

**BY ORDER OF THE COMMANDER
RAF MILDENHALL (USAFE)**



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

**UNITED STATES AIR FORCE IN
EUROPE-AF AFRICA
Supplement**

**RAF MILDENHALL
Supplement**

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Maintenance

**AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT**

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DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020 and DAFI21-101_USAFE-AFAFRICASUP, *Aircraft and Equipment Maintenance Management*, 25 August 2020 are supplemented as follows. It provides essential guidance and procedures to safely and effectively maintain, service and repair aircraft and support equipment utilized by the 100th Air Refueling Wing (ARW) personnel. The following paragraphs, their subparagraphs, and attachments apply to Royal Air Force (RAF) Mildenhall partner units: 8.6.1.2.1.4, 8.9.2.1.2, 8.9.2.3.3 (Lost Tool/Item Procedures), 9.17-9.17.4 (applicable for local manufacture of aircraft parts only), 11.6.5.3, 11.8.2.1-11.9.1.3.4.3 (Foreign Object Damage (FOD)), 11.13.3.7.2-11.13.3.7.3.4 (cannibalization (CANNS) from 100 ARW aircraft), 11.28.2.7, 16.6-16.6.1.2 (Aircraft Towing), 16.8 - 16.8.1 (Fuels Systems Support), 16.10 - 16.10.3.4 (Aerospace Ground Equipment (AGE) Procedures) 16.11, 16.12-16.12.2 (Oil Analysis Program) and **attachments 15, attachment 17, attachment 18, and attachment 19**. When not addressed by their Major Command (MAJCOM) /Unit supplements, RAF Mildenhall partner units may utilize additional areas of this instruction. Temporary Duty (TDY) units will follow this instruction when utilizing 100 ARW personnel or assets. This supplement does not apply to the Air National Guard or Air

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SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Major changes include; the addition of the Maintenance Tactics Shop (MXK) to ensure the development, instruction, and dissemination of tactics, techniques and procedures; Changes were made to clarify numerous items in chapters **9**, **11**, and **16** and all attachments have been revised.

1.4.1. Maintenance Tactics shops may be established at the group level to ensure the development, instruction, and dissemination of tactics, techniques, and procedures (TTPs). The Maintenance Tactics Shop will follow the framework found in the Air Force Manual (AFMAN) 21-111, Advanced Maintenance and Munitions Operations School and in accordance with (IAW) **Chapter 17** of this supplement.

1.9.1. Route functional checklists, unit maintenance management procedures, including locally developed forms, publications, Operating Instructions (OIs) and any other maintenance related policy documents to the 100th Maintenance Group (100 MXG) Publications Action Officer at 100mxg.pim@us.af.mil or directly to the Product Improvement Manager (PIM) for approval and review. Publications and forms/worksheets will not be used until they are officially approved and published.

1.9.1.1. **(Added)** Publication of 100 MXG OIs that set forth further guidance in this publication are authorized. Approval is delegated to the 100 MXG/CC.

2.2.3.1. Refer to the RAF Mildenhall Base Support Plan (BSP) for all contingency eTools, bare base, comm-out, and cyber-out operating procedures based on worst-case deployment requirements.

2.4.44.1. **(Added)** Aircraft Repeat/Recur and cannot duplicate (CND) discrepancy review and clearing procedures:

2.4.44.1.1. **(Added)** CND discrepancies: A 7-level will be required to sign the corrected by or inspected by, as applicable by symbol, to clear CND discrepancies. The CND corrective action will include a short summary of all the maintenance accomplished with an applicable IAW regardless of symbol.

2.4.44.1.2. **(Added)** Recur Discrepancies: RECUR will be annotated in red or underlined in red in the discrepancy block. Recur discrepancies will require a 7-level signature in order to clear the discrepancy.

2.4.44.1.3. **(Added)** Repeat discrepancies:

2.4.44.1.3.1. **(Added)** REPEAT will be annotated in red or underlined in red in the discrepancy block.

2.4.44.1.3.2. **(Added)** Second time repeat discrepancies will require a 7-level signature in order to clear the discrepancy. All accompanying maintenance will be documented in the corrective action with an applicable IAW.

2.4.44.1.3.3. **(Added)** Third time repeat discrepancy will require a MSgt or higher or a Director of Operations (DO)/Maintenance Superintendent designated representative if off-station to clear the discrepancy. All accompanying maintenance will be documented in the corrective action with an applicable in accordance with.

2.4.44.1.3.4. **(Added)** Third time repeat/recur discrepancies will be considered for impoundment by the impound authority.

2.5.1.7. Refer to **Attachment 28** for 100 MXG procedures for the Shared Resources meeting.

2.11.3. **(Added)** Aircraft forms will remain at the aircraft to the maximum extent possible. Production should be aware of the location of aircraft forms at all times when pulled from aircraft.

3.9.4.4. **(Added)** Ensure Aircraft Turbine Engine Monitoring System (TEMS) data is downloaded when directed by Technical Order (TO) and information forwarded to Engine Management (EM) within one duty day.

4.5.2.8.1. **(Added)** Initial AGE Operator Training will be provided during mandatory Qualification Training Package (QTP) courses taught by the 100th Maintenance Operations Flight (MOF) Maintenance Training Section (MTS). The 100th Maintenance Squadron (100 MXS) AGE flight will provide additional AGE familiarization training to work centers as requested.

4.8.2.7. **(Added)** Only authorize nose art and insignia change painting in Hangar 814 per Bio-Environmental (BE) and Fire Protection. Paint may only be applied by brush or roller method, no spray applications in hangars.

4.8.3.1.3. **(Added)** Ensure 100 MXS/DO and MX Superintendent (Supt) are designated by the 100 MXG/CC as certifying officials for the welder's DD Form 2757.

4.9.2.2. **(Added)** Perform full and nose/tail tripod jacking using following procedures:

4.9.2.3. **(Added)** Any aircraft sharing a hardstand with a jacked aircraft must be towed prior to engine start during launch procedures.

5.2.1.12.1. **(Added)** See [Attachment 15](#) for Team Mildenhall Radio Call Signs.

5.2.2.1.1.2. **(Added)** Display the individual aircraft scheduled for flight each day with the following information columns, as a minimum: aircraft serial number, scheduled takeoff, actual takeoff, scheduled landing, actual landing, sortie configuration, call sign and remarks.

5.2.2.1.2.3. **(Added)** For aircraft broken off station where no Maintenance Information Systems (MIS) capability exists, the home station MOC will input discrepancies in the MIS and close them out when the aircraft returns to mission capable status.

5.2.2.1.11.1. **(Added)** When MIS information cannot be updated in a timely manner or is unavailable, MOC will inform leadership of C2 data (e.g., aircraft status, ETIC, servicing data, parking location) and discrepancies that affect the status of the aircraft. Once MIS becomes available, it must be checked to ensure all updates are current.

5.2.2.1.16.1.1. **(Added) DELETED**

5.2.2.1.16.1.2. **(Added)** Debrief Section will:

5.2.2.1.16.1.2.1. **(Added)** Initiate AMC FORM 97 and Contact Quality Assurance (QA) for the UNOCC control number, which will be the primary method to track the AMC FORM 97. The discrepancy block for the event will be documented and annotated IAW TO 00-20-1 as applicable.

5.2.2.1.16.1.2.2. **(Added)** Track routing of AMC FORM 97, ensuring all applicable blocks in parts I and II are completed prior to forwarding to QA. Form will be forwarded no later than one duty day after initial notification of incident/abort/unusual occurrence.

5.2.2.1.16.1.3. **(Added)** QA, in addition to items listed above will:

5.2.2.1.16.1.3.1. **(Added)** Initiate and file an Aircraft Incident/Unusual Occurrence report when notified by the MOC.

5.2.2.1.16.1.3.2. **(Added)** Review AMC Form 97 and MIS for accuracy and completeness.

5.2.2.1.16.1.4. **(Added)** Whenever MOC is notified of an incident, damage to aircraft/equipment, or injury to personnel (duty related), the appropriate QRC will immediately be utilized.

5.2.2.1.16.1.4.1. **(Added)** QA will provide a UNOCC number to MOC upon notification.

5.2.2.1.16.1.4.2. **(Added)** QA will investigate occurrences described in [paragraph 16.2](#). Once the investigation is complete a report will be emailed to the 100 MXG/Unusual Occurrence mailbox and filed in the program book.

5.2.5.3.6.3. Data Integrity Team (DIT) meetings will take place at least quarterly, will be chaired by the MMA section, and will have representatives in attendance from all squadrons and appropriate sections.

6.9.6. **(Added)** Follow request flowchart in [Attachment 16](#) for routing Engineering Technical Assistance Requests (ETAR) or Maintenance Assistance Requests (MAR) IAW TO 00-25-107. (Not applicable to AGE)

6.9.6.1. **(Added)** The responsible work center will initiate an ETAR worksheet ([Attachment 21](#)) and electronically route it through their Production Superintendent, squadron supervision, and to QA. After QA review, it will be forwarded to MXG/CC/CD or their designated representative for approval. **Note:** Depot-level support requests beyond ETARs require 100 MXG/CC/CD/SEL approval and coordination with AMC and USAFE. MARs will be generated on a MFR by the owning work center. MARs are submitted through the MAJCOM and not the Auto TAR/FSID system.

6.9.6.2. **(Added)** Once submitted and upon receipt of disposition, QA will notify the requesting organization, MOC, PS&D, and the 100/CC, CD or SEL.

6.10.4.2.1. **(Added)** When initiating or making local changes to technical data, the OPR will:

6.10.4.2.1.1. **(Added)** Contact appropriate TODO for an assigned control number (i.e., LCL-100MXG-01, LWC-100OG-02, or LPS-100MXG-01).

6.10.4.2.1.2. **(Added)** Once OPR has an assigned control number, prepare draft and send with justification to the 100 MXG Publications Action Officer (100 MXG/MXQP).

6.10.5.3.1. **(Added)** MOC will notify PIM, TODO, or standby QA inspector of urgent, immediate, or safety inspections that arrive after duty hours or on weekends and holidays.

6.12.1.2. **(Added)** The 100th Operations Group (100 OG) Functional Check Flight (FCF) Program Manager is the 100 OG/OGV (Stan/Eval) Chief.

6.12.4.4. **(Added)** The 100th Maintenance Group will inform the 100 OG of the need to perform an OCF. At least two business days should exist between notification and the flight. This allows the work center responsible for the maintenance to initiate and coordinate the 100 MXG OCF/FCF checklist with QA, the OCF/FCF OPR.

6.12.4.5. **(Added)** The 100 MXG/OG FCF/OCF Checklist will be used for all OCF/FCF sorties. See [Attachment 20](#).

6.12.4.6. **(Added)** The 100 AMXS/MXAAP, 100 MXG/MXQ and 100 OG/OGV will coordinate the time of the sortie, sortie requirements, required airspace and the desired aircrew with the 100th Operational Support Squadron (100 OSS/OSOS and 351st Air Refueling Squadron ARS) for input into the flying schedule.

6.12.4.7. **(Added)** FCF Procedures: FCFs will be initiated by owning units (transient or off-station, AMC/USAFE, Tinker AFB), and coordinated with the 100 MXG and 100 OG. FCFs on KC-135s are not normally performed in the field and require prior coordination and approvals before execution.

6.15.4.5. **(Added)** QA weight and balance personnel will complete inputs in MIS and document aircraft forms after verification of changes.

6.15.5. **(Added)** Squadron Production Superintendent will:

6.15.5.1. **(Added)** Notify QA when components are removed or installed for flight, which place the aircraft into a non-standard configuration that may affect the aircraft weight and balance. The discrepancy will read, "Weight and balance update required due to removal/installation of (list of specific components)".

6.15.5.2. **(Added)** Ensure the supplemental W&B book remains on the aircraft at all times. Enter a Red X in the aircraft forms whenever it is removed from the aircraft and notify QA. When the storage cabinet is removed due to maintenance, the supplemental W&B handbook will be delivered to QA for safekeeping.

6.15.5.3. **(Added)** 100 MOF P&S will:

6.15.5.3.1. **(Added)** Notify QA prior to transfers where weight and balance records will be required.

6.15.5.3.2. **(Added)** For any Time Compliance Technical Order (TCTO) requiring a weight and balance update, ensure a work center event (WCE)/Work Event Separator (WES) is a part of the Job Standard Lists (JST) package prior to initiation of the TCTO. If the WCE/WES is not included in the JST package, ensure one is built in prior to TCTO start.

7.2.4.1. **(Added)** QA will maintain copies of finalized impoundment reports for a minimum of one year.

7.6.1.1. **(Added)** The impoundment authority will:

7.6.1.1.1. **(Added)** Inform MOC of the reason for impoundment, aircraft tail number or equipment identification (ID) number.

7.6.1.1.2. **(Added)** notify 100 MXG/QA.

7.6.1.2. **(Added)** The impoundment official will:

7.6.1.2.1. **(Added)** Coordinate the input of the impoundment JST in FMxC2 (Note: G081 has been renamed to FMxC2). Use of this JST is mandatory.

7.6.1.2.2. **(Added)** Initiate an impoundment checklist (**Attachment 25**) and ensure all actions are completed as required.

7.6.1.2.3. **(Added)** Coordinate with 100th Air Refueling Wing Safety on all safety related mishaps.

7.6.1.2.4. **(Added)** Maintain detailed chronological records, including e-mails and message traffic pertaining to impoundment as well as tracking personnel access in a journal or continuity log. Document MILDENHALL Form 660, Quality Assurance Impoundment Record. Obtain Aircraft Impoundment Placard from the Quality Assurance (QA) office.

7.6.1.2.5. **(Added)** Brief daily progress at production meetings.

7.6.1.2.6. **(Added)** Coordinate all maintenance with 100th Aircraft Maintenance Squadron (AMXS)/100th Maintenance Squadron (MXS) Production and 100 ARW Safety (if required).

7.6.1.2.7. **(Added)** Provide a close out report of the investigation, maintenance performed, recommendations, and final action to the 100 MXG/CC. See **Attachment 26** for sample impoundment report. Submit all records to QA for review prior to impoundment release.

7.6.1.3. **(Added)** 100 MXG QA will:

7.6.1.3.1. **(Added)** Upon notification of aircraft or equipment impoundment, assign an impoundment control number; initiate MILDENHALL Form 660.

7.6.1.3.2. **(Added)** Load impoundment details into the LEAP database as a non-rated Management Inspection (MI) to receive the impound control number.

7.6.1.3.3. **(Added)** Review the aircraft forms and MIS daily to monitor the progress of the investigation and any maintenance performed. Input all reviews and findings into LEAP under the original impoundment MI.

7.6.1.3.4. **(Added)** Perform a rated SI on aircraft/equipment forms, then review all other records including MIS records prior to release by Impound Release Authority.

7.6.1.4. **(Added)** 100 AMXS Debrief will:

7.6.1.4.1. **(Added)** Immediately notify Production Superintendent, QA and Wing Safety if an aircrew debriefs a malfunction that may require impoundment per DAFI 21-101 and this instruction.

7.6.1.4.2. **(Added)** Suspend further debriefing action until the appropriate specialists/supervision has arrived.

7.6.1.5. **(Added)** 100th Maintenance Operations Flight (MOF) MOC will:

7.6.1.5.1. **(Added)** Upon notification from Impoundment Authority, MOC will run the aircraft impoundment checklist (QRC#211) and load the impoundment JST.

8.2.1.2. **(Added)** Equipment assigned to a vehicle not permanently affixed will be marked with the vehicle registration and EID number. They will be listed on the AF Form 1800 and tracked through TCMax® (e.g., FOD picker, locks, FOD cans, chocks, etc.).

8.2.3.1.1. **(Added)** Composite Tool Kits (CTK's) containing warranty tools fall under the same criteria as non-warranty tools as specified in this instruction. Tool Rooms/CTK custodians will establish procedures to identify warranty tools requiring replacement and ensure tool vendor warranty guidance is followed.

8.2.3.1.2. **(Added)** Unserviceable warranty tools will be segregated from other unserviceable tools.

8.2.3.1.3. **(Added)** Unserviceable warranty tools will be identified as a "Warranty Tool."

8.2.3.1.4. **(Added)** Warranty tools will also be tracked by the support section and identified in TCMax® as a warranty tool.

8.2.4.1. **(Added)** A stock of spare tools is authorized. CTK custodians will authorize the tools and quantities to be maintained. Perform and document inventory replacement tool stocks quarterly. During the quarterly inventory, the CTK custodian will validate the quantity of tools/items within each bin. Control and inventory each tool/item separately by type and size. Access to spare tools will be limited to CTK custodians and select shift leads designated in writing.

8.2.4.2. **(Added)** Do not issue replacement tools without a turn-in of the unserviceable tool or completed MILDENHALL Form 145, *Lost Tool/Object Report*.

8.2.5.1.1. **(Added)** When mission dictates that work should continue uninterrupted, CTKs may be transferred at job site with Production Superintendent or Flight Line Expediter approval (**Note:** AGE Support and Servicing Section Chief and Flight/Section Leadership may also approve AGE transfers). Each CTK transferred at job site will not exceed two consecutive shifts without returning to the support section for turn-in and issue.

8.2.5.1.2. **(Added)** Production Superintendent or Flight Line Expediter will notify section of transfer approval.

8.2.5.1.3. **(Added)** Both technicians will complete a joint inventory of the CTK together at the job site.

8.2.5.1.4. **(Added)** The gaining technician will fill out DAF Form 1297. The losing technician will ensure the "ISSUED BY" block on the DAF Form 1297 is annotated with the losing technician's minimum signature.

8.2.5.1.5. **(Added)** The DAF Form 1297 will then be delivered to the support section to complete the transfer of tools in TCMax®.

8.2.9.4. **(Added)** To ensure standardization, rags will be of identical type material and size and will be issued in a prepackaged container with the number of rags marked on the container.

8.2.10.1. **(Added)** Only CTK custodians or Government Purchase Card holders with CTK custodian approval are authorized to procure tools.

8.2.12.1. **(Added)** Due to infrequency, procedures for depot teams, factory representatives, and contract field teams working on equipment within the unit will be entered into TCMax® for access to support section tools.

8.2.13.2. **(Added)** When two or more work centers operate from a single tool room, support section, or decentralized location, a primary work center will be identified. Primary work center will assume responsibility for the management of the program. Each work center will still maintain custodial responsibility for their assigned equipment.

8.2.15.1.2. **(Added)** In the event of only one person in the work center to sign a tool kit in or out, the individual will request a second party, at a minimum a non-commissioned officer (NCO), to perform inventory. If a second party is not available, individual will not sign in the equipment in TCMax®. This will indicate to the next person that a thorough inspection is required. Individual will also identify the requirement for inventory to CTK custodian. CTK custodians or their representatives will check for any outstanding items when initially logging into TCMax®. Inventory will be completed as soon as possible but not later than the end of the shift. The CTK will not be issued until an inventory has been completed.

8.2.16.1. **(Added)** Each unit will develop procedures for controlled access to tool rooms. These procedures must include positive controls that will prevent unauthorized access. Each tool room will be locked, and counter shutters secured in the closed position when left unattended.

