

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



**AIR FORCE SUSTAINMENT CENTER
MANUAL 21-102**

**OKLAHOMA CITY AIR LOGISTICS
COMPLEX
Supplement**

3 JUNE 2021

Maintenance

**DEPOT MAINTENANCE
MANAGEMENT**

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This supplement implements and extends the guidance of the Air Force Sustainment Center Manual (AFSCMAN) 21-102, *Depot Maintenance Management* and applies to Oklahoma City Air Logistics Complex (OC-ALC). It contains depot maintenance management processes and procedures previously found in the following publications: Air Force Instruction (AFI) 21-101_Air Force Materiel Command Supplement (AFMCSUP) OC-ALCSUP, *Aircraft and Equipment Maintenance Management*, Air Force Materiel Command Instruction (AFMCI) 21-105 OC-ALCSUP1, *Depot Maintenance Work Measurement*, AFMCI21-130 OC-ALCSUP, *Depot Maintenance Material Control*. This OC-ALCSUP may be supplemented at any level, but all supplements must be routed to 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 Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, and T-3") number following the compliance statement. See Department of the Air Force (DAFI)33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this

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SUMMARY OF CHANGES

This publication has been significantly revised and should be reviewed in its entirety. It incorporates several updated depot maintenance management processes and procedures.

Chapter 1

DEPOT MAINTENANCE MANAGEMENT PRINCIPLES

1.1.1. **(Added)** OC-ALC shall: provide Complex level policy, guidance, and staff coordination for all activities required to operate depot maintenance activities for AF weapon systems and is the OPR for this supplement.

1.1.1.1. **(Added)** All waiver packages pertaining to this supplement shall be fully coordinated through OC-ALC/Quality Assurance (QA). See waiver template, [Figure 1.1](#).

Figure 1.1. (Added) Waiver Request Template.

<p>MEMORANDUM FOR OC-ALC/QA OC-ALC/CC</p>
<p>FROM: Submitting Unit/Organization</p>
<p>SUBJECT: Waiver Request, OC-ALCSUP to AFSCMAN21-102, <i>Depot Maintenance Management</i></p>
<ol style="list-style-type: none"> 1. Priority of request (urgent or routine); proposed waiver or change requested; reference: include chapter, paragraph, and line number or table/figure number. 2. Background (unique circumstances or history leading up to request); state why the unit cannot comply with the existing guidance; discussion (rationale for waiver or change and any workarounds). 3. Expected date of compliance; recommendation (include unit(s) to which waiver/change applies and duration of waiver). 4. POC (Name, Grade, DSN 674-9004, e-mail)
<p>Full Name, Rank, DAF/USAF CC/DD/DV/D</p>
<p>Attachment/s: As required</p>
<p>1st Ind; OC-ALC/QA</p>
<p>TO: OC-ALC/CC</p>
<p>Approve/Disapprove</p>

1.14. (Added) OC-ALC/Commander (CC) shall:.

1.14.1. **(Added)** Ensure effective management of the Complex maintenance training program in accordance with (IAW) AFI36-2651, *Air Force Training Program*, AFI36-2650, *Maintenance Training*, AFI36-2650, AFMCSUP, *Maintenance Training*, and Chapter 21 of this supplement. Provide aircraft, personnel, and equipment to support the maintenance training program.

1.14.2. **(Added)** Provide facilities and support (e.g., standard tools/equipment and Command approved management information systems (MIS)s for organizations performing depot maintenance or providing technical assistance at operating locations.

1.14.3. **(Added)** Ensure *Air Force Smart Operations for the 21st Century* (AFSO21) and continuous process improvement activities are conducted in all depot maintenance organizations; ensure improvement results are appropriately implemented and measured.

1.14.3.1. **(Added)** The foundation for investigating and solving problems within the Complex is the practical problem solving method (PPSM) found in the AFSO21.

1.14.3.1.1. **(Added)** Group CC/directors, staff office directors or deputies will consider using an AFSO21 8-Step event for the following events:

1.14.3.1.1.1. **(Added)** All impoundments.

1.14.3.1.1.2. **(Added)** Significant property damage (Class C or above).

1.14.3.1.1.3. **(Added)** Quality escapes.

1.14.3.1.1.4. **(Added)** Chargeable foreign object damage (FOD)/dropped object prevention (DOP) incidents (Class C or above).

1.14.3.2. **(Added)** The team will include subject matter experts (SME)s from production, QA, process engineering, and other SMEs as deemed necessary. The team will out-brief the applicable Complex CC/vice director (DV) and group CC/civilian leader/(CL) or deputy director (DD)/deputy commander (CD) as required after step four and again after step eight.

1.14.4. **(Added)** Ensure an effective Crash Damaged or Disabled Aircraft Recovery (CDDAR) capability is in place. Publish a complex/group instruction containing specific responsibilities for the Complex.

1.14.5. **(Added)** Establish a self-assessment program (SAP) IAW AFI90-201 AFMCSUP, *The Air Force Inspection System*, and **Chapter 8** of this supplement.

1.14.6. **(Added)** Develop, implement, and maintain standardized processes and procedures to address Contract Field Team (CFT) requirements IAW AFMCI21-141, *Contract Field Team (CFT) Program*.

1.14.7. **(Added)** Establish configuration management and control of scheduled and unscheduled maintenance activities.

1.14.8. **(Added)** Establish a process to integrate tool and equipment management with aircraft, missile, and commodity component supportability actions on non-parts supportability elements as outlined in the Logistics Requirements Determination Process (LRDP).

1.14.9. **(Added)** Establish a process to determine, document, and communicate to Headquarters (HQ) Air Force Materiel Command (AFMC) information required to report Consolidated Sustainment Activity Group- Maintenance (CSAG-M) Fund 6 data as outlined in Department of Defense (DoD) 7000.14-R, Volume 2B, **Chapter 9**.

1.14.10. **(Added)** Develop, implement, and maintain standardized processes and procedures to execute the Capital Investment Program (CIP) within the Defense Working Capital Fund (DWCF) as outlined in DoD 7000.14-R, Volumes 1-15.

1.14.11. **(Added)** Develop, implement, and maintain standardized processes and procedures to ensure AFSC military construction (MILCON) projects are properly represented and vetted to/through the AFMC corporate process.

1.15. (Added) Use of government or personal cell phones and electronic devices are IAW American Federation of Government Employees (AFGE) 214 and AFGE 916 Memorandum of Agreement.

1.15.1. **(Added)** Personal cell phones and personal hand-held radios (walkie-talkies, ultra-high frequency (UHF), very high frequency (VHF), amateur radio (HAM)) are prohibited from being carried or used in critical FOD areas. Critical FOD areas are defined in **Chapter 13** of this supplement. In non-critical FOD areas, users will remove themselves from the maintenance activity prior to using a personal cell phone or personal hand-held radio. Removing oneself from the maintenance activity is defined as "going outside the yellow line."

1.15.2. **(Added)** Cell phones will not be used within 10 feet of any explosive operation IAW AFMAN91-201, *Explosives Safety Standards*. Cell phone use is prohibited within 10 feet of internal fuel cell maintenance IAW technical order (TO) 1-1-3, *Inspection and Repair of Aircraft Integral Tanks and Fuel Cells*, TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, and fuel servicing operations IAW AFMAN91-203, *Air Force Occupational Safety, Fire, and Health Standards*.

Chapter 3

REQUIREMENTS REVIEW AND DEPOT DETERMINATION (R2D2)

3.2.1.7.4. **(Added)** At OC-ALC, Other Funded Customer Orders (OFCO)s are captured and file-maintained in the Maintenance Planning and Execution (MP&E) system by AF Life Cycle Management Center (AFLCMC), 448 SCMW, AF Nuclear Weapons Center (AFNWC), OC-ALC/Business Office Workloading (OBW), and OC-ALC/Business Office Partnering (OBP).

3.2.1.7.5. **(Added)** *10 United States Code (USC) § 2474 Public Private Partnership (PPP)* customer orders will be obtained via the industry partner through the AFLCMC program office.

3.4.1.2.5. **(Added)** OC-ALC will build an AP regardless if total workload changes by +/- 5%. This is done to capture any workload/shop/skill set changes from R2D2.

3.5.3.1.1. **(Added)** Unlike direct labor employees custodial account (CA) man hours (paid hours) do not include holidays. CA employees should use leave without pay (KA) Z61633976000 when not at work for any circumstance such as vacation or illness. The KA type hour code should also be used when contractors are participating in contractor-directed training defined as training required and paid for by the contractor for their employees. (Source: AFMCI65-101, *Depot Maintenance Accounting and Production System-Financial Policy and Procedures for Depot Maintenance*).

3.5.3.5. **(Added)** The available hours automatically entered in cell M1 of the Manpower and Capability 8203 Report includes the 10 federally recognized holidays. At OC-ALC, the hours in cell M1 are referred to as paid hours while available hours excludes federal holidays.

Chapter 4

CAPITAL INVESTMENT PROGRAM (CIP)

4.1.2.22.1. **(Added)** All proposed Information Technology (IT) investments must be coordinated through the Air Logistics Complex (ALC) CIP managers prior to input into the 72 ABW/SC approved requirements tracking system for coordination and approval by the AFSC/CIO.

4.1.2.22.2. **(Added)** IT and/or communications projects will initially be coordinated at the local level with 72 ABW/SCXP. 72 ABW/SCXP will assist in getting the project loaded to the approved requirements tracking system for review when necessary. Project discussions should start as soon as an IT and/or communications requirement is identified to ensure timely input. The organization investing in IT will provide information about the investment to IT investment Portfolio Managers for registration review during planning stages. The investing organization will provide required information via local Portfolio Management (PfM) processes. AF IT investments are registered and reported in the Information Technology Investment Portfolio Suite (ITIPS). The organization will appoint personnel, primary and alternate program managers, to manage the IT investment via the local PfM process. Once an investment is registered, the owner will be guided through compliance areas such as *National Defense Authorization Act* (NDAA) and *Clinger-Cohen Act* (CCA) approval. Contact the AFSC Tinker IT Portfolio Management Team via the Enterprise Information Management (EIM) site: <https://cs2.eis.af.mil/sites/22386/PfM/AFSC-Tinker/>. Use the PfM Team e-mail address for contacting the first available team member. Additional information and links concerning AF IT Investment PfM and ITIPS are located on the PfM site; for example, see PfM Summary and Background Information. Be advised, the NDAA Defense Business System (DBS) Organizational Execution Plan (OEP) certification process is lengthy and can take up to one year before final approval is provided.

4.1.5.2.1. **(Added)** The ALC Technical Director is responsible for coordinating on all CIP projects to ensure they support the ALC strategic initiatives. The technical director's coordination in the project submission process is outlined in **Paragraph 4.1.9.2**.

4.1.5.2.1.1. **(Added)** In addition to the internal collaborative cross-examination of projects, the ALC technical director provides the OC-ALC project list to Warner-Robins and Ogden ALC technical directors for their review. This review is intended to identify any excess equipment or capacity available within the AFSC. If excess equipment/capacity is identified, the OC-ALC CIP managers will work to coordinate the transfer of the equipment through the respective OC-ALC group CIP monitors, the OC-ALC technical director, and the receiving ALC CIP managers.

4.1.6.1.1. **(Added)** The group CIP monitor and/or project engineer are responsible for creating the Comprehensive Cost and Requirements (CCaR) records at the group level. Upon identification of a requirement that meets CIP guidelines, a CCaR record should be created. At a minimum, the record must contain known project information including the project name, estimated cost, project engineer, and project point of contact (POC). Additional supporting documentation, such as: vendor estimates, statement of work (SOW), statement of objectives, etc., must be loaded to the project's CCaR in the "Tools" section under "Attachments".

4.1.6.9. **(Added)** The ALC RLMT was developed and implemented to ensure data-driven decisions were steering the selection process for requirements to be funded through CIP. The tool must contain all requirements \$100K or greater and must be utilized by all production groups. OC-ALC/FMA will provide milestones and send suspense to 76 MXSG in the December timeframe. 76 MXSG will then provide a data call, in the January timeframe, to all groups which will signal the requirement owner to begin refining their listing of requirements in the tool.

4.1.7.1.1. **(Added)** IT Investment owners should be aware of requirements in their specific functional area (Logistics, Acquisition, etc.). Refer to AFMAN 63-144 for guidance on business capabilities (Business Mission Area). The 72 ABW/SC will review IT investments for compliance with higher level guidance for IT investments. The OC-ALC appointed Project Managers of IT investments are responsible for IT investment compliance (AFMCI33-108, AFMC Life Cycle Information Technology Governance), while the 72 ABW/SC may have some oversight and/or assistance roles. **Note:** AFMCI 33-108 (certified current 19 March 2018) has not updated references from Enterprise Information Technology Data Repository (EITDR) to ITIPS.

4.1.7.7.1. **(Added)** All workload projections used for creating the economic analysis (EA) and listed on the Electronic Prioritization and Reporting Template (e-PART) will be validated by ALC business office in coordination with the group business office and the group CIP monitor before the EA and e-PART are created.

4.1.7.14.1. **(Added)** Group project engineers and group CIP monitors must utilize the ALC Requirements Lifecycle Management Tool (RLMT) and the hierarchy of controls when addressing hazardous materials. The primary consideration should be the use of alternate hazard elimination and control methods before selecting equipment and processes, which require personal protective equipment (PPE) (e.g., hearing protection, respirators, etc.).

4.1.7.14.2. **(Added)** Hierarchy of controls determination is listed on the e-PART form with a “YES” or “N/A” (Not Applicable) drop-down response. Most CIP projects will be marked “YES.” If “YES” is selected, the CIP project engineer is required to provide the hierarchy of controls statement form and supporting documentation stating the methodology of how the determination was made. If “N/A” is selected, the project must not require any form of PPE. It must also include a statement that no PPE is required. The e-PART will not be approved if no selection is chosen and/or no supporting documentation is provided.

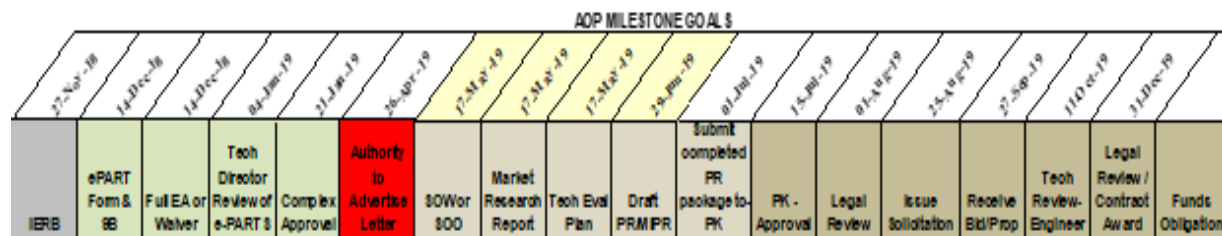
4.1.8.1.1. **(Added)** The requirement POC/engineer will assess each requirement against the ALC RLMT asset scoring matrix to calculate a total score for each requirement. The requirement POC/engineer will also perform analysis on unquantifiable/intangible issues that may impact the decision-making process. A justification will be written by the requirement POC/engineer for each requirement to provide leadership with an understanding of why that requirement should be considered for funding. The written justification will address those unquantifiable/intangible issues which may include, but not limited to, future workload, capacity, capabilities, additive manufacturing requirements, technology insertions/reverse engineering, accreditation/authorizations, automated test stand requirements, energy, customer demands, repatriation of workload, etc. The total score of each requirement coupled with the written justification will be evaluated by a panel of Subject Matter Experts (SMEs), then by group leadership and the ALC technical director, followed by ALC leadership. A strategic decision will be made by the ALC/CC and group requirement POCs/engineers will be notified that their requirement has been approved by ALC leadership for submission. The POC/engineer will

commence developing the documentation required for the economic analysis and procurement package. Once the AFSC/LGMI data call is received for CIP requirements the approved listing/supporting documentation will become the submittal for the ALC. The budget submission shall be developed with a cost effective mindset. Historically, the ALC would submit requirements in-line with the anticipated depreciation amount for each FY applicable to the Senior Officer Communication and Coordination Electronic Resource (SOCCER); however, if the submittal is not within +/- 10% of the deprecation amount, justification will be provided with the ALC submission.

4.1.9.3.1. **(Added)** The ALC CIP managers calculate and provide estimated depreciation figures to AFSC/LGMI with the budget submission. The depreciation estimates include projects listed on the fixed asset report currently depreciating, projects that have not reached Full Operational Capability (FOC), but are expected to reach FOC during the budget cycle submission plus two years, as well as, projects from the current execution year expected to be completed in the budget cycle submission plus two years. The estimate should also take into account any remaining depreciation for anticipated contributed assets.

4.1.9.4.1. **(Added)** To facilitate standardization, the ALC implemented a gated process that assists leadership in identifying potential risk areas that may result in contract award delays. The ALC CIP managers will establish internal timelines (**Figure 4.1**) via the established gated process outlining the milestone dates for verifying, validating, prioritizing, and approving the ALC’s recommended investments in order to meet the annual CIP data call suspense. The timelines included are associated with budget submission, package submission to contracting, and Office of the Secretary of Defense (OSD) obligation goals. Additionally, all prioritized projects must contain supporting documentation to justify the requirement being submitted for AFSC/CA funding consideration. The e-PART identifies examples of acceptable forms of documentation required to support the scoring and justification of each project.

Figure 4.1. (Added) Example Gate Tracker Milestone Dates.



4.1.9.6.2.1. **(Added)** When the CIP data call suspense is received from AFSC/LG, the ALC requirements prioritization process has already begun and will feed the ALC’s submission. The process outlined in **Paragraph 4.1.8.1.1** will be followed to prioritize and select requirements; that process begins in January the year prior to the budget submittal date. The AFSC/LG data call will be sent to the group and staff office workflow boxes, as well as, the group CIP monitors and will include detailed submission requirements, due dates, and required templates. The submission will be for the budget year and two out years. The group CIP monitors and/or assigned project engineer are expected to compile their package requirements to include a CCR record, EA, and an e-PART form for each project in the budget year. The e- PART form requires the signatures of the group technical director, group commander, and ALC technical director. The ALC CIP managers will review and compile the submission to provide to AFSC/LGMI.

4.1.9.6.3.1. **(Added)** AFSC/LGMI will work with the ALC CIP managers to resolve any questions to ensure all projects are given equivalent consideration. The ALC CIP managers will resolve any discrepancies with the group CIP monitors and group project engineer within three business days of notification.

4.1.11.5.1. **(Added)** The target load sheet will be submitted to 72 CPTS/FMAS and AFSC/FZR for input to the financial systems at the project level within two business days of approval in CCaR. Once the funds are loaded in the financial systems, the ALC CIP managers will notify the group CIP monitors/project engineers that funding documents can be released for coordination.

4.1.12.4. **(Added)** The ALC Baseline Obligation Plan is created in coordination with Contracting based on estimated contract award dates and considerations of Military Interdepartmental Purchase Request (MIPR) acceptance dates for MIPR projects. The ALC CIP manager will coordinate the proposed plan with group CIP monitors prior to providing the baseline obligation plan to AFSC/LGMI.

4.1.14.2.1. **(Added)** Defense Federal Acquisition Regulation Supplement (DFARS) guidance provides all 3400 federal supply stock class equipment will be purchased by the Defense Logistics Agency (DLA). The AFSC/CC Military Interdepartmental Purchase Request (MIPR) approval coordination process is managed by purchase request (PR)/MIPR control 429 SCMS/GUMAB using their MIPR coordination system.

4.1.14.6.1. **(Added)** The ALC CIP managers must report the ALC's obligation status at the following regularly scheduled briefings and for any additional briefings that may be required: CIP Monthly Update on Projects, Depot Maintenance Execution Group (DMEG), Integration Board (IB), and quarterly AFSC Corporate Board Business Review.

4.1.14.7.1. **(Added)** The ALC CIP managers must request the group CIP monitors to submit funding document amendments to reduce any excess funding in the commitment stage for the project. This must be accomplished within five business days of contract award. Once the excess commitment is removed from the funding document and is available at the CCaR project level, a target load sheet is created by the ALC CIP managers to remove the excess funds from the project. The target load sheet is submitted to 72 CPTS/FMAS and AFSC/FZR via the process previously identified in **Paragraph 4.1.11.5.1**.

4.1.14.8. **(Added)** In-house projects. In-house projects are projects in which one or more production groups perform work for another group requirement owner rather than contracting a vendor to complete the work. A Memorandum of Agreement between the performing group and the group requirement owner is required outlining the work to be done, estimated length of time to complete the task, estimated cost (labor and material) and the project POCs. Obligation of in-house projects is handled by AFSC/FZR. The group CIP monitor must provide a copy of the in-house agreement to the ALC CIP managers and AFSC/FZR. This agreement must outline the associated labor and material amounts that total to the project cost. The obligation will be input manually into the financial systems by AFSC/FZR. If the in-house agreement changes, the group CIP monitor will provide an updated copy to the ALC CIP managers and AFSC/FZR to update the financial systems 15 business days prior to implementation of any changes. When a CIP in-house project is approved, the ALC CIP manager notifies AFSC/FZR that customer order number (CON), TESTHXXXXX or WSSEHXXXXX, etc., is a CIP in-house project approved for obligation. The ALC CIP manager will coordinate with the performing work group and the group that has the requirement to furnish (by e-mail) the cost for material and labor and any other cost

by each performing group to AFSC/FZR. AFSC/FZR will establish a job order number (JON) for each performing group in Defense Industrial Funds Management System (DIFMS) to collect the cost of materials and labor and other costs as the work is performed by each performing group. AFSC/FZR will send a return e-mail to ALC CIP managers and the groups which JON is to be used for each performing group. The JON is used by the performing group in the Time and Attendance (TAA) labor system and will update DIFMS on labor costs. The JON is also used by the performing group to purchase the materials Naval Air Systems Command Industrial Material Management System (NIMMS) and material costs will record to DIFMS when received. If the in-house agreement changes cost estimate between material and labor, or other costs, but is still within the total CON, the group CIP monitor will provide an updated copy to the ALC CIP manager and AFSC/FZR to update the financial systems at least two business days prior to implementation of any changes. If the in-house agreement changes cost to exceed the original CON, this is a reprogramming change that is another process by the ALC CIP manager. CIP project hours are not included in the workload plan build because there is no customer order dollars associated with those hours. If additional direct labor personnel are required to accomplish CIP, those personnel should be added to the D2 direct labor component after the direct labor associated with customer order hours is determined. During the year of execution, actual direct labor hours performed on CIP tasks are captured on the associated CIP fixed asset job order number (F-JON). Direct labor employees performing CIP tasks shall charge their time to the F-JON assigned to the CIP project they are working.

4.1.16.1.2.1. **(Added)** Reprogramming is handled by AFSC/LGMI on behalf of the ALC. If an out-of-cycle requirement is identified or a cost increase is required and funding is not available in the capability the requirement has been identified against, a reprogramming action must occur. Once the ALC CIP managers are notified by the group CIP monitor of a pending requirement, the ALC CIP manager will notify AFSC/LGMI of pending requirement and take appropriate action.

4.1.18.1.1. **(Added)** All prior year cost increase requests must be vetted and approved by the group CC via the "Request for Prior Year (PY) Capital Obligation Authority Adjustment form" and Electronic Staff Summary Sheet (eSSS). Additionally, the ALC CIP managers will route the cost increase letter to ALC leadership for their situational awareness.

4.1.19.1.1. **(Added)** The approval consideration process for an out-of-cycle, emergency, and back-up investment project are the same as the regular approval coordination process. These processes include the use of the e-PART form, economic analysis, group CC approval, technical director approval, and ALC CIP manager's approval before the project will be submitted to AFSC/LG for consideration. The CIP managers will submit to AFSC/LGMI upon receipt of all required documentation and signatory authorities.

4.1.22.1.1. **(Added)** The group CIP monitors/Project Engineer must attach all associated contractual documentation or in-house agreement to the associated CCaR records. An acceptable in-house agreement should contain the following elements: control system number (CSN), Fiscal Year (FY), noun or name of asset, shops/groups doing the work, shop/group requiring the work, timeline or date to be completed, SOW to be completed, total cost with breakout for material and labor costs, and acceptance signatures of all parties. Acceptable documentation for an in-house agreement is a copy of the agreement signed and dated by the groups involved in the project. Agreements should be well defined including the total requirement not just the portion of the project to occur in a given FY. An initial collaborative meeting must be initiated by the project owner prior to project approval to ensure all involved parties have an understanding of the

requirement and required resources. Periodic updates will be required and provided in the monthly working group meetings.

4.1.22.6.1. **(Added)** Group CIP monitors will provide a FOC update on a monthly basis, no later than the fifth business day of the month to the ALC CIP managers. At a minimum, the update must include whether the project is on-track to reaching the baseline FOC date, justification for why the project has slipped if applicable, revised delivery or completion date, and a revised FOC date. OC-ALC instituted a FOC gate tracker to document project status; all project updates will be recorded via the gate tracker.

4.1.22.8.1. **(Added)** OC-ALC ensures projects FOC IAW the Engineering Execution Plan (EEP)/Engineering Implementation Plan (EIP). Often projects have multiple deliverables required to be in place prior to the project engineer declaring functional acceptability. In the event a contract is not written to delineate required deliverables on separate Contract Line Item Numbers (CLINs), the group CIP monitor, project engineer, or equipment custodian must delineate the deliverables on the documentation required for FOC as determined by AFSC/FZR. Once the equipment has reached FOC, it is the group CIP monitor, project engineer, and equipment custodian's (EC)'s responsibility to ensure the necessary documentation is completed to get the equipment added to DIFMS and Defense Property Accountability System (DPAS). DIFMS is the financial system used to maintain project depreciation records. DPAS is the system used by the base equipment custodians to maintain equipment records. Additional instructions on completing the necessary forms to add projects to DIFMS and DPAS can be found in AFSC SOP – *CIP Fixed Assets Capitalization and Modifications*. Sample forms are located at the following site: <https://usaf.dps.mil/teams/TMCA19200/sop/fixe%20assets/forms/allitems.aspx>. Found within the “Templates and Support Files” folder.

4.1.22.9. **(Added)** Current and prior year project execution should be continually monitored by the ALC CIP Manager to ensure any excess funds are returned to AFSC/LGMI in a timely manner. Constant monitoring reduces the number of adjustments needed for the end of the year close out. Execution activity is monitored by the CIP managers and documentation is accomplished within FMSuite to ensure the tri-annual review (TAR) suspense is met. Appropriate documentation uploaded to FMSuite will include at a minimum a justification for why the obligation remains valid or what tasks are being accomplished to reduce outstanding residuals.

4.2.4.1.2. **(Added)** Per DoD 7000.14-R, Volume 2b, **Chapter 9, Paragraph 090104 B**, “CIP shall not be used to establish a new or expand an existing organic capability except as specifically justified in the President’s Budget Request.” If the exception applies, all assets required for depot activation must be coordinated via e-SSS with OC-ALC/OBP prior to requesting CIP funding; documentation from System Program Office/Joint Program Office (SPO/JPO) must be attached to the e-SSS stating they will not fund the effort. A fully coordinated e-SSS with supporting documentation will be attached to the CCaR record.

4.2.5.1.1.1. **(Added)** The estimated depreciation included in the OC-ALC CIP budget submission to AFSC/LGMI should include assets on the Fixed Asset Report with remaining book value, assets on the FOC tracker or current year project list which are planned to be placed in service within the budget period, as well as any anticipated contributed assets with remaining book value.

4.2.5.2.1. **(Added)** Any CIP equipment transferred or contributed to the ALC must recover the remaining depreciation value of the asset. Documentation to support the value must be provided during the transfer of equipment for addition to the equipment file and a copy provided to AFSC/FZR. The depreciation cost value will be added to the DIFMS financial system by AFSC/FZR.

4.2.7.1.2. **(Added)** All capital equipment assets, purchased or contributed, must be supported with a project folder (also referred to as equipment folder) and properly entered into the DIFMS and DPAS data bases. The equipment folder can either be a paper or electronic folder. For reference, equipment monitors (EM)s are Consolidated Sustainment Activity Group-Maintenance (CSAG-M) personnel who transmit the appropriate forms to the individual responsible for input into DIFMS financial accounting (FA) system and ECs are the AF persons who coordinate with equipment management element (EME) to input the data into DPAS. The owning organization has the primary responsibility for the project folder's accuracy throughout its useful life and will accomplish this through effective Capital Investment Program Working Group (CIPWG) coordination and information sharing. A mandatory review of the project folder must be accomplished at intervals not to exceed two years to ensure folders contain the required documentation listed on OC-ALC Form 4, Capital Investment Program Project Equipment Folder Checklist. An annual review will be accomplished by the ALC CIP managers which will consist of a random sample of projects. The annual review will include the ALC CIP managers reviewing the OC-ALC Form 4 to ensure all documentation is included, verifying the asset is in both DPAS/DIFMS and the amounts are correct, and looking at the equipment on the production floor. If the investment results in multiple assets, a cross reference to each will be maintained in the respective project folders. These folders will also contain supporting data used to economically justify the project. The project folder will be retained locally until transfer, turn-in, or disposal. The OC-ALC Form 4 will be placed on the inside cover of each project folder if in hard copy format or as the first file in an electronic folder. The OC-ALC Form 4 will be annotated to include the date of each change to the folder contents and/or review that takes place.

4.2.9.2.1. **(Added)** The project engineer must ensure all delivered equipment is installed and achieves FOC IAW with EEP/EIP. If the asset will not achieve FOC by the projected date, the project engineer must provide an action plan for achieving FOC to the group CIP monitor and ALC CIP managers.

4.4.8.1.1. **(Added)** Upon receipt of the Authority to Advertise letter, the CIP managers must begin building skeleton accounting addresses for all investments following the standardized line of accounting methodology. Prior to the beginning of the FY, skeleton records will be built in Departmental Cash Management System - Skeleton Records (DCMS DSK). Final accounting addresses will not be available until the beginning of the new FY. During the year of execution, if a new line of accounting needs to be established, the CIP manager will accomplish a 72 CPTS address build template with the appropriate accounting elements and send to the 72 CPTS workflow account requesting creation in General Accounting and Finance System (GAFS-BQ).

4.4.9.4.1. **(Added)** Once the AFMC Form 400 is approved in CCRs for the ALC, it will be used to create the target load sheets by capability and assign funds at the project level. The AFMC Form 400 and target load sheet(s) will be provided to 72 CPTS/FMAS and AFSC/FZR for input to the financial systems.

Chapter 6

DEPOT MAINTENANCE PRODUCTION SUPPORT

6.5.3.1. **(Added)** The following business rules are established to clarify the general guidelines provided in the OC-ALC concept of operations (CONOPS) for business development and ensure a synchronized strategy prior to the acceptance of new workload. For the purpose of this supplement, new workload is defined as workload for which the OC-ALC has no recent experience and/or workload involving previously unforeseen risk of financial loss.

6.5.3.2. **(Added)** Communication.

6.5.3.2.1. **(Added)** OC-ALC/OBP is the entry point for all requests for new workloads. OC-ALC/OBW is the entry point for requests for quote (RFQ), and/or changes to existing workload from external customers. Solicitation through any other means should be brought to the attention of OC-ALC/OBP immediately.

6.5.3.2.2. **(Added)** OC-ALC/OBW will forward all RFQs and/or workload changes to the appropriate production group(s) workflow accounts and resource offices for evaluation. OC-ALC/OBW will set a suspense date and maintain a suspense log for all evaluation requests.

6.5.3.2.2.1. **(Added)** All routine suspenses will be 15 business days, unless block 4 is checked on the RFQ. If block 4 is checked, the initiator must provide justification as to why it is an emergency. The suspense for an emergency RFQ is five business days. If the justification is not provided, the RFQ will be processed as routine. Production groups can submit for an extension if needed.

6.5.3.2.2.2. **(Added)** All extension requests submitted to OC-ALC/Business Office (OB) RFQ workflow will be sent to the initiator on the RFQ for approval. The extension request will need to have the date that production is going to complete the RFQ.

6.5.3.2.3. **(Added)** Once the production group evaluation is complete, the response will be returned to OC-ALC/OB RFQ workflow. The program analyst will provide the customer, the approved total estimated cost for the work to be performed. If the customer requests a breakout of the cost estimate, the production group will provide the customer with a breakdown such as i.e. 2 hrs. disassembly, 1 hr. clean, 4 hrs. repair, 2 hrs. reassemble, the Resource Control Center (RCC) rate will not be provided.

6.5.3.3. **(Added)** Strategy.

6.5.3.3.1. **(Added)** The OC-ALC workload shall be priced to external customers IAW current AF regulations. Per AFMCI65-101, provides guidance relative to use of approved RCC rates. Once labor standards are determined, the applicable RCC rate will be applied to the standard to determine the estimated cost of new workload.

6.5.3.3.2. **(Added)** With few exceptions, it is impractical to build new RCC rates for each new workload under consideration. Existing RCC rates will be applied to the portion of the standard hours the RCC contributes to a new workload.

6.5.3.3.3. **(Added)** It is critical that the amount of direct labor hours planned for a new workload include appropriate consideration for “unknowns” (i.e., aging airframe issues, etc.), typically encountered during maintenance processes on new workload which can drive additional cost risk to maintenance.

6.5.3.3.4. **(Added)** Consideration shall be given to new or increased requirements of industrial support equipment and services then coordinated through 76MXSG. The 76MXSG shall determine the ability to maintain new or unique equipment, special knowledge, training, or certifications and possible risk assessment.

6.5.3.3.5. **(Added)** The OC-ALC maintenance groups and staff offices will retain relevant history for a minimum of six months after completion IAW AFRIMS T21-05 R01.00 *Depot Maintenance Projects*, on current and past workloads for incorporation in subsequent responses to new workload solicitations.

6.5.3.4. **(Added)** Review/Approval.

6.5.3.4.1. **(Added)** Workloads priced to internal OC-ALC customers or valued less than \$500K to external (outside OC-ALC) customers will be approved in the performing production group.

6.5.3.4.2. **(Added)** OC-ALC/OBW Chief, along with OC-ALC/FM, will lead the review of a production group risk assessment, history, and pricing strategy used in response to new workload requests from external customers. OC-ALC/OB will act as approval authority on pricing strategies for workloads valued over \$500K, but less than \$1M.

6.5.3.4.3. **(Added)** Workload responses valued over \$1M will be forwarded to OC-ALC/CC for approval after the above review. New workload packages must have the proper coordination of all affected OC-ALC production group(s), OC-ALC/FM and recommendation for approval or disapproval by OC-ALC/OB. Proper coordination will include an e-SSS routed through the appropriate workflow accounts.

6.5.3.4.3.1. **(Added)** All no bids, no quotes will be justified in block 27 on AFSC Form 501, *Request for Quote/Rough Order of Magnitude*. If a RFQ is returned due to incomplete information that will not allow the planner to complete a quote, this will not be considered a No Bid.

6.5.3.4.4. **(Added)** Workloads identified by OC-ALC/OB to be “high visibility, high risk or impacting future workload” will be briefed by OC-ALC production group(s) to OC-ALC/CC for final approval.

6.5.3.5. **(Added)** Business Rules.

6.5.3.5.1. **(Added)** All workloads will be negotiated with OC-ALC/OB. If the customer notifies a group that changes to workload requirements have/will occur, OC-ALC groups will advise the customer to work with OC-ALC/OB.

6.5.3.6. **(Added)** Process/Responsibilities.

6.5.3.6.1. **(Added)** The OC-ALC/OB will develop the planned labor application (PLA) depicting workload in hours and personnel equivalents by commodity at the RCC level for each group within the Complex.

6.5.3.6.2. **(Added)** The OC-ALC/OB will calculate the manpower required (targets) to produce funded workload based on the approved productivity factors provided by the groups.

6.5.3.6.3. **(Added)** The OC-ALC/OB will assist the groups in developing a plan to hire/realign/attrite to achieve manpower targets.

6.5.3.6.4. **(Added)** The OC-ALC production groups will annually submit productivity factors (Efficiency (EFF), Indirect Labor Factor (ILF), Overtime (OT) and Cost Class IV (CCIV)) forecasts to OC-ALC/OB. The CCIV requirement will include a workload description, the supported organization, RCCs performing the work, and the hours by RCC.

