**DEPARTMENT OF THE AIR FORCE**
**PACIFIC AIR FORCES**

DAFI21-101_PACAFSUP_KADENAABSUP
_KADENAABGM2024-01

27 November 2024

MEMORANDUM FOR DISTRIBUTION C
18 MXG/ALL

FROM: 18 WG/CC
Unit 5141 Box 10
APO AP 96368

SUBJECT: Kadena Air Base Guidance Memorandum to DAFI21-101_PACAFSUP _KADENAABSUP, *Aircraft and Equipment Maintenance Management*

By Order of the Commander, 18th Wing, this Kadena Air Base Guidance Memorandum immediately implements changes to DAFI21-101_PACAFSUP_KADENAABSUP. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with DAFMAN 90-161, *Publishing Processes and Procedures.*

This memorandum provides policy and guidance for all military personnel serving in the 18th Maintenance Group. Specific changes are listed in the attachment, the paragraphs listed replace the corresponding paragraphs within DAFI21-101_PACAFSUP_KADENAABSUP. Guidance includes changes to update verbiage for rated Basic Post-flights (BPO), wear of jewelry on the flightline and during operations, tool room turnover and Composite Tool Kit (CTK) inspections, idle engine runs for all fighters, Cannot Duplicate (CND) and Repeat/Recur procedures, and responsibilities of personnel and procedures to increase maintenance oversight and mitigate safety mishaps/Foreign Object (FO) potential.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon incorporation by the interim change to or rewrite of the affected publication, whichever is earlier.

NICHOLAS B. EVANS
Brigadier General, USAF
Commander, 18th Wing

Attachment:
Guidance Changes

**DAFI 21-101_PACAFSUP_KADENAABSUP_KADENAABGM2024-01**
**Guidance Changes**

**(DELETED)** 1.13.3. While actively performing maintenance or inspections on an aircraft, aircraft components or ground support equipment individuals will not wear jewelry. Jewelry is defined as any ring, watch, bracelet, necklace, earrings, etc.

**(Added)** 1.15.2.1. Personal electronic devices may be carried by personnel in silent mode only, but devices may only be used in offices or break areas and are not authorized for any purpose on the flightline or in industrial areas.

**(Added)** 2.4.44.1. CND and Repeat/Recur Discrepancies.

**(Added)** 2.4.44.1.1. CND and Repeat/Recur discrepancies require SCR-qualified personnel to be cleared.

**(Added)** 2.4.44.1.2. CND Discrepancies:

**(Added)** 2.4.44.1.2.1. First time CND discrepancies require a qualified 7-level technician to clear the discrepancy.

**(Added)** 2.4.44.1.2.2. Two consecutive CND discrepancies will be cleared by a Maintenance Superintendent, SEL, or FGO.

**(Added)** 2.4.44.1.2.3. Three consecutive CND discrepancies will be cleared by the MXG SEL, CD, DD, or CC.

**(Added)** 2.4.44.1.3. Repeat/Recur Discrepancies:

**(Added)** 2.4.44.1.3.1. First time Repeat/Recur discrepancies require a qualified 7-level technician to clear the discrepancy.

**(Added)** 2.4.44.1.3.2. Two consecutive Repeat/Recur discrepancies will be cleared by a Maintenance Superintendent, SEL, or FGO.

**(Added)** 2.4.44.1.3.3. Three consecutive Repeat/Recur discrepancies will be cleared by the MXG SEL, CD, DD, or CC.

**(Added)** 3.5.14. To the greatest extent possible, a Pro Super will be available in their area of responsibility (i.e. flightline/backshops) any time maintenance is being performed. **Exception:** Food, restroom, and minor administrative duties, but will be kept to an absolute minimum.

**(Added)** 3.5.15. Flightline Production Superintendents, to the maximum extent possible, should only rate on Flightline Expeditors.

**(Added)** 3.5.16. Any aircraft that is not recovered in a flowthrough or on the taxiway should be immediately pushed back after engine shutdown with aircrew in the seat. **Exception:** Aircraft may be nosed into the spot if deemed necessary by the Production Superintendent but will have a SNCO on the spot to supervise the recovery operation.

**(Added)** 3.10.5.9. For all SUU-59/60 maintenance operations, the MJ-1 operator will raise the boom no greater than 12 inches from the aircraft's fuselage or wings. Further upward movements will occur utilizing the "fine controls" until adequate positioning has been determined for installation.

**(Added)** 6.2.14. Quality Assurance will have qualified personnel on duty at any time maintenance is being performed on the flightline, in the MSA, or in the backshop.

**(Added)** 6.11.1. Local OTIs or 10% inspections will be signed off by a 7-level.

(**Changed)** 6.12.3.6. Ensure a "Rated" AFTO Form 781 series aircraft forms documentation Special Inspection (SI) is completed prior to each FCF/High-Speed Taxi attempt. QA will review the pulled forms back to the previous Exceptional Release (ER) once the AMU or Squadron supervision review is complete. The active forms review will be completed when the aircraft is mission capable and all maintenance tasks are signed off with the exception of the following: Liquid Oxygen (LOX)/Gaseous Oxygen (GOX)/Tires/Refuel servicing, Power Ons, Weapons Reco/Postload and Keys. Allow two hours for every 100 pages to ensure a complete review.

**(Changed)** 6.12.3.8. Ensure a "Rated" Basic Post Flight/Preflight QVI is completed prior to first FCF/OCF. All maintenance will be accomplished prior to QA Basic Post Flight (BPO/PR QVI). **Exception:** The following maintenance tasks are allowed to be open prior to QA Basic Post Flight (BPO)/PR QVI: LOX/GOX/Tires/Refuel servicing, Power Ons, Weapons Postload and Keys. Once the FCF BPO/Pre expires, the unit is responsible to maintain a current BPO/Pre (no additional QVI required).

**(Added)** 8.5.3.4. All CTKs will be inspected/inventoried every 180 days. MXG/CC will implement a more stringent inspection cycle if environmental factors dictate. Schedule individual CTKs and contents for a thorough inspection/inventory (inspect for rust, broken tool, legible etching, adequate tools, etc.) and document completion.

**(DELETED)** 8.5.7.

**(Changed)** 8.5.8. The generated TCMax "Issued Tool Log" or "Issued Items Report" will be used as the primary means of inventorying at all shift changes. All shift turn over inventories, to include single shift sections performing beginning and end of shift inventories, are required to be accomplished and documented IAW the approved 18 MXG Form 5, 18 MXG Tool Room/CTK Turnover Checklist, located in the QA SharePoint (https://usaf.dps.mil/sites/kadena/18MXG/MXQ/SitePages/Local%20Publications.aspx).

**(Added)** 8.6.1.1.3.3.8. Fuels North-KBCN.

**(Added)** 11.8.3.1.6. Support and test equipment will also be capped/plugged to align with FOD prevention listed in paragraph **11.8.3.1**.

**(Added)** 11.8.3.6.4.1. While actively performing maintenance or inspections on an aircraft, aircraft components or ground support equipment, individuals will not wear jewelry. Jewelry is defined as any ring, watch, bracelet, necklace, earrings, etc.

**(Changed)** 11.8.3.6.16. 18 MXG personnel are authorized to wear MXG approved augmented cooling vests/jackets. Colors will follow DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, requirements. Users will mark vests with first name initial, last name, and man number and will be worn on the flightline or in work centers only. Users will ensure vests are serviceable before use and remove from use if broken or worn. Vest/jacket wear is prohibited during LOX servicing, fuel system maintenance, refuel/defuel operations, or intake inspection/maintenance. Squadrons are responsible for acquiring vests/jackets and developing additional wear/usage guidance if safety could be impacted during operations when worn.

**(Changed)** 11.44.1.1. All Fighters. Idle engine runs will be unrestricted and are only allowed on the upper and lower ramps.

**(Added)** 11.44.1.5. All engine runs are unrestricted for RPAs.

**(Changed)** 11.46.2. Parked aircraft will have both main landing gears chocked and laced at all times.

**(Added)** 11.46.2.1. Place sandbags on the downhill side of each fighter aircraft chock on the upper fighter ramp.

**(Changed)** 11.46.3. 18 MXG units, to include rotational units deployed to Kadena Air Base, will appoint a SNCO familiar with typhoon hangaring within each AMU/FGS/EFGS to monitor typhoon sheltering operations of vehicles, equipment and/or aircraft into a HAS or hangar. The appointed individual will be identified by wearing a brightly colored reflective vest.

**(Changed)** 11.56.1. For the purpose of determining fighter aircraft tire wear limits, the following criteria shall be applied: The runways at Kadena Air Base are considered to be under wet operation from May - Aug and dry operation from Sep - Apr.

*BY ORDER OF THE COMMANDER*
*KADENA AIR BASE*

*DEPARTMENT OF THE AIR FORCE*
*INSTRUCTION 21-101*

*PACIFIC AIR FORCES*
*Supplement*

*KADENA AIR BASE*
*Supplement*

*19 SEPTEMBER 2023*

*Maintenance*

*AIRCRAFT AND EQUIPMENT*
*MAINTENANCE MANAGEMENT*

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col Laura G. Goodman)

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Department of the Air Force Instruction (DAFI) 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020, and PACAFSUP, 26 October 2020, are supplemented as follows: This publication applies to all 18th Wing (18 WG) military, civilian, contract personnel and units assigned or attached to Kadena Air Base (AB) unless limited by waiver granted under host-tenant agreements. It is a standalone publication and must be read in conjunction with DAFI 21-101 and PACAFSUP. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 United States Code, Section 8013, Secretary of the Air Force. The applicable System of Records Notice(s) F021 AF IL A, *Core Automated Maintenance System (CAMS)*, is available at: **https://dpcld.defense.gov/privacy/SORNS.aspx**. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF

Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Changes include integration of Kadena AB Instruction (KADENAABI) 21-102, *HH-60G Ground Instructional Training Aircraft (GITA)*, removal of multiple paragraphs, and changes to existing requirements for mission effectiveness.

1.3.4. **Requests for Assistance (RFA).**

1.3.4.1. **(Added)** The 18th Maintenance Group (18 MXG) Depot Manager Responsibilities. Ensure all Engineering Technical Assistance Request (ETARs) are coordinated with Subject Matter Expertise (SME) and Maintenance Group Commander (MXG/CC) or Deputy Commander (CD).

1.3.4.2. **(Added)** The repairing organization's Pro-Super will fill-out the ETAR checklist located on Quality Assurance (QA) SharePoint and send to the Depot Liaison Engineer (DLE). In absence of the DLE, Pro-Supers will submit in the applicable system.

1.3.4.3. **(Added)** Send email message to appropriate HHQ/ALC Functional Managers informing them of depot team arrival/departure.

1.3.4.4. **(Added)** Owning agency will provide logistical support of Depot Field Team (DFT) during arrival, repair process and departure.

1.3.5. **(Added) Waivers and Deviations.**

1.3.5.1. **(Added)** 18 MXG personnel will ensure all DAFI 21-series waivers/deviations are coordinated through Quality Assurance for review prior to MXG/CC or delegated authority approval.

1.3.5.2. **(Added)** All applicable waiver letters and attachments will be electronically filed on the local QA SharePoint site for permanent record.

1.3.5.3. **(Added)** All approved waivers are reviewed IAW Departmental of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures.*

**1.11. Modifications to Munitions.**

1.11.1.1. **(Added)** CATM-120 missiles will have all wings and fins removed for daily flying operations.

1.13.3. **(Added)** While actively performing maintenance or inspections on an aircraft, aircraft components or ground support equipment individuals will not wear jewelry. Jewelry is defined as any ring, watch, bracelet, necklace, earrings, etc.

1.15.2. Personal electronic and communication devices are authorized on the flightline, munitions areas, hangars, and/or other industrial work areas with the intent to facilitate more effective communication. Use of these devices is prohibited within 10 feet of any aircraft and munitions unless a greater distance (e.g., fuel servicing, weapons loading, etc.) is specified by AFI 91-208, *Hazards of Electromagnetic Radiation to Ordnance (HERO) Certification and Management*. Personal electronic and communication devices will not be utilized when performing any maintenance function. (i.e., tow team supervisor, intake guard, fire guard, etc.).

**1.20. (Added) Deployed 5th Generation Aircraft Specific Guidance.**

1.20.1. **(Added)** 5th Generation FGS/AMUs will operate under the guidance of respective home station DAFI 21-101 supplement and addendums the following areas:

1.20.1.1. **(Added)** Cann Management.

1.20.1.2. **(Added)** Forms Documentation (ALIS/MIS).

1.20.1.3. **(Added)** OML (Outer Mold Line) inspections/Low Observable Systems Reporting.

1.20.1.4. **(Added)** FCF/OCF Checklist Procedures.

2.8.5.1. **(Added) Unit Vehicle Responsibilities.**

2.8.5.1.1. **(Added)** Unit work centers will coordinate all vehicle repairs/inspections through their applicable unit/SQ vehicle Non-Commissioned Officer (NCO). If the unit/SQ vehicle NCO is unavailable the 18 MXG vehicle NCO will coordinate vehicle repairs/inspections.

2.8.5.1.2. **(Added)** All vehicle modifications will be approved through the Vehicle Fleet Management (18 LRS/LGRV). No modifications will be performed until approved. This includes modifications to vehicles authorized to carry explosives and vehicles operating within the munitions storage area.

3.7.1.1.1. **(Added)** Debrief personnel will review and incorporate the Red-X criteria checklist (located on QA SharePoint).

3.9.4.4. **(Added)** For Aircraft Maintenance Units (AMUs) Temporary Duty (TDY); send file (.cetads) or data file (.dat) will be sent to EM via email.

4.4.3.1.1.1. **(Added)** Egress personnel have the sole responsibility of temporary seat removal and installation. The temporary seat is not an explosive item and is a locally designed and approved item used for the convenience of maintenance actions. This item is attached to the rocket catapult when installed in both F-15C/D which is an explosive and will only be handled by qualified egress personnel.

4.5.1.4. E&E Backshop will transport LOX carts between the cryogenic plant and the backshop. End users are responsible for transport from Flight Line storage areas to the point of use and back. In the event Maintenance Backshop (E&E) and AMUs do not have the capabilities to transport LOX/GOX/2&8-bottle Nitrogen Carts, end user Pro Supers will coordinate with 18 EMS/Pro Supers to prevent work stoppages. AGE will dispatch LOX, GOX, and Nitrogen Carts between Flight Line storage areas and the E&E Backshop as well as the cryogenic plant for servicing and return.

4.5.1.8. **(Added)** 18 MXG AGE Flight is not responsible for emptying full bowsers. That is a user responsibility and function. If requested, 18 LRS/LGRF can train generating organizations on how to properly drain water and sediment from reclaimable fuel bowers. After all water and sediment are removed from reclaimable fuel bowsers, the generating organization will contact 18 LRS Fuels Service Center (FSC) at 634-2338/3773 to perform a contamination sample between the hours of 0700 and 1600, Monday through Friday, and provide an individual representative at the location of the bowser. If 18 LRS/LGRF personnel deem the fuel as reclaimable, contact the FSC to schedule a pump out. If deemed contaminated by solid contamination, the generating organization will continue to remove water and sediment until sample passes. If the contamination cannot be removed, contact the Environmental Office to schedule a pump-out of contaminated fuel.

4.9.2.1.1. **(Added)** **Table 4.1** lists 18 EMS Repair and Reclamation responsibilities. The table covers all specific Repair and Reclamation tasks to include responsibilities for the rigging of all primary flight controls on the F-15, KC-135 and E-3. This instruction will be used as a guide in contacting the appropriate agency responsible for completing a maintenance task.

**Table 4.1. (Added) Repair and Reclamation Tasks.**

| F-15 Repair and Reclamation Tasks. | | | | | |
|---|---|---|---|---|---|
| **WUC** | **SYSTEM** | **RIGGING** | **REM/REPL** | **OPS CK** | **FOM** |
| 11AF0 | Windscreen | N/A | YES | N/A | YES |
| 11PA0 | Side Load Scissors | NO | NO | NO | NO |
| 12C00 | Canopy | YES | YES | YES | YES |
| 13AH0 | MLG Mechanism | YES | YES | YES | YES |
| 13AD0 | Strut, MLG (Basic) | YES | YES | YES | YES |
| 13B00 | Strut, NLG (Basic) | YES | YES | YES | YES |
| 13BD0 | NLG Mechanism | YES | YES | YES | YES |
| 13BEJ | Nose Wheel Steering Cable | YES | YES | YES | YES |
| 13BEB | NWS/Emergency Brake Cable | YES | YES | YES | YES |
| 13DEM | Brake Control Cable | YES | YES | YES | YES |
| 13AE0 | LG Emergency Release | YES | YES | YES | YES |
| 13C00 | Arresting Hook Cable | YES | YES | YES | YES |
| 14A00 | Control Stick | YES | YES | YES | YES |
| 14ABA | Pitch Ratio Control | N/A | NO | YES | NO |
| 14ABC | Roll Ratio Control | N/A | NO | YES | NO |
| 14AB0 | PRCA | NO | NO | YES | NO |
| 14AC0 | ARI | YES | NO | YES | NO |
| 14AE0 | Rudder Pedals | N/A | YES | YES | YES |
| 14ED0 | Speed Brake Surface | YES | NO | YES | NO |
| 14CBA | Longitudinal Feel Trim Actuator | YES | YES | YES | YES |
| 14CDA | Stab Servo Cylinder | YES | NO | YES | NO |
| 14DA0 | Rudder Surface Assembly | YES | NO | NO | NO |
| 14DBA | Directional Feel Trim Actuator | YES | YES | YES | YES |
| 14DCN | Rudder Limiter actuator | YES | YES | YES | YES |
| 14GB0 | Aileron Assembly | YES | NO | NO | NO |
| 14GCJ | Aileron Servo Cylinder | YES | NO | NO | NO |
| 14H00 | Flap System | YES | NO | NO | NO |
| 14GFA | Lateral Feel Trim Actuator | YES | YES | YES | YES |
| 14AD0 | Mixer Assembly | YES | YES | YES | YES |
| 14CA0 | Stabilator Assembly | YES | YES | YES | YES |
| 14CC0 | Longitudinal Control Linkage | YES | YES | YES | YES |
| 14GE0 | Lateral Control Linkage | YES | YES | YES | YES |
| 14DC0 | Directional Control Linkage/Cables | YES | YES | YES | YES |
| 14DCM | Aileron Rudder Int Cable | YES | YES | YES | YES |

| | | | | | |
|---|---|---|---|---|---|
| 231F0 | Throttle Assembly | YES | YES | NO | YES |
| 231LC | Throttle Control Cable Left | YES | YES | YES | YES |
| 231LD | Throttle Control Cable Right | YES | YES | YES | YES |
| 24AD8 | JFS Control Cable | YES | YES | NO | YES |
| 24DAB | JFS Manifold | YES | NO | NO | NO |

