

**BY ORDER OF THE
39TH AIR BASE WING COMMANDER
(USAFE)**



AIR FORCE INSTRUCTION

21-101

**INCIRLIK AIR BASE
Supplement**

8 JULY 2021

Maintenance

**AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT**

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This supplements Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*. It provides guidance on and procedures for safely and effectively maintaining, servicing, and repairing aircraft and support equipment at Incirlik Air Base, Turkey. This supplement applies to all Air Force activities assigned or attached to the 39th Air Base Wing (39 ABW) including active, Air Force Reserve, Air National Guard (ANG), and contracted activities tasked with conducting aircraft and equipment maintenance. Where specific requirements exist relative to a specific functional specialty, the requirement is delineated in the applicable AFI. Ensure all records created as a result of the processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, *Recommendation for Change of Publication*.

SUMMARY OF CHANGES

This supplement replaces AFI21-101_COMABATAIRFORCESSUP_INCIRLIKABSUP

_GM2014-01 and has been revised in its entirety to reduce areas already covered by other instructions. Shop specific requirements were minimized throughout the document. Procedures were added for repeat/recurring discrepancies, Test Measurement and Diagnostic Equipment (TMDE) procedures, eTool requests, and updated radio call signs. Lastly, guidance has been updated to allow personal electronic and communication devices on the airfield and flightline.

1.15.1.1. **(Added)** Personal electronics and communication devices are authorized on the airfield and flightline. Digital recording of any kind, to include photography, by anyone not on the Flightline Photography Authorization letter is prohibited.

2.4.52.1. **(Added)** Flight Chiefs will forward requests for additional eTools to the Technical Order Distribution Office (TODO) and Quality Assurance (QA) Superintendent for review and coordination with 39 MXS and United States Air Forces in Europe.

2.10.32. **(Added)** Appoints primary/alternate TMDE coordinators in writing and provides a copy of letter to the Collection Point Coordinator (CPC); see **Paragraph 4.12.2** of this supplement for CPC procedures. The work center TMDE Coordinator's duties are outlined in **Paragraph 5.13.10.1** of this supplement.

4.4.4.2.5.1. **(Added)** Deployed/temporary duty (TDY) maintenance teams shall adhere to home station requirements of their fuel cell Master Entry Plan or coordinate local plan upon arrival. All letters will be routed or coordinated with 39 MDOS/SGOZ, 39 CES/CECF, 39 ABW/SEG and 39 MXS/MXM prior to entering any confined space.

4.4.4.2.5.2. **(Added)** Deployed/TDY units shall provide proof of Mission Design Series specific Confined Space Entry training to 39 ABW/SEG prior to entering any confined spaces.

4.4.4.2.7. **(Added)** Deployed/TDY fuel cell maintenance personnel shall notify the Maintenance Operations Center (MOC), or equivalent, prior to fuel system maintenance and once maintenance is complete. The MOC shall notify 39 CES/CECF with status.

4.5.1.2.1. **(Added)** Retrieve all disabled bomblifts except those which have run out of fuel. In these cases, it is the user's responsibility to contact the AGE Flight to obtain fuel. The AGE Flight will issue enough fuel to return the bomblift to the flight for full servicing and accomplishment of the service inspection.

4.5.1.7. **(Added)** Reports status of AGE-assigned Nuclear Certified Equipment (NCE) equipment to 39 MXS/MXMWSA.

4.5.1.8. **(Added)** Transports full fuel bowsers to and from 39 LRS/LGRF. Users are responsible for fuel sampling and will dispose of fuel if found contaminated.

4.9.5.11.1. **(Added)** End of Runway procedures for transient aircraft are documented in 39 MXS LCL-09, *Safety, Recovery, Refuel, Towing, Oxygen Servicing and Launch Procedures for Non-frequent Aircraft*.

4.9.5.12.1.1. **(Added)** The 39 ABW does not have organic munitions unloading/loading capability (i.e., 2W1X1).

4.12.3. **(Added)** Incirlik AB relies on Ramstein AB, Germany for PMEL and utilizes a CPC. The CPC is the central point of contact for U.S. Air Force activities in Turkey and will ensure delivery of TMDE to the Precision Measurement Equipment Laboratory (PMEL) Central Collection Point

IAW the provisions of this instruction and T.O. 00-20-14, *Air Force Metrology and Calibration Program*.

4.12.4. **(Added)** TMDE Reports.