6.5.3.6.5. **(Added)** The OC-ALC production groups will notify OC-ALC/OB of problems which could impact production hours and/or manpower (i.e., major structural repairs, backlogs, schedule changes, skills imbalances, etc.). If the production impact will result in additional resource requirements, the groups will submit a plan that identifies the root cause, a plan of action, and a get-well date.

6.5.3.6.6. **(Added)** The OC-ALC has overall approval authority for workload, productivity factors, CCIV work, manpower, personnel, etc., submitted by OC-ALC production groups.

6.10.1.1. **(Added)** Production groups shall develop an instruction/checklist for Execution and Prioritization of Repair Support System (EXPRESS) users to include manual (M) settings and predetermined acceptance probability (PAP) switches in the EXPRESS system. Process instruction/checklist shall include, as a minimum, business logic, get well plans for constraints, and metrics for tracking.

6.10.1.2. **(Added)** Production groups shall ensure EXPRESS users are provided training in use of EXPRESS and process to establish valid justifications in EXPRESS for "M" and "PAP" switches.

6.11.2.4.1. **(Added)** Material Processing System (MPS) is utilized in limited areas of production. MPS is used in those areas as an alternate to Automated Bill of Materials (ABOM) /NIMMS and requires an inventory tracking number (ITN) to be included when material is ordered to track to a work control document (WCD).

Chapter 7

WCD AND TECHNICAL DATA

7.1.1.5.1. **(Added)** 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).

7.1.2.2.2. **(Added)** Engineering drawing extracts, both locally managed (X-Drawings) and centrally managed Joint Engineering Data Management Information and Control System (JEDMICS) shall be verified as current by 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 down-loaded from contractors website shall be verified as current by agency responsible for the printing. Engineering drawing extracts shall be validated for the following against the originating system (SharePoint, JEDMICS, contractor website):

7.1.2.2.3. **(Added)** Drawing signatures (engineer, reviewer, approver).

7.1.2.2.4. **(Added)** Drawing number.

7.1.2.2.5. **(Added)** Drawing revision number.

7.1.2.2.6. **(Added)** Distribution statement(s).

7.1.2.2.7. **(Added)** 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.

7.1.2.2.8. **(Added)** DISPOSAL: After completion of current job, or when no longer needed/valid, the extract/printed drawing shall be properly disposed of as described in AFMCMAN21-102 *Engineering Data Storage, Distribution, Control and Configuration Control*, DAFI33-360 *Publications and Forms Management*, and RDS. 7.1.2.2.9. Local X-Drawings.

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

7.1.2.2.10. **(Added)** Official release X-Drawings will be scanned and 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.”

7.1.2.2.11. **(Added)** Production squadrons and other organizations often require copies of X-Drawings for reference and to assist in procurement or fabrication. Users shall contact their respective engineering support team for copies or access the drawings from the 76 Aircraft Maintenance Group (AMXG) AF Portal website.

7.1.2.2.12. **(Added)** 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.

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

7.1.2.5.1.1. **(Added)** 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.

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

7.2.13.1. **(Added)** Functional Check Flight/Operational (FCF/OCF) Checklist. 76 AMXG FCF/OCF Checklist (example found in [Attachment 2 Figure A2.1](#) of this supplement), must 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 must be reviewed to determine if all requirements have been accomplished. Each discrepancy discovered during the FCF must be documented on AFTO Form 781A, *Maintenance Discrepancy and Work Document*. After completing the review, the production controller must send the checklist to production support records office for inclusion in the aircraft jacket file.

7.2.14.4. **(Added)** Rework instructions:

7.2.14.4.1. **(Added)** 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 who Production Acceptance Certification (PAC) certified the operation but, must not obliterate the entry. A new WCD will be initiated listing the steps of the operation that must be re-accomplished and will be attached to the original WCD. The steps of the operation are again certified as they are re-accomplished.

7.2.14.4.2. **(Added)** 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).

7.2.14.4.3. **(Added)** 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 written in.

7.2.14.4.3.1. **(Added)** 76AMXG Aircraft Logistics Specialists (ALS) (Schedulers) will:

7.2.14.4.3.2. **(Added)** Set up a rework file folder for each tail number.

7.2.14.4.3.3. **(Added)** When printing WCD, ensure block 31 of 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.

7.2.14.4.3.4. **(Added)** Make a copy of 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.

7.2.14.4.3.5. **(Added)** 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 Procedures and Analysis (P&A) Office for analysis purposes as required.

7.2.14.4.3.6. **(Added)** All rework must 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 must 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 AFSCMAN21-102.

7.2.14.4.3.7. **(Added)** Rework must 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 can 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.

7.2.14.4.3.8. **(Added)** Production has five working days to return rework analysis to P&A Office.

7.2.14.4.3.9. **(Added)** P&A Office will determine if immediate action is necessary or if assistance is required from outside the squadron (i.e., engineering, QA, etc.).

7.2.14.4.3.10. **(Added)** P&A Office shall 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.

7.2.14.4.3.11. **(Added)** 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.

7.3.2.5.1. **(Added)** 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.

7.3.4.1.3. **(Added)** 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.

7.3.4.1.4. **(Added)** 76 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 in order 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 scanner, laser radars, blue 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 or their production related fixtures. When any of the various WCDs are used in support of such core REACT analyses, 76 Commodities Maintenance Group (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. REACT scheduling may return these WCDs to the origination organization for file maintenance.

7.3.4.1.5. **(Added)** All groups will submit a Request for Quote (RFQ) for all REACT work requested. Refer to the RFQ process in **Chapter 6** of this supplement.

7.3.4.1.6. **(Added)** Planners will ensure their WCDs containing operations for any of the six 76 MXSG laboratories (MFCLA, MFCLB, MFCLC1, MFCLC2, MFCLD, and MFCLE) provide a signature block containing lines for: 1.) A printed name, 2.) Job title, and 3.) Legal signature and date on all applicable operations.

7.3.4.1.7. **(Added)** A nondestructive 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.

7.3.4.1.8. **(Added)** 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.

7.3.4.1.9. **(Added)** 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.

7.3.4.1.10. **(Added)** The outbound supervisor or work leader can 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 should list the steps completed by the technicians on that shift. The entries should be stamped by the technician who completed the task either in a type of log book 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 can be used or adapted to meet specific group needs.

7.3.4.1.11. **(Added)** 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:

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

7.3.4.1.11.2. **(Added)** Rework that portion of the operation in question.

7.3.4.1.11.3. **(Added)** Save the work until the original mechanic is available to continue.

7.3.4.1.11.4. **(Added)** 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.

7.3.4.1.11.5. **(Added)** 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.

7.3.7.3.3.1. **(Added)** Within 76 AMXG QPS is the OPR for all 76 AMXG Process Orders (PO)s. And 76 AMXG/ MXDE office CL or DD is the approval authority for AFSC Form 561, *Process Order*. After all applicable coordination and the validation/verification is obtained, the PO will be forwarded to the 76 AMXG/MXDE CL or DD for final approval/signature, in block 13.

7.3.7.3.14. **(Added)** 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) shall submit a written request to their applicable supporting production engineering branch. The request must contain a brief process description, a list of applicable TOs, and a production POC. To expedite the development of a PO, an initial draft of the PO may be submitted with the letter of request.

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

7.3.7.3.16. **(Added)** If a PO is required, the supporting engineering branch will prepare an AFSC Form 561.

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

7.3.7.3.17.1. **(Added)** Mandatory coordination. Coordination from the following offices or support personnel is mandatory and must be obtained on all POs.

7.3.7.3.17.2. **(Added)** Chief of the supporting engineering branch.

- 7.3.7.3.17.3. **(Added)** All applicable production squadrons.
- 7.3.7.3.17.4. **(Added)** Chief or deputy of the applicable production support flight.
- 7.3.7.3.17.5. **(Added)** Chief or deputy of the applicable production flight.
- 7.3.7.3.17.6. **(Added)** Optional coordination. 76 AMXG/MXDE CL shall be responsible for determination of optional offices of coordination based on issues such as directive or code compliance, environment, fire safety, or biological contamination. The following are standard optional offices from which coordination may be necessary.
- 7.3.7.3.17.7. **(Added)** 72 ABW/CEF for fire safety issues.
- 7.3.7.3.17.8. **(Added)** 72 AMDS/SGBP for biological contamination issues.
- 7.3.7.3.17.9. **(Added)** 72 ABW/CEAN for environmental issues.
- 7.3.7.3.17.10. **(Added)** 76 MXSS/MXDVABB for industrial plant equipment.
- 7.3.7.3.18. **(Added)** 76 AMXG. Upon acquiring the final approval signature in block 13, the PO administrator will annotate the “date effective” in block 6 on the first page of the PO. This will be the date the process is officially effective and can be implemented. Once the effective date is added the PO administrator will accomplish the following within 15 working days of the PO’s effective date. **Note:** The PO administrator will assign the PO in the format 76 AMXG YY-XX. 76 AMXG is the issuing group, YY = last two digits of the calendar year and XX = the sequential number of the next PO on file.
- 7.3.7.3.18.1. **(Added)** 76 AMXG. Update the spreadsheet maintained in the "Q" Drive.
- 7.3.7.3.18.2. **(Added)** 76 AMXG. Scan and post the PO on the official 76 AMXG PO web site, post electronic pdf format and Word format in QP file. File the master hard copy, along with coordination in the master file in 76 AMXG/QPS.
- 7.3.7.3.18.3. **(Added)** 76 AMXG. Send acknowledgement of the approved PO to the applicable production support flight for implementation into affected WCDs and/or definitized listings.
- 7.3.7.3.18.4. **(Added)** 76 AMXG. The PO administrator will maintain a listing of all technical data references contained within each 76 AMXG PO, will monitor published technical data changes and check them against those listed in all 76 AMXG POs. When a technical data reference has changed the PO administrator will notify the initiating engineer(s) to update the affected POs as necessary within 15 working days. Once the PO is properly updated, the PO administrator will update the master document, post the new document to the official 76 AMXG PO website and notify all affected production support flight planning offices to update their records.
- 7.3.7.3.18.5. **(Added)** 76 AMXG. The applicable production squadron(s) will accomplish the following within 15 working days of acknowledgement:
- 7.3.7.3.18.6. **(Added)** 76 AMXG. Update all affected WCDs with the new PO information.
- 7.3.7.3.18.7. **(Added)** 76 AMXG. Send confirmation of WCD changes to the PO administrator.
- 7.3.7.3.18.8. **(Added)** 76 AMXG. Send the current PO, along with any affected documents, to their respective production flight(s) for implementation.

7.3.7.3.19. **(Added)** 76 AMXG. PO reviews: All established POs shall be reviewed every two years. All coordinated reviews will be updated in the master PO file and the official 76 AMXG PO web site.

7.3.7.3.19.1. **(Added)** 76 AMXG. POs that require no changes or minimal updates (i.e., regulatory or TO references, building numbers, locations, office symbols, or other similar changes) do not require re-coordination.

7.3.7.3.19.2. **(Added)** 76 AMXG. POs that require substantial changes or alter existing responsibilities, content, or procedure will be identified with a revision number in block 3 of the AFSC Form 561 (76 AMXG/MXDE CL or DD shall determine if re-coordination is required).

7.3.7.3.19.3. **(Added)** 76 AMXG. Rescinded POs: POs may be rescinded if they are no longer applicable or required for 76 AMXG operations. This may be performed at the biennial review, or by written notification from the respective production squadron.

7.3.7.3.19.4. **(Added)** 76 AMXG. The PO administrator will annotate the date rescinded in block 9 of the PO's first page and display the word "Rescinded" on all pages. Rescinded POs will be retained for a minimum of one (1) year in the master PO file, and the official web site will be updated accordingly. The PO administrator will notify applicable production support flight planning office(s) when a PO is rescinded and maintain confirmation of updated WCDs in the master PO file with the rescinded PO.

7.3.7.3.19.5. **(Added)** 76 AMXG. The applicable production support flight planning office(s) will update all affected WCDs, inform their respective production flights and forward confirmation of updates to the PO administrator, within 15 working days of notification.

7.4.6. **(Added)** Stamp Assignment.

7.4.6.1. **(Added)** 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 7.5. (Added) 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	None	Maintenance Support

7.4.6.2. **(Added)** Stamps will only be used in accordance with AFSCMAN21-102 requirements. NDI (N) stamps will be used to certify the completion of NDI operations. Certification of acceptance or rejection of the inspected part shall be annotated near the "N" stamp block. The "N" stamp will not be used in lieu of the "M" stamp. The following block of "N" stamp numbers are assigned to the following groups:

Table 7.6. (Added) 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

7.4.6.3. **(Added)** 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. The following blocks of “P” stamp numbers are assigned to the following groups:

Table 7.7. (Added) 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	None	Maintenance Support

7.4.6.4. **(Added)** Industrial engineering technician (IET) Stamp: Issued to industrial engineering technician planners that review WCDs for adequate completion in accordance with requirements and specifications; the following blocks of "IET" stamp numbers are assigned to the following groups:

Table 7.8. (Added) 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	None	Maintenance Support

7.4.6.5. **(Added)** Scheduler (C) stamp. Issued to schedulers to certify completion of WCDs to ensure all required certification blocks have been stamped and dated. The following blocks of “C” stamp numbers are assigned to the following groups:

Table 7.9. (Added) 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	None	Maintenance Support

7.4.6.6. **(Added)** 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. The following blocks of “Q” stamp numbers are assigned to the following groups:

Table 7.10. (Added) 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

7.4.6.7. **(Added)** 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. The following blocks of “MRT” stamp numbers are assigned to the following groups:

Table 7.11. (Added) 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

7.4.6.8. **(Added)** 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).

7.4.6.9. **(Added)** Project required (PR) stamp. Used by the MRT to signify an identified discrepancy as being covered by the project directive.

7.4.6.10. **(Added)** 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.

7.4.6.11. **(Added)** The Aircraft Maintenance Group's allotment of numbers further segregates the stamps by use of an alpha letter—A for all -135 Production Flight stamps, B for all B-1 Bomber Production Flight stamps, C for Services Flight stamps, E for E-3 Production Flight stamps, and F for B-52 Production Flight stamps, and X for 76 AMXG Expeditionary Depot Maintenance (EDMX) Flight stamps.

7.4.6.12. **(Added)** Military Repair Station (MRS) Stamps.

7.4.6.13. **(Added-RII)** Required Inspection Item 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 7.12. (Added) RII-Stamps.

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

7.4.6.14. **(Added-FI)** Final Inspection Stamp (CMXG only). Issued to subject matter expert (SME) production maintenance personnel to ensure all work has been inspected for compliance with the inspection system and the article is ready for approval for return to service. This stamp is for use in the Military Repair Station on articles produced to “meet the intent” of the FAA.

Table 7.13. (Added) FI-Stamps.

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

7.5.3. **(Added)** TODO offices shall control and distribute contractor provided technical data.

Chapter 8

QUALITY ASSURANCE (QA) PROGRAM

8.1.1. **(Added)** This chapter, along with AFMCI21-100, *Depot Maintenance Management*, serves as the Complex Quality Manual and Quality Assurance Plan (QAP). This will be augmented by the quarterly Maintenance Standardization and Evaluation Program (MSEP) and group Quality Assurance Surveillance Plans (QASP)s.

8.4.1.9.9.1. **(Added)** The Logistics Evaluation Assurance Program (LEAP) complex site manager serves as the primary focal point for the Oklahoma City Air Logistics Complex (OC-ALC) and is appointed by the OC-ALC/QA Chief. The complex site manager is responsible for making decisions that affect all LEAP users within the work center. The duties of the complex site manager shall include:

8.4.1.9.9.2. **(Added)** Serves as the OC-ALC representative to the Headquarters (HQ) Air Force Materiel Command (AFMC) LEAP working group.

8.4.1.9.9.3. **(Added)** Chairs the OC-ALC LEAP working group, as needed.

8.4.1.9.9.4. **(Added)** Works with the LEAP software manager and complex site manager from the other Air Logistic Complex (ALC)s to develop/recommend improvements to the LEAP system, as well as other duties as needed.

8.4.1.9.9.5. **(Added)** Works with the LEAP software manager to immediately remove the access rights of anyone abusing/misusing the system.

8.4.1.9.9.6. **(Added)** Monitors the integrity of the data in LEAP.

8.4.1.9.9.7. **(Added)** Approves, establishes, and maintains all standard codes within LEAP.

8.4.1.9.9.8. **(Added)** Tests new versions of LEAP software.

8.4.1.9.9.9. **(Added)** Reviews user access requests.

8.4.1.9.9.10. **(Added)** Establishes, maintains, and updates user profiles for LEAP site managers.

8.4.1.9.9.11. **(Added)** Provides training/guidance/support to the group site managers.

8.4.1.9.9.12. **(Added)** Develops, recommends, and maintains local regulations/policies regarding LEAP and the usage of the database.

8.4.1.9.9.13. **(Added)** Provides direct analysis support to OC-ALC/QA and higher organizations.

8.4.1.9.9.14. **(Added)** Provides overdue AFMC Form 343, *Quality Assurance Assessment* status reports to the appropriate groups weekly.

8.4.1.9.16. **(Added)** The OC-ALC/QA, will perform trend analysis of inspections, root cause analysis (RCA), and defect codes by using LEAP, Corrective Action Tracking System (CATS), and other appropriate methods. The results of the trend analysis will be reported to Complex senior leaders. The responsible group shall take appropriate action to improve the product, process, or service in order to eliminate the nonconformance. Continuous improvement of the corrective action process will be made based on regular analysis of tracking system data, the quality management review process and customer feedback.

8.4.1.9.17. **(Added)** Manage Complex QA Flash Program, an informative tool which may be initiated as the result of a potential deficiency. The QA Flash is not a corrective action request; therefore no formal corrective action is necessary.

8.4.1.10.4. **(Added)** The 76 Aircraft Maintenance Group Expeditionary Depot Maintenance (76 AMXG/EDMX) inspectors will be approved by the group commander.

8.4.1.11.1.1. **(Added)** Historical assessment data, customer satisfaction, and management direction may be used to update and revise individual OC-ALC group QASP(s). If assessments consistently receive pass/fail ratings, the OC-ALC group may adjust the acceptable quality level (AQL) accordingly. OC-ALC groups will conduct a review every three months, as a minimum, to update the QASP.

8.4.1.11.1.2. **(Added)** Each OC-ALC group QASP will be signed by the appropriate group Commander/Deputy Commander CC/DD and OC-ALC/QA Chief. Each group will forward their QASP to the OC-ALC/QA workflow for review no later than the last duty day of the month proceeding the applicable QASP quarter. Once the QASP is signed, additions can be made, but deletions will not be made without approval of the applicable group CC/DD and OC-ALC/QA Chief. Each group QASP will be posted on the appropriate group web site.

8.4.1.11.5.1. **(Added)** Group LEAP site managers (known hereafter as group site managers) serve as the primary focal point for LEAP within their group. Each organization is authorized two group site managers, a primary and an alternate. Additional group site managers may be requested by submitting a letter/e-mail to the Complex site manager. The duties of the group site manager shall include, but not be limited to: **(Note:** 76 Software Engineering Group (76 SWEG) will belong under the OC-ALC site manager and is exempt from this requirement).

8.4.1.11.5.2. **(Added)** Responsible for providing reports as requested or directed by their group.

8.4.1.11.5.3. **(Added)** Responsible for monitoring assessments, their status, and for the integrity and quality of data entered into LEAP relevant to their group.

8.4.1.11.5.4. **(Added)** Provides guidance and support to the users within their group.

8.4.1.11.5.5. **(Added)** Represents their organization at local LEAP working group meetings.

8.4.1.11.5.6. **(Added)** Submits in writing any e-mail issues, problems, recommendations relating to LEAP software to the Complex administrator.

8.4.1.11.5.7. **(Added)** Forwards a completed copy of the Form DD2875, *System Authorization Access Request (SAAR)*, to the Complex site manager.

8.4.1.11.5.8. **(Added)** After initial input by the LEAP complex site manager, assigns, maintains, and updates user profiles in LEAP relevant to the needs of the users within their group, that is, quality evaluator, quality specialist, quality auditor, quality data entry, production manager, production supervisor, or report viewer.

8.4.1.11.5.9. **(Added)** Establishes a new assessment control number at the beginning of each FY.

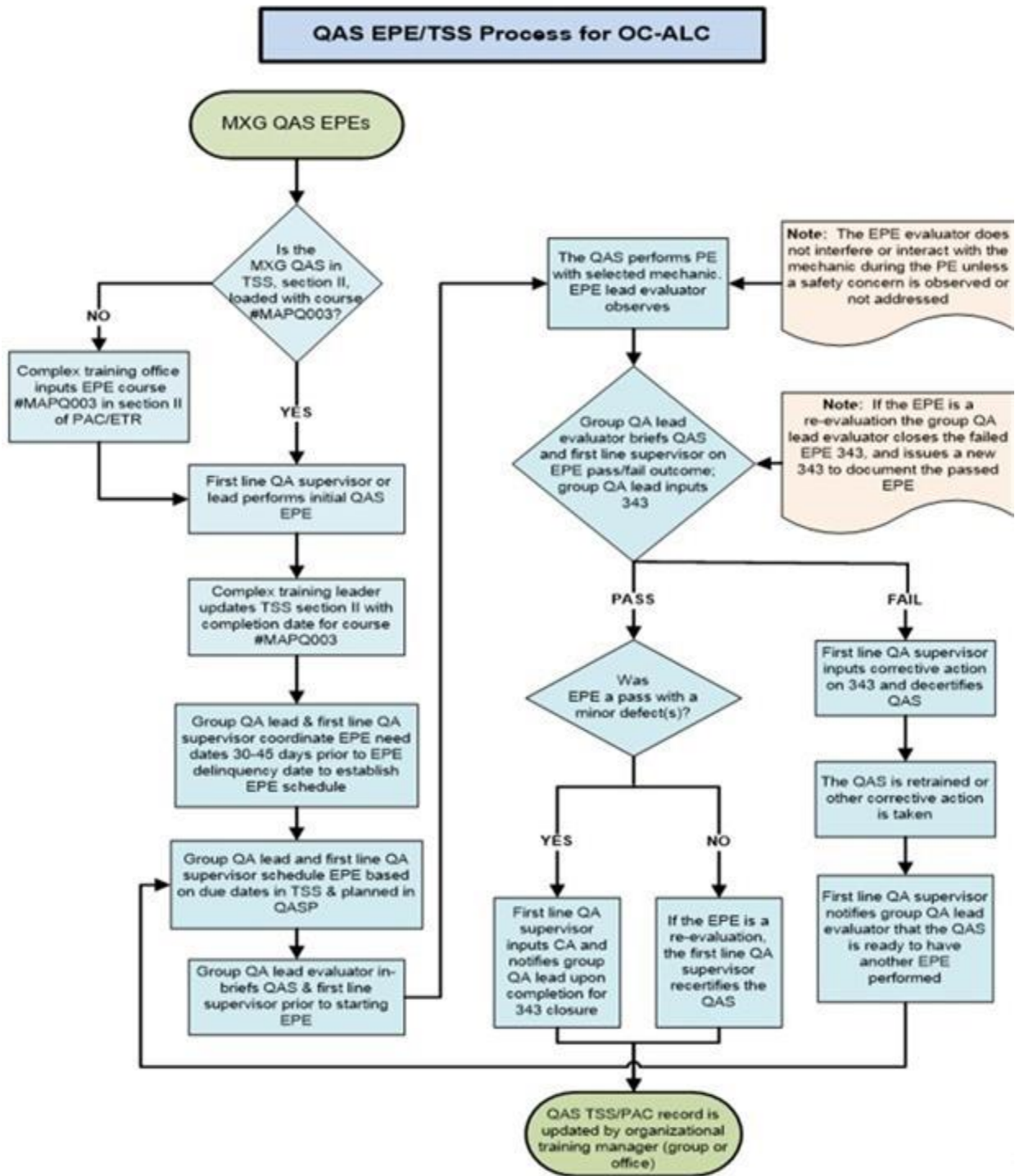
8.4.1.11.5.10. **(Added)** May establish and maintain customer feedback forms for users/customers within their group.

8.4.1.11.6.1. **(Added)** OC-ALC groups shall review customer focus metrics associated with internal and external customer feedback. Management will ensure corrective action, preventive action, or process improvement tools are used to maintain an acceptable level of customer satisfaction.

8.4.3.4.1. **(Added)** Personnel evaluations (PE)s will be tracked in the Training Scheduling System (TSS). Within three working days of PAC, a PE course code will be loaded into the technician's TSS record.

8.4.3.5.1. **(Added)** The following flow chart (**Figure 8.1**) defines the process for tracking Evaluator Proficiency Evaluation (EPE)s in TSS. EPEs will be documented in LEAP as Management Inspections (MI)s using "Quality Assurance" in the assessment category block and "Evaluate the Evaluator" in the checklist block.

Figure 8.1. (Added) Quality Assurance Specialist (QAS) EPE/TSS Process for OC-ALC.

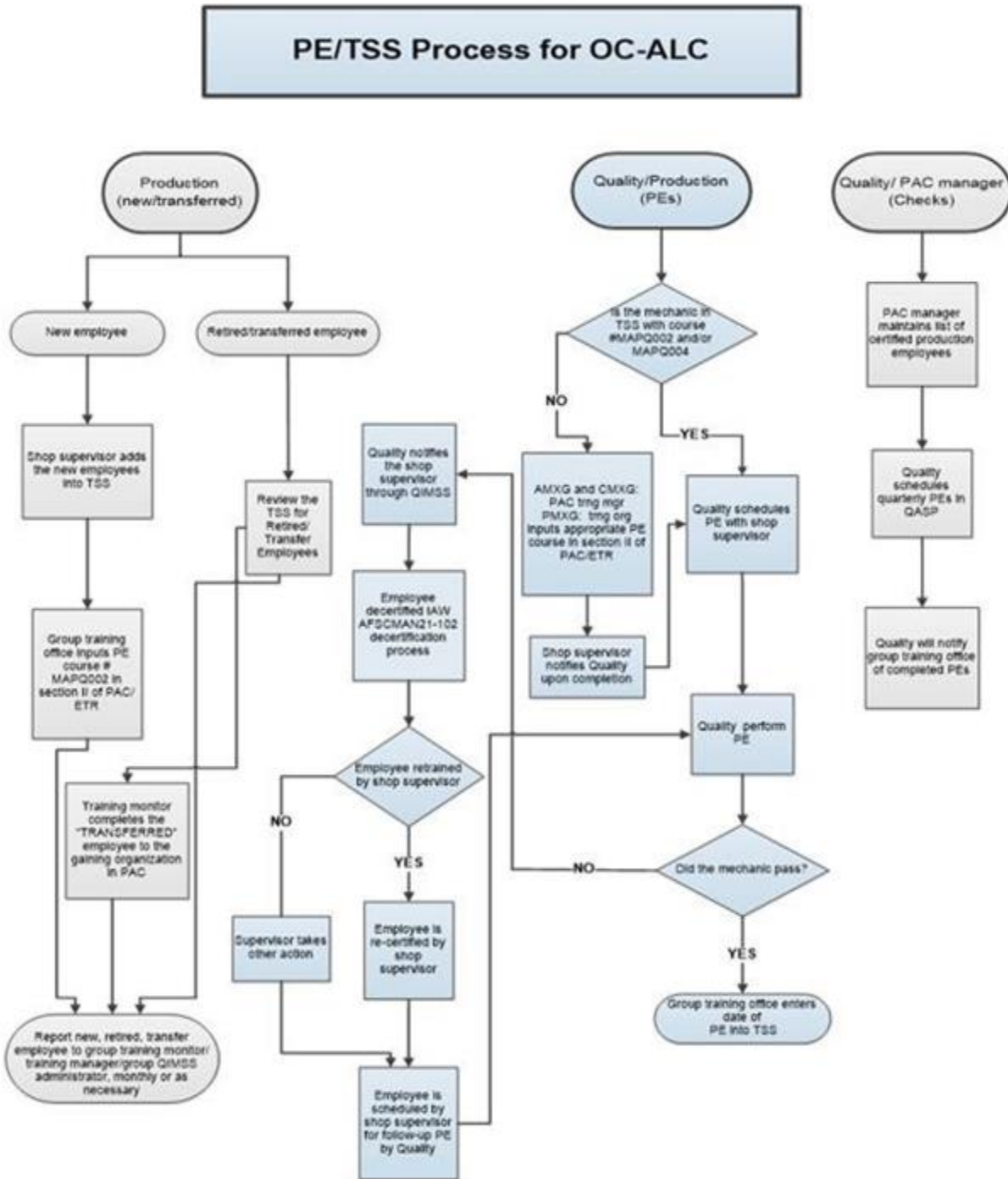


8.4.4.1.1.7. (Added) Supervision is required to notify the applicable group QA office when an employee is initially certified for the purpose of performing a PE.

8.4.4.1.1.8. (Added) If an employee fails a PE for workmanship, decertification of that employee is required within one working day of the PE failure. The employee's supervisor is required to

inform the applicable group QA upon recertification of the employee. The following flow chart (Figure 8.2) defines the process for tracking PEs in TSS.

Figure 8.2. (Added) PE/TSS Process for OC-ALC.



8.4.4.1.2.1. (Added) When an employee fails a QVI for workmanship, decertification of that employee is required within one day after the QVI failure. The employee’s supervisor is required to inform the applicable group QA upon recertification of the employee.

8.4.4.1.3.2. **(Added)** Quality Verification Inspection Q-Stamps (QVIQ)s have been determined critical in assuring a quality product/process is accomplished within the Complex. If a PAC qualified QAS is not available, production will contact either the OC-ALC/QA squadron chiefs or the respective OC-ALC/QA group chief to waive the requirement. If this occurs on the weekend or during non-duty hours, the production supervisor will contact the applicable group QA chief or QA supervisor (designee) to waive the QVIQ stamp. Group QA offices will integrate their waiver process into their QASPs. Group QA offices will develop a tracking method to track QVIQ waivers. If the QVIQ was bypassed without being waived IAW the described process, an AFMC Form 343, will be generated against the supervisor on duty who was responsible for ensuring the QVIQ was performed and entered into LEAP as a Special Inspection (SI) in block 1.

8.4.4.1.3.3. **(Added)** A QAS can add a hand scribed quality (“Q”) code in column 2 of block 29 of the AFSC Form 173, *MDS/Project Operation Assignment*, or next to the certification block of the Air Force Sustainment Center (AFSC) Form 959, *Work Control Document (WCD)*, inventory tracking system (ITS), or the Definitized List. This will allow the QAS to ensure a specific operation is inspected as a part of an “in-process” QVI. Shop will notify the QAS when they see a hand scribed “Q” so the QAS can perform the “in process” inspection. This will be a red ink change. The QAS will affix a stamp and date above the code.

8.4.4.1.3.4. **(Added)** Group QAs will review internal and external data to include: Quality Deficiency Report (QDR)s, Acceptance Inspection Deficiency Reports (AIDR)s, LEAP, and rework/recycle for “Q” stamp inclusion at a minimum quarterly basis utilizing no less than a rolling 12 months worth of data. Those tasks/operations/processes which show a history of repeat defects, high failure rates, or upon risk assessment have safety of flight affects shall be considered for a “Q” stamp. Defects or deficiencies determined to be workmanship, (i.e., preventable, LEAP codes how malfunction (HM), technical data (TE), and foreign object (FO)) will also be evaluated using risk assessment tools to determine safety of flight affects. An AFSC Form 957, *WCD Change Request*, will be utilized for all QVIQ requests adding a “Q” stamp to WCDs. Manual “Q” stamp placement procedures will be utilized for one time or immediate action occurrences.

8.4.4.1.3.5. **(Added)** Production management is encouraged to request “Q” stamp placement for any task/operation they deem necessary for QA review. Applicable QA chiefs will review requests to ensure appropriate resources are available to support the requirement. Communication with all production partners is essential so there are no misunderstandings when “Qs” are added to WCDs for the first time. It is the responsibility of the supporting supervisor in production to fully communicate with their technicians that a “Q” has been added to a WCD in their work area.

8.4.4.1.3.6. **(Added)** Report QVIQ inspection results in monthly group quality indicators focusing on trends.

8.4.4.1.3.7. **(Added)** As a minimum QVIQs will be evaluated quarterly to verify continued need. Air Force Instruction (AFI) required inspections do not require verification quarterly; however, they should be reviewed occasionally to ensure they are having the desired effect. Removal of QVIQs should be considered once the original condition has been corrected or no additional benefit is derived from continued inspections. No “Q” stamp shall be removed from a WCD without the coordination between QA and production. Once concurrence has been received route an AFSC Form 957 to remove the “Q” stamp from the WCDs.

8.4.4.1.4.1. **(Added)** In areas possessing Nuclear Certified Equipment (NCE) Routine Inspection List (RIL)s shall be appropriately scheduled and included in the applicable OC-ALC group QASP. The NCE routine inspection list (RIL) Checklist will be run at least annually. Checklists can be found on the OC-ALC/QA Enterprise Information System (EIS) site under *Local QA Checklists (R)*.

8.4.4.1.5.1. **(Added)** SIs will only be used to document “stumble-on” findings that fall outside of the planned inspection being performed. The finding will be documented on a separate AFMC Form 343 as an SI in block 1. When determining the defect class on the AFMC Form 343, utilize the applicable RIL. If the defect is not listed on the RIL, utilize the definition of a major or minor in Air Force Sustainment Center Manual (AFSCMAN)21-102, *Depot Maintenance Management*, chapter 8 and AFMCI21-100, chapter 8 to determine the Quality Assessment Rating (QAR) of the finding. AQL levels will be established by each group.

8.4.4.1.6.1. **(Added)** Vehicle inspections will be input as MIs in LEAP and sent to the owner of the vehicle, their supervisor for information or action, and the group QA office workflow account. 76 AMXG organizations are required to fill in blocks in accordance with IAW [Table 8.6](#), and send the AFMC Form 343 to the respective squadron workflow account, as well as the supervisor.

8.4.4.1.6.2. **(Added)** Occupational Health and Environmental inspections accomplished will be input as MIs in LEAP with QPE control numbers. Occupational Health and Environmental organizations are required to fill in blocks IAW [Table 8.6](#) and send the AFMC Form 343 to the respective squadron workflow account, as well as the supervisor.

8.4.4.2.1.6. **(Added)** If the QAR 1 rated inspection is fixed "on the spot" (verified by the QAS prior to departing the area), the assessing organization QAS will annotate “Fixed on the spot” as well as the corrective action in the corrective action block on the AFMC Form 343. In the follow-up block annotate “Finding fixed on the spot, no further action required.”

8.4.4.2.1.7. **(Added)** No extensions will be granted for suspense dates. Issuing QA office has two working days for acceptance or rejection of the AFMC Form 343 corrective/preventative action(s).

8.4.4.2.1.8. **(Added)** Extension of Plan Date. If the plan date needs to be adjusted due to extenuating circumstances, the work center site manager will enter the new date in plan date and the original date along with supporting rationale in the comments block. Extensions will be recorded and tracked in LEAP.

8.4.4.2.1.9. **(Added)** Follow-up inspections shall be conducted on all documented non-conformances to ensure corrective actions are effectively implemented. The only exception to this rule is fixed on the spot minor non conformances. After the implementation of the corrective action and expiration of planned completion date, a follow-up inspection will be completed within 90 working days.

8.4.4.2.1.10. **(Added)** Failed follow-up inspections will be briefed to the supervisor or designated work center official and the AFMC Form 343 documented as “failed follow-up” with details of the failure in follow-up assessment block. An additional finding page will be opened on the original AFMC Form 343 to document the second failure. The date used will be the date of the failed follow-up. The original finding page will be closed. The shop supervisor or designated work center official will be notified and will be required to input a new corrective action.

8.4.4.2.1.11. **(Added)** Data generated from the submittal of subject forms shall be entered and maintained in LEAP. LEAP provides personnel direct access for inputting, editing, and viewing of data. Depot personnel may access LEAP for "View Only" purposes provided they submit a Form DD2875, to their responsible group LEAP site manager.