8.3.13. **(Added)** Units may use Individual Issue Bins. These bins are used for tools and equipment that are available for individual sign-out but stored in the tool room. These storage bins may be cabinets, shelves, etc. Items in these bins will be identified by one of the following: inlays cut in the shape of the tool, shadowed layout, divided sections, or any combination. The contents of the compartment will be labeled. The tools or equipment items issued from these bins will have an Equipment Identification Designator (EID).

8.3.13.1. **(Added)** All 100 MXG keys used on the flightline will have a brightly colored streamer or reflective placard attached. Streamer or placard must be at least 6 inches in length and will be permanently secured to the key or key ring.

8.3.14. **(Added)** Multitools with knives and all knives assigned to CTKs will have an operational locking mechanism or have a fixed blade to prevent accidental collapse during use.

8.3.15. **(Added)** All flightline dispatchable CTKs containing FOD producing consumable items (i.e., safety wire, wax string, tape, etc.) will be equipped with a FOD pouch. Pouch will be identified with the letters FOD along with the CTK designator. Prior to check-in, individual(s) who signed out the CTK is responsible for emptying the FOD pouch and ensuring the CTK is FO free. CTK personnel will verify that no FO is present upon turn in.

8.5.1.3.1. **(Added)** For unforeseen circumstances, when special tools are required for extended maintenance, the items may be transferred to DAF Form 1297 or annotated in TCMax® as “long term” issued tools, with the Production Supervisor’s approval. (**Note:** AGE Support Section Chief and AGE Flight/Section Leadership may also approve AGE transfers). Each section or tool room will establish a local policy for tracking items annotated on DAF1297.

8.6.1.2.1.4. **(Added) Note:** Applicable to all RAF Mildenhall units. See [Attachment 17](#) for Mildenhall TCMax® unique identifiers.

8.9.2.1.2. **(Added)** In the event of losing a tool or item on a partner unit’s aircraft, host unit lost tool procedures will be used.

8.9.2.3.3. **(Added)** Use MILDENHALL Form 145, Lost Tool/Object Report. Route completed copies of the report to QA, Wing FOD Monitor, applicable Support Section, and PS&D. Maintain copies until aircraft transfers or the item is found. A MILDENHALL Form 145 will be completed by the responsible user/organization and will be delivered or sent to the QA organization email box no later than 72 hours after initial lost tool notification. 352 SOW will use ACC Form 145 for lost tool/missing items, form will be routed to and filed by SOW/A4MQ.

8.9.2.3.3.1. **(Added)** If the item has not been found within one hour after the start of search the responsible user/organization will accomplish a Lost Tool/Object Report and QA will issue a lost tool control number to the MOC

8.9.2.3.3.2. **(Added)** The MOC will notify MXG/CC, CD or SEL of all lost tools.

8.9.2.3.3.3. **(Added)** Item 6 will be signed by a support section individual.

8.9.2.3.3.4. **(Added)** Item 7 will be signed and stamped by a QA inspector. The original copy will remain with the QA office. A copy will be made for filing in the support section.

8.9.2.3.3.5. **(Added)** Item 6, 7, and 8 will require printed first name initial, last name, rank, and signature. Individual initials are not required for items 6, 7, and 8.

8.9.2.7. **(Added)** CTK custodians will inform QA when lost tools are found after the MILDENHALL Form 145 has been closed out.

8.9.2.8. **(Added)** Turn in all found tools or items, regardless of etchings, into any QA Inspector.

9.5.3.2. **(Added)** Ensure all bench stock items have a designated bin, are located/kept in their designated bin, and not comingled with other items.

9.17. Local Manufacture. Note: Applicable to all RAF Mildenhall partner units for local manufacture of aircraft parts and tools.

9.17.1. The 100 MXS DO/MX SUPT are designated as local manufacture primary and alternate approval authority, respectively, and administer the local manufacture program for aircraft maintenance. In the rare occasions 100 AMXS can fabricate their own tools, the 100 AMXS DO/MX SUPT will supplement 100 MXS DO/MX Supt in the following paragraphs. In this capacity, they will serve as the approval level and authority for manufacturing of tools and equipment covered under this instruction. Aircraft parts and/or tools approved for local manufacturing by TO or Source of Maintenance and Recoverability (SMR) code will not need local manufacture paperwork. Primary work center is the agency with the largest portion of the local manufacture process.

9.17.1.1. **(Added)** Requester must first determine if the item is procurable through normal supply channels by researching TO Source, Maintenance, and Recoverability (SMR) Code, WEBFLIS, Enterprise Solution Supply (ESS), or local catalogs to ensure the item is not available elsewhere. If a like item is available, the customer will order it from base supply or manufacturer. 100 MXS DO or MX SUPT may approve local manufacture of procurable items in lieu of extensive delivery time through normal supply channels.

9.17.1.2. **(Added)** Once materials/parts necessary to complete the local manufacture are on hand, complete FMxC281 automated AFTO Form 350 tag, *Repairable Item Processing Tag*. Requesters will obtain any parts/materials not normally stocked by Primary Work Center (Metals Technology, Aircraft Structural Maintenance (ASM), AFE, etc.). Requester must enter an MIS work order for any aircraft parts. Forward the manufacture request, including correct documents, information, sample/drawings, and materials/parts for the item to be locally manufactured to the Primary Work Center. (Request may be made by e-mail.) Level of originator must be no lower than section chief.

9.17.2.1. Procedures for parts with SMR Code MF or MO, or tools outlined in aircraft T.Os.

9.17.2.2. Evaluate request for local manufacture and discuss feasibility of fabrication with requester. Provide reason for non-manufacture if not feasible.

9.17.2.3. Ensure proper documents, information, and sample/drawings (i.e., JEDMICS) are provided by requester prior to starting work order.

9.17.3. **(Added)** Local manufacture of procurable items or tools not included in TOs are restricted to those items which the 100 MXS DO/MX SUPT determine to be mission essential. Complete MILDENHALL Form 869, *Local Manufacture Request*, for locally manufacturing procurable items.

9.17.4. **(Added)** All sections will ensure Final approved LOCAL MANUFACTURE paperwork is submitted to QA for records keeping within 5 duty days. Section annual reviews will include validating all approved paperwork is on file at QA as required.

9.27. (Added) Parts Holding Bin. Backshops will follow all Parts Holding Bin (PHB) requirements for control and storage of issued parts awaiting installation and parts removed to FOM.

9.27.2.2. **(Added)** All items stored within a PHB must be controlled using a locally developed tracking method/log to account for stored asset(s).

9.27.2.3. Tracker must include at a minimum the following:

9.27.2.3.1. Date Entered into/removed from (PHB).

9.27.2.3.2. Nomenclature/part number.

9.27.2.3.3. Equipment ID part was removed from.

9.27.2.3.4. Employee number.

9.27.2.3.5. AFTO 350 tag number

11.3.6.7. **(Added)** Unit SUPTS will review a current copy of the SCR every 6 months and keep on file until the next SCR review is conducted. This process is started by the Unit Training Manager and reviewed by the NCOIC's/Section Chiefs/Superintendents prior to the unit SUPT signature to ensure SCRs are maintained and up-to-date with current/relevant standings/certifications per **Table 11.1** of the 21-101.

11.6.5.2. **(Added)** In the event FMxC2 is inaccessible, relay appropriate information to MOC to clear Red X prior to flight. MOC will record all required information on an AFTO 349 and enter it into FMxC2 when system is restored to clear red ball discrepancies. Ensure MIS is properly documented by the end of the shift, or when system for all cleared discrepancies.

11.6.5.3. **(Added)** Transient/Tenant unit Aircraft—Red Ball Maintenance. Requests for maintenance assistance on transient/tenant unit C-135 aircraft will be channeled through the 100 MOC to the appropriate Production Supervisor. All 100 MXG KTL items will be inspected by QA on transient/tenant unit aircraft if 100 MXG technicians performed the task.

11.7.3. **(Added)** MOC will only coordinate off-station MRT requests received from 603 AOC/AMD and 618 AOC/XOCL as approved by MXG CC/CD/SEL.

11.8.2.1. **(Added)** Foreign Object Damage. **Note:** The following paragraphs and their subparagraphs are applicable to all RAF Mildenhall units.

11.8.2.1.1. DELETED

11.8.2.1.2. **(Added)** Parts bags and AFTO Form 350 will be labeled with aircraft tail number, part nomenclature, quantity and type of items. Parts bags will be affixed to the part. Parts removed to FOM (i.e., panel) from the aircraft will be delivered to TNB, PHB, panel rack, or FOM. Parts may also be stored on the aircraft with a properly filled out AFTO Form 350. 7 SOAMXS Phase Flight will utilize 352 SOW Aircraft Panel Rack Standard Policy Letter until superseded by a DAFI 21-101 352SOWSUP.

11.8.3.6.6. **(Added)** To prevent a FOD hazard to aircraft engines, only cold weather watch caps will be worn while on the flightline or other aircraft operation areas (i.e., taxiway, runway, hardstands, aircraft maintenance hangars, etc.) during cold weather months. During the months with longer days (May through September), personnel are authorized to wear the OCP boonie hat with the chin strap secured under wearer's chin while on the flightline or other aircraft operation areas. All caps/hats, line badges/passes will be removed prior to entering TO specified engine intake danger zones with engines operating.

11.8.3.6.7. **(Added)** Due to the potential for injuries and Foreign Object Damage, technicians will not wear rings, bracelets, earrings, or necklaces when working on the flight line or in industrial areas of back shops and support sections. Technicians working in these areas will also remove wristwatches where a catching, snagging, pulling or tearing hazard exists.

11.8.3.10.2. **(Added)** FOD walk requirements will be met at RAF Mildenhall using the following procedures to ensure comprehensive coverage of the airfield:

11.8.3.10.2.1. **(Added)** FOD walks are mandatory on all occupied parking spots prior to launch, following launch, and prior to aircraft recovery. FOD walks will also take place in specified areas after special or natural events when deemed necessary by the Wing CC/CV or MXG CC. Personnel will walk through all adjacent grass to specified areas to ensure any hidden FO is located and removed. Airfield managers are responsible for runway and taxiway FOD inspections

11.8.3.10.2.2. **(Added)** FOD walks will be *conducted, coordinated, and documented* once a month in all areas outlined in [Attachment 22](#).

11.8.3.10.2.3. **(Added)** All taxiways and unoccupied aircraft parking spots will be swept with the 100 ARW's FOD sweeper, (i.e., FOD Boss or like equipment) by the unit FOD monitor, or designated FOD Boss driver a minimum of once a month (assigned areas identified in [Attachment 22](#)). FOD Boss drivers will be trained by the 100 ARW FOD monitor. FOD Boss drivers will tow equipment in an overlapping pattern to ensure complete coverage of all paved surfaces on the airfield. Any FOD sweeper discrepancies will be sent to the 100 ARW FOD monitor.

11.8.3.12.4. **(Added)** Special attention will be paid to the flight deck, cargo compartment, and boom pod during all maintenance inspections.

11.8.3.12.4.1. **(Added)** Pay close attention to obscure areas under the rudder pedals, pilot, co-pilot and forward boom operator seats, under the navigation table and behind wanes coating behind the crew entry grate.

11.8.3.12.4.2. **(Added)** Remove all foreign objects, unnecessary items, and check equipment accountability.

11.8.3.18.1. **(Added)** FOD tool will be attached to the vehicle key ring.

11.8.3.22. **(Added)** FOD inspections will be accomplished for any intake or exhaust maintenance and will be no less than 24 inches around the work area. This paragraph number will be used for clearing the discrepancy from the 781A. Maintenance engine run intake and exhaust inspections will use the applicable aircraft TO for 781A documentation. 352 SOW will follow the respective aircraft's technical guidance.

11.8.3.22. **(Added)** Aircraft hangars and maintenance facilities will be kept FO free. The organization that last used or is currently using the hangar will be responsible for ensuring it is FO free.

11.8.4.2.7. (Added) Each 100 ARW aircraft maintenance unit and each tenant unit outlined in **Attachment 22** will appoint FOD Prevention Program Monitors (unit FOD monitor). All appointment letters will be forwarded to the Wing FOD Monitor. Unit FOD Monitor will:

11.8.4.2.7.1. (Added) Ensure information, ideas, and areas of FOD Prevention concern are distributed throughout their units.

11.8.4.2.7.2. (Added) Act as central turn-in point for Team Mildenhall FOD Prevention Recognition Program. Deliver the best FOD find and FOD Prevention Posters to the wing FOD monitor before the end of each quarter.

11.8.4.2.7.3. (Added) Ensure monthly FOD walks are being accomplished in designated areas outlined in **Attachment 22**.

11.8.7.2.13.1. (Added) The purpose of the Team Mildenhall FOD Prevention Recognition Program is to acknowledge Team Mildenhall personnel for their participation in the prevention of FOD. There are currently three FOD recognition award categories in the program. Each category has different criteria geared towards FOD prevention awareness and participation.

11.8.7.2.13.2. (Added) Personnel Awards. On a quarterly basis, the awards are as follows:

11.8.7.2.13.2.1. (Added) FOD Prevention Poster Award is designed to share an individual's thoughts and expressions of ways to prevent FOD or show FOD hazards. Posters may be drawn, or computer generated but must not contain copyrighted or trademarked material.

11.8.7.2.13.2.2. (Added) Golden Bolt Award is designed to increase FOD awareness on the flight line and other work areas. This award is issued to individuals who find the Golden Bolt, which is placed in workshop areas or on the flightline. The 100 ARW FOD monitor will distribute the wing Golden Bolt to a different tenant unit each quarter. 352 SOW/A4MQ maintains the SOW's Golden Bolt & does not utilize 100 MXG's Golden Bolt.

11.8.7.2.13.2.3. (Added) FOD Finder of the Quarter is designed to increase FOD detection on the flight line and other work areas. This award is issued to individuals who deliver the best FOD find to the 100 ARW FOD Monitor each quarter.

11.9.1.3. (Added) DOP Program Implementation:

11.9.1.3.1. (Added) Local Procedures. Immediately upon discovery of a dropped object from all aircraft:

11.9.1.3.2. (Added) Production Superintendent will:

11.9.1.3.2.1. (Added) Notify MOC.

11.9.1.3.2.2. (Added) Ensure no maintenance is performed in the affected area of the aircraft until the investigation is completed.

11.9.1.3.2.3. (Added) Debriefing section will initiate AMC Form 97, IFE and Unusual Occurrence Worksheet and MIS event when the aircraft commander reports a dropped object. 352 SOW will utilize AFSOC Form 97 & Emergency Action Checklist (EAC) 11 to notify applicable community relations (COMREL).

11.9.1.3.3. (Added) MOC will immediately:

11.9.1.3.3.1. (Added) Notify Airfield Management to inspect runway for foreign objects.

11.9.1.3.3.2. **(Added)** Notify QA and 100 ARW/FOD DOP Program Monitor.

11.9.1.3.3.3. **(Added)** Notify Command Post.

11.9.1.3.3.4. **(Added)** Notify 100 ARW Flight Safety Office.

11.9.1.3.4. **(Added)** QA or 100 ARW/FOD DOP Program Monitor will:

11.9.1.3.4.1. **(Added)** Ensure 100 MXG CC/CD/SEL is notified via MOC of all dropped object incidents involving 100 ARW assigned aircraft and advise if impoundment is appropriate.

11.9.1.3.4.2. **(Added)** Notify Wing Safety if secondary damage meets mishap categories in DAFI 91-204.

11.9.1.3.4.3. **(Added)** Inform appropriate Production Superintendent if a Deficiency Report (DR) is required. Production Supervisor is responsible for initiating DR and forwarding it to the PIM. **Note:** QA will take pictures and initiate an investigation prior to continuing work.

11.10.3.1. **(Added)** 100 MXS NDI shop performs required Aircraft Structural Integrity Program (ASIP) inspections on 352d Special Operations Wing (352 SOW) assigned aircraft and reports findings to 100 MXS Production (Cougar 3), who will route findings to the appropriate SOAMXS Production team.

11.11.2. Identification Friend or Foe Program:

11.11.2.1. **(Added)** The MXG/CC has designated 100 MXG QA as the Identification Friend or Foe (IFF) Mode IV program manager. Mode IV checks will be accomplished IAW DAFI21-101 and upon request by aircrew.

11.13.3.3. **(Added)** Responsibilities:

11.13.3.3.1. **(Added)** The 100th DO/MX Supt:

11.13.3.3.2. **(Added)** Approves the selection of the CANN aircraft. Upon selection of the aircraft, recommend CANNs to repair transient/tenant unit aircraft to 100 MXG/CC/CD/SEL for approval.

11.13.3.4. **(Added)** The 100 AMXS Production Superintendent will:

11.13.3.4.1. **(Added)** Obtain approval for any CANNs from spare F-108 turbofan engines from 100 MXG CC/CD/SEL.

11.13.3.4.2. **(Added)** Determine the appropriateness of a CANN action and approves CANNs for 100 ARW possessed aircraft. **EXCEPTION:** CANNs from Periodic Inspection (PE) aircraft will be coordinated through the 100 MXS Production Supervisor. Careful consideration must be given to the impact of the CANN on the PE process. CANNs after day 8 of a 24-month PE will be approved by the MXG/CC/CD/SEL or designated representative.

11.13.3.4.3. **(Added)** Ensure Maintenance Supply Liaison (MSL) or customer service personnel confirm a valid Mission Capable (MICAP) document exists for any CANN request originating from outside 100 AMXS.

11.13.3.5. **(Added)** The 100 MXS Production Superintendent will:

11.13.3.5.1. **(Added)** Approve CANNs from 100 MXS equipment or components.

11.13.3.5.1.1. **(Added)** Obtain approval for any CANNs from spare F-108 turbofan engines from 100 MXG CC/CD/SEL.

11.13.3.5.2. **(Added)** Monitor/supervise the maintenance necessary to perform CANN action and ensure appropriate forms and MIS have been updated.

11.13.3.5.3. **(Added)** Inform 100 MXS DO/MX Supt and affected flight chief of all CANN actions that occurred on their shift.

11.13.3.5.4. **(Added)** AGE flight will develop and maintain its own CANN process. AGE CANNs will be approved by no position lower than the AGE Production Superintendent.

11.13.3.6. **(Added)** MOC will:

11.13.3.6.1. **(Added)** Process CANN transactions and reconcile CANN actions in FMxC2 and SBSS as requested. Requests must be initiated by the maintenance Production Supervisor.

11.13.3.6.2. **(Added)** Maintain CANN log of all CANN actions associated with 100 ARW possessed aircraft.

11.13.3.6.3. **(Added)** Production Supervisor will verify MIS CANN information is accurate and is correctly documented in aircraft forms.

11.13.3.7. **(Added)** Procedures:

11.13.3.7.1. **(Added)** CANNs for 100 ARW possessed aircraft:

11.13.3.7.1.1. **(Added)** If parts are unavailable, all alternate parts numbers and suitable substitutes must be researched and exhausted.

11.13.3.7.1.2. **(Added)** Production Supervisor will verify MICAP Urgency of Need Designator (UJC) with DMS or customer service. Production Supervisor will then direct MOC to process CANN action and issue a CANN Job Control Number (JCN) to flightline personnel.