**Note:** When a variable ramp is removed and replaced R&R will remove and replace side load scissors.

**KC-135/E-3 Repair and Reclamation Tasks.**

| WUC | SYSTEM | RIGGING | REM/REPL | OPS CK | FOM |
|---|---|---|---|---|---|
| 10000 | Fuselage Jacking | N/A | N/A | YES | YES |
| 11000 | Nose/Tail Jacking | N/A | N/A | YES | YES |
| 11230 | Crew Door Mechanism | NO | NO | NO | NO |
| 11340 | Cargo Door | NO | NO | NO | NO |
| 11370 | Cargo Pressure Doors | NO | NO | NO | NO |
| 11370 | Emergency Pressure Door | NO | NO | NO | NO |
| 11AD0* | Forward Main Entry Door | YES** | YES** | YES** | YES** |
| 11BB0* | Forward Lower Compartment Door | YES** | YES** | YES** | YES** |
| 11CBO* | Aft Main Entry Door | YES** | YES** | YES** | YES** |
| 11CCO* | Aft Emergency Exit Door | YES** | YES** | YES** | YES** |
| 11CDO* | Aft Lower Compartment Door | YES** | YES** | YES** | YES** |
| 11290* | Forward Lower Nose Compartment Door | YES** | YES** | YES** | YES** |
| 11360 | Emergency Exit Hatch | NO | NO | NO | NO |
| 11360 | Emergency Exit Hatch Seals | NO | NO | NO | NO |
| 11180 | Emergency Escape System | NO | NO | NO | NO |
| 11140 | Windows | N/A | NO | NO | NO |
| 118A0 | Engine Struts | N/A | NO | N/A | NO |
| 11520 | Vertical Stabilizer | N/A | YES | N/A | YES |
| 11510 | Horizontal Stabilizer | N/A | YES | YES | YES |
| 13000 | Gear Swings | YES | N/A | NOTE 3 | NOTE 3 |
| 13FA0 | Nose Landing Gear Assembly | N/A | YES | YES | YES |
| 13FB0 | Nose Gear Doors | YES | NO | NO | NO |
| 13KAC | Nose Gear Linear Actuator | NO | NO | NO | NO |
| 13FCH | Nose Fairing | NO | NO | NO | NO |
| 13AA0 | Main Landing Gear Assembly | YES | YES | YES | YES |
| 13AH0 | Main Gear Truck Assembly | N/A | YES | YES | YES |
| 13ALD | (OELO) Main Gear Strut Door | YES | YES | YES | YES |
| 13AL0 | Main Gear Strut Follow-up Doors | YES | YES | YES | YES |

| | | | | | |
|---|---|---|---|---|---|
| 13AJ0 | Main Gear Strut Wheel Well Doors | YES | NO | NO | NO |
| 13DA0 | Landing Gear Handle | YES | YES | YES | YES |
| 14AC0 | Ailerons and Tabs | YES | YES | YES | YES |
| 14EF0 | Main Flaps | YES | YES | YES | YES |
| 14EJ0 | Fillets Flaps | YES | YES | YES | YES |
| 14EM0 | Leading Edge Flaps | N/A | NO | NO | NO |
| 14CBL** | Leading Edge Slats | YES | NO | YES | NO |
| 14EH0 | Fore Flaps | NO | NO | NO | NO |
| 14CBF** | Flaperettes | NO | NO | NO | NO |
| 14CBE | Flap Tracks | N/A | YES | N/A | NO |
| 14EAA | Flap Control Handle | N/A | YES | YES | YES |
| 14EHR | Flap Transmitter and Cable Assembly | NO | NO | NO | NO |
| 14EKB | Flap Drive Gearbox | YES | YES | YES | YES |
| 14EL0 | Cove Lip Door Assembly | NO | NO | NO | NO |
| 14DD0 | Stab Trim Mechanism | YES | YES | YES | YES |
| 14DA0 | Stab Trim Electric Motors | NO | YES | YES | NO |
| 14CG0 | Stab Actuated Tabs | YES | YES | YES | YES |
| 14AL0 | Spoiler/Speed Brakes | YES | YES | YES | YES |
| 14AMJ | Spoiler/Speed Brake Control Handle | YES | YES | YES | YES |
| 14BF0 | Rudder and Tab Assembly | YES | YES | YES | YES |
| 14BL0 | Rudder PCU | YES (note 4) | NO | NO | NO |
| 14CD0 | Elevator and Tab Assembly | YES | YES | YES | YES |
| 14AAA | Control Wheel | N/A | YES | YES | YES |
| 14AAB | Control Column | YES | YES | YES | YES |
| 14BCJ | Q-Can Tube | N/A | YES | YES | YES |
| 14BC0 | Q-Inlet Assembly | N/A | YES | YES | YES |
| 14BCK | Q-Bellows Actuator | NO | NO | NO | NO |
| 14000 | Flight Control Cables | YES | YES | YES | YES |
| 14ABH | A/P Servo Cables | NO | YES | NO | YES |
| 23NR0 | Throttle Cables | YES | YES | YES | YES |
| 23NAA | MEC Flex Shaft | NO | NO | NO | NO |
| 23NAC | Throttle Levers | YES | YES | YES | YES |
| 46DA0 | IFR Slipway Doors | NO | NO | NO | NO |
| 46FA0 | Fuel Dump System | NO | NO | NO | NO |
| NC | Forward Wing To Body Seal | N/A | NO | NO | NO |
| NC | Aft Wing To Body Seal | N/A | NO | NO | NO |

**Notes:**
1. *: Indicates an E-3 specific item.
2. **: 18 EMS Repair and Reclamation North will perform these tasks with direct assistance from the 961st AMU.
3. Organizations executing the maintenance will execute the operational checks/follow-on maintenance. Example, Flightline E&E removes/replaces a gear position switch, they are responsible to complete the gear swing operational check.
4. 18 EMS Repair and Reclamation North will perform troubleshooting/rigging with direct assistance from 961st AMU. Initial PCU rigging will be sole responsibility of owning unit.

**4.10. Munitions Squadron.**

4.10.1. **(Added)** 18 MUNS will be responsible for minor maintenance on chaff and flare modules and will maintain shop/operating stock items required for repairs. The owning AMU will be responsible for ordering and replacing magazines and parts if determined them to be unserviceable or Not Repairable This Station (NRTS).

4.11.3.1.2. **(Added)** Jet Engine Intermediate Maintenance (JEIM) and EM section will conduct an engine pre-dock meeting for all engines/modules inducted into JEIM. The pre-dock meeting will ensure identification and agreement of all maintenance requirements/actions to include inspections, Time Compliance Technical Orders (TCTO's), Time Change Items (TCI's), modifications, and other opportunistic maintenance actions. The pre-dock will be annotated on the AF Form 2410, *Inspection/TCTO Planning Checklist*.

4.11.3.1.3. **(Added)** Attendees will include JEIM NCOIC, JEIM Production Supervisor, JEIM Dock Chief, EM Documentation Monitor, EM Engine Trending and Diagnostic (ET&D) Manager, and Supply.

4.11.3.1.4. **(Added)** JEIM will receive all TCTO kits from EM mandated and agreed upon for engine/module induction/shop visit.

4.11.3.6.2.8.4. **(Added)** JEIM Dock Chief will notify EM Section when an engine is ready for test cell. EM section will conduct a reconciliation of all engine maintenance that was performed. Any discrepancies discovered will be rectified prior to engine test cell runs.

4.11.3.6.2.10.5. **(Added)** Engine Test Cell personnel will download and forward engine data to the EM section following completion of all test cell runs.

4.11.3.6.2.11.2. **(Added)** JEIM and EM section will conduct an engine/module post-dock meeting for all engines/modules ready to be spared. The post-dock will be annotated on the AF Form 2410.

4.11.3.6.2.11.3. **(Added)** Attendees will include JEIM NCOIC/JEIM Production Supervisor, JEIM Dock Chief, EM Documentation Monitor, EM ET&D Manager, and Supply.

5.2.5.1.5. On or about the 5th of the month, Maintenance Management Analysis (MMA) will close-out the data from IMDS and G081 to finalize the 9203/9302 Monthly Reports. This is to anticipate prompt and timely report submissions to Air Combat command (ACC) and Pacific Air Forces (PACAF). Deadlines for the reports are IAW ACCI 21-118, *Logistics Maintenance Performance Indicator Reporting Procedures*.

5.2.5.1.11.3. Requests for IMDS work center mnemonic additions, changes and deletions will be routed for processing in memorandum format to the MMA section (18 MXG/MXOA). MMA will assign/change codes IAW TO 00-20-2, *Maintenance Data Documentation*. Deletions cannot be processed until the appropriate agencies have deleted all personnel and equipment from the work center.

5.2.5.3.3. The Database Manager will grant access to Reliability, Availability, Maintainability, for Pods (RAMPOD) and Green Screen for the Avionics backshop and maintain current Transaction Identification Code (TRIC) letters for information security.

5.3.1.1. **(Added)** Unit Training Managers (UTM) will load and update IMDS course code 030002 on all technicians that perform maintenance to include Maintenance Training Flight (MTF) instructors who sign off tasks. QA will use this course code as a method to identify individuals that require a 18 month PE. Units will request PEs from QA and the results will be documented by QA in the LEAP database. In the event of IMDS downtime, the AF Form 2419, *Routing and Review of Quality Control Reports*, will be used. The AF Form 2419 is not required to be maintained once IMDS is updated by the unit following the PE.

6.2.11. **(Added)** 18 MXG/QA will manage the 18 MXG Wing Avionics Manager.

6.2.12. **(Added)** Quality Assurance will assign a Maintenance Group (MXG) Depot Manager to coordinate and submit requests for Un-programmed Depot Level Maintenance (UDLM) requests from the 18th/718th Aircraft Maintenance Squadron (AMXS), 18th Equipment Maintenance Squadron (EMS) and 18th Component Maintenance Squadron (CMS).

6.2.13. **(Added)** Prior to deployed unit movement to Kadena AB, 18 MXG/QA will coordinate with the deployed unit QA to conduct a DAFI21-101 sync intended to address/resolve any potential guidance conflicts prior to initiating deployed operations at Kadena AB.

6.12.1.1.1. **(Added)** Flying Squadron Commander(s) or Aircraft Maintenance Squadron Commander(s) (AMXS/CC) will coordinate through respective group commander(s) for approval to fly a Functional Check Flight (FCF) profile if they deem a FCF is warranted even though not required by any of the preceding paragraphs listed in DAFI 21-101. Considerations for FCF could include extensive maintenance performed on any aircraft system(s), extended downtime, and/or to ensure safety of flight.

6.12.2.1.2. **(Added)** FCFs/OCFs requiring waivers or restrictions must be approved by the 18 OG/CC (CD) and 18 MXG/CC (CD).

6.12.2.2.1. **(Added)** Coordinate with the 18 MXG/MXQ on the aircrew brief time, location and the projected take-off time.

6.12.2.7. **(Added)** Manage the FCF/OCF program maintenance practices and procedures for all 18th Wing assigned aircraft. All FCF/OCFs must be coordinated through the 18 MXG/MXQ FCF Manager before the aircraft can fly a FCF/OCF profile.

6.12.3.6. **(Added-F-15/KC-135/E-3)** Ensure a "Rated" AFTO Form 781 series aircraft forms documentation Special Inspection (SI) is completed prior to each FCF/High-Speed Taxi attempt. QA will review the pulled forms back to the previous Exceptional Release (ER) once the AMU or Squadron supervision review is complete. The active forms review will be completed when the aircraft is mission capable and all maintenance tasks are signed off with the exception of the following: Liquid Oxygen (LOX)/Tires/Refuel servicing, Power Ons, Weapons Reco/Postload and Keys. Allow two hours for every 100 pages to ensure a complete review.

6.12.3.7. **(Added)** A "Rated" AFTO Form 781 series aircraft forms documentation Special Inspection (SI) will be performed prior to the first FCF attempt, and a non-rated forms review will be conducted at the beginning of each flying day after an FCF attempt, due to multiple sorties required for Main Rotor Track and Balance. The forms from the last Exceptional Release (ER) to the current ER will be reviewed. Following the forms inspection, 18 MXG/MXQ will also complete an aircrew briefing sheet which details all aircraft systems affected during downtime. Allow two hours for every 100 pages to ensure a complete review.

6.12.3.8. **(Added)** Ensure a "Rated" Basic Post Flight/Preflight QVI is completed prior to first FCF/OCF. Only the following maintenance tasks are allowed to be open prior to QA Basic Post Flight (BPO)/PR QVI: LOX/Tires/Refuel servicing, Power Ons, Weapons Postload and Keys. Once the FCF BPO/Pre expires, the unit is responsible to maintain a current BPO/Pre (no additional QVI required).

6.12.4.4. **(Added)** Tailored FCF profiles may be flown with pylons and externals, pending approval from 18 OG/CC (CD). **Exception:** (18 AMXS only) Tailored Engine profiles may not be flown with centerline tanks due to shut down and restart checks.

6.12.4.5. **(Added)** OCFs should be flown in the same configuration at which the discrepancy occurred, this excludes Cannibalization (CANN), Phase or extended downtime. The 18 OG/CC (CD) may authorize a combination of an OCF in conjunction with mission flights if it is being flown to check an operation of auxiliary systems or components, and if pilot training would not be degraded if the system is inoperative.

6.12.4.6. **(Added)** If a transient aircraft requires a FCF, the 18 MXG/CC will coordinate with the owning MXG/CC or equivalent to define procedures for completion of the FCF.

6.12.7. **(Added)** The Aircraft Maintenance Unit Production Supervisor will:

6.12.7.1. **(Added)** All FCFs/OCFs must be coordinated through 18 MXG/MXQ at least 24 hours prior to the flight. Notify the 18 MXG/MXQ FCF Program Manager and Flying Squadron Top-3 (Squadron Commander, Director of Operations or Assistant Director of Operations) when the aircraft pending FCF is forecasted to be ready.

6.12.8. **(Added)** FCF/OCF Documentation Procedures.

6.12.8.1. **(Added)** F-15/KC-135/E-3 FCF/OCF documentation procedures. A green bordered AFTO Form 781A, *Maintenance Discrepancy and Work Document,* will be placed in front of existing AFTO Form 781A by 18 MXG/MXQ to identify the aircraft as entered into FCF/OCF status. All additional discrepancies will be documented normally in the aircraft forms. The AFTO Form 781A may be transcribed at the discretion of the QA FCF/OCF manager provided the pulled forms remain with the FCF manager until the aircraft is released from FCF/OCF status. If the FCF/OCF does not release, the AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance,* will be folded over at the end of the flying day and a new AFTO Form 781H will be initiated for the next flying period (F-15 only). The green-bordered AFTO Form 781A will be filed with the FCF/OCF checklist in the aircraft jacket file upon completion of the FCF/OCF.

6.12.8.2. **(Added)** HH-60 FCF/OCF documentation procedures. Upon notification of FCF/OCF a Job Standard P33700 will be loaded on a green bordered AFTO Form 781A and will be placed in front of existing AFTO Forms 781A by 18 MXG/MXQ to identify the aircraft as entered into FCF/OCF status. The discrepancy(s) for component(s) causing the FCF/OCF will be referred to the green bordered AFTO Form 781A. Any additional discrepancies will be documented normally in the aircraft AFTO Forms 781A to include Quality Verification Inspections (QVIs) due to multiple sorties. The green bordered AFTO Forms 781A and regular AFTO Forms 781A will be transcribed upon FCF/OCF completion. The green page and regular AFTO Forms 781A will be kept and filed together as FCF/OCF forms.

**6.14. High Speed Taxi (HST).**

6.14.4. **(Added)** Coordination for HST will be conducted using Functional Check Flight (FCF) procedures not to include Basic Post Flight/Preflight QVI's

6.14.5. **(Added)** Deviations from this standard will be coordinated with 18 MXG QA and MXG leadership. QA has all requirements for HST procedures.

6.14.6. **(Added)** Before a HST is attempted, ensure proper aircraft configuration and compute the center of gravity if any aircraft components are removed.

6.14.7. **(Added)** The "Red Xs" for aircraft impoundment and/or the original discrepancy may be downgraded for HST checks, if applicable.

6.15.5. **(Added)** Notify the QA Weight and Balance (W&B) Program Manager for a W&B computation update at least 4 hours prior to the next flight if the equipment remains removed or installed or upon arrival to home station.

6.15.6. **(Added-F-15 only)** AMU/Squadron personnel will contact QA and Non-Destruction Inspection (NDI) when flight control surfaces are changed from honeycomb to gridlock or from gridlock to honeycomb. If there is any doubt on the type of surface being removed/installed, contact QA to verify W&B requirement.

6.15.7. **(Added-KC-135)** Standard Floor Configurations. KC-135 assigned to Kadena will be configured in standard configurations according to the 909th Configuration Control Book. This book will be placed by QA in the Weight and Balance Handbook on the aircraft.

6.15.8. **(Added)** All -21 and Life Support items will be placed in a standard location according to the Configuration Control Book or the Air Crew.

6.15.9. **(Added)** If any Chart A item is permanently installed or removed, QA will be notified to update the W&B records. QA will ensure the primary and the supplemental Weight and Balance Handbook records are updated.

6.15.10. **(Added)** QA will provide the Weight and Moment information for each Standard Configuration to aid in the completion of the AFTO Form 781F, *Aerospace Vehicle Identification Document,* by the Boom Operator.

6.15.11. **(Added-E-3 only)** Forward Compartment High Priority Mission Support Kit (HPMSK). The 961st AMU Supply Section will weigh HPMS kits upon receipt from main supply. When the HPMS kits are installed on the aircraft, the weight and location of the kits will be entered as an info note in the aircraft forms. This is to assist the Flight Engineer with the preparation of the AFTO Form 781F. The info note will be updated accordingly if the location or weight of the kits changes.

6.15.12. **(Added)** Units will inform W&B Manager when TCTOs that require W&B updates have been complied with.

6.15.13. **(Added-F-15 Only)** W&B procedures for F-15 loading.

6.15.13.1. **(Added)** QA will be notified of Chart "A" inventory changes one day prior to flight.

6.15.13.2. **(Added)** Units will utilize the W&B checklist (located on QA SharePoint) for preparation and completion of aircraft W&B procedures.

6.15.13.3. **(Added)** Aircraft W&B Waiver Procedures:

6.15.13.4. **(Added)** Aircraft Maintenance Units will forward the waiver request to QA W&B Manager. Identify the following: aircraft tail number, MDS, date aircraft weigh required, requested length of extension, justification and unit POC. The W&B Manager will validate the request and forward it to 18 MXG/CC (CD) for review. The W&B Manager will then forward the waiver request to the appropriate depot waiver authority.

7.5.7.8. **(Added)** Uninstalled engines will be impounded if any of the following incidents occur: fire, augmenter burn through, turbine or compressor damage due to failure of any engine component.

7.5.12. **(Added)** Aircraft or engine fire, including electrical burn damage.

7.5.13. **(Added)** In-flight occurrence of the following will also result in automatic impound:

7.5.14. **(Added)** If an unsafe flight condition (as determined by aircrew and maintenance during debrief) is caused by any unscheduled internal fuel feed, uncommanded fuel dump, transfer or inability to transfer fuel. (Only required for IFE condition)

7.5.15. **(Added-F-15 only)** Double generator or single generator failure coupled with emergency generator failure in flight.

7.5.16. **(Added)** Lost tools, items or equipment on or in close proximity to an aircraft or uninstalled engine that are not found after an initial one hour search will be referred to the 18 MXG/CC or CCD for impoundment consideration.

7.5.17. **(Added)** Inadvertent gun firing or in-flight gun jam. Aircraft experiencing an in-flight gun jam will be impounded until the gun system is removed. Once removed from the aircraft the impoundment will be transferred to the gun system.

7.5.18. **(Added)** Helicopters landing with hot/jammed guns will have the gun impounded at the discretion of HMU Supervision.

7.5.19. **(Added) Any third time repeat NMC Minimum Essential Subsystem List (MESL) items and systems that affect airworthiness or safety of flight systems.**

7.6.1.1. **(Added)** Attach a red-bordered AFTO Form 350, *Reparable Item Processing Tag*, with block 14 annotated, "Impounded Aircraft," to all removed components associated with the impoundment discrepancy.

7.6.3.6. **(Added)** In the event of a catastrophic gun system failure, before maintenance is performed, the Wing Weapons Manager will coordinate with the MXG/CC, production superintendents, and AMXS supervision to determine the need for the Munitions Rapid Response Team.

7.6.3.7. **(Added)** If munitions cannot be made safe, restrict aircraft access to the minimum mission essential personnel needed to resolve the unsafe condition.

7.6.3.8. **(Added)** If the aircraft impoundment is transferred from the aircraft to the gun, the impoundment official will notify Maintenance Operations Center (MOC), QA, Wing Weapons Manager, and Mx Supervision of the unit assuming impoundment authority.

7.6.3.9. **(Added)** Impoundment Official will use the impoundment checklist (See QA SharePoint) to ensure the following actions occur:

7.6.3.9.1. **(Added)** The Impoundment Official will contact QA, and inform them that the aircraft has been released for "All maintenance, troubleshooting or restricted maintenance."

7.6.3.9.2. **(Added)** If the aircraft is impounded for the engine and the affected engine is sent to CMS/repair facility, the aircraft impoundment will be cleared. The affected engine will be impounded by CMS/repair facility. If the squadron has repair capabilities, the impound will remain in the squadron and the Impoundment Authority will assign an Impoundment Official for the affected engine. Coordinate transfer of the engine and all significant documentation to the 18 CMS Propulsion Flight Impoundment Official. Ensure the engine transfer is annotated on the Kadena AB Form 70, *Engine/Equipment (AGE)/Hush House/Test Cell/ Impoundment Form*, and attached to the engine when transferred (F-15 only). **Exception: (KC-135/E-3 only):** F-108/TF-33 engines are inspected/repaired at the Tinker ALC. KC-135/E-3 engine related aircraft impounds will be cleared upon removal of the affected engine.

7.6.3.9.3. **(Added)** In the event an aircraft is impounded for an engine related problem, while in the Hush House during an engine run, the Hush House will also be impounded. The aircraft will not be removed from the Hush House until the Hush House impoundment investigation has been released by 18 WG FOD Monitor and/or 18 WG Safety. Documentation of Hush House impoundment and release will be annotated on the Hush House AFTO Form 244, *Industrial/Support Equipment Record*, and the Kadena AB Form 70, *Engine/Equipment (AGE)/Hush House/Test Cell/Impoundment Form*, and attached to the engine when transferred.

7.6.3.9.4. **(Added)** Notify MOC and QA after the aircraft has been released with the date, time, and person who signed off the release of the aircraft.

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

7.6.3.10.1. **(Added)** Place red-bordered impoundment pre-prints in front of the current active AFTO Form 781A. The impoundment pre-prints will be numbered separately from the other AFTO Forms 781A. Enter a red X in the red-bordered AFTO Form 781A pre-print "Aircraft impounded IAW DAFI 21-101, PACAFSUP and/or KADENAABSUP, for (enter discrepancy). Aircraft released to IO: (enter IO name)."

7.6.3.10.2. **(Added)** Contact 18 WG Safety to determine if a safety investigation is required and document AFTO Forms 781 accordingly. If a safety investigation is required, coordinate with 18 WG Safety prior to releasing the aircraft.

7.6.3.10.3. **(Added)** 18 MXG Quality Assurance will conduct a "Rated" SI forms review on all actions related to the aircraft impoundment only.

7.6.3.10.4. **(Added)** Engine/Equipment Impoundment Official will use the impoundment checklist to ensure the following actions occur:

7.6.3.10.5. **(Added)** Ensure the engine/equipment is protected from unauthorized maintenance or cannibalization until authorized by 18 WG Safety or the 18 WG FOD Monitor as applicable.

7.6.3.10.6. **(Added)** Ensure QA places the Kadena AB Form 70 with a red border into the in-shop engine/equipment work package. Equipment will also have a Red X entered into the AFTO Form 244.