8.4.5.1.1. **(Added)** Data analysis will be performed on all findings on a recurring basis (monthly, quarterly, and annually) to evaluate trends/systemic issues across OC-ALC. If systemic issues are found, complex/group leadership shall determine an appropriate RCA response tool to develop countermeasures to ensure the root cause is mitigated.

8.4.5.1.1.1. **(Added)** Trigger points. Defect codes will be the first analysis level to determine systemic findings. Once like defect codes are grouped, each defect code grouping that meets or exceeds the trigger point will be read individually to ensure findings are similar.

8.4.5.1.1.2. **(Added)** Criteria for trigger points. Trigger point 1: Greater than 50 percent of production groups have similar issue (meeting or exceeding three percent of previous group twelve months rolling average). Trigger point 2: Any individual group that has a defect code rate that meets or exceeds twice the quarterly average. Trigger point 3: Increased risk associated with identified finding (e.g., damage to a part, injury to an employee, etc.).

8.4.5.1.1.3. **(Added)** Planned Action to Prevent Reoccurrence. If the AFMC Form 343 findings are deemed a trend/systemic issue through trigger point data, the Group Commander/Deputy will ensure an RCA and Corrective Action is accomplished and submitted to the Complex QA office. At time of finding; a correction is required. If applicable, this correction should address existence of any additional nonconforming products and when required, further action should be taken. Additionally, any correction should be evaluated for the need for action based on human factors to ensure nonconformities do not recur.

8.4.5.1.1.4. **(Added)** If an inspection fails due to exceeding the acceptable AQL, inspectors will keep each finding as a minor in the defect class block and change the assessment rating block to a QAR 3.

8.4.5.3.4.3. **(Added)** Minimum data fields contained in LEAP AFMC Form 343 will include the following (**Table 8.6.**).

Table 8.6. (Added) Populating AFMC Form 343 in LEAP.

Block	Name	Definition	Required?
1	Quality Assessment Type	QVI – Quality Verification Inspection QVIQ-Quality Verification Inspection Q-Stamps RI – Routine Inspection PE – Personnel Evaluation SI – Special Inspection MI – Management Inspection DSV – Detected Safety Violation TDV – Technical Data Violation UCR – Unsatisfactory Condition Report RII – Required Inspection Items (FAA)	Yes; system requirement
2	Date Of Evaluation	Date of assessment-select from calendar.	Yes; system requirement
3	Assessment Start Time	Four digit designator in military time format (numbers only).	Yes; system requirement
4	Total Assessment Time	Total time used to complete inspection (numbers only).	Yes; system requirement
5	Control Number	System generated Evaluation number.	Yes; auto-generated field
6	Assessment Category	Category of the inspection type for MIs and SIs (associated with block 8). In-Process or End-Process for QVI, QVIQ and RII.	Yes; OC-ALC required on <u>ALL</u> MI, SI, QVI, QVIQ and RII inspections
7	Sub Category	Routine Inspection List	Yes; OC-ALC required on ALL RILs.

Block	Name	Definition	Required?
8	Checklist Name	HQ or Local checklist used (associated with block 6)	Yes; OC-ALC required on <u>ALL</u> SI or MI
9	Assessment Rating	Quality rating assigned to each assessment: QAR-1, QAR-3, or Not Rated (Not Rated inspections must be approved)	Yes; system requirement
10	Misc	Free text field used at the discretion of QA Groups.	OC-ALC required for all EPEs (enter QAS name). QASC required for in-process QVIs (HIGH CRITICAL; HIGH; MEDIUM; LOW), QVIQs with planned WCDs use Q, hand scribed inspections use QVIQ. MXSG excluded.
11	Group Assessed	Group Assessed during inspection	Yes; system requirement
12	Squadron Assessed	Squadron assessed during inspection	As applicable. QASP required.
12a	Flight Assessed	Flight assessed during inspection	As applicable.
12b	Section Assessed	Section assessed during inspection	As applicable. QASP required for RCC codes. QASC required for Unit shops.
13	Person Evaluated	Name of person responsible for work/object being evaluated.	Yes; OC-ALC required on <u>ALL</u> PE, QVI, and QVIQ inspections. Recommended for all other inspections where applicable.
14	Stamp Number	Stamp number of person responsible for work/object being evaluated. System generated block when applicable.	Yes; OC-ALC required on <u>ALL</u> PE, QVI and QVIQ inspections. Recommended for all other inspections where applicable. MXSG excluded.

Block	Name	Definition	Required?
15	Product / Process / Task / Service Assessment Classifier		
15a	NSN	National Stock Number (####-##-###-#####)	QASC required when available;
15b	P/N	Manufacturer part number identifying an item, assembly, end item, or equipment.	QASC & QASP required on PE, QVI, & QVIQ, optional otherwise.
15c	S/N	Serial number. A unique number that identifies an item, assembly, end item or equipment.	QASC & QASP required on product if available, optional otherwise.
15d	Item Description	A description of the product, process, task, or service being evaluated. If a product inspection, the description should be consistent with the Illustrated Parts Breakdown.	Yes; OC-ALC required. QASP-use WCD title or pre-test/post-test engine inspection
15e	JON	Job Order Number. A number that identifies an accounting entity.	As applicable
15f	MDS/TMS	List the Mission Design Series or Type Model Series.	Yes; OC-ALC requirement on all QVI, QVIQ and PE inspections MXSG excluded
15g	WPN	Weapon System Code. Identifies a weapon system type.	Yes; OC-ALC required on all QVI, QVIQ and PE inspections. QASP use (PMXG). QASC use (CMXG). MXSG excluded
15h	Tail Number	Tail number of aircraft being inspected.	Required by QASA when applicable, otherwise, if available
15i	WUC	Work Unit Code	Required by QASA when applicable, otherwise if available. QASP to identify ITN on PE and QVIs
15j	WCD Number	Work Control Document code	WCD ID number required for QASC & QASP on <u>ALL</u> PE, QVI, & QVIQ.

Block	Name	Definition	Required?
15k	Operation Number	Operation Number of a production process	Yes; OC-ALC required for <u>ALL</u> PE, QVI & QVIQ inspections, except MXSG. Recommended for all other inspections when applicable.
15l	Control Number	Control Number use determined by each QA group and defined by local directive.	QASC required for PE & QVI (if available), QASC T-jobs put P/N, optional otherwise. QASP required Audit Code.
15m	PAC Task Code	PAC/TSS Task Code for task being evaluated	OC-ALC required TSS task code on all PE, QVI, and QVIQ inspections.
15n	Type Maintenance	Type of maintenance performed: Organic or Contractor	As applicable
15o	Product Area	Code that identifies shop/back shop, file location, or ramp space. Designates location where the inspection was conducted.	Yes; system requirement
15p	Product Location	Code that identifies exact building, ramp space, etc., where inspection occurred or group area.	Yes; system requirement
15q	Sample Size	Sample size of product or area inspected.	Required for RI inspections and when applicable on MI inspections
15r	AQL	Used to indicate the acceptable quality limit of the inspection performed.	Yes; system requirement
15s	Other	Field reserved for use by each QA group.	QASA requires Inspection ID code number, QASC requires ITN number on PE and QVIs, optional otherwise
15t	Defect Category	Defect code category	Yes; system requirement
15u	Defect Code	Defect code description	Yes; system requirement

Block	Name	Definition	Required?
15v	Deficiency Class	Rating value assigned to each discrepancy: minor, major, or not rated.	Yes; system requirement. ZD inspections will use "Not Rated".
15w	Repeat Finding/ Deficiency	Used to show the deficiency has been reported before, within a specified time frame.	Yes; system requirement Yes if showing a continuous problem. If used, yes would indicate the same problem within the RCC within six months. If yes for QASA, enter repeat AFMC IMT 343 control number in block 20.
16	Evaluator Name	Name of person who performed the assessment.	Yes; auto-generated field
17	Evaluator Organization	Parent organization identifier of person who performed the assessment.	Yes; auto-generated field
18	Finding / Deficiency Number	Each finding gets an auto-generated Deficiency number associated with the Evaluation number.	Yes; auto-generated field
19	Finding / Deficiency	Describe the finding/deficiency	Yes, system requirement
20	Supporting/ Additional Information	References to support noted deficiency; comment to describe task being performed and other information that may be helpful.	Optional, but highly recommended. QASA required AIDR RCN. QASP required. Sub-op description and any other pertinent information. QASC uses to state what gates were looked at and complete/incomplete
21	Reference AFI, AFMCI, TO, PO, Drawing etc.	Regulation guidance, technical order, process order, drawings, etc. Used for the inspection or to identify a discrepancy.	Yes; OC-ALC required on all inspections, list primary tech data

Block	Name	Definition	Required?
22	Reference Chapter, Page, and/or Paragraph	Identifies the chapter, page, and/or paragraph numbers (only) to the reference used in block 21.	Yes; OC-ALC required on all deficiencies. At a minimum, must have paragraph number.
23	Finding/ Deficiency Validator	Chief Evaluator or Site Manager reviews 343 for accuracy and validates that data, finding, and deficiency code are correct.	OC-ALC required on all QAR3 deficiencies
24	Responsible Person	Name of person responsible for the area where inspection was conducted.	Yes; OC-ALC requirement
25	Responsible Organization	Organization identifier of person who is responsible for area.	Yes; OC-ALC requirement
26	Suspense Date	Suspense date for submittal of corrective/preventative action by responsible person (area owner/organization).	Yes; auto-generated field
27	Corrective Action	Action taken by the responsible organization to correct the noted deficiency.	Yes; OC-ALC requirement. Input by the assessed organization.
28	RCA Category	RCA category designator	Optional. May be requested by QA
29	RCA Code	Three part code which categorizes defects by root cause. Entered by responsible person at time of corrective/preventative input into LEAP.	Optional. May be requested by QA
30	Corrected By	Name of individual who performed corrective action	Yes; OC-ALC requirement
31	Corrected By Organization	Organization of person who performed the corrective action	Yes; OC-ALC requirement

Block	Name	Definition	Required?
32	Action Date	Date corrective action performed	Yes; OC-ALC requirement. Use calendar selection
33	Planned Action To Prevent Recurrence	Action taken by the responsible organization to prevent noted deficiency recurrence.	Optional. May be requested by QA
34	Performed By	Name of individual who is responsible for implementing the preventative action	Optional. May be requested by QA
35	Organization	Organization of person who is responsible for implementing the preventative action	Optional. May be requested by QA
36	Plan Date	Date responsible organization plans to have preventative action in place	Optional. May be requested by QA. Use calendar selection
37	Accept / Reject	Indicated whether a corrective/preventative action is accepted or rejected (Quality function)	Yes; OC-ALC requirement
38	Date	Date Quality accepts/rejects the proposed corrective/preventative action	Yes; OC-ALC requirement Use calendar selection
39	Comments	Any relative comments relating to the acceptance/rejection of the AFMC IMT 343	OC-ALC requirement for all rejections
40	QA Follow-Up Assessment	Findings of follow-up assessment by Quality, evaluating implementation of corrective/preventative action	Yes; OC-ALC requirement
41	Follow-Up By	Name of person performing follow-up assessment	Yes; OC-ALC requirement
42	Follow-Up By Organization	Organization of person performing follow-up assessment	Yes; OC-ALC requirement

Block	Name	Definition	Required?
43	Completion Date	Date follow-up assessment completed. This closes the form and finding when date is entered and saved.	Yes; OC-ALC requirement. This action closes the Evaluation and the Finding.

8.4.5.3.4.4. **(Added)** When an AFMC Form 343 is issued, the following procedures will apply:

8.4.5.3.4.5. **(Added)** The supervisor or designated official of the work center being evaluated will be in-briefed and out-briefed, if available. Additionally, the AFMC Form 343 will be e-mailed to the supervisor or responsible person as soon as possible using the e-mail client in LEAP, if available. Otherwise, print, scan, and e-mail the AFMC Form 343. Completed AFMC Form 343 will be sent back to the issuing office for acceptance or rejection of the finding within eight working days. The issuing office should check LEAP daily for actions that need accepting or rejecting. The issuing QA office has two working days for acceptance or rejection of the AFMC Form 343 corrective/preventative action(s).

8.4.5.4.1. **(Added)** Groups will use the OC-ALC/QA EIS site for Request for Quality Assistance (RQA). All personnel have access to this site as an avenue to request investigation into an issue (product, process, or management system) thought to affect the quality management system. To initiate an RQA electronically, the initiator must access the form for RQA located on the OC-ALC/QA EIS site. Upon completion of the form, it is automatically routed to the applicable Complex RQA focal point. The Complex RQA focal point will, in turn, route the RQA to the applicable group QA office for investigation.

8.4.5.4.2. **(Added)** The OC-ALC/QA office will receive, validate, and track all RQAs in the OC-ALC/QA EIS site. Invalid requests (examples include personnel matters, leave issues, etc.) will be returned to the originator (if known) for modification or other action. The assigned group QA office will investigate the request to determine if further inspection is required. If the nature of the observation is beyond the scope of the group QA to resolve, it may be referred to the Complex Quality office for review and disposition. In all cases, the responsible QA office will acknowledge receipt and provide disposition or status, as appropriate, to the submitter (if identified) and the Complex RQA Focal Point, within 10 working days. In addition, the responsible group QA office will provide weekly status updates to the Complex RQA focal point until the RQA is closed.

8.4.5.4.3. **(Added)** If, after investigation, the concern or issue is determined to be valid, disposition may include the following: submittal of a Corrective Action Request (CAR) for systemic problems, or submittal of an AFMC Form 343 for isolated violation.

8.5. (Added) OC-ALC/QA shall serve as the Product Improvement Manager (PIM) for technical order recommend change (RC) requests submitted by the Complex.

8.5.1. **(Added)** All RCs shall be input into the Enhanced Technical Information Management System (ETIMS). IAW TO 00-5-1, *Air Force Technical Order System*, Chapter 9. ETIMS is the designated standard Air Force (AF) Enterprise Technical Order/Computer Program Identification Numbering (TO/CPIN) system of record. ETIMS capabilities include TO/CPIN cataloging/indexing, TO/CPIN subscription/ requisition processing, TO/CPIN Distribution Office (TODO) account management, TO Recommended Change management (replaces the AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*, AFTO Form 252 *Technical Order Publication Change Request* , and AF Form 847), paper TO distribution/printing, and storage/distribution/archival of electronic technical orders (eTO)s (including Interactive Electronic Technical Manuals (IETM)s).

8.6. (Added) International Organization for Standardization (ISO) certification and auditing. The purpose of ISO is to give state of the art specifications for products, services and good practice to help make industry more efficient and effective. ISO ensures processes are in place so products and services are safe, reliable and of good quality and is a strategic tool to reduce costs by minimizing waste and errors which increases productivity. ISO requirements complement existing AF regulation requirements. The Complex audits to the applicable ISO standard.

8.6.1. **(Added)** Current ISO/AS9110/ISO 9001 standard auditing. In accordance with Oklahoma City Air Logistics Complex Manual (OCALCMAN) 90-107 *OCALC Quality Manual*, OC-ALC/Compliance Inspection Section (QAI) is responsible for planning and conducting internal current ISO/AS9110 standard program (non-weapon system specific) audits within the OC-ALC to meet requirements contained in the Oklahoma City Air Logistics Complex Instruction (OCALCI) 90-120, *Internal Audit System*, the current ISO/AS9110, and ISO 9001 standard. OC-ALC organizations will be audited to current ISO/AS9110 standard.

8.6.2. **(Added)** Upon receipt of the CAR, the assessed organization will complete and forward the CAR and other applicable forms as required by OCALCI90-420, *Corrective Action Tracking System (CATS)*, for approval and further processing.

8.6.3. **(Added)** Disputes: In the event a CAR finding or classification is disputed, subject CAR shall be elevated through management levels until resolution is achieved, (e.g., production management, responsible quality office, Organization Approval Authority (OAA), organizational quality manager (QM), Chief, Complex Quality Manager (CQM), or the Complex management representative). All disputes resulting from actions taken in CATS shall be resolved in a similar manner.

8.6.3.1. **(Added)** Deficiencies identified during current ISO 9100/AS9110 standard internal audits will be documented on a worksheet on the OC-ALC/QA SharePoint. Refer to current ISO AS9110/ISO9001 standards, OCALCMAN90-107, OCALCI90-420, and this supplement for the criteria used for classification and rating of non-conformances identified during current ISO AS9110/ISO9001 standard audits. CATS will be used to record non-conformances identified as well as the corrective and preventive actions IAW OCALCI90-420 and this supplement. An AFMC Form 343 may be used when a finding is an isolated occurrence not directly related to or impacting the product or service being provided and would not normally be identified as a current ISO AS9110/ISO9001 standard audit finding.

8.6.3.2. **(Added)** With the exception of detected safety violations (DSV)s, findings identified during the course of an ISO audit that warrant being documented on an AFMC Form 343, may be held until completion of the audit to ensure systemic issues are identified and duplicate or multiple findings are not submitted to the production organizations. Once the AFMC Form 343 is issued, normal processing procedures IAW published guidance shall be utilized.

8.6.4. **(Added)** Distribute CAR notification via e-mail to assessed organizations within 10 working days after audit end date.

8.6.5. **(Added)** Upon receipt of the CAR, the assessed organization will complete and forward the CAR and other applicable forms as required by OCALCI90-420 for approval and further processing. The assessed organization is responsible for requesting closure and/or extensions to CARs from the organization that issued the CAR. All second and subsequent request(s) for extensions issued by OC-ALC/QA (to include external audits) will be approved by the group commander or deputy of the assessed organization and provide justification for extension and new milestones for completion of corrective action plan before being forwarded to the organization that issued the finding for approval. Extension requests should be processed within two working days. This request may be either e-mail or memo.

8.6.5.1. **(Added)** When required, recall of delivered nonconforming product may be a part of the CAP. In cases where recall of the product is necessary, appropriate action shall be taken by the assessed organization to contact the customer, provide information on the nonconformity and potential consequences and make arrangements for having the product returned and a replacement, refund, or on-site repair accomplished. All reasonable effort should be made to satisfy the customer.

8.6.5.2. **(Added)** CAR close-out actions will be initiated and annotated in the appropriate database when a CAP has successfully completed closing, verification, or follow-up activities.

8.6.5.3. **(Added)** Closure verification inspection performed on a CATS worksheet shall be conducted by the issuing organization within 10 working days of request for closure. The purpose of the verification audit is to verify successful implementation of the CAP and its effective resolution of the problem. A 60 to 120 day follow-up inspection will be conducted after CAP closure by the issuing organization to determine if the effectiveness of the CAP is being maintained. Groups will be notified via e-mail when verification and/or follow-up activities are unsuccessful. All verification and follow-ups will be documented as required by OCALCI90-420.

8.6.6. **(Added)** Risks identified during an audit should be documented in the audit report and addressed by the assessed organization.

8.6.7. **(Added)** Each group shall identify Level I and, as applicable, Level II CAP approval authority for their organization as required by OCALCI90-420. A Level II approving authority will be required for organizations performing internal audits within their groups. For all CARs, the Level I approval is performed by a Level I authority within the assessed organization and the CAR is forwarded to the assessing organization. For all CARs issued as a result of a Complex level or external audit (registrar) the Level II approval authority is the Complex Quality office and Level I approval authority is the OC-ALC/QA. The Level II approval authority for other CARs will be the designated Level II approval authority within the organization that issued the CAR. Level I and Level II approval authorities will document, process, review, approve and/or disapprove CAR/CAP IAW the process and procedures contained in OCALCI90-420.

8.6.7.1. **(Added)** Level I and Level II approval authorities within the OC-ALC will review and approve or disapprove the CAR, and CAP based on the requirements and using the process contained in OCALCI90-420.

8.6.8. **(Added)** If the CAR failed the closure verification inspection, the CAR will remain open; and, if the planned completion date (PCD) has passed, the CAR will be declared delinquent. The assessed organization has the option of requesting a new PCD for the CAR.

8.6.9. **(Added)** The group Level I approval authority or appointed OAA shall report CAR status every 30 days in CATS from date the CAP is approved throughout CAP implementation until the CAR is closed.

8.6.9.1. **(Added)** An organization may revise or update the CAP after it has been approved. When necessary, the group POC will be responsible for contacting the CATS administrator of the organization that issued the CAR by e-mail to unlock the CAP for editing. Once the CAP has been changed, the CAP approval process restarts.

8.6.10. **(Added)** Within OC-ALC the "deferred" status in CATS may be used under the following conditions with the approval of the organization that issued the CAR.

8.6.10.1. **(Added)** When the CAP planned completion date is more than 60 days and the same CAP is used to correct the non-conformances in two or more CARs. For this condition the following process will be used. One CAR will be used for tracking the status of the implementation of the CAP and will use processes IAW OCALCI90-420 and this supplement. The CAR used for tracking the CAP implementation will include in both the CAP and notes section of CATS, a statement that the CAP is also the corrective action for (insert CAR #) being deferred. The CAR(s) deferred will include all the entries as required by OCALCI90-420 and will include in the CAP and notes section of CATS, a statement that corrective action is being tracked under (insert CAR#). The planned completion date of all CARs will be the same. Thirty day status reporting is required on the CARs in "deferred" status. When requesting closure on the CAR being used to track implementation, the assessed organization will request closure on those associated CARs that were deferred.

8.6.10.2. **(Added)** When the CAP requires action from an authority outside of OC-ALC. The CAR deferred will include all the entries as required by OCALCI90-420 and will include in the CAP and notes section of CATS, a statement explaining the reason for the deferral. The planned completion date of the CAR will be the same. Thirty day status reporting is required on a CAR in "deferred" status.

8.6.11. **(Added)** Audit results will be briefed to OC-ALC senior staff during OC-ALC quarterly QA briefings.

8.6.12. **(Added)** Forms/Records. Forms generated are retained and disposed in accordance with AFI33-322, *Records Management and Information Governance Program*.

Chapter 9

IMPOUNDMENT PROCEDURES PROGRAM IMPOUNDMENT PROCEDURES

9.3.1. **(Added)** General Information: OC-ALC/QA is the OPR for the OC-ALC Impoundment Program. The OC-ALC group CCs or DDs will designate in writing the duty positions that are to serve as impoundment authorities and by name, individuals that are to serve as impoundment officials. The impoundment authority will select an impoundment official from the impoundment official appointment letter as the single POC for the impoundment.

9.3.1.1. **(Added)** The impoundment official will be responsible for controlling, monitoring, reporting, and investigating the impounded item. Group CCs or DDs are the Impoundment Release Authority and will, in coordination with the Single Investigating Officer (SIO), when applicable, decide when the aircraft (A/C), A/C systems, sub-system components, engines/components, and support equipment can be released from impoundment.

9.3.1.2. **(Added)** Group QA offices will serve as the OPR for the group impoundment program. Impoundment investigations and procedures by the OC-ALC/Safety Office (SE) or SIO/Safety Investigation Board (SIB) assigned by the convening authority take precedence over impoundment investigations IAW AFI91-204 *Safety Investigations and Reports*. Impound officials will not proceed with movement or teardown of asset unless authorized by the assigned SIO or SIB president. Notify OC-ALC/SE of all impoundment actions to include impending release from impoundment. This will ensure that OC-ALC/SE has completed their investigation prior to release of the asset.

9.3.1.3. **(Added)** 76 AMXG. The applicable air force technical order (AFTO) Form 781A electronic equivalent will be documented prior to engine removal for repair when internal engine damage due to FOD is isolated to the engine and requires engine impoundment. Impoundment official will clear the red X entry in forms stating impounded engine removed from aircraft with reference to entry by page and block. Engine will remain impounded until investigation complete and Impoundment Release Authority releases engine impoundment. **Note:** If same engine is repaired, the engine will not be re-installed on aircraft until Impoundment Release Authority releases engine impoundment.

9.3.2. **(Added)** Responsibilities:

9.3.2.1. **(Added)** Employees will:

9.3.2.2. **(Added)** Call 911 for emergency personnel as necessary.

9.3.2.3. **(Added)** Immediately notify supervision of the incident/mishap.

9.3.3. **(Added)** Supervisors or individual-in-charge where incident/mishap occurred will:

9.3.3.1. **(Added)** Immediately take actions to prevent further injury to personnel or additional property damage.

9.3.3.2. **(Added)** Immediately stop all work and restrict access around the incident/mishap area.

9.3.3.3. **(Added)** 76 CMXG and 76 PMXG. Notify Squadron CC/CL of the incident/mishap. Provide location, situation, A/C, A/C system/sub-system component, engines/components and support equipment part number, serial number, point of contact, and telephone number.

9.3.3.4. **(Added)** 76 AMXG. Notify 76 AMXG/ Maintenance Operations Center (MXDSO) Maintenance Operations Center (MOC), 736-2500, of the incident/mishap. Provide location, situation, A/C, A/C system/sub-system component, engines/components and support equipment part number, serial number, point of contact, and telephone number.

9.3.3.5. **(Added)** Isolate the area and ensure the incident or mishap scene and damaged parts are not disturbed.

9.3.3.6. **(Added)** Ensure all records, including AFTO 781A series forms, AFTO Form 244, *Industrial/Support Equipment Record*, WCDs, test cell data, engine records, witness statements, etc., are secured pending release to the impoundment official.

9.3.3.7. **(Added)** Ensure employees involved in the incident or mishap do not leave the scene unless the employees were injured and require medical attention. All employees involved with the incident, as well as any witnesses, shall be detained for statements. Additionally, employees directly involved in the incident may be subject to drug testing, IAW AFI91-204. Notify the appropriate level of supervision necessary to receive authorization to detain workers beyond the end of their scheduled shift.

9.3.3.8. **(Added)** Prepare an incident/mishap report using the online mishap reporting system at https://wwwmil.tinker.af.mil/amocc/net20/incrpt_net20/IncidentReport.aspx or on the OC-ALC main home page. **Note:** In the rare event the network is down, please notify your group safety office and try resubmitting the online report at a later time. Reference OC-ALCI91-11 *Incident/Mishap Reporting Procedures* Attachment 2 A2.1.3.

9.3.4. **(Added)** 76 AMXG. For 76 AMXG ONLY, MOC will:

9.3.4.1. **(Added)** Notify applicable group impoundment authority and ascertain whether the A/C, A/C system/sub-system component, engines/components and support equipment is to be impounded. If impoundment is directed, obtain impoundment official information.

9.3.4.2. **(Added)** Notify the applicable group impoundment official.

9.3.4.3. **(Added)** Notify applicable squadron commander and assigned scheduler.

9.3.4.4. **(Added)** Notify OC-ALC/Aircraft Quality Office (QASA) workflow, of the impoundment and report name and phone number of the impoundment official and request the QA representative information. Notification will be by phone and/or e-mail to OC-ALC/QASA Workflow.

9.3.4.5. **(Added)** Notify the OC-ALC/SE.

9.3.4.6. **(Added)** Notify 72 ABW, 72 OSS/OSAM (FOD/DOP only). Notify 552 ACW/CP, (dropped objects (DO)s only).

9.3.4.7. **(Added)** Update the Aircraft Information and Tracking System (ACITS) to reflect the aircraft impoundment.

9.3.4.8. **(Added)** Update ACITS upon release of the A/C, A/C system/ sub-system component, engines/components and support equipment as applicable.

9.3.5. **(Added)** Impoundment authority will:

9.3.5.1. **(Added)** Immediately notify the group/CC/CD and the MOC of the impoundment situation.

9.3.5.2. **(Added)** Assign an impoundment official from the group impoundment official appointment letter.

9.3.5.3. **(Added)** The 76 AMXG. Inform MOC who the assigned impoundment official will be.

9.3.5.4. **(Added)** The 76 CMXG, 76 PMXG. Inform the group QA office who the assigned impoundment official will be.

9.3.5.5. **(Added)** Oversee the impoundment process to ensure procedures are followed accordingly.

9.3.5.6. **(Added)** Provide impoundment updates to the Group/CC/CD as required.

9.3.6. **(Added)** Impoundment official will:

9.3.6.1. **(Added)** The 76 AMXG. Report to MOC, Building 3001, post Y60 or impoundment kit trailer and/or squadron tool crib and pick up impoundment book and impoundment signs. Caution/warning tape will be the responsibility of the user.

9.3.6.2. **(Added)** The 76 PMXG, 76 CMXG. Inform the group QA office of the impoundment.

9.3.6.3. **(Added)** The 76 PMXG, 76 CMXG. Pick up the impoundment kit from the applicable squadron or group QA office, which includes: impoundment book, caution/warning tape, and impoundment signs.

9.3.6.4. **(Added)** Report to the scene of the incident within two hours of the incident occurrence when notified during normal business hours (0645-1530).

9.3.6.4.1. **(Added)** The 76 AMXG, 76 CMXG. Report within three hours of incident occurrence when notified after normal business hours (1530-0645).

9.3.6.4.2. **(Added)** The 76 PMXG. On weekends or non-duty hours, the impoundment official will report within the first three hours of the next duty day.

9.3.6.4.3. **(Added)** Impound the A/C, A/C systems, sub-system components, engine/components and support equipment. Assess the situation, and conduct investigation to determine the cause of the incident or mishap.

9.3.6.5. **(Added)** Contact group impoundment team members and assign duties and responsibilities throughout the investigation after coordinating with OC-ALC/SE.

9.3.6.6. **(Added)** Use of these forms in their entirety is mandatory (OC-ALC Form 130, *Impoundment Official Checklist*, (found on the AF e-publishing site), OC-ALC Form 131 *Impoundment Worksheet* (found on the AF e-publishing site), and **Table 9.1. Incident/Mishap Report Cost Analysis**, (found in this supplement). All three attachments must be turned into the group QA office to become part of the final record of the impoundment. It may be stored electronically.

9.3.6.6.1. **(Added)** Incident/Mishap Report Cost Analysis. This cost analysis will become part of the final impoundment record.

9.3.6.6.2. **(Added)** OC-ALC Form 130. Each item must be initialed or marked N/A and dated. This completed checklist will become part of the final impoundment record.

9.3.6.6.3. **(Added)** OC-ALC Form 131. This signed and completed worksheet will become part of the final impoundment record.

9.3.6.7. **(Added)** The 76 AMXG. Post OC-ALC Form 131, on aircraft as close as possible to the crew entry door or at entry control point (ECP).

9.3.6.8. **(Added)** Ensure all FOD/DOP incidents/mishaps are investigated and reported IAW **Chapter 13** of this supplement.

9.3.6.9. **(Added)** Ensure all responsible personnel are kept informed of progress and problems discovered throughout the investigation. Coordinate with/and support the OC-ALC/SE in investigating and reporting under AFI91-204.

9.3.6.10. **(Added)** Coordinate the Incident/Mishap Report Cost Analysis and obtain approval from the group CC/DD, or designated representative (as required) prior to releasing the preliminary and final FOD/DOP Incident/Mishap Report Cost Analysis to ensure reporting requirements are followed IAW AFI91-204.

9.3.6.11. **(Added)** Report any damage or destruction to contracted property (loaned/leased/rental support equipment) to the Defense Contracting Management Agency (DCMA).

9.3.6.12. **(Added)** Return impoundment kit to MOC and/or applicable office. (Impoundment book and signs must be checked out from and returned to the MOC and/or applicable squadron office).

9.3.6.13. **(Added)** Ensure initial incident/mishap report is completed and delivered within two hours.

9.3.6.14. **(Added)** The 76 AMXG. Document required forms of areas released for maintenance and inform MOC/736-2500.

9.3.6.15. **(Added)** Deliver impoundment documentation to group QA for document review prior to recommending release of the impoundment.

9.3.6.16. **(Added)** Impoundment officials will annotate on OC-ALC Form 131 what maintenance can be performed on aircraft/engine/equipment in conjunction with investigation or partial release information and inform the group QA office. 76 AMXG impoundment officials will inform MOC.

9.3.7. **(Added)** Impoundment team members will consist of various job series within the applicable group: planner, engineer, quality, FOD/DOP investigator/monitor, production front/back shop senior technician, and any other series as necessary to complete the investigation. Coordinate with the OC-ALC/SE and OC-ALC FOD/DOP monitor if applicable during investigation. Team members will provide support and assist with investigation as required, including but not limited to:

9.3.7.1. **(Added)** Assist in the investigation to determine the cause of the problem which resulted in the impoundment.

9.3.8. **(Added)** Impoundment Release Authority will:

9.3.8.1. **(Added)** Approve the initial Incident/Mishap Report Cost Analysis provided by the Impoundment Official (as required) before releasing it to OC-ALC/SE.

9.3.8.2. **(Added)** Support OC-ALC/SE to ensure a thorough investigation is accomplished IAW AFI91-204. Upon convening Impoundment Release Authority, review the final investigation report and ensure corrective actions are taken to prevent possible reoccurrence.

9.3.8.3. **(Added)** Determine if further actions are required if the cause that led to the impoundment cannot be determined or positive corrective action was not identified.

9.3.8.4. **(Added)** Authorize the release of the impoundment to the impoundment official by using OC-ALC Form 131. This must be signed by the Impoundment Release Authority.

9.3.9. **(Added)** Groups will provide support for incident/mishap investigations as requested by the impoundment official/authority or SIO.

9.3.10. **(Added)** Groups will provide engineering and technical support for incident/mishap investigations as requested by the impoundment official/authority or SIO.

9.3.11. **(Added)** Group planning office will immediately appoint a cost POC upon notification from the supervisor/impoundment official for all incidents/mishaps that occur within the group. The POC will expeditiously provide an initial damage cost estimate in accordance with AFI91-204 reporting requirements to the impoundment official.

9.3.12. **(Added)** The initial cost assessment for damaged parts will be evaluated and reported based on the repair cost as defined in the applicable repair TO versus replacement cost of the damaged parts. If the damaged parts are beyond repairable limits, then the exchange cost will be used. If the asset is destroyed (i.e., no parts to turn in), then use replacement cost.

9.3.13. **(Added)** Group resource management office will validate the initial and final cost estimates for current prices prior to releasing the estimate to the impoundment official.

9.3.14. **(Added)** Group QA offices will:

9.3.14.1. **(Added)** The 76 CMXG, 76 PMXG. Maintain all active impoundment documentation when not in the possession of impoundment official.

9.3.14.2. **(Added)** Appoint a QAS as part of the investigation team upon notification from the impoundment official.

9.3.14.3. **(Added)** Maintain the master impoundment authority appointment letter.

9.3.14.4. **(Added)** Maintain the master impoundment official appointment letter.

9.3.14.5. **(Added)** Ensure impoundment authority/official appointment letters are reviewed bi-annually.

9.3.14.6. **(Added)** Maintain impoundment books located within the MOC to include all required forms and appointment letters.

9.3.14.6.1. **(Added)** The 76 CMXG, 76 PMXG. Maintain impoundment books within the group QA office.

9.3.14.7. **(Added)** The 76 CMXG, 76 PMXG. Inactive impoundment documentation will be maintained in appropriate group QA office for two years after the impoundment release.

9.3.14.8. **(Added)** Ensure corrective actions are effective and instituted completely throughout the identified areas after the release of the impoundment.

9.3.14.9. **(Added)** Update the impoundment tracking log located at the OC-ALC/QA EIS site, <https://org.eis.afmc.af.mil/sites/76MXW/QA/Impoundment/Forms/AllItems.aspx> within one working day of impoundment notification/release/changes.

9.3.15. **(Added)** Group and Complex FOD/DOP monitor will assist the investigation team on all FOD/DOP incident/mishaps.

9.3.16. **(Added)** OC-ALC impoundment program manager will:

9.3.16.1. **(Added)** Monitor and track all Complex impoundment activities.

9.3.16.2. **(Added)** Provide management with OC-ALC impoundment overviews as determined by management.

9.3.17. **(Added)** Internal engine damage due to a FO which can be isolated to the engine and requires removal for repair shall result in the engine being impounded by the 76 AMXG impoundment authority, aircraft impoundment is not required. When requested, 76 PMXG will borescope the engine to help determine if on or off wing repair is required and provide a repair cost analysis. The POC for requesting the borescope will be the OC-ALC/QASP office. The engine will remain impounded by 76 AMXG until the investigation and cost estimate is complete and disposition instructions are received from the owning major command (MAJCOM).

