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LAUGHLIN AIR FORCE BASE

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AIRCRAFT AND EQUIPMENT MAINTENANCE MANAGEMENT

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This supplement extends the guidance of Department of Air Force Instruction (DAFI) 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020 and AETC SUP 21-101, *Aircraft and Equipment Maintenance Management* ADDENDUM dated 08 October 2024. It assigns responsibilities and procedures and applies to all Maintenance and Operations personnel at Laughlin Air Force Base (LAFB). It does not apply to contractors unless specifically referred to in their Statement of Work. Additionally, it does not apply to Air Force Reserve or Air National Guard personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Information Management Tool (IMT) 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System. The

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SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed in its entirety. Major changes include removal and renumbering of several paragraphs, Tables, and Attachments due to recent changes in the parent publication DAFI21-101. Added paragraphs **1.6.2**, **1.13.1.1**, and several paragraphs deleted. Added attachments **32** through **36**.

1.3.4.1. **(Added LAUGHLINAFB)** The following procedures define Technical Order (TO) 00-25-107, *Maintenance Assistance*, aircraft/equipment depot assistance requests for assistance (RFA) routing procedures for the 47 FTW Maintenance Directorate.

1.3.4.2. **(Added LAUGHLINAFB)** The work center requesting aircraft/equipment depot assistance will initiate the RFA per the procedures outlined in TO 00-25-107. The request will be inputted into AutoTAR/ETAR and notification will be e-mailed to the Quality Assurance (QA) Staff Manager and Chief Inspector for review.

1.3.4.3. **(Added LAUGHLINAFB)** QA will review and submit the RFA into AutoTAR /ETAR for processing and info copy the Director of Maintenance/Deputy Director of Maintenance (DoM/DDOM), Maintenance Operations Division Director, and Plans and Scheduling supervisor. All applicable agencies will be info copied on disposition of depot requests as updates are received from AutoTAR/ETAR

1.3.4.4. **(Added LAUGHLINAFB)** MXO Division Director and MXOP Supervisor will ensure aircraft are put into the appropriate possession identifier per AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*. Automated History Entries will be documented per AFI 21-101 and TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures*, guidelines. Applicable aircraft and documentation clerks will ensure history data is input into the Integrated Maintenance Data System as required.

1.3.4.5. **(Added LAUGHLINAFB)** In the event a response to a RFA is sent directly to the work center, the work center will immediately forward a copy to QA for review/disposition.

1.3.4.6. **(Added LAUGHLINAFB)** Division Directors/Chiefs and Staff Managers will ensure all personnel designated to process TO 00-25-107 RFAs are familiar with these procedures.

1.6.2. **(Added LAUGHLINAFB) DELETED**

1.6.2.1. **(Added LAUGHLINAFB)** When performing a task, personnel must have the TO on-the-job site and be able to identify the TO reference or step involved, quickly and efficiently. In other words, personnel should not have to search through the TO in determining what step is being performed.

1.6.2.2. **(Added LAUGHLINAFB)** Inspection work cards and checklists (i.e., liquid oxygen [LOX] and fuel service) must be referred to during operation and maintenance of systems or equipment and must be performed in the prescribed sequence.

1.6.2.3. **(Added LAUGHLINAFB)** Items on work cards will be referred to as inspection items being accomplished. The checklist work card should be held in the hand(s) except where both hands are required to do the job. In areas of confined space, have someone else to read the steps as the task is being accomplished.

1.6.2.4. **(Added LAUGHLINAFB)** Use of TO Extracts

1.6.2.4.1. **(Added LAUGHLINAFB)** Extracts will be produced, date stamped and validated by Technical Order Distribution Office (TODO).

1.6.2.4.2. **(Added LAUGHLINAFB)** Extracts will be valid only during the calendar month they were issued.

1.6.2.4.3. **(Added LAUGHLINAFB)** Extracts will be added to the inventory of the applicable kit/bag.

1.6.2.4.4. **(Added LAUGHLINAFB)** Extracts will be replaced at the beginning of each month.

1.13.1.1. **(Added LAUGHLINAFB)** The four guiding principles of Operational Risk Management (ORM) are:

1.13.1.1.1. **(Added LAUGHLINAFB)** Accept no unnecessary risk – Unnecessary risk comes without a commensurate return in terms of real benefits or available opportunities; it will not contribute meaningfully to mission or activity accomplishment and needlessly jeopardizes personnel or other assets.

1.13.1.1.2. **(Added LAUGHLINAFB)** Make risk decisions at the appropriate level - Some risk acceptance decisions must be made by an appropriate decision-making authority that can effectively allocate resources and implement controls to mitigate or eliminate risks associated with an operation/activity.

1.13.1.1.3. **(Added LAUGHLINAFB)** Integrate Risk Management (RM) into operations, activities and planning at all levels – Integrate RM into planning at all levels and as early as possible. This provides the greatest opportunity to make well informed risk decisions and implement effective risk controls.

1.13.1.1.4. **(Added LAUGHLINAFB)** Apply the process cyclically and continuously – RM is a continuous process applied across the full spectrum of military training and operations, base operations functions, and day-to- day activities and events both on and off-duty. It is a process that is used to continuously identify and assess hazards, develop and implement controls, evaluate outcomes and provide feedback to our employees to save lives and to preserve our resources.

1.13.1.2. **(Added LAUGHLINAFB)** Risk management maximizes mission effectiveness and flexibility. We use RM and Maintenance Resource Management (MRM) principles, techniques, and tools to ensure mission success and increase job efficiency. When a member of our team is injured, or an aircraft or equipment is damaged, the ability to perform the mission is diminished. Unnecessary risks should never be taken but rather mitigate the risks that we can.

1.13.1.3. **(Added LAUGHLINAFB)** MRM emphasizes a team approach to human error reduction using principles that seek to improve communications, situational awareness, problem solving, decision making, and teamwork. MRM encourages work teams to communicate vital risk management and safety information directly and informally, regardless of rank or position, thus permitting rapid response to prevent impending crises. MRM implementation strategy employs a layered, redundant "defense in-depth:"

1.13.1.3.1. **(Added LAUGHLINAFB)** Focus on the individual - Provide tools and principles to make each individual more reliable, as well as improving individual performance. People will never be perfect and error-free, so the goal is to take individual performance from good to excellent without an unrealistic goal of perfection.

1.13.1.3.2. **(Added LAUGHLINAFB)** Focus on teamwork - Use synergy/Wingman concepts to set-up a redundant series of checks and balances to identify and "catch" individual errors. Workers should never be put in a position where one mistake results in an immediate and unrecoverable consequence.

1.13.1.3.3. **(Added LAUGHLINAFB)** Focus on safety nets - Employ protective equipment and rapid response safety systems and processes to mitigate the consequences of any uncontained errors.

1.13.1.3.4. **(Added LAUGHLINAFB)** The fundamental goals of both RM and MRM are to enhance mission effectiveness at all levels of our Directorate, while preserving assets and safeguarding health and welfare; to integrate safety into mission processes, ensuring decisions take risk integral to our activities and mission into account; to create an environment in the Directorate in which every supervisor, Airman, and Civil Service employee is trained and motivated to manage risk in all their on- and off-duty activities, and to identify opportunities to increase the capability of the Wing to produce the world's finest aviators. With support and due diligence, we will produce the safest, most reliable jets in support of this effort.

1.13.1.4. **(Added LAUGHLINAFB)** Maintenance Work Center Supervisors will:

1.13.1.4.1. **(Added LAUGHLINAFB)** Publish a list of types and locations of energy isolating devices for each machine/equipment.

1.13.1.4.2. **(Added LAUGHLINAFB)** Ensure a periodic inspection of the lock-out/tag-out program is conducted and documented annually in the section lock-out/tag-out book.

1.13.1.4.3. **(Added LAUGHLINAFB)** For on-equipment, use AF Form 492, *Warning Tag,* to flag a condition which could cause damage to equipment or injury to personnel if ignored or as required by technical orders (TOs), instructions, or other-directed requirements.

1.13.1.4.4. **(Added LAUGHLINAFB)** Maintain a log sheet/book to monitor and track use of Warning Tags.

1.13.1.4.5. **(Added LAUGHLINAFB)** Include the following items: Tag Number, Date Installed, Aircraft/Equip identification Location, Installer, Date Removed, Removed By, and Fire Department Notification (as required).

1.14.8. **(Added LAUGHLINAFB)** Procedures for Weekend Duty:

1.14.8.1. **(Added LAUGHLINAFB)** The on-call person during the weekends will be the DoM/DDoM.

1.14.8.2. **(Added LAUGHLINAFB)** Weekend period is from 2400 Friday (or last workday) through 2400 day (or last non-duty day).

1.14.8.3. **(Added LAUGHLINAFB)** DELETED.

1.14.8.4. **(Added LAUGHLINAFB)** All personnel directed to remain on call by the Agency will report for duty within 30 minutes after notification.

1.14.8.5. **(Added LAUGHLINAFB)** If, for any reason, the individual designated for weekend duty is unable to perform such duty, it is his/her division/section's responsibility to secure a replacement of equal skill level. The individual assuming the duty must remain in contact as prescribed.

1.14.8.6. **(Added LAUGHLINAFB)** In the event of adverse weather, 47 OSS/OSW contacts MOC during duty hours and DoM/DDoM during non-duty hours. MOC will contact the DoM/DDoM who will determine if the division chiefs need to be notified. The division chiefs will contact assigned personnel and secure/protect assigned aircraft and equipment as required.

1.14.8.7. **(Added LAUGHLINAFB)** When MOC is notified of a need for the crash recovery team or additional personnel, the DoM will be contacted. DoM will determine action to obtain this support.

1.14.8.8. **(Added LAUGHLINAFB)** Recalled weekend duty personnel will remain on duty until released by the weekend duty supervisor.

2.10.9.1. **(Added LAUGHLINAFB)** Ensure personnel document a prior-to-use inspection on part II of the AFTO Form 244 for AGE and support equipment (powered or non-powered)

3.7.2.1. **(Added LAUGHLINAFB)** When an aircraft declares an In Flight Emergency (IFE) for an over-G, hard landing, or bird strike, the aircrew will be directed to the Debrief Section to accomplish the required locally approved checklist and document the AFTO Form 781A, *Maintenance Discrepancy and Work Document*.

3.7.2.2. **(Added LAUGHLINAFB)** Over-G and/or Hard Landings: the following procedures will be followed:

3.7.2.2.1. **(Added LAUGHLINAFB)** Debrief will initiate the checklist. After compliance with inspection, the Section Chief will ensure the checklist entered into the MIS, Automated History Entry (AHE) update.

3.7.2.2.2. **(Added LAUGHLINAFB)** If an IFE is not declared but an over-G is suspected, the applicable expeditor will start and comply with the checklist. After compliance with inspection, the applicable supervisor will ensure the checklist entered into the MIS, Automated History Entry (AHE) update.

3.7.2.2.3. **(Added LAUGHLINAFB)** If an aircraft has a bird strike the expeditor will ensure any remains are properly collected using **Attachment 31**.

3.11.5.1. **(Added LAUGHLINAFB)** Ensure that all equipment is properly secured and safeguarded during non-working hours.

4.9.4.5.1. **(Added LAUGHLINAFB)** All Periodic/Phase Inspection will be paperless. The following procedures are to be used for implementation of the paperless Periodic/Phase inspection process:

4.9.4.5.2. **(Added LAUGHLINAFB)** Accomplish “Paperless” inspections during Periodic/Phase. Use IMDS profile inputs and AETC Form 246, /inspection Workcard Control, to document actions during Periodic/Phase instead of 781 Series forms with the following exceptions:

4.9.4.5.1.1. **(Added LAUGHLINAFB)** A Red X entry “Inspection in progress” will be entered in the AFTO Form781A.

4.9.4.5.1.1.1. **(Added LAUGHLINAFB)** Discrepancies discovered during the scheduled PE will be entered into the MIS only, using the Fix Phase Job Control Number (JCN), unless not completed during PE. If not completed during “Paperless” inspections allotted time, discrepancies will be documented in the AFTO Form 781A.

4.9.4.5.1.1.2. **(Added LAUGHLINAFB)** Time Compliance Technical Order (TCTO), Special Inspections and Time Changes identified on the 2410 during predock meeting, which are not already in the active aircraft forms, will be entered in the MIS only. PS&D will ensure work was completed during post dock meeting. If not completed during...” Paperless” inspections allotted time, discrepancies will be documented in the AFTO Form 781A.

4.9.4.5.1.1.3. **(Added LAUGHLINAFB)** All CANN actions, impounds and Danger/Caution/Warning tags shall be annotated in the aircraft 781 Series forms IAW TO 00-20-1.

4.9.4.5.1.1.4. **(Added LAUGHLINAFB)** All discrepancies not completed during the "Paperless” inspections allotted time shall be documented in the AFTO Form 781A.

4.9.4.5.1.2. **(Added LAUGHLINAFB)** Following steps will be taken to ensure proper documentation is accomplished:

4.9.4.5.1.2.1. **(Added LAUGHLINAFB)** Input all discrepancies/maintenance actions in lMDS.

4.9.4.5.1.2.2. **(Added LAUGHLINAFB)** Document IPI’s in IMDS as they currently are in the forms, except in place of a signature in the “Corrected By” block, the individual will type their name and man number prior to the WCE being closed out.

4.9.4.5.1.2.3. **(Added LAUGHLINAFB)** Only the individuals that actually performed the maintenance will clear corrected by and individual, with Red X authorization, who performed inspection, will clear inspected by.

4.9.4.5.1.2.4. **(Added LAUGHLINAFB)** Supervisors will ensure IMDS is updated periodically throughout the day as close to real time as possible, but not later than the end of that shift. IMDS will be reviewed at the beginning of each day for accuracy.

4.9.4.5.1.2.5. **(Added LAUGHLINAFB)** All maintenance actions will use Fix Phase JCN for each maintenance action, with attached WCEs for follow-on actions such as operational checks. Cross referencing follow-on maintenance and operational checks is not required unless being documented in the 781 Series forms.

4.9.4.5.1.2.6. **(Added LAUGHLINAFB)** Make "Do not apply hydraulic/electrical power" entries in IMDS in the discrepancies or WCE that created the condition. Use warning tags on the aircraft as long as the condition exists.

4.9.4.5.1.2.7. **(Added LAUGHLINAFB)** Dock Chiefs will prominently post current condition of the aircraft for maximum awareness.

4.11.1.6.1. **(Added LAUGHLINAFB)** T-6 and T-38 Divisions Oil Analysis Program (OAP) responsibilities are:

4.11.1.6.2. **(Added LAUGHLINAFB)** Provide a listing of OAP Monitors to Non-Destructive Inspection (NDI) on a semi-annual basis or as changes occur.

4.11.1.6.3. **(Added LAUGHLINAFB)** When NDI doors are locked, place samples in drop box located on east side door of building 52 (flight line side).

4.11.1.6.4. **(Added LAUGHLINAFB)** Intervals for special oil sampling (Code C, Code E, etc.) will be documented on a Red Dash entry in the AFTO Form 781A and samples taken and turned into the OAP Lab for monitoring/trend analysis.

4.11.1.6.5. **(Added LAUGHLINAFB)** NDI Laboratory OAP responsibilities are:

4.11.1.6.5.1. **(Added LAUGHLINAFB)** Is the designated focal point for OAP effectiveness determination.

4.11.1.6.5.2. **(Added LAUGHLINAFB)** Sends finding to affected division/support staff and publishes a monthly report.

4.11.1.6.5.3. **(Added LAUGHLINAFB)** Maintains capability during normal duty hours, with standby capability on weekends and holidays.

4.11.1.6.5.4. **(Added LAUGHLINAFB)** Maintains status board on all engines identified by OAP as problem engines.

4.11.1.6.5.5. **(Added LAUGHLINAFB)** Maintains weekly listing of oil carts sampled to ensure all carts are sampled.

4.11.1.6.5.6. **(Added LAUGHLINAFB)** Coordinates with applicable division chief/superintendent on wear- metal trends, who will then determine appropriate maintenance/repair/replacement actions within their division.

