COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e Publishing website at **www.epublishing.af.mil** for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

This instruction implements the requirements of Air Force Instruction (AFI) 21-101, Air Education Training Command Supplement (AETCSUP), *Aircraft and Equipment Maintenance Management*, Technical Order (TO) 00-5-1, *AF Technical Order System*, and TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*. This instruction will not impose additional requirements on 80th Flying Training Wing (80 FTW) contractor/Service Provider (SP) without prior 82d Contracting Squadron (82 CONS) coordination and approval, so as to conform to current and future Statements of Work/Performance Work Standard/contract issues.

This instruction outlines the responsibilities between 982d Maintenance Squadron (982 MXS), 82d Training Wing (82 TRW), 82d Training Group (82 TRG), 782d Training Group (782 TRG), and 982d Training Group (982 TRG) for maintenance support of trainers, support equipment, Test Measurement and Diagnostic Equipment (TMDE), Ground Instructional Training Aircraft (GITA), and Aerospace Ground Equipment (AGE).

Refer recommended changes about this publication using the AF Form 847, *Recommendation for Change of Publication*; route Air Force (AF) Forms 847 to 82 TRG/TGA.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program* and disposed of in accordance with AF Records Information Management System

(AFRIMS) Records Disposition Schedule (RDS), or any updated statement provided by the AF Records Management office (SAF/CIO A6P).

Training groups/squadrons will not supplement or develop Operating Instructions (OI) based on this instruction. This publication may require collecting and maintaining information protected by the Privacy Act (PA) of 1974. System of Records notice F036 AF PC Q, Personnel Data System, applies. See **Attachment 1** for a Glossary of References and Supporting Information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: **Chapter 3** - Clarified Trainer Development Process.

Chapter 1

GENERAL INFORMATION

1.1. Purpose. According to AFI 21-101, AETCSUP, this instruction was developed to outline the maintenance requirements as they relate to the 82 TRW trainer maintenance activities of the 982 MXS and the technical training provided by the 82/782/982 TRGs on Ground Instructional Training Aircraft (GITA), Aerospace Ground Equipment (AGE), Support Equipment, and other assigned trainers. This instruction specifies how the requirements of AFI 21-101, AETCSUP, will be implemented in the maintenance management of GITA, 80 FTW operations, and the 82 TRW technical training mission.

1.2. Interface, Functional Responsibilities, and Outline.

1.2.1. This instruction addresses the functional responsibilities of AGE, munitions, support equipment, GITA, TMDE, and trainers for the Service Provider (SP) and the training groups. It outlines the requirements for TO management and use; tools, equipment accountability and management; forms and documentation; Foreign Object Damage (FOD); and safety as these areas pertain to the technical training mission and the training environment.

1.2.2. Maintenance management responsibilities covered in this instruction are not applicable to 982 TRG Detachments. Detachments will follow host procedures or other supplemented guidance.

1.2.3. All aircraft maintenance trainer discrepancies that are not covered under the Sheppard Air Force Base (SAFB) trainer maintenance contract will be coordinated through 982 MXS/LGML.

Chapter 2

982 MXS TRAINER MAINTENANCE PROGRAMS

2.1. Purpose.

2.1.1. The Trainer Maintenance SP provides maintenance support IAW the Performance Work Statement (PWS), objectives and responsibilities, and established/required directives. All maintenance will be performed IAW applicable technical data, incorporating approved waivers as applicable.

2.1.2. GITA/AGE/trainers/munitions/support equipment assigned to resident training organizations will not be used for other base support requirements without prior coordination and approval through 82/782/982 TRG Training Operations (TGAO), as applicable.

2.1.3. Any maintenance requirements outside of the service provider's contractual requirements should normally be funded by the owning organization.

2.2. Programs.

2.2.1. Engine Management. The SP tracks possessed engines in the Comprehensive Engine Management System (CEMS) IAW Chief Financial Officer (CFO) Act compliance reporting. The SP monitors engine components, engine trainers, and installed engines in GITA in the CEMS IAW TO 00-25-254-1, *Comprehensive Engine Status, Configuration, and TCTO Reporting Procedures*. The SP ensures that correspondence to initiate and accomplish losses and gains in CEMS is coordinated through 982 MXS/LGML and the CEMS technicians at Tinker AFB as required.

2.2.1.1. Engines are identified in CEMS as Ground Training Engines, account code "S". The SP ensures the backup data for the transfer is maintained in a file.

2.2.1.2. Ground Training Engines (tear-down/build-up) require no scheduled maintenance. The SP only accomplishes unscheduled maintenance and applicable Time Compliance Technical Order (TCTOs) on these engines, using best maintenance practices if technical data is not available.

2.2.1.3. Engine TCTOs are identified by the Systems Manager (SM) to the Stock Record Account Number (SRAN) Engine Manager via message system by engine applicability. The training squadron, in conjunction with group TGAO, 982 MXS/LGML and SP, will determine whether or not the TCTO will be accomplished or coded otherwise IAW TO 00-25-254-1 series. When the training squadron requests a TCTO kit and/or parts, the TCTO kit and/or parts will be ordered by the SP. Once the TCTO kit and/or parts are received the SP will accomplish the TCTO and provide the Engine Manager with documentation to show completion of the TCTO. The Engine Manager will update the TCTO in CEMS.

2.2.1.4. Time Change Item (TCI) monitoring is not required on engines. Engine recommended operating times have expired and the engines do not accrue any operating time. All engines are due overhaul at depot or turn-in to Defense Logistics Agency (DLA) Disposition Services when declared excess to training needs.

2.2.2. Communications. The SP's policy on the personal use of electronic and communication devices belonging to their employees will include the following minimum requirements:

2.2.2.1. Use of personal electronic devices (portable music/video players, electronic games) are not authorized on the GITA training ramp, munitions training areas, hangars and/or other industrial work areas. Personal cell phones used in the performance of official business must be approved by the Functional Commander (FC), Contracting Officer (CO), or Administrative Contracting Officer (ACO) through 982 MXS/LGMQ Chief, Contracting Officer Representative (COR).

2.2.2.2. Televisions will only be authorized in break rooms, 982 MXS Maintenance Operations Control Center (MOC), and training/conference rooms. Any requests for exceptions will be routed through 982 MXS/LGMQ, Chief COR.

2.2.3. Munitions. See DAFMAN 21-201, *Munitions Management* for additional guidance.

2.2.3.1. The SP maintains computer equipment capable to run all software applications applicable for munitions activities IAW AFMAN 21-200, *Munitions and Missile Maintenance Management*.

2.2.3.2. The SP documents all normally installed equipment (NIE) in GITA Air Force Technical Orders (AFTO) Form 781, *ARMS Aircrew/Mission Flight Data Document*, for control and accountability. Individually identified numbered items will be signed out separately by the SP from the 363d Training Squadron (363 TRS) centralized files.

2.2.4. Safety. The SP establishes a program to identify, eliminate or control, and document hazards to minimize risk associated with uncertainty in the decision-making process IAW AFI 91-202, *The US Air Force Mishap Prevention Program*, and the PWS.

2.2.5. Maintenance Operations Control Center (MOC). MOC provides dispatch of personnel when required for scheduled and unscheduled maintenance requirements.

2.2.5.1. MOC will not assign Job Control Numbers (JCN) to permanently induced malfunctions for training, permanently delayed maintenance discrepancies, or temporarily induced malfunctions.

2.2.5.2. SP is responsible for delivery, pick-up, and service of AGE, Munitions, GITA, Support Equipment, etc. IAW the PWS.

2.2.6. Plans/Scheduling (P/S). Coordinates all scheduled maintenance actions through the appropriate Primary Equipment Monitor (PEM)/SP work centers by forwarding monthly scheduling products to each PEM, who will document the schedule to meet training needs and minimize training impact.

2.2.6.1. The SP provides training for PEMs except for 982 TRG Training Detachments (TDs). Coordination of all scheduled maintenance actions for the 982 TRG TDs will be accomplished through TD appointed PEMs IAW host instructions/agreements.

2.2.6.2. The SP reviews all GITA jacket files semi-annually and performs an annual review of all equipment/trainer historical files to include associated decentralized records. An updated AFTO Form 95, *Significant Historical Data,* entry will be placed in each jacket file with a copy of the last completed checklist.

2.2.7. Cannibalization (CANN) Program. The SP follows the guidance provided in AFI 21-101, AETCSUP and the PWS.

2.2.8. Tools and Equipment. The SP follows the PWS for tool and equipment management.

2.2.8.1. GITA Shelter equipment number Z11018, is located between hangars 1020 and 1012. The shelter is government furnished equipment (GFE) and is not considered real property.

2.2.8.2. GITA shelter shall not be used for storage of any pilferage items; i.e., paint or painting equipment. The shelter cannot be secured due to its construction design.

2.2.9. TO Management. The SP maintains TOs IAW AFI 21-101, AETCSUP, TO 00-5-1 and the PWS.

2.2.10. Documentation. The SP follows the procedures outlined in TO 00-20-1 for documentation of GITA AFTO series forms 781 (AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*, AFTO Form 781A, *Maintenance Discrepancy and Work Document*, AFTO Form 781B, *Communications Security Equipment Record*, AFTO Form 781F, *Aerospace Vehicle Identification Document*, AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance*, AFTO Form 781J, *Aerospace Vehicle – Engine Flight Document*) AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document*, and AFTO Forms 244, *Industrial/Support Equipment Record*.

2.2.11. Requests for Depot-Level Assistance. SP will coordinate through 982 MXS/LGMQ prior to sending out a request. The following offices will be included in all assistance requests: 982 MXS/LGML, HQ AETC/A4MA, and HQ 2AF/A2DOTA.

Chapter 3

TRAINER MAINTENANCE PROCEDURES

3.1. Responsibilities.

3.1.1. *Squadron Commanders*. Appoints primary and alternate(s) PEMs, in writing and forward a copy of the appointment letter to the SP. PEMs receive initial training by the SP not later than (NLT) 90 days of assuming PEM duties and on an "as needed" basis thereafter.

3.1.2. Flight/Section Chiefs of 82/782 TRGs will ensure:

3.1.2.1. Instructor personnel perform user maintenance on assigned trainers, training aids, and AGE IAW applicable equipment technical data and this instruction. For equipment under maintenance contract, this is limited to pre-operational checks, minor maintenance actions such as fuse and lamp replacement, tightening of nuts, bolts, screws, etc., documentation of maintenance forms, and equipment cleanliness. Common items may be obtained from trainer maintenance SP's bench stock/shop stock.

3.1.2.2. Prior to operation of equipment, users must review GITA AFTO 781 series forms or AFTO Forms 244, perform a pre-use inspection to ensure safe for operation, and annotate discrepancies found. Personnel will report discrepancies to the 982 MXS MOC, annotate the JCN on the GITA AFTO 781 series forms or AFTO Forms 244, and return the form to the equipment or forms sub location.

3.1.2.3. Training equipment that requires maintenance beyond owner or user capability is identified to the SP. During scheduled inspections, the SP is responsible for documenting, repairing/ordering parts for discrepancies.

3.1.2.4. Each training squadron assigned a GITA will identify a GITA manager/crew chief in writing to monitor the program. Each GITA manager will maintain a continuity binder, either hardcopy or electronically, which must include, but is not limited to, the following: the GITA manager appointment letter, a complete Aircraft Utilization and Requirements List (AURL) with cover letter and all changes, and, if applicable, the current SAFB Form 75, *GITA Dash 21 Inventory Non-Training Equipment*.

3.1.2.5. Location of resident equipment that requires SP support is reported within 3 days of receipt for inclusion in the Integrated Maintenance Data System (IMDS) master equipment ID listing. Resident equipment that is moved/relocated is reported to SP support, within 3 days, for updating of the IMDS master equipment listing.

3.1.2.6. Assigned personnel who operate trainers or support equipment receive operator training. Squadrons will conduct the training and accomplish required documentation on appropriate training records.

3.1.2.7. Modifications/TCTOs maintenance performed by the SP, depot, or Contract Logistics Support (CLS) teams for GITA/trainers/support equipment is coordinated through 982 MXS/LGML/LGMQ, the SP, and the applicable TRG/TGAO.

3.1.2.8. New Owning Work Center/Maintenance (OWC) ID Creation. User submits a written request (see **Attachment 10**) to SP for new OWC/Maintenance ID creation.

3.1.2.9. Memorandum of Agreement/Understanding (MOA/MOU). MOA(s)/MOU(s) affecting GITAs/trainers/support equipment on the trainer maintenance contract will be coordinated through the applicable TRG/TGAO, SP, and 982 MXS/LGMQ/LGML/LGMX.

3.1.3. 982 MXS/LGML Logistics Program Managers configured trainer responsibilities.

3.1.3.1. Provide life cycle logistics support, acquisition, sustainment, and upgrade/modification efforts for all 82 TRW configured trainers.

3.1.3.2. Participate in Systems Program Office (SPO) Program Management Reviews, Preliminary and Critical Design Reviews, System Requirements Reviews, Integrated Logistics Support, Contractor Verification and Engineering Testing, Government Acceptance Testing, and etc.

3.1.3.3. Provide inputs during training acquisition and sustainment activities to ensure a safe, effective, reliable, maintainable, sustainable, compatible and logistically supported maintenance training system.

3.1.3.4. Perform evaluation of Engineering Change Proposal or Contract Change Proposal and AF Forms 1067, *Modification Proposal*, to determine Maintenance Training Device impacts. Identifies all impacts to HQ AETC and the SPO.

3.1.3.5. Coordinate with other MAJCOMs as required to obtain necessary support, direction, and approval.

3.1.3.6. Serve as COR in the administration and oversight of Contract Logistics Support (CLS) contracts used to maintain trainers, when required.

3.1.3.7. Serve as the 82 TRW point of contact for CLS trainer discrepancy reporting. Coordinates organic trainer repairs beyond the SP scope or DETS and host base, when coordinated through the respective TM.

3.2. Maintenance Procedures.

3.2.1. New equipment - SP personnel shall:

3.2.1.1. Initiate the required maintenance forms prior to the inspection (AFTO Form 95, AFTO Form 244 or AFTO series 781 forms, etc.) IAW TO 00-20-1.

3.2.1.2. Perform a complete review and operational check of the equipment. If no problems are encountered, forward a letter to 982 MXS/MAMP for processing into IMDS. A maintenance ID number will be assigned when the data is processed. The SP furnishes the maintenance ID number to 982 MXS/LGML/LGMQ, 82/782 TRG/TGAOs, and applicable PEMs with inspection intervals.

3.2.1.3. Withhold the maintenance ID number if the equipment has missing parts or does not perform per technical data. The owning organization is responsible for acquisition of parts or materials needed to restore the equipment to operational condition. If the equipment is fabricated locally, this responsibility is directed to the fabricating activity.

3.2.1.4. Document the acceptance inspection on equipment forms. Include all open discrepancies discovered during the inspection. When accepted the SP affixes a maintenance ID number to the equipment.

3.2.1.5. Provide and affix a forms pouch to the equipment if applicable AFTO Forms are not centrally located due to training requirements.

3.2.2. Equipment being deleted.

3.2.2.1. PEM will submit an equipment deletion letter (see **Attachment 4**) when equipment requires removal from the maintenance contract (temporary removal due to modification/not repairable this station (NRTS)/waiting for replacement or permanent removal due to no longer required).

3.2.2.2. PEM will submit an equipment disposition letter (see **Attachment 5**) of locally **or non-locally** manufactured trainers declared excess (and valued at $1K or more). Include photo(s) of the item(s) declared excess.

3.2.3. NRTS equipment.

3.2.3.1. SP personnel will notify the applicable PEM in writing when training equipment has been deemed NRTS (TMDE not included). PEM will notify the applicable Training Manager (TM).

3.2.3.2. PEM will submit an equipment acceptance inspection letter (see **Attachment 2**) and a copy of the technical manual/manufacturer specifications as applicable, to include locally fabricated trainers/training equipment/AGE.