7.6.3.10.7. **(Added)** Perform a supervisory inspection on the engine/equipment forms following repairs and ensure accuracy of the Kadena AB Form 70 prior to clearing the impoundment.

7.6.3.10.8. **(Added)** If the engine/equipment was impounded for a lost tool, ensure a ACC Form 145, *Lost Tool/Object Report,* accompanies the aircraft forms or work package and records.

7.6.3.10.9. **(Added)** Notify MOC/QA when Engine/Equipment has been released.

7.6.11. **(Added)** Impoundment while TDY/Deployed.

7.6.11.1. **(Added)** Release the aircraft to the assigned Impoundment Official and clear the discrepancy for the release by entering "Aircraft released to Impoundment Official (MSGT J. Doe) for (all maintenance/troubleshooting/limited release)."

7.6.11.2. **(Added)** In the event that there are no qualified Impoundment Officials present during the deployment, the Impoundment Official will be the most qualified SNCO available.

8.2.1.2. **(Added)** Wing organizations (Hospital, CE, Vehicle Mx/Security Forces etc.) will inventory tools/equipment before/after each task when working on the flightline/airfield. If items are discovered missing, follow missing tool procedures outlined in paragraphs **8.9.2.3.3 through 8.9.2.3.9**.

8.2.1.3. **(Added)** Units will limit the checkout of weapon load crew crimpers, die, lead seals and engine blade blending blue dye to personnel trained to use them.

8.2.3.1.1. **(Added)** The Support Section Chief will ensure that tools covered under a manufacturer's warranty tool replacement program are strictly controlled.

8.2.3.1.2. **(Added)** The Support Section Chief will appoint a Warranty Tool Program Manager.

8.2.3.1.3. **(Added)** The Warranty Tool Program Manager will ensure broken or damaged warranty tools are isolated and maintained under strict control until properly processed IAW manufacturer warranty tool replacement procedures.

8.2.5.2. **(Added)** The Production Supervisor will authorize all flight line Composite Tool Kit (CTK) turnovers and keep transfers to a minimum. When transfers do occur, the person being relieved of the CTK and the person assuming control of it will inventory the CTK. A Section Chief, cell boss, or a representative from the Support Section must also inventory the CTK. Use an AF Form 1297, *Temporary Issue Receipt*, to issue the CTK to the next person. The person being relieved of control of the CTK will ensure the hand receipt is delivered to the Support Section. This will relieve him or her from responsibility for the CTK. These turnovers will be treated as if the CTKs were being turned in or signed out at the Support Section.

8.2.8.1. Personnel will account for personally issued equipment after completion of maintenance tasks and at the end of shift.

8.2.9.1.2. **(Added)** Rags will be controlled as a CTK item. Rags will be kept and issued in zip-lock or self-closing pouches with a quantity of five or ten per bag. Equipment Identification Designator (EID) number and quantity will be identified on the outside of the container. Rags should be no larger than 18-inch square and the size must be consistent throughout the unit.

8.2.9.1.3. **(Added)** 18 MXG Units will develop procedures to account and document the total number of rags in their Unit. These procedures will as a minimum:

8.2.9.1.3.1. **(Added)** Account and document the initial number of rags received from their rag supplier once packaging is opened.

8.2.9.1.3.2. **(Added)** Account and document the number of rags sub located to CTKs, issue bins, temporary rag storage areas and dirty rags, to include rags that are disposed of under Haz Waste instructions.

8.2.9.1.3.3. **(Added)** CTKs must be able to match, at all times, the number of rags within their Support Sections to the initial number of rags issued.

8.2.9.4. **(Added)** Canopy cloth will be issued and maintained IAW rag control procedures.

8.2.11.1. **(Added)** Locally manufactured/developed tools and equipment will be controlled in the same manner as purchased tools or equipment.

8.2.12.1. **(Added)** When a depot team, factory representative or contract field team works on aircraft or equipment they will comply with applicable Air Force procedures for tool control and accountability.

8.2.14.2. **(Added)** CDDAR equipment will be stored in mobile trailers and/or climate controlled room(s) designated by the Repair and Reclamation (R&R) Section Chief as authorized storage location and will be treated as a dispatchable CTK/support equipment. The CDDAR Team Chief is responsible for maintaining CDDAR equipment, to include scheduled inspections, IAW TO 00-80C-1. The Support section will only track inspections and control access to all CDDAR equipment.

8.2.15.2. **(Added)** When a situation requires two or more work centers to operate from a single tool room/Support Section, one supervisor will be charged with management/accountability of all the tools and equipment. Supervision will be appointed from one of the using work centers.

8.2.16.1. **(Added)** Units will identify, by position/title, individuals that are authorized access to tool rooms.

8.3.5.3. **(Added)** Tools, which are permanently removed or no longer part of the CTK/ or shadow board, will have the respective cutout filled.

8.3.6.7.1.1.1. **(Added)** Pen and ink changes are allowed to be made to the MIL in the comments section at the time of discovery by the CTK custodian. All changes to the MIL will be documented in TCMax and a new MIL printed out as required or upon completion of the 180 day inspection.

8.3.14. **(Added)** All CTKs, test equipment and storage containers that are subject to flight line use will be outlined using reflective surface on each edge.

8.3.15. **(Added)** Rollaway type kits will have a device to prevent doors from opening during transport. If removable external metal bar is used, it will be etched.

8.3.16. **(Added) A master CTK continuity folder/binder will be maintained for each area of responsibility.** Continuity folders/binders can be electronic and will contain the following tabs:

8.3.17. **(Added)** Tab A. Letter(s) of appointment, for CTK custodian.

8.3.18. **(Added)** Tab B. See DAFI 21-101, PACAFSUP, KADENAABSUP (**Note:** 909th AMU and 733 AMS will use DAFI 21-101, AMCSUP).

8.3.19. **(Added)** Tab C. Approved procedures if a bar code system or computer system if used. See DAFI 21-101, PACAFSUP, KADENAABSUP (**Note:** 909 AMU and 733 AMS will use DAFI 21-101, AMCSUP).

8.3.20. **(Added)** Tab D. List of all CTK EIDs assigned.

8.3.21. **(Added)** Tab E. Master inventory sheets for CTKs. Only one inventory needed for standardized CTK. (CA/CRL items that are located in CTK will be annotated on inventory).

8.3.22. **(Added)** Tab F. ACC Form 145, *Lost Tool/Object Report*.

8.3.23. **(Added)** Tab G. Cross reference letter (See QA SharePoint).

8.3.24. **(Added)** Tab H. Letters of authorization for modified tools/equipment and consumable materials listing.

8.3.25. **(Added)** Tab I. Spare Tool Inventory List or see TCMax for listing.

8.3.26. **(Added)** Tab J. If applicable list of explosion proof lights by EID, type of light, and inspection due dates.

8.3.27. **(Added)** Tab K. Items listed on the CA/CRL.

8.3.28. **(Added)** Tab L. Copies of all current AF Form 1297, for equipment issued to outside agencies unless tracked in TCMax.

8.4.1.1. **(Added)** On-base customers are required to pick-up equipment within 7 calendar days; off-base customers must pick-up equipment within 14 calendar days. For customers not serviced through Traffic Management Flight (TMF), if the Test Measurement and Diagnostic Equipment (TMDE) is not picked up within 14 days, notify the AMU/NCOIC or equivalent flight supervision.

8.4.1.2. **(Added)** If corrections are needed, customers will return necessary information to the TMDE Flight within 14 calendar days.

8.4.1.3. **(Added)** Monitors and their supervisor(s) will be identified by letter, signed by their OWC Flt CC/Chief or equivalent. Appointment letters may be brought to monitor training class or delivered to the TMDE Flight Customer Service prior to the monitor training class.

8.4.1.4. **(Added)** Customers who receive shipments from PMEL will return a copy of the signed, receipted DD Form 1149, *Requisition and Invoice/Shipping Document*, to the 18 CMS TMDE Flight within three duty days via e-mail.

8.4.1.5. **(Added)** Lost PMEL hand receipts will require an AF Form 1297, *Temporary Issue Receipt*, from the TMDE Flight to release the equipment.

8.4.2.1. **(Added)** For MISSION ESSENTIAL priority maintenance requests: Emergency calibration will be authorized using a letter of justification signed by the OWC Squadron DO/Superintendent. The letter shall include all applicable information (aircraft tail number, etc.) related to the EMERGENCY situation and accompany the item. The letter may be handwritten to prevent delay. Telephone verification between the OWC and PMEL is encouraged.

8.5.6. **(Added)** For mission essential equipment and or CTK items that require long-term check out (i.e., Radios, Jack Pads, Impoundment Cones, Speedbrake Struts etc.) shall be identified in TCMax or an AF Form 1297 as a long-term sign out item.

8.5.7. **(Added)** All CTKs will be inspected/inventoried semi-annually. MXG/CC will implement a more stringent inspection cycle if environmental factors dictate. Schedule individual CTKs and contents for a thorough inspection/inventory (inspect for rust, broken tool, legible etching, adequate tools etc.).

8.5.8. **(Added)** The generated TCMax "Issued Tool Log" or "Issued Items Report" will be used as the primary means of inventorying at all shift changes. All shift turn over inventories are required to be accomplished and documented IAW the approved 18 MXG Form 5, 18 MXG Tool Room/CTK Turnover Checklist, located in the QA SharePoint. (**https://usaf.dps.mil/sites/kadena/18MXG/MXQ/SitePages/Local%20Publications.aspx**)

8.5.9. **(Added)** Single persons are not authorized to conduct a Tool Room/CTK shift turn-over inventory. Squadron production supervisors and senior maintenance personnel may act as a second party to conduct a shift turn-over inventory of the Tool Room/CTK when normal Support Section personnel are unavailable. **Example:** Weekend duty or units with minimal manning. Organizations without a production supervisor on duty may request a second party from another squadron provided they meet the criteria of production supervisors or senior maintenance personnel.

8.5.10. **(Added)** During CTK inventory following an unmanned shift, holiday or down day, the on-coming shift will have a second party verification conducted and signed by an authorized second party individual.

8.5.11. **(Added)** Tools and equipment will not be issued until the shift turn-over inventory is completed and documented unless declared mission essential by Production Superintendent.

8.5.12. **(Added)** Tools shall be signed out to individuals in TCMax, not sections (save for the exceptions listed in **paragraph 8.5.15**.). It is the responsibility of the individual signing out the tool to maintain positive control of the asset from which it was signed out.

8.5.13. **(Added)** Long term (more than one shift) issuance of tools shall be signed out for a maximum of 7 calendar days. Individuals who have signed out a tool are required to return the tool to the workcenter it was signed out from. The owning workcenter may re-issue the tool after support personnel have physically verified the individual is in possession of the asset and serviceability and parts accountability inspections have been performed.

8.5.14. **(Added)** If the tool has not been returned in the required 7 days the owning workcenter will inform their supervision of the tool delinquency for processing (not required for items TDY).

8.5.15. **(Added)** Items that are issued to maintenance for repair or testing (i.e., TMDE, eTool, Vehicle Maintenance, etc.) can be signed out to a section and do not require the steps outlined in paragraphs **8.5.12 through 8.5.15** of this publication.

8.6.1.1.1. Spare tools will be kept locked at all times. The spare tool bins will be loaded in TCMax as its own CTK with the quantity of the spare tools adjusted as required.

8.6.1.1.3. **(Added)** 18 MXG Parent CTK World Wide Identification (WWID) codes:

8.6.1.1.3.1. **(Added)** 18th Aircraft Maintenance Squadron:

8.6.1.1.3.1.1. **(Added)** 44 AMU-KBXB.

8.6.1.1.3.1.2. **(Added)** 67 AMU-KBXC.

8.6.1.1.3.2. **(Added)** 718th Aircraft Maintenance Squadron:

8.6.1.1.3.2.1. **(Added)** 909 AMU-KBXH.

8.6.1.1.3.2.2. **(Added)** 961 AMU-KBXG.

8.6.1.1.3.2.3. **(Added)** 33 AMU-KBXL.

8.6.1.1.3.3. **(Added)** 18th Component Maintenance Squadron:

8.6.1.1.3.3.1. **(Added)** Electro-Environmental-KBCE.

8.6.1.1.3.3.2. **(Added)** Egress-KBCG.

8.6.1.1.3.3.3. **(Added)** Fuels South-KBCS.

8.6.1.1.3.3.4. **(Added)** Hydraulics-KBCH.

8.6.1.1.3.3.5. **(Added)** Avionics-KBCV.

8.6.1.1.3.3.6. **(Added)** PMEL-KBCD.

8.6.1.1.3.3.7. **(Added)** Propulsion-KBCP.

8.6.1.1.3.4. **(Added)** 18th Equipment Maintenance Squadron:

8.6.1.1.3.4.1. **(Added)** AGE-KBEA.

8.6.1.1.3.4.2. **(Added)** A/R North-KBEC.

8.6.1.1.3.4.3. **(Added)** KC-135 ISO-KBED.

8.6.1.1.3.4.4. **(Added)** TA-KBEE.

8.6.1.1.3.4.5. **(Added)** F-15 Phase-KBEF.

8.6.1.1.3.4.6. **(Added)** Structural South-KBEG.

8.6.1.1.3.4.7. **(Added)** Corrosion-KBEH.

8.6.1.1.3.4.8. **(Added)** Structural North-KBEJ.

8.6.1.1.3.4.9. **(Added)** Metals Tech-KBEK.

8.6.1.1.3.4.10. **(Added)** NDI-KBEL.

8.6.1.1.3.4.11. CFT North-KBEN.

8.6.1.1.3.4.12. **(Added)** CFT South-KBEP.

8.6.1.1.3.4.13. **(Added)** A/R South-KBER.

8.6.1.1.3.4.14. **(Added)** Wheel and Tire-KBEW.

8.6.1.1.3.5. **(Added)** 18th Munitions Squadron:

8.6.1.1.3.5.1. **(Added)** Production Flight-KBMA.

8.6.1.1.3.5.2. **(Added)** Equipment Maintenance-KBMB.

8.6.1.1.3.5.3. **(Added)** Precision Guided Maintenance-KBMC.

8.6.1.1.3.5.4. **(Added)** Fabrication-KBMF.

8.6.1.1.3.5.5. **(Added)** Conventional Maintenance-KBMH.

8.6.1.1.3.5.6. **(Added)** ISO Maintenance-KBMV.

8.6.1.1.3.5.7. **(Added)** Material Flight-KBMJ.

8.6.1.1.3.5.8. **(Added)** Munitions Inspection-KBMM.

8.6.1.1.3.5.9. **(Added)** Munitions Support-KBMN.

8.6.1.1.3.5.10. **(Added)** Munitions Accountability-KBMY.

8.6.1.1.3.5.11. **(Added)** Systems Flight-KBMP.

8.6.1.1.3.5.12. **(Added)** MUNS TODO-KBMR.

8.6.1.1.3.5.13. **(Added)** Munitions Control-KBMT.

8.6.1.1.3.5.14. **(Added)** MUNS Facilities-KBMU.

8.6.1.1.3.5.15. **(Added)** MUNS Mobility-KBMW.

8.6.1.1.3.5.16. **(Added)** Line Delivery-KBMD.

8.6.1.1.3.5.17. **(Added)** Armament-KBEB.

8.6.1.1.3.6. **(Added)** 18th Maintenance Operations Squadron:

8.6.1.1.3.6.1. **(Added)** Wire Analysis-KBGF.

8.6.1.1.3.6.2. **(Added)** Quality Assurance-KBDQ.

8.6.1.1.3.6.3. **(Added)** WS-KBWS.

8.6.1.1.3.7. **(Added)** Associate Units:

8.6.1.1.3.7.1. **(Added)** 733 AMS-KBAM.

8.6.1.1.3.7.1.1. **(Added)** 733 Quality Assurance-KBAQ.

8.6.1.1.3.7.2. **(Added)** 390 IS-KBIS.

8.6.1.1.3.7.3. **(Added)** 82 RS-KB2S.

8.6.1.1.3.7.4. **(Added)** Det 3-KBDT.

8.6.1.1.3.7.5. **(Added)** Det 15-KBFT & KB37.

8.6.1.1.3.7.6. **(Added)** CLS-KBCFT.

8.6.1.1.3.7.7. **(Added)** 353 SOW.

8.6.1.1.3.7.8. **(Added)** Support Section-KBST.

8.6.1.1.3.7.9. **(Added)** Alpha six-KBSC.

8.6.1.1.3.7.10. **(Added)** Wire Analysis-KBSO.

8.6.1.1.3.7.11. **(Added)** LGR-KBSR.

8.6.1.1.3.7.12. **(Added)** Quality Assurance-KBSZ.

8.6.1.1.3.7.13. **(Added)** Battlespace Flight Service-KBP1.

8.6.1.1.3.7.14. **(Added)** Aircrew Flight Equipment 33rd-KBLL.

8.6.1.1.3.7.15. **(Added)** Aircrew Flight Equipment 67th-KBLC.

8.6.1.1.3.7.16. **(Added)** Aircrew Flight Equipment 44th-KBLB.

8.6.1.1.3.7.17. **(Added)** Aircrew Flight Equipment 909th/961st-KBLH.

8.6.1.1.3.7.18. **(Added)** Aircrew Flight Equipment Main Shop-KBLW.

8.6.1.1.3.7.19. **(Added)** Aircrew Flight Equipment 31st-KBLS.

8.6.1.1.3.7.20. **(Added)** 18 MSG Aero Club-AEROCLUB01

8.6.6.1. **(Added)** Unserviceable Equipment/Item: An AFTO Form 350, filled out according to TO 00-20-2, will be attached to the equipment/item reflecting the discrepancy. If removed from support for repair, TCMax will be updated or AF Form 1297 will be annotated.

8.6.8. **(Added)** Locks that are not an integral part of CTK shall be attached using chain or cable and swedged. Locks and keys must be marked with the full/abbreviated CTK EID number. All keys for flight line CTKs must have a “high visibility” streamer or placards attached by a cable and swedge.

8.6.9. **(Added)** Intake and exhaust coveralls that are maintained by the CTK Support Section will be marked identifying the owning unit. (i.e., INTAKES AND EXHAUST USE ONLY with 9-digit EID).

8.7.1.1. **(Added)** Personnel will follow the Locally Manufactured Tool/Equipment procedures located on the QA SharePoint.

8.7.1.2. **(Added-Fabrication Flight Commander/Chief)** authorize the LM of panels, non-flexible tubing, brackets, tabs, bushings, repair fittings and TO-approved tools without processing the request through the Standard Base Supply System when the item is coded Local Manufacture Field Maintenance (JBD) (SMR code MF, MO, AF, AO---) and all materials required to make the item are on hand. Items will be limited to mission requirements.

8.7.1.3. **(Added)** Local Manufacturing of Procurable Parts. All locally manufactured procurable parts must be approved on 18 WG Form 61, *Local Manufacture Worksheet*, through MXG/CC or their designated representative, have required drawings/pictures, sample (if available) and be routed through all sections outlined in **paragraph 9.17.2**, including MXOO/MX Supt, WWM (if a weapons related item), and QA.

8.9.2.3.3. When a tool/item is lost, the initial search will be completed within 1 hour. If the item is not recovered after the initial search, MOC will be notified and an ACC Form 145 initiated.

8.9.2.3.4. **(Added)** MOC will issue the control numbers for all ACC Forms 145. These numbers will consist of 4 digit year, a 3 digit Julian date and a 3 digit sequence number. These numbers will not restart at 001 each day, but will continue until end of the calendar year, (i.e., YYYY-Julian date-Sequence #) 2001-001-001, 2001-010-002, etc. **Example:** First block on form (Base - KAB 2008-001-001).

8.9.2.3.5. **(Added)** During TDY to non USAF installations, lost tool/item information will be called back to the 18 MXG MOC to get a control number. MOC will notify QA when a lost tool/item control number has been issued/changed.

8.9.2.3.6. **(Added)** Unit supervision will designate an Investigating Official (IO). The IO is/are responsible for performing and coordinating search for lost tool/item and reporting findings in the remarks section of the lost tool report. The investigation will encompass factors that lead to the loss of tool/item and any delays in discovery and reporting of missing tool/item. If a lost tool report is started with a control number assigned, the report must be completed even if item is located prior to the report being finished.

8.9.2.3.7. **(Added)** (Added) ACC Form 145, MX SUPT Block 8: When a lost tool/item search is terminated and the item has been found, the Squadron Operations Officer/MX SUPT will sign the block. If the item cannot be located/found, block 8 will be signed by either MXG/DD or MXG/CD.

8.9.2.3.8. **(Added)** ACC Form 145, Block 7, will be signed by 18 MXG/QA upon completion of Block 6 and Block 8 signatures. The completed form will be stamped “File Copy” and the duplicate will be given to the individual routing the form to be filed with the appropriate CTK custodian.

8.9.2.3.9. **(Added)** The applicable unit will maintain a copy of the completed ACC Form 145 in their master CTK continuity folder/binder. If the lost tool/item was not found and involved an aircraft, QA will forward a copy of the completed ACC Form 145 to MO PS&D. MO PS&D will file and retain these forms in applicable aircraft jacket file. All applicable lost tool/item reports will be maintained for one year, except for those filed in the aircraft jacket files. These will remain through the next scheduled depot inspection.