4.11.1.6.5.7. **(Added LAUGHLINAFB)** Conduct the quarterly meeting to review data products and local OAP transactions. Minimum attendees are NDI Laboratory; primary or alternate OAP Monitors from the T-6 Division, and T-38 Division; Engine Manager.

4.11.1.6.5.8. **(Added LAUGHLINAFB)** OAP Lab will notify T-6 Contractor Operated and Maintained Base Supply (COMBS) daily on results of engine oil samples via email.

4.11.1.6.5.9. **(Added LAUGHLINAFB)** When engine teardown is recommended, the Engine Manager will send engine oil analysis records (paper or automated routing forms) and automated DD Form 2027 (or equivalent) to Centralized Repair Facility (CRF) monitors.

4.11.1.6.6. **(Added LAUGHLINAFB)** Oil Servicing Carts and 55-Gallon Drum OAP Sampling:

4.11.1.6.6.1. **(Added LAUGHLINAFB)** Sampling will be accomplished per TO 33-1-37-1, *Joint Oil Analysis Program (JOAP) Manual*.

4.11.1.6.6.2. **(Added LAUGHLINAFB)** DD Form 2026 will be documented and submitted to the OAP Lab with the owning division information, cart serial number, and date/time sample was taken. Oil cart weekly OAP checks will be annotated on AFTO Form 244, *Industrial/Support Equipment Record*.

4.11.1.6.6.3. **(Added LAUGHLINAFB)** Newly opened drums or other bulk oil containers will be analyzed by the OAP Lab prior to servicing any oil carts. After the OAP results are known, the drum will be annotated using a plain label or permanent marker reflecting the date sampled and the employee number of the person who sampled the drum.

4.11.1.6.6.4. **(Added LAUGHLINAFB)** OAP Monitoring and Trend Analysis. Engines on special oil sampling intervals will be verified during scheduled aircraft Pre-Dock Meetings.

4.11.1.6.6. **(Added LAUGHLINAFB)** Propulsion Flight Supervision will verify proper documentation of engine records.

4.11.1.6.7. **(Added LAUGHLINAFB)** The Maintenance Operations Center (MOC):

4.11.1.6.7.1. **(Added LAUGHLINAFB)** Directs special RED CAP samples to be taken when requested by the OAP Lab.

4.11.1.6.7.2. **(Added LAUGHLINAFB)** Ensures all aircraft on special sampling are restricted to local flight (No Out and Backs/No Cross Country).

5.2.4.12.1. **(Added LAUGHLINAFB)** Local Radio call signs are listed in **Attachment 26.**

5.2.4.12.2. **(Added LAUGHLINAFB)** Radio communication networks are designated as 1, 2, 3 and 4 corresponding to radio channel selects 1, 2, 3 and 4 respectively. Designated use of the networks is as follows:

5.2.4.12.3. **(Added LAUGHLINAFB)** Network 1 - T-38 launch and recovery maintenance operations.

5.2.4.12.4. **(Added LAUGHLINAFB)** Network 2 - T-6 launch and recovery maintenance operations.

5.2.4.12.5. **(Added LAUGHLINAFB)** Network 3 – AGE maintenance operations.

5.2.4.12.6. **(Added LAUGHLINAFB)** Network 4 (Remote radio on the senior controller's desk) - Exercises and emergencies.

5.2.4.12.7. **(Added LAUGHLINAFB)** For identification, all radio users will identify their transmissions and answer to the call signs listed in **Attachment 26.** The primary network for each radio user is also listed.

5.2.4.12.8. **(Added LAUGHLINAFB)** All radio users are expected to monitor their primary assigned network. Radio users with more than one assigned primary network will make a 10-8 (on the air) call when coming up on the air or when changing networks.

5.2.5.1.1.2. **(Added LAUGHLINAFB)** MOC will be provided a flying schedule daily by PS&D as the visual aid to monitor flying. The schedule will include aircraft serial number, scheduled takeoff times, and special configurations.

5.2.5.1.1.3. **(Added LAUGHLINAFB)** Flying board controllers will annotate all deviations and tail number changes on the schedule in red. Annotation of aircraft status, crew show, taxi time and landing status will be in pencil, with the exception of Code III returns.

5.2.5.1.1.4. **(Added LAUGHLINAFB)** At the end of each fly day, MOC controllers will reconcile the schedule with Operations to ensure all deviations and end-of-day totals agree.

5.2.5.1.1.5. **(Added LAUGHLINAFB)** Any changes to the published weekly flying schedule will be annotated on AF Form 2407 and a copy will be sent to PS&D before the next flying window.

5.2.5.1.1.6. **(Added LAUGHLINAFB)** The lead controller will develop automated products, as required, to assist in tracking cannibalizations, hangar queens, etc. which assist in mission accomplishment. Note: The MOC supervisor will ensure automated products used as visual aids are updated.

5.2.5.1.3.1. **(Added LAUGHLINAFB)** MOC uses the Enhanced Maintenance Operations Center (EMOC) Status Sheet as an aerospace vehicle status board. It will be used for display and retrieval of visual aid products as required. The controller will maintain their respective EMOC Status Sheet and ensure status tracking is correct.

5.2.5.1.3.2. **(Added LAUGHLINAFB)** The following minimum information will be maintained on the EMOC Status Sheet:

5.2.5.1.3.3. **(Added LAUGHLINAFB)** Daily snapshot of fleet status and daily flying requirements.

5.2.5.1.3.4. **(Added LAUGHLINAFB)** Aircraft serial number, current status, Estimated Time in Commission (ETIC), location, job control number (JCN), type maintenance/maintenance in progress, and Functional Check Flight (FCF) requirements of all aircraft undergoing maintenance or restricted from flight for any reason. The controller is responsible for updating ETICs on maintenance progress for aircraft and/or aircraft parts which are in any back shop. All off-station aircraft will be tracked on the EMOC Status Sheet, including location, status, discrepancy, and supporting agency. Aircraft on special codes for OAP samples are also listed.

5.2.5.1.3.5. **(Added LAUGHLINAFB)** Supply information on all aircraft in Not Mission Capable – Supply condition.

5.2.5.1.3.6. **(Added LAUGHLINAFB)** Any aircraft with flyable Mission Capable (MICAP) status will be placed in Partially Mission Capable Supply status and annotated on EMOC Status Sheet along with document number.

5.2.5.1.3.7. **(Added LAUGHLINAFB)** If a transient aircraft remains overnight and is Fully Mission Capable, the Transient Alert (TA) contractor will notify MOC, who will make an entry in the logbook. If the transient aircraft is broken and it is a T-6 or T-38, MOC will annotate that information on the appropriate EMOC Status Sheet. If the broken aircraft is any other type, MOC will make the entry in the logbook.

5.2.5.1.3.8. **(Added LAUGHLINAFB)** The EMOC Status Sheet will be printed and distributed as required for the 0900 “Daily Maintenance” and afternoon “Maintenance Planning” meetings, as scheduled.

5.2.5.2.1.2. **(Added LAUGHLINAFB)** MOC Responsibilities:

5.2.5.2.1.3. **(Added LAUGHLINAFB)** MOC has custodial responsibility for all radio equipment. All radio equipment not located in MOC will be signed out from MOC on an AF Form 1297, *Temporary Issue Receipt,* to those responsible individuals in the using organization/work center. Receipt for all equipment including the land mobile radios (LMRs) will be renewed at least semi-annually or when the original individual who signed for the equipment can no longer be held liable. The using organization work center is responsible for informing MOC of any change in an individual's accountability for this equipment. The portable radios will be receipted out to individuals on an "as required" basis on an AF Form 1297. A positive record of possession must be maintained by the original individual/organization/work center using AF Forms 1297 until the radio is returned to MOC. MOC will maintain a master file of all original individual temporary issue receipts for all addressed radio equipment.

5.2.5.2.2.1. **(Added LAUGHLINAFB)** Emergency Procedures: During an exercise, emergency, or other contingency requiring unimpeded radio communication, network 4 will be used. The unit requesting the use of network 4 will make a 10-33 (emergency) call to MOC and state their situation. All units switching to network 4 will make a 10-8 (on the air) call and remain on Net 4- until the Lead Controller broadcasts termination of the event, -units will not use network 4 unless directed to.

5.2.5.2.4.1. **(Added LAUGHLINAFB)** In the event of the loss of one or more networks, the MOC Lead Controller will reassign the use of the remaining networks as appropriate.

5.2.5.2.5.1. **(Added LAUGHLINAFB)** Organization/work center Responsibilities:

5.2.5.2.5.2. **(Added LAUGHLINAFB)** Ensure initial radio operator training is administered to personnel before they use the radio system.

5.2.8.3.4.7.5. **(Added LAUGHLINAFB)** For short-term loss of the IMDS, manual backup will be used, i.e., AFTO Form 349, *Maintenance Data Collection Record*, a locally developed product, or a hard copy of the graphical user interface (GUI) screens used daily, and the information input when the system becomes available. When the long-term procedures have been started, the Database Manager will inform HQ AETC/A4PI.

5.2.8.3.4.7.6. **(Added LAUGHLINAFB)** When the IMDS becomes available, the priority for restart and recovery will be observed.

5.2.8.3.4.7.7. **(Added LAUGHLINAFB)** When IMDS comes back online, Data Management will notify MOC, PS&D, and the Maintenance Support Branch (MSB) by phone so they can update the system.

5.2.8.3.4.7.8. **(Added LAUGHLINAFB)** MOC will notify the flight line and the maintenance shops when the system is available to make updates.

5.2.8.3.4.7.9. **(Added LAUGHLINAFB)** Manual maintenance job control numbers (JCNs) are identified in **Attachment 25.** The manual JCN will include current Julian Date (Ex: 05213) and the first number assigned to the work center (Ex: 9701). Each subsequent job will be assigned the next number in sequential order (Ex: 9702).

5.2.8.3.6.1.1. **(Added LAUGHLINAFB)** The following procedures for completing data verification procedures will be accomplished by all Maintenance Directorate Divisions:

5.2.8.3.6.1.2. **(Added LAUGHLINAFB)** As a minimum, division supervisors or designated Work Leader (WL-08) or higher will run Integrated Maintenance Data System (IMDS) screen 100s daily from the previous duty day and review and correct any discrepancies. Special attention should be taken to ensure correct HOW MAL, WD and AT codes are used. These daily reports with identified corrections will be filed for one week and then forwarded to maintenance analysis for trending purposes.

5.2.8.3.6.1.2. **(Added LAUGHLINAFB)** In addition the flight line will run an IMDS 380 screen on all flyers to ensure they match aircraft forms and there are no open red X entries prior to exceptional release being signed off. (380s will be kept in flight shack until next flying day)

6.4.10.1. **(Added LAUGHLINAFB)** Current AFTO 781 series forms are arranged in the form's binder in the following sequence:

6.4.10.2. **(Added LAUGHLINAFB)** AFTO Form/IMT 781F, *Aerospace Vehicle Flight Report and Maintenance Document*. Two copies if stiffener is used in front cover.

6.4.10.3. **(Added LAUGHLINAFB)** AFTO Form/IMT 781, *ARMS Aircrew/Mission Flight Data Document*.

6.4.10.4. **(Added LAUGHLINAFB)** AFTO Form/IMT 781H, *Aerospace Vehicle Flight Status and Maintenance Document.*

6.4.10.5. **(Added LAUGHLINAFB)** AFTO Form/IMT 781A, *Maintenance Discrepancy and Work Document*.

6.4.10.6. **(Added LAUGHLINAFB)** DELETED

6.4.10.7. **(Added LAUGHLINAFB)** AFTO Form/IMT 781J, *Aerospace Vehicle - Engine Flight Document*.

6.4.10.8. **(Added LAUGHLINAFB)** AFTO Form/IMT 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document.*

6.4.10.9. **(Added LAUGHLINAFB)** AFTO Form/IMT 781M, *Status Symbols and Functional Systems Codes*.

6.4.10.10. **(Added LAUGHLINAFB)** AFTO Form 153, *T-38 Engine Trim Checklist* (T-38 only).

6.4.10.11. **(Added LAUGHLINAFB)** Panel Location Sheet (T-6 only).

6.4.10.12. **(Added LAUGHLINAFB)** Informational data/sample form (i.e. DD form 2026). (Optional)

6.4.10.13. **(Added LAUGHLINAFB)** AFTO Form/IMT 781G, *General Mission Classification Symbols*. Two copies if stiffener is used in rear cover.

6.9.5.1.3.1. **(Added LAUGHLINAFB)** The Product Improvement Manager (PIM) will be responsible for processing of Deficiency Reports (DRs) received from maintenance work centers.

6.9.5.1.3.2. **(Added LAUGHLINAFB)** DRs will be provided to the PIM via hard copy or e-mail in correct draft format after division chief/supervisor’s coordination. The PIM will provide template upon request.

6.9.5.1.3.3. **(Added LAUGHLINAFB)** The PIM advises the applicable DR work center representative when final processing of the DR is complete and provides copies as required. The PIM also provides updates on DR investigation and resolution.

6.9.5.1.3.4. **(Added LAUGHLINAFB)** Assign local control numbers and maintain a log of DRs submitted.

6.9.5.1.3.5. **(Added LAUGHLINAFB)** Ensure originators are aware of suspense times for submitting DRs.

6.9.5.1.5.1. **(Added LAUGHLINAFB)** Coordinate with work center DR monitors to ensure reports are accurate prior to submission.

6.9.5.1.5.1.1. **(Added LAUGHLINAFB)** Category I DR – report within 24 hours of an incident when deficiency could result in loss of life or severe damage to Air Force equipment.

6.9.5.1.5.1.2. **(Added LAUGHLINAFB)** Category II DR – report within three working days after a deficiency is identified.

6.9.5.1.8.1. **(Added LAUGHLINAFB)** The exhibit paperwork consists of the following items:

6.9.5.1.8.1.1. **(Added LAUGHLINAFB)** Two copies of DR message, one copy for the initiator's file and one copy to attach to the DR exhibit.

6.9.5.1.8.1.2. **(Added LAUGHLINAFB)** Two DD Forms 2332, *Product Quality Deficiency Report Exhibit*, signed by PIM and attached to the exhibit.

6.9.5.1.8.1.3. **(Added LAUGHLINAFB)** Two DD Forms 1575, *Suspended Tag-Materiel,* signed by PIM and attached to the exhibit.

6.9.5.1.8.2. **(Added LAUGHLINAFB)** The exhibit will be tagged and turned into Reparable Assets Management System (RAMS) #1 or COMBS as applicable.

6.9.5.1.8.2.1. **(Added LAUGHLINAFB)** After turning in, Production Control will route the item to the Repair Cycle Support Section to be secured in the supply holding area awaiting depot shipping/disposition instructions.

6.9.5.1.8.2.2. **(Added LAUGHLINAFB)** Exhibit(s) held in supply which exceed "holding time criteria" should be brought to the attention of the applicable DR Manager to determine if they are still needed.

6.9.5.1.8.2.3. **(Added LAUGHLINAFB)** When notified an exhibit is not required for DR investigation, the exhibit(s) are reissued to the Production Control for removal of the DR paperwork and returned to normal supply channels. An AFTO Form 350, *Reparable Item Processing Tag,* and appropriate condition tag(s) will be attached to the item(s).

6.9.5.1.8.3. **(Added LAUGHLINAFB)** COMBS-managed item exhibits will be processed per COMBS contract requirements. Upon completion of required paperwork, the PIM will provide copies of DR paperwork to originator, COR and COMBS. The DR originator will ensure exhibit(s) are turned into the COMBS supply point for disposition.

6.9.5.4.2.1. **(Added LAUGHLINAFB)** The PIM is the maintenance point of contact for IDEA (Innovation Development through Employee Awareness) submissions.