4.12.4.1. **(Added)** Master Identification (ID) Listing. This is a list of PMEL-supported TMDE, distributed every month. Upon receipt of a new Master ID Listing, the workcenter coordinator will compare it against items on hand and hand receipts verifying PMEL ID number, part number, serial number, date due calibration, date calibrated and calibration interval. Make all corrections and deletions on the listing in red and send to the wing TMDE coordinator. File the corrected copy in the TMDE coordinator's binder. Note: If there is a discrepancy between the date due calibration on the certification label and the listing, the certification label date takes precedence.

4.12.4.2. **(Added)** TMDE Due Calibration Schedule. This list is distributed monthly and identifies TMDE that is forecasted due in the next 90 days or currently overdue calibration.

4.12.4.2.1. **(Added)** Workcenter coordinators will verify the correctness of this listing in the same manner as the Master ID Listing, file a corrected copy in the TMDE coordinator's folder. Coordinators will notify the Wing TMDE coordinator or changes/discrepancies via e-mail.

4.12.5. **(Added)** Scheduling of TMDE.

4.12.5.1. **(Added)** Owing work centers must deliver scheduled TMDE to the CPC no later than 14 workdays prior to date due calibration.

4.12.5.2. **(Added)** TMDE must be clean and have all accessories required for calibration. TMDE delivered to the PMEL must adhere to guidelines described in T.O. 00-20-14.

4.12.5.3. **(Added)** All Turkish Defense Authorizations (TDA) items identified on the Turkish Customs listing will have an Export and Import TDA requested six weeks prior of the TMDE items due date by the TMDE coordinator. Once approved, the TMDE Coordinator will bring the TDA item to the CPC with current and legible copies of the Export and Import TDAs. The CPC will bring the TDA items along with the TDA paperwork to be approved by Turkish Customs and sent out.

4.12.5.4. **(Added)** An AFTO Form 350 is required when scheduling equipment for initial calibration. Coordination with the CPC is required before delivering the TMDE to PMEL. Workcenters receiving new, used or overhauled equipment must forward all technical manuals, condition tags and warranty information with the item to the PMEL.

4.12.6. **(Added)** TMDE new to the Air Force inventory may not be listed in T.O. 33K-1-100-1, *Calibration Procedure – Maintenance Data Collection Codes and Calibration Measurement Summaries*. Workcenters possessing such TMDE will assist PMEL in obtaining the information required to complete an AFTO Form 45, *Request for Calibration Responsibility Determination*. TMDE pending calibration determination will be returned to the customer or placed on hold in PMEL. Calibration determinations are not submitted on non-Air Force TMDE.

4.12.7. **(Added)** It is the workcenter's responsibility to review the AFTO Form 99, *Limited/Special TMDE Certification* or AFTO Form 398, *Limited TMDE Certification Label* and indicate approval by either signing or initialing the AFTO Form 99 or initialing the AFTO Form 398. Only authorized personnel may sign/initial TMDE certification labels.

4.12.8. **(Added)** Gauges and Oxygen (Including LOX) TMDE.

4.12.8.1. **(Added)** The workcenter will drain and clean all gauges. All fittings must be removed. If a gauge has a blowout plug, it must be installed and serviceable. All orifices must be capped prior to delivery to the CPC. If the workcenter cannot provide a part or model number for an unidentified gauge, Ramstein AB PMEL will assign a generic part number IAW T.O. 33K-1-100-1. The workcenter must specify accuracy requirements if the accuracy of the gauge cannot be determined.

4.12.8.2. **(Added)** Oxygen gauges and other TMDE used with oxygen require special handling prior to delivery. Owner/user is responsible for maintaining TMDE in an oxygen clean condition. The workcenter will remove all fittings, clean, inspect, package (to include double bagging with zip lock bags and capping of all orifices), ensure blow out plugs are installed/serviceable and certify TMDE IAW T.O. 15X-1-102, *General Care and Cleaning of Oxygen Gauges and Oxygen Device Related Test Equipment* and T.O. 37C11-1-1, *Maintenance Instructions—Cleaning of Pressure Gauges Used on Liquid Oxygen Systems*.

4.12.8.2.1. **(Added)** CPC and workcenter monitor will inspect gauges and other TMDE used with oxygen for cleanliness prior to being accepted for calibration. If contaminated (dirt, dust, oil or grease), the item will be returned to the workcenter for cleaning/replacement.

5.2.2.1.11.1.1. **(Added)** 39 MXS/MXMWSA is the 39 MXS focal point for Emergency Action Checklists. During duty hours the Pro-super is the focal point for performing functional checklists and Quick Reference Checklists. During non-duty hours, Transient Alerts on-shift supervisor will fulfill this requirement.

