

**BY ORDER OF THE COMMANDER
OKLAHOMA CITY AIR LOGISTICS
COMPLEX**



**AIR FORCE MATERIEL COMMAND
INSTRUCTION 21-100 VOLUME 2**

**AIR FORCE SUSTAINMENT CENTER
SUPPLEMENT**

**OKLAHOMA CITY AIR LOGISTICS COMPLEX
Supplement**

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Maintenance

DEPOT MAINTENANCE PRODUCTION

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(OC-ALCSUP) Air Force Materiel Command (AFMCI) 21-100_Oklahoma City Air Logistics Complex (OC-ALC) Supplement, implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel*, and is comprised of three volumes: **Volume 1**, *Depot Maintenance Principles*; **Volume 2**, *Depot Maintenance Production*; **Volume 3**, *Depot Maintenance Production Support*. This supplement implements and extends the guidance of the AFMCI 21-100 uniquely to the OC-ALC and provides directive guidance for depot maintenance management. This publication applies to AFMC military and civilian members who share any legal connection to or represent the OC-ALC or Tinker Air Force Base (TAFB) and those with contractual obligation to comply with Air Force publications. This supplement does not apply to the United States Space Force. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Product*. Route DAF Form 847 through the appropriate functional chain of command. Local instructions, supplements and addendums to this instruction may be written in accordance with (IAW) Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and*

Procedures but must be provided to the OPR of this supplement for review and approval prior to publication. The waiver authority for this supplement is the OC-ALC Quality Assurance Office (OC-ALC/QA). Only current and verified technical data, as authorized by TO 00-5-1, *Air Force Technical Order System*, will be used for depot maintenance. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the OC-ALC or TAFB. Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program* and are disposed of IAW the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System. IAW RDS Table & Rule: T21-05 R 02.00, “*Depot Maintenance and Inspection Records*”: records pertaining to the major overhaul of aircraft, missiles, propulsion, guidance, or other end-item system equipment at the OC-ALC will be retained for seven years after completion of the maintenance and repair work or longer as determined by the OC-ALC Commander (OC-ALC/CC). Once records exceed the retention duration, the records can either be moved to an unofficial status or be disposed.

SUMMARY OF CHANGES

(OC-ALCSUP) This instruction has been substantially revised and restructured into three volumes and must be reviewed in its entirety. Major changes include the incorporation of Guidance Memorandums, corrections, clarifications, and relevant information from other directives.

1.4.4. **(Added-OC-ALC)** At OC-ALC, payroll records will be stored electronically for 10 years. TAA records, to include leave application files, source records, inputs records and leave records will be retained by the employee's supervisor or activity IAW records retention requirements as set forth in the National Archives, General Records Schedule 2: <https://www.archives.gov/records-mgmt/grs.html>.

1.5.3.5.1. **(Added-OC-ALC)** For those aircraft needing rework under Aircraft Inspection Acceptance Report (AIDR) requirements and returned to depot as an Unprogrammed Depot Level Maintenance (UDLM), the OC-ALC will use a temporary control number (T-job) funded from an approved AFMC Form 206, *Temporary Work Request* for unprogrammed workloads or a Permanent Control Number (PCN) (Production Number (PDN) with G-Card for induction) under the original PCN the aircraft was worked in Programmed Depot Maintenance (PDM), funded from an approved Project Order Form 181 (found in J025A) for un-programmed warranty workloads. The AFMC Form 206 or PCN will be funded for 0.1 hour. Procedures in AFMCI20-100v3_AFSCSUP_OCALCSUP, **Chapter 2** will apply to UDLM aircraft with the exception that labor/material will not be charged to the customer and production count will not be taken; direct labor costs are tracked in TAA on rework JON.

2.1.1.1.2.3.1. **(Added-OC-ALC)** When a WCD review requires a PPT meeting, it will be documented on an AFSC Form 500, *Pre-production and Pending Proposal AT WCD Checklist*. Ref. AFMCI 21-100V2 Chapter 2 paragraphs 2.1.3 and 2.1.8.1.

2.1.5.8.6. **(Added-OC-ALC)** 76th Aircraft Maintenance Group (AMXG) Functional Check Flight (FCF)/Operational Check Flight (OCF) Checklist, will be used for each FCF. Depot maintenance team (production supervisor, mechanics with appropriate skills, and production controller) debriefs all FCFs with the aircrews. QA representative will attend when requested. During debriefing, the FCF checklist and aircraft forms will be reviewed to determine if all requirements have been accomplished. Each discrepancy discovered during the FCF will be documented on AFTO Form 781A, *Maintenance Discrepancy and Work Document*. After completing the review, the production controller will send the checklist to production support records office for inclusion in the aircraft jacket file.

2.1.6.2.3. **(Added-OC-ALC)** Rework instructions:

2.1.6.2.3.1. **(Added-OC-ALC)** When it is necessary to rework an operation the following procedure will be accomplished. The WCD is flagged with a red diagonal through the stamp of the mechanic whose Production Acceptance Certification (PAC) certified the operation, but the entry will not be destroyed. A new WCD will be initiated listing the steps of the operation that will be re-accomplished and will be attached to the original WCD. The steps of the operation are again certified as they are re-accomplished.

2.1.6.2.3.2. **(Added-OC-ALC)** If the original WCD that is being reworked had a definitized list, it too will need to be reprinted along with the new rework WCD generated from Maintenance Work Request (MWR).

2.1.6.2.3.3. **(Added-OC-ALC)** The definitized card that is reprinted (from the original WCD) will need to have the original operation number marked out at the top of the definitized list and the new rework operation number entered.

2.1.6.2.3.3.1. **(Added-OC-ALC)** 76 AMXG Aircraft Logistics Specialists (ALS) (Schedulers) will:

- 2.1.6.2.3.3.1.1. **(Added-OC-ALC)** Set up a rework file folder for each tail number.
- 2.1.6.2.3.3.1.2. **(Added-OC-ALC)** When printing WCD, ensure block 31 of the WCD contains the word "rework" and original operation number. Even if document is computer generated and the word "rework" is printed across the top, write the word "rework" in red ink at the top of the WCD.
- 2.1.6.2.3.4. **(Added-OC-ALC)** Make a copy of both the rework document and the original document and place them in the rework file as a record that the original documents have been released to production.
- 2.1.6.2.3.5. **(Added-OC-ALC)** When rework is complete and new operation is turned in to the ALS, original documents will be validated for correct entries in all required fields and filed under the original operation number in the aircraft records. Example: Rework operation number 91236 will be stapled to original operation 24567 and filed in the records under operation 24567. Copies will be destroyed or provided to the Procedures and Analysis (P&A) Office for analysis purposes as required.
- 2.1.6.2.3.6. **(Added-OC-ALC)** All rework will be documented to include the cost of material and labor expended in the applicable data system and to provide an audit trail of final certification of work re-accomplishment. Care will be taken to prevent over stamping, double stamping, or obliteration on the original WCD. Production count is not taken for rework. When rework results in material review actions, process the items according to AFMCI 21-100V3, Chapter 6.
- 2.1.6.2.3.7. **(Added-OC-ALC)** Rework will be analyzed to determine causes and corrective action taken to prevent recurrence. Upon closeout of aircraft records, P&A Office collects data, performs analysis and annotates findings which require Root Cause Analysis (RCA). Data collection will be facilitated by using the MWR rework analysis report feature located in Programmed Depot Maintenance Scheduling System (PDMSS) on the MWR menu on the "MISC" page for each weapon system.
- 2.1.6.2.3.8. **(Added-OC-ALC)** Production has five working days to return rework analysis to P&A Office.
- 2.1.6.2.3.9. **(Added-OC-ALC)** P&A Office will determine if immediate action is necessary or if assistance is required from outside the squadron (i.e., engineering, QA, etc.).
- 2.1.6.2.3.10. **(Added-OC-ALC)** P&A Office will file root causes and provide data to QA for inclusion in the Quality Assurance Surveillance Plan (QASP) so follow up inspections can be performed on corrective actions taken by production.
- 2.1.6.2.3.11. **(Added-OC-ALC)** Only authorized personnel will have access to aircraft records and no original documents will be removed from the area except for those required for rework documentation.
- 2.1.11.4. **(Added)** The responsible IET (maintenance planner) will complete the following actions within 15 working days: (**Note:** If the request cannot be corrected/completed with 15 working days, attach, or add comments/justification to the AFSC Form 957 indicating reasoning for the correction/completion delay.)
- 2.1.11.4.1. **(Added-OC-ALC)** The IET stamp is used to verify pen and ink changes to existing WCDs.

2.1.11.4.2. **(Added-OC-ALC)** Pen and ink changes are administrative in nature (i.e., AFMC Form 202 number change, technical data reference change, verbiage change, etc.). The IET will line through the incorrect information and make the changes to the WCD then stamp/date as close as possible to the change. All pen and ink changes need to be corrected in the effected systems for WCDs as soon as possible.

2.1.11.4.3. **(Added-OC-ALC)** Use the electronic WCD Task Documentation feature. Add “Pen and Ink Changes” under Task Type "Data Entry" and enter corrected TO info in the documentation block—making it visible on the face card.

2.1.12.2.5.1. **(Added-OC-ALC)** PAC program manager needs to be notified when revisions are made to WCDs that directly impact the form, fit, or function of the operation process.

2.1.12.4.3.1. **(Added-OC-ALC)** Laboratory personnel are not issued stamps for certification or work accomplished. When any of the various WCDs are used in support of laboratory analysis, 76 MXSG/ MXDTA scientists, engineers, and technicians will legibly affix their printed name, job title, legal signature, and date to those various WCDs in the applicable task description block as proof of completion. Laboratory scheduling will return these WCDs to originating organization for file maintenance.

2.1.12.4.3.2. **(Added-OC-ALC)** The 76th Commodities Maintenance Group (CMXG) Reverse Engineering and Critical Tooling (REACT) engineers and other non-production technical personnel are not issued maintenance stamps. REACT accomplishes reverse engineering and tooling design via a variety of emerging/advanced measuring technologies to provide missing or incorrect blueprint data or create new blueprints/technical data packages for situations when no technical data exists. These measuring devices include laser scanners, laser trackers, blue/white light scanners and 3D probing machines. The laser scanning and additive manufacturing (AM) technologies used are new to the Air Force and do not have technical guidance or qualifications outside of the manufacture’s recommendations. Once completed, the technical data packages are often utilized in conjunction with AM to create sample parts (prototypes) to verify component fit onto weapon systems or system sub-assemblies. Additive Manufacturing is also used to create sheet metal form blocks and other production-related fixtures. When any of the various WCDs are used in support of such core REACT development, the WCDs will be marked as DEVELOPMENT on the header to indicate that this process is not covered under the PAC program. 76 CMXG engineers and technicians will legibly affix their printed name, job title, legal signature and date to those various WCDs in the applicable task description block as proof of completion. If eWCD, task completion will be tracked by Electronic Data Interchange-Personal Identifier (EDIPI). REACT scheduling will return these WCDs to the originating organization for file maintenance. WCDs for development work will not require certifications, as the customer (engineering authority) is the final sign off/certification for all technical data and prototypes created.

2.1.12.4.3.3. **(Added-OC-ALC)** Expeditors in the production maintenance groups are not issued maintenance stamps for certification of work accomplished. Expeditors who receive and uncrate incoming assets awaiting induction into production will legibly affix their printed name, job title, legal signature, and date in the "Uncrate" task description block on the WCD as proof of completion. Expeditors will only uncrate assets if the WCD certification block is coded "X" as this code does not require any PAC certifications. If the WCD certification block for "Uncrate" is coded "M", a PAC certified mechanic must accomplish the work and stamp the certification block.

2.1.12.4.3.4. **(Added-OC-ALC)** All groups will submit a Request for Quote (RFQ) for all REACT work requested. Refer to the RFQ process in AFMCI21-100V3_AFSCSUP_OCALCSUP, Chapter 2.

2.1.12.4.3.5. **(Added-OC-ALC)** Planners will ensure their WCDs which contain operations for any of the six 76 MXSG laboratories (MFCLA, MFCLB, MFCLC1, MFCLC2, MFCLD, and MFCLE) contain a signature block with lines for a printed name, job title, and legal signature with date on all applicable operations.

2.1.12.4.3.6. **(Added-OC-ALC)** A Non-Destructive Inspection (NDI) technician finding deficiencies will enter defects noted in the task description block or note within the task block “see NDI inspection report for defect findings”. When feasible the NDI technician will mark the part defect areas where noted defects are discovered.

2.1.12.4.3.7. **(Added-OC-ALC)** When critical tasks (secondary in-process certification) are performed by a team, the team chief will brief all team members on safety requirements prior to task initiation.

