BY ORDER OF THE COMMANDER
FAIRCHILD AIR FORCE BASE (AMC)

AIR FORCE INSTRUCTION 21-101

AIR MOBILITY COMMAND

Supplement

FAIRCHILD AIR FORCE BASE
Supplement

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Maintenance

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MAINTENANCE MANAGEMENT

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AFI 21-101_AMCSUP dated 3 Aug 2020 is supplemented as follows. *This publication implements Fairchild AFB policy by supplementing specific processes and procedures that are unique to Fairchild AFB. This publication applies to all military and civilian personnel assigned to the 92d Air Refueling Wing (ARW) except where otherwise noted. This publication applies to the 141st Air Refueling Wing*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

2.4.5.1. **(FAIRCHILDAFB)** See **Attachment 11** for Adverse Weather procedures.

2.4.44.1. **(FAIRCHILDAFB)** Analysis will conduct a reconciliation meeting weekly to review all discrepancies to include CND and Repeat/Recurs.

2.4.44.2. **(FAIRCHILDAFB)** Technicians will brief the shift Production Superintendent prior to clearing of CND, Repeat/Recur discrepancies.

2.4.53.3.1. **(FAIRCHILDAFB)** Aircraft requiring Operational and/or Functional Check Flights (OCF/FCF) will only be scheduled for the check flight when all maintenance actions have been completed and the aircraft is mission capable and airworthy.

2.4.53.3.2. **(FAIRCHILDAFB) Attachment 14, OCF/FCF request Form, will be used when an OCF or FCF is required.** The electronic version of the form is on the QA SharePoint and will be used to the maximum extent possible.

2.4.75. **(FAIRCHILDAFB)** For Hangar Door Training see **Attachment 8**. It is the Building Custodian's responsibility to post hangar door operation instructions to the hangar doors.

2.4.75.1. **(FAIRCHILDAFB)** MXG personnel will document hangar door training in G081 using Hangar Operation Qualification Training course codes. Tenant units will document training in appropriate Integrated Maintenance Data System.

2.10.4.2. **(FAIRCHILDAFB)** Personnel identified in the health surveillance letters who are routinely in the vicinity of stationary noise sources as identified by signs indicating noise levels greater than or equal to 85 dB must wear approved hearing protection. This consists of disposable foam earplugs, previously issued fitted earplugs from public health, issued ear defenders, or headsets issued from CTK. When a single type of hearing protection cannot reduce noise exposure below 85 dB, a second type of hearing protection will be added to reduce the noise below 85 dB. Approved ear muffs will be worn over earplugs to provide additional hearing protection.

2.10.4.2.1. **(FAIRCHILDAFB)** Personnel who do not routinely work on the flight line but are required to enter will have access to approved hearing protection at all times and wear them when hazardous noise is present.

3.5.9.1. **(FAIRCHILDAFB)** For CDDAR operations and management, reference the 92 ARW Mishap Response Plan, AFI 91-204, *Safety Investigations and Reports*, Fairchild AFB Installation Emergency Management Plan 10-2 (Fairchild AFB IEMP 10-2), Fairchild AFB Instruction 21-102, *Crashed, Damaged or Disabled Aircraft Recovery Procedures*, and TO 00- 80C-1, *Crashed, Damaged or Disabled Aircraft Recovery Manual.*

3.5.13. **(FAIRCHILDAFB)** AMXS Production Superintendent will ensure the following actions are accomplished before the periodic inspection process:

3.5.13.1. **(FAIRCHILDAFB)** Aircraft will be external power capable, with left and right hydraulic systems operational.

3.5.13.2. **(FAIRCHILDAFB)** Aircraft forms will have a Documentation Review accomplished before or on the day of the Pre-Dock meeting.

3.5.13.3. **(FAIRCHILDAFB)** AMXS will provide two each qualified Crew Chiefs to the PE Dock for 30 days at a time. The Crew Chiefs will consist of one 7-level Red X qualified individual and one 5-level qualified individual. 5-level can be a 3-level if signed off on required tasks in TBA. Their scope will comprise of delayed discrepancies, component serial number verification sheets, required cosmetic improvements IAW 1C-135-3-10, and assist with the -6WC inspection items. Dedicated Crew Chiefs will be required to attend all Pre and Post Dock meetings and will perform a forms Documentation Review at the end of the Periodic Inspection.

3.5.13.4. **(FAIRCHILDAFB)** Fuel load during a PE will be 80,000 lbs. non-standard to facilitate a fuel cell body cavity pressure check. Specific minimum quantities for body tanks will be: Forward Body = 9,500 lbs, Aft Body = 10,500 lbs and Upper Deck = 3,500 lbs.

3.5.14. **(FAIRCHILDAFB)** AMXS Production Superintendent will ensure only MXG approved panel sheets are used during scheduled maintenance. 900 Hour panel sheets on **Attachment 16**, and HPO panel sheets on **Attachment 17**.

3.5.15. **(FAIRCHILDAFB)** The AMXS Production Superintendent or Expediter will ensure personnel assigned to perform tow supervisor and engine run supervisor duties hold the proper qualifications to perform the tasks and coordinate through MOC (see **Paragraph 5.2.2.1.18**)

3.6.9.1. **(FAIRCHILDAFB)** Prior to requesting the AGE driver to reposition AGE from aircraft, ensure equipment is ready to be towed. Equipment will only be moved when all appendages (cables, hoses, ducts, handrails, stand platforms, etc.) are properly stowed or wrapped up IAW applicable T.O.

3.7.2.1. **(FAIRCHILDAFB)** Ensure completion of Air Mobility Command (AMC) Form 97, *AMC In-Flight Emergency and Unusual Occurrence Worksheet* for an IFE, and completion of AF Form 853, *Air Force Wildlife Strike Report* for aircraft bird strikes.

3.7.2.2. **(FAIRCHILDAFB)** For wildlife strikes, debrief will load the appropriate foreign object damage inspection package of Aircraft or Engine into the G081 maintenance collection system. Make two copies, one for the Pro Super and one for debrief records. Forward or fax report to AMXS Supervision, Wing Safety, and QA. Place original report at the front of the AFTO Form 781A, *Maintenance Discrepancy and Work Document* in the aircraft forms binder. For all wildlife strikes involving engines, provide a copy of wildlife strike report to Engine Management and Engine Tech representative.

3.7.15. **(FAIRCHILDAFB)** Upon home station return, FCCs will log fuel receipts and sign the front of the AF Form 664, *Aircraft Fuels Documentation Log*.

3.7.15.1. **(FAIRCHILDAFB)** Notify the AMXS production supervisor and PS&D if a Low Altitude Operation (LOA) or Very Low Altitude Operation (VLOA) mission was performed as scheduled. Track LAO/VLAO data and number of hours flown for each aircraft as it applies.

3.8.1.3.1. **(FAIRCHILDAFB)** All engine runs performed by 92/141 Maintenance Group personnel shall have pre-and-post inlet and exhaust (I&E) inspections documented in the 781As using separate Red X entries. The pre-and-post I&E inspections will be accomplished by an engine run qualified 7-level or an engine run qualified 5-level with limited Red X certification. The Red X entry will be cleared in accordance with T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*.

3.8.1.4. **(FAIRCHILDAFB)** During the summer months and when directed by AMU supervision, launch crew show time will be 2 hours prior to takeoff. During winter months and when directed by AMU supervision, launch crew show time will be 3 hours prior to takeoff. Launch preparations will be accomplished in accordance with applicable T.Os.

3.8.1.5. **(FAIRCHILDAFB)** If technicians or multiple work centers are working different discrepancies on the same system, each technician/work center is required to install and document all AF Form 1492/AF Form 492 Warning Tags for the discrepancies they are working.

3.9.5.3. **(FAIRCHILDAFB)** Electro/Environmental will coordinate with Munition Accountability sections to setup date/time for pick-up and delivery of squibs.

4.3.3. **(FAIRCHILDAFB)** MXS Production Superintendent will coordinate/review with Fuel Systems shift supervisor, lead technician, and applicable technical data for safe concurrent maintenance.

4.3.4. **(FAIRCHILDAFB)** MXS Production Superintendent will ensure MXG approved panel sheets are used during scheduled maintenance. 900 Hour panel sheets on **Attachment 16**, and HPO panel sheets on **Attachment 17**.

4.3.5. **(FAIRCHILDAFB)** MXS Production Superintendent will ensure personnel assigned to perform tow supervisor and engine run supervisor duties hold the proper qualifications to perform the tasks and will coordinate through MOC for clearance (see **Paragraph 5.2.2.1.18).**

4.4.4.1.3. **(FAIRCHILDAFB)** Upon aircraft arrival at the repair facility, Fuel Systems technicians will confirm the fuel preparation sheet (**Attachment 10)** is complied with. Aircraft forms and MIS will reflect the current status. A red diagonal entry will be made in the aircraft AFTO Form 781A and MIS stating: "*Comply with fuel systems preparation sheet dated YYYYMMDD"*. The preparation sheet will show all defuel actions required as specified in applicable aircraft technical orders, and will be signed by the defuel operation supervisor.

4.4.4.2.4.1. **(FAIRCHILDAFB)** Open fuel tank maintenance will be performed in Hangars 1012, 1037, and Stub 46. Hangar 1012 is classified as an alternate fuel dock. Fuel transfer, refuel, and defuel is authorized in Hangar 1037 in accordance with the 92 ARW Aircraft Parking Plan and the Master Entry Permit (MEP).

4.5.1.2.1. **(FAIRCHILDAFB)** Only personnel qualified to drive rated vehicles can tow powered Aerospace Ground Equipment (AGE) at Fairchild AFB utilizing a vehicle rated for the equipment. All AGE that is moved or towed will be called into AGE Flight for documentation on AF Form 864, *Daily Requirement and Dispatch Record*.

4.9.2.2. **(FAIRCHILDAFB)** For Fairchild AFB local jacking operations see **Attachment 12**.

4.9.4.7. **(FAIRCHILDAFB)** Ensure accomplishment of the following Periodic Inspection (PE) checks prior to entering the PE dock:

4.9.4.7.1. **(FAIRCHILDAFB)** PE Propulsion Section will perform an operational check of the Quick Start Auxiliary System (QSAS) to identify discrepancies to be worked during PE.

4.9.4.7.2. **(FAIRCHILDAFB)** Aircraft boom and multi-point refueling pods (if applicable) will be drained and documented on the AFTO Form 781A.

4.9.4.7.3. **(FAIRCHILDAFB)** Flaps will be in the down position.

4.9.4.7.4. **(FAIRCHILDAFB)** PE Propulsion Section will perform engine audible ignition check out.

4.9.4.7.5. **(FAIRCHILDAFB)** MXS Electro/Environmental shop will check all oxygen regulators, close primary oxygen rack shutoff valve, drain the oxygen distribution manifold, and pressurize the aircraft for fuel system's body cavity check.

4.9.4.7.6. **(FAIRCHILDAFB)** Following the wash, the dock controller will brief maintenance personnel on assigned duties and responsibilities.

4.9.4.7.7. **(FAIRCHILDAFB)** PE dock will implement the paperless inspection concept immediately following the PE wash until completion of backlines, unless heavy maintenance is ongoing i.e. Fuel Cell/structural repairs. At that time, the aircraft will resume paper AFTO Form 781 documentation.

4.9.4.8. **(FAIRCHILDAFB)** Use only MXG approved Work Control Documents (WCD's) during the paperless concept. The WCD sheets will be kept in an organized manner in each area. At post dock, they will be submitted to PS&D. WCDs on **Attachment 18**.

4.9.4.8.1. **(FAIRCHILDAFB)** All discrepancies discovered during the paperless process will be recorded on a WCD and in G081.

4.9.4.8.2. **(FAIRCHILDAFB)** If technicians or multiple work centers are working different discrepancies on the same system, each technician/work center is required to install and document all AF Form 1492/AF Form 492 Warning Tags for the discrepancies they are working.

5.2.2.1.25. **(FAIRCHILDAFB)** Upon tow or engine run clearance request, MOC will verify qualification and currency of training prior to granting clearance.

5.2.2.1.26. **(FAIRCHILDAFB)** MOC may create GO81 job control numbers for both pre-and-post inlet and exhaust inspections.

5.2.5.3.4.7.1. **(FAIRCHILDAFB)** When the system is expected to be down for extended periods of time, the G081 DBM Section will contact the MXG and the Logistics Readiness Squadron point of contacts (LRS POCs).

5.2.5.3.3.11.3. **(FAIRCHILDAFB)** The individual must deliver the Automated DD Form 2875, *System Authorization Access Request* to the G081 DBM Section via email and digitally signed by a valid Common Access Card (CAC). When all requirements are validated, the DBM Section will issue a USERID, have the user establish a password, and perform an initial logon.

5.2.5.3.4.3.2.1. **(FAIRCHILDAFB)** Requests for additional access are submitted to the G081 DBM Section.

5.2.5.3.4.3.2.2. **(FAIRCHILDAFB)** Access to G081 is granted after an individual submits a completed automated DD Form 2875, *System Authorization Access Request* (SAAR) to the DBM Section.

5.2.5.3.4.3.2.3. **(FAIRCHILDAFB)** Personnel assigned to Fairchild AFB that access G081 must maintain an active - MAQS USERID for the base code GJKZ.

5.2.5.3.4.3.2.4. **(FAIRCHILDAFB)** The G081 DBM Section strictly controls access to screens 9010, *Discrepancy Completion,* 9119, *Personnel Training Record* and 9006, *Process Requests for Supply* screens. Access is only granted with initial approval from the respective Non-Commissioned Officers In Charge (NCOICs) or civilian supervisors: MOC for 9010, UTM for 9119, and LRS for 9006.

5.2.5.3.6.3.1. **(FAIRCHILDAFB)** Monthly DIT meetings are chaired by the Analysis Section. Emphasis is placed on common error types found throughout the month. It is the responsibility of all DIT members to brief their respective personnel on items discussed.

5.2.5.3.6.5.3.1.2. **(FAIRCHILDAFB)** Run program 8063 (Last 7 days closed discrepancies, NO MDC), then reopen the NO MDC jobs via program 9017. Properly close all discrepancies with NO MDC.