9.3.18. **(Added)** Incident/Mishap Report Cost Analysis information will be provided by 76 PMXG and reported to the 76 AMXG FOD monitor within 48 hours of the initial incident.

9.3.19. **(Added)** OC-ALC/QASP will provide a POC for 76 AMXG engine FOD incidents.

9.3.20. **(Added)** Throughout the impoundment the engine will be marked off using cones, ropes, or placards.

Table 9.1. (Added) Incident /Mishap Report Cost Analysis Memorandum Format.

INCIDENT / MISHAP REPORT COST ANALYSIS MEMORANDUM				
MEMORANDUM FOR OC-ALC/CC/DC				
FROM: 76 XXXX/MXXXX (A/B/C/D/E/F)				
SUBJECT: Incident/mishap report cost analysis for (nomenclature)				
Material listing:				
(Nomenclature)	P/N	NSN		\$000.00
Total for materials	\$000.00			
Labor hours:				
00.00	X	Hourly rate	\$000.00	\$000.00
Total for labor		\$000.00		
Total for labor and material		\$000.00		
2. Class of mishap				
Class A \$2,000,000.00 or greater. 8 hour report due to 72 ABW/SEG				
Class B \$500,000.00 but less than \$2,000,000.00. 8 hour report due to 72 ABW/SEG				
Class C \$50,000.00 but less than \$500,000.00. 8 hour report due to 72 ABW/SEG				
Class D Cost totaling \$20,000.00 but less than \$50,000.00. 72 hour report due to 72 ABW/SEG				
Class E Mishap A work-related mishap that falls below Class D criteria. Most Class E mishap reporting is voluntary; however see discipline-specific safety manuals for a list of events requiring mandatory reporting.				
3. POC Name: John Doe, 76 XXXX/MXXX, Phone: XXX-XXXX				

Chapter 10

TOOL AND EQUIPMENT MANAGEMENT

10.3.1. **(Added)** 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 must 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.

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

10.3.2.1. **(Added)** Maintains lost/found item reports for groups.

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

10.3.2.3. **(Added)** Focal point for groups tool/tool kit requirements.

10.3.2.4. **(Added)** Monitor the 76 MXSG tool web page for overdue loaned tools and tools awaiting pickup by the groups

10.3.2.5. **(Added)** 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).

10.4.4.2.6. **(Added)** 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 may track HAZMAT in other programs in addition to EESOH-MIS.

10.5.1.1. **(Added)** 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).

10.5.1.2. **(Added)** Any add-ons must be authorized by the supervisor and documented on the OC-ALC Form 539, *OC-ALC Supplemental Listing*. 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.

10.5.2.2.1. **(Added)** Employees may only have one individual tool kit (ITK) assigned to them. Supervisors may have multiple kits as well as multiple type of kits. Relocated to align with higher level guidance.

10.5.2.4. **(Added)** Dispatchable tool kits (DTK). Tool kits specifically designed for checkout from PSC will be taken to a job site with one individual responsible for the tool kit.

10.5.8.1. **(Added)** A database has been added to Facilities and Equipment Maintenance web (FEMWeb) to track annual inspections. Once the employee signs the TKCRL, they are accepting that the documentation matches the physical inventory. The master TKCRL (original) will be maintained at the tool issue center. 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 should 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 FEMWeb or applicable database (applies to 76 CMXG only).

10.5.8.1.1. **(Added)** Upon initial issue of a new kit, the supervisors or designee must enter the issue date into FEMWeb 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).

10.5.8.1.2. **(Added)** Supervisors or designee must enter the date of annual inspection of all tool kits under their control into FEMWeb. Supervisors or designee must enter the date of six month (semi-annual) supervisor inspection of all tool kits under their control into FEMWeb (Applies to 76 CMXG only).

10.5.8.1.3. **(Added)** The official record of the annual inspection will be maintained in FEMWeb.

10.5.8.2. **(Added)** Each technician that is issued a tool kit, is required to sign an AFSC Form 311, *Certificate of Responsibility for Government Property*, upon the initial tool kit issue. This form will be maintained with the signed master TKCRL at the MTIC.

10.5.8.3. **(Added)** 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.

10.5.9.1. **(Added)** Template changes will be requested using FEMWeb, e559 builder, tool request form.

10.5.10.1. **(Added)** Turn-in-transfer request will be accomplished by using the FEMWeb, e559 Builder.

10.5.10.2. **(Added)** Tool kit (TK) transfer requires a full inventory/inspection to be performed by gaining TK owner prior to acceptance of TK ownership/responsibility.

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

10.5.21.1. **(Added)** 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.

10.5.21.2. **(Added)** All test measurement and diagnostics equipment (TMDE) must 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.

10.5.21.2.1. **(Added)** If the change of ownership remains within the originally assigned group, no further action will be required. If ownership is transferred out to a different group within the Complex, **Paragraph 10.5.21.2** shall be followed.

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

10.5.21.3.1. **(Added)** 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.

10.5.21.3.2. **(Added)** 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.

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

10.5.22.1. **(Added)** If supplied from a PSC, the PSC personnel must 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 shall be requested using e559 builder, tool request form via FEMWeb or applicable database. Once request for supplemental tool listing modification is received, the MTIC shall ensure proper documentation of the supplemental listing items. The Supplemental Listing shall be maintained in the Main Tool Issue Center as well as in the tool kit. The approved supplemental list for OC-ALC is the OC-ALC Form 539 *Supplemental Listing*.

10.5.23.1. **(Added)** Individuals that are issued an ITK and M or P stamps shall maintain their stamps in the ITK. Stamps will be shadowed and entered on the supplemental listing as stamp and cap.

10.5.24.1. **(Added)** MTIC managed tools that require etching or replacement shall be documented via FEMWeb Tool Run Receipt. The receipt shall be placed in the TK until the tool has been issued/replaced.

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

10.5.25.1. **(Added)** Replacement tool shall not be issued without receipt of the unserviceable tool (unless HAZMAT disposal is required) or documentation indication the tool is lost and reported.

10.5.26.1. **(Added)** All Group owned tooling requiring disposal must 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.

10.6.1.1. **(Added)** Document temporary loans using the AFMC authorized management system.

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

10.6.1.2.1. **(Added)** AF Form 1297.

10.6.1.2.2. **(Added)** Vendor supplied system for POU machine.

10.6.2.1. **(Added)** 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.

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

10.6.2.3. **(Added)** If all items are accounted for, the employee is no longer responsible for the tool kit.

10.6.2.4. **(Added)** If any items are missing, employee shall immediately implement AFMC Form 310, *Lost/Found Item Report*.

10.6.2.5. **(Added)** After the AFMC Form 310 is completed, the employee shall take the AFMC Form 310 with the tool kit and proceed to check in.

10.6.2.6. **(Added)** The employee shall notify the tool center of any temporary tool requirements exceeding 30 calendar days.

10.7.1.1. **(Added)** In addition to AFI 90-821, *Hazardous Communication (HAZCOM) Program*, HAZMAT use must comply with AFMAN32-7002, *Environmental Compliance and Pollution Prevention*, and AFI32-7086 OC-ALCSUP, *Hazardous Materials Management*.

10.7.2.1. **(Added)** 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 unique items meet AFSC requirements as a consumable. Inventory and lost tool procedures will apply to consumable items.

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

10.7.3.1. **(Added)** 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.

10.7.3.2. **(Added)** 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 must produce as much of the broken tool/item as possible in order to obtain the replacement. Lost tool procedures shall be followed for all expendable tools/items.

10.7.3.3. **(Added)** 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.

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

10.7.7.1. **(Added)** There must be positive control for all PPE and lost item procedures must be followed for any unaccounted for PPE.

10.8.1.1. **(Added)** 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 can either X through or black out the markings with laser engraving or remove the markings all together.

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

10.8.1.3. **(Added)** 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.

10.8.3.1. **(Added)** In addition to AFI90-821, HAZMAT use must comply with AFMAN32-7002, and AFI32-7086 OC-ALCSUP.

10.8.3.2. **(Added)** 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.

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

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

10.8.13.1. **(Added)** 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."

10.8.13.2. **(Added)** 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.

10.8.14.1.1. **(Added)** 76 CMXG. Another informational note will be made and stamped to indicate return of clecoc to work control document (WCD) identified workstation/shop.

10.9.1.1.1. **(Added)** Instruction for AFSC Form 309, *AFMC 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 work day. These inventories will be documented on page one of the AFSC Form 309.

10.9.1.1.1.1. **(Added)** Additional instruction for AFSC Form 309. Pages two and three of AFSC Form 309 are available for documenting additional 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 2 and 3 can be utilized, but they must be tracked to the parent AFSC Form 309 on page one by usage date and kit number.

10.9.1.1.2. **(Added)** 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.

10.9.2.1. **(Added)** 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.

10.9.3.1.1. **(Added)** 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.

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

10.9.3.3. **(Added)** 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.

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

10.9.3.5. **(Added)** 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.

10.9.3.6. **(Added)** The 76 AMXG. PSCs will display restricted area access signs at PSC outside entrances.

10.9.3.7. **(Added)** 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.

10.9.3.8. **(Added)** 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.

10.9.3.9. **(Added)** 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.

10.9.3.10. **(Added)** 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 shall 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 may have unique OC numbers assigned, as they are not considered part of the PSC tool kit.

- 10.9.3.11. **(Added)** Monitor calibration requirements of all TMDE items assigned to the PSC.
- 10.9.3.12. **(Added)** Ensure calibration labels are attached and current, prior to releasing TMDE equipment for usage.
- 10.9.3.13. **(Added)** Verify that TMDE items are identified by an assigned TMDE number or serial number (OC numbers are not required on TMDE items).
- 10.9.3.14. **(Added)** 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).
- 10.9.3.15. **(Added)** 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.
- 10.9.3.16. **(Added)** 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.
- 10.9.3.17. **(Added)** Current calibration dates/labels on TMDE items.
- 10.9.3.18. **(Added)** Current inspection dates on personnel support/safety equipment and lifting/restraining devices.
- 10.9.3.19. **(Added)** The 76 AMXG. AFSC Form 307, *Temporary Loan Record*, will be utilized for items checked out for eight hours or less and AF Form 1297 for long term loan (more than one shift).
- 10.9.3.20. **(Added)** The 76 AMXG. All blocks of the AFSC Form 307 and AF Form 1297 must be correctly documented prior to the issue of PSC items. To safeguard Privacy Act Information, employee number/badge number may be substituted for social security number.
- 10.9.3.21. **(Added)** The 76 AMXG. Upon return of the items by the employee, the original copy of AF Form 1297 will be annotated by tool attendant as returned and filed by PSC for a minimum of six months.
- 10.9.3.22. **(Added)** 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.
- 10.9.3.23. **(Added)** The 76 AMXG. PSC may order consumable/expendable items in bulk issue by using the G042A, Exchangeable Production System (EPS), or the government purchase card (GPC).
- 10.9.3.24. **(Added)** The 76 AMXG. All items and tooling to include those ordered in bulk must be binned and properly labeled to include noun and stock number or part number along with appropriate drawer/shelf/bin numbering system.
- 10.9.3.25. **(Added)** 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 hazard communication procedures are complied with.

10.9.3.26. **(Added)** 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).

10.9.3.27. **(Added)** The 76 AMXG. Maintain a control log all premixed frozen sealant.

10.9.3.28. **(Added)** The 76 AMXG. On-hand quantities of frozen sealant will be limited to a weekly supply.

10.9.3.29. **(Added)** The 76 AMXG. Coordinate with the main sealant crib for weekly requirements.

10.9.3.30. **(Added)** 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.

10.9.3.31. **(Added)** 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.

10.9.3.32. **(Added)** The 76 AMXG. Both an employee and their supervisor are required to sign for tools and/or equipment on an AF Form 1297 if the tool is required for use beyond an eight hour period but less than 30 days.

10.9.3.33. **(Added)** The 76 AMXG. AF Form 1297 is to be reconciled and updated prior to the 30 day mark and prior to all aircraft movement.

10.9.3.34. **(Added)** The 76 AMXG. The supervisor responsible for the AF Form 1297 performs the eyes-on reconciliation. If the supervisor is not available, the next level supervisor will accomplish the reconciliation.

10.9.3.35. **(Added)** The 76 AMXG. Tools signed out to a specific aircraft/dock will not be moved to another aircraft/dock until the AF Form 1297 is reconciled at the tool crib.

10.9.3.36. **(Added)** 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.

10.9.3.37. **(Added)** The 76 AMXG. A reconciliation of AF Form 1297 requires tools be brought to the tool crib for validation and inspection; exception being tools on the “tools assigned to aircraft” list.

10.9.3.38. **(Added)** The 76 AMXG. Any supervisor who is delinquent on any tool is not authorized to check out tools until they have cleared their delinquency.

10.9.3.39. **(Added)** The 76 AMXG. At 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.

10.9.3.40. **(Added)** The 76 AMXG. Tools may be transferred from tool crib to tool crib if they fall under the same RCC. This will be documented and managed by tool crib supervision; the over eight hour process will remain the same at each location.

10.9.3.41. **(Added)** The 76 AMXG. An AF Form 1297 is authorized for tool crib loans, (i.e., B-1 Bomber/Maintenance Repair Overhaul Technical Center (B-1 Bomber/MROTC)).

10.9.3.42. **(Added)** The 76 AMXG. Clecos 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.

10.9.3.43. **(Added)** The 76 AMXG. Clecos issued by the PSC/tool crib will be annotated on the employee's AFSC Form 307 for a regular eight hour shift or an AF Form 1297 for over eight hours.

10.9.3.44. **(Added)** 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).

10.10.1.8. **(Added)** 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 FEMWeb and will be the official record.

10.10.1.9. **(Added)** The 76 CMXG. Supervisors are responsible for ensuring all tool kits assigned to them and their subordinates are inspected at least once every six months or semi-annually.

10.10.1.10. **(Added)** Supervisors or designee must enter the date of annual inspection of all tool kits under their control into FEMWeb.

10.10.1.11. **(Added)** The official record of the annual inspection will be maintained in FEMWeb.

10.10.1.12. **(Added)** An e-mail identifying the tool kits coming due for inspection will be sent to the GTM weekly. The GTM will in turn notify their respective group of the tool kits coming due.

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

10.10.1.14. **(Added)** Random inspections will be conducted in the same manner as the supervisory inspections and documented in FEMWeb accordingly.

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

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

10.11.1.1.2. **(Added)** Where was it lost (building, dock, room, etc.)?

10.11.1.1.3. **(Added)** Does the AFSC Form 309 show the tool/item missing?

10.11.1.1.4. **(Added)** Was the tool/item physically in the tool kit at the start of the shift?

10.11.1.1.5. **(Added)** Has the tool kit been thoroughly searched?

10.11.1.1.6. **(Added)** Has the trash been searched?

10.11.1.1.7. **(Added)** Have all responsible employee pockets and lockers been searched?

10.11.1.1.8. **(Added)** Has all aerospace ground equipment (AGE) used been searched?

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

10.11.1.2. **(Added)** 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.

10.11.1.2.1. **(Added)** The AFMC Form 310, signature blocks will be completed as follows:

10.11.1.2.2. **(Added)** Block 17a will be signed and dated at section level.

10.11.1.2.3. **(Added)** Block 17b will be signed and dated at flight/branch level.

10.11.1.2.4. **(Added)** Block 17c will be signed and dated at squadron/ division level.

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

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

10.11.1.4. **(Added)** 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.

10.11.1.5. **(Added)** 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.

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

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

10.11.1.8. **(Added)** 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.

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

10.11.1.10. **(Added)** Quarterly lost tool/item reported metrics and analysis requirements shall 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.

10.11.7. **(Added)** The 76 AMXG. Lost tool/item inspection checklist.

10.11.7.1. **(Added)** The 76 AMXG. The purpose of this guidance is to provide specific information on using 76 AMXG checklist, *76 AMXG Lost Tool/Item Inspection Checklist*.

10.11.7.2. **(Added)** The 76 AMXG. 76 AMXG personnel will use 76 AMXG checklist in conjunction with initiating an AFMC Form 310. The completed 76 AMXG checklist will be routed with the AFMC Form 310.

10.11.8. **(Added)** The 76 AMXG. Lost tool/item found.

10.11.8.1. **(Added)** 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.

10.11.8.2. **(Added)** 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.

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

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

10.11.8.2.3. **(Added)** 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.

10.11.8.3. **(Added)** If it is after hours and 76 AMXG/MXDSM is unavailable, then the applicable squadron will take the AFMC Form 310 to the Maintenance Operations Center (MOC) to get a temporary number assigned to it. MOC will make a copy of the report and deliver it to 76 AMXG/MXDSM. Squadrons will complete original AFMC Form 310 and return to 76 AMXG/MXDSM.

10.12.3.1. **(Added)** 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).

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

10.12.3.3. **(Added)** 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 item such as paper products and cloths have not been inadvertently left in the area.

10.12.3.4. **(Added)** Paper products including “pigmat” are not considered rags and do not require a one for one exchange, however these products shall be utilized for HAZMAT absorbent and cleaning purposes.

10.12.3.5. **(Added)** All rags and paper products will be disposed of in the appropriate manner or initial accumulation point (IAP).

10.13.5.1. **(Added)** These items do not require etching, marking and numbering.

10.13.5.2. **(Added)** 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.

10.13.5.3. **(Added)** Tools unique to a piece of equipment that become broken, 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.

10.13.7. **(Added)** 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.

10.13.7.1. **(Added)** 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.

10.13.7.2. **(Added)** 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.

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

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

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

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

10.14.3.1. **(Added)** At a minimum, all inventories/inspections will be accomplished as if at OC-ALC and documented on the AFSC Form 309.**(Added)** The TDY team must abide by any additional measures regarding tool control required by the TDY location.

10.14.3.2. **(Added)** In addition to the TDY location procedure for lost/found item(s), an AFMC Form 310 will be completed and a copy sent to the appropriate group or equivalent at OC-ALC. Replacements will be made upon return to OC-ALC.

10.14.3.3. **(Added)** Upon return to OC-ALC, all tool kits will be turned back in to the MTIC.

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

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

10.16.3. **(Added)** e-Tools are defined as electronic devices such (e.g., laptops or tablets) and associated peripheral items (e.g., batteries, cords, etc.) used to view electronic technical data. Providing the device has been properly docked in the e-Tool cabinet, daily synchronization of technical data will occur.

10.16.4. **(Added)** For inventory control purposes, the device will be treated as a tool in accordance with **Chapter 10** of this supplement and AFI 23-111, *Management of Government Property in Possession of the Air Force*, for accountability in the event the e-Tool is lost, stolen, or damaged in a way that might allow pieces to be at risk of becoming lost in, on, or around an aircraft or component.

10.16.5. **(Added)** Damage and abuse of e-Tools will be identified and resolved in accordance with Chapter 10 of the AFSCMAN21-102 and AFI 23-111. Historical records obtained through common access card (CAC) cabinet control software may be used to identify who has checked out any specific e-Tool. Technicians that are not issued tool kits may not have signed an AFSC Form 311 *Certificate of Responsibility of Government Property*, however, they will be held to the same responsibility and accountability for e-Tools in accordance with AFI 23- 111.

10.16.6. **(Added)** Lost tool /item procedures apply to e-Tools in accordance with this supplement. Historical records obtained through CAC cabinet control software will be used to identify last user.

10.16.7. **(Added)** Responsible supervisors are required to inventory e-Tool cabinets at the end of their shift to ensure users have returned e-Tools to cabinet. Production supervisor can request the Technical Order Distribution Office (TODO) to access historical records obtained through CAC cabinet control software to identify the last users. TODO shall report to area supervisor if e-Tool has not been returned as required.

10.16.8. **(Added)** Responsible production supervisors will ensure employees are familiar with all requirements and are fully trained in the use of the cabinet as well as check-out/check-in procedures.

10.16.8.1. **(Added)** In the event the e-Tool cabinet will not open by using the user's CAC card, the TODO, e-Tool computer support administrators (CSA)s and production supervisors may check out the e-Tool cabinet keys from the tool crib, like any other controlled tool. The supervisor will complete an AF Form 1297 for each device. The supervisor will place hand receipt to acknowledge receipt of e-Tool in the cabinet drawer. Supervisor will take full responsibility for the inventory of all contents of the e-Tool cabinet and hardware when utilizing cabinet key. At the end of shift, the production supervisor will be required to manually return the device to the assigned cabinet drawer. The preferred method to check-out/in e-Tool device is using the user's CAC card.

10.16.8.2. **(Added)** All e-Tool accessories (e.g., power cables and spare batteries) and e-Tool cabinet key will be stored in the tool crib/PSC and checked out, as needed. If an employee is issued an accessory, it must be clearly marked in accordance with directives and placed on the OC-ALC Form 539, per this supplement. The e-Tool cabinet keys will only be checked out by TODOs, e-Tool CSAs and production supervisors. Supervisor will take full responsibility for the inventory of all contents of the e-Tool cabinet and hardware when utilizing cabinet key. The responsible production supervisor will always be the preferred person to manually check-in or out e-Tools.

10.16.8.3. **(Added)** In the event that production supervisor, CSA or TODO accesses the e-Tool cabinets using the cabinet key, he/she must complete AF Form 1297 to acknowledge receipt of device to user. TODO POC information is posted on each cabinet.

10.16.8.4. **(Added)** Only a supervisor may check out more than one e-Tool device at a time for any reason. The supervisor can check-out e-Tool devices by completing an AF Form 1297 for each device to be used. The completed forms will be placed in e-Tools cabinet drawers and removed when the devices are manually returned.

10.16.9. **(Added)** Contingency plan for TO access in the event of cabinet malfunction:

10.16.9.1. **(Added)** When cabinets are inoperable due to power failures, server or system outages, etc., supervisors and TODO will use manual procedures to issue e-Tool devices. The user will access technical data utilizing TO remote or tech data downloaded to device to avoid work stoppage. Tech data stored on device is good for seven working days. Supervisors will check out cabinet keys from the tool crib/PSC and issue e-Tools using an AF Form 1297. An AF Form 1297 is to be completed for each device checked out. If the TODO is unavailable; the supervisor can perform manual procedures. Production supervisor will notify TODO regarding cabinet outage. If the outage is greater than one hour, the production group's chain of command will notify the

assigned TODO to contact technical POCs to document outage and resolve cabinet issues. 76 MXSG will be contacted to assist to resolve Auto Crib e-Tool cabinet issues.

10.16.9.2. **(Added)** Exception: A supervisor may be given authority to maintain a key to the e-Tool cabinet under special circumstances, only with squadron level approval and AF Form 1297. To maintain an AutoCrib cabinet key the AF Form 1297 must be submitted and approved for distribution by 76 MXSG. Supervisors checking out a cabinet key, as needed, from the tool crib/PSC is the preferred method.

10.16.9.3. **(Added)** After gaining squadron approval, the key must be issued on an AF Form 1297. Supervisor receiving key is only authorized to utilize it in the event that the TODO is not available and the cabinet is inoperable due to power failure, system failure, etc.

10.16.10. **(Added)** Technicians may share e-Tools by using multiple windows to display tech data. This will be considered "open and in use" and "in accordance with" but should be limited to a maximum of seven technicians. "Open and in use" requirement and definition is dictated by AFSCMAN21-102, Chapter 7.

10.16.11. **(Added)** Summary of responsibilities.

10.16.11.1. **(Added)** Production supervisor:

10.16.11.1.1. **(Added)** Will provide users DD Form 2875, *System Authorization Access Request*, to access digital tech data utilizing e-Tool devices on assigned cabinets. DD Form 2875 will be coordinated with the TODO to gain access to e-Tool cabinets.

10.16.11.1.2. **(Added)** Are required to ensure accountability of the e-Tools at the end of each shift. If missing, abused or damaged, will be required to document on AFMC Form 309.

10.16.11.1.3. **(Added)** Must issue e-Tools using an AF Form 1297 when cabinets are inoperable due to power failures, etc.

10.16.11.1.4. **(Added)** Supervisors will coordinate with the responsible TODO and group's e-Tool POC regarding e-Tool cabinet or power failure if one hour threshold has been reached.

10.16.11.2. **(Added)** Technician:

10.16.11.2.1. **(Added)** By accessing e-Tool cabinet by user CAC card, assumes responsibility for e-Tools and associated items within the assigned cabinet drawer. User is responsible for reporting damaged or removed items to production supervisor.

10.16.11.2.2. **(Added)** Technicians may check-out an e-Tool for an extended period of time (longer than one shift) however; technicians must have the production supervisor complete an AF Form 1297, prior to e-Tool removal. The completed AF Form 1297 will be placed in the e-Tool assigned cabinet drawer location. The drawer will be disabled through the controller software for the duration annotated on the AF Form 1297. Technician is responsible for inspecting and reporting all damaged and missing items to supervisor upon check-out and check-in of e-Tool device.

10.16.11.2.3. **(Added)** Technicians assuming responsibility for an e-Tool for an extended period must validate currency of the tech data daily. If authorized internet access is available, the technician shall manually sync the e-Tool. If this can't be accomplished, the technician must validate revision dates against online viewers, or by contacting their supervisor or TODO to see if any revision has occurred to specific required tech data. It is the technician's responsibility to obtain current tech data elsewhere if tech data becomes outdated.

10.16.11.2.4. **(Added)** Is responsible for the safety, condition and security of e-Tool IAW signed AFSC Form 311 and all applicable directives.

10.16.11.2.5. **(Added)** Will report all e-Tool related problems to the supervisor and designated TODO. Problems may include, but are not limited to: device damage, access (wireless or software), content issues with tech data and update issues.

10.16.11.3. **(Added)** TODOs:

10.16.11.3.1. **(Added)** Accept reports from supervisors and technicians on all e-Tool related problems.

10.16.11.3.2. **(Added)** Responsible for the updates and currency of the data for all e-Tools properly stored in their designated locations.

10.16.11.3.3. **(Added)** Responsible to ensure cabinets clearly identify their contact information and that the information remains current.

10.16.11.3.4. **(Added)** Coordinate with supervisors when cabinets are inoperable.

10.16.12. **(Added)** When a technician checks out an e-Tool for an extended period of time, TODO will place a copy of the completed AF Form 1297 in the e-Tool assigned cabinet drawer location. The cabinet shall be disabled through controller software for duration annotated on the AF Form 1297.

10.16.13. **(Added)** Designated TODOs are responsible for currency of tech data on e-Tool, provided the e-Tool is in its appropriate designated location to accommodate scheduled updates.

10.17.1.1. **(Added)** Replacement of broken/worn tooling will be fulfilled via MTIC tool run.

10.17.2.1. **(Added)** 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.

10.18.1.1.2.1. **(Added)** Quotes requested through FEMWeb will be available in FEMWeb within 10 days.

10.18.5.1. **(Added)** All tools purchased outside the maintenance support group/authorized contractor must be brought to the MTIC for laser etching prior to returning to production/maintenance floor.

10.18.5.2. **(Added)** All tools must be added to the OC-ALC Form 539 supplemental listing prior to use.

10.18.5.3. **(Added)** 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.

10.18.5.4. **(Added)** 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.

10.18.8.1. **(Added)** Overdue tools will be posted on the 76 MXSG tool program website (access through 76 MXSG homepage FEMWeb).

10.19.2.1. **(Added)** After receiving written approval from the CTM, the responsible maintenance group will purchase tools to be "modified" and used in a maintenance repair process.

10.19.2.2. **(Added)** 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.

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

10.21.1.1. **(Added)** 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:

10.21.1.1.1. **(Added)** MTEMAS9722300BR AMXG Initial Workplace Specific Tool Briefing.

10.21.1.1.2. **(Added)** MTEMAS9722400BR CMXG Initial Workplace Specific Tool Briefing.

10.21.1.1.3. **(Added)** MTEMAS9722500BR PMXG Initial Workplace Specific Tool Briefing.

10.21.1.1.4. **(Added)** MTEMAS9722600BR MXSG Initial Workplace Specific Tool Briefing.

10.21.1.1.5. **(Added)** MTEMAS9722700BR SMXG SWEG Initial Workplace Specific Tool Briefing.

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

Chapter 13

FOREIGN OBJECT DAMAGE (FOD)/DROPPED OBJECT (DO) AWARENESS AND PREVENTION PROGRAM

13.4.3.1.1. **(Added)** 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.

13.4.3.1.2. **(Added)** 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.

13.4.3.1.3. **(Added)** 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*.

13.4.4.1.1. **(Added)** 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.

13.4.5.1.1. **(Added)** FOD Reports: The MOC will prepare an e-mail per the format provided in this supplement, **Figure 13.1**, FOD Report (found at the end of this chapter). The purpose is to inform senior management of the FOD incident prior to the release of information to, HQ AFMC/Directorate of Logistics, Civil Engineering and Force Protection Maintenance Division (A4M).

13.4.5.1.2. **(Added)** FOD incidents: All FOD incidents will be reported with the exception of minor sand nicks or scratches IAW OC-ALCI91-11 *Incident/Mishap Reporting Procedures*. https://wwwmil.tinker.af.mil/amocc/net20/incrpt_net20/Incidents.aspx. 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 13.1** 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 13.2**, 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.).

13.4.5.1.3. **(Added)** DOP Incidents: All DOP incidents will be reported IAW OC-ALCI91-11. 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 Incident/Mishap Reporting System located on the OC-ALC home page. 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.

13.4.5.1.4. **(Added)** DOP Reports: The MOC will prepare an e-mail in the format provided in this supplement, **Figure 13.3** (found at the end of this chapter), DOP Report. The purpose is to inform senior management of the DO incident prior to the release of information to HQ AFMC/A4M.

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

13.4.5.3.1.1. **(Added)** 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 TINKERAFBI13-204, *Flight and Ground Operations*.

13.4.5.3.1.2. **(Added)** 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.

13.4.5.3.1.3. **(Added)** The 76 AMXG. B1-B aircraft engine runs and taxi will be preceded by FOD walks and running of the FOD Boss. FOD walks shall 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.

13.4.9.1.1. **(Added)** 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.

13.4.9.1.2. **(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.

13.4.9.1.3. **(Added)** Aircraft parking ramps, taxi ways, and adjacent areas should 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.

13.4.9.2.1. **(Added)** 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.

13.4.9.2.2. **(Added)** Hats, berets, headgear of any sort, (except required personal protective equipment PPE), etc., will not be worn inside engine test cells.

13.4.9.5.2. **(Added)** 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 dispose of all FO at all times. All other areas not identified are considered non-critical FOD areas.

13.4.9.5.2.1. **(Added)** The 76 Aircraft Maintenance Group (76 AMXG).

- 13.4.9.5.2.1.1. **(Added)** Interior of aircraft.
- 13.4.9.5.2.1.2. **(Added)** All fuel tanks and fuel cells.
- 13.4.9.5.2.1.3. **(Added)** Engine intake maintenance and inspection.
- 13.4.9.5.2.1.4. **(Added)** Flight control installation and operational checks.
- 13.4.9.5.2.2. **(Added)** The 76 Commodities Maintenance Group (76 CMXG).
 - 13.4.9.5.2.2.1. **(Added)** Fuel cell (bladder) shop.
 - 13.4.9.5.2.2.2. **(Added)** Boom repair (excluded are boom disassembly, wash/clean, sheet metal repair areas, recoil and tube repair areas, shop offices and enclosed parts storage areas).
 - 13.4.9.5.2.2.3. **(Added)** Parachute shop.
 - 13.4.9.5.2.2.4. **(Added)** Life support.
- 13.4.9.5.2.3. **(Added)** The 76 Propulsion Maintenance Group (76 PMXG).
 - 13.4.9.5.2.3.1. **(Added)** Engine assembly/disassembly shops and quick engine change when co-located with engine assembly shops.
 - 13.4.9.5.2.3.1.1. **(Added)** Core, gearbox, compressor, augmentor, inlet fan and fan drive turbine assembly/disassembly shops.
 - 13.4.9.5.2.3.1.2. **(Added)** Diffuser, intermediate, high pressure turbine and bearing/seal sub-assembly shops.
 - 13.4.9.5.2.3.1.3. **(Added)** To include all jet engine intermediate maintenance (JEIM) shops.
 - 13.4.9.5.2.3.1.4. **(Added)** All engine test cells (except control rooms), final prep and tear down deficiency reporting (TDR) shops.
- 13.4.11.1.1. **(Added)** The 76 AMXG supervisors are responsible for their respective areas per Tinker Air Force Base Instruction (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.
- 13.4.11.1.2. **(Added)** 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.
- 13.4.12.3.1. **(Added)** 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).
- 13.4.12.3.2. **(Added)** All vehicles used in and around critical FOD area to include the flight line will be cleaned of debris daily prior to use.
- 13.4.12.3.3. **(Added)** Secure/lidded FOD containers will also apply to those vehicles normally driven in maintenance production areas.

13.4.12.3.4. **(Added)** 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.

13.4.12.3.5. **(Added)** Taxi lane from B-1B aircraft parking spot to taxiway will be closed to non-essential 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.

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

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

13.6.1.1.1. **(Added)** 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 class room training.

13.6.1.2. **(Added)** 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.

13.6.1.2.1. **(Added)** MTEMAS9721200BR AMXG Initial Workplace Specific FOD/DOP Briefing.

13.6.1.2.2. **(Added)** MTEMAS9721400BR CMXG Initial Workplace Specific FOD/DOP Briefing.

13.6.1.2.3. **(Added)** MTEMAS9721600BR PMXG Initial Workplace Specific FOD/DOP Briefing.

13.6.1.2.4. **(Added)** MTEMAS9721700BR MXSG Initial Workplace Specific FOD/DOP Briefing.

13.6.1.2.5. **(Added)** Quarterly briefings. Document briefing and ensure all briefed personnel sign or initial an AF 1151, Training Attendance and Rating or equivalent. Ensure individuals not present for the briefing receive the briefing upon return.

13.6.1.3. **(Added)** 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.

13.6.1.4. **(Added)** Vehicle operators must complete all FOD awareness/prevention training and testing requirements before driving any vehicle on the flight line IAW TinkerAFB113-213, Airfield Driving.

13.8.1.1. **(Added)** Complex FOD/DOP manager responsibilities.

13.8.1.1.1. **(Added)** 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 13.1** of this supplement.

13.8.1.1.2. **(Added)** Areas of responsibilities are outlined in **Figure 13.4** (found at the end of this chapter).

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

13.8.3.11.2. **(Added)** Tab 1, appointment letter - primary/alternate.

13.8.3.11.3. **(Added)** Tab 2, duties & responsibility sheet.

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

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

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

13.8.3.11.7. **(Added)** Tab 6, miscellaneous information.

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

13.9.2.1. **(Added)** 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.

13.9.2.2. **(Added)** 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.

13.9.2.3. **(Added)** Group and squadron FOD/DOP focal points will perform FOD spot checks of their assigned areas of responsibility monthly. The discrepancies found during the spot checks will be entered in the Logistics Evaluation Assurance Program (LEAP). The group focal points will forward their monthly data from the spot checks to the Complex focal point by the last Monday of each month.

13.9.2.4. **(Added)** Complex and group focal points shall 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.

13.9.2.5. **(Added)** 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 shall participate in monthly no-notice inspections, and serve on various FOD-related subcommittees.

13.10.3. **(Added)** Publicity:

13.10.4. **(Added)** OC-ALC FOD Prevention Work Center of the Quarter Award: Once every quarter, the Complex FOD Program Manager, alternate, and group FOD prevention focal points, will select a work center for this award.

13.10.4.1. **(Added)** Award selection criteria:

13.10.4.1.1. **(Added)** 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 fifth 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 and submitted to the Tinker Take Off for publicity. Additionally, this information will be 50 percent of the rating criteria. The winning team will receive a banner for their work center, recognition in the Tinker Take Off and on the marquee.

13.10.4.1.2. **(Added)** Justification submitted by management team in nominated shop/dock through the group POCs.

13.10.4.1.3. **(Added)** 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.

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

13.11. (Added) 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.).

13.11.1. **(Added)** 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.

13.11.2. **(Added)** 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.

13.11.3. **(Added)** 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.

13.11.4. **(Added)** 76 PMXG. All engines will be inspected during work scope for FOD. Engines received for reasons other than FOD (i.e., vibration, overtemp, 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.