11.13.3.7.1.2.1. **(Added)** MOC or DMS will be the only organizations that can load CANN JCNs in FMxC2.

11.13.3.7.1.3. **(Added)** Flight line maintenance personnel will ensure original discrepancy JCN is not completed in MIS until CANN JCN is loaded. **Note:** The CANN job cannot be properly loaded if the original job is previously completed in MIS.

11.13.3.7.2. **(Added)** CANNs from 100 ARW possessed aircraft to non-100 ARW possessed aircraft: (**Note:** Applicable to all units requesting CANNs from 100 ARW aircraft).

11.13.3.7.2.1. **(Added)** Applicable organization will request CANNs through 100 AMXS Production Supervisor, who will in turn notify 100 AMXS DO/MX Supt. 100 AMXS DO/MX Supt will request CANN approval from 100 MXG/CC/CD/SEL.

11.13.3.7.3. **(Added)** For transient/tenant unit aircraft, applicable organization will create MIS JCN.

11.13.3.7.3.1. **(Added)** Applicable organization will load supply order request information via MIS/SBSS.

11.13.3.7.3.2. **(Added)** Applicable organization will provide MOC with JCN and supply document number so MOC can issue CANN JCN.

11.13.3.7.3.3. **(Added)** Flightline maintenance personnel will ensure original discrepancy JCN is not completed in MIS until CANN JCN is loaded. **Note:** CANN job cannot be properly loaded if the original job is previously completed in MIS.

11.13.3.7.3.4. **(Added)** Following part issue, applicable organization will coordinate with 100 AMXS Production Supervisor to install part on CANN aircraft.

11.13.3.7.3.5. **(Added)** CANNs from impounded aircraft/engines/equipment must be approved by MXG/CC, CD or SEL prior to action.

11.14.5. **(Added)** Hangar Queen Aircraft Management Procedures.

11.14.5.1. **(Added)** All personnel involved must be thoroughly familiar with procedures for Hangar Queen Management in Chapter 11.14 of DAFI 21-101 and this instruction.

11.14.5.1.1. **(Added)** The Production Superintendent of the owning unit (Tanker or Cougar) will:

11.14.5.1.2. **(Added)** Notify MOF, MOC and Quality Assurance (QA) of aircraft entering Hangar Queen status.

11.14.5.1.3. **(Added)** Assign a Hangar Queen Manager. The manager will be a TSgt or higher for Category 1 Hangar Queen aircraft. A Senior NCO (SNCO) or Officer will be appointed as Manager for (Category) 2 or 3 Hangar Queen aircraft.

11.14.5.1.3.1. **(Added)** During transition between Hangar Queen managers the following will be accomplished by the outgoing and incoming Hangar Queen managers:

11.14.5.1.3.2. **(Added)** Initiate new Hangar Queen Checklist (**Attachment 24**) and attach to previous checklist IAW 11.14.5.1.4., of this instruction.

11.14.5.1.3.3. **(Added)** Review all 781 series forms. Ensure all entries match with the FMxC2 or Integrated Maintenance Data System (IMDS).

11.14.5.1.3.4. **(Added)** Review TNB and FOM to ensure accountability of all supply and aircraft assets.

11.14.5.1.3.5. **(Added)** Review established recovery plan with Squadron DO and/or Squadron Superintendent.

11.14.5.1.4. **(Added)** Initiate an AF IMT 2519, Hangar Queen Checklist (**Attachment 24**). Completed checklist will be filed in the aircraft jacket file as part of the last set of pulled forms prior to flight.

11.14.5.1.4.1. **(Added)** Coordinate the input with MOC of the Hangar Queen JST in FMxC2.

11.14.5.1.5. **(Added)** Establish and maintain a maintenance recovery flow plan that minimizes the time needed to get the aircraft airborne and maximizes the effective use of down-time to ensure all required -6 inspections and TCTO's are accomplished. Additionally, deferred discrepancies will be worked as applicable. Use the reverse side of the AF Form 2519 Hangar Queen Checklist to identify and prioritize all maintenance required to return the aircraft to Mission Capable (MC) status. Include in the recovery plan, a thorough hydraulic system run and bleed, an Engine Failure Assist System (EFAS) system Built in Test (BIT), and engine run operational checks as required.

11.14.5.1.6. **(Added)** Ensure strict management, control, and documentation of all CANNs, transfer, and diversion actions from the Hangar Queen aircraft.

11.14.5.1.6.1. **(Added)** The MXG/CC/CD/SEL or designated representative must approve CANNs, transfer, and diversion actions from category 2 and category 3 Hangar Queen aircraft.

11.14.5.1.7. **(Added)** Review the aircraft forms with QA to determine if an OCF or FCF is required by technical order (TO).

11.14.5.1.8. **(Added)** Coordinate with AMXS or MXS supervision to assign a Category 2/Category 3 Hangar Queen manager.

11.14.5.1.9. **(Added)** Perform Aircraft Document Review (ADR) upon initial designation as Hangar Queen, every 21 days thereafter in Hangar Queen Status, and another prior to release for flight. If an aircraft has been away from home station and the last ADR was in excess of 60 days, perform ADR within the first duty day after return to home station.

11.14.5.2. **(Added)** MOF/MOC, Plans & Scheduling (P&S) and Maintenance Data Systems Analysis will:

11.14.5.2.1. **(Added)** MOC will monitor aircraft last fly day to calculate and report precise Hangar Queens status date.

11.14.5.2.2. **(Added)** P&S will monitor any non-possessed time to calculate and report precise Hangar Queens status date.

11.14.5.2.3. **(Added)** Conspicuously mark all aircraft and historical record files to include decentralized records. (Fuel Cell, Engine Management, and Weight & Balance)

11.14.5.2.4. **(Added)** MOC will report Hangar Queen status Category 3 to the MAJCOM per DAFI21-101_USAFE-AFAFRICASUP, **paragraph 11.14.2.3.1.**

11.14.5.3. **(Added)** All maintenance actions will be coordinated through the AMXS and/or MXS Production offices.

11.14.5.4. **(Added)** The Hangar Queen Manager will:

11.14.5.4.1. **(Added)** Serve as Hangar Queen aircraft manager and monitor the 781 series forms and ensure they match with the FMxC2 or IMDS throughout the duration of Hangar Queen status. Forms transcribed while in Hangar Queen status will be kept readily available for inspection.

11.14.5.4.2. **(Added)** Closely monitor aircraft Tail Number Bin/Facilitate Other Maintenance (TNB/FOM) entries to ensure proper documentation and housekeeping is maintained.

11.14.5.4.3. **(Added)** Brief aircraft and supply status at the morning and afternoon production meetings.

11.14.5.4.4. **(Added)** Notify QA of CANN parts installed and coordinate with 100 MXG/MXQ for completion of a rated Quality Verification Inspection.

11.14.5.5. **(Added)** Quality Assurance will:

11.14.5.5.1. **(Added)** Closely monitor the progress of maintenance and offer the squadrons all QA resources available.

11.14.5.5.2. **(Added)** Conduct the following rated inspections upon entry into hangar queen status: Active/Virtual forms, FMxC2 vs Forms (when reverted to paper), TNB/FOM management, aircraft spot inspection. Conduct the following inspections every 21 calendar days thereafter while in hangar queen status: Active/Virtual forms and all closed jobs since the last inspection, FMxC2 vs forms (when reverted to paper), TNB/FOM management, and aircraft spot inspection.

11.14.5.5.3. **(Added)** 100 MXG/MXQ will, with coordination of the Hangar Queen Manager, complete a Quality Verification Inspection (QVI) of all cannibalization actions (CANNs) completed while aircraft is in Hangar Queen status.

11.14.5.5.4. **(Added)** Conduct a rated SI on active forms 781's/virtual and all closed jobs since the last 21 review prior to Exceptional Release of the aircraft for flight. Additional forms inspections will be conducted if additional maintenance is performed after the Exceptional Release but prior to the first sortie. **Note: Excludes Red Ball maintenance.**

11.14.5.5.5. **(Added)** Perform a rated QVI of the -6 pre-flight inspection prior to first flight. Every subsequent preflight will be inspected until first flight.

11.14.5.5.6. **(Added)** Make recommendations to MXG/CC/CD/SEL on the need to accomplish an OCF or FCF when not specified by the TO. Coordinate OCF/FCF as required.

11.17.8.3. **(Added)** MOC will enter name, employee numbers, date, and aircraft serial number into a log when an engine run is requested. MOC will verify individual qualification using MIS. Ensure individual requesting the run is qualified and does not reflect overdue for training. If no, overdue is noted and the individual is qualified, then run clearance will be granted. Upon engine run completion, MOC will update individual's 120-day qualification in locally produced engine run log and forward to MTF every Friday to ensure training is updated in MIS.

11.17.10.1. APU/Quick Start APU System (QSAS) Initial Training will be conducted by qualified individuals, or by attending formal training via the Field Training Detachment. Training will entail comprehension of all applicable technical orders and job guides on system operation, aircraft egress procedures, and fire extinguisher operation.

11.17.10.7. APU/QSAS annual recertification will be accomplished by completing a closed book APU/QSAS examination and demonstrating proficiency to an APU/QSAS certifier.

11.17.10.8. **(Added)** 5-skill level APU/QSAS certifier waiver requirements: Hold a 2A5X4 or 2A6X1A Air Force Specialty Code; have at least one-year experience on the KC-135R as an APU/QSAS operator. Certifiers will be certified by another qualified certification official.

11.17.10.9. **(Added)** Practical APU/QSAS evaluation will be observed by a QSAS certifier

11.17.16. **(Added)** Standard procedures for obtaining aircraft engine run clearance:

11.17.16.1. **(Added)** *Mildenhall Instruction 13-204, Airfield and Air Traffic Control Operations* is used to obtain aircraft engine run clearance and approval.

11.17.16.2. **(Added)** Prior to engine start, MOC will be contacted and provided with aircraft tail number, location, and purpose of run, employee number and names of individuals occupying pilot and co-pilot seats.

11.17.16.3. **(Added)** When a unit is temporarily assigned to the 100 ARW the MOC will use Global Reach/FMxC2 to validate engine run currency on TDY personnel when required.

11.17.16.4. **(Added)** Engine operator will request clearance from control tower on ground frequency and will monitor frequency until engine run terminates.

11.17.17. **(Added)** Standard procedures for engine run locations on RAF Mildenhall. Approved engine run locations, headings and precautions are identified in *MILDI 13-204* and the following paragraphs.

11.17.17.1. **(Added)** During power runs conducted on Hard Stand (HS) 22, ensure aircraft positioning will not direct jet blast toward an aircraft parked on HS 20. If power runs are accomplished on HS 20, HS 21A and 21B must be unoccupied. During power runs on HS 22 or HS 24, HS 23A and 23B must be unoccupied.

11.17.17.2. **(Added)** Prior to using HS 65 for power runs, MOC must be contacted to ascertain availability of the spot. When obtaining tower clearance for runs above idle, advise tower controller of aircraft heading as indicated on the standby compass and expected power settings. During operation, monitor tower for any instructions pertaining to reduction of power in order to avoid air traffic interference.

11.18.2. 100 MOF/MTS is responsible for management and development of the 100 MXG blade blending program.

11.18.3. **(Added)** Member's qualified on blade blend operations must complete an annual and 180-day proficiencies in order to remain qualified.

11.18.4. Upon completion of Blade Blending course, it is the student's responsibility to contact a certifier for certification. The MTS will assist in coordinating certifiers when possible.

11.19.2.1. Upon completion of the flexible borescope course, it is the student's responsibility to contact a certifier for certification. The MTS will assist in coordinating certifiers when possible.

11.19.2.2.1. **(Added)** Initial Certification Criteria. The number of certifying officials will be limited to the amount needed to meet certification requirements and mission demands. Certifying officials will maintain proficiency in the same manner as other technicians; certifying officials will recertify each other. Upon completion of formal training, individuals are task evaluated by the certifying official (an individual other than the instructor who administered the course), and placed on the SCR.

11.19.2.3.1. DELETED

11.19.3. **(Added)** Documentation. After completing formal training, the instructor signs off individual's ITP within MyTraining or paper/electronic approved alternate.

11.19.4. **(Added)** UTM's will ensure the following course codes are tracked in the MIS:

11.19.4.1. **(Added)** Formal training borescope course.

11.19.4.2. **(Added)** Proficiency requirement.

11.19.4.3. **(Added)** Annual certification.

11.19.5. **(Added)** Proficiency Requirements.

11.19.5.1. **(Added)** Borescope proficiency for personnel maintaining aircraft with event-driven inspections only is 180 days.

11.19.5.2. **(Added)** Work center supervisors ensure personnel who do not meet minimum requirements are decertified and must be recertified by completing annual recertification requirements.

11.28.2.7. **(Added) Note:** Applicable to all RAF Mildenhall units. Refer to *MILDI 21-101, Crashed, Damaged, and Disabled Aircraft Recovery (CDDAR)* for CDDAR procedures.

11.41.1. **(Added)** Procedures:

11.41.2. **(Added)** Multi-Point Refueling System (MPRS) manager will review/validate MPRS supply records monthly and whenever a MPRS pod is installed/removed.

11.41.3. **(Added)** PS&D will maintain FMxC2 AFTO Form 95s, time change data and update MIS accordingly for MPRS pods.

11.41.4. **(Added)** MPRS:

11.41.4.1. **(Added)** 100 AMXS personnel will install/remove MPRS pods and pylons and perform pre-flight and post-flight inspections.

11.41.4.2. **(Added)** 100 AMXS AME Section will store serviceable MPRS pods, pylons, shipping crates/pod lifting transportation cradle assemblies and MPRS installation/removal slick wing kits.

11.41.4.3. **(Added)** 100 AMXS MPRS Manager will ensure MPRS pod maintenance stands are inspected and maintained. MPRS manager will coordinate with AMXS Pro Super and Hydraulics to accomplish all inspections and maintenance for MPRS pods, pylons, pod lifting/transportation cradle assemblies and installation/removal slick wing kits.

11.41.5. **(Added)** 100 MXS AGE Flight will inspect/maintain MPRS inhibiting trailers and transportation trailers. Accessory items will be removed and maintained by user support sections. Hazardous materials are the responsibility of the user.

14.1.2.1.1.1. **(Added)** At a minimum, PS&D will maintain a full planning requirements (PRA) report and TCTO status summary as hard-copy backup products. These products will be manually updated as suspense validations are cleared. Verify manual updates against new products weekly.

14.1.2.1.1.2. **(Added)** At a minimum, maintain electronic copies of PRA report, workable TCTO report (WTR), TCTO status summary, TCTO index listing, job master listing (JML), and aircraft utilization reports. All products will be run weekly, except aircraft utilization reports (daily), and TCTO status summary and JML (monthly).

14.1.5.1.1. **(Added)** 100 OSS Flight Analysis will validate all accumulated flying hours/sortie utilization weekly. MOF PS&D will provide 100 OSS Flight Analysis with an aircraft utilization report within one duty day after completion of flying day. 100 OSS Flight Analysis will compare this report against AFTO Form 781s. AFTO Form 781 is the source document and MIS will be corrected to match. 100 OSS Flight Analysis will notify 100 AMXS Debriefing Section if corrections are required. MOF PS&D will keep daily aircraft utilization reports on file until the monthly report is verified and agreed upon by 100 OSS Flight Analysis.

14.2.1.2.1. **(Added)** AFTO Form 95 entries will be made IAW 00-20-1. Automated 95s will be downloaded to a disk annually.

14.2.2.2.1.2. **(Added)** Transcribed aircraft forms will be inserted into the jacket file no later than five working days after having been pulled from the aircraft forms binder.

14.2.3.3.2. **(Added)** PS&D will provide an ADR checklist and automated records check to the crew chief one day prior (whenever possible) to scheduled ADR. Early or late ADR accomplishment must be coordinated with PS&D. PS&D will maintain the most current ADR in the aircraft jacket file until replaced by the next ADR.

14.2.3.4.6. **(Added)** MSL will: Validate all parts requisitions and ensure positive status on all due-outs; ensure all due-outs listed on automated records check are loaded in ES-S; sign off ADR checklist after discrepancies are corrected; cancel items in ES-S that are no longer required. Respective MSL Shop Chiefs or designated representatives are responsible for all supply loads, changes, and deletes in ES-S.

14.2.3.4.7. **(Added)** Ensure all reviewing agencies sign off ADR checklist. Return checklist and updated Automated Records Check (ARC) to PS&D. PS&D will be the last stop for the ADR. PS&D will complete a cursory review of all products, verify aircraft hours, and ensure engine times match MIS. Only upon completion of PS&D verification the crew chief will sign off the ADR in the AFTO Form 781A and MIS.

14.2.3.4.8. **(Added)** DO/Maintenance Superintendent (MX SUPT) will perform an AFTO Form 781-series review and document AFTO Form 781A for aircraft departing for precision programmed depot maintenance (PDM), permanent transfer, or deployments exceeding 30 days. Dedicated Crew Chief (DCC) /ADCC will ensure the ADR checklist is completed and accompanies the aircraft forms for signature.

14.2.3.4.9. **(Added)** When deployed as a unit to locations where MIS is available, ADR procedures will be accomplished the same as at home station. At locations without MIS capabilities, ADRs will be accomplished using MIS background products taken from home station. Use automated records check, planning requirements report, and TCTO status summary. Production supervisor will ensure ADRs are accomplished when schedulers are not deployed.

14.2.4.3.5.10. **(Added)** PS&D will provide the inspection dock chief with a serial number verification worksheet. The worksheet is a tool to verify the serial numbers of installed serially controlled items that are accessible during the inspection.

14.2.4.3.5.10.1. **(Added)** Units will accomplish part/serial number verification at ISO inspections.

14.2.6.1. Aircraft JCN Assignment

14.2.6.1.2. **(Added)** JCNs are used to report, control, and identify each maintenance action. All authorized maintenance actions will be assigned a JCN, and maintenance is not authorized without a JCN or the knowledge that a JCN will be assigned. Bases supported by the 100th Maintenance Group are requested to utilize assigned JCNs in FMxC2, if the agencies use the same MIS. If the agencies use IMDS, assigned JCNs will be used and cleared through IMDS. Standard informational notes contained within the AFTO 781A, Maintenance Discrepancy and Work Document, prescribed by TO 00-20-1, series forms do not require a JCN.

14.2.6.1.3. **(Added)** For aircraft notes carried on the notes page prior to page one of the AFTO Form 781A, use '000' in the first three positions of the JCN and then as follows:

14.2.6.1.4. **(Added)** 0100-0299 will be used for notes placing the aircraft on certain restrictions, such as fuel capacity limitations, load limitations, etc.

14.2.6.1.5. **(Added)** 0300-0599 will be used for "System Test Program" such as "test equipment installed."

14.2.6.1.6. **(Added)** 0600-0999 will be used for informational notes.

14.2.6.1.7. **(Added)** Unscheduled discrepancies discovered on the flight-line will be the responsibility of the identifying work center, who will assign a JCN and load discrepancy in MIS. See [Attachment 23](#) for JCN assignment.