6.3.5.2. **(FAIRCHILDAFB)** The PIM Office will be the OPR for JST program management.

6.3.5.3. **(FAIRCHILDAFB)** Any shop that utilizes JST packages will appoint a JST Monitor.

6.3.9.2. **(FAIRCHILDAFB)** QA will maintain a file plan of locally manufactured tools and equipment and will maintain a copy of each approved item. It is the responsibility of the users to review items and requirements annually with QA for applicability and current configuration.

6.3.9.2.1. **(FAIRCHILDAFB)** QA will keep a record of workcenter's locally manufactured tools.

6.4.10.1. **(FAIRCHILDAFB)** The AFTO Form 781-series forms binder will be arranged in accordance with **Attachment 15**.

6.7.13.1.1.1. **(FAIRCHILDAFB)** Root Cause Analysis & Corrective Action metrics will be provided to QA monthly. The metrics will include an accumulation of the squadron's previous month's root cause & corrective actions for QA's top four cause code findings. The previous month's metrics are due to QA by the 10th of the month and root cause/corrective actions on **Attachment 20** will be used. Squadrons will provide a corrective action plan at quarterly MSEP meetings upon MXG/CC requests or when corrective actions fail to solve trending root causes for a specific evaluation in the quarter. The corrective action plan will be monitored monthly until the root cause is resolved.

6.10.8.1.1. **(FAIRCHILDAFB)** In the event of a mishap requiring an eTool quarantine, TODO/ LOGNET will maintain physical control of the eTool until it is determined that it can be returned to service.

6.10.8.1.2. **(FAIRCHILDAFB)** MOC will notify the QA inspector on shift when a mishap occurs.

6.10.8.1.3. **(FAIRCHILDAFB)** The QA inspector on shift will make the determination if the mishap is serious enough to require an eTool quarantine.

6.10.8.1.3.1. **(FAIRCHILDAFB)** If the determination is made that the eTool requires quarantine the QA inspector will take control of the eTool and secure it in the QA office until TODO/ LOGNET personnel can properly store it.

6.11.1. **(FAIRCHILDAFB) Procedures.** When a deficiency is detected that could warrant a local OTI, the technician that discovers the discrepancy will provide the information IAW 00-20-1, and the reason for inspection and the WUC. The Data Code will be L, Wing (092), Year (YY), and Sequence (00): L092_ _ _ _. The technician will route this through their squadron to QA.

6.11.2. **(FAIRCHILDAFB)** QA will investigate the malfunction and determine if a local OTI is warranted. If warranted, prepare the formal Local OTI and route it to the 92/141 MXG/CC for approval.

6.11.3. **(FAIRCHILDAFB)** After MXG/CC approval, the TODO will date and stamp the local OTI and distribute it to the Plans, Scheduling and Documentation (PS&D) Section. If required, a copy of the Local OTI will be sent to deployed locations.

6.11.4. **(FAIRCHILDAFB)** The owning work center will sign off the job in aircraft forms/G081 when the local OTI has been completed.

6.11.5. **(FAIRCHILDAFB)** The primary work center will use How Malfunction Code 801.

6.11.6. **(FAIRCHILDAFB)** Other work centers will use How Malfunction Code 802.

6.11.7. **(FAIRCHILDAFB)** The owning work center will contact QA when completed.

6.13.1.2. **(FAIRCHILDAFB)** Fly OCFs when required by T.O. 1C-135-6, *Aircraft Scheduled Inspection and Maintenance Requirements, USAF Series All -135 Aircraft,* or when the MXG/CC, CD, or maintenance supervision deem it necessary due to maintenance actions/repairs.

6.13.1.2.1. **(FAIRCHILDAFB)** Once the determination is made that an OCF is required, AMXS/MXS Supervision, PS&D, Ops Scheduling, Operations Group Standardization and Evaluation Office (OGV), and QA will coordinate and follow the same FCF procedures as outlined in **Paragraph 6.13.2.1** Exceptions are listed below: 6.13.1.2.1.1. **(FAIRCHILDAFB)** Every effort will be made to notify appropriate agencies as soon as an OCF requirement is identified. All OCF's will be routed through QA only.

6.13.1.2.1.2. **(FAIRCHILDAFB)** QA and OGV will develop appropriate checklist procedures based on their own expertise and maintenance specialist input.

6.13.2.1.1.1. **(FAIRCHILDAFB)** The following procedures have been written for FCF. 6.13.2.1.1.1.1. **(FAIRCHILDAFB)** Production Superintendent will:

6.13.2.1.1.1.1.1. **(FAIRCHILDAFB)** Identify the FCF requirement and notify PS&D and QA. 6.13.2.1.1.1.1.2. **(FAIRCHILDAFB)** Provide tail number and reason for FCF.

6.13.2.1.1.1.1.3. **(FAIRCHILDAFB)** Ensure required personnel are available to meet with the FCF aircrew at the designated time and place for the FCF prior-to-flight aircrew briefing.

6.13.2.1.1.1.1.4. **(FAIRCHILDAFB)** Ensure aircraft configuration/fuel load allows immediate landing capability after takeoff, and is adequate to complete the required profile and land with established fuel reserves. Coordination between the FCF pilot and QA will include fuel load determination.

6.13.2.1.1.1.2. **(FAIRCHILDAFB)** PS&D will notify Operations Scheduling of FCF requirement, provide them with tail number, and request a time and place for the FCF prior-to-flight aircrew briefing (recommended at Base Ops at takeoff time minus three hours). PS&D will notify QA with the time and location for the FCF prior-to-flight aircrew briefing.

6.13.2.1.1.1.3. **(FAIRCHILDAFB)** QA will coordinate with OGV to determine FCF requirements, flight profile, fuel load and checklist procedures. Prepare Fairchild AFB Form 40, *Functional/Operational Check Flight Worksheet.*

6.13.3.1.1. **(FAIRCHILDAFB)** QA will meet with FCF aircrew at the scheduled time, and provide a copy of applicable tech data or checklists to the aircrew (normally during mission planning at Base Ops).

6.13.3.1.1.1. **(FAIRCHILDAFB)** Notify and ensure representatives (Production Supervisor or Crew Chief) from the owning organization are included in the FCF prior-to-flight aircrew briefing. Also notify the Wing Flight Safety Office of this briefing.

6.13.3.1.1.2. **(FAIRCHILDAFB)** Brief and explain to the aircraft commander and aircrew the purpose of the FCF using Fairchild AFB Form 40, *Functional/Operational Check Flight*. Discuss previous maintenance problems and discrepancies corrected on the aircraft, system and/or equipment relating to the FCF. QA will file the completed Fairchild AFB Form 40 in the QA FCF/OCF continuity book.

7.2.1.1.3. **(FAIRCHILDAFB)** Local impound procedures and responsibilities are located on the Quality Assurance SharePoint.

7.4.2.1. **(FAIRCHILDAFB)** The Impoundment Official will use **Attachment 6** & **Attachment 7,** *Impoundment Checklist* and coversheet as a guide. In the event that the Impoundment Official is not readily available the owning Production Superintendent or equivalent will assume responsibility until relieved by Impoundment Official.

7.4.3.1. **(FAIRCHILDAFB)** During the impoundment investigation, the Impoundment Official will ensure record of daily events and entry/departure of personnel using AMC Form 1030, *Events Log* or equivalent.

7.4.3.1.1. **(FAIRCHILDAFB)** The Impound Official will ensure the MXG/CC, MOC and applicable squadrons receive updated status of impounded aircraft/equipment as impoundment progresses.

7.5.12.1. **(FAIRCHILDAFB)** For structural limits refer to 1C-135-6 **Chapter 2**.

7.6.2.1. **(FAIRCHILDAFB)** MOC will notify the: MXG/CC, if not the Impoundment Authority, ARW Flight/Ground Safety, MXG/MXQ, and the owning Squadron CC.

7.6.3.2.1. **(FAIRCHILDAFB)** MOC will ensure G081 access for the impounded aircraft/equipment is locked. Access will be given at the request of the Impoundment Official or equivalent.

7.6.5.2. **(FAIRCHILDAFB)** The Impoundment Official will ensure the Impoundment Team consists of one 7-level from each required specialty associated with the malfunction. If a 7-level is not available, the Impoundment Official will coordinate with Maintenance Supervision for the most qualified 5-level.

7.6.10.1.1. **(FAIRCHILDAFB)** The senior maintenance official or FCC will:

7.6.10.1.1.1. **(FAIRCHILDAFB)** Coordinate with the 618 AOC (TACC)/XOCL and advise the MXG/CC of any condition(s) which led to impoundment of the aircraft.

7.6.10.1.1.2. **(FAIRCHILDAFB)** Make progress reports to the MOC and 618 TACC/XOCL of all impoundment actions. MOC will relay information to the MXG/CC.

7.6.10.1.1.3. **(FAIRCHILDAFB)** Get the MXG/CC's approval in writing prior to releasing the aircraft from impoundment.

7.6.10.1.1.4. **(FAIRCHILDAFB)** Coordinate requirements through the MOC if a one-time flight is required.

8.2.3.1.1. **(FAIRCHILDAFB)** Broken/removed tools will be secured and locked within the tool room. Separate and secure warranty items. Use TCMax or approved broken tools/items log FAFB Form 258, *Broken/Removed Tools and Equipment Log* found on e-pubs. Spare tools will be stored in individual bins/sections clearly separating tools. Each bin/section will have same item (different manufactures are permitted) but will not be stored as an assortment of "like items". Label each location with EID for tracking purposes within TCMax. Inspection interval for Spare tools will not exceed 180 days for serviceability of tools/equipment and quantity on hand. Track all inspections in TCMax.

8.2.5.2. **(FAIRCHILDAFB)** Authorizations for on-site CTK/equipment transfers will be made through the Production Superintendent or designated representative.

8.2.8.3. **(FAIRCHILDAFB)** Each section will visually verify issuance of assigned PPE annually. PPE verification will be tracked on the JSTO.

8.2.14.1. **(FAIRCHILDAFB)** Tools and equipment listing will be located in the CDDAR Team Chief Continuity Book IAW TO 00-80C-1, Crashed, Damaged, Disabled Aircraft Recovery Manual. The CDDAR Team Chief is responsible for ensuring all CDDAR tool and equipment inspections are completed in accordance with applicable technical data.

8.3.6.4.3. **(FAIRCHILDAFB)** If chits/dog tags/identification tags or similar tags or dust caps are attached to tools/equipment, all added components will be identified on the MIL (ex. Dust cap w/lanyard). Exterior Locks will be etched and permanently attached to CTK by chain/lanyard.

8.3.6.6.2. **(FAIRCHILDAFB)** Tool sets that have a manufactured labeled spot/cutout or diagram to denote item size/description (drill indexes, allen wrench sets, punch pouches, etc.) will be identified on the MIL by nomenclature (total number of items + case), the U/I selected as "set", and quantity identifying how many kits/sets are present within each CTK drawer/section. Locally manufactured tool sets that do not have a permanently marked spot/cutout will list each item to include case, as well as total number of items contained within the set broken down individually. All contents contained within sets/drawers will match the total amount of items in each drawer/section.

8.3.6.7.1.1.1. **(FAIRCHILDAFB)** Approved broken tools/items log is the FAFB Form 258, *Broken/Removed Tools and Equipment Log* found on **www.e-Publishing.af.mil**.

8.5.1.2.1.2. **(FAIRCHILDAFB)** Spill pads will be controlled as CTK items, stored in a dispatchable kit, and accounted as a consumable on the kit's MIL.

8.5.1.2.7.1. **(FAIRCHILDAFB)** TCMax will be used to track required inspections and discrepancies; Test Measurement and Diagnostic Equipment (TMDE) and/or AFTO Form 244, *Industrial and Support Equipment Record*, IAW T.O. 00-20-1. TMDE equipment will be loaded in TCMax by Equipment Identification Designator (EID). The Precision Measurement Equipment Laboratory (PMEL) ID number, scheduled inspection due dates, and equipment discrepancies will be loaded under the EID. Inspection due dates and discrepancies will be updated in TCMax when completed.

8.5.2.1.2. **(FAIRCHILDAFB)** CTK shift change will be documented within TCMax or on a locally developed form.

8.5.4.4. **(FAIRCHILDAFB)** CTK comprehensive inspections will be accomplished in intervals of no more than 120 days.

8.5.4.5. **(FAIRCHILDAFB)** When there are no established inspection requirements for items of support equipment, the periodic inspection interval will be no more than 180 days. Inspections will be conducted using guidance in the equipment's owner's manual and T.O. 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance and Test of Electrical Equipment*, T.O. 1-1A-15, *General Maintenance Instructions for Support Equipment*, and T.O. 34-1-3, *Inspection and Maintenance of Machinery and Shop Equipment*.

8.5.5.3.1. **(FAIRCHILDAFB)** All e-Tools will be rebooted prior to being placed in storage bin and have a secure connection to LAN and power.

8.5.5.5.3. **(FAIRCHILDAFB)** Software and hardware discrepancies on e-Tools shall be reported to LOGNET within 72 hours.

8.6.1.3.1. **(FAIRCHILDAFB) Attachment 4 contains the listing of approved Fairchild World Wide Equipment Identification Designators (FWWEID).** Depot teams/factory reps/CFTs/small/unique units visiting Fairchild AFB that will be working on aircraft will identify to QA their World Wide Equipment Identification Designators from their home base or be assigned a temporary FWWEID for the duration of their stay on Fairchild AFB for tool accountability. The QA/POC will be required to perform a full inventory prior to work commencing and then every 30 days or prior to departure whichever comes first.

8.6.8. **(FAIRCHILDAFB)** CTKs, test equipment, and storage containers subject to use on the flight line will have reflective paint or tape on all sides to outline the shape.

8.8.1.1.1. **(FAIRCHILDAFB)** To prevent pilferage, spare tools will be locked/controlled within the CTK facility.

8.8.2.2.2.1. **(FAIRCHILDAFB)** All dispatched CTKs left unattended on the flight line or in vehicles will be locked. "Unattended" is defined as an individual not in the immediate area of the aircraft (i.e. wingtip to wingtip if working on an aircraft, and within red lines if on a vehicle).