2.1.12.4.3.8. **(Added-OC-ALC)** In cases of incomplete work at end of shift, sufficient documentation will be provided by the off-going shift supervisor or wage leader to ensure the work, when continued, will not require unnecessary re-accomplishment of previous tasks. Tasks not completed due to end of shift will be documented in accordance with group carryover procedures.

2.1.12.4.3.9. **(Added-OC-ALC)** The outbound supervisor or work leader may describe the completed work in a type of log or shift book. If log or shift books are used, they will be maintained as official records IAW AF instructions. This will list the steps completed by the technicians on that shift. The entries will be stamped by the technician who completed the task, either in a type of logbook or on the back/bottom of the WCD. The technician who subsequently completes the task will certify completion by properly stamping and dating the WCD task in the appropriate certification block. This method may be used or adapted to meet specific group needs.

2.1.12.4.3.10. **(Added-OC-ALC)** If the follow-on technician is unable to appraise the work already completed, the shift supervisor or wage leader will determine how to proceed. Some of the options are as follows:

2.1.12.4.3.10.1. **(Added-OC-ALC)** Contact the worker who performed the original work on the operation/sub-operation.

2.1.12.4.3.10.2. **(Added-OC-ALC)** Rework the portion of the operation in question.

2.1.12.4.3.10.3. **(Added-OC-ALC)** Save the work until the original mechanic is available to continue.

2.1.12.4.3.10.4. **(Added-OC-ALC)** The results of the decision on how to proceed will be recorded on the WCD or attached sheet of paper and verified by production supervisor stamp (P) and dated. Attached sheet(s) will be retained in file with the WCD. In all cases of incomplete work at shift change, sufficient documentation will be provided by the off-going mechanic to ensure the work, when continued, will require no unnecessary rework.

2.1.12.4.3.10.5. **(Added-OC-ALC)** Personnel who are in training status and are not PAC certified may stamp in the margin or back of the WCD for identification purposes only.

2.1.12.7.18.1. **(Added-OC-ALC)** Upon a thorough review of applicable TOs, work specifications, and documented instructions, any supervisor who feels there is a need for more or clearer guidance (with coordination from production support flight chief) will submit a written request to their applicable supporting production engineering branch. The request will contain a brief process description, a list of applicable TOs, and a production POC. To expedite the development of a Process Order (PO), an initial draft of the PO may be submitted with the letter of request.

2.1.12.7.18.2. **(Added-OC-ALC)** If a PO is not required, the supporting engineering branch will notify the requesting organization and give an explanation or alternate action.

2.1.12.7.18.3. **(Added-OC-ALC)** If a PO is required, the supporting engineering branch will develop the PO in the PODDS.

2.1.12.7.18.4. **(Added-OC-ALC)** The PO administrator will obtain coordination, (electronic coordination is acceptable) comments and approvals as follows:

2.1.12.7.18.4.1. **(Added-OC-ALC)** Mandatory coordination. Coordination from the following offices or support personnel is mandatory and will be obtained on all POs.

2.1.12.7.18.4.2. **(Added-OC-ALC)** Chief of the supporting engineering branch.

2.1.12.7.18.4.3. **(Added-OC-ALC)** All applicable production squadrons.

2.1.12.7.18.4.4. **(Added-OC-ALC)** Chief or deputy of the applicable production support flight.

2.1.12.7.18.4.5. **(Added-OC-ALC)** Chief or deputy of the applicable production flight.

2.1.12.7.18.4.6. **(Added-OC-ALC)** Optional coordination. 76 AMXG/MXDE CL will be responsible for determination of optional offices of coordination based on issues such as directive or code compliance, environment, fire safety, or biological contamination. Coordination with the following standard optional offices may be necessary.

2.1.12.7.18.4.7. **(Added-OC-ALC)** 72 ABW/CEF for fire safety issues.

2.1.12.7.18.4.8. **(Added-OC-ALC)** 72 AMDS/SGBP for biological contamination issues.

2.1.12.7.18.4.9. **(Added-OC-ALC)** 72 ABW/CEAN for environmental issues.

2.1.12.7.18.4.10. **(Added-OC-ALC)** 76 MXSS/MXDVABB for industrial plant equipment.

2.1.12.7.18.4.11. **(Added-OC-ALC)** 76 AMXG The applicable production squadrons will update all affected WCDs with the new PO information and send confirmation of WCD changes to the PO administrator within 15 days of acknowledgement.

2.1.13.1.4.1. **(Added-OC-ALC)** Stamp Management. All Groups MXDS will implement procedures to maintain control of maintenance stamps to include, at a minimum, the following:

2.1.13.1.4.1.1. **(Added-OC-ALC)** List the responsibilities of the Stamp Monitor.

2.1.13.1.4.1.2. **(Added-OC-ALC)** Administrative procedures/criteria for request, issue, control, accountability, revocation, and recall of stamps.

2.1.13.1.4.1.3. **(Added-OC-ALC)** The requirements for documenting request, issue, receipt relocation, loss and annual inventory of stamps.

2.1.15.11. **(Added-OC-ALC)** Stamp Assignment.

2.1.15.11.1. **(Added-OC-ALC)** Mechanic/technician will signify PAC certification by utilizing their Group assigned stamp in the appropriate block; mechanic/technicians will NOT use another employee's M stamp to certify their work. The following block of maintenance (M) stamp numbers are assigned to the following groups:

Table 2.5. (Added-OC-ALC) M-Stamps.

Groups	From - To	Name of Group
76 AMXG	10000 - 19999	Aircraft
76 PMXG	20000 - 49999	Propulsion
76 CMXG	50000 - 59999	Commodities
76 MXSG	60000 - 69999	Maintenance Support

2.1.15.11.2. **(Added-OC-ALC)** Stamps will only be used in accordance with AFMCI 21-100 requirements. NDI (N) stamps will be used to certify the completion of NDI operations. Certification of acceptance or rejection of the inspected part must be annotated near the "N" stamp block. The "N" stamp will not be used in lieu of the "M" stamp. **Note:** Refer to [Table 2.6](#) for the block of "N" stamp numbers assigned to the respective groups.

Table 2.6. (Added-OC-ALC) N-Stamps.

Groups	From - To	Name of Group
76 AMXG	100 - 199	Aircraft
76 PMXG	400 - 1999	Propulsion
76 CMXG	200 - 399	Commodities
76 MXSG	None	Maintenance Support

2.1.15.11.3. **(Added-OC-ALC)** Production Supervisor "P" Stamp. Issued to supervisors. "P" Stamps can be used for, but not limited to Z-ing out WCDs when supplemental documents are printed and stamping corrections to WCDs such as part serial number corrections and may be used to stamp condition tags. **Note:** Refer to [Table 2.7](#) for the block of "P" stamp numbers assigned to the respective groups.

Table 2.7. (Added-OC-ALC) P-Stamps.

Groups	From - To	Name of Group
76 AMXG	1000 - 1999	Aircraft
76 PMXG	2000 - 2999 and 4000 - 4999	Propulsion
76 CMXG	3000-3999 and 5000-6999	Commodities
76 MXSG	7000-7999	Maintenance Support

2.1.15.11.4. **(Added-OC-ALC) Industrial Engineering Technician (IET) Stamp:** Issued to industrial engineering technician planners that review WCDs for adequate completion in accordance with requirements and specifications. **Note:** Refer to [Table 2.8](#) for the block of "IET" stamp numbers assigned to the respective groups.

Table 2.8. (Added-OC-ALC) IET-Stamps.

Groups	From - To	Name of Group
76 AMXG	100 - 299	Aircraft
76 PMXG	300 - 699	Propulsion
76 CMXG	700 - 899	Commodities
76 MXSG	900 - 1099	Maintenance Support

2.1.15.11.5. **(Added-OC-ALC) Scheduler (C) Stamp.** Issued to schedulers to certify completion of WCDs to ensure all required certification blocks have been stamped and dated. **Note:** Refer to [Table 2.9](#) for the block of "C" stamp numbers assigned to the respective groups.

Table 2.9. (Added-OC-ALC) C-Stamps.

Groups	From - To	Name of Group
76 AMXG	0001 - 0999	Aircraft
76 PMXG	1000 - 1999	Propulsion
76 CMXG	2000 - 2999	Commodities
76 MXSG	3000 - 3999	Maintenance Support

2.1.15.11.6. **(Added-OC-ALC) Quality (Q) Stamp.** Issued to quality assurance personnel whose function is to perform Quality Verification Inspections (QVI)s on maintenance processes and hardware to ensure they comply with applicable technical data, specifications, safety, and other applicable directives. The "Q" stamp will be used to stamp off appropriate WCDs. **Note:** Refer to [Table 2.10](#) for the blocks of "Q" stamp numbers assigned to the respective groups.

Table 2.10. (Added-OC-ALC) Q-Stamps.

Groups	From - To	Name of Group
76 AMXG	1000 - 1999	Aircraft
76 PMXG	4000 - 4999	Propulsion
76 CMXG	2000 - 2999	Commodities
76 MXSG	3000 - 3999	Maintenance Support

2.1.15.11.7. **(Added-OC-ALC) Maintenance Review Team (MRT) Stamp.** This stamp is used by the MRT, in conjunction with other process stamps, in the initial review process of any identified unplanned discrepancy. **Note:** Refer to [Table 2.11](#) for the blocks of “MRT” stamp numbers assigned to the respective groups.

Table 2.11. (Added-OC-ALC) MRT-Stamps.

Groups	From - To	Name of Group
76 AMXG	1000 - 1999	Aircraft
76 PMXG	None	Propulsion
76 CMXG	None	Commodities
76 MXSG	None	Maintenance Support

2.1.15.11.8. **(Added-OC-ALC) Project Administration Office (PAO) Stamps.** Used in the MRT process for funding authorization. These stamps are issued and controlled by the System Program Office (SPO).

2.1.15.11.9. **(Added-OC-ALC) Project Required (PR) Stamp.** Used by the MRT to signify an identified discrepancy as being covered by the project directive.

2.1.15.11.10. **(Added- OC-ALC) Not Project Required (NPR) Stamp.** Used by the MRT to signify an identified discrepancy as not being covered by the project directive. These stamps are issued to production personnel that are qualified and certified test operators whose function is to test weapon systems components IAW technical data, specifications, safety, and other applicable directives.

2.1.15.11.11. **(Added-OC-ALC) The AMXGs allotment of numbers further segregates the stamps by use of an alpha letter—A for all Aircraft Squadron Production Flight stamps, and X for 76 AMXG Expeditionary Depot Maintenance (EDMX) Flight stamps.**

2.1.15.11.12. **(Added-OC-ALC) Military Repair Station (MRS) Stamps.**

2.1.15.11.13. **(Added-OC-ALC) Required Inspection Item (RII) Stamp.** Issued to Quality Assurance Specialist (QAS) selected by the Accountable Manager to verify the RII task being performed was performed correctly, in accordance with technical data, and with the QAS present during the complete operation of the task. RII tasks are not to be waived. Task must be performed with a RII QAS present. This stamp is for use in the Military Repair Station to “meet the intent” of the Federal Aviation Administration (FAA).

Table 2.12. (Added-OC-ALC) RII-Stamps.

Groups	From - To	Name of Group
76 AMXG	100 - 199	Aircraft
76 PMXG	200 - 299	Propulsion
76 CMXG	300 - 399	Commodities
76 MXSG	None	Maintenance Support

2.2.5.1. **(Added-OC-ALC)** Responsibility, “Report of Notification for Technical Data Changes.” Each maintenance group will identify a single POC and at least one alternate who will receive the list of technical data changes published by the contractor Technical Order Distribution Office (TODO). Important: The OPR will distribute appropriate portions, or as a whole, the technical data change list to planners, process engineers, and production personnel. This will be accomplished within three workdays following receipt of the list, as this function is critical. The OPR will retain a dated copy of each report of notification of Technical Order (TO) changes received from the contractor per Air Force Records Information Management System (AFRIMS). E-mail records of notification to the end user will be stored in the Electronic Records Management System (ERMS).

2.2.7.2.3. **(Added-OC-ALC)** Engineering drawing extracts, both locally managed (X-Drawings) and centrally managed All-purpose Tool Engineering, Analytics, Management (A-TEAM) must be reviewed and verified as current before use. Verification will be provided by annotating a readable technician/mechanic name, signature of reviewer, review date and current revision number prior to the initiation of the supported job. Contractor provided drawings or downloaded from contractor’s website will be verified as current by agency responsible for the printing. Engineering drawing extracts will be validated for the following against the originating system (SharePoint, A-TEAM, contractor website):

2.2.7.2.4. **(Added-OC-ALC)** Drawing signatures (engineer, reviewer, approver).

2.2.7.2.5. **(Added-OC-ALC)** Drawing number.

2.2.7.2.6. **(Added-OC-ALC)** Drawing revision number.

2.2.7.2.7. **(Added-OC-ALC)** Distribution statement(s).