13.11.5. **(Added)** 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. Supervisors may assign a monitor to ensure the aisle(s) are maintained and clean at all times.

13.11.6. **(Added)** 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 shall 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.

13.12. (Added) 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.

13.12.1. **(Added)** 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.

13.12.2. **(Added)** An 8-Step Problem Solving Process is required by the group for all preventable FOD incidents over \$50K.

13.12.2.1. **(Added)** Or when one of the following criteria is met:

13.12.2.2. **(Added)** When data shows a trend of three incidents with the same specific cause within a twelve month time frame.

13.12.2.3. **(Added)** A 30 day suspense from the time the failure analysis service technology (FAST) test is received to meet step six of the 8-Step Problem Solving Process. 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.

13.12.2.4. **(Added)** The group POC will send a status to the OC-ALC FOD monitor and alternate every Tuesday by noon. This status will be briefed in the weekly Quality chief meetings.

13.12.2.5. **(Added)** Steps seven and eight will be followed up 90 days after step six has been completed by the group POC.

13.12.2.6. **(Added)** Minimum attendees for 8-Step meetings: Group's lead for the 8-Step, group's FOD POC, and any other knowledgeable candidates who would add value to the process.

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

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

Figure 13.1. (Added) FOD Report.

FOD REPORT
1. PURPOSE: To gain Group approval to forward this report to HQ AFMC/A4M.
2. 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: <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/CL/DD/CD 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 HQ AFMC using the appropriate group mailbox (HQ FOD/DOP AMXG reporting mailbox or HQ FOD/DOP PMXG reporting mailbox) located on the global address list.

3. DISCUSSION:

Summary of incident:

Date and time of incident:

Base, unit, and location of incident:

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):

Description of damage:

Certifying official if impounded: name, grade/rank, unit, office symbol, DSN and commercial number:

DISPOSITION of aircraft or engine:

OC-ALC/SE person notified: Time of OC-ALC/SE notification:

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.

Figure 13.2. (Added) FOD Report Flow Chart.

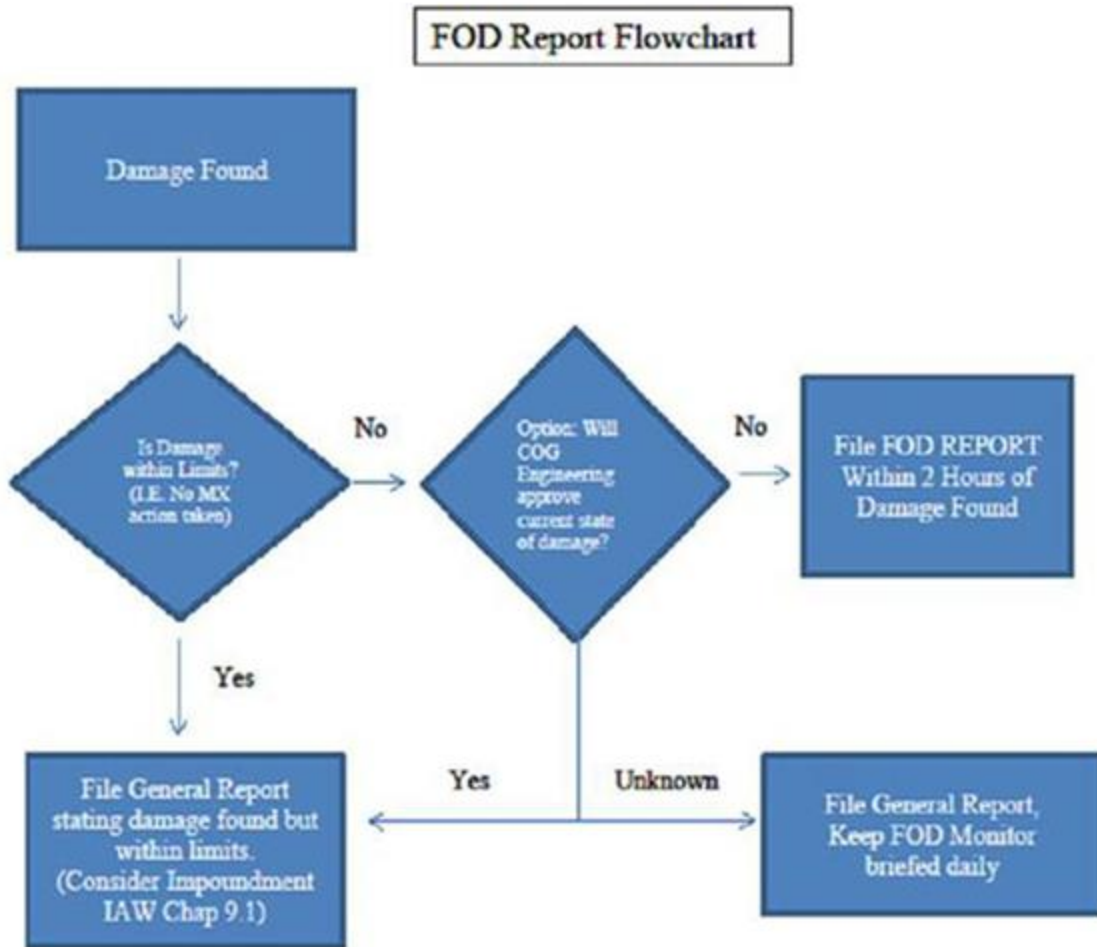


Figure 13.3. (Added) DOP Report.

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> <ul 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/CL/DD/CD 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 HQ AFMC using the appropriate group mailbox (HQ FOD/DOP AMXG reporting mailbox or HQ FOD/DOP PMXG reporting mailbox) located on the global address list.

3. DISCUSSION:

Summary of incident:

Date and time of incident:

Base, unit, and location of incident:

When discovered (preflight, postflight, in-coming, etc.): Owning unit, Owning base, Owning Command:

MDS and tail number:

Item, noun, description:

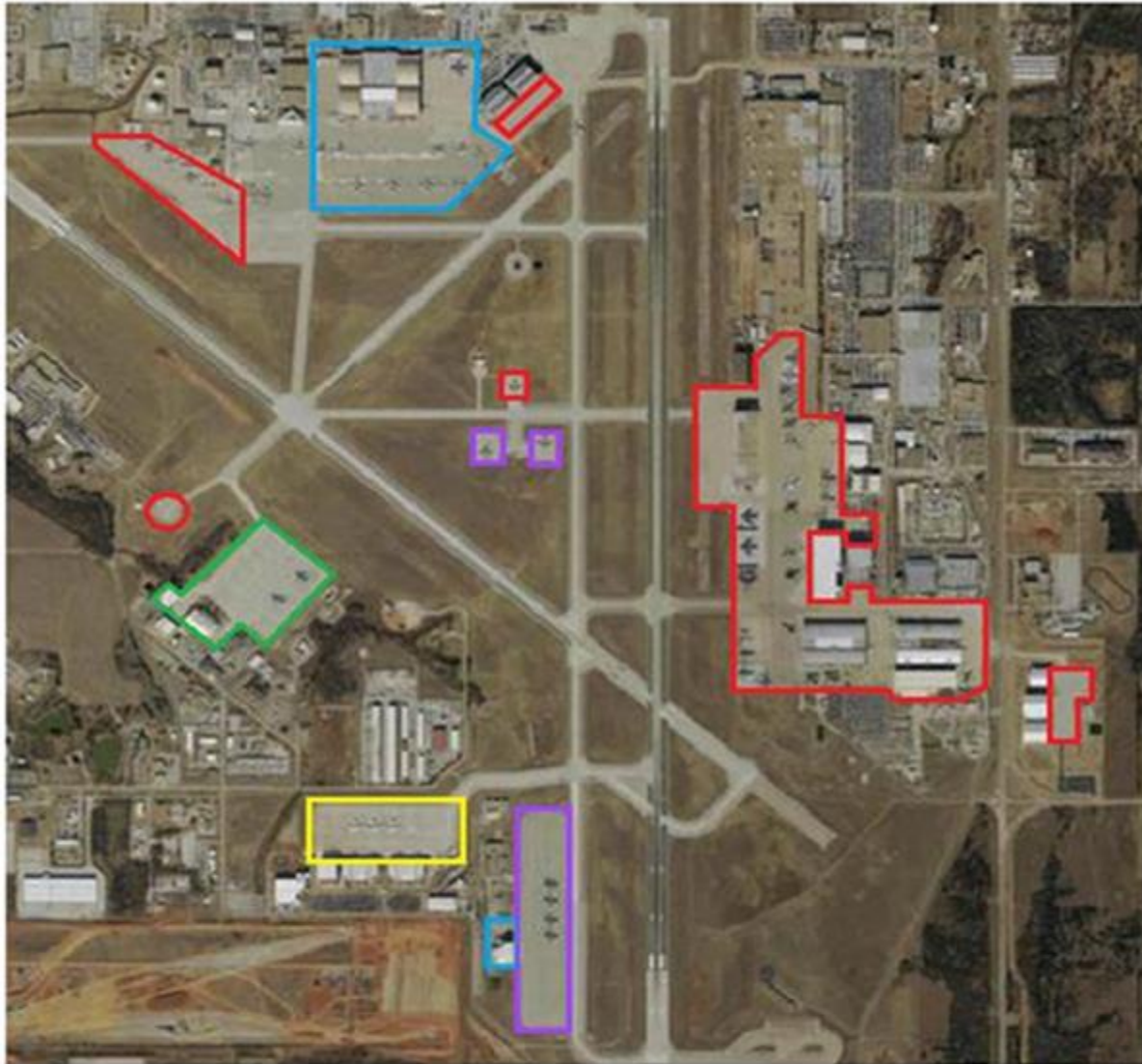
Certifying official if impounded: name, grade/rank, unit, office symbol, DSN and commercial number.

OC-ALC/SE person notified:

Time of OC-ALC/SE notification:

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 AMXG/MXDSO, MOC, at 736- 2500.

Figure 13.4. (Added) Areas of Responsibilities.



Red: 76 AMXG
Blue: 552d ACW
Green: 507th ARW
Yellow: SCW-1
Purple: Respective Aircraft Assigned
All other areas, 72 ABW responsibility

Chapter 14

OPERATIONAL WORKLOADING, PLANNING, AND SCHEDULING CONTROL

14.26.3.1. **(Added)** Locally developed Move Item Control Document OC-ALC Form 238, *Move Item Support*, shall be used when a maintenance organization requires support in the repair of end items from organizations outside the primary Resource Control Center's (RCC) Group.

14.26.3.1.1. **(Added)** If support is required for the repair of an end item within the same primary RCC Maintenance Group and the primary Industrial Engineer Technician (IET) is unfamiliar or uncertain with the support RCC repair process a Move Item Control Document OC-ALC Form 238 shall be used.

14.26.3.1.2. **(Added)** The owning End Item production IET who route parts through RCCs outside their squadron within their own Maintenance Group without utilizing an OC-ALC Form 238 will be responsible for reviewing technical data, process orders, AFMC Form 202, Nonconforming Technical Assistance Request and Reply, develop the required routes through the affected production shops and to coordinate the process with the applicable engineers.

14.26.3.2. **(Added)** Requesting production maintenance group planning organizations are charged with the responsibility of coordinating with the respective support organizations to ensure adequate data for input in the establishment of accurate labor and material standards. This action will be accomplished by completing the applicable blocks on part I of OC-ALC Form 238, Move Item Support and submitting it to the support organizations. A copy will be retained in suspense by the requesting IET and a copy will be forwarded to the support IET organization. Support IET will complete part II of the form in a timely manner not to exceed 10 workdays. Support IET will retain a copy for their planning files. When schedule demands require faster responses, the requesting organization will include this information on the original OCALC Form 238 submitted to support organization.

14.26.3.2.1. **(Added)** Electronic versions of the OC-ALC Form 238 are acceptable. Form 238 shall be kept in the master planning jacket for 7yrs and must be resubmitted for coordination annually.

14.26.3.2.2. **(Added)** Upon completion of OC-ALC Form 238, the supporting planning organization will develop the required routes through the affected production shops and coordinate the process with the applicable engineers.

14.26.3.3. **(Added)** The supporting planning organization will provide all the required routing information in part two of the OC-ALC Form 238 and may establish a WCD using PDMSS/G097 or ITS/G337, as applicable or as requested from the owning organization. If the owning organization requests a WCD, the supporting IET will establish an Air Force approved WCD using the system of the supporting planning organization and provide a copy to the requesting planning organization. The supporting planning organization will be responsible for reviewing all tech data, process orders, AFMC Form 202, *Nonconforming Technical Assistance Request and Reply*, on all WCDs on work that is accomplished within their working areas. Once WCDs are established the requesting planning organization will input the labor standards in the appropriate systems E046B/PDMSS.

14.26.3.3.1. **(Added)** If a change is necessary, it is the responsibility of the supporting planning organization. The supporting planning organization will notify the requesting planning organization when WCDs are complete and ready for printing. The requesting organization will notify the responsible scheduling unit upon establishment of WCDs.

14.26.3.4. **(Added)** If route is being performed in lieu of a management of items subject to repair (MISTR) requirement, originating organization will continue to monitor item availability to ensure that as items become supportable, the route will be discontinued, unless contractual obligations prohibit. Originating planning office will notify supporting organization when route is no longer required using OC-ALC Form 238.

14.26.3.5. **(Added)** Scheduling is responsible for printing all WCDs indicating the production number and JON suffix in the appropriate system. In cases where supporting planning function creates WCDs, the supporting scheduling function will be responsible for printing WCDs indicating the production number and JON suffix using the appropriate system.

14.26.3.5.1. **(Added)** Scheduling function that prints the WCD will also be responsible for attaching the WCD to the part and inducting the part into the route.

14.26.3.5.2. **(Added)** Scheduling will ensure the part is routed by the established start date found in the routed items listing (applies to 76 AMXG only).

14.26.3.6. **(Added)** Originating organization will pick up and deliver the routed part and appropriate paperwork to the first workstation/drop station listed on WCD. The receiving organization will be responsible for any further movement of the item through the required routes.

14.26.3.7. **(Added)** Scheduling will be responsible for ensuring optimum visibility of the part is maintained and have continual routed parts status.

14.26.3.7.1. **(Added)** Last step on the WCD will be pick-up or delivery instructions. These instructions will be provided by the requesting organizations and will include building number, delivery post location, and phone number of the POC for the particular part and WCDs.

14.26.3.7.2. **(Added)** Once a routed part is delivered for repair, it is the responsibility of the supporting/receiving organization to accomplish all internal physical moves of that part to facilitate repairs. If the part needs to go back to the first receiving group for more repairs or for completion of initial repair paperwork, the second receiving group is responsible for sending the part back to the first receiving group.

14.26.3.8. **(Added)** When the part is completed through the final phase of repair process, the shop production mechanics will scan the WCD as complete. The appropriate WCD will be attached to the part and the part will be placed in the designated "outgoing area" for pick up/delivery. Production count is accomplished by the scanning process utilizing Depot Maintenance Accounting and Production System/Time and Attendance (DMAPS/TAA).

14.26.3.9. **(Added)** If unforeseen or additional repairs are required, during the repair of aircraft parts, support organization will contact requesting organization detailing nature of deficiency. Requesting organization planner will generate a MWR documenting required repairs. Upon approval of MWR, requesting organization will deliver WCD to support organization (applies to aircraft routed parts only).

14.26.3.10. **(Added)** Any time an item has/is failed/condemned, the back shop scheduler or shop mechanic will return the part immediately or notify the owning organization to pick up the failed/condemned part. The owning organization will attach appropriate condition status code tag to the part. The owning organization will receive the condemned part and all pertaining paperwork and will either contact the POC annotated on the paperwork (WCD) or the item will be delivered directly to the scheduling function for appropriate disposition.

14.26.3.11. **(Added)** During the route process, it is necessary to maintain contact between the groups performing the required work. To accomplish a true and accurate depiction of each item in the route process, continuous coordination and communication must occur between the supporting/requesting parties involved in the process. It is essential that all mechanics accomplish the proper scanning of WCDs to update PDMSS/G097 or ITS/G337, as applicable; thereby, ensuring visibility of all parts during the repair process.

Chapter 15

DEPOT MAINTENANCE PLANT MANAGEMENT

15.1.12. **(Added)** Provide a focal point for all environmental concerns and provide environmental engineering support to groups/OC-ALC.

15.2.1.1. **(Added)** For specific instructions for OC-ALC see OC-ALCI21-203, *Equipment-Maintenance/Inspection and Documentation*.

15.2.1.2. **(Added)** For specific instructions see 76 MXSG operating instruction (OI) 21-917, *Process Order Policy & Procedure*.

15.2.2.1. **(Added)** For specific instructions for OC-ALC see OC-ALCI21-203.

15.2.2.2. **(Added)** For specific instructions on 76 MXSG equipment maintenance see 76 MXSG instructions.

15.2.3.1. **(Added)** For specific instructions for OC-ALC see OC-ALCI21-203.

15.2.3.2. **(Added)** For specific instruction see 76MXSGOI61-201, *Quality Verification Center Operations Methodology*.

15.2.4. **(Added)** Determining strategies and requirements for environmental compliance.

15.2.4.1. **(Added)** For specific instructions on air quality recordkeeping procedures see OC-ALCI32-101, *Air Quality Recordkeeping Procedures*.

15.2.4.2. **(Added)** For specific instructions on hazardous materials management see AFI32- 7086 OC-ALCSUP, *Hazardous Materials Management*.

15.7.1.4.2. **(Added)** The 76 MXSG will budget, initiate, and verify contracted corrective maintenance (CM) on 76 MXSG maintained equipment.

15.7.1.4.3. **(Added)** The 76 MXSG will budget and acquisition repair parts for 76 MXSG maintained equipment, to include all parts that require communications-computer systems requirements documents (CSRD). **Note:** Exclude parts that are centrally managed or must be on a custodian account inventory.

15.7.1.4.4. **(Added)** The 76 MXSG, with the aid of 76 SWEG, will maintain operating systems on computer control equipment on 76 MXSG maintained equipment.

15.10.2.2.1.1. **(Added)** Skills may include chemistry, metallurgy, and physics.

15.10.3.1.1. **(Added)** The 76 MXSG laboratory personnel are exempted from PAC stamping. In lieu of stamps, employee signatures certify that the work they performed meets all technical data, safety, local standard operating procedures (SOPs), and other applicable directives.

15.10.3.4.2. **(Added)** Local SOPs are another acceptable medium for documentation of technical guidance and instruction for methods and procedures utilized for 76 MXSG laboratory testing.

15.11.5.1.1. **(Added)** For 76 MXSG laboratories, which have a chemical hygiene plan, hazardous material, shall be managed IAW AFI90-821, *Hazard Communication (HAZCOM) Program*, and local procedures documented in laboratory's approved chemical hygiene plans.

15.15.4. **(Added)** Environmental Compliance. The Environmental Engineering Section mission is to provide a focal point for all environmental concerns and provide environmental support to groups/OC-ALC organizations.

15.15.4.1. **(Added)** The Environmental Engineering Section provides environmental guidance, expertise, and liaison to all external environmental functions.

15.15.4.2. **(Added)** The Environmental Engineering Section provides pollution prevention guidance and expertise.

15.15.4.3. **(Added)** The Environmental Engineering Section provides corrosion control support functions.

Chapter 17

DEPOT MAINTENANCE PRODUCTION LABOR ENTRY

17.2.2.4.1. **(Added)** 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 must be retained by the employee's supervisor or activity IAW records retention requirements as set forth in the National Archives, General Records Schedule 2: <http://www.archives.gov/records-mgmt/grs/grs02.html>.

17.2.2.4.2. **(Added)** At OC-ALC, payroll records must be kept for 10 years IAW with SAF/FM Policy Letter, Financial Document Retention dated 23 May 2014.

17.3.3.2.3. **(Added)** For those aircraft needing rework under 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 un-programmed 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 **Chapter 6** 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.

Chapter 18

DEPOT MAINTENANCE MATERIEL CONTROL

18.2.5. **(Added)** The 76 AMXG. Removal and retention of condition tags

18.2.5.1. **(Added)** The 76 AMXG. Background: Department of Defense Form DD1574, Serviceable Tag - Materiel, and Form DD1574-1, Serviceable Label – Materiel, is used to indicate the condition status of serviceable materials received through supply channels. AFSC Form 959, Work Control Document, and AFSC Form 137, Routed Order (Proj Dir), are used to indicate the serviceable condition of items received from the 76 AMXG support shops as a result of a line-generated repair requirement.

18.2.5.2. **(Added)** The 76 AMXG. Procedure:

18.2.5.2.1. **(Added)** The 76 AMXG. Forms DD1574/1574-1, AFSC Form 959, or AFSC Form 137 will remain attached to the serviceable item until it is delivered to the installation point. The person making the installation will remove the document and check the serial number and other information on the document. He/she will verify it is correct for the item being installed and enter the date and aircraft tail number on back of the document. He/she will return the document to the designated ALS for that aircraft, in which the part was installed, so the records section can package them for delivery with the returning aircraft to home station.

18.2.5.2.2. **(Added)** The 76 AMXG. If a component is drawn out of stock as a test unit to replace a suspected defective unit, the Forms DD1574/1574-1, AFSC Form 137, or AFSC Form 959 will remain with the unit until it is determined if the test unit corrected the condition. If it did not correct the condition, the original component with the Forms DD1574/1574-1, AFSC Form 137, or AFSC Form 959 attached, will be returned to the stockroom. If the item is to remain installed in the aircraft, the Forms DD1574/1574-1, AFSC Form 137, or AFSC Form 959 will be placed in the container for turn-in to the records section.

18.2.5.2.3. **(Added)** The 76 AMXG. If a component is installed and found to be defective, the condition forms/tags for the defective component will be retrieved from designated ALS and placed with the defective component for disposition in accordance with the applicable directive. Exception: defective avionics equipment will be controlled.

18.2.6. **(Added)** The 76 AMXG. Records maintenance: Each squadron records section will maintain all condition status documents turned in for each aircraft for a period of two years from date of aircraft departure and then destroy.

18.3.7.1. **(Added)** The 76 CMXG. The Lean Depot Management System (G300) (LDMS) provides the mechanics the ability to order material and view the status of the requests and provides material Production Support Technicians (PST)s the ability to track, update, and fix orders. PSTs can perform turn-in transactions through LDMS. Material Industrial Engineering Technicians (IET)s can electronically update, approve, or deny request with planning problems. All orders are passed to the standard material ordering system (i.e., ABOM/NIMMS).

18.3.9. **(Added)** The 76 AMXG. Product identification and traceability, requires documented procedures for identifying the product from receipt and during all states of production, delivery, and installation.

18.3.9.1. **(Added)** The 76 AMXG. The Automated Parts Tracking System (APTS) provides a method of identifying and tracking parts removed from an aircraft. This system provides the ability to print tags and labels that are useful in tracking the location and status of parts that have been removed from an aircraft. These tags and labels create a unique tracking identification number for each part when printed. The aircraft serial number is included in this unique identifier. Reference to these tags and labels will be made in the instructions below. Use of the tags and labels referenced are considered a “best practice” method, but are not necessary to meet minimum tagging requirements.

18.3.9.2. **(Added)** The 76 AMXG. Procedure: parts removed from an aircraft may undergo a variety of processes for inspection/repair, or may simply be stored awaiting re-installation. At a minimum, parts removed from the aircraft will have the aircraft serial number identified. This identification can occur in a number of ways which will be reviewed below, but at a minimum, the serial number must be legible. Possible identification methods include, but are not limited to:

18.3.9.2.1. **(Added)** The 76 AMXG. Metal or plastic tag with pre-printed/stamped aircraft serial number. Examples of use include any time a part may go through an intrusive process such as wash or paint strip processes. When possible, include the pre-printed unique-ID label from the APTS with the pre-printed/stamped tag. **Note:** [Figure 18.8](#) Contains a sample of a metal pre-stamped tag.

18.3.9.2.2. **(Added)** The 76 AMXG. OC-ALC Form 52, Parts Identification and Status Tag, may be used to indicate the aircraft to which the part belongs, the removing mechanic, the remove and install operation numbers, as well as the status of the part ([Figure 18.5](#)). Suggested uses for this tagging method include parts that undergo a repair process or are stored awaiting re- installation. This tag is especially useful when the aircraft part removed is not already in the APTS database as it provides the information necessary to add the part to the database. The status of the part can be indicated via the use of shorthand status codes See [Figure 18.6](#). **Note:** statuses are not limited to these shorthand status codes in [Figure 18.6](#) If a status is encountered for which a shorthand code does not exist, the mechanic simply writes the status in the status column of the tag. The mechanic also has the option of writing out the status code and forgoing the shorthand. The list of shorthand status codes found in [Figure 18.6](#) can be displayed and used as a quick reference for status codes.

Figure 18.5. (Added) The 76 AMXG. OC-ALC Form 52, Parts Identification and Status Tag (front and backsides). (Always check for the current version).

<p style="text-align: center;">PARTS IDENTIFICATION AND STATUS TAG</p> <p>INSTALL OP#: <input style="width: 100px;" type="text"/> AIRCRAFT: <input style="width: 100px;" type="text"/></p> <p>PART#: <input style="width: 100px;" type="text"/> REMOVE OP#: <input style="width: 100px;" type="text"/></p> <p>NOUN: <input style="width: 200px;" type="text"/></p> <p>POC: <input style="width: 100px;" type="text"/> SKILL: <input style="width: 100px;" type="text"/></p> <p>CURRENT STATUS: (See reverse for legend)</p> <p>STATUS CODE: <input style="width: 100px;" type="text"/> DATE: <input style="width: 100px;" type="text"/></p> <p>STATUS CODE: <input style="width: 100px;" type="text"/> DATE: <input style="width: 100px;" type="text"/></p> <p>STATUS CODE: <input style="width: 100px;" type="text"/> DATE: <input style="width: 100px;" type="text"/></p> <p>INSPECT OPERATION: <input style="width: 200px;" type="text"/></p> <p>REPAIR OPERATION: <input style="width: 200px;" type="text"/></p> <p>COMMENTS: <input style="width: 200px;" type="text"/></p>	<p style="text-align: center;">PARTS IDENTIFICATION AND STATUS TAG</p> <p>INSTALL OP#: <input style="width: 100px;" type="text"/> AIRCRAFT: <input style="width: 100px;" type="text"/></p> <p>PART#: <input style="width: 100px;" type="text"/> REMOVE OP#: <input style="width: 100px;" type="text"/></p> <p>NOUN: <input style="width: 200px;" type="text"/></p> <p>POC: <input style="width: 100px;" type="text"/> SKILL: <input style="width: 100px;" type="text"/></p> <p>CURRENT STATUS: (See reverse for legend)</p> <p>STATUS CODE: <input style="width: 100px;" type="text"/> DATE: <input style="width: 100px;" type="text"/></p> <p>STATUS CODE: <input style="width: 100px;" type="text"/> DATE: <input style="width: 100px;" type="text"/></p> <p>STATUS CODE: <input style="width: 100px;" type="text"/> DATE: <input style="width: 100px;" type="text"/></p> <p>INSPECT OPERATION: <input style="width: 200px;" type="text"/></p> <p>REPAIR OPERATION: <input style="width: 200px;" type="text"/></p> <p>COMMENTS: <input style="width: 200px;" type="text"/></p>
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OC-ALC FORM 52, 20160322 (Previous Editions Obsolete)
 Prescribed by: AFSCMAN 21-102 OC-ALCSUP

OC-ALC FORM 52, 20160322 (Previous Editions Obsolete)
 Prescribed by: AFSCMAN 21-102 OC-ALCSUP

STATUS CODE LEGEND: Place status code in appropriate block on reverse side along with the date. If status is being revised, line-through old status, then place date next to new status. Current status is the one not lined-through.

STATUS CODE LEGEND: Place status code in appropriate block on reverse side along with the date. If status is being revised, line-through old status, then place date next to new status. Current status is the one not lined-through.

<u>CODE</u>	<u>STATUS</u>
AWS	Awaiting Inspection
ARW	Awaiting Repair
ART	Awaiting Route
ATI	Awaiting Turn-In
AWD	Awaiting Disposition
AWI	Awaiting Installation
ABU	Awaiting Build-up
NCD	Nonconforming, dispose
NMS	Nonconforming, maintain for sample

<u>CODE</u>	<u>STATUS</u>
AWS	Awaiting Inspection
ARW	Awaiting Repair
ART	Awaiting Route
ATI	Awaiting Turn-In
AWD	Awaiting Disposition
AWI	Awaiting Installation
ABU	Awaiting Build-up
NCD	Nonconforming, dispose
NMS	Nonconforming, maintain for sample

Figure 18.6. (Added) The 76 AMXG Established Status Shorthand Codes.

ABU – Awaiting Build-Up
ART – Awaiting Route
ATI – Awaiting Turn-In
AWD – Awaiting Disposition
AWI – Awaiting Installation
AWR – Awaiting Repair
AWS – Awaiting Inspection
NCD – Nonconforming, Dispose
NMS – Nonconforming, Maintain for Sample

These status codes are provided to encourage posting of the codes as a quick reference. Use of the shorthand code is not mandatory, but is put forth as a means of reducing the time spent to indicate the status of a part. This list of status is not meant to be all inclusive. Additional status is authorized, but will have to be written out in order to assure the meaning is understood.

18.3.9.2.3. **(Added)** The 76 AMXG. APTS automated parts identification and status tag (3” x 6”) (**Figure 18.7**). APTS has the ability to generate detailed identification tag for all parts loaded to its database that is an automated version of the OC-ALC Form 52. This information includes the aircraft serial number, noun, remove operation, the install operation, the part number, and a unique tracking number for the part. The tracking number is created when the label is printed and includes the aircraft serial number to which the part is linked. Therefore, use of this tag does not require additional marking of the aircraft serial number. Suggested uses for this tagging method include parts that undergo a repair process or are stored awaiting re- installation. **Note:** (**Figure 18.7**) contains a sample of a 3” x 6” APTS automated form.

Figure 18.7. (Added) The 76 AMXG Completed 3” X 6” APTS Automated Form 52 Sample.

REM OP 63822 INST OP 63823

PART # 204-40576-3
NOUN ((1B20 AA) DIVIDER)

AIRCRAFT: 76001605
STAT CODE: _____ DATE: _____

INSP-OP: _____
REP-OP: _____
M-STAMP: _____

COMMENTS: _____

76001605E403020

18.3.9.2.4. **(Added)** The 76 AMXG. APTS barcode label (1" x 3"). APTS also has the ability to generate barcode labels for all parts loaded in its database. Printed barcodes contain the noun, the remove operation, the part number, and a unique tracking number for the part. The tracking number is created when the barcode is printed and includes the aircraft serial number to which the part is linked. Therefore, use of this label does not require additional marking of the aircraft serial number. This label can be used in conjunction with pre-printed/stamped tags (**Figure 18.8**) and the OC-ALC Form 52. **Note:** **Figure 18.9** contains a sample of a 1" x 3" APTS barcode label.

Figure 18.8. (Added) The 76 AMXG Metal or Plastic Pre-Printed or Stamped Tag Sample.



Figure 18.9. (Added) 76 AMXG Completed 1" X 3" APTS Barcode Label.



18.3.9.2.5. **(Added)** The 76 AMXG. Small parts will be containerized in some form. The container (i.e., cloth bag, plastic bag, plastic container, etc.) will be marked with the aircraft serial number at a minimum.

18.3.10. **(Added)** The 76 AMXG. Records maintenance:

18.3.10.1. **(Added)** The 76 AMXG. WCDs will be used for recording removal and installation activities within the 76 AMXG. These records will be maintained in accordance with the applicable records disposition schedule for depot maintenance and inspection records. For Federal Aviation Administration (FAA) Part 145 workload, records will be kept for two years.

18.3.10.2. **(Added)** The 76 AMXG. Once APTS has been updated to indicate installation of the part, the APTS labels may be destroyed.

Figure 18.10. (Added) Sample OC-ALC Form 112, Single Material Issue/Request. (Always check for the current version).

PART III (TO BE COMPLETED BY CSS)			
Date Received by CSS: <input style="width: 100px;" type="text"/>	Time Received by CSS: <input style="width: 100px;" type="text"/>	Date Work Begun by CSS: <input style="width: 100px;" type="text"/>	
Time Work Begun by CSS: <input style="width: 100px;" type="text"/>	Able to Buy? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other: <input style="width: 100px;" type="text"/>	
SMR Code: <input style="width: 100px;" type="text"/>	Turned into WAR? (WAR #): <input style="width: 100px;" type="text"/>	206 Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	206 #: <input style="width: 100px;" type="text"/>
FB#: <input style="width: 100px;" type="text"/>	Date Sent for AMARG Pull: <input style="width: 100px;" type="text"/>	Time Sent for AMARG Pull: <input style="width: 100px;" type="text"/>	
Date Sent to Planning for P #: <input style="width: 100px;" type="text"/>	Time Sent to Planning for P #: <input style="width: 100px;" type="text"/>		
CSS's Name: <input style="width: 150px;" type="text"/>	CSS's Phone: <input style="width: 100px;" type="text"/>		
Date Returned to PST: <input style="width: 100px;" type="text"/>	Time Returned to PST: <input style="width: 100px;" type="text"/>		
Additional Comments: <input style="width: 95%; height: 20px;" type="text"/>			
PART IV (TO BE COMPLETED BY PLANNER)			
Date Received: <input style="width: 100px;" type="text"/>	Time Received: <input style="width: 100px;" type="text"/>	Planned Skill: <input style="width: 100px;" type="text"/>	
Planned Op #: <input style="width: 100px;" type="text"/>	Planned RCC: <input style="width: 100px;" type="text"/>	SMR Code: <input style="width: 100px;" type="text"/>	RPL #: <input style="width: 100px;" type="text"/>
Approved UPA: <input style="width: 100px;" type="text"/>	Non-BOM <input type="checkbox"/> Yes <input type="checkbox"/> No	Ref Des: <input style="width: 100px;" type="text"/>	
Planner's Name: <input style="width: 150px;" type="text"/>	Planner's Phone: <input style="width: 100px;" type="text"/>		
Date Returned to PST: <input style="width: 100px;" type="text"/>	Time Returned to PST: <input style="width: 100px;" type="text"/>		
Additional Comments: <div style="border: 1px solid black; height: 100px; width: 95%; margin-top: 5px;"></div>			
I.O.U. FOR EXCHANGEABLE PARTS			
Receipt of New Part (D7): <input style="width: 150px;" type="text"/>	Receipt of Old Part (D6): <input style="width: 150px;" type="text"/>		
Name - Print: <input style="width: 150px;" type="text"/>	Name - Print: <input style="width: 150px;" type="text"/>		
Signature: <input style="width: 150px;" type="text"/>	Signature: <input style="width: 150px;" type="text"/>		
<p>*QDR - Quality Deficiency Report: Part was not made IAW specifications on drawings and has serviceability tag stating "A" condition.</p> <p>*ROD - Report of Defect: Materiel is damaged, mis-identified, shelf-life bad, or materiel comes without or non "A" serviceability tag.</p>			

Figure 18.11. (Added) Sample AFSC Form 95, Issue Request. (Always check for the current version).

ISSUE REQUEST

DIC: ROUTE ID: DT: A. REQUESTER DATE/TIME:

B. KILL CALLED TO: TIME: VERIFIED BY:

UJC: TIME:

STOCK NUMBER				
NSC	N11N	MMC	UI	QUANTITY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

C. SUB NUMBER:

DOCUMENT NUMBER			
FUNCT ACCT	DATE	SERIAL NO	DMD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

D. PART NUMBER MANUFACTURING CODE/REMARKS:

E. T.O. REF/FIGURE/INDEX:

DEL DEST	CONTROL NUMBER	PROJECT	W C	F A D	REQ DEL DATE	ADY CODE	D E L PRJ	E R R C	C R E D	O / P	C O N D	M G T	OPERATION FACILITY NUMBER	U / U	ACT/ SUF
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

F. ADDITIONAL INFORMATION:

G. TIME/DATE OF DELIVERY: H. DELIVERY TIME: I. NOMENCLATURE:

ISSUE REQUEST

DIC: ROUTE ID: DT: A. REQUESTER DATE/TIME:

B. KILL CALLED TO: TIME: VERIFIED BY:

UJC: TIME:

STOCK NUMBER				
NSC	N11N	MMC	UI	QUANTITY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

C. SUB NUMBER:

DOCUMENT NUMBER			
FUNCT ACCT	DATE	SERIAL NO	DMD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

D. PART NUMBER MANUFACTURING CODE/REMARKS:

E. T.O. REF/FIGURE/INDEX:

DEL DEST	CONTROL NUMBER	PROJECT	W C	F A D	REQ DEL DATE	ADY CODE	D E L PRJ	E R R C	C R E D	O / P	C O N D	M G T	OPERATION FACILITY NUMBER	U / U	ACT/ SUF
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

F. ADDITIONAL INFORMATION:

G. TIME/DATE OF DELIVERY: H. DELIVERY TIME: I. NOMENCLATURE:

18.11.12.1. **(Added)** The 76 CMXG. The LDMS Store may be utilized to store raw material, design, deliver, and retrieve material, used in support of scheduled maintenance. LDMS does not feed supply systems when ordered out of the LDMS inventory, and does not cost the material to a new JON.

