

**BY ORDER OF THE
COMMANDER 22D AIR REFUELING
WING (AMC)**

**MCCONNELL AIR FORCE BASE
INSTRUCTION**

21-118

10 DECEMBER 2024

Maintenance

**CONTROL OF TOOLS, EQUIPMENT
AND ELECTRONIC DEVICES**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements DAFI 21-101, *Aircraft and Equipment Maintenance Management*, **Chapter 8** and applicable command and local supplements. It provides guidance and procedures on tools, equipment, and electronic devices that must be controlled to prevent and eliminate foreign object damage (FOD) to aircraft, engines, and support equipment, and to reduce costs through strict, effective control and accountability of assets. To ensure standardization among maintenance units, commanders and key leaders are responsible for executing an effective tool program. MAJCOMs will identify small unique unit tool and equipment management requirements in a supplement, addendum or deviation as described in the purpose statement of this AFI. It applies to individuals at all levels including the Air Force Reserve and Air National Guard (ANG) who are assigned to and or operating within McConnell Air Force Base (AFB). This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force AFI33-322, *records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The use of the name or mark of any

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. **1. DEFINITIONS:**

1. CONTROLLED AREAS: AIRCRAFT PARKING AREAS, RUNWAYS, TAXIWAYS AND MAINTENANCE AREAS.

1.1. Tools: Hand tools, equipment and electronic devices used to work on or maintain airfield equipment, facilities, vehicles, or aircraft. For the purpose of this instruction, land mobile radios, cell phones, laptop/hand-held computers, aircraft data transfer cards, and other portable electronic devices commonly used in the execution of official duties are considered tools.

2. TOOLS, EQUIPMENT AND ELECTRONIC DEVICE PROGRAM MANAGEMENT AND PROCEDURES:

2.1. All units will develop and follow internal procedures to control and manage tools dispatched to controlled areas. These procedures will be briefed as part of initial work center assignment orientation. IAW DAFI 21-101_Para. 2.2.3

2.2. Groups/squadrons sponsoring contractor activities in controlled areas must take steps to ensure contractors are made aware of tool control requirements, briefed on lost tool reporting procedures, and provided an on-duty point of contact.

2.3. If tools are routinely dispatched to any controlled area on a daily basis, the owning group will develop tool control procedures as outlined in DAFI 21-101, **Chapter 8**.

3. PERSONAL TOOLS:

3.1. Unit issued personal protective items (e.g. reflective belts, whistles, ear defenders, etc.) will be properly marked IAW DAFI 21-101, AMC Supplement, **Chapter 8**. Aircrew flight required equipment will be addressed in McConnell Air Force Base Operations Procedures.

3.2. Any missing unit-issued item, equipment, tool or personal item (PDA, cell phone, camera, laptop etc.) carried into controlled areas, will be declared a lost tool and reporting/search procedures will be accomplished IAW **Section 6** of this instruction.

4. EQUIPMENT IDENTIFICATION DESIGNATOR (EID):

4.1. Units that dispatch tools to controlled areas, as defined in **Paragraph 2.3** of this instruction, will create an EID and mark tools as required IAW DAFI 21-101, AMC Supplement, *Aircraft and Equipment Maintenance Management*, **Chapter 8**.

4.2. The following standardized worldwide Equipment Identification Designators (EID) have been established for each Air Refueling Squadron's (ARS).

4.2.1. 344 ARS: MK44XXXXX

4.2.2. 349 ARS: MK49XXXXX

4.2.3. 350 ARS: MK50XXXXX

4.2.4. 18 ARS: MK18XXXXX

4.2.5. 924 ARS: MK24XXXXX

4.2.6. 905 ARS: MK05XXXXX

4.3. The following standardized worldwide Equipment Identification Designator has been established for the Aircrew Flight Equipment (AFE) section.

4.3.1. 22 OSS/OSL: MK22XXXXX

4.3.2. 931 OSS/OSL: MK31XXXXX

4.4. The Following standardized worldwide Equipment Identification Designator has been established for Field Training Detachment (FTD)

4.4.1. FTD MKTCXXXXX

5. TOOLS, EQUIPMENT AND ELECTRONIC DEVICE ACCOUNTABILITY CHECKS:

5.1. As a minimum, tools, equipment, and electronic devices dispatched must be inventoried:

5.1.1. Upon initial check-out.

5.1.2. Prior to the start of a job.

5.1.3. Upon completion of a job prior to leaving the job site.

5.1.4. Upon check-in.

6. REPORTING LOST TOOLS, EQUIPMENT OR ELECTRONIC DEVICES:

6.1. Lost tools will be reported IAW MAFBI_ 21-101, McConnell AFB Supplement

7. REPORTING FOUND TOOLS:

7.1. Tools found in MXG controlled areas will be turned in to the 22 MXG Quality Assurance office for lost tool report closure or action as applicable.

7.2. Tools found in airfield controlled areas will be turned in to the Airfield Management for lost tool report closure or action as applicable.

8. REPORTS OF SURVEY:

8.1. Squadron commanders will initiate a report of survey when appropriate for lost tools IAW DoD Financial Management Regulation (DoDFMR) 7000.14-R, **Volume 12, Chapter 7, Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen.**

9. Responsibilities.

9.1. Tool control is the responsibility of all personnel of the 22 Air Refueling Wing. Commanders will ensure compliance with this directive.

CORY M. DAMON Colonel, USAF
Commander

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

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 19 Dec 2023

DAFI 21-101_AMC Supplement, *Aircraft and Equipment Maintenance Management*, 15 July 2024

DAFI 21-101_McConnell Supplement, *Aircraft and Equipment Maintenance Management*, 24 January 2021

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

DoDFMR 7000.14-R, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*, May 2021

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

ALS—Aircrew Life Support

AMC—Air Mobility Command

ARS—Air Refueling Squadron

IAW—In Accordance With

IMT—Information Management Tool

MXG—Maintenance Group

OPR—Office of Primary Responsibility

PDA—Personal Data Assistant