8.9.2.1.2. **(FAIRCHILDAFB)** The person identifying the missing item/tool will immediately notify Expediter/Pro Super and conduct an initial search of the immediate work area for the item/tool (not to exceed 1 hour).

8.9.2.3.3. **(FAIRCHILDAFB)** MOC will call QA to receive the lost item/tool tracking number. MOC will issue a job control number for the lost item/tool and will notify MXG/CC of the situation.

8.9.2.3.3.1. **(FAIRCHILDAFB)** After an initial search of the immediate work area, a Fairchild AFB IMT 256, *Lost Item/Tool Report* will be initiated and a preliminary report forwarded to QA. A finalized report will be submitted to QA as soon as possible.

8.9.2.3.3.2. **(FAIRCHILDAFB)** If an item/tool is believed lost on an aircraft that has taxied or is flying, the production superintendent will immediately notify the MOC and QA with the nomenclature of the item and where and how it could affect safety of flight. MOC will contact the MXG/CC immediately. The MXG/CC in coordination with the OG/CC, will decide if the aircraft will be recalled. A Fairchild AFB IMT 256, *Lost Item/Tool Report* will be initiated and forwarded to the QA office.

8.9.2.5.2. **(FAIRCHILDAFB)** The individual who found the lost tool/item will initiate a Fairchild AFB IMT 257, *Found Item/Tool Report.*

8.9.2.6. **(FAIRCHILDAFB)** QA will maintain the original lost tool investigation reports in their file plan with all required signatures for a minimum of 1 year.

9.17.2.2.1. **(FAIRCHILDAFB)** Local manufacture requests are automatically approved if the item's Source, Maintenance, and Recoverability (SMR) code identifies the part as local manufacture and the fabricating activity has the capability to make it.

9.17.2.2.2. **(FAIRCHILDAFB)** Procurable aircraft parts or equipment must be ordered through LRS/ Materiel Management. If zero assets exist, the item is deemed mission essential by MXG/CC or designated authority, and the fabricating activity has the capability to make it, the requestor shall contact one of the following to authorize manufacture: Item Manager, System Program Office, or engineering approval. Authorization must be in written form (E.g. memo for record, 202 or 107 approvals).

9.17.2.2.3. **(FAIRCHILDAFB)** For aircraft parts or equipment that do not have SMR codes contained in T.O.s, are deemed mission essential by MXG/CC or designated authority, and the fabricating activity has the capability to make it, the requestor shall contact one of the following to authorize manufacture: Item Manager, System Program Office, or engineering approval. Authorization must be in written form (E.g. memo for record, 202 or 107 approval).

9.17.2.2.4. **(FAIRCHILDAFB)** The Fabrication Flight OIC/Chief or applicable section chief is the final approval authority for parts or items that do not interface with aircraft or equipment and are needed for an internal maintenance requirement.

9.17.2.3.1.1. **(FAIRCHILDAFB)** JEDMICS users will only download drawings when required to perform maintenance, and will destroy after completion of the job. All required drawings will be printed and dated.

9.17.2.3.1.2. **(FAIRCHILDAFB)** All drawings procured through JEDMICS will be documented on a local tracking sheet, **Attachment 2**. Engineering data will be reviewed monthly for applicability of use. Monthly reviews will be documented on the local tracking sheet.

9.17.3. **(FAIRCHILDAFB)** Requesting activity will:

9.17.3.1. **(FAIRCHILDAFB)** Determine if local manufacture is required.

9.17.3.2. **(FAIRCHILDAFB)** Generate and complete 92 MXG Form 41, **Attachment 13**, Local Manufacture Request Worksheet.

9.17.3.3. **(FAIRCHILDAFB)** Obtain applicable required data (drawings, samples, IPB, approved 202, etc.) and due-out document number for the item from LRS and provide to fabricating activity.

9.17.4. **(FAIRCHILDAFB)** Fabricating activity will:

9.17.4.1. **(FAIRCHILDAFB)** Verify ability and approval to locally manufacture item and verify completion of 92 MXG Form 41, **Attachment 13**. Order any required bits, pieces, and materials to backfill fabricating activities stock to include materials not on-hand.

9.17.4.2. **(FAIRCHILDAFB)** Process request according to assigned priorities. Establish estimated completion date. Utilize on-hand materials to manufacture part, if available. Notify requestor when item is ready. Release item once AF Form 2005, *Issue/Turn-In Request*, has been signed and provide a copy to requestor.

9.17.4.3. **(FAIRCHILDAFB)** Turn in required paperwork to LRS for processing. Maintain copy of AF Form 2005, DD Form 1348-6, *DOD Single Line Item Requisition System Document*, and 92 MXG Form 41, **Attachment 13** in shop Local Manufacture program binder or other accessible location.

9.19.7. **(FAIRCHILDAFB)** Any item placed in TNB will have an identifier to match the applicable TNB log entry.

9.19.8. **(FAIRCHILDAFB)** When a part is removed to FOM, a parts bag with associated hardware will be attached or secured in a container. The parts bag or container will be labeled with the type of hardware, quantity, and the aircraft tail number.

11.10.1.1. **(FAIRCHILDAFB)** AMXS/CC will assume overall responsibility for collection and submittal of ASIP usage data.

11.10.1.1.1. **(FAIRCHILDAFB)** The MXG Engine Trending & Diagnostics Program Manager will act as the Primary ASIP Project Officer/OPR. The MXS Propulsion Flight Chief will act as the Alternate ASIP Project Officer/OPR. The AMXS Specialist Flight Chiefs are appointed as AMXS primary and alternate ASIP monitors. The Aircraft Structural Maintenance Section Chiefs are appointed as MXS primary and alternate ASIP monitors.

11.10.1.2. **(FAIRCHILDAFB)** AMXS monitor will:

11.10.1.2.1. **(FAIRCHILDAFB)** Maintain one PCMCIA card per aircraft which will be stored and controlled in the AMXS CTK.

11.10.1.2.2. **(FAIRCHILDAFB)** Ensure specialists download DDTU data from possessed KC-135s at home station after each flight and upload data to Aircraft Data Acquisition and Distribution System (ADADS) in accordance with appropriate technical data.

11.10.1.2.3. **(FAIRCHILDAFB)** Ensure specialists track DDTU download completion and report deficiencies to appropriate production supervisor.

11.10.1.3. **(FAIRCHILDAFB)** MXS monitor will:

11.10.1.3.1. **(FAIRCHILDAFB)** Enter “ASIP Repair” in the subject line of all Engineering Technical Assistance Request submitted through the applicable ETAR system that relates to ASIP repair IAW 1C-135-3 series T.O.s.

11.10.1.3.2. **(FAIRCHILDAFB)** Assist the project officer.

11.10.2.1. **(FAIRCHILDAFB)** ASIP monitor will report ASIP damage/repairs to OC/ALC through applicable ETAR system in coordination with QA.

11.10.2.2. **(FAIRCHILDAFB)** Debrief section will create a job for DDTU download in G081 and the aircraft forms after every flight.

11.10.2.3. **(FAIRCHILDAFB)** Procedures to collect and submit ASIP aircraft usage data (e.g. computer files downloaded from a flight data recorder) while Deployed and/or in transit/TDY**.**

11.10.2.4. **(FAIRCHILDAFB)** The ASIP project officers will coordinate with deployed locations to verify DDTU downloads and Aircraft Data Acquisition and Distribution System (ADADS) upload completions for assigned Fairchild aircraft on rotation.

11.10.2.5. **(FAIRCHILDAFB)** ASIP Project Officers will coordinate to ensure Transient/TDY aircraft projected for an extended period of time away from home station have DDTU download capability and storage availability.

11.10.2.6. **(FAIRCHILDAFB)** Deployed and/or Transient/TDY maintenance activity will download DDTU data and upload into ADADS if accessible. If not accessible, data will be forwarded to home station AMXS ASIP monitors for upload. If data cannot be forwarded it will be stored through the use of PCMCIA cards or FDR/CVR laptops and uploaded into ADADS by the end of the next duty day upon return to home station.

11.10.2.7. **(FAIRCHILDAFB)** ASIP monitors will coordinate with deployed locations for ASIP monitors. On contingency operations, the lead engine specialist will act as the ASIP monitor. For transient/TDY locations, the lead Flying Crew Chief will act as the ASIP monitor. 92/141 AMXS ASIP monitor will:

11.10.2.8. **(FAIRCHILDAFB)** Designate qualified Specialists and/or lead Flying Crew Chief as ASIP monitor(s) prior to departing to Deployed (locations without ASIP programs)/Contingency or Transient/TDY locations as appropriate.

11.10.2.9. **(FAIRCHILDAFB)** ASIP training is limited to DDTU download procedures and ADADS upload procedures. Training will consist of On the Job Training (OJT) and will be documented on an AF IMT 797, *Job Qualification Standard Continuation* or other appropriate means.

11.10.2.10. **(FAIRCHILDAFB)** ASIP Project Officers will monitor capture rates to ensure the AMC goal of 90% is met and ensure status is briefed at the monthly health of fleet (HOF) meeting.

11.10.2.11. **(FAIRCHILDAFB)** AMXS ASIP monitors will ensure specialists use a capture log to document data and track all DDTU downloads at the end of each shift.

11.13.3.4.1. **(FAIRCHILDAFB)** Prior to removing any part, the AMXS/MXS Production Superintendents will coordinate with owning squadron of designated aircraft for CANN.

11.13.5.3. **(FAIRCHILDAFB)** Unit cannibalizing the part will also clear the Due-In from Maintenance if required, order all parts required (including expendables), install replacement parts when received, and perform all system checks.

11.13.7.2. **(FAIRCHILDAFB)** Spare engine CANNs shall be coordinated through the EM prior to the start of the CANN action. When the CANN action is complete, notify the EM with the serial number and part number of the removed and installed part.

11.14.6.1. **(FAIRCHILDAFB)** Once an Aircraft has been identified as being Hangar Queen status, the attached Hangar Queen checklist (**Attachment 5**) will be put in the Aircraft Forms binder. MOC will input a JST for a Supervision and QA forms review prior to the next flight.

11.21.1.3. **(FAIRCHILDAFB)** AMXS will seal thermal-protective shields and will check returning deployed aircraft for a Fairchild seal on the thermal curtain storage bin. Document in the AFTO Form 781A *Maintenance Discrepancy and Work Document*, for Aircrew Flight Equipment (AFE) inspection of the thermal curtains if there is not a Fairchild seal present.

11.28.2.4.1.1.3. **(FARICHILD)** Local contract agreements will be located in the CDDAR Team Chief Continuity Book IAW 00-80C-1, *Crashed, Damaged, and Disabled Aircraft Recovery Manual*.

11.28.2.6.3. **(FAIRCHILDAFB)** MXS Aerospace Repair (A/R) will be OPR for the ARW CDDAR program. See Fairchild AFB Instruction 21-102, *Crashed, Damaged or Disabled Aircraft Recovery Procedures* for details.

11.28.2.6.4. **(FAIRCHILDAFB)** Ensure MXG primary and alternate Team Chiefs are tracked on the SCR under G081 course code ACFT 000058.

11.28.2.8. **(FAIRCHILDAFB)** In the event of a crashed/disabled aircraft, the AFI 91-204, *Safety Investigations and Reports* is designed to work in conjunction with the Fairchild AFB CEMP 10-2, will be implemented along with applicable Check Sheets. See Fairchild AFB Instruction 21-102, *Crashed, Damaged or Disabled Aircraft Recovery Procedures.*

11.46. (FAIRCHILDAFB) Use of Technical Orders (T.O.) and T.O. supplements.

11.46.1. **(FAIRCHILDAFB)** Ensure electronic devices (eTools, commercial mobile devices, etc.) used for T.O. viewing onboard classified mission aircraft are administratively disabled from using wireless, microphones and cameras. On classified missions coordinate with aircrew to properly configure eTools referencing nuclear support mission concept employment (CONEMP).

11.47. (FAIRCHILDAFB) Tow Vehicle Operations.

11.47.1. **(FAIRCHILDAFB)** Spotters will be utilized in all hangars while entering/exiting rollup doors.

14.1.3.4. **(FAIRCHILDAFB)** PS&D will assume total responsibility for managing approval of local One Time Inspection (OTI).

14.1.3.4.1. **(FAIRCHILDAFB)** Input each local OTI into G081 and forms, including the grounding date in the discrepancy block.

14.1.3.4.2. **(FAIRCHILDAFB)** Schedule and conduct the local OTI maintenance meeting for all affected agencies involved. Document meeting notes and comments on AF Form 2410, *Inspection/TCTO Planning Checklist.* Ensure all attendees sign the checklist.

14.1.3.4.3. **(FAIRCHILDAFB)** Maintain a file of active local OTIs.

14.2.1.1.1. **(FAIRCHILDAFB)** Mandatory AFTO Form 95, *Significant Historical Data* entries are identified in T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures* Section 9. Each section that maintains an AFTO Form 95 for equipment will follow the guidelines presented in Section 9. If a manual entry is required to be placed on the aircraft AFTO Form 95, the section discovering the requirement will notify PS&D with all of the pertinent data. PS&D will make the required manual input to the AFTO Form 95.

14.2.3.4.5.2. **(FAIRCHILDAFB)** The AMXS will transcribe the forms prior to routing for Aircraft Document Review (ADR). They will then route all applicable documents, aircraft forms, and G081 documents review checklist. Upon completion, the reviewer will sign the ADR paperwork, ensure the inspection is signed-off in the AFTO 781A, and update applicable G081 information.

14.2.3.4.6. **(FAIRCHILDAFB)** PS&D will file the completed ADR, checklist, and G081 documents in the aircraft jacket file. The old checklist and documents will be removed.

14.2.5.1.7.2. **(FAIRCHILDAFB)** After flight line maintenance supervision agrees to accept aircraft, the Dock Controller will forward all PE documentation to the PS&D Section.