Figure 18.12. (Added) Sample OC-ALC Form 113, Multiple *Material Request Form* (Always check for the current version).

MATERIAL REQUEST FORM								
MISTR END ITEM DOC #:		UNIQUE ID NO. (ITN):			PRODUCTION NO.:			
JON:		RCC:			DATE:			
T.O. REFERENCE:		SRD:		RDD:		INDIRECT: <input type="checkbox"/>		
NOUN	NSN	PN	ORDER	RETAIN	U/I	CC	DOCUMENT ID	REMARKS
PLANNER (Required for Indirect):		MECHANIC:			PLS:			

OC-ALC Form 113,

Figure 18.13. (Added) Sample OC-ALC Form 111, *Unplanned Material Request*. (Always check for the current version).

UNPLANNED MATERIAL REQUEST			
Received Date:	<input type="text"/>	RCC:	<input type="text"/>
		PSSD:	<input type="text"/>
Planner:	<input type="text"/>	Building Number:	<input type="text"/>
		Mechanic Name:	<input type="text"/>
Control Number:	<input type="text"/>	XON:	<input type="text"/>
		ITN:	<input type="text"/>
Document Number:	<input type="text"/>	Part number:	<input type="text"/>
		NSN:	<input type="text"/>
Noun:	<input type="text"/>	Cage Code:	<input type="text"/>
		UPA:	<input type="text"/>
RPF:	<input type="text"/>	Current Value:	<input type="text"/>
		Quantity:	<input type="text"/>
Total Cost:	<input type="text"/>	Category:	<input style="border: 1px solid black; border-radius: 2px; padding: 2px 5px; font-size: 0.9em; font-family: sans-serif; background-color: #f0f0f0; width: 100%;" type="text"/>
		Rework Category:	<input style="border: 1px solid black; border-radius: 2px; padding: 2px 5px; font-size: 0.9em; font-family: sans-serif; background-color: #f0f0f0; width: 100%;" type="text"/>
Indirect/Direct:	<input style="border: 1px solid black; border-radius: 2px; padding: 2px 5px; font-size: 0.9em; font-family: sans-serif; background-color: #f0f0f0; width: 100%;" type="text"/>	Material Document Number:	<input type="text"/>
		T.O. Reference:	<input type="text"/>
Comments:			
Production Support Technician:	<input style="border: 1px solid black; border-radius: 2px; padding: 2px 5px; font-size: 0.9em; font-family: sans-serif; background-color: #f0f0f0; width: 100%;" type="text"/>	Material Planner:	<input style="border: 1px solid black; border-radius: 2px; padding: 2px 5px; font-size: 0.9em; font-family: sans-serif; background-color: #f0f0f0; width: 100%;" type="text"/>
Production Chief:	<input style="border: 1px solid black; border-radius: 2px; padding: 2px 5px; font-size: 0.9em; font-family: sans-serif; background-color: #f0f0f0; width: 100%;" type="text"/>	Production Support Chief:	<input style="border: 1px solid black; border-radius: 2px; padding: 2px 5px; font-size: 0.9em; font-family: sans-serif; background-color: #f0f0f0; width: 100%;" type="text"/>
OC-ALC Form 111,			

Figure 18.14. (Added) 76 SWEG Sample OC-ALC Form 415, Material Request. (Always check for the current version).

76 SWEG MATERIAL REQUEST FORM

DATE: T JOB #: JON: OPERATION #:

SUPERVISOR: REPAIR SPECIALIST: ORG:

NOUN	NSN	PN	UII	QTY	COST	DOCUMENT NUMBER	RECEIVE DATE

DELIVER MATERIAL TO: PRIORITY: TOTAL COST:

REQT.FOR LISTED MATERIAL VALIDATED BY: ADDITIONAL COMMENTS:

FUNDS CERTIFIDE BY:

OC-ALC Form 415, XXXXXXXX PREVIOUS EDITIONS ARE OBSOLETE
Prescribed by: AFSCMAN21-102 OC-ALCSUP

18.14.2. (Added) IPV items are to be packaged, labeled and placed in the appropriate return bins in order to be reused.

18.14.3. (Added) When an employee retrieves IPV material from open bin or auto crib, the following must occur. Employee places each part in a separate bag and clearly labels each bag with the BSL bin location and manufacturers part number or NSN of each item taken. Material will not be co-mingled in bags.

18.14.3.1. (Added) Material unused after completing the task will be placed in the **grey tub** located next to the BSL where the material was removed. Returned material must be in a bag with the original bin location and manufacturer’s part number or NSN clearly written on the bag. Unidentifiable material will be placed in the **red tub** for disposition by the Air Force. Residual kits will be placed in the **blue tub** for processing. If the kit was organically built, it will be picked up by Group kitting organizations. If the kit was built by LM, they will pick up the residual. Material that LM finds in the return tubs that is not clearly identified will be placed in the red tub for disposition by the Air Force.

18.14.5.3. (Added) LM will check the return tub when they are in our area. Material will be placed back in the proper bin if it will not exceed the max level. If the bin max is reached, LM will take the material back to the Lockheed Martin Distribution Center (LDC) to incorporate into the Air Force owned inventory for future use.

Figure 18.15. (Added) 76 SWEG Sample OC-ALC Form 416, DIFM/DOTM Material Request-(Always check for the current version).

Please fill in all shaded fields

76th SWEG DIFM / DOTM REQUEST

MICAP Yes No

ENGINEER / ALTERNATE				OFFICE SYMBOL	EXTENSION	PROJECT NUMBER	UND	FAD
							<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
NOMENCLATURE				UNIT OF ISSUE	QUANTITY	UNIT COST	MARKUP	EXCHANGE COST
STOCK NUMBER				PART NUMBER			RECEIPT / TIN INFORMATION	
							QTY REC'D	DATE REC'D
ERRC	BUD CODE	CAGE CODE	INITIAL ISSUE	RCC ASSIGNED TO T-JOB	206 JOB ORDER NUMBER			
			<input type="checkbox"/> Yes <input type="checkbox"/> No		T			
REMARKS / JUSTIFICATION / IMPACT								
DATE _____								
REQUISITION NUMBER: _____								
_____ FLIGHT CHIEF SIGNATURE				_____ DATE				
_____ SQUADRON CHIEF SIGNATURE				_____ DATE				
_____ FUNDS MANAGER SIGNATURE				_____ DATE				

18.15.2. (Added) The 76 CMXG will utilize LDMS to process material transaction to ABOM. LDMS contains front-end edit processes that must be met prior to passing to ABOM.

Figure 18.16. (Added) 76 PMXG Sample OC-ALC Form 18 Indirect Material Add form. (Always check for the current version).

REQUESTER **IN-DIRECT MATERIAL ADD FORM**

Requester Name

Date Requested Squadron Checked for Stock in POU Phone Number E-Mail

NSN Item Quantity

Category

Requester

PST ALL BOXES MUST BE CHECK IN ORDER FOR MXDSR APPROVAL Cost Each

Loaded IN D043 Loaded in D015 Loaded in NDDMS Total Cost

In IPV BSL/KIT Document Number

Production Support Technician **Production Support Chief**

MXDSR **APPROVED**

SBSS U CODE YES NO

76 PMXG MXDSR OB

PLANNER

BOM Loaded LOADED READY TO ORDER **ADV CODE**
2J

Material Planner **Send back to PST once item is loaded**

OC-ALC Form 018 XXXXXXXX Prescribed by: AFSCMAN21-102 OC-ALC SUP PREVIOUS EDITIONS OBSOLETE

Figure 18.19. (Added) Clear Text Statement.

Clear Text Statement for Critical Class Items with Local Stock Number (LSN)
Required Information on the DTID or an Attached Document
All Spaces Apply and Must be Filled

References:
DoD 4160.21-41: Chapter 2, Paragraph 2.5a
DoD 4160.21-41: Chapter 2, Paragraph A1

Turn-In Information

DODAAC: _____ Office Symbol: _____ POC: _____

Address: _____

Telephone: DSN: _____ COMM: () _____

DoD Required Information

Federal Stock Class (FSC): _____ Part Number (PN): _____

Manufacturers Name: _____

Nomenclature (an accurate description of the item): _____

End Item Application: _____

Clear Text Statement explaining why the NSN is not included: _____

Required Demilitarization Information

Munitions List Item (MLI): YES _____ NO _____ DEMIL Code: A/B/C/D/E/F/G/H/Q

Commerce Control List Item (OCL): YES _____ NO _____ DEMIL Code: A/B/C/D/E/F/G/H/Q

DEMIL Instruction: _____

Print or Type Name: _____

Signature: _____

18.19.1.1. **(Added)** The 76 CMXG. Material Transaction Processing and Cost Corrections. All material requests will be processed through ABOM and/or LDMS. All turn-in transactions will be processed through LDMS or ABOM/NIMMS. These transactions will be processed in the above mentioned systems to record activity between the maintenance groups and/or supply.

18.19.1.2. **(Added)** OC-ALC will follow this process when purchasing raw material using Government Purchase Cards (GPC) for items that will be consumed on aircraft, engines, or commodities. The cardholder or planner will check to see if the item is stock listed with a National Stock Number (NSN). If the required material has a stock number it will be utilized to acquire the item through normal supply channels (DLA), unless the required delivery date (RDD) will not meet the estimated delivery date (EDD). If the RDD cannot be met, then Metals Prime Vendor contract (MPV) will be used first, 2nd Blanket Purchase Agreement (BPA) and 3rd GPC will be considered.

18.19.1.2.1. **(Added)** The GPC cardholder or planner may seek to locate other sources if the traditional supply methods are not supportable, as long as they meet the established selection criteria of the GPC. The external provider must have the product/material needed, can deliver the product within the specified delivery date, and can provide acceptable documentation (e.g. Certificate of Conformance (CoC), Certificate of Analysis (CoA), Mill Test Reports (MTR), Mill Test Certificates (MTC), etc.) and has an acceptable price.

18.19.1.3. **(Added)** GPC will be used as a last resort for raw stock. All purchases must be IAW AFI64-117, *Government Purchase Card Program*. GPC Purchase Request must be procured from vendors with an Air Force approved Commercial and Government Entity (CAGE) Code. If an Air Force CAGE Code does not exist then an AFMC Form 202 will be needed from cognizant engineer.

18.19.1.4. **(Added)** GPC Cardholders will keep a log and material information must be entered into the purchasing tracking system. GPC Line of Accounting will be an overhead general ledger account/JON, which will require cost transfers to a direct JON.

18.19.2.3. **(Added)** Established forms, must be published within E-Publishing and include a checkpoint to indicate if material is indirect, and a place for the planner to coordinate and signoff when indirect material is required for consumption on aircraft, engines and commodities. When indirect material is required, and not listed on the ABOM indirect table, the PST will check the appropriate box on the material request form and obtain coordination and signature of the planner prior to ordering material. The planner will load material to the ABOM indirect table, coordinate, sign and return material request form to PST. After validating the request, form the PST will use the automated bill of material (ABOM). The 76 CMXG will use the Lean Depot Management system (LDMS) to process material orders, and no issue request form is necessary.

18.19.2.4. **(Added)** . Established OC-ALC Form 112 Single material request (Figure 18.10.), or OC-ALC Form 113 Multiple material request (Figure 18.12) will be used to order material in 76 AMXG and 76 PMXG. AFSC Form 95 Issue Request (Figure 18.11) may be used in lieu of forms listed above. The 76 CMXG will use established forms listed above for material request not ordered through LDMS.

18.19.2.5. **(Added)** Electronic means of requesting material can be accomplished within LDMS or ABOM/NIMMS utilizing the picklist within the systems.

18.19.2.6. **(Added)** 76 PMXG OC-ALC Form 018 Indirect Material Add Form (Figure 18.16) will be used by 76 PMXG when indirect material is not loaded to the ABOM indirect table.

18.19.2.7. **(Added)** The 76 SWEG. OC-ALC Form 415 (Figure 18.14) and OC-ALC Form 416 (Figure 18.15) will be used in 76 SWEG.

18.19.2.8. **(Added)** Part number request for non-stock listed (NSL) material will be processed through the part number supply support request (PNSSR) system. If the source Maintenance Recoverability (SMR) code found in provisional T. O. shows this should be a local manufactured item, select "JCL" in the SOS.

18.19.2.9. **(Added)** Maintenance/production personnel will submit established order forms to the PST. PST will perform front-end edit to determine if part is stock listed except in areas where LDMS is utilized. If part is not stock listed, PST/Planner will initiate Form DD1348-6, *Single Line Item Requisition System Document, DoD (Manual-Long Form)* action through the PNSSR system. The Form DD1348-6 will be systematically forwarded to the appropriate DLA-A/CSS within the part number office.

18.19.3.3. **(Added)** The 76 CMXG. LDMS will cause the order to fail sending a message to the administrator. Order cannot proceed until IET approves the transaction.

18.19.5.1.1. **(Added)** Excess serviceable material, residue, and non-IPV kit residue material, which can be identified by NSN or manufactures stamp including material type, will be returned to the production support flight for proper disposition.

18.19.5.1.1.1. **(Added)** NIMMS MN045P screen will be used to process the turn-in of excess, found on base (FOB), and cost code "A", condition code "A" material.

18.19.5.1.1.2. **(Added)** The JON will not be used for material turned-in as FOB.

18.19.5.1.1.3. **(Added)** FOB material will be turned in with an "N" in the credit expected.

18.19.5.1.1.4. **(Added)** If credit is expected, research must be accomplished prior to input and the source of supply (SOS) must be in a buy status. The forced credit indicator must be used with caution.

18.19.5.1.2. **(Added)** Production shops involved in the manufacturing of parts, which utilize the use of raw material, may maintain a reasonable amount of left over raw stock as long as it is properly identified and stored with the product identity.

18.19.5.1.2.1. **(Added)** Each production group within OC-ALC will have their own pick-up points for unserviceable and scrap material. Within each group, each squadron will have their respective areas of responsibility.

18.19.5.1.2.2. **(Added)** These procedures do not apply to the handling and disposing of hazardous material or hazardous waste. Refer to AFMAN32-7002, for hazardous control instructions. To prevent accidental contamination involving hazardous material/waste, scrap material disposal sites shall not be located in or around hazardous waste collection points.

18.19.5.5.1. **(Added)** Maintenance group (production) personnel will:

18.19.5.5.1.1. **(Added)** Determine the appropriate disposition of material (example: turn-in material to courtesy storage, turn-in material to supply, etc.).

18.19.5.5.1.2. **(Added)** Identify and tag material (e.g., serviceable, condemned, repairable, etc.) with stock number, part number, noun, maintenance inspection stamp/signature, and unit of issue (e.g., unit of issue is a quantity of one hundred (HD) and we have less than 50 percent, turn in as scrap). See AFSCMAN21-102, Table 14.12. for material condition codes. **Note:** 76 CMXG: Residue material will be marked with manufacturer's stamp including material type. If stamp is not legible, materials may be sent to lab for positive identification to avoid condemnation.

18.19.5.5.1.3. **(Added)** Turn-in to Y-Store.

18.19.5.5.1.3.1. **(Added)** Material requirement: If material is opened and not in original package one copy of Form DD1574 is required. At a minimum, Form DD1574 must have date, quantity, NSN, noun, condition code "A", part number, and maintenance inspection stamp/signature. This does not pertain to material with a shelf life.

18.19.5.5.1.3.2. **(Added)** Utilize the MN044P screen in NIMMS to process the turn-in to the Y-Store, the input generates a stow document. Print Stowage Document and attach to material along with DD Form 1574 if material is not in factory packaging. Verify the quantity has been added to store detail via MN090P when turn-in is processed. Place material in the Outgoing area for DLA-A SSC to pick up during daily run.

18.19.5.5.1.4. **(Added)** Establish and maintain pick-up points for unserviceable expendability, recoverability, reparability code (ERRC) XB3 material; each point will be conspicuously marked to show RCC authorized to place material there and be clearly identified with obvious visible sign explaining and defining contents of each collection area.

18.19.5.5.1.5. **(Added)** Ensure "serviceable" and "identified" consumable ERRC XB3/XF3 type material is NOT placed in containers marked as unserviceable (scrap) material. For nuts, bolts, washers, rivets, shavings, wire (without connectors) and residue from the material manufacturing process, follow procedures for condemned material/scrap material as defined in [para 18.19.5.5.2](#).

18.19.5.5.1.6. **(Added)** Ensure only items that have been conspicuously marked in red with waterproof paint, dye, or similar material will be put in the containers marked for unserviceable (scrap) material. In some areas, locked containers conspicuously marked in red can be utilized as a collection point for small hardware.

18.19.5.5.1.7. **(Added)** Ensure the maximum amount of indirect bench stock material maintained by the individual mechanic, based on workload, and does not exceed a two day supply. All bench stock containers retained at workstation will be labeled with part number or stock number. After completion of repair process, excess bench stock material will be returned to the designated bench stock location IAW governing contractual procedures.

18.19.5.5.1.8. **(Added)** Report any discrepancies/non-compliances in disposal procedures promptly to management.

18.19.5.5.1.9. **(Added)** Maintenance production support personnel will:

18.19.5.5.1.9.1. **(Added)** Perform appropriate research action to determine disposition of the material after production personnel have returned the shop floor residue/excess material to the designated location. Material must be tagged as serviceable, repairable or condemned.

18.19.5.5.1.9.2. **(Added)** 76 CMXG Local Manufacturing. Residue material will not be tagged as serviceable; it is the responsibility of the production shop to prove if the material is serviceable when released for the next job. . If material is condemned, turn-in or scrap according to regulation.

18.19.5.5.1.9.3. **(Added)** Process excess material based upon disposition research using turn- in procedures for the processing of material into the supply account.

18.19.5.5.1.9.4. **(Added)** Report any discrepancies/non-compliances in disposal procedures promptly to management.

18.19.5.5.1.10. **(Added)** Maintenance group supervisors will:

18.19.5.5.1.10.1. **(Added)** Ensure all employees can differentiate between excess material and unserviceable (scrap) material.

18.19.5.5.1.10.2. **(Added)** Ensure all employees know the location sites for excess and unserviceable (scrap) material.

18.19.5.5.2. **(Added)** The following procedures will be used for condemned/scrap material:

18.19.5.5.2.1. **(Added)** Scrap material is defined as material no longer usable in the production process and has no value except for its basic material content.

18.19.5.5.2.2. **(Added)** The production groups will:

18.19.5.5.2.3. **(Added)** Conspicuously mark unserviceable parts (scrap) items identified for disposal in red with waterproof paint, dye, or similar material. Shavings from the machining process, sheet metal scrap from the manufacturing/repair process and safety wire do not require red marking.

18.19.5.5.2.4. **(Added)** Tag all consumable cost code "A" material no matter the demilitarization code and process for turn-in by PST. Items with the same NSN may be grouped together in a separate (approved) shipping container. These items only require one document and one tag that reflect the appropriate quantity of like items.

18.19.5.5.2.5. **(Added)** Process this material through DLA-DS Distribution Services, document builder/NIMMS system as a FOB turn-in. Place the Form DD1348-1A, generated on the material as you would all other turn-ins. Once completed, material will be given to Defense Distribution Depot, Oklahoma City, Oklahoma (DDOO) for shipment to Defense Reutilization and Marketing Service (DRMS). The groups are not responsible for moving this type of material to DRMS.

18.19.5.5.3. **(Added)** Scrap material (which is not identifiable to a stock number) defined as nuts, bolts, screws, rivets, washers, and wire, will be handled as follows:

18.19.5.5.3.1. **(Added)** Notify DRMS, 405-855-3667, and setup an appointment for a walk through and determination of the material being scrapped. DRMS will come to the specific shop and give instruction on how the material should be processed. After initial instruction, the shop should sort the material in the manner instructed in an ongoing basis.

18.19.5.5.3.2. **(Added)** Once the material is separated, a turn-in document will be processed using an offline document number. The offline document number will consist of an "F" in the first position, followed by the first five alphas of the RCC, the Julian date, and a four digit serial number (first and last initial of the maker plus a number ranging from (01-99)). An example of an offline document number if you were in 76 AMXG would be FMBBTA2015KM001. Do not duplicate the numbers.

18.19.5.5.3.3. **(Added)** The groups will place the document with the material and prepare for shipment. Each group is responsible for notifying DRMS, 405-855-3667 or via email william.beer@dla.mil to have this material reviewed, stamped, and made ready to ship to DRMS.

18.19.5.5.3.4. **(Added)** Once the group has the shipment ready they will take this material to Building 9002. Business hours are 0730 to 1500 Monday thru Thursday and from 0730 to 1200 on Friday. DRMS is closed on Saturday and Sunday. You have the option of calling in advance for an appointment to deliver.

18.19.5.5.4. **(Added)** Scrap material is defined as shavings and residue from manufacturing, scrap will be handled as follows:

18.19.5.5.4.1. **(Added)** Separate this material by type of metal such as aluminum, stainless steel, titanium, or as best you can into specifically labeled cans/ bins in the production shop area, remembering that the government receives more money when metals can be sold by the specific type. Ensure all scrap metal is free from hazardous chemicals. Accomplish a Form DD1348-1A using the federal stock class of the material and the offline document number process above (**Paragraph 18.19.5.5.3.2**). Business hours are 0730 to 1500 Monday thru Thursday, and 0730 to 1200 on Friday. DRMS is closed Saturday and Sunday. You have the option of calling in advance for an appointment to deliver.

18.19.5.5.5. **(Added)** Items that do not have a NSN will be handled as follows: The group will research to determine if the item in question has a NSN. If the item has a NSN, process it according to the cost code assigned to the NSN. If the item does not have a NSN, the representing activity will have to submit additional documentation with the Form DD1348-1A, called a clear text statement, (**Figure 18.19**)

18.19.5.5.5.1. **(Added)** Item must have a demilitarization code assigned, and must be placed on the form for the part to be turned-in to DRMS. The PST can find the Demil code at <http://www.dla.mil/DDSR/>. Once all the paperwork is accomplished, notify DRMS, 405-855-3667, or via email William.beer@dla.mil to have them review documentation and to set an appointment to deliver the material to Building 9002

18.19.5.5.5.2. **(Added)** All material, with the exception of cost code “A” material, DEMIL code “A” through “X,” will require DRMS to review the documentation. Once this takes place, it will be the responsibility of the activity with the material to transport it to DRMS at Building 9002.

18.19.5.5.5.3. **(Added)** The OC-ALC/Business Office (OB) office has established an indirect duty code of X51112622000 (excess material cleanup) to ensure all time is captured for this process. It is imperative this code be used so time can be documented.

18.19.5.9.1.1. **(Added)** Due in from maintenance (DIFM)/Due out to maintenance (DOTM) details.

18.19.5.9.1.2. **(Added)** For serviceable part cost code “B” issued to maintenance, a turn-in of the same part or an interchangeable and substitution (I&S) linked substitute must be used to clear the DIFM. Turn-ins are repairable “F” condition or condemned “H” condition. The Wholesale and Retail Receiving Shipping System (D035K) retail transaction history inquiry (RINA), DIFM document number inquiry (RINE) and mass request for retail transaction history (MRAG) screens are used to track DIFM/DOTM details. Exchange material transactions create one of four details. These details are essential to identify and control the issue and turn-in of exchange material.

18.19.5.9.1.2.1. **(Added)** Detail types:

18.19.5.9.1.2.2. **(Added)** DIFM (DF) – (D7). DIFM details are created when an exchange item is issued to maintenance, and maintenance has not turned in a like-item using the same document number as the issue request to clear the DIFM detail.

18.19.5.9.1.2.3. **(Added)** DIFM due out (DO). DIFM DO (D7) – DIFM DO details are created when an exchange item is requested on a replacement basis and D035K has backordered the requisition due to the unavailability of the item. D035K reflects these DIFM DOs as traditional backorders and does not identify them by symbol.

18.19.5.9.1.2.4. **(Added)** Credit DIFM (DT) – Credit DIFM (D6) details are created when maintenance turns in an exchange item on a replacement basis and has not requested a replacement item.

18.19.5.9.1.2.5. **(Added)** DOTM (D6) - DOTM details are created when a turn-in has posted in D035K but the issue request is backordered.

18.19.5.9.1.2.6. **(Added)** Each squadron is responsible for monitoring the DIFM status in their area to ensure all transactions are processed in a timely manner. Each squadron is responsible for appointing a DIFM monitor and alternate. This monitor will oversee the DIFM/DOTM process in their groups to ensure all DIFMs are cleared within 60 days. The monitor will answer questions related to the DIFM process, and is required to follow-up with the respective PST and supervisor when a delinquent DIFM and DIFM credits require attention.

18.19.5.9.1.2.7. **(Added)** The AF PST controls the applicable DIFM/DOTM records for their assigned areas. It is the responsibility of the PST to ensure DIFM assets are turned in within 60 days, to exercise document control when turning in parts to ensure the system automatically clears the DIFM, and verify that DLA timely clears the DIFM detail or initiates action to research.

18.19.5.9.3.1. **(Added)** DLA aviation, customer support specialists (CSS)s will be available to assist the AF PST in making the proper transactions to maintain the DIFM/DOTM records.

18.19.5.9.3.2. **(Added)** Cost codes are crucial when processing DIFM/DOTM details to properly charge the JON, which charges the DMAG. Cost codes can be found in Table 18.10. of AFSCMAN21-102.

18.23.1. **(Added)** Originating point responsibilities. The Originating Point is typically located within the organizations Quality Assurance or Safety Office. If an Originating Point is not identified within the organization, the Originator will perform Originating Point functions.

18.23.1.1. **(Added)** Originating point deficiency report (DR) screening. The originating point has overall management responsibility for the submitting organization or group and ensures applicable exhibits are available, secured and properly identified. **Note:** originator procedures for initiating a DR are contained in TO 00-35D-54, USAF Material Deficiency Reporting and Resolution, Chapter 3.4. The originating point may assume some or all of the duties of the originator.

18.23.1.1.1. **(Added)** The originating point will screen DRs received from originator. This screening will include the following:

18.23.1.1.1.1. **(Added)** Determine validity, accuracy and completeness of report. Reference TO 00-35D-54.

18.23.1.1.1.2. **(Added)** Verify NSN and P/N correctness using D043 system.

18.23.1.1.1.3. **(Added)** Request a copy of serviceable or bar code tags from originator.

18.23.1.1.2. **(Added)** The originating point tracks DR progress and resolution.

18.23.1.1.3. **(Added)** The originating point performs trend analysis and DR feedback.

18.23.2. **(Added)** Originating point DR input to Joint Discrepancy Reporting System (JDRS). Validated and completed DR is input through JDRS. A copy of the report is forwarded to the originator with instructions to tag the exhibit IAW TO 00-35D-54, Chapter 6. PST shall complete the turn-in process within two workdays.

18.23.2.1. **(Added)** Exhibits will be released “Q” condition to DDOO-SOP where they will be held pending induction by center investigating organization or shipped to an off base destination. **Note:** DDOO will not release the “Q” condition item without coordination from the originating point.

18.23.3. **(Added)** Originating point local shipping procedures. When exhibit disposition instructions are received from the action point, the originating point will:

18.23.3.1. **(Added)**) DLA Product Specialist provides a ship in place (SIP) letter for SMS “Q” condition items to the QA Action/ Screening point, which will forward via e-mail AVN-OO-MSD@dla.mil to material support, stock control DLA-OC/DLDBA (Material Support Stock Control).

18.23.3.2. **(Added)** Retain a copy of SIP letter, for records documentation.

18.23.3.2.1. **(Added)** If a shipping document is not received within two (2) working days, contact DLA-OC/DLDBA and e-mail a second copy of SIP letter annotating “Second Submission” to DLA-OC/DLDBA.

18.23.3.3. **(Added)** DLA-OC/DLDBA faxes a completed copy of Form DD1348-1A, to OC-ALC receiving and storage activity DDOO-SOP. This form is accessible at <http://www.dtic.mil/whs/directives/forms/eforms/dd13481a.pdf>.

18.23.3.4. **(Added)** A shipping document number is assigned by the DLA-OC/DLDBA and an e-mail is forwarded to originating point which includes a deficiency report unique identifier (DRUI) and assigned shipping document number.

18.23.3.5. **(Added)** The originating point will retain shipping documents to obtain shipping and delivery information.

18.23.3.6. **(Added)** Originating point exhibit shipment. The originating point will update the JDRS database with shipping document number and exhibit tracking information IAW TO 00-35D-54, Section 6.

18.23.4. **(Added)** Originating point DR status and analysis. The originating point will establish a systematic process to query, follow-up on progress, and report on the current status of DRs including disposition instructions.

18.23.4.1. **(Added)** Perform analysis of reported deficiencies to identify high consumption of manpower, parts and/or other resources to enhance efficiency and effectiveness. Significant results may be forwarded to the action point and/or the equipment specialist (ES).

18.23.4.2. **(Added)** Check respective exhibit status weekly and take any necessary action to ensure exhibits move in a timely manner to DDOO-SOP. **Note:** upon receipt of action point instructions that state the exhibit is not needed for an evaluation, the originating point will inform DDOO-SOP of final disposition and change of condition code.

18.23.5. **(Added)** Originating point credit reversal actions. When a request for credit reversal is received from the action point, the originating point will:

18.23.5.1. **(Added)** Forward a request to their supply organization to perform a “reverse post- to-post” action to accomplish reverse credit.

18.23.5.2. **(Added)** When credit reversal is perceived as not valid, the originating point has fifteen days to contact the action point and attempt resolution.

18.23.5.2.1. **(Added)** If consensus cannot be reached, the originating point will have 30 days to substantiate their rationale for disagreement and request single point of contact office (SPOCO) place the DR in an “open dispute” (DISP) status.

18.23.5.2.2. **(Added)** When DR has been in a DISP status for 60 days, the originating point can elevate the dispute to SPOCO. **Note:** the SPOCO will elevate the DISP status to HQ AFMC DR program manager.

18.27.3. **(Added)** PST requesting a MICAP upgrade will utilize following guidelines: Check maintenance courtesy stores (X,Y,Z), check with planner/scheduler for alternate part number and potential ROB-Backs, ensure the maintenance backorder has the acceptable priority.

18.27.3.1. **(Added)** PST will fill out MICAP checklist (**Table 18.23**), within this policy. PST will then provide the form to the DLA-A CSS for MICAP upgrade. PST will maintain a copy (either electronic or manual) of all research documents along with the MICAP checklist IAW the Records Disposition Schedule. PST will monitor the MICAP until asset has been received. PST must inform the DLA- A CSS to downgrade requisition when MICAP status is no longer required.

18.34.2.1. **(Added)** The 76 CMXG. The Supply Module is used to cancel backorders in LDMS. Select the Backorders tab and find the document number that requires cancellation. Verify the quantity to cancel, ensure there is a check in the “Send DHA to DLA” block, if a DHA is required, and provide a reason for the cancellation, and click OK.

18.39.1. **(Added)** AF PST will:

18.39.1.1. **(Added)** Access the ABOM Exchangeable module screen.

18.39.1.1.1. **(Added)** Click on the requisition material.

18.39.1.1.2. **(Added)** Click on unique ID and input required unique ID.

18.39.1.1.3. **(Added)** Click on national item identification number (NIIN) and input NIIN.

18.39.1.1.4. **(Added)** Click on quantity, input quantity and press the enter key.

18.39.1.2. **(Added)** The ABOM system will bring up unmatched turn-ins (D6R) is to be linked to with an option to make a new document. If you want to use an existing D6R, ensure its valid then click on that document number. Use the D035K RINE (DIFM document number inquiry screen) or Center of Parts Activity (COPA) report to verify the validity of the D6R prior to processing transaction in ABOM.

18.39.1.3. **(Added)** Make necessary changes to delivery priority, building station, standard reporting designator (SRD), and any other field that is not yellow and press the enter key. Write NIMMS response on order sheet.

18.39.2. **(Added)** Post to post issue processing. Expedite action will be taken to process the following post-post issues.

18.39.2.1. **(Added)** The post-post issue of material is authorized for and limited to:

18.39.2.1.1. **(Added)** Emergency requirements for priorities 01-05 when the computer is not in operation.

18.39.2.1.2. **(Added)** D035K down, reason code 1.

18.39.2.1.3. **(Added)** Data Store System (DSS) down, reason code 2.

18.39.2.1.4. **(Added)** ABOM down and D035K and/or DSS down, reason code 3.

18.39.2.1.5. **(Added)** NIMMS down and D035K and/or DSS down, reason code 4.

18.39.2.1.6. **(Added)** All computer systems down, reason code 5.

18.39.2.1.7. **(Added)** Deficiency reports (DR) exhibits or specific serialized items when D035K or DSS down, reason code 6.

18.39.2.1.8. **(Added)** Random lengths of materiel, reason code 7.

18.39.2.1.9. **(Added)** Specific assets in batches including "X" condition assets, reason code 8.

18.39.2.1.10. **(Added)** Emergency requirements for priorities 01-05 when the total asset (TASSET) record shows a zero balance with assets available in the warehouse, reason code 9.

18.39.2.1.11. **(Added)** Ammunition, explosives, and pyrotechnics, reason code 10.

18.39.2.1.12. **(Added)** The limitation of post-post issues is required to prevent indiscriminate issue of materiel from the storage facility which maintains project materiel, wholesale item manager (IM) materiel, and depot supply operating stocks (of the same stock number) stored in one warehouse location.

18.39.3. **(Added)** OC-ALC maintenance production support personnel will:

18.39.3.1. **(Added)** Receive request for post-post issues from applicable production personnel.

18.39.3.2. **(Added)** Ensure the reason cited by production personnel is valid by ensuring system identified is down or non-operational and verify condition/unit of issue of material.

18.39.3.3. **(Added)** Deny the post-post and notify production personnel if it is determined the request is invalid.

18.39.3.4. **(Added)** After validating request, process the post-post as identified below:

18.39.3.4.1. **(Added)** For ordering material when ABOM/NIMMS is up and D035K/DSS down, input the transaction as a post-post transaction into ABOM using the appropriate material requisition screen. ABOM will assign a document number. This document number will be used to call in or facsimile (FAX) the post-post request to, DDOO-Customer Service (XICS).

18.39.3.4.1.2. **(Added)** When ABOM/NIMMS is down and D035K/DSS is down, manually assign a document number to be used for the post-post transaction. In block 'D' of the AFSC Form 95, annotate "ALL SYSTEMS DOWN".

18.39.3.4.2. **(Added)** For ordering End Items when D035K/DSS is down, manually assign a document number to be used for the post-post transaction. In block 'D' of the AFSC Form 95, annotate "ALL SYTEMS DOWN."

18.39.3.4.2.1. **(Added)** Quality deficiency report (QDR) exhibits are no longer ordered post- post unless systems are down. In order to receive an exhibit under normal processing, the exhibit must be ordered through the Exchangeable Production System (G402A) to create an in-transit in D035K. A completed AFSC Form 95, with the necessary DR information must be provided to DDOO help desk at 739-2488 or via e-mail @ ddoocustomerservice@dla.mil. This process must be followed in order to obtain the correct exhibit. The receipt acknowledgement (RA) must be cleared in G337 to place the item on work order (OWO).