6.9.5.4.2.2. **(Added LAUGHLINAFB)** An item recommended for Product Improvement Working Group review will include (1) Nomenclature, (2) Work Unit Code, (3) Part Number, (4) NSN, (5) Statement of Problem, (6) Actions Taken to Resolve Problem, (7) Recommended Corrective Action, and (8) Summary of How Deficiency Impacts Maintainability of the Affected System.

6.10.1.3.4. **(Added LAUGHLINAFB)** Coordinate with the QA Staff Manager or Chief Inspector for all incoming Time Compliance Technical Orders (TCTOs) to determine applicability.

6.10.1.3.5. **(Added LAUGHLINAFB)** Provide copies to the QA Weight and Balance Manager if required.

6.10.1.7. **(Added LAUGHLINAFB)** All divisions with TO accounts will appoint a primary and alternate Technical Order Distribution Account (TODA) custodian. Personnel will be designated in writing and a copy of the appointment memorandum provided to the TODO. A new memorandum will be accomplished when personnel changes are made.

6.10.1.8. **(Added LAUGHLINAFB)** Supervisors will ensure personnel assigned TODA duties complete the Air Force web-based training course within 90 days of appointment. Upon completion of training, a copy of the training certificate will be provided to the Maintenance Operations Division Training Management office, and a copy will be maintained in the work center.

6.12.2.1.2. **(Added LAUGHLINAFB)** Aircraft Division Directors/Supervisors will:

6.12.2.1.2.1. **(Added LAUGHLINAFB)** Ensure a thorough review of the aircraft forms are accomplished by appointed personnel prior to submitting them to QA. The forms will be checked for accuracy of FCF entries and appropriate corrective action taken to clearly documented discrepancies IAW MDS specific -6 TO and TO 00-20-1 or electronic equivalent.

6.12.2.1.2.2. **(Added LAUGHLINAFB)** Advise MOC upon completion of Preflight/Basic Post Flight Inspection (BPO/PR)

6.12.2.1.2.3. **(Added LAUGHLINAFB)** Ensure valid BPO/PR on the aircraft prior to FCF. In the event an FCF is not completed due to an air abort, or non-release, accomplish a new BPO/PR prior to the next FCF flight.

6.12.2.1.2.4. **(Added LAUGHLINAFB)** Deliver the forms to QA for review and coordination with the FCF pilot. If aircraft is not flown on the scheduled date, forms remain logged in until flown, ground aborts, or BPO/PR expires for updating and returned to QA the following duty day. If additional discrepancies are found which prevent this, notify QA.

6.12.2.1.2.5. **(Added LAUGHLINAFB)** Ensure aircraft forms are available at Debrief after completion of the FCF sortie.

6.12.2.1.2.6. **(Added LAUGHLINAFB)** At the discretion of the FCF pilot of record, aircraft which experience minor maintenance problems during launch may be corrected on the spot. Launch procedures may continue after inspection of the area and corrective action is entered in the aircraft forms.

6.12.2.1.3. **(Added LAUGHLINAFB)** QA will:

6.12.2.1.3.1. **(Added LAUGHLINAFB)** Prepare a checklist (for FCFs only) for the applicable aircraft and generate an Electronic Work Order (EWO) or prepare an AFTO form 349.

6.12.2.1.3.2. **(Added LAUGHLINAFB)** The QA Inspector will review the aircraft forms, including automated and manual records, to ensure all required maintenance was properly performed and documented. The forms review entry will be cleared by the inspector on completion of the forms review. This review will include all scheduled maintenance packages and IMDS documentation/inputs to ensure all actions are completed. Particular or unusual details associated with the FCF will be brought to the attention of the FCF aircrew. QA will provide prepared FCF checklist and generated EWO or AFTO form 349 to the FCF aircrew at the briefing.

6.12.2.1.3.3. **(Added LAUGHLINAFB)** Inform MOC and the affected flying operation squadron when the aircraft is ready for FCF.

6.12.2.1.3.4. **(Added LAUGHLINAFB)** Brief the FCF pilot prior to and after flight on discrepancies noted during the check flight. When possible, ensure the owning aircraft division has a technician available during debrief.

6.12.2.1.3.5. **(Added LAUGHLINAFB)** Coordinate with the Chief FCF Pilot to ensure a current memorandum designating qualified FCF pilots is maintained on file.

6.12.2.2.1. **(Added LAUGHLINAFB)** After completion of the aircraft AFTO Form 781-series forms review by QA, the show time at the aircraft for the FCF will be coordinated by the same calendar day, to be scheduled no later than the following duty day, weather permitting.

6.12.2.3.1. **(Added LAUGHLINAFB)** FCF flight requirements will be determined per TO 1-1-300 and applicable Dash 6 TO, ensuring appropriate checks for the maintenance requirement causing the FCF. If only a partial profile is required, a full profile should be planned if fuel and weather conditions allow. Full profiles should be flown to the maximum extent possible on the aircraft's first attempted FCF. Follow-on attempts should be tailored as necessary for maintenance discrepancies or pilot proficiency.

6.12.2.5.1.1. **(Added LAUGHLINAFB)** FCF sortie results are Release, Non-Release, Conditional Release, Air or Ground Abort. An FCF Release occurs when the FCF pilot determines the aircraft has passed required checks causing the FCF. If discrepancies were found during the sortie outside the maintenance requirement, the aircraft is still released but may require IOC to follow up the new discrepancy. For example, if an FCF was required for an engine change, and during the sortie, engine checks were satisfactory, but a flight control discrepancy was discovered, the aircraft is released for the FCF but may require an IOC for follow up flight control checks.

6.12.2.5.1.2. **(Added LAUGHLINAFB)** Air or Ground aborts occur when the FCF profile cannot be completed due to events other than maintenance issues. For example, if RVSM airspace was required and not available, then the sortie is considered an Air Abort. Ground Abort for other than aircraft malfunctions, such as excessive ground operation time for weather or fuel requirements, are ground aborts and are not considered a non-release.

6.12.2.5.1.3. **(Added LAUGHLINAFB)** An FCF Non-Release occurs if the aircraft did not pass applicable -6 TO requirements for the maintenance requirement for the sortie. For example, if the maintenance requirement for the FCF was for a full profile due to a phase inspection and fails flight control checks, then the aircraft will stay on FCF status until it passes appropriate applicable Dash 6 TO requirements. Ground Aborts due to aircraft malfunctions result in a non- release.

6.12.2.5.1.4. **(Added LAUGHLINAFB)** In the event of a conditional release, the aircrew will not sign off the FCF block on the AFTO Form 781A until reviewing the corrective action. The aircrew will make a separate entry on AFTO Form 781A for the write-up which generated the conditional release, adding "conditional release" to that write-up. Once the aircrew has reviewed the corrective actions, then the FCF block can be signed off.

6.12.6.1. **(Added LAUGHLINAFB)** If an aircraft is broken off station and requires an FCF after maintenance, the deployed maintenance team will notify MOC to inform QA and the owning division. The deployed maintenance team will fax (DSN 732-4253) a copy of the aircraft forms to QA for review and completion of FCF preparation package. For T-6 aircraft located at Wizard auxiliary airfield, maintenance will hand carry the forms to QA. QA will notify MOC, the applicable division, and brief the FCF pilot on the aircraft status. After the aircraft is logged in the FCF database, the FCF pilot will sign out the aircraft. Upon completion of the FCF and the aircraft returns to home station, the FCF database entries will be completed and the FCF checklist will be filed in the aircraft jacket file. The applicable maintenance division will forward copies of pulled aircraft forms to QA for post FCF review and filing.

6.13.1. 1**(Added LAUGHLINAFB)** In-flight Operational Checks (IOC) are those flights requiring an experienced aircrew to fly the first flight after specific maintenance actions which do not require an FCF, or high-speed taxi. Maintenance personnel will take appropriate action to ensure a rated pilot is scheduled to perform required operational checks of the affected system(s).

6.13.1.2. **(Added LAUGHLINAFB)** Division Directors/Chiefs and Production Supervisors will closely monitor aircraft requiring IOC after maintenance.

6.13.2. **(Added LAUGHLINAFB)** The following maintenance actions will not normally require an Inflight Operational Check (IOC) in T-38 aircraft:

6.13.2.1. **(Added LAUGHLINAFB)** Maintenance actions performed on the trim system.

6.13.2.2. **(Added LAUGHLINAFB)** Maintenance actions performed on the flap-to-stab interconnect cable.

6.13.2.3. **(Added LAUGHLINAFB)** Maintenance actions performed on the Stability Augmentation System (SAS).

6.13.2.4. **(Added LAUGHLINAFB)** Flight control actuator, if removed and reinstalled to facilitate other maintenance, with no rigging or adjustment performed on the system.

6.14.4. **(Added LAUGHLINAFB)** Following the completion of the check, the aircrew will taxi clear of the runway. If no problems are noted by the aircrew or ground personnel (if needed), aircraft may be taxied to parking or returned to run-up area for takeoff (if an FCF is also required). If the check is, being performed in conjunction with an FCF aircrew must ensure all takeoff and landing data is still valid following the high-speed taxi check.

7.2.1.1.1. **(Added LAUGHLINAFB)** QA will initiate a 47 FTW MX Form 25, *Aircraft/Engines/Equipment Impoundment Checklist*, when impoundment authority directs impoundment of aircraft, engines or equipment.

7.2.1.1.1.2. **(Added LAUGHLINAFB)** The impoundment official will use the 47 FTW MX Form 25 to guide sequence of actions.

7.2.1.1.1.3. **(Added LAUGHLINAFB)** After the impoundment has released and the aircraft, engine or equipment is returned to service, forward the completed 47 FTW MX Forms 24, *Impoundment Entry Control Point Log* and 25 to QA for filing.

7.3.1.1.1. **(Added LAUGHLINAFB)** A tool or other item is not found after an extensive search of the aircraft.

7.3.1.1.2. **(Added LAUGHLINAFB)** An aircraft has a dropped object.

7.3.1.1.3. **(Added LAUGHLINAFB)** An aircraft develops abnormal repeat/recurring malfunctions.

7.4.1.1. **(Added LAUGHLINAFB)** Division Directors/Chiefs recommend Impoundment Officials to the DoM and QA when appropriate or necessary.

7.6.2.1. **(Added LAUGHLINAFB)** Upon notification, inform the applicable aircraft supervisor that no maintenance, to include refueling and servicing, will be done on aircraft until appropriate agencies have responded and release the aircraft or equipment to maintenance.

7.6.3.5.1. **(Added LAUGHLINAFB)** Ensure only authorized personnel have access to the impounded aircraft, engine or equipment to monitor maintenance, refueling, and servicing.

7.6.3.5.2. **(Added LAUGHLINAFB)** Use 47 FTW MX Form 24.

7.6.3.5.3. **(Added LAUGHLINAFB)** Ensure team integrity to provide continuity when troubleshooting flight control malfunctions.

7.6.3.5.4. **(Added LAUGHLINAFB)** Only experienced qualified technicians will be assigned to work flight control discrepancies.

7.6.6.1. **(Added LAUGHLINAFB)** Coordinate with QA to review aircraft forms and corrective action taken prior to submitting to the impoundment release authority.

7.6.8.1. **(Added LAUGHLINAFB)** A job standard (JST) profile will be assigned to the discrepancy warranting the impoundment. Use IMDS screen 86 to load the following profiles: T-6A aircraft (90099) and T-38C aircraft (00902).

7.6.8.2. **(Added LAUGHLINAFB)** Print out the profile (IMDS screen 207) and insert in aircraft forms binder closest to the discrepancy causing the impoundment.

7.6.8.3. **(Added LAUGHLINAFB)** The impoundment official will be responsible for clearing IMDS for the impoundment official forms review due prior to release from impoundment.

7.6.8.4. **(Added LAUGHLINAFB)** QA will be responsible for clearing IMDS for the QA forms review due prior to Release from impoundment.

7.6.8.5. **(Added LAUGHLINAFB)** The impoundment official will be responsible for clearing the equipment impoundment in IMDS for the impoundment release authority.

7.6.11. **(Added LAUGHLINAFB)** QA will:

7.6.11.1. **(Added LAUGHLINAFB)** 47 FTW MX Form 24 is used to monitor impoundments. The job control number (JCN) for discrepancies warranting impoundment will be the impoundment control number.

7.6.11.2. **(Added LAUGHLINAFB)** Coordinate with the applicable aircraft division chief to verify impoundment authorization and name of impoundment officials.

7.6.11.3. **(Added LAUGHLINAFB)** Enter a red X symbol in the applicable AFTO Form 781A or AFTO Form 244 with a statement indicating the reason for impoundment and the name of the impoundment official. Ensure the JST is loaded in IMDS.

7.6.11.4. **(Added LAUGHLINAFB)** Review aircraft/equipment forms prior to release from impoundment.

7.6.11.5. **(Added LAUGHLINAFB)** Maintain a file of completed impoundment worksheets and MX Forms 24 and 25.

8.2.15.1.1. **(Added LAUGHLINAFB)** AETC Form 1042 will be used for all dispatchable CTKs. The employee that is issued the toolbox will complete page 2 of the 1042 (date, time out, and signature/employee number), then the employee will have another co-worker inspect the CTK for missing/broken tools and foreign objects (FO). The employee that opens the CTK cannot complete the closing inspection. Once the inspection is completed, member will enter their initials.

8.2.17. **(Added LAUGHLINAFB)** Supervisors will ensure assigned personnel are familiar with lost tool reporting procedures to include depot and contract field teams who are on station for aircraft modification or repair work.

8.2.18. **(Added LAUGHLINAFB)** CTK custodians will set up tool rooms for accountability and be responsible for tool room/CTK area contents and security at all times. Ensure access to keys is controlled and tool rooms are locked and secured when not in use. Ensure reports for tools which are lost, damaged, or destroyed due to negligence are processed.

8.3.6.4.2.1. **(Added LAUGHLINAFB)** All tie down cables will be permanently attached.

8.3.6.7.1.3. **(Added LAUGHLINAFB)** Tools/equipment removed from a CTK will be recorded on an AETC Form 1042 in Tab C of the master CTK binders.

8.4.9.1. **(Added LAUGHLINAFB)** Test, Measurement and Diagnostic Equipment (TMDE) Owning Work Center Responsibilities:

8.4.9.1.1. **(Added LAUGHLINAFB)** Supervisors will appoint a Primary and Alternate TMDE monitor in writing and forward a copy of the memorandum to the PMEL activity at Joint-Base San Antonio (JBSA).

8.4.9.1.2. **(Added LAUGHLINAFB)** Supervisors will inform the JBSA PMEL activity of any changes in their TMDE monitors immediately so they can receive training and be added to the PMEL e-mail list for overdue inspections, schedules, awaiting customer pickup, master identification listings, and other correspondence.

8.4.9.1.3. **(Added LAUGHLINAFB)** Supervisors and/or TMDE monitors will inform the JBSA PMEL activity whenever new TMDE is acquired (i.e., new/used from supply, local purchase, direct acquisition from manufacturer, transfer from another shop on or off base). They will turn in all calibration data along with the new TMDE to the PMEL.

8.4.9.1.4. **(Added LAUGHLINAFB)** Supervisors will designate personnel by memorandum who are authorized to sign or initial AFTO Form 99, *Limited/Special TMDE Certification*, and AFTO Form 398, *Limited TMDE Certification*.

8.4.9.1.5. **(Added LAUGHLINAFB)** Calibration certificates (i.e., manufacturer's calibration certificates on new items) other than Air Force PMEL certifications are not valid until the item has been approved by the Joint Base San Antonio (JBSA)-Randolph PMEL. Do not use TMDE prior to PMEL verification/acceptance. TMDE must be identified to PMEL by the owning work center/user for proper calibration determination. COMBS provided TMDE items are exempt from this requirement.

8.8.1.2.2. **(Added LAUGHLINAFB)** CTK Tool bags will only be used when each tool has been issued from the shop's master non-dispatchable CTK.

8.8.1.2.3. **(Added LAUGHLINAFB)** Maintenance Recovery Teams (MRT) will not utilize tool bags at all.

8.9.2.6.2.1. **(Added LAUGHLINAFB)** CTK custodians must route the completed lost tool report through the Division Director/Chief and QA for review/filing within 24 hours of the search being terminated.

