Network

LEAP—Logistics Evaluation Assurance Program

LRS—Logistics Readiness Squadron

LRU—Line Replaceable Unit

MATS—Maintenance and Aircrew Training System

MC—Mission Computer

MDS—Mission Design Series

MESL—Minimum Essential Subsystems List

MFR—Memorandum for Record

MIL—Master Inventory Listing

MIS—Maintenance Information System

MOC—Maintenance Operations Center

MOT—Maintenance Orientation Training

MQTP—Maintenance Qualification Training Program

MRT—Maintenance Recovery Team

MSEP—Maintenance Standardization and Evaluation Program

MTF—Medical Treatment Flight

MTL—Master Task List

MTP—Master Training Plan

MXG—Maintenance Group

MXS—Maintenance Squadron

NCOIC—Non-Commissioned Officer in Charge

NDI—Non-Destructive Inspection

NHZ—Nominal Hazard Zone

NLT—No Later Than

OCF—Operational Check Flight

OG—Operations Group

OIC—Officer in Charge

OJT—On-The-Job- Training

OPR—Office of PrimaryResponsibility

OSS—Operations Support Squadron

OWC—Owning Work Center

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

PDM—Programmed Depot Maintenance

PE—Personal Evaluation

PIM—Product Improvement Manager

PMEL—Precision Measurement Equipment Laboratory

POC—Point of Contact

PRO SUPER—Production Superintendent

PS&D—Plans, Scheduling, and Documentation

QA—Quality Assurance

QAR—Quality Assurance Representative

QRC—Quick Reaction Checklist

R&R—Repair and Reclamation

RDS—Records Disposition Schedule

RJR—Refresher J Run

RM—Risk Management

RMM—Removable Memory Module

SBSS—Standard Base Supply System

SCR—Special Certification Roster

SME—Subject Matter Expert

SOT—Status of Training

SPO—Systems Program Office

SQ—Squadron

SSN—Social Security Number

TCTO—Time Compliant Technical Order

TD—Training Detachment

TDY—Temporary Duty

TK—Tool Kit

TMDE—Test, Measurement, and Diagnostic Equipment

TO—Technical Order

TODA—Technical Order Management Agency

TODO—Technical Order Distribution Office

TSA—Transportation Security Administration

ULSO—Unit Laser Safety Officer

USB—Universal Serial Bus

UTC—Unit Type Code

UTM—Unit Training Manager

W&B—Weight and Balance

WDC—When Discovered Code

WJQS—Work Center Job Qualification Standard

WRM—War Reserve Material

WTQC—Weapons Task Qualified Crew

WTQM—Weapons Task Qualifications Manager

WUC—Work Unit Code

WWID—Worldwide Identifier

WWM—Wing Weapons Manager

Attachment 11 (Added)

PAPERLESS LETTER CHECK 781 FORMS DEACTIVATION COVERSHEET

Figure A11.1. (Added) Paperless Letter Check: 781 Forms Deactivation Coversheet

Tail #

781A & 781K dated_____deactivated on_____for paperless letter check inspection.

# of 781A pages removed:

of 781 K pages removed:

I verify that all open entries have been entered/validated in G081.

Printed Name:_____   Employee #

Signature:

Attachment 12 (Added)

317 AW G081 MANAGEMENT

Table A12.1. (Added) G081 Management: JCN Assignment

JOB CONTROL NUMBER SERIES	
317 MXS/MOF	**317 MXS**
1600-1699 P&S/CEMS, TCI's, SI's	B001-B999 B-Check
9800-9998 P&S/CEMS TCTO's	C001-C999 C-Check
8801-8900 QA	D001-D999 D-Check
8901-8950 317th Training Managers	3200-3300 Aero Repair
A001-A999 AGE Inspections	3501-3700 Props/Engine Back Shop
	3701-4000 Fuel Systems
317 OSS	4001-4500 Propulsion
3001-3050	4501-5000 Comm/Nav
	4901-5000 GACS
7 BW	
7001-7500 Sheet Metal/Machine Shop	**317 AMXS**
7501-8000 Electro Environmental	2000-2099 Debrief, Red Ball Jobs
8601-8800 NDI	2100-2500 Debrief, Unscheduled Maintenance
	2501-2700 Debrief, In-flight Discrepancies
	2701-3000 Exercise/Deployment Use
	3001-3050 Crew Chiefs
MXOC	3051-3100 Hydraulics
5200-5299 CANN Jobs	3101-3199 Engines
5326-5330 Impound Jobs	3301-3350 GACS
5331-5699 MXOC, Unscheduled Maintenance	3351-3400 E&E
	3401-3599 Comm/Nav
	8950-8999 Dash 21
	9751-9799 Debrief, Download Discrepancies
	E001-E999 A-Check
Aircraft Notes	
Use "000" in the first three digits of the JCN	
0001-0099 Will be used to identify the crew chief & assistant, and base the aircraft is assigned	
0100-0299 Will be used for notes placing the aircraft on certain restrictions	
0300-0599 Will be used for "System Test Program" such as "Test Equipment Installed"	
600-0999 Will be used for "Informational Notes"	