14.2.5.1.7.3. **(FAIRCHILDAFB)** The AMXS Production Superintendent, MXS Production Superintendent, and PS&D will coordinate Fuel Systems maintenance following the PE. Fuel Systems preparations will be completed by MXS Fuels System and PE personnel with coordinated assistance from AMXS. The MXS Fuels System personnel must provide a fuel prep sheet (**Attachment 10)** prior to PE completion so arrangements can be made prior to backlines.

14.2.6.4. **(FAIRCHILDAFB)** PS&D will assign sufficient (Manual) JCNs within the group to cover periods when G081 is not available. When the systems come on-line, work center supervisors will ensure proper use of assigned block JCNs and loading of manual jobs into G081.

14.2.6.4.1. **(FAIRCHILDAFB)** For aircraft discrepancies, the Maintenance Operations Center (MOC) is the office of primary responsibility for assigning JCNs from their assigned sequence numbers; the only exception of aircraft support general JCNs.

14.2.6.4.2. **(FAIRCHILDAFB)** PS&D will assign JCNs for aircraft inspections, time compliance technical orders (TCTO), time change items, and scheduled G081 packages.

14.2.6.4.3. **(FAIRCHILDAFB) Attachment 19** *Manual JCN Listing,***is numeric manual JCNs to assign to specific organizations with the alpha-numeric sequence numbers for G081 packages.**

14.2.6.4.4. **(FAIRCHILDAFB)** The PE Inspection Section will assign manual JCNs for aircraft as follows:

14.2.6.4.4.1. **(FAIRCHILDAFB)** If the look phase portion of the inspection was scheduled prior to the automated system going down, assign manual JCNs, continuing with the sequence started by the automated system. When the system comes back on line, immediately load the last manual event number assigned to reset the automatic counter.

14.2.6.4.4.2. **(FAIRCHILDAFB)** If the look phase portion of the inspection was not scheduled, contact PS&D to find out which JCN to use at start. The Julian date to be used cannot be determined until the automated system comes on line and the look portion can be scheduled. Once the Julian date is determined, load the last manual sequence number to reset the automatic counter.

14.2.6.4.5. **(FAIRCHILDAFB)** Assignment of JCNs for Aircraft Acceptance and Hard Landing Inspections will be handled the same as Phase Inspection aircraft.

14.3.4.2.4.2.4. **(FAIRCHILDAFB)** PS&D will send a notice to all affected work centers to review each applicable work package. Lead technicians of each work center will review package for accuracy and currency and annotate any changes on the Excel sheet and email to PS&D no later than two weeks after receiving their notice. PS&D will update G081 with all changes.

14.3.4.3.9.1. **(FAIRCHILDAFB)** Upon out-of-cycle squib or battery change, AMXS/MXS will send updated verification sheets to PS&D to ensure accuracy in G081.

14.3.5.2.1. **(FAIRCHILDAFB)** The work center initiating the ETAR will initiate a draft ETAR request if warranted to include supporting pictures.

14.3.5.2.1.1. **(FAIRCHILDAFB)** Email requests to the QA Office, along with all the pertinent information (drawings, photograph requests, etc.) needed for the maintenance assistance.

14.3.5.2.1.2. **(FAIRCHILDAFB)** If the ETAR request warrants a change in the technical guidance due to being repetitive, submit a *Technical Manual Change Recommendation.*

14.3.5.2.1.3. **(FAIRCHILDAFB)** PS&D will coordinate on ETAR requests with QA supervision. File formal response from depot-level authority in appropriate aircraft jacket file.

14.3.5.2.1.4. **(FAIRCHILDAFB)** Upon disposition received by QA, PS&D will make the appropriate possession code change in the maintenance information system.

14.3.6.1.3.1. **(FAIRCHILDAFB)** PS&D will schedule the meeting at least five duty days prior to transfer. The transfer pre- dock meeting will cover these items:

14.3.6.1.3.1.1. **(FAIRCHILDAFB)** The AMXS and MXS maintenance supervision will review delayed discrepancies and cancel all due-in from maintenance due-outs for delayed discrepancies that have not been shipped.

14.3.6.1.3.1.2. **(FAIRCHILDAFB)** The AMXS will perform an initial inspection of the aircraft for condition and cleanliness. AMXS production supervisor will make a final inspection of the condition, cleanliness and dash 21 equipment of the aircraft.

14.3.6.1.3.1.3. **(FAIRCHILDAFB)** QA weight and balance personnel will prepare the weight and balance book for transfer, ensuring accuracy and clarity.

14.3.6.1.3.1.4. **(FAIRCHILDAFB)** Dash 21 will complete Aircraft/Missile Equipment Transfer/Shipping Listing **Attachment 9**. Any deviation from this inventory requires AMXS maintenance supervision approval.

14.3.6.1.3.1.5. **(FAIRCHILDAFB)** PS&D will ensure the aircraft records are collected, placed in the jacket file, and ready for the pilot's acceptance signature on the AFTO Form 290, *Aerospace Vehicle Delivery Receipt*.

14.3.6.1.3.1.6. **(FAIRCHILDAFB)** The EM will provide PS&D with the engine records and turbine engine monitoring system files for inclusion in the aircraft jacket file.

14.3.6.1.3.1.7. **(FAIRCHILDAFB)** The MXS Fuel Systems Section will provide PS&D with the fuel systems records for inclusion in the aircraft jacket file.

14.4.1.3.4.4. **(FAIRCHILDAFB)** Provide Engine Management (EM) section with the Component Verification Sheet within five duty days of all acceptance inspections, AOR returns, and Periodic Inspections. Ensure the Part Change Sheet is provided to EM for all engine, and serially controlled components removed and replaced. EM will verify part/serial numbers are serviceable in G081. If Main Engine Control (MEC) is removed and replaced, initiate a MEC Deficiency Report and place in box with part being sent to Tinker for repair and a copy for EM. Complete the G081 reporting of TCTO, SI, TCI, and other documentation requirements utilizing proper action taken codes, work unit codes, and how malfunction codes to ensure engine historical records reflect accurate data (e.g., borescope inspections, blade blending, CANN actions). The 'Prepare for Shipping' responsibilities for NMC motors to be sent to repair facilities will be initiated by the squadron who removed the engine from aircraft service.

14.4.1.3.4.2.1. **(FAIRCHILDAFB)** The EM will be notified immediately of unscheduled engine removals. The maintenance activity requesting the engine change will provide the discrepancy report stating all maintenance actions substantiating the engine change.

14.4.1.3.4.3.1. **(FAIRCHILDAFB)** AMXS will appoint by memorandum a minimum of two technicians from the Propulsion Elements as Flight Data Recorder/Unit Engine Monitors and forward appointment letters to the EM.

14.4.1.3.4.3.2. **(FAIRCHILDAFB)** AMXS will appoint by memorandum a minimum of two Instrument Flight Control Specialists as points of contact and forward appointment letters to the EM.

CASSIUS T. BENTLEY III, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel,* 6 Feb 2020 AFI 91-204, *Safety Investigations and Reports,* 27 Apr 2018

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

Fairchild AFB IEMP 10-2, *Fairchild AFB Installation Emergency Management Plan*

FAIRCHILDAFBMAN31-104, *Primary Security Coordinator Program,* 26 November 2018

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*

TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment*

TO 00-80C-1, *Crashed, Damaged, Disabled Aircraft Recovery Manual*

TO 1C-135-6, *Aircraft Scheduled Inspection and Maintenance Requirement, USAF Series All - 135 Aircraft*

TO 1-1A-15, *General Maintenance Instructions for Support Equipment*

TO 34-1-3, *Inspection and Maintenance of Machinery and Shop Equipment*

Prescribed Forms

Fairchild AFB IMT 40, *Functional/Operational Check Flight* Fairchild AFB IMT 253, *Foreign Object Damage Report* Fairchild AFB IMT 254, *Bird Strike Report*

Fairchild AFB IMT 255, *Dropped Object Report* Fairchild AFB IMT 256, *Lost Item/Tool Report* Fairchild AFB IMT 257, *Found Item/Tool Report.*

Fairchild AFB IMT 258, *Broken/Removed Tools and Equipment Log*

Adopted Forms:

AF Form 1492, *Warning Tag*

AF Form 2005, *Issue/Turn-In Request*

AF Form 2410, *Inspection/TCTO Planning Checklist*

AF Form 864, *Daily Requirement and Dispatch Record* AF Form 847, *Recommendation for Change of Publication* AF Form 853, *Air Force Wildlife Strike Report*

AF Form 664, *Aircraft Fuels Documentation Log*

AF IMT 797, *Job Qualification Standard Continuation*

AFTO Form 7, *KC-135 Aircraft Refueling, Defueling, and Fuel Distribution Worksheet* AFTO Form 14, *135 Aircraft Refueling, Defueling, and Fuel Distribution Worksheet* AFTO Form 22, *Technical Manual Change Recommendation and Reply*

AFTO Form 95, *Significant Historical Data*

AFTO Form 244, *Industrial/Support Equipment Record*

AFTO Form 290, *Aerospace Vehicle Delivery Receipt*

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 781F, *Aerospace Vehicle Identification Document* AFTO Form 781G, *General Mission Classifications-Mission*

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

AFTO Form 781J, *Aerospace Vehicle - Engine Flight Document*

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

AFTO Form 781M, *Status Symbols and Functional System Codes*

AFTO Form 782, *KC-135R In-flight Data*

AFMC Form 202, *Nonconforming Technical Assistance Request and Reply* AMC Form 97, *AMC In-Flight Emergency and Unusual Occurrence Worksheet* AMC Form 498, *Classified equipment installed*

AMC Form 1018, *Aircraft Wash Cleanliness Inspection Checklist*

AMC Form 1030, *Events Log*

DD Form 1348-6, *DOD Single Line Item Requisition System Document*

DD Form 1896, *DOD Fuel Identaplate*

DD Form 2875, *System Authorization Access Request*

Abbreviations and Acronyms

ADADS—Aircraft Data Acquisition and Distribution System

ADR—Aircraft Document Review

AETC—Air Education and Training Command

AFB—Air Force Base

AFE—Aircrew Flight Equipment

AFTO—Air Force Technical Order

AGE—Aerospace Ground Equipment

AMC—Air Mobility Command

AMU—Aircraft Maintenance Unit

AMXS—Aircraft Maintenance Squadron

AOC—Air and Space Operations

AOR—Area of Responsibility

ARW—Air Refueling Wing

ASIP—Aircraft Structural Integrity Program

BE—Bioenvironmental Engineering

CANN—Cannibalization

CC—Commander

CD—Deputy Commander

CDDAR—Crash Damaged, or Disabled Aircraft Recovery

CEMP—Comprehensive Emergency Management Plan

CES—Civil Engineer Squadron

CFT—Conformal Fuel Tank/ Contract Field Team

CND—Can Not Duplicate

CONEMP—Concept Employment

COR—Contracting Officers Representative

CPTF—Comptroller Flight

CPTS—Comptroller Squadron

CTK—Composite Tool Kit

DB—Decibel

DBM—Database Manager

DDTU—Data Display and Transfer Unit

DOP—Dropped Object Prevention

DR—Deficiency Report

EID—Equipment Identification Designator

EM—Engine Management/Emergency Management

ETAR—Engineering Technical Assistance Request

FCC—Flying Crew Chief

FCF—Functional Check Flight

FDR/CVR—Flight Data Recorder/Cockpit Voice Recorder

FOD—Foreign Object Damage

FOM—Facilitate Other Maintenance

FSS—Force Support Squadron

FWWEID—Fairchild World Wide Equipment Identification Designator

HOF—Health of Fleet

HPO—Hourly Post Flight

IAW—In Accordance With

IC—Incident Commander

IFE—In Flight Emergency

JCN—Job Control Number

JEDMICS—Joint Engineering Data Management Information and Control System

JSTO—Job Safety Training Outline

LAN—Local Area Network

LOA—Low Altitude Operation

LRS—Logistic Readiness Squadron

MDC—Maintenance Data Collection

MEC—Main Engine Control

MEP—Master Entry Permit

MIL—Master Inventory List

MIS—Maintenance Information System

MOC—Maintenance Operations Center

MXG—Maintenance Group

MXS—Maintenance Squadron

NCOIC—Non-Commissioned Officer in Charge

NMC—Non Mission Capable

OCF—Operational Check Flight

OGV—Operations Group Standardization and Evaluation Office

OIC—Officer in Charge

OJT—On the Job Training

OPR—Office of Primary Responsibility

OSC—On Scene Commander

OSS—Operations Support Squadron

OTI—One Time Inspection

PCMCIA—Personal Computer Memory Card International Association

PE—Periodic Inspection

PMEL—Precision Measurement Equipment Laboratory

POC—Point of Contact

PPE—Personal Protective Equipment

QA—Quality Assurance

QSAS—Quick Start Auxiliary System

RQS—Rescue Squadron

SCR—Special Certification Roster

SFO—Senior Fire Officer

SI—Special Inspection

SMR—Source, Maintenance, and Recoverability

TACC—Tanker/Airlift Control Center

TCI—Time Change Item

TCTO—Time Compliance Technical Order

TDY—Temporary Duty

TMDE—Test Measurement and Diagnostic Equipment

TO—Technical Order

UTM—Unit Training Manager

VLOA—Very Low Altitude Operation

WC—Work Card

WCD—Work Control Document

WUC—Work Unit Code

XOCL—Logistics Readiness Division

Attachment 2 (FAIRCHILDAFB)

JEDMICS LOCAL TRACKING SHEET

Figure A2.1. (FAIRCHILDAFB) JEDMICS Local Tracking Sheet.

		Date		Storage	Date	Monthly Review

Attachment 3 (FAIRCHILDAFB)

KC-135 AIRCRAFT DOCUMENT REVIEW CHECKLIST

Figure A3.1. (FAIRCHILDAFB) KC-135 Aircraft Document Review Checklist.