3.2.4. Material Handling & Storage Equipment (slings, chains, hoists) excluding real property:

3.2.4.1. PEMs will ensure (at the expense of the owning organization) that slings, chains and hoists used for training have documented certification IAW AFMAN 91-203, *Air Force Occupational Safety Fire, and Health Standards*, and is responsible for maintaining the original certificate. Original certificates will be transferred with components.

3.2.4.2. When hooks require a throat measurement IAW AFMAN 91-203, the owning organization will provide a copy of documented throat measurements to the SP prior to acceptance on the contract.

3.2.4.3. Unserviceable components replaced by the SP will be at the expense of the owning organization.

3.2.5. 82 TRW GITA Training Ramp/SAC Ramp Vehicle Operations.

3.2.5.1. The GITA training ramp is the paved area bounded by Missile Road, Tenth Avenue, Avenue E, and the Fire Department. The SAC ramp is an aircraft & equipment parking area, North of Taxiway "K". Neither are part of the airfield.

3.2.5.1.1. Unique training requirements at SAFB make it unnecessary and costly to maintain the GITA ramp as an operational aircraft ramp. Multiple GITAs are necessary to meet the aircraft training requirements at SAFB. Space on the training ramp is limited which requires GITAs to be parked closer together than recommended by operational standards. Refer to AFMAN 91-203 and AFI 21-101.

3.2.5.1.2. When operating vehicles and/or AGE on the Training and SAC ramps, vehicle operators will possess a valid driver's license.

3.2.5.1.3. Government and SP vehicles operated in direct support of training/maintenance operations on the GITA training ramp will have FOD containers.

3.2.5.1.4. Group commanders may authorize in writing unit personnel to operate privately owned vehicles on the GITA training ramp in direct support of training/maintenance operations (see **Attachment 13**). Privately owned vehicles operated on the GITA training ramp are not required to have a FOD container.

3.2.5.1.5. Motorized vehicles will not exceed 15 mph on the GITA ramp. Vehicles will observe a 15-foot radius at all times around GITAs. When it is necessary to operate within 15 feet of GITAs, a spotter will be used and the speed limit will not exceed 5 mph.

3.2.5.1.6. Vehicles approaching GITAs will approach with the driver's side facing the GITA at all times. At no time will vehicles be parked facing a GITA. **Note:** These restrictions do not apply to tow vehicles when in the process of preparing or actually towing GITAs.

3.2.5.1.7. Driving behind GITAs along the troop walk adjacent to hangars 1020-1090 is not authorized.

3.2.5.1.8. Vehicles will not be left running while the driver's seat is unoccupied. Trainer Maintenance SP AGE tow vehicles are exempt from this requirement and may remain running and in Park with the parking brake set while disconnecting or connecting AGE/Support Equipment. Drivers must shutoff the vehicle if they do not drive off with the AGE equipment immediately following hookup.

3.2.5.1.9. Driving vehicles (including utility vehicles) between GITAs is not authorized at any time except at designated Entry Control Points (ECP).

3.2.5.1.10. Vehicles and personnel will enter and exit the restricted area on the north side of Hangar 1040 through designated ECPs.

3.2.5.1.11. ECPs will be unmanned and this area will not be associated with force protection exercises as the primary focus is on maintenance training.

3.2.5.1.12. Students transiting the GITA training ramp while not in maintenance training activities will utilize designated troop walks.

3.2.5.1.13. Fork Lift Operation/Genie (High-Reach Vehicle) Operation. When it is necessary to operate a fork lift in close proximity of GITAs, a minimum of one spotter will be used while the fork lift is within 15 feet of any GITA.

3.2.6. AGE Operation.

3.2.6.1. Brakes will be applied on all wheeled AGE when parked, or if not equipped with brakes, a minimum of one wheel will be chocked.

3.2.6.2. AGE will not be delivered or picked up within 15 feet of a GITA.

3.2.6.3. The training squadron/user will ensure all AGE and other training equipment is secured when not in use.

3.2.7. Airfield Driving. All vehicle operators will meet the requirements of AFI 24-301, *Ground Transportation*. An AF Form 483, *Certificate of Competency*, is required prior to operating any vehicle on any part of the active airfield.

3.3. Trainer Development Process.

3.3.1. 82 TRW/CC will:

3.3.1.1. Establish Product Management Office (PMO) to coordinate production development of all digital and physical trainers for the 82 TRW.

3.3.1.2. Prioritize funding for 82 TRW Trainer Development Process.

3.3.1.3. Chair the annual Wing Trainer Validation Meeting.

3.3.1.4. Approve annual Production Prioritization Build List.

3.3.2. 82 TRW Group Commanders will:

3.3.2.1. Attend annual TRG Trainer Prioritization meeting.

3.3.2.2. Review and concur the final Production Prioritization Build List.

3.3.3. Product Management Office (PMO) will:

3.3.3.1. Coordinate all production of digital and physical trainers.

3.3.3.2. Coordinate alternative trainer development solutions with requesting unit personnel.

3.3.3.3. Assist requesting unit personnel with completion of Project Request Document (PRD) and the Customer Project Priority Questionnaire (CPPQ).

3.3.3.4. Prioritize initial project requests using the Customer Project Priority Questionnaire (CPPQ).

3.3.3.5. Collaborate with requesting unit personnel to update active PRD and CPPQ annually and provide updated documentation to requesting unit.

3.3.3.6. Publish annual production prioritization FY project freeze date for trainer development requests. (Note: Out of cycle project requests will be prioritized as needed).

3.3.3.7. Collaborate development capabilities with production organizations.

3.3.3.8. Chair quarterly Trainer Development Working Group.

3.3.3.9. Facilitate annual TRG Trainer Prioritization Meeting.

3.3.3.10. Distribute FY prioritization list.

3.3.4. Training Manager will:

3.3.4.1. Contact the PMO for all training requests and support.

3.3.4.2. Complete and submit PRD and CPPQ for all training requests.

3.3.4.3. Coordinate with PMO to revalidate FY production prioritization backlog quarterly.

3.3.4.4. Attend quarterly Training Development Working Group meeting. (Note: Attendance is not required if the TM does not have any projects under consideration.)

3.3.5. Production Organization will:

3.3.5.1. Establish and maintain a project management function to support the Trainer Development Process.

3.3.5.2. Attend all Trainer Development Process meetings.

3.4. Refurbishment and Acceptance of Trainer Development Resident Training Equipment.

3.4.1. Refurbish/modify. Equipment on maintenance contract must be deleted prior to refurbishment/modification. Pick-up and delivery of equipment from the owning organization to the 982 MXS/LGMX is the responsibility of the SP. The 982 MXS/LGMX will be responsible for returning equipment to the owning organization.

3.4.2. Acceptance. When the trainer(s) is/are ready for acceptance, the 982 MXS/LGMX scheduler notifies 982 MXS/LGMQ, TRG equipment manager as applicable, TM, SP's P/S and QC, to set up a time to attend the sell-off. As applicable, the sell-off should be performed at the requester's training facility.

3.4.2.1. At the sell-off, the training flight will inspect and perform operational checks on the trainer(s) to ensure that the requirements as submitted on the AETC Form 375 and/or the PWS are satisfied. All follow-on maintenance and inspection requirements in the draft Technical Manual are reviewed and corrected as required.

3.4.2.2. The 982 MXS/LGMX scheduler ensures all parties sign the attendance roster and coordinates on AETC Form 376, *Trainer Development Acceptance Record*, for the sell-off.

3.4.2.3. 82/782/982 TRG/TGAO will have the appropriate training flight PEM prepare a Newly-Acquired Training Equipment Acceptance Inspection Letter (see **Attachment 2**) requesting the trainer(s) be added to the trainer maintenance contract and provide deletion letter if applicable. The SP finalizes the Newly-Acquired Training Equipment letter, assigns the maintenance ID number, and establishes required maintenance intervals.

3.5. Exempting Scheduled Maintenance for Training Equipment.

3.5.1. Deviations to technical data requirements for training equipment or systems must be coordinated with the applicable equipment/system program manager IAW AFI 21-101, AETCSUP, through the 982 MXS/LGMQ. This requirement does not affect GITA deviations authorized in AFI 21-101, AETCSUP. Exemption requests (see **Attachment 7**) are forwarded by TRS through the appropriate 82/782/982 TRG TGAO and 982 MXS/LGMQ Chief COR, then to the SP.

3.5.2. Locally-approved exemptions are limited to items of non-configured training equipment of simple design or operation and those GITA inspections, lubrication and technical data deviations authorized in AFI 21-101, AETCSUP. The 982 MXS/LGMQ Chief COR will approve/disapprove the exemption request and forward to the SP for completion. The exemption requests must not:

3.5.2.1. Require scheduled maintenance IAW the applicable technical data.

3.5.2.2. Have moving parts that require lubrication.

3.5.2.3. The SP forwards approved/disapproved requests to P/S for updating the master equipment ID listing prior to filing. P/S will provide signed copies to 982 MXS/LGMQ and the appropriate training squadron.

3.6. Unscheduled Maintenance Procedures for Training Equipment.

3.6.1. When reporting discrepancies, notify the 982 MXS MOC via telephone or LMR and provide the following information:

3.6.1.1. Type of equipment.

3.6.1.2. Training equipment maintenance ID number.

3.6.1.3. Discrepancy and symbol as entered on trainer/support equipment AFTO forms.

3.6.1.4. Location of equipment.

3.6.1.5. Work Unit Code (WUC).

3.6.1.6. When the training equipment will be available for maintenance.

3.6.1.7. Requester's name and phone number.

3.6.1.8. Time the equipment will be needed to support training.

3.6.2. The MOC will provide a JCN to the caller who will document it in the appropriate block of the GITA AFTO Form 781A or AFTO Form 244 along with the discrepancy, symbol, and minimum signature of the person discovering the discrepancy.

3.6.3. When an item of AGE must be brought to the AGE section for repairs, the appropriate PEM/alternate will make arrangements to have the equipment picked up. The training flight will place the equipment outside the facility for AGE pick up. Specific location and phone number of point of contact will be provided to the AGE section.

3.7. Scheduled Maintenance Procedures for Training Equipment.

3.7.1. The SP is the Office of Primary Responsibility (OPR) for accomplishing all scheduled maintenance, inspection requirements, and alignment of inspection due dates between equipment maintenance forms and master equipment ID listing.

3.7.2. The SP maintain IMDS master equipment ID listings IAW Air Force Computer System Manual 21-series. Equipment having no specific inspection cycle will be inspected at least annually, unless exempted.

3.7.3. The P/S section will forward (with delivery receipt) quarterly equipment/GITA scheduled maintenance listings to each training flight for review and update monthly. The PEM or training flight supervisor will accomplish the following:

3.7.3.1. Verify accuracy of information and enter corrections in red.

3.7.3.2. If scheduled inspection dates conflict with training requirements, circle the inspection date in red and enter the date that will avoid a training conflict.

3.7.3.3. Retain the original scheduled maintenance listing and return a signed copy to the SP within 5 duty days of receipt.

3.7.3.4. The PEM/alternate will forward requests for changes of inspection intervals in writing to the SP, to include justification for change and reference to appropriate technical data.

3.7.3.5. PEMs will ensure equipment is prepped, ready, and placed outside the facility for SP pickup/maintenance by 0800 on the scheduled inspection/maintenance date. Equipment

must be available the entire period required to perform maintenance and/or inspection unless otherwise agreed upon by the SP supervisor. The training flight will provide a designated location/phone number(s) for point of contact if the equipment is not at the designated location.

3.7.3.6. When the SP is not able to pick up/maintain scheduled equipment due to equipment availability (Training Squadron (TRS) needs), the SP will send a "Did not release message" to the applicable PEM via e-mail identifying the TRS, PEM and/or alternate, Maintenance ID #, required maintenance, symbol, required appropriate forms entry and request the PEM/alternate notify the TRS/Director of Operations (DO). When equipment is released it will be put back into the schedule and completed but will not exceed the next scheduled inspection without causing a red X condition. (**Note:** Nuclear equipment will not exceed scheduled inspection interval.

3.7.4. Maintenance actions that are not completed within 5 duty days will be deferred into the applicable distinct category.

3.7.4.1. Awaiting Maintenance (AWM) will be utilized in the event that time constraints do not allow for repairs and no other deferral code is applicable. The SP will adhere to the requirements of the PWS in reference to all AWM discrepancies.

3.7.4.1.1. AWM discrepancies due to authorized individuals not releasing equipment/GITA/AGE for its scheduled or unscheduled maintenance/inspection may be coded D-13.

3.7.4.1.2. AWM for Precision Measurement Equipment Laboratory (PMEL) calibration will be coded D-64. This status will be changed when PMEL has returned the calibrated item to the owner and they have notified the SP.

3.7.4.2. Awaiting Funds Availability (AFA) may be used when funds are not available from the government to repair or replace an item.

3.7.4.3. Awaiting Parts (AWP) discrepancies are discrepancies deferred due to non-availability of assets. Establish a valid due out date for all AWP discrepancies.

3.7.4.4. AWP from another JCN preventing the completion of the original JCN will be coded D-18. Any JCN coded D-18 will be scheduled immediately upon receipt of the parts.

3.8. TCTO Review Process.

3.8.1. TCTOs for GITA/AGE/trainers/support equipment under maintenance contract will be verified as applicable or non-applicable by owning groups and squadrons after the SP verification process. The SP QC TCTO monitor forwards the TCTO package to the applicable TRG TGAO and 982 MXS/LGML/LGMQ.

3.8.2. The applicable TRG TGAO will forward the TCTO package to the appropriate training squadron for review. The training squadron will have 5 duty days to return a recommendation that the TCTO is required or not required.

3.8.3. Upon receipt of TCTO recommendation from the training squadron, the appropriate TGAO will return the TCTO package to the SP QC TCTO monitor with either a recommendation to accomplish the TCTO or identifying the TCTO as non-applicable.

3.9. Configured Trainer Acquisition, Sustainment, and Modification.

3.9.1. Configured trainers have a NSN of 6910/6920/6930 followed by either 00 or 01 (ex. 6910-01-534-4222). If there is a letter after 6910/6920/6930 (ex. 6910P0040693020), it is a local manufactured trainer.

3.9.2. For questions about configured trainer acquisition, sustainment or modification contact 982 MXS/LGML.

3.9.3. Modifications to SPO/depot-configured equipment (reportable per AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting* are accomplished IAW procedures in AFI 63-101/20-101, AETCSUP, *Integrated Life Cycle Management.* Originators of modification proposals submit proposals on an AF Form 1067, *Modification Proposal*, to 982 MXS/LGML.

3.9.3.1. 982 MXS/LGML will:

3.9.3.1.1. Evaluate submitted AF Form 1067.

3.9.3.1.2. Recommend approval only if essential to accomplish the mission or eliminate a safety hazard and if justified against cost and/or programmed inventory life of the equipment.

3.9.3.1.3. Forward approved modification proposals to AETC/A5XR.

3.9.3.1.4. Inform originator (in reverse order of submission) of actions taken or receipt of approval/disapproval from higher authority.

3.9.4. Equipment modifications to other than SPO/depot-configured equipment will be accomplished IAW AFI 21-101, AETCSUP, AFI 63-101/20-101, and AETCI 21-109.

3.10. Removing Non-Supportable Trainers.

3.10.1. In the event a trainer becomes non supportable by the Trainer Maintenance SP due to lack of replacement parts or excessive cost in relation to the total asset value, the SP will initiate an AFTO Form 375, *Selected Support Equipment Repair Cost Estimate* to support justification and send completed document to 982 MXS /LGMQ.

3.10.2. 982 MXS/LGMQ reviews/approves and forwards the AFTO Form 375 to 982 MXS/LGMX and the appropriate TGAO. TGAO will notify the appropriate training manager who will either initiate an AETC Form 375 for modification or begin the turn in process (see **Attachment 5**) and removal from maintenance contract (see **Attachment 4**).

