

Administrative changes to Department of the Air Force Instruction 21-101 Air Combat Command Supplement_Tyndall Air Force Base Guidance Memorandum 2025-01, *AIRCRAFT AND EQUIPMENT MAINTENANCE MANAGEMENT*.

OPR: 325CS/SCXK

Paragraph to “2.7.13.2” are hereby changed to “2.7.13.1”.

Paragraph to “2.7.13.2” are hereby changed to “2.7.13.1”.

Paragraph to “3.9.2.4” are hereby changed to “3.9.2.4.6”.

Paragraph to “4.4.4.1” are hereby changed to “4.4.4.1.5”.

Paragraph to “4.4.4.1.5” are hereby changed to “4.4.4.1.6”.

Paragraph to “7.6.8.2” are hereby changed to “7.6.8.1”.

Paragraph to “7.6.8.3” are hereby changed to “7.6.8.2”.

Paragraph to “7.6.8.4” are hereby changed to “7.6.8.3”.

Paragraph to “11.15.1.” are hereby changed to “11.15.1.2”.

Paragraph to “11.48” are hereby changed to “11.47”.

Paragraph to “11.48.1” are hereby changed to “11.47.1”.

Paragraph to “11.48.1.1” are hereby changed to “11.47.1.1”.

Paragraph to “11.48.1.2” are hereby changed to “11.47.1.2”.

Paragraph to “11.48.1.3” are hereby changed to “11.47.1.3”.

Paragraph to “11.48.1.4” are hereby changed to “11.47.1.4”.

Paragraph to “11.48.2” are hereby changed to “11.47.2”.

Paragraph to “11.48.2.1” are hereby changed to “11.47.2.1”.

Paragraph to “11.48.2.2” are hereby changed to “11.47.2.2”.

Paragraph to “11.48.2.3” are hereby changed to “11.47.2.3”.

Paragraph to “11.48.2.4” are hereby changed to “11.47.2.4”.

Paragraph to “11.48.2.5” are hereby changed to “11.47.2.5”.

Paragraph to “11.48.2.6” are hereby changed to “11.47.2.6”.

Paragraph to “11.49” are hereby changed to “11.48”.

Paragraph to “11.49.1” are hereby changed to “11.48.1”.

Paragraph to “11.49.2” are hereby changed to “11.48.2”.

Paragraph to “11.49.3” are hereby changed to “11.48.3”.

Paragraph to “11.49.4” are hereby changed to “11.48.4”.

Paragraph to “11.50” are hereby changed to “11.49”.

Paragraph to “11.50.1” are hereby changed to “11.49.1”.

Paragraph to “11.51” are hereby changed to “11.50”.

Paragraph to “11.51.1” are hereby changed to “11.50.1”.

Reference in Table 14.1 (changed) Line numbers, Sortie Types, 95 FGS to “Home Station, Exercise, Cross Country Departure, Adds TDY,” are hereby changed to “Home station Exercise, Cross Country, Departure, Adds”.

Reference in Table 14.1 (changed) Line numbers, Sortie Types, 95 FGS to “Deployed, Cross Country Returns” are hereby changed to “TDY, Deployed, Cross Country Returns”.

Reference in Table 14.1 (changed) Line numbers, Sortie Types, 44 FG to “Home Station, Exercise, Cross Country Departure, Adds TDY,” are hereby changed to “Home station Exercise, Cross Country, Departure, Adds”.

Reference in Table 14.1 (changed) Line numbers, Sortie Types, 44 FG to “Deployed, Cross Country Returns” are hereby changed to “TDY, Deployed, Cross Country Returns”.

17 MARCH 2026



DEPARTMENT OF THE AIR FORCE
325TH FIGHTER WING (ACC)
TYNDALL AIR FORCE BASE

DAFI21-101_ACCSUP_TAFBGM2025-01
10 September 2025

MEMORANDUM FOR ALL TYNDALL PERSONNEL

FROM: 325 FW/CC
325 Checkertail Way,
Tyndall AFB, FL 32403

SUBJECT: Guidance Memorandum to the Department of the Air Force Instruction (DAFI) 21-101_ACCSUP, *Aircraft and Equipment Maintenance Management*, 6 Dec 2022.

By Order of the Commander, 325th Fighter Wing, this Department of the Air Force Guidance Memorandum (GM) immediately implements changes to the Department of the Air Force Instruction DAFI 21-101_ACCSUP_TYNDALLAFBSUP, *Aircraft and Equipment Maintenance Management*. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Tyndall or 325 FW publications, the information herein prevails, in accordance with Department of the Air Force Instruction (DAFI) 90-160, Publications and Forms Management.

This GM continues previously published guidance implemented under AFI 21-101_ACCSUP_ACCGM2024-01, 10 Sept 2024. The attached memorandum establishes DAF guidance for integration of the United States Air Force (USAF) and United States Space Force (USSF). It implements accident investigation recommendations, audit corrective action requirements, recommended changes from the field, and outdated guidance. Next, this memorandum adjusts the waiver authority to the appropriate level in areas with approved waivers. In addition, the following requirements have been moved to Air Force Manual (AFMAN) 21-206, *Aircraft Armament Systems Management*; Wing Weapons Manager, Weapons Section/Expediter/Loading Element/Maintenance Element/Non-Standard Weapons Sections, Armament Flight, and Munitions Policy and Weapons Load Crew Program. Finally, hot refueling requirements have been updated to support agile combat employment and foreign nation site certification. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System.

This GM becomes void after one year has elapsed from the date of this GM, or upon incorporation by interim change to, or rewrite of DAFI 21-101 ACCSUP TAFBSUP, *Aircraft and Equipment Maintenance Management*, whichever is earlier.

CHRISTIAN M. BERGTHOLDT, Col, USAF
Commander

Attachment:

Attachment 1 Guidance Changes

DAFI21-101_ACCSUP_TAFBGM2025-01 ATTACHMENT 1 Guidance Changes.

SUMMARY OF CHANGES

(Changed) This publication has been substantially revised and must be completely reviewed in its entirety.

1.14. Duty Shifts and Rest Periods

1.14.1.1. **(Added)** At a minimum each unit will have a SNCO present on all on-duty shifts.

1.15. Communications

1.15.2.2. **(Changed)** Personnel are not authorized to possess personal cellular phones and smartwatches on Tyndall Air Force Base (AFB) flightline, in munitions maintenance bays, or hangars. Additionally, government provided cellular phones are prohibited within 10 meters (33 ft.) from F-35 aircraft unless approved IAW Joint Program Office (JPO) F-35 Wireless Policy, dated 29 September 2020.

2.4. Maintenance Group Commander (MXG/CC) Responsibilities

2.4.44.1. **(Added)** The discrepancy will be investigated using highly qualified technician(s). Aircraft documentation and other source documents (i.e. Action Report (AR), Local Corrective Action Reports (LCAR), etc.) will be thoroughly reviewed using a minimum 90 Day history look back. Consult with Field Support Engineering (FSE), Air Force Engineering Technical Services (AFETS)/ Quality Assurance (QA) for additional technical assistance as necessary.

2.4.44.2. **(Added)** Work center supervisors will ensure troubleshooting and comprehensive inspections are accomplished on all CND discrepancies. Work center supervisors will ensure inspections, troubleshooting, and all Maintenance Actions (MAs) are documented correctly.

2.4.53.1.1 **(Added)** 325 MXG personnel will ensure accurate documentation of all maintenance.

2.4.53.1.2 **(Added)** A thorough review of aircraft, aircraft system forms, equipment forms, and MIS documentation will be accomplished for each shift IAW AFI 21-101_ACCSUP

2.4.53.1.3 **(Added)** The criteria used to determine if/when a Check Flight is required is identified within JTD, directed by AR, during TCTD follow-on checks, via an Aircraft Return Action (ARA) or as outlined in DAFI 21-101.

2.4.69.1 **(Added)** Maintenance personnel will marshall aircraft IAW AFMAN11-218 and applicable T.O.s / JTD.

2.7. Wing Weapons Manager (WWM)

2.7.13.2. **(Changed)** F-22 & F-35 only IPL/Safing procedures are authorized in aircraft parking locations IAW applicable TOD. In situations where single point IPL/Safing procedures are

preferred, aircraft may be armed at designated locations outlined in 2.7.13.1.

2.7.13.3. **(Changed)** During launch procedures all safety pins/equipment will be removed prior to engine start and stored on the aircraft. During recovery procedures, all safety pins/equipment will be installed after engine shutdown.

3.8. Aircraft Section

3.8.2. **(Added)** The MXG/CC authorizes the Dedicated Crew Chief (DCC) program.

3.8.2.4. **(Added)** Will ensure all -21 is clearly etched/marked with the aircrafts tail number. All markings/etching will be standardized example: (18-5353).

3.9.2. Avionics Specialists will:

3.9.2.4. **(Added)** Establish Consolidated Battery Supply Point.

3.9.2.4.1. **(Added)** Fighter Generation Squadron (FGS) will establish Battery Program Point of Contacts (POC).

3.9.2.4.2. **(Added)** FGS will be held accountable for their assigned batteries.

3.9.2.4.3. **(Added)** Ensure batteries are charged In Accordance With (IAW) Joint Technical Data (JTD). (Storage charge is conducted every 45 days, not to exceed 60 days, ready to issue charge is conducted every 14 days).

3.9.2.4.4. **(Added)** Ensure each battery is accompanied with documentation that identifies battery type, serial number, charge type, date of date charge, and next charge due date.

3.9.2.4.5. **(Added)** Maintain maintenance records for each battery.

3.9.2.4.5.1 **(Added)** Perform visual checks on all batteries on the first duty day of the week and document to ensure accountability and coordinate with the FGS in control of the battery room to charge any batteries as required.

3.9.2.4.6 **(Added)** Be accountable for the use of the battery room (i.e. cleanliness etc.). Section Chiefs will be responsible for making sure the program is properly maintained when their section is in control of the battery room.

3.9.2.5 **(Added)** Avionics Section will be responsible for the Single Point Key Load (SPKL) of any aircraft that has not been accomplished by aircrew within the first 10 duty days of the month.

3.9.2.5.1 **(Added)** Avionics Section will ensure maintenance Portable Memory Devices (PMD) are taken to Off board Mission Planning (OMS) and uploaded with full monthly Theater Data Load (TDL) within the first 7 calendar days of the month.

3.9.2.5.1.1 **(Added)** In the event a PMD has not been updated within 7 calendar days of the

current month, the Avionics section is responsible for notifying the Support Section and making the PMD not serviceable until current TDL is loaded to PMD.

4.4.3. Egress Section

4.4.3.1.6. **(Added)** Be allowed to tow the F-35 canopy rotating stand (P/N 2SJJ02643-003) with a canopy installed. The maximum towing speed will not be more than 5 mph and only SSgt or above will be authorized to tow.

4.4.4 Fuel Systems Section

4.4.4.1 **(Changed)** Minor fuel system maintenance may be accomplished by fuel system personnel in any facility, parking ramp or open area approved for aircraft maintenance; provided all requirements in TO 1-1-3, *Insp and Rpr of Acft Integral Tanks and Fuel Cells*, are met. Authorized minor fuel systems are limited to maintenance on any externally mounted fuel system components (i.e., main fuel shut-off valve, engine feed line, ect.). The Fuels System Section will:

4.4.4.1.5. **(Added)** Complete Open Fuel Tank Maintenance Checklist, prescribed in Master Entry Plan prior to all open fuel tank maintenance, and at the beginning of every shift.

4.5. Aerospace Ground Equipment (AGE) Flight

4.5.1. The AGE Flight will:

4.5.1.2.3. **(Added)** Servicing of the (6-bottle) nitrogen cart will be the user's responsibility. The servicing of nitrogen carts will be a shared responsibility between 325th Maintenance squadron (MXS) and FGS. Each squadron will identify the appropriate technicians to train (e.g., AGE, Avionics, or Fuels).

4.5.1.2.4 **(Added)** AGE will attempt to verify/troubleshoot on the spot, the user should make all available efforts to be present and to clearly define the discrepancy when AGE arrives. AGE or the user will enter the discrepancy on the AFTO Form 244. AGE will document in the Computerized Maintenance Management System (CMMS), Autonomic Logistics Information System (ALIS) or Integrated Maintenance Data System (IMDS)/Defense Priorities Allocation System (DPAS) (Legacy AGE). The JCN will be entered on the AFTO 244 by the AGE.

4.5.1.2.5 **(Added)** Conduct an AGE familiarization course for all First Term Airman (FTA) or E-6 and below that PCS from a different Mission Design Series (MDS) that utilize AGE. Scheduling of the AGE course will be done through the member's squadron Unit Training Manager (UTM) within 90 days of arrival.

4.5.3.7. **(Added)** Notify Non-Destructive Inspection (NDI) and using agency when bringing an oil cart to the AGE shop for maintenance or inspection (for tracking purposes).

4.5.3.8. **(Added)** Will ensure the using agencies are notified which oil carts they are responsible for.

4.5.3.9 **(Added)** Ensure bomb lifts will be signed out through TC-Max/ALIS. If TC-Max/ALIS is unavailable, utilize the AF Form 1297 for issue. Bomb lifts will be returned to AGE within 7 days.

4.5.3.9.1 **(Added)** Bomb lifts will be returned to AGE. AGE will be notified of its return, and a joint inspection will be conducted before the operator is released from liability. Bomb lifts will not be abandoned in the AGE yard without a completed joint inspection.

4.5.3.9.2 **(Added)** AGE will ensure that all bomb lifts are fully serviced with all applicable fluids before sign out/use. If a bomb lift runs out of any servicing fluids the user will notify AGE for the proper servicing/inspection.

4.5.3.9.3 **(Added)** AGE will retrieve disabled bomb lifts.

4.10. Munitions Squadron

4.10.1.1. **(Changed)** Perform scheduled inspections and unscheduled maintenance on assigned munitions trailers, 25mm bulk loaders, and all associated support equipment.

4.10.1.2. **(Added)** Munitions Squadron see DAFMAN 21-200, *Munitions and Missile Maintenance Management*, for duties and responsibilities.

5.3. Maintenance Training (MT)

5.3.1.1. **(Added)** Maintenance Training Section (MTS) will be the POC for all maintenance engine run training. 325th Maintenance Operations Flight personnel will be responsible for conducting recurring training for 44th Traditional Reservists on Unit Training Assembly (UTA) weekends. Training will be accomplished IAW AFMAN 11- 218, *Aircraft Operations and Movement on The Ground*, DAFI 21-101_ACCSUP, *Aircraft and Equipment Maintenance Management*, and AFI 36-2650, *Maintenance Training*.

5.3.1.2. **(Added)** MTS will generate an updated wing course status report (F-35 engine run, cert Idle- AB annual cert “F-35 Idle only”, and 90-day run currency) monthly and distribute a copy to the Maintenance Operations Center (MOC).

6.5. Quality Assurance Inspector Responsibilities

6.5.1.1. **(Added)** Engine Bay, Integrated Power Package (IPP) Bay, and Gun Bay inspection Key Task Listing (KTL) will have a validity time frame of 24 hours. If 24 hours have passed and no maintenance has been performed, the unit must perform a Foreign Object Debris (FOD) inspection, and a new FOD inspection Quality Verification Inspection (QVI) must be completed by QA prior to installation of Engine, IPP, or Gun.

6.5.1.2. **(Added)** If the physical inspection of the Engine Bay, Engine Final, Engine Installation, IPP Bay, IPP Installation, or Gun Bay KTL does not pass, QA will sign off the MA and document the discrepancy in the notes section. An additional QVI MA will be written up to inspect anything that cannot be fixed on the spot (i.e., FOD, clamps, hardware, etc.) if deemed

necessary by the inspector. This additional QVI will only address the found discrepancies and will not be another full KTL.

7.1. Aircraft and Equipment Impoundment

7.1.1. **(Added)** An incident is defined as an occurrence or event resulting in aircraft/equipment damage. Careful consideration shall be taken when determining if the occurrence or event is an incident. Any damage that occurs during routine maintenance IAW prescribed technical data, which can be repaired utilizing JTD criteria, or normal wear and tear, i.e., blade seals/bullnoses cracking/wearing out of limits will not be deemed an incident.

7.1.2. **(Added)** Report all incidents to MOC immediately.

7.1.3. **(Added)** In the event of an incident that requires an investigation an asset shall be locked down if deemed necessary by QA. QA will call ALIS admins initiating the lock down of an asset removing all records from the owning command and places them in a holding area “Lockdown Squadron”. Authorized user(s) can be assigned to the lockdown squadron. Once assigned by 325th QA, they will have the ability to navigate the application and perform all functions required to conduct an investigation.

7.6.2.1. **(Added)** QA will add an entry on the Impoundment Tracker upon notification from MOC.

7.6.2.2. **(Added)** Impoundment Authorities, Officials, Release Authorities, and QA will use the 325th MXG OP-207, *Impound Checklist*/ OP-208, *Impoundment Record*, for guidance (located on the QA SharePoint).

7.6.2.3. **(Added)** The Impound Official will initiate the impound process by generating the 325th MXG OP-207, *Impound Checklist*/ OP-208, *Impoundment Record*. The Impound Official will ensure that all required information is accurately documented on these forms to facilitate a thorough and efficient impoundment process.

7.6.6.1. **(Added)** Impoundments may be transferred from aircraft to removed equipment (i.e., engines, gun systems, etc.). Impoundment transfers must be approved by the Impoundment Authority or Impoundment Release Authority. FGS and MXS Production Superintendents will coordinate impoundment transfers.

7.6.8.2. **(Added)** The Impound Official will provide all applicable forms/ALIS to QA for an Impound ALIS/forms review KTL inspection. All discrepancies identified will be corrected prior to QA signing off the evaluation. All inspection results will be charged against the Impound Official and entered into the Logistics Evaluation Assurance Program (LEAP).

7.6.8.3. **(Added)** When the QA inspection is complete, QA will accompany the Impoundment Official to the Release Authority for the release meeting.

7.6.8.4. **(Added)** When the Release Authority determines he/she will release the aircraft/equipment impound, the Impoundment Official will sign off the “corrective action” block in the applicable forms (AFTO Form 244, AF Form 1800, Engine Work Package, etc.)

/ALIS and state the following: “Investigation complete, all corrective actions have been reviewed, aircraft or equipment is released by (Release Authority Rank/Name/emp#)”. The Release Authority will sign off the “Inspected By” block. In the event Release Authority gives verbal authorization for release, the Impound official will sign under authority of Release Authority. The Maintenance Action Notes will be treated as the "corrective action block" as referenced in TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy, and Procedures*.

7.6.8.5. **(Added)** QA will enter the impoundment release information in the applicable impoundment record.

8.2. Guidelines for Program Management

8.2.5.1.4. **(Changed)** Transfer of Consolidated Tool Kit (CTK)/equipment will be accomplished using the ACC Form 140 and will be taken to the Support Section by the individual transferring the CTK/equipment. It is their responsibility to verify support section relieves them in ALIS/TC-Max and assigns the CTK/equipment to the gaining individual.

8.2.7.1. **(Added)** Globally pooled assets will contain Logistic Control Number (LCN)/Sequence Number. 4 Digit Worldwide Identification (WWID) code will be affixed on the outside of globally pooled asset kits using labels or markings that do not permanently alter the asset. (i.e., Daniel Kits, Support Equipment (SE), and Torque Wrenches). Example: (TX95, TXLA, TXRF, TXQA)

8.2.9.1.2. **(Added)** Access to the clean rag bin will be limited and strictly controlled. Overall responsibility rests with the Support section shift leader.