**11.3. Special Certification Roster (SCR).**

**Table 11.1. (Added) Mandatory Special Certification Roster and Prerequisites.**

| ITEM | Mandatory SCR Item Titles | Prerequisites |
|---|---|---|
| 49 | Typhoon Hangaring Supervisor | 2AXXX or 2WXXX MSgt or above with course code 000006 (**Note 2**) |
| 50 | Inaccessible F.O.D. (Film Read) | 7-skill level with a minimum of 1 year time on weapon system (**Note 2**). Time requirement may be waived by MXG/CC. |
| 51 | F-15 Aircraft Handler Operator | Minimum 7-skill level 2AXXX (**Note 2**). 5-level waivers require MXG/CC approval. |
| 52 | HH-60 Jacking supervisor | SSgt or higher and minimum 7-skill level with a minimum of 6 months weapons system experience. (**Note 2**) |
| 53 | F-15 ATS (Aircraft Turnaround Supervisor) | SSgt or higher, 5-skill level with a minimum 1 year weapon system experience. **(Note 2)** |
| **Notes:**<br>1. Approved by MXG/CC<br>2. Approved by DO/MX SUPT | | |

11.3.1.6. **(Added)** 7-level skill technicians who are already otherwise Red-X and IPI certified within their respective PAFSC are authorized to clear Red-X and IPI on Cross-Utilization Training (CUT) tasks documented in their training records. No additional Form 64 (AMC Form 64/ACC Form 64) is required.

11.6.5.1.1. **(Added)** In the event that the MIS is unavailable, a manual job number will be used.

11.6.6. The Aircraft Maintenance Unit (AMU) Production Supervisor or Expediter will:

11.6.6.1. **(Added)** Ensure a valid job control number (JCN) is obtained for Red Ball discrepancies that require maintenance to be performed.

11.6.6.2. **(Added)** Notify the Maintenance Operations Center (MOC) of any Red Ball maintenance discrepancies.

11.8.3.1.4. **(Added)** Write up any FO identified that is not In Old Film (IOF) on a Red "X" in the aircraft AFTO Forms 781A. The technician reading film will enter the required Red "X" entry in AFTO Form 781A for each X-ray shot with Foreign Object (FO) identified. All Red "X" entries will include the following statement, "Do not run engine or tow aircraft."

11.8.3.1.5. **(Added)** When maintenance is performed in the vicinity of the variable inlet ramp, NDI personnel will perform X-ray shots as required and listed in **Table 11.3** to ensure the area is free of FO. MXG/CD may waive X-ray requirement following risk assessment consultation with QA, AFETS, EMS/MXM and AMXS/MXA when austere conditions or equipment limitations render X-ray inspection impractical. In this case, a 5 and 7-level visual FOD inspection of the area and ground maintenance run, followed by inlet inspection is required prior to clearing the aircraft for flight.

**Table 11.3. (Added) Required NDI Shots per Maintenance Area.**

| Panel | Shot |
|---|---|
| 14 | 1-6 |
| 19, 20 & 21 | 1-6 |
| 25 | 3-8 |
| 33 (Bypass door) | 9-18 |
| 38 | 9-18 |
| 22 & 23 | 19-23 |
| Beak removal | 1-10 & 19-23 |
| HPO #2/PE Phase | 1-23 |

11.8.3.6.6. **(Added)** Wearing of boonie hats and ball caps with bump cap inserts on the flightline and munition storage areas is authorized.

11.8.3.6.7. **(Added)** Ball caps with bump cap inserts are authorized during hours of darkness, inside hangars, and inside of vehicles when transitioning to and from locations on the flightline. Ball caps with bump cap inserts are intended to provide protection from potential head injuries and secondarily from the sun during daylight hours.

11.8.3.6.8. **(Added)** Boonie hats and ball caps with bump cap inserts are authorized on the flightline and MUNS controlled area only. They may not be worn outside the fenced in area of the flightline or outside of the 18 MUNS controlled area.

11.8.3.6.9. **(Added)** Boonie hats and ball caps with bump cap inserts may be worn without the military uniform top.

11.8.3.6.10. **(Added)** Flightline only, while in use, the chin strap will be used to secure the boonie hat.

11.8.3.6.11. **(Added)** To prevent a choking hazard, at no time will boonie hats be worn off the head with the chin strap wrapped around the neck.

11.8.3.6.12. **(Added)** Boonie hats and ball caps with bump cap inserts will not be worn within 25 feet of aircraft while engines are running. Additionally, hats will be removed when working in aircraft intakes.

11.8.3.6.12.1. **(Added)** While working on or near running aircraft engines, hearing protection will be worn over the ball cap to ensure the ball cap is secured on the head.

11.8.3.6.13. **(Added)** Flightline only, if surface winds reach 25 knots or greater, hats must be removed and secured.

11.8.3.6.14. **(Added)** Under no circumstances will hats be worn while in End of Runway (EOR) areas when running aircraft are present. Wear of hats at EOR is authorized if aircraft are shutdown.

11.8.3.6.15. **(Added)** Headsets/hearing protection/PPE may be worn in conjunction with the boonie hat as long as all other guidelines within this instruction are followed and the boonie hat does not impede proper wear of the headsets/hearing protection/PPE.

11.8.3.6.16. **(Added)** 18 MXG personnel are authorized to wear the MXG approved and issued fan augmented cooling vests. Users will mark vests with first name initial, last name, and man number and follow local maintenance uniform wear policies. Users will ensure vests are serviceable before use and remove from use if broken or worn. Vest wear is prohibited during LOX servicing, fuel system maintenance, refuel/defuel operations.

11.8.3.10.2. 18 AMXS will:

11.8.3.10.2.1. **(Added)** Perform FOD walk at the beginning of each day of flying no earlier than three hours prior to the first go. If first take-off/taxi is prior to sunrise FOD walk shall be conducted in the immediate area of the aircraft. Once sunrise has occurred FOD shall be conducted as soon as possible.

11.8.3.10.2.2. **(Added)** FOD walk teams will be led by a minimum of a TSgt both at home station and while TDY. This person will be the FOD walk leader. FOD walk leaders will conduct a pre-FOD walk brief. The brief will cover at a minimum the path of the FOD walk, all known FOD hot spots, and the requirements of **11.8.3.10.4**.

11.8.3.10.2.3. **(Added)** For further FOD walk leader responsibilities see paragraphs **11.8.3.10.5** through **11.8.3.10.5.2**.

11.8.3.10.2.4. **(Added)** A minimum of one, hand pushed/pulled magnet will be used during every FOD walk. Magnets will be used for the duration of the FOD walk or until the specified areas are covered (whichever is later) and expanded beyond specified areas if time permits.

11.8.3.10.2.5. **(Added)** FOD walk areas will cover the taxiways north and south of the fighter flows, the flows, and the area around Support Sections. Taxiways may be swept using a FOD BOSS in lieu of personnel. See **paragraph 11.8.3.10.4**.

11.8.3.10.2.6. **(Added)** Fighter ramp taxiways will include all concreted area between the asphalt on the north side of the flows to the asphalt (from flow 1 to 20), to the nose docks (from flow 21 to 38) or the concrete barrier (from flow 39 to 50) on the south side of the flows.

11.8.3.10.2.7. **(Added)** Support Section customer entry and exits and the surrounding area will sweep at the end of all FOD walks. The magnet will be used. See **paragraph 11.8.3.10.2.10**. Additionally, the parking and loading areas for the maintenance vehicles will be swept. The entire exterior will be swept for trash at the end of Friday's FOD walk (or the last day of flying for the week as appropriate).

11.8.3.10.2.8. **(Added)** The aircraft nose to three feet past the engine intakes of all parked aircraft, the area around the bottom of the fuel tank supports, and under areas where known maintenance has recently occurred will be swept by magnet during the daily FOD walk.

11.8.3.10.2.9. **(Added)** The customer entry of Support Sections are common collection points for hardware. At the end of each daily FOD walk, the magnets will be used to sweep the entries making sure to pass over all four sides of the ramps used to push toolboxes in and out. The thresholds of all customer use doors should also be checked.

11.8.3.10.2.10. During Hot Pit refueling operations, a pre/post use FOD walk is required when utilizing the approved locations. A required Quality Assurance follow-up inspection will be added to the Quality Assurance Inspection and Evaluation plan and conducted at a minimum once quarterly. Documentation of FOD Inspections will be sent to 18 WG FOD Monitor.

11.8.3.10.3. **(Added)** 718 AMXS will:

11.8.3.10.3.1. **(Added)** FOD walks of the parking aprons will be performed each day of flying, prior to launch.

11.8.3.10.3.2. **(Added)** Parking area and taxi path, out to but not including the taxiway, of all flyers, spares and alert aircraft will be FOD walked daily prior to launch. Spare aircraft and alert aircraft should be checked prior to first launch to prevent delays and/or non-compliance.

11.8.3.10.3.3. **(Added)** Parking ramp FOD walk teams will consist of a minimum of two personnel, one of which will act as team leader and be a minimum of a 5-level.

11.8.3.10.3.4. **(Added)** Weekly FOD walk areas will cover the Taxiways.

11.8.3.10.3.5. **(Added)** At a minimum, the Taxiway portion will be swept weekly once by personnel and weather permitting once by FOD BOSS. Both sweeps may be performed simultaneously; however, performing them on separate days is preferred. Due to the large area of taxiways covered by the 909 AMU, using the FOD BOSS in lieu of the weekly taxiway FOD walk would be impractical. All other AMUs may perform a second FOD BOSS sweep in lieu of the taxiway FOD walk. See **paragraph 11.8.3.10.4**.

11.8.3.10.3.6. **(Added)** Weekly FOD walks should be led by a minimum of a MSgt. This person will be the FOD walk leader. FOD walk leaders will conduct a pre-FOD walk brief. The brief will cover at a minimum the path of the FOD walk, all known FOD hot spots.

11.8.3.10.4. **(Added)** FOD BOSS Requirements.

11.8.3.10.4.1. **(Added)** FOD BOSS usage in the rain is discouraged. Standing water can cause the FOD BOSS to eject gathered materials; therefore, the FOD BOSS will not be used when standing water is present. Use in light rain with no standing water is authorized.

11.8.3.10.4.2. **(Added)** Training for proper use of the FOD BOSS will be provided and tracked by the units. Operation of the FOD BOSS without training will only be permitted if deemed mission critical by production (e.g., no trained personnel available).

11.8.3.10.5. **(Added)** FOD Collection Requirements.

11.8.3.10.5.1. **(Added)** FOD will be collected from all FOD walks, magnet pulls, and FOD BOSS drags.

11.8.3.10.5.2. **(Added)** Hard FOD with a reasonable chance of being a lost tool/object will be separated, bagged, marked with date, time and location and delivered to the 18 MXG FOD/DOP Monitor for storage.

11.8.5.2.1. **(Added)** 18 WG FOD Monitor will conduct a weekly FOD spot check on every runway, taxiway, ramp, and service apron. The 18 WG FOD Monitor will document findings to aid in tracking FOD trends.

11.8.9. **(Added-F-15)** At any time while working on or around the inlet ramps forward of Panels 37 L/R, all louvers or openings will be taped to prevent F.O.D. ingestion. Ensure the applied tape is documented in the aircraft forms (i.e., LT ramp taped for maintenance). Once all maintenance is completed remove tape and sign off the applicable write ups in the AFTO Forms 781A IAW TO 00-20-1.

11.8.10. **(Added)** Intake covers will be visually inspected for FO prior to installation.

11.8.11. **(Added)** All F-15 ground communications cords used during engine operations will not exceed 50 feet in length.

11.8.12. **(Added)** To reduce the potential for personnel injury or FOD, hoods may not be worn inside the danger areas of running engines (F-15 Only). Hoods will be stowed inside the jacket (stuffed inwards towards body) so it is not exposed. Jacket hoods will be stowed in zippered compartment provided. Snapped on coverall hoods will be removed.

11.8.13. **(Added)** Structural Maintenance Section. During blind rivet or special fastener installation in or around intake components, rivet guns will have stem catch bags installed.

11.8.14. **(Added)** Two structural repair specialists will be required for all intake or variable ramp structural maintenance. One specialist will enter the intake and the other will remain outside and account for tools and hardware during and after the job.

11.8.15. **(Added)** Prior to repair of intake, structural repair personnel will enter a Red-X discrepancy for visual FO inspection of the intake system. A second Red-X discrepancy for X-ray will be entered if the repair was on or near an F-15 variable ramp migratable area.

11.8.16. **(Added)** The 18th Force Support Squadron Aero Club personnel are responsible for hardstands 401 and 402.

11.8.17. **(Added)** The 33 HMU personnel will perform a weekly FOD walk of the aircraft parking areas and taxiway in front of building 3534. FOD walk parking spots P-1 through P-3 prior to use. Prior to opening HH-60 Hot Pits for use, the 33 HMU will perform a FOD walk on spots Papa 1, Papa 3, and Papa 5 to check for FOD. Open patches of soil around the helicopter parking area will remain planted with grass to prevent dirt, grit and rocks from blowing around when rotor blades extend over the edge of the pavement.

11.8.18. 18 AMXS personnel are responsible for flow thru spots 1 through 50. This area includes the ramp in front of and behind the flow thru extending from the building to the grass area, and the hardened aircraft shelter (HAS) and ramp up to the taxiway centerline. They are also responsible for nose docks 3 (Bldg 813), 4 (Bldg 830), 5 (Bldg 831) and 8 (Bldg 834), HASs 1 through 15. In addition, 18 AMXS personnel will be responsible for the LOX servicing area (Bldg 832).

11.8.19. Units temporarily deployed to Kadena may utilize associated parking areas and maintenance facilities as coordinated with 18 AMXS/18 OSS; therefore, the TDY unit occupying any flow thru, maintenance facility, or HAS will be responsible for FOD prevention of their respective area to include but not limited to the ramp in front of and behind the flow thru extending from the building to the grass area, and the hardened aircraft shelter (HAS) and ramp up to the taxiway centerline.

11.8.20. **(Added)** The 18 EMS is responsible for Hangar 1 (Bldg 781), Hangar 2 (Bldg 780), Nose Dock 1 (Bldg 812), Nose Dock 2 (Bldg 814), and Transient Alert's (TA) areas of responsibility (AOR). TA personnel are responsible for transient ramp parking spots 1 through 6, operational spots 1 through 4, hardstands 102 through 110, and hardstand 302. When aircraft are hangared, FOD responsibilities will fall under the owning unit. When hangars are not in use, FOD prevention responsibilities will fall under the facility managers and will be kept free of debris, stones, hardware, etc. IAW basic maintenance housekeeping practices to prevent FO migrating to aircraft.

11.8.21. **(Added)** 18 MXG Weapons Standardization is responsible for hardened shelter 11. 18 MO Maintenance Training Flight is responsible for hardened shelter 12.

11.8.22. **(Added)** The 82 RS personnel are responsible for parking spots N-13 through N-15, the north and east sides of hangar 3660, and taxiway N starting at the midpoint of the hangar doors on the southeast side of hangar 3660 to taxiway P.

11.8.23. **(Added)** The 353 SOW personnel are responsible for parking spots L-00 (north side Trim Pad), and L-1 through L-8. All units parking Aircraft on Service Apron 5 and 6 are responsible to conduct FOD walks on those service aprons before use and daily while in use. Service Apron 5 and 6 will only require FOD Walk when aircraft are parked at these locations. Documentation of FOD inspections will be sent to 18 WG FOD Monitor.

11.8.24. **(Added)** The 733 AMS personnel are responsible for service apron 1 and 2 and with prior coordination with Airfield Management, Taxiway Bravo between Runway 05R/23L and Taxiway Kilo. FOD walks will be performed prior to aircraft arrival and after aircraft launch. FOD BOSS or equivalent sweeps will be performed once a week.

11.8.25. **(Added)** The 909 AMU personnel are responsible for parking spots L-6 through L-10, L12, L13, M-1 through M-3, N-2 through N-9. The parking spots (when used) will be FOD walked out to the taxiway or red line, whichever occurs first. Taxiway N from taxiway L to taxiway C will be FOD walked the first duty day of each week. Taxiway P will be FOD walked prior to use.

11.8.26. **(Added)** The 961 AMU personnel are responsible for parking spots N-10 thru N-12, the south and west sides of hangar 3660, and taxiway N starting at the midpoint of the hangar doors on the southeast side of hangar 3660 to taxiway C. The taxiway and hangar areas will be accomplished weekly.

11.8.27. **(Added)** Commander Fleet Activity Okinawa (CFAO) personnel are responsible for service apron 4, spots 1-11, and spots 326, 331, and 333.

11.8.28. **(Added)** Marine Wing Liaison Kadena (MWLK) personnel are responsible for hardstands (when used) 111, 113, 115, 117, 119, 201 through 212, 306 through 314, Harrier Trim Pad.

11.8.29. **(Added-F-15)** A red “Remove Before Flight” streamer will be attached to all aircraft safety pins.

11.8.30. **(Added-F-15)** Before any maintenance is performed in the windscreen area of the aircraft (i.e., Heads Up Display [HUD] unit to include combining glass), projection unit or glare shield removal/installation, install a windscreen guard on the inside surface. Before any maintenance is performed during canopy removal/installation, use brown barrier paper and adhesive tape on the outside surface of the windscreen or approved rubber mat in Support Sections.

11.8.31. **(Added-F-15)** Document installation of the protective coverings in the aircraft AFTO Forms 781A on a Red "X" stating, "Windscreen protective coverings installed to FOM see page __ blk __."

11.8.32. **(Added)** The FO removal tool and FOD container will be annotated on the vehicle's inspection form. Other optional equipment permanently assigned to vehicles will be marked with the vehicle ID number and annotated on the vehicle inspection form.

11.8.33. **(Added)** Fire extinguishers that are carried on vehicles and equipment which operate on the flight line will have the safety pull-pin attached to the extinguisher by lanyard.

11.8.34. **(Added)** Vehicles that access the flight line will be equipped with a FO removal tool. Vehicles borrowed temporarily from LRS and will not access the flight line are not required to have a FO removal tool.

11.8.35. **(Added)** Compressed air will not be used to remove foreign objects.

11.8.36. **(Added)** Each applicable unit will appoint a primary and alternate FOD Monitor. All appointments will be made by letter, signed by the Squadron Commander and a copy forwarded to the 18 WG FOD Prevention Program Monitor.

11.8.37. **(Added)** (Added) When borescope inspections are completed in conjunction with a FOD incident (flight line, in-shop, or phase). The Kadena AB Form 72, *18th Wing Foreign Object Damage (FOD) Checklist*, will be forwarded to the 18 WG FOD Monitor and a copy sent to applicable JEIM Section Chief or Engine Management Element (EME), 909th/961st.

11.8.38. **(Added)** A borescope inspection is required when a rivet or fastener is missing forward of the inlet after flight or after engine operations.

11.9.2.3.1. **(Added)** The unit production supervisor or expediter will immediately notify MOC of a dropped object (DO). MOC will immediately notify the 18 WG DOP Monitor, QA, and 18 WG Safety.

11.9.3.1.3. **(Added)** If QA or the local DOP Monitor is not available at the deployed location, the senior maintenance officer or most senior NCO will be responsible for conducting the DOP investigation, determining the cause and providing a complete report to the 18 WG DOP Monitor and QA.

11.9.3.1.4. **(Added)** Depending on the value of the item lost, the investigating office may be 18 WG DOP Monitor or Flight/Ground Safety office. In the absence of the 18 WG DOP Monitor QA may investigate DOPs.

11.9.3.1.5. **(Added)** A report of findings will be produced by the 18 WG DOP Monitor and forwarded to the responsible organization's Director of Operations (DO). The report will be submitted to the 18 MXG and 18 OG Commanders for review.

11.9.3.1.6. **(Added)** The owning 18 MXG organization will complete an Kadena AB Form 71, *Dropped Object Worksheet,* and forward it to the 18 WG DOP Monitor within 24 hours of incident discovery. Tenet and TDY units will use their MAJCOM's approved DOP worksheet. If tenet and TDY units do not have a MAJCOM approved DOP worksheet, the unit will use the Kadena AB Form 71, *Dropped Object Worksheet.*

11.9.4. **(Added)** Flying units Deployed/Visiting/Rotating to Kadena AB will:

11.9.4.1. **(Added)** Deployed/Visiting/Rotating units will follow all applicable KAB FOD Program policies.

11.9.4.2. **(Added)** Appoint a Primary and Alternate FOD Monitor. All appointments will be made by letter, signed by the deployed Squadron Commander, DO or SEL and a copy forwarded to the 18 WG FOD Prevention Program Monitor.

11.9.4.3. **(Added)** Perform a FOD walk at the beginning of each day of flying no earlier than three hours prior to the first go. If first take-off/taxi is prior to sunrise FOD walk shall be conducted in the immediate area of the aircraft. Once sunrise has occurred FOD walk shall be conducted as soon as possible.

11.9.4.4. **(Added)** FOD walk teams will be led by a TSgt at minimum. This person will be the FOD walk leader and will conduct a pre-FOD walk brief. The brief will cover at a minimum the path of the FOD walk, all known FOD hot spots, and the requirements of 11.8.3.10.4.

11.9.4.5. **(Added)** For further FOD walk leader responsibilities see paragraphs **11.8.3.10.5 through 11.8.3.10.5.2**.

11.9.4.6. **(Added)** FOD walk areas will encompass assigned aircraft parking locations and include utilized flows, areas around Support Sections, aircraft HAS surrounding areas and connected Taxiways. Units may utilize a FOD BOSS for taxiway inspections in place of personnel. See **paragraph 11.8.3.10.4**.