9.3.1. **(Added LAUGHLINAFB)** Precious Metals Recovery Program (PMRP) unit monitors will:

9.3.1.1. **(Added LAUGHLINAFB)** Maintain PMRP Continuity Book per Base Supply Guide for PMRP.

9.3.1.2. **(Added LAUGHLINAFB)** Maintain accountability of items assigned precious metals identifiers using Base Supply L30 Listing.

9.17.2.1.1. **(Added LAUGHLINAFB)** Requesters must submit all requirements (not found in TO) for locally manufactured/modified special tools and equipment to QA for review and approval prior to fabrication.

9.17.2.1.2. **(Added LAUGHLINAFB)** Submit a DD Form 1348-6, *DoD Single Line-Item Requisition System Document,* to Demand Processing. Demand Processing will load the information into the supply computer and process the request with a transaction exception (TEX) Code "7".

9.17.2.1.2.1. **(Added LAUGHLINAFB)** The requester then brings a sample, drawing, etc. along with an AFTO Form 350, *Reparable Item Processing Tag,* to RAMS 2. The tag will be filled out with the document number.

9.17.2.1.2.2. **(Added LAUGHLINAFB)** Locally manufactured requests for internal Maintenance requirements (i.e., stands, tools, etc.) may be approved by Component Maintenance Division Director/Superintendent without processing the request through Base Supply. If approved, the requester brings a sample, drawing, etc. along with an AFTO Form 350 to RAMS 2. Once the part is made, it will be delivered to the requestor.

9.18.5.1.1. **(Added LAUGHLINAFB)** Repair shops will control awaiting parts (AWP) or awaiting maintenance (AWM) assets in designated holding areas.

9.18.5.2. **(Added LAUGHLINAFB)** Repair Cycle Manager (RCM): Ensures procedures are established for processing and controlling reparable assets.

9.18.5.2.1. **(Added LAUGHLINAFB)** Repair Cycle Management (RCM) will schedule parts into work center during normal duty hours.

9.18.5.2.2. **(Added LAUGHLINAFB)** Subcomponents of an end item will have an AFTO Form 350 tag created, loaded in the MIS and forwarded to RPC for scheduling.

9.18.5.2.3. **(Added LAUGHLINAFB)** If an asset is repaired and returned to its owner during night shift, the affected shop must ensure information is given to RCM so it can be closed out the following day.

9.18.5.2.4. **(Added LAUGHLINAFB)** Ensure the repairable processing center (RPC) is notified when an item has been condemned so the remaining Work Center Events can be cancelled.

11.6.6. **(Added LAUGHLINAFB)** Personnel performing T-38 maintenance will not pass tools/objects between aircrew in cockpit and technicians on the ground when engines are operating. If items are required to troubleshoot a discrepancy, engine will be shut down on that side of the aircraft to prevent items being ingested in the intake.

11.6.7. **(Added LAUGHLINAFB)** When maintenance is required on life support equipment, MOC will notify Aircrew Flight Equipment Section to respond.

11.7.4.3. **(Added LAUGHLINAFB)** General/Cross-Country Recovery Operations:

11.7.4.4. **(Added LAUGHLINAFB)** MOC Responsibilities:

11.7.4.4.1. **(Added LAUGHLINAFB)** As soon as possible after notification of a non-mission capable (NMC) aircraft broke off-station, MOC will coordinate with other Air Force bases concerning our aircraft status and their support.

11.7.4.4.2. **(Added LAUGHLINAFB)** The senior controller will ensure compliance of the following procedures:

11.7.4.4.3. **(Added LAUGHLINAFB)** Enter all information received from the SOF (Flight Safety Officer), MOC, and aircrew into the MOC log.

11.7.4.4.4. **(Added LAUGHLINAFB)** Determine the maintenance problem encountered and inform the support installation necessary to recover the aircraft.

11.7.4.4.5. **(Added LAUGHLINAFB)** Verify (through conversation with the pilot) the malfunction or problem encountered and if the aircraft is a T-38, also verify how much liquid oxygen (LOX) the aircraft has. Make sure aircrews send MOC a copy of the AFTO Form 781A with a complete description of the malfunction, by fax to DSN 732-4252. MOC will then send fax to supporting base.

11.7.4.4.6. **(Added LAUGHLINAFB)** When possible, determine (through conversation with the Transient Alert personnel) the extent of support needed (i.e., parts, TOs, qualified personnel, etc.) and support available at the aircraft location.

11.7.4.4.7. **(Added LAUGHLINAFB)** Determine when Laughlin AFB, or lateral support base, will be able to respond with support and when repairs/corrective actions can be completed. Annotate on EMOC Status Sheet.

11.7.4.4.8. **(Added LAUGHLINAFB)** Prior to MOC closure on weekends, notify the Wing Command Post (ext. 5167) of all aircraft which cannot be recovered during that day.

11.7.6.1. **(Added LAUGHLINAFB)** Dispatching Recovery Personnel via Surface Transportation:

11.7.6.1.1. **(Added LAUGHLINAFB)** MOC Responsibilities:

11.7.6.1.2. **(Added LAUGHLINAFB)** Notifies affected MSB of maintenance requirements. The appropriate MSB establishes a reporting time for the recovery team to report to the lead controller for a final briefing and ensures there are sufficient Red X certified personnel to clear each affected area.

11.7.6.1.3. **(Added LAUGHLINAFB)** Arranges for transportation and required support equipment. If the motor pool does not have transportation available, select a vehicle from within the maintenance complex to satisfy this requirement. Note: Vehicle is to be equipped with emergency gear, i.e., spare tire, jack, and road tool kit. Inspect the vehicle to ensure it is roadworthy. Personnel signing for the vehicle are liable for the vehicle and its condition until the vehicle is returned to the owning agency. All individuals will stop at the MOC for a briefing before departure.

11.7.6.1.4. **(Added LAUGHLINAFB)** Notifies the Aerospace Ground Equipment (AGE) section of support equipment requirements and delivery destination.

11.7.6.1.5. **(Added LAUGHLINAFB)** Parts needed to recover the aircraft are coordinated between the controller and MSB.

11.7.6.1.6. **(Added LAUGHLINAFB)** If a TDY requirement exists, the appropriate MSB will notify the appropriate work center to complete a TDY order request to the appropriate division Defense Travel System (DTS) entry agent.

11.7.6.1.7. **(Added LAUGHLINAFB)** If a trailer is to be taken, inspect and complete the Trailer Checklist for the departure trip. AGE will inspect the trailer and sign off the Trailer Checklist before departure. Ensure the checklist is returned to AGE after return to home station. Prior to use of equipment, TDY crew will sign off the AFTO Form 244.

11.7.6.1.8. **(Added LAUGHLINAFB)** Documentation for Cross-Country and Off-Station Aircraft:

11.7.6.1.9. **(Added LAUGHLINAFB)** Debrief will:

11.7.6.1.10. **(Added LAUGHLINAFB)** Enter the discrepancy into IMDS when notified by aircrew or deployed maintenance recovery personnel.

11.7.6.1.11. **(Added LAUGHLINAFB)** Create a job and notify owning work center of action taken to ensure discrepancy is entered into aircraft history.

11.8.3.1.4. **(Added LAUGHLINAFB)** Mandatory 781 A entries are required in the corrective action blocks stating that tool and FOD checks have been accomplished with legible employee number (on maintenance tasks/inspections involving the use of any CTK item on aircraft and support equipment). Example: Tool and FOD check CW XXXXX. Note does not apply to visual inspections that only require a flashlight and mirror to accomplish the inspection.

11.8.3.6.7. **(Added LAUGHLINAFB)** Wing Inspection Team (WIT) badges will be secured to the individual’s clothing with a cotton cord or plastic armband when worn in flight line areas.

11.8.3.6.8. **(Added LAUGHLINAFB)** Ensure caps worn on the flight line are secured with a strong lanyard (parachute cord, nylon cord, etc.) and attached to a buttonhole on the shirt or other secure attach point. Do not attach caps to ear defenders or communication headsets. Hats, caps, or berets will not be worn in an engine intake danger zone, as defined by the specific aircraft TO, while engines are operating.

11.8.3.10.2. **(Added LAUGHLINAFB)** FOD Bosses will be used daily in addition to FOD walks.

11.8.3.11.3. **(Added LAUGHLINAFB)** Supervisors will ensure that technicians perform FOD/Housekeeping Inspection and cleanup at the end of each shift, in all maintenance areas.

11.8.3.22.1. **(Added LAUGHLINAFB)** Annotate separate Red X entries in the aircraft AFTO Form 781A for inspection of engine intakes (T-38 inspect through the Inlet Guide Vane (IGV) Panels), and exhaust prior to and after engine runs. Use a bright light in conjunction with this inspection to ensure the intakes are free from FO and that the compressor area (T-38) does not have FOD.

11.8.3.22.2. **(Added LAUGHLINAFB)** Document intake and exhaust FOD inspections performed on uninstalled test cell engines on the test cell worksheet.

11.8.3.22.3. **(Added LAUGHLINAFB)** Ensure intakes and areas around aircraft are free of foreign objects before motoring. Document intake inspection in aircraft forms before and after each maintenance action.

11.8.3.13.1. **(Added LAUGHLINAFB)** Avoid using excessive power during ground operations. Monitor the area behind the aircraft to avoid subjecting taxiing aircraft to jet blast. Approved engine run-up/motoring areas and associated power setting limits are:

11.8.3.13.2. **(Added LAUGHLINAFB)** North Trim Pad – Approved for T-38 run-up to maximum power.

11.8.3.13.3. **(Added LAUGHLINAFB)** Hush House – Approved for T-38 run-up to maximum power.

11.8.3.13.4. **(Added LAUGHLINAFB)** South Trim Pad – Approved for T-6 run-up to maximum power.

11.8.3.13.5. **(Added LAUGHLINAFB)** Aircraft parking area – Approved for all assigned aircraft but limited to the following power settings: not to exceed 75% power for T-38 aircraft and not to exceed 30% torque for T-6 aircraft.

11.8.3.13.6. **(Added LAUGHLINAFB)** When operating engines on the T-38 Trim Pad, ensure intake screens (silencers) are free of foreign objects prior to engine start. Do not pass objects over intake areas when engine is running.

11.8.3.14.3. **(Added LAUGHLINAFB)** Engine Run Qualified Personnel and Ground Support Crews:

11.8.3.14.3.1. **(Added LAUGHLINAFB)** Tie down and secure gear pin streamers prior to engine start (if required by TO). Ensure all panels even with or forward of the intake are properly secured or completely removed from the aircraft.

11.8.3.14.3.2. **(Added LAUGHLINAFB)** Stow loose articles in the cockpit before starting an engine, motoring an engine, or opening the canopy with an engine running. Do not allow personnel near the Intake Danger Area while the engine is operating.

11.8.3.14.3.3. **(Added LAUGHLINAFB)** During engine maintenance and operations, no items will be placed near aircraft intakes or on canopy sills.

11.8.3.14.3.4. **(Added LAUGHLINAFB)** Aircraft forms are potential FOD hazards on the flight line. They will be secured when subject to jet blast from a taxiing aircraft and will be stored during periods of inclement weather such as high winds.

11.8.3.14.3.5. **(Added LAUGHLINAFB)** Before entering the cockpit/cabin of an aircraft, personnel will ensure pockets are emptied and loose articles are secured. If tools are required for maintenance or flight operations, they will be strictly controlled and accounted for before and after flight.

11.8.4.2.7. **(Added LAUGHLINAFB)** DOM/Division Directors will:

11.8.4.2.7.1. **(Added LAUGHLINAFB)** Ensure all personnel working in or traveling through flight line areas receive a FOD prevention orientation briefing during in processing into their respective work centers.

11.8.4.2.7.1.1. **(Added LAUGHLINAFB)** As a minimum, the briefing should include location of designated flight line access points, FO tire checks before entering the flight line, procedures for reporting actual or potential FO, and vehicle operations around parked and taxiing aircraft.

11.8.4.2.8. **(Added LAUGHLINAFB)** Squadron Commanders and Division Directors/Chiefs will:

11.8.4.2.8.1. **(Added LAUGHLINAFB)** Ensure FOD prevention briefings are conducted as a minimum, quarterly and documented on MX Form 703, *Log of Supervisor's Safety Briefings*.

11.8.4.2.8.2. **(Added LAUGHLINAFB)** Ensure assigned personnel are familiar with FOD prevention and notification procedures.

11.8.4.2.9. **(Added LAUGHLINAFB)** Work center supervisors and flight line personnel will:

11.8.4.2.9.1. **(Added LAUGHLINAFB)** Immediately notify MOC and QA of all FO incidents. Coordinate with appropriate Division Director/Chief to determine if affected aircraft/equipment should be impounded.

11.8.4.2.9.2. **(Added LAUGHLINAFB)** Make Red X entry in aircraft AFTO Form 781A, *Maintenance Discrepancy and Work Document,* and perform inspection for the missing item(s).

11.8.4.2.9.3. **(Added LAUGHLINAFB)** Investigate to determine if items were missing before or after flight. If parts of the airframe are found missing refer to **Paragraph 14.11**.

11.8.4.2.9.4. **(Added LAUGHLINAFB)** Perform an in-depth inspection for suspected FO in aircraft cockpit areas:

11.8.4.2.9.4.1. **(Added LAUGHLINAFB)** T-38 aircraft: Place seats in full up position. Use strong light source and mirror to search seat assembly and surrounding areas (rudder pedal, center blast shield, and windscreen). If item is not found, contact Egress Shop to remove aircraft seats to continue search. Remove trim/kick panels, and if still not found contact the applicable Division Director/Chief to determine if search should be terminated.

11.8.4.2.9.4.2. **(Added LAUGHLINAFB)** T-6 aircraft: Perform visual inspection of accessible cockpit areas. If item is not located, contact Egress Shop to remove seat(s) to continue search. If item is still not found contact the Division Director/Chief to determine if search should be terminated.

11.8.4.2.10. **(Added LAUGHLINAFB)** Perform FOD inspection of aircraft parking ramp and hangar areas at beginning of each shift. Notify MOC to contact Airfield Management to sweep ramp and taxiway areas when debris is noted which could contribute to FOD.

11.8.5.2.1. **(Added LAUGHLINAFB)** Conduct random inspections of flight line ramp and hangar areas weekly. QA document inspections in LEAP database.

11.8.5.5.1. **(Added LAUGHLINAFB)** Disseminate FOD prevention information when required to enhance personnel awareness.

11.8.5.6.1. **(Added LAUGHLINAFB)** Investigate all FOD-reported incidents and comply with required reporting/follow-up actions.

11.8.5.6.1.1. **(Added LAUGHLINAFB)** Monitor FOD prevention procedures utilized by all work centers.

11.8.5.61.2. **(Added LAUGHLINAFB)** Maintain a file copy of designated FOD representatives.

11.8.6.2.3.1. **(Added LAUGHLINAFB)** QA will inspect aircraft/engine for possible cause of damage. Aircraft history will be reviewed to determine recent maintenance which may be a contributing factor.

11.8.6.2.3.2. **(Added LAUGHLINAFB)** Any object(s) found during course of FOD investigation will be held by QA until disposition instructions are provided.

11.8.6.2.3.3. **(Added LAUGHLINAFB)** In the event an aircraft FOD incident occurred while in flight formation, other affected aircraft will be inspected upon return to determine possible collateral damage.

11.8.6.2.3.4. **(Added LAUGHLINAFB)** After an inspection by QA, the aircraft may be released for maintenance. When the airframe is determined not to be a contributing cause, the impoundment may be transferred to the aircraft engine.

11.8.6.2.3.5. **(Added LAUGHLINAFB)** QA will monitor engines removed for FOD and sent to the CRF for assessment of damage and cost of repairs. If FOD incident occurred off station, coordinate with PS&D to obtain the engine serial number, and ensure the owning division is notified.