3.10.3. Items no longer procurable by the USAF shall not require an AFTO 375. ES/IM coordination will be documented through the appropriate offices

3.11. Turn-In/Transfer of Trainers/Equipment (Except GITAs).

3.11.1. Prior to turn-in of equipment to supply, the PEM will obtain a JCN from the SP's MOC to prepare the unit for turn-in. Required inspections will be accomplished if more than 75 percent of the inspection interval has elapsed since the last periodic inspection IAW TO 00-20-1.

3.11.2. The losing organization's PEM will initiate the trainer/equipment transfer letter (see **Attachment 3**).   This letter will be given to the gaining organization's PEM for completion

of the request. The letter will be submitted to the SP with an info copy to 982 MXS/LGML/LGMQ.

3.11.3. The trainer/equipment inventory(s) is updated by the SP, and reported IAW AFI 21-103, if required.

3.12. GITA Procedures.

3.12.1. GITA Request.

3.12.1.1. Training Groups will ensure cross utilization of assigned GITA and Training Aid Aircraft between courses.

3.12.1.2. Training squadrons will develop request packages per AFI 16-402 AETCSUP.

3.12.1.3. Coordinate draft 16-402 request with the 82 TRW Aerospace Vehicle Distribution Office (AVDO).

3.12.1.4. The AVDO will forward all approved 16-402 packages to the 82 TRW for approval. If there are any questions, contact 982 MXS/LGML.

3.12.2. 82 TRW AVDO will secure funding for both acquisition and disposition of GITAs, to include costs associated with movement, beddown of GITA, and making aircraft safe for training (i.e., removal of explosives, hydrazine, etc.).

3.12.2.1. GITA acquisition and disposition will be coordinated through 982 MXS/LGML (AVDO).

3.12.3. Due to the duties and requirements of the technical training mission at SAFB, IAW AFI 21-101, AETCSUP, GITA will not be maintained or treated as operational aircraft. Inspection and lubrication requirements may be adjusted to correspond with training requirements and equipment usage and to prevent over or under inspection. Where significant savings may be achieved, the owning group commander in conjunction with the SP may document authorized deviations or changes to technical data requirements, including substitution of materials. These actions will be coordinated through the Chief COR, FC, and CO. In all cases, safety or design function must not be compromised. The SP PM will maintain documentation authorizing deviations.

3.12.3.1. GITAs at SAFB are Non-Protection Level (PL) assets designated by the addition of the prefix G and are coded TX (permanently grounded) by HQ USAF. These permanently grounded instructional aircraft are designated as training aircraft, and only the systems required for technical training (or those required to ensure safety or system integrity) will be maintained according to the AURL.

3.12.3.2. GITA systems not maintained on the maintenance contract may be permanently saved to prevent FOD.

3.12.3.3. The AURL will be organized by mission design series (MDS) and serial number of assigned GITA (see **Attachment 8**). The AURL will identify systems and subsystems by WUC (as listed in a current -06 WUC manual) required to be operational and/or maintained in the same configuration as operational equipment. If only a portion of a system is required, then only the specific subsystem or component(s) WUC(s) will be listed. Listings will also identify systems that need not be operational, but are required for training.

3.12.3.4. Annually, NLT 5 June, the SP provides a complete listing of aircraft utilization and system requirements to 82/782 TRG/TGAO for review. In turn, 82/782 TRGs will coordinate validation with respective squadrons (see **Attachment 8**) and submit corrections/changes to the SP and 982 MXS/LGMQ NLT 15 June.

3.12.3.5. Changes to the AURL will be forwarded to 982 MXS/LGMQ and the SP as they occur.

3.12.3.6. The AURL will be distributed by the SP to all required agencies, to include the wing AVDO. After the new AURL has been accepted by the SP it will be stamped, dated, and a copy returned to 982 MXS/LGMQ and 82/782 TRG/TGAO, as applicable. 82/782 TRG/TGAO will forward the AURL to the GITA manager/crew chief who will ensure the updated AURL is incorporated into the GITA AFTO Forms 781 binder.

3.12.4. A complete inventory of all aircraft specific Dash 21 equipment is not required to be maintained for assigned GITA.

3.12.4.1. The GITA manager/crew chief will identify, procure, and maintain only the Dash 21 equipment necessary to "safe" the aircraft and/or conduct training to support instructional courses as referenced in the AURL.

3.12.4.2. Each June, the GITA manager/crew chief will complete a SAFB Form 74, *Aircraft Dash 21 Equipment Inventory*, to validate all Dash 21 equipment necessary to "safe" the aircraft and/or conduct training to support instructional courses as referenced in the AURL.

3.12.4.3. GITA manager/crew chief will ensure the updated listing is incorporated into the AFTO 781 binder.

3.12.4.4. All Dash 21 equipment not required for training will be listed on a SAFB Form 75 and maintained in the GITA continuity book.

3.12.5. GITAs positioned outside hangars will be weighted or tied down using best maintenance practices to prevent damage.

3.12.5.1. The training flight/user will ensure that C-130 aircraft positioned outside hangars will have aileron/rudder/elevator high wind gust locks installed IAW applicable T.O.s when training/maintenance is not being conducted. The gust locks will remain installed when aircraft are excessed. The SP will remove the gust locks upon final disposition of the aircraft and return to losing GITA monitor when applicable.

3.12.6. The training flight/user will be responsible for removing all mechanical restraining devices on flight control surfaces and documenting the GITA AFTO Form 781A **BEFORE** applying hydraulic power to any GITA and for properly reinstalling those restraint devices and documenting the GITA AFTO Form 781A **UPON** completion of that day's training events/maintenance tasks.

3.12.7. Unless required for training instruction, all fuel tank systems will be defueled and drained IAW TO 1-1-3, *Inspection and Repair of Aircraft Integral Tanks and Fuel Cells.* The SP ensures all GITA fuel tank systems are drained of excess water/moisture annually. More frequent water/moisture draining may be required on certain GITAs.

3.12.8. Newly-Acquired GITAs.

3.12.8.1. 82 TRW AVDO will notify 982 MXS/LGMQ and applicable training squadron of projected GITA arrivals.

3.12.8.2. The appropriate training squadron will identify configuration and operating parameters for the new GITA utilizing an existing AURL. The training squadron will forward a copy of the modified AURL for the new GITA for each course through the appropriate 82/782 TRG/TGAO to the SP Quality Control Office. Attach a cover letter requesting the addition of the new GITA to the Trainer Maintenance Contract and accomplishment of an acceptance inspection (see **Attachment 2**).

3.12.8.2.1. The gaining training squadron with assistance from the 365 TRS, will identify any classified components still installed on GITAs upon arrival at SAFB. All installed classified components will be documented on AFTO Form 781B, *Communication Security Equipment Record* and filed in the aircraft forms.

3.12.8.2.1.1. The gaining squadron coordinates request for disposition of components not required for training through the AVDO.

3.12.8.2.1.2. The AVDO will coordinate approval from the Systems Program Office. The AVDO will provide the disposition instructions to the requesting squadron.

3.12.8.3. The SP performs the following:

3.12.8.3.1. Acceptance inspections on newly assigned GITA as soon as the aircraft has been made safe (explosives removed, etc.), to include a complete review and operational check of systems and subsystems, identified on the AURL. Perform a visual inspection on all wheels and tires to identify and record inspection dates. Discrepancies that render the system(s) not fully mission capable (FMC) for training, per the AURL, will be the responsibility of the training squadron. Coordinate with 982 MXS/LGML if assistance with repairs is required. Once repairs are made the SP will complete the acceptance inspection. The SP will initiate AFTO series 781 forms for each GITA.

3.12.8.3.2. In conjunction with the Functional Commander/Director (FC/FD), approve the items of equipment exempt from inspection requirements. Do not delegate this responsibility or approval certification.

3.12.8.3.3. Develops maintenance/inspection procedures when they are not already identified within technical and/or commercial guidance to meet course requirements.

3.12.9. GITAs Declared Excess to Training Needs.

3.12.9.1. When GITAs are declared excess to training, the training squadron will prepare an equipment deletion letter (see **Attachment 4**) requesting that the aircraft be deleted from the maintenance contract. The training squadron will notify the wing AVDO that an aircraft is excess by submitting a GITA excess/deletion letter (see **Attachment 11**) from the training squadron commander to the AVDO through the applicable group TGAO. The 82 TRW AVDO, in coordination with applicable TRG/TGAO, will ensure no training organization has a need for the excessed GITA prior to requesting disposition from HAF.

3.12.9.2. Once disposition is determined; i.e., reclamation via DLA or reassignment under a static display program, 982 MXS/LGML will initiate actions to procure save list,

demilitarization instructions, and oversee all logistics support operations necessary to facilitate removal of excess GITAs from SAFB.

3.12.9.2.1. Upon receipt of non-programmed save list from the owning Air Logistics Complex (ALC), 982 MXS/LGML will provide a copy to the SP.

3.12.9.2.2. 982 MXS/LGML obtains a limited demilitarization checklist and radiation handbook/checklist and provides a copy to the SP.

3.12.9.2.3. SP removes and processes configured save list items through supply and performs and documents a limited demilitarization.

3.12.9.2.4. 982 MXS/LGML and/or SP coordinates with Bioenvironmental Engineering Flight (82 OMRS/SGPB) to perform a radiation survey before the excess aircraft is transported. 82 OMRS/SGPB will provide documentation of the survey results to 982 MXS/LGML.

3.12.9.2.5. A copy of the completed save list and demilitarization listing will be filed in the aircraft jacket file. 982 MXS/LGML provides the aircraft jacket file to the appropriate agency IAW disposition.

3.12.9.2.6. 982 MXS/LGML will notify the 982 MXS/LGMQ and 982 MXS/MA within 24 hours or next duty day when a GITA leaves the base.

3.12.10. GITA Part Removal Requests:

3.12.10.1. All parts request will be coordinated through the 982 MXS/LGML. (AVDO)

3.12.10.2. If the part is not available from an excessed GITA, 982 MXS/LGML (AVDO) will forward the part request to appropriate training group for evaluation.

3.12.10.3. Upon approval, the asset will be removed by the SP and replaced with a like item if required. Items that do not affect training or the external appearance of the aircraft can be replaced with an unserviceable like item. Identify these parts IAW AFI 21-101, AETCSUP and properly document GITA AFTO Form 781A.

3.13. GITA AFTO Series 781 Forms and AFTO Form 244 Documentation Procedures.

3.13.1. AFTO Series 781 Forms will be maintained and stored on each individual GITA, no exceptions, and protected from the environment. IAW TO 00-20-1 AFTO Form 781-series GITA binders will contain the following in order: 781F, 781B (as applicable), 781, 781H, 781A, 781K, 781J. Following the 781 series the GITA binders will also include: a current copy of the applicable section of the AURL (with cover letter and changes) and, as applicable, a current copy of the SAFB Form 74, and Permanent Discrepancies (PD) and/or Permanently Induced Malfunctions forms.

3.13.2. At the option of the appropriate group commander, the AFTO Forms 244 may be kept in a central location (i.e., tool crib, instructor supervisor's office, or instructor's office) when use or size of the equipment makes it hazardous or impractical for the form to accompany the system or equipment. If kept in a central location, the AFTO forms will be kept together in binders/file folders with a copy of the approval letter (see **Attachment 14**) signed by the appropriate group commander. These forms will be made readily available to all instructors and maintenance personnel during all hours of operation. If not centrally located, the AFTO Forms 244 will be located with the equipment, IAW TO 00-20-1.

3.13.3. All GITA AFTO series 781 forms and AFTO Form 244 entries will be annotated IAW 00-20-series TOs. The Periodic Maintenance Inspection (PMI) review does not negate the requirement under TO 00-20-1 to review forms prior to maintenance. The SP contacts the training squadrons if errors are discovered in forms documentation during unscheduled maintenance so they may be corrected prior to the scheduled PMIs.

3.13.4. The SP ensures all AFTO forms and Maintenance Information System (MIS) for trainer(s)/equipment/GITA, for which they have contract responsibility, are documented and maintained IAW applicable 00-20-series TOs, to include:

3.13.4.1. Initiating AFTO Form 244 or GITA AFTO 81-series forms for trainers/equipment/GITAs upon acceptance.

3.13.4.2. Documenting AFTO Forms 244 or GITA AFTO Forms 781A with supply/credit card document numbers when parts are on order against the equipment.

3.13.4.3. Ensuring accurate inspection due dates and current/delayed discrepancies are documented in the appropriate AFTO Forms.

3.13.4.4. Upgrading/downgrading symbols to unscheduled maintenance entries as required.

3.13.5. The training squadron is responsible for any unscheduled maintenance documentation they make in AFTO forms associated with training requirements and for all documentation requirements on equipment, for which the SP does not have contract responsibility, IAW applicable 00-20 series TOs to include historical files, if applicable. Students will not use active trainer/equipment/GITA forms for training purposes.

3.13.6. PEMs will notify the SP when an inspection/servicing requirement cannot be accomplished due to the training course non-release of affected trainer/equipment/GITA. The PEM is responsible for documenting the inspection due by entering the discrepancy, correct symbol, JCN (provided by P/S), and their minimum signature in the trainer/equipment/GITA forms NLT 2400 hours the day the inspection was due. Equipment will be taken out of service and released to the SP when an inspection is not completed by the next scheduled major inspection. (**Note:** Nuclear equipment will not exceed scheduled inspection interval.)

3.13.7. All discrepancies requiring SP support will be called into the MOC and documented in the appropriate AFTO Forms.

3.13.8. Permanently induced malfunctions for student training and PDs will not affect safety, outward appearance or tow capability. PDs are those discrepancies that will not be corrected due to the age of the trainer/equipment/GITA, excessive costs/work hours, or lack of parts/support equipment to repair the discrepancy.

3.13.9. Active AFTO Forms 244 and GITA AFTO Forms 781A with permanently induced malfunctions/PDs will be annotated in the top or side margin (clearly visible) with the following statement in RED: "See Permanently Induced Malfunctions forms" or "See PD forms."

3.13.10. Permanently induced malfunctions will be maintained on a separate RED bordered AFTO Form 244 or GITA AFTO Form 781A, annotated (as a minimum) in the top or side margin (clearly visible) of the first page "Permanently Induced Malfunctions." A copy of the AFTO Form 244 and GITA AFTO Form 781A for permanently induced malfunctions will be

placed with the active forms. The training flight will be responsible for all AFTO Forms 244 and GITA AFTO Form 781A "Permanently Induced Malfunctions" documentation requirements.

3.13.11. The following procedures will be used when entering PDs:

3.13.11.1. When a potential PD is identified the SP notifies the training squadron.

3.13.11.2. The applicable course training manager will assess the impact and determine if the discrepancy warrants repair or will be a PD. The training manager will notify the SP, in writing, of the decision to make the discrepancy permanent.

3.13.11.3. The SP transfers the discrepancy into the separate PD AFTO Form 244 or GITA AFTO Form 781A. On the original entry, the person accomplishing the transfer will enter in the corrective action block "Discrepancy transferred to PD AFTO Form (specify 781A or 244)." Enter the date, signature and employee number in the appropriate blocks.

3.13.11.4. In the PD AFTO Forms 781A, enter the transferred discrepancy, symbol, date discovered, discovered by and employee number.

3.13.12. When conditions warrant repair of a PD, the following procedures will be used:

3.13.12.1. When a PD is to be corrected or accomplished, the entry must be transferred to the active AFTO Form 244 or GITA AFTO Forms 781A.

3.13.12.2. When an entry is transferred, the person accomplishing the transfer will enter (in the "PD Corrective Action" block) "Discrepancy transferred to active AFTO Form (specify 781A or 244)," enter the date, their signature and Employee Number in the appropriate blocks.