8.2.9.1.3. **(Added)** Rag inventory procedures: account for all the dirty/clean rag bins at the beginning and end of each shift. The rag storage lockers must be inventoried each time they are accessed.

8.2.10.1. **(Added)** Only CTK/equipment custodians, tool room/support section chiefs/Non-Commissioned Officer in Charge (NCOIC) or higher are authorized to procure tools to build/restock CTKs.

8.2.12.1. **(Added)** 325th MXG QA is responsible for briefing Depot Field Teams (DFT), Factory Representatives (FR), and Contract Field Teams (CFT) on enforcing tool control, issue, and accountability procedures when working on wing assets with their own tools. If the DFT/FT/ CFT uses 325th MXG assets, the owning work center that issued the tools/equipment will inventory the tools/equipment at the beginning and end of each shift. DFT/FT/CFT personnel must follow all procedures and directives outlined in DAFI 21-101, *Aircraft and Equipment Maintenance Management*, Chapter 8, and this instruction.

8.2.12.2. **(Added)** Tool requirements should be identified in the Statement of Work/Memorandum of Agreement (MOA) with the DFT/CFT/FR and the affected unit.

8.2.15.2. **(Added)** When conditions warrant a single person shift, a second party or on duty supervisor inspection of the CTKs will be accomplished.

8.3. General Program Guidelines

8.3.6.3.1. **(Added)** Units using ALIS will use Local Form OP-210 *Master Inventory Listing* (MIL). A hard copy will reside within CTK or any dispatchable equipment that requires a MIL.

8.3.6.6.1.1. **(Changed)** All tools identified by QA as being too small to be etched will be annotated on the MIL, ALIS, and TC-Max with a special character such as (#, *, !).

8.3.6.7. **(Changed)** Missing, removed and/or broken tools/items will be documented in ALIS and TC-Max if they cannot be replaced immediately.

8.3.6.7.1.1.1 **(Added)** Local form OP-225, *Damaged/Removed Tools & Equipment Log* will be used by all sections.

8.5. Tool Accountability

8.5.1.2.4.1. **(Changed)** ALIS/TC-Max and MILs will always match.

8.5.2.3. **(Changed)** Dispatchable CTK/support equipment will not remain checked out for more than one shift or a maximum of 16 hours (day shift to swing shift to facilitate flying) unless approved by the Pro Super or higher on a case-by-case basis.

8.5.2.4. **(Added)** Tool room will be checked out/turned in by support personnel at the beginning and end of each shift.

8.5.5.3. **(Changed)** E-tools are used for viewing electronic technical orders (TO) and maintenance documentation. E-tools are also authorized for accessing .mil and .gov web sites along with technical order web sites, for official business only. E-tools will not be used for e-mail or other personal computer type uses. E-tools that require Microsoft applications or other software applications to support viewing electronic technical orders and maintenance documentation may be loaded on e-tools. MITs/GETACs used in the munitions area are not considered E-tools.

8.6. Tool and Equipment Marking and Identification

8.6.1.1.1. **(Changed)** Organization Worldwide Identification code.

<u>Equipment Identification Designator</u>	
95 Fighter Generation Squadron	
95 FGS	TX95
325th Fighter Wing Aircrew Flight Equipment	
AFE	TXD3
AFE	TXTE
AFE	TXAF
325th Maintenance Squadron	
Test Cell	TXPT

Jet Engine Intermediate Mx	TXEP
TMDE/ESS	TXPD
Fuel Shop	TXTF
Egress	TXTE
Structural Mx	TXTM
Metals Technology	TXLM
AGE	TXPG
NDI	TXTN
R&R Shop/CDDAR	TXMA
Wheel & Tire Shop	TXLA
Pneudraulics	TXPH
PMP	TXEL
Electro Environmental	TXEH
Engine Shop	TXMB
Eng Shop Main Tool Room	TXMP
Engine Shop (All other sections)	TXTH
LO/CRF	TXRF
325th Munitions Squadron	
Conventional Mx	TXPM
Equipment Mx	TXPE
Line Delivery	TXPB
Munitions Control	TXAC
Munitions Inspection	TXWM
Munitions Mobility	TXMT
Munitions Storage	TXMC
Munitions Training	TXMS
PGM	TXPC
Transient Alert Contractor	
Transient Alert	TXTA
Pratt & Whitney Contractors	
Pratt & Whitney Engines	TXPW
325th Maintenance Group	
QA	TXQA
MTS	TXTD
WS	TXWS
325th Communications Squadron	
All	TXSC
325th Logistics Readiness Squadron	
Vehicle Maintenance	TXMM
Vehicle Maintenance	TXRF
Vehicle Maintenance	TXVM
Tenant Units	
53rd Weapons Evaluation Group	
QA	TXWE

Ariel Target Contractors	TXOM
83 FWS/MA (MX)/Tow Reel	TXAX
83 FWS/DO2L (Aircrew Flight Equipment)	TXD4
83 FWS/DO10 (Telemetry)	TXTY
ACMI	TXST
82 TSS/Special Devices Flight	TX53
16 EWS/OL-A	TXLB
82 ATRS/E-9	TXE9
372 Det-4 Training Detachment	
All courses	TXDC

8.7. Locally Manufactured, Developed, or Modified Tools and Equipment

8.7.1.1 **(Added)** Authorized designated representatives that can approve locally manufactured, developed, or modified tools and equipment are the 325 MXG/CC, Deputy Commander (MXG/CD), Senior Enlisted Leader (MXG/SEL) or the QA Superintendent.

8.7.1.2. **(Added)** Any locally manufactured, developed, or manufactured tools and equipment to include JTD, TO, or AR directed, the requesting organization/work center must provide a completed OP-220, *Local Manufacture Modification & Development Request Form*, **(located on the QA SharePoint [325 MXG QA SharePoint](#))** and specific JTD/TO guidance with detailed drawings, as provided by the JTD, to the fabricating agency.

8.8. Tool Room Operations and Security

8.8.2.1.3. **(Changed)** When crash recovery equipment is permanently stored inside a trailer or vehicle, the entire vehicle/trailer will be treated as a CTK. All procedures outlined in DAFI 21-101_ACCSUP, *Aircraft and Equipment Maintenance Management*, TAFBI 21-111, *Crash Damage or Disabled Aircraft Recovery*, and this instruction will be applicable.

9.1. Material Management Support

9.1.1 **(Added)** All F-35 supply operations and functions are accomplished IAW SOI 1511.02 Supply Sustainment Operations Policy (SSOP) and all applicable 23 series regulations where the SSOP does not cover.

9.17. Local Manufacture

9.17.2.2.1. **(Added)** Refer to Chapter 8 for the appropriate approval authority.

9.17.3. **(Added)** All local manufacture of aircraft parts not Source Maintenance and Recoverability (SMR) coded local manufacture require engineering disposition through Lockheed Martin's action response team. Request for local manufacture will be submitted through Customer Relationship Management (CRM) via an AR.

9.17.3.1. **(Added)** Local manufacture requests are authorized without engineering approval if

SMR codes identify the item as local manufacture, and the fabricating activity has the capability to manufacture it. TO 00-25-195, *Source Maint, and Recoverability coding of Air Force Weapons, Sys, and Equip*, use the authority on SMR codes.

9.17.3.2. **(Added)** A local manufacture request for stock listed items will be considered for approval if the items not available result in either a verified Priority 2 Mission Capable condition, Mission Impaired Capability Awaiting Parts (MICAP) condition or affects mission capabilities and validated by the work center that can fabricate the item.

9.17.3.3. **(Added)** 325 LRS/Logistics Material Management (LGRM) will act as Local Manufacture Manager and will name a primary and alternate monitor. Utilize the SharePoint site for local manufacture requests and instructions. ([325 MXG QA SharePoint](#)).

9.17.3.4. **(Added)** The requesting activity must determine if the item is essential for mission accomplishment (e.g., satisfy a MICAP condition or if lack of the item adversely affects mission capabilities, Routine (Priority 3)). FGS Production Superintendent must notify the MXS Production Superintendent of all MICAP local manufacture requests.

9.17.3.5. **(Added)** Local manufacture managers will validate the accuracy of request documentation and assist fabrication with acquiring bits and pieces as required.

9.17.3.6. **(Added)** Upon notification of local manufacture completion, LRS/LGRM Repair Cycle Support Element (RPC)/APS will view the Manual Parts Request and material cost spreadsheet, if required, from the Local Manufacture SharePoint to process receipt IAW British Aerospace Engineering/JPO guidance.

11.6. Red Ball Maintenance

11.6.1.1. **(Added)** Red Ball maintenance will be documented in ALIS.

11.7. Maintenance Recovery Team

11.7.3. **(Changed)** FGS will coordinate with applicable work centers to acquire equipment and personnel required to recover aircraft from a remote location.

11.8. Foreign Object Damage (FOD) Prevention Program

11.8.3.3.2. **(Added)** Covers such as (inlet/exhaust, static probe, and flush port covers, to include ejection seat) will remain installed on aircraft until Production calls “crew ready”.

11.8.3.7.3. **(Deleted)**

11.8.3.17.1. **(Changed)** At a minimum, units with areas of responsibility on the flightline will utilize the FOD Boss in their portion of the aircraft parking ramp prior to the first sortie of each day. The FOD Boss will be tracked through TC-Max/ALIS and an AFTO Form 244 will be used for daily inspections and discrepancies documentation. AFTO Form 244 can be sub located in support section to prevent form from becoming a FOD hazard.

11.8.6.2.4. **(Added)** For suspected material failure, submit an AR in ALIS/CRM. Refer to established SOI or User Guide procedures.

11.13. Cannibalization Program.

11.13.1.1 (Added) See AFI21-101_ACCSUP CH 11 & AFI21-101_ACCSUP ADDENDUM B for Cannibalization management.

11.14. Hangar Queen Aircraft

11.14.1.1. **(Changed)** On the 30th non-fly day, the owning FGS will enter a JCN in aircraft forms stating “ACFT HANGAR QUEEN FORMS REVIEW REQ”. This entry will not be signed off until the final inspection of forms before flying the aircraft.

11.14.2.1.1. **(Changed)** For Cat 1 hangar queens, the owning FGS will complete an active forms review that will be accomplished by the 35th day, if the aircraft hasn’t flown prior to that day. This does not constitute, nor satisfy a Hangar Queen Forms review.

11.14.2.2.1. **(Changed)** For Cat 2 hangar queens, the owning FGS will complete an active forms review that will be accomplished by the 65th day, if the aircraft hasn’t flown prior to that day. This does not constitute, nor satisfy a Hangar Queen Forms review.

11.14.2.3.1. **(Changed)** For Cat 3 hangar queens, the owning FGS will complete active forms review that will be accomplished by the 95th day, if the aircraft hasn’t flown prior to that day. This does not constitute, nor satisfy a Hangar Queen Forms review.

11.14.2.4. **(Changed)** QA will perform a final review of all aircraft forms initiated since the last flight prior to the first flight, for Cat 3 Hangar Queens.

11.15. Ground Instructional Trainer Aircraft (GITA).

11.15.1 (Added) Tyndall AFB does not possess a Ground Instructional Trainer Aircraft.

11.17. (Added) Engine Run Training and Certification Program

11.17.11.3 **(Added)** Personnel qualified for “In cockpit Integrated Power Plant (IPP)” will be tracked on the Special Certification Roster (SCR).

11.17.11.4. **(Added)** IPP operators are not required to be tracked on the SCR if Portable Maintenance Aid (PMA) only IPP operations are conducted.

11.25. Hot Refueling Procedures

11.25.4.1 **(Added)** Units will utilize JTD & LCL 325FW- 295, *TY F-35 Hot Pit Refueling Local Checklist* (located on the QA SharePoint [325 MXG QA SharePoint](#)).

11.38. Oil Analysis Program (OAP)

11.38.1.1 **(Added)** Refer to JTD F35ACCP7200010000371BB & TO 33-1-37-3 for F-35 Engine JOAP - Oil Analysis.

11.38.7.4.9. **(Added)** Report the number of lab requested samples when OAP customer exceeds 75 minutes delivery Estimated Time for Completion (ETIC).

11.38.8.2.2. **(Added)** Special samples will have a red border on the DD Form 2026 to indicate that the sample requires immediate processing. A special sample is any sample pulled from an engine not currently under a General Lab Recommendation IAW TO 33-1-37-1, *Joint Oil Analysis Program Laboratory Manual*, WP 005 00 Table 1.

11.38.8.8. **(Added)** Ensures that individuals drawing aircraft engine oil samples have Oil Analysis Familiarization training conducted by the NDI/OAP lab NCOIC or their delegate.

11.38.11.10 **(Changed)** Engines that have had oil wetted maintenance or oil changes of greater than half of its oil capacity will maintain its current code. Surveillance Codes are not required to establish a new trend.

11.38.11.11 **(Changed)** All surveillance codes intervals will be recommended and tracked in accordance with JTD F35ACCP7200010000371BB.

11.38.11.12. **(Added)** The OAP lab will maintain a minimum six-month supply of all consumables used during Oil Analysis Unit operations.

11.38.12.1.1 **(Added)** Oil Analysis Lab Requested samples Code B will be delivered by the owning organization within 75 minutes of notification for aeronautical and non-aeronautical equipment. Code B Samples exceeding 75 minute delivery will be counted toward the number and percentage of OAP samples exceeding required sample response time IAW AFI21-101_ACCSUP.

11.38.13.2.1 **(Added)** 10 Analyzed results or the greatest quantity available in the OAP database.

11.38.15.1.1 **(Added)** Engine oil servicing carts not sampled by the first flight of the weekly flying window will immediately be placed on Code P in the OAP lab's OAP status board.

11.38.15.1.2. **(Added)** The OAP lab will notify MOC that the engine oil servicing cart not sampled prior to the flying window are now Code P. MOC will then update their status board and notify the effected OAP customer that the oil cart is assigned Code P.

11.38.15.1.2.1 **(Added)** The owning organization of the oil servicing cart will place a Red X into the AFTO 244/245 for the asset, DPAS, or equivalent form. The form will make it obvious to technicians, the engine oil servicing cart is no longer authorized to service aircraft engines until the engine oil servicing cart's status is revealed by the weekly oil sample.

11.38.15.2. **(Changed)** OAP customers will notify the OAP lab of any oil servicing cart not sampled that week and reason why (any oil cart not sampled for reasons other than Temporary Duty (TDY) will be placed on Code P until sample is received, and results have been released by

OAP lab).

11.38.15.3. **(Changed)** Each oil sample must be accompanied by DD Form 2026 correctly filled out IAW TO 33-1-37-1, *Joint Oil Analysis Program Laboratory Manual*, WP 003 00.

11.38.15.3.1. **(Added)** The following exception applies to DD Form 2026s for engine oil servicing carts only; place “N/A” in the following blocks:

11.38.15.3.1.1. **(Added)** End item model/hull number.

11.38.15.3.1.2. **(Added)** Hours/miles since overhaul.

11.38.15.3.1.3. **(Added)** Hours/miles since oil change.

11.38.15.3.1.4. **(Added)** Oil added since last sample.

11.38.15.4. **(Changed)** Owning organizations will ensure aircraft oil barrels (55 gal drums or other) that are to be transferred to oil carts for the servicing of aircraft engines are sampled and results are known prior to addition of the oil into the cart.

11.38.16.5 (Changed) Ensure engine operating times (EOT) are verified through ALIS prior to aircraft records check.

11.48. (Added) Aircraft Hangaring, Emergency Evacuation, and Static Display

11.48.1. **(Added)** Aircraft Hangaring General Requirements.

11.48.1.1. **(Added)** All munitions will be removed prior to towing an aircraft from the flightline to a maintenance facility or hangar (bombs, bullets, missiles, and flare).

11.48.1.2. **(Added)** Confirm weapons switch is set to SAFE.

11.48.1.3. **(Added)** All tow team members (with exception of the vehicle operator are required to have whistles or wands with whistle capability to notify the tow supervisor/driver if a condition requires aircraft movement to cease.

11.48.1.4. **(Added)** Air horns will be utilized in congested areas while in hazardous noise environments which require hearing protection and while in chemical gear.

11.48.2. **(Added)** Tow Supervisor Responsibilities.

11.48.2.1. **(Added)** Will brief all tow team members on their responsibilities.

11.48.2.2. **(Added)** Will complete the 325th MXG Checklist, Pre & Post Hangar Entry Checklist during preparation/post entry (located on QA SharePoint [325 MXG QA SharePoint](#)). ***Will not complete Weapons portion.***

11.48.2.3. **(Added)** Ensure the hangar doors are fully opened prior to towing the aircraft into or out

of the hangars.

11.48.2.4. **(Added)** In addition to DAFMAN 91-203, *Air Force Occupational Safety Fire and Health Standards*, and JTD, they will ensure that tail walkers are present when aircraft are towed into and out of obstructed/congested areas and hangars.

11.48.2.5. **(Added)** If aircraft extends into the path of the hangar doors, a Warning sign/cone will be placed (visible to hangar door operator) to alert personnel.

11.48.2.6. **(Added)** When removing aircraft from a hangar, they are responsible for cleaning the aircraft parking spot, emptying, and removing drip pans from the spot, and stowing protective covers.

11.49. (Added) F-35 Verification Information Request (VIR) Process

11.49.1. **(Added)** Once a maintainer discovers a required JTD task to be Unverified, they will notify 325th MXG QA office to request a VIR. QA will then contact AFETS to determine whether the requested task has been verified or not, and if so, obtain a VIR.

11.49.2. **(Added)** Once an F-35 VIR is completed, it will be printed, reviewed, and marked with the current date and time. Once reviewed, the VIR is valid for up to seven calendar days and may be used with the unverified JTD to complete the task unless the JTD data module updates. Once the seven-calendar day window expires, a new copy of the VIR must be obtained.

11.49.3. **(Added)** If a VIR has **NOT** been completed, QA will coordinate a task verification event with AFETS, FSE, 412th JTD Verification Team (if available), and the FGS per Sustainment Operating Instruction (SOI) 1511.01.

11.49.4. **(Added)** If a JTD task has been authored, verified or unverified, all associated interim ARs are no longer valid and may not be used to complete the required task.

11.50. (Added) Vehicle operation on the 325th Parking Ramp

11.50.1. **(Added)** All vehicles are authorized to drive in unoccupied covered aircraft parking locations.

11.51. (Added) Customer Relationship Management Program

11.51.1. **(Added)** Refer to AFI21-101_ACCSUP_ADD_B for CRM protocols.

14.1. MAINTENANCE PLANS, SCHEDULING AND DOCUMENTATION (PS&D)

14.1.1. **(Added)** Refer to AFI21-101_ACCSUP_ADD_B for maintenance plans, scheduling, and documentation processes.

Table 14.1. (Changed) Line numbers.