11.8.6.7.2. **(Added LAUGHLINAFB)** The affected MDS maintenance section will provide the Wing FOD Monitor a detailed damage description within 24 hours of occurrence. Describe example: compressor and turbine damage at each stage, how many blades or vanes are affected, blade or vane damage appearance, nicks, dents, or tears. Example: "#2 engine sustained damage to the following areas: 2 each 1st stage IGV's nicked, 5 each 2nd stage compressor blades nicked, all 3rd stage compressor blades and stators damaged beyond repair. High/low pressure turbine sustained damage throughout."

11.8.6.7.1. **(Added LAUGHLINAFB)** Engine manager will provide the repair cost estimate to the Wing FOD Monitor prior to placing the engine in shipping status.

11.9.4. **(Added LAUGHLINAFB)** Employees will receive training as outlined in the Dropped Object Prevention Training Guide, located on the maintenance SharePoint® area.

11.9.5. **(Added LAUGHLINAFB)** Supervisors will ensure all personnel involved in on-equipment aircraft maintenance are trained in DO prevention and reporting procedures.

11.9.6. **(Added LAUGHLINAFB)** Training will be documented with IMDS.

11.9.7. **(Added LAUGHLINAFB)** Maintenance Divisions will:

11.9.7.1. **(Added LAUGHLINAFB)** Notify MOC when there is a confirmed or suspected DO.

11.9.7.2. **(Added LAUGHLINAFB)** Secure aircraft until arrival of QA (if necessary) to ensure affected area is undisturbed for investigative purposes.

11.9.7.3. **(Added LAUGHLINAFB)** Submit a Deficiency Report (DR) anytime a material or design deficiency is the cause or suspected cause. Process the DR through QA regardless of whether an exhibit is available.

11.9.8. **(Added LAUGHLINAFB)** MOC will notify QA and 47FTW/SE of all Dropped Object (DO) incidences.

11.9.9. **(Added LAUGHLINAFB)** The QA DO Program Monitor accomplishes initial and final DO reporting and will:

11.9.9.1. **(Added LAUGHLINAFB)** Ensure locally approved form is accomplished and all appropriate blocks are documented.

11.9.9.2. **(Added LAUGHLINAFB)** Ensure thorough investigation is completed to determine causal factors and make appropriate recommendations for corrective action.

11.9.9.3. **(Added LAUGHLINAFB)** Perform follow-up action with applicable division to ensure DR is submitted when required.

11.9.10. **(Added LAUGHLINAFB)** Ensure DO incidences resulting in casualties, property damage, or any adverse publicity are reported per AFMAN10-206, *Operational Reporting (OPREP)*.

11.13.5.3. **(Added LAUGHLINAFB)** Verify with requesting work center the item cannot be repaired.

11.13.5.4. **(Added LAUGHLINAFB)** Ensure the performing work center schedules the cannibalization "T" and "U" action using IMDS.

11.13.9. **(Added LAUGHLINAFB)** The performing work center will:

11.13.9.1. **(Added LAUGHLINAFB)** Create the cannibalization job in IMDS and provide JEIM documentation of the CANN document number utilizing IMDS screen 83.

11.13.9.2. **(Added LAUGHLINAFB)** Ensure items are enter into their cannibalization log.

11.13.9.3. **(Added LAUGHLINAFB)** When the part is removed, ensure the ‘T’ and ‘U’ action taken code are used in IMDS.

11.13.9.4. **(Added LAUGHLINAFB)** Inform MOC Controller of CANN action and number so changes can be made to the EMOC Status Sheet.

11.13.9.5. **(Added LAUGHLINAFB)** Ensure Base Supply MICAP Section is provided information via email when a CANN or mark for change (MFC) is processed.

11.13.9.6. **(Added LAUGHLINAFB)** Complete removal of cannibalized parts, ensuring proper documentation of AFTO 781 series forms.

11.13.9.7. **(Added LAUGHLINAFB)** Initiate completion transaction in IMDS after removal of cannibalized items.

11.13.10. **(Added LAUGHLINAFB)** Owning work center will:

11.13.10.1. **(Added LAUGHLINAFB)** Ensure donor aircraft forms are available for the specialist.

11.13.10.2. **(Added LAUGHLINAFB)** Assume responsibility for AFTO Form 781 documentation.

11.17.1.5. **(Added LAUGHLINAFB)** Training Management will:

11.17.1.5.1. **(Added LAUGHLINAFB)** Maintain records of all engine run personnel, tracking and updating currency and recertification requirements as necessary.

11.17.1.5.2. **(Added LAUGHLINAFB)** Provide academic, safety, simulator, and aircraft training and administer written tests, as required.

11.17.1.5.3. **(Added LAUGHLINAFB)** Disseminate pertinent safety and procedural information to applicable work center supervisors.

11.17.1.6. **(Added LAUGHLINAFB)** Engine Run Personnel will:

11.17.1.6.1. **(Added LAUGHLINAFB)** Coordinate engine run clearance through MOC and Laughlin Ground Control when the tower is in operation. Ensure the MOC receives and understands and logs the aircraft MDS, engine run certified person's name and employee number prior to engine start. For test cell engine runs, ensure the MOC receives and understands the test cell operator's name and employee number and understands that it is a test cell run and not an aircraft run.

11.17.1.6.2. **(Added LAUGHLINAFB)** Monitor Laughlin Ground Control on the Ultra-High Frequency (UHF) radio any time engines are running. If assistance is required, contact MOC on ground control frequency and/or Laughlin Ground Control and give tail number, parking location, nature of difficulty and assistance required.

11.17.1.6.3. **(Added LAUGHLINAFB)** Ensure the aircraft is positioned in an approved run-up/motoring area and check the ramp area and cockpit(s) for foreign objects prior to engine start/motoring.

11.17.1.6.4. **(Added LAUGHLINAFB)** Conduct pre-run briefings with technicians, fire guards/ground observers and other personnel who will be in the area during the engine run or motoring procedure. Content will include, but is not limited to, awareness of aircraft/engine danger areas, procedures to be followed, methods of communication, individual responsibilities, prohibited actions, and Emergency Procedures.

11.17.1.6.5. **(Added LAUGHLINAFB)** Perform intake and exhaust inspections before and after engine motoring or run-up. Document this inspection in the aircraft AFTO Form 781A.

11.17.1.6.6. **(Added LAUGHLINAFB)** Ensure verbal communication is established with fire guard/ground observer during engine start, run-up/motoring and shutdown.

11.17.1.6.7. **(Added LAUGHLINAFB)** Ensure the rear cockpit canopy is closed on T-38 aircraft prior to engine start whenever possible if unoccupied.

11.17.1.6.8. **(Added LAUGHLINAFB)** MOC will monitor UHF channel 275.8 (Ground Control) at all times when the tower is not in operation. Contact the Fire Department to advise location, start time and termination of engine runs.

11.17.1.6.9. **(Added LAUGHLINAFB)** MOC will send Training Management all engine run information received for a given day on the next duty day. This information will be used to update IMDS to track 90-day proficiency requirement of engine run personnel.

11.17.4.1.1. **(Added LAUGHLINAFB)** Engine Run Certifiers will:

11.17.4.1.1.1. **(Added LAUGHLINAFB)** Evaluate and certify training instructors and engine run personnel within their division.

11.17.4.1.1.2. **(Added LAUGHLINAFB)** View a trainer course and be identified in IMDS as an engine run certifier on their respective aircraft.

11.17.4.1.1.3. **(Added LAUGHLINAFB)** Initiate and sign AETC Form 64, Request for Special Certification, and coordinate with Training Management as necessary.

11.17.4.1.2. **(Added LAUGHLINAFB)** Procedures for Initial Instructor/Certifier Certification:

11.17.4.1.2.1. **(Added LAUGHLINAFB)** Engine run certifiers will administer initial and annual instructor checks. The initial instructor check is given by an engine run certifier with the engine run certifier in the front seat of the T-38 and the front seat of the T-6 or respective simulator. Instructor annual recertification will be the same as that outlined for engine run technicians.

11.17.5.1.6.3. **(Added LAUGHLINAFB)** Training Management will administer the written run-up test. Training Management will initiate an AF Form 2426 at the time of the test.

11.17.5.2.1.1. **(Added LAUGHLINAFB)** Practice and observation run-ups will consist of five run-ups.

11.17.5.2.1.2. **(Added LAUGHLINAFB)** The first three of these run-ups will be completed in the back seat of the T-38 or the rear seat of the T-6 in the trainee's work center. They will be documented on the AF Form 2426, *Training Request and Completion Notification*, as Practice Run #1, #2 and #3. These run-ups must be completed within 30 calendar days from the date of the written run-up test.

11.17.5.2.1.3. **(Added LAUGHLINAFB)** The remaining two run-ups will be accomplished in the front/left seat of an aircraft or simulator with an instructor in the other seat. They will be documented on AF Form 2426 as Observation Run #1 and #2

11.17.5.3.8. **(Added LAUGHLINAFB)** An engine run certifier will administer the initial run-up check in a simulator paying particular attention to safety and procedural knowledge. All previous training will be documented on AF Form 2426 prior to the check.

11.17.5.3.9. **(Added LAUGHLINAFB)** After satisfactory completion of the initial run-up check, the engine run certifier will initiate an AETC Form 64, *Request for Special Certification*, and forward the form to the Division Director/Chief for initial approval. Upon approval by the DoM/DDoM, Training Management will update IMDS and file the AF Form 2426 and AETC Form 64.

11.17.6.3.1.1. **(Added LAUGHLINAFB)** Training Management, in coordination with the individual's Division Director/Chief, will determine if an individual should be retained in the program. Recertification will consist of the entire initial qualification training program per AFMAN 11-218, *Aircraft Operations and Movement on the Ground*, and DAFI 21-101.

11.17.6.5. **(Added LAUGHLINAFB)** Upon satisfactory completion of the written run-up test, the individual's supervisor or Training Management will schedule a run-up check with an engine run certifier in an aircraft or simulator, as necessary. The technician will then report as directed by their supervisor or Training Management with a checklist and headset, if required. After satisfactory completion of the run-up check, the engine run certifier will initiate an AETC Form 64 and forward the form to the Division Director/Chief for approval. Training Management will update IMDS and file the AETC Form 64.

11.17.6.6. **(Added LAUGHLINAFB)** Technicians who fail to accomplish their annual evaluation prior to the end of their due month will not perform engine runs until recertification has been accomplished. Technicians who exceed the 90-day period for proficiency after the end of their due date will be decertified. If the technician has not completed recertification within 90 days of their engine run proficiency due date, then they must complete all initial certification requirements prior to being recertified.

11.17.6.6.1. **(Added LAUGHLINAFB)** Engine Run Certifiers will:

11.17.6.6.1.1. **(Added LAUGHLINAFB)** Immediately decertify a technician who fails any portion of an annual or no-notice practical evaluation.

11.17.6.6.1.2. **(Added LAUGHLINAFB)** Decertify any technician who fails to report or declines to perform a no-notice evaluation without a valid reason.

11.17.6.6.1.3. **(Added LAUGHLINAFB)** Document decertification on the individual's AETC Form 64 for an annual evaluation. Forward these documents to Training Management who, in turn, notifies the work center supervisor.

11.17.7.1. **(Added LAUGHLINAFB)** Procedures for No-Notice Evaluations:

11.17.7.1.1. **(Added LAUGHLINAFB)** The assigned FCF pilot or certifiers may conduct no-notice evaluations, where the FCF pilot either observes an Engine Run Certifier conduct an annual or initial evaluation or 'taps out' the scheduled Engine Run Certifier to conduct the evaluation themselves. No-notice evaluations may be performed in an aircraft or simulator.

11.17.10.7.1. **(Added LAUGHLINAFB)** Procedures for annual recertification:

11.17.10.7.1.1. **(Added LAUGHLINAFB)** During the month prior to the recertification due month, the technician must report to Training Management and take the written run-up test.

11.17.10.8. **(Added LAUGHLINAFB)** Procedures for Initial Certification:

11.17.10.8.1. **(Added LAUGHLINAFB)** Work center supervisor initiates the request for engine run training.

11.17.10.8.2. **(Added LAUGHLINAFB)** Training Management schedules the individual for the initial briefing and provides training.

11.35.1.1. **(Added LAUGHLINAFB)** Maintenance directorate will maintain the 150 lb. Halon Fire extinguisher IAW TO 13F4-4-121 Section 5.

11.47. (Added LAUGHLINAFB) Fuel Recovery System (T-38 Aircraft Only). The T-38 Aircraft Maintenance Division Director, supervisors and Transient Alert contractor are responsible for compliance with the requirements of this section.

11.47.1. **(Added LAUGHLINAFB)** Fuel recovery hoses will be attached to the left and right engine drain lines prior to shut down.

11.47.2. **(Added LAUGHLINAFB)** Hoses will be emptied before next engine start. Recovery hoses should not be allowed to fill up and remain on the aircraft.

11.47.3. **(Added LAUGHLINAFB)** Fuel from recovery hoses will be emptied into approved fuel containers (TO 1-1-3) for transportation to the disposal site.

11.47.3.1. **(Added LAUGHLINAFB)** Fuel gathered from approved fuel containers will be emptied into recoverable fuel barrel/bowser.

11.47.3.2. **(Added LAUGHLINAFB)** All fuel collection containers will be emptied NLT every Friday.

11.48. (Added LAUGHLINAFB) Static Grounding of Aircraft.

11.48.1. **(Added LAUGHLINAFB)** All assigned aircraft will be static grounded at all times with the exceptions listed below:

11.48.2. **(Added LAUGHLINAFB)** Static ground will be removed on flight crew walk around and attached as soon as possible after flight.

11.48.3. **(Added LAUGHLINAFB)** Aircraft utilized for pictures may have the static ground removed while the actual photo session is in progress but must have the static ground attached as soon as the session is over.

11.48.4. **(Added LAUGHLINAFB)** Aircraft engaged in engine run up, on the flight line, trim pad, and hush house will have the static ground removed as long as the aircraft engines are operating. Static ground will be attached as soon as possible after termination of engine run.

11.49. (Added LAUGHLINAFB) Aircraft Flight Control Inspections and Cable Routing Procedures. These inspections are complied with in addition to production inspections required to clear Red X discrepancies and special inspections required on aileron and horizontal stabilizer operating mechanisms.

11.49.1. **(Added LAUGHLINAFB)** QA will:

11.49.1.1. **(Added LAUGHLINAFB)** Dispatch to designated aircraft upon notification that aircraft is ready for inspection.

11.49.1.2. **(Added LAUGHLINAFB)** Perform Challenge/Response Checklist.

11.49.1.3. **(Added LAUGHLINAFB)** Ensure AFTO Form 781A entry is cleared by technician signing "corrected by block" and QA signing the "inspected by" block.

11.49.1.4. **(Added LAUGHLINAFB)** Maintain a log of security decal installation consisting of aircraft tail number, decal serial number, inspector, technician assisting, and date. The log will be maintained for one year after the last entry.

11.49.1.5. **(Added LAUGHLINAFB)** Document discrepancies noted during inspection in AFTO Form 781A and report findings in LEAP or approved QA Database as a QVI.

11.49.1.6. **(Added LAUGHLINAFB)** Maintain ample supply of security decals to meet mission requirements. Security decals will be maintained under lock and key with access by authorized QA personnel only.

14.1.4.13.1. **(Added LAUGHLINAFB)** The maximum sustainable flying hour window for maintenance is 14 hours. Exceeding this flying hour window may affect the next day's prime flier availability. Note: Approval authority for extending the flying hour window is with the DOM and OG CC.

14.2.1.2.1. **(Added LAUGHLINAFB)** Upon receipt of printed historical documentation from outside sources, ensure the information derived from the outside source is clearly identified on the first page of the document. If not identified, provide an entry to indicate where this document was received from.

14.2.6.2.1.1. **(Added LAUGHLINAFB)** PS&D will annotate within the discrepancy the installation times of aircraft/engine time when loading Time Change Items, Special Inspections, and Time Compliance Technical Orders.