Attachment 13 (Added)

317 AW FOD AREA OF RESPONSIBILITY

Figure A13.1. (Added) FOD Area of Responsibility.
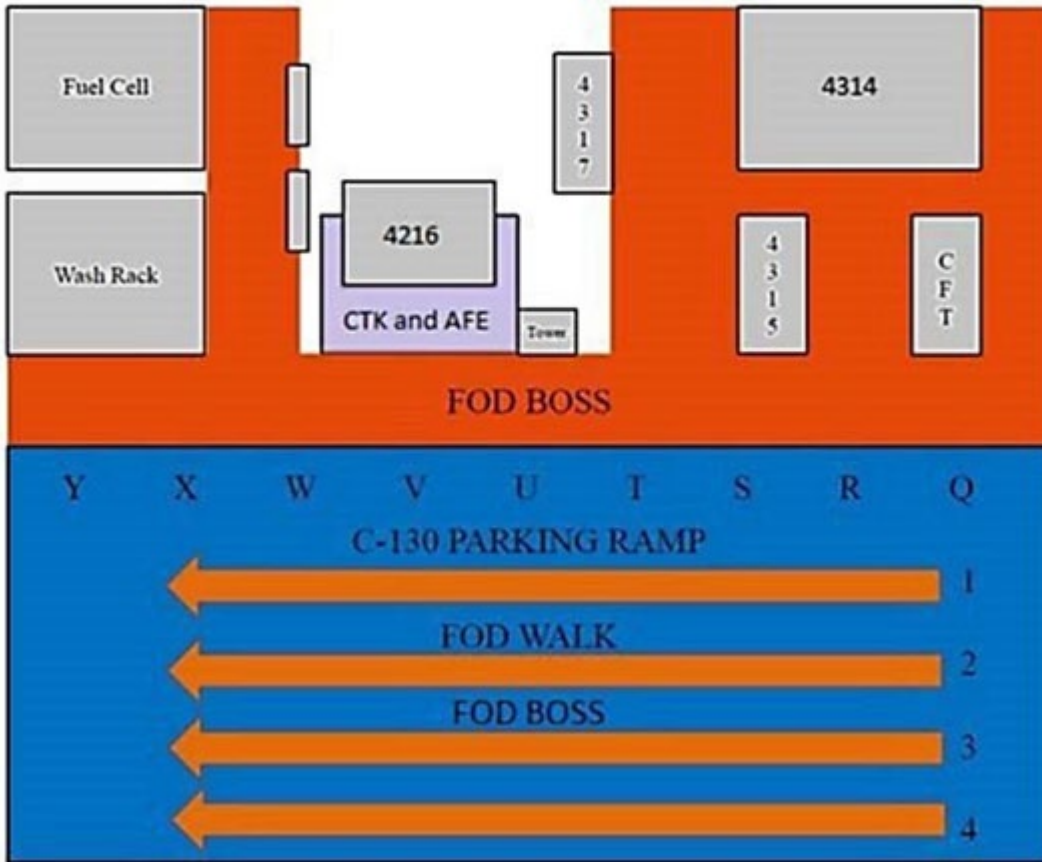
Attachment 14 (Added)

ENGINE RUN PRE-REQUISITE MEMORANDUM

Figure A14.1. (Added) Engine Run Pre-Requisite Memorandum.

Date: dd Mmm yy

MEMORANDUM FOR 317 MXG/MXOT

FROM: _____(insert unit/office symbol)

SUBJECT: Certification of C-130J Engine Run Pre-requisites

1. Request initial engine run training be scheduled for _____
(insert rank/name/AFSC/Emp #). All prerequisites have been met and are certified below.