Squadron	Sortie Types	Line Numbers
95 FGS	Home Station, Exercise, Cross Country Departure, Adds TDY,	101 - 199
	Deployed, Cross Country Returns	401 - 450
	Out & Backs	051 - 061
	OCF/FCF	001 - 010
	Demo	701 - 710
	Alert Taskings	451 - 499

Squadron	Sortie Types	Line Numbers
44 FG	Home Station, Exercise, Cross Country Departure, Adds TDY,	801 - 820
	Deployed, Cross Country Returns	821 - 840
	Out & Backs	841 - 860
	OCF/FCF	861 - 880
	Demo	881 - 890
	Alert Taskings	891 - 899

Table A21.1. (Deleted)



DEPARTMENT OF THE AIR FORCE
325TH FIGHTER WING (ACC)
TYNDALL AIR FORCE BASE

BY ORDER OF THE COMMANDER
325TH FIGHTER WING



DEPARTMENT OF THE AIR FORCE
INSTRUCTION 21-101

AIR COMBAT COMMAND
Supplement

TYNDALL AIR FORCE BASE
Supplement

6 DECEMBER 2022

Maintenance

AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT

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(Added) This supplement implements and extends the guidance of Department of the Air Force Instruction (DAFI) 21- 101_ACCSUP, *Aircraft and Equipment Maintenance Management*. It applies to all military, civilian, and tenant and associated unit personnel assigned to the 325th Maintenance Group (MXG), except where otherwise noted. This DAFI may be supplemented at any level, but all supplements must be routed to Office of Primary Responsibility (OPR) for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through appropriate functional' s chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program, and disposed of in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

(Added) This publication has been substantially revised and must be completely reviewed in its entirety. Significant changes include realignment of paragraphs, GITA responsibilities, removal of all 95th references, and local FOD guidance.

1.15. Communications.

1.15.2.2. **(Added)** Personal electronic and communication (commercial mobile) devices are not authorized in maintenance bays, aircraft hangars, or on the flightline. Only APO and unit issued approved personal electronic and communication devices will be authorized.

2.7. Wing Weapons Manager (WWM).

2.7.13.1. **(Added)** Authorized IPL/Safing locations are as follows: End of Runway 14 (EOR 14), End of Runway 32 (EOR 32), Primary Hung Ordnance 040, and Alternate Hung Ordnance 020. All locations are identified in E-9 Aircraft Parking Plan E.

2.7.13.2. **(Added-F-22 only)** IPL/Safing procedures are authorized in aircraft parking locations IAW applicable TOD. In situations where single point IPL/Safing procedures are preferred, aircraft may be armed at designated locations outlined in 2.7.13.1.

2.7.13.3. **(Added)** During launch procedures all safety pins/equipment will be removed prior to engine start and stored on the aircraft. AIM-9 missile safe/arm handles will only be rotated with the LAU-141 launcher in the retracted position. During recovery procedures, all safety pins/equipment will be installed after engine shutdown. LAU-141 launchers will not be extended until AIM-9 missile handles are in the safe positions.

2.7.13.4. **(Added)** If an unsafe condition is discovered during aircraft safing procedures, personnel will declare a ground emergency through the MOC and follow procedures contained in 325 MXG Emergency Action Checklist

3.5. Production Superintendent (Pro Super).

3.5.15. **(Added)** The FGS/MXS/Pro Super is designated representative as the approving authority for aircraft tows without cockpit access or without proper braking capability IAW AFMAN91-203.

3.5.16. **(Added)** Ensure the AIR Card® and DD Form 1896, DoD Fuel Identaplate, are maintained on each aircraft.

4.10. Munitions Squadron.

4.10.1. **(Added)** In addition to responsibilities listed above, Munitions Squadron will:

4.10.1.1. **(Added)** Perform scheduled inspections and unscheduled maintenance on assigned MHU-226 munitions trailers, 20mm universal ammunition loading system (UALS), and all associated support equipment. Note: Armament Flight will maintain all components of the 20mm UALS with the exception of the trailer chassis.

4.12. Test, Measurement, and Diagnostic Equipment (TMDE) Flight.

4.12.1.4. **(Added)** Establish a OWC TMDE Coordinator Program.

4.12.1.4.1. **(Added)** Commanders and superintendents/contractor equivalents of work centers supported by the TMDE Element are responsible for appointing, in writing, a primary and alternate

OWC TMDE Coordinator. OWC TMDE Coordinator appointment letters will be forwarded to the TMDE element.

4.12.1.4.2. **(Added)** Off-base work centers will include their complete mailing address.

4.12.1.4.3. **(Added)** Provide OWC TMDE Coordinator Training.

4.12.1.4.3.1. **(Added)** Ensure OWC TMDE Coordinators will receive orientation training related to their duties and responsibilities by the TMDE Element Scheduling section. Initial and annual requalification training will be held on the first Wednesday of every month at the TMDE Element. Coordinators will be trained by the TMDE Element upon receipt of a new OWC TMDE Coordinator letter.

4.12.1.4.4. **(Added)** Ensure a completed AFTO Form 350, Repairable Item Processing Tag, is attached to the item when delivered to the scheduling section. The tag will be filled out IAW TO 00-20-2. The discrepancy block will contain a complete description of the malfunction with the name and phone number of the person who discovered the discrepancy.

4.12.1.4.5. **(Added)** Identify TMDE Abuse. TMDE found to be abused will be identified by letter to the commander or equivalent of the unit owning the item. The abused TMDE will be returned to the OWC and will not be accepted into the TMDE element for repair until acknowledgment of damaged equipment is received, in writing, from the OWCs unit commander or equivalent. Recurring instances will be elevated to the appropriate level of command for corrective action. Cost of repair may be deferred to the owning unit for investigation and/or collection.

4.12.1.4.6. **(Added)** Identify Overdue TMDE.

4.12.1.4.6.1. **(Added)** The TMDE element scheduler will notify OWCs who fail to deliver TMDE to the PMEL as scheduled for calibration. Written notification will be forwarded to unit commanders or representative of OWCs which routinely fail to deliver scheduled TMDE. Test equipment overdue calibration will not be used and must be removed from service. TMDE overdue for calibration over 45 days will not be accepted for calibration without an appointment. Priority requests for overdue TMDE must be accompanied by a letter signed by the OWC OIC/Chief stating why the equipment was allowed to become overdue. The request must also contain a mission impact statement.

4.12.1.4.6.2. **(Added)** Overdue TMDE will be accepted as unscheduled maintenance.

4.12.1.4.6.3. **(Added)** TMDE Element Scheduling will maintain a suspense file of overdue calibration letters.

4.12.1.4.7. **(Added)** Equipment Awaiting Parts (AWP)

4.12.1.4.7.1. **(Added)** The TMDE Element will notify the OWC within 5 workdays when their TMDE is placed in AWP status. Supply documentation is available through the TMDE Element Scheduler if desired.

4.12.1.4.8. **(Added)** TMDE element scheduling will annotate delivery of all accessories, power cord, TO, technical data, etc. on the PAMS generated hand receipt.

4.12.1.4.9. **(Added)** In some instances, TMDE which is new to the Air Force, may not be listed in the TO 33K-1-100-2. This will require the TMDE Element to initiate an AFTO Form 45, Request for Calibration Responsibility Determination. OWCs in possession of such TMDE must furnish the TMDE Element the information necessary to complete the top section of the AFTO

Form 45. All technical data must be furnished on a loan basis to expedite the determination. Annotate inside cover of the technical data the exact return address of the OWC. Do not bring the TMDE until notified by the TMDE Element Scheduler.

4.12.3. **(Added)** Support of non-Air Force Units.

4.12.3.1. **(Added)** PMEL will use Air Force forms & labels for all TMDE.

4.12.3.2. **(Added)** Calibration intervals will be established using the intervals called for in the metrology program of the non-Air Force unit.

4.12.3.3. **(Added)** Calibrations will be performed by PMEL using the calibration procedure called for in the metrology program of the non-Air Force unit. The calibration procedure along with the maintenance TO (if applicable) will be supplied with the unit scheduled for calibration. If the calibration cannot be accomplished IAW the non-Air Force unit's calibration procedure, the Air Force calibration procedure may be used.

4.12.4. **(Added)** Units not assigned to Tyndall AFB will comply with requirements in TO 00-20-14.

4.12.4.1. **(Added)** TDY/Mission Changes/Exercises/Inspections. Work center supervisors will make every attempt to coordinate with the TMDE element lead 10 workdays in advance for TDYs, known mission changes, exercises, and inspections. This coordination allows the PMEL time to support requirements and services necessary to meet customer/operational needs.

4.12.4.2. **(Added)** OWC will provide a listing to the TMDE element of all TMDE deployed/TDY.

4.12.5. **(Added)** TMDE element scheduling will produce OWC Master ID Listing on a quarterly basis. OWC TMDE coordinators will pick up listings and sign the PMEL Schedule & Master ID Pickup Log.

4.12.5.1. **(Added)** Monitors will do a physical inventory upon receipt of Master ID Listing and verify the following:

4.12.5.2. **(Added)** Ensure equipment listed on the Master ID Listing is still owned by the OWC.

4.12.5.3. **(Added)** Verify TMDE barcodes, serial #, equipment location, and if date calibrated and due date listed on the Master ID Listing matches the unit information.

4.12.5.4. **(Added)** Report any discrepancies between the inventory and the Master ID Listing to PMEL.

4.12.5.5. **(Added)** All TMDE deletions will be reported to PMEL in writing (e-mail is acceptable).

4.12.5.6. **(Added)** Initial and date the Master ID listing to reflect compliance.

5.2. Maintenance Operations.

5.2.1.12.1. **(Added)** Published call sign letters are located on the MOC Share Point at <https://usaf.dps.mil/sites/325MXG/MOC/SitePages/Home.aspx>

6.12. Functional Check Flights (FCFs) to include Operational Check Flights (OCFs).

6.12.2.7. **(Added)** Maintain a copy of certification letters for each FCF pilot.

7.6. Impoundment Procedures.

7.6.4.2.1. **(Added)** Ensure all affected parts which are replaced are marked as potential product quality deficiency report exhibits with the words “Impoundment Exhibit” in RED letters on the AFTO Form 350.

7.6.8.1. **(Added)** To clear an aircraft impoundment for a lost object, the MIS entries will be cleared and completed. ACC Form 145 will accompany the forms to MXG/QA.

7.6.11. **(Added)** Ensure copies of all AFTO Forms applicable to engine impoundment are forwarded to the EMB.

7.6.11.1. **(Added)** For components, engine(s) or equipment: Annotate AFTO Form 244, Industrial/Support Equipment, AFTO Form 95, Significant Historical Data, AFTO Form 350, Repairable Item Processing Tag, automated records as applicable.

8.2. Guidelines for Program Management.

8.2.1.2. **(Added)** Only certified technicians are authorized to sign out specialized tools and equipment.

8.2.3.2. **(Added)** Unserviceable and warranty tools may be housed in the same location, but will be segregated from one another, and must be secured. Maintain control log of all broken/removed warranty tools, including pickup by vendor. Do not de-etch broken warranted tools if removal of EID would void the tool warranty. Unserviceable tools will be turned into DLADS and will not be placed in scrap metal bins.

8.2.4.1.1. **(Added)** Spare tools will be de-etched prior to being placed in the inventory.

8.2.5.1.1. **(Added)** On-site CTK/support equipment transfer procedures:

8.2.5.1.2. **(Added)** An on-line (on-site) turnover can be accomplished on a case by case basis. All on-site CTK/support equipment transfers must be approved by the Pro Super.

8.2.5.1.3. **(Added)** Both individuals involved in the transfer will conduct a joint inventory of the CTK and equipment at the job site. Additionally, a support section individual or SNCO will proceed to the line to inventory the CTK/Equipment. For exercise purposes, the Cell Boss will perform a joint inventory of the CTK.

8.2.5.1.4. **(Added)** Transfer of CTK/Equipment will be accomplished using the ACC Form 140 and will be taken to the Support section by the individual transferring the CTK/Equipment. It is their responsibility to verify support section relieves them in TC-Max and assigns the CTK/Equipment to the gaining individual.

8.3. General Program Guidelines.

8.3.6.6.1.1. **(Added)** All tools identified as being too small to be etched will be annotated on the MIL and TC-Max with a special character such as (#,*^,!).

8.5. Tool Accountability.

8.5.1.2.3.1. **(Added)** Ensure a 90-day inspection is completed and loaded separately in TC-Max for each CTK, Test, and support equipment. The 90-day inspection consists of, but is not limited to: Tool inventory, cleaning, lubrication, legibility of etching, serviceability of tools/support inspection.

Exception: 90-day inspection may be loaded in TC-Max to a shelf or bin to cover all items in the bin or shelf.

8.5.1.2.4.1. **(Added)** TC-Max and MIL will match at all times.

8.5.2.3. **(Added)** Dispatchable CTK/support equipment will not remain checked out for more than one shift (day shift to swing shift to facilitate flying) unless approved by the Pro Super or higher on a case-by-case basis. Placing items on long-term status requires Pro Super or higher approval.

8.5.5.5.3. **(Added)** E-tools are used for viewing electronic technical orders (TO) and maintenance documentation. E-tools are also authorized for accessing .mil and .gov web sites along with technical order web sites, for official business only. E-tools will not be used for e-mail or other personal computer type uses. E-tools that require Microsoft applications or other software applications to support viewing electronic technical orders and maintenance documentation may be loaded on e-tools.

8.5.6. **(Added)** Item(s) issued out long term require a physical monthly review and documentation to verify status of the item(s).

8.6. Tool and Equipment Marking and Identification.

8.6.1.1.1. **(Added)** See [Attachment 21](#) for Organization and TC-Max Prefix Code.

8.6.4.1.1. **(Added)** If tool set is not already marked from the manufacturer with individual tool size, (i.e. apexes, Allen stocks etc.), mark tool set containers with the appropriate sizes of the tools contained in the container.

8.7. Locally Manufactured, Developed, or Modified Tools and Equipment.

8.7.4. **(Added)** Tools or equipment altered from their original design will be treated as locally manufactured, developed or modified tools and equipment.

8.7.5. **(Added)** MXG/QA will maintain approved contractor LMT/LME files and ensure user reviews are accomplished IAW AFI 21-101

8.7.5.1. **(Added)** LMT/LME requests for approval must contain the following information:

8.7.5.1.1. **(Added)** Description of tool or equipment and its intended use.

8.7.5.1.2. **(Added)** List of materials required for construction/fabrication.

8.7.5.1.3. **(Added)** Cost of item.

8.7.5.1.4. **(Added)** Procedures for building/modifying tool/equipment.

8.7.5.1.5. **(Added)** Photo or drawing of tool/equipment.

8.8. Tool Room Operations and Security.

8.8.1.1.1. **(Added)** Maintain/display letter of authorized unescorted individuals (by name or position) at support section entry.

8.8.1.1.2. **(Added)** CTK custodian letter will be kept in master CTK folder.

8.8.2.1.3. **(Added)** Crash recovery equipment that is stored in trailers will be controlled as CTKs. CDDAR Trailers may use combination locks.

8.9. Lost Items/Tool Procedures.

8.9.2.8. **(Added)** Anytime an object is lost in the cockpit and cannot be found, as a minimum, the following actions will be accomplished to facilitate the search:

8.9.2.8.1. **(Added)** The seat(s) will be raised to the maintenance position.

8.9.2.8.2. **(Added)** Annotate on two separate write ups a red dash, 5 level FOD inspection due and 7 level FOD inspection due.

8.9.2.8.3. **(Added)** A Cockpit vacuum is mandatory for all suspected lost items in the cockpit.

8.9.2.8.4. **(Added)** Ensure all lost object/item reporting procedures/steps are completed (See Attachments [22](#), [23](#) and [24](#)).

9.27. Parts Holding Bin (PHB).

9.27.2.1. **(Added)** Date received.

9.27.2.2. **(Added)** Removal information (date, time, signature, and employee number of the person who picked up the property).

9.27.4. **(Added)** Items removed from the PHB that are not installed that duty day will be returned to PHB.

10.7. Training Facilities/Aircraft.

10.7.3. **(Added)** Weapons Standardization (WS)/Load Training

10.7.3.1. **(Added)** Fighter Generation Squadron responsibilities:

10.7.3.2. **(Added)** Provide the load training aircraft for the week and will have the aircraft in place and properly hangared (IAW Hangaring Checklist), no later than 2 hours prior to scheduled weapons load training. After aircraft is accepted by WLT SES/AVEL servicing will be completed by personnel performing loading operations.

10.7.3.3. **(Added)** FGS requiring access to tow aircraft into or out of WLT hangar will coordinate with owning agency.

10.7.3.4. **(Added)** The Loading NCOIC will ensure the scheduled aircraft is configured per the requirements published in the FW weekly schedule.

10.7.3.5. **(Added)** Load crew members must complete the following courses prior to start of initial certification training. These courses must be documented in IMDS/TBA and verified by WS personnel: Block Training, Weapons Academics, SES servicing, APU run certified (1 Member), AGE (MJ-1) FAM (3 Member), F/L Competency Card (3 Member).

10.7.3.6. **(Added)** The Loading NCOIC will provide LSC with a complete load schedule/load crew alignment letter by the second Thursday of the month prior to training.

11.7. Maintenance Recovery Team.

11.7.3. **(Added)** 43 FGS will coordinate with applicable work centers to acquire equipment and personnel required to recover aircraft from a remote location.

11.8. Foreign Object Damage (FOD) Prevention Program.

11.8.2.1. **(Added)** For the purpose of this supplement to this paragraph, “unit” refers to military organizations (i.e. Group, Squadron, Tenant, Fighter Generation Squadron (FGS), etc.), and/or civilian/contractor equivalent. Depot teams, factory representatives, and contract field teams must adhere to their command publications, this instruction, and applicable contracts concerning FOD prevention policies and procedures.

11.8.3.3.1. **(Added)** Units will standardize the procedure for marking -21 items (i.e. equipment, covers and pins). The remove before flight streamer will not be shorter than 12 inches in length.

11.8.3.6.6. **(Added)** Headgear will not be worn on the flightline, except for climate, medical waiver or safety related reasons. 325 MXG/CC is the approving authority for winter clothing with snaps or clips. Stocking/fleece caps are authorized cold weather hats and are permitted during cold weather periods. Personnel with medical conditions that require a headgear waiver will provide a medical waiver from a physician. This item will be worn on the flightline only with the chinstrap in place at all times to prevent the hat from becoming a FOD hazard. The boonie hat is considered hot-weather personal protective equipment and is only authorized for wear from 1 April through 30 September. Boonie hats will not be worn during weather advisories for winds gusting 25 mph or higher. The flightline Pro Super has the discretion to direct removal of boonie hats if winds are less than 25 mph gusts but still deemed a hazard. The boonie hat will be kept under strict control and be properly marked as personal equipment. Under no circumstances will the boonie hat be worn outside the flightline, LOLA, or MSA areas.

11.8.3.7.2. **(Added)** All vehicle/equipment FOD containers will be emptied at the end of each day.

11.8.3.7.3. **(Added)** Aluminum cans and glass bottles are not authorized on the flightline.

11.8.3.9.3. **(Added)** Screw bags will be used to secure fasteners, screws and other small hardware immediately upon removal from aircraft and/or equipment. Screw bags will identify the aircraft/equipment serial number, nomenclature and quantity of items in bag (Example: ACFT 029, panel 129, 5 screws, 5 washers total items 10) when removed for an extended period of time (i.e. replacement of item/turnover). Screw bags will be attached to the component or placed in the appropriate FOM bins. Screw bags containing fasteners or hardware will not be stored inside any aircraft panel attached to aircraft.