2.2.7.2.8. **(Added-OC-ALC)** When a large quantity of drawings (i.e., 250 drawings or more), are compiled to create a library file, an index will be created of the stored drawings or manufacture specifications. The index will be updated daily and used to verify and validate the 90-day requirements for retention in library. When revised drawings are printed and exchanged in library, the index will be updated and validated by responsible organization.

2.2.7.2.9. **(Added-OC-ALC)** DISPOSAL: After completion of current job, or when no longer needed/valid, the extract/printed drawing must be properly disposed of as described in AFMCMAN 21-102, *Engineering Data Storage, Distribution and Control System*, DAFI 90-160, *Publications and Forms Management*, and RDS.

2.2.7.2.10. **(Added-OC-ALC)** Local X-Drawings.

2.2.7.2.10.1. **(Added-OC-ALC)** X-Drawings are internal drawings intended for use only at OC-ALC, unlike official engineering drawings that are IAW AFMCMAN 21-102. X-Drawings are used for facility, shop support equipment, special tools, fixtures, slings, etc.

2.2.7.2.10.2. **(Added-OC-ALC)** Official release X-Drawings will be maintained on a technical data website for easy access and reproduction. Any drawing printed from this website is for reference only and must be marked accordingly. Users can read or make copies of these drawings but cannot make changes. Only the engineering office responsible for the drawing can make changes. The user is responsible for ensuring their drawing copy is current and annotated “FOR REFERENCE ONLY” and “UNCONTROLLED COPY.”

2.2.7.2.10.3. **(Added-OC-ALC)** Production squadrons and other organizations often require copies of X-Drawings for reference and to assist in procurement or fabrication. Users will contact their respective engineering support team for copies or access the drawings from their engineering section AF Portal SharePoint.

2.2.7.2.10.4. **(Added-OC-ALC)** Only the office that created the X-Drawing is authorized to revise and update it. Any discrepancy between an X-Drawing and an applicable TO must be identified to the issuing engineering support team for corrections. The engineering section will then revise the X-Drawing and provide the user with a corrected copy.

2.2.7.2.10.5. **(Added-OC-ALC)** Copies of X-Drawings kept on file by the user for accountability, inventory of parts, etc., must be marked by the user “FOR REFERENCE ONLY” and “UNCONTROLLED COPY.” X-Drawings do not have to be stamped and dated daily.

2.2.7.5.1. **(Added-OC-ALC)** Contractor provided technical data that is not hosted in an AF approved electronic technical data MIS will be sent to the applicable AFLCMC TO Management Activity (TOMA) for review then sent to the TODO for control and distribution.

2.2.7.5.2. **(Added-OC-ALC)** TODO offices will control and distribute contractor provided technical data.

2.2.7.10.1. **(Added-OC-ALC)** Utilize OC-ALC Form 301, *T.O. Distribution Change Notice*, to ensure all planners have reviewed the TO changes/change Bars and identified any applicable WCD impacts.

3.3.1.7. **(Added-OC-ALC)** Each group will appoint a tool manager in writing. A copy of the appointment letter to include the tool manager’s name, office symbol and phone number will be submitted to the Complex tool control manager within 21 days of appointment. Tool managers will represent the groups concerning Complex tool control policy and procedure issues.

3.3.1.8. **(Added-OC-ALC)** In addition to the above representation for the groups, the tool manager for each group will at a minimum have the following duties:

3.3.1.8.1. **(Added-OC-ALC)** Maintains lost/found item reports for groups.

3.3.1.8.2. **(Added-OC-ALC)** Single POC for procedural/policy changes between group/squadrons and the Complex tool program.

3.3.1.8.3. **(Added-OC-ALC)** Focal point for groups tool/tool kit requirements.

3.3.1.8.4. **(Added-OC-ALC)** Monitor FEM for overdue loaned tools and tools awaiting pickup by the groups.

3.3.1.8.5. **(Added-OC-ALC)** Maintain up-to-date lists of all the group's Production Support Centers (PSC)s. These lists will also be maintained by the Complex Tool Manager (CTM).

3.3.6.1. **(Added-OC-ALC)** All tools purchased outside the maintenance support group/authorized contractor will be etched by the purchasing group prior to returning to production/maintenance floor.

3.3.6.2. **(Added-OC-ALC)** All tools will be added to the OC-ALC Form 539, *Supplemental Listing*, prior to use.

3.3.6.3. **(Added-OC-ALC)** Upon turn-in of contractor acquired tools, 76 MXSG will ensure the tools are inventoried and discrepancies reported prior to the maintenance support group/authorized contractor function accepting responsibility for the tools.

3.3.6.4. **(Added-OC-ALC)** Tools acquired from contractors. Once it has been determined that ownership of contractor's tools will pass to OC-ALC units, the accepting OC-ALC unit will accomplish the following: acquire a listing of all the tools to be transferred. The list should have as a minimum: part numbers, nomenclature, and quantities. Bring the list, tools and all required signatures for tool additions to the MTIC for incorporation into OC-ALC's tool program.

3.3.9.1. **(Added-OC-ALC)** Overdue tools list will be emailed to the Group Tool Manager (GTM) and Section Chief, for immediate return to MTIC.

3.4.3.5.1. **(Added-OC-ALC)** AF Hazardous Material (HAZMAT) is tracked by Enterprise Environmental Safety and Occupational Health-Management Information System (EESOH-MIS) to maintain compliance. As required, the unit will track HAZMAT in other programs in addition to EESOH MIS.

3.5.1.1. **(Added-OC-ALC)** A signed copy of the Tool Kit Custody Receipt Listing (TKCRL) will be used as the daily inventory listing for the assigned tool kit. TKCRLs will be kept in a clean, readable condition. Whenever a listing becomes unreadable, a copy of the master will be reissued. A signed master TKCRL for each tool kit will be kept on file (either electronically or paper) in the Main Tool Issue Center (MTIC).

3.5.1.2. **(Added-OC-ALC)** Any add-ons must be authorized by the supervisor and documented on the OC-ALC Form 539. This form will be signed by the tool kit (TK) owner and supervisor if owned by non-supervisor and maintained with the employee's copy of the TKCRL.

3.5.2.2.1. **(Added-OC-ALC)** Employees will only have one Individual Tool Kit (ITK) assigned to them. Supervisors may have multiple kits as well as multiple types of kits.

3.5.4.3.1. **(Added-OC-ALC)** A database has been added to Facilities and Equipment Maintenance (FEM) to track annual inspections. Once the employee signs the TKCRL, they accept that the documentation matches the physical inventory. The master TKCRL (original) will be maintained at the MTIC. A second copy of the TKCRL will remain with the tool kit at all times and will be suitably protected so that the list will remain legible. Both the signed TKCRL and any updated version of the tool kit listing will be utilized for annual inspections as a resource to ensure both listings match, and any discrepancies are identified and communicated to the MTIC. Every six months supervisor inspections will be conducted and maintained in FEM or applicable database (applies to 76 CMXG only).

3.5.4.3.1.1. **(Added-OC-ALC)** Upon initial issue of a new kit, the supervisors or designee will enter the issue date into FEM annual inspection database. Group Tool Manager (GTM) will enter issue date upon notification from Main Tool Issue Center (MTIC) for six-month (semi-annual) supervisor inspection (applies to 76 CMXG only).

3.5.4.3.1.2. **(Added-OC-ALC)** Supervisors or designee will enter the date of annual inspection of all tool kits under their control into FEM. Supervisors or designee will enter the date of six-month (semi-annual) supervisor inspection of all tool kits under their control into FEM (Applies to 76 CMXG only).

3.5.4.3.1.3. **(Added-OC-ALC)** The official record of the annual inspection will be maintained in FEM.

3.5.4.3.2. **(Added-OC-ALC)** Each technician that is issued a tool kit, is required to sign an AF Form 3126, *General Purpose*, or equivalent document, upon the initial tool kit issue. This form will be maintained with the signed master TKCRL at the MTIC.

3.5.4.3.3. **(Added-OC-ALC)** Corrections to the TKCRL will only be made by the MTIC and a new listing will be required at the time the corrections are made.

3.5.4.4.1. **(Added-OC-ALC)** Template changes will be requested using FEM tool request form.

3.5.4.5.1. **(Added-OC-ALC)** Turn-in-transfer request will be accomplished by using the FEM tool request form.

3.5.4.5.2. **(Added-OC-ALC)** Tool Kit (TK) transfer requires a full inventory/inspection to be performed by gaining TK owner prior to acceptance of TK ownership/responsibility.

3.5.4.7.2.1. **(Added-OC-ALC)** It is acceptable if a replacement tool does not fit the “cut-out” as long as the tool matches the TKCRL general description.

3.5.4.7.2.2. **(Added-OC-ALC)** When tools are added to an existing tool kit, it is acceptable for the tool kit owner to inlay/shadow/silhouette the added tools.

3.5.4.11.1. **(Added-OC-ALC)** A picture of items containing multiple parts will be considered an inventory list as long as all the parts and case are shown in the picture.

3.5.4.11.2. **(Added-OC-ALC)** All Test Measurement and Diagnostics Equipment (TMDE) will go to Type IIA Precision Measurement Equipment Laboratory (PMEL) when issued or whenever there is a change of ownership of the TMDE or tool kit containing TMDE, regardless of the status of the TMDE sticker.

3.5.4.11.2.1. **(Added-OC-ALC)** If the change of ownership remains within the originally assigned Group, no further action will be required. If ownership is transferred to a different Group within the Complex, **paragraph 3.5.4.11.2** will apply.

3.5.4.11.3. **(Added-OC-ALC)** The MTIC will purchase all common TMDE hand tooling (common dial indicators, micrometers, calipers, torque wrenches, etc.).

3.5.4.11.3.1. **(Added-OC-ALC)** The MTIC is responsible for routing TMDE items to PMEL for initial calibration prior to issue. Once the MTIC has issued the TMDE, the employee will coordinate with the organization’s TMDE monitor to ensure the TMDE has been taken to PMEL for transferring of the owning organization and confirm calibration is current if required. The employee is responsible for ensuring calibration is current prior to use at all times.

3.5.4.11.3.2. **(Added-OC-ALC)** When TMDE is returned to the MTIC, the certification label may be removed. It is the responsibility of the employee returning the TMDE to the MTIC to notify appropriate TMDE scheduler to change the TMDE to Calibrate Before Use (CBU) status. While in the MTIC, maintaining the certification will not be required until the TMDE is issued to an employee. The employee's organizational TMDE monitor will be responsible for routing TMDE items for reoccurring calibration.

3.5.4.11.4. **(Added-OC-ALC)** TMDE items previously issued without etching will be allowed as long as the TMDE label number is annotated on the TKCRL.

3.5.4.12.1.1. **(Added-OC-ALC)** Individuals that are issued an ITK and M or P stamps may maintain their stamps in the ITK. Stamps will be shadowed and entered on the supplemental listing as stamp and cap, if applicable.

3.5.4.12.3. **(Added-OC-ALC)** If supplied from a PSC, the PSC personnel will obtain supervisor authorization prior to initial issue of items controlled on the supplemental list. Requests to add supplemental tooling (tooling purchased around the MTIC that needs to be added to the TK) to the Supplemental Listing will be handled within the TK owning organization. The approved supplemental list for OC-ALC is the OC-ALC Form 539.

3.5.4.13.1. **(Added-OC-ALC)** MTIC managed tools that require etching or replacement will be documented via FEM Tool Delivery Receipt. The receipt will be placed in the TK until the tool has been issued/replaced.

3.5.4.13.2. **(Added-OC-ALC)** For Non-MTIC managed tools/items requiring calibration or replacement will require DAF Form 1297, *Temporary Issue Receipt*, until tool/item is replaced or removed from OC-ALC Form 539.

3.5.4.14.1. **(Added-OC-ALC)** Replacement tool will not be issued without receipt of the unserviceable tool (unless HAZMAT disposal is required) or documentation indicating the tool is lost and reported.

3.5.4.15.1. **(Added-OC-ALC)** All Group owned tooling requiring disposal will be turned in through MTIC. Once received at the MTIC, MTIC employees will prepare turn-in documents using DD Form 1348-1A, *DoD Issue Release/Receipt Document* or a local equivalent and retain a copy verifying receipt by DLA Disposition Services and retain said copy for one year. The MTIC will review all tools for warranty replacement before disposal of item to DLA Disposition Services or demilitarization contractors.

3.5.4.17.1.1. **(Added-OC-ALC)** Document temporary loans using the AFMC authorized management system.

3.5.4.17.1.2. **(Added-OC-ALC)** When the AFMC authorized tool management system is not capable, use one of the following methods:

3.5.4.17.1.2.1. **(Added-OC-ALC)** DAF Form 1297, *Temporary Issue Receipt*.

3.5.4.17.1.2.2. **(Added-OC-ALC)** Vendor supplied system for POU machine.