7.4.4. **(Added)** Report to 39 WSSG/QA/Owning organization with the aircraft/equipment forms and applicable Maintenance Information System “Snapshot” showing corrective action (or equivalent) when all corrective actions have been completed. 39 WSSG/QA/Owning organization will review aircraft/equipment forms, maintenance, and corrective actions prior to reporting to Release Authority for release action.

7.4.5. **(Added)** If the impoundment is due to FOD and/or DOP incidents, forward a copy of the CAF Form 145, *Lost Tool/Object Report* or DOP report to the 39 ABW FOD/DOP Monitor for trending.

7.4.6. **(Added)** Report all maintenance to 39 MXS/MXM daily until the impoundment clears.

8.2.1.2. **(Added)** Inventory and account for all tools, hardware, equipment and devices used for performing the job at the start and completion of each job.

8.2.2.1. **(Added)** Annual inventory dates will be tracked in TC Max.

8.2.4.1. **(Added)** A stock of spare tools is authorized. These tools are used to replace broken, worn, or missing tools to prevent unnecessary work delays. Spare and consumable tools are high pilferage items, and pose a significant potential for fraud, waste, and abuse. CTK custodians will authorize the tools and quantities to be maintained. Perform and document inventory replacement tool stocks quarterly. During the quarterly inventory, the CTK custodian will validate the quantity of tools/items within each bin. Control and inventory each tool/item separately by type and size. Access to spare tools will be strictly limited and designated in writing.

8.2.4.2. **(Added)** Do not issue replacement tools without a turn-in of the unserviceable tool, consisting of all parts/pieces, or completed CAF Form 145.

8.2.4.3. **(Added)** Hazardous material, consumable and expendable items (e.g., safety wire, adhesive, solder, hacksaw blades, etc.) may be placed in a CTK. Strict control of these items must be enforced and will be replaced by the tool monitor on a one-for-one basis.

8.2.4.4. **(Added)** Consumables that are assigned to CTKs will be marked with the CTK Equipment Identification Designator (EID) they are located in and added to the Master Inventory Listing (MIL). Consumables that are not feasible to mark (petroleum, grease, safety wire, etc...) will be placed in a suitable container that can be marked. Keep consumables placed into CTKs to the minimum quantities required.

8.2.5.2. **(Added)** A Support section representative or TSgt and above will perform the inventory of the CTK with the outgoing individual and document the transfer on CTK Inventory and Control Log/or AF Form 1297. In conjunction with the outgoing individual, the incoming individual will inventory and document AF Form 1297.

8.2.6.1. **(Added)** Notify flight leadership of suspected lost tool/item. If the item or tool is not found within 1 hour notify 39 MXS/SUPT or owning MX/SUPT and determine if impound is warranted. The individual's section will initiate an INCIRLIKAB Form 145 and email completed 145 to their owning QA FOD/DOP manager and 39 WSSG/QA (39WSSG.39WSSG.QA@us.af.mil).

8.2.8.1. **(Added)** Personal tools and equipment are explicitly forbidden on the airfield and flightline. Work center supervisors will be responsible for control and issue of personal protective equipment.

8.2.9.4. **(Added)** Rags will be controlled as a CTK item and will be issued in zip-lock bags, pouches, etc. The rag container will be labeled with the EID number along with the quantity of rags contained. The rag container is counted as one of the items. Rags will be accounted for positively controlled at all times. Duty sections must develop their own procedures to maintain and demonstrate accountability and control.

8.2.10.1. **(Added)** Procurement/purchases of tools will be approved by the Section Chief.

8.2.11.1. **(Added)** Locally developed/manufactured tools shall be added to the CTK inventory, assigned a CTK identification number and issued/controlled in the same way as all other tools/equipment.

8.2.12.1. **(Added)** Depot teams, factory representatives and contract field teams are required to follow all applicable Air Force instructions and guidance outlined in this instruction. They will utilize work center designated CTKs unless special tools or equipment are required for job completion. Depot teams, factory representatives, and contract field teams will account for all tools at the end of each shift prior to turn in to work center support section CTK area.

8.2.13.1.1. **(Added)** Support section NCOICs and Section Chiefs are responsible for decentralizing CTKs, tools, and equipment to meet their mission requirements. Inventory and accountability requirements described in Chapter 8 of AFI 21-101 apply equally to all decentralized CTKs, tools, and equipment. Duty sections must develop their own procedures to execute and demonstrate inventory and accountability of decentralized items.

8.2.14.1. **(Added)** Equipment and tools in emergency response vehicles, trailers, and transportable maintenance systems will be considered a dispatchable CTK. They will have a nine-digit CTK number assigned and follow dispatchable CTK guidance.