18.39.4. **(Added)** Prepare AFSC Form 95 (Figure 18.10.) according to the format in **(Figure 18.11)**. **Note:** special instructions on for DR exhibits can be found in **(Figure 18.11)**.

Figure 18.11. (Added) AFSC Form 95 Information Required.

1	Cols 1-3-Document (DOC) ID Col 3 if Annotated on AFMC 95, otherwise blank
2	Cols 4-6-Routing ID (FHB)
3	Col 7-Leave blank, unless coded
4	Col 8-22-NSN
5	Cols 23-24-Unit of issue (U/I)
6	Cols 25-29-QTY
7	Cols 30-43-DOC number
8	Col 44 DMD (document suffix)
9	Cols 45-50-Delivery destination
10	Cols 51-55-Control number
11	Col 56-Job designator (last digit of control number)
12	Cols 57-59-Project code (enter if applicable)
13	Col 60-WC
14	Col 61-Force activity designator (FAD)
15	Cols 62-64-Required delivery date (JON)
16	Cols 65-66-Advice code (on a post-post this is the first two digits of the Julian date) (blank if exhibit is for a DR and systems are up)
17	Col 67-Base delivery priority (On a post-post this is the last digit of the Julian date) (blank if exhibit is for a DR and systems are up)
18	Cols 68-69-Blank
19	Col 70-Owner Purpose (O/P)
20	Col 71-Condition code
21	Col 72-Blank
22	Cols 73-77-Operation facility number – Blank
23	Col 78-Cost code
24	Cols 79-80-Post-post (blank if exhibit is for a DR and systems are up)
<p>** In block A of the AFSC Form 95, annotate the requestor's name, phone number, and post-post reason code. In block D of AFSC Form 95, annotate the prime IM and phone number who approved the issue of "09" account material. **For DR exhibits- In block C of AFSC Form 95, annotate the accession number if available. In block F of AFSC Form 95, annotate the report control number (RCN) and if available the serial number (S/N).</p>	

18.39.5. **(Added)** During normal duty hours (0645-1530) (Monday-Friday), the request (including reason code) will be called in to customer service at 405-855-3855

18.39.6. **(Added)** On weekends, holidays, and after 1530, Monday through Friday, contact DDOO Emergency Supply Operations Center (ESOC) at 517-5506.

18.39.7. **(Added)** DDOO customer service will receive the local issue documents and process as required. If the post-post is a customer pickup, DDOO will call the POC listed on the Form DD1348-1A, and deliver the material to the customer. **Note:** The preferred method to initiate a post-post to customer service is to call 739-2488. AFSC Form 95 can be scanned, e-mailed @ ddoocustomerservice@dla.mil , or faxed to customer service at 734-4593.

18.40.1. **(Added)** The D6 turn-in transaction generates a stuffer deck, consisting of five copies of a turn-in stuffer. Once the transaction is input, place four copies of the stuffer and the proper forms on the material packaging and move it to the DLA pickup/delivery area. The PST is responsible for ensuring the stuffer, the condition tag and all other supporting documentation is securely attached to the turn in. One condition tag must be placed inside the container and one placed on the outside of the container.

18.40.2. **(Added)** The PST is responsible to retain one stuffer in suspense until a receipt (RT) appears on the RINA screen in D035K. The DIFM/DOTM is cleared when the turn-in is processed by DLA and crosses D035K. The RINE screen is another option that can be used to determine if credit has been received from DLA.

18.40.3. **(Added)** The AF PST will follow-up on D6 turn-ins. If the D6 has not crossed the daily DIFM/DOTM list within ten days, the AF PST should verify the status of the turn-in. Initiate a DLA-OC/DL Form 14, D6 Turn-in Research Checklist (**Figure 18.12**), and send to DLA Inventory Care of Supply and Storage (COSIS) team for research. Contact information for the COSIS team is 739-3804 or Email AVNinventoryCOSIS@dla.mil.

Figure 18.12. (Added) Sample DLA-OC/DL Form 14, *D6 Turn-in Research Checklist*.

D6 Turn-in Research Checklist			
NSN:		Document Number:	
PST Name/E-mail:		PST Phone/FAX	
(W)SSC Personnel will:		Check Done	Remarks
1	Verify 10 days have passed since turn-in date.		
2	Check for copy of signed/stamped D6 stuffer that certifies positive material transfer.		
3	Physically check surrounding work area for turn-in.		
4	Physically check DD drop-off point for turn-in.		
5	Research D035K/RINA/RINE screens by Document Number and NSN. Check for any posting errors (e.g., transposed numbers, incorrect RCC, error in document #, NSN, quantity, condition, cost code, etc.). If errors found, <i>print screen</i> .		
6	Research DSS (27/1C screen) by Document Number and NIIN. Check DSS for any posting errors (e.g., transposed numbers, incorrect RCC, error in document #, NSN, quantity, condition, cost code, etc.). If errors found, <i>print screen</i> .		
	<i>If errors found</i> - contact servicing Material Support Specialist (MSS) with information to correct receipt in DSS. Follow-up with MSS until the receipt is posted correctly in D035K/RINA screen. File stuffer, no other action required.		
7	If the above 6 steps do not produce a valid D6 in D035K, FAX or e-mail the following package to the Storage and Distribution Division (S&D) Inventory COSIS Team: a. DDOO stamped D6 Stuffer (if stamped D6 stuffer is unavailable, submit a copy of the D6 stuffer); b. Checklist (signed by Air Force (W)SSC personnel and supervisor/lead); c. Any screen prints		
Supervisor/Lead Signature:		(W)SSC Personnel Signature:	
Date FAXED to S&D Inventory COSIS Team:		(W)SSC Personnel FAX #:	

MSS will:		Check Done	Remarks
1	Check D035K/DSS balances.		
2	Research D035K/DSS for any inventory adjustments for same condition code, within the same timeframe. (FB20XX or SW32XX Document Numbers or DSS Found on Base Transaction).		
3	Check D035K/RINE & DSS by document number and NSN for turn-in.		
4	MSS will e-mail or FAX package to Storage & Distribution COSIS team and provide assistance to the COSIS team until discrepancy is resolved.		
MSS Signature:		MSS Supervisor/Lead Signature:	
Date Faxed/E-mailed to S&D Inventory COSIS Team (if applicable):		COSIS Personnel FAX #:	
1	Verify all documentation and correct records as required.		
2	FAX checklist back to MSS and Air Force (W)SSC personnel within 3 workdays with disposition of turn-in (e.g., receipt processed in D035K or the reason why the turn-in could not be processed).		
3	File completed documentation.		
S&D COSIS Team Member Signature:		S&D COSIS Team Supervisor/Lead Signature:	
Remarks:		Date completed and e- mailed/faxed back:	
DLA-OC QAAE Form 14 (August 18, 2015)			

18.40.4. (**Added**) Records shall be filed, maintained and controlled per AFI33-322, *Records Management and Information Governance Program*, and shall be retained IAW applicable AFRIMS table and rule.

Figure 18.13. (Added) Sample AFSC Form 231 Add/Change Request.

INDUSTRIAL PRODUCT- SUPPORT VENDOR (IPV) CHANGE REQUEST				
ADD:	CHANGE:	DELETE:	ICR#:	
PART I - INFORMATION				
1. ORGANIZATION:	2. OFFICE:	3. RCC:	4. KIT ID:	5. CURRENT REVISION:
6. NAME:	7. EMAIL:	8. BLDG:	9. POST:	
10. BSL/MACHINE NAME				11. FIRST KIT NEED DATE:
12. T.O. FIG, INDEX:	13. NEW KIT REVISION:	14. NOMENCLATURE:		
15. DOES THIS REQUIRE A NEW CONTAINER? YES NO				
16. DO YOU HAVE ENOUGH KIT CONTAINERS TO SUPPORT THE KIT MAX DELIVERY SCHEDULE? YES NO N/A				
17. IS THE CONTAINER CONFIGURATION ABLE TO ACCOMMODATE REQUESTED CHANGES? YES NO N/A				
PART II - ENDORSEMENT				
18. PRODUCTION SUPERVISOR:				
19. PLANNING REPRESENTATIVE:				
20. DLA COR OFFICE:				
21. IPV CONTRACT REPRESENTATIVE:				

PART III - COMPLETION BY AUTHORIZED OBWC STAFF
INFORM MAINTENANCE PLANNER, SHOP SUPERVISOR, INITIATOR, AUTOCRIB/POINT OF USE, AND UPDATE REPOSITORY.
22. OBWC IPV ANALYST:
23. NOTES:
SEE ADD CHANGE DELETE SPREADSHEET FOR DETAILED LIST OF MATERIAL.
AFSC Form 231, 20200317

18.43.1.1. **(Added)** All OC-ALC maintenance areas are considered supported by the Industrial Product-Support Vendor (IPV) program with the exception of the 76 SMXG, 76 MXSG, and recurring requirements in any maintenance group that require direct material expensing on a “T”, “M” or “S” job. IPV bench stock consists of only indirect consumable material. Direct material will not be supported through the IPV contract.

18.43.1.2. **(Added)** NSNs supported through the IPV program are generally defined as indirect, low-cost bench stock with frequent demand owned and used by the maintenance activity located on the shop floor close to the mechanic.

18.43.1.3. **(Added)** Items on bench stock with no replenishment action in 18 or more months will be recommended for deletion and reviewed in coordination with maintenance groups and the OC-ALC/OBWC.

18.43.1.4. **(Added)** Material is inventoried, replenished, billed, and expensed by IPV contract personnel IAW the DLA IPV contract.

18.43.1.5. **(Added)** All IPV supported bench stocks are managed outside the AF legacy system (D035K).

18.43.1.6. **(Added)** Only NSNs managed by DLA with a source of supply code of strategic material sourcing (SMS) can be maintained in IPV bench stock. Part numbered items can be included on an exception basis at the request of the maintenance customer if the federal stock class is managed by DLA.

18.43.1.7. **(Added)** Additions to bench stock: When an NSN is identified to be added to bench stock under the IPV contract, the following process will be completed. Any item with a unit price greater than \$250 and the unit of issue is “each” will require coordination by the group business office prior to loading to bench stock.

18.43.1.7.1. **(Added)** The responsible maintenance planner will submit an Industrial Product-Support Vendor (IPV) Change Request (ICR Form) AFSC Form 231 on behalf of the shop floor. This form can be obtained at <https://www.e-publishing.af.mil/Product-Index/>. The form requires the Production shop Supervisor, planner, DLA Core Office, IPV contract representative, and OC-ALC-OBWC /IPV Analyst coordination/signature. Planners will be required to validate the item to be added applies to the applicable technical order to which it is being requested and is an expendable/indirect asset that is not maintained as direct material on the bill of material (BOM). Direct material items cannot be added to bench stock. When more than one item is being added at the same time an electronic spreadsheet will be submitted along with the ICR form by e-mail to: ipv.aircraft@dla.mil , ipv.commodities@dla.mil, ipv.propulsion@dla.mil. The ICR form and spreadsheet must contain the following information:

18.43.1.7.1.1. **(Added)** NSN.

18.43.1.7.1.2. **(Added)** Part number.

18.43.1.7.1.3. **(Added)** Noun.

18.43.1.7.1.4. **(Added)** Unit of issue.

18.43.1.7.1.5. **(Added)** Bench stock location.

18.43.1.7.1.6. **(Added)** Bin number (if available).

18.43.1.7.1.7. **(Added)** Authorized quantity (30 day usage quantity).

18.43.1.7.1.8. **(Added)** Anticipated yearly demand quantity. 18.43.1.7.1.9. **(Added)** Unit cost.

18.43.1.8. **(Added)** The WSSC/Shop Service Center (SSC) chief will certify prior to submission that there are no current locations establish in “Y” store. If assets are located in “Y” store the request will be denied until all stock is depleted.

18.43.1.9. **(Added)** Once the “bench stock change recommendation/approval form” with appropriate coordination/approval is completed, the planner will forward to DLA Aviation (DSCR) contracting officer representative (COR) office technical assistant for processing.

18.43.1.10. **(Added)** The DSCR COR technical assistant researches the eligibility of each NSN making sure the item is managed by DLA with the correct unit of issue and unit cost. If any errors are found, the spreadsheet will be returned to the planner for correction. When all the information is correct, it will be forwarded to OC-ALC/OBWC for final review and approval. If item(s) meet all requirements, the request will be return back to DLA Aviation for final processing and added to the IPV Contract. If item(s) do not meet the IPV Contract requirements, the request will be denied and return back to DLA Aviation, the customer will have to correct and resubmit if item(s) are still required for production.

18.43.1.11. **(Added)** Deletions and authorized quantity changes: The OC-ALC/OBWC office will receive the IPV Recommended Deletions Report (Monthly) and Bin Max Recommendations Report (Quarterly) from the DSCR COR office The OC-ALC/OBWC offices will suspense the maintenance groups to review and provide concurrence/non- concurrence on the action. Recommended deletions will be included for any bin that has not had a replenishment action in the past 18 months or greater. Each line of the report will be annotated either concur or non-concur. At any time maintenance groups may request deletions or acquisition quantity changes.

18.43.1.12. **(Added)** IPV kitting.

18.43.1.12.1. **(Added)** A list of material (LOM) for each kit will include: part number, national stock number, nomenclature, quantity and unit of issue.

18.43.1.12.1.1. **(Added)** Maintenance group planners will review the kit LOM and initiate add/delete of material for new and existing kits to DLA-Aviation. Kit material items with no replenishment action in 18 or more months will be recommended for deletion, and reviewed in coordination with maintenance groups and the OC-ALC/OBWC.

18.43.1.12.1.2. **(Added)** A kit shall contain three or more NSNs.

18.43.1.13. **(Added)** All unused kitting material shall be identifiable and returned to the vendor. Any unused material will be repackaged, labeled, and placed in the designated kit return location.

18.43.1.14. **(Added)** Kit material shall not be re-deposited or used to replenish stock in open bins or POU machines.

18.43.1.15. **(Added)** Task order labor request.

18.43.1.15.1. **(Added)** The OC-ALC/Financial Management (FM) must approve all requests for bench stock assistance that fall outside the scope of the IPV contract.

Chapter 19

AIRCRAFT GROUNDING (MATERIEL DEFECT) PROGRAM

19.1.1.2. **(Added)** 76 AMXG. In these circumstances, the affected unit will follow impoundment procedures specified in **Chapter 9**.

19.3.2. **(Added)** 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.

Chapter 20

MAINTENANCE TRAINING

- 20.2.2.1.1. **(Added)** Special certification rosters (SCRs) will be reviewed semi-annually.
- 20.2.3.5.2. **(Added)** This roster will also identify those personnel authorized, as required, to certify red X items on aircraft equipment forms.
- 20.3.5.4.3. **(Added)** Participate in the development of local supplements to this instruction.
- 20.3.5.7.8.1. **(Added)** Make available to the OC-ALC PAC program manager, a list of all appointed qualification officials (QOs) and subject matter experts (SMEs) authorized to perform reviews on SSQs.
- 20.3.5.7.8.2. **(Added)** Make available to the OC-ALC PAC program manager, a list of all subject matter experts authorized to perform reviews on structured on-the-job training (SOJT).
- 20.3.5.8.2.1. **(Added)** Any mechanic/technician in a training status for a PAC task shall have a PAC task assigned and an on-the-job training (OJT) start date entered.
- 20.3.5.8.7.1. **(Added)** Supervisor will notify the group PAC/training manager within five business days of the employee's transfer, retirement or termination.
- 20.3.5.9.3. **(Added)** Employee Bill of Rights. OC-ALC personnel shall be empowered to take responsible actions that contribute to safety, quality, and productivity. To make this happen, the following employee rights are guaranteed without threat or fear of reprisal:
- 20.3.5.9.3.1. **(Added)** The RIGHT to challenge business as usual.
- 20.3.5.9.3.2. **(Added)** The RIGHT to be heard.
- 20.3.5.9.3.3. **(Added)** The RIGHT to expect commitment to quality.
- 20.3.5.9.3.4. **(Added)** The RIGHT to place quality before production.
- 20.3.5.9.3.5. **(Added)** The RIGHT to feel genuine pride in OC-ALC products and services.
- 20.3.5.9.3.6. **(Added)** The RIGHT to notify chain of command of any conditions that compromise the ability to produce a safe and quality built product during the performance of assigned duties.
- 20.3.6.1.5. **(Added)** PAC qualification tasks may be established to document OJT and qualification for work that does not relate to a WCD or require stamping of a WCD. IAW AFI36-2650 AFMCSUP, *Maintenance Training*. Qualification tasks do not have to meet the same task title requirements as Certification tasks. For more information about the creation/use of qualification tasks, refer to AFI36-2650 AFMCSUP.
- 20.3.8.4. **(Added)** PAC training. Personnel who perform depot maintenance shall complete applicable training requirements prior to PAC certification. All training required for PAC task certification shall be documented in TSS-PAC.
- 20.3.12.2.1. **(Added)** Personnel NH-04/WS-18 and above, their military equivalent and contractors are exempt from the requirement to perform an annual review of their own records if they are not covered by the PAC program or do not stamp off WCDs.

20.3.13.2.1. **(Added)** Also, non-routine work can consist of workloads considered prototype, first-article, one-time occurrence or based on a limited production run in which there is no PAC certified employee.

20.3.13.2.2. **(Added)** Non-routine work for workloads already established, but not accomplished for such a long period of time that there is not a PAC certified technician available, the supervisor will PAC certify the best qualified journeyman technician to perform the task(s).

20.3.13.2.3. **(Added)** Non-routine work for prototype and first-article workloads in which there are no PAC certified employees, the supervisor will select the best qualified journeyman technician. (76 PMXG only: These selected technicians will be appointed in writing by the group commander or deputy commander on a SCR for this type workload). The technician will then accomplish the task under the oversight of the appropriate OC-ALC Group Production Engineering authority and not need to be PAC certified; however, the technician will need to meet all required training to perform the operation, as determined by the appropriate OC-ALC Group Production Engineering authority. Training will be documented in PAC Form 75 Section III-C and linked to any formal task related training identified in the technician's Form 75 Section II. Once the work is accomplished, the technician will stamp/date the WCD and the appropriate OC-ALC Group Production Engineering authority will sign their name next to the technicians stamp that all work performed meets all technical data, safety and other applicable directives.

20.3.13.2.4. **(Added)** Due to the unique nature of "limited run" workload in the Repair and Development (R&D) Section in 76 PMXG, the R&D Section can establish an SCR for this workload. The technician will then accomplish the task under the oversight of the appropriate OC-ALC Group Production Engineering authority and not need to be PAC certified; however, the technician will need to meet all required training to perform the operation, as determined by the appropriate OC-ALC Group Production Engineering authority. Training will be documented in PAC Form 75 Section III-C and linked to any formal task related training identified in the technician's Form 75 Section II. Once the work is accomplished, the technician will stamp/date the WCD and the appropriate OC-ALC Group Production Engineering authority will sign their name next to the technicians stamp that all work performed meets all technical data, safety and other applicable directives. If this workload becomes a production workload, PAC tasks will be established and technicians will be certified IAW PAC policies and procedures.

20.3.13.2.5. **(Added)** The 76 CMXG Reverse Engineering And Critical Tooling (REACT) Laboratory utilizes Additive Manufacturing (AM) technologies to create prototypes, form blocks, fixtures and one-off/limited run weapon system components. REACT also creates technical data packages utilizing advanced three dimensional scanning equipment. It is impractical for REACT to create task qualifications/certifications for every part or technical data package submitted. Therefore, a Special Certification Roster (SCR) will be created for limited run tasks conducted within REACT. A technician will accomplish the task(s) under the oversight of the engineering authority and need not be PAC certified. The technician will meet all required training to perform the task(s) as determined by the engineering authority. On-the-Job (OJT) Training will be documented utilizing TSS-PAC Form 75 Section III-Q and linked to any formal task-related training identified in the technician's Form 75 Section II. Once the work is accomplished, the technician will sign/date the Work Control Document that the work is complete and the appropriate OC-ALC Group Production Engineering authority will sign/date next to the technician's signature that all work performed meets all technical data, safety and other applicable directives. If/when a

limited run becomes a production workload, it will be given to an existing production organization who will establish PAC tasks and certify technicians IAW PAC policies and procedures.

20.3.14.3.2.1. **(Added)** Any mechanic/technician in a training status for a PAC task shall have a PAC task assigned and an OJT start date entered.

20.3.14.4.2. **(Added)** Decertification information is not to be entered in Section IV.

20.3.14.4.3. **(Added)** *Health Insurance Portability and Accountability Act* (HIPAA) information shall not be entered in Section IV.

20.3.14.4.4. **(Added)** When an employee is frozen, a note shall be entered in Section IV and the User Admin profile to explain the reason.

20.3.14.4.4.1. **(Added)** Only employees who are on any type of military leave, Family and Medical Leave Act (FMLA), individual mobilization augmentee (IMA), on extended medical leave or extended Leave Without Pay (LWOP) and do not report to work shall be placed in the temporary inactive work center. If the employee is in the temp inactive workcenter, they are not considered certified and shall not stamp off any WCD for as long as they are assigned to this workcenter.

20.3.14.4.4.2. **(Added)** The group training manager shall be responsible for updating the notes every 90 days.

20.3.15.2.2. **(Added)** The PAC/training inspections for PAC certified employees shall be conducted face-to-face with at least one inspection each quarter. Notification to the OC-ALC PAC Program Manager shall be given within 5 business days of inspections. The OC-ALC PAC Program Manager reserves the right to accompany the Group PAC Managers to ensure compliance.

20.3.15.2.3. **(Added)** Group PAC Program Managers are to provide to the OC-ALC PAC Program Manager an updated list of first-line supervisors quarterly.

20.4.3.1. **(Added)** When a written test is required, it will be conducted prior to the demonstration of proficiency. If the employee is being qualified/requalified on the SSQ and fails (the written test or any part of the demonstration of proficiency) the employee shall be immediately decertified by the employee's supervisor on all tasks related to the SSQ. It is the responsibility of the SSQ QO to notify the supervisor, in writing, when an employee fails any part of the qualification/requalification process.

20.4.6.2.1. **(Added)** The group PAC program manager must oversee the development of local SSQ procedures including regulatory documents, application, qualification, re-qualification, and disqualification criteria IAW with this supplement. Locally added SSQ procedures will be established in group operating instructions. Locally added SSQs are as follows:

20.4.6.2.2. **(Added)** Life support.

20.4.6.2.3. **(Added)** KC-135 air refueling boom rigging.

20.4.10.2.5.2. **(Added)** Blank or N/A entries are not permitted on the SSQ proficiency worksheets for any steps or prerequisite dates. Every blank/block on the worksheet requires a proper entry.

20.4.10.2.5.3. **(Added)** The completion date for the SSQ shall not be the same completion date as the SOJT.

20.4.10.2.5.4. **(Added)** After successful completion of the written examination, the employee will then complete the required demonstration of proficiency.

20.4.10.2.6.1. **(Added)** Review all written test material for validity at the same time the SSQ material is reviewed during the triennial review period or at such time as changes are made to the SSQ requirements.

20.4.10.2.6.2. **(Added)** In addition, the SSQ written tests being administered by the E-Testing System are to be reviewed every 15 months with notification to the OC-ALC PAC Manager upon completion.

20.4.10.2.8.2. **(Added)** When the QO witnesses a deficiency during the demonstration of proficiency, the QO will notify the supervisor and the technician shall be decertified.

20.4.10.2.8.3. **(Added)** Upon failure of an SSQ requalification, the supervisor will ensure that the failure has been input into TSS for the appropriate SSQ.

20.4.11.10.7.2.1. **(Added)** Non-qualified or non-certified personnel may assist if they are in a training status or when performing ancillary duties in support of and under the direct supervision of fully qualified and certified egress personnel.

20.4.11.14.4.1.1. **(Added)** The demonstration of proficiency (practical) will not be completed until after a successful completion of the written general and written specific tests.

20.4.11.14.5.1.1. **(Added)** The demonstration of proficiency (practical) will not be completed until after a successful completion of the written general and written specific tests.

20.4.11.19.7. **(Added)** Welders shall not perform a penetrant test on their own welds. This must be performed by another mechanic/technician who is NDI SSQ qualified.

20.4.13.1. **(Added)** The skill and grade requirement on the SSQ guide is to list the primary grade and skill for which the SSQ is intended. Other skills and grades can utilize the SSQ guide and worksheets as determined by the workcenter supervisor.

20.5.4.6. **(Added)** Aircraft jet engine exhaust inspection shall be included with all requirements as stated above.

Chapter 22

CONTRACT SURVEILLANCE

22.2.1.1.2.1. **(Added)** The Functional Services Manager (FSM) duties are delegable to the COR supervisor or one pay grade level above the COR. The FSM will be designated by appointment letter, within 30 days after contract award. The appointment letter is maintained in the contract folder.

22.2.1.1.9.1. **(Added)** Program Model Assessment Process (PMAP) and Performance Plan (PP) are synonymous.

22.2.1.1.9.2. **(Added)** Performance plan. The purpose of a PP is to provide a planned process for surveilling the contractor's actual performance, and comparing that performance against the contractual requirements to determine conformity with the technical requirements of the contract. The PP shall identify and describe the roles and responsibilities for implementing and maintaining the following key elements of managing and executing a contract performance management assessment program: See [Figure 22.1](#).

Figure 22.1. (Added) Key performance plan elements.

Performance assessment planning & preparation
Performance assessment
Performance assessment results analysis
Performance assessment reporting
Performance assessment follow-up
Performance assessment report closure

22.2.1.1.9.3. **(Added)** PP development. PP development is mandatory for all AF units that fall under the purview of this supplement. It is the responsibility of the FSM and Chief COR to ensure a PP effectively measures and evaluates a contractor. When properly developed the PP provides CORs with information to identify acceptable performance and potential reasons for any nonconforming performance.

22.2.1.1.9.4. **(Added)** PP inspection elements. Items included in the applicable contract requirements document are required PP inspection elements.

22.2.1.1.9.5. **(Added)** Identify additional contract surveillance requirements in the PP. PP surveillance will be based on the minimum surveillance necessary to assess effective and efficient contractor compliance to performance work statement requirements. Surveillance methods shall be based on performance-based contract assessment methods and techniques. The PP shall avoid using traditional legacy system methods such as stove-pipe checklists and constant inspection.

22.2.1.1.9.6. **(Added)** Identify and describe performance-based contract assessment techniques and their application. The PP shall also describe how to document and report exceptional and unacceptable performance.

22.2.1.1.9.7. **(Added)** Establish and assign responsibilities in the PP for verifying costs of reimbursable items, to include items purchased through the micro-purchase program, when applicable.

22.2.1.1.9.8. **(Added)** Establish procedures to review, evaluate, and provide comments and recommendations to contractor proposals. These proposals are for contract modifications not for new contracts.

22.2.1.1.9.9. **(Added)** Include procedures for development, and coordination of monthly surveillance schedules.

22.2.1.1.9.10. **(Added)** Ensure contractor hours of operation are surveilled on a random basis to include all shifts, weekends, and holidays the contractor works.

22.2.1.1.9.11. **(Added)** The scope of contract performance assessment or inspection shall be based on past performance, mandatory, statutory, and regulatory requirements. Performance assessment planning shall consider operational risk, service complexity, and criticality as factors in deciding the performance assessment plan from month to month.

22.2.1.1.12.1. **(Added)** Surveillance scheduling. The COR will develop a monthly schedule of surveillance activities based on PP requirements. The schedule must be completed no later than five duty days prior to the beginning of the period it covers. The FSM must review and return the schedule to the COR no later than the last day of the month proceeding the scheduled month. The Chief COR must provide a copy of the schedule to the procuring contracting officer (PCO)/administrative contracting officer (ACO) before the start of the surveillance period. Post changes to scheduled observations as they occur and send copies to the PCO/ACO and FSM as requested.

22.2.1.1.12.1.1. **(Added)** If minimum monthly surveillance requirements cannot be met due to equipment non-availability or special circumstances, an explanation on the summary for each missed area and/or inspection category is required. In such cases an approval statement from the FSM and PCO/ACO for the variance is required.

22.2.1.1.12.1.2. **(Added)** The Chief COR shall adjust surveillance activities commensurate with contractor's performance and level of risk to the government should the contractor not perform in an acceptable manner. If a particular function of the contractor's performance has a continuing record of acceptable performance and unacceptable performance would not likely result in loss of life to AF personnel or damage to government property, surveillance of that function should be reduced. If contractor performance of a function is less than satisfactory, surveillance of that function should be increased. When this is determined to be appropriate, the chief COR, with FSM and PCO/ACO approval, will adjust the surveillance schedule.

22.2.1.1.12.1.3. **(Added)** Technical inspections (TI). TI requirements of a contract are surveilled by performing TIs. Any maintenance task accomplished in accordance with technical guidance, (TO, work-card, etc.) qualifies for COR surveillance under the technical inspection concept. Inspections may be performed while maintenance is being performed (concurrently) or after the fact. CORs surveilling contracts that do not have technical inspections specifically addressed in this supplement will use the procedures in this paragraph to perform technical inspections included in the PP. COR accomplish TIs by evaluating the following:

22.2.1.1.12.1.4. **(Added)** Checking a minimum of 50 percent of the required inspection items. Normally, disassembly of a part, removal of a stress panel, or similar actions is not necessary to accomplish a TI.

22.2.1.1.12.1.5. **(Added)** Review of the aircraft or equipment forms and the MIS for proper documentation (applicable to the job being surveilled); checking for proper and current technical data usage; proper tool usage; and after maintenance FO checks of the area in which the task was performed.

22.2.1.1.12.1.6. **(Added)** Minimum technical inspection surveillance requirements/frequencies for applicable aircraft and trainer transient aircraft will be determined by Air Force Sustainment Center (AFSC). The FSM, PCO/ACO and chief COR, using AFSC guidance will jointly determine any additional surveillance requirements associated with maintenance contracts.

22.2.1.1.12.1.7. **(Added)** COR activities surveilling AF maintenance contracts not specifically addressed in this chapter will use the contract Section C requirements document to determine technical area surveillance requirements. As a minimum, include a percentage of each technical inspection in the contractor's quality control (QC) program requirements outlined in the contract Section C requirements document.

22.2.1.1.12.1.8. **(Added)** TI ratings. TI will be rated as either conforms or non-conforms. Assign non-conforms ratings when one of the following conditions occurs:

22.2.1.1.12.1.9. **(Added)** A step serious enough to adversely affect the performance of the equipment involved is omitted or improperly completed.

22.2.1.1.12.1.10. **(Added)** A major or red X discrepancy is detected.

22.2.1.1.12.1.11. **(Added)** The performance threshold, if established, is not met.

22.2.1.1.12.1.12. **(Added)** Assign a technical rating inspection as acceptable when the total number of minor discrepancies does not exceed the applicable baseline or acceptable quality level (AQL) contained in the quality control/assurance requirements of the contract.

22.2.1.1.12.1.13. **(Added)** CORs at units operating from a contract Section C requirements document with a service delivery summary (SDS) will ensure applicable standards identified in the SDS are considered during the development of technical inspection requirements.

22.2.1.1.12.1.14. **(Added)** Follow-up TIs. Follow-up TIs are inspections accomplished that follow behind the contractor's QC for the purpose of verifying the contractor's quality program. All units, to include contract logistics service contracts, will identify select technical inspections contained in their PP. The Chief COR schedules a sufficient percentage of technical inspections as follow-up technical inspections. These inspections may be performed in conjunction with other inspection requirements. If this option is used, document each inspection separately.

22.2.1.1.12.1.15. **(Added)** As with TIs, follow-up TIs may also be performed concurrently or after contractor QC inspections. Include these requirements in the PP and the monthly surveillance schedule. **Note:** The Chief COR may elect to do QC follow-up inspection on observation work areas as well.

22.2.1.1.12.1.16. **(Added)** Follow-up technical inspection ratings. Follow-up technical inspections will be rated the same as technical inspections.

22.2.1.1.12.1.17. **(Added)** Observation area inspections will be accomplished at least annually and listed on the monthly schedule.

22.2.1.1.12.1.18. **(Added)** Safety. Document violations of Occupational Safety and Health Administration (OSHA) or Air Force Occupational Safety and Health Standards (AFOSHSTD)s that clearly present a potential to damage or injure government resources as part of the inspection being performed or, if appropriate, "as observed." The documentation should clearly indicate the potential to damage or injure government resources. CORs do not document violations of OSHA or AFOSHSTDs that do not present the potential to damage or injure government resources; rather they will informally notify the site supervisor and PCO/ACO.

22.2.1.1.12.1.19. **(Added)** Documentation file inspections. Rate documentation file inspections for aircraft, support equipment, and engines. The inspections include review of the status and historical documents (include documents in the MIS). Send discrepancies found in the historical documents file to the contractor for corrective action. Actual discrepancies are not corrected except for items of a historical nature, including automated documents that can be verified from other sources. Specifically:

22.2.1.1.12.1.20. **(Added)** Each incorrect clearing of a red X symbol, erasures of symbols, overdue time change items (TCI)s, and overdue inspections caused by improper documentation are considered major discrepancies. The correct use and clearance of red X symbols are items of special attention during documentation file inspections. CORs must ensure unsafe or unfit for operation conditions are represented by red X entries and these entries are properly cleared.

22.2.1.1.12.1.21. **(Added)** Documenting/correcting contractor performance. COR technical, observation area, or as observed inspections will be documented using applicable AF forms or electronic equivalent. Document any discrepancies as soon as they are discovered, and notify the contractor as soon as the surveillance is completed. After the surveillance form is completed, CORs must also request a contractor representative to initial the document on which the inspection is recorded to acknowledge receipt of performance assessment results and not necessarily concurrence with the findings. If the contractor representative refuses to initial, it is so noted by the COR. A date and time the discrepancy is discovered is also annotated, and the contract representative is asked to correct the problem. Document and bring to the attention of the contractor errors found in services not scheduled for observation, but do not use unscheduled or as observed inspections to determine performance acceptability for the contractors monthly rating.

22.2.1.1.12.1.22. **(Added)** End of month surveillance summary. At the end of each month the Chief COR compiles a monthly summary of all COR surveillance activities for the month. The content, format and routing of the end of month surveillance summary will be determined by each MAJCOM.

22.2.1.1.12.1.23. **(Added)** Contractor non-conformance. If at any time during the surveillance rating period (typically monthly or quarterly as specified by the contract Section C requirements document), the results of surveillance required by the PP show the number of unacceptable observations do not meet contract standards or performance requirements, and the Chief COR determines it is not government caused, the COR organization initiates a corrective action request specified by the applicable contract or a form specified by the MAJCOM. If not specified in the contract, corrective action request (CAR) reporting forms will be determined by the program management office (PMO).

22.2.1.1.12.1.24. **(Added)** Forward the completed report to the PCO/ACO for evaluation. If the PCO/ACO determines it is appropriate, send the report to the contractor, with return receipt requested. The contractor normally has 15 calendar days from date of receipt to return the report to the PCO/ACO with a response as to cause, corrective action, and actions taken to prevent recurrence. The PCO/ACO, in consultation with the COR, evaluates the contractor's response and takes appropriate action.

22.2.1.1.12.1.25. **(Added)** If the contractor's actions cited by the contractor in their response to the report fail to correct the area of non-conformance, the chief COR ensures another corrective action request is initiated for any subsequent surveillance rating periods in the same nonconforming area.

22.2.1.1.12.1.26. **(Added)** If any areas of non-conformance are not corrected using previous guidance, it is the responsibility of the FSM to contact the PCO/ACO or government program office to initiate discussion with corporate headquarters or issue a cure notice. In extreme circumstances a show cause notice or a contract termination notice may be required as determined by the FSM and PCO.

22.2.1.1.12.1.27. **(Added)** Past performance reporting. COR organizations in coordination with the FSM and PCO/ACO will accomplish annual contractor performance reporting using the Contractor Performance Assessment Reporting System (CPARS) as identified in the July 2018 AF CPARS guide. For more information: <http://www.cpars.gov/refmatl.htm>.

22.2.1.1.12.1.28. **(Added)** Acceptance of services will be accomplished utilizing Form DD250, Material Inspection and Receiving Report, or in the Wide Area Workflow Payment in the Procurement Integrated Enterprise Environment (PIEE). It is the Chief COR's responsibility to validate the accuracy of financial figures submitted by the contractor prior to the government paying for services.