2. Certification of prerequisites:

Task	Initials
A. Meets minimum of 6 months (immediate) experience on aircraft MDS, 5-skill level, and SrA?	
Qualified/certified/SCR verified to operate APU?	
Qualified/certified as tow brake operator?	
Qualified in basic radio and interphone systems operation?	
B. Supervisor/Production Superintendent evaluation to determine individual's level of maturity and experience?	
C. Completed C-130J Engine Run and Emergency Procedures CBT https://367trss.hill.af.mil (attach certificate of completion)?	
D. Accomplish JMR workbook available from MXOT Engine Run Manager?	
E. Completed/Passed C130J Engine Run Emergency Procedures & Eng Run Pre-Test (verify E-testing Transcript)?	

3. Section Chief Endorsement: I have reviewed the training requirements and qualifications. I
   do/do not (circle one) recommend him/her for initial engine run training.

Print name: _____
Signature: _____

4. AMU OIC/NCOIC or Flight Chief/CC Endorsement: Concur/Non-Concur (circle one)

Print name: _____
Signature: _____

5. 317 MXG/MXOT Endorsement: The above named individual has met all prerequisites.
He/She is scheduled for engine run training on (date)_____ at (Time)_____ at the C130J
MATS. Individual must complete the entire training program within 30 duty days from (date
of training)_____.

Print name: _____
Signature: _____

Attachment 15 (Added)

LOCAL TOOL REQUEST

Figure A15.1. (Added) Local Tool Request.

DEPARTMENT OF THE AIR FORCE
317TH MAINTENANCE GROUP (AMC)
110 SECOND AVENDUE, SUITE 108
DYESS AIR FORCE BASE TEXAS

Dd Mmm Yy

MEMORANDUM FOR 317 MXG/CC

FROM: 317 Sq/Office

SUBJECT: Request for Approval of Local manufactured Tool/Equipment

1. Request approval IAW AFI 21-101 AMC Sup 1 and 317 AW Sup, to use the following locally designed…etc.

2. State the description and justification of the item you are requesting for approval here.

3. Safety aspects concerning the use of these tools have been assessed using the following checklist and pose no detectable risk or danger to personnel or equipment.

    a. Is this tool constructed with material strong enough to withstand expected pressures to be applied and to avoid cracking or breaking under normal use?

    b. Is this tool designed in a manner that will avoid injury to personnel or equipment during normal use?

    c. Does this tool possess any unusual sharp edges or corners that could cause injury to personnel or equipment?

    d. Can this job be performed safer with an available tool with minimal extra effort?

4. Attached picture is provided for clarification and specification on how the tool is to be manufactured.

5. Quality Assurance Identification Number: yyyy-xxxxxx.

FNAME MI. LNAME, Rank, USAF
Flight OIC/Super

Attachment 16 (Added)

317 AW IMPOUND DOCUMENTATION EXAMPLE

Figure A16.1. (Added) Impound Documentation Example.

Attachment 17 (Added)

DIT TEAM AUTHORIZATION LETTER

Figure A17.1. (Added) DIT Team Authorization Letter.

Sample DIG Team Authorization Letter

dd/Mmm/year

MEMORANDUM FOR 317 MXG/MXOA

FROM: 317 Squadron / Flight

SUBJECT: Appointment of Data Integrity Team (DIT) Member

1. In accordance with AFI 21-101 317 AW Sup, Chapter 5 the Flight Chief/CC for the chosen DIT member will forward an appointment letter containing the individual's full name, rank, office symbol, and duty phone to the 317 MXG/MXOA (analysis) by the 25th of each month. The following individual(s) is/are to be a DIT member:

Name	Rank	Phone	Office	USERID	Employee
Full Name	A1C	x0000	MX##	MAFBXXX	00000

2. The individual listed above understands the data integrity team member's responsibilities in accordance with 3AFI 21-101 317 AW Sup, Chapter 5. All other personnel <u>not</u> on this letter may not fill in as a DIT member.

3. For any questions or concerns pertaining to the subject, please contact 6-4665/2773. Thank you for your assistance in this matter.

//SIGNED//
FIRST MI. LAST, RANK, USAF
Flight Chief

Attachment 18 (Added)

MISSING FORMS SAMPLE MEMORANDUM

Figure A18.1. (Added) Missing Forms Sample Memorandum.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 317TH AIRLIFT WING (AMC)
DYESS AIR FORCE BASE TEXAS 79607-1720

DD-Month-YYYY

MEMORANDUM FOR:

FROM: 317 MOF Plans Scheduling and Documentation

SUBJECT: Missing AFTO 781 Series Forms (A, H, J, K, D)

1. A review of the 781 forms showed the following sets of forms are not on file for Aircraft XX-XXXX required IAW AFI 21-101_AMC_SUP_I.