TAIL NUMBER:	JOB CONTROL NUMBER:		DATE/TIME COMPLETED:
AMXS CREW CHIEF: 1. Transcribe aircraft forms. 2. Ensure G081 and aircraft forms match. 3. Ensure delayed discrepancy defer codes, JCN and Document Numbers are accurate/complete. 4. Check inspection dates/times. 5. Check aircraft, engine, and MPRS pod times/cycles. 6. Ensure current IPI listing is posted in aircraft forms binder.			SIGNATURE:
AIRCRAFT SECTION CHIEF: 1. Verify aircraft pulled forms and active forms are accurate and complete. 2. Ensure documentation errors are corrected. 3. Verify delayed discrepancy defer code, JCNs, and Document Numbers are accurate and complete.			SIGNATURE:
LRS/MATERIEL MANAGEMENT: 1. Verify all document numbers against aircraft. 2. Check status of parts – inform crew chief of all part status. 3. Inform crew chief of parts in Tail Number Bin (TNB).			SIGNATURE:
ENGINE MANAGEMENT SECTION: 1. Review engine hours, TCTOs, -6 inspections, and Time Change Item due date/time in G081 and CEMS database. 2. Ensure engine times in aircraft forms and G081 match; correct as required. 3. Ensure CEMS database is updated as required.			SIGNATURE:
PRODUCTION SUPERINTENDENT: 1. Verify ETARs filed in forms have corresponding 781K write-ups. 2. Ensure workable delayed discrepancies are scheduled. 3. Ensure workable/due -6 Inspections and Time Change Items are scheduled. 4. Verify aircraft, engine, and MPRS pod times/cycles in 781s, G081 and Status Sheet match. 5. Verify IPI listing is current. 6. Review aircraft TDY/deployment/wash/depot/modification schedules; resolve conflicts w/ PS&D.			SIGNATURE:

AMXS AMU NCOIC/OIC: 1. Review aircraft forms for completeness and accuracy. 2. Review aircraft, engine, and MPRS pod times/cycles for accuracy. 3. Review delayed discrepancies for completeness, accuracy, and scheduled events. 4. Review -6 inspections, TCIs, and TCTOs for accuracy and scheduled events. 5. Review aircraft TDY/deployment/wash/depot/modification schedules for conflicts/problems. 6. Review document review checklist for completeness and accuracy.	SIGNATURE:
PS&D: 1. Verify aircraft 781 times and G081 match; correct and report as required. FORMS ACFT TIME:_____G081 ACFT TIME: 2. Check Special Inspection (SI) due dates. 3. Check Time Change Items (TCI) due dates; order parts and schedule down time as required. 4. Check TCTO status and schedule workable TCTOs as required. 5. Review SI/TCI to identify any missing/excess items; correct as required. 6. Check aircraft TDY/deployment/wash/depot/modification schedules; schedule as required. 7. Check delayed discrepancies; coordinate with Pro Super to schedule down time. 8. Ensure AFTO Form 781D and G081 match. 9. Print new AFTO Form 781D and other corrected G081 forms. 10. File completed document review checklist and associated G081 documents in aircraft jacket file.	SIGNATURE:

Attachment 4 (FAIRCHILDAFB)

WORLD WIDE IDENTIFICATION DESIGNATORS

Figure A4.1. (FAIRCHILDAFB) World Wide Identification Designators.

92d Maintenance Group	141st Maintenance Group
92d Aircraft Maintenance Squadron (AMXS) FCAM **92d Maintenance Operations (MXO)** FCMO **92d Maintenance Squadron (MXS)** FCMG, AGE Flight FCMX, ISO Support FCMW, Wheel and Tire FCMA, A/R FCMR, Refurb FCMT, Metals Tech FCMS, Structural Maintenance FCMN, NDI FCMP, Survival Equipment FCME, E/E FCMH, Hydro FCMF, Fuel Cell FCMM, Munitions **92d Maintenance Group Quality Assurance** **(QA)** FCQA FCQF, AFREP	M5FL, Flight Line M5AG, AGE M5AV, Avionics M5CN, Comm/Nav M5EL, Electric/Environmental M5JE, Engine Shop M5FU, Fuel Cell M5IN, Guidance M5HS, Hydraulic Shop M5MW, Machine/Welding M5PM, PE Dock M5RW, Repair and Reclamation M5SM, Structural Maintenance M5TW, Wheel and Tire

Attachment 5 (FAIRCHILDAFB)

HANGAR QUEEN CHECKLIST

Figure A5.1. (FAIRCHILDAFB) Hangar Queen Checklist.

Fairchild AFB Hangar Queen Checklist		
1. ORGANIZATION	**2. INSPECTION**	**3. DATE TIME INSP**
92 MXG QA	Hangar Queen	
Aircraft Serial Number		
Date of last flight		
Hangar Queen POC		
Category of aircraft hangar queen statues Cat 1: 30-59 non-flying days Cat 2: 60-89 non-flying days Cat 3: 90 days or more of non-flying	**Category**	
Start date of the forms looked at including "To date if applicable	**From**	**To**
Collect <u>ALL</u> transcribed forms since last flight		
***Document any missing forms**		
Supervisory Review of <u>ALL</u> forms prior to QA Review		
QA review of <u>ALL</u> forms to verify All maintenance actions since last flight have been signed off in forms and G081 Verify impoundment requirements were met if applicable All CANN discrepancies are signed off		
Date of first flight		
Remarks		

Attachment 6 (FAIRCHILDAFB)

IMPOUNDMENT CHECKLIST

Figure A6.1. (FAIRCHILDAFB) Impoundment Checklist.

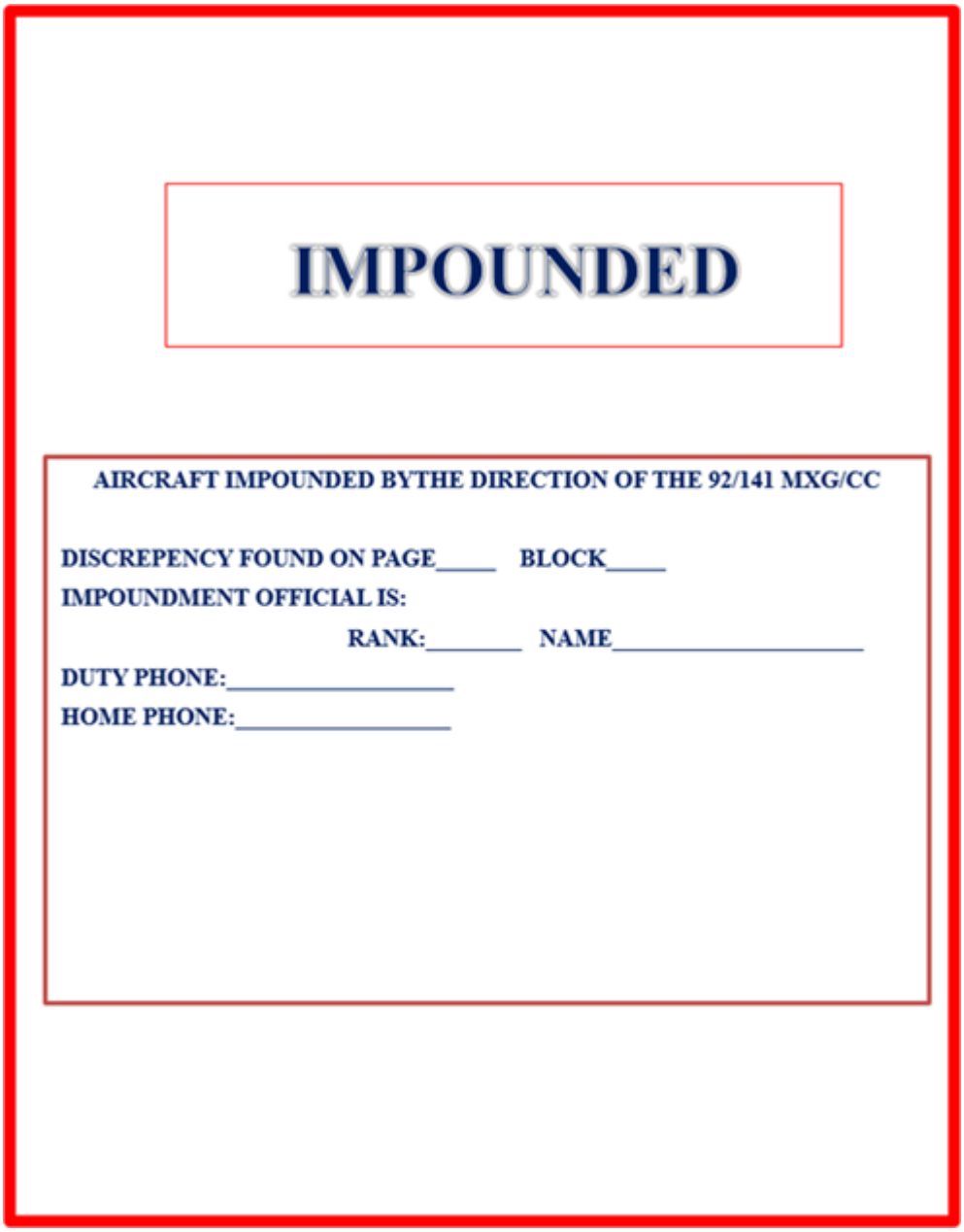
IMPOUNDMENT CHECKLIST			
SERIAL NUMBER	IMPOUND OFFICIAL		
REVIEW AFI21-101_AMCSUP_I_FAIRCHILD_SUP, PRIOR TO STARTING CHECKLIST. IT IS IMPERATIVE THAT THE SCENE AND AIRCRAFT/ EQUIPMENT INVOLVED IN AN EVENT BE MAINTAINED.			
ACTIONS TO BE TAKEN	YES	NO	N/A
If aircraft is impounded off-station, coordinate with 618 TACC/XOCL and 92/141 MOC			
Debrief aircrew			
Pull FDR/CVR C/Bs			
Isolate aircraft/equipment			
Impound Authority designates Isolation Area			
Request that QA takes photos of aircraft/equipment/scene before moving aircraft/equipment to Isolation Area			
Establish ECP a. Use AMC Form 1030 or equivalent for ECP log and review daily			
Annotate Impoundment discrepancy in forms on Red X			
Isolate AFTO Form/IMT 781A(Aircraft Forms Binder)/electronic equivalent (G081) or AFTO IMT 244			
Contact MOC to restrict G081 access			
Provide MOC with Impoundment Official’s contact information			
Contact MOC to unlock G081 access upon approval by Impoundment Official or equivalent			
Assemble impound team			

Obtain impoundment continuity book and signs from QA			
Place impoundment coversheet in aircraft forms binder and position impoundment signs around impounded aircraft/equipment, **Attachment 7**.			
Place impoundment placard on equipment (Not required for aircraft)			
Thoroughly review AFTO Form/IMT 781A (Aircraft Forms Binder)/electronic equivalent (G081) or AFTO IMT 244			
Request any personnel records required to complete impoundment investigation			
Separately interview all personnel involved in event leading to the impoundment			
Determine if aircraft/equipment fluid samples need to be taken for analysis			
Ensure all components/parts are properly controlled			
Take photos of aircraft/equipment for impound/DR report if required			
If Impound Team identifies cause that could affect fleet health, notify QA			
Once Impound Team positively determines cause of impound, notify MOC			
Ensure impoundment actions in AFTO Form/IMT 781A (Aircraft Forms Binder)/electronic equivalent (G081) or AFTO IMT 244 are complete and documentation is properly annotated			
Route impounded aircraft/equipment AFTO Form/IMT 781A (Aircraft Forms Binder)/electronic equivalent (G081) or AFTO IMT 244 to QA			
QA will review for proper documentation on AFTO Form/IMT 781A (Aircraft Forms Binder)/electronic equivalent (G081).			
Route AFTO Form/IMT 781A (Aircraft Forms Binder)/electronic equivalent (G081) or AFTO IMT to the Impoundment Release Authority and brief on findings, corrective actions and request release from impoundment			
MXG CC (or authorized representative) will sign off the Red X Impoundment			
Submit Deficiency Report if required			

Attachment 7 (FAIRCHILDAFB)

AIRCRAFT IMPOUNDED BY DIRECTION OF 92/141 MXG

Figure A7.1. (FAIRCHILDAFB) Aircraft Impounded by Direction of 92/141 MXG.



Attachment 8 (FAIRCHILDAFB)

HANGAR DOOR AWARENESS/OPERATION

A8.1. This section is designed to prepare personnel to safely and effectively perform hangar entry/exit. Hangar awareness and operation is mandatory for all personnel who operate hangar doors or require access through hangar doors (not personnel doors) in the performance of routine duties such as: work in hangar facilities, supply/equipment deliveries, aircraft cargo loading, fire department, civil engineer maintenance, etc.

A8.1.1. **Fairchild AFB has four hangar types.**

A8.1.1.1. Fully Powered–Building 2050, Hangars 1-4.

A8.1.2. Electrical Tail Door/Manual Hangar Doors

A8.1.3. Fully Manual Hangars Doors

A8.1.4. Cloth Doors (141st/Fuel Cell Hangar 1037)

A8.2. Hangar door checklists are posted above each hangar door control panel or on the hangar door for manual hangar doors. ***NOTE:*** Hangar door operators must be trained/certified on each type of hangar doors before they are allowed to operate those specific hangar doors.

A8.3. Hangar door entry/exit training is divided into two categories:.

A8.3.1. Hangar Door Awareness Training: This standardized instruction encompasses hangar door hazards, hangar door operation (without practical demonstration or operation by trainees), emergency procedures, hangar signs and markings, hangar locations and safety training for all hangar types. This portion is taught initially in Phase I and then annually during Block Training.

A8.3.1.1. Hangar Door Operation Training: Only certifiers on each type of the four hangar doors will certify individuals on proper hangar door operation. A certifier will have a code loaded for each type of hangar door on their 9119. At a minimum, hangar door operation certification training will encompass completion of hangar door awareness training, actual operation of each type of door being certified on utilizing the proper checklist (located on each door control panel), hangar door hazards, and emergency procedures. An individual is considered certified for each hangar door type when that applicable code is loaded on their 9119.

A8.3.1.2. Fairchild AFB units not assigned to the MXG who require training for their training representatives or supervisors may contact QA for initial training and qualification. Once qualified, these unit training representatives are responsible for training their members annually. For Hangar Door Awareness Training instructional materials, please contact 92d Maintenance Operations, Maintenance Training Section (92 MXO/MXOT). For hangar door operation training see **Paragraph A8.3.1.1**

A8.4. Maintenance group personnel will have hangar door awareness/operation training documented in G081. Tenant units will document training in appropriate Integrated Maintenance Data System.