3.13.12.3. Enter the transferred discrepancy, symbol, JCN, date discovered, and document number (if applicable) into the active forms in the appropriate blocks of the GITA AFTO Form 781A or AFTO Form 244. The name of the person transferring the discrepancy will be entered in the "Discovered By" and enter their Employee Number, as applicable.

3.13.12.4. After entry is transferred to the active forms and corrected, follow TO 00- 20-1 procedures for clearing AFTO Form 781A or AFTO Form 244 entries.

3.13.13. Each course may develop preprints for GITA hands-on training objectives. Annotate the discrepancy with the training maintenance action and the phrase "Training in progress". As a minimum, the discrepancy will identify the following training maintenance actions:

3.13.13.1. A Red X entry for removal of any component or assembly that affects safe operation of the GITA/equipment (i.e., removal of battery or hydraulic components, stress panels). Ensure the applicable warning NOTE is annotated in the discrepancy block IAW TO 00-20-1.

3.13.13.2. A Red X entry when a jumper wire or other type of shorting device is installed.

3.13.13.3. A Red X entry for each warning tag that is installed. One AFTO Form 781A entry may contain several warning tags only if they pertain to the same training action.

3.13.13.4. A Red X entry for any maintenance action that has a TO require In Progress Inspection (IPI). The IPI requirement will be annotated in the same block as the original discrepancy.

3.13.14. Prior to performing maintenance training tasks, the instructor will document (hand write or insert preprints) discrepancies in the active GITA AFTO Form 781A IAW TO 00- 20-1. Documentation of training tasks such as operational checks (that are not a part of follow-on maintenance), opening/closing panels or removing/installing components that do not pose a ground safety hazard are optional entries. Enter the required header information (if required), symbol, date discovered, a standard JCN, discovered by, and employee number for the training event(s). A standard JCN consists of the current Julian Date followed by four zeros; i.e., YYDDD0000. The instructor will print their name in the "Discovered By" block and enter their employee number in the employee block.

3.13.14.1. When training is completed, the instructor will document the corrective action in the GITA AFTO Forms 781A IAW TO 00-20-1 (only Inspected By signature block is required for clearing training objectives). The instructor will ensure that all conditions that warranted a warning tag are corrected and the tags removed, and that IPIs were completed.

3.13.15. Temporarily induced malfunctions are malfunctions caused by the instructor for the purposes of training, which will be corrected IAW TO 00-20-1 upon completion of the shift. Personnel for a particular class may use temporarily induced malfunctions. These malfunctions will be recorded in the regular AFTO Forms, but not called into MOC. The word "Temporary" must be entered in red on the form to allow differentiation from unscheduled discrepancies. A standard JCN for all training events consisting of the current Julian Date followed by four zeros; i.e., 101170000, will be entered in the GITA AFTO Form 781A or AFTO Form 244.

3.13.16. For all equipment under maintenance contract, the SP is responsible for verifying scheduled maintenance actions and corrective actions taken on the AFTO Forms 244. The PEM/alternate is responsible for verifying the accuracy of the AFTO Forms 244, **Part I** and that instructor entered unscheduled maintenance entries are properly documented. The Owning Organization will annotate the completion of this supervisor review in **Part IV** at least semi-annually. When an AFTO Form is closed out it will be forwarded to SP Documentation Section.

3.13.17. For equipment not under maintenance contract, supervisory reviews will be conducted by the PEM/alternate and annotated semi-annually on all AFTO Forms 244. When an AFTO form is closed out it will be kept in the equipment custodian's historical file.

3.14. 982 MXS GITA/Training Equipment Impoundment Procedures.

3.14.1. When an impoundment of GITA/equipment is warranted by the SP, the SP's Impoundment Authority will follow the procedures outlined in the PWS and coordinate with the affected training course/squadron prior to impounding GITA/equipment. The Impoundment Authority will place a Red X symbol in the applicable AFTO forms with a statement indicating the reason for impoundment and the name of the assigned Impoundment Official. The Impoundment Official will ensure that the 982 MXS MOC is notified.

3.14.2. The Impoundment Official will determine what activities can be conducted on the GITA/equipment during impoundment. If the impoundment was the result of a lost item/tool and it is not located, the Impoundment Official will determine when the search may be discontinued. The impoundment will be cleared IAW TO 00-20-1.

3.15. Materiel and Technical Order Improvement Reports Responsibilities.

3.15.1. The SPs QC checks and controls all 82 TRW organization submitted Materiel Deficiency and Technical Order Improvement Reports prescribed by TOs 00-5-1, 00-5-15, *Air Force Time Compliance Technical Order Process,* and 00-35D-54.

3.15.2. Reporting Organizations:

3.15.2.1. Identify and report all materiel deficiencies and technical order improvements noted in their activities.

3.15.2.2. Submit materiel deficiency exhibit(s) IAW AFI 21-101, AETCSUP, and TO 00-35D-54.

3.15.2.3. Contact **982MXS.PIP@us.af.mil** (982 MXS/MAQD Product Improvement on the global) for assistance.

Chapter 4

TEST MEASUREMENT AND DIAGNOSTIC EQUIPMENT (TMDE)

4.1. TMDE Procedures.

4.1.1. TMDE Coordinator shall ensure the following actions are accomplished for the addition of TMDE to the Precision Measurement Equipment Laboratory (PMEL):

4.1.1.1. Upon receipt of new or replacement TMDE item, tag item with an AFTO Form 350, *Reparable Item Processing Tag.* Contact PMEL to add the item to the account and schedule a pick-up/calibration and return of item.

4.1.1.1.1. When PMEL cannot meet the customers' requested need date, PMEL notifies the customer by phone with a follow-up letter within 3 days identifying the problem and establishing a new due date.

4.1.1.1.2. PMEL inspects the equipment IAW TO 00-20-14, *Air Force Metrology and Calibration Program.*

4.1.2. The training squadron's TMDE coordinators ensure the TMDE scheduled for calibration is available at the designated pickup point on the date prescribed by the schedule (hours for delivery and pickup of TMDE are 0730-1030). PMEL pickup and delivery personnel will leave a Precision Measurement Equipment Laboratory Automated Management System (PAMS) generated work order copy as an equipment locator (hand receipt) for the training flight. TMDE that has exceeded the scheduled calibration interval is prohibited from use (TO 00-20-14). Exceptions to pickup of scheduled TMDE will be coordinated with the PMEL scheduler. TMDE will NOT be picked up for scheduled or unscheduled maintenance unless safe for transport to prevent possible foreign object damage/contamination (i.e., Electrostatic Discharge (ESD) protection, ports capped/plugged).

4.1.3. The PMEL shall contact customers who fail to deliver TMDE to the PMEL on the scheduled input date. Contact shall be made via telephone or email within 1 workday of late delivery and shall provide the customer with a new delivery date for the TMDE.

4.1.3.1. The PMEL shall submit a letter to the customer's maintenance supervision or equivalent when TMDE is not routinely delivered to the contractor-operated site on the new delivery date.

4.1.3.2. Deletion of overdue test equipment is not authorized without written request from the customer's maintenance supervision or equivalent.

4.1.3.3. Unscheduled, Initial Calibration and Excess TMDE. All unscheduled and excess TMDE will have a completed AFTO Form 350 attached IAW TO 00-20-2, *Maintenance Data Documentation.* The bottom portion will be used as a hand receipt.

4.1.4. Priority Calibration/Repair:

4.1.4.1. Work center supervisors and TMDE coordinators will review their schedule to identify priority TMDE due scheduled calibration. The training flight TMDE coordinator will contact the PMEL scheduler 5 workdays prior to the item being due calibration to coordinate the priority.

4.1.4.2. To prevent abuse of the priority system that may cause production backlog in PMEL, training flights should consider alternate methods of accomplishing the required measurements before requesting priority services. The training flight must determine that the TMDE requires priority service and that no substitute TMDE is available from another training flight. The PMEL scheduler can assist in identifying training flights that possess like items. Equipment loans or transfers of custody are the prerogative of the custodians involved. The PMEL supervisor is the approval authority for all priority TMDE work requests.

4.1.5. Adding/Deleting/Turn-in/Transfer of TMDE:

4.1.5.1. If during calibration the TMDE is found to be defective and requires NRTS action, the equipment will be returned to the assigned training flight for turn-in.

4.1.5.2. Newly-Acquired TMDE. The information listed in **Table 4.1**, will be needed to process request in either an e-mail or phone call. The PMEL scheduler customer service line is 940-676-4411 or the PMEL lead can be reached at 940-676-2693. The e-mail organizational box (Sheppard PMEL in the global): **982MXS.MAY.SHEPPARDPMEL@us.af.mil**.

Table 4.1. Newly-Acquired TMDE.

1. The following item has been received. The following information is provided for processing into PAMS Data System.
a. Nomenclature:
b. Part/Mode Number:
c. Serial Number:
d. Manufacturer:
e. Location:
f. Owning Work Center Mnemonic:
g. Date Equipment Needed For Training:
h. Warranty Item: Yes   No   Warranty Exp Date:
i. TMDE Monitor/EXT:
2. The required maintenance forms have been initiated (AFTO Form 350).
3. "Reply to All" when action is completed.

4.1.5.3. Deletion/Turn-in of TMDE. The information listed in **Table 4.2**, will be needed to process request in either an e-mail or phone call. The PMEL scheduler customer service line is 940-676-4411 or the PMEL lead can be reached at 940-676-2693. The email organizational box (Sheppard PMEL in the global): **982MXS.MAY.SHEPPARDPMEL@us.af.mil**.

Table 4.2. Deletion/Turn-in of TMDE.

1. The following item will be deleted/turned in. The following information is provided for processing out of PAMS Data System.
a. PMEL ID Number:
b. Nomenclature
c. Part/Model Number:
d. Manufacturer:
e. Serial Number:
f. Owning Work Center Mnemonic:
g. TMDE Monitor/Ext:
2. The required maintenance forms have been initiated (AFTO Form 350).
3. "Reply to All" when action is completed.

4.1.5.4. Transfer TMDE. The information listed in **Table 4.3**, will be needed to process request in either an e-mail or phone call. The PMEL scheduler customer service line is 940-676-4411 or the PMEL lead can be reached at 940-676-2693. The e-mail organizational box (Sheppard PMEL in the global): **982MXS.MAY.SHEPPARDPMEL@us.af.mil.**

Table 4.3. Transfer TMDE.

1. The following equipment requires transfer. Request you take necessary action for transfer of equipment on the Maintenance Master Identification (ID) Listing:
a. PMEL ID Number:
b. Serial Number:
c. Nomenclature:
d. Losing Work center Mnemonic:
e. Losing Work center TMDE Coordinator:
f. Gaining Work center Mnemonic:
g. Gaining Work center TMDE Coordinator:
h. Gaining Location:
i. Effective Date of Transfer:
2. Point of Contact/Phone Number:
3. "Reply to All" when action is completed.

4.1.6. TMDE Coordinator.

4.1.6.1. Training flights supported by PMEL will appoint a primary and an alternate TMDE coordinator. The appointment must be signed by the training flight commander/chief (see **Attachment 6**). Provide updates to the letter as they occur. One copy of the appointment letter will be sent to the PMEL scheduling section with a courtesy copy sent to respective 82/782 TRG/TGAO. The training flight TMDE coordinator will file a copy in the TMDE coordinator file.

4.1.6.1.1. The appointment letter will include: Name, rank, email address of the primary and alternate TMDE coordinators, organization, office symbol, duty phone, pick up point (location), owning work center (mnemonic), and distribution stop number.

4.1.6.2. PMEL will provide TMDE Coordinator Training. Training shall be conducted at the PMEL site whenever customer training requirements exist. PMEL shall document TMDE coordinator training on AF Form 2426, *Training Request and Completion* or equivalent. A copy will be provided to the TMDE coordinator.

4.1.6.3. PMEL shall maintain, revise, and update the TMDE Coordinator Guide that provides all information required to successfully transact business with the PMEL. The Coordinator Guide shall also serve as a lesson plan when conducting TMDE coordinator training. In addition, PMEL shall provide the appropriate level of PAMs training based on the level of PAMs access provided to the customer. PMEL shall provide the coordinator a copy of the guide during initial training and as changes occur.

4.1.6.4. TMDE coordinators will read and comply with paragraph 3-8 in TO 00-20-14. This paragraph lists the responsibilities of TMDE owners for the use and care of TMDE.

4.1.7. PMEL Master ID Listings.

4.1.7.1. Each training flight will receive a copy of its Master ID Listing at least 5 work days prior to the first duty day of the year. Within 5 workdays of receipt of a new listing, make needed corrections. Send the updated listing to PMEL scheduling.

4.1.7.2. PMEL scheduling will make all corrections or changes to the Master ID Listing upon receipt of the returned listing from the training flight.

4.1.8. Schedule. The PMEL scheduling section will provide training flights with a copy of the TMDE schedule monthly. Within 5 workdays of receipt of a new schedule, training flights will make any needed corrections or requested changes to the schedule. Send updated schedule to the PMEL scheduling section.

4.1.8.1. PMEL Scheduling will make all corrections or changes to the schedule upon receipt of the returned schedule from the training flight.

4.1.9. TMDE Abuse. A letter sent to the training flight maintenance supervisor for corrective action will identify TMDE that has been abused.

4.1.10. Calibration Responsibility Determination. Items of TMDE that are new to the Air Force inventory may not be listed in TO 00-20-14, *Air Force Metrology and Calibration Program* (section 3). Training flights with such TMDE will furnish the PMEL with the information required by TO 00-20-14. PMEL will send technical data and the required information provided by the training flights to 562d Combat Sustainment Group, formerly known as Air Force Metrology and Calibration, for determination of calibration responsibility.

4.1.11. Technical Data on TMDE. The PMEL scheduling section will check all resources, when equipment is accepted, to obtain the required technical data for all TMDE supported by PMEL. PMEL is not required to keep technical data for unique systems, one-of-a-kind commercial equipment, or special purpose limited usage equipment. Training flights must requisition and keep data for TMDE in these categories. The training flight will, upon request, send the data to PMEL. If data is not available, the equipment will be returned to the training flight and rescheduled upon receipt of the technical data. The PMEL scheduling section will assist in obtaining technical data at the training flights request.

4.1.12. TMDE Received Unserviceable from Supply.

4.1.12.1. Training flights receiving TMDE from supply will leave all condition tags attached to the unit. If the TMDE is determined to be defective during initial calibration, the following procedures apply:

4.1.12.1.1. Test equipment issued from depot stock or shipped from a manufacturer will be processed IAW TO 00-35D-54, *USAF Material Deficiency Reporting, Investigation, And Resolution.*

4.1.12.1.2. If warranty repair is available on new items, the items will be returned to the training flight for processing. PMEL will furnish technical details of rejection or failure, as well as warranty and processing information.

Chapter 5

TRAINING GROUPS MAINTENANCE MANAGEMENT

5.1. Special Certification Roster.

5.1.1. The Special Certification Roster (SCR) is a management tool providing supervisors a clear and concise listing of personnel who have been appointed to perform, evaluate, and/or inspect maintenance training of a critical nature.

5.1.2. Course instructor supervisors will validate each assigned instructor's course qualification for clearing training maintenance induced items and will provide names to the flight chief. Provide updates (additions/deletions) as needed. Ensure training task certifications have been completed and recorded in each individual's training record.

5.1.3. **(Change)** Flight Chiefs will review each individual's qualifications prior to recommending approval to perform SCR tasks to the Squadron Superintendent (CEM). Flight Chiefs may submit additions/deletions to the SCR electronically per AFI 36-2650, AETC Sup, *Maintenance Training*. Removal of a task from the SCR may be accomplished by lining through the task on the SCR. Maintain requests until actions are verified in MIS.