11.9.4.7. **(Added)** Fighter ramp taxiways will include all concreted area between the asphalt on the north side of the flows to the asphalt (from flow 1 to 20), to the nose docks (from flow 21 to 38) or the concrete barrier (from flow 39 to 50) on the south side of the flows.

11.10.1.1. Wing Avionics Manager (WAM) will:

11.10.1.1.1. **(Added)** Act as the ASIP project officer.

11.10.1.1.2. **(Added)** Establish responsibilities and procedures for agencies involved in the ASIP Program.

11.10.1.1.3. **(Added)** Upload automated AFTO Form 238, *F-15 Component Serialization Record,* as applicable.

11.10.1.2. **(Added)** 18 MO Wing Plans & Scheduling will:

11.10.1.2.1. **(Added)** Load applicable Individual Aircraft Tracking Program (IATP) and -6 inspections as required.

11.10.1.3. **(Added)** 18 EMS Isochronal/Phase Dock Chief will:

11.10.1.3.1. **(Added)** Coordinate with NDI for required IATP inspections if applicable.

11.10.1.3.2. **(Added)** Establish JSTs with required ASIP inspections, and ensure all ASIP inspections are complied with prior to closing out the Phase inspection.

11.10.1.4. **(Added)** NDI section will:

11.10.1.4.1. **(Added)** Designate a primary and alternate ASIP monitor and forward appointment letter to WAM.

11.10.1.4.2. **(Added)** Maintain an ASIP continuity book with appointment letters and AFTO Form 3, *F-15 Inspection Tracking Record*.

11.10.1.4.3. **(Added)** Incorporate ASIP into the section's training plan.

11.10.1.4.4. **(Added)** Ensure minimum two personnel maintain access to **https://bpn.boeing.com/Websafe**.

11.10.1.4.5. **(Added)** The ASIP monitor will collect and report inspection tracking data for each airframe- specific IATP required by appropriate Air Logistics Center and outlined in applicable TOs. Maintain a copy of the report (AFTO Form 3 for F-15 aircraft).

11.10.1.4.6. **(Added)** During deployments, if IAT inspections are performed, forward reports to appropriate ALC(s) and copies to home station for filing. The ASIP monitor will be responsible for ensuring all reports are completed and distributed to appropriate agencies.

11.10.1.5. **(Added)** Repair and Reclamation Section will:

11.10.1.5.1. **(Added)** Forward completed AFTO Form 238, *F-15 Component Serialization Record,* information to the WAM whenever a horizontal stab or landing gear is changed.

11.10.1.5.2. **(Added)** While deployed, record part changes on manual AFTO Form 239, *Interim Data Input Spreadsheet*, and forward copies to the WAM upon return.

11.10.1.6. **(Added)** The AMU Specialist Sections will:

11.10.1.6.1. **(Added)** Notify debrief section when a Counter Display Unit (CDU) is changed.

11.10.1.6.2. **(Added)** While deployed notify debrief section when a CDU is changed.

11.10.1.7. **(Added)** The AMU Debrief Section will:

11.10.1.7.1. **(Added)** Designate a primary and alternate ASIP monitor and forward appointment letter to WAM.

11.10.1.7.2. **(Added)** Incorporate automated AFTO Form 239 training into the section's training plan.

11.10.1.7.3. **(Added)** Complete an automated AFTO Form 239, *Flight Log and Exceedance Counter Data Record*, within F-15C Integrated Maintenance Information System (IMIS) for each aircraft after every sortie IAW TO 1F-15-101, *Maint Instr – F-15A Service Usage Recorder Program Data Collecting and Reporting.*

11.10.1.7.4. **(Added)** Ensure minimum two personnel maintain access to **https://bpn.boeing.com/imisweb/flex**.

11.10.1.7.5. **(Added)** Upload flight data weekly to: **https://bpn.boeing.com/imisweb/flex**.

11.10.1.7.6. **(Added)** Ensure AFTO Form 239 data gathering capability exists for deployed aircraft at each location. If automated AFTO Form 239 capability is not available, record each sortie's data on manual AFTO Form 239 and enter automated AFTO Form 239 information in chorological order upon return.

11.10.1.8. **(Added)** 961 AMU Debrief Section will:

11.10.1.8.1. **(Added)** Designate a primary and alternate ASIP monitor and forward appointment letter to WAM.

11.10.1.8.2. **(Added)** Ensure the Individual Aircraft Tracking Program (IATP) flight log, AFTO Form 117, *USAF E-3 IATP (Individual Aircraft Tracking Program) Flight Long (OCR) Answer Sheet*, is filled out for each flight by the flight engineer and turned into debrief.

11.10.1.8.3. **(Added)** Mail the IATP flight logs into the E-3 ASIP manager's office on a monthly basis. The address is: **OC-ALC/ENFOC, 7158 Arnold St. BLDG 3, Rm. 128, Tinker AFB, Ok 73145.**

11.10.1.8.4. **(Added)** Training for the AFTO Form 117 capture sheets will be OJT and given by other qualified debrief technicians.

11.10.1.8.5. **(Added)** During deployment/TDY, the AFTO Form 117 is filled out for each flight by the flight engineer and stays with the forms, until the aircraft returns from deployment/TDY. Once the aircraft returns debrief will mail the AFTO Form 117 to the address listed above. If the collected AFTO Form 117 is from a previous month, send the forms to Tinker AFB no later than three working days from time received.

11.10.1.9. **(Added)** 961 AMU Specialist Section will:

11.10.1.9.1. **(Added)** No action required by Specialists. Kadena E-3s currently do not have an operational data collection device installed. In the event a recording system is installed, this instruction will be reviewed and updated as necessary.

11.10.1.10. **(Added)** 909 Debrief Section will:

11.10.1.10.1. **(Added)** Designate a primary and alternate ASIP monitor and forward appointment letter to WAM.

11.10.1.10.2. **(Added) Note:** Use of the AFTO Form 76, *C/KC-135 Aircraft Structural Assessment Data (OCR)*, is not required for aircraft equipped with a Flight Data Recorder/Cockpit Voice Recorder (FDR/CVR) that is capable of being downloaded through the Data Display and Transfer Unit (DDTU) and transferred to Aircraft Data Acquisition and Distribution System (ADADS) after each flight.

11.10.1.10.3. **(Added)** Ensure KC-135 crews complete AFTO Form 76, *C/KC-135 Aircraft Structural Assessment Data (OCR) Answer Sheet*, during debriefings. Debrief will verify the information in blocks 1, 3, 4, and 6 of AFTO Form 76.

11.10.1.10.4. **(Added)** Mail the AFTO Form 76 to the ASIP manager's office on a monthly basis. The address is: **Department of the Air Force, OC-ALC/TILOC, BLDG 3, Rm. 107 Tinker AFB, OK 73145.**

11.10.1.10.5. **(Added)** Training for the AFTO Form 76 capture sheets will be OJT and given by other qualified debrief technicians.

11.10.1.10.6. **(Added)** During deployment/TDY the AFTO Form 76 is filled out for each flight by the flight engineer and stays with the forms, until the aircraft returns from deployment/TDY. Once the aircraft returns from deployment/TDY, debrief will review the AFTO Form 76.

11.10.1.10.7. **(Added)** If the AFTO Form 76 is from a previous month, debrief will send the AFTO Form 76 to Tinker AFB no later than three working days from time received.

11.10.1.11. **(Added)** 909 AMU Specialist Section will:

11.10.1.11.1. **(Added)** Download recorded data from the DDTU, and transfer data to ADADS after each flight.

11.10.1.11.2. **(Added)** Update the documentary data in the FDR/CVR, after either the FDR/CVR or engine(s) have been replaced.

11.10.1.12. **(Added)** 33 HMU Debrief Section will:

11.10.1.12.1. **(Added)** Designate a primary and alternate ASIP monitor and forward appointment letter to WAM.

11.10.1.12.2. **(Added)** Ensure minimum two personnel maintain access to Aging Fleet Integrity & Reliability Management (AFIRM) website. **https://afirm.merc**-mercer.org/AFIRM/Afirm.aspx

11.10.1.12.3. **(Added)** Upload flight data to the Ground Station System (GSS)/PMA 3.0 programs after each flight.

11.10.1.12.4. **(Added)** Transfer recent flight data to removable media and upload to AFIRM website.

11.10.1.12.5. **(Added)** Submit Individual Aircraft Tracking status report to WAM quarterly.

**11.13. General CANN Procedures.**

11.13.3.3. **(Added)** CANN Authorities will:

11.13.3.3.1. **(Added)** Determine the CANN source. If it is necessary to CANN from another AMU or from an in-shop activity, the CANN Authority will coordinate with the respective unit supervision.

11.13.3.4. **(Added)** The AMU Decentralized Materiel Support (DMS) or the F-15C/D Consolidated Support Section will:

11.13.3.4.1. **(Added)** Annotate all applicable blocks of the AMU's CANN LOG.

11.13.3.4.2. **(Added)** Change data on the AF Form 2005, *Issue/Turn-In Request*, to reflect the CANN.

11.13.3.4.3. **(Added)** Notify LRS Material Management Flight (MICAP Section) of CANN action, including the new mark for, job control number, and delivery destination for the part or asset.

11.13.3.4.4. **(Added)** Compile a list of CANN items required for TDY/Deployment. This list will be routed through the AMU OIC/SUPT for review prior to CANN.

11.13.3.4.5. **(Added)** Provide a copy of the AF Form 2005 to the losing organization's supply representative, if the part is coming from another organization.

11.13.3.4.6. **(Added)** Notify the production supervisor when the serviceable item is received in the tail number bin (TNB) and load availability of asset in IMDS.

11.13.3.4.7. **(Added)** The AMU DMS will process engine CANNs from engine to engine using the CANN job control number. The Propulsion Flight will follow up on all "T" and "U" actions with appropriate squadron supervision. The AMUs will be responsible for clearing the Due-in From Maintenance (DIFM) assets.

11.13.3.4.8. **(Added)** CANN to fill Mobility Ready Support Packages (MRSP)/Mission Support Kits (MSK) TDY Parts Kits:

11.13.3.4.9. **(Added)** Upon verification of zero balance condition with Base Supply, the requesting AMU DMS will create a IMDS/G081 job for each part required.

11.13.3.5. **(Added)** CANN from Aircraft in Depot Status:

11.13.3.5.1. **(Added)** The MXG/CC or CD will approve all CANNs from Depot Possessed aircraft prior to obtaining approval from the PM.

11.13.3.6. **(Added)** F-15C/D CANN Aircraft Management Program:

11.13.3.6.1. **(Added)** The 18 AMXS CANN Aircraft Managers will:

11.13.3.6.1.1. **(Added)** Aircraft forms will be routed to 18 MXG/QA every 14 days for review if aircraft enters hangar queen status.

11.13.3.6.1.2. **(Added)** Prior to disconnecting the mooring weight, coordinate with QA to verify the aircraft CG is still within limits. Document the aircraft forms on an informational note for the verification.

11.13.3.6.1.3. **(Added)** The 18 MXG/QA will:

11.13.3.6.2. **(Added)** The F-15 AMUs will:

11.13.3.6.2.1. **(Added)** Coordinate and attend post-dock before the aircraft's first flight with PS&D and the 18 AMXS CANN Managers to validate the accomplishment of additional maintenance and TCTOs.

11.13.3.6.3. **(Added)** Dedicated AMU Scheduler.

11.13.3.6.3.1. **(Added)** Generate AF Form 2410, or locally-developed product, and coordinate compliance of inspection/s, time change/s, TCTO/s, and DD/s through respective AMU and applicable performing work centers for each CANN aircraft.

11.13.3.6.4. **(Added)** General F-15 Procedures:

11.13.3.6.4.1. **(Added)** The AMU Production Supervisor will designate the CANN aircraft. An AF Form 2410, *Inspection/TCTO Planning Checklist*, will be used to document all preventive maintenance, TCTOs, scheduled maintenance, inspections, DDs, and refurbishment actions that will be accomplished during CANN.

11.13.3.6.5. **(Added)** Engine-to-aircraft cannibalizations:

11.13.3.6.5.1. **(Added)** The AMU production supervisor will coordinate with CMS Production Supervisor to determine the availability of parts for CANN action.

11.13.3.6.6. **(Added)** The JEIM Section Chief or designated CANN official will:

11.13.3.6.6.1. **(Added)** Determine if a suitable part is available and has sufficient time remaining. Notify EME of all CANN actions affecting serially controlled and TCI parts. **Note:** If the cannibalization takes place when EME is off shift the JEIM Section will notify EME the next duty day.

11.13.3.6.6.2. **(Added)** The AMU Production Supervisor will have the AMU DMS process the CANN action.

11.13.3.6.6.3. **(Added) NOTE** : During times outside Propulsion Flight's supply section duty hours, the AF Form 2005 will be provided to the JEIM shift supervisor, who will ensure it is delivered to the Propulsion Flight Supply Section the following duty day.

11.13.3.6.7. **(Added)** AMU and the Propulsion Flight DMS will:

11.13.3.6.7.1. **(Added)** Coordinate with the JEIM Section Chief or designated CANN official to get the end item (i.e., engine, module, ESS component etc.) serial number and job control number (JCN) from which the part will be cannibalized.

11.13.3.6.7.2. **(Added)** Provide the AMU DMS with the end item serial number and JCN.

11.13.3.6.7.3. **(Added)** Record the CANN action in the local CANN log.

11.13.3.6.7.4. **(Added)** Update supply computer records.

11.13.3.6.7.5. **(Added)** The AMUs will be responsible for delivering defective parts to JEIM with the CANN document number. JEIM will ensure DIFM is cleared.

11.13.3.6.7.6. **(Added)** The donor work center will install serviceable part once it has issued from supply. Once the part is installed, JEIM Technicians will document the "U" action in IMDS completing the CANN JCN.

11.13.3.6.8. **(Added)** Engine-to-engine cannibalizations:

11.13.3.6.8.1. **(Added)** In the event of that an engine-to-engine CANN is necessary (serially controlled or time change only), the JEIM Section Chief or designated CANN official will:

11.13.3.6.8.2. **(Added)** Notify the Propulsion DMS of the pending CANN action.

11.13.3.6.8.3. **(Added)** Provide the Propulsion DMS the serial numbers and JCNs for the donor and receiving end items in addition to the due out document number.

11.13.3.6.9. **(Added)** The Propulsion DMS will:

11.13.3.6.9.1. **(Added)** Generate the CANN work order screen #083 sending the removal copy (T) of the IMDS work order notification to the technician performing the CANN action and retain the installation copy (U) of the IMDS work order notification in suspense until the replacement parts are received.

11.13.3.6.9.2. **(Added)** Accomplish paragraphs **11.13.3.6.7.2 through 11.13.3.6.7.4**.

11.13.3.6.9.3. **(Added)** The donor work center technician cannibalizes the part per the JEIM Section Chief's or designated CANN official's request and takes ATC "T" in IMDS per TO 00-20-2, Table 5-1.

11.13.3.6.10. **(Added)** When the replacement part issues the Propulsion DMS will:

11.13.3.6.10.1. **(Added)** Update the "U COMP" column of the CANN log with the date and time the part was received.

11.13.3.6.10.2. **(Added)** Update IMDS from DAP/DGP to DAM/DGM status. **Note:** This releases the installation ATC "U" at the donor work center.

11.13.3.6.10.3. **(Added)** Notify the donor work center of receipt of the part.

11.13.3.6.10.4. **(Added)** The donor work center technician will install the replacement part and complete the ATC "U" in IMDS per TO 00-20-2, Table 5-1.

11.13.3.6.10.5. **(Added)** If a CANN action is required during periods of weekend standby, the ranking standby person will call one of the designated CANN officials from the respective element the cannibalized part will come from to coordinate CANN procedures.

11.13.3.6.10.6. **(Added)** DMS personnel will reconcile the cannibalization log daily with the JEIM Section Chief or designated CANN officials within each respective element in addition to EME.

11.13.5.2.1. **(Added)** When a CANN action cannot be processed through supply during time sensitive maintenance (e.g., Red Ball maintenance) the CA will ensure the following documentation takes place:

11.13.5.2.2. **(Added)** The CA will ensure a Red X has been entered into the AFTO Form 781A of the aircraft in which the component is being removed for CANN. The "DISCREPANCY" block will state "____ (component) has been removed from aircraft ____ (tail number), and installed on aircraft ____ (tail number). CANN action not yet processed. CANN authorized by _____ (approving CA minimum signature)".

11.13.5.2.3. **(Added)** The above entries will be loaded into the MIS as soon as feasibly possible and remain open until standard CANN procures and documentation have been processed and closed. All warning tags and other required documentation associated with the CANN should be documented in reference to the Red X documentation for the task. Standard CANN action processing and documentation will be initiated as soon as possible, without hindering mission capabilities. All entries will be documented IAW TO 00-20-1.

11.13.5.2.4. **(Added)** In the event the CANN is being obtained from an aircraft in a paperless inspection, the above listed procedures will be documented in the MIS prior to component removal.

11.14.4.3. **(Added)** Personnel identified on the special certification roster as Cannibalization Authorities may approve Hangar Queen Category 1 and 2 aircraft cann actions, if the aircraft being cannibalized is in CC possession status.

11.14.4.4. **(Added)** Ensure aircraft forms are reviewed daily by production/hangar queen manager and notify supervision of any problems/issues preventing rebuild.

11.15.4.1.1. **(Added)** ACFT 83-0046 (GF-15D) and ACFT 89-26401 (HH-60) are the 18 MXG designated inactive GITAs.

11.15.4.1.2. **(Added)** The primary parking location for the GITA(s) will be inside an 18 MXG owned HAS and tracked by MOC. In the event that the GITA cannot be parked inside a HAS or is moved, the organization moving the GITA will notify MOC and MTS of the new parking location. The organization responsible for the facility to where the GITA is re-located will retain all facility-related responsibilities for that location (e.g. inspections and work orders). All GITA-related discrepancies will be reported to the MTS to be corrected.

11.15.4.1.3. **(Added)** The following aircraft systems on the GITAs will be kept operational: electrical system, avionics, environmental control, communication, hydraulic, pneumatic, and flight controls. The HH-60 GITA will have engine components. The GF-15D GITA canopy will not have explosives. Accordingly, published technical data procedures/maintenance practices will apply to all operational systems.

11.15.4.1.4. **(Added)** The GF-15D GITA will not be engine run capable. The 18 MXG/MTS will utilize an aircraft provided by the 18 AMXS for F-15 Engine Run course certification. The HH-60 GITA will be engine run capable.

11.15.4.1.5. **(Added)** The GF-15D GITA will have two F100-PW220 engines installed. These engines will be unserviceable and for training use only. The HH-60 GITA will have two T701 C/D engines. These engines will be serviceable and for training use only.

11.15.4.1.6. **(Added)** All explosive components must be removed that are not required to support training requirements.

11.15.4.1.6.1. **(Added)** Fire bottle squibs needed to safely operate engines in case of an emergency will remain installed and tracked by 18 MXG/PS&D (HH-60).

11.15.4.1.6.2. **(Added)** 18 MXG/MTS will be responsible for when the time change occurs. 18 MXG/MTS will coordinate with 18 MUNS and 33 HMU for requisition and replacement of the fire bottle squibs.

11.15.4.1.7. **(Added)** GITA periodic inspections will be coordinated and performed by required functional areas every two years using a tailored work deck and will be tracked by 18 MXG/PS&D. Engine phase work cards will be required for the HH-60 GITA. The MTS GITA manager/DCC or ADCC will accompany the GITA during phase inspection to perform crew chief duties and provide guidance/assistance on GITA inspection and repair.

11.15.4.1.8. **(Added)** MTS Supervision will coordinate the GITA inspection with 18 MXG/PS&D, 18 EMS, 18 CMS and 18 AMXS (GF-15D) or 18 MXG/PS&D and 33 HMU (HH-60) to arrange maintenance and aircraft support during the scheduled inspection.

11.15.4.1.9. DELETED The GITA manger/DCC or ADCC will accompany the GITA during phase inspection to perform crew chief duties and provide guidance/assistance on GITA inspection and repair.

11.15.4.1.10. **(Added)** Armament equipment assigned to the GITA will be tracked as part of 18 MUNS Armament Flight SPRAM account (GF-15D).

11.15.4.1.11. **(Added)** MTS will maintain the AF Form 2691, *Aircraft/Missile Equipment Property Record,* issued for the armament equipment in the continuity book for the GITA (GF-15D).

11.15.4.1.12. **(Added)** All off equipment inspections/maintenance for armament equipment will be completed by the armament backshop IAW **Attachment 16**, *Inspection Matrix* (GF-15D).

11.15.4.1.13. **(Added)** All GF-15D GITA armament equipment will be stenciled in minimum 2-inch red lettering "DO NOT FLY TRAINING USE ONLY" by 18 MUNS/MXWR. All stencils will be in standardized observable locations when installed on the aircraft not to impede operational use of armament equipment.

11.15.4.1.14. **(Added)** During GITA phase inspection periods, the armament equipment will be sent to the armament backshop for inspection and repair (GF-15D).

11.15.4.1.15. **(Added)** Individuals requiring use of the GITA will ensure it is used as intended to include:

11.15.4.1.16. **(Added)** Users will complete an 18 MXG/MTS-provided "GITA Before/After Use Responsibilities" checklist with each use of the GITA. See **Attachment 14** for sample format.