DATE RANGE			REMARKS (PS&D use only)
DDMMMYY	TO	DDMMMYY	MISSING ALL AFTO 781 SERIES FORMS
DDMMMYY	TO	DDMMMYY	MISSING ALL AFTO 781 SERIES FORMS

2. Please conduct a search for these documents. If you are unable to locate them, within five duty days I.A.W. AFI 21-101, endorse this letter and return it to Plans and Scheduling. This letter will be maintained in the jacket file in place of the missing forms.

X _____

Plans and Scheduling

A search was conducted for the above listed AFTO 781 Series Forms and their status is indicated above.

_____   _____
317 AMXS MXAA/MXAB   317 AMXS / MXA

AMC-Global Reach For America

Attachment 19 (Added)

SAMPLE AF FORM 898

Figure A20.1. (Added) Sample AF Form 898.

Attachment 20 (Added)

AF IMT 3131

Figure A21.1. (Added) AF IMT 3131 Tool Accountability during TCMax Outage.

Attachment 21 (Added)

SAMPLE RCA WORKSHEET

Table A21.1. 317 AW Form 21-21.

ROOT CAUSE ANALYSIS WORKSHEET		
LEAP Report #	**Date**	**Inspection / Observation Type**
Individual(s) / Equipment involved		
Skill Level(s)	Qualified on Task? YES NO	Workcenter
Finding(s) and reference(s)		
Member(s) Comments		
Supervisor Comments		
Production Comments		
Section Chief Comments		
Flight / AMU Comments		
MXM / MXA Comments		
Quality Assurance Comments		

317 AW Form 21-21, SEP 2020   PAGE 1 OF 2

Table A22.2. (Added) 317 AW Form 21-21.

ROOT CAUSE ANALYSIS
(to be completed by Section Chief or higher)

PRIMARY ROOT CAUSE

CAUSE CODE Guidance - conflicted with other approved guidance

CONTRIBUTING FACTOR(S) AND/OR ROOT CAUSE(S)

CAUSE CODE Supervision - insufficient involvement / oversight

CAUSE CODE Training - Upgrade / certification training inadequate

CAUSE CODE Guidance - conflicted with other approved guidance

CORRECTIVE ACTION PLAN

GET WELL DATE

317 AW Form 21-21, SEP 2020   PAGE 2 OF 2

Attachment 22 (Added)