14.3.1.1.1.1. **(Added LAUGHLINAFB)** Hazardous materials such as batteries for TCTOs and time change may be ordered by scheduling or documentation personnel but will be picked up and received by work center personnel having appropriate authorization to handle such materials. When these items are ordered by other work centers, they will email the document numbers to documentation personnel no later than end of shift.

14.3.1.1.2.1. **(Added LAUGHLINAFB)** DELETED.

14.3.1.1.2.2. **(Added LAUGHLINAFB)** AFE is the OPR for DPAS records.

14.3.1.1.2.3. **(Added LAUGHLINAFB)** Aircrew Flight Equipment (AFE) is responsible for all installed TCIs to ensure the applicable DOE, DOM and DOI are correct in DPAS cards, and ensure data is validated in all applicable data fields when loaded by PS&D. AFE will verify part number, serial number, and due date of all parachute/survival kit components against DPAS during repack cycle.

14.3.1.1.2.4. **(Added LAUGHLINAFB)** AFE will provide an equipment forecast compiling serial numbers and inspection due dates for all assemblies due within the next 90 days. AFE will provide this list to PS&D and Egress by COB each Monday.

14.3.1.1.2.5. **(Added LAUGHLINAFB)** Egress will deliver aircraft AFE equipment NLT 0900 the morning of the scheduled deliver-by date, established by PS&D.

14.3.1.1.2.6. **(Added LAUGHLINAFB)** Egress will maintain a by-aircraft binder for Egress/AFE equipment and maintain a copy of the DPAS cards for all installed AFE equipment. Egress will inform PS&D of AFE equipment transfers so that it may be deleted from IMDS as necessary.

14.3.1.1.2.7. **(Added LAUGHLINAFB)** If Egress is unable to deliver components for scheduled inspection by the established deliver-by date they will contact both AFE and PS&D to ensure rescheduling action is taken.

14.3.1.1.2.8. **(Added LAUGHLINAFB)** DELETED.

14.3.1.1.2.9. **(Added LAUGHLINAFB)** AFE will label headboxes and survival kits with locally developed serial number, not associated with aircraft tail numbers.

14.3.3.3.2.3.3. **(Added LAUGHLINAFB)** Common format for TCTO data will be six-part folders: Section One is the basic TCTO; Section Two is for any supplements; Section Three is for supply documentation; Section Four is the AFTO Form2410; Section Five is the IMDS screen 525 showing TCTO status; and Section Six is the equipment listing with applicable equipment identified.

14.3.6.1.4.1. **(Added LAUGHLINAFB)** Aircraft documentation personnel will ensure:

14.3.6.1.4.2. **(Added LAUGHLINAFB)** Special inspections and time change items are complied with or waived by AETC.

14.3.6.1.4.3. **(Added LAUGHLINAFB)** Applicable work centers turn in all records to the Documentation Section prior to transfer.

14.3.6.1.4.4. **(Added LAUGHLINAFB)** The pilot who receives the records performs an inventory and signs the AFTO Form 290, *Aerospace Vehicle Delivery Receipt*. Documentation Section will keep/file original copy in the aircraft jacket file for record of receipt.

14.3.7.1. **(Added LAUGHLINAFB)** For aircraft acceptance, aircraft scheduler will ensure:

14.3.7.1.1. **(Added LAUGHLINAFB)** Applicable agencies/work centers are notified when receiving aircraft.

14.3.7.1.2. **(Added LAUGHLINAFB)** Required inspections have been complied with by transferring organization.

14.3.7.1.3. **(Added LAUGHLINAFB)** Workable delayed discrepancies were corrected and properly cleared.

14.3.7.1.4. **(Added LAUGHLINAFB)** Egress is notified to determine need for CAD/PAD verification.

14.3.7.1.5. **(Added LAUGHLINAFB)** When aircraft are returning from contract or depot maintenance, all scheduled maintenance actions have been complied with.

14.3.7.1.6. **(Added LAUGHLINAFB)** All inspections or time changes due on aircraft returning from contract or depot maintenance are scheduled in IMDS for accomplishment upon return.

14.3.7.1.7. **(Added LAUGHLINAFB)** Aircraft does not fly until all documentation requirements are met.

14.3.7.2. **(Added LAUGHLINAFB)** For aircraft acceptance, documentation personnel will ensure:

14.3.7.2.1. **(Added LAUGHLINAFB)** Special inspections, time change items, and TCTOs have been complied with and updated in IMDS.

14.3.7.2.2. **(Added LAUGHLINAFB)** Non-workable TCTO kits and AFTO Form 349, *Maintenance Data Collection Record*, are received, if applicable.

14.3.7.2.3. **(Added LAUGHLINAFB)** AFTO Form 290, *Aerospace Vehicle Delivery Receipt*, is received and records accompanying aircraft are properly listed.

14.3.7.2.4. **(Added LAUGHLINAFB)** Locally developed Aerospace Vehicle Transfer Inspection Checklist has been properly completed and required inputs have been complied with.

14.3.7.2.5. **(Added LAUGHLINAFB)** CAD/PAD verification is accomplished, and any discrepancies resolved.

14.3.7.2.6. **(Added LAUGHLINAFB)** A records review is accomplished on aircraft returning from depot and contract maintenance and acceptance planning requirement (PRA) is filed in aircraft jacket file.

14.3.7.2.7. **(Added LAUGHLINAFB)** Weight and Balance records on aircraft returning from depot or contract maintenance are reviewed by QA when prescribed.

14.5.5.2.13.1. **(Added LAUGHLINAFB)** Deployments. Requests for deployment aircraft and personnel should be made to 47 FTW/MX as soon as possible, but no later than 30 days prior to the deployment. Deployments require 47 FTW/CC approval.

14.5.6.1.2.1. **(Added LAUGHLINAFB)** Scheduling off-station aircraft during the week may result in an accompanying reduction in the daily number of prime fliers. NOTE: Failure to return aircraft by the scheduled NLT land time may result in a one-for-one cancellation of aircraft available for the following day's flying schedule, beginning with the first scheduled takeoff.

14.5.6.1.3. **(Added LAUGHLINAFB)** The maximum number of planned off-station aircraft will be, 8 T-38s and 15 T-6s. Requests for numbers above these must be authorized by the DoM or DDoM.

14.5.6.1.4. **(Added LAUGHLINAFB)** For weekend XC sorties, scheduled XC aircraft will recover on Sunday during the established recovery window.

14.5.6.1.5. **(Added LAUGHLINAFB)** When Laughlin aircraft are NMC off station, maintenance shall brief the WG/CC the aircraft location, discrepancy, the Wing responding to the aircraft, and ETIC daily. Maintenance and OPS agree to give high priority to aircraft requiring "rescue." Maintenance will determine and coordinate recovery efforts via MOC. After repairs are completed for NMC aircraft off station, MOC will notify OPS and request a "rescue." At its earliest opportunity, OPS shall dispatch aircrew to "rescue" the off-station aircraft.

14.5.6.1.6. **(Added LAUGHLINAFB) Attachment 35** provides basic planning factors for daily flying.

14.5.6.1.7. **(Added LAUGHLINAFB)** Crew Ready. The MOC will provide Mission Capable (MC) aircraft tail numbers "Crew Ready" per **Attachment 35**.

14.5.6.1.8. **(Added LAUGHLINAFB)** Chock Time. Chock time is the time from scheduled takeoff time to aircraft return to parking spot (i.e. chocks). Chock times are per **Attachment 35**.

14.5.6.1.9. **(Added LAUGHLINAFB)** Turn Time. Turn Time is the time from scheduled takeoff to next scheduled takeoff for local sorties. Turn times are per **Attachment 35**.

14.5.6.1.10. **(Added LAUGHLINAFB)** Fly Window. The fly window is from the scheduled take off to the last land of the fly day. Turn times are per **Attachment 35**.

14.5.6.2.16. **(Added LAUGHLINAFB)** The FTS will provide PS&D with turn patterns and take off landing times NLT end of the Wednesday mx/ops meeting, the week prior to execution. Planning factors will be presented to Wing Programming at the Wednesday programming meeting. Any outstanding issues will be resolved and finalized at or before the Wednesday OG/MXG scheduling meeting. Any changes to the schedule after this time will be initiated using the 2407 process.

14.5.6.2.17. **(Added LAUGHLINAFB)** Quiet Periods, Sterile Periods, Graduation Retreats, and flybys will be conducted in accordance with LAFBI 13- 203, Airfield Operations. These events will be coordinated and identified in the Weekly published schedule.

14.5.6.3.2.5. **(Added LAUGHLINAFB)** Subsequent sortie takeoff times resulting from accepting a spare and an approved chock extension may be adjusted as necessary to accommodate normal maintenance turn time. OPS and maintenance must jointly determine the spare's chock time and maintenance will notify MOC of the new return to chock time. Maintenance is responsible for filling subsequent schedule takeoff times. For GAs when Ops arrived less than fifteen minutes prior to scheduled take off and then cannot take a spare and make chock time, it will be an Ops Cancel. For GA when maintenance does not provide tail number to the Ops desk 25 minutes prior to the scheduled take off and the Ops cannot take a spare to make chock time or subsequent turn times later in the day, it will be a maintenance Cancel.

14.5.6.3.8.3. **(Added LAUGHLINAFB)** AF Form 2407, Weekly/Daily Flying Schedule Coordination, will be submitted and approved via e-mail. Maintenance Division Directors/Chiefs, Deputy Director of Maintenance, or Director of Maintenance will be the maintenance approving authorities for AF Form 2407. NOTE: During absences of the approving authorities, Division Superintendents, Maintenance Chief of Staff, Night Shift Aircraft Maintenance Coordinator, or Night Shift Production Superintendent may approve these requests. **Note:** See **Attachment 36** for AF Form 2407 routing matrix

14.5.6.3.8.3.1. **(Added LAUGHLINAFB)** MOC Supervisor, and MOC Lead Controllers will be notified with a copy of approved AF Form 2407 via e-mail. See **Attachment 36** for AF Form 2407 routing matrix.

14.5.6.3.8.3.2. **(Added LAUGHLINAFB)** Operations Scheduling and PS&D will be coordinated with for all AF Form 2407. During absences of the coordinating authorities for off shift hours; Night Shift Aircraft Maintenance Coordinator, or Night Shift Production Superintendent may approve these requests.

14.5.6.3.9.3. **(Added LAUGHLINAFB)** AF Form 2407 must be approved NLT 2 hours of last land for following day's flying window.

14.5.6.4.1. **(Added LAUGHLINAFB)** Functional Check Flight (FCF) and Transfer Aircraft. Aircraft requiring an FCF or scheduled for transfer will receive high priority to ensure they are accomplished as soon as practicable. Quality Assurance (QA) will notify the FCF Flight of aircraft requiring an FCF. PS&D will notify Squadron Programming of aircraft requiring transfer. Ferry flights/transfer aircraft should go directly to transfer destination and will be part of the weekly schedule, when possible, but not considered a Prime Flier.

14.5.6.7.3.1.3. **(Added LAUGHLINAFB)** The applicable maintenance expeditor will notify MOC of crew shows, spare and interchange assignments (tail swaps), and in-chock times.

14.5.6.7.3.2.5. **(Added LAUGHLINAFB)** See current Operations/Maintenance Deviation Matrix **Attachment 27** for disposition of sorties and locally assigned tracking codes.

14.5.6.7.3.3.5. **(Added LAUGHLINAFB)** Refueling Operations. Refueling operations at Laughlin AFB are conducted by 47 LRD/LGRF (POL). For aircraft in which refueling operations are not completed in the specified times prior to takeoff time, the applicable maintenance expeditor will assign a spare against that sortie, if available. The crew may delay accepting a spare if the refueling operations ETIC of the original aircraft is such that the aircraft can reasonably be returned to MC status in less time than required to preflight and launch a spare. POL will complete refueling operations within the Minimum Turn Time per **Attachment 35**.

14.5.6.7.3.4. **(Added LAUGHLINAFB)** In the event of an over-G, over speed, or other ops-related event which makes the aircraft unavailable for the remainder of the day, the first cancel following this event will be charged against Operations. Ops may be charged a cancel for each subsequent turn. Example: an over-G in the first go can result in one OCX in the second turn and one OCX in the third turn. This will occur after all available aircraft committed to the schedule (prime flier and spares) have been exhausted.

14.5.6.8.3. **(Added LAUGHLINAFB)** Surges will be accommodated and flown in accordance with procedures in this DAFI. The average daily sortie rate from the annual plan will be compared against the Required Sorties (block 2a on the OG Form 206A) to determine if a surge request is required.

14.5.6.9. **(Added LAUGHLINAFB)** Unusable due to ITS Caution/Danger or other adverse weather, it will be a weather loss.

14.5.6.11.1. **(Added LAUGHLINAFB)** DELETED.

14.5.11. **(Added LAUGHLINAFB)** Additional Services.

14.5.11.1. **(Added LAUGHLINAFB)** Wing Programming is the POC for static displays and public affairs events (such as photographic opportunities), as well as the use of Wing/Group/Squadron Flagships for special events. Wing Programming shall deconflict requests, ensure the requests include all pertinent data for the event, and submit a request for services to PS&D for processing **Attachment 29 & 30.**

14.5.11.2. **(Added LAUGHLINAFB)** Requests for T-38 travel pods will be annotated in the remarks section on the OG Forms 206A.

14.5.11.3. **(Added LAUGHLINAFB)** Wing Programming is the POC for squadrons to submit requests for Red I recoveries and Fini Flights. Fini Flights on the Red I will be scheduled for the last flight of the day and will be reserved for field grade officers. Exceptions will be coordinated through the OG/CC and DoM. Other Fini Flight launches shall be done within the flight. T-6s use "Kilo" Row for recoveries. T-38s recover other Fini Flights within the flight. Fini Flights will be annotated in the remarks section on the OG Forms 206A and 206B.

14.5.11.4. **(Added LAUGHLINAFB)** Hangar requests require squadron commander approval and will be processed through PS&D and the Deputy Director using **Attachment 29**, *Request for Hangar Use.*

14.5.11.5. **(Added LAUGHLINAFB)** Airshow aircraft requests **Attachment 28** should be made to the DoM and Wing Programming prior to the 15th of the preceding month to the airshow. The DoM will advise the OG/CC of airshow location supportability and available maintenance recovery capabilities. Airshow aircraft and spare (if available) will be identified to ensure scheduled maintenance and inspections are complied with, and both aircraft will be scheduled for airshow preparations. Airshow aircraft shall only fly the day of departure to the appointed airshow destination (no sorties will be scheduled on the aircraft prior to its departure). Any deviations to this policy must be approved by the OG/CC.

14.5.11.6. **(Added LAUGHLINAFB)** "Spouse taxis" should be annotated in the remarks section of the OG Form 206A for the affected week. A plan for use of aircraft will be provided in a separate "taxi schedule" or annotated on the daily OG Form 206B and provided at the weekly scheduling meeting. Taxis are not counted as sorties on the OG Form 206A.

14.6.1.3.1. **(Added LAUGHLINAFB)** Work center supervisors are responsible for ensuring documentation personnel receive applicable part number and serial number data for serially controlled items which have been replaced in a timely manner, typically by end of shift or the morning following the maintenance action. Information must include all pertinent data, such as Date of Manufacture (DOM), previous operating time, date of installation (DOI), or date of issue, to correctly calculate next due times in accordance with the aircrafts TO requirements. COMBS' Time Change tracking documents and Federal Aviation Administration (FAA) Form 8130-3, *Authorized Release Certification, Airworthiness Approval Tag*, will be sent to ensure the integrity of the data.