14.2.6.1.8. **(Added)** Blocks of JCNs are assigned to work centers documenting maintenance in aircraft AFTO 781A/K forms. Locally generated JCNs in FMxC2 consist of the two-digit year, last three characters of the ordinal day, such as 038 for 7 February. Refer to [Attachment 23](#) for JCN-work center assignment (the last four characters of the JCN).

14.2.6.1.9. **(Added)** FMxC2 Database Management (DBM) will be responsible for deleting and re-opening JCNs. MOC will only re-open JCNs for corrections outside of DBM duty hours, 1630-0730.

14.2.6.1.10. **(Added)** TSgt or above in the position of shop chief/shift lead and aircraft maintenance production superintendents will be the only personnel authorized to request a JCN be re-opened or deleted through the MOC. Deleting of JCNs will be limited only to scheduled maintenance jobs entered in error.

14.2.6.1.11. **(Added)** Users may dispatch AGE. When moving AGE from location to location, the user will notify AGE dispatch of the movement. Users may place AGE back on sub-pools. When AGE is unserviceable, equipment forms will be annotated with the deficiency at a minimum, AGE dispatch will be notified of unserviceable equipment condition and location.

14.2.6.1.12. **(Added)** Powered AGE will not be parked on sub-pool 17. Sub-pool 17 is the only authorized sub-pool for GOX Cart parking when not in use.

14.2.6.2.5. **(Added)** FMxC2 Database Management (DBM) will coordinate with the appropriate agencies on all service interruptions to determine the length of the system outage and any steps the DBM needs to take to assist in troubleshooting.

14.2.6.2.5.1. **(Added)** Notify all system users by sending pertinent information via e-mail to 100 MXS (ALL)/100 AMXS (ALL)/100 MXG (ALL), such as length of downtime and projected ETIC.

14.2.6.2.5.2. **(Added)** If the length of downtime is unknown to HQ USAFE/AMC and is or projected to be more than 24 hours, the DBM will notify both agencies with all pertinent information.

14.2.6.2.5.3. **(Added)** If the projected outage is less than 72 hours, inputs will be kept by the work centers until the system is back online.

14.2.6.2.5.4. **(Added)** If the projected outage is longer than 72 hours, the DBM will coordinate with leadership and work center supervisors to ensure that paper copies of all FMxC2 inputs are made. These inputs will be kept until the system is back online.

14.2.6.2.5.5. **(Added)** After the system is back online, the DBM will coordinate with the Field Assistance Office (FAO) first and AMC if the FAO isn't available to determine all possible methods of re-entry of data and which method to use based on amount of downtime and number of transactions requiring input.

14.2.6.2.5.6. **(Added)** Notify HQ USAFE/AMC when the system is back online.

14.2.7.1.1. **(Added)** Upon notification of an accident or mishap, PS&D will notify all decentralized records location to freeze records. Frozen aircraft jacket file records will be marked and access to records will be limited to impoundment official if applicable, investigating team and/or QA. QA will gather all unfiled 781 pulled forms. MOC or MIS database managers will restrict all entries and edits for affected equipment in MIS. Records are frozen until released by investigation authority. Do not purge records for 30 days after release from accident/mishap/impoundment. PS&D will annotate the equipment's Automated History Entry (AHE) after the equipment is released from accident/mishap/impoundment investigation.

14.3.4.1.2. **(Added)** Ensure basic system numbers for single occurrence inspections (those accomplished only once at a specified interval) have an automatic update indicator of JCN.

14.3.4.3.3.6. **(Added)** When verifying cartridge-actuated devices/propellant actuated devices (CAD/PAD) date of manufacture (DOM), use printed DOM on item. If no DOM is provided, then extract DOM from lot number.

14.3.4.3.4.1.1. **(Added)** File one copy of extension approval in the aircraft jacket file and another copy in the aircraft forms.

14.3.4.3.4.1.2. **(Added)** Provide verification worksheets for accomplishment during acceptance/transfer inspection and PE. Review for accuracy and ensure items are installed using the correct installation hierarchy in MIS. File worksheets in aircraft jacket file.

14.3.4.3.6.5. **(Added)** 100 OSS/AFE will order time change item (TCI) for harnesses, survival vests, and life preservers.

14.3.6.1.5. **(Added)** The MIS work package or locally developed checklist will be used as the transfer and acceptance checklist.

14.3.6.1.5.1. **(Added)** Units will use the transfer JST in FMxC2 with the QA approved transfer checklist on inbound and outbound aircraft.

14.3.6.1.5.2. **(Added)** Include Part Number/Serial Number verification sheets for AFTO Form 95 and serially tracked items, as required.

14.3.6.1.4.1. **(Added)** Prepare AF Form 2410 in duplicate, one copy to be held by PS&D and one for transfer inspection supervisor.

14.3.6.3.1. **(Added)** Ensure AF Form 2410 for the post-dock is filed in the aircraft jacket file.

14.3.7.1. **(Added)** PS&D will change possession purpose identifier to BT (if required) on the first duty day of transfer inspection upon notification from the production supervisor.

14.4.1.2.21.3. **(Added)** Deployment Procedures. Requirements will be determined based on length of deployment, location, and number of aircraft deploying on a case-by-case basis between AMXS and Engine Management.

14.4.1.2.21.4. **(Added)** Deployed Engine Manager (DEM) will:

14.4.1.2.21.4.1. **(Added)** Report to EM for a pre-deployment briefing no later than one week prior to deployment and immediately for short notice deployments.

14.4.1.2.21.4.2. **(Added)** All files on Personal Computer Memory Card International Association (PCMCIA) card will then be converted then uploaded to the Aircraft Data Acquisition and Distribution System (ADADS) website <https://asimis.tinker.af.mil/ADADS/> for RAF Mildenhall Engine Manager's review. Uploads will be accomplished by 0900 the day following the last flight of each day. This procedure is necessary to ensure the most current engine data is reflected in MIS/Comprehensive Engine Management System (CEMS). The Integrated Ground Software will be the primary program used to convert data.

14.4.1.2.21.4.3. **(Added)** DEM will coordinate with home station EM on engine component CANNs and engine removals via e-mail or phone by the next duty day.

14.4.1.2.21.4.4. **(Added)** Contact home station EM for instructions if an engine needs to be shipped while deployed.

14.4.1.2.21.4.5. **(Added)** EM will prepare required engine shipment paperwork. The engine will be wrapped for shipment, transported, and provide EM the name of the individual who drained the fuel system.

14.4.1.2.21.4.6. **(Added)** Input engine data transactions into the MIS and CEMS databases within 1 duty day of receipt.

14.5.4.5.4. **(Added)** Refer to **Attachment 28** for 100 MXG 2407 procedures.

14.5.6.3.9.1.1. **(Added)** The DECISION blocks for MXG/CC/CD and OG/CC/CD approval on the change must be filled in and approved by both parties. Applicable notification blocks must be annotated with name and time of notification prior to distribution to affected agencies.

14.5.6.3.9.3. **(Added)** Changes that affect the flying portion of the schedule will reference date, aircraft tail number and call sign. For scheduled maintenance, changes reference data and aircraft tail number.

14.5.6.4.1. **(Added)** Every effort will be made to coordinate all AF Forms 2407, Weekly/Daily Flying Schedule Coordination, 28 May 2002, prescribed by DAFI21-101 at the daily group production meeting.

14.5.6.4.1.1. **(Added)** Refer to **Attachment 28** for 100 MXG procedures used in the planning and execution of the unit flying and maintenance schedules.

14.7. Deployed FMxC2 Access.

14.7.1. **(Added)** Maintenance Supervision must contact the DBM section prior to any deployment/TDY where access to FMxC2 will be required.

14.7.2. **(Added)** If deploying to a location with no existing capability, the squadron representative and the DBM will coordinate with the 100th Communications Squadron to develop procedures for connectivity as soon as the commitment is known. One week prior to deploying; Scheduling, Debrief, MOC, and DBM will meet and discuss sortie line numbers to be used, manual job numbers, debriefing procedures, and manual procedures in the event of a FMxC2 outage, etc.

14.7.3. **(Added)** When FMxC2 is unavailable at a deployed site, debrief will complete a blank detailed 9134 from home station for each sortie and return the form to the deployed analyst, scheduler or debriefer. All maintenance jobs will be completed on AFTO Form 349 or hard copy FMxC2 screens and updated when available.

14.7.4. **(Added)** All documentation will be given to the deployed analyst, scheduler or debriefer who will attempt to e-mail, fax, or hand-carry forms back to home station in the event of FMxC2 unavailability.

14.7.5. **(Added)** Upon return from the deployment/TDY ensure you relay any connectivity problems to the DBM.

Chapter 16 (Added)

LOCAL REQUIREMENTS

16.1. (Added) Incidents/UNOCC/damage to aircraft or equipment/injury to personnel procedures. **Note:** These procedures are in addition to mishap reporting procedures in DAFI 91-204. This is not an all-inclusive list. Whenever an aircrew debriefs an incident or UNOCC, or when otherwise specified by the production supervisor, the following procedures will be initiated. **Note:** UNOCC checklists are limited to equipment/aircraft damage, personnel injury on duty, ground emergencies, and in-flight unusual occurrence resulting in an IFE.

16.2. (Added) Debrief Section. The Debrief Section will:

16.2.1. **(Added)** Document and track all incidents and UNOCCS. Contact MOC to start running the Incidents/UNOCC checklist. Contact QA for the UNOCC control number, which will be the primary method to track the AMC Form 97. The discrepancy block for the event will be documented and annotated IAW 00-20-1 as applicable.

16.2.2. **(Added)** Track routing of AMC Form 97, ensuring all applicable blocks in parts I and II are completed prior to forwarding to QA. Form will be forwarded no later than 1 duty day after initial notification of incident/abort/unusual occurrence.

16.3. (Added) Quality Assurance. QA, in addition to items listed above will:

16.3.1. **(Added)** initiate and file an Aircraft Incident/Unusual Occurrence report when notified by the MOC.

16.3.2. **(Added)** Applicable QA inspector will review AMC Form 97 and MIS for accuracy and completeness.

16.3.3. **(Added)** Review AMC Form 97 and MIS for accuracy and completeness.

16.3.4. **(Added) Whenever MOC is notified of an.** Incident, damage to aircraft/equipment, or injury to personnel (duty related), the appropriate QRC will immediately be utilized.

16.3.4.1. **(Added)** QA will provide a UNOCC number to MOC upon notification.

16.3.4.2. **(Added)** QA will investigate occurrences described in [paragraph 16.2](#). Once the investigation is complete a report will be emailed to the 100 MXG/Unusual Occurrence mailbox and filed in the program book.

16.4. (Added) Adverse Weather Conditions.

16.4.1. **(Added)** All personnel will comply with the requirements listed in this instruction, aircraft TOs and DAFMAN 91-203 and will assist other agencies as needed. MOC will be informed as actions are accomplished.

16.4.1.1. **(Added)** Flightline Safety Restrictions. These restrictions will apply when one or more of the following conditions exist. Safety of personnel takes priority. All vehicles used to tow AGE will adhere to AGE restrictions. Aircraft restrictions are applicable to 100 ARW assigned KC-135 aircraft. 100 ARW personnel will adhere to these restrictions when working on non-100 ARW assigned aircraft.

16.4.1.2. **(Added)** Snow/icing:

16.4.1.2.1. **(Added)** Access to top of aircraft wings requires a safety harness. During inclement weather (i.e., snow and ice), personnel shall attach the wing safety line to the wing tip attachment point utilizing a maintenance stand. Do not attempt to walk across snow or icy wing without both safety line attachments connected.

16.4.1.2.2. **(Added)** Limit towed AGE to two in tandem per vehicle on perimeter road.

16.4.1.2.3. **(Added)** All aircraft tows will be supervised by a qualified E-5 or above with a Production Supervisor as safety observer whenever there is a Runway Condition Report (RCR) of 9 or less.

16.4.1.2.4. **(Added)** MXG/CC/CD/SEL will be the approval authority for all tows whenever there is a RCR of 7 or less.

16.4.1.3. **(Added)** Wet or frost conditions. Access to top of aircraft wings requires a safety harness. During inclement weather (i.e., snow and ice), personnel shall attach the wing safety line to the wing tip attachment point utilizing a maintenance stand. Do not attempt to walk across snow or icy wing without both safety line attachments connected.

16.4.1.4. **(Added)** Severe Weather/Lightning anticipated within 5 nautical miles of the installation within 30 minutes (lightning watch).

16.4.1.4.1. **(Added)** Do not perform COMM 3 antenna maintenance.

16.4.1.4.2. **(Added)** Do not perform maintenance on the liaison antenna coupler, lightning arrestor or antenna.

16.4.1.4.3. **(Added)** Do not perform Emergency Locator Transmitter antenna maintenance.

16.4.1.5. **(Added)** Severe Weather/Lightning observed within 5 nautical miles of the installation (lightning warning).

16.4.1.5.1. **(Added)** Suspend in-tank fuels system repair operations and temporarily close all access panels, filler caps and any other aircraft access covers removed for fuel system maintenance.

16.4.1.6. **(Added)** Fog:

16.4.1.6.1. **(Added)** Refer to [Chapter 16](#) (Added) for towing restrictions.

16.4.1.6.2. **(Added)** When visibility is limited to 100 meters (300 feet) or less, limit towed AGE to two units per vehicle.

16.4.1.7. **(Added)** High winds: Unless otherwise specified, wind restrictions do not apply to aircraft in fully enclosed hangars.

16.4.1.7.1. **(Added)** If winds and or gusts are above 10 knots (11.5 mph):

16.4.1.7.1.1. **(Added)** Cease all work on all primary flight controls and main flaps. **Note:** Taking in consideration factors such as the parking location in relation to wind direction, 100 MXS Production Supervisor along with the Aero Repair (AR) 7-level shift supervisor will make the final determination at the aircraft whether to remove or install primary flight controls when winds are above 20 knots (23 mph). Additional personnel may be required to assist in these situations.

16.4.1.7.2. **(Added)** If winds and/or gusts are expected above 20 knots (23mph):

16.4.1.7.2.1. **(Added)** Ensure hangar doors are closed and secured. **Note:** The production supervisors will make the final determination on opening and closing doors based on mission requirements.

16.4.1.7.2.2. **(Added)** Cease all work on secondary flight controls.

16.4.1.7.2.3. **(Added)** Cease removal/installation of aircraft MPRS pods and/or fairings. **Note:** This restriction does not apply to aircraft in hangars where affected pod is enclosed. (Ref. TO 6A3-4-12)

16.4.1.7.3. **(Added)** If winds and/or gusts are expected above 30 knots (34.5 mph):

16.4.1.7.3.1. **(Added)** Limit towed AGE to two units per vehicle, with the exception of the following units which are limited to one unit per vehicle:

Figure 16.1. Towed AGE Limited to One Unit Per Vehicle.

- A/M32A-86, A/M32A-86D, Diesel Engine Driven Generator Sets
- A/M32-60A Turbine Engine Driven Generator Sets
- A/M32A-95 Large Aircraft Start System
- MJ-1A, MJ-2A Hydraulic Test Stand
- MA-3D, ACE, Engine Driven Air Conditioners

16.4.1.7.3.2. **(Added)** Ensure all nonessential equipment is removed to sub-pools and brakes are set and aircraft maintenance ladders (Little Giant) stowed inside of aircraft.

16.4.1.7.3.3. **(Added)** Cease all maintenance requiring high reach access (e.g., JLG, UMS stand, etc.).

16.4.1.7.3.4. **(Added)** Suspend all outside fuel system repair operations and temporarily close panels, filler caps and any other aircraft access covers removed for fuel system maintenance.

16.4.1.7.3.5. **(Added)** If winds are expected to be above 30 knots perform Mooring/High Wind Preparations IAW 1C-135-2-2-2.

16.4.1.7.3.6. **(Added)** Aircraft plugs and covers will be installed IAW aircraft TOs to the maximum extent possible. When plugs or covers become a FOD hazard or concern for a potential lost item, the plug/cover may be removed and stored in dash 21 section or in the aircraft until the wind goes below 30 knots.

16.4.1.7.3.7. **(Added)** External aircraft maintenance, excluding fuel system maintenance, will be limited to maintenance deemed mission essential at the discretion of the Production Supervisor.

16.4.1.7.3.8. **(Added)** Do not lower aircraft boom. Booms already lowered that cannot be raised will be secured to the supporting maintenance stand by means of a cargo strap or other restraining device.

16.4.1.8. **(Added)** If winds and/or gusts are expected above 40 knots (46 mph):

16.4.1.8.1. **(Added)** Perform all steps in [paragraphs 16.4.1.8.1 \(Added\) – 16.4.1.8.3 \(Added\)](#).

16.4.1.8.2. **(Added)** Down jack all axle jacked aircraft and cease all other aircraft axle jacking operations.

16.4.1.8.3. **(Added)** Perform Mooring/High Wind Preparations IAW 1C-135-2-2-2.

16.4.1.8.4. **(Added)** Restrict fuels system repair operations performed inside nose docks to those related to completing the current task and temporarily close all access panels, filler caps, and any other aircraft access covers removed for fuel system maintenance. Restore aircraft to a towable condition in preparation for increased winds.

16.4.1.8.5. **(Added)** Cease all maintenance requiring access to top of aircraft wings.

16.4.1.9. **(Added)** If winds and/or gusts are expected above 50 knots (57.5 mph):

16.4.1.9.1. **(Added)** Perform all steps in [paragraphs 16.4.1.8.1 \(Added\) – 16.4.1.8.5 \(Added\)](#).

16.4.1.9.2. **(Added)** Aircraft safeguarding permitted only under direction of DO or MX Superintendent.

16.4.1.9.3. **(Added)** Aircraft located in nose dock hangars, where part of the airframe extends out of the hangar, must be towed clear of the hangar.

16.4.1.9.4. **(Added)** Perform Mooring/High Wind Preparations IAW 1C-135-2-2-2.

16.4.1.10. **(Added)** If winds and/or gusts are expected above 65 knots (75 mph):

16.4.1.10.1. **(Added)** Perform all steps in [paragraphs 16.4.1.8.1 \(Added\) – 16.4.1.10 \(Added\)](#).

16.4.1.10.2. **(Added)** Perform Mooring/High Wind Preparations IAW 1C-135-2-2-2.

16.4.1.11. **(Added)** Transient Alert (TA) will: Ensure transient equipment is removed and secured; review applicable aircraft TO for special requirements; inform MOC of requirements and actions taken.

16.5. (Added) Aircraft Rapid/Hot Defueling Training and Certification Program.

16.5.1. **(Added)** Rapid/Hot Defuel Personnel. Prior to being trained, individuals will meet following requirements:

16.5.1.1. **(Added)** Rapid/Hot Defuel Supervisor. Individual will be qualified as a Defuel Supervisor (Normal). Individual will be familiar with safety precautions of engine operation or hydraulic test stand operation, as applicable.

16.5.1.2. **(Added)** Rapid/Hot Defuel Panel Monitor/Operator. Individual will be qualified as a Defuel Panel Operator (Normal).

16.5.1.3. **(Added)** Rapid/Hot Defuel Engine Operator. Individual will be qualified and proficient on engine operations.