MX 2407 PROCESS FLOW

Figure A22.1. MX - 2407 Process Flow.
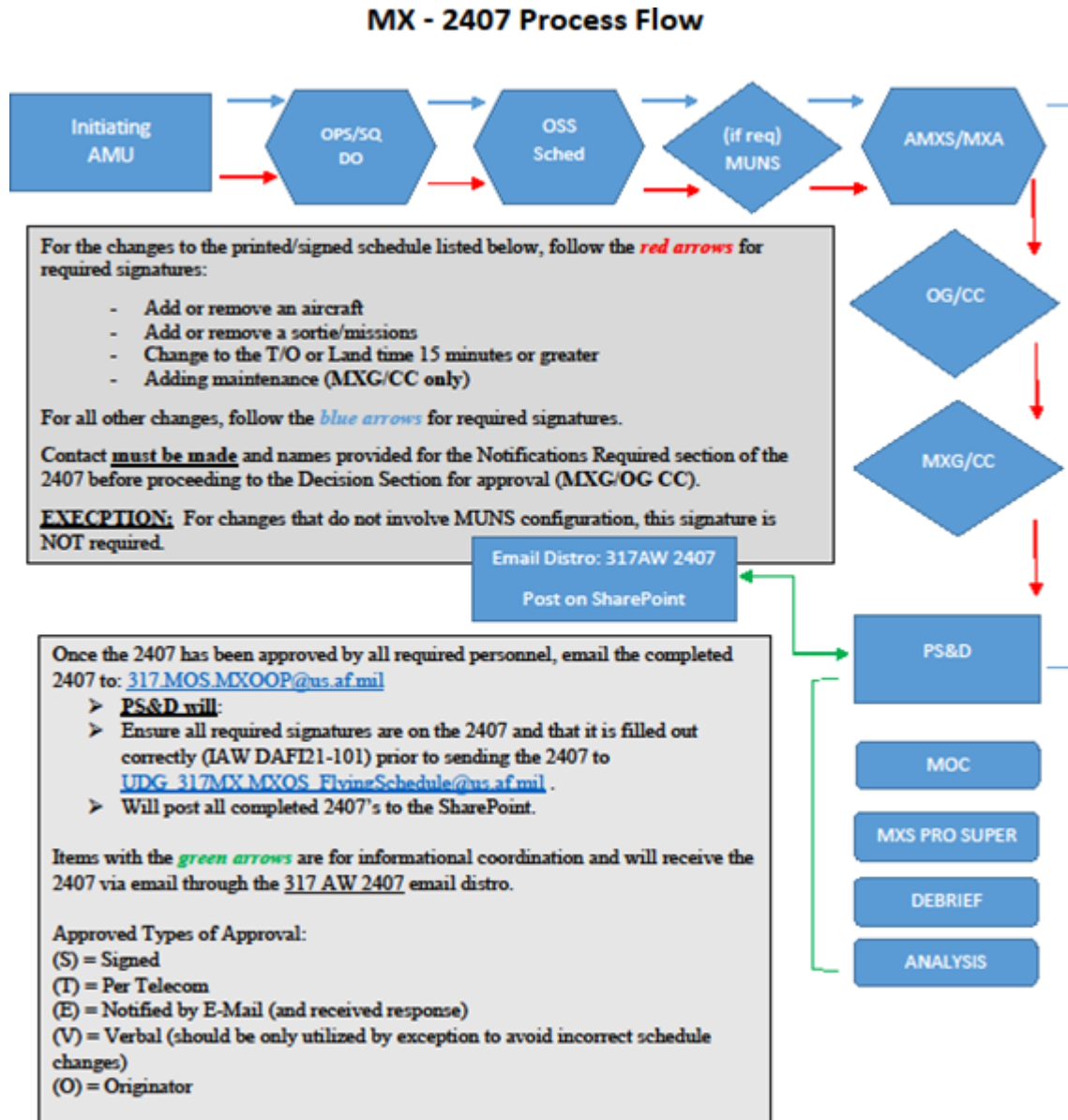
Attachment 23 (Added)

OPS 2407 PROCESS FLOW

Figure A23.1. OPS - 2407 Process Flow.

OPS - 2407 Process Flow

Initiating OPS/SQ → AMU PRODUCTION → (if req) MUNS → AMXS/MXA → OG/CC → MXG/CC → PS&D

For the changes to the printed/signed schedule listed below, follow the *red arrows* for required signatures:

- Add or remove an aircraft
- Add or remove a sortie/missions
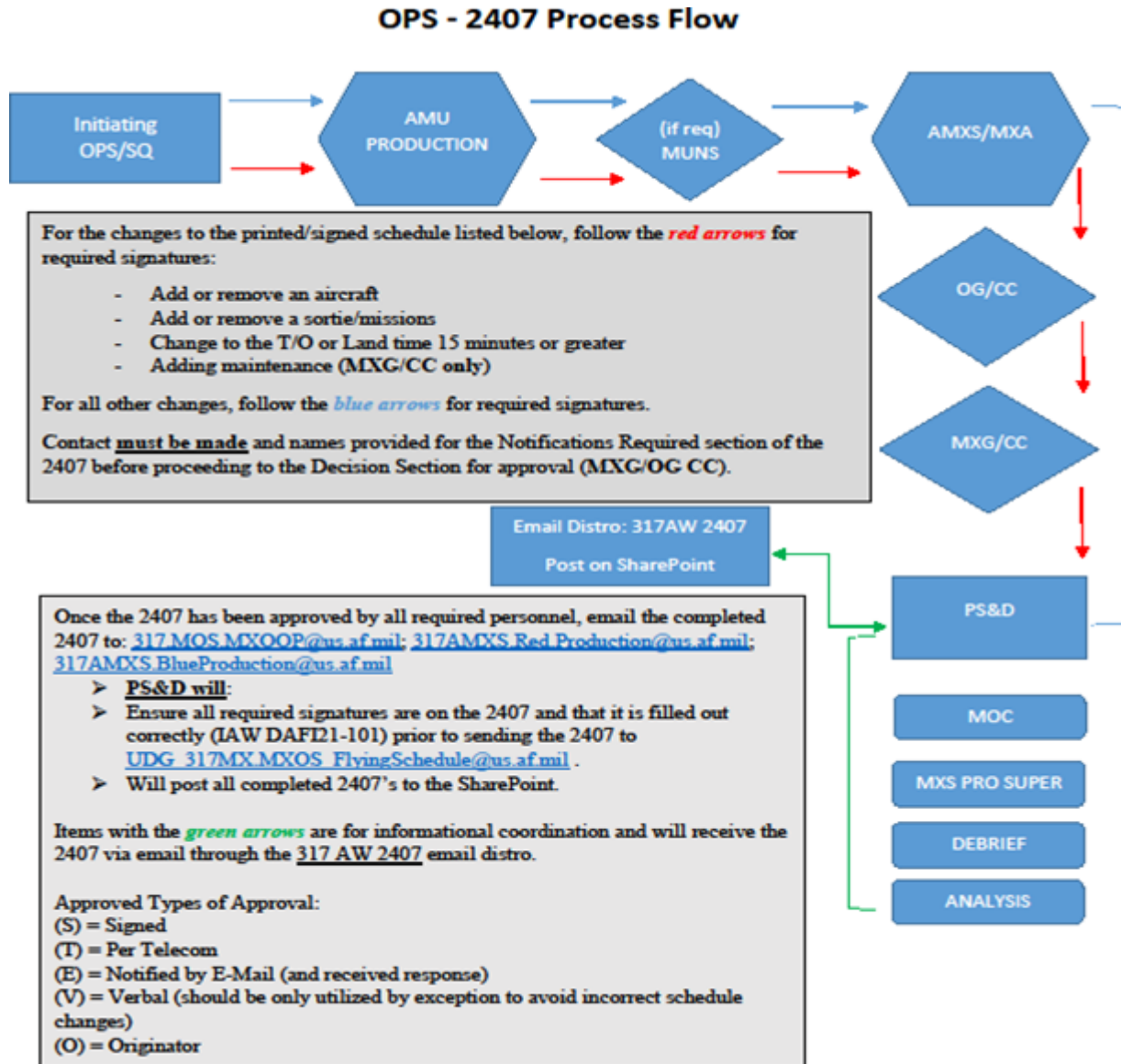- Change to the T/O or Land time 15 minutes or greater
- Adding maintenance (MXG/CC only)

For all other changes, follow the *blue arrows* for required signatures.

Contact **must be made** and names provided for the Notifications Required section of the 2407 before proceeding to the Decision Section for approval (MXG/OG CC).

Email Distro: 317AW 2407
Post on SharePoint

Once the 2407 has been approved by all required personnel, email the completed 2407 to: 317.MOS.MXOOP@us.af.mil; 317AMXS.Red.Production@us.af.mil; 317AMXS.BlueProduction@us.af.mil
  ➤ **PS&D will**:
  ➤ Ensure all required signatures are on the 2407 and that it is filled out correctly (IAW DAFI21-101) prior to sending the 2407 to UDG_317MX.MXOS_FlyingSchedule@us.af.mil .
  ➤ Will post all completed 2407's to the SharePoint.

Items with the *green arrows* are for informational coordination and will receive the 2407 via email through the 317 AW 2407 email distro.

Approved Types of Approval:
(S) = Signed
(T) = Per Telecom
(E) = Notified by E-Mail (and received response)
(V) = Verbal (should be only utilized by exception to avoid incorrect schedule changes)
(O) = Originator

PS&D
MOC
MXS PRO SUPER
DEBRIEF
ANALYSIS

Attachment 24 (Added)

FIGURE A24.1. 317 AW STATIC/HANGAR REQUEST COORDINATION FORM.

317 AW STATIC / HANGAR REQUEST COORDINATION	DATE AND TIME INITIATED

INITIATED BY	

	EFFECTIVE DATE
Description:	
Time:	
MX/OPS personnel briefers:	
Specific Requirements:	

Request approval to use the following building/facility:	EFFECTIVE DATE
Description:	
Time:	
Specific Requirements:	

DECISION
NOTIFICATIONS REQUIRED

AGENCY	NAME	TIME	
Red Pro Super 6-3990 Cell: 260-7948			
Blue Pro Super 6-2206 Cell: 232-8419			
MXS Pro Super 6-3825 Cell: 829-2580			
Red OIC/Chief 6-2372/3622			
Blue OIC/Chief 6-2372/3622			
MX/OPS Officer 6-4426 Cell: 261-2912			
317 MXG PS&D 6-1322/1351 COPY ONLY			