3.5.4.17.2.1. **(Added-OC-ALC)** Ensure that temporary loans of common hand tools, TMDE and other items stocked in the tool center are made only to authorized OC-ALC personnel.

3.5.4.17.2.2. **(Added-OC-ALC)** Prior to check-in, the PSC personnel and the employee will accomplish an inventory review to ensure all tool kit contents are present and accounted for.

3.5.4.17.2.3. **(Added-OC-ALC)** If all items are present and accounted for, the employee is no longer responsible for the tool kit.

3.5.4.17.2.4. **(Added-OC-ALC)** If any items are missing, employee must immediately implement AFMC Form 310, *Lost/Found Item Report*.

3.5.4.17.2.5. **(Added-OC-ALC)** After the AFMC Form 310 is completed, the employee must take the AFMC Form 310 with the tool kit and proceed to check in.

3.5.4.17.2.6. **(Added-OC-ALC)** The employee will notify the tool center of any temporary tool requirements exceeding 30 calendar days.

3.5.4.18.1.1. **(Added-OC-ALC)** In addition to AFI 90-821, *Hazardous Communication (HAZCOM) Program*, HAZMAT use will comply with DAFMAN 32-7002_OC-ALCSUP, *Environmental Compliance and Pollution Prevention*.

3.5.4.18.2.1. **(Added-OC-ALC)** What constitutes a consumable item may vary due to the type of work done in an area and the potential for Foreign Object Damage (FOD). A final written decision will be made by the CTM (on a case-by-case basis) whether specific items meet AFSC requirements as a consumable. Inventory and lost tool procedures will apply to consumable items.

3.5.4.18.2.2. **(Added-OC-ALC)** An item is considered consumable if after limited usage, it does not maintain its original configuration and is considered used up.

3.5.4.18.3.1. **(Added-OC-ALC)** What constitutes an expendable item may vary due to the type of work done in an area and the potential for FOD. A final written decision will be made by the CTM (on a case-by-case basis) whether unique items meet AFSC requirements as an expendable.

3.5.4.18.3.2. **(Added-OC-ALC)** An item is considered expendable if it is partially consumed in use and is not reusable or considered to be not serviceable after limited use (i.e., drill bits, reamers, hacksaw blades, etc.). Expendables will be replaced on one-for-one basis. If an item is broken, the mechanic will produce as much of the broken tool/item as possible in order to obtain the replacement. Lost tool procedures will be followed for all expendable tools/items.

3.5.4.18.3.3. **(Added-OC-ALC)** All unserviceable expendable items will be disposed of in the appropriate scrap metal receptacle for DLA Disposition Services. If the item has an OC number, the number will be removed before disposal.

3.5.4.18.4.1. **(Added-OC-ALC)** Personal drawers are not authorized for any TK that is used by more than one individual at a time.

3.5.4.18.5.2.1. **(Added-OC-ALC)** There will be positive control for all PPE, and lost item procedures will be followed for any unaccounted-for PPE.

3.6.1.3.1. **(Added-OC-ALC)** Markings will be completed by a method that is legible, not easily changed, duplicated, or removed.

3.6.1.3.2. **(Added-OC-ALC)** Clearly mark/number all drawers that are part of the TK. Numbering will be sequential from top to bottom and left to right.

3.6.2.1.1. **(Added-OC-ALC)** In addition to AFI 90-821, HAZMAT use will comply with DAFMAN32- 7002_OC-ALCSUP.

3.6.2.1.2. **(Added-OC-ALC)** Grease gun and oilers may be maintained in a PSC, hazardous chemical pharmacy, or any secured cabinet/locker designed for the purpose as long as no other AF or MAJCOM instruction is violated.

3.6.2.1.3. **(Added-OC-ALC)** MTIC will not etch/mark any grease guns, dispensing cans, spray bottles, pump oilers, or similar containers due to potential flammability hazards that exist with such containers.

3.6.2.10. **(Added-OC-ALC)** Prior to issuing a tool, whether initial or replacement from the MTIC, the appropriate group marking will be laser etched on each tool. This type of marking will be referenced as the Equipment Identification Designator (EID). The MTIC is the only organization within the ALC authorized to issue, change, delete, or laser etch the EID. Variations of the markings can be accepted as long as the "OC" precedes any alphanumeric combination. When the markings need to be changed or removed, the MTIC will either X through or black out the markings with laser engraving or remove the markings all together.

3.6.2.11. **(Added-OC-ALC)** Identification numbers for tools and TKs received from other bases will be changed to OC prior to issuing/using tools.

3.6.2.12. **(Added-OC-ALC)** Tools/items that are on the "Non-Mark List" (do not require etching) but have correct etching, are not required to have the etching removed.

3.6.4.1. **(Added-OC-ALC)** Example: One container with removable cap equals two pieces, plus 10 drill bits, equals 12 total pieces. The total number of pieces along with the OC number of the kit will be annotated on the container. "OCXXX1234 – 12 pieces."

3.6.4.2. **(Added-OC-ALC)** Compartmentalized containers (tackle boxes) may be used as long as only like/identical items are placed in the individual compartments and marked with the quantity and the TK number. Example: 11 drill bits, two reamers, and one container equals 14 total pieces. The total number of pieces along with the OC number of the kit will be annotated on the container. "OCXXX1234 – 14 pieces or 13 pieces + case. These tools may be identified by an "N" to represent "non laser" on the TKCRL.

3.6.5.1.1. **(Added-OC-ALC)** 76 CMXG. Another informational note will be made and stamped to indicate return of Clecos to Work Control Document (WCD) identified workstation/shop.

3.7.1.3. **(Added-OC-ALC)** Instructions for AFSC Form 309, *AFSC Tool Control Inventory Record*. The supervisor or designee responsible for the TK that day will perform an inventory when the TK is opened and an additional inventory at the completion of workday. These inventories will be documented on page one of the AFSC Form 309.

3.7.1.4. **(Added-OC-ALC)** Additional instructions for AFSC Form 309. Pages two and three of AFSC Form 309 are available for documenting additional inspections performed where a high completion of logical sequence of work exists (defined as a job, task, work step, etc.) and movement to another area. Extra pages of two and three can be utilized, but they will be tracked to the parent AFSC Form 309 on page one by usage date and kit number.

3.7.1.5. **(Added-OC-ALC)** If a TK is used by multiple shifts, an AFSC Form 309 will be maintained with the tool kit for each shift. The shift will be written across the top of each AFSC Form 309.

3.7.3.1. **(Added-OC-ALC)** While in storage, these kits will be inspected at least every 12 months to verify content and for corrosion prevention. Lost item procedures apply. GTM will visually inspect storage site to ensure TKs are secured.

3.7.4.2.1. **(Added-OC-ALC)** If an annual inventory is not received by the Tool Control Monitor (TCM) when it is due, the TCM will notify the respective group's tool manager and QA office for disposition.

3.7.4.3. **(Added-OC-ALC)** The PSC supervisor/custodian is responsible for ensuring all subordinate personnel become familiar with this supplement and comply with its provisions.

3.7.4.4. **(Added-OC-ALC)** The PSC supervisor is responsible for implementing and applying strict enforcement of tool inventory, control, and security. The custodians will maintain tools/equipment in a clean, neat, orderly manner, apply general shop practices for preventative maintenance required, and comply with provisions outlined in this supplement.

3.7.4.5. **(Added-OC-ALC)** Section chief will identify first-line primary and alternate supervisor/custodian responsible for maintaining operational PSCs.

3.7.4.6. **(Added-OC-ALC)** Name and telephone number of PSC supervisor/custodian and alternate to contact in the event of an emergency will be displayed outside the entrance of each PSC.

3.7.4.7. **(Added-OC-ALC)** The 76 AMXG. PSCs will display restricted area access signs at PSC outside entrances.

3.7.4.8. **(Added-OC-ALC)** The 76 AMXG. Only authorized personnel approved by the section chief and/or PSC custodian/supervisor are permitted access to PSCs. Other unauthorized personnel will contact the appropriate section chief and/or PSC custodian/supervisor for access.

3.7.4.9. **(Added-OC-ALC)** PSCs will be secured at all times and any unauthorized entrance will be immediately reported to security police, and an incident/mishap report will be submitted through applicable section.

3.7.4.10. **(Added-OC-ALC)** Production supervisors will furnish the PSC custodian/supervisor, in writing, any additional stocked item request. In addition, PSCs will acquire necessary replacement items to support production efforts of a particular unit or weapon system. PSC custodian/supervisor will comply with production engineering procedures for the acquisition of these items.

3.7.4.11. **(Added-OC-ALC)** The PSC supervisor is responsible for ensuring supplemental items are strictly controlled to include an electronic form/inventory equivalent to the OC-ALC Form 539 and will maintain only one OC number per PSC tool room. The assigned OC number will be legibly etched/marked on all common and special tools, their assemblies, and safety equipment items belonging to the PSC. DTK/CTK/ITK commonly stored for issue in the PSC will have unique OC numbers assigned, as they are not considered part of the PSC tool kit.

3.7.4.12. **(Added-OC-ALC)** Monitor calibration requirements of all TMDE items assigned to the PSC.

3.7.4.13. **(Added-OC-ALC)** Ensure calibration labels are attached and current, prior to releasing TMDE equipment for usage.

- 3.7.4.14. **(Added-OC-ALC)** Verify that TMDE items are identified by an assigned TMDE number or serial number (OC numbers are not required on TMDE items).
- 3.7.4.15. **(Added-OC-ALC)** Ensure TMDE items issued as a “kit” or “set” from a PSC, contain an inventory card identifying each separate/loose component by item description, (i.e., nomenclature, size (if applicable), and quantity).
- 3.7.4.16. **(Added-OC-ALC)** Ensure all items, including the container of TMDE kits and sets issued from a PSC, are marked/etched with an assigned serial number. If etching the item degrades its usefulness, then it will not be etched but will be annotated as such on the inventory card.
- 3.7.4.17. **(Added-OC-ALC)** Maintain a TMDE log for the life cycle of the TMDE interval of certain items that provides a usage history for that item, should a calibration be called into question.
- 3.7.4.18. **(Added-OC-ALC)** Current calibration dates/labels on TMDE items.
- 3.7.4.19. **(Added-OC-ALC)** Current inspection dates on personnel support/safety equipment and lifting/restraining devices.
- 3.7.4.20. **(Added-OC-ALC)** The 76 AMXG. AFSC Form 307, *Temporary Loan Record*, will be utilized for items checked out for eight hours or less and DAF Form 1297 for long term loan (more than one shift).
- 3.7.4.21. **(Added-OC-ALC)** The 76 AMXG. All blocks of the AFSC Form 307 and DAF Form 1297 will be correctly documented prior to the issue of PSC items. To safeguard Privacy Act Information, employee number/badge number will be substituted for social security number.
- 3.7.4.22. **(Added-OC-ALC)** The 76 AMXG. Upon return of the items by the employee, the original copy of DAF Form 1297 will be annotated by tool attendant as returned and filed by PSC for a minimum of six months.
- 3.7.4.23. **(Added-OC-ALC)** The 76 AMXG. Establish a temporary issue suspense file and review at the beginning and end of each shift. The section chief will be immediately notified by means of a delinquent tool report, of any and all checked out PSC items not returned by the end of the shift. Further corrective action is the responsibility of the section chief and/or the PSC custodian/supervisor.
- 3.7.4.24. **(Added-OC-ALC)** The 76 AMXG. PSC will order bulk issue consumable/expendable items by using the G042A, Exchangeable Production System (EPS), or the Government Purchase Card (GPC).
- 3.7.4.25. **(Added-OC-ALC)** The 76 AMXG. All items and tooling to include those ordered in bulk will be binned and properly labeled to include noun and stock number or part number along with appropriate drawer/shelf/bin numbering system.
- 3.7.4.26. **(Added-OC-ALC)** The 76 AMXG. All consumables/expendables will be segregated from TKCRL and Custodial Account/Custodial Receipt Listing (CA/CRL) items. Special tool kits for NDI may contain NDI required material as long as they comply with hazard communication procedures.
- 3.7.4.27. **(Added-OC-ALC)** The 76 AMXG. Unauthorized items discovered during inventories will be properly disposed of (i.e., returned to supply, CSAG-M, Aircraft Maintenance Group Tool Center (MGDWRT) Main Issue Center (MIC), and/or salvage).