5.1.4. The CEM has the overall responsibility to implement the SCR program. The CEM will approve individuals within their primary United States Air Force Specialty Code (AFSC) based on their experience and technical expertise regardless of their assigned skill position. The CEM reviews and signs the SCR semi-annually to verify all entries are current and accurate and to ensure task certifications have been completed. Return a copy of the signed SCR to the Unit Training Manager.

5.1.5. The appropriate training group commander is the waiver authority for civilians and selected 5 skill level personnel, in the rank of Senior Airman or higher, for tasks normally requiring a 7- skill level to facilitate the maintenance training effort. Waived 5-skill level personnel should be closely monitored and kept to the minimum required to accomplish the training mission. Squadron CEMs will maintain file copies of approved waivers.

5.1.6. The Unit Training Manager loads the appropriate local or USAF course code against the approved name in the MIS (see **Table 5.1** below).

Table 5.1. Mandatory Special Certification Roster Items.

ITEM	Mandatory SCR Item Titles	Course Code	Prerequisites
1	CLR Red-X GITA ONLY	000028	Staff Sergeant or higher (includes Senior Airman per paragraph 5.1.5.) minimum 7-skill level (or civilian equivalent) and must be course qualified for MDS.
2	CLR IPI GITA ONLY	000007	
3	Tow Team Supervisor GITA ONLY	001500	
4	Tow Team Member GITAONLY	001600	
5	TMDE CAL LTD Approval	003791	TMDE monitors, designated 7-skill level(or civilian equivalent)

ITEM	Mandatory SCR Item Titles	Course Code	Prerequisites
6	Impoundment Authority and Impound Release Authority GITA ONLY	000008	Individual authorized to impound GITA. Limit authorization to no lower than TRS/DO or Superintendent
7	CLR Red-X when a lost tool/item cannot be locatedGITA ONLY	000009	Limit authorization to clear Red-X when a tool cannot be located to no lower than TRS/DO or Superintendent
8	C130 APU/GTC Operator	002257	3-skill level or higher maintenance AFSC. APU/GTC/APP operation – recertificationis required annually. Annotate recertification in the instructor's training record.
9	CDDAR Team Chief GITA ONLY	000010	Technical Sergeant or higher may be assigned to this position in the training environment

5.2. GITA/Training Equipment Impoundment Procedures.

5.2.1. Training group commanders will identify individuals as Impoundment and Impoundment Release Authority on each unit's SCR. Limit authorization to no lower than the training squadron DO or Superintendent.

5.2.2. The Impoundment Authority will designate an Impoundment Official with a minimum rank of Master Sergeant. Impoundment Officials are the single point of contact for the affected GITA/equipment or trainers and are responsible for controlling, monitoring, and investigating the impounded aircraft or equipment.

5.2.3. The Impoundment Authority may impound GITA/equipment or trainers where power is applied or mechanical movement is required any time a training course item, tool, or portion of a tool cannot be found (see Lost Tool Procedures, **paragraph 5.4.6**). When the Impoundment Authority directs impoundment, a Red X symbol will be placed in the applicable AFTO forms with a statement indicating the reason for impoundment and the name of the assigned Impoundment Official. The Impoundment Official will ensure that the 982 MXS MOC is notified.

5.3. Squadron/Unit AGE Identification.

5.3.1. Optional identification markings may be applied or attached to AGE for ease of ownership identification and inventory purposes. Marking size and type will be of reflective material and not exceed 2 square inches. As practical, markings will be held to a minimum and located adjacent to the unit field number. Markings are not to obscure required markings, Field unit, Serial Number (SN)/Part Number (PN), etc.

5.4. Tool and Equipment Management.

5.4.1. The objective of the tool and equipment management program is to reduce costs through strict effective control and accountability of assets and to prevent foreign object damage to GITA, trainers, and training support equipment. Training squadrons should employ good judgment and common sense to ensure the intent of the program is met for those areas or

situations not specifically covered by this instruction. The Training Squadron Commander or the Operations Officer is the designated representative for the appropriate Training Group Commander on tool management and lost tool issues. **Note: The 364 TRS POL and Telecommunications/Tower schoolhouses, 366 TRS (all flights), and 368 TRS (all flights) are exempt from following SAFBI 21-208 tool control guidance and will follow the operational property management guidance mandated by their specific career fields.**

5.4.2. General Program Guidance. Training flight support sections may be set up to emulate the real-world environment for training purposes.

5.4.2.1. The flight commander/chief will appoint support section or work center tool custodian(s), in writing. The tool custodians will be responsible for the flight's overall compliance of the tool program ensuring each work center is in strict adherence with TO 32-1-101, Use and Care of Hand Tools and Measuring Tools, and this instruction. Authorization to issue/turn-in tools/equipment will be accomplished either in writing or by authorized access to an automated tool control program.

5.4.2.2. Tools and equipment are never attached to the exterior of a GITA.

5.4.2.3. Modifications to tool containers are authorized unless modification voids the manufacturer's warranty.

5.4.2.4. All Composite Tool Kits (CTK) require a 100-percent inventory prior to issue, before leaving the work area, and prior to turn-in. The prior to issue and turn-in inventories will be documented using either an AETC Form 1042, *CTK Tool Checklist,* or the AETC-approved Tool Accountability System. Students may sign out a CTK; however, upon turn-in it will be inspected/signed in by an instructor or other permanent party member.

5.4.2.5. If tools are issued for use in a pouch, lineman's kit or container that prohibits silhouetting and/or shadowing, use AETC Form 1042 or other approved form to facilitate inventory control. Include the CTK number of the pouch or kit and the quantity, nomenclature, and CTK number (if different) for each tool included in the kit. The form will be completed at the time of issuance, and a copy of the form will remain in the CTK storage facility. **Note:** Units may elect to mark the exterior of a pouch with an inventory of the items it contains, using permanent marker, stamps, etc., to facilitate user inventories at the end of each task.

5.4.2.6. At least annually, or when the support section or work center tool custodian changes, conduct a comprehensive inventory of all tools, equipment, and CTKs to validate training course tool/equipment requirements, ensure the condition and identification markings on the tools/equipment/CTKs, and to verify the accuracy of the Master Inventory List (MIL). Inspect all tools for serviceability IAW TO 32-1-101. Support section/tool custodians document these inventories and maintain the most current inventory documentation on file.

5.4.2.7. Document removed or broken tools/items on the appropriate inventories and, if applicable, in the automated tool control program. For dispatchable CTKs, dispatchable support equipment and dispatchable special tools containing multiple parts, document the missing, removed and/or broken tools/items on an AETC Form 1042 or on the hard copy MIL. If using the AETC Form 1042, complete all applicable fields. If using the MIL, if broken tool/item is temporarily removed, annotate the date removed, the reason removed,

and initials of the individual making the entry in pencil. Do not update the quantity if tool will be replaced or returned. If broken tool/item is permanently removed, remove tool from the MIL and automated tool control program and update the MIL with new signatures and new quantities. The equipment identification designator (EID) will be removed from any broken/removed tool/item.

5.4.2.8. All non-consumable items used in formal technical training courses regardless of acquisition method require authorization/accountability either on a Custodian Authorization Custody Receipt Listing (CA/CRL), Special Purpose Recoverable Authorized Maintenance (SPRAM) list, SAFB Form 74/75, MIL, AETC Form 120 or SAFB Form 71, *Training Asset List*.

5.4.2.9. Document training assets not covered in AFH 23-123v3, *Air Force Equipment Management*, AFI 23-101, *Air Force Material Management*, and AFMAN 23-122, *Materiel Management Procedures*, (i.e., miscellaneous aircraft parts, engine parts or items used for visual enhancement of objectives) on a SAFB Form 71 to provide accountability and control.

5.4.2.9.1. Tag aerospace parts with the appropriate serviceability form (i.e., Department of Defense (DD) Form 1577, *Unserviceable (Condemned) Tag - Materiel*, DD Form 1577-2, *Unserviceable (Reparable) Tag - Materiel*; DD Form 1574, *Serviceable Tag – Materiel*) and place an item number on the tag corresponding to the part on the SAFB Form 71.

5.4.2.9.2. Once the inventory is complete, the course supervisor/flight chief will sign the SAFB Form 71 and obtain the appropriate training manager's signature. The completed/signed SAFB Form 71 will be kept in the equipment custodian book.

5.4.2.10. All tools/support equipment/CTKs must be annotated on a MIL (may be automated). The MIL does not require replacement solely to update signature.

5.4.2.11. If identification tags or similar tags or dust caps are attached to tools/equipment, they will be secured in a manner that will preclude any possibility of loss. Locks, key(s) will be marked/etched with the appropriate CTK number. Tie-down straps will also be marked if assigned to a CTK.

5.4.2.12. Tool and CTK identification numbers. The need to expand unit and shop identifiers to include the fifth and in some cases, the sixth position is for units with multiple tool rooms in their organization to prevent duplicate EIDs and the unnecessary costs and work of re-etching tools and equipment. To ensure tool rooms have unique identifiers, each aircraft maintenance training unit will use designated EIDs for use within their squadron (see **Attachment 9**).

5.4.2.12.1. All other training units will use one of the sample tool kit numbering systems as listed in **Attachment 9**.

5.4.2.12.2. The SP will ensure that their World Wide Identification Code (WWID) does not conflict with published guidance.

5.4.2.12.3. Non-compliant items will be identified to squadron commander through a Memorandum for Record (maintained w/master inventory listing) and updated through attrition.

5.4.2.12.4. Grease fittings/hoses that are maintained in a kit do not have to be marked, the kit will have an MIL and the exterior will be marked with the type of grease the fittings/hoses are used with to keep them separate for each type of grease.

5.4.3. Warranty Tool Management:

5.4.3.1. The Operations Officer/Flight Commander/Chief will ensure strict accountability of warranty tools. Support section/tool custodians are designated as the Warranty Tool Managers.

5.4.3.2. The support section/tool custodians will follow tool manufacturer's guidance and operating instructions, being careful not to void any warranty.

5.4.3.3. The support section/tool custodian will maintain a list of all warranty tools and ensure broken or damaged warranty tools are isolated from non-warranty tools and secured until properly replaced. For accountability reasons, support section/tool custodians will receive a receipt or signature upon pickup/shipment for warranty tools requiring servicing or repair.

5.4.4. Spare and Replenishment Tools:

5.4.4.1. A stock of spare tools is authorized. These tools are used to replace broken, worn, or missing tools to prevent unnecessary training delays. Support section/tool custodians authorize the tools and quantities maintained. Inventory and document all replacement tool stocks quarterly annotating the inventory sheet with the name of the individual conducting the stock check and date completed; use an AF Form 2411, *Inspection Document*, AF Form 3131, *General Purpose (11' X 8-1/2")*, or locally developed product. Use a general-purpose form (such as AF Form 3131 or AETC Form 1042), locally developed product, or automated tool control program to annotate log entries when a tool/item is added or removed from the inventory stock.

5.4.4.2. During the quarterly inventory, the custodian will validate the quantity of tools/items within each bin. To aid in accountability, control, and inventory, tools/items will be separated by individual bins or dividers (identical items may be grouped). Access to spare tools will be limited to the support section/tool custodians.

5.4.4.3. Mark replacement tools with the EID number prior to issue. If previously used serviceable tools (i.e., spare tools) are to be used as replacements, de-etch/line through all prior assigned markings.

5.4.4.4. Secure all broken tools/tool kits until they are processed for disposal. Prior to disposal, if tools/tool kits were previously marked, ensure all etchings are completely removed.

5.4.5. Consumables may be placed in CTKs if they are identified on the inventory as consumables. Consumables that are placed in CTKs will be marked for the CTK they are in, and replaced on an as-needed basis. Consumables that are not feasible to mark (pins, etc.) will be placed in a suitable container that can be marked. Only support section/CTK custodians are allowed to replace consumables on a one-for-one exchange. Keep consumables placed into CTKs to the absolute minimum needed to perform the training. Hazardous materials will not be assigned to or permanently stored in a CTK.

5.4.6. Lost tool procedures:

5.4.6.1. Supervisors will ensure all personnel are familiar with lost tool procedures.

5.4.6.2. Any time an item, tool, or portion of a tool cannot be found after training is performed on or around GITA, support equipment, or training equipment where power is applied or mechanical movement is required, the following will apply:

5.4.6.2.1. When an item/tool is lost during training on GITA, support equipment, or training equipment (static engines excluded), immediately stop any training on that asset and conduct a search. If the item/tool is not found within 2 hours, place a Red X in the GITA AFTO Form 781A or AFTO Form 244, with a description of the item/tool and the specific, last known location of the item/tool. Notify the 982 MXS MOC before leaving the immediate area.

5.4.6.2.1.1. On static engines, after scoping to confirm location of the tool, secure JCN from MOC and make permanent entry on the AFTO Form 244. If the tool has been lost in the maintenance area, but not in a static engine trainer, an AETC Form 138, Lost Tool or Item Investigation Record, will be initiated and routed. The report will be routed through flight leadership and squadron supervision for accountability and kept on file by the CTK monitor.

5.4.6.2.2. Notify the Flight Chief, Instructor Supervisor, or shift supervisor immediately if the initial search does not produce the lost or missing item/tool. The Flight Chief, Instructor Supervisor, or shift supervisor will ensure the Operations Officer and Superintendent (or equivalent) are notified as soon as possible. The Operations Officer or Superintendent (or equivalent) will decide if the GITA/support equipment/training equipment will be impounded.

5.4.6.2.3. If at any time during the investigation, the item/tool is found, the Instructor will notify the IS or shift supervisor and the MOC.

5.4.6.2.4. The individual reporting the lost or missing tool will initiate and route an AETC Form 138, Lost Tool or Item Investigation Record, in order to document and verify actions pertaining to the investigation of the lost tool or item regardless of whether or not the item is subsequently found. Complete all areas of this form and route through the applicable Flight Commander/Chief, the Operations Officer and Superintendent (or equivalent) to the support section custodian for filing. The training groups do not have a QA Office; therefore, the Squadron Operations Officer, Superintendent, or Training Resources Chief will be the final verification authority and sign in place of the Group Quality Assurance Supervisor.

5.4.6.2.5. Only individuals, as designated on the SCR, will clear the lost tool Red X on the GITA AFTO Form 781A or AFTO Form 244.

5.4.6.2.6. When an item/tool is lost on the active flight line, immediately stop all activities on that asset and conduct a search. If the item/tool is not found immediately and is lost by an agency outside the 80 FTW, notify the 80 FTW MOC before leaving the immediate area. If the item/tool is lost by an agency of the 80 FTW, follow procedures set by PWS.

5.4.6.3. If ownership of a found tool has not been determined within 30 days, then consider the item/tool as found on base and process accordingly.

5.4.6.4. Process reports for tools that are lost, damaged, or destroyed, due to neglect IAW DoD 7000.14-R, Vol 12, Ch 7, *Financial Liability for Government Property Lost, Damaged, Destroyed or Stolen* and AFMAN17-1203 para 2.4.4.

5.4.7. Personal Protective Equipment (PPE)/Tools:

5.4.7.1. Instructors may use authorized PPE previously issued from their last duty assignment, or privately purchased if civilian, to include safety glasses/eye protection, reflective belts, and headsets. These items must be identified with the individual's last name and employee number.

5.4.7.2. Personally-owned tools are not authorized for use by any member assigned to a TRG in any training environment.

5.4.8. Locally manufactured, modified, or developed tools and equipment.

5.4.8.1. The applicable TRG/TGAO serves as the group QC for locally manufactured, modified, or developed tools and equipment.

5.4.8.2. Course subject-matter experts will identify initial/specialized tool requirements to the IS. The IS will develop the request with the assistance of the support section/tool custodian. The IS will then route the request package through the Flight Commander/Chief and Training Development Element personnel for coordination, the Operations Officer or Squadron Commander for approval, and the applicable TRG/TGAO for oversight and tracking. Once approved, the support section/tool custodian will acquire the required tools and build or adjust the master inventory as required.