11.15.4.1.17. **(Added)** Users will document and clear all maintenance actions IAW applicable TO 00-20 series and this publication.

11.15.4.1.18. **(Added)** Users will notify 18 MXG/MTS personnel if GITA systems are not operational; provide information detailing suspected cause of the malfunction; document discrepancies in aircraft forms IAW applicable technical data.

11.15.4.1.19. **(Added)** If an aircraft part is required to repair a malfunction, the user will provide a completed "GITA Parts Request" worksheet to the 18 MXG/MTS. See **Attachment 15** for sample format.

11.15.4.1.20. **(Added)** The aircraft forms for the GITA will be kept in Building 938, Room 16, when maintenance or training is not being performed on the aircraft.

11.15.4.1.21. **(Added)** 18th Aircraft Maintenance Squadron will:

11.15.4.1.27.1. **(Added)** For the GF-15D GITA, the 67 AMU Supply account is the primary source of funding, and the 18 EMS Supply is the alternate account. For the HH-60 GITA, the 33 HMU will be the primary source of funding.

11.15.4.1.21.2. **(Added)** All GF-15D items (Depot Level Repair [DLR], consumables, Aviation Petroleum Oil Lubricants (AVPOL) and parts) needed to operationally maintain the GITA will be ordered against the current assigned GITA aircraft serial number and charge against the 67 AMU supply account as a primary funding source. The 18 EMS supply account will be an alternate. The 33 HMU will be the primary source of funding for the existing HH-60 GITA.

11.15.4.1.21.3. **(Added)** The 67 AMU Support Section is the primary source of tools and test equipment and the18 EMS Support Section will be the alternate source for the GF-15D GITA. The 33 HMU will be the primary source of tools and test equipment for the HH-60 GITA.

11.15.4.1.21.4. **(Added)** Maintenance and/or troubleshooting that cannot be accomplished within MTS/ Field Training Detachment (FTD) capabilities will be accomplished by the 18 AMXS or 33 HMU for the applicable GITA. In addition to accurate forms documentation, MTS will provide the owning AMU Production Super an on-the-spot turnover of required maintenance and/or troubleshooting.

11.15.4.1.21.5. **(Added)** 18 AMXS and 33 HMU is responsible for providing an operational aircraft to MTS in the event the applicable GITA becomes unavailable for scheduled/unscheduled maintenance, etc.

11.15.4.1.21.6. **(Added)** MTS supervision will coordinate the request for an aircraft in place of the GITA through 18 AMXS supervision or 33 HMU supervision as applicable.

11.15.4.1.21.7. **(Added)** Training objectives that cannot be met using the GITA as a training aircraft will be accomplished on an operational 18 AMXS or 33 HMU aircraft as applicable. The specific system requirements will be discussed at the 18 MXG Shared Resources Meeting.

11.15.4.1.22. **(Added)** Maintenance Training Section (MTS) will:

11.15.4.1.22.1. **(Added)** Perform crew chief duties, maintain aircraft forms, tow the GF-15D when required, update IMDS as required, transcribe forms and coordinate with appropriate agencies for specialist support when required.

11.15.4.1.22.2. **(Added)** Perform scheduled or unscheduled maintenance within MTS capabilities.

11.15.4.1.22.3. **(Added)** The 372 TRS/DET 15 instructors may assist with GITA maintenance as instructor availability permits, and when requested by the MTS.

11.15.4.1.22.4. **(Added)** MTS supervision will coordinate with 18 AMXS supervision, 33 HMU supervision, 18 EMS supervision, 18 CMS supervision and Air Force Engineering Technical Services as applicable to arrange maintenance support when required repair or maintenance actions exceed MTS capabilities or instructor availability.

11.15.4.1.22.5. **(Added)** Assign dedicated crew chiefs/GITA managers.

11.15.4.1.22.6. **(Added)** Assign one assistant dedicated crew chief/alternate GITA manager.

11.15.4.1.22.7. **(Added)** Report any situation/condition that will cause a training deviation to the 18 MXG/CC via 18 MXG supervision.

11.15.4.1.22.8. **(Added)** The GITA will be scheduled for wash semi-annually. MTS supervision will schedule aircraft wash through PS&D and 18 EMS supervision.

11.15.4.1.23. **(Added)** Quality Assurance:

11.15.4.1.23.1. **(Added)** 18 MXG/QA will notify 18 MXG/PS&D of new TCTO/modifications/One Time Inspections (OTI) affecting F-15(D) and HH-60 fleet.

11.15.4.1.23.2. **(Added)** 18 MXG/QA will review new TCTO/MODs/OTIs with MTS and make action recommendation to 18 MXG/CC, following evaluation of applicability to operational GITA systems.

11.15.4.1.24. **(Added)** Plans and Scheduling:

11.15.4.1.24.1. **(Added)** 18 MXG/PS&D is responsible for maintaining the aircraft's historical documents (DAFI 21-101, PACAFSUP).

11.15.4.1.24.2. **(Added)** MTS will submit a written request to PS&D to remove non-applicable TCTO/MODs/TCIs from IMDS based upon GITA systems' operational status.

11.15.4.1.24.3. **(Added)** 18 MXG/PS&D will update recurring GITA inspections in IMDS. For the GF-15D, see **Attachment 16**, *Inspection Matrix*.

11.15.4.1.25. **(Added)** Cannibalization:

11.15.4.1.25.1. **(Added)** Cannibalization actions are not authorized unless approved by the Special Program Office (SPO).

11.15.4.1.26. **(Added)** GITA Disposal:

11.15.4.1.26.1. **(Added)** In the event the GITA is deemed not suitable for training, 18 MXG/MTS supervision will notify the 18 MXG/CC on current condition.

11.15.4.1.26.2. **(Added)** MTS will notify 18 MXG/PS&D to begin coordination for disposal when a GITA is declared unsuitable for training or excess to training needs.

11.15.4.1.26.3. **(Added)** Once disposal is determined (i.e., reclamation via Defense Reutilization Management Office [DRMO] or reassigned under a static display program), the 18 MXG/CC will appoint a maintenance officer or SNCO as project official to oversee completion of all logistics support operations necessary to facilitate removal or transfer of the GITA.

11.15.4.1.27. **(Added)** GITA Forms Documentation Procedures:

11.15.4.1.27.1. **(Added)** Documentation of AFTO Forms 781 is the responsibility of both the using agency and 18 MXG/MTS personnel. MTF personnel will document AFTO Forms 781A with supply document numbers when parts are on order against the equipment.

11.15.4.1.27.2. **(Added)** The MTS will, as a minimum, perform monthly aircraft forms review and transcribe as required.

11.15.4.1.27.3. **(Added)** Training maintenance performed by students will not be assigned job control numbers in IMDS unless required for actual maintenance actions (i.e., TCTO, required inspections, or repairing active discrepancies).

11.15.4.1.27.4. **(Added)** A "TRAINING FORMS" tab will be entered behind active AFTO Forms 781A to allow for student training. The forms will be stamped "FOR TRAINING USE ONLY" on the top and the bottom of the page. This is to minimize transcribing multiple duplicate training write ups and to segregate active discrepancies from training discrepancies (TO 00-20-1). See **Attachment 5**.

11.17.1.1.1. **(Added)** MTF/FTD will develop course codes in IMDS to track training and certification as follows:

11.17.1.1.2. **(Added)** All personnel will utilize 18 MXG Form 58, *Aircraft Engine Run Certification*, for Initial/Post Engine Run Certification. 18 MXG Form 58 is located on the QA SharePoint site.

**11.18. Engine Blade Blending (Engine installed in Aircraft).**

11.18.8. **(Added)** QA inspector will stamp/sign the INSPECTOR block for all blade blend QVI on the locally generated form.

11.18.9. **(Added-F-15)** The individual who performed the blend will update the appropriate engine pinwheel located in the aircraft forms binder.

11.18.10. **(Added)** Any damage (requiring blending) noted to engine rotors or stators that have not been previously dyed blue will be annotated on the AFTO Form 781A as a Red-X. Repaired engine damage will also be annotated on the AFTO Form 95, *Significant Historical Data,* or locally approved form by the owning organization. The AFTO Form 95 or locally approved form will be forwarded to the EME and the 18 WG FOD Monitor within 5 duty days of a FOD incident. The affected area will be blue dyed.

11.19.1.1.1. **(Added)** Flexible Borescope Inspection Training and Certification. 909th will follow the MAF Sup.

11.19.1.1.2. **(Added)** Flexible borescope operators will complete the applicable FTD/MTF flexible borescope course. Borescope FTD/MTF training/certification is not required for non-engine related or other mundane tasks (i.e., use within waveguides, RF components, FOD searches under floorboards, behind panels and other tasks not linked with engine maintenance); however, personnel must be familiar with operating a flexible borescope.

11.19.1.1.3. **(Added)** MTF will coordinate with AMXS/CMS/AFETS to schedule certifiers to complete initial certification immediately following the FTD/MTF flexible borescope course.

11.19.1.1.4. **(Added)** CMS and each AMU will have a minimum of one certifying official.

11.23.1.1. 18 AMXS develops PAS floor plans for TDY/augmentation forces.

11.25.11.1.1. **(Added)** Decertified personnel must re-accomplish all initial hot/aircraft-to-aircraft refueling qualification training.

11.25.11.1.2. **(Added)** Conducting Hot/Aircraft-to-Aircraft Refueling Training/Certification and Documentation:

11.25.11.1.2.1. **(Added)** For Maintenance personnel, Phase I training will be conducted by 18 MO Maintenance Training Flight (MTF). Phase II and III training will be conducted utilizing joint training sessions. Maintenance personnel will be task qualified/certified by designated hot refueling certifiers from the AMUs or 18 MXG QA.

11.25.11.1.2.2. **(Added)** Hot Pit Certifiers. Each AMU will designate qualified 7-Levels as hot refueling certifiers. Squadron certifiers require an initial/annual evaluation by QA. Squadron certifiers may perform initial, recurring or annual certification of personnel performing the Pad Supervisor, A, B and D positions.

11.25.11.1.2.3. **(Added)** Fuels Management personnel will be task qualified/certified by Fuels Management Trainer/Evaluator/Certifiers (T/E/C) to perform hot pit training. As a minimum, initial certification will require the completion of two hot refuels. The first will be an over-the-shoulder, hands-on training, and the second will be performed without assistance.

11.25.11.1.2.4. **(Added)** TDY units requesting the use of the hot pits must be qualified and receive hot pit refueling orientation from 18 MXG Quality Assurance (QA) prior to hot refueling. Orientation will outline the flow plan, equipment setup, personnel requirements, cursory inspection requirements and emergency procedures.

11.25.11.1.2.5. **(Added)** Marine units requesting hot refueling will coordinate with 18 AMXS Maintenance Supervision and 67th OPS prior to conducting hot refueling operations.

**11.42. (Added) F100-PW-220 Engine Courtesy Run Policy.**

11.42.1. **(Added)** The 18 CMS Propulsion Flight Chief will ensure that all reasonable efforts have been made to troubleshoot engines while installed in the aircraft.

11.42.2. **(Added)** The responsible AMU will coordinate with the 18 CMS Propulsion Flight Chief and the 18 AMXS Supervision prior to requesting an engine to be run on the test cell.

11.42.3. **(Added)** The engine removed from the aircraft for the test cell courtesy run is owned by the AMU and will not be inducted for JEIM.

11.42.4. **(Added)** Upon Propulsion Flight Chief's courtesy run approval and delivery to backshop, JEIM personnel will take custodial responsibility of engine throughout the courtesy run process. No AMU support required.

11.42.5. **(Added)** JEIM will create a courtesy run work package and begin the courtesy run procedures utilizing flight line limits.

11.42.6. **(Added)** The JEIM Section Chief will ensure all documentation is complete prior to forwarding to Engine Management. Upon courtesy run completion, the JEIM Section Chief will release the engine and notify AMU leadership.

**11.43. (Added) NCE Tracking and DULL SWORD Reporting.**

11.43.1. **(Added)** Superintendents/NCE Monitors are required to review the NCE listings and identify work-centers that require NCE/Nuclear Certified Incident (NCI) Reporting Awareness training. Work Centers who own, use, handle, maintain NCE/NCI or process DULL SWORDS will identify NCE/NCI Reporting Awareness training as an annual work center requirement. Completed training will be documented in IMDS utilizing course code 00002. NCE/NCI Reporting Awareness training may be conducted by the Section NCOIC or NCE Monitor and will include as a minimum: local procedures, proper use of nuclear flagwords, mishap, deficiency reporting instructions IAW AFMAN 91-221, *Weapons Safety Investigations and Reports*, and identification of specific NCE and NCI they may encounter in the performance of their duties.

11.43.2. **(Added)** Units will submit DULL SWORD worksheets to 18 WG/SEW for NCE/NCI equipment damages, malfunctions or deficiencies. 18 WG/SEW determines if the event is actually DULL SWORD reportable.

11.43.3. **(Added)** The 18 MXG NCE/NCI Program Advisor is the Commander's advisor on NCE and NCI matters with authority to cross functional and organizational boundaries to identify and resolve issues.

**11.44. (Added) Engine Runs During Quiet Hours.**

11.44.1. **(Added)** Blanket approval for idle engine runs are granted during quiet hours under the following conditions:

11.44.1.1. **(Added)** F-15. Idle engine runs will be unrestricted and are only allowed on the upper and lower ramps.

11.44.1.2. **(Added)** KC-135/E-3/RC-135 (All Variants). Only if the aircraft is on the next day's flying schedule as a flyer or spare.

11.44.1.3. **(Added)** HH-60. Idle engine runs will be unrestricted with rotors locked for engine rinses that are required after every flight in a salt water environment IAW TO 1H-60(H)G-6 WA-1, *Schedule Inspection and Maintenance Requirement,* or up to two hours after landing.

11.44.1.4. **(Added)** MC-130J. Idle runs are unrestricted if the aircraft are on the schedule as a spare or flyer for the next day and parked on the SOW Ramp or in a revetment.

**11.45. (Added) KC-135 Rudder Gust Lock Installation and Removal.**

11.45.1. **(Added)** When installing the rudder gust lock IAW TO 1C-135-2-2-2, *Ground Handling, Servicing, and Airframe*, **paragraph 14.4.11**, in addition to the locally manufactured gust lock, the "Rudder Gust Lock Installed" sign will be hung from the pilot's yoke and documented with a red X in the AF Forms 781A with the discrepancy "Rudder gust lock warning sign installed on pilot's yoke. **Note:** DO NOT OPERATE RUDDER OR (DE) PRESSURIZE RIGHT SYSTEM HYDRAULICS.

11.45.2. **(Added)** When performing the "Rudder and Trim Tab Lock Installation", TO 1C-135-2-2-2, paragraph 14.4.11, step (1), "Isolate rudder hydraulic system per TO 1C-135-2-8-1-WA-1, *Maintenance Instructions – Flight Control Systems, USAF Series C-135 Aircraft*" the following

action will be complied with: when performing TO 1C-135-2-8-1, paragraph 17.2.2 “Isolation”, following step (4), (Flight Control Systems), the rudder shut off valve will be safety wired to the closed position. This will be documented with a red X in the AF Forms 781A with the discrepancy “Rudder shutoff valve safety-wired closed”.

11.45.3. **(Added)** After removal of the rudder gust lock, the safety wire and warning sign will be removed.

**11.46. (Added) Aircraft Hangaring/Parking.**

11.46.1. **(Added)** Units will follow standard hangaring checklist (located on QA SharePoint).

11.46.2. **(Added)** Aircraft parked outside of a hangar or HAS will have both main landing gears chocked and laced at all times.

11.46.3. **(Added)** 18 AMXS will appoint a qualified SNCO (Course Code 000006) within each AMU to monitor typhoon sheltering operations of vehicles, equipment and/or aircraft into a HAS or hangar. The appointed individual will be identified by wearing a brightly colored reflective vest.

**11.47. (Added) Coordination of Static Display Aircraft.**

11.47.1. **(Added)** In the event that a static aircraft impacts aircraft availability or conflicts with the flying schedule, an Electronic Staff Summary Sheet (E-SSS) will be completed and submitted to Plans and Scheduling NLT 14 duty days prior to the event.

11.47.2. **(Added)** For the 909th, a static display that impacts the daily schedule, it will count as a tasked line.

11.47.3. **(Added)** All static displays will be approved by the MXG/CD or higher.

**11.48. (Added) Launch and Recovery of Explosive Loaded Aircraft.**

11.48.1. **(Added)** Landing gear and arresting hook ground safety pins and live/captive AIM-9 dome covers will be installed/removed in the aircraft parking location. All ground safety pins installed in live and inert loaded stations, inboard and centerline carted stations; guns and chaff/flare will be installed/removed at EOR, unless otherwise directed by the 18 MXG/CC.

11.48.2. **(Added)** Arming/de-arming of explosive loaded aircraft will normally be performed on “warm up” pads 3 and 4 with aircraft oriented in the heading of 050 and 230 respectively (IAW 18 WG/SEW explosive loaded parking plan). **Note:** If “warm up” pads 3 and 4 are not available “warm up” pads 1 and F 2, with aircraft oriented in headings of 230 and 070 respectively, may be used. EOR Super with Airfield Management, Wing Safety, Operations and Maintenance Supervision will coordinate alternate locations.

11.48.3. **(Added)** During sortie surge operations, surge aircraft may be de-armed in conjunction with cursory inspections at Protective Aircraft Shelters 11 and 15 (along taxiway “H”). **Exception:** All live forward firing munitions will be de-armed at EOR. (IAW 18 WG/SEW explosive loaded parking plan).

11.48.4. **(Added)** At no time will personnel or aircraft pass in front of or behind forward firing munitions when being armed/de-armed. All training/captive forward-firing munitions will be treated as live. Non-2W1X1 personnel will not be given access to aircraft prior to munitions being inspected for safe.

**11.49. (Added) End of Runway Procedures.**

11.49.1. **(Added)** Arm and De-Arm EOR Cursory Supervisor/Team Chiefs will:

11.49.1.1. **(Added)** Conduct the required safety briefing at the beginning of each shift and when personnel changes are made to ensure all personnel are familiar with emergency response procedures.

11.49.1.2. **(Added)** Ensures FOD walks of EOR areas are performed prior to first aircraft arrival.

11.49.1.3. **(Added)** Be responsible for directing all launch/recovery, arm/de-arm functions and movement of assigned aircraft IAW applicable technical data.

11.49.2. **(Added)** Training Requirements:

11.49.2.1. **(Added)** F-15/HH-60 Weapons Standardization Section will conduct all Immediate Prior to Launch (IPL) and aircraft munitions safing procedures training. Individuals not qualified in the Weapons Load Crew Management Tool (WLCMT) or appropriate MIS will not remove safety pins from loaded stations.

11.49.3. **(Added)** Required courses:

11.49.3.1. **(Added)** Maintenance Orientation All personnel.

11.49.3.2. **(Added)** Marshalling personnel will be marshalling qualified.

11.49.3.3. **(Added)** F-15 Egress Initial or Refresher All personnel.

11.49.3.4. **(Added)** Weapons Academics/Explosive Safety. Weapons Personnel only.

11.49.4. **(Added)** Emergency Procedures:

11.49.4.1. **(Added)** During emergencies, unauthorized personnel will not approach the aircraft while safing procedures are being performed. The incident commander has sole authority to terminate in-flight and ground emergencies.

11.49.4.2. **(Added)** If an aircraft has hot brakes, hung munitions (including flare), or an unsafe hot/jammed gun condition (gun that cannot be rotated, or gun pin cannot be installed), Team Chief will inform pilot of the situation and direct aircraft to hung munitions and hot/jammed gun area, then inform Production Super. IAW 18 WG/SEW explosive loaded parking plan, run-up pads 1, 2, 3 and 4 hung munitions and hot/jammed gun areas are clearly marked by red circles and arrows indicating the least hazardous direction. If a munition/gun cannot be safed, the Senior Fire Official will direct the aircraft to either taxi, or shut down and be towed to Hardstand 125 for further analysis by Explosive Ordnance Disposal (EOD) and maintenance teams.

11.49.4.3. **(Added)** 18 MUNS/MXWR (Armament Flight) will be dispatched to all F-15 unsafe gun conditions and hot/jammed guns to assist AMU weapons personnel as required. A qualified 2W171 will oversee teardown to facilitate safing process and make final determination of gun status.

11.49.4.4. **(Added)** Hung munitions (EXCLUDING flare) and hot/jammed guns. 2W1X1 personnel will coordinate with the on-scene commander for approval to verify the status of hung munition/jammed gun and attempt to safe. If 2W1X1 personnel are unable to safe the munition/jammed gun they will coordinate with on-scene commander and EOD personnel. EOD will attempt to safe IAW applicable technical data and advise the on-scene commander and 2W1X1 personnel when the safety pins/devices are installed and the item has been safed. Once the item is safe, the EOR crew will resume to safe the rest of the aircraft as necessary.

11.49.5. **(Added)** Hung Flares:

11.49.5.1. **(Added)** EOR/2W1X1 personnel WILL NOT attempt to safe hung flare.

11.49.5.2. **(Added)** Fire Department personnel will install gear pins and make the determination if there is an ACTUAL hung flare, and if required contact EOD.

11.49.5.3. **(Added)** Hot Brakes: EOR procedures will not be performed on aircraft experiencing hot brakes until directed by the Fire Chief.