- 3.7.4.28. **(Added-OC-ALC)** The 76 AMXG. Maintain a control log for all premixed frozen sealant.
- 3.7.4.29. **(Added-OC-ALC)** The 76 AMXG. On-hand quantities of frozen sealants will be limited to a weekly supply.
- 3.7.4.30. **(Added-OC-ALC)** The 76 AMXG. Coordinate with the main sealant crib for weekly requirements.
- 3.7.4.31. **(Added-OC-ALC)** The 76 AMXG. Maintain, store, and issue chemicals in small quantities to meet production requirements: PSC custodian/supervisor is responsible for being knowledgeable of Air Force Occupational Safety and Health Standards (AFOSHSTD)s and environmental requirements of internal control and monitoring procedures of all maintained flammable and combustible materials.
- 3.7.4.32. **(Added-OC-ALC)** The 76 AMXG. The following procedures are for tools and/or equipment that are to be checked out of a PSC for a period of over eight hours but less than 30 days.
- 3.7.4.32.1. **(Added-OC-ALC)** The 76 AMXG. Both an employee and their supervisor are required to sign for tools and/or equipment on a DAF Form 1297 if the tool is required for use beyond an eight-hour period but less than 30 days.
- 3.7.4.32.2. **(Added-OC-ALC)** The 76 AMXG. DAF Form 1297 is to be reconciled and updated prior to the 30-day mark and prior to all aircraft movement.
- 3.7.4.32.3. **(Added-OC-ALC)** The 76 AMXG. The supervisor responsible for the DAF Form 1297 performs the eyes-on reconciliation. If the supervisor is not available, the next level supervisor will accomplish the reconciliation.
- 3.7.4.32.4. **(Added-OC-ALC)** The 76 AMXG. Tools signed out to a specific aircraft/dock will not be moved to another aircraft/dock until the DAF Form 1297 is reconciled at the tool crib.
- 3.7.4.32.5. **(Added-OC-ALC)** The 76 AMXG. A “tools assigned to aircraft” list will be created by the tool crib in coordination with production supervision for each section requiring tools that frequently stay with the aircraft for over 30 days.
- 3.7.4.32.6. **(Added-OC-ALC)** The 76 AMXG. A reconciliation of DAF Form 1297 requires tools be brought to the tool crib for validation and inspection; exception being tools on the “tools assigned to aircraft” list.
- 3.7.4.32.7. **(Added-OC-ALC)** The 76 AMXG. Any supervisor who is delinquent on any tool is not authorized to check out tools until they have cleared their delinquency.
- 3.7.4.32.8. **(Added-OC-ALC)** The 76 AMXG. The moment a tool becomes delinquent, the first and second level supervisors will be notified by e-mail to start a search. If the tool is not located within one hour, the supervisor will initiate lost tool procedures.
- 3.7.4.32.9. **(Added-OC-ALC)** The 76 AMXG. A DAF Form 1297 is authorized for tool crib loans, (i.e., B-1 Bomber/Maintenance Repair Overhaul Technical Center (B-1 Bomber/MR)).
- 3.7.4.32.10. **(Added-OC-ALC)** The 76 AMXG. Clecoc that are part of a tool kit and cannot be returned to the kit at end of shift will be identified by a piece of tape placed over the hole/s with date and location annotated.

3.7.4.32.11. **(Added-OC-ALC)** The 76 AMXG. Clecoc issued by the PSC/tool crib will be annotated on the employee's AFSC Form 307 for a regular eight-hour shift or a DAF Form 1297 for over eight hours.

3.7.4.32.12. **(Added-OC-ALC)** The 76 AMXG. The following information will be provided to the tool and parts attendant: Size, quantity, aircraft tail number, or Inventory Tracking Number (ITN).

3.8.8.1. **(Added-OC-ALC)** The 76 PMXG. All tool kits will be inspected by the supervisor, wage leader, or designee at 180-day intervals. This inspection will be documented in FEM and will be the official record.

3.8.8.2. **(Added-OC-ALC)** The 76 CMXG. Supervisors are responsible for ensuring that all tool kits assigned to them, and their subordinates, are inspected at least once every six months.

3.8.8.3. **(Added-OC-ALC)** Supervisors or designees will enter the date of annual inspection of all tool kits under their control into FEM.

3.8.8.4. **(Added-OC-ALC)** The official record of the annual inspection will be maintained in FEM.

3.8.8.5. **(Added-OC-ALC)** GTM will pull a FEM report, weekly, identifying the tool kits coming due for inspection. The GTM will in turn notify their respective group of the tool kits coming due.

3.8.8.6. **(Added-OC-ALC)** If a tool kit goes overdue, the GTM will notify the respective group leadership and quality office for disposition.

3.8.8.7. **(Added-OC-ALC)** Random inspections will be conducted in the same manner as the supervisory inspections and documented in FEM accordingly.

3.9.1.1. **(Added-OC-ALC)** Supervisors and employees will conduct a diligent search of areas where the tool/item may have been used or stored.

3.9.1.2. **(Added-OC-ALC)** The following questions should be asked when performing a search. This list is not all-inclusive:

3.9.1.2.1. **(Added-OC-ALC)** Where was it lost (building, dock, room, etc.)?

3.9.1.2.2. **(Added-OC-ALC)** Does the AFSC Form 309 show the tool/item missing?

3.9.1.2.3. **(Added-OC-ALC)** Was the tool/item physically in the tool kit at the start of the shift?

3.9.1.2.4. **(Added-OC-ALC)** Has the tool kit been thoroughly searched?

3.9.1.2.5. **(Added-OC-ALC)** Has the trash been searched?

3.9.1.2.6. **(Added-OC-ALC)** Have all responsible employee pockets and lockers been searched?

3.9.1.2.7. **(Added-OC-ALC)** Has all aerospace ground equipment (AGE) used been searched?

3.9.1.2.8. **(Added-OC-ALC)** Has a 50-foot floor area around the box and/or aircraft been searched?

3.9.1.3. **(Added-OC-ALC)** Production groups are responsible for ensuring that the AFMC Form 310 is filled out accurately and completely coordinated on with either digital or wet signatures.

3.9.1.4. **(Added-OC-ALC)** The AFMC Form 310, signature blocks will be completed as follows:

3.9.1.4.1. **(Added-OC-ALC)** Block 17a will be signed and dated at section level.

3.9.1.4.2. **(Added-OC-ALC)** Block 17b will be signed and dated at flight/branch level.

3.9.1.4.3. **(Added-OC-ALC)** Block 17c will be signed and dated at squadron/division level.

3.9.1.4.4. **(Added-OC-ALC)** Block 18 will be signed and dated, at a minimum, by the production squadron commander or equivalent.

3.9.1.5. **(Added-OC-ALC)** A copy of the AFMC Form 310 will be provided to MTIC if item is on the TKCRL.

3.9.1.6. **(Added-OC-ALC)** If the item is not to be replaced, the MTIC will remove the item from the TKCRL, and the MTIC will generate a new TKCRL. A copy of the AFMC Form 310 will remain with the TKCRL master file.

3.9.1.7. **(Added-OC-ALC)** For lost TMDE, a copy of the AFMC Form 310 will be forwarded to PMEL within five working days, along with a request to remove the TMDE from the TMDE listings.

3.9.1.8. **(Added-OC-ALC)** The AFMC Form 310 will also be used for documentation of found tools not to include inventory adjustments or tools purchased around the MTIC.

3.9.1.9. **(Added-OC-ALC)** The AFMC Form 310 will be filled out the same for lost and found tools.

3.9.1.10. **(Added-OC-ALC)** A copy of the AFMC Form 310 will be kept with the toolbox demonstrating a report was completed on any missing tools until replaced or loss resolved and documented.

3.9.1.11. **(Added-OC-ALC)** The AFMC Form 310 will be kept by the GTMs or designee for a minimum of 24 months from the date of the signature in block 18.

3.9.1.12. **(Added-OC-ALC)** Quarterly lost tool/item reported metrics and analysis requirements will be reported to squadron, group, and Complex level or equivalents along with GTMs and CTM. These metrics include total tools/items lost year-to-date, total tools/items found year-to-date, total tools/items cost year-to-date, along with any other relevant information.

3.9.7. **(Added-OC-ALC)** The 76 AMXG. Lost tool/item inspection checklist.

3.9.7.1. **(Added-OC-ALC)** The 76 AMXG. The purpose of this guidance is to provide specific information on using the 76 AMXG Lost Tool/Item Inspection Checklist.

3.9.7.2. **(Added-OC-ALC)** The 76 AMXG. 76 AMXG personnel will use 76 AMXG Lost Tool/Item Inspection checklist in conjunction with initiating an AFMC Form 310. The completed 76 AMXG Lost Tool/Item Inspection checklist will be routed with the AFMC Form 310.

3.9.8. **(Added-OC-ALC)** The 76 AMXG. Lost tool/item found.

3.9.8.1. **(Added-OC-ALC)** The 76 AMXG. The purpose of this guidance is to provide specific information on using AFMC Form 310 for tools/items found after being reported lost on an AFMC Form 310.

3.9.8.2. **(Added-OC-ALC)** The 76 AMXG. The tool/item found after being reported lost, will be documented as “FOUND,” using a copy of the initial completed AFMC Form 310, with the original control number that was assigned. 76 AMXG organizations will annotate their copy, using the procedures listed below and then submit to the 76 AMXG/MXDSM.

3.9.8.2.1. **(Added-OC-ALC)** The 76 AMXG. A red diagonal line will be drawn across the page (on copy or original).

3.9.8.2.2. **(Added-OC-ALC)** The 76 AMXG. “FOUND” will be written in large bold letters above the diagonal line.

3.9.8.2.3. **(Added-OC-ALC)** The 76 AMXG. When and where the tool/item was found will be written below the diagonal line. The signature of the individual who found the lost tool/item or their immediate supervisor will also be written below the diagonal line.

3.9.8.3. **(Added-OC-ALC)** Submitting Lost Tool Reports for 76 AMXG. Submit completed Lost Tool Reports to 76 AMG Tool Workflow at 76AMXGToolWorkflo@us.af.mil. Email submission constitutes the official submission, initiating processing by the Group Tool Manager (GTM). The GTM will forward the completed report to the supervisor indicated in block 10.

3.10.2.2.1. **(Added-OC-ALC)** The following areas will have one-for-one accountability procedures established (rag return verified before re-issue of replacement): Functional test flight area, test cell, engine assembly areas, and in-tank fuel cell maintenance (includes cheesecloth).

3.10.2.2.2. **(Added-OC-ALC)** Rags will be accounted for at the end of every task, shift and prior to aircraft engine start. Lost tool/items procedures will apply.

3.10.2.2.3. **(Added-OC-ALC)** All employees performing maintenance in FOD critical areas on aircraft, engines, and accessories, or providing a service to these organizations will perform an inspection of the work area prior to closing out a task or moving to another area to ensure that any foreign items such as paper products and clothes have not been inadvertently left in the area.

3.10.2.2.4. **(Added-OC-ALC)** Paper products including “Pigmat” are not considered rags and do not require a one for one exchange, however these products will be utilized for HAZMAT absorbent and cleaning purposes.

3.10.2.2.5. **(Added-OC-ALC)** All rags and paper products will be disposed of in the appropriate manner or Initial Accumulation Point (IAP).

3.12.1.3.1. **(Added-OC-ALC)** These items do not require etching, marking and numbering.

3.12.1.3.2. **(Added-OC-ALC)** Common hand tools acquired or received as original equipment for a machine, will be taken to the MTIC to be laser etched and added to a TKCRL or turned in if not needed.

3.12.1.3.3. **(Added-OC-ALC)** Tools unique to a piece of equipment that breaks, can be replaced with common hand tools from the MTIC. These tools will be laser etched and added to the TKCRL using the replacement tool National Stock Number (NSN) for identification.

3.12.1.5.1. **(Added-OC-ALC)** Back-shop test station/stand accessories will be kept and stored in a neat and orderly fashion. As a minimum, if storage cabinets and/or drawers are used they will be labeled to identify the contents, accessories, and attachments. These items do not require etching, marking, and numbering.

3.12.1.5.2. **(Added-OC-ALC)** Stationary test stations/stands can have all applicable/required accessories/attachments attached to the test stations/stands in effort to minimize storage space in the work area and to facilitate maintenance during the installation and removal of parts.

3.12.1.5.3. **(Added-OC-ALC)** Mobile test stations/stands transported on a routine basis at different locations within production will account for all accessories/attachments that are dispatched with the mobile test stations/stands prior and at the end of the task.

3.13.2.1. **(Added-OC-ALC)** Support TDY teams with necessary tools and TMDE on a short-term loan for the duration of the TDY.

3.13.2.2. **(Added-OC-ALC)** The person who will be responsible for the tool kit used to support TDY teams will check-out the tool kit from the MTIC.

3.13.2.3. **(Added-OC-ALC)** The responsible person will report all tools/equipment that were brought from OC-ALC to the immediate area supervisor at the temporary duty location.

3.13.2.4. **(Added-OC-ALC)** Ensure TMDE requiring calibration while on TDY is calibrated at the nearest PMEL, IAW TO 00-20-14, *Air Force Metrology and Calibration Program*.

3.13.2.1. **(Added-OC-ALC)** Support TDY teams with necessary tools and TMDE on a short-term loan for the duration of the TDY.