5.4.8.3. The applicable TRG/TGAO will review requests for locally manufactured, modified, or developed tools and equipment. In turn, TGAO will coordinate with base supply and trainer fabrication for manufacture and certification.

5.4.8.4. The applicable TRG/TGAO will review approved tools every 2 years, maintain all approved requests on file, and annotate reviews on the requests.

5.5. Technical Orders (TO).

5.5.1. Electronic Tools (E-Tools). For technical support of E-tools contact 82 TRW/TOO.

5.5.1.1. E-Tools purchased and used for the purpose of viewing digital technical data and/or for maintenance documentation must be accounted for as information technology equipment (ITE) IAW 33-series AFIs and tracked in an automated tool control program or locally developed tracking system. E-tools designed specifically for a weapon system (e.g., F-22 Portable Maintenance Aid (PMA)) will be accounted for on the equipment account (CA/CRL) and tracked in an automated tool control program.

5.5.1.2. Licenses, certification, maintenance and security of E-Tools (hardware and software) must also be IAW applicable AFI 33 series and AFMAN 33 series publications. Units must make maximum use of E-Tool warranties and ensure only serviceable E-tools with charged batteries, up-to-date system software, and current technical data are available for checkout.

5.5.1.3. The appropriate lead Technical Order Distribution Office (TODO) works with 82 TRW/TOO and the training squadron TODOs and Technical Order Distribution Accounts (TODA) to ensure E-Tools are configured with current software to support TO and

maintenance documentation. E-tools will not be used for e-mail or other personal computer type uses. E-tools that require Microsoft Office Suites or other software applications to support viewing electronic technical orders and maintenance documentation may be loaded on e-tools, but applications such as Outlook and internet access will be sufficiently disabled to ensure compliance with this policy.

5.5.1.4. Submit T.O. Recommended Changes (RC) using ETIMS T.O. Change Request IAW T.O. 00-5-1. Verify you are using the latest version of Recommended Change Initiator Field User Guide (FUG) from AFTOFST Home page. When complete, forward RC to the Product Improvement Manager (PIM) for review. Contact **982MXS.PIP@us.af.mil** (982 MXS/MAQD Product Improvement on the global) for assistance.

Chapter 6

FOREIGN OBJECT DAMAGE (FOD) PROGRAM

6.1. SAFB FOD/Dropped Object Prevention (DOP) Program.

6.1.1. The objective of the SAFB FOD/ DOP program is to prevent FOD/DOP from having a negative impact on mission safety and AF resources through prevention training, promoting program awareness, and enforcing FOD/DOP discipline in all aspects of aircraft maintenance, training, and trainer maintenance operations on SAFB. Controlling FOD is paramount to mitigating catastrophic aircraft damage or loss of life. All personnel (military, civilian, and SP) working in, on, around, or traveling through areas near aircraft, AGE, or engines, will adhere to FOD prevention instructions.

6.2. FOD Prevention Program Responsibilities.

6.2.1. 82 TRW/CV is SAFB FOD Prevention Committee meeting chairperson and appoints a qualified Technical Sergeant (or above), civilian equivalent SP if designated by the PWS, as the FOD Prevention Monitor IAW **Chapter 11** of AFI 21-101, AETCSUP.

6.2.2. FOD Prevention meetings will be conducted quarterly unless the AETC rate standard has been exceeded.

6.2.3. 82 TRW/CV ensures commanders and supervisors on SAFB are responsible for implementing FOD prevention practices and procedures as outlined in this instruction and AFI 21-101, AETCSUP **Chapter 11**.

6.2.4. 80 FTW/COR ensures the 80 FTW SP and government personnel adhere to the FOD Prevention Program Responsibilities section of this instruction and guidance provided by AFI 21-101, AETCSUP, **Chapter 11**.

6.2.4.1. 80 FTW/Chief COR will:

6.2.4.1.1. Ensure periodic inspections are accomplished, to include: Aircraft Foreign Object (FO) inspections, Engine FO inspections, Support Area FO Inspections, and Special FO Inspections.

6.2.4.1.2. Appoint a COR to attend the installation FOD prevention committee meetings and will act as a liaison to the 82 TRW FOD Prevention Committee.

6.2.4.1.3. Work closely with 82 TRW FOD Prevention Monitor to ensure publicity and awareness materials are disseminated and being utilized at all unit levels.

6.3. 80 FTW FOD Prevention Monitor.

6.3.1. 80 FTW aircraft maintenance SP Quality Control (QC) Superintendent shall serve as the 80 FTW FOD prevention monitor IAW the PWS.

6.3.2. SP QC Superintendent shall:

6.3.2.1. Serve as the point of contact for all FOD prevention issues within the 80 FTW and act as liaison between 80 FTW units.

6.3.2.2. Attend 82 TRW FOD Prevention meetings and provide applicable inputs.

6.3.2.3. Analyze FOD trend data, lost tool reports, and in coordination with 80 FTW FOD Committee, calculate the FOD rates and lost tool statistics for each Mission Design Series, and 80 FTW overall.

6.3.2.4. Update the 80 FTW/CV and CCOR of significant findings during FOD investigations.

6.3.2.5. Assist in reviewing investigations of all FOD incidents within the 80 FTW.

6.3.2.6. Produce FOD-related material for 80 FTW FOD bulletin boards.

6.3.2.7. Maintain a FOD program continuity book that will include as a minimum: a letter of appointment, a list of FOD references, and committee minutes for the past four quarters on paper or electronically.

6.3.2.8. Ensure initial training and recurring training is conducted and the content of the FOD briefings meet the requirements of this instruction and unit needs.

6.3.2.9. Ensure notification of 80 FTW CCOR and 82 TRW FOD prevention monitor immediately of all FOD incidents.

6.4. FOD Investigation and Reporting.

6.4.1. 80th Flying Training Wing Safety (80 FTW/SE), with the assistance of the 80 FTW FOD prevention monitor, has primary responsibility for investigating FOD incidents on assigned aircraft. 80 FTW Chief COR will provide assistance as needed for these investigations.

6.4.2. All FOD incidents will be reported IAW AFI 21-101, AETCSUP, and DAFI 91-204, *Safety Investigations and Hazard Reporting*.

6.4.3. 80 FTW SP will be the final releasing authority on all FOD incident reports submitted to AETC that do not require a formal safety report IAW DAFI 91-204, *Safety Investigations and Hazard Reporting*.

6.5. FOD Prevention.

6.5.1. Vehicles. All vehicles entering the active flight line will stop at the entry control point and perform a tire FO check, to include a roll over inspection before entering the flight line. **Exception:** Emergency vehicles responding to real world emergencies.

6.5.1.1. All government and contracted vehicles used on the GITA training ramp or driven on the active flight line must be equipped with secured and lidded FO containers and stenciled with the word "FOD."

6.5.1.2. All FO containers, regardless of location, will be emptied when full or once a day, whichever comes first.

6.5.1.3. Practice good housekeeping in all training areas. Perform FOD/housekeeping clean-up in the work site during and at the end of each shift as necessary. Ensure CTK is clear of FO as part of the turn in procedures.

6.5.1.4. Engine intake plugs and exhaust covers are not required on GITAs, training engines, and AGE, unless specifically required for training objectives. The 982 MXS service provider will practice cap and plug/cover procedures.

6.5.1.5. Engine intakes, exhaust, any openings, ports, lines, hoses, electrical connections, and ducts on the active flight line will be properly plugged or capped to prevent FOD.

6.5.2. Local clothing policy on the flight line. Metal insignias/badges, wigs, hairpieces, metal hair fasteners, earrings, rings or any other jewelry that may fall off without notice, is not authorized on the flight line, the GITA training ramp, hangars, or any other industrial areas during maintenance activities/training demonstrations. Watches, bracelets, necklaces that present a potential for catching, snagging, pulling, or tearing will be removed prior to engaging in maintenance activities/training demonstrations.

6.5.3. Local hat policy on the flight line. Hats are authorized to be worn on the operational flight line area for environmental protection (cold and sun) and will be secured to the individual with a lanyard. Hats are not required to be secured to the individual with a lanyard while on the GITA ramp. Remove and stow hats whenever it becomes necessary to enter the danger area of an operating engine defined in the applicable aircraft specific technical order or when wind conditions dictate.

6.5.4. Eyewear policy on the flight line. During all operations inside the danger areas of engine intakes, exhausts, and propeller arcs during engine operations, as defined in applicable aircraft T.O.s, eyewear will be secured with the use of an eyeglasses strap which connects one temple tip, around the back of the wearer's head or neck, to the opposite temple tip.

6.5.5. Aircrew members will account for all equipment and personnel items after each flight and ensure any items that become lost during flight are documented in the aircraft AFTO Form/IMT 781A. Follow the guidelines IAW AFI 21-101, AETCSUP.

6.5.6. Use a light source of sufficient illumination to inspect the aircraft intakes and exhaust for FO.

6.6. Rag Control Procedures.

6.6.1. Rag control monitors will be appointed (primary and alternate) in writing.

6.6.2. Rag control procedures apply to the same areas governed by tool control and must be accounted for on an inventory. A rag is defined as a commercial quality, vendor-supplied shop cloth used in general industrial, shop, flight line, and GITA ramp operations. Clean rags procured as bulk must be stored in a secured area.

6.6.2.1. While marking or identifying each shop rag with an EID number is not necessary, issue and receipt procedures will be followed to ensure positive control and accountability. Training squadrons are authorized to use bulk ordered rags, provided they follow at least one of the recommended control methods listed below:

6.6.2.2. Issue rags on a one-for-one swap. Any rag unaccounted for is to be treated the same as a lost tool.

6.6.2.3. Issue rags in pre-packaged units (containers or pouches). Mark each unit to include the number of rags and the packaging. Rags will be counted each time the unit is issued or turned in. Rag units in dispatchable CTKs will be identified with the assigned CTK number, quantity (not to exceed 10) and pouch.

6.6.2.4. Control contaminated rags by meeting base environmental compliance and hazardous material storage/waste disposal requirements IAW SAFBI 32-2001, *Sheppard Air Force Base Fire Protection Program*.

6.6.2.5. Clean and dirty rags will be stored in clearly marked metal containers and secured in a controlled area. Dirty rag containers will have a self-closing lid.

6.7. FOD Walks.

6.7.1. FOD walks of the GITA ramp are conducted on the first Tuesday of the month at 1500 by the 82/782 TRG training squadrons. FOD walks are for litter pickup and Airmen in Training (AiT) instructional purposes. The GITA ramp (see **Attachment 12**) is a training area and is therefore not subject to maintenance requirements associated with an operational flight line. Rocks and broken cement/pebbles in highly deteriorated areas will not be a primary concern during the GITA ramp FOD walk and are not required to be picked up. However, isolated rocks lying in clearly open areas along the GITA ramp WILL be picked up. When in use, grounding receptacles will be free of debris. If operational aircraft are placed on the GITA ramp, additional actions must be taken to ensure compliance with applicable AFIs.

6.7.2. Inclement weather procedures. FOD walks will be cancelled/terminated or rescheduled during inclement weather (i.e., heavy fog, near zero visibility), severe temperatures, or when the Command Post announces lightning within 5 nautical mile warnings.

6.7.3. All aircraft maintenance training instructors and instructor supervisors will complete 82 TRW FOD training annually. Training squadrons will track 82 TRW FOD training in IMDS.

6.7.4. Airfield sweeper vehicles. Sweeper vehicles will be used for base FOD prevention efforts.

6.7.5. The 82 TRW FOD prevention monitor and 80 FTW COR will be notified when the sweeper is out of commission.

6.7.6. FOD sweeper areas of responsibility on the operational flight line will be denoted by 80 FTW.

6.7.7. Other areas requiring airfield sweepers will be coordinated through airfield management.

6.8. FOD Top Performer/Golden Bolt Recognition Program.

6.8.1. 82 TRW FOD prevention monitor will be responsible for the Team Sheppard Top Performer/Golden Bolt Recognition Programs. The 80 FTW may administer the Top Performer/Golden Bolt Recognition Programs in their work centers.

6.8.2. Top Performer award is given by the 82 TRW FOD prevention monitor and can be anyone who has made a noteworthy contribution to FOD prevention, education, or awareness.

6.8.3. Top Performer award may also be awarded for submission and adoption of a FOD awareness poster. Poster submissions shall focus on relevant FOD prevention, education, or awareness initiatives. The 82 TRW FOD prevention monitor and assistant will determine if a submission will be adopted.

6.8.4. Top Performer award winner will be recognized by the Chairman of the FOD committee or the Group Commander and be presented with a certificate of appreciation and/or award during the quarterly Wing FOD meeting if possible.

6.8.5. Golden Bolt program aims to reward attention to detail during FOD walks and promote FOD awareness.

6.8.6. Golden Bolt may be placed in any location on the flight line or associated equipment visible to participants during a FOD walk. The Wing FOD prevention monitor, or representative, will maintain visual awareness for accountability and to ensure that once found, it is recovered.

6.8.7. If the Golden Bolt is found by a FOD walk team member (Airman in Training, permanent party or civilian employee), it will be returned to the Wing FOD prevention monitor or representative directly, and the individual's contact information will be taken down so he/she can be contacted later to be recognized. The Group Commander or FOD Committee chair will present the individual with a certificate of appreciation, and/or award during the quarterly Wing FOD meeting if possible.

6.9. DOP Program.

6.9.1. Dropped Object. A dropped object is any aircraft part, component, surface or other item (excluding common hardware) lost during aircrew operations, unless intentionally jettisoned from engine start to engine shutdown.

6.9.2. The 80 FTW/CV is the DOP Program Manager and has appointed the 80 FTW SP as prescribed in the PWS, as the DOP Monitor IAW AFI 21-101, AETC Sup.

6.9.3. The 80 FTW SP's DOP SP regulation will be utilized to establish the program requirements.

6.9.4. Reporting. The 80 FTW SP will notify the 80 FTW/SE, 80 FTW/COR, and report all dropped objects to 19 AF/LG IAW AFI 21-101, AETCSUP.

6.9.5. Transient Aircraft. The local DOP monitor will be responsible to investigate dropped objects from transient aircraft. The wing DOP monitor will provide the home station DOP monitor with sufficient data to generate a report for trending and tracking purposes.

6.9.6. 82 TRW FOD Reporting and Investigations:

6.9.6.1. The 82 TRW FOD prevention monitor is not part of the 80 FTW FOD investigative process except as required by AFI 21-101, AETCSUP, unless assistance is requested by the 80 FTW Chief COR. This is not meant to preclude collaboration, but rather prevent unnecessary 82 TRW involvement in 80 FTW investigations. 80 FTW will handle their investigations and report findings to 82 TRW FOD prevention monitor.

6.9.6.2. When a FOD incident is discovered, unit supervision will notify the 82 TRW FOD prevention monitor or alternate within 8 duty hours. Impound aircraft/engine as required IAW AFI 21-101, AETCSUP, and applicable OIs.

6.9.6.3. The respective FOD/QA offices will accomplish all FOD investigations. The unit discovering the incident will complete SAFB Form 24, *Cost Estimate Worksheet*. Cost estimate and information worksheets will be submitted the next duty day to the 82 TRW

FOD prevention monitor. This time allotment ensures timely reporting to headquarters as required per AFI 21-101, AETCSUP.

6.9.6.4. The 82 TRW FOD prevention monitor is responsible for any HQ AETC reporting and completion of the AETC Form 199, *Foreign Object Damage (FOD) Incident Investigation*. The originating unit will provide all required FOD incident information to the 82 TRW FOD prevention monitor for forwarding to HQ AETC.

6.9.6.5. When materiel deficiency is determined to be the cause, or a suspected cause, the unit discovering the incident will submit a materiel deficiency report IAW TO 00- 35D-54 (even when an exhibit is not available) within 5 working days to the 82 TRW FOD prevention monitor.