**11.50. (Added) MXG Oil Analysis Program.**

11.50.1. **(Added)** Units utilizing the Joint Oil Analysis Program (JOAP) Lab will:

11.50.1.1. **(Added)** Verify engine code status prior to all engine drain and flush actions with the JOAP Lab.

11.50.1.2. **(Added)** Deliver oil cart samples to the JOAP Lab on the first duty day of the week at least 4 hours prior to first take off. If weekend flying is scheduled, deliver samples on Friday's before 1600. Contaminated carts will be reported back to the unit through the MOC. Oil carts identified as contaminated will be removed from service, drained and flushed, and a resample submitted to the JOAP Lab for analysis.

11.50.1.3. **(Added)** Contact the JOAP Lab for oil analysis records at least two hours prior to aircraft or spare engines deploying for TDY, going cross-country, or transferring to another unit.

11.50.1.4. **(Added)** Ensure JOAP samples are taken after the first engine run following engine installation.

11.50.1.5. **(Added)** Test/Cell will provide (at a minimum) three runs prior to reissuing to the flight line to establish a baseline trend. All test/cell samples will be placed on a Code "F". The Code "F" ensures the JOAP Lab receives a maintenance run after installation. If engine is released from test/cell with only one sample, the JOAP lab will need, at a minimum, two more ground runs from the flight line. After the two ground runs, if everything is normal, the engine will be placed on Code "C" for at least 10 flying hours or lab recommendation.

11.50.2. **(Added)** Propulsion Flight supervision will ensure engine JOAP historical records are requested for all components undergoing scheduled maintenance, transferring, or deploying. Records will be picked up prior to component shipment. Ensure test/cell samples are delivered to the JOAP Lab within three hours from the time the sample is taken. If the JOAP Lab is not manned, contact the maintenance operations center.

**11.51. (Added) Aircraft/system forms, equipment forms, and MIS documentation.**

11.51.1. **(Added)** AFTO Form 492, *MX Warning Tag*. The following procedures establish guidelines for the use of AFTO Form 492:

11.51.2. **(Added)** Laminated warning tag/sheets (Part A and B) are authorized for use and will be a controlled item issued from user's Support Section.

11.51.3. **(Added)** Units performing major inspections may utilize a warning tag tracking sheet to document warning tags associated with the inspection. If utilized, the approved tracking sheet must be inserted into the front of the AFTO Form 781A. Upon completion of the inspection, the warning tag tracking sheet will become part of the AFTO Forms 781 package and will remain in the miscellaneous portion for each aircraft jacket file. An entry will also be input in the AFTO Form 781A and the applicable aircraft MIS identifying installation of warning tags.

11.51.4. **(Added)** If utilizing a paperless inspection process, the warning tag tracking sheets will be kept in a separate binder, and will be added to the deactivated AFTO Forms 781A upon completion of the inspection and activation of the forms.

11.51.5. **(Added)** If utilized, the warning tag status board/sheet will indicate the following information:

11.51.6. **(Added)** Warning Tag number.

11.51.7. **(Added)** Tag location. **Example:** Ext power access door.

11.51.8. **(Added)** Warning statement, including reason for restriction.

11.51.9. **(Added)** Reference to the original discrepancy in the AFTO Form 781A; See page__, Block__.

11.51.10. **(Added)** Employee name, employee number, and date of individual installing warning tag.

11.51.11. **(Added)** Employee name, employee number, signature, and date of individual authorized to remove warning tag.

11.51.12. **(Added)** Personnel must review the warning tag tracking board/sheet prior to performing any aircraft maintenance.

11.51.13. **(Added)** Aircraft Servicing Documentation. All units will document all oil/hydraulic/gaseous oxygen/liquid oxygen/nitrogen servicing accomplished on the aircraft using the AIRCRAFT SERVICING TRACKING SHEET. The tracking sheet will accompany the servicing unit's AFTO Form 244, *Industrial/Support Equipment Record.* Refer to QA SharePoint for tracking sheet.

11.51.13.1. **(Added)** Each AMU/EMS Phase will ensure assigned servicing carts AIRCRAFT SERVICING TRACKING SHEETS are replaced when full and kept on file for 30 days.

11.51.13.2. **(Added)** Gaseous Oxygen and Liquid Oxygen servicing will be annotated on AFTO Form 134, *Aviator Breathing Oxygen Servicing Trailer Log*. Utilize the appropriate page of AFTO FORM 134, "GASEOUS" or "AVIATOR BREATHING OXYGEN SERVICING TRAILER LOG ". Annotate Date, Quantity, Initial Pressure, Final Pressure, Aircraft Number, and Initial and Remarks blocks as required.

11.51.14. **(Added)** AFTO Form 244 or automated management products are required for all test stations, mock-ups, and locally manufactured test equipment that do not have a scheduled calibration interval, but have an inspection/maintenance requirement established by technical data or locally approved checklist(s).

11.51.15. **(Added)** If the 10 maintenance delayed discrepancies blocks are filled on Part V of the AFTO Form 244 and continue discrepancies an AFTO Form 245, *Industrial Support Equipment Record*, will be used.

11.51.16. **(Added)** Annotate Part I, blocks 1-7 IAW TO 00-20-1. Block 8 will be used to document the number of AFTO Forms 244 that are with the item for accountability. **Example:** AFTO Form 244 "1 of 2" and the continuation AFTO Form 245 will be documented "2 of 2" on block 11 of the AFTO Form 245. If additional continuation forms are added, the number sequence will be changed on block 8 of all the forms to reflect the number of AFTO Forms 244/245.

11.51.17. **(Added)** All AFTO Forms 244 will accompany the equipment IAW TO 00-20-1. When equipment use or size makes it hazardous or impractical for the form to accompany the equipment, Support Sections have the option to maintain electronically printed AFTO Forms 244 for their equipment in a centrally-located binder. Equipment AFTO Forms 244 will match the status of the equipment in TCMax. The MXG approved listing may be found on the MXG/QA SharePoint Site.

11.51.18. **(Added)** Un-installed Engine Maintenance Documentation Policy.

11.51.19. **(Added)** For engines assigned to the 67th AMU and Phase Inspection Section that are removed from aircraft, the following documentation will accompany the engine: un-installed engine work package, un-installed engine maintenance Documentation Sheets, and an AFTO Form 350, *Repairable Item Processing Tag*, attached to the front area of the engine with all appropriate data filled in. Refer to QA SharePoint for tracking sheet.

11.51.20. **(Added)** Document all un-installed maintenance on the maintenance worksheet including all In-Process Inspections (IPI), leak checks, operational checks, and follow on maintenance. Refer follow on maintenance to the original discrepancy. All open discrepancies that are not cleared prior to engine installation will be carried forward to AFTO Forms 781A (i.e., due leak check, ops check, etc.). Clear all write-ups in the same manner as outlined in TO 00-20-1, TO 00-20-2, DAFI 21-101, PACAFSUP, as applicable.

11.51.21. **(Added)** Forward the un-installed engine maintenance documentation work package to engine management (EM) section after engine is installed into aircraft. Engine management will maintain the appropriate work package in historical record/CEMS.

**11.52. (Added) Process for determining if an Operational Check Flight (OCF) or FCF is required.**

11.52.1. **(Added)** When an aircraft has not flown for 20 consecutive days, MOC will track days since last flight. AMU Supervision will identify the tail number as a potential hangar queen. Aircraft in a D-type possession identifier codes (DO, DJ, DM) are non-possessed; and aircraft in B-type possession identifier codes (BU, BQ, BT) are unit possessed.

11.52.2. **(Added)** The AMU OIC/Superintendent will ensure the first flight after CAT II Hangar Queen is an OCF unless the 18 MXG/CC and 18 OG/CC waive the OCF or an FCF is required by the -6 TO. When an OCF waiver is requested, the AMU will brief the 18 MXG/CC on all maintenance accomplished on the aircraft. Aircraft will not be scheduled to fly cross-country on the first flight after CAT I, II and CAT III Hangar Queen unless waived by the MXG/CC.

11.52.3. **(Added)** AMUs will use the approved OCF/FCF waiver request form (See QA SharePoint). The final signed copy will then be routed back to QA prior to flight. **Note:** Only required if -6 dictates an OCF/FCF needs to be accomplished.

11.52.4. **(Added)** QA will perform a QVI on the preflight prior to the first flight after all major maintenance actions are completed.

**11.53. (Added) Chafing Awareness Program.**

11.53.1. **(Added)** This program is mandatory for fighter aircraft units and other MDS IAW applicable MDS technical data.

11.53.2. **(Added) Personnel identifying chafing on aircraft will notify MOC.**

11.53.3. **(Added) QA personnel will respond to the aircraft and take pictures of the chafing.** QA will also produce the final report and confirm all documentation has been completed.

11.53.4. **(Added)** The Chief Inspector will advise the MXG/CC or delegated authority if a 10 percent inspection of assigned aircraft is warranted. The MXG/CC or delegated authority will then determine if a 10 percent inspection of assigned aircraft is necessary.

11.53.5. **(Added)** The unit identifying the chafing will conduct the 10 percent on like model, lot number or block of aircraft.

11.53.6. **(Added)** The Chief Inspector shall recommend to MXG/CC/CD initiating an OTI if the sampled aircraft indicates a chafing problem or the detected chafing is an operational safety hazard.

**11.54. (Added) When moving AGE from location to location, the user will notify AGE dispatch of the movement.** Users will not place AGE back on a sub-pool.

**11.55. (Added) Bomblift Operator/User Responsibilities.**

11.55.1. **(Added)** Bomblifts are controlled assets and must be signed out using TCMax or if TCMax is not available an AF Form 1297 will be utilized.

11.55.2. **(Added)** If a bomblift experiences a malfunction or an anomaly during operation and/or munitions handling, the operator will cease operations and report the location of the bomblift immediately to AGE. AGE personnel will assist in retrieving the bomblift and will annotate any damage discovered.

**11.56. (Added) Wet/Dry Kadena Runway Operations.**

11.56.1. **(Added)** For the purpose of determining F-15 Nose Landing Gear (NLG) and Main Landing Gear (MLG) tire wear limits, the following criteria shall be applied: The runways at Kadena Air Base are considered to be under wet operation from May - Aug and dry operation from Sep - Apr.

14.2.2.2.3.1. **(Added)** Aircraft deployed over 60 days will only require a CD with automated aircraft 95's downloaded and weight and balance records, unless otherwise specified by Aircraft Maintenance Unit.

14.2.2.3.14.6.3. **(Added)** Use standardized AFTO Form 781 missing form's letter located on PS&D shared drive.

14.2.3.1. The standardized Aircraft Document Review (ADR) cover/squadron coordination sheet created by 18 MXG/MXOS outlines the ADR process. It is maintained on PS&D shared drive.

14.2.6.4. **(Added)** Manual JCN block assignment.

14.2.6.4.1. **(Added)** 0001 - 4000 IMDS generated JCNs.

14.2.6.4.2. **(Added)** 18 MXG Engine Management:

14.2.6.4.2.1. **(Added)** 4001 - 4020 TCTOs.

14.2.6.4.2.2. **(Added)** 4021 - 4040 Time Changes.

14.2.6.4.2.3. **(Added)** 4041 - 4060 Inspections.

14.2.6.4.3. **(Added)** 18 MXG MOC:

14.2.6.4.3.1. **(Added)** 4061 - 4075 Unscheduled Maintenance.

14.2.6.4.4. **(Added)** 44 AMU:

14.2.6.4.4.1. **(Added)** 4076 - 4100 CLS.

14.2.6.4.4.2. **(Added)** 4101 - 4200 Dispatch.

14.2.6.4.4.3. **(Added)** 4201 - 4299 Debriefing.

14.2.6.4.4.4. **(Added)** 4300 - 4319 Support.

14.2.6.4.4.5. **(Added)** 4320 - 4339 Cannibalizations.

14.2.6.4.4.6. **(Added)** 4340 - 4359 TCTOs.

14.2.6.4.4.7. **(Added)** 4360 - 4379 Time Changes.

14.2.6.4.4.8. **(Added)** 4380 - 4399 Special Inspections.

14.2.6.4.5. 67 (Added) AMU:

14.2.6.4.5.1. **(Added)** 4400 - 4415 CLS.

14.2.6.4.5.2. **(Added)** 4416 - 4500 Dispatch.

14.2.6.4.5.3. **(Added)** 4501 - 4599 Debriefing.

14.2.6.4.5.4. **(Added)** 4600 - 4619 Support.

14.2.6.4.5.5. **(Added)** 4620 - 4639 Cannibalization.

14.2.6.4.5.6. **(Added)** 4640 - 4659 TCTOs.

14.2.6.4.5.7. **(Added)** 4660 - 4679 Time Changes.

14.2.6.4.5.8. **(Added)** 4680 - 4699 Special Inspections.

14.2.6.4.6. **(Added)** 33 HMU:

14.2.6.4.6.1. **(Added)** 4700 - 4750 Dispatch.

14.2.6.4.6.2. **(Added)** 4751 - 4799 Debriefing.

14.2.6.4.6.3. **(Added)** 4800 - 4820 Support.

14.2.6.4.6.4. **(Added)** 4821 - 4830 Cannibalization.

14.2.6.4.6.5. **(Added)** 4831 - 4835 TCTOs.

14.2.6.4.6.6. **(Added)** 4836 - 4840 Time Changes.

14.2.6.4.6.7. **(Added)** 4841 - 4850 Special Inspections.

14.2.6.4.7. **(Added)** 961 AMU:

14.2.6.4.7.1. **(Added)** 4851 - 4900 Dispatch.

14.2.6.4.7.2. **(Added)** 4901 - 4950 Debriefing.

14.2.6.4.7.3. **(Added)** 4951 - 4970 Support.

14.2.6.4.7.4. **(Added)** 4971 - 4980 Cannibalization.

14.2.6.4.7.5. **(Added)** 4981 - 4985 TCTOs.

14.2.6.4.7.6. **(Added)** 4986 - 4990 Time Changes.

14.2.6.4.7.7. **(Added)** 4991 - 5000 Special Inspection.

14.2.6.4.8. **(Added)** 18 CMS:

14.2.6.4.8.1. **(Added)** 5001 - 5075 Accessory Flight.

14.2.6.4.8.2. **(Added)** 5076 - 5150 Propulsion Flight.

14.2.6.4.8.3. **(Added)** 5151 - 5225 Avionics Flight.

14.2.6.4.9. **(Added)** 18 EMS:

14.2.6.4.9.1. **(Added)** 5226 - 5275 AGE Maintenance Southside.

14.2.6.4.9.2. **(Added)** 5276 - 5350 Fabrication Flight.

14.2.6.4.9.3. **(Added)** 5351 - 5425 Maintenance Flight.

14.2.6.4.9.4. **(Added)** 5426 - 5475 Transient Alert Element.

14.2.6.4.9.5. **(Added)** 5476 - 5500 Armament Shop.

14.2.6.4.9.6. **(Added)** 5501 - 5575 AGE Maintenance Southside.

14.2.6.4.9.6.1. **(Added)** A500 - A550 AGE Inspection Southside.

14.2.6.4.9.6.2. **(Added)** 5576 - 5625 AGE Maintenance Northside.

14.2.6.4.9.6.3. **(Added)** A551 - A600 AGE Inspection Northside.

14.2.6.4.9.6.4. **(Added)** 5626 - 5675 AGE Maintenance Northside.

14.2.6.4.10. **(Added)** 5675 - 5700 DynCorp (Wash Rack).

14.2.6.4.11. **(Added)** 18 MXG MO:

14.2.6.4.11.1. **(Added)** 5701 - 5899 QA.

14.2.6.4.12. **(Added)** JCNs for Deployed/Exercise Aircraft:

14.2.6.4.12.1. **(Added)** 5900 - 5999 44 AMU.

14.2.6.4.12.2. **(Added)** 6000 - 6999 67 AMU.

14.2.6.4.12.3. **(Added)** 7000 - 7050 33 HMU.

14.2.6.4.12.4. **(Added)** 7051 - 7099 961 AMU.

14.2.6.4.13. **(Added)** 7100 - 7110 Detachment 15 (FTD), unit.

14.2.6.4.14. **(Added)** Reserved JCNs:

14.2.6.4.14.1. **(Added)** 7400 - 9999 contact PS&D for use. Phone: 634-7124.

14.2.6.4.15. **(Added)** Scheduled Inspections: Due to IMDS limitations, the following schedule must be adhered to when scheduling HPO, PE, ISO, Phase Inspections and/or Home Station Check (HSC).

14.2.6.4.15.1. **(Added)** HPO/PE Inspections 44 AMU/67 AMU:

14.2.6.4.15.1.1. **(Added)** A101 - A102 HPO/PE Inspection.

14.2.6.4.15.1.2. **(Added)** 7011 - 7200 Inspection Discrepancies.

14.2.6.4.15.2. **(Added)** Phase Inspection 33 HMU:

14.2.6.4.15.2.1. **(Added)** A001 - A002 Phase Inspection.

14.2.6.4.15.2.2. **(Added)** 7201 - 7299 Inspection Discrepancies.

14.2.6.4.15.3. **(Added)** ISO Inspections 961 AMU:

14.2.6.4.15.3.1. **(Added)** A100 - A101 ISO Inspection.

14.2.6.4.15.3.2. **(Added)** 7300 - 7399 Inspection Discrepancies.

14.2.6.4.16. **(Added)** Special Projects/incidents:

14.2.6.4.16.1. **(Added)** 999A - 999Z.

14.2.6.4.17. **(Added)** Once the single ALPHA Designators (A-Z) have been used, they will be restarted using MULTI-ALPHA Designators. Example: 99AA, 99AB, etc. All discrepancies will be entered into IMDS including support general work.

14.2.7.1.1. **(Added)** Procedures for freezing and consolidating aircraft and equipment records in the event of an accident: In the event of a Class A or B mishap, whether air or ground mishap, involving aircraft assigned to the 18 WG, Command Post/MOC will contact IMDS-CDB database manager, 18 MXG/MXOA, who will perform File Update (FUD) procedures.

14.2.7.1.2. **(Added)** After products have been generated, 18 MXG/MXOS will change the IMDS-CDB possession purpose identifier code of the mishap aircraft to signify the current status of the aircraft. IMDS-CDB will be brought out of FUD mode and returned to normal processing.

14.2.7.2.1. **(Added)** 18 MXG/QA will ensure that 18 MXG/MXOS is notified of the event and that all agencies maintaining records for the affected aircraft are notified to freeze those records.

14.2.7.2.2. **(Added)** 18 MXG/MXOS will gather all aircraft records for 18 MXG/QA. 18 MXG/QA will deliver all records to local safety office/mishap board.

14.3.1.2. **(Added)** Configuration, TCTO, SI and TCI Management procedures: The following outlines procedures and requirements for Cartridge/Propellant Actuated Device (CAD/PAD), survival kit, parachute and standard TCI management on F-15, HH-60, E-3 and KC-135 aircraft. Refer to IMDS-CDB TRIC Code RII (screen # 904) menu to inquire for a list of Generic Configuration Status and Accounting System (GCSAS) approved part numbers for F-15C/D aircraft. The Owning Work Center (OWC) supervisor will ensure the accuracy and timely update of their portion of the IMDS-CDB TCI database. All maintenance will be documented in IMDS by maintainers creating and signing off JCNs generating a suspense for18 MXG/MXOS to process.

14.3.4.3.1.3. **(Added)** Delete Part Serial Numbers (PSN) in IMDS as they are replaced on aircraft/next higher assemblies. Egress time change part numbers will be deleted by Egress shop.

14.3.4.3.3. The Job Standard Master Listing (JML) will be reviewed semi-annually by owning work centers who maintain their own JST's (i.e., Munitions, AGE, and Armament).

14.3.4.3.4.3.1. Time change extension approvals will be loaded to the original JCN narrative to include, date of correspondence and extension date.

14.3.4.3.12.1.1. **(Added)** 18 MXG/MXOS will provide a monthly forecast consisting of TCIs for the following three months to the AMU support or E&E section (whichever applicable for required MDS) for upcoming hazardous TCIs. When assets are low, the support or E&E section will order more.

14.3.4.3.12.2. **(Added)** 18 MXG/MXOS will complete, for all munition type items, E-DOCs 10 days prior to the date required for scheduled parts and forward them to Munitions Accountability. MXOS will send a request for requisition of parts not forecasted as requirements arise. These requests will be sent via E-DOCs or other electronic means as dictated by the Munitions Accountability Systems Officer (MASO). To ensure the accurate accountability between the annual AFTO Form 223, *Time Change Requirements Forecast*, and the quarter requested, MXOS and Munitions Accountability will re-verify all requested items. MXOS will contact Munitions Accountability to schedule the issue of TCI asset.

14.3.4.3.12.3. **(Added)** AMU Specialists and Weapons personnel will:

14.3.4.3.12.4. **(Added)** Requisition emergency expenditure items through 18 MXG/MXOS to 18 MUNS. Request "Out of Cycle" or "Emergency Issue" items by letter of justification signed by the 18 MXG/CC or designated squadron commanders. The Emergency Issue request letter is maintained on 18 MXG/MXOS shared drive. **Note:** The 18 MXG/CC may delegate (in writing) the authority to approve emergency requests. Out of cycle items are those items that were not forecasted on an AFTO Form 223. Aircraft transferring into the wing after the annual forecast was completed do not require an out-of-cycle justification. Those assets were forecasted to the depot from the losing organization and production requirements were met. Changes to technical order frequencies published by AFMC will not require emergency/out-of-cycle letters.