16.5.1.4. **(Added)** Rapid/Hot Defuel Hydraulic Test Stand Operator. Individual will be qualified on hydraulic test stand operation.

16.5.1.5. **(Added)** Rapid/Hot Defuel Fireguard. Individual will be qualified as Defuel Team Member (Normal) and current on annual block training.

16.5.1.6. **(Added)** Initial Training. Initial training will be conducted hands-on with actual transfer of fuel taking place. Individuals will be certified, by position, by a task qualified certifier.

16.5.1.7. **(Added)** A WJQS will be used to annotate training completion in TBA for hot/rapid aircraft defueling supervisor and member positions.

16.5.1.8. **(Added)** Annual Proficiency. Annual proficiency will be accomplished/updated with a completed AF IMT 2426 after a hot defuel.

16.6. (Added) Aircraft Towing and Hangaring. Aircraft towing operations on RAF Mildenhall will follow local procedures outlined in *MILDI 13-204*, TDY C-135 tow supervisors towing into and out of hangars must be familiar with these instructions and the Local Page Supplement (LPS) to TO 1C-135-2-2CL-1-1, *USAF Aircraft KC-135R Ground Handling, Servicing, and Airframe* for checklist items after hangar entry and exit.

16.6.1. **(Added)** When temperatures are below 40 degrees, hangar doors will not be opened until the aircraft is positioned in front of the hangar and ready for hangar entry. Hangar doors will be closed immediately following completion of the tow checklist to prevent freezing of AFFF system pipes and inadvertent discharge.

16.6.1.1. **(Added)** LPS 1C-135-2-2CL-1-1 provide aircraft hangar guidance in lieu of a hangar checklist. Ensure all items in the 1C-135-2-2-2 and the LPS are accomplished when aircraft enter, remain, or exit a hangar.

16.6.1.2. **(Added)** When aircraft are being towed between the hours of sunset and sunrise illuminated wands or wingtip/tail lights will be used. Refer to DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards* and AFMAN 11-218, *Aircraft Operations and Movement on the Ground*

16.6.2. **(Added)** Vehicle Requirements. Anytime visibility is below 100 meters (300 feet), a trailing vehicle will be used for all aircraft tows. If the tow vehicle beacon is not operational a leading vehicle will be required. These vehicles must have flashing lights or emergency flashers and head/tail lights on during towing operations. The tow supervisor may elect to add a lead vehicle at any time.

16.6.3. **(Added)** Tow team supervisor must meet the following training requirements:

16.6.3.1. **(Added)** Tow training on the job training (OJT).

16.6.3.2. **(Added)** Tow supervisor, brake, and driver written annual tests.

16.6.3.3. **(Added)** Flightline practical tow evaluated by qualified member.

16.6.3.4. **(Added)** Be signed off in MIS and MyTraining.

16.6.3.5. **(Added)** Be added to Special Certification Roster.

16.6.4. **(Added)** TA will coordinate transient aircraft movements through applicable squadron Production Supervisor and 100 MOF MOC.

16.6.5. **(Added)** Tow Vehicle Operator must meet the following training requirements:

16.6.5.1. **(Added)** Tow training on the job training.

16.6.5.2. **(Added)** Tow Vehicle Operator written annual test.

16.6.5.3. **(Added)** Signed off in MIS and MyTraining.

16.6.6. **(Added)** Tow Brake Operator must meet the following training requirements:

16.6.6.1. **(Added)** Tow training on the job training.

16.6.6.2. **(Added)** Tow Brake written annual test.

16.6.6.3. **(Added)** Signed off in MIS and MyTraining.

16.7. (Added) Fall Protection. All individuals will utilize the aircraft wing safety line system IAW 1C-135-2-2-2 and DAFMAN 91-203. Due to the risk of falling off the wing, especially during adverse weather and when outboard of the #1 and #4 engines, extreme care will be taken when performing maintenance in these areas. Personnel will execute the fall rescue plan and notify MOC in the event of a fall.

16.7.1. **(Added)** Fall Protection Procedural Controls. According to T.O 1C-135-2-2-2, WARNING listed under task 14.3.3, “The use of fall protection is mandatory when wing surfaces are wet, covered with snow, frost, or ice, when wind speeds are 20 knots or greater or when other adverse environmental conditions exist.” The term “wet” means any signs of moisture on the wing surface even if it appears dry in the area required to walk. To further mitigate risk, fall protection will be utilized when outside ambient temperature is 40°F or below. If there is any doubt about weather conditions, contact MOC for current wind speed and/or temperature immediately prior to entering the wing structure.

16.8. (Added) Fuel Systems Maintenance. Note: Applicable to all RAF Mildenhall units. MOC will be the primary point of contact for all aircraft/units requiring Fuel Systems support. MOC will coordinate all fuel systems maintenance with 100 MXS Production Supervisor.

16.8.1. **(Added)** Safety. Anyone requiring access to a fuel systems repair area will check with the fuel systems supervisor and will enter only through the entry control point.

16.9. (Added) Flightline Hearing Protection Policy:

16.9.1. **(Added)** No hearing protection is required while driving on the flightline in a fully enclosed vehicle unless the vehicle has been identified as a hazardous noise producer.

16.9.2. **(Added)** Hearing protection devices must be approved by Bioenvironmental Engineering. Work center surveys are filed with the 48 FW BE office on RAF Lakenheath.

16.9.2.1. **(Added)** When working within 30 feet of running AGE single hearing protection (plugs or muffs) is required. Dash 95/60 pneumatic carts require double hearing protection within 50 feet.

16.9.2.2. **(Added)** Follow guidance in 1C-135-2-4-1-1 for aircraft engine operations hearing protection guidance. Hearing protection in TO defined areas will be double hearing protection.

16.9.2.3. **(Added)** Single hearing protection is required aft of station 900 if the APU is operating. Double hearing protection will be worn outside the aircraft within 60ft of an operating APU.

16.9.3. **(Added)** Under no circumstances will any clothing items be worn between the muff and the individual’s ear.

16.9.4. **(Added)** All personnel who are approaching aircraft must wear the appropriate hearing protection prior to entering within the hearing protection zones. This includes non-maintenance personnel such as aircrew, civilians, supply, etc.

16.10. (Added) Aerospace Ground Equipment Procedures. Note: Applicable to all RAF Mildenhall units.

16.10.1. **(Added)** Sub-pools: Location of AGE sub-pools can be found in MILDI 13-204.

16.10.2. **(Added)** Equipment in sub-pools awaiting servicing or transportation to repair facility will be identified by either the tow bar being lowered, parked facing away from sub-pool entrance, or with a red streamer pulled out and visible.

16.10.3. **(Added)** User responsibilities:

16.10.3.1. **(Added)** The user will notify 100 MXS AGE when the AFTO Form 244 is documented with a red X discrepancy, or the equipment requires service. If the equipment requires service as the result of a Lost Tool/Object, the user is responsible for completing local Lost Tool/Object procedures IAW **paragraph 8.9.2.3.3** of this supplement. Tenant units will coordinate with MXS Production Superintendent and 100 MXS AGE to ensure all impacted agencies are notified and assisting in search of tool/item.

16.10.3.1.1. **(Added)** When AGE is no longer required, users will prepare the equipment for towing ensuring cables/hoses/ducts are stowed and secure and the asset is positioned appropriately IAW MILDI 13-213. Users will then notify an AGE driver for pick-up.

16.10.3.1.2. **(Added)** When stands are no longer in use, fully lower and stow all guide pins.

16.10.3.2. **(Added)** Using organizations are responsible for towing fire bottles, engine trailers, and other non-AGE classified equipment.

16.10.3.3. **(Added)** When aircraft maintenance stands are parked and not in use, a minimum of two brakes will be set. Powered AGE will have all brakes set when parked.

16.10.3.4. **(Added)** 100 MXS AGE Flight is not responsible for emptying full fuel bowzers. That is a user responsibility and function. If requested, 100 LRS/LGRF can provide training to generating organizations on proper draining procedures, including removal of contaminants. The generating organization will contact the 100 LRS Fuels Service Center (FSC) to perform a contamination sample and provide a representative at the location of the bowser. Once the fuel is deemed as reclaimable by FSC technicians, generating organizations must schedule and coordinate draining the bowser with the FSC. If the fuel is contaminated, the generating organization will contact the Environmental Office to schedule the proper recovery of contaminated fuel.

16.11. (Added) Equipment Custodian Responsibility/Accountability: 100 MXS AGE Flight maintains equipment custodial responsibility for all AGE assigned to RAF Mildenhall. AGE Flight will process AGE requisitions and equipment authorization change requests. Organizations must process all AGE through AGE Flight prior to deployment to ensure proper accountability.

16.12. (Added) Oil Servicing Cart Oil Analysis Program (OAP) Sampling and Documentation.

16.12.1. **(Added)** AGE Flight will coordinate, draw, and deliver oil samples to OAP laboratory, with properly annotated DD Form 2026, on oil servicing carts used on any transient aircraft or component falling under the OAP Program. Annotate section V of AFTO Form 244 with a RED DASH, to denote an unknown condition, and place the following discrepancy in the appropriate block: Oil analysis results due. Upon notification of results within limits, document AFTO Form 244 with the following: OAP engine/component servicing expires on XXXXXXXX (e.g., 20040125).

16.12.2. **(Added)** AGE flight oil carts will be sampled for oil analysis when transient aircraft require oil servicing and ensure results will be identified prior to use, samples will only be good for 30 days unless maintenance is performed to the oil cart servicing system.

16.13. (Added) Hangar Door Safety Program. (See DAFMAN 91-203 for specific guidance)

16.13.1. **(Added)** Manual and Roll-up Hangar Doors: Operators will follow manufacturer instructions or locally developed operating checklists, and facility managers will inspect these doors during their monthly checks. No special certification is required to operate roll-up and sectional doors. Additional guidance located in DAFMAN 91-203, *Air Force Consolidated Occupational Safety Instruction*.

16.13.2. **(Added)** Responsibilities:

16.13.2.1. **(Added)** Hangar facility managers will:

16.13.2.2. **(Added)** Comply with and document monthly operational and safety feature checks on all hangars, manual or electric, using **Attachment 19** (Added) as a basic checklist. Documentation will be maintained in the manager's continuity book.

16.13.3. **(Added)** Upon discovering a deficiency with hangar door operations the facility manager will:

16.13.3.1. **(Added)** Notify squadron production supervisor, DO, and MX SUPT on all deficiencies that affect operations.

16.13.3.2. **(Added)** Contact Civil Engineering and submit a work order to repair the deficiency as well as notifying Airfield Management. Certain circumstances may require an emergency work order.

16.13.3.3. **(Added)** Post a mishap prevention sign immediately IAW DAFMAN 91-203 Chapter 29.

16.14. (Added) Explosive Maintenance. Sign will be posted at nose of aircraft when Squib maintenance is being performed.

16.15. (Added) Horizontal Stabilizer Surface Protection Procedures: The surface area of the horizontal stabilizer below a maintenance stand or JLG, used during vertical stabilizer maintenance, will be covered with a protective pad(s). The pad(s) will be installed from the most inboard end of the horizontal stabilizer and protrude to the most outboard edge of any maintenance stand or JLG being used above it. This pad needs only be installed during stationary maintenance, not during stand or JLG positioning. This includes the removal and installation of rudder locks to FOM. The primary method to install and remove rudder locks is the JLG or any other high reach platform.

16.16. (Added) Paperless Inspection Process:

16.16.1. **(Added)** Units will follow paperless inspection guidance in TO 00-20-1 and any AMC supplements. Additionally:

16.16.1.1. **(Added)** Units will follow FMxC2 training guidance on the correct procedures for entering an aircraft into the paperless inspection process in MIS.

16.16.1.2. **(Added)** Aircraft forms will not be entered into paperless inspection process prior to the isochronal wash. Aircraft forms will be reactivated prior to the post dock meeting.

16.17. (Added) Aircraft “Cocked On” Procedures: Aircraft prepared for flight and in a “cocked-on” status will have engine intake, lower ARC-210, and pitot tube covers installed when the jet isn’t scheduled to fly within 12 hours. This status can only be maintained for the duration of the 72-hour preflight validity period and is separate from HHQ alert status. At the end of the 72-hour validity period, the aircraft will be de-cocked, and all covers installed if not on HHQ alert status.

16.18. (Added) Consumption of Food and Liquids in Hangars, on the Flightline, and in Support Sections: Food will not be consumed on the flightline, aircraft hangars, or support sections while aircraft maintenance is in work, within 20 feet from aircraft in a hangar, or hazardous/toxic materials are present. Drinks will only be stored in a resealable container and consumed outside immediate aircraft parking areas when aircraft maintenance is being performed.

16.19. (Added) Procedures and policies for KC-135 periodic inspections:

16.19.1. (Added) Responsibilities:

16.19.1.1. (Added) The 100th Maintenance Squadron (MXS) Inspection Section, and the Production Supervisor (Cougar 3) are responsible for coordinating and managing PE inspections.

16.19.1.2. (Added) The 100 MOF Plans, Scheduling, & Documentation Section (PS&D) is responsible for scheduling PEs and chairing pre-dock and post-dock meetings. PS&D will notify applicable personnel as to time and place of meetings.

16.19.2. (Added) Aircraft condition: When turned over to the Inspection Section, the aircraft will be as close to full mission capable condition as possible, and the aircraft forms will be transcribed. The Inspection Section will not be responsible for correcting discrepancies/TCTOs discovered prior to aircraft entry into PE unless previously agreed upon at pre-dock meeting on AF 2410, Inspection/TCTO Planning Checklist.

16.20. (Added) Female Hair Standards Safety Policy: To further mitigate any risk, Airmen will continue to secure their hair tightly behind their head while performing any maintenance duties that involve moving machinery, equipment that rotates, or any occasion when having their hair in the new authorized configuration will raise safety concerns. If cautions like the examples below are referenced for a maintenance job, hair longer than the bottom edge of the collar will be secured in a bun.

16.20.1. (Added) TO 1-1-8 cautions Airmen to have torn or loose clothing kept away from equipment.

16.20.2. (Added) TO 1C-135-2-2-2 directs Airmen to ensure that all clothing, personal equipment, and badges are secure before entering intake danger zones.

16.20.3. (Added) Any maintenance job that references securing loose clothing, hair, or extremities.

16.20.4. (Added) When not performing maintenance with rotating or dangerous machinery, Airmen are authorized to conform their hair to standards in DAFI 36-2903.

16.21. (Added) Virtual Maintainer process:

16.21.1. **(Added)** The 100 MXG Virtual Maintainer process is only for use during situations that include stranded aircraft, geographically separated maintenance personnel, and other instances where use of maintenance personnel on aircraft is time or cost prohibitive and use of video chat capability would provide a great advantage to effective mission accomplishment. Intent is for clearing grounding discrepancies and NOT for convenience purposes.

16.21.1.1. **(Added)** Red X discrepancies will be “Inspected By” and cleared in applicable MIS with the assistance of clear and unobstructed audio/video communication methods in order to verify job completion in lieu of being physically present. Discrepancies will be signed off by a qualified 7-Level.

16.21.1.2. **(Added)** Prior to any discrepancy being signed off, all applicable Red X discrepancies must be coordinated with MXG/CC, CD or SEL prior to being signed off.

16.21.1.3. **(Added)** Applicable 7-Level retains final authority to approve/deny clearing any Red X discrepancy, especially in cases where audio or video used is subpar.

Chapter 17 (Added)

MAINTENANCE TACTICS SHOP

17.1. (Added) General. This chapter specifies the responsibilities of the 100 MXG/MXK. The MXK will ensure the development, standardization, instruction, and dissemination of tactics, techniques, and procedures (TTP) within the MXG. Additionally, the MXK will manage and oversee the Agile Combat Employment (ACE) and Mission Ready Airmen (MRA) as applicable to aircraft maintenance. Furthermore, the MXK will provide guidance to the MXG Commander on Tier 1 Advanced Maintenance and Munitions Operations School (AMMOS) Graduate management and development. This guidance does not repeat basic responsibilities from other manuals or instructions that outline the responsibilities of an AMMOS graduate. The MXK must use all applicable manuals, instructions and local writings when developing MXK programs or processes.

17.2. (Added) Organizational Structure. The 100 MXG/CC will establish an MXK at the Group level. The 100 MXG/MXK reports directly to the Group Commander, with additional oversight from the Deputy Commander and Senior Enlisted Leader. MXKs will not be assigned unrelated additional duties (e.g., Maintenance Operations Flight supervision or Security Manager), unless specified by the MXG/CC.

17.3. (Added) Position Requirements. This section outlines the position requirements for members to be assigned to the Maintenance Tactics Office.

17.3.1. **(Added)** Be able to obtain clearance for all mission-required access/clearances including, but not limited to, Top Secret/Sensitive Compartmented Information (TS/SCI) and Special Access Programs (SAP) to obtain access to the Wing Operation Plans (OPLAN), time-phased force deployment data (TPFDD), and War and Mobilization Plans to ensure the group is ready to fulfill all mission statements and wartime taskings. The Tactics OIC and Tactics Superintendent positions are to be designated as SAR 5 on the UMD.

17.3.2. **(Added)** Tactics OIC. The Tactics OIC will be:

17.3.2.1. **(Added)** Captain or higher, unless otherwise specified by the MXG/CC.

17.3.2.2. **(Added)** Tier 1 AMMOS graduate (desired)

17.3.2.3. **(Added)** A prior AMU OIC or Director of Operations (desired)

17.3.3. **(Added)** Tactics Superintendent. The Tactics Superintendent will be:

17.3.3.1. **(Added)** MSgt or higher

17.3.3.2. **(Added)** Tier 1 AMMOS graduate (desired)

17.3.3.3. **(Added)** A prior Flightline Maintenance Production Superintendent with direct sortie generation experience.

17.4. (Added) MXK Responsibilities.

17.4.1. **(Added)** Continually review Designed Operational Capability (DOC) statements, OPLANs, and maintenance TTPs.

17.4.2. **(Added)** Is the 100 MXG OPR for combat employment (e.g. ACE and MRA programs). They will liaise with 100 ARW and 100 OG partners to ensure maintenance support and alignment with USAFE ACE doctrine and objectives.

17.4.3. **(Added)** Responsible for all group tactics, techniques and procedures and guidance applicable to MXK programs. MXK will integrate to the maximum extent possible with the 100 OSS Weapons and Tactics Office (OSK) and 100 ARW wing staff agencies (e.g. XP, IG, etc.) to ensure planning, training, and the development of TTPs is a joint effort across the wing.

17.4.4. **(Added)** Responsible for all group tactics guidance, DLO development for exercises, and policy.

17.4.4.1. **(Added)** Liaise with the 100 ARW Wing Plans (XP), 100 MXG Programs Office (MXOP), and 100 MXG/QA Office to aid in planning and execution of all ARW exercises.

17.4.4.2. **(Added)** Participate in all exercise planning meetings to ensure maintenance and logistics DLOs are built into all ARW exercise scenarios utilizing desired learning objectives and exercise injects that align MAJCOM, ARW and MXG priorities.