3.13.2.2. **(Added-OC-ALC)** The person who will be responsible for the tool kit used to support TDY teams will check-out the tool kit from the MTIC.

3.13.2.3. **(Added-OC-ALC)** The responsible person will report all tools/equipment that were brought from OC-ALC to the immediate area supervisor at the temporary duty location.

3.13.2.4. **(Added-OC-ALC)** Ensure TMDE requiring calibration while on TDY is calibrated at the nearest PMEL, IAW TO 00-20-14, *Air Force Metrology and Calibration Program*.

3.14.1.1. **(Added-OC-ALC)** Inventories completed by the OC-ALC authorized contractor will satisfy the POU inventory for all POUS not used as a tool kit.

3.14.3.1. **(Added-OC-ALC)** Hazardous material may be maintained in a POUS, as long as no other AF or MAJCOM instruction is violated.

3.15.1.1. **(Added-OC-ALC)** Replacement of broken/worn tooling will be fulfilled via MTIC tool delivery.

3.15.2.1. **(Added-OC-ALC)** MTIC inventory control process. Inventory “cycle counts” will be conducted weekly for the purpose spot checking inventory levels, and a full inventory is required to be conducted annually.

3.16.2.1. **(Added-OC-ALC)** After receiving written approval from the CTM, the responsible maintenance group will purchase tools to be “modified” and used in a maintenance repair process.

3.16.2.2. **(Added-OC-ALC)** Locally manufactured or developed/modified tools in a tool kit will be shadowed (inlaid, silhouetted, outlined), etched with the tool kit EID and identified by engineering drawing number and quantity, on the tool kit supplemental listing. Inventory and lost tool procedures will apply to locally manufactured or developed/modified tools.

3.16.2.3. **(Added-OC-ALC)** If in a PSC the responsible engineering organization will be annotated on the PSC inventory list maintained in the PSC.

3.18.1.1. **(Added-OC-ALC)** Once initial briefings are completed; they will be documented in TSS Section II for PAC certified mechanics. For non-PAC personnel, document in the functional training section of TSS with course codes listed below:

3.18.1.1.1. **(Added-OC-ALC)** MTEMAS9722300BR AMXG Initial Workplace Specific Tool Briefing

3.18.1.1.2. **(Added-OC-ALC)** MTEMAS9722400BR CMXG Initial Workplace Specific Tool Briefing.

3.18.1.1.3. **(Added-OC-ALC)** MTEMAS9722500BR PMXG Initial Workplace Specific Tool Briefing.

3.18.1.1.4. **(Added-OC-ALC)** MTEMAS9722600BR MXSG Initial Workplace Specific Tool Briefing.

3.18.1.1.5. **(Added-OC-ALC)** MTEMAS9722700BR SMXG SWEG Initial Workplace Specific Tool Briefing.

3.18.1.1.6. **(Added-OC-ALC)** MTEMAS9723000BR OC-ALC/OB Initial Workplace Specific Tool Briefing.

4.2.2.8.1.1. **(Added-OC-ALC)** The 76 AMXG personnel will take the following actions prior to any aircraft taxi operation:

4.2.2.8.1.2. **(Added-OC-ALC)** The 76 AMXG. FCF launched aircraft: FOD sweeps by the ramp sweeper or MADVAC and or FOD Boss will be accomplished 50 feet forward of engines on parking spot and flight line taxi lane prior to launch and recovery of any 10 FLTS aircraft. A complete and thorough FOD walk of the FCF aircraft parking spot and flight line taxi lane will be accomplished prior to launch and recovery of all B1 Bomber (B-1B) 10 FLTS aircraft, IAW Tinker Air Force Base Instruction (TINKERAFBI) 13- 204, *Airfield Operations*.

4.2.2.8.1.3. **(Added-OC-ALC)** The 76 AMXG. Depot arrivals: A FOD walk will be accomplished on the proposed parking spot and taxi lanes for any arrival or departure aircraft. Special care will be given to B-1B parking and taxi routes.

4.2.2.8.1.4. **(Added-OC-ALC)** The 76 AMXG. B1-B aircraft engine runs, and taxi will be preceded by FOD walks and running of the FOD Boss. FOD walks will be conducted after the FOD sweep and prior to launch/recovery from applicable K row location to/from the hold short line on taxiway Delta.

4.3.2.9.1. **(Added-OC-ALC)** FOD/DOP continuity books may be hard copy or electronic and will contain:

4.3.2.9.1.1. **(Added-OC-ALC)** Tab 1, appointment letter - primary/alternate.

4.3.2.9.1.2. **(Added-OC-ALC)** Tab 2, duties & responsibility sheet.

4.3.2.9.1.3. **(Added-OC-ALC)** Tab 3, focal points with contact information (OC-ALC and group level).

4.3.2.9.1.4. **(Added-OC-ALC)** Tab 4, governing directives marked as “Reference Only” if continuity book is electronic place links to governing directives.

4.3.2.9.1.5. **(Added-OC-ALC)** Tab 5, meeting minutes (four quarters). If continuity book is electronic then meeting minutes posted on OC-ALC FOD/DOP EIS site are sufficient.

4.3.2.9.1.6. **(Added-OC-ALC)** Tab 6, miscellaneous information.

4.3.2.12. **(Added-OC-ALC)** Complex FOD/DOP manager responsibilities.

4.3.2.12.1. **(Added-OC-ALC)** Ensures all OC-ALC FOD/DOP initial incidents are reported through the chain of command to OC-ALC prior to submitting to HQ AFMC/A4M. Reporting instructions are included in **Figure 4.1** of this supplement.

4.3.2.12.2. **(Added-OC-ALC)** Areas of responsibilities are outlined in **Figure 4.4** (found at the end of this chapter).

4.3.3.1.7.1. **(Added-OC-ALC)** OC-ALC Complex and group focal point responsibilities.

4.3.3.1.7.1.1. **(Added-OC-ALC)** The group FOD/DOP focal points will ensure OC-ALC FOD final incident reports are submitted to the Complex FOD/DOP Manager No Later Than (NLT) 30 days post incident. In the event the investigation extends past 30 days, a monthly status update will be sent to the Complex FOD/DOP Manager NLT the fifth working day of each month until investigation is closed.

4.3.3.1.7.1.2. **(Added-OC-ALC)** Each applicable group FOD focal point will provide monthly engine run time to the Complex FOD/DOP Manager NLT the fifth working day of each month.

4.3.3.1.7.1.3. **(Added-OC-ALC)** Group and squadron FOD/DOP focal points will perform FOD spot checks of their assigned areas of responsibility monthly. A minimum of two inspections per month for each squadron will be conducted. The discrepancies found during the spot checks will be entered in the Logistics Evaluation Assurance Program (LEAP). The group focal points will forward their quarterly data from the spot checks to the Complex focal point by the 10th working day following the quarter.

4.3.3.1.7.1.4. **(Added-OC-ALC)** Complex and group focal points will ensure a locally developed checklist is available for escorts to brief visiting personnel on FOD procedures prior to entering their designated high-potential FOD industrial areas.

4.3.3.1.7.1.5. **(Added-OC-ALC)** FOD focal points will be appointed by management to represent each flight's FOD prevention team within the OC-ALC. Each production flight will appoint one primary and one alternate FOD focal point. Supervisors will ensure team members are available for inspections. The FOD focal points will attend monthly meetings when requested by Complex FOD/DOP Manager. FOD focal points will participate in monthly no-notice inspections and serve on various FOD-related subcommittees.

4.4.1.1.1.1. **(Added-OC-ALC)** Caps, plugs, and covers that are fitted to the component or equipment are the item of choice. If these items are not available, other items such as plastic/cloth bags held on by zip ties, rubber bands, or tape may be used unless it is not safe for use or a specific covering is required by tech data. If plastic bags are used, they may fill with fluid; bags will be monitored and replaced if fluid accumulation occurs. Utilize caps where feasible. **Note:** Never stuff an item such as a rag or paper towel in an opening.

4.4.1.1.1.2. **(Added-OC-ALC)** Exceptions to this are: research, development or testing laboratories (i.e., precision measurement, environmental) due to the controlled environmental conditions which exist and the absence of maintenance action which generate residue.

4.4.1.1.1.3. **(Added-OC-ALC)** This does not alleviate these areas from using protective plugs and caps when specific repair, maintenance, or testing is accomplished on any equipment or requirements IAW TO 00-20-14, *Air Force Metrology and Calibration Program*.

4.4.1.1.2.1. **(Added-OC-ALC)** In the event hardware is known to be unaccounted for, a search will be accomplished. If the hardware is not found within one hour, an AFMC Form 310 will be initiated.

4.4.1.3.1. **(Added-OC-ALC)** Due to safety and FOD concerns in the OC-ALC industrial areas, the following clarification is provided. While in an industrial work center/shop (inside the yellow lines and other designated production areas), OC-ALC personnel will not be permitted to wear jewelry. This policy will help reduce the risk of injury by mitigating the risks incurred by wearing jewelry in an industrial area. Types of jewelry that will be controlled in the industrial work/shop areas include (but are not limited to) rings, watches, bracelets, earrings and necklaces. Placing tape over rings or wearing gloves on the hand with a ring does not provide protection or eliminate the requirement to remove finger rings. Where appropriate, managers, supervisors, or local safety staff may add to these restrictions to include location or shop unique requirements. Personal items will not be worn hanging from a belt. This includes, but is not limited to keys, pocket watches, chains, and metal insignias/badges. This policy extends to all visitors, engineers, administrative and support personnel that enter the industrial work/shop areas.

4.4.1.7.1. **(Added-OC-ALC)** At a minimum, clean-up will be performed at the end-of-task and end-of-shift.

4.4.1.7.2. **(Added-OC-ALC)** Cleanup and FO/debris removal will be done to ensure debris does not become trapped. Debris must be removed prior to installation of parts/components or closing of panels that would hide or obscure the debris or that would hinder or prevent removal.

4.4.1.7.3. **(Added OC-ALC)** Except during active maintenance operations/tasks that generate debris, all foreign debris (including but not limited to trash, packaging, unusable parts/pieces, excess parts/pieces, etc.) must be removed from the following areas: aerospace vehicles, facilities, support equipment, components (e.g., LRUs, SRUs, etc.), vehicles, and tires. These areas must be made FOD-free at end-of-task and end-of-shift and maintained in a FOD-free condition.

4.4.1.9.1.1. **(Added-OC-ALC)** The 76 AMXG supervisors are responsible for their respective areas per TINKERAFBI 21-100, *Foreign Object Damage (FOD) and Dropped Object Prevention (DOP) Programs*. FOD walks may be postponed due to inclement weather, but they will not be cancelled. Additional FOD walks will be scheduled as needed by management.

4.4.1.9.1.2. **(Added-OC-ALC)** The 76 CMXG and 76 PMXG supervisors are responsible for their respective areas (including Docks/Shops). FOD walk/sweeps will be conducted on the last day of each work week.

4.4.1.13.1.1. **(Added-OC-ALC)** Prior to engine start and after engine shutdown on maintenance and test cell runs, and after any engine intake maintenance, each affected engine intake and exhaust will receive a FOD (intake/inlet/exhaust) inspection. The FOD inspection will be documented with a red X symbol in the applicable (Air Force Technical Order (AFTO) Form 781A and the Management Information System (MIS)). FOD inspections performed on uninstalled test cell engines will be documented on the test cell worksheet. Use IAW technical data.

4.4.1.13.1.2. **(Added-OC-ALC)** Personnel will inspect for and remove ALL foreign material from engine inlet areas and within a 50-foot radius of engines prior to operation (or greater if required by Mission Design Series (MDS) specific TO) and any engine intake/inlet maintenance.

4.4.1.13.1.3. **(Added-OC-ALC)** Aircraft parking ramps, taxiways, and adjacent areas will remain Foreign Object (FO) free at all times. It is the responsibility of all maintenance personnel working in these areas to pick up and dispose of all FO on a daily basis.

4.4.1.13.1.4. **(Added-OC-ALC)** Hats, berets, etc., will not be worn within 50 feet of an operating jet engine. The flight line is designated as a military no-hat area. Identification (ID) badges must be attached to a lanyard/armband.

4.4.1.13.1.5. **(Added-OC-ALC)** The following areas have been designated as FOD critical areas within the OC-ALC: It is the responsibility of all maintenance personnel working in these areas to be vigilant of FO and always dispose of all FO. All other areas not identified are considered non-critical FOD areas. Non-critical FOD Areas that maintain, repair, and/or inspect aircraft and propulsion parts/equipment will still comply with FOD prevention/control and housekeeping procedures.

4.4.1.13.1.5.1. **(Added-OC-ALC)** The 76th Aircraft Maintenance Group (76 AMXG). FOD critical areas include the interior of the aircraft, all fuel tanks and cells, engine intake maintenance and inspection area, and flight control installation and operational check areas.