11.8.3.9.3.1. **(Added)** Hardware trays/containers are authorized for use in MXS back shop environments only. Trays must be kept in immediate working area and maintained by user. When maintenance is turned over or if the user leaves the working area, screw bags will be utilized to maintain accountability.

11.8.3.11.3. **(Added)** Unit supervision will ensure FOD walks are completed in their assigned areas that come into contact with aircraft movement.

11.8.3.11.4. **(Added)** Areas Of Responsibility (AOR). AOR for the flightline include the pavement between the “red line” and grass as well as between the “red line” and Flightline Road, when applicable. As a minimum, the following units are responsible for FOD walks in the following areas each duty day (unless otherwise noted):

11.8.3.11.4.1. **(Added)** Units or sections that occupy a building or area north of Flightline Road are responsible for their AOR.

11.8.3.11.4.2. **(Added)** Transient Alert personnel: A FOD inspection shall be performed at the beginning of each day in the unsecured area. Additionally, parking areas where transient aircraft departure/arrival is expected or as dictated by the daily Prior Permission Request shall be inspected and be FOD free. Likewise, their vehicle and equipment parking areas and the AGE sub-pool area shall be inspected daily, or as necessary to maintain a FOD free environment.

11.8.3.11.4.3. **(Added)** Low Observable Composite repair facility personnel Hangar 4, West side: West half of interior maintenance area of hangar. Apron to the West between hangar and tow line from Florida Ave to Flightline Road (as required for aircraft movement).

11.8.3.11.4.4. **(Added)** Units that occupy Hangar 4, East side: East half of interior maintenance area of hangar. Entire apron to the East from Florida Ave to Flightline Road.

11.8.3.11.4.5. **(Added)** Aerospace Ground Equipment (AGE) personnel: AGE yard (Bldg 267) Entire interior maintenance area of hangar. Entire marked AGE yard area and all marked AGE sub pool areas.

11.8.3.11.4.6. **(Added)** Units that utilize Hot Pit ramp: Entire Hot Pit ramp area, including utilization of the FOD Boss throughout entire area, prior to use. Hot Pit personnel will also perform a FOD walk after using the area. All other units will perform a FOD inspection prior to parking the aircraft to ensure a FOD free area if required request AMOPS support utilizing the airfield sweeper.

11.8.3.11.4.7. **(Added)** Units that utilize the Liquid Oxygen (LOX) area: Entire LOX area, including equipment, prior to and after use.

11.8.3.11.4.8. **(Added)** Units that utilize End of Runway (EOR): Entirety of both arm and de-arm areas up to the Visual Flight Rules Hold Line. EOR personnel will also perform a FOD walk after using the area.

11.8.3.11.4.9. **(Added)** Units that utilize Trim Pad: Entire Trim Pad area inside the wall prior to use. Trim Pad personnel will also perform a FOD walk after using the area.

11.8.3.11.4.10. **(Added)** Units that Utilize Hush House: Entire interior of Hush House HH1 and HH2 buildings, areas immediately surrounding the buildings, as well as the paved areas in front of HH1 and HH2 from the North side of buildings to Flightline Road. HH personnel will also perform a FOD walk of the entire interior maintenance area of the buildings prior to and after engine runs.

11.8.3.11.4.11. **(Added)** Fire & Emergency Services (F&ES) personnel: Entire area to the North from building 214 to Flightline Road. F&ES personnel will perform a FOD walk at the beginning of each duty day from the building to Flightline Road.

11.8.3.11.4.12. **(Added)** Wing personnel: At the discretion of the FW/CV, an airfield FOD walk, utilizing personnel from throughout the wing, may be performed once per year, or more. In addition, an airfield FOD walk may be required after special circumstances (i.e. wind/rainstorms, air shows, excessive airfield debris accumulation, etc.) prior to resuming flight operations. In such instances, the Wing FOD Monitor will coordinate with appropriate wing agencies (i.e. FW/CC/CV, FW/SEF, etc.).

11.8.3.11.4.13. **(Added)** Contact Airfield Management to coordinate sweeper support as needed.

11.8.3.11.4.14. **(Added)** MOC will track flying units FOD walk start and stop times in EMOC.

11.8.3.17.1. **(Added)** FOD equipment (i.e. FOD Boss and vehicle magnetic bars) will be used to the maximum extent possible.

11.8.3.17.1.1. **(Added)** FOD Boss. At a minimum, units with areas of responsibility on the flightline will utilize the FOD Boss in their portion of the aircraft parking ramp prior to the first sortie of each day. The FOD Boss will be tracked through TC-Max and an AFTO Form 244 will be used for daily inspections and discrepancies documentation. AFTO Form 244 can be sub located in support section to prevent form from becoming a FOD hazard.

11.8.5.8. **(Added)** Unit FOD Monitors, or a designated representative, will attend all “Junior” FOD meetings, as determined appropriate by the Wing FOD Monitor. Unit FOD monitors will also develop, manage, and maintain the overall responsibility for their unit’s FOD program. Unit FOD Monitors will assist with FOD investigations by collecting and securing all pertinent aircraft and engine historical data and furnishing it to the Wing FOD Monitor representative upon request. Unit FOD Monitors will also maintain a FOD awareness board located in a high visibility area of their unit. The purpose of this board is to keep personnel informed on how the base is doing in reference to FOD prevention, and to provide points of contact. This board should include current applicable appointment letters, educational information for personnel on the wing’s FOD awards and incentive programs see [Attachment 20](#), recent FOD incidents, command/wing FOD standards, current wing FOD rates, examples of FOD, FOD prevention methods, and/or any information deemed relevant by the WG/CV, Wing FOD Monitor, and/or unit FOD monitors.

11.8.5.8.1. **(Added)** Commanders and superintendents/contractor equivalents with personnel that access the flightline are responsible for FOD prevention within their areas of responsibilities and for appointing, in writing, a primary and alternate FOD monitor. Unit FOD monitor appointment letters will be sent to the Wing FOD Monitor.

11.8.5.8.2. **(Added)** Flight and section monitors shall be appointed for individual work centers. MXS and FGS shall each provide a unit FOD monitor as an overall focal point.

11.8.5.9. **(Added)** Promote FOD prevention/awareness and recognize individuals who participate in the awareness and elimination of FOD, see [Attachment 20](#).

11.8.5.10. **(Added)** The FOD monitor will receive training from wing safety on mishap reporting procedures and requirements. As well as maintain a database to record FOD incidents.

11.8.5.11. **(Added)** The FOD monitor will assist wing safety in mishap investigations.

11.8.6.1.3. **(Added)** TA will immediately notify the MOC of all FOD incidents occurring on transient aircraft.

11.8.6.1.4. **(Added)** All FOD incidents will be reported to the respective Pro Super for tracking and called into MOC.

11.8.6.1.5. **(Added)** The Wing FOD Monitor will work with the Impound Official to ensure all investigative actions have been complied with prior to releasing any FOD- related equipment impoundments for maintenance actions (i.e. engine removal, blade blending, fastener/rivet replacement, etc.).

11.8.6.3.5. **(Added)** If a FOD incident has the potential to exceed \$50K (parts and labor), the incident will be investigated until it is determined that costs remain below \$50K.

11.8.6.3.6. **(Added)** The Wing FOD Monitor will be the focal point for all FOD investigations with costs less than \$50K.

11.8.6.3.7. **(Added)** The Wing Flight Safety office will be the focal point for all FOD investigations greater than \$50K.

11.8.8.1. **(Added)** Maintenance personnel will complete the AF Form 853 (if bird strike is discovered after the aircrew has departed maintenance debrief) and will ensure it is forwarded to 325 FW Flight Safety.

11.9. Dropped Object Prevention (DOP) Program.

11.9.1.3. **(Added)** Wing DOP Monitor responsibilities

11.9.1.3.1. **(Added)** Maintain a database to record DOP incidents.

11.9.1.4. **(Added)** Commanders will provide the wing DOP Monitor with a current appointment letter with the names of their unit's primary and alternate DOP monitors. Each FGS shall provide a unit DOP monitor.

11.14. Hangar Queen Aircraft.

11.14.1.1. **(Added)** On the 30th non-fly day, Quality Assurance will enter a JCN in aircraft stating "ACFT HANGAR QUEEN FORMS REVIEW REQ BY QA". This entry will not be signed off until the final inspection of forms before flying the aircraft.

11.14.2.1.1. **(Added)** For Cat 1 hangar queens, an active forms review will be accomplished on the 35th day, if the aircraft hasn't flown prior to that day. This does not constitute, nor satisfy a Hangar Queen Forms review.

11.14.2.2.1. **(Added)** For Cat 2 hangar queens, an active forms review will be accomplished on the 65th day, if the aircraft hasn't flown prior to that day. This does not constitute, nor satisfy a Hangar Queen Forms review.

11.14.2.3.1. **(Added)** For Cat 3 hangar queens, an active forms review will be accomplished on the 95th day, if the aircraft hasn't flown prior to that day. This does not constitute, nor satisfy a Hangar Queen Forms review.

11.14.2.4. **(Added)** QA will perform a final review of all aircraft forms initiated since the last flight prior to the first flight, for all Hangar Queen Categories.

11.14.2.4.1. **(Added)** All aircraft exiting any category of Hangar Queen will at a minimum be flown as an Operational Check Flight (OCF).

11.17. Engine Run Training and Certification Program.

11.17.8.1.1. **(Added)** Engine run log information will be uploaded by the MOC weekly through EMOC for updating the 90-day and annual engine operation proficiency requirement. This information will be used by the MTS to assist in management of the program.

11.38. Oil Analysis Program (OAP).

11.38.9.7. **(Added)** Ensure the OAP lab is notified of all engines removed from service as a result of excessive or abnormal oil consumption.

11.38.11.10. **(Added)** Engines that have had oil wetted maintenance or oil changes of greater than half of its oil capacity will be placed on surveillance code C to establish a new trend. This

applies to all aircraft/engines assigned on Tyndall AFB and any that are long term TDY here greater than three months.

11.38.11.11. **(Added)** All aircraft on Charlie (C) surveillance codes will be tracked in intervals of 5 flights. Echo (E) codes will remain tracked by hours. These will be the standard minimums unless otherwise determined necessary by NDI Lab OAP Manager or Pratt and Whitney engineers.

11.38.13.8. **(Added)** When applicable, the Pro Super at TDY/deployed aircraft locations manages the OAP. Prior to departure from deployed location, he/she must obtain a duplicate copy of the DD Form 2027 annotated by the supporting OAP Lab. Return it to the OAP Lab as soon as possible upon termination of TDY/deployment. When no Pro Super exists the Aircraft Commander will make decisions governing OAPs as long as prescribed times outlined IAW the applicable aircraft TO or directives are not exceeded.

11.38.15. **(Added)** Engine oil servicing carts OAP requirements:

11.38.15.1. **(Added)** Engine oil servicing cart oil samples are required on a weekly basis. Samples will be taken from all 325 FW and tenant unit's engine oil carts on the first duty day of each week and delivered to the OAP Lab prior to the first flight of the day.

11.38.15.2. **(Added)** Notify OAP Lab of any oil servicing cart not sampled that week and reason why (any oil cart not sampled for reasons other than TDY will be placed on —P code until sample is received and results have been released by OAP Lab).

11.38.15.3. **(Added)** Each oil sample must be accompanied by DD Form 2026 correctly filled out IAW TO 33-1-37-1, Joint Oil Analysis Program Laboratory Manual, page 3-12, Para. 3-6b. The following exception applies to oil servicing cart sample documentation only; place—N/A in the following blocks:

11.38.15.3.1. **(Added)** End item model/hull number.

11.38.15.3.2. **(Added)** Hours/miles since overhaul.

11.38.15.3.3. **(Added)** Hours/miles since oil change.

11.38.15.3.4. **(Added)** Oil added since last sample.

11.38.15.4. **(Added)** Ensure aircraft oil barrels (55 gal drums or other) that are to be transferred to oil carts for the servicing of aircraft engines are sampled and results are known prior to addition of the oil into the cart.

11.38.16. **(Added)** The FGS Plans, Scheduling and Documentation (PS&D) Responsibilities:

11.38.16.1. **(Added)** The unit scheduling section notifies the OAP Lab when aircraft are scheduled for transfer or PDM input. The scheduler will request the appropriate oil analysis records as soon as possible and not later than 2 days before the scheduled departure. Exceptions are late schedule changes and previously unknown tasking's. OAP records must be signed for at the OAP Lab.

11.38.16.2. **(Added)** The unit contacts the OAP Lab via phone as part of the 60- day records check. The unit will give the aircraft serial number, engine serial number, engine operating time, oil change time, and oil added to ensure OAP Lab/aircraft records are kept accurate and up to date.

11.38.16.3. **(Added)** Request computer generated DD Form 2027, from the OAP Lab when transferring the aircraft or engines to another duty location.

11.38.16.4. **(Added)** Historical oil analysis records will be signed for at the OAP Lab by PS&D personnel for transfer with the aircraft.

11.38.16.5. **(Added)** Ensure engine operating times (EOT) are verified through IMDS prior to aircraft records check.

11.38.17. **(Added)** AGE Responsibilities:

11.38.17.1. **(Added)** Submit samples on all oil carts being placed back in service after completion of periodic inspections/maintenance. Oil carts in for periodic inspection, maintenance or paint are exempt from weekly sample requirement. Ensure results of oil sample are received prior to placing cart back in service.

11.38.17.2. **(Added)** Ensure new oil drums are sampled immediately prior to placing into service. Mark the DD Form 2026 new drum oil and include barrel ID number.

11.45. Corrosion Program.

11.45.1.2.2. **(Added)** Corrosion prevention training will be conducted annually and documented in IMDS.

11.47. (Added-TYNDALLAFB) NOSE AND MAIN LANDING GEAR TIRE WEAR CRITERIA.

11.47.1. **(Added)** Wet weather criteria will be used year round on Tyndall AFB.

14.1. Responsibilities.

14.1.5.3. **(Added)** Notify the (Wing) Refueling Document Control Officer (WRDCO) when an assigned aircraft is sent to depot or transferred to another base/command. Provide the WRDCO with the tail number of the aircraft, date the aircraft transferred to depot status and the date and time when transferred to another base/command. Update aircraft change in the MIS.

14.2.6.4. **(Added)** The following blocks of event IDs (**Table 14.1**) are assigned to the work centers as shown. All event IDs will be preceded by an ordinal date (current Julian). Reserved Event IDs will be coordinated through MMA.

Table 14.1. (Added) Event IDs.

Organization	Event ID	Event ID
Maintenance Operations		
Quality Assurance	2000 – 2299	General Use
PS&D	2300 – 2499	General Use
Training	2800 – 2899	Aircraft Maintenance
43rd FGS		
	7900	Pre-Flight
	7901	Thru-Flight

Organization	Event ID	Event ID
	7902	Basic Post-Flight
	7903 – 7949	Support General
	7950 – 7999	Support Section
	8000 – 8199	PS&D
	8200 – 8299	Debriefing
	8300 – 8399	Expediter
	8400 – 8499	General Use
	8500 – 8599	Cannibalization
	8600 – 8699	IMIS
	8700 – 8799	IMIS Deployed
	8800 – 8999	General Use
	6600 – 6699	Avionics Integrated Systems
325 MXS		
Maintenance Flight		
	0500 – 0599	Inspection Section
	5900 – 5949	Wheel & Tire
Propulsion Flight		
	6700 – 6799	JEIM
Maintenance Contractor		
	5980 – 5999	Wash Rack
	5800 – 5849	Transient Maintenance
	7200 – 7299	F-22A LO/CRS
AGE		
	0300 – 0399	Phase Inspection
	5500 – 5699	Dedicated Mx AGE Team
Engine Management		
	2500 – 2599	General use
	2600 – 2799	F119
	5700 – 5799	Reserved
	5850 – 5899	Reserved

Organization	Event ID	Event ID
Fabrication		
	5950 – 5979	Corrosion
	6000 – 6099	LO
	6100 – 6149	Nondestructive Inspection
	6150 – 6199	Metals Tech
	6550 – 6599	General Use
Accessories		
	6950 – 6999	Reserved
	7000 – 7049	Fuel Shop
	7050 – 7099	Egress
	7100 – 7199	Reserved
372 TRS, Det 4 (FTD)		
	7800 – 7899	General Use
	6200 – 6249	Structural Repair
	6250 – 6299	Survival Equipment
Transient Units		
	4000 - 4099	Reserved
	4100 - 4199	Reserved
	4200 - 4299	Reserved
	4300 - 4399	Reserved
	4400 - 4499	Reserved
	4500 - 4599	Reserved
	4600 – 4699	Reserved
	4700 - 4799	Reserved
	4800 - 4899	Reserved
	4900 - 4999	Reserved
	7300 - 7399	Reserved
	7400 - 7499	Reserved
	7500 - 7599	Reserved
	7600 - 7699	Reserved

Organization	Event ID	Event ID
	7700 - 7799	Reserved

14.3. Configuration, TCTO, SI and TCI Management.

14.3.3.2.4.3. **(Added)** As a minimum, attendees of the TCTO monthly review meeting will include Wing PS&D, FGS dedicated PS&D, Base Supply, FGS Pro Super or designated representative, AGE, Armament, Munitions, FGS Supply, QA TODO, EMB and any owning agencies (if not already listed) of TCTO.

14.3.4.3.5.4. **(Added)** As a minimum, attendees for monthly TCTO meeting/reconciliation will include Wing PS&D, FGS dedicated PS&D, Egress, AFK,FSC, FGS Supply, EMB, AFE, applicable work centers, and 325 TRSS/T-38 PS&D.

14.3.5.1.1.1. **(Added)** The affected work center will initiate the TO 107 (FINS, F- 22) request and submit the request to the MXG/QA for review. QA will review and submit TO 107 and AR for F-22 aircraft to the MXG/CC or designated representative for approval.

14.3.5.1.4. **(Added)** FSR's will include the following personnel/organizations when submitting technical requests: 325 MXG/CC, 325 MXG/CD, 325 MXG/QA, 43 FGS/MXA, 325 MXS/MXM, and 325 MXG/MXOS.

14.3.5.1.5. **(Added)** If the aircraft is at a work stoppage, Wing PS&D will submit a request to ACC/HQ TXTX to change the aircraft Possession Purpose Identifier (PPI) code. Once the request is approved by ACC, MOS PS&D will change the PPI code in IMDS, using the date and time the request was submitted. MOS PS&D will ensure an AVDO message is sent to ACC/HQ AVDO.

14.4. Engine Management (EM).

14.4.1.2.21.3. **(Added)** If MIS and CEMS are unavailable for more than 48 hours at home station or while deployed; all MXG work centers will use AFTO IMT 349 to document applicable engine maintenance actions. Each performing work center will retain the maintenance data collection record in date- time order for input into MIS once it becomes available. A copy of the AFTO IMT 349 will also be sent back to EM (for engine maintenance) by any means available and maintained until systems are back online. EM will ensure all pertinent data is annotated.

14.4.1.2.21.4. **(Added)** When MIS and CEMS come back online; performing work center will input all transactions in MIS. EM will verify data inputs and ensure all transactions have been documented, clear suspense, and verify CEMS accuracy.

14.4.1.3.4.4. **(Added)** The 325 MXS and/or FGS will:

14.4.1.3.4.4.1. **(Added)** To load engine parts: route DD Forms 1574, and other documents to F119 Engine Management Branch (EMB); use TEL function of MIS to generate a Part Load suspense; E-mail or call the EMB office with the part number, serial number and the LCN information.