TYLER J. ELLISON, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 10-206, *Operational Reporting,* 1 Sep 2020

AETCMAN 11-2T-6V1, *T-6A Aircrew Training*, 31 Jan 2025

AFMAN 11-2T-38V1, *T-38 Aircrew Training*, 14 May 2020

DAFI 11-209, *Participation in Aerial Events*, 20 May 2021

AFMAN 11-218, *Aircraft Operations and Movement on the Ground,* 24 May 2023

DAFI 21-101, *Aircraft and Equipment Maintenance Management,* 20 Dec 2023

AFI 90-821, *Hazard Communication (HAZCOM) Program*, 13 May 2019

DoD 7000.14-R, *DoD Financial Management Regulation*, Vol 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged or Destroyed*

DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards,* 25 Mar 2022

LAFBI 21-104, *Crashed, Damaged or Disabled Aircraft Recovery (CDDAR),* 07 Dec 2018

TO 00-5-1, *AF Technical Order System*, 19 Nov 2024

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures,* 19 Dec 2023

TO 00-20-3, *Maintenance Processing of Reparable Property and the Repair Cycle Asset Control System*, 22 Oct 2024

TO 1-1-300, *Acceptance/Functional Check Flight and Maintenance OPR Checks*, 15 Dec 2023

TO 33-1-37-1, *Joint Oil Analysis Program Manual*, 15 Nov 2024

TO 34-1-3, *Inspection and Maintenance of Machinery and Shop Equipment*, 26 Jul 2024

LAFBI13-204, *AIRFILED OPERATIONS*, 09 Aug 2016

Prescribed Forms

MX Form 25, *Aircraft/Engines/Equipment Impoundment Checklist*

MX Form 24, *Impoundment Entry Control Point Log*

MX Form 703, *Log of Supervisor's _____ Briefings*

Adopted Forms

DD Form 1150, Request for Issue or Turn-In

DD Form 1348-1, DoD Single Line-Item Release/Receipt Document

DD Form 1574, *Serviceable Tag-Materiel* DD Forms 1575, *Suspended Tag-Materiel*

DD Form 2026, *Oil Analysis Request*

DD Form 2332, *Product Quality Deficiency Report Exhibit*

AF Form 55, *Employee Safety and Health Record*

AF Form 483, *Certificate of Competency*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

AF Form 492, *Warning Tag*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

AF Form 2410, *Inspection/TCTO Planning Checklist*

AF Form 2426, *Training Request and Completion Notification*

AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*

AFTO Form 46, *Prepositioned Life Support Equipment*

AFTO Form 95, *Significant Historical Data*

AFTO Form 99, *Limited/Special TMDE Certification*

AFTO Form 153, *T-38 Engine Trim Checklist*

AFTO Form 244, *Industrial/Support Equipment Record*

AFTO Form 290, *Aerospace Vehicle Delivery Receipt*

AFTO Form 398, *Limited TMDE Certification*.

AFTO Form 349, *Maintenance Data Collection Record*

AFTO Form 350, *Reparable Item Processing Tag*

AFTO Form 398, *Limited TMDE Certification*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

AFTO Form 781F, *Aerospace Vehicle Identification Document*

AFTO Form 781G, *General Mission Classification Symbols*

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

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

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

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

AETC Form 138, *Lost Tool or Item Investigation Record*

AETC Form 246, *Inspection Work card Control*

AETC Form 666, *Change to Inspector/Special Certification Listing*

AETC Form 703, *Log of Supervisor's Safety Briefings*

FAA Form 8130, *Authorized Release Certification, Airworthiness Approval Tag*

Abbreviations and Acronyms

AB—Afterburner

AFRIMS—Air Force Records Information Management System

AHE—Automated History Entry

ASD—Aircraft Sortie Duration

ASTO—After Scheduled Take Off

BPO/PRE—Combined Basic Post-Flight/Preflight Inspection

CT—Continuation Training

DDoM—Deputy Director of Maintenance

DO—Director of Operations

ESB—Engine Support Branch

FTS—Flying Training Squadrons

IFR—Instrument Flight Rules

IEP—Instructor Enrichment Program

IOC—In-flight Operational Check

KIAS—Indicated Air Speed, Knots

LAFB—Laughlin Air Force Base

LEP—List of Effective Pages

LMF—Local Manufacture

MSB—Maintenance Support Branch

OIF—Operational Information File

PE—Periodic Inspection

PMRP—Precious Metals Recovery Program

PTTO—Prior to Scheduled Take Off

RAMS—Repairable Asset Management System

RCM—Repair Cycle Manager

RCR—Runway Condition Unit

RPC—Repairable Processing Center RPR—Repair and Return

RSBEO—Refusal speed both engines operating

RSU—Runway Supervisor Unit

RVSM—Reduced Vertical Separation Minimum

SARMS—Squadron Aviation Resource Management Specialists

SOF—Supervisor of Flying

TA—Transient Alert

TEX—Transaction Exception

TO—Technical Order

TRT—Take-off Rated Thrust

VFR—Visual Flight Rules

VMB—Maximum Braking Speed

VMC—Visual Meteorological Conditions

VR—Refusal Speed

VROT—Rotation Speed

VTR—Video Tape Recorder

WCE—Work Center Event

Attachment 25

ASSIGNED JOB CONTROL NUMBERS DURING IMDS NON-AVAILABILITY

Figure A25.1. (Added) Assigned Job Control Numbers During IMDS Non-Availability.

T-38 P.E. Inspection	4000-4200
T-38 Engines	4201-4400
T-38 Cannibalization	4401-4500
T-38 MSB	4501-4600
T-38 Debrief	4601-4700
Reserved	4701-4800
T-38C Flight Line	4801-5000
T-38 MOC	5001-5300
Senior Controller (CANNS)	5301-5500
T-6 MOC	5501-5700
T-6 Plans & Scheduling	5701-6000
Reserved	6001-6200
T-38C Plans & Scheduling	6201-6300
T-6 Flight Line A Cell	6300-6500
T-6 Flight Line B Cell	6501-7000
T-6 Phase Inspection	7001-7300
T-6 MSB	7301-7500
T-6 Debrief	7501-7700
NDI	7701-8000
PMEL	8001-8200
Pneudraulic/Tire Shop	8201-8400
AGE	8401-8600
Transient Alert	8601-8800
CNIE	8801-9000
EGRESS	9001-9200

Attachment 26

RADIO CALL SIGNS

Figure A26.1. (Added) Radio Call Signs.

ORGANIZATION	CALL SIGN	PRIMARY NET
DoM	Ramrod	5
Deputy DoM Ramrod 2 5	Ramrod 2	5
As directed by DoM Ramrod 3 5	Ramrod 3	5
Maintenance Operations Division Director	Maintenance 1	5
Night Shift Aircraft Maintenance Coordinator	Scout	5
Night Shift Production Specialist	Back Shop Super	1
Supervisor, MOC	MOC Super	1, 2, 3
Maintenance Operations Center	MOC	1
QA Staff Manager	QA Super	1
Quality Assurance Chief Inspector	QA Chief	1
Quality Assurance Inspector (T-38s)	QA 1	1
Quality Assurance Inspector (T-6s)	QA 2	2
Component Maintenance Division Director	Component Chief	1
Component Repair Supervisor	Component Super	1
T-6 Maintenance Division Director	6 Chief	2
T-6 Maintenance Superintendent	6 Super	2
T-6 Production Supervisor	6 Pro Super	2
T-6 Maintenance Support Branch (MSB)	6 Support	2
T-6 Maintenance Support Branch Tow Team	6 Tow	2
T-6 Red Ball CNIE	6 CNIE	2
T-6 Debrief	6 Debrief	2
T-6 Phase Production Supervisor	6 Phase Super	2
T-6 Phase Tow Team	6 Phase Tow	2
T-6 A Flight Chief	A Flight Super	2
T-6 A Flight Supervisor	A Flight	2
T-6 A Flight Expeditor	Texan 1	2
T-6 A Flight Maintenance	Red Recovery	2
T-6 A Flight Tow Team	Red Tow	2
T-6 B Flight Chief	B Flight Super	2
T-6 B Flight Supervisor	B Flight	2
T-6 B Flight Expeditor	Texan 2	2
T-6 B Flight Maintenance	Yellow Recovery	2
T-6 B Flight Tow Team	Yellow Tow	2
T-6 Division Miscellaneous (RCS Ops, FCF crew chiefs, extra tow team, Etc.)	Texan 3	2

T-6 Division Miscellaneous (RCS Ops, FCF crew chiefs, extra tow team, Etc.)	Texan 4		2
T-6 Division Miscellaneous (RCS Ops, FCF crew chiefs, extra tow team, Etc.)	Texan 5		2
T-38C Expeditor (A-Cell)	Talon 1		1
T-38C Expeditor (B-Cell)	Talon 2		1
T-38C Maintenance Truck	Talon 3		1
T-38 Maintenance Support Branch (MSB)	8 Support		1
T-38 Tow Team	8 Tow Team		1
T-38 CNIE	8 CNIE		1
T-38 Engine/P.E. Supervisor	8 Engine		1
Engine / Test Cell	Test Cell		1
Crash Recovery	Crash		1
NDI	NDI		2
Corrosion	Corrosion		1
AGE Support	AGE 1		3
AGE Support	AGE 2		3
POL	POL		1 & 2
Egress	Exit		1
Fuels	Fuel Shop		1 & 2
Rams	Rams		1
Fabrication	Fab		1 & 2
OTHER FUNCTIONS CALL SIGN PRIMARY NET			
T-38C Field Service Representative (FSR)	Glass 1		1
Contract Performance (QAE)	Badger	1	
Transient Alert Building	White		1
Transient Alert Tug	White 1		1

Attachment 27

OPS-MX DEVIATION ATTRIBUTION MATRIX

Table A27.1. (Added) OPS-MX Deviation Attribution Matrix.

#	Cause	Agency	#	Cause	Agency
1	Sortie cancelled for ORM/safety	Ops Cancel	40	A scheduled sortie cancelled due to lack of repair parts	Supply Cancel
2	Crew life support gear related malfunction	Ops Cancel	41	Serviceable item not available	Supply Cancel
3	Lack of IP availability due to crew rest limitations	Ops Cancel	42	Late POL delivery resulting in sortie cancellation	Supply Cancel
4	Lack of IP availability due to IP normal leave or manning; incl. DNIF (1st day or otherwise) if not flown	Ops Cancel	50	T-6 25 mins, and T-38 30 mins of T/O time.	Maintenance Cancel
5	Student unavailable (UNSAT/DNIF) with no other students available opted.	Ops Cancel	51	Aircraft unsuitable for mission requirements, e.g., any incompatible crew restriction imposed by maintenance	Maintenance Cancel
6	Crew action loss (over speed, G exceedance, cockpit FOD, hard landing)	Ops Cancel	52	Aircraft not delivered due to flightline sortie production limitation: not serviced	Maintenance Cancel
7	Ops attributable scheduling oversight/conflict	Ops Cancel	53	(Reserved)	Maintenance Cancel
8	Late return from a previous sortie where it is caused by Ops actions	Ops Cancel	54	Aircraft undergoing repairs with no spares available	Maintenance Cancel
9	A sortie Deleted by Ops from the weekly schedule via AF Form 2407 (without an attempt made to fly)	Ops Cancel	56	Ground abort with student not able to step to spare a/c	Maintenance Cancel
20	Late return from a previous sortie where it is caused by off-station servicing delays	Other Cancel	57	Maintenance GAB/spare delay causes ineffective mission or sortie.	Maintenance Cancel
21	HHQ or WG/CC directed unscheduled flying stand-down for safety	Other Cancel	58	An aircraft Deleted by Mx from the weekly schedule via AF Form 2407 (excluding NMC aircraft replacement)	Maintenance Cancel
22	Flying Hour Program year-end close-out during last 15 FY O&M days	Other Cancel	60	Flying Status restriction incompatible with student syllabus mission requirements	WX Cancel

23	Aircraft grounded due to immediate action TCTO or one-time inspection	Other Cancel	61	Takeoff and Landing Data Category 3 sortie cancellation	WX Cancel
24	Aircraft on a scheduled out-leg that breaks off-station resulting in impact to subsequent local flying	Other Cancel	62	Any Index of Thermal Stress (ITS) “Caution/Danger” limitation exceeded resulting in sortie cancellation	WX Cancel
25	ATC/RAPCON/Airspace caused sortie cancellation	Other Cancel	63	Scheduled O & B lines deleted due to unsuitable off-station WX or lack of suitable WX for Air-To-Ground Range Airspace	WX Cancel
26	Another scheduled aircraft’s abort/cancel/ sympathy, e.g., Formation sympathetic abort	Other Cancel	70	WX attrition exceeds forecast; adds for CT and/or student training to return to even on the timeline	WX Add
27	Cancellation(s) not foreseen that are the result of a HHQ/Wing exercise, e.g., FPCON.	Other Cancel	80	HHQ directed sortie that does not appear in the weekly schedule	Other Add
28	Cancellation(s) caused by runway closure/airfield infrastructure/arrestment barrier status	Other Cancel	81	Sortie to recover an off-station weather divert aircraft	Other Add
29	UTE Management: < programmed WX attrition occurs and all training objectives are met for the week.	Other Cancel	82	Sortie to ferry spare aircraft parts, requirement to support aircraft delivery, aircraft rescue	Other Add
30	Bomb threat / lightning strike / random natural acts	Other Cancel	83	Sortie required for other maintenance purpose or requirement, e.g., unscheduled FCF	Other Add
31	HQ or DV sorties/missions (excluding incentive/familiarization sorties)	Other Cancel	84	Previous sortie air abort resulting in Ops incomplete for training requirements; sortie added for training	Other Add
32	Bird Severe status resulting in sortie cancellation; bird-strike on a previous sortie	Other Cancel	90	Sortie added to the daily flying schedule	Ops Add

33	Local sortie converted to return leg of out and back.	Other Cancel	91	Scheduled O & B lines converted to local sorties due unsuitable off-station WX or lack of suitable WX for Air-To-Ground Range Airspace	Ops Add

Attachment 28

AIRSHOW SUPPORT CHECKLIST

Figure A28.1. (Added) Airshow Support Checklist.

Airshow Support Checklist

Please note the deadline for airshow requests is the 15th of the month prior to the airshow date. (i.e. If you want to go to an event in July, you must submit this request by the 15th of June.)

(OCONUS airshow requests and/or flyovers that occur with 7 days of a patriotic holiday involve a much more detailed approval process. Requests for these airshows must be received by Wing Programming by the 15th of the month 2 months prior to the event date.)

To Be Completed by Aircrew		
Current Date	23-Dec-10	
Aircrew names		
Phone number	5920	
Name of airshow	Joint Base Charleston Air Expo 2011	
Location of airshow	North Charleston, SC	
Date(s) of airshow	16-Apr-11	
Number and type of aircraft	1 T-38C	*Note: Per 19AF/CC Letter, only one of each type aircraft per airshow for static displays*
Fly over or Static	Unknown	
MX Approval/Date: (Done by Sqdn Programming)	Juan D Soriano / 23 Dec 10	
Squadron DO Initials:	CSR	
Remarks		

After filling out the top portion of this form, send an electronic copy to 47 OSS Wing Programming (Wing Programming). Wing Programming will then contact 19 AF to reserve the airshow. (If another wing has previously signed up for the same airshow with the same type aircraft then you will not be allowed to go. 19 AF no longer recognizes "by name requests." The process is first come, first serve.) The process of receiving 19 AF approval usually takes 1-2 days. If Wing Programming does not contact you, please call them at x4344.

For Wing Programming Internal Use	
19 AF Approval/Date	
Remarks	

After receiving 19 AF approval, the aircrew must complete the "Aircrew Section." Some events may require additional coordination. Wing Programming will pass along this information as applicable. When finished, give a copy of this checklist to Squadron Programming.