LYLE K. DREW, Brigadier General, USAF
Commander, 82 TRW

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AETCI 21-109, *Maintenance Management Trainer Development*, 16 July 2018

AFH 23-123, Volume 3, *Air Force Equipment Management*, 29 September 2017

AFI 13-213, SAFB Sup, *Airfield Driving*, 4 February 2020

AFI 21-101, AETC Sup, *Aircraft and Equipment Maintenance Management*, 15 September 2020

AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*, 30 April 2020

AFI 23-101, *Materiel Management Policy*, 22 October 2020

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 19 November 2018

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

AFI 36-2650, AETC Sup, *Maintenance Training*, 27 December 2019

AFI 63-101_20-101, *Integrated Life Cycle Management*, 30 June 2020

AFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020

AFMAN 17-1203, *Information Technology (IT) Asset Management (ITAM)*, 17 May 2018

AFMAN 21-200, *Munitions and Missile Maintenance Management*, 09 August 2018

AFMAN 23-122, *Materiel Management Procedures*, 27 October 2020

AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 10 December 2018

DAFI 91-204, *Safety Investigations and Hazard Reporting*, 10 March 2021

DAFMAN 21-201, *Munitions Management*, 26 March 2019

SAFBI 13-204, *Airfield Operations*, 24 May 2018

SAFBI 32-2001, *Sheppard Air Force Base Fire Protection Program*, 3 April 2014

TO 1-1-3, *Inspection and Repair of Aircraft Integral Tanks and Fuel Cells*, 1 February 2019

TO 00-5-1, *AF Technical Order System*, 25 January 2021

TO 00-5-15, *Air Force Time Compliance Technical Order Process*, 1 July 2020

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 6 September 2019

TO 00-20-2, *Maintenance Data Documentation*, 5 September 2019

TO 00-20-14, *Air Force Metrology and Calibration Program*, 31 January 2019

TO 00-25-254-1, *Comprehensive Engine Status, Configuration, and TCTO Reporting Procedures,* 1 September 2020

TO 32-1-101, *Use and Care of Hand Tools and Measuring Tools*, 19 August 2020

TO 00-35D-54, *USAF Material Deficiency Reporting, Investigation, And Resolution*, 15 April 2021

Prescribed Forms

Sheppard AFB Form 24, *Cost Estimate Worksheet*

Sheppard AFB Form 71, *Training Asset List*

Sheppard AFB Form 74, *Aircraft DASH 21 Equipment Inventory*

Sheppard AFB Form 75, *GITA DASH 21 Inventory Non-Training Equipment*

Adopted Forms

AETC Form 138, *Lost Tool or Item Investigation Record*

AETC Form 199, *Foreign Object Damage (FOD) Incident Investigation*

AETC Form 376, *Trainer Development Acceptance Record*

AETC Form 1042, *CTK Tool Checklist*

AF Form 483, *Certificate of Competency*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1067, *Modification Proposal*

AF Form 2411, *Inspection Document*

AF Form 2426, *Training Request and Completion*

AF Form 3131, *General Purpose (11" X 8-1/2")*

AFTO Form 95, *Significant Historical Data*

AFTO Form 244, *Industrial/Support Equipment Record*

AFTO Form 350, *Reparable Item Processing Tag*

AFTO Form 375, *Selected Support Equipment Repair Cost Estimate*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

AFTO Form 781B, *Communications Security Equipment Record*

AFTO Form 781F, *Aerospace Vehicle Identification Document*

AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance*

AFTO Form 781J, *Aerospace Vehicle – Engine Flight Document*

AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document*

DD Form 1574, *Serviceable Tag – Materiel*

DD Form 1577, *Unserviceable (Condemned) Tag – Materiel*

DD Form 1577-2, *Unserviceable (Reparable) Tag – Materiel*

Abbreviations and Acronyms

ACO—Administrative Contracting Officer

AFA—Awaiting Funds Availability

AFCSM—Air Force Computer System Manual

AFRIMS—Air Force Records Information Management System

AFSC—United States Air Force Specialty Code

AFTO—Air Force Technical Order

AGE—Aerospace Ground Equipment

ALC—Air Logistics Center

AURL—Aircraft Utilization Requirements Listing

AVDO—Aerospace Vehicle Distribution Office

AWM—Awaiting Maintenance

AWP—Awaiting Parts

CA/CRL—Custodian Authorization Custody Receipt Listing

CANN—Cannibalization

CE—Communications-Electronics

CEM—Chief Enlisted Manager

CEMS—Comprehensive Engine Management System

CFO—Chief Financial Officer

CLS—Contract Logistics Support

CO—Contracting Officer

COR—Contracting Officer Representative

CTK—Composite Tool Kit

DD—Department of Defense

DLA—Defense Logistics Agency

DO—Director of Operations

DoDI—Department of Defense Instruction

DOP—Dropped Object Prevention

ECP—Entry Control Point

EID—Equipment Identification Designator

ESD—Electrostatic Discharge

E—Tools—Electronic Tools

FC—Functional Commander

FD—Functional Director

FMC—Fully Mission Capable

FO—Foreign Object

FOD—Foreign Object Damage

GFE—Government Furnished Equipment

GITA—Ground Instructional Training Aircraft

IAW—In Accordance With

ID—Identification

IMDS—Integrated Maintenance Data System

IPI—In Progress Inspection

ITE—Information Technology Equipment

JCN—Job Control Number

MDS—Mission Design Series

MIS—Maintenance Information System

MOA—Memorandum of Agreement

MOC—Maintenance Operations Control Center

MOU—Memorandum of Understanding

NIE—Normally Installed Equipment

NLT—Not Later Than

NRTS—Not Repairable This Station

OI—Operating Instruction

OPR—Office of Primary Responsibility

OWC—Owning Work Center

PA—Privacy Act

PAMS—Precision Automated Management System

PD—Permanent Discrepancies

PEM—Primary Equipment Monitor

PIP—Product Improvement Program

PM—Program Manager

PMA—Portable Maintenance Aid

PMEL—Precision Measurement Equipment Laboratory

PMI—Periodic Maintenance Inspection

PN—Part Number

PPE—Personal Protective Equipment

P/S—Plans/Scheduling

PWS—Performance Work Statement

QA—Quality Assurance

QC—Quality Control

RDS—Records Disposition Schedule

SAC—Strategic Air Command

SAFBI—Sheppard Air Force Base Instruction

SCR—Special Certification Roster

SIPRNET—Secret Internet Protocol Router Network

SM—System Manager

SN—Serial Number

SP—Service Provider

SPRAM—Special Purpose Recoverable Authorized Maintenance

SRAN—Stock Record Account Number

TM—Training Manager

TO—Technical Order

TCI—Time Change Item

TCTO—Time Compliance Technical Order

TD—Training Detachment

TMDE—Test Measurement and Diagnostic Equipment

TGAO—Training Operations

TODA—Technical Order Distribution Account

TODO—Technical Order Distribution Office

WUC—Work Unit Code

WWID—World Wide Identification Code

Terms

Composite Tool Kit (CTK)—Controlled area or container used to store tools or equipment and maintain order, positive control, and ease of inventory. CTKs assembled as a kit and designed to provide quick, easy visual inventory and accountability of all tools and equipment. CTKs may be in the form of a toolbox, a shadow board, shelves, system of drawers (Stanley® Vidmar™, Lista™, etc.), cabinets, or other similar areas or containers. The CTK contains tools and equipment necessary to accomplish maintenance tasks, troubleshooting, and repair.

Dispatchable CTK—Issued out from a support section/tool room/work center to be used outside the work center.

Electronic Tools (E-Tools)—Includes laptops computers, electronic "tablets", hand-held devices, etc. Used to view digital technical data and/or maintenance documentation.

Equipment Schedule—Listing produced monthly of all TMDE due calibration during the scheduled period.

Functional Commander/Director (FC/FD)—Individual responsible for a functional area at the squadron level for contracted functions; i.e., Civil Engineer Squadron Commander is the Functional Commander for the Civil Engineering performance-based work statements.

Historical In Nature Documentation Errors—Errors on AFTO Form 781 entries that are considered historical in nature as defined in T.O. 00-20-1, section 10. Historical documentation is the permanent record of significant maintenance actions on aerospace equipment.

Induced Malfunction—Discrepancy induced by an instructor as a learning tool.

Master Identification (ID) Listing—Listing of equipment maintained by the PMEL. Listing is trained by either flight or SP PWC Master ID Listing, and produced quarterly.

Master Inventory List (MIL)—Primary source document for inventory of CTKs. The MIL indicates the total number of items in each drawer or section of the composite tool kit. The MIL may be automated.

Normally Installed Equipment (NIE)—Bomb racks, launchers, and pylons normally installed on an aircraft.

Performing Work Center (PWC)—SP's work center responsible for repairing, calibrating, and/or certifying equipment.

Permanently Induced Malfunction—Induced malfunction that are not corrected to facilitate on-going training objectives.

Permanent Discrepancy—Discrepancy that will not be corrected due to the age of the trainer/equipment/GITA, excessive costs/work hour/s, or lack of parts/support equipment to repair the discrepancy.

Priority TMDE—MDE that is one of a kind causing work stoppage or that is needed to meet critical mission requirements.

Quality Assurance (QA)—Individual who monitors a SP on a daily basis and who is involved in every aspect of a contract to ensure the SP is in compliance with that contract.

Sell-off—Meeting between 982 MXS/LGMX and TRS owner/user to ensure trainer or asset modification/development meets TRS requirements.

Service Provider—Maintenance SP responsible for all maintenance actions pertaining to trainer/support equipment/AGE/GITA under contract, except for user responsibilities as identified in this instruction.

TMDE Coordinator—Individual appointed to obtain calibration support for their activities, keep the training flight informed as to the status of their TMDE and provides advice for the commander or supervisor. Normally, all communications from the training flight to the PMEL will go through the TMDE coordinator.

Attachment 2

**SAMPLE NEWLY-ACQUIRED TRAINING EQUIPMENT ACCEPTANCE
INSPECTION LETTER**

Figure A2.1. Sample Newly-Acquired Training Equipment Acceptance Inspection Letter.

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

(DATE)

MEMORANDUM FOR XXX TRG/TGAO
982 MXS/LGMQ
982 MXS/LGML
982 MXS/MAN
982 MXS/MAMP
IN TURN

FROM: (XXX TRS/OFFICE SYMBOL)

SUBJECT: Newly-Acquired Training Equipment Acceptance Inspection Letter

1. Requested need date:_____ to support implementation date:_____

2. The following information is provided for processing newly-acquired training equipment into
the IMDS data system, maintenance ID listing:

a. Nomenclature: _____
b. Serial Number(s): _____
c. Stock Number: _____
d. Location: _____
e. Manufacturer: _____
f. Owning Work Center Mnemonic: _____
g. Equipment contains ozone-depleting chemicals. Yes _____ No _____
If yes, specify type: _____
h. Warranty Item: Yes ____ No ____Warranty Exp. Date: _____
i. Primary Equipment Monitor/EXT: _____

(Training Manager Signature Block)
3. The SP shall provide the following information:

a. TO Manual Reference: _____
b. End Item Work Unit Code: _____

c. Standard Reporting Designator (SRD): _____

4. Acceptance Inspection Accomplished on: _____

a. Inspection Requirements:

TYPE INSP	FREQ OF INSP	INSP WORK UNIT CODE	INSP DUE DATE	JST NUMBER	EMH
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

b. Performing Work Center: _____

c. Individual Performing Inspection: _____

5. Required maintenance forms initiated.

_____
QC Inspector Signature

6. Equipment Designator: _____

7. Reserved Equipment ID Number: _____

8. Is the equipment Lock-out/Tag-out?   Yes _____   No _____

9. Is the equipment in a confined space?   Yes _____   No _____

10. If there are no inspection requirements applicable to equipment and equipment qualifies for exemption under SAFBI 21-208, the following applies: _____

_____

11. Exemption of the above trainer/training equipment is: _____

Recommend/Not Recommend   _____
Quality Assurance Manager Signature

Approved/Disapproved   _____
Program Manager Signature

Attachment 3

TRAINER/EQUIPMENT TRANSFER LETTER

Figure A3.1. Trainer/Equipment Transfer Letter.

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

(DATE)

MEMORANDUM FOR XXX TRG/TGAO
                              982 MXS/MAMP

FROM: (XXX TRS/OFFICE SYMBOL)

SUBJECT: Trainer/Equipment Transfer

1. Request you take necessary action for transfer of the following equipment on the Maintenance Master ID Listing:

    a. ID Number: _____

    b. Serial Number: _____

    c. Nomenclature: _____

    d. Losing Work center Mnemonic: _____

    e. Losing Work center PEM: _____

    f. Losing Work center PEM Signature: _____

    g. Gaining Work center Mnemonic: _____

    h. Gaining Work center PEM: _____

    i. Gaining Work center PEM Signature: _____

    j. Gaining Location: _____

    k. Effective Date of Transfer: _____

2. Point of Contact/Phone Number:

(Losing Training Manager Signature Block)

cc:
982 MXS/LGMQ
982 MXS/LGML

Attachment 4

SAMPLE EQUIPMENT DELETION REQUEST

Figure A4.1. Sample Equipment Deletion Request.

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

(DATE)

MEMORANDUM FOR   XXX TRG/TGAO
982 MXS/LGMQ
982 MXS/LGML
982 MXS/LGMX
982 MXS/MAN
982 MXS/MAMP
IN TURN

FROM: (XXX TRS/OFFICE SYMBOL)

SUBJECT: Equipment Deletion

1. Request you take the necessary deletion action for the following equipment from the Maintenance Master ID Listing:

    a. Type Action: ☐ Temporary Deletion (maintain funding stream) _____
                           OR
                      ☐ Permanent Deletion _____

    b. Maintenance
        ID Number: _____

    c. Nomenclature: _____

    d. Serial Number: _____

    e. Stock Number: _____

    f. Location: _____

    g. Owning Work Center Mnemonic: _____

    h. Equipment contains ozone-depleting chemicals.   Yes _____   No _____
        If yes, specify type: _____

    i. Equipment requires prep for turn-in.   Yes _____   No _____
        - Must be disassembled to remove from current location. Yes___ No___
        - Equipment requires removal of attached resources (power, cables, and attached equipment) prior to turn-in action. Yes_____ No_____
        If yes, list required turn-in action and JCN
        a.   Turn-in action: _____
        b.   JCN (SP will provide): _____

    j. Equipment requires inert authorization letter.   Yes _____   No _____

2.   Primary Equipment Monitor/DSN: _____

(Training Manager Signature Block)

Attachment 5

SAMPLE 82 LRS EQUIPMENT DISPOSITION LETTER

Figure A5.1. Sample 82 LRS Equipment Disposition Letter.

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

(DATE)

MEMORANDUM FOR XXX TRS/TRR (Squadron resources office)
982 TRG/TGAO
782 TRG/TGAO
82 TRG/TGAO
982 MXS/LGML
82 LRS/LGRMCE (Only used for 6910P items)
HQ AETC/A4RM (Only used for 6910P items)
IN TURN

FROM: (XXX TRS/OFFICE SYMBOL)

SUBJECT: Excess Equipment Turn-In

Request disposition for the following training equipment:

   a.   NSN: _____
   b.   Course No: _____ Title: _____
   c.   Nomenclature: _____
   d.   Unit Cost: _____
   e.   Serial Number: _____
   f.   Quantity: _____
   g.   Why Excess: _____
   h.   Training Supported: _____
   i.   Status Condition: _____
   j.   Location: _____
   k.   Shipping Information: _____
   l.   Recommended Disposition: _____
   m.   Local POC: _____

2. Point of Contact/Phone number:

(Training Manager Signature Block)

Attachment(s): X each Picture(s) of Item(s)

Attachment 6

SAMPLE TMDE COORDINATOR APPOINTMENT LETTER

Figure A6.1. Sample TMDE Coordinator Appointment Letter.