17.4.4.3. **(Added)** Participate in applicable ARW exercises as a Wing Inspection Team (WIT) member or White Cell.

17.4.5. **(Added)** AMMOS Coordination. MXK will serve as the primary liaison between 100 MXG and AMMOS. To accomplish this MXK must track the MXG's USAF AMMOS nominee application and entry requirements. Liaise with wing OPR to ensure "Call for Nominations" message instructions are met.

17.4.6. **(Added)** Attend quarterly HAF MXK cross talk meetings and provide updates to the field.

17.4.7. **(Added)** Advise senior leaders in aircraft and back shop maintenance, manpower sustainment and tactical level execution.

17.4.8. **(Added)** Maintain relationships with lateral units, as necessary, to increase training effectiveness and relevance to current 100 ARW mission sets using outside assets (e.g., 100 LRS, 100 CS, etc.).

17.4.9. **(Added)** Provide continuity, support, and mentorship for OICs and SELs as required during planning, execution and redeploy phases for off station operations.

17.4.10. **(Added)** Facilitate the development of and maintain MXG plans for contingency generation in support of real world taskings, named exercises, and ACE scenario support as required.

17.4.11. **(Added)** Responsible for maintaining an officer training plan for Company Grade Officers in the MXG that are in basic level or intermediate level proficiency upgrade.

17.4.12. **(Added)** Maintenance Academics. The MXK will develop and manage group wide academics program with the intent of providing subject matter deep dives into TTPs, KC-135 specific operations and mission sets. Academics should encompass professional development topics, mission execution topics that enhance knowledge for maintenance personnel to prepare for exercises and real world taskings, and technical topics that enhance knowledge of specific processes or KC-135 systems for maintenance personnel.

17.4.12.1. **(Added)** Host at minimum monthly group-level academic lessons, pending operational mission tempo and requirements. May coordinate with AMMOS graduates to assist with academic lessons.

17.4.12.2. **(Added)** Develop annual schedule template and review quarterly to ensure relevance to current MXG missions sets.

STEVEN S. BYRUM, Colonel, USAF
Commander, 100th Air Refueling Wing

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

AFMAN11-2KC-135V3_ADDENDA-A, *C/KC-135 Aircraft Configuration*, 7 January 2020

AFI11-2KC-135V3_MILDENHALLSUP, *KC-135 Operations Procedures*, 26 May 2020

AFMAN 11-218, *Aircraft Operations and Movement on the Ground*, 5 April 2019

AFMAN 11-202V3, USAFE-AFRICASUP, *Flight Operations*, 18 July 2022

AFI 11-202V2_USAFE-AFRICASUP_MILDENHALLSUP, *Aircrew Standardization/Evaluation Program*, 14 June 2019

MILDI 13-204 *Airfield Operations Instruction*, 1 October 2024

MILDI 21-092, *Wing Tool Control*, 15 November 2022

MILDI 21-101, *Crashed, Damaged, Disabled Aircraft Recover (CDDAR)*, 31 July 2024

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

AFI 24-301, *Ground Transportation*, 22 October 2019

DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 29 February 2024

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

DAFI91-204, *Safety Investigations and Reports*, 10 March 2021

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

TO 1C-135-2-2-2, *Maintenance Instructions, General Aircraft, Ground Handling, Servicing and Airframe*, 15 December 2025

TO 1C-135-4-1-1, *Maintenance Instructions, Power Plant, USAF Aircraft Models*, 1 September 2024

TO 1C-135-6, *Aircraft Scheduled Inspection and Maintenance Requirements*, 1 September 2025

Prescribed Forms

MILDENHALL Form 869, *Local Manufacture Request*

MILDENHALL Form 145, *Lost Tool/Object Report*

MILDENHALL Form 660, *QA Impoundment Record*

Adopted Forms

DAF Form 399, *Air Force Publication/Form Status Request*

DAF Form 673, *Air Force Publication/Form Action Request*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 1199 (A-D), *USAF Restricted Area Badge*

DAF Form 1297, *Temporary Issue Receipt*

AF Form 2410, *Inspection/TCTO Planning Checklist*

AF Form 2407, *Weekly/Daily Flying Schedule Coordination*

AFTO 95, *Significant Historical Data*

AFTO 244, *Industrial/Support Equipment Record*

AFTO 350, *Repairable Item Processing Tag*

AFTO 781A, *Maintenance Discrepancy and Work Document*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

DD Form 2026, *Oil Analysis Request*

DD Form 2757, *Welding Examination Record*

AMC Form 97, *AMC In-Flight Emergency and Unusual Occurrence Worksheet*

USAFE Base Form 42, *Composite Tool Kit (CTK) Inventory and Control Log*

Abbreviations and Acronyms

ACE—Agile Combat Employment

ACM—Aircraft Configuration Management

ADADS—Aircraft Data Acquisition and Distribution System

ADR—Aircraft Document Review

AFE—Aircraft Flight Equipment

AFI—Air Force Instruction

AFMAN—Air Force Manual

AGE—Aerospace Ground Equipment

AHE—Automated History Entry

AMMOS—Advanced Maintenance and Munitions Operations School

AMXS—Aircraft Maintenance Squadron

ARC—Automated Records Check

ARS—Air Refueling Squadron

ARW—Air Refueling Wing

ASIP—Aircraft Structural Integrity Program

ASM—Aircraft Structural Maintenance

BE—Bioenvironmental Engineering

CAD—Cartridge-Actuated Devices

CANN—Cannibalization

CDDAR—Crashed Damaged Disabled Aircraft Recovery

CEMS—Comprehensive Engine Management System

CTK—Composite Tool Kit

DAFI—Department of the Air Force Instruction

DEM—Deployed Engine Manager

DLO—Desired Learning Objective

DOC—Designed Operational Capability

DO—Director of Operations

DOM—Date of Manufacture

DR—Deficiency Report

EM—Engine Management

ESS—Enterprise Solution Supply

ETAR—Engineering Technical Assistance Request

FAO—Field Assistance Office

FCF—Functional Check Flight

FOD—Foreign Object Damage

HS—Hard Stand

IAW—In Accordance With

ID—Identification

IFE—In Flight Emergency

IFF—Identification Friend or Foe

JCN—Job Control Number

JML—Job Master Listing

JST—Job Standard Lists

LCL—Local Checklist

LJG—Local Job Guide

LPS—Local Page Supplement

LWC—Local Work Cards

MAJCOM—Major Command

MICAP—Mission Capable

MIS—Maintenance Information Systems

MOC—Maintenance Operations Center

MOF—Maintenance Operations Flight
MPRS—Multi-Point Refueling System
MRA—Mission Ready Airman
MSL—Maintenance Supply Liaison
MXG—Maintenance Group
MXK—Maintenance Tactics
MXS—Maintenance Squadron
NCO—Non-Commissioned Officer
OAP—Oil Analysis Program
OCF—Operational Check Flight
OG—Operation Group
OI—Operating Instruction
OJT—On the Job Training
OPLAN—Operational Plan
OPR—Office of Primary Responsibility
OSS—Operations Support Squadron
PAD—Propellant Actuated Devices
PCMCIA—Personal Computer Memory Card International Association
PDM—Programmed Depot Maintenance
PE—Periodic Inspection
PIM—Product Improvement Manager
PRA—Planning Requirements
PS&D—Plans, Scheduling, and Documentation
QA—Quality Assurance
QSAS—Quick Start APU System
RAF—Royal Air Force
R&R—Repair and Reclamation
SAP—Special Access Program
SMR—Source of Maintenance and Recoverability
SOW—Special Operations Wing
SUPT—Superintendent
TA—Transient Alert

TCI—Time change item

TCTO—Time Compliance Technical Order

TDY—Temporary Duty

TO—Technical Order

TODO—Technical Order Distribution Office

TPFDD—Time-Phased Force Deployment Data

TTP—Tactics, Techniques, and Procedures

TS/SCI—Top Secret/Sensitive Compartmented Information

TRN—Turnaround Transaction

UJC—Urgency of Need Designator

W&B—Weight and Balance

WCE—Work Center Event

WIT—Wing Inspection Team

WTR—Workable TCTO Report

XP—Wing Plans

Attachment 15 (Added)

TEAM MILDENHALL RADIO CALL SIGNS

Table A15.1. (Added) Team Mildenhall Radio Call Signs.

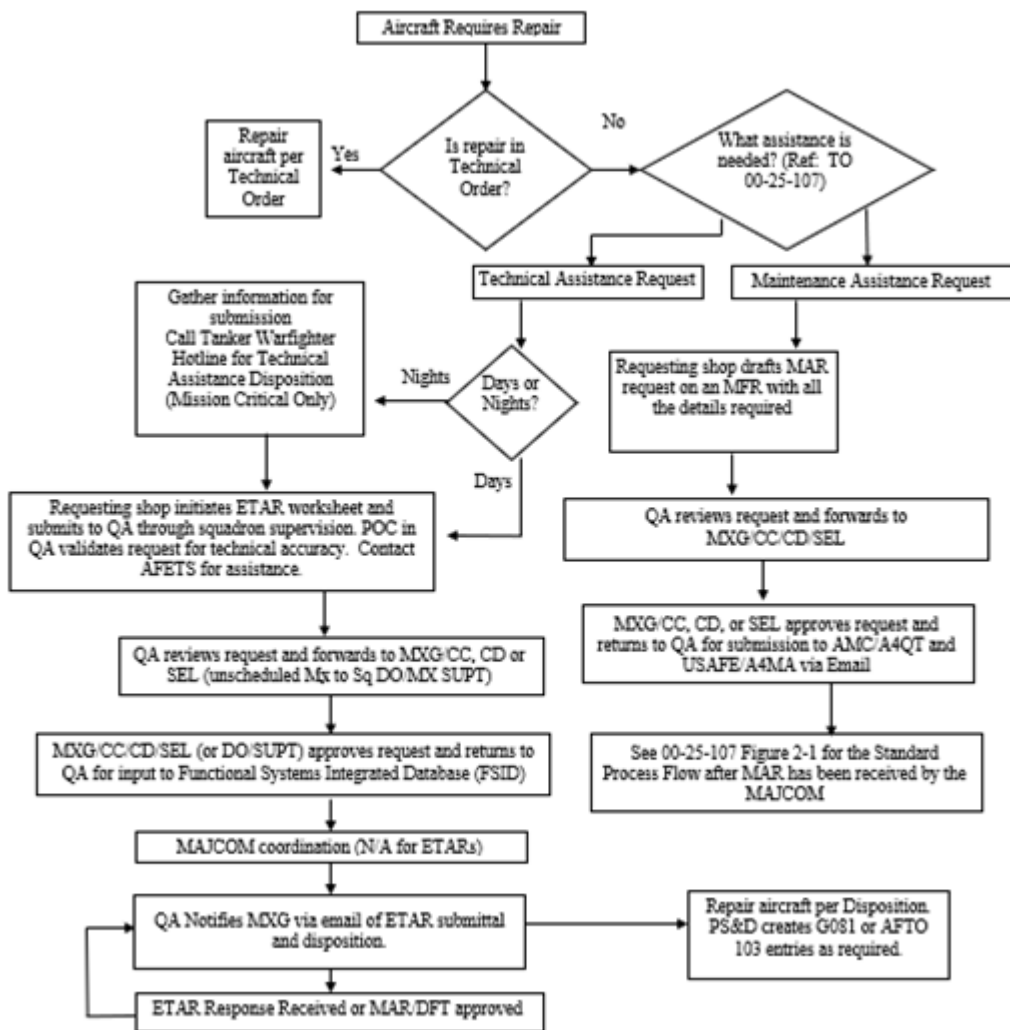
Call Sign	Office	Call Sign	Office
95th Reconnaissance Squadron (RS)		100th Maintenance Squadron (MXS)	
N/A	N/A	Cougar 1	MXS/CC
Recce 5	RS Pro Super	Cougar Chief	Squadron SEL
Recce 6	Expediter	Cougar 2	DO
N/A	N/A	Cougar 3	Pro Super
100th Air Refueling Wing (ARW)		Cougar 5	Repair & Reclamation (AR)
Command 1	ARW/CC	Cougar 6	Electro-Environmental (E/E) Backshop
Command 2	ARW/CD	Cougar 7	Fuel Cell
100 ARW Wing Safety		Cougar 8	Hydraulics Backshop
Safety 1	Chief of Safety	Cougar 9	Sheet Metal
Flight Safety 1	Chief of Flight Safety	Cougar 10	Metals Tech
Flight Safety 2	Flight Safety NCO	Cougar 11	NDI
Ground Safety 1	Chief of Ground Safety	ISO Base	ISO
		AGE Super	AGE Shift Supervisor
Ground Safety 2	Ground Safety Manager	AGE Base	AGE Flight Facility
Ground Safety 3	Ground Safety Craftsman	AGE 1	AGE (Zone 1-727 AMS)
Ground Safety 4	Ground Safety Craftsman	AGE 2	AGE (Zone 2-352 SOW & 95 RS)
Weapons Safety 1	Chief of Weapons Safety	AGE 3 & AGE 4	AGE (Zone 3 – 100 AMXS/MXS)
Weapons Safety 2	Weapons Safety manager	Transient Alert (TA)	
100th Logistics Readiness Squadron (LRS)		Alert 1	TA NCOIC (Project Manager)
MSL	Tanker Supply Bldg 809	Alert 2	TA Truck/Shift Supervisor
100th Maintenance Group (MXG)		Alert 3	TA Truck/Shift Worker
Maintenance 1	MXG/CC	Alert 4	TA Truck/Shift Worker
Maintenance 2	MXG/CD	Alert 5	TA Control Center/Base Station
Maintenance Chief	MXG/SEL	Alert 6	TA Quality Assurance
Vulture 1	MXG/QA Superintendent	TAQ1	TA QAE
Vulture 2	MXG/QA Chief Inspector	352d Special Operations Wing (SOW)	
Vulture 3-15	MXG/QA Inspectors	Commando 1	352 SOW/CC

100th Aircraft Maintenance Squadron (AMXS)		Commando 2	352 SOW/CD
Talon 1	AMXS/CC	Whiskey 1	SOW Weapons Manager
Call Sign	Office	Call Sign	Office
100 AMXS Continued		352d A4	
Talon 2	DO	Maintenance 1	A4 Director
Tanker Chief	Maintenance Superintendent	Maintenance 2	A4 SEL
Tanker 1	AMU OIC	Maintenance 3	A4M Superintendent
Tanker 2	AMU Superintendent	QA1	QA Superintendent
Tanker 3	Lead Pro Super	QA	Quality Assurance
Tanker 5	Pro Super	MOC	Maintenance Ops Center
Tanker 6	Pro Super 2	67 SOAMXS (MC-130J)	
Tanker 7	Specialist Expediter	Falcon 1	SOAMXS/CC
Tanker 8	APG	Falcon 2	SOAMXS Superintendent
Tanker Uke	Current Uke Driver	Falcon Super	Production Superintendent
Tanker 11	Jets	Falcon 4 & 5	Production Expeditors
Tanker 12	Avionics	Falcon 7	Ready Room
Tanker 13	Electro-Environmental	Falcon 11 & 12	Tow Teams
Tanker 14	Hydraulics	Falcon Debrief	Debrief
Launch 1	Aircraft Landing Crew	Dash 21	Dash 21
Launch 2	Aircraft Landing Crew	7 SOAMXS (CV-22)	
Sierra	Dash 21 / Support	Osprey 1	752 SOMXS/CC
Debrief	Debrief	Osprey 2 & 3	Production Superintendents
Ready Room	Bldg 809 Ready Room	Osprey 4 & 5	Production Expeditors
		Osprey 6	Ready Room
100th Maintenance Operations Flight (MOF)		Osprey 7	Debrief
MOC	Maintenance Operations Center	Osprey 8	Supply
		Osprey 9	Support
100th Operations Group (OG)		Osprey 10	Weapons
OPS 1	OG/CC	Osprey 11 & 12	Tow Teams
OPS 2	OG/CD	Osprey 11 & 12	Tow Teams
Red Baron	Safety of Flight (SOF)	AMMO	Munitions Control
100th Operations Support Squadron (OSS)			
AFE	Aircrew Flight Equipment		

Attachment 16 (Added)

MAINTENANCE ASSISTANCE REQUEST PROCEDURES

Figure A16.1. (Added) Maintenance Assistance Request (MAR) Procedures.



Attachment 17 (Added)

TCMAX WORLDWIDE (WW) IDENTIFICATION (ID)

A17.1. (Added) TCMAX Worldwide (WW) Identification (ID). (Note: Applicable to all RAF Mildenhall units)

A17.1.1. **(Added)** The following table shows the current list of TCMAX WW ID for units assigned to RAF Mildenhall.

A17.1.2. **(Added)** All units at RAF Mildenhall will use —ML as the first two characters in the WW ID.

A17.1.3. **(Added)** The third character of the WW ID will be used to identify the UNIT and the fourth will be used to represent the SECTION/WORK CENTER.

Table A17.1. (Added) TCMAX Worldwide (WW) Identification (ID).

100th Air Refueling Wing Units			
100th Maintenance Group Units			
100th Maintenance Squadron		100th Aircraft Maintenance Squadron	
"Unit Designator 1"		"Unit Designator 3"	
AGE	ML1A	Mobility	ML3M
Electrical Environmental	ML1E	Main Tool Room	ML3T
Fuel Systems	ML1F	Vehicles	ML3V
Pneudraulics	ML1H	100th Maintenance Operations Flight	
Maintenance Flight Support	ML1I	"Unit Designator 4"	
Metals Technology	ML1M	Engine Management	ML4E
NDI	ML1N	Training Flight	ML4T
Production Supervisor	ML1P	100th Maintenance Group Quality	
Repair and Reclamation	ML1R	Assurance "Unit Designator Q"	
Aircraft Structural Maintenance	ML1S	Quality Assurance	MLQA
Transient Alert	ML1T		
Wash Rack	ML1W		
100th Operations Group Units			
100th Operations Support Squadron		351st Air Refueling Squadron	
"Unit Designator O"		"Unit Designator R"	
Aircrew Flight Equipment	MLOS	351 ARS	MLRS

100th Mission Support Group Units			
100th Civil Engineer Squadron		100th Logistics Readiness Squadron	
"Unit Designator C"		"Unit Designator L"	
100 CES	MLCE	100 LRS	MLLR
100th Security Forces Squadron		100th Communication Squadron	
"Unit Designator S"		"Unit Designator K"	
100 SFS	MLSF	100 COMM	MLKM
RAF Mildenhall Partner Units			
352d Special Operations Wing		727th Air Mobility Squadron	
"Unit Designator 2"		"Unit Designator 7"	
67 SOS	ML26	APG	ML7A
7 SOS	ML27	Tech Orders	ML7B
7 SOAMXS	ML2B	COMM/Nav	ML7C
67 SOAMXS	ML2F	ELEN	ML7E
321 STS Life Support	ML2J	GNC	ML7G
Quality Assurance	ML2Q	Hydro	ML7H
67 SOAMXS W&T/RR	ML2I	Jets	ML7J
Reserved	ML2A	CTK	ML7T
Reserved	ML2C	Elec War	ML7W
Reserved	ML2D	488th Intelligence Surveillance and Reconnaissance Squadron	
Reserved	ML2E	"Unit Designator 8"	
Reserved	ML2G	Airborne Maintenance	ML8A
Reserved	ML2H	Ground System Maintenance	ML8C
Reserved	ML2M	Electronic Warfare Maintenance	ML8J
Reserved	ML2P	Operating Location Remote Site	ML8R
Reserved	ML2R	373d Training Squadron	
Reserved	ML2S	"Unit Designator A"	
Reserved	ML2W	APU Trainer	MLAA
352 SOSS AFE	ML21	Soldering Lab	MLAS
7 SOAMXS	ML2V		

95th Intelligence Surveillance and Reconnaissance Squadron	
"Unit Designator 9"	
Main CTK Section	ML95
CTK Det 1 Souda Bay	ML9D

Attachment 18 (Added)**TIRE FOD WORKSHEET**

A18.1. (Added) This checklist will be used whenever a tire is damaged and removed because of a foreign object and the object (hardware, tool, rock, etc.) causing damage is present. It will be used in conjunction with applicable technical data governing maintenance on aircraft.

