

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

RAF MILDENHALL INSTRUCTION

21-092

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Maintenance

WING TOOL PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Colonel James D. Hood)

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel*, and the requirements of the Department of the Air Force Instruction (DAFI) 21-101, *Aircraft and Equipment Maintenance Management*, to develop a coordinated wing instruction to control tools, equipment, and electronic devices from all wing agencies dispatching to aircraft parking/runway/taxi areas or aircraft maintenance facilities. It applies to all units assigned to the 100th Air Refueling Wing (100 ARW) and partner units with the following exceptions: Aircrew Flight Equipment sections of 100th Operations Group, 95th Reconnaissance Squadron, 727th Air Mobility Squadron and 352d Special Operations Wing. The excluded units will follow guidance in DAFI 21-101, including applicable MAJCOM supplements. This instruction does not apply to the United States Space Force, Air National Guard or Air Force Reserve. This publication may not be supplemented or further implemented/extended. Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. Compliance with **Attachment 1** in this publication is mandatory.

SUMMARY OF CHANGES

This document has been revised and must be reviewed. It updates recent format changes in DAFI 21-101, as well as publication references throughout the document. Reference to USAFE Base Form 43, *Lost Tool/Object Report* in **paragraph 4.2** has been replaced with MILDENHALL Form 145, *Lost Tool/Object Report*.

1. Purpose. Positive control and accountability of tools, equipment, and electronic devices used on aircraft parking, runway, and taxi areas is essential for the elimination of Foreign Object Damage (FOD). FOD related accidents cost the Air Force millions of dollars each year. The purpose of this publication is to provide all 100 ARW agencies the necessary guidance to implement a solid program to control the tools and equipment taken onto the airfield. Due to the diverse nature of 100 ARW agencies, one size does not fit all when it comes to tool control policy. Some units may have only a few items, such as Airfield Management, while others have literally hundreds of pieces of equipment, like Fire Protection and Security Forces. To be in compliance with this instruction, units must establish a program, or demonstrate that existing programs meet the intent of positive tool and equipment accountability and control.

2. Definitions.

2.1. **Tool:** A hand-held implement used in accomplishing work, such as a hammer, saw, wrench, drill, spirit level, shovel, axe, etc.

2.2. **Equipment:** A device required to accomplish a task or carry out work, such as surveyors' transit, portable generator, etc.

2.3. **Electronic Device:** Portable items such as land mobile radios (LMR), cell phones, and laptop computers.

2.4. **Airfield:** Includes all areas of the installation involved in aircraft operation such as taxiways, parking ramps, hardstands, and the runway.

2.5. **Aircraft maintenance facilities:** Includes buildings 539, 711, 769, 715, 772, 775, 803, 809, and 814. (Hangars and industrial areas only)

3. Responsibilities.

3.1. **Unit commanders are responsible for ensuring an effective program is in place and compliance with this instruction for those sections that perform duties on the airfield or in aircraft maintenance facilities.** Commanders must also ensure that contractors who work on the airfield or on aircraft maintenance facilities understand the importance of tool control in these areas.

3.2. **Flight chiefs/section Non Commission Officers In Charge (NCOICs) (or equivalent) determine what tools, equipment, and electronic devices fall under the scope of this instruction and will:**

3.2.1. *Develop a system of inventory and control for all items brought out to the airfield or maintenance facilities to ensure they are returned to the section upon the completion of the job.*

3.2.2. Notify 100 MXG Quality Assurance (QA) of program compliance to coordinate an initial evaluation.

3.3. **Everyone who performs duties on the airfield or in maintenance facilities is responsible for safeguarding their equipment against loss by ensuring accountability before and after each trip.** Immediately notify the 100 MXG Maintenance Operations Center (MOC) of items suspected to be lost in a maintenance facility or near an aircraft. MOC will run the appropriate checklist. If an item is suspected lost on the airfield, also contact the 100 ARW Command Post.

3.4. 100 MXG QA is the Office of Primary Responsibility (OPR) for this instruction and will serve as subject matter experts to assist sections with setting up an effective program.

3.4.1. QA will conduct an initial evaluation of each section's program and provide inputs to ensure compliance with this Instruction. Once established, each section will accomplish an annual evaluation of their respective Composite Tool Kits (CTKs). The evaluation will be graded as either "compliant" or "non-compliant" with this instruction. Results will be provided to the 100 MXG/QA office and forwarded to the 100 ARW/CC, group and squadron commanders.

4. Products available. While not mandatory for non-aircraft maintenance units, the following products are readily available:

4.1. **USAFE Base Form 42, *CTK Inventory and Control Log*.** Used to sign tool kits or other equipment out and to document return.

4.2. **MILDENHALL Form 145, *Lost Tool/Object Report*.** This report is mandatory anytime a tool or object is lost on, or in the vicinity of an aircraft. If this situation arises, immediately contact 100 MXG QA.

4.3. **USAFE Base Form 44, *Missing/Removed Tool Log*.** Used to document tools or equipment temporarily removed from service due to damage; or to identify minor discrepancies on tools that do not warrant removal from service. This could include broken knobs, missing snaps or hooks, etc.

5. Program elements. A solid tool control program in the context of this instruction should include the following:

5.1. **Master Inventory Listing (MIL):.** A listing of all items dispatched out. Individual toolboxes will include an inventory of all items in that box.

5.2. **Daily Inventory Log:.** Proof of physical accountability of all items on the MIL before and after each duty day or shift.

5.3. **Sign In/Sign Out Log:.** Method to show custodial responsibility of items checked out for use on the airfield or in maintenance facilities. NOTE: A second person (if available) should sign in the item upon turn-in.

5.4. **Program continuity book:.** Specific contents are at the discretion of the flight chief/section NCOIC (or equivalent), but should include shop policy and the MIL.

GENE A. JACOBUS, Colonel, USAF
Commander

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

AFPD 21-1, *Maintenance of Military Materiel*, 1 August 2018

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020

AFI33-322, *Records Management and Information Governance Program*, 28 July 2021

Prescribed Forms

USAFE Base Form 42, *CTK Inventory and Control Log*

USAFE Base Form 44, *Missing/Removed Tool Log*

Adopted Forms

AF Form 847, *Recommendation for Change of Publications*

MILDENHALL Form 145, *Lost Tool/Object Report*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

ARW—Air Refueling Wing

CC—Commander

CTK—Composite Tool Kit

DAFI—Department of the Air Force Instruction

FOD—Foreign Object Damage

LMR—Land Mobile Radio

MIL—Master Inventory Listing

MOC—Maintenance Operations Center

MXG—Maintenance Group

OPR—Office of Primary Responsibility

QA—Quality Assurance