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

(DATE)

MEMORANDUM FOR: 982 MXS/MAY (Sheppard AFB PMEL)

FROM: (XXX TRS/Office Symbol)

SUBJECT: TMDE Coordinator Appointment

1. The following individuals are appointed as TMDE coordinators:

	Rank/Last Name	Email	Duty Phone
a. Primary:	_____	_____	_____
b. Alternate:	_____	_____	_____
c. PMEL OWC ID:	_____		
d. Pickup Point:	_____		
e. Office Symbol:	_____		
f. Distribution Stop Number:	_____		

2. Please email form to 982MXS.MAY.SHEPPARDPMEL@us.af.mil (Sheppard PMEL in the global).

3. This letter supersedes our previous letter dated XX XXX XXXX.

(Training Flight Commander/Chief Signature Block)

cc: XXX TRG/TGAO (if applicable)

Attachment 7

SAMPLE EXEMPTION REQUEST FOR SCHEDULED INSPECTIONS

Figure A7.1. Sample Exemption Request for Scheduled Inspections.

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

(Date)

MEMORANDUM FOR XXX TRG/TGAO
     982 MXS/LGMQ
                              982 MXS/XXX (Service Provider)
 982 MXS/XXX (Service Provider P/S)
 IN TURN

FROM: (XXX TRS/OFFICE SYMBOL)

SUBJECT: Exemption of Scheduled Inspection for Trainers/Training Equipment

1. Request the following trainer/item of training equipment be exempted from scheduled
inspection. Prerequisite criteria specified in SAFBI 21-208, paragraph 3.5., apply to this
equipment.
  a.   Nomenclature: _____
  b.   National Stock Number: _____
  c.   Design Number: _____
  d.   Maintenance ID Number: _____
  e.   Work Center Mnemonic: _____
  f.   Location: _____
  g.   Frequency of Use: _____

*NOTE: If exemptions are required for more than one trainer/training equipment on the same letter, list
them as A, B, C, etc.

2. (Provide a detailed explanation as justification for the exemption.)

3. POC for this request is (name and contact information).

(Training Manager Signature Block)
1ˢᵗInd,

TO: 982 MXS/LGMQ

Exemption of the above trainer/training equipment is approved/disapproved as indicated. Take
appropriate action to update listings and distribute copies of this letter IAW SAFBI 21-208, paragraph
3.5.

(Chief COR Signature Block)

2nd Ind,

TO: 982 MXS/XXX (Service Provider P/S)

Exemption of the above trainer/training equipment is as indicated above. Take appropriate
action to update listings and distribute copies of this letter IAW SAFBI 21-208, paragraph 3.5.

(Service Provider Signature Block)

cc: (XXX TRS/Office Symbol)

Attachment 8

SAMPLE AIRCRAFT UTILIZATION AND REQUIREMENTS LIST

Figure A8.1. Sample Aircraft Utilization and Requirements List.

COURSE: J3AQR2A333L025B	TACTICAL AIRCRAFT MAINTENANCE
	`20 Apr 2018

MDS	S/N	SYSTEM REQUIRED APPLICATION FOR INSTRUCTION	WORK UNIT CODE	REQUIRED SUB-SYSTEM	WORK UNIT CODE	
GF-15C	78-0535					
	79-0026	AIRFRAME 1,2,3,4,5,6,16,38,43	11000	AIRFRAME	11A00-11PHN	
	80-0046	LANDING GEAR 9,11,12,13,14,15,42	13000	LANDING GEAR	13A00-13HCC	
	83-0038	POWER PLANT 1,2,18,19,20,21	23000	POWER PLANT	23A00-231MN	
		SECONDARY PWR PLANT		SECONDARY PLANT		1,23,30,44,45
GF-15D	78-0568	LIGHTING 1,2,28,29,32	44000	LIGHTING	44A00-44EKO	
		FUEL	46000	FUEL SYSTEM	46A00-46FGN	1,24,25,26
		MISC UTIL	49000	MISC UTILITIES	49A00-49CAE	1,2,11,41
		FLT INST	51000	INSTRUMENTS	51A00-51NCO	17,24,26,32
		UHF COMM	63000	INTERPHONE	63BCO-63BCV	1,2,3,4,10,11

NOTES:

1. COMPLETE SYSTEM FOR VISUAL USE
2. CAPABILITY TO PERFORM PREFLIGHT/BASIC POSTFLIGHT INSPECTIONS
3. CAPABILITY TO OPERATE INTERPHONE SYSTEM
4. CAPABILITY TO TOW ACFT AND OPERATE BRAKES
5. CAPABILITY TO JACK AND LEVEL/AXLE JACK ACFT
6. CAPABILITY TO MAKE ACFT SAFE FOR MAINTENANCE
7. CAPABILITY TO REMOVE/INSTALL PANELS/STRESS PANELS
8. CAPABILITY TO INSPECT AIRFRAME COMPONENTS
9. CAPABILITY TO OPEN/CLOSE HINGEABLE DOORS
10. CAPABILITY TO OPERATIONAL CHECK NORMAL LANDING GEAR SYSTEM/BRAKES/ARRESTING GEAR
11. CAPABILITY TO OPERATIONAL CHECK EMERGENCY LANDING GEAR EXTENSION/BRAKES/STEERING
12. CAPABILITY TO INSPECT NOSE WHEEL STEERING COMPONENTS
13. CAPABILITY TO SERVICE STRUTS/TIRES/ARRESTING GEAR ACTUATOR AND DAMPER
14. CAPABILITY TO REMOVE/INSTALL/INSPECT WHEELS/TIRES/BRAKES
15. CAPABILITY TO DETERMINE TIRE SERVICABILITY

16. CAPABILITY TO INSPECT FLIGHT CONTROLS
17. CAPABILITY TO SERVICE/INSPECT HYDRAULIC SYSTEM
18. CAPABILITY TO INSPECT MAGNETIC CHIP DETECTORS
19. CAPABILITY TO SERVICE ENGINE OIL
20. CAPABILITY TO REMOVE/INSTALL ENGINES
21. CAPABILITY TO INSPECT ENGINE COMPONENTS
22. CAPABILITY TO OPERATE CANOPY SYSTEM MANUALLY AND NORMALLY
23. CAPABILITY TO SERVICE JET FUEL STARTER/CENTRAL GEAR BOX/ACFT MOUNTED ACCESSORY DRIVES
24. CAPABILITY TO REFUEL ACFT WITH POWER OFF
25. CAPABILITY TO REMOVE/INSTALL EXTERNAL FUEL TANKS
26. CAPABILITY TO INSPECT FUEL SYSTEM
27. CAPABILITY TO INSPECT ELECTRICAL COMPONENTS
28. CAPABILITY TO OPERATIONAL CHECK INTERIOR/EXTERIOR/INDICATOR/WARNING LIGHTS
29. CAPABILITY TO REMOVE/INSTALL LIGHT LENSES/BULBS
30. CAPABILITY TO SERVICE INTERGRATED DRIVE GENERATOR
31. CAPABILITY TO APPLY/DISCONNECT EXTERNAL COOLING AIR
32. CAPABILITY TO APPLY/DISCONNECT EXTERNEL POWER
33. CAPABILITY TO LUBRICATE THE AIRCRAFT
34. CAPABILITY TO INSPECT EGRESS SYSTEM/SAFETY DEVICES
35. CAPABILITY TO REMOVE/INSTALL EGRESS SAFETY PINS
36. CAPABILITY TO PERFORM NORMAL/ALTERNATE COCKPIT ENTRY PROCEDURES
37. CAPABILITY TO APPLY EXTERNAL HYDRAULIC PRESSURE
38. CAPABILITY TO OPEN/CLOSE RADOME
39. CAPABILITY TO SERVICE CANOPY ACTUATOR/ACCUMULATOR
40. CAPABILITY TO OPERATE THE NOSE WHEEL STEERING SYSTEM
41. CAPABILITY TO REMOVE/INSTALL ARRESTING GEAR HOOK DAMPER
42. CAPIBILITY TO BLEED AIRCRAFT BRAKE SYSTEM
43. CAPABILITY TO MANUALLY OPERATE THE LANDING GEAR DOORS
44. CAPABILITY TO SERVICE THE JFS ACCUMULATORS
45. CAPABILITY TO REMOVE/INSTALL AMAD OIL FILTER/DIFFERENTIAL PRESSURE INDICATOR
46. TO PERFORM LATERAL CONTROL SYSTEM BLEEDS

Attachment 9

TRAINING UNITS EQUIPMENT IDENTIFICATION DESIGNATORS

Figure A9.1. Training Units Equipment Identification Designators.

GP	SQ	Base	Unit/Shop		Section/Course Name
82 TRG	361 TRS		SQ	RG	Aerospace Ground Equipment Flight
82 TRG	361 TRS		SQ	AM	Aircraft Metals Technology Flight
82 TRG	361 TRS		SQ	RJC	Propulsion Flight (C Shred)
82 TRG	361 TRS		SQ	RJD	Propulsion Flight (D Shred)
82 TRG	361 TRS		SQ	RJE	Propulsion Flight (E Shred)
82 TRG	361 TRS		SQ	RJB	Propulsion Flight (H Shred)
82 TRG	361 TRS		SQ	RWAL & RWFP	Aircrew Flight Equipment
82 TRG	361 TRS		SQ	RWFS	Fuels
82 TRG	361 TRS		SQ	D2	Detachment 2 (Pensacola NAS, FL)
82 TRG	361 TRS		SQ	RWEG	Egress
82 TRG	362 TRS		SQ	$RFA	Fighter Crew Chief (A-10/F-15)
82 TRG	362 TRS		SQ	$RFB	Fighter Crew Chief (F-16)
82 TRG	362 TRS		SQ	$RFK	Fighter Crew Chief (F-22)
82 TRG	362 TRS		SQ	$RFO	Remote Piloted Aircraft (MQ-9)
82 TRG	362 TRS		SQ	$TH	Heavy Crew Chief
82 TRG	362 TRS		SQ	*$RFC & *$TH Fundamentals of Aircraft Maintenance	
82 TRG	363 TRS		SQ	TW	Aircraft Armament (F-22)
82 TRG	363 TRS		SQ	AM	AMMO
82 TRG	363 TRS		SQ	NM	NUCS
82 TRG	363 TRS		SQ	RM	NMOC
82 TRG	364 TRS		SQ	4E	Electrical Sys
82 TRG	364 TRS		SQ	4F	Environmental Sys
82 TRG	364 TRS		SQ	4H	Hydraulic Sys
82 TRG	364 TRS		SQ	4C	EE Fundamentals
82 TRG	365 TRS		SQ	5A	Avionics Fundamentals
82 TRG	365 TRS		SQ	5G	Heavies Comm/Nav (C-130)
82 TRG	365 TRS		SQ	5I	Heavies IFCS (C-130)
82 TRG	365 TRS		SQ	5J	Heavies Electronic Warfare (C-130)
82 TRG	365 TRS		SQ	5M	Avionics (F-15)
82 TRG	365 TRS		SQ	5N	Avionics (F-16)
82 TRG	365 TRS		SQ	5P	Avionics (F-22/RPA)
82 TRG	365 TRS		SQ	5CT	Back-shop Avionics
82 TRG	365 TRS		SQ	5DT	Back-shop Avionics
82 TRG	365 TRS		SQ	5ET	Back-shop Avionics
82 TRG	365 TRS		SQ	5FT	Back-shop Avionics

Attachment 10

SAMPLE NEW MAINTENANCE ACCOUNT CREATION LETTER

Figure A10.1. Sample New Maintenance Account Creation Letter.

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

(DATE)

MEMORANDUM FOR XXX TRG/TGAO
                              XXX MXS/LGMQ
                              XXX MXS/MAMP
                              XXX MXS/MAN
                              IN TURN

FROM: (XXX TRS/OFFICE SYMBOL)

SUBJECT: Request to Establish New Maintenance Account

1. Request a new maintenance account be established for:

    a. Organizational Title: _____
    b. Course Number:_____
    c. Course Title: _____
    d. Office Symbol: _____
    e. Supply Account: _____
    f. Course Start Date: _____
    g. Functional Account Code: _____
    h. Organization Structure Code: _____

2. The following Primary and Alternate Equipment Monitors have been appointed:

    a. Primary: (First & Last Name, Rank and phone #)_____

    b. Alternate: (First & Last Name, Rank and phone #)_____

(Training Manager Signature Block)

Attachment 11

SAMPLE GITA EXCESS LETTER

Figure A11.1. Sample GITA Excess Letter.

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

(DATE)

MEMORANDUM FOR XXX TRG/TGAO
                            XXX MXS/LGMQ
                            XXX MXS/MAMP
                            XXX MXS/MAN
                            IN TURN

FROM: (XXX TRS/OFFICE SYMBOL)

SUBJECT: Request to Establish New Maintenance Account

1. Request a new maintenance account be established for:

    a. Organizational Title: _____

    b. Course Number:_____

    c. Course Title: _____

    d. Office Symbol: _____

    e. Supply Account: _____

    f. Course Start Date: _____

    g. Functional Account Code: _____

    h. Organization Structure Code: _____

2. The following Primary and Alternate Equipment Monitors have been appointed:

    a. Primary: (First & Last Name, Rank and phone #) _____

    b. Alternate: (First & Last Name, Rank and phone #) _____

(Training Manager Signature Block)

Attachment 12

GITA RAMP FOD WALK MAP

Figure A12.1. GITA Ramp FOD Walk Map.

Attachment 13

SAMPLE APPROVAL OF PRIVATELY OWNED VEHICLES OPERATING ON GITA TRAINING RAMP LETTER

Figure A13.1. Sample Approval of Privately Owned Vehicles Operating on GITA Training Ramp Letter.

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

(DATE)

MEMORANDUM FOR XXX TRG/CC

FROM: XXX TRS/CC (Organization)

SUBJECT: Approval of Privately Owned Vehicle Operating on GITA Training Ramp

1. Request approval for the following individuals to operate a privately owned vehicle on the Ground Instructional Training Aircraft (GITA) training ramp in direct support of squadron training/maintenance operations:

Rank   Name

_____   _____

_____   _____

_____   _____

2. The above individuals are approved to operate a privately owned vehicle on the GITA training ramp in direct support of training/maintenance operations. Individuals must carry this approval letter when operating their privately owned vehicle on the GITA training ramp.

3. Supersedes any previous authorization letters regarding the same subject.

(Squadron Commander Signature Block) (Requester's Signature Block)

1st Ind, XXX TRG/CC

MEMORANDUM FOR XXX TRS/CC

APPROVED/NOT APPROVED

(Group Commander Signature Block)

Attachment 14

REQUEST FOR CENTRALIZED STORAGE OF AFTO FORM 244

Figure A14.1. Request for Centralized Storage of AFTO Form 244.

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

(DATE)

MEMORANDUM FOR XXX TRG/CC

FROM: XXX TRS/CC (Organization)

SUBJECT: Request for Centralized Storage of AFTO Form 244

1. In accordance with SAFBI 21-208, para 3.13.2, I request authorization to store AFTO Forms 244 in a centralized location.

2. This request is necessary due to the size and the amount of equipment being used in buildings XXXX, XXXX, and XXXX. As a result, the AFTO Forms 244 not stored on equipment will be centrally located in the tool rooms of buildings 1020 and 1040 and in the instructor offices of building 1060. In the event the form must be removed from the central location, an AF Form 614 will be used to account for the form.

3. Please refer any questions to the contacts listed below:

      Building XXXX: SMSgt James Bond, 676-XXXX
      Building XXXX: MSgt Steve Curry, 676-XXXX
      Building XXXX: SMSgt Luther Ponder, 676-XXXX

                                        (Squadron) Commander

1ˢᵗInd 82TRG/CC

MEMORANDUM FOR 82 TRG/CC

Concur/Non concur
                                        (Group) Commander