A18.2. (Added) Owning Unit.

A18.3. (Added) Date Discovered.

A18.4. (Added) Date Removed.

A18.5. (Added) Job Control Number (if applicable).

A18.6. (Added) Aircraft Serial Number and Model.

A18.7. (Added) Tire Position.

A18.8. (Added) Tire Manufacturer.

A18.9. (Added) Location of Aircraft when damage was discovered (i.e., base and spot).

A18.10. (Added) Brief Description of Damage.

A18.11. (Added) Additional Comments.

A18.12. (Added) Note. Forward completed worksheet through AMU and Maintenance Operations DO/ MX SUPT) to the Team Mildenhall FOD Prevention Program Manager within three duty days of incident.

Attachment 20 (Added)

EXAMPLE 100 MXG/OG FCF/OCF CHECKLIST

Figure A20.1. (Added) Example of 100 MXG/OG FCF/OCF Checklist.



100 MXG & OG OCF/FCF Worksheet

ACFT TAIL NUMBER:	ORGANIZATION/POC:	DATE:
<input type="checkbox"/> OCF <input type="checkbox"/> FCF		
ORIGINAL DISCREPANCY:		
CORRECTIVE ACTION:		
100th MAINTENANCE GROUP		
SHOP/SYSTEM		
AFFECTED COMPONENT		
OPERATIONAL/FUNCTIONAL CHECK(S) REQUIRED		
T.O. or INSTRUCTIONAL		
Checklist 1.A AMXS or MXS	Checklist 2.A QUALITY ASSURANCE	
<input type="checkbox"/> Configure Acft IAW T.O. and CF rqmnts	<input type="checkbox"/> Review acft Weight & Balance docs	
<input type="checkbox"/> Ensure all maintenance is complete	<input type="checkbox"/> Review acft configuration	
<input type="checkbox"/> Review acft MIS/Forms to ensure all maintenance is complete	<input type="checkbox"/> Review acft forms with Flight Crew (clear MIS/Forms)	
<input type="checkbox"/> Load discrepancy for OCF/FCF in G0-81 WUC: 04210 for FCF's (OCF's use 04000)	<input type="checkbox"/> Update AF Form 2400 and/or database with required information	
<input type="checkbox"/> Scheduled acft <i>will not</i> be Tail/Crew swapped unless previously briefed with QA and ADO's	<input type="checkbox"/> Ensure Flight Crew completes Mildenhall Form 660, QA Impoundment Record (as required)	
REMARKS:	<input type="checkbox"/> Schedule/review rqmnt with OGV	
100th OPERATIONS GROUP		
Checklist 3.A 100 OG STANE/EVAL	Checklist 4.A 100 OSS EXECUTION CELL	
<input type="checkbox"/> Review OCF/FCF rqmnt with QA	<input type="checkbox"/> OG/CC and/or CD Briefed	
<input type="checkbox"/> Review mission profile	<input type="checkbox"/> Schedule acft for mission that meets check flight rqmnts.	
<input type="checkbox"/> Approve / Deny check flight sortie	<input type="checkbox"/> Schedule for day or night sortie VMC (as required) Refer to T.O. 1-1-300 for weather requirements.	
<input type="checkbox"/> List applicable flight manual and task required for this check flight:	<input type="checkbox"/> Schedule sortie without PAX	
	<input type="checkbox"/> Scheduling remarks in G2 state sortie is OCF or FCF. State nature of checkout	

100 MXG & OG OCF/FCF Worksheet

	discrepancy mission/flight rqmnts.	
Checklist 5.A 351 ARS DO or ADO	Checklist 6.A OCF/FCF Aircrew	
<input type="checkbox"/> Schedule qualified aircrew for sortie. Crews will be briefed at least 1 day prior <i>if a crew was swapped</i> .	Review <i>applicable</i> pubs prior to flight, ie: 1. T.O. 1-1-300 2. T.O. 1C-135(R)-6CF-1 3. T.O. 1C-135(R)-6CL-1 4. DAFI 21-101 and supplements	
<input type="checkbox"/> Coord'd w/ARS for flight crew & Mx Brief. OCF crews <i>should</i> be briefed prior to crew rest. FCF WILL NOT be flown if selected crew is not briefed PRIOR to entering crew rest for the intended sortie.	<input type="checkbox"/> Accomplish CF requirements	<input type="checkbox"/> Debrief with QA/Maintenance after flight
	<input type="checkbox"/> Document aircraft forms.	<input type="checkbox"/> Debrief OG Stan/Eval.
ADDITIONAL COMMENTS OR INSTRUCTIONS:		
Coordination and Approval		
Organization	Action Required	Signature
AMXS or MXS Production	Checklist 1.A	
100 MXG QA	Checklist 2.A	
MXA or MXM	REVIEW	
100 OG Stan/Eval	Checklist 3.A	
100 OSS Scheduling	Checklist 4.A	
351 ARS DO or ADO	Checklist 5.A	
OCF/FCF Flight Crew	Checklist 6.A	
AIRCREW/QA COMMENTS:		
ALL PORTIONS OF THE CHECKLISTS <u>WILL</u> BE COMPLETED PRIOR TO CREW SHOW		
AIRCRAFT COMMANDER RELEASE AFTER FLIGHT	SIGNATURE:	
AFTER FLIGHT ACTIONS: MXQ & MXOS FILE A COPY OF THIS <u>COMPLETED</u> CHECKLIST		
MXQ:		MXOS:

Attachment 21 (Added)

EXAMPLE ETAR WORKSHEET

Figure A21.1. (Added) Example of an ETAR Worksheet.

Engineering Technical Assistance Request (ETAR)

Aircraft MDS:	<input type="text"/>	Block Series:	<input type="text"/>	Aircraft Tail Number:	<input type="text"/>
Noun:	<input type="text"/>	Part Number:	<input type="text"/>		
NSN:	<input type="text"/>	Work Unit Code:	<input type="text"/>		
Aircraft/Equipment Location:	<input type="text"/>	T.O. Number:	<input type="text"/>		
Diagram/Figure Number:	<input type="text"/>	Priority:	<input type="text" value="Select"/>	JCN:	<input type="text"/>

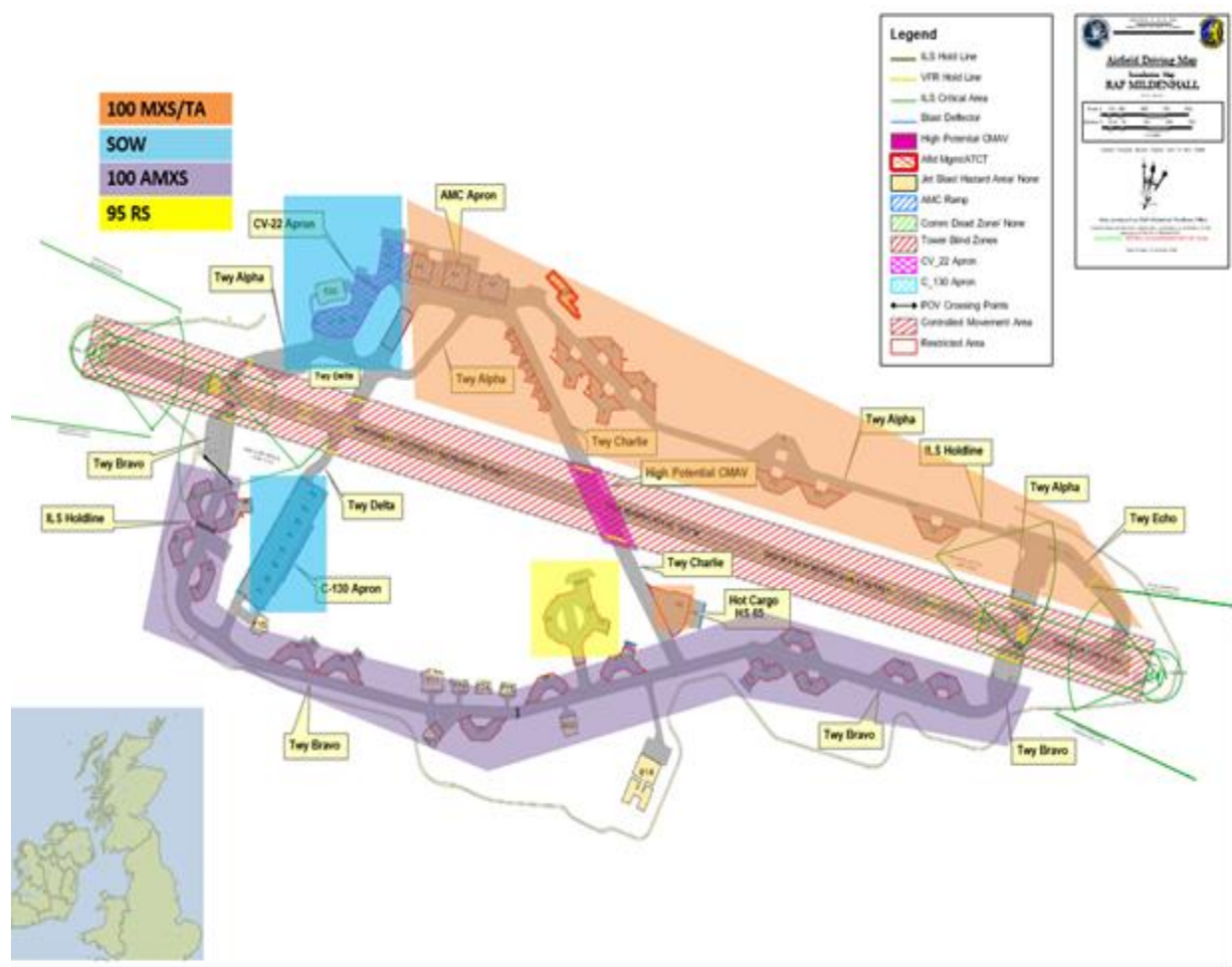
Deficiency and Recommendation:

Originator and Phone Number:	Approved by: Director of Ops, MX Senior Enlisted Leader or Pro Super and Phone Number:
<input type="text"/>	<input type="text"/>

NOTE: Once ALL blocks are completed, click "Submit to QA" or e-mail directly to 100MXG.QA@us.af.mil for processing.

Attachment 22 (Added)
DESIGNATED FOD WALK AREAS

Figure A22.1. (Added) Designated FOD Walk Areas.



Attachment 23 (Added)

JCN ASSIGNMENT, NUMERICAL ORDER

Table A23.1. (Added) JCN Assignment, Numerical Order.

SQUADRON	SHOP / ORG	JCN RANGE
NOUN	ORG	JCN
AGE INSPECTION	RESERVED BY FMxC2	A001-A999
ISO (MINOR)	RESERVED BY FMxC2	B001-B599
ISO(MINOR) – FIX PHASE	RESERVED BY FMxC2	B600-B999
ISO (MAJOR)	RESERVED BY FMxC2	C001-C599
ISO (MAJOR) – FIX PHASE	RESERVED BY FMxC2	C600-C999
ISO	RESERVED BY FMxC2	D001-D999
HSC (ALL MDS AND 1 ST HSC ON C017/C040)	RESERVED BY FMxC2	E001-E999
HSC (2 ND HSC, C017/C040 ONLY)	RESERVED BY FMxC2	F001-F999
HSC (3 RD HSC, C017/C040 ONLY)	RESERVED BY FMxC2	G001-G999
HSC (4 TH HSC, C017/C040 ONLY)	RESERVED BY FMxC2	H001-H999
HSC (5 TH HSC, C017/C040 ONLY)	RESERVED BY FMxC2	J001-J999
HSC (6 TH HSC, C017/C040 ONLY)	RESERVED BY FMxC2	K001-K999
HSC (7 TH HSC, C017/C040 ONLY)	RESERVED BY FMxC2	L001-L999
HPO (ISO)	100 MXS	M001-M999
WASH	100 MXS	W001-W999
“RESTRICTION” NOTES	RESERVED BY FMxC2	0001-0099
“RESTRICTION” NOTES	RESERVED BY FMxC2	0100-0199
“RESTRICTION” NOTES	RESERVED BY FMxC2	0200-0299
“SYSTEM TEST PROGRAM” ONLY	RESERVED BY FMxC2	0300-0399
“SYSTEM TEST PROGRAM” ONLY	RESERVED BY FMxC2	0400-0499
“SYSTEM TEST PROGRAM” ONLY	RESERVED BY FMxC2	0500-0599
“INFORMATIONAL” NOTES ONLY	RESERVED BY FMxC2	0600-0699
“INFORMATIONAL” NOTES ONLY	RESERVED BY FMxC2	0700-0799
“INFORMATIONAL” NOTES ONLY	RESERVED BY FMxC2	0800-0899

“INFORMATIONAL” NOTES ONLY	RESERVED BY FMxC2	0900-0999
	SCHEDULING	1000-1099
	SCHEDULING	1100-1199
	SCHEDULING	1200-1299
		1300-1399
		1400-1499
		1500-1599
	RESERVED BY FMxC2	1600-1699
		1700-1799
		1800-1899
		1900-1999
100 AMXS	APG (A1ACM)	2000-2099
100 AMXS	JETS (A1ASP)	2100-2199
100 AMXS	HYDRO (A1ASH)	2200-2299
100 AMXS	E&E (A1ASE)	2300-2399
100 AMXS	COMM/NAV (A1ASC)	2400-2499
100 AMXS	GCS (A1ASG)	2500-2599
100 AMXS	-21 (A1STR)	2600-2699
100 MXS	ISO (ISO)	2700-2799
100 MXS	A/R (AERO)	2800-2899
100 MXS	HYDRO (HYDR)	2900-2999
100 MXS	E&E (ELEN)	3000-3099
100 MXS	SHEET METAL (SMCO)	3100-3199
100 MXS	METALS TECH (MTECH)	3200-3299
100 MXS	NDI (NDIS)	3300-3399
100 MXS	FUEL CELL (FUEL)	3400-3499
100 MXS	AGE (AGEIR)	3500-3599
100 MXS	TRANSIENT ALERT	3600-3699
100 MXS	CTK	3700-3799
373 TRS	FTD (FTD)	3800-3899
351 OSS	AFE (LIFES)	3900-3999
100 MXG	QA (MXGQA)	4000-4099
100 MXG	TRAINING (MTFLT)	4100-4199
100 MXG	QA (MXGQA)	4200-4299
100 MXG	TRAINING (MTFLT)	4300-4399
		4400-4499
100 AMXS	DEBRIEF	4500-4599
		4600-4699
		4700-4799
		4800-4899
		4900-4999
OFF-STATION	TDY	5000-5099
		5100-5199

CANN	RESERVED BY FMxC2	5200-5299
IMPOUND AIRCRAFT	RESERVED BY FMxC2	5300-5399
		5400-5499
		5500-5599
		5600-5699
		5700-5799
		5800-5899
		5900-5999
		6000-6099
		6100-6199
		6200-6299
		6300-6399
		6400-6499
	RESERVED BY FMxC2	6500-6599
	RESERVED BY FMxC2	6600-6699
	RESERVED BY FMxC2	6700-6799
	RESERVED BY FMxC2	6800-6899
		6900-6999
		7000-7099
		7100-7199
	RESERVED BY FMxC2	7200-7299
	RESERVED BY FMxC2	7300-7399
		7400-7499
		7500-7599
		7600-7699
		7700-7799
		7800-7899
		7900-7999
REDBALL	RESERVED BY FMxC2	8000-8099
	RESERVED BY FMxC2	8100-8199
	RESERVED BY FMxC2	8200-8299
	OPEN	8300-8399
	OPEN	8400-8499
	OPEN	8500-8599
	OPEN	8600-8699
	OPEN	8700-8799
	OPEN	8800-8899
TACC ASSIGNED JCN'S	RESERVED BY FMxC2	8900-8999
DEPLOYED	DEPLOYED	9000-9099
DEPLOYED	DEPLOYED	9100-9199
DEPLOYED	DEPLOYED	9200-9299
DEPLOYED	DEPLOYED	9300-9399
DEPLOYED	DEPLOYED	9400-9499
TCTO	RESERVED BY FMxC2	9500-9599
TCTO	RESERVED BY FMxC2	9600-9699

C5 MADAR JOBS	RESERVED BY FMxC2	9700-9799
TCTO	RESERVED BY FMxC2	9800-9899
TCTO	RESERVED BY FMxC2	9900-9999

Attachment 24 (Added)

EXAMPLE HANGAR QUEEN CHECKLIST

Figure A24.1. (Added) Example of Hangar Queen Checklist.

ALL PURPOSE CHECKLIST		PAGE 1	OF 3	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA DAFI21-101_USAFE-AFRICASUP_MILDSUP Attachment 24 Aircraft: _____ Hangar Queen Checklist (Ref: DAFI 21-101) DCC: _____		OPR 100 MXG/ MXQ	DATE _____	
NO. 1	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>			
I. Category I Hangar Queen (day 30 to day 59):				
1. Appointed Hangar Queen Manager: Name _____ Date/Time _____				
2. Notify QA: Inspector's Name _____ Date/Time _____				
3. Notify Maintenance Operations Control (MOC) to update aircraft status. MOC Controller Name _____ Date/Time Notified _____				
4. Document and coordinate all inspection requirements IAW 1C-135-6. Utilize JST package in WebG081 (FMxC2) to document inspections.				
5. Accomplish an aircraft document review (ADR) upon initial Hangar Queen designation every 21 days thereafter and prior to release for flight. Initial ADR completed: Date/Time _____				
6. Establish and maintain a recovery flow plan (page 3).				
7. Identify targets of opportunity to complete deferred discrepancies and scheduled maintenance.				
8. The 100 MXG/CD (or higher) is the approval authority for CANN action(s) from Hangar Queen aircraft and will not be delegated below the MXG/CD level.				
9. QA will comply with aircraft forms/MIS review K1L prior to exceptional release. Inspector's Name _____ Date/Time _____ Prior to first flight, notify QA when the -6 preflight inspection is complete and ready for QVI. Inspector's Name _____ Date/Time _____				
10. In all cases, inform the MOC of any changes in aircraft status.				
11. Initiate New Hangar Queen Checklist when transitioning between HQ Managers and attach previous checklist. Completed checklists will be filed in the aircraft jacket file as part of the last set of pulled forms prior to flight.				