8.2.14.2. **(Added)** Positive control of equipment will be maintained through TC Max or AF IMT 1297.

8.2.14.3. **(Added)** Equipment and tool keys will remain with the keys to emergency response vehicles during the duty day, all equipment keys will be tracked in TC Max.

8.2.15.1.1. **(Added)** For occasions when a single-person shift is used, CTK or equipment will be inventoried and signed in by an on-duty supervisor or the Pro-super. Personnel will not sign in their own tools.

8.2.16.1. **(Added)** Access to tool rooms will be limited to authorized personnel. The Section Chief or higher will sign a letter of authorized personnel.

8.3.5.2. **(Added)** A permanently removed (without planned replacement) item/tool shall have its inlay/silhouette, marked as deleted or compartments filled in. Ensure filler doesn't pose a FOD hazard.

8.3.6.3.1. **(Added)** The hard copy MIL will match the MIL in TC Max.

8.5.1.2.1.2. **(Added)** When Hazardous Material (HAZMAT) items have been used the item will be consumed in the applicable tool accountability system to show accurate inventory. EID markings will be removed before disposal.

8.5.1.2.1.3. **(Added)** HAZMAT items deemed unserviceable will be marked as unserviceable in the tool accountability system, separated from the serviceable HAZMAT stock, and physically labeled as unserviceable. Consume the unserviceable HAZMAT item in TC Max once it is disposed of.

8.5.1.2.7. **(Added)** TMDE inspections shall be tracked in TC Max.

8.6.1.1.1.3. **(Added)** Units will use **Table 8.2** to establish the first four characters of their respective TC Max Worldwide Identification (WWID) code for CTKs, non-Custodian Authorization/Custody Receipt Listing equipment, and assignment of CTK numbers for tools.

Table 8.2. (Added) CTK Identification Designator Organizational Table.

WWID Units (Third Character)			
39 th Air Base Wing	INW	39 th Comptroller Squadron	INC
39 th Medical Group	INH	39 th Maintenance Squadron	INM
39 th Mission Support Group	INO		
WWID Sections (Fourth Character)			
728 th Air Mobility Squadron	IN28	39 th Maintenance Squadron Electrical/Environmental	INME
39 th Weapons System Security Group/QA	INMI	39 th Maintenance Squadron Sheet Metal/ Metals Tech	INMH
39 th Maintenance Squadron Munitions Mx	INMX	39 th Maintenance Squadron Nondestructive Inspection	INMN
39 th Maintenance Squadron Weapons Mx	INMW	39 th Maintenance Squadron TMDE	INMP

39 th Maintenance Squadron Transient Alert	INMT	39 th Maintenance Squadron AGE	INMA
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8.7.1.1. **(Added)** 39 WSSG/QA/or Owing QA SUPT will:

8.7.1.1.1. **(Added)** Review the local manufacture request and forward to 39 MXS/CC (designated representative) for final approval.

8.7.1.1.2. **(Added)** Maintain the original local manufacture request along with drawings and specifications as long as the item is in use/retained.

8.7.2.1. **(Added)** Maintain a copy of the local manufacture request along with drawings and specifications as long as the item is in use/retained.

8.8.1.1.1. **(Added)** Support NCOICs/Section Chiefs will develop their own procedures to maintain and demonstrate custodial control.

8.9.2.3.3. **(Added)** 39 WSSG/QA/or owning QA SUP will assign the CAF Form 145 control number. The control number will be written on the top right-hand corner of the printed CAF Form 145.

8.9.2.7. **(Added)** The 39 MXS MX SUPT/or owning MX SUPT or above will sign the completed CAF Form 145 and will ensure the owning work center provides a copy of the CAF Form 145 to 39 WSSG/QA within one business day.

9.17.2.2.1. **(Added)** The 39 MXS Maintenance Support Flight OIC/Chief is the approving authority for Local Manufacture Field Maintenance (Source of Maintenance and Recoverability code MF---) requests.

9.17.2.3.2. **(Added)** Provide picture(s), blueprint(s), drawing(s) and/or sample(s) (if available). Drawings and/or blueprints must be obtained from the appropriate repository (e.g., Engineering Data Service Center or Joint Engineering Data Management Information and Control System).

11.1.1.1. **(Added)** Flight Chiefs will:

11.1.1.1.1. **(Added)** Ensure shop-specific facility housekeeping and contamination control procedures are tailored to their work centers and personnel can identify locations of safety equipment and spill recovery units.