22.2.1.1.12.1.29. **(Added)** Award fee administration. Award fee management procedures will be determined by the applicable contract award fee evaluation plan or AFSC determined procedures.

22.6.1.1. **(Added)** A primary and a minimum of one alternate COR will be assigned to each contract.

22.6.1.2. **(Added)** FSM Role. The FSM is the government's functional authority for the contracted function. The FSM retains all responsibility for the success or failure of the contracted function, the same as if the contracted function was an organic activity. The functional area includes all maintenance activities as defined in the contract Section C requirements document. In addition to the duties and responsibilities outlined in AFSCMAN21-102, the FSM shall:

22.6.1.2.1. **(Added)** Keep up-to-date on mission changes that could affect creation of a contract modification.

22.6.1.2.2. **(Added)** Ensure the development of a QASP that effectively measures and evaluates contractor performance throughout the life of the contract or management plan.

22.6.1.2.3. **(Added)** The QASP implements the requirements of applicable guidance and this chapter.

22.6.1.2.4. **(Added)** Review problem areas and when applicable coordinate with the PCO/ACO to resolve the problems. If the problem cannot be resolved, request assistance through command channels.

22.6.1.2.5. **(Added)** Review documents related to default/re-compete prior to scheduled re-competition; contract requirements document or scope of work modifications; changes to award fee plan (if applicable) to new or revised DoD, AF, MAJCOM, and local directives.

22.6.1.2.6. **(Added)** Review contractor proposals to new or revised DoD, AF, MAJCOM and local directives.

22.6.1.2.7. **(Added)** Coordinate waiver requests with the AFSC/LG staff through the appropriate chain of command when initiated by the contractor, most efficient organization (MEO), or high performing organization (HPO).

22.6.1.2.8. **(Added)** Ensure the use of performance-based contract assessment tools (e.g., process and systems audits, compliance checklists, random sampling or other frequency-based inspection methods, etc.) to monitor contractor submission of required reports according to the contract requirements document and management plan.

22.6.1.2.9. **(Added)** Ensure development of a contingency plan/strike plan for tasks identified as essential IAW Department of Defense Instruction (DoDI) 1100.22, Policy and Procedures for Determining Workforce Mix, and annually coordinate with PCO/ACO to revise, update, or change it.

22.6.1.2.10. **(Added)** Ensure CORs are not assigned additional duties that interfere with their ability to fully meet requirements of contract surveillance and other COR duties. CORs are not exempt from additional duties; the intent is that additional duties do not interfere with the primary role of contract surveillance and other COR duties.

22.6.1.2.11. **(Added)** Review contractor developed publications for acceptance prior to final signature and implementation.

22.6.1.3. **(Added)** The Chief COR role.

22.6.1.3.1. **(Added)** The Chief COR ensures contractor performance is surveilled IAW criteria outlined in the performance work statement, QASP and PP. They are also responsible for reporting all performance assessment results through the FSM to the PCO/ACO for disposition. The Chief COR fulfills these responsibilities by overseeing the CORs that have been delegated inspection and acceptance authority by the PCO/ACO.

22.6.1.3.2. **(Added)** Responsibilities. Organizations with a single COR position shall utilize this individual as both the Chief COR and COR. Initial certification and annual evaluations shall be accomplished by the FSM. Chief CORs shall perform the following:

22.6.1.3.3. **(Added)** Review the contractor inspection system, quality program or other means used for control quality and comply with contract requirements. Submit comments through FSM to PCO/ACO for disposition.

22.6.1.3.4. **(Added)** Annually review and revise checklists, performance requirements document, evaluation guides, etc., for currency and completeness.

22.6.1.3.5. **(Added)** Perform annual over-the-shoulder evaluations of each primary and alternate COR in the performance of surveillance activities. The purpose of this evaluation is to ensure proficiency in surveillance techniques. Document the results of the evaluation in the CORs training records. In large units, this responsibility may be delegated to the COR superintendent, or equivalent.

22.6.1.3.6. **(Added)** Collect, analyze and report award fee data at the end of each award fee period using applicable award fee evaluation plan.

22.6.1.3.7. **(Added)** Supplement and perform surveillance activities as required.

22.6.1.3.8. **(Added)** Develop and maintain the PP and associated contract performance assessment documentation IAW ACO/PCO guidelines.

22.6.1.3.9. **(Added)** Ensure development and maintain the PP and associated contract performance assessment documentation IAW ACO/PCO guidelines.

22.6.1.3.10. **(Added)** Provide assistance to the wing safety office or equivalent, in mishap and incident reporting if required.

22.6.1.3.11. **(Added)** Review contractor developed publications (wing/group instructions) prior to acceptance and publication to ensure they meet all contractual requirements and do not conflict with local, MAJCOM, or AF instructions.

22.6.1.3.12. **(Added)** Ensure discrepancies discovered by CORs are documented in the appropriate aircraft or equipment forms, and in MIS. CORs will follow-up to ensure the contractor takes corrective actions and preventive actions.

22.6.1.3.13. **(Added)** Evaluate contractor proposals and provide comments and recommendations to the FSM and ACO/PCO.

22.6.1.3.14. **(Added)** Verify and validate contractor submitted performance indicators.

22.6.1.3.15. **(Added)** Assist the ACO/PCO in managing government furnished equipment.

22.6.1.3.16. **(Added)** Acceptance of services will be accomplished utilizing Form DD250 or in Wide Area Workflow Payment. It is the Chief COR's responsibility to validate the accuracy of financial figures submitted by the contractor prior to the government paying for services.

22.6.1.4. **(Added)** The COR role:

22.6.1.4.1. **(Added)** The COR role is to observe, then document the overall performance of the contractor without duplicating or augmenting the contractors QC function. The COR is not part of the contractors QC function. Additionally, CORs protect the government's interest by being the eyes and ears of the FSM and PCO/ACO concerning contractor performance. CORs also provide technical support to the FSM and PCO/ACO.

22.6.1.4.2. **(Added)** Responsibilities. The COR is responsible for a wide range of surveillance requirements related to the surveillance of maintenance contracts. Specifically, the COR will:

22.6.1.4.3. **(Added)** Know and understand the specifications and requirements of the contract.

22.6.1.4.4. **(Added)** Know and maintain proficiency in performance based contract assessment methods.

22.6.1.4.5. **(Added)** Know and apply the procedures for documenting surveillance.

22.6.1.4.6. **(Added)** Perform surveillance according to the PP and/or QASP.

22.6.1.4.7. **(Added)** Attain qualification in the appropriate areas before performing evaluations, inspections, or surveillance duties unsupervised.

22.6.1.4.8. **(Added)** Review incoming and outgoing official government and contractor correspondence, as applicable to what the COR has to surveille.

22.6.1.4.9. **(Added)** Report findings to PMO for coordination, through PCO prior to forwarding to MAJCOM (when applicable).

22.6.1.4.10. **(Added)** Evaluate the effectiveness of the contractor's involvement in mishap investigations, IAW AFI91-204, Safety Investigations and Reports.

22.6.1.4.11. **(Added)** Serve as a member of the source selection team when required.

22.6.11.1. **(Added)** The FSM and Chief COR are responsible for ensuring CORs receive required training. The following training requirements apply to all CORs:

22.6.11.1.1. **(Added)** Initial contract surveillance related training. Initial COR contract surveillance related training consists of formal training conducted in two phases. CORs will complete this training prior to performing surveillance duties.

22.6.11.1.2. **(Added)** Contract specific training. Training must be completed for each contract to which the FSM and COR is assigned. The FSM ensures the PCO/ACO provides this training as required by Air Force Federal Acquisition Regulation System (AFFARS) Mandatory Procedure 5346.103, The Quality Assurance Program.

22.6.11.1.3. **(Added)** Refresher training. Refresher training must be completed at least annually for the purpose of staying current on all contract and performance management assessment plan changes.

22.6.11.1.4. **(Added)** COR training certification. CORs will be knowledgeable of the tasks they surveille. CORs are not required to be certified on specific tasks; rather, they are duty- position qualified to inspect, surveille, and observe according to the requirements in this supplement and other applicable directives.

22.6.11.1.5. **(Added)** COR training records. Training records documenting COR training shall be maintained IAW AFI36-2651, Air Force Training Program, and the individual training plan (ITP) (or equivalent system) prior to performing the surveillance. As a minimum, all CORs (regardless of grade or skill level) must maintain an ITP (or equivalent training records/system) that identifies specific responsibilities required by this supplement or other applicable directives.

22.6.11.1.6. **(Added)** Transition administration Federal Acquisition Regulation (FAR) Part 49, Termination of Contracts. During the transition period of a contract, the COR organization is responsible to ensure the contractor meets all criteria outlined in the contractor proposed transition plan. **(Added)** The COR will develop monthly surveillance schedules based on PP and QASP requirements. The COR will submit to the chief COR for review and forward to the FSM for approval prior to CORs submittal to the ACO five duty days prior to the beginning of the period it covers. The COR must provide a copy of the surveillance schedule to the ACO before the start of the surveillance period. Post changes to the schedules observations as they occur and send copies to the ACO and FSM as requested.

22.7.1.1. **(Added)** Customer complaint forms will be included.

JEFFREY R. KING, Brigadier General, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 1100.22, *Policy and Procedures for Determining Workforce Mix*, 1 December 2017

TO 00-5-1, *Air Force Technical Order System*, 15 February 2019

TO 00-20-14, *Air Force Metrology and Calibration Program*, 30 September 2017

TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 13 March 2017

TO 00-35D-54, *USAF Material Deficiency Reporting and Resolution*, 1 September 2015

TO 1-1-3, *Inspection and Repair of Aircraft Integral Tanks and Fuel Cells*, 18 December 2016

DAFI33-360, *Publications and Forms Management*, 30 November 2015

AFI21-101, *Aircraft and Equipment Maintenance Management*, 15 January 2020

AFI23-111, *Management of Government Property in Possession of the Air Force*, 18 November 2018

(Added) AFI32-2001, *Fire Emergency Services (FES) Program*, 27 September 2018

(Added) AFI33-322, *Records Management and Information Governance Program*, 22 March 2020

(Added) AFI36-2651, *Air Force Training Program*, 2 January 2019

AFI36-2650, *Maintenance Training*, 01 May 2019

AFI90-821, *Hazardous Communication (HAZCOM) Program*, 12 May 2019

AFI91-204 *Safety Investigations and Reports*, 26 April 2018

AFI36-2650 AFMCSUP, *Maintenance Training*, 14 November 2019

(Added) AFI64-117, *Government Purchase Card Program*, 21 June 2018

AFI90-201 AFMCSUP, *The Air Force Inspection System*, 9 January 2020

(Added) AFI32-7086 OC-ALCSUP, *Hazardous Materials Management*, 14 November 2017

(Added) AFMAN32-7002, *Environmental Compliance and Pollution Prevention*, 03 February 2020

(Added) AFMAN63-144, *Business Capability Requirements, Compliance, and System Acquisition*, 24 July 2018

AFMAN91-201, *Explosives Safety Standards*, 20 March 2017

(Added) AFMAN91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 10 December 2018

(Added) FAR Part 49, *Termination of Contracts*, 13 January 2017

(Added) AFFARS Mandatory Procedure, 5346.103, *The Quality Assurance Program*, August 2005

- (Added) AFMCI21-100, *Depot Maintenance Management*, 05 September 2018
- (Added) AFMCI21-105, *Corrosion Program and Marking of Aerospace Equipment*, 19 February 2019
- (Added) AFMCI21-141, *Contract Field Team (CFT) Program*, 16 September 2019
- (Added) AFMCI65-101, *Depot Maintenance Accounting and Production System-Financial Policy and Procedures for Depot Maintenance*, 16 June 2014
- AFSCMAN21-102, *Depot Maintenance Management*, 10 March 2019
- (Added) AFSC SOP – *CIP Fixed Assets Capitalization and Modifications*, 6 November 2017
- (Added) AFMCI33-108, 2.11, *AFMC Life Cycle Information Technology Governance*, 28 May 2014
- (Added) TINKERAFBI13-204, *Flight and Ground Operations*, 31 July 2018
- (Added) TinkerAFBI13-213, *Airfield Driving*, 21 March 2017
- (Added) TINKERAFBI21-100, *Foreign Object Damage (FOD) and Dropped Object Prevention (DOP) Programs*, 04 February 2019
- (Added) OC-ALCI21-203, *Equipment-Maintenance/Inspection and Documentation*, 14 July 2014
- (Added) OC-ALCI32-101, *Air Quality Recordkeeping Procedures*, 18 January 2017
- (Added) OCALCI90-120, *Internal Audit System*, 28 April 2014
- (Added) OCALCI90-420, *Corrective Action Tracking System (CATS)*, 30 April 2014
- (Added) OC-ALCI91-11, *Incident/Mishap Reporting Procedures*, 19 March 2014
- (Added) OCALCMAN90-107 *OCALC Quality Manual*, 24 May 2017
- (Added) 76MXSGOI21-917, *Process Order Policy & Procedure*, 15 April 2020
- (Added) 76MXSGOI61-201, *Quality Verification Center Operations Methodology*, 22 September 2016.
- (Added) AFRIMS T21-05 R01.00, *Depot Maintenance Projects*, 16 May 2005

Prescribed Forms

- (Added) OC-ALC Form 4, *Capital Investment Program Project Equipment Folder Checklist*
- (Added) OC-ALC Form 018, *Indirect Material Add Form*
- (Added) OC-ALC Form 52, *Parts Identification and Status Tag*
- (Added) OC-ALC Form 111, *Unplanned Material Request*
- (Added) OC-ALC Form 112, *Material Issue Request*
- (Added) OC-ALC Form 113, *Material Request Form*
- (Added) OC-ALC Form 130, *OC-ALC Impoundment Official Checklist*
- (Added) OC-ALC Form 131, *OC-ALC Impoundment Worksheet*

(Added) OC-ALC Form 238, *Move Item Support*

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

(Added) OC-ALC Form 415, *Material Issue Request*

(Added) OC-ALC Form 416, *DIFM/DOTM Material Issue Request*

(Added) OC-ALC Form 539, *Supplemental Listing OC-ALC Maintenance Tool Add-On Authorization List*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

(Added) AF Form 1151, *Training Attendance and Rating*

AF Form 1297, *Temporary Issue Receipt*

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

AFTO Form 244, *Industrial/Support Equipment Record*

AFTO Form 252, *Technical Order Publication Change Request*

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

AFSC Form 95, *Issue Request*

AFMC Form 202, *Nonconforming Technical Assistance Request and Reply*

AFMC Form 206, *Temporary Work Request*

AFMC Form 310, *Lost/Found Item Report*

AFMC Form 343, *Quality Assurance Assessment*

AFMC Form 400, *Air Force Materiel Command OBAN Target/Allowance* (electronic form found within Comprehensive Cost and Requirements (CCaR))

AFSC Form 137, *Routed Order (Proj Dir)*

AFSC Form 173, *MDS/Project Operation Assignment*

AFSC Form 231 *Industrial Product-Support Vendor (IPV) Change Request*

AFSC Form 307, *Temporary Loan Record*

AFSC Form 309, *AFMC Tool Control Inventory Record*

AFSC Form 311, *Certificate of Responsibility for Government Property*

AFSC Form 501, *Request for Quote/Rough Order of Magnitude*

AFSC Form 561, *Process Order*

AFSC Form 957, *Work Control Document (WCD) Change Request*

AFSC Form 959, *Work Control Document*

DD250, *Material Inspection and Receiving Report*

(Added) DD1348-1A, *Issue Release/Receipt Document*

DD1348-6 *Single Line Item Requisition System Document, DoD (Manual-Long Form)*

DD1574, *Serviceable Tag – Materiel*

(Added) DD1574-1, *Serviceable Label – Materiel*

DD2875, *System Authorization Access Request (SAAR)*

Abbreviations and Acronyms

(Added) **76 AMXG**—76 Aircraft Maintenance Group

(Added) **76 CMXG**—76 Commodities Maintenance Group

(Added) **76 MXSG**—76 Maintenance Support Group

(Added) **76 PMXG**—76 Propulsion Maintenance Group

(Added) **76 SWEG**—76 Software Engineer Group

(Added) **A/C**—Aircraft

ABOM—Automated Bill of Materials

(Added) **ACD**—Add Change Delete

(Added) **ACITS**—Aircraft Information and Tracking System

ACO—Administrative Contracting Officer

AF—Air Force

AFEMS—Air Force Equipment Management System

(Added) **AFFARS**—Air Force Federal Acquisition Regulation System

AFGE—American Federation of Government Employees

AFI—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMCI—Air Force Materiel Command Instruction

(Added) **AFMCSUP**—Air Force Materiel Command Supplement

(Added) **AFNWC**—Air Force Nuclear Weapons Center

(Added) **AFOSHSTD**—Air Force Occupational Safety and Health Standard

AFRIMS—Air Force Records Information Management Systems

AFSC—Air Force Sustainment Center

(Added) **AFSCMAN**—Air Force Sustainment Center Manual

AFSO21—Air Force Smart Operations for the 21st Century

AFTO—Air Force Technical Order

AGE—Aerospace Ground Equipment

(Added) AIDR—Acceptance Inspection Deficiency Report

ALC—Air Logistics Complex

(Added) ALS—Aircraft Logistics Specialist

(Added) AM—Additive Manufacturing

(Added) AM OPS—Airfield Management Operations

AMARG—Aerospace Maintenance and Regeneration Group

AOB—Annual Operating Budget

(Added) AP—Annual Program

(Added) APTS—Automated Parts Tracking System

AQL—Accepted Quality Level

(Added) B1—B—B1 Bomber

(Added) B—1/MROTC—B-1/Maintenance Repair Overhaul Technical Center

BOM—Bill of Material

(Added) BPA—Blanket Purchase Agreement

(Added) CA—Custodial Account

CA/CRL—Custodial Account/Custodial Receipt Listing

CAC—Common Access Card

(Added) CAGE—Commercial and Government Entity

CANN—Cannibalization

(Added) CAP—Corrective Action Plan

CAR—Corrective Action Request

(Added) CATS—Corrective Action Tracking System

(Added) CBU—Calibrate Before Use

CC—Commander

CD—Civilian Director

(Added) CCA—Clinger-Cohen Act

(Added) CCaR—Comprehensive Cost and Requirements

CCIV—Cost Class IV

CDDAR—Crash Damaged or Disabled Aircraft Recovery

CFT—Contract Field Team

(Added) CIP—Capital Investment Program

CL—Civilian Leader

(Added) CLIN—Contract Line Item Number

CM—Corrective Maintenance

CON—Customer Order Number

(Added) CONOPS—Concept of Operations

(Added) COPA—Center of Parts Activity

COR—Contracting Officer Representative

(Added) COSIS—Care of Supply and Storage

(Added) CPARS—Contractor Performance Assessment Reporting System

(Added) CQM—Complex Quality Manager

(Added) CSA—Computer Support Administrator

CSAG-M—Consolidated Sustainment Activity Group Maintenance

(Added) CSN—Control System Number

(Added) CSRD—Communications-Computer Systems Requirements Documents

CSS—Customer Support Specialist

CTK—Consolidated Tool Kit

(Added) CTM—Complex Tool Manager

(Added) D—Director

(Added) D2—Depot Determination

(Added) D6R—Unmatched Turn-in

(Added) DAF—Department of Air Force

(Added) DCMA—Defense Contracting Management Agency

(Added) DCMS DSK—Departmental Cash Management System – Skeleton Records

(Added) DD—Deputy Director

(Added) DDOO—Defense Distribution Depot, Oklahoma City, Oklahoma

(Added) DDOO-XICS—Defense Distribution Depot, Oklahoma City, Oklahoma, Customer Service

(Added) DEMIL—Demilitarize

(Added) DF—Due in From Maintenance

(Added) DFARS—Defense Federal Acquisition Regulation Supplement

DIFM—Due In From Maintenance

(Added) DIFM DO—Due In From Maintenance Due Out

DIFMS—Defense Industrial Funds Management System

(Added) **DISP**—Open Dispute

DLA—Defense Logistics Agency

(Added) **DLA**—OC/DLDBA—DLA Material Support Stock Control

DMAG—Depot Maintenance Activity Group

DMAPS—Depot Maintenance Accounting and Production System

(Added) **DOC**—Document

DO—Dropped Object

DoD—Department of Defense

DoDI—Department of Defense Instruction

DOP—Dropped Object Prevention

DOTM—Due Out to Maintenance

DR—Deficiency Report

(Added) **DRMO**—Defense Reutilization and Marketing Office

(Added) **DRMS**—Defense Reutilization and Marketing Service

(Added) **DRUI**—Deficiency Report Unique Identifier

(Added) **DSCR**—Defense Logistics Agency Aviation

(Added) **DSN**—Defense Switched Network

(Added) **DSS**—Data Store System

DSV—Detected Safety Violation

DWCF—Defense Working Capital Fund

(Added) **e-PART**—Electronic Prioritization and Reporting Template

(Added) **e-SSS**—Electronic Staff Summary Sheet

EA—Economic Analysis

(Added) **EC**—Equipment Custodian

(Added) **ECP**—Entry Control Point

(Added) **EDMX**—Expeditionary Depot Maintenance

(Added) **EESOH-MIS**—Enterprise Environmental Safety and Occupational Health-
Management Information System

(Added) **EFF**—Efficiency

(Added) **EID**—Equipment Identification Designator

(Added) **EIS**—Enterprise Information System

(Added) **EITDR**—Enterprise Technology Data Repository

(Added) **EM**—Equipment Monitor

(Added) **EME**—Equipment Management Element
EPE—Evaluator Proficiency Evaluation
EPS—Exchangeable Production System
(Added) **ERMS**—Electronic Records Management Systems
ERRC—Expendability, Recoverability, Reparability Code
ES—Equipment Specialist
(Added) **ESOC**—Emergency Supply Operations Center
EXPRESS—Execution and Prioritization of Repair Support System
(Added) **F-JON**—Fixed Asset Job Order Number
(Added) **FA**—Financial Accounting
FAA—Federal Aviation Administration
FAD—Force Activity Designator
FAR—Federal Acquisition Regulation
(Added) **FAST**—Failure Analysis Service Technology
(Added) **FAX**—Facsimile
FCF—Functional Check Flight
(Added) **FEMWeb**—Facilities and Equipment Maintenance Web
(Added) **FHB**—Routing ID
FMLA—Family and Medical Leave Act
FO—Foreign Object
FOB—Found on Base
FOC—Full Operational Capability
FOD—Foreign Object Damage
FSM—Functional Services Manager
FY—Fiscal Year
(Added) **GAFS-BQ**—General Accounting and Finance System
GPC—Government Purchase Card
(Added) **GTM**—Group Tool Manager
(Added) **HAM**—Amateur Radio
HAZMAT—Hazardous Material
(Added) **HD**—Hundred
(Added) **HIPAA**—Health Insurance Portability and Accountability Act

(Added) **HM**—How Malfunction
HPO—High Performing Organization
HQ—Headquarters
I&S—Interchangeable and Substitution
(Added) **IAP**—Initial Accumulation Point
IAW—In Accordance With
(Added) **ICR**—IPV change request
(Added) **ID**—Identification
IET—Industrial Engineering Technician
(Added) **ILF**—Indirect Labor Factor
IM—Item Manager
(Added) **IMA**—Individual Mobilization Augmentee
IPV—Industrial Product-Support Vendor
ISO—International Organization for Standardization
(Added) **IT**—Information Technology
ITK—Individual Tool Kit
ITN—Inventory Tracking Number
(Added) **ITP**—Individual Training Plan
ITS—Inventory Tracking System
IV—Isolated Violation
JDRS—Joint Discrepancy Reporting System
(Added) **JEDMICS**—Joint Engineering Data Management Information and Control System
(Added) **JEIM**—Jet Engine Intermediate Maintenance
JON—Job Order Number
(Added) **KA**—Leave Without Pay
(Added) **LDMS**—Lean Depot Management System
(Added) **LEAP**—Logistics Evaluation Assurance Program
(Added) **LM/MT&E**—Locally Manufactured/Modified Tools and Equipment
LOM—List of Material
LRDP—Logistics Requirements Determination Process
LWOP—Leave Without Pay
(Added) **M**—Manual

(Added) **M30**—Due Out Validation Listing

MAJCOM—Major Command

MC—Minor Construction

MDS—Mission Design Series

(Added) **MEO**—Most Efficient Organization

(Added) **MGDWRT**—Aircraft Maintenance Group Tool Center

MI—Management Inspection

(Added) **MIC**—Main Issue Center

MILCON—Military Construction

MIPR—Military Interdepartmental Purchase Request

MIS—Management Information System

MISTR—Management of Items Subject to Repair

MOC—Maintenance Operations Center

MP&E—Maintenance Planning and Execution

MPS—Material Processing System

(Added) **MPV**—Metals Prime Vendor

(Added) **MRAG**—Mass Request for Retail Transaction History (Screen D035K)

MRT—Maintenance Review Team

MSDS—Material Safety Data Sheets

MSEP—Maintenance Standardization and Evaluation Program

(Added) **MSS**—Material Support Specialist

(Added) **MTIC**—Main Tool Issue Center

MWR—Maintenance Work Request

(Added) **N**—Non Laser

(Added) **N/A**—Not Applicable

(Added) **NCE**—Nuclear Certified Equipment

(Added) **NDAA**—National Defense Authorization Act

NDI—Nondestructive Inspection

NIIN—National Item Identification Number

NIMMS—Naval Air Systems Command Industrial Material Management System

NLT—No Later Than

(Added) **NPR**—Not Project Required

(Added) **NSL**—Non-Stock Listed

NSN—National Stock Number

(Added) **O/P**—Owner Purpose

(Added) **OAA**—Organization Approval Authority

(Added) **OBAN**—Operating Budget Account Number

(Added) **OC**—Oklahoma City

OC-ALC—Oklahoma City Air Logistics Complex

(Added) **OC-ALCI**—Oklahoma City Air Logistics Complex Instruction

(Added) **OC-ALCMAN**—Oklahoma City Air Logistics Complex Manual

(Added) **OC-ALCSUP**—Oklahoma City Air Logistics Complex Supplement

(Added) **OCF**—Operational Check Flight

(Added) **OFCO**—Other Funded Customer Order

OI—Operating Instruction

OJT—On-the-Job Training

(Added) **OPER**—Operation

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

OSHA—Occupational Safety and Health Administration

(Added) **OT**—Overtime

OWO—On Work Order

P&A—Procedures and Analysis

(Added) **P/N**—Part Number

PAC—Production Acceptance Certification

PAO—Project Administration Office

PAP—Predetermined Acceptance Probability

(Added) **PCD**—Planned Completion Date

PCO—Procuring Contracting Officer

PDM—Programmed Depot Maintenance

PDMSS—Programmed Depot Maintenance Scheduling System

PDN—Production Number

PE—Personnel Evaluation

(Added) **PEO**—Program Executive Office

(Added) **PIEE**—Procurement Integrated Enterprise Environment

(Added) **PfM**—Portfolio Management

PLA—Planned Labor Application

(Added) **PMAP**—Performance Management Assessment Plan

PMEL—Precision Measuring Equipment Laboratory

PMO—Program Management Office

(Added) **PNSSR**—Part Number Supply Support Request

(Added) **PO**—Process Order

POC—Point of Contact

POU—Point of Use

(Added) **POUS**—Point of Use Station

(Added) **PP**—Performance Plan

(Added) **PPA**—Product Process Audit

PPE—Personal Protective Equipment

PPP—Public Private Partnership

(Added) **PPSM**—Practical Problem Solving Method

(Added) **PR**—Project Required

(Added) **PR**—Purchase Request

(Added) **PROD**—Product

(Added) **PSC**—Production Support Center

PST—Production Support Technician

(Added) **Q**—Quality

QA—Quality Assurance

QAP—Quality Assurance Plan

(Added) **QAR**—Quality Assessment Rating

QAS—Quality Assurance Specialist

QASP—Quality Assurance Surveillance Plan

QC—Quality Control

QDR—Quality Deficiency Report

(Added) **QM**—Quality Manager

(Added) **QO**—Qualification Official (Added) 76 AMXG/QPP—76 Aircraft Maintenance Group
Aircraft Production Engineering Section B

(Added) **QTY**—Quantity

QVI—Quality Verification Inspection
(Added) QVIQ—Quality Verification Inspection Q-Stamp
(Added) R&D—Repair and Development
R2D2—Requirements Review and Depot Determination
(Added) RA—Receipt Acknowledgement
(Added) RCA—Root Cause Analysis
RCC—Resource Control Center
(Added) RCN—Report Control Number
(Added) RDS—Records Disposition Schedule
(Added) REACT—Reverse Engineering and Critical Tooling
RFQ—Request for Quote
RI—Routine Inspection
(Added) RIL—Routine Inspection List
(Added) RIMS—Record Information Management System
(Added) RINA—Retail Transaction History Inquiry (Screen in D035K)
(Added) RINE—DIFM Document Number Inquiry (Screen in D035K)
(Added) RLMT—Requirements Lifecycle Management Tool
(Added) RQA—Request for Quality Assistance
(Added) RT—Receipt
(Added) S&D—Storage and Distribution Division
(Added) S/N—Serial Number
(Added) SAF—Secretary of the Air Force
(Added) SAP—Self-Assessment Program
SBSS—Standard Base Supply System
SCR—Special Certification Roster
SDS—Safety Data Sheet
SDS—Service Delivery Summary
SI—Special Inspection
(Added) SIB—Safety Investigation Board
(Added) SIO—Single Investigating Officer
(Added) SIP—Ship in Place
SME—Subject Matter Expert

(Added) **SMS**—Strategic Material Sourcing
(Added) **SOCCER**—Senior Officer Communication and Coordination Electronic Resource
(Added) **SOJT**—Structured On-the-Job Training
(Added) **SOP**—Standard Operating Procedures
SOS—Source of Supply
SOW—Statement of Work
SPO—System Program Office
(Added) **SPO/JPO**—System Program Office/Joint Program Office
(Added) **SPOCO**—Single Point of Contact Office
SRD—Standard Reporting Designator
SSQ—Special Skills Qualification
(Added) **STK**—Special Tool Kit
TAA—Time and Attendance
(Added) **TAR**—Tri-Annual Review
(Added) **TASSET**—Total Asset
(Added) **TCI**—Time Change Items
(Added) **TCM**—Tool Control Monitor
TDR—Teardown Deficiency Reporting
TDV—Technical Data Violation
TDY—Temporary Duty
(Added) **TE**—Technical Data
(Added) **TI**—Technical Inspection
(Added) **TINKERAFB**—Tinker Air Force Base
TK—Tool Kit
(Added) **TKCRL**—Tool Kit Custodial Receipt
TMDE—Test, Measurement, and Diagnostic Equipment
(Added) **TMSM**—Type, Make, Series, Modification
TO—Technical Order
TODO—Technical Order Distribution Office
(Added) - **TOL**—Task order labor request
(Added) **TOMA**—Technical Order Management Activity
TSS—Training Scheduling System

(Added) **U/I**—Unit of Issue

UCR—Unsatisfactory Condition Report

UDLM—Unprogrammed Depot Level Maintenance

(Added) **UHF**—Ultra-High Frequency

USC—United States Code

(Added) **VHF**—Very High Frequency

WCD—Work Control Document

(Added) **WPN**—Weapon System Code

(Added) **WSSC/SSC**—Weapon System Support Center/Shop Service Center

(Added) **WUC**—Work Unit Code

Terms

(Added) **Approval Authority**—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

(Added) **C Stamp**—Scheduler Stamp

D035K—Wholesale and Retail Receiving System. The primary data system used to provide material support for the Air Force depot level operations.

(Added) **DD Form**—Department of Defense Form

(Added) **e-Tools**—Electronic tools

(Added) **F**—Reparable Condition

(Added) **FMSuite**—Web-based application designed to streamline and automate financial management processes.

(Added) **FOD Boss**—Industrial Vacuum

(Added) **G402A**—Exchangeable Production System

(Added) **IET Stamp**—Industrial Engineering Technician Stamp

(Added) **M Stamp**—Maintenance Stamp

(Added) **MADVAC**—Industrial Vacuum

(Added) **MRT Stamp**—Maintenance Review Team Stamp

(Added) **N Stamp**—Nondestructive Inspection Stamp

(Added) **P Stamp**—Production Supervisor Stamp

(Added) **Q Stamp**—Quality Stamp

(Added) **T-job**—Temporary control number

(Added) **X Condition**—Salvage. Property which has value in excess of its basic material content but repair or rehabilitation is impractical and/or uneconomical.

(Added) X-DRAWINGS—Locally managed engineering drawing extracts

(Added) Y-store—DMAG-owned courtesy storage for material bought in excess to be charged to another JON as a way of recouping costs for material.

(Added) Z-ing out—Process of deleting information from an official printed WCD. This process is also used to track changes to WCDs, when a supplemental WCD is requested.

Attachment 2 (Added)

EXAMPLE OF 76 AMXG FCF/OCF CHECKLIST (ALWAYS CHECK FOR THE CURRENT VERSION)

Figure A2.1. (Added) Example of 76 AMXG FCF/OCF Checklist (Always check for the current version).

76 AMXG FCF/OCF CHECKLIST							
Circle MDS: B-1, B-52, -C-135, E-3					DATE:		
AIRCRAFT:		DATE:		ANTICIPATED T/O TIME:			
REASON FOR FCF/OCF:			ANTICIPATED LAND TIME:				
PRIOR TO LAUNCH					CW	Not C/W	N/A
MAINTENANCE (MX)							
Add Red Dash: document a separate FCF/OCF discrepancy (red dash) including reason for FCF/OCF.							
Review aircraft forms: Ensure all MX actions complete/documentated to include aircraft configuration.							
Brief aircrew on: purpose and extent of flight, aircraft configuration (fuel load/sheet, weight and balance), and MX items of interest (lost tools that required release, impound discrepancies and corrective actions, TCTO Listings, AFMC Form 202s, discrepancies recorded on the aircraft/engines related to the FCF/OCF and all aircraft flight limitations for the specific FCF/OCF)							
Coordinate with MX specialties to meet aircrew at prebrief.							
PRINT:		SIGN:			DATE:		
PRODUCTION SUPPORT - PRODUCTION CONTROLLER							
Ensure aircrew is briefed by maintenance on the purpose and extent of the flight. (Prebrief)							
Ensure Hangar Queen Checklist is initiated if aircraft FCF/OCF is due to Hangar Queen status. (UDLMs)							
PRINT:		SIGN:			DATE:		
AIRCRAFT COMMANDER							
OCF/ACF ONLY: Ensure flight is accomplished within Base Officer determined airspace.							
FCF ONLY: Ensure flight is accomplished within designated check flight airspace of the base.							
FCF ONLY: Verify clean configuration for flight control, fuel control or engine change FCFs.							
FCF ONLY: Do not fly FCFs in conjunction with other missions or training requirements unless provisions of TO 1-1-300 are satisfied.							
PRINT:		SIGN:			DATE:		
DEBRIEF PROCEDURES					CW	Not C/W	N/A
MAINTENANCE/PRODUCTION CONTROLLER/QUALITY ASSURANCE (QA)							
Coordinate with MX, Production Controller and QA representatives to attend debrief after flight.							
Ensure all discrepancies discovered during FCF/OCF are documented in 781A.							
Ensure 76 AMXG Form 54, Functional Check Flight checklist and aircraft forms are completed.							
FCF ONLY: Obtain copies of FCF certification letters from aircrew.							
Submit copy of this checklist to ALS for inclusion in aircraft jacket file.							
PRINT:		SIGN:			DATE:		
AIRCRAFT COMMANDER							
After completion of successful FCF/OCF and release of aircraft, enter the following statement in the corrective action block of the FCF/OCF discrepancy: "FCF/OCF complete, aircraft released for flight"							
The pilot who accomplished the check will initial over the symbol and sign the Inspected By block in the 781A.							
AIRCRAFT IS: (Circle One) RELEASED / NOT RELEASED / GROUND/AIR ABORT							
PRINT:		SIGN:			DATE:		