A8.4.1. Course codes are; Hangar Awareness: SAFE 001100; Hangar Door Operation Qualification Training: FCHD 000131, FCHD 000132, FCHD 000133, FCHD 000134; Hangar Door Operation Certifiers: FCHD 000135, FCHD 000136, FCHD 000137, FCHD 000138.

A8.5. 92 MXG Facility managers can call 92 CES Customer Service and request status updates on hangar door discrepancies, repair status, and get-well dates of inoperable door systems. These FMs can then provide that update to their group commander, who can then provide those updates to the wing commander

A8.6. When an aircraft is parked inside Hangar 2 (BLDG 2050), drivers will not drive between the roll up door at the nose of the aircraft. Tow vehicle operators are exempt during towing operations for Hangar 2.

Attachment 9 (FAIRCHILDAFB)

AIRCRAFT/MISSILE EQUIPMENT TRANSFER/ SHIPPING LISTING

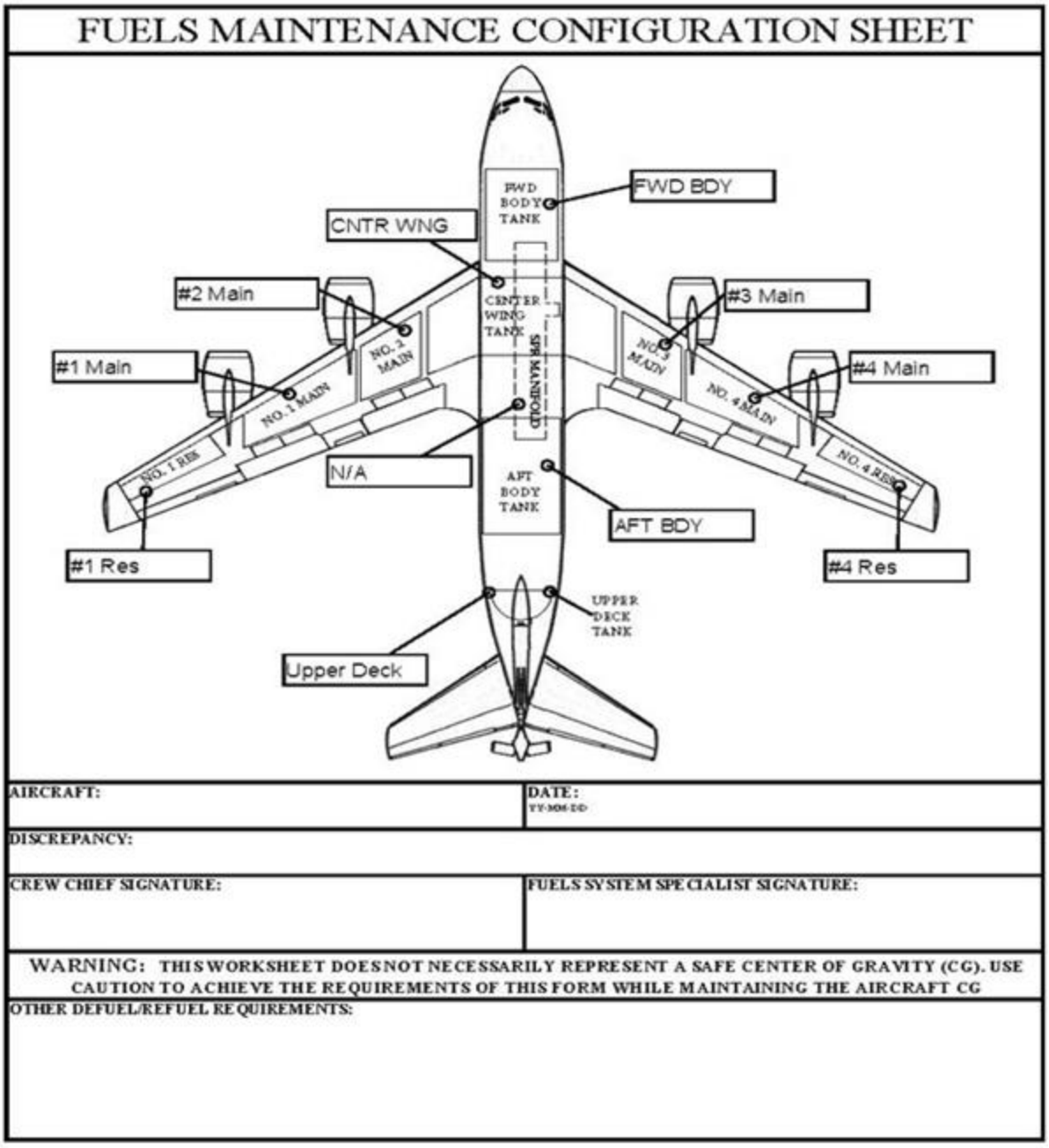
Figure A9.1. (FAIRCHILDAFB) Aircraft/Missile Equipment Transfer/Shipping Listing.

AIRCRAFT/MISSILE EQUIPMENT TRANSFER/ SHIPPING LISTING					**OMB NUMBER**	**Page of Pages**
1. PRIME CONTRACTING/SHIPPING ORGANIZATION		2. CONTRACT NUMBER/BASE			3. MDS	4. AIRCRAFT/MISSILE SERIAL NUMBER
5. SHIP TO – MARK FOR					6. AUTHORITY	7. SHIPPING ORGANIZATION REQUEST NUMBER
ITEM NUMBER	STOCK NUMBER OR PART NUMBER AND NOMENCLATURE	QUANTITY AUTH PER ACFT	INSTALLED	SHIPPED	RECEIVED	REMARKS AUTHORITY OR REASON FOR SHORTAGE
19 B	1670-00-533-9968 Shackle, 5,000 LBS (Ring)	90	10	0		CREW CHIEF I certify that an inventory of -21 equipment was conducted and all items have been accounted for. CREW CHIEF SIGNATURE
19C	1670-00-348-5887 Shackle, 10,000 LBS (Ring)	16	0	0		
19F		80	10	0		
20	1670-01-367-2940 Strap, Cargo, Nylon 5K LBS	1	1	0		
45	1730-00-027-6466 Plug Assy, ACM 1730-01-367-2940 Cover, Engine Inlet/Exhaust	4	4	0		
	Section III: Crew & Passenger Support Equipment					
	1560-00-700-8897 Crew Berth	--------	----------	--------	---------	
		--	--	--	--	
	1680-00-799-7784 Mattress, Crew Berth	3	3	0		
2		3	3	0		
3	7310-00-905-6212 Oven, Warming, Electric	1	1	0		
4						
8. VERIFICATION OFFICIAL SIGNATURE		9. DATE	10. ACCEPTANCE/RECEIVING OFFICIAL		11. DATE	12. RECEIVING ORGANIZATION REQUEST NUMBER
I CERTIFY THAT THE EQUIPMENT LISTED HEREON WAS TURNED OVER TO THE FOR SUBSEQUENT INSTALLATION ON AIRCRAFT SERIAL NUMBER LISTED IN BLOCK 4.					SIGNATURE	

Attachment 10

92/141 MXS FUEL CELL DEFUEL & PREP WORK SHEET

Figure A10.1. (FAIRCHILDAFB) 92/141 MXS Fuel Cell Defuel & Prep Work Sheet.



Attachment 11 (FAIRCHILDAFB)

ADVERSE WEATHER PROCEDURES

A11.1. The Wing Commander will be responsible for the direction of aircraft evacuation as required. Squadron commanders are responsible for the removal of all snow and ice from assigned facilities

A11.1.1. **High Winds**

A11.1.1.1. When wind speeds/gusts are expected to exceed 20 knots and maintenance is not being performed, production supervisors will ensure all radomes, panels, and engine cowlings are closed and secured and high-profile equipment is secured in hangars. When maintenance is being performed, radomes, panels, and engine cowls may remain open, but will be closed upon completion of the task. Safety of personnel and aircraft is paramount. Also, all Aerospace Ground Equipment (AGE) will be checked and parking brake/wheel locks set. Production supervisors will keep the MOC informed of the progress in securing their aircraft/areas.

A11.1.2. When winds/gusts are expected to exceed 35 knots, production supervisors will ensure all aircraft flaps are in the full up position, aircraft doors (including cargo door) and windows are closed, outside fuel systems maintenance on spot 46 is suspended, and the use of deicers is prohibited. Unattended AGE on the flight line will be removed or secured. The AGE Flight will ensure all maintenance stands (B-4, B-5, etc.) are placed in a hangar as directed by Maintenance Squadron supervision. Production Supervisor will ensure aircraft subjected to 35 knot winds from an aft direction are inspected IAW 1C-135-6, and aircraft exposed to 35 knot winds while control locks or securing devices installed will be inspected immediately. Aircraft scheduled to fly may be opened up 3 hours prior to launch for crew show preparation procedures.

A11.1.2.1. Hangar doors on buildings 1029, 1033, and 1037 will not be operated during sustained winds of 35 knots and higher without approval and support from CE.

A11.1.3. When winds/gusts are expected to exceed 65 knots, production supervisors will position the aircraft to head into the wind when possible and the MOC will coordinate taxi crews as needed. All aircraft will be configured with the nose landing gear aligned with the fuselage and the leading edge of the stabilizers at zero. Aircraft in temporary docks or nose docks will be towed clear when possible. The flight line will be purged of all non-essential equipment. Essential equipment will be positioned to reduce the possibility of damage or movement.

A11.1.4. Aircraft will not be jacked unless fully inside a hangar when winds are expected to exceed 20 knots, including nose and main gear axle jacks. Aircraft already on jacks do not need to be down jacked unless winds are expected to exceed 40 knots.

A11.2. Extreme Cold.

A11.2.1. When temperatures reach -10F or colder (including wind chill factor), supervisors will ensure personnel have proper clothing and are briefed on frostbite symptoms.

A11.2.2. When temperatures reach –25F (including wind chill factor), supervisors will ensure all personnel are informed of and implement the buddy system (two or more individuals working as teams and watching for frostbite symptoms in each other).

A11.2.3. When temperatures reach –45F (including wind chill factor), the MOC will advise that only mission-essential maintenance be performed when coordinated and authorized by squadron commanders and approved by the MXG/CC. Personnel will be limited to 15-minute exposure times with a 45-minute warm-up time.

A11.2.4. When temperatures reach –65F (including wind chill factor), only mission-essential maintenance will be performed as directed by the MXG/CC. Personnel will be limited to 5- minute exposure time and a 55-minute warm-up time.

A11.3. Snow and Ice.

A11.3.1. STABILicers® and Yaktrax® are authorized for wear on packed snow and ice in work areas, parking lots, walkways and other outdoor areas. They are issued personal protective equipment and need to be marked IAW AFI 21-101 AMC Sup 1. Prior to use personal traction devices will be inspected for proper marking, torn rubber, worn or missing coils or cleats. Unserviceable personal traction devices will be condemned and turned in for replacement. Personal traction devices are not to be worn in or on aircraft. Do not wear personal traction devices on cleared gravel, concrete or asphalt.

A11.3.2. When an accumulation of two or more inches of snow is anticipated, production supervisors will ensure all non-essential equipment is removed from areas to be plowed and will have the option to hangar aircraft.

A11.3.3. The MOC will provide the aircraft schedule and snow and ice removal priorities to Base Operations and CES Snow Control dispatcher preferably during the mid-shift.

A11.3.4. Chemical deicing agents not authorized for use on runways must not be used on any roadways within 90 meters (300 feet) of runways, taxiways or parking aprons to prevent tracking these agents onto aircraft surfaces.

A11.3.5. Personnel who are TDY, on leave or otherwise absent from the base will park in a spot where they do not inhibit snow removal actions by plows/etc. (Example: the far southwestern corner of the parking lot for Bldg. 2050, or a designated long-term parking area). A POC for their POV will be left with the squadron UDM their supervisor; this POC should be added to the TDY out processing checklist in case the vehicle must be moved for snow and ice control procedures.

A11.4. Cold Weather Hangar Operations CAUTION: Failure to comply with cold weather hangar operations can result in facility or aircraft damage and possible personnel injury

A11.4.1. Due to Fire Suppression Foam Systems risk of freezing; hangar doors will not be opened longer than time needed to tow aircraft into facility when temperatures are below 32o Fahrenheit.

A11.4.2. When towing into a hangar do not open doors until aircraft is positioned directly in front of respective facility of entry.

A11.4.3. Do not operate hangar doors for aircraft removal until tow operations are ready to proceed prior to aircraft chocks removal.

Attachment 12 (FAIRCHILDAFB)

FAIRCHILD AFB JACKING PROCEDURES

A12.1. AMXS Production Superintendent or Expediter will; coordinate with MXS Production Superintendent. Additionally AMXS will provide qualified personnel when available for the jacking or retraction operations when requested by the MXS Production Superintendent.

A12.2. MXS Production Superintendent will. ensure Aero Repair (A/R) verifies correct gross weight and center of gravity (CG) on the aircraft prior to it being towed to the jacking site and ensure the Maintenance Operations Center (MOC) is notified when the aircraft is on jacks and when the aircraft is off jacks.

A12.2.1. Jacking Supervisor will coordinate with QA for weight and balance questions regarding non-standard configurations.

A12.3. MXG/CC or designated representative will. Make the final decision to jack an aircraft at locations other than approved jacking locations, or with any non-standard condition.

A12.4. Approved Jacking Locations. Approved for jacking the entire aircraft and jacking the nose with jack-point A and D: Hangars 1-4 (Building 2050), 1003, 1007, 1011, 1015, 1019, 1025, 1033, 1037. Refer to the 92 ARW AircFraft Parking Plan for approved flight line jacking locations.

Attachment 13 (FAIRCHILDAFB)

LOCAL MANUFACTURE FORM 41

Figure A13.1. (FAIRCHILDAFB) Local Manufacture Form 41.