14.4.1.3.4.4.2. **(Added)** Enter a complete and specific discrepancy narrative for all scheduled/unscheduled maintenance into IMIS and ensure all maintenance actions are documented in IMIS with the correct ATC and HMC codes being utilized NLT the end of the workday the action occurs. Engine related HMCs are listed in TO 00-25-254-1.

14.4.1.3.4.4.3. **(Added)** Ensure Data Transfer Cartridge (DTC) is brought the same day to IMIS/Debrief for download for each flight or ground abort. Note: A PMA/CEDU download is also required for all ground runs.

14.4.1.3.4.4.4. **(Added)** Notify EMB when an engine is to be shipped for support of a TDY.

14.4.1.3.4.4.5. **(Added)** Ensure latest Operational Flight Program (OFP) health usage is loaded in IMIS prior to uploading health usage from replaced CEDU.

14.4.1.3.4.4.6. **(Added)** Ensure the history AFTO Forms 95 accompany all engines and component parts being shipped back to depot.

14.4.1.3.4.4.7. **(Added)** Ensure designated DEMs report to F119 prior to deploying to pick up a package containing all the forms, trained with necessary instructions to perform their duties while deployed.

14.4.1.3.4.4.8. **(Added)** Notify F119 EM of projected deployments, TDY, aircraft downtime for extensive maintenance or MODS to incorporate any time changes, TCTOs or inspections applicable to the engines.

14.4.1.3.4.4.9. **(Added)** Send F119 EM any Engine records or documentation received upon arrival of new aircraft to base.

14.4.1.3.4.4.10. **(Added)** Provide all necessary records needed for transfer or shipment of engines.

14.4.1.3.4.4.11. **(Added)** Upon notification of an upcoming aircraft TDY, research deploying engines for time change items, inspections, TCTOs and special projects that would affect the successful completion of the deployment.

14.4.1.3.4.4.12. **(Added)** Review the F119 engine forecasting listing weekly to identify time change components and modules that are approaching maximum operating limits. Forecast all time change components within 45 days of the effective month.

14.4.1.3.4.4.13. **(Added)** Provide the FGS and MXS with weekly listings of modules and components approaching time change limits and inspections.

14.5. Maintenance and FHP Planning Cycle.

14.5.6.3.1.1. **(Added)** Minimum Turn Times: Turn time is the period between the scheduled land time of an aircraft, to its next scheduled take-off time. Tyndall F-22s have a minimum of 3.0 hours turn time for normal training sorties, 45 min turn time for hot pit training sorties, 1.0 hour for Rapid Crew Swap, and 2.0 hours for Quick Turns.

GEORGE R. WATKINS, Colonel, USAF
Commander, 325th Fighter Wing

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

DAFI 21-101_ACCSUP, *Aircraft and Equipment Maintenance Management*, 23 June 2020

Abbreviations and Acronyms

ACC - Air Combat Command

ACFT – Aircraft

AF - Air Force

AF/A4LM - Air Force Maintenance Division

AFB—Air Force Base

AFE— Aircrew Flight Equipment

AFI— Air Force Instructions

AFPD— Air Force Policy Directive

AFR— Air Force Reserve

AFRIMS—Air Force Records Information Management System

AFTO—Air Force Technical Order

AGE—Aerospace Ground Equipment

AMOPS—Army Mobilization Operations and Planning System

ANG—Air National Guard

AOR—Area of Responsibility

APO—Advanced Program Office

APU—Auxiliary Power Unit

ATC—Action Taken Code

AVDO—Aerospace Vehicle Distribution Office

AVEL—AMRAAM Vertical Eject Launcher

AWP—Awaiting Parts

CAT I—Category I

CC—Commander

CD—Deputy Commander (MXG/CD)

CDDAR—Crash Damaged and Disabled Aircraft Recovery

CEDU—Comprehensive Engine Diagnostic Unit

CEMS—Comprehensive Engine Management System

CTK—Composite Tool Kit

DEM—Deployed Engine Monitor

DEV—Deviation

DLADS—Defense Logistics Agency Disposition Services

DOP—Dropped Object Prevention

DTC—Data Transfer Cartridge

EID—Event Identification Description / Equipment Identification Designator

EM—Engine Management/Emergency Management

EMB—Engine Management Branch

EOR—End of Runway

EOT—Engine Operating Time

FCF—Functional Check Flight

F&ES—Fire & Emergency Services

FGS—Fighter Generation Squadron

FO— Foreign Object

FOD—Foreign Object Damage

FOM—Facilitate Other Maintenance

FTD—Field Training Detachment

FW— Fighter Wing

GITA—Ground Instructional Trainer Aircraft

HH—Hush House

HMC— How Malfunction Code

HQ— Headquarters

IAW—In Accordance With

ID—Initial Distribution

IMDS—Integrated Maintenance Data System

JCN—Job Control Number

LME— Locally Manufactured Equipment

LMT—Locally Manufactured Tool

LSC—Loading Standardization Crew

LO—Low Observable

LOX—Liquid Oxygen

MAJCOM—Major Command

MIL— Master Inventory List

MIS—Maintenance Information Systems

MMA—Maintenance Management Analysis

MOC—Maintenance Operations Center

MODS—Modifications

MSA—Munitions Storage Area

MXG— Maintenance Group

MXS—Maintenance Squadron

NCOIC—Noncommissioned Officer in Charge

NDI—Non-Destructive Inspection

NLT—No Later Than

OAP—Oil Analysis Program

OCF— Operational Check Flight

OIC— Officer in Charge

OPR—Office of Primary Responsibility

OWC—Owning Work Center

PAMS—Precision Measurement Equipment Laboratory (PMEL) Automated Management System

PMEL—Precision Measurement Equipment Laboratory

PHB—Parts Holding Bin

PDM—Programmed Depot Maintenance

PS&D— Planning, Scheduling, and Documentation

PPI— Possession Purpose Identifier

PMA—Portable Maintenance Aids

QA—Quality Assurance

RDS— Records Disposition Schedule

RegAF—Regular Air Force

SES— Stored Energy System

SI—Special Inspection

SNCO—Senior Noncommissioned Officer

TA—Transient Alert

TBA—Training Business Area

TCI—Time Change Item

TC—Max—Tool Control Management

TCTO— Time Compliance Technical Order

TDY— Temporary Duty

TMDE—Test Measurement and Diagnostic Equipment

TO—Technical Order

TOD—Technical Order Data

TODO— Technical Order Distribution

Office TRS— Training Squadron

TRSS—Training Support Squadron

UALS— Universal Ammunition Loading System

WWM—Wing Weapons Manager

WS— Weapons Standardization

WLT—Weapons Load Training

WRDCO—(Wing) Refueling Document Control

Attachment 20 (Added)**WING FOREIGN OBJECT PREVENTION INCENTIVE PROGRAM****A20.1. (Added) Wing Foreign Object Prevention Incentive Program.**

A20.1.1. **(Added)** The intent of the 325 FW FOD Incentive Program is to reward FOD conscious organizations, military members, or civilian personnel who take the extra steps to identify and correct potential FOD hazards by accounting for tools and personal articles, picking up loose debris and hardware, and performing FOD-conscious inspections. Promoting positive action to eliminate flightline and work area FO can reduce the potential for FOD related incidents.

A20.2. (Added) The 325 FW FOD Prevention Incentive Program consists of:

A20.2.1. **(Added)** Golden Bolt Award (monthly): This award is intended to indicate the effectiveness of FOD walks and FOD vigilance around the flightline. The golden bolt will be placed throughout the flightline or off-equipment areas at any time.

A20.2.1.1. **(Added)** Letter of Appreciation and Certificate signed by the 325 FW/CV, Coin, and One-day pass (recommended for civilian personnel)

A20.2.2. **(Added)** FOD Fighter Award (monthly): Awarded to an individual for above-and-beyond support of the FOD program, (i.e. locating a lost item after an extensive search, finding the Golden Bolt more than once in a quarter).

A20.2.2.1. **(Added)** Letter of Appreciation and Certificate signed by the 325 FW/CV, Coin, and One-day pass (recommended for civilian personnel)

A20.2.3. **(Added)** FOD Poster Contest Award (quarterly): Awarded to one individual that constructed a FOD awareness poster that best reflects the programs mission. These are used on program boards across the base for one quarter.

A20.2.3.1. **(Added)** Letter of Appreciation and Certificate signed by the 325 FW/CV, Coin, and One-day pass (recommended for civilian personnel)

A20.2.4. **(Added)** FOD Preventer Award (quarterly): Awarded to individual(s) for creating a policy to prevent FOD or above-and-beyond enhancement of the FOD program. Award nominees are submitted by their supervision and chosen based upon their overall performance.

A20.2.4.1. **(Added)** Letter of Appreciation and Certificate signed by the 325 FW/CV, Coin, and Three-day pass

A20.2.5. **(Added)** Unit/Squadron FOD Preventer Trophy (quarterly): Presented to the unit/squadron with the best overall statistics in FOD failure ratings, dropped objects, lost tools/objects, FOD Fighter/Preventer/Poster nominee submissions, and the unit/squadron implementing new and innovative FOD program awareness and prevention ideas. The winning unit/squadron keeps the 325 FW FOD Preventer Trophy until the next quarterly winner is announced.

A20.2.6. **(Added)** FOD Fighter of the Year Award: Presented to individual(s) that made the most significant/positive impact to FOD prevention in the wing during the fiscal year. Award nominees are submitted by their supervision and chosen based upon their overall performance. The winner(s) of this award will receive a Letter of Appreciation and Certificate signed by the 325 FW/CV, Plaque, and Three-day pass.

A20.2.7. **(Added)** These awards are subject to change based on the number and circumstances of submissions and nominations.

A20.2.8. **(Added)** FOD program award nominees are judged, and winners selected by the 325 FW FOD Prevention Monitor. Winners are notified and may be presented with awards/certificates at the quarterly FOD prevention committee meetings or through supervisory channels (preferably commander's call).

A20.3. (Added) Personal Involvement is the Key to Achieving a Zero FOD Rate.

A20.3.1. If you have any ideas for program improvement, contact your unit/squadron FOD monitor or the 325 FW FOD Prevention Monitor.

Attachment 21 (Added)

ORGANIZATION AND TC-MAX PREFIX CODE

A21.1. (Added) Each CTK item will be etched or indelibly marked with the same alphanumeric designator as the CTK (nine-digit worldwide identification code, *for those units required to use TC-Max*). If number changes are required, any previous markings will be removed. The following is a listing of all assigned TC-Max prefix codes by organization.

A21.1.1. (Added) EXAMPLE: TX4300FMA, TX= Base code, 43= 43 FGS, the unit will establish the remaining five characters (any combination of numbers/letters) for CTKs, tools, and dispatchable equipment identification.

Table A21.1. (Added) Organization TC-Max PREFIX Code.

UNIT	BASE CODE	UNIT Code		
	All TX			Remaining five numbers/letter the organization chooses
43rd Fighter Generation Squadron				
43 FGS	TX	43		
325th Fighter Wing Aircrew Flight Equipment				
AFE	TX	D3		
325th Maintenance Squadron				
Test Cell	TX	PT		
Jet Engine Intermediate Mx	TX	EP		
Munitions Training	TX	MS		
Munitions Stockpile Surveillance Inspection	TX	WM		
Missile Mx	TX	PP		
Equipment Mx	TX	PE		

UNIT	BASE CODE	UNIT Code		
WSEP Support	TX	PA		
Munitions Mobility	TX	MT		
Conventional Mx	TX	PM		
WSEP Conventional Mx	TX	SE		
Munitions Stockpile Surveillance Storage	TX	MC		
TMDE/ESS	TX	PD		
Fuel Shop	TX	TF		
Egress	TX	TE		
Structural Mx	TX	TM		
Metals Technology	TX	LM		
AGE	TX	PG		
NDI	TX	TN		
R&R Shop/CDDAR	TX	MA		3KA-3KZ
Wheel & Tire Shop	TX	LA		
Pneudraulics	TX	PH		2NA-2NZ
PMP	TX	EL		
Electro- Environmental	TX	EH		
Engine Shop	TX	MB		

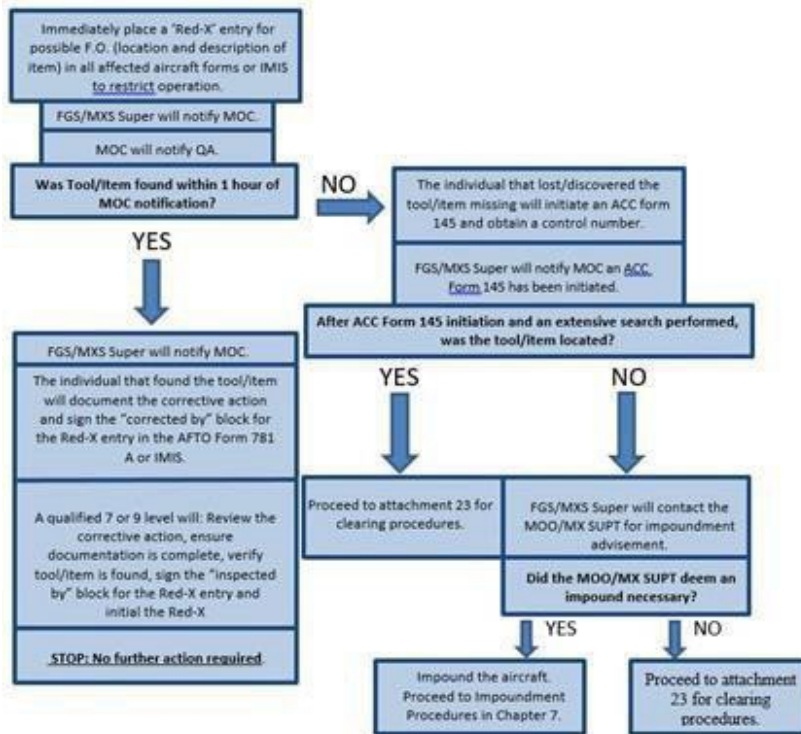
UNIT	BASE CODE	UNIT Code		
Engine Shop Main tool Room	TX	MP		
Engine Shop (All other sections)	TX	TH		
Armament Systems	TX	TW		
LO/CRF	TX	RF		
Transient Alert Contractor				
Transient Alert	TX	TA		3JA-3JZ
Pratt & Whitney Contractors				
Pratt & Whitney Engines	TX	PW		
325th Maintenance Group				
MTS	TX	TD		
QA	TX	QA		
WS	TX	WS		
325th Communications Squadron				
All	TX	SC		
Tenant Units				
53 Weapons Evaluation Group				
QA	TX	WE		
Ariel Target Contractors	TX	OM		
83 FWS/MA (MX)/Tow Reel	TX	AX		

UNIT	BASE CODE	UNIT Code		
83 FWS/DO2L (Aircrew Flight Equipment)	TX	D4		
83 FWS/DO10 (Telemetry)	TX	TY		
ACMI	TX	ST		
82 TSS/Special Devices Flight	TX	53		
16 EWS/OL-A	TX	LB		
53 Det-4 Training Detachment (TD)				
All Courses	TX	DC		

Attachment 22 (Added)

LOST TOOL/ITEM PROCEDURES (AIRCRAFT INVOLVED)

Figure A22.1. (Added) Lost Tool/Item Procedures (Aircraft Involved).



Attachment 23 (Added)

LOST TOOL/ITEM CLEARING PROCEDURES (AIRCRAFT INVOLVED)

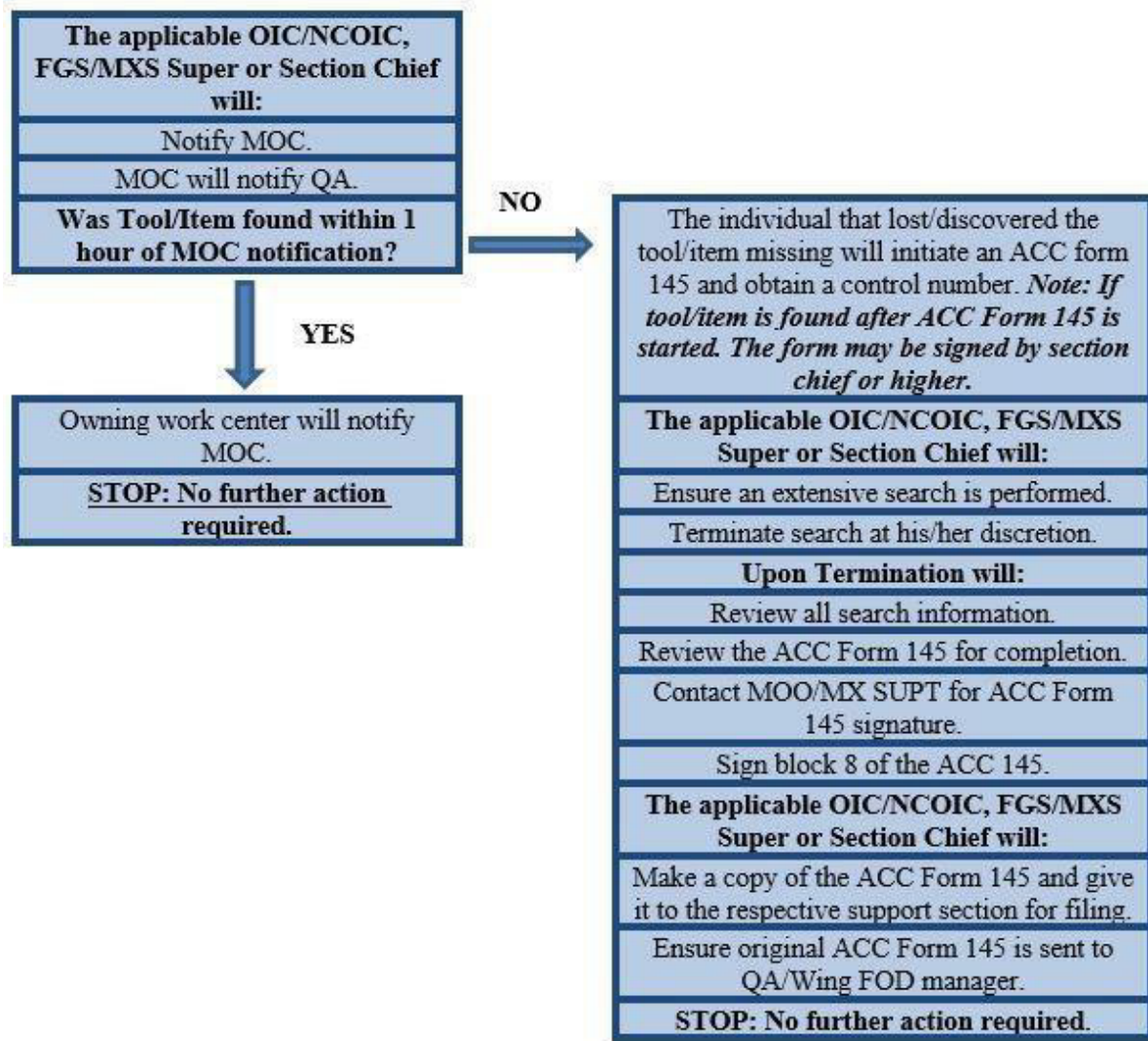
Figure A23.1. (Added) Lost Tool/Item Clearing Procedures (Aircraft Involved).