11.1.1.1.2. **(Added)** Ensure Spill Recovery Units and Hazardous Waste Accumulation points that contain safety equipment and personal protective equipment are marked with the squadron, owning workcenter and accumulation site number. An equipment content listing will be kept with all spill kits.

11.2.3.2.1. **(Added)** The primary radio net for 39 MXS inter-squadron radio traffic is AMMO 1. This will serve as the command-and-control net for communicating between flights.

11.2.3.2.2. **(Added)** The primary radio net for 39 MXS/MXMWSA is AMMO 1. The secondary radio net for 39 MXS/MXMWSA is AMMO 2.

11.2.3.2.3. **(Added)** AGE line delivery drivers will monitor AMC MNT net or net of the unit they are supporting, if applicable. 39 MXS Pro-super and Transient Alert (TA) will monitor AMC MNT and Ramp nets for important notifications such as weather and other alerts/warnings.

11.2.3.2.4. **(Added)** Three nets (MOC 1, MOC 2, and MOC 3) are available for non-AMC deployed or TDY units.

JOHN B. CREEL, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

39 MXS LCL-09, *Safety, Recovery, Refuel, Towing, Oxygen Servicing and Launch Procedures for Non-frequent Aircraft*, 13 September 2019

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020

AFI 23-101, *Material Management Policy*, 22 October 2020

AFMAN 23-122, *Material Management Procedures*, 27 October 2020

T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 6 September 2019

T.O. 00-20-14, *Air Force Metrology and Calibration Program*, 28 February 2021

T.O. 15X-1-102, *General Care and Cleaning of Oxygen Gauges and Oxygen Device Related Test Equipment*, 29 April 2020

T.O. 33K-1-100-1, *Calibration Procedure for Maintenance Data Collection Codes and Calibration Measurement Summaries*, 30 November 2020

T.O. 37C11-1-1, *Maintenance Instructions—Cleaning of Pressure Gauges Used on Liquid Oxygen Systems*, 12 December 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF IMT 1297, *Temporary Issue Receipt*, 1 July 1987

AFTO Form 45, *Request for Calibration Responsibility Determination*, 12 January 2017

AFTO Form 99, *Limited/Special TMDE Certification Label*, 6 November 2012

AFTO Form 350, *Repairable Item Tag*, 14 April 2011

AFTO Form 398, *Limited TMDE Certification Label*, 1 March 1988

Abbreviations and Acronyms

39 ABW—39th Air Base Wing

39 ABW FOD/DOP—39th Air Base Wing Foreign Object Damage/Dropped Object Monitor

39 ABW/SE—39th Air Base Wing Safety

39 ABW/SEG—39th Air Base Wing Ground Safety

39 CES/CECF—39th Civil Engineering Squadron Fire Department

39 CS—39th Communications Squadron

39 LRS—39th Logistics Readiness Squadron

39 LRS/LGRF—39th Logistics Readiness Squadron Fuels Management

39 MDOS/SGOZ—39th Medical Operations Squadron Bio—Environmental
39 MXS/CC—39th Maintenance Squadron Commander
39 MXS/MXM—39th Maintenance Squadron Maintenance Supervision
39 MXS/MXMT—39th Maintenance Squadron Maintenance Support Flight
39 MXS/MXMTS—39th Maintenance Squadron Sheet Metal/Metals Technology
39 MXS/MXMWSA—39th Maintenance Squadron Munitions Control
39 WSSG/QA—39th Weapons System Security Group Quality Assurance

AFI—Air Force Instruction
AFMAN—Air Force Manual
AFRIMS—Air Force Records Information Management System
AFTO—Air Force Technical Order
AGE—Aerospace Ground Equipment
CAF—Combat Air Force
CND—Cannot Duplicate
CPC—Collection Point Coordinator
CTK—Composite Tool Kit
DOP—Dropped Object Prevention
EID—Equipment Identification Designator
FOD—Foreign Object Damage
HAZMAT—Hazardous Material
IABI—Incirlik Air Base Instruction
IAW—In Accordance With
ID—Identification
IMDS—Integrated Maintenance Data System
LOX—Liquid Oxygen
MIL—Master Inventory Listing
MOC—Maintenance Operations Center
NCE—Nuclear Certified Equipment
OPR—Office of Primary Responsibility
PMEL—Precision Measurement Equipment Laboratory
QA—Quality Assurance
SM—Supply Monitor

TA—Transient Alert

TDA—Turkish Defense Authorization

TDY—Temporary Duty

TMDE—Test Measurement and Diagnostic Equipment

TODO—Technical Order Distribution Office

T.O.—Technical Order

WWID—Worldwide Identification