Aircrew Section			
	Name	Date	
Brief SQ/CC (Statics & Flyovers)			
Brief 47 OG/CC (Flyovers only)			
Order jet from Sqdn Programming (Min 3 weeks prior to event)			
Force Protection Approval*			* See 19 AF website below for FP requirement:
Contact airshow POC			https://19af.randolph.af.mil/Ops%20Summary/Events%20Tracker/Aerial%20Events%20Tracker%20FY%202006.ht
Contact local recruiters			
Contact PA for media briefing (x5988)			

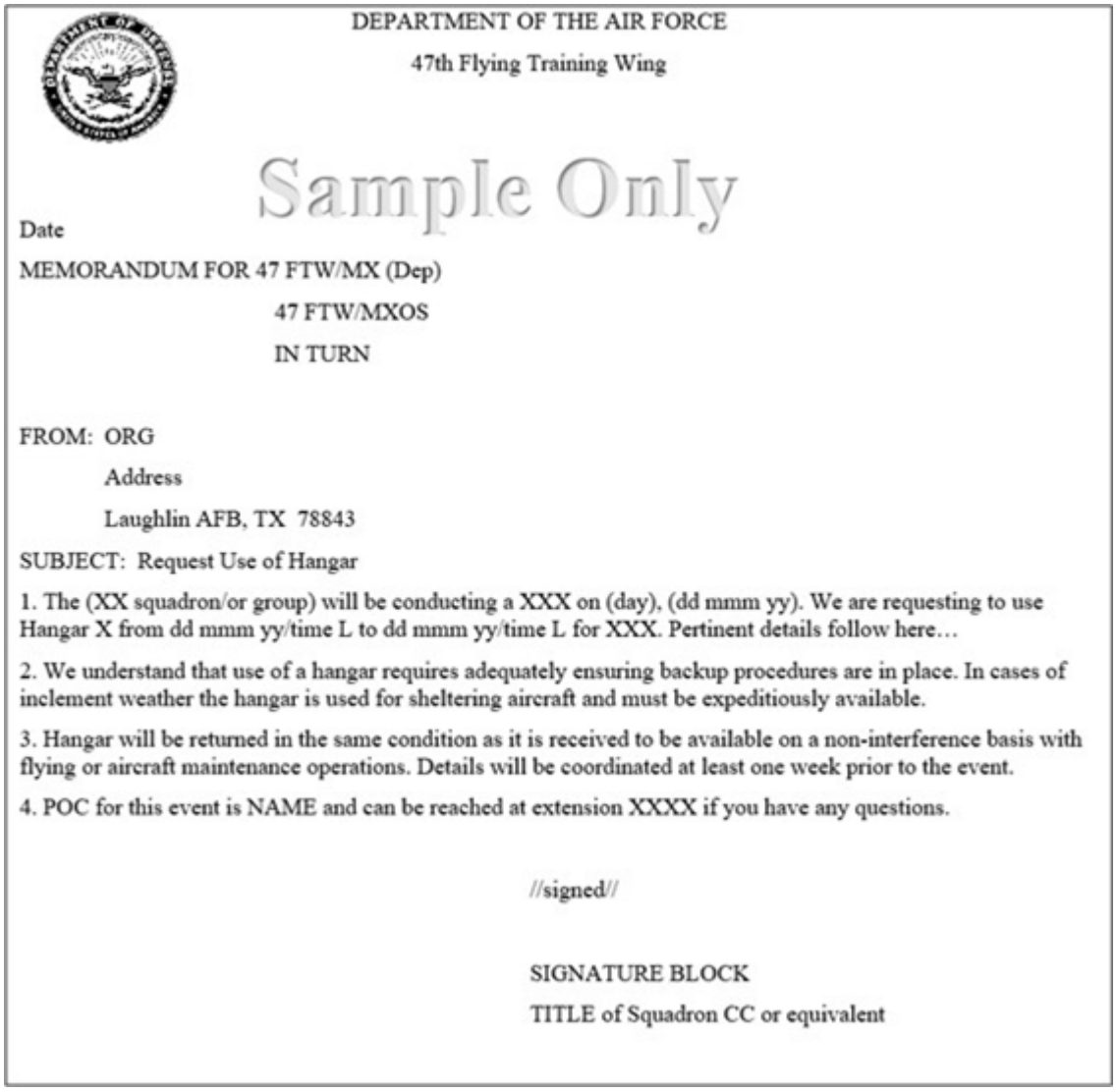
If you have any questions, please contact Wing Programming x4344.

Current as of: 24 Feb 06

Attachment 29

REQUEST FOR HANGAR USE

Figure A29.1. (Added) Request for hanger use.



DEPARTMENT OF THE AIR FORCE

47th Flying Training Wing

Sample Only

Date

MEMORANDUM FOR 47 FTW/MX (Dep)

47 FTW/MXOS

IN TURN

FROM: ORG

Address

Laughlin AFB, TX 78843

SUBJECT: Request Use of Hangar

1. The (XX squadron/or group) will be conducting a XXX on (day), (dd mmm yy). We are requesting to use Hangar X from dd mmm yy/time L to dd mmm yy/time L for XXX. Pertinent details follow here…

2. We understand that use of a hangar requires adequately ensuring backup procedures are in place. In cases of inclement weather the hangar is used for sheltering aircraft and must be expeditiously available.

3. Hangar will be returned in the same condition as it is received to be available on a non-interference basis with flying or aircraft maintenance operations. Details will be coordinated at least one week prior to the event.

4. POC for this event is NAME and can be reached at extension XXXX if you have any questions.

//signed//

SIGNATURE BLOCK

TITLE of Squadron CC or equivalent

Attachment 30

REQUEST FOR STATIC AT LAUGHLINAFB

Figure A30.1. (Added) Request for Static at LaughlinAFB.

DEPARTMENT OF THE AIR FORCE
47th Flying Training Wing

Sample Only

30 March 2011

MEMORANDUM FOR 47 OSS/OSOS

FROM: 47 FTW/PA

SUBJECT: T-6 Static Display for JROTC Tour

1. Public Affairs is requesting a T-6 static display for a Junior ROTC tour group from Uvalde, Texas.

2. We request the display take place in front of Base Ops at the Red "T". It will need to be on display from 1130-1330 on the 7th of April.

3. If you have any questions, please contact the POC for this event, MSgt Blake Mize, at x5262.

//signed//
ANGELA MARTIN, 2nd Lt, USAF
Deputy Chief of Public Affairs

1st Ind, 47 OSS/OSOS
30 March 2011

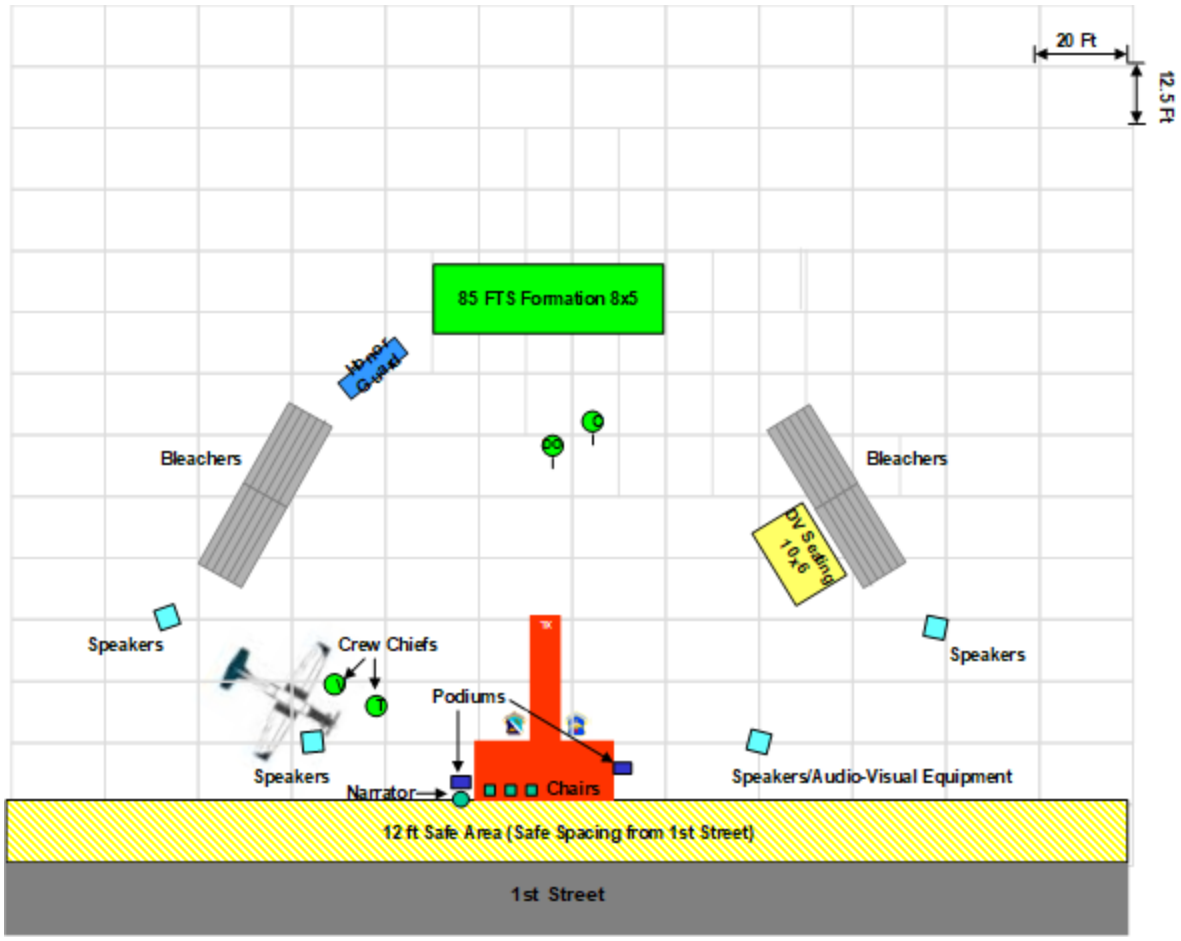
MEMORANDUM FOR 47 FTW/MXOS
47 SFS/S5S
47 OSS/OSAM

47 OSS/OSOS has reviewed this static display request.

//unsigned/cmd//

CHRISTOPHER M. De WINNE, Capt, USAF
Chief, Wing Programming

Figure A30.2. (Added) Sample Flightline Set-Up Diagram.



Attachment 31

INSTRUCTIONS FOR COLLECTING BIRD REMAINS

A31.1. (Added) The standard for bird remains collecting is to acquire portions of Beaks, Feet or Feathers.

A31.2. (Added) No matter how small the bird remains, either feathers or fleshy matter or even a blood smear (SNARGE), it is important to collect a sample. We can identify almost any size remains through DNA testing and it is vitally important in our BASH efforts to know the type of birds we strike and the location the impact occurred (if possible).

A31.3. (Added) Please be safe when handling bird remains and use the gloves provided.

A31.4. (Added) If remains are not large enough to collect with gloved hands/fingers, use alcohol wipes to get the smaller remains from surfaces. Use alcohol wipes supplied though EOSHMIS to get the smaller remains from surfaces. Only if alcohol wipes are not available then you may use a moistened paper towel with small amount of water and wipe the surface. Then fold the paper towel in half with remains section on the inside of the folded area and place into the plastic baggie. (Note: Do Not saturate the paper towel with water. Only use a small amount of water to dampen the paper towel.)

A31.5. (Added) With identifying information forwarded the baggie with remains to the 47 FTW/SEF.

A31.6. (Added) Remove the gloves so they roll inside out and discard as appropriate into any refuse container.

Attachment 32

LAUGHLINAFB COMPUTATIONS FOR SCHEDULED MAINTENANCE ACTIONS

Table A32.1. (Added) Laughlin AFB Computations for Scheduled Maintenance Actions.

Scheduled Action	Assigned Weighted Factor Points	Number of Actions	Possible Points	Actions Completed as Scheduled	Points Earned	MSE Percent
Phase	30	1	30	1	30	100
HPO	20					
TCTO	20	2	40	2	40	100
Engine time change item	20	2	40	1	20	50
Aircraft time change item	20					
Special inspection	15	7	105	5	75	71.5
Wash, corrosion, prep, and paint	15					
Delayed discrepancy	5					
Document review	5	5	25	4	20	80
Transfer or acceptance inspection	3					
Maintenance and aircrew trainers and static display	2					
Other SCH Act / WT& BAL	2					
TOTAL	157					
REMARKS:						

Attachment 33

LAUGHLINAFB UNIT PLANNING AND SCHEDULING OF MONTHLY MEETINGS

Table A33.1. (Added) Laughlin AFB Unit Planning and Scheduling of Monthly Meetings.

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
					Operations provides next week's requirement to maintenance (2 duty days before the OG/MXG meeting).	
3	4	5	6	7	8	9
Week 1		At the OG/MXG weekly scheduling meeting, operations provides requirements for next month and quarter.			The wing commander approves next week's schedule. Distribute next week's schedule. Operations provides maintenance with the following quarter's and week's requirements.	
10	11	12	13	14	15	16
Week 2		At the OG/MXG weekly scheduling meeting, the quarterly plan is briefed. Maintenance tells operations if next month's and quarter's requirements can be met.			The wing commander approves next week's schedule. Distribute next week's schedule. Operations provides maintenance with the following week's requirements.	
17	18	19	20	21	22	23
Week 3		At OG/MXG weekly scheduling meeting, the monthly and quarterly plans are briefed.			The wing commander approves next week's schedule. Distribute next week's schedule. Operations provides maintenance with the following week's requirements.	
24	25	26	27	28	29	30
Week 4		Brief finalized and signed next month's plan.			The wing commander approves next week's schedule. Distribute next week's schedule. Operations provides maintenance with the following week's requirements.	

Attachment 34

LAUGHLINAFB SPARE FACTOR DETERMINATION

Table A34.1. (Added) Laughlin AFB Spare Factor Determination.

a. First sortie or mission maintenance cancels	0.10
b. First sortie or mission supply cancels	0.03
c. First sortie or mission GAs	0.05
d. Spare factor	= .018

Attachment 35

47FTW SORTIE TIMETABLE DATA

Table A35.1. (Added) 47FTW Sortie Timetable Data.

47 FTW Sortie Timetable Data			
	Crew Ready PTTO:	Chock Time ASTO:	
T-6	15 Minutes	1 hour + 50 min (5 hours for off-station)	
T-38	30 Minutes	1 hour + 30 min	
	ASD	ASD Converted	Minimum Turn Time Between Sorties
T-6	1.5	1 Hour 42 Minutes	3.5 Hours
T-38	1.09	1 Hours 4 Minutes	3.5 Hours
PTTO = Prior To Scheduled Take Off		ASTO = After Scheduled Take Off	
Minimum Turn = Chock + Thruflight + Ground		ASD – Aircraft Sortie Duration	

Attachment 36

AF FORM 2407 ROUTING COORDINATION MATRIX

Table A36.1. (Added) AF Form 2407 Routing Coordination Matrix.

Agency	Reason				
	Add Acft/ Sortie or Increase Flying Window	Tail number Changes or delete lines	Change T/O and Land Times	Change Sched Mx internal to Division	Change Sched Mx External to Division
MOC	EMAIL	EMAIL	EMAIL	EMAIL	EMAIL
Backshop Support	EMAIL	EMAIL	EMAIL	EMAIL	COORD
PS&D	COORD	COORD	COORD	COORD	COORD
MX Division Chief or Deputy Division Chief	APPROVE	APPROVE	APPROVE	APPROVE	APPROVE
Pro Super	COORD	COORD	COORD	COORD	COORD
OPS Sch or Wing Program	COORD	COORD	COORD	COORD	COORD
FTS DO or ADO	COORD	APPROVE	APPROVE	EMAIL	EMAIL
Deputy DOM	APPROVE	APPROVE	EMAIL	EMAIL	EMAIL
OG/CC or OG/CD	APPROVE	APPROVE	EMAIL	EMAIL	EMAIL

NOTE: AF Form 2407 must be approved NLT 2 hours after last land for following day's flying window. Any changes required after must be approved by OG/CC or OG/CD and DOM or DDOM

INFO means that agency must receive the approved AF Form 2407 as soon as it is approved

COORD means that agency must agree PRIOR to approval authority (if non-concur, annotate on AF Form 2407 with reason, continue to approval authority)

APPROVE means that agency must approve by signature, email or verbal (annotate on AF Form 2407 name, rank, date and time of verbal approval)

If Div Chief or Deputy Div Chief is not available/on shift – Night Super may approve for Mx Division Chief and PS&D