LOCAL MANUFACTURE REQUEST WORKSHEET

SECTION I	TO BE FILLED OUT BY CUSTOMER / REQUESTER	
NAME:	UNIT / OFFICE SYMBOL:	DUTY PHONE:

TYPE OF LOCAL MANUFACTURE REQUEST

AIRCRAFT PARTS CODED LOCAL MANUFACTURE	AIRCRAFT PARTS NOT CODED LOCAL MANUFACTURE	TOOLS / NON CA/CRL EQUIPMENT SPECIFIED IN T.O.	TOOLS / NON CA/CRL EQUIPMENT NOT SPECIFIED IN T.O.	NON-AIRCRAFT COMPONENTS
☐	☐	☐	☐	☐

NATIONAL STOCK NUMBER (NSN):	PART NUMBER (P/N):	NOMENCLATURE:

TECHNICAL ORDER:	FIGURE:	INDEX:	SMR CODE:	MICAP STATUS:

JCN #:	DRAWING/PRINT: AVAILABLE ☐ REQUIRED ☐	SAMPLE: AVAILABLE ☐ REQUIRED ☐

SECTION II	TO BE FILLED OUT BY LRS CUSTOMER SERVICE/MSL x-8877	
DOCUMENT NUMBER:	PRIORITY / UJC:	QUANTITY / UNIT OF ISSUE:
REQUISITION NUMBER:	NSN / LOCALLY ASSIGNED NSN:	
NAME:	SIGNATURE:	DATE:

SECTION III	TO BE FILLED OUT BY FABRICATING WORK CENTER (ASM x-5319 / MTECH x-5745)
DOES THE DRAWING / IPB PROVIDE ENOUGH DATA TO MANUFACTURE ITEM?	YES / NO
ARE THE COLORS SPECIFIED (FABRIC, LAMINATES, OR PAINT)?	YES / NO
DO WE HAVE THE CAPABILITY TO MANUFACTURE THE ITEM?	YES / NO
DOES THIS PART REQUIRE A 202 / ETAR TO MANUFACTURE?	YES / NO
ARE ALL MATERIALS ON HAND TO MANUFACTURE PART?	YES / NO

NSN / PART #	NOMENCLATURE	QUANTITY	UNIT OF ISSUE	UNIT PRICE	STATUS	COST
				$		$
				$		$
				$		$
				$		$
				$		$
				$		$
				$		$
				$		$

ESTIMATED COMPLETION DATE (YYYYMMDD): TOTAL MATERIAL COST: $

SECTION IV	COORDINATION / APPROVAL AUTHORITY	APPROVED
NAME / GRADE / OFFICE CUSTOMER SERVICE / MSL REPRESENTATIVE:	YES / NO	SIGNATURE / DATE:
NAME / GRADE / OFFICE QUALITY ASSURANCE REPRESENTATIVE (Tooling approval only):	YES / NO / N/A	SIGNATURE / DATE:
NAME / GRADE / OFFICE FABRICATING WORK CENTER SECTION CHIEF OR DESIGNEE:	YES / NO	SIGNATURE / DATE:
NAME / GRADE / OFFICE FABRICATING FLIGHT CHIEF or PRO SUPER (MS2):	YES / NO	SIGNATURE / DATE:

Important Information

- Items required for part manufacture: Drawing or sample, 350 tag, IPB printout, Local Man Request Form signed by LRS and ETAR / 202 if applicable.
- Items required for turn into supply: Completed Local Man Request Form, Form 2005 and Form 1348-6.
- Local manufactured asset will be picked up from fabricating shop by requester.
- Fabricating shop will turn in required paperwork to supply for processing.

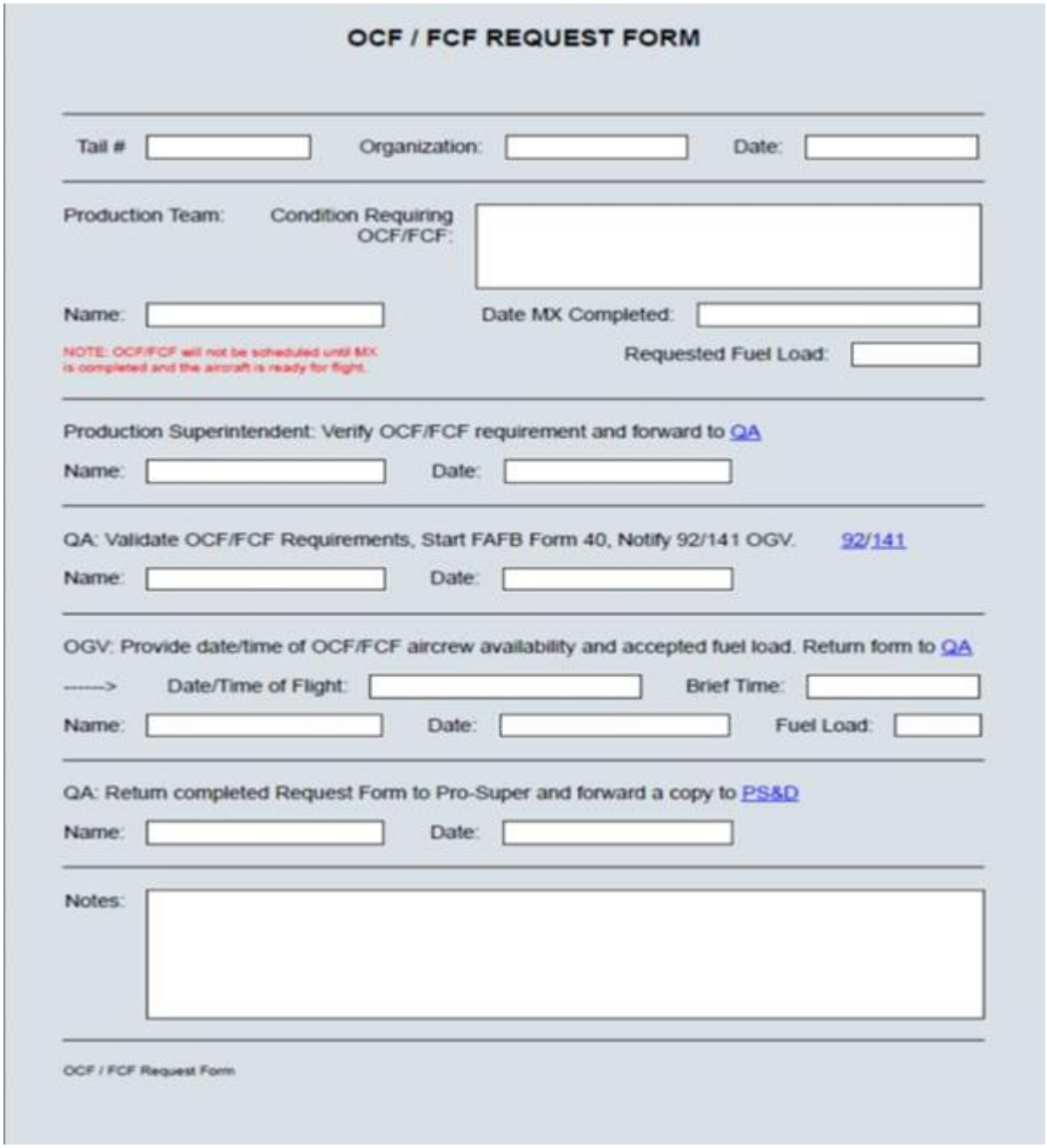
SECTION V	LRS CONFIRMATION / RECONCILIATION OF COMPLETED PROCESS
NAME/GRADE/OFFICE CUSTOMER SERVICE/MSL REPRESENTATIVE:	SIGNATURE / DATE:

92 MXG FORM 41, 20150624

Attachment 14 (FAIRCHILDAFB)

OCF/FCF REQUEST FORM

Figure A14.1. (FAIRCHILDAFB) OCF/FCF Request Form.



OCF / FCF REQUEST FORM

Tail # Organization: Date:

Production Team: Condition Requiring OCF/FCF:

Name: Date MX Completed:

NOTE: OCF/FCF will not be scheduled until MX is completed and the aircraft is ready for flight. Requested Fuel Load:

Production Superintendent: Verify OCF/FCF requirement and forward to QA

Name: Date:

QA: Validate OCF/FCF Requirements, Start FAFB Form 40, Notify 92/141 OGV. 92/141

Name: Date:

OGV: Provide date/time of OCF/FCF aircrew availability and accepted fuel load. Return form to QA

------> Date/Time of Flight: Brief Time:

Name: Date: Fuel Load:

QA: Return completed Request Form to Pro-Super and forward a copy to PS&D

Name: Date:

Notes:

OCF / FCF Request Form

Attachment 15 (FAIRCHILDAFB)

AIRCRAFT FORMS BINDER (PAGE 1 OF 2)

Figure A15.1. (FAIRCHILDAFB) Aircraft Forms Binder (Page 1 of 2).

Tab 1 - AFTO Form 781F, *Aerospace Vehicle Identification Document*

Tab 2 – 781B, *Communication Security Equipment Record*

Tab 3- AFTO Form 781, *Arms Aircrew/Mission Flight Data Document*

Tab 4 - AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance*

Tab 5 - AFTO Form 781A, *Maintenance Discrepancy and Work Document*

Tab 6 - Aircraft Debrief Flight Data Recap Sheets (Previous four debrief sheets are required)

Tab 7 - AFMC Form 202, *Nonconforming Technical Assistance Request and Reply* or equivalent (If applicable)

Tab 8 - AFTO Form 14, *135 Aircraft Refueling, Defueling and Fuel Distribution Worksheet* (R- Models) or AFTO Form 7, *KC-135 Aircraft Refueling, Defueling, and Fuel Distribution Worksheet* (T-Models)

Tab 9 - AF Form 664, *Aircraft Fuels Documentation Log Folder*

Tab 10 - AFTO Form 781J, *Aerospace Vehicle - Engine Flight Document*

Tab 11 - AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document*

Tab 12 - Time Compliance Technical Order (TCTO) Status Report

Tab 13 - AFTO Form 244, *Industrial/Support Equipment Record*, (Used for the aircraft ropes, lanyards, and harnesses) - OPTIONAL

Figure A15.2. (FAIRCHILDAFB) Aircraft Forms Binder (Page 2 of 2).

Tab 14 - Local In-Process Inspection (IPI) Listing

Tab 15 - Miscellaneous items

Tab 16 - AFTO Form 782, *KC-135R In-flight Data*

Tab 17 - AFTO Form 781M, *System Numbers, General Grouping, and System Titles*

Tab 18 - Aviation Into-plane Reimbursement (AIR) Card and DD Form 1896, *DOD Fuel Identiplate* secured in locally manufactured pouch inside binder.

Tab 19 - AFTO Form 781G, *General Mission Classifications-Mission*

Attachment 16 (FAIRCHILDAFB)

900 HOUR INSPECTION PANEL SHEET (PAGE 1 OF 5)

Figure A16.1. (FAIRCHILDAFB) 900 Hour Inspection Panel Sheet (Page 1 of 5).

TAIL #_____ DATE:_____

	AREA 1				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp**	**Inspected Sign/Emp#**
	ACFT EXTERIOR				
1	Lt. Keel Beam Bay Door				
2	Rt. Keel Beam Bay Door				
3	Hydraulic Access Panel (B3.2, sta. 360)				
	AREA 2				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp**	**Inspected Sign/Emp#**
	LOWER WING AREA				
1	Lower O/B Aileron Lockout Panel				
2	#2 Dry Bay Panel				
3	#3 Dry Bay Panel				
4	Inbd Aileron Trim Act Access Door (Oklahoma)				
5	Inboard Aileron Equipment Access Door				
6	Inboard Spoiler Control Valve Cover (Doghouse)				
7	#1 Cove Lip Door				
8	#2 Cove Lip Door				
9	#3 Cove Lip Door				
10	#4 Cove Lip Door				
11	#5 Cove Lip Door				
	AREA 2				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp**	**Inspected Sign/Emp#**
	WHEEL WELL AND MLG AREA				
12	Walking Beam Actuator Access Panels (I/B)				
13	Walking Beam Actuator Access Panels (O/B)				

Figure A16.2. (FAIRCHILDAFB) 900 Hour Inspection Panel Sheet (Page 2 of 5).

	AREA 2				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp#**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp#**	**Inspected Sign/Emp#**
	#1 ENGINE PANELS				
14	I/B Fan Cowling				
15	O/B Fan Cowling				
16	I/B Fan Duct				
17	O/B Fan Duct				
18	I/B Midspar Access Panel (Fuse Pin)				
19	O/B Midspar Access Panel (Fuse Pin)				
20	Fwd O/B Engine Strut Access Panel				
21	Aft O/B Engine Strut Access Panel				
22	I/B Engine Strut Access Panel				
23	I/B Wing Leading Edge, Strut to Gap Panel				
24	O/B Wing Leading Edge, Strut to Gap Panel				
25	Fwd I/B Top of Strut Access Panel				
26	Fwd O/B Top of Strut Access Panel				
27	Aft I/B Top of Strut Access Panel				
28	Aft O/B Top of Strut Access Panel				
29	Forward Nacelle Fairing				
	AREA 2				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp#**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp#**	**Inspected Sign/Emp#**
	#2 ENGINE PANELS				
30	I/B Fan Cowling				
31	O/B Fan Cowling				
32	I/B Fan Duct				
33	O/B Fan Duct				
34	I/B Midspar Access Panel (Fuse Pin)				
35	O/B Midspar Access Panel (Fuse Pin)				
36	Fwd O/B Engine Strut Access Panel				
37	Aft O/B Engine Strut Access Panel				
38	I/B Engine Strut Access Panel				
39	I/B Wing Leading Edge, Strut to Gap Panel				
40	O/B Wing Leading Edge, Strut to Gap Panel				
41	Fwd I/B Top of Strut Access Panel				

Figure A16.3. (FAIRCHILDAFB) 900 Hour Inspection Panel Sheet (Page 3 of 5).