Found, Aircraft NOT Impounded	NOT Found, Aircraft NOT Impounded
The Owing Work center will:	The Owing Work Center will:
Annotate all maintenance actions/inspections performed to find the tool/item in the AFTO Form 781As or IMIS including a 5 & 7 level search.	Annotate all maintenance actions/inspections performed to find the tool/item in the AFTO Form 781As or IMIS including a 5 & 7 level search.
Annotate "Search complete, tool/item found/recovered" in the corrective action block of the original Red-X entry.	The applicable OIC/NCOIC, FGS/MXS Super or Section Chief will:
Sign the "Corrected By" block for the original Red-X entry.	Review all search information.
Annotate all maintenance actions/inspections performed to find the tool/item on the ACC Form 145.	Review the ACC Form 145 for completion.
A qualified 7 or 9 level will:	Annotate "Search complete, tool/item not found" in the corrective action block of the original Red-X entry.
Review all search information.	Sign the "Corrected By" block for the original Red-X entry.
Verify the tool/item has been recovered	Bring the aircraft forms and ACC Form 145 to the MOO/MX SUPT.
Sign the "inspected by" block for the original Red-X entry and initial over the symbol	The MOO/MX SUPT will:
The applicable OIC/NCOIC will:	Review all search information.
Review the ACC Form 145 for completion	Sign the "Inspected By" block for the original Red-X entry and initial over the original symbol. Note: The MOO/MX SUPT is NOT signing off maintenance actions; all maintenance actions will be documented as separate discrepancies and referred to the original Red-X.
Sign block 8 of the ACC Form 145	Sign block 8 of the ACC Form 145.
Make a copy of the ACC Form 145 and give it to the respective support section for filing.	The applicable OIC/NCOIC, FGS/MXS Super or Section Chief will:
Ensure original ACC Form 145 is sent to QA/Wing FOD manager.	Make a copy of the ACC Form 145 and give it to the respective support section for filing.
STOP: No further action required.	Ensure original ACC Form 145 is sent to QA/Wing FOD manager.
	STOP: No further action required.

Attachment 24 (Added)

LOST TOOL/ITEM CLEARING PROCEDURES (AIRCRAFT NOT INVOLVED)

Figure A24.1. (Added) Lost Tool/Item Clearing Procedures (Aircraft Not Involved).



**BY ORDER OF THE COMMANDER
325TH FIGHTER WING**



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

**AIR COMBAT COMMAND
Supplement**

**TYNDALL AIR FORCE BASE
Supplement**

6 DECEMBER 2022

Maintenance

**AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Steven P. Collen)

Supersedes: AFI 21-101_AETCSUP_TYNDALLAFBSUP,
9 June 2011

Pages: 30

(Added) This supplement implements and extends the guidance of Department of the Air Force Instruction (DAFI) 21- 101_ACCSUP, *Aircraft and Equipment Maintenance Management*. It applies to all military, civilian, and tenant and associated unit personnel assigned to the 325th Maintenance Group (MXG), except where otherwise noted. This DAFI may be supplemented at any level, but all supplements must be routed to Office of Primary Responsibility (OPR) for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through appropriate functional' s chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program, and disposed of in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

(Added) This publication has been substantially revised and must be completely reviewed in its entirety. Significant changes include realignment of paragraphs, GITA responsibilities, removal of all 95th references, and local FOD guidance.

1.15. Communications.

1.15.2.2. **(Added)** Personal electronic and communication (commercial mobile) devices are not authorized in maintenance bays, aircraft hangars, or on the flightline. Only APO and unit issued approved personal electronic and communication devices will be authorized.

2.7. Wing Weapons Manager (WWM).

2.7.13.1. **(Added)** Authorized IPL/Safing locations are as follows: End of Runway 14 (EOR 14), End of Runway 32 (EOR 32), Primary Hung Ordnance 040, and Alternate Hung Ordnance 020. All locations identified in E-9 Aircraft Parking Plan E.

2.7.13.2. **(Added-F-22 only)** IPL/Safing procedures are authorized in aircraft parking locations IAW applicable TOD. In situations where single point IPL/Safing procedures are preferred, aircraft may be armed at designated locations outlined in 2.7.13.1.

2.7.13.3. **(Added)** During launch procedures all safety pins/equipment will be removed prior to engine start and stored on the aircraft. AIM-9 missile safe/arm handles will only be rotated with the LAU-141 launcher in the retracted position. During recovery procedures, all safety pins/equipment will be installed after engine shutdown. LAU-141 launchers will not be extended until AIM-9 missile handles are in the safe positions.

2.7.13.4. **(Added)** If an unsafe condition is discovered during aircraft safing procedures, personnel will declare a ground emergency through the MOC and follow procedures contained in 325 MXG Emergency Action Checklist

3.5. Production Superintendent (Pro Super).

3.5.15. **(Added)** The FGS/MXS/Pro Super is designated representative as the approving authority for aircraft tows without cockpit access or without proper braking capability IAW AFMAN91-203.

3.5.16. **(Added)** Ensure the AIR Card® and DD Form 1896, DoD Fuel Identaplate, are maintained on each aircraft.

4.10. Munitions Squadron.

4.10.1. **(Added)** In addition to responsibilities listed above, Munitions Squadron will:

4.10.1.1. **(Added)** Perform scheduled inspections and unscheduled maintenance on assigned MHU-226 munitions trailers, 20mm universal ammunition loading system (UALS), and all associated support equipment. Note: Armament Flight will maintain all components of the 20mm UALS with the exception of the trailer chassis.

4.12. Test, Measurement, and Diagnostic Equipment (TMDE) Flight.

4.12.1.4. **(Added)** Establish a OWC TMDE Coordinator Program.

4.12.1.4.1. **(Added)** Commanders and superintendents/contractor equivalents of work centers supported by the TMDE Element are responsible for appointing, in writing, a primary and alternate

OWC TMDE Coordinator. OWC TMDE Coordinator appointment letters will be forwarded to the TMDE element.

4.12.1.4.2. **(Added)** Off-base work centers will include their complete mailing address.

4.12.1.4.3. **(Added)** Provide OWC TMDE Coordinator Training.

4.12.1.4.3.1. **(Added)** Ensure OWC TMDE Coordinators will receive orientation training related to their duties and responsibilities by the TMDE Element Scheduling section. Initial and annual requalification training will be held on the first Wednesday of every month at the TMDE Element. Coordinators will be trained by the TMDE Element upon receipt of a new OWC TMDE Coordinator letter.

4.12.1.4.4. **(Added)** Ensure a completed AFTO Form 350, Repairable Item Processing Tag, is attached to the item when delivered to the scheduling section. The tag will be filled out IAW TO 00-20-2. The discrepancy block will contain a complete description of the malfunction with the name and phone number of the person who discovered the discrepancy.

4.12.1.4.5. **(Added)** Identify TMDE Abuse. TMDE found to be abused will be identified by letter to the commander or equivalent of the unit owning the item. The abused TMDE will be returned to the OWC and will not be accepted into the TMDE element for repair until acknowledgment of damaged equipment is received, in writing, from the OWCs unit commander or equivalent. Recurring instances will be elevated to the appropriate level of command for corrective action. Cost of repair may be deferred to the owning unit for investigation and/or collection.

4.12.1.4.6. **(Added)** Identify Overdue TMDE.

4.12.1.4.6.1. **(Added)** The TMDE element scheduler will notify OWCs who fail to deliver TMDE to the PMEL as scheduled for calibration. Written notification will be forwarded to unit commanders or representative of OWCs which routinely fail to deliver scheduled TMDE. Test equipment overdue calibration will not be used and must be removed from service. TMDE overdue for calibration over 45 days will not be accepted for calibration without an appointment. Priority requests for overdue TMDE must be accompanied by a letter signed by the OWC OIC/Chief stating why the equipment was allowed to become overdue. The request must also contain a mission impact statement.

4.12.1.4.6.2. **(Added)** Overdue TMDE will be accepted as unscheduled maintenance.

4.12.1.4.6.3. **(Added)** TMDE Element Scheduling will maintain a suspense file of overdue calibration letters.

4.12.1.4.7. **(Added)** Equipment Awaiting Parts (AWP)

4.12.1.4.7.1. **(Added)** The TMDE Element will notify the OWC within 5 workdays when their TMDE is placed in AWP status. Supply documentation is available through the TMDE Element Scheduler if desired.

4.12.1.4.8. **(Added)** TMDE element scheduling will annotate delivery of all accessories, power cord, TO, technical data, etc. on the PAMS generated hand receipt.

4.12.1.4.9. **(Added)** In some instances, TMDE which is new to the Air Force, may not be listed in the TO 33K-1-100-2. This will require the TMDE Element to initiate an AFTO Form 45, Request for Calibration Responsibility Determination. OWCs in possession of such TMDE must furnish the TMDE Element the information necessary to complete the top section of the AFTO

Form 45. All technical data must be furnished on a loan basis to expedite the determination. Annotate inside cover of the technical data the exact return address of the OWC. Do not bring the TMDE until notified by the TMDE Element Scheduler.

4.12.3. **(Added)** Support of non-Air Force Units.

4.12.3.1. **(Added)** PMEL will use Air Force forms & labels for all TMDE.

4.12.3.2. **(Added)** Calibration intervals will be established using the intervals called for in the metrology program of the non-Air Force unit.

4.12.3.3. **(Added)** Calibrations will be performed by PMEL using the calibration procedure called for in the metrology program of the non-Air Force unit. The calibration procedure along with the maintenance TO (if applicable) will be supplied with the unit scheduled for calibration. If the calibration cannot be accomplished IAW the non-Air Force unit's calibration procedure, the Air Force calibration procedure may be used.

4.12.4. **(Added)** Units not assigned to Tyndall AFB will comply with requirements in TO 00-20-14.

4.12.4.1. **(Added)** TDY/Mission Changes/Exercises/Inspections. Work center supervisors will make every attempt to coordinate with the TMDE element lead 10 workdays in advance for TDYs, known mission changes, exercises, and inspections. This coordination allows the PMEL time to support requirements and services necessary to meet customer/operational needs.

4.12.4.2. **(Added)** OWC will provide a listing to the TMDE element of all TMDE deployed/TDY.

4.12.5. **(Added)** TMDE element scheduling will produce OWC Master ID Listing on a quarterly basis. OWC TMDE coordinators will pick up listings and sign the PMEL Schedule & Master ID Pickup Log.

4.12.5.1. **(Added)** Monitors will do a physical inventory upon receipt of Master ID Listing and verify the following:

4.12.5.2. **(Added)** Ensure equipment listed on the Master ID Listing is still owned by the OWC.

4.12.5.3. **(Added)** Verify TMDE barcodes, serial #, equipment location, and if date calibrated and due date listed on the Master ID Listing matches the unit information.

4.12.5.4. **(Added)** Report any discrepancies between the inventory and the Master ID Listing to PMEL.

4.12.5.5. **(Added)** All TMDE deletions will be reported to PMEL in writing (e-mail is acceptable).

4.12.5.6. **(Added)** Initial and date the Master ID listing to reflect compliance.

5.2. Maintenance Operations.

5.2.1.12.1. **(Added)** Published call sign letters are located on the MOC Share Point at <https://usaf.dps.mil/sites/325MXG/MOC/SitePages/Home.aspx>

6.12. Functional Check Flights (FCFs) to include Operational Check Flights (OCFs).

6.12.2.7. **(Added)** Maintain a copy of certification letters for each FCF pilot.

7.6. Impoundment Procedures.

7.6.4.2.1. **(Added)** Ensure all affected parts which are replaced are marked as potential product quality deficiency report exhibits with the words “Impoundment Exhibit” in RED letters on the AFTO Form 350.

7.6.8.1. **(Added)** To clear an aircraft impoundment for a lost object, the MIS entries will be cleared and completed. ACC Form 145 will accompany the forms to MXG/QA.

7.6.11. **(Added)** Ensure copies of all AFTO Forms applicable to engine impoundment are forwarded to the EMB.

7.6.11.1. **(Added)** For components, engine(s) or equipment: Annotate AFTO Form 244, Industrial/Support Equipment, AFTO Form 95, Significant Historical Data, AFTO Form 350, Repairable Item Processing Tag, automated records as applicable.

8.2. Guidelines for Program Management.

8.2.1.2. **(Added)** Only certified technicians are authorized to sign out specialized tools and equipment.

8.2.3.2. **(Added)** Unserviceable and warranty tools may be housed in the same location, but will be segregated from one another, and must be secured. Maintain control log of all broken/removed warranty tools, including pickup by vendor. Do not de-etch broken warranted tools if removal of EID would void the tool warranty. Unserviceable tools will be turned in to DLADS and will not be placed in scrap metal bins.

8.2.4.1.1. **(Added)** Spare tools will be de-etched prior to being placed in the inventory.

8.2.5.1.1. **(Added)** On-site CTK/support equipment transfer procedures:

8.2.5.1.2. **(Added)** An on-line (on-site) turnover can be accomplished on a case by case basis. All on-site CTK/support equipment transfers must be approved by the Pro Super.

8.2.5.1.3. **(Added)** Both individuals involved in the transfer will conduct a joint inventory of the CTK and equipment at the job site. Additionally, a support section individual or SNCO will proceed to the line to inventory the CTK/Equipment. For exercise purposes, the Cell Boss will perform a joint inventory of the CTK.

8.2.5.1.4. **(Added)** Transfer of CTK/Equipment will be accomplished using the ACC Form 140 and will be taken to the Support section by the individual transferring the CTK/Equipment. It is their responsibility to verify support section relieves them in TC-Max and assigns the CTK/Equipment to the gaining individual.

8.3. General Program Guidelines.

8.3.6.6.1.1. **(Added)** All tools identified as being too small to be etched will be annotated on the MIL and TC-Max with a special character such as (#,*^,!).

8.5. Tool Accountability.

8.5.1.2.3.1. **(Added)** Ensure a 90-day inspection is completed and loaded separately in TC-Max for each CTK, Test, and support equipment. The 90-day inspection consists of, but not limited to: Tool inventory, cleaning, lubricate, legibility of etching, serviceability of tools/support inspection.

Exception: 90-day inspection may be loaded in TC-MAX to a shelf or bin to cover all items in the bin or shelf.

8.5.1.2.4.1. **(Added)** TC-Max and MIL will match at all times.

8.5.2.3. **(Added)** Dispatchable CTK/support equipment will not remain checked out for more than one shift (day shift to swing shift to facilitate flying) unless approved by the Pro Super or higher on a case-by-case basis. Placing items on long-term status requires Pro Super or higher approval.

8.5.5.5.3. **(Added)** E-tools are used for viewing electronic technical orders and maintenance documentation. E-tools are also authorized for accessing .mil and .gov web sites along with technical order web sites, for official business only. E-tools will not be used for e-mail or other personal computer type uses. E-tools that require Microsoft applications or other software applications to support viewing electronic technical orders and maintenance documentation may be loaded on e-tools.

8.5.6. **(Added)** Item(s) issued out long term require a physical monthly review and documentation to verify status of the item(s).

8.6. Tool and Equipment Marking and Identification.

8.6.1.1.1. **(Added)** See [Attachment 21](#) for Organization and TC-Max Prefix Code.

8.6.4.1.1. **(Added)** If tool set is not already marked from the manufacturer with individual tool size, (i.e. apexes, Allen stocks etc.), mark tool set containers with the appropriate sizes of the tools contained in the container.

8.7. Locally Manufactured, Developed, or Modified Tools and Equipment.

8.7.4. **(Added)** Tools or equipment altered from their original design will be treated as locally manufactured, developed or modified tools and equipment.

8.7.5. **(Added)** MXG/QA will maintain approved contractor LMT/LME files and ensure user reviews are accomplished IAW AFI 21-101

8.7.5.1. **(Added)** LMT/LME requests for approval must contain the following information:

8.7.5.1.1. **(Added)** Description of tool or equipment and its intended use.

8.7.5.1.2. **(Added)** List of materials required for construction/fabrication.

8.7.5.1.3. **(Added)** Cost of item.

8.7.5.1.4. **(Added)** Procedures for building/modifying tool/equipment.

8.7.5.1.5. **(Added)** Photo or drawing of tool/equipment.

8.8. Tool Room Operations and Security.

8.8.1.1.1. **(Added)** Maintain/display letter of authorized unescorted individuals (by name or position) at support section entry.

8.8.1.1.2. **(Added)** CTK custodian letter will be kept in master CTK folder.

8.8.2.1.3. **(Added)** Crash recovery equipment that is stored in trailers will be controlled as CTKs. CDDAR Trailers may use combination locks.

8.9. Lost Items/Tool Procedures.

8.9.2.8. **(Added)** Anytime an object is lost in the cockpit and cannot be found, as a minimum, the following actions will be accomplished to facilitate the search:

8.9.2.8.1. **(Added)** The seat(s) will be raised to the maintenance position.

8.9.2.8.2. **(Added)** Annotate on two separate write ups a red dash, 5 level FOD inspection due and 7 level FOD inspection due.

8.9.2.8.3. **(Added)** A Cockpit vacuum is mandatory for all suspected lost items in the cockpit.

8.9.2.8.4. **(Added)** Ensure all lost object/item reporting procedures/steps are completed (See Attachments [22](#), [23](#) and [24](#)).

9.27. Parts Holding Bin (PHB).

9.27.2.1. **(Added)** Date received.

9.27.2.2. **(Added)** Removal information (date, time, signature, and employee number of the person who picked up the property).

9.27.4. **(Added)** Items removed from the PHB that are not installed that duty day will be returned to PHB.

10.7. Training Facilities/Aircraft.

10.7.3. **(Added)** Weapons Standardization (WS)/Load Training

10.7.3.1. **(Added)** Fighter Generation Squadron responsibilities:

10.7.3.2. **(Added)** Provide the load training aircraft for the week and will have the aircraft in place and properly hangared (IAW Hangaring Checklist), no later than 2 hours prior to scheduled weapons load training. After aircraft is accepted by WLT SES/AVEL servicing will be completed by personnel performing loading operations.

10.7.3.3. **(Added)** FGS requiring access to tow aircraft into or out of WLT hangar will coordinate with owning agency.

10.7.3.4. **(Added)** The Loading NCOIC will ensure the scheduled aircraft is configured per the requirements published in the FW weekly schedule.

10.7.3.5. **(Added)** Load crew members must complete the following courses prior to start of initial certification training. These courses must be documented in IMDS/TBA and verified by WS personnel: Block Training, Weapons Academics, SES servicing, APU run certified (1 Member), AGE (MJ-1) FAM (3 Member), F/L Competency Card (3 Member).

10.7.3.6. **(Added)** The Loading NCOIC will provide LSC with a complete load schedule/load crew alignment letter by the second Thursday of the month prior to training.

11.7. Maintenance Recovery Team.

11.7.3. **(Added)** 43 FGS will coordinate with applicable work centers to acquire equipment and personnel required to recover aircraft from a remote location.

11.8. Foreign Object Damage (FOD) Prevention Program.

11.8.2.1. **(Added)** For the purpose of this supplement to this paragraph, “unit” refers to military organizations (i.e. Group, Squadron, Tenant, Fighter Generation Squadron (FGS), etc.), and/or civilian/contractor equivalent. Depot teams, factory representatives, and contract field teams must adhere to their command publications, this instruction, and applicable contracts concerning FOD prevention policies and procedures.