4.4.1.13.1.5.2. **(Added-OC-ALC)** The 76th Commodities Maintenance Group (76 CMXG). FOD critical areas include the Fuel cell (bladder) shop, the Boom repair (excluded are boom disassembly, wash/clean, sheet metal repair areas, recoil and tube repair areas, shop offices, and enclosed parts storage areas), the Parachute shop, and Life support.

4.4.1.13.1.5.3. **(Added-OC-ALC)** The 76th Propulsion Maintenance Group (76 PMXG). FOD critical areas include the Engine assembly/disassembly shops and quick engine change, the Core, gearbox, compressor, augments, inlet fan and fan drive turbine assembly/disassembly shops, the Diffuser, intermediate, high-pressure turbine and bearing/seal subassembly shops, all Jet Engine Intermediate Maintenance (JEIM) shops, all engine test cells (except control rooms), and final prep and Tear-down Deficiency Reporting (TDR) shops.

4.4.1.15.4.1. **(Added-OC-ALC)** FOD checkpoint inspections: FOD inspections (including tire-rollover inspections) will be conducted before entering the runway, taxiway, flight line, and aircraft parking ramps and at all designated FOD checkpoints. FOD inspections will include inspection and removal of FOD from magnetic bars (if applicable).

4.4.1.15.4.2. **(Added-OC-ALC)** All vehicles used in and around critical FOD area to include the flight line will be cleaned of debris daily prior to use.

4.4.1.15.4.3. **(Added-OC-ALC)** Secure/lidded FOD containers will also apply to those vehicles normally driven in maintenance production areas.

4.4.1.15.4.4. **(Added-OC-ALC)** OC-ALC ramp movement and parking area will not be used as a thoroughfare for vehicle traffic when alternate routes are available except while fulfilling contractual agreements, OC-ALC management personnel fulfilling management responsibilities, aircraft movers, base operations, emergency and security vehicles.

4.4.1.15.4.5. **(Added-OC-ALC)** Taxi-lane from B-1B aircraft parking spot to taxiway will be closed to nonessential vehicle traffic (this does not include aircraft) during aircraft launch and recovery from time FOD prevention procedures are accomplished until launch or recovery is complete. The MOC will make an announcement: Motor vehicle traffic restricted to essential traffic in ramp area from Kilo (aircraft parking spot) to Delta until further notice.

4.4.1.18.1. **(Added-OC-ALC)** Posters and other materials for FOD awareness may be obtained through the group FOD focal points.

4.4.1.19. **(Added-OC-ALC)** OC-ALC FOD Prevention Work Center of the Quarter Award.

4.4.1.19.1. **(Added-OC-ALC)** Once every quarter, the Complex FOD Program Manager, alternate, and group FOD prevention focal points, will select a work center for this award.

4.4.1.19.2. **(Added-OC-ALC)** Award selection criteria:

4.4.1.19.2.1. **(Added-OC-ALC)** Every quarter, each group Point of Contact (POC) will submit a nominee for their respective group (if applicable) to the Complex FOD POC and alternate, NLT the seventh working day after the completion of the previous quarter. Nominee information will include the name and location of the area being nominated, the supervisor's name, and a narrative of why this area deserves to win the Complex award. This information will be given to OC-ALC senior management. The winning team will receive a banner for their work center and awarded with the FOD prevention traveling flag.

4.4.1.19.2.2. **(Added-OC-ALC)** Justification submitted by management team in nominated shop/dock through the group POCs.

4.4.1.19.2.3. **(Added-OC-ALC)** Effectiveness of FOD program management demonstrated by the least number of FOD findings during the weekly planned inspections, no notice inspections, and spot inspections during the current quarter.

4.4.1.19.2.4. **(Added-OC-ALC)** Best practices or initiatives implemented by the work center that reduces FOD or increases FOD program effectiveness.

4.5.2.1.2.1. **(Added-OC-ALC)** FOD Reports: The MOC will notify Complex primary/alternate FOD/DOP by phone after being notified of FOD.

4.5.2.1.2.2. **(Added-OC-ALC)** FOD incidents: All FOD incidents will be reported with the exception of minor sand nicks or scratches IAW OC-ALCI 91-201, *Mishap/Incident Reporting Procedures* <https://usaf.dps.mil/teams/TMCO21465/SitePages/MIRS-Overview.aspx> MIRS - Mishap & Incident Reporting System. The initial FOD report will be completed by a supervisor on duty within TWO HOURS of suspected or confirmed FOD incidents. The two-hour time constraint is for FOD/DO reports only; this will allow for coordination through OC-ALC before the report is released to HQ AFMC/A4M. The supervisor completing the FOD report will include all data in **Figure 4.1** of this supplement (found at the end of this chapter), OC-ALC and Aerospace Maintenance and Regeneration Group (AMARG) only. Supervisors will use the FOD reporting flowchart (**Figure 4.2**, found at the end of this chapter) to determine if damage is within limits and should be reported as a general report (damage within limits, no maintenance action needed) or out of limits, requiring maintenance action (i.e., blending, replace, repair etc.).

4.5.2.1.2.3. **(Added-OC-ALC)** DOP Incidents: All DOP incidents will be reported IAW OC-ALCI 91- 201. IMMEDIATELY call the MOC when there is a known DO. The MOC will IMMEDIATELY call the Airfield Management Operations (AM OPS) and base safety. Use the Online MIRS - Mishap & Incident Reporting System. The DOP report will be completed by a supervisor on duty within TWO HOURS. The two-hour time constraint is for FOD/DOP reports only; this will allow for coordination through OC-ALC before the report is released to HQ AFMC/A4M.

4.5.2.1.2.4. **(Added-OC-ALC)** DOP Reports: The MOC will notify Complex primary/alternate FOD/DOP by phone after being notified of DOP.

4.8.1.1. **(Added-OC-ALC)** Visitors FOD awareness information, located on the OC-ALC FOD/DOP Program Enterprise Information System (EIS) site.

4.8.1.1.1. **(Added-OC-ALC)** OC-ALC organizations and associate organizations with base service or construction contracts are required to include FOD awareness and prevention training in their contracts. Contractor personnel who, in the performance of their assigned duties, work in or travel through areas near operational and production aircraft, engines, munitions, missiles, drones, space systems, support equipment, Aerospace Ground Equipment (AGE), trainers or components thereof are required to receive subject training. This includes contractor personnel operating vehicles and equipment on flight lines, runways, taxiways, parking ramps, in aircraft hangars, and in maintenance areas. Contracting organizations may request the video by contacting the OC-ALC FOD/DOP Program Manager. OC-ALC personnel will receive FOD initial and refresher training through computer-based training or formal classroom training.

4.8.1.2. **(Added-OC-ALC)** Supervisors are responsible for initial work center briefings and documenting in Training Scheduling System (TSS) Section II for Production Acceptance Certification (PAC) certified mechanics. For non-PAC personnel, document in the functional training section of TSS with the course codes applicable to their organization.

4.8.1.2.1. **(Added-OC-ALC)** MTEMAS9721200BR AMXG Initial Workplace Specific FOD/DOP Briefing.

4.8.1.2.2. **(Added-OC-ALC)** MTEMAS9721400BR CMXG Initial Workplace Specific FOD/DOP Briefing.

4.8.1.2.3. **(Added-OC-ALC)** MTEMAS9721600BR PMXG Initial Workplace Specific FOD/DOP Briefing.

4.8.1.2.4. **(Added-OC-ALC)** MTEMAS9721700BR MXSG Initial Workplace Specific FOD/DOP Briefing.

4.8.1.2.5. **(Added-OC-ALC)** Quarterly briefings. Document briefing and ensure all briefed personnel sign or initial an AF Form 3126, or equivalent document, for attendance. Ensure individuals not present for the briefing receive the briefing upon return.

4.8.1.3. **(Added-OC-ALC)** 76 AMXG local training and MDS specific training will be accomplished during newcomer FOD briefing utilizing MDS specific supplements located on 76 AMXG FOD/DOP EIS site.

4.8.1.4. **(Added-OC-ALC)** Vehicle operators must complete all FOD awareness/prevention training and testing requirements before driving any vehicle on the flight line IAW DAFI 13-213_TinkerAFBSUP, *Airfield Driving*.

4.11. (Added-OC-ALC) 76 PMXG. A FOD check will be performed before any closure or mating of components/parts. Use the means necessary to ensure that no FOD is present (i.e., bright light, mirror, etc.).

4.11.1. **(Added-OC-ALC) 76 PMXG.** After assembly, check the air intake and exhaust sections for visual or audible foreign objects. Rotate compressor and listen for FOD in engines. TF-33 engines will be burped upon completion of assembly. After final inspection and acceptance of the engine, ensure protective covers, caps, and plugs are installed on all openings or cover with plastic wrapping material.

4.11.2. **(Added-OC-ALC) 76 PMXG.** Prior to testing the engine, remove all protective covers and check the engine visually for any FO. Examine air intake for damage or cracked inlet guide vanes, compressor blades, and stator vanes. Check bell mouth for serviceability, loose/missing hardware, damaged/delaminating screen and compressor inlet for nuts, bolts, wire, tools, and other foreign objects. Use bright lights and other inspection tools as necessary. Check bell mouth and proper mounting condition and make a visual check of the engine and test cell for foreign objects. Prior to initial start and after any rework of the engine, sweep and wash down the test cell with an approved cleaning solution. Rinse the test cell by directing the water in such a manner to ensure all dirt, sludge, etc., is washed to the drain. Sweep excess water into the drain. After wash-down, make an extensive visual inspection of the engine, test stand, and cell area to ensure no FO is present.

4.11.3. **(Added-OC-ALC) 76 PMXG.** After completion of engine test, install protective coverings on all tubes, lines, connectors, and openings. Engines will not be transported to or from test without protective covers installed on all openings. Each workstation will perform an inspection for FOD before sending the completed engine or component part to the next station. When an engine or component part is received, it will be inspected for FOD prior to installation, assembly, test, or shipment.

4.11.4. **(Added-OC-ALC) 76 PMXG.** All engines will be inspected during work scope for FOD. Engines received for reasons other than FOD (i.e., vibration, c, etc.) where significant FOD is found, must be reported. The 76 PMXG FOD focal point will be provided a description of damage, cause if known and approximate cost of damage. These procedures will be used when damage is confined to the engine or to integral engine components such as engine mounted accessory gearboxes and plumbing.

4.11.5. **(Added-OC-ALC) 76 PMXG.** Cleanliness of aisles is a must. Therefore, all supervisors will take responsibility for cleaning and maintaining all aisles adjacent to or running through their production shop. If two shops share an aisle, both will be responsible from their shop to the center of the shared aisle.

4.12. (Added-OC-ALC) OC-ALC Supervisors: Observe FOD control practices of individuals under their jurisdiction and take immediate action to correct any FOD related deficiency or defect through counseling, training, or disciplinary action.

4.12.1. **(Added-OC-ALC)** First line supervisors will perform clean-up checks daily during routine walk through on the aircraft, docks, and or shops. Findings will be corrected on the spot and corrective action/preventive action should be taken to prevent recurrence.

4.12.2. **(Added-OC-ALC)** A Practical Problem-Solving Method, also known as 8 step (or equivalent) is required by the group for all preventable FOD incidents over \$50,000, or data shows a trend of three incidents with the same specific cause within a twelve-month time frame.

4.12.3. **(Added-OC-ALC)** Group POCs are required to send a copy of the Failure Analysis Service Technology (FAST) to OC-ALC FOD monitor and alternate within 24 hours of receipt.

4.12.4. **(Added-OC-ALC)** The group POC will send a status to the OC-ALC FOD monitor and alternate by the seventh working day of every month, until closed. This status will be briefed in the weekly Quality chief meetings.

4.12.5. **(Added-OC-ALC)** All FOD 8-Steps (or equivalent) will be briefed to OC-ALC senior management by the group's lead of the 8-Step, during the quarterly FOD/DOP meetings.

4.13. (Added-OC-ALC) The preventable FOD standard for OC-ALC is 1.0.

Figure 4.1. (Added-OC-ALC) FOD Report Template.