	AREA 2				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp#**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp#**	**Inspected Sign/Emp#**
	#2 ENGINE PANELS				
42	Fwd O/B Top of Strut Access Panel				
43	Aft I/B Top of Strut Access Panel				
44	Aft O/B Top of Strut Access Panel				
45	Forward Nacelle Fairing				
	AREA 3				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp#**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp#**	**Inspected Sign/Emp#**
	LOWER WING AREA				
1	Lower O/B Aileron Lockout Panel				
2	#4 Dry Bay Panel				
3	#5 Dry Bay Panel				
4	Inbd Aileron Trim Act Access Door (Oklahoma)				
5	Inboard Aileron Equipment Access Door				
6	Inboard Spoiler Control Valve Cover (Doghouse)				
7	#6 Cove Lip Door				
8	#7 Cove Lip Door				
9	#8 Cove Lip Door				
10	#9 Cove Lip Door				
11	#10 Cove Lip Door				
	AREA 3				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp#**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp#**	**Inspected Sign/Emp#**
	WHEEL WELL AND MLG AREA				
12	Walking Beam Actuator Access Panels (I/B)				
13	Walking Beam Actuator Access Panels (O/B)				

Figure A16.4. (FAIRCHILDAFB) 900 Hour Inspection Panel Sheet (Page 4 of 5).

	AREA 3				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp#**	**Install/Close Sign/Emp#**	**IPI if Req Sign/Emp#**	**Inspected Sign/Emp#**
	#3 ENGINE PANELS				
14	I/B Fan Cowling				
15	O/B Fan Cowling				
16	I/B Fan Duct				
17	O/B Fan Duct				
18	I/B Midspar Access Panel (Fuse Pin)				
19	O/B Midspar Access Panel (Fuse Pin)				
20	Fwd O/B Engine Strut Access Panel				
21	Aft O/B Engine Strut Access Panel				
22	I/B Engine Strut Access Panel				
23	I/B Wing Leading Edge, Strut to Gap Panel				
24	O/B Wing Leading Edge, Strut to Gap Panel				
25	Fwd I/B Top of Strut Access Panel				
26	Fwd O/B Top of Strut Access Panel				
27	Aft I/B Top of Strut Access Panel				
28	Aft O/B Top of Strut Access Panel				
29	Fwd Nacelle Fairing				
	AREA 3				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp#**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp#**	**Inspected Sign/Emp#**
	#4 ENGINE PANELS				
30	I/B Fan Cowling				
31	O/B Fan Cowling				
32	I/B Fan Duct				
33	O/B Fan Duct				
34	I/B Midspar Access Panel (Fuse Pin)				
35	O/B Midspar Access Panel (Fuse Pin)				
36	Fwd O/B Engine Strut Access Panel				
37	Aft O/B Engine Strut Access Panel				
38	I/B Engine Strut Access Panel				
39	I/B Wing Leading Edge, Strut to Gap Panel				
40	O/B Wing Leading Edge, Strut to Gap Panel				
41	Fwd I/B Top of Strut Access Panel				

Figure A16.5. (FAIRCHILDAFB) 900 Hour Inspection Panel Sheet (Page 5 of 5).

	AREA 3				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp#**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp#**	**Inspected Sign/Emp#**
	#4 ENGINE PANELS				
42	Fwd O/B Top of Strut Access Panel				
43	Aft I/B Top of Strut Access Panel				
44	Aft O/B Top of Strut Access Panel				
44	Forward Nacelle Fairing				
	AREA 4				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp#**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp#**	**Inspected Sign/Emp#**
	LEFT SIDE LOWER PANELS				
1	Tail Compartment Access Door (Hell Hole)				
2	Tailcone Attachment Fitting Access Door				
3	Lt Hell Hole Floorboard				
4	Rt Hell Hole Floorboard				
	AREA 4				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp#**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp#**	**Inspected Sign/Emp#**
	RIGHT SIDE LOWER PANELS				
5	Tailcone Attachment Fitting Access Door				

Attachment 17 (FAIRCHILDAFB)

HPO INSPECTION PANEL SHEET

Figure A17.1. (FAIRCHILDAFB) Hpo Inspection Panel Sheet.

TAIL #_____			DATE:_____		
	AREA 1				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp#**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp#**	**Inspected Sign/Emp#**
1	Lt. Keel Beam Bay Door				
2	Rt. Keel Beam Bay Door				
	AREA 2				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp#**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp#**	**Inspected Sign/Emp#**
1	#1 Cove Lip Door				
2	#2 Cove Lip Door				
3	#3 Cove Lip Door				
4	#4 Cove Lip Door				
5	#5 Cove Lip Door				
	AREA 3				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp#**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp#**	**Inspected Sign/Emp#**
1	#6 Cove Lip Door				
2	#7 Cove Lip Door				
3	#8 Cove Lip Door				
4	#9 Cove Lip Door				
5	#10 Cove Lip Door				
	AREA 4				
No	**PANEL NUMBER & NOMENCLATURE**	**Remove Name/Emp#**	**nstall/Close Sign/Emp#**	**IPI if Req Sign/Emp#**	**Inspected Sign/Emp#**
1	Tail Compartment Access Panel (Hell Hole)				

Attachment 18 (FAIRCHILDAFB)

WORK CONTROL DOCUMENT

Figure A18.1. (FAIRCHILDAFB) Work Control Document.

Loaded	JCN	GINATOR'S EMP #	SYMBOL	W/C	WUC	ACFT #_____	_____GIG SHEET	Page of _____
						Discrepancy		

Attachment 19 (FAIRCHILDAFB)

MANUAL LISTING (PAGE 1 OF 4)

Figure A19.1. (FAIRCHILDAFB) MANUAL LISTING (Page 1 of 4).

JCN BLOCK	USING ACTIVITY	PURPOSE
0001 – 0199	PS&D	TCTOs and TCIs Unscheduled Maintenance
0200 - 0399	MOC	
0400 - 0599	Debrief	Pilot Reported Discrepancy
0600 – 0799	PS&D	Reserved for future use.
0800 - 0999	Quality Assurance	QA Inspection Discrepancy
1000 - 1199	Engine Management	Engine Build-up, Tear-down and Maintenance of Shop Equipment
1200 - 1399	AMXS	Aircraft Off-Station Discrepancies
1400-1999	AGE	Age Equipment Repair
2000 - 2199	Electric/Environmental	Maintenance of Shop Equipment
2200 - 2399	Fuel Systems	Maintenance of Shop Equipment
2400 - 2599	Pneudraulics	Forward Supply Point Maintenance, Maintenance of Shop Equipment
2600 - 2799	Guidance and Control	Maintenance of Shop Equipment, Mock-ups Guidance Control
2800 - 2999	Comm/Navigation	Maintenance of Shop Equipment, Mock-ups, Supply Asset Checks
3000 - 3199	AGE	Maintenance of Shop Equipment
3200 - 3399	Metals Technology	Maintenance of Shop Equipment
3400 - 3599	Structural/Corrosion	Maintenance of Shop Equipment
3600 - 3799	Aero Repair	Maintenance of Shop Equipment, Forward Supply Point Maintenance

Figure A19.2. (FAIRCHILDAFB) Manual JCN Listing (Page 2 of 4).

3800 - 3999	Transient Maintenance	Transient A/C Support
4000 - 4199	Transient Maintenance	Maintenance of Shop Equipment
4400 - 4599	Tanker AMU	A/C General Support
4600 - 4799	MSL	Unscheduled Manufacturing
4800 - 4999	MSL	In-Shop Work Scheduling
5000 – 5199	PS&D	Depot Input Package
5200 - 5249	MOC	A/C Cannibalization
5250 - 5299	PS&D/MACC/Engine	Cannibalization of Engine Components between Shop Assets
5326-5330	MXG	Aircraft Impoundments
B001 SERIES	PE Dock Inspection	Periodic Inspection
R100 SERIES	AMXS/MXS	#1 Brake Change
R200 SERIES	AMXS/MXS	#2 Brake Change
R300 SERIES	AMXS/MXS	#3 Brake Change
R400 SERIES	AMXS/MXS	#4 Brake Change
R500 SERIES	AMXS/MXS	#5 Brake Change
R600 SERIES	AMXS/MXS	#6 Brake Change
R700 SERIES	AMXS/MXS	#7 Brake Change
R800 SERIES	AMXS/MXS	#8 Brake Change
E001 SERIES	AMXS/MXS	HPO

Figure A19.3. (FAIRCHILDAFB) MANUAL JCN LISTING (Page 3 of 4).

P200 SERIES	AMXS/MXS	Pre-Flight Inspection
P300 SERIES	AMXS/MXS	Thru-Flight Inspections
E300 SERIES	P&S/Documentation	Special Discrepancy Packages (Utilizes G081 Program 9004)
Y200 SERIES	AMXS/MXS	TDY Return, Oil/Hydraulic Insp
M100 SERIES	AMXS/MXS	Post KC-10 Inspection
L300 SERIES	AMXS/MXS	Lightning Strike
L350 SERIES	AMXS/MXS	Bird Strike (Airframe)
F800 SERIES	AMXS/MXS	Bird Strike (Engine)
P500 SERIES	AMXS/MXS	Basic Engine Replacement
R100 SERIES	MXS	Elevator Assembly Removal
Q150 SERIES	MXS	Fin Fold
Z150 SERIES	MXS	Aircraft Jack
L100 SERIES	MXS	Outboard Aileron Removal
L200 SERIES	MXS	Inboard Aileron Removal
M100 SERIES	MXS	Left Truck Change
M200 SERIES	MXS	Right Truck Change
N100 SERIES	AMXS/MXS	Nose Landing Gear Change
N200 SERIES	MXS	Nose Tail Jack
N200 SERIES	AMXS/MXS	Nose Tire Change
P400 SERIES	AMXS/MXS	Boom Change

Figure A19.4. (FAIRCHILDAFB) MANUAL JCN LISTING (Page 4 of 4).

S100 SERIES	AMXS/MXS	Main Landing Gear Strut Repack
T100 SERIES	AMXS/MXS	#1 Tire Change
T200 SERIES	AMXS/MXS	#2 Tire Change
T300 SERIES	AMXS/MXS	#3 Tire Change
T400 SERIES	AMXS/MXS	#4 Tire Change
T500 SERIES	AMXS/MXS	#5 Tire Change
T600 SERIES	AMXS/MXS	#6 Tire Change
T700 SERIES	AMXS/MXS	#7 Tire Change
T800 SERIES	AMXS/MXS	#8 Tire Change
V100 SERIES	AMXS/MXS	Rudder Removal

Attachment 20 (FAIRCHILDAFB)

ROOT CAUSE CODES & CORRECTIVE ACTION CODES

Figure A20.1. Root Cause Codes & Corrective Action Codes.

Root Cause Codes

EQ1-Equipment reliability (e.g., inadequate equipment maintenance, equipment defect or design flaw)

EQ2-Inadequate/Unavailable equipment (not resource driven for which refer to Resource Shortfall)

EQ3-Equipment/Tool Accountability inadequate

GD1-Guidance used was inadequate or not available

GD2-Guidance used conflicted with other approved guidance

GD3-Guidance used was obsolete or not approved

GD4-Inspected unit guidance (Wing or Below)

GD5-Other than inspected unit guidance

LS1-Supervisor/leadership involvement insufficient (Define levels; team/flight chief/Sq/Gp/Wg)

LS2-Ineffective communication

LS3-Decision making process ineffective (Risk Mgt)

LS4-Workforce effectiveness limited by existing human relations climate

LS5-Physical working conditions not conducive to productivity

LS6-Ops Tempo/Workload

LS7-Unit incorrectly prioritized available resources

LS8-Unit failed to adequately program resources

RS1-Program shortfall (AF Level)

RS2-Personnel shortfall insufficient personnel due to TDY/deployment

RS3-Personnel shortfall insufficient personnel due to medical/COVID

RS4-Personnel shortfall insufficient personnel due to validated installation augmentee requirements shortfall

RS5-Equipment shortfall awaiting resupply

RS6-Equipment shortfall not requisitioned

RS7-Equipment shortfall deployed

TR1-Training program management inadequate

TR2-Training guidance/policy/procedures inadequate

TR3-Training oversight inadequate

TR4-Training support inadequate

TR5-Controls/metrics of training process/progress inadequate

TR6-Initial qualification training inadequate

TR7-Hands-on training inadequate

TR8-Upgrade/certification training inadequate

TR9-Training supervisory support inadequate

TR10-Training evaluation tools inadequate

TR11-Training documentation inadequate/missing

HF1-Human Factors Ops tempo/workload

HF2-Mission changes

HF3-Physical environment interfered with performance

HF4-Individual attention management (distraction/tunnel vision)

HF5-Individual emotional state interfered with performance

HF6-Individual inappropriate motivation (complacency, burnout, overconfidence)

HF7-Individual inappropriate substance use (drug, alcohol, self-medicated)

HF8-Fatigue

HF9-Unreported medical condition

HF10-Skill-based errors—flawed execution of task/procedure which has been highly learned and requires little conscious thought to perform. Most commonly caused by lapses of attention/memory or the use of techniques which are usually unnoticed, but caused an unacceptable performance (e.g., inadvertent operation, procedural error, checklist error).

HF11-Judgment/Decision making errors—have the necessary skills, experience and training but make a cognitive error resulting from inappropriate planning or choice (e.g., ignored caution/warning, inappropriate decision-making during operations).

HF12-Willful non-compliance with the known rules or standards (e.g., common practice or "everyone does," lack of discipline).

Corrective Action Codes

AA1-Admin action: Letter of Counseling, Letter of Reprimand, Article 15

AP1-Audit performed, errors identified/corrected

AP2-Audit performed, no other errors identified

CG1-Change guidance

Com1-ID'd breakdown & implemented solution

Com2-Analyzed process & communicated proper decision making authority

Com3-ID'd management breakdown & implemented controls

DQ1-Disqualified/retrained

E1-Identified suitable equipment substitute/purchase required

E2-Identified suitable equipment substitute/manufacture required

E3-Identified suitable equipment substitute/equipment acquired

IP1-Reevaluated involvement plan & adjusted

R1-Ordered

R2-Removed/Replaced

RF1-Funding request at appropriate level

S22-Submitted AFTO 22

T1-Trained member/team

T2-Scheduled hands-on training

T3-Re-evaluted training process/procedures & adjust

VC1-Verbal counsel