11.8.3.3.1. **(Added)** Units will standardize the procedure for marking -21 items (i.e. equipment, covers and pins). The remove before flight streamer will not be shorter than 12 inches in length.

11.8.3.6.6. **(Added)** Headgear will not be worn on the flightline, except for climate, medical waiver or safety related reasons. 325 MXG/CC is the approving authority for winter clothing with snaps or clips. Stocking/fleece caps are authorized cold weather hats and are permitted during cold weather periods. Personnel with medical conditions that require a headgear waiver will provide a medical waiver from a physician. This item will be worn on the flightline only with the chinstrap in place at all times to prevent the hat from becoming a FOD hazard. The boonie hat is considered hot-weather personal protective equipment and is only authorized for wear from 1 April through 30 September. Boonie hats will not be worn during weather advisories for winds gusting 25 mph or higher. The flightline Pro Super has the discretion to direct removal of boonie hats if winds are less than 25 mph gusts but still deemed a hazard. The boonie hat will be kept under strict control and be properly marked as personal equipment. Under no circumstances will the boonie hat be worn outside the flightline, LOLA, or MSA areas.

11.8.3.7.2. **(Added)** All vehicle/equipment FOD containers will be emptied at the end of each day.

11.8.3.7.3. **(Added)** Aluminum cans and glass bottles are not authorized on the flightline.

11.8.3.9.3. **(Added)** Screw bags will be used to secure fasteners, screws and other small hardware immediately upon removal from aircraft and/or equipment. Screw bags will identify the aircraft/equipment serial number, nomenclature and quantity of items in bag (Example: ACFT 029, panel 129, 5 screws, 5 washers total items 10) when removed for an extended period of time (i.e. replacement of item/turnover). Screw bags will be attached to the component or placed in the appropriate FOM bins. Screw bags containing fasteners or hardware will not be stored inside any aircraft panel attached to aircraft.

11.8.3.9.3.1. **(Added)** Hardware trays/containers are authorized for use in MXS backshop environments only. Trays must be kept in immediate working area and maintained by user. When maintenance is turned over or if the user leaves the working area, screw bags will be utilized to maintain accountability.

11.8.3.11.3. **(Added)** Unit supervision will ensure FOD walks are completed in their assigned areas that come into contact with aircraft movement.

11.8.3.11.4. **(Added)** Areas Of Responsibility (AOR). AOR for the flightline include the pavement between the “red line” and grass as well as between the “red line” and Flightline Road, when applicable. As a minimum, the following units are responsible for FOD walks in the following areas each duty day (unless otherwise noted):

11.8.3.11.4.1. **(Added)** Units or sections that occupy a building or area north of Flightline Road are responsible for their AOR.

11.8.3.11.4.2. **(Added)** Transient Alert personnel: A FOD inspection shall be performed at the beginning of each day in the unsecured area. Additionally, parking areas where transient aircraft departure/arrival is expected or as dictated by the daily Prior Permission Request shall be inspected and be FOD free. Likewise, their vehicle and equipment parking areas and the AGE sub-pool area shall be inspected daily, or as necessary to maintain a FOD free environment.

11.8.3.11.4.3. **(Added)** Low Observable Composite repair facility personnel Hangar 4, West side: West half of interior maintenance area of hangar. Apron to the West between hangar and tow line from Florida Ave to Flightline Road (as required for aircraft movement).

11.8.3.11.4.4. **(Added)** Units that occupy Hangar 4, East side: East half of interior maintenance area of hangar. Entire apron to the East from Florida Ave to Flightline Road.

11.8.3.11.4.5. **(Added)** Aerospace Ground Equipment (AGE) personnel: AGE yard (Bldg 267) Entire interior maintenance area of hangar. Entire marked AGE yard area and all marked AGE subpool areas.

11.8.3.11.4.6. **(Added)** Units that utilize Hot Pit ramp: Entire Hot Pit ramp area, including utilization of the FOD Boss throughout entire area, prior to use. Hot Pit personnel will also perform a FOD walk after using the area. All other units will perform a FOD inspection prior to parking the aircraft to ensure a FOD free area if required request AMOPS support utilizing the airfield sweeper.

11.8.3.11.4.7. **(Added)** Units that utilize the Liquid Oxygen (LOX) area: Entire LOX area, including equipment, prior to and after use.

11.8.3.11.4.8. **(Added)** Units that utilize End of Runway (EOR): Entirety of both arm and de-arm areas up to the Visual Flight Rules Hold Line. EOR personnel will also perform a FOD walk after using the area.

11.8.3.11.4.9. **(Added)** Units that utilize Trim Pad: Entire Trim Pad area inside the wall prior to use. Trim Pad personnel will also perform a FOD walk after using the area.

11.8.3.11.4.10. **(Added)** Units that Utilize Hush House: Entire interior of Hush House HH1 and HH2 buildings, areas immediately surrounding the buildings, as well as the paved areas in front of HH1 and HH2 from the North side of buildings to Flightline Road. HH personnel will also perform a FOD walk of the entire interior maintenance area of the buildings prior to and after engine runs.

11.8.3.11.4.11. **(Added)** Fire & Emergency Services (F&ES) personnel: Entire area to the North from building 214 to Flightline Road. F&ES personnel will perform a FOD walk at the beginning of each duty day from the building to Flightline Road.

11.8.3.11.4.12. **(Added)** Wing personnel: At the discretion of the FW/CV, an airfield FOD walk, utilizing personnel from throughout the wing, may be performed once per year, or more. In addition, an airfield FOD walk may be required after special circumstances (i.e. wind/rain storms, air shows, excessive airfield debris accumulation, etc.) prior to resuming flight operations. In such instances, the Wing FOD Monitor will coordinate with appropriate wing agencies (i.e. FW/CC/CV, FW/SEF, etc.).

11.8.3.11.4.13. **(Added)** Contact Airfield Management to coordinate sweeper support as needed.

11.8.3.11.4.14. **(Added)** MOC will track flying units FOD walk start and stop times in EMOC.

11.8.3.17.1. **(Added)** FOD equipment (i.e. FOD Boss and vehicle magnetic bars) will be used to the maximum extent possible.

11.8.3.17.1.1. **(Added)** FOD Boss. At a minimum, units with areas of responsibility on the flightline will utilize the FOD Boss in their portion of the aircraft parking ramp prior to the first sortie of each day. The FOD Boss will be tracked through TC-Max and an AFTO Form 244 will be used for daily inspections and discrepancies documentation. AFTO Form 244 can be sub located in support section to prevent form from becoming a FOD hazard.

11.8.5.8. **(Added)** Unit FOD Monitors, or a designated representative, will attend all “Junior” FOD meetings, as determined appropriate by the Wing FOD Monitor. Unit FOD monitors will also develop, manage, and maintain the overall responsibility for their unit’s FOD program. Unit FOD Monitors will assist with FOD investigations by collecting and securing all pertinent aircraft and engine historical data and furnishing it to the Wing FOD Monitor representative upon request. Unit FOD Monitors will also maintain a FOD awareness board located in a high visibility area of their unit. The purpose of this board is to keep personnel informed on how the base is doing in reference to FOD prevention, and to provide points of contact. This board should include current applicable appointment letters, educational information for personnel on the wing’s FOD awards and incentive programs see [Attachment 20](#), recent FOD incidents, command/wing FOD standards, current wing FOD rates, examples of FOD, FOD prevention methods, and/or any information deemed relevant by the WG/CV, Wing FOD Monitor, and/or unit FOD monitors.

11.8.5.8.1. **(Added)** Commanders and superintendents/contractor equivalents with personnel that access the flightline are responsible for FOD prevention within their areas of responsibilities and for appointing, in writing, a primary and alternate FOD monitor. Unit FOD monitor appointment letters will be sent to the Wing FOD Monitor.

11.8.5.8.2. **(Added)** Flight and section monitors shall be appointed for individual work centers. MXS and FGS shall each provide a unit FOD monitor as an overall focal point.

11.8.5.9. **(Added)** Promote FOD prevention/awareness and recognize individuals who participate in the awareness and elimination of FOD, see [Attachment 20](#).

11.8.5.10. **(Added)** The FOD monitor will receive training from wing safety on mishap reporting procedures and requirements. As well as maintain a database to record FOD incidents.

11.8.5.11. **(Added)** The FOD monitor will assist wing safety in mishap investigations.

11.8.6.1.3. **(Added)** TA will immediately notify the MOC of all FOD incidents occurring on transient aircraft.

11.8.6.1.4. **(Added)** All FOD incidents will be reported to the respective Pro Super for tracking and called into MOC.

11.8.6.1.5. **(Added)** The Wing FOD Monitor will work with the Impound Official to ensure all investigative actions have been complied with prior to releasing any FOD- related equipment impoundments for maintenance actions (i.e. engine removal, blade blending, fastener/rivet replacement, etc.).

11.8.6.3.5. **(Added)** If a FOD incident has the potential to exceed \$50K (parts and labor), the incident will be investigated until it is determined that costs remain below \$50K.

11.8.6.3.6. **(Added)** The Wing FOD Monitor will be the focal point for all FOD investigations with costs less than \$50K.

11.8.6.3.7. **(Added)** The Wing Flight Safety office will be the focal point for all FOD investigations greater than \$50K.

11.8.8.1. **(Added)** Maintenance personnel will complete the AF Form 853 (if bird strike is discovered after the aircrew has departed maintenance debrief), and will ensure it is forwarded to 325 FW Flight Safety.

11.9. Dropped Object Prevention (DOP) Program.

11.9.1.3. **(Added)** Wing DOP Monitor responsibilities

11.9.1.3.1. **(Added)** Maintain a database to record DOP incidents.

11.9.1.4. **(Added)** Commanders will provide the wing DOP Monitor a current appointment letter with the names of their unit's primary and alternate DOP monitors. Each FGS shall provide a unit DOP monitor.

11.14. Hangar Queen Aircraft.

11.14.1.1. **(Added)** On the 30th non-fly day, Quality Assurance will enter a JCN in aircraft stating "ACFT HANGAR QUEEN FORMS REVIEW REQ BY QA". This entry will not be signed off until the final inspection of forms before flying the aircraft.

11.14.2.1.1. **(Added)** For Cat 1 hangar queens, an active forms review will be accomplished on the 35th day, if the aircraft hasn't flown prior to that day. This does not constitute, nor satisfy a Hangar Queen Forms review.

11.14.2.2.1. **(Added)** For Cat 2 hangar queens, an active forms review will be accomplished on the 65th day, if the aircraft hasn't flown prior to that day. This does not constitute, nor satisfy a Hangar Queen Forms review.

11.14.2.3.1. **(Added)** For Cat 3 hangar queens, an active forms review will be accomplished on the 95th day, if the aircraft hasn't flown prior to that day. This does not constitute, nor satisfy a Hangar Queen Forms review.

11.14.2.4. **(Added)** QA will perform a final review of all aircraft forms initiated since the last flight prior to the first flight, for all Hangar Queen Categories.

11.14.2.4.1. **(Added)** All aircraft exiting any category of Hangar Queen will at a minimum be flown as an Operational Check Flight (OCF).

11.17. Engine Run Training and Certification Program.

11.17.8.1.1. **(Added)** Engine run log information will be uploaded by the MOC weekly through EMOC for updating the 90-day and annual engine operation proficiency requirement. This information will be used by the MTS to assist in management of the program.

11.38. Oil Analysis Program (OAP).

11.38.9.7. **(Added)** Ensure the OAP lab is notified of all engines removed from service as a result of excessive or abnormal oil consumption.

11.38.11.10. **(Added)** Engines that have had oil wetted maintenance or oil changes of greater than half of its oil capacity will be placed on surveillance code C to establish a new trend. This

applies to all aircraft/engines assigned on Tyndall AFB and any that are long term TDY here greater than three months.

11.38.11.11. **(Added)** All aircraft on Charlie (C) surveillance codes will be tracked in intervals of 5 flights. Echo (E) codes will remain tracked by hours. These will be the standard minimums unless otherwise determined necessary by NDI Lab OAP Manager or Pratt and Whitney engineers.

11.38.13.8. **(Added)** When applicable, the Pro Super at TDY/deployed aircraft locations manages the OAP. Prior to departure from deployed location, he/she must obtain a duplicate copy of the DD Form 2027 annotated by the supporting OAP Lab. Return it to the OAP Lab as soon as possible upon termination of TDY/deployment. When no Pro Super exists the Aircraft Commander will make decisions governing OAPs as long as prescribed times outlined IAW the applicable aircraft TO or directives are not exceeded.

11.38.15. **(Added)** Engine oil servicing carts OAP requirements:

11.38.15.1. **(Added)** Engine oil servicing cart oil samples are required on a weekly basis. Samples will be taken from all 325 FW and tenant unit's engine oil carts the first duty-day of each week and delivered to the OAP Lab prior to the first flight of the day.

11.38.15.2. **(Added)** Notify OAP Lab of any oil servicing cart not sampled that week and reason why (any oil cart not sampled for reasons other than TDY will be placed on —P code until sample is received and results have been released by OAP Lab).

11.38.15.3. **(Added)** Each oil sample must be accompanied by DD Form 2026 correctly filled out IAW TO 33-1-37-1, Joint Oil Analysis Program Laboratory Manual, page 3-12, Para. 3-6b. The following exception applies to oil servicing cart sample documentation only; place—N/A in the following blocks:

11.38.15.3.1. **(Added)** End item model/hull number.

11.38.15.3.2. **(Added)** Hours/miles since overhaul.

11.38.15.3.3. **(Added)** Hours/miles since oil change.

11.38.15.3.4. **(Added)** Oil added since last sample.

11.38.15.4. **(Added)** Ensure aircraft oil barrels (55 gal drums or other) that are to be transferred to oil carts for the servicing of aircraft engines are sampled and results are known prior to addition of the oil into the cart.

11.38.16. **(Added)** The FGS Plans, Scheduling and Documentation (PS&D) Responsibilities:

11.38.16.1. **(Added)** The unit scheduling section notifies the OAP Lab when aircraft are scheduled for transfer or PDM input. The scheduler will request the appropriate oil analysis records as soon as possible and not later than 2 days before the scheduled departure. Exceptions are late schedule changes and previously unknown tasking's. OAP records must be signed for at the OAP Lab.

11.38.16.2. **(Added)** The unit contacts the OAP Lab via phone as part of the 60- day records check. The unit will give the aircraft serial number, engine serial number, engine operating time, oil change time, and oil added to ensure OAP Lab/aircraft records are kept accurate and up-to-date.

11.38.16.3. **(Added)** Request computer generated DD Form 2027, from the OAP Lab when transferring the aircraft or engines to another duty location.

11.38.16.4. **(Added)** Historical oil analysis records will be signed for at the OAP Lab by PS&D personnel for transfer with the aircraft.

11.38.16.5. **(Added)** Ensure engine operating times (EOT) are verified through IMDS prior to aircraft records check.

11.38.17. **(Added)** AGE Responsibilities:

11.38.17.1. **(Added)** Submit samples on all oil carts being placed back in service after completion of periodic inspections/maintenance. Oil carts in for periodic inspection, maintenance or paint are exempt from weekly sample requirement. Ensure results of oil sample are received prior to placing cart back in service.

11.38.17.2. **(Added)** Ensure new oil drums are sampled immediately prior to placing into service. Mark the DD Form 2026 new drum oil and include barrel ID number.

11.45. Corrosion Program.

11.45.1.2.2. **(Added)** Corrosion prevention training will be conducted annually and documented in IMDS.

11.47. (Added-TYNDALLAFB) NOSE AND MAIN LANDING GEAR TIRE WEAR CRITERIA.

11.47.1. **(Added)** Wet weather criteria will be used year round on Tyndall AFB.

14.1. Responsibilities.

14.1.5.3. **(Added)** Notify the (Wing) Refueling Document Control Officer (WRDCO) when an assigned aircraft is sent to depot or transferred to another base/command. Provide the WRDCO with the tail number of the aircraft, date the aircraft transferred to depot status and the date and time when transferred to another base/command. Update aircraft change in the MIS.

14.2.6.4. **(Added)** The following blocks of event IDs (**Table 14.1**) are assigned to the work centers as shown. All event IDs will be preceded by an ordinal date (current Julian). Reserved Event IDs will be coordinated through MMA.

Table 14.1. (Added) Event IDs.

Organization	Event ID	Event ID
Maintenance Operations		
Quality Assurance	2000 – 2299	General Use
PS&D	2300 – 2499	General Use
Training	2800 – 2899	Aircraft Maintenance
43rd FGS		
	7900	Pre-Flight
	7901	Thru-Flight

Organization	Event ID	Event ID
	7902	Basic Post-Flight
	7903 – 7949	Support General
	7950 – 7999	Support Section
	8000 – 8199	PS&D
	8200 – 8299	Debriefing
	8300 – 8399	Expediter
	8400 – 8499	General Use
	8500 – 8599	Cannibalization
	8600 – 8699	IMIS
	8700 – 8799	IMIS Deployed
	8800 – 8999	General Use
	6600 – 6699	Avionics Integrated Systems
325 MXS		
Maintenance Flight		
	0500 – 0599	Inspection Section
	5900 – 5949	Wheel & Tire
Propulsion Flight		
	6700 – 6799	JEIM
Maintenance Contractor		
	5980 – 5999	Wash Rack
	5800 – 5849	Transient Maintenance
	7200 – 7299	F-22A LO/CRS
AGE		
	0300 – 0399	Phase Inspection
	5500 – 5699	Dedicated Mx AGE Team
Engine Management		
	2500 – 2599	General use
	2600 – 2799	F119
	5700 – 5799	Reserved
	5850 – 5899	Reserved

Organization	Event ID	Event ID
Fabrication		
	5950 – 5979	Corrosion
	6000 – 6099	LO
	6100 – 6149	Nondestructive Inspection
	6150 – 6199	Metals Tech
	6550 – 6599	General Use
Accessories		
	6950 – 6999	Reserved
	7000 – 7049	Fuel Shop
	7050 – 7099	Egress
	7100 – 7199	Reserved
372 TRS, Det 4 (FTD)		
	7800 – 7899	General Use
	6200 – 6249	Structural Repair
	6250 – 6299	Survival Equipment
Transient Units		
	4000 - 4099	Reserved
	4100 - 4199	Reserved
	4200 - 4299	Reserved
	4300 - 4399	Reserved
	4400 - 4499	Reserved
	4500 - 4599	Reserved
	4600 – 4699	Reserved
	4700 - 4799	Reserved
	4800 - 4899	Reserved
	4900 - 4999	Reserved
	7300 - 7399	Reserved
	7400 - 7499	Reserved
	7500 - 7599	Reserved
	7600 - 7699	Reserved

Organization	Event ID	Event ID
	7700 - 7799	Reserved

14.3. Configuration, TCTO, SI and TCI Management.

14.3.3.2.4.3. **(Added)** As a minimum, attendees of the TCTO monthly review meeting will include Wing PS&D, FGS dedicated PS&D, Base Supply, FGS Pro Super or designated representative, AGE, Armament, Munitions, FGS Supply, QA TODO, EMB and any owning agencies (if not already listed) of TCTO.