14.3.4.4. **(Added)** Egress will:

14.3.4.4.1. **(Added)** Maintain Egress/Aircraft Jacket Files in the event of an IMDS dump or system failure along with validating the manufacturer production order (MPO) part, lot, serial number and Date of Manufacture stamped on the component.

14.3.4.4.2. **(Added)** Update IMDS (screen 128), to include removal/installation actions. Load new Part Serial Number (PSN) items and enter information into IMDS. Update the corrective action block upon completion of task and correct any problems before processing the suspense validation. Delete old PSN from IMDS.

14.3.4.4.3. **(Added)** Maintain a working copy of the CAD/PAD listing for all newly assigned aircraft or acceptance of aircraft returning from PDM.

14.3.4.4.4. **(Added)** Initiate, maintain and ensure currency of AF Form 68, *Munitions Authorization Record*, for Egress items.

14.3.4.4.5. **(Added)** Requisition emergency expenditures or items found unserviceable through 18 MUNS using E-DOCs.

14.3.4.5. **(Added)** Fuel Shop will:

14.3.4.5.1. **(Added)** Notify MOC and PS&D of any unscheduled foam changes for the purpose of scheduling the TCI in IMDS.

14.3.6.1. The 18 MXG/MXOS will notify QA W&B Manager and appropriate AMU supervision of proposed aircraft assignment/re-assignment by tail number and estimated time of arrival/departure.

14.3.6.1.1.3. **(Added)** The following IMDS job flow packages will be utilized for all transfer inspections:

14.3.6.1.1.4. **(Added)** F-15 Transfer: 44th PDM Acceptance: 00474/PDM INPUT 00496.

14.3.6.1.1.5. **(Added)** F-15 Transfer: 67th PDM Acceptance: 01019/PDM INPUT 1090.

14.3.6.1.1.6. **(Added)** F-15 Acceptance: 01093.

14.3.6.1.1.7. **(Added)** F-15 Permanent Transfer: 00572.

14.3.6.1.1.8. **(Added)** HH-60 Acceptance: 33701.

14.3.6.1.1.9. **(Added)** HH-60 Transfer: 01352.

14.3.6.1.5. **(Added)** Depot Transfer P00572.

14.3.6.1.6. **(Added)** KC-135 Transfer: (in G081).

14.3.6.1.7. **(Added)** The E-3s do not use locally developed flow packages. Transfer/acceptance inspections are accomplished IAW the Memorandum of Agreement between Pacific Air Force (PACAF) and Air Combat Command (ACC).

14.3.6.1.8. **(Added)** Coordinate with the -21 Equipment monitor to initiate the AF Form 2692, *Aircraft/Missile Equipment Transfer/Shipping Listing*.

14.3.6.1.9. **(Added)** Initiate AFTO Form 290, *Aerospace Vehicle Delivery Receipt*. The pilot should sign to take possession of the aircraft records. In turn the receiving organization should sign and the pilot should return a copy to MO PS&D upon return to home station.

14.3.6.1.10. **(Added)** Utilize AFTO Form 345, *Aerospace Vehicle Transfer Inspection Checklist and Certification*. Complete this form and file in the aircraft jacket file prior to transfer.

14.3.6.1.11. **(Added)** Utilize appropriate IMDS-CDB JSTs to create JCNs in IMDS-CDB for transfer and acceptance of aircraft.

14.3.6.1.12. **(Added)** Use the completed AFTO Form 103, *Aircraft/Missile Condition Data*, and applicable work specifications, as applicable, as a guide to verify work accomplished (PDM Return ONLY).

14.3.7.1. **(Added)** When receiving a new aircraft, 18 MXG/MXOS will coordinate the arrival of the aircraft with the AMU maintenance activities, aircrew life support and Egress so that the equipment can be inventoried.

14.3.7.2. **(Added)** Units performing a receiving inspection for an aircraft/engine will provide EM Section a completed part/serial number verification. This will include all LRU's for engines installed or spares.

14.3.7.3. **(Added)** Coordinate with AMXS and QA on equipment inventory shortage message.

14.4.1.2.20.2. **(Added)** Users reporting on hardware prime at OC-ALC will route all status, configuration, and TCTO transactions to: CEMS Program Management Office (CEMS PMO), Tinker AFB, OK 73145-2720.

14.4.1.2.21.3. **(Added)** The Aircraft Maintenance Unit (AMU) Production Supervisor, Specialist Section Chief, or EM Section Chief will designate in writing all deployed engine monitors (DEM). Submitting the correspondence by email is acceptable using authorized electronic signature procedures.

14.5.3.1.3. **(Added)** 18 OSS/OSOS will ensure 18 MXG/MXOS as well as 18 AMXS and 718 AMXS supervision and AMU leadership are coordinated with prior to accepting, changing or requesting additional flying hours requirements.

14.5.5.2.2.1. **(Added)** Maintenance Training Section (MTS)/Field Training Detachment (FTD)/Weapons Load Training (WLT) will provide aircraft training requirements to 18 MXG/MXOS prior to the monthly plan being published. Requirements must be as specific as possible to include: aircraft capability, special locations, and the POC requesting the aircraft.

14.5.5.3.4.1. **(Added)** The 18 WG/CC will sign the monthly Maintenance Flying and Maintenance plan in conjunction with the weekly schedule.

14.5.6.1.1.1. **(Added)** Operations Squadrons (OS) and AMU/HMUs will hold weekly a scheduling meeting. Minimum attendees will include: AMU/HMU supervision, Ops schedulers, Pro-Super, dedicated AMU/HMU scheduler, and munitions representative as applicable.

14.5.6.1.1.2. **(Added)** For all aircraft transfers and Programmed Depot Maintenance (PDM) input/output, annotate the estimated date of return on the checkerboards.

14.5.6.3.1.1.1. **(Added)** Tanker/Airlift Control Center (TACC) tasked units (MAF units) will follow daily scheduling procedures IAW DAFI 21-101, AMC Supplement, *Aircraft and Equipment Maintenance Management*. AMU dedicated scheduler will compromise a firm weekly maintenance schedule; however, flyers will be negotiated and finalized between maintenance and operations supervision NLT daily production meeting. Changes made after the daily production meeting requires AF Form 2407, *Weekly/Daily Flying Schedule Coordination*. 18 MXG/MXOS requires Ops requirements NLT 1100 daily which will be forwarded to maintenance for inputs and returned NLT 1500 daily to the dedicated AMU scheduler.

14.5.6.5.1. **(Added)** Final schedule inputs will be provided to AMU/HMU scheduler NLT Thursday at 1200L. Any changes after this deadline will require coordination with MO PS&D and will not delay the schedule being published.

14.5.6.5.2. **(Added)** Finalized schedules will be e-mailed to DO's, AMU/HMU Supervision, Pro Supers and OS DOs once all updates are made to the respective unit's schedules. Approval from all agencies may be sent via e-mail NLT COB Thursday.

14.5.6.6.2. All known maintenance will be documented on maintenance page with Job Control Number (JCN) and will be submitted with the weekly schedule COB Thursday. Prior to schedule publication, if it's known that the aircraft will be in extended maintenance, preventing specific scheduled maintenance compliance, then scheduled maintenance will be scheduled at the earliest opportunity before next scheduled sortie.

14.5.6.6.3. **(Added)** Once all squadron level signatures are obtained, the schedule will be routed for Group Commanders NLT Friday at 0900L and the Wing Commander NLT Friday at 1100 for signatures.

14.5.6.6.4. **(Added)** During holidays/down days, weekly scheduling meeting may be adjusted to accommodate short work weeks. Normal weekly scheduling deadlines and requirements will be followed during weeks reduced to four duty days. However, two weekly Flying and Maintenance schedules will be published the week preceding a three duty day work week and wing exercises.

14.5.6.7.3. **(Added)** Minimum attendees for AMU scheduling meetings include: AMU supervision, Ops schedulers, Pro-Super, AMU dedicated scheduler, and munitions representative as applicable.

14.5.6.8.2. MSE validation will be completed at 0900 daily for previous duty day's scheduled maintenance.

14.5.6.8.2.1. **(Added)** MSE validation will be completed by dedicated AMU/HMU scheduler at 0900 daily for previous duty day's scheduled maintenance.

14.5.6.8.2.2. **(Added)** JCNs not documented in IMDS as complete on or before the scheduled date will be recorded as deviations. Pro Supers will provide dedicated AMU/HMU schedulers justification for uncompleted maintenance.

14.5.6.8.2.3. **(Added)** Current month's MSE rate will be briefed once a week during the afternoon production meeting. Monthly, MSE rate will be validated the first duty day of the following month prior to submission to PACAF.

14.5.6.8.3. To obtain only the OP-MX MSE rate, treat events with deviations in the categories other than OP or MT as if they were not missed.

**15.5. Air Force Technical Order (AFTO) Form 781 Series Documentation Procedures.**

15.5.1. Documentation of AFTO Forms 781 is the responsibility of both the using agency and 18 MXG/MTS personnel. Maintenance Training Flight (MTF) personnel will document AFTO Forms 781A with supply document numbers when parts are on order against the equipment.

15.5.1.1. **(Added)** The MTS will, as a minimum, perform monthly aircraft forms review and transcribe as required (DAFI 21-101, **paragraph 11.15.4.2.12.5.2**).

15.5.1.2. **(Added)** Training maintenance performed by students will not be assigned job control numbers in IMDS unless required for actual maintenance actions, i.e., TCTO, required inspections, or repairing active discrepancies.

NICHOLAS B. EVANS, Colonel, USAF
Commander

## Attachment 1 (Added)

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***References***

DAFI21-101, *Aircraft and Equipment Maintenance Management,* 16 January 2020

DAFI21-101_PACAFSUP, *Aircraft and Equipment Maintenance Management,* 26 October 2020

AFI91-208, *Hazards of Electromagnetic Radiation to Ordnance (HERO) Certification and Management*, 24 October 2019

DAFI21-101_AMCSUP, *Aircraft and Equipment Maintenance Management, 3 February 2022*

AFI 33-322, *Records Management and Information Governance Program*, 10 March 2020

DAFMAN 90-161, *Publishing Processes and Procedures,* 15 April 2022

AFMAN 91-221, *Weapons Safety Investigations and Reports,* 26 March 2020

TO 1C-135-2-2-2, *Ground Handling, Servicing, and Airframe,* 15 December 2021

TO 1C-135-2-8-1-WA-1, *Maintenance Instructions – Flight Control Systems, USAF Series C-135 Aircraft,* 15 December 2021

TO 1F-15-101, *Maint Instr -- F-15A Service Usage Recorder Program Data Collecting and Reporting*, 7 December 2015

TO 1H-60(H)G-6 WA-1, *Schedule Inspection and Maintenance Requirement*, 24 November 2021

***Prescribed Forms***

Kadena AB Form 70, *Engine/Equipment (AGE)/Hush House/Test Cell/ Impoundment Form*

Kadena AB Form 71, *18th Wing Dropped Object Worksheet*

Kadena AB Form 72, *18th Wing Foreign Object Damage (FOD) Checklist*

***Adopted Forms***

DD Form 1149, *Requisition and Invoice/Shipping Document*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 68, *Munitions Authorizations Record*

AF Form 1297, *Temporary Issue Receipt*

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

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

AF Form 2410, *Inspection/TCTO Planning Checklist*

AF Form 2419, *Routing and Review of Quality Control Reports*

AF Form 2426, *Training Request and Completion*

AF Form 2691, *Aircraft/Missile Equipment Property Record*

AF Form 2692, *Aircraft/Missile Equipment Transfer/Shipping Listing*

AFTO Form 3, *F-15 Inspection Tracking Record*

AFTO Form 76, *C/KC-135 Aircraft Structural Assessment Data (OCR)*

AFTO Form 95, *Significant Historical Data*

AFTO Form 103, *Aircraft/Missile Condition Data*

AFTO Form 117, *USAF E-3 IATP (Individual Aircraft Tracking Program) Flight Long (OCR) Answer Sheet*

AFTO Form 134, *Aviator Breathing Oxygen Servicing Trailer Log*

AFTO Form 223, *Time Change Requirements Forecast*

AFTO Form 238, *F-15 Component Serialization Record*

AFTO Form 239, *Interim Data Input Spreadsheet*

AFTO Form 244, *Industrial/Support Equipment Record*

AFTO Form 245, *Industrial Support Equipment Record*

AFTO Form 290, *Aerospace Vehicle Delivery Receipt*

AFTO Form 345, *Aerospace Vehicle Transfer Inspection Checklist and Certification*

AFTO Form 350, *Reparable Item Processing Tag*

AFTO Form 492, *MX Warning Tag*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

AFTO Form 781F, *Aerospace Vehicle Identification Document*

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

ACC Form 64, *Request for Special Certification*

ACC Form 145, *Lost Tool/Object Report*

18 WG Form 61, *Local Manufacture Worksheet*

18 MXG Form 58, *Aircraft Engine Run Certification*

***Abbreviations and Acronyms***

**AB**—Air Base

**ADADS**—Aircraft Data Acquisition and Distribution System

**AVPOL**—Aviation Petroleum Oil Lubricants

**BPO**—Basic Post Flight

**CATM**—Captive Air Training Munition

**CDU**—Counter Display Unit

**CFAO**—Commander Fleet Activity Okinawa

**CVR**—Cockpit Voice Recorder

**DDTU**—Data Display and Transfer Unit

**DEM**—Deployed Engine Monitors

**DLE**—Depot Liaison Engineer

**DLR**—Depot Level Repair

**DRMO**—Defense Reutilization Management Office

**EME**—Engine Management Element

**E-SSS**—Electronic Staff Summary Sheet

**ETAR**—Engineering Technical Assistance Request

**FDR**—Flight Data Recorder

**FUD**—File Update

**GCSAS**—Generic Configuration Status and Accounting System

**GSS**—Ground Station System

**HAS -** Hardened Aircraft Shelter

**HPMSK**—High Priority Mission Support Kit

**HST**—High Speed Taxi

**HUD**—Heads Up Display

**IO**—Investigating Official

**IOF**—In Old Film

**IPL**—Immediate Prior to Launch

**MASO**—Munitions Accountability Systems Officer

**MLG**—Main Landing Gear

**MOD**—Modification

**MPO**—Manufacturer Production Order

**MSK**—Mission Support Kit

**MWLK**—Marine Wing Liaison Kadena

**NCI**—Nuclear Certified Incident

**NLG**—Nose Landing Gear

**OML -** Outer Mold Line

**PSN**—Part Serial Number

**RFA**—Requests for Assistance

**R&R**—Repair and Reclamation

**SPO**—Special Program Office

**TACC**—Tanker/Airlift Control Center

**UDLM**—Un-programmed Depot Level Maintenance

## Attachment 14 (Added)

## GITA BEFORE/DURING/AFTER USE CHECKLIST

**Figure A14.1. (Added) GITA Before/During/After Use Checklist.**

**INSTRUCTIONS: Units that use the GITA will ensure the following items are accomplished before, during, and after each use. Sign off the checklist log book prior to turning in the aircraft forms to the 18 MXG/MTS.**

**PRIOR TO USING GITA:**

1. Verify the Protective Aircraft Shelter (PAS) is in serviceable condition.

2. Ensure there is a serviceable fire extinguisher on hand.

3. Verify the eye wash station is signed off.

4. Complete a FOD walk of the PAS or Parking Area.

5. Complete a safe for maintenance inspection on the GITA.

6. Verify GITA status in the aircraft forms and review aircraft forms for accuracy, completeness, etc.

7. If deficiencies are found, inform 18 MXG/MTS immediately.

**AFTER USE:**

1. Ensure all aircraft doors and panels are secured, tacked or closed.

2. Ensure ACFT ladder is placed in front of nose tire.

3. All non-powered and powered AGE is removed from the PAS and ready for AGE pick up (If not required for further training).

4. Aircraft and PAS is clean and devoid of all foreign objects.

5. Ensure PAS trashcan is empty and has a new can liner inside.

6. Clean fluid on the ground, ensure drip pans are under the GITA and have fresh soak up pads in the pans (if required).

7. All necessary aircraft forms documentation is complete. If a part needs to be ordered, complete GITA Parts Request.

## Attachment 15 (Added)

## GITA PARTS REQUEST

**Figure A15.1. (Added) GITA Parts Request.**

| GITA PARTS REQUEST - 18 MXG/MXOT | |
|---|---|
| Requester Name | |
| Requester Phone | |
| WUC | |
| T.O. | |
| Figure | |
| Index | |
| Part Number | |
| NSN | |
| Noun | |
| Quantity | |
| Unit of Issue | |
| Date/Time Requested | |
| System(s) Affected: | |
| System(s) Status: | |
| Impact on Training | |
| Requester Signature | |

**18 MXG/MTS Use Only**

| | |
|---|---|
| Standard Price | $ |
| Return Price | $ |
| Final Cost | $ |

## Attachment 16 (Added)

## TRAINING USE ONLY F-15A INSPECTION MATRIX

**Table A16.1. (Added) Training Use Only F-15A Inspection Matrix.**

| (CURRENT AS OF: 19 June 2018 NOMENCLATURE) | WUC | REFERENCE | INP ON | QTY | FREQ | JST # | ADJUSTED INSPECTION INTERVAL |
|---|---|---|---|---|---|---|---|
| AIRCRAFT DOCUMENT REVIEW | 04199 | | ACFT | 01 | 30D | 60008 | 30 DAYS |
| ACFT WAS & CORROSION INSPECTION | 02ABA | | ACFT | 01 | 180D | 60004 | 6 MONTHS |
| PERIODIC INSPECTION | 03400 | | ACFT | 01 | 1200 HR | 60007 | 2 YEARS |
| ENGINE MOUNT ASSY BODY NDI | 04610 | | ACFT | 01 | 600 HR | 60002 | 10 YEARS |
| ACT GROUND RECEPTACLE CHECK | 04180 | | ACFT | 01 | 180 D | 60001 | 180 MONTHS |
| FUSELAGE INTERNAL TANK FOAM INSPECTION | 04199 | | ACFT | 01 | 48 M | 60000 | 48 MONTHS |
| FUSELAGE INTERNAL TANK FOAM INSPECTION | 04199 | | ACFT | 01 | 60 M | 60006 | 60 MONTHS |
| M61A1 GUN SPECIAL MAINTENANCE(NOT FIRED) (P/N 7791641) | 043A6 | SSSN: 94-50-28 | M61A1 GUN | 01 | 180 D | 60011 | 180 DAYS |
| ***LAU-128 LAUNCHER SPECIAL MAINTENANCE*** (P/N 3820480-135) | 043BE | SSSN: 94-31-15 | LAU-128 | 04 | 180 D | 60003 | 180 DAYS |
| ***LAU-106 LAUNCHER SPECIAL MAINTENACE*** (P/N 68G733001-1019) | 043A4 | SSSN: 94-31-11 | LAU-106 | 04 | 180 D | 60015 | 180 DAYS |
| MAU-12 BOMB RACKS SPECIAL INSPECTION (P/N 69J13060-9) | 043BE | SSSN: 94-32-08 | MAU-12 | 03 | 180 D | 60016 | 180 DAYS |
| M61A1 GUN PERIODIC MAINTENANCE (P/N 7791641) | 043BP | 11W1-12-4-32 | M61A1 GUN | 01 | 24 M | 60009 | 24 MONTHS |
| ***LAU-106 LAUNCHER INSPECTION*** (P/N 68G733001-1019) | 04199 | 11L1-3-28-2 | LAU-106 | 04 | 24 M | 60017 | 24 MONTHS |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| POWER SUPPLY GEARBOX ASSEMBLY INSPECTION (P/N 201F622) | 043BQ | SSSN: 94-50-06 | PWR SUPPLY | 01 | 24 M | 60018 | 24 MONTHS |
| ***LAU-106 LAUNCHER INSPECTION*** (P/N 3820480-135) | 043B2 | 11L1-2-24-2 | LAU-128 | 04 | 24 M | 60019 | 24 MONTHS |
| ***SUU-59 PYLON INSPECTION*** (P/N 68G731201-1025) | 04199 | 16W6-25-2 | SUU-59 | 02 | 24 M | 60020 | 24 MONTHS |
| ***SUU-60 PYLON INSPECTION*** (P/N 68G731001-1025) | 04199 | 16W6-25-12 | SUU-60 | 01 | 24 M | 60021 | 24 MONTHS |
| ***SUU-60 EJECTOR SEQ INSPECTION*** | 043BN | 16W6-25-12 | SUU-60 | 01 | 96 M | 60010 | 96 MONTHS |
| ***SUU-59 EJECTOR SEQ INSPECTION*** | 043BN | 16W6-25-2 | SUU-59 | 02 | 96 M | 60022 | 96 MONTHS |
| MAU-12 BOMB RACKS INSPECTION (P/N 69J13060-9) | 043BJ | 11B29-3-25-2 | SUU-59/60 | 03 | 24 M | 60023 | 24 MONTHS |
| ***ADU-552 ADAPTER INSPECTION*** (P/N68A731375-1001) | 043BK | 11LA8-10-2 | ADU-552 | 04 | 24 M | 60024 | 24 MONTHS |
| POWER SUPPLY GEARBOX ASSEMBLY INSPECTION (P/N 201F622) | 043C8 | 11W1-7-15-2 | PWR SUPPLY | 01 | 96 M | 60025 | 96 MONTHS |