ALL PURPOSE CHECKLIST		PAGE 3	OF 3	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA DAFI21-101_USAFE-AFRICASUP_MILDSUP Attachment 24 Aircraft: Hangar Queen Checklist (Ref: DAFI 21-101) DCC:		OPR 100 MXG/ MXQ		DATE
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>			
	<p>DIRECTIONS FOR ESTABLISHING AND MAINTAINING AIRCRAFT RECOVERY FLOW PLAN</p> <p>This side of the checklist will be used to identify and prioritize all maintenance actions required to return the aircraft to mission capable status.</p> <p>The priority 1-3 system is a good way to establish priorities:</p> <p>Priority 1 = Most urgent/ready to work now</p> <p>Priority 2 = Less urgent/awaiting parts/not ready to work</p> <p>Priority 3 = Not urgent/delayed discrepancy/scheduled maintenance</p> <p>Reassign priority as the recovery effort progresses.</p> <p>Include JCNs, document numbers, estimated delivery dates, awact status (e.g. awaiting left sys hydro) etc.</p>			

Attachment 25 (Added)

EXAMPLE IMPOUNDMENT CHECKLIST

Figure A25.1. (Added) Example of Impoundment Checklist.

IMPOUNDMENT CHECKLIST				
Aircraft/Equipment Type	<input type="text"/>	Serial Number	<input type="text"/>	
Discovered By (Name)	<input type="text"/>	Duty Phone	<input type="text"/>	
Date of flight (if applicable)	<input type="text"/>	Squadron	<input type="text"/>	
QA Representative	<input type="text"/>	Impound Official	<input type="text"/>	
ALL PURPOSE CHECKLIST			Page of Pages	
IMPOUNDMENT OFFICER/NCO CHECKLIST			OPR QA	DATE
No.	ITEM	C/W	Init	Date
	1. As required, have impoundment official, production superintendent, QA and specialist(s) meet aircrew at debrief. Limit maintenance actions to those required to make the aircraft/equipment safe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Ensure the discrepancy is loaded into G081/MIS and aircraft/equipment forms on a Red X as follows: "AIRCRAFT (or EQUIPMENT) IMPOUNDED FOR <input type="text"/> , SEE PG. <input type="text"/> , BLK <input type="text"/> . IMPOUND OFFICIAL IS: (Rank, Last Name, Duty phone/home phone)" <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Ensure aircraft status changes as required, and MOC (x7300) is notified of impoundment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Isolate and identify aircraft/equipment as being impounded. Restrict entry to those authorized by the impound official. Use ropes or cones and "IMPOUND" sign from QA hung on fire bottle to control access. Establish ECP if warranted due to severity of event. No items will be removed without approval from the impound official.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Preserve the aircraft as is until photo/video can be taken as required (Contact QA and/or Safety). Ensure FDR/CVR data is secured for safety related incidents. See DAFI21-101, Para 7.6.3.4. Secure TEMS data download card.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. If broken pieces exist, DO NOT allow personnel to physically fit them together or handle them in a way that would hinder analysis capability by microscopic engineering assessments. DO NOT make repairs until all troubleshooting and inspections are completed or released for maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Preserve small items in plastic bags, if necessary. Label bags with location where parts were found. Catalog all parts, photos, and other evidence in impoundment record.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPOUNDMENT CHECKLIST

8. Ensure components sent to intermediate shops for repair are routed through appropriate repair cycle. Attach a red-bordered AFTO Form 350 with "IMPOUNDMENT" clearly stated and documented with requirements, i.e. bench check.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Determine if oil/hydraulic fluid/fuel, or other samples need to be taken for analysis and if any servicing support equipment needs to be sampled or impounded. NOTE: Minimum fuel sample size is 2.5 gallons. Aircraft/←equipment will remain impounded until samples are analyzed and corrective actions taken, as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. If impoundment is for engines, air refueling booms, or MPRS pods, aircraft may be released as soon as the component is removed. The impoundment must follow the engine, boom, or pod until repaired or shipped to depot. The historical records of engine, boom, or pod shall be annotated with the following information: Borescope and visual inspection findings (engine only); inspection findings (boom, pod); corrective actions to repair the engine, boom, or pod; date released from impoundment; releasing authority's rank and last name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Ensure aircraft jacket file and sub-located historical documents are marked as IMPOUNDED. Call PS&D, Fuel Cell, Engine Mgmt, and QA Weight & Balance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Contact MOC (x7300) to close automated records, as required. Contact MOC to establish manual job control numbers when G081 is down or closed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Separately interview all personnel involved in the impoundment situation. Contact the flight crew, if applicable. Seek legal counsel, if applicable. Request training records of individuals involved, as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Make an initial assessment of damage costs. DAFI 91-204 establishes thresholds for costs vs. mishap category. Contact 100 ARW Safety, as required. Keep track of costs of all parts needed to correct discrepancy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Do not allow the aircraft forms to be transcribed until all associated maintenance is complete. All transcribed forms and related maintenance actions will be reviewed by QA prior to impound release. Coordinate with QA for OCF/FCF requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Impoundment Official will authorize all maintenance actions on the aircraft or equipment. Recommend full or partial impoundment release only when convinced normal maintenance actions would in no way affect the continuing investigation or the investigation appears complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Ensure the most qualified and experienced personnel available are dedicated to the investigation. Establish a work schedule to provide 24-hour coverage if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPOUNDMENT CHECKLIST

<p>18. Plan troubleshooting with appointed specialists prior to commencement of maintenance actions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. Review completed maintenance actions in G081 and aircraft forms daily.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. Attend daily MXG Production meetings, brief appropriate squadron supervision, and MOC on the daily progress of the impoundment proceedings.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>21. Prepare an impoundment report memorandum (Attachment 26) and staff summary sheet (Attachment 27), as required. Document MILDENHALL Form 660, Quality Assurance Impoundment Record. Return MILDENHALL Form 660, all signs and other items, and this completed checklist to QA.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>22. The releasing authority will clear the impoundment in the aircraft/equipment forms in accordance with TO 00-20-1. For example "INVESTIGATION COMPLETE, ALL CORRECTIVE ACTIONS HAVE BEEN REVIEWED. AIRCRAFT RELEASED IAW DAFI 21-101 PARA 7.6.8.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>23. Notify MOC and Production of release.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>24. Return MILDENHALL Form 660, all signs and other items, and this completed checklist to QA.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>NOTES:</p>			
<div style="background-color: #e0e0ff; height: 180px; width: 100%;"></div>			

Attachment 26 (Added)

EXAMPLE IMPOUNDMENT MEMORANDUM

Figure A26.1. (Added) Example of an Impoundment Memorandum.



DEPARTMENT OF THE AIR FORCE
100TH AIR REFUELING WING (USAFE)
ROYAL AIR FORCE MILDENHALL, UNITED KINGDOM

(Date)

MEMORANDUM FOR 100 MXG/CC

FROM: 100 AMXS/MXAP MSGT JOHN DOE

SUBJECT: Impoundment Report for Aircraft XX-XXXX

1. Aircraft XX-XXXX was impounded on 17 November 2025 at 0700 for landing gear will not retract.
2. Impoundment members: (List rank, last name, and core discipline with AFSC of all members of the impoundment team).
3. Describe the discrepancy in full detail to include any attempts to repeat the discrepancy in flight.
4. Describe in full detail the corrective actions by the impoundment team. Suggest using a chronological sequence starting with the first maintenance actions and leading up to the final maintenance actions. Cite the specific technical order (TO) checklist items performed. Include all the following of parts/hardware replaced: Stock/Part Number, quantity of parts, TO/Fig/Index, Work Unit Code, cost of parts, and man-hours expended.
5. Summarize the findings by the team. For example, what items were defective, what repairs were made, etc. If you cannot duplicate (CND) the discrepancy, then state so in this paragraph.
6. Recommendations. State any procedural, policy, or equipment changes you believe are required. Consider functional check flight criteria, operational systems check, or other follow-on measures to ensure the airframe is safe for flight.

JOHN A. DOE, MSgt, USAF
Impoundment Official

Attachment 27 (Added)

EXAMPLE IMPOUNDMENT STAFF SUMMARY SHEET

Figure A27.1. (Added) Example Impoundment Staff Summary Sheet.

STAFF SUMMARY SHEET								
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE	
1	100 AMXS/ CC	Coord		6				
2	100 MXS/ CC	Coord		7				
3	100 MOF/ CC	Coord		8				
4	100 MXG/ CC	Approve		9				
5	100 MXG/ QA	Action/File		10				
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL		PHONE		TYPIST'S INITIALS	SUSPENSE DATE
Doe, MSgt			UNIT/OFFICE		238-XXXX		jd	
SUBJECT							DATE	
Impound Report on Aircraft XX-XXXX (Reason for Impound)								
SUMMARY								
Attachments								
<p>1. PURPOSE: Provide group leadership with final report of the impoundment investigation on Aircraft XX-XXXX.</p> <p>2. DISCUSSION: (In this section, provide a very brief summary of the actions leading up to the impoundment. Describe the root causes and corrective actions taken. Recommend any follow up actions i.e., cross tell to MAJCOMs)</p> <p>3. RECOMMENDATION: Approve report. Forward to QA for filing.</p>								
JOHN Q. DOE, MSgt, USAF Impound Official				Tab 1 Impoundment Report				

Attachment 28 (Added)

100MXG SCHEDULING PROCEDURES

A28.1. (Added) Weekly Shared Resources meeting.

A28.1.1. **(Added)** A Shared Resources meeting is conducted every Monday. Topics will include:

A28.1.1.1. **(Added)** Equipment utilization.

A28.1.1.2. **(Added)** Wash Rack coordination.

A28.1.1.3. **(Added)** ISO hangar utilization.

A28.1.1.4. **(Added)** Utilization of other MXS hangars.

A28.1.1.5. **(Added)** Utilization of the SOW hangar.

A28.1.2. **(Added)** The meeting is chaired by the 100 MXG Deputy Commander. Mandatory attendees include: 100 MXG/SEL, 100 MOF/CC, and 100 MOF/SEL.

A28.1.3. **(Added)** Attendees include maintenance representatives from Plans and Scheduling, AMXS, MXS, the 352 SOW, and the 95 RS.

A28.1.4. **(Added)** Once finalized, the information is presented to the MXG/CC or their designated representative, as required during the daily Afternoon Production Meeting. The OG/CC or their designated representative, is briefed at the Afternoon Production Meeting.

A28.2. (Added) Weekly Scheduling meeting.

A28.2.1. **(Added)** A weekly scheduling meeting will be held every Wednesday. Topics will include:

A28.2.1.1. **(Added)** Long Range Operations such as TDYs, known Coronets, weekly taskings, and air shows.

A28.2.1.2. **(Added)** Scheduled maintenance such as 12 months/900 hour, HPO, TCTOs, Time Change items, and ISOs.

A28.2.1.3. **(Added)** Static display and hangar requests from Monday's Shared Resources meeting.

A28.2.1.4. **(Added)** Flying within the current week, the current month, and the following month.

A28.2.2. **(Added)** Required attendees include 351 ARS DO or ADO, AMXS Production, MXS Production, Operations Long Range Planner, Operations Daily Planner, and Plans and Scheduling.

A28.2.3. **(Added)** Once finalized, the information is presented to the OG/CC and MXG/CC, or their designated representatives, at that day's Afternoon Production Meeting.

A28.3. (Added) Afternoon Daily Production meeting.

A28.3.1. **(Added)** The OG/CC and MXG/CC, or their designated representatives, will chair the daily Afternoon Production Meeting to consolidate and review proposed flying and maintenance plans for the week, the current month, and the following month. Areas reviewed include:

A28.3.1.1. **(Added)** Scheduled aircraft maintenance.

A28.3.1.2. **(Added)** Current off-station aircraft and upcoming cross-country requirements.

A28.3.1.3. **(Added)** Scheduled fleet health aircraft.

A28.3.1.4. **(Added)** Scheduled training aircraft.

A28.3.1.5. **(Added)** Wednesday's Afternoon Production Meeting will cover TCTO status, overdue Special Inspections and Time Change Items, PDM transfer/waiver status, and CBM+ status.

A28.3.1.6. **(Added)** Thursday's Afternoon Production meeting will include the 3-month long range outlook which will identify known off-station TDYs, special local support events, holidays/no fly days, and airfield closures.

A28.4. (Added) Daily Scheduling and 2407 Procedures.

A28.4.1. **(Added)** For daily scheduling, final schedule changes will be made at the afternoon production meeting the day prior to flight.

A28.4.2. **(Added)** Any changes made after 1500L, but before the first crew ready time the next day, will require a 2407 coordinated through the required agencies.

A28.4.2.1. **(Added)** Any agency requesting changes to the daily flying schedule within this window will reference [Table A28.1](#) and [Table A28.2](#) when determining the following:

A28.4.2.1.1. **(Added)** If a particular schedule change requires a 2407.

A28.4.2.1.2. **(Added)** The required commander or designated representative approval level.

A28.4.2.1.3. **(Added)** Who initiates the 2407 for the type of change to the schedule.

A28.4.2.1.4. **(Added)** See [Table A28.1](#) for agencies through whom the 2407 needs to be coordinated.

Table A28.1. (Added) Scheduling changes that require 2407 initiation and routing.

Type	2407 required	Required Commander Approval	Initiator	Coordination
Are tail numbers being added to the schedule?				
A) Is a tail/aircraft being added to the flying schedule for maintenance reasons?	YES	MXG/CC (or Designated Rep)	AMXS Production	AMXS Production Superintendent, MXS Production Superintendent, AMXS DO (Superintendent if DO is out), MXS DO (Superintendent if DO is out), MOC, PS&D
B) Is there a new sortie/mission being added? <i>[Will it require Flying Crew Chiefs (FCCs)?]</i>	YES	OG/CC (or Designated Rep) and MXG/CC (or Designated Rep)	OG/Execution	AMXS Production Superintendent, MXS Production Superintendent, AMXS DO (Superintendent if DO is out), MXS DO (Superintendent if DO is out), POL, MOC, PS&D
C) Is there a static display aircraft being added or is the static display tail number changing?	YES	OG/CC (or Designated Rep) and MXG/CC (or Designated Rep)	Requesting Agency	Execution, AMXS Production Superintendent, MXS Production Superintendent, AMXS DO (Superintendent if DO is out), MXS DO (Superintendent if DO is out), MOC, PS&D
D) Is there a training aircraft being added?	YES	OG/CC (or Designated Rep) and MXG/CC (or Designated Rep)	Requesting Agency	Execution, AMXS Production Superintendent, MXS Production Superintendent, AMXS DO (Superintendent if DO is out), MXS DO (Superintendent if DO is out), MOC, PS&D
Is there a tail number swap?	YES	AMXS Production	AMXS Production	Execution, POL, MOC, PS&D

Is there a configuration change?				
A) Boom to Drogue/ Drogue to Boom	YES	AMXS CC or Designated Rep	OG/Execution	AMXS Production Superintendent, AMXS DO (Superintendent if DO is out), MOC, PS&D
B) Boom to MPRS	YES	OG/CC (or Designated Rep) and MXG/CC (or Designated Rep)	OG/Execution	AMXS Production Superintendent, AMXS DO (Superintendent if DO is out), MOC, PS&D
C) Drogue to MPRS	YES	OG/CC (or Designated Rep) and MXG/CC (or Designated Rep)	OG/Execution	AMXS Production Superintendent, AMXS DO (Superintendent if DO is out), MOC, PS&D
D) Fuel load decrease	YES	AMXS CC or Designated Rep	OG/Execution	AMXS Production Superintendent, AMXS DO (Superintendent if DO is out), POL, MOC, PS&D
Is there an increase to the flying window?	YES	OG/CC (or Designated Rep) and MXG/CC (or Designated Rep)	OG/Execution	AMXS Production Superintendent, MXS Production Superintendent, AMXS DO (Superintendent if DO is out), MXS DO (Superintendent if DO is out), POL, MOC, PS&D
Is there a takeoff/landing time change of +/- 15 minutes?	YES	AMXS CC or Designated Rep	OG/Execution	AMXS Production Superintendent, MOC, PS&D

A28.4.3. **(Added)** An increase to the flying window is 1) a takeoff changing to something earlier than the first scheduled takeoff of the day or 2) a landing time changing to something later than the scheduled landing of the day.

A28.4.4. **(Added)** The agency requesting the change will initiate the AF Form 2407 by notifying the MOC.

A28.4.5. **(Added)** Applicable agencies include Production Superintendent (AMXS/MXS), AMU OIC (Superintendent if no OIC), AMXS Supervision, MXS Supervision, OSS, OG, MXG, PS&D, POL, and any affected Wing Staff Agencies.

A28.4.6. **(Added)** OG/Execution will initiate 2407s for AMD taskings, however, VOCO is sufficient to execute the mission prior to final signature of the 2407.

A28.4.7. **(Added)** AMXS Production is the approval authority for a tail number swap for a scheduled sortie/mission.

A28.4.8. **(Added)** See

Table A28.2. for scheduling changes that do not require a 2407.

Table A28.2. (Added) Scheduling changes which occur after the Afternoon Production Meeting and before the first crew ready time that do not require a 2407.

Type	2407 required
Change of aircrew names	NO
Change of Call Sign	NO
Change of range/airspace	NO
A change arising after the first crew ready time for the squadron's current day's scheduled flying window	NO

A28.4.9. **(Added)** Execution will notify the MXG if a DV has been added/removed from the schedule.

A28.4.10. **(Added)** **MOC Responsibilities.** The MOC notifies all affected agencies and documents acknowledgement once contacted by the initiating agency of the 2407.

A28.4.10.1. **(Added)** Verbal notifications to the affected agencies and the applicable commanders/ designated representatives are documented on the electronic 2407 annotating the name and time of the notification.

A28.4.10.2. **(Added)** Notification and acknowledgement by email to/from applicable agencies will be annotated on the electronic 2407 as “//EMAILED//”.

A28.4.10.3. **(Added)** The MOC emails the completed and approved electronic 2407 electronically using the “100 ARW/2407 Coordination” distribution listing and retains a copy on their network.

A28.4.10.4. **(Added)** The MOC will ensure that PS&D receives the final commander approved 2407.

A28.4.10.5. **(Added)** The MOC will ensure all deviations/changes to the daily schedule are reviewed and accurately reported on all aircraft status products and in the maintenance production meeting slides.

A28.4.11. **(Added) PS&D Responsibilities.**

A28.4.11.1. **(Added)** PS&D will keep all 2407s on file with the affected weekly schedule for one year.

A28.4.11.2. **(Added)** PS&D will maintain copies of the weekly, monthly, and quarterly schedules on 100 MXG Scheduling SharePoint Page. The Scheduling SharePoint site is located at <https://usafe.dps.mil/sites/100MXG/MOF/MXOOP/SitePages.aspx>.

A28.4.11.3. **(Added)** PS&D will maintain a backup of all schedules on their drive.