FOD REPORT
<p>1. PURPOSE: To gain Group approval to forward this report to HQ AFMC/A4M.</p>
<p>BACKGROUND: FOD incidents will be reported to HQ AFMC/A4M within 24 hours of occurrence. The following process was put in place to inform leadership before notification to HQ AFMC/A4M:</p> <ol style="list-style-type: none"> a. Incident is reported to 76 AMXG/MXDSO, Maintenance Control Center (MOC). b. MOC immediately notifies OC-ALC/SE and Complex FOD Manager by telephone. c. MOC drafts this e-mail. (Records name of OC-ALC/SE person notified and time of notification below). d. MOC forwards to the appropriate Group Commander's personal account with telephone notification to recipient. (Subject line shows date/time due to HQ and is sent with high importance). e. Appropriate Group Commander/CC/CD/CL/DD approves release of this report to HQ AFMC/A4M by forwarding e-mail to 76 AMXG/MXDSO All Personnel@us.af.mil followed with phone notification to 736-2500 (MOC). f. MOC forwards e-mail to OC-ALC using the appropriate group mailbox (AMXG FOD/DOP Report Notification) reporting mailbox or (PMXG FOD/DOP PMXG Report Notification) reporting mailbox located on the global address list.
<p>3. DISCUSSION:</p> <p>Summary of incident:</p> <p>Date and time of incident:</p> <p>Base, unit, and location of incident:</p> <p>When discovered (preflight, postflight, in-coming, test cell, etc.) owning unit, Owing base: Owing Command, engine type, make, series, modification (TMSM), serial number and installed position (if applicable):</p> <p>Description of damage:</p> <p>Certifying official if impounded: name, grade/rank, unit, office symbol, DSN and commercial number:</p> <p>DISPOSITION of aircraft or engine:</p> <p>This is preliminary data only. For follow-on investigation results, please contact the Complex FOD Manager. For information during off-duty hours, please contact 76 AMXG/MXDSO, MOC, at 736- 2500.</p>

Figure 4.2. (Added-OC-ALC) FOD Report Flow Chart.

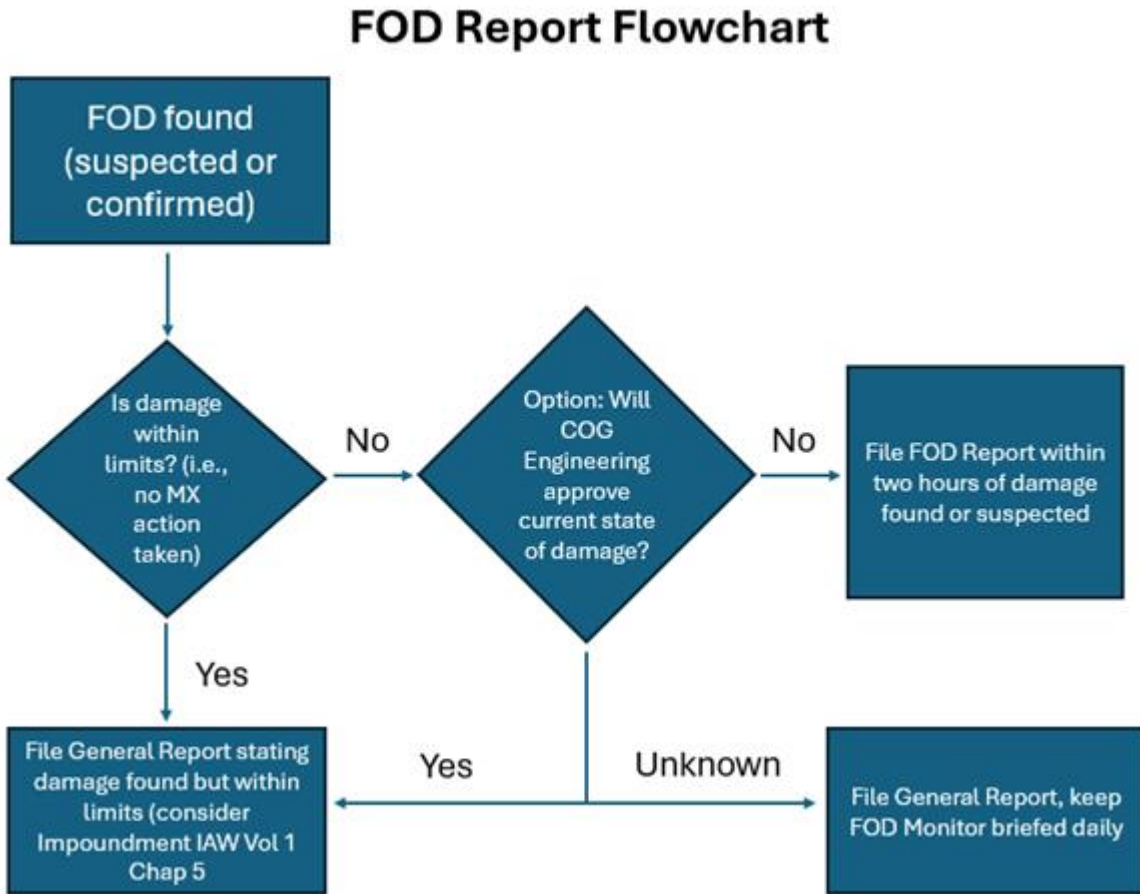


Figure 4.3. (Added-OC-ALC) DOP Report Template.

DOP REPORT
<p>1. PURPOSE: To gain group approval to forward this report to HQ AFMC/A4M.</p> <p>2. BACKGROUND: All DOP incidents will be reported to HQ AFMC/A4M within 24 hours of occurrence. If it involves casualties, property damage, or if adverse publicity is likely, the safety office should be notified immediately. The following process was put in place to inform leadership before notification to HQ AFMC/A4M:</p> <ol style="list-style-type: none"> a. Incident is reported to 76 AMXG/MXDSO, Maintenance Control Center (MOC). b. MOC immediately notifies OC-ALC/SE and Complex FOD Manager by telephone. c. MOC drafts this e-mail (records name of OC-ALC/SE person notified and time of notification below). d. MOC forwards to the appropriate group commander's personal account with telephone notification to recipient. (Subject line shows date/time due to HQ and is sent with high importance). e. Appropriate group commander/CC/CD/CL/DD approves release of this report to HQ AFMC/A4M by forwarding e-mail to 76 AMXG/MXDSO All Personnel@us.af.mil followed with phone notification to 736-2500 (MOC). f. MOC forwards e-mail to OC-ALC using the appropriate group mailbox (AMXG FOD/DOP Report Notification) reporting mailbox or (PMXG FOD/DOP PMXG Report Notification) reporting mailbox located on the global address list. <p>3. DISCUSSION:</p> <p>Summary of incident:</p> <p>Date and time of incident:</p> <p>Base, unit, and location of incident:</p> <p>When discovered (preflight, postflight, in-coming, etc.): Owning unit, Owning base, Owning Command:</p> <p>MDS and tail number:</p> <p>Item, noun, description:</p> <p>Certifying official if impounded: name, grade/rank, unit, office symbol, DSN and commercial number.</p> <p>This is preliminary data only. For follow-on investigation results, please contact the Complex FOD/DOP Manager. For information during off-duty hours, please contact 76 MXG/MXDSO, MOC, at 736- 2500.</p>

Figure 4.4. (OC-ALC) Areas of Responsibilities.



RED: 76 AMXG
BLUE: 552 ACW
GREEN: 507 ARW
YELLOW: SCW-1
PURPLE: Respective Aircraft Assigned
ALL OTHER AREAS: 72 ABW Responsibility

12.1.1.1. **(Added-OC-ALC) 76 AMXG.** In these circumstances, the affected unit will follow impoundment procedures specified in AFMCI 21-100V1AFSCSUP_OCALCSUP, Chapter 5.

12.1.4.4.5. **(Added-OC-ALC) 76 AMXG.** Group CCs will coordinate with OC-ALC/CC and/or affected SPO/cognizant engineering authority when defects are discovered during overhaul of depot assets that have the potential for personal injury and/or further equipment damage.

- 12.4.1.1.1. **(Added-OC-ALC)** Appoint Group Weight and Balance Program Manager.
- 12.4.1.1.2. **(Added-OC-ALC)** Establish and maintain a Special Certification Roster (SCR) of appointed Weight and Balance Authorities.
- 12.4.2.4.1. **(Added-OC-ALC)** Ensure periodic serviceability inspections are accomplished on unit-stored and maintained weight and balance equipment, as applicable.
- 12.4.2.4.2. **(Added-OC-ALC)** Supervise the preparation, leveling, and weighing of the aircraft.
- 12.4.2.4.3. **(Added-OC-ALC)** Ensure the weight and balance handbook is maintained IAW TO 1-1B-50.
- 12.4.3.6. **(Added-OC-ALC)** Verify current DD Form 365, *Record of Weight and Balance Personnel*, for accuracy before flight and that the Weight and Balance Handbook contains the signed DD Form 365-3, *Basic Weight and Balance Record*.

LINDSAY C. DROZ
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- (Added-OC-ALC) DAFI 13-213_TinkerAFBSUP, *Airfield Driving*, 30 September 2024
- (Added-OC-ALC) AFI 90-821, *Hazardous Communication (HAZCOM) Program*, 13 May 2019
- (Added-OC-ALC) DAFMAN 32-7002_OC-ALCSUP, *Environmental Compliance and Pollution Prevention*, 19 November 2025
- (Added-OC-ALC) DoDI 5000.64_DAFI23-111, *Accountability and management of DOD Equipment and Other Accountable Property*, 6 December 2021
- (Added-OC-ALC) TINKERAFBI 13-204, *Airfield Operations*, 6 January 2021
- (Added-OC-ALC) TINKERAFBI 21-100, *Foreign Object Damage (FOD) and Dropped Object Prevention (DOP) Programs*, 19 June 2024

Prescribed Forms

- (Added-OC-ALC) OC-ALC Form 301, *TO Distribution Change Notice*

Adopted Forms

- (Added-OC-ALC) DD Form 365, *Record of Weight and Balance Personnel*
- (Added-OC-ALC) DD Form 365-3, *Basic Weight and Balance Record*
- (Added-OC-ALC) OC-ALC Form 539, *Supplemental Listing*
- (Added-OC-ALC) DD Form 1348-1A, *DoD Issue Release/Receipt Document*
- (Added-OC-ALC) DAF Form 1297, *Temporary Issue Receipt*
- (Added-OC-ALC) AFMC Form 206, *Temporary Work Request*

Acronyms and Abbreviations

- (Added-OC-ALC) **A-TEAM**—All-purpose Tool Engineering, Analytics, Management
- (Added-OC-ALC) **AIDR**—Aircraft Inspection Acceptance Report
- (Added-OC-ALC) **AM**—Additive Manufacturing
- (Added-OC-ALC) **AM OPS**—Airfield Management Operations
- (Added-OC-ALC) **CA**—Custodial Account
- (Added-OC-ALC) **CBU**—Calibrate Before Use
- (Added-OC-ALC) **CRL**—Custodial Receipt Listing
- (Added-OC-ALC) **CSA**—Computer Support Administrators
- (Added-OC-ALC) **CTM**—Complex Tool Manager
- (Added-OC-ALC) **EDIPI**—Electronic Data Interchange-Personal Identifier

(Added-OC-ALC) EDMX—Expeditionary Depot Maintenance

(Added-OC-ALC) EESOH—Enterprise Environmental Safety and Occupational Health

(Added-OC-ALC) EESOH-MIS—Enterprise Environment Safety and Occupational Health-Management Information System

(Added-OC-ALC) EID—Equipment Identification Designator

(Added-OC-ALC) EIS—Enterprise Information System

(OC-ALC) EPS—Exchangeable Production System

(OC-ALC) ERMS—Electronic Records Management System

(OC-ALC) FAST—Failure Analysis Service Technology

(Added-OC-ALC) GPC—Government Purchase Card

(Added-OC-ALC) GTM—Group Tool Manager

(Added-OC-ALC) IAP—Initial Accumulation Point

(Added-OC-ALC) IET—Industrial Engineering Technician

(Added-OC-ALC) ITN—Inventory Tracking Number

(Added-OC-ALC) JEIM—Jet Engine Intermediate Maintenance

(Added-OC-ALC) MGDWRT—Aircraft Maintenance Group Tool Center

(Added-OC-ALC) MIC—Main Issue Center

(Added-OC-ALC) MIRS—Mishap & Incident Reporting System

(Added-OC-ALC) MR—Maintenance Repair

(Added-OC-ALC) MTIC—Main Tool Issue Center

(Added-OC-ALC) NPR—Not Project Required

(Added-OC-ALC) OCF—Operational Check Flight

(Added-OC-ALC) P&A—Procedures and Analysis

(Added-OC-ALC) PCN—Permanent Control Number

(Added-OC-ALC) PDN—Production Number

(Added-OC-ALC) POU—Point of Use

(Added-OC-ALC) PR—Project Required

(Added-OC-ALC) QASP—Quality Assurance Surveillance Plan

(Added-OC-ALC) QVI—Quality Verification Inspections

(Added-OC-ALC) RCA—Root Cause Analysis

(Added-OC-ALC) REACT—Reverse Engineering and Critical Tool

(Added-OC-ALC) TCM—Tool Control Monitor

(Added-OC-ALC) TDR—Tear-Down Deficiency Reporting

(Added-OC-ALC) TODO—Technical Order Distribution Office

(Added-OC-ALC) TOMA—Technical Order Management Activity

(Added-OC-ALC) TSS—Training Scheduling System

(Added-OC-ALC) UDLM—Unprogrammed Depot Level Maintenance