14.3.4.3.5.4. **(Added)** As a minimum, attendees for monthly TCTO meeting/reconciliation will include Wing PS&D, FGS dedicated PS&D, Egress, AFK,FSC, FGS Supply, EMB, AFE, applicable work centers, and 325 TRSS/T-38 PS&D.

14.3.5.1.1.1. **(Added)** The affected work center will initiate the TO 107 (FINS, F- 22) request and submit the request to the MXG/QA for review. QA will review and submit TO 107 and AR for F-22 aircraft to the MXG/CC or designated representative for approval.

14.3.5.1.4. **(Added)** FSR's will include the following personnel/organizations when submitting technical requests: 325 MXG/CC, 325 MXG/CD, 325 MXG/QA, 43 FGS/MXA, 325 MXS/MXM, and 325 MXG/MXOS.

14.3.5.1.5. **(Added)** If the aircraft is at a work stoppage, Wing PS&D will submit a request to ACC/HQ TTX to change the aircraft Possession Purpose Identifier (PPI) code. Once the request is approved by ACC, MOS PS&D will change the PPI code in IMDS, using the date and time the request was submitted. MOS PS&D will ensure an AVDO message is sent to ACC/HQ AVDO.

14.4. Engine Management (EM).

14.4.1.2.21.3. **(Added)** If MIS and CEMS are unavailable for more than 48 hours at home station or while deployed; all MXG work centers will use AFTO IMT 349 to document applicable engine maintenance actions. Each performing work center will retain the maintenance data collection record in date- time order for input into MIS once it becomes available. A copy of the AFTO IMT 349 will also be sent back to EM (for engine maintenance) by any means available and maintained until systems are back on line. EM will ensure all pertinent data is annotated.

14.4.1.2.21.4. **(Added)** When MIS and CEMS come back on line; performing work center will input all transactions in MIS. EM will verify data inputs and ensure all transactions have been documented, clear suspense, and verify CEMS accuracy.

14.4.1.3.4.4. **(Added)** The 325 MXS and/or FGS will:

14.4.1.3.4.4.1. **(Added)** To load engine parts: route DD Forms 1574, and other documents to F119 Engine Management Branch (EMB); use TEL function of MIS to generate a Part Load suspense; E-mail or call the EMB office with the part number, serial number and the LCN information.

14.4.1.3.4.4.2. **(Added)** Enter a complete and specific discrepancy narrative for all scheduled/unscheduled maintenance into IMIS and ensure all maintenance actions are documented in IMIS with the correct ATC and HMC codes being utilized NLT the end of the workday the action occurs. Engine related HMCs are listed in TO 00-25-254-1.

14.4.1.3.4.4.3. **(Added)** Ensure Data Transfer Cartridge (DTC) is brought the same day to IMIS/Debrief for download for each flight or ground abort. Note: A PMA/CEDU download is also required for all ground runs.

14.4.1.3.4.4.4. **(Added)** Notify EMB when an engine is to be shipped for support of a TDY.

14.4.1.3.4.4.5. **(Added)** Ensure latest Operational Flight Program (OFP) health usage is loaded in IMIS prior to uploading health usage from replaced CEDU.

14.4.1.3.4.4.6. **(Added)** Ensure the history AFTO Forms 95 accompany all engines and component parts being shipped back to depot.

14.4.1.3.4.4.7. **(Added)** Ensure designated DEMs report to F119 prior to deploying to pick up a package containing all the forms, trained with necessary instructions to perform their duties while deployed.

14.4.1.3.4.4.8. **(Added)** Notify F119 EM of projected deployments, TDY, aircraft downtime for extensive maintenance or MODS to incorporate any time changes, TCTOs or inspections applicable to the engines.

14.4.1.3.4.4.9. **(Added)** Send F119 EM any Engine records or documentation received upon arrival of new aircraft to base.

14.4.1.3.4.4.10. **(Added)** Provide all necessary records needed for transfer or shipment of engines.

14.4.1.3.4.4.11. **(Added)** Upon notification of an upcoming aircraft TDY, research deploying engines for time change items, inspections, TCTOs and special projects that would affect the successful completion of the deployment.

14.4.1.3.4.4.12. **(Added)** Review the F119 engine forecasting listing weekly to identify time change components and modules that are approaching maximum operating limits. Forecast all time change components within 45 days of the effective month.

14.4.1.3.4.4.13. **(Added)** Provide the FGS and MXS with weekly listings of modules and components approaching time change limits and inspections.

14.5. Maintenance and FHP Planning Cycle.

14.5.6.3.1.1. **(Added)** Minimum Turn Times: Turn time is the period between the scheduled land time of an aircraft, to its next scheduled take-off time. Tyndall F-22s have a minimum of 3.0 hours turn time for normal training sorties, 45 min turn time for hot pit training sorties, 1.0 hour for Rapid Crew Swap, and 2.0 hours for Quick Turns.

GEORGE R. WATKINS, Colonel, USAF
Commander, 325th Fighter Wing

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

DAFI 21-101_ACCSUP, *Aircraft and Equipment Maintenance Management*, 23 June 2020

Abbreviations and Acronyms

ACC—Air Combat Command

ACFT—Aircraft

AF—Air Force

AF/A4LM—Air Force Maintenance Division

AFB—Air Force Base

AFE—Aircrew Flight Equipment

AFI—Air Force Instructions

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRIMS—Air Force Records Information Management System

AFTO—Air Force Technical Order

AGE—Aerospace Ground Equipment

AMOPS—Army Mobilization Operations and Planning System

ANG—Air National Guard

AOR—Area of Responsibility

APO—Advanced Program Office

APU—Auxiliary Power Unit

ATC—Action Taken Code

AVDO—Aerospace Vehicle Distribution Office

AVEL—AMRAAM Vertical Eject Launcher

AWP—Awaiting Parts

CAT I—Category I

CC—Commander

CD—Deputy Commander (MXG/CD)

CDDAR—Crash Damaged and Disabled Aircraft Recovery

CEDU—Comprehensive Engine Diagnostic Unit

CEMS—Comprehensive Engine Management System

CTK—Composite Tool Kit
DEM—Deployed Engine Monitor
DEV—Deviation
DLADS—Defense Logistics Agency Disposition Services
DOP—Dropped Object Prevention
DTC—Data Transfer Cartridge
EID—Event Identification Description / Equipment Identification Designator
EM—Engine Management/Emergency Management
EMB—Engine Management Branch
EOR—End of Runway
EOT—Engine Operating Time
FCF—Functional Check Flight
F&ES—Fire & Emergency Services
FGS—Fighter Generation Squadron
FO—Foreign Object
FOD—Foreign Object Damage
FOM—Facilitate Other Maintenance
FTD—Field Training Detachment
FW—Fighter Wing
GITA—Ground Instructional Trainer Aircraft
HH—Hush House
HMC—How Malfunction Code
HQ—Headquarters
IAW—In Accordance With
ID—Initial Distribution
IMDS—Integrated Maintenance Data System
JCN—Job Control Number
LME—Locally Manufactured Equipment
LMT—Locally Manufactured Tool
LSC—Loading Standardization Crew
LO—Low Observable
LOX—Liquid Oxygen

MAJCOM—Major Command

MIL—Master Inventory List

MIS—Maintenance Information Systems

MMA—Maintenance Management Analysis

MOC—Maintenance Operations Center

MODS—Modifications

MSA—Munitions Storage Area

MXG—Maintenance Group

MXS—Maintenance Squadron

NCOIC—Noncommissioned Officer in Charge

NDI—Non-Destructive Inspection

NLT—No Later Than

OAP—Oil Analysis Program

OCF—Operational Check Flight

OIC—Officer in Charge

OPR—Office of Primary Responsibility

OWC—Owning Work Center

PAMS—Precision Measurement Equipment Laboratory (PMEL) Automated Management System

PMEL—Precision Measurement Equipment Laboratory

PHB—Parts Holding Bin

PDM—Programmed Depot Maintenance

PS&D—Planning, Scheduling, and Documentation

PPI—Possession Purpose Identifier

PMA—Portable Maintenance Aids

QA—Quality Assurance

RDS—Records Disposition Schedule

RegAF—Regular Air Force

SES—Stored Energy System

SI—Special Inspection

SNCO—Senior Noncommissioned Officer

TA—Transient Alert

TBA—Training Business Area

TCI—Time Change Item
TC—Max—Tool Control Management
TCTO—Time Compliance Technical Order
TDY—Temporary Duty
TMDE—Test Measurement and Diagnostic Equipment
TO—Technical Order
TOD—Technical Order Data
TODO—Technical Order Distribution Office
TRS—Training Squadron
TRSS—Training Support Squadron
UALS—Universal Ammunition Loading System
WWM—Wing Weapons Manager
WS—Weapons Standardization
WLT—Weapons Load Training
WRDCO—(Wing) Refueling Document Control

Terms

Industrial Work Area (Added)—An area that houses/and or utilizes machinery/shop equipment identified in TO 34-1-3. These areas include but are not limited to (flightline, hangars, maintenance workshops, and support sections).

Attachment 20 (Added)**WING FOREIGN OBJECT PREVENTION INCENTIVE PROGRAM****A20.1. (Added) Wing Foreign Object Prevention Incentive Program.**

A20.1.1. **(Added)** The intent of the 325 FW FOD Incentive Program is to reward FOD conscious organizations, military members, or civilian personnel who take the extra steps to identify and correct potential FOD hazards by accounting for tools and personal articles, picking up loose debris and hardware, and performing FOD-conscious inspections. Promoting positive action to eliminate flightline and work area FO can reduce the potential for FOD related incidents.

A20.2. (Added) The 325 FW FOD Prevention Incentive Program consists of:

A20.2.1. **(Added)** Golden Bolt Award (monthly): This award is intended to indicate the effectiveness of FOD walks and FOD vigilance around the flightline. The golden bolt will be placed throughout the flightline or off-equipment areas at any time.

A20.2.1.1. **(Added)** Letter of Appreciation and Certificate signed by the 325 FW/CV, Coin, and One-day pass (recommended for civilian personnel)

A20.2.2. **(Added)** FOD Fighter Award (monthly): Awarded to an individual for above-and-beyond support of the FOD program, (i.e. locating a lost item after an extensive search, finding the Golden Bolt more than once in a quarter).

A20.2.2.1. **(Added)** Letter of Appreciation and Certificate signed by the 325 FW/CV, Coin, and One-day pass (recommended for civilian personnel)

A20.2.3. **(Added)** FOD Poster Contest Award (quarterly): Awarded to one individual that constructed a FOD awareness poster that best reflects the programs mission. These are used on the program boards across the base for one quarter.

A20.2.3.1. **(Added)** Letter of Appreciation and Certificate signed by the 325 FW/CV, Coin, and One-day pass (recommended for civilian personnel)

A20.2.4. **(Added)** FOD Preventer Award (quarterly): Awarded to individual(s) for creating a policy to prevent FOD or above-and-beyond enhancement of the FOD program. Award nominees are submitted by their supervision and chosen based upon their overall performance.

A20.2.4.1. **(Added)** Letter of Appreciation and Certificate signed by the 325 FW/CV, Coin, and Three-day pass

A20.2.5. **(Added)** Unit/Squadron FOD Preventer Trophy (quarterly): Presented to the unit/squadron with the best overall statistics in FOD failure ratings, dropped objects, lost tools/objects, FOD Fighter/Preventer/Poster nominee submissions, and the unit/squadron implementing new and innovative FOD program awareness and prevention ideas. The winning unit/squadron keeps the 325 FW FOD Preventer Trophy until the next quarterly winner is announced.

A20.2.6. **(Added)** FOD Fighter of the Year Award: Presented to individual(s) that made the most significant/positive impact to FOD prevention in the wing during the fiscal year. Award nominees are submitted by their supervision and chosen based upon their overall performance. The winner(s) of this award will receive a Letter of Appreciation and Certificate signed by the 325 FW/CV, Plaque, and Three-day pass.

A20.2.7. **(Added)** These awards are subject to change based on number and circumstances of submissions and nominations.

A20.2.8. **(Added)** FOD program award nominees are judged, and winners selected by the 325 FW FOD Prevention Monitor. Winners are notified and may be presented awards/certificates at the quarterly FOD prevention committee meetings or through supervisory channels (preferably commander's call).

A20.3. (Added) Personal Involvement is the Key to Achieving a Zero FOD Rate.

A20.3.1. If you have any ideas for program improvement, contact your unit/squadron FOD monitor or the 325 FW FOD Prevention Monitor.

Attachment 21 (Added)

ORGANIZATION AND TC-MAX PREFIX CODE

A21.1. (Added) Each CTK item will be etched or indelibly marked with the same alphanumeric designator as the CTK (nine-digit worldwide identification code, *for those units required to use TC-Max*). If number changes are required, any previous markings will be removed. The following is a listing of all assigned TC-Max prefix codes by organization.

A21.1.1. (Added) EXAMPLE: TX4300FMA, TX= Base code, 43= 43 FGS, the unit will establish the remaining five characters (any combination of numbers/letters) for CTKs, tools, and dispatchable equipment identification.

Table A21.1. (Added) Organization TC-Max PREFIX Code.

UNIT	BASE CODE	UNIT Code		
	All TX			Remaining five numbers/letter the organization chooses
43rd Fighter Generation Squadron				
43 FGS	TX	43		
325th Fighter Wing Aircrew Flight Equipment				
AFE	TX	D3		
325th Maintenance Squadron				
Test Cell	TX	PT		
Jet Engine Intermediate Mx	TX	EP		
Munitions Training	TX	MS		
Munitions Stockpile Surveillance Inspection	TX	WM		
Missile Mx	TX	PP		
Equipment Mx	TX	PE		

UNIT	BASE CODE	UNIT Code		
WSEP Support	TX	PA		
Munitions Mobility	TX	MT		
Conventional Mx	TX	PM		
WSEP Conventional Mx	TX	SE		
Munitions Stockpile Surveillance Storage	TX	MC		
TMDE/ESS	TX	PD		
Fuel Shop	TX	TF		
Egress	TX	TE		
Structural Mx	TX	TM		
Metals Technology	TX	LM		
AGE	TX	PG		
NDI	TX	TN		
R&R Shop/CDDAR	TX	MA		3KA-3KZ
Wheel & Tire Shop	TX	LA		
Pneudraulics	TX	PH		2NA-2NZ
PMP	TX	EL		
Electro- Environmental	TX	EH		
Engine Shop	TX	MB		

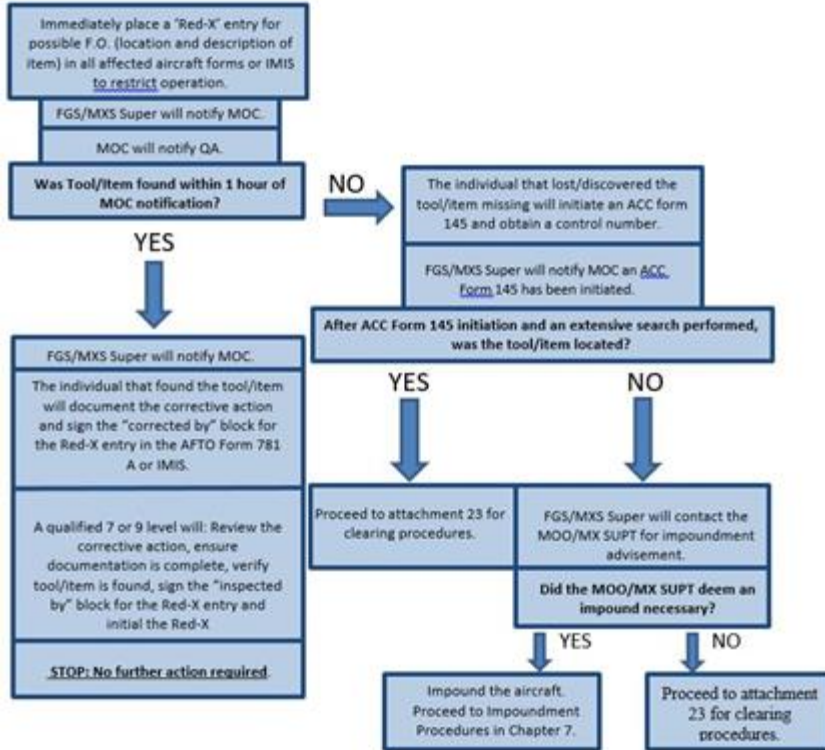
UNIT	BASE CODE	UNIT Code		
Engine Shop Main tool Room	TX	MP		
Engine Shop (All other sections)	TX	TH		
Armament Systems	TX	TW		
LO/CRF	TX	RF		
Transient Alert Contractor				
Transient Alert	TX	TA		3JA-3JZ
Pratt & Whitney Contractors				
Pratt & Whitney Engines	TX	PW		
325th Maintenance Group				
MTS	TX	TD		
QA	TX	QA		
WS	TX	WS		
325th Communications Squadron				
All	TX	SC		
Tenant Units				
53 Weapons Evaluation Group				
QA	TX	WE		
Ariel Target Contractors	TX	OM		
83 FWS/MA (MX)/Tow Reel	TX	AX		

UNIT	BASE CODE	UNIT Code		
83 FWS/DO2L (Aircrew Flight Equipment)	TX	D4		
83 FWS/DO10 (Telemetry)	TX	TY		
ACMI	TX	ST		
82 TSS/Special Devices Flight	TX	53		
16 EWS/OL-A	TX	LB		
53 Det-4 Training Detachment (TD)				
All Courses	TX	DC		

Attachment 22 (Added)

LOST TOOL/ITEM PROCEDURES (AIRCRAFT INVOLVED)

Figure A22.1. (Added) Lost Tool/Item Procedures (Aircraft Involved).



Attachment 23 (Added)

LOST TOOL/ITEM CLEARING PROCEDURES (AIRCRAFT INVOLVED)

Figure A23.1. (Added) Lost Tool/Item Clearing Procedures (Aircraft Involved).

Found, Aircraft NOT Impounded	NOT Found, Aircraft NOT Impounded
The Owing Work center will:	The Owing Work Center will:
Annotate all maintenance actions/inspections performed to find the tool/item in the AFTO Form 781As or IMIS including a 5 & 7 level search.	Annotate all maintenance actions/inspections performed to find the tool/item in the AFTO Form 781As or IMIS including a 5 & 7 level search.
Annotate "Search complete, tool/item found/recovered" in the corrective action block of the original Red-X entry.	The applicable OIC/NCOIC, FGS/MXS Super or Section Chief will:
Sign the "Corrected By" block for the original Red-X entry.	Review all search information.
Annotate all maintenance actions/inspections performed to find the tool/item on the ACC Form 145.	Review the ACC Form 145 for completion.
A qualified 7 or 9 level will:	Annotate "Search complete, tool/item not found" in the corrective action block of the original Red-X entry.
Review all search information.	Sign the "Corrected By" block for the original Red-X entry.
Verify the tool/item has been recovered	Bring the aircraft forms and ACC Form 145 to the MOO/MX SUPT.
Sign the "inspected by" block for the original Red-X entry and initial over the symbol	The MOO/MX SUPT will:
The applicable OIC/NCOIC will:	Review all search information.
Review the ACC Form 145 for completion	Sign the "Inspected By" block for the original Red-X entry and initial over the original symbol. Note: The MOO/MX SUPT is NOT signing off maintenance actions; all maintenance actions will be documented as separate discrepancies and referred to the original Red-X.
Sign block 8 of the ACC Form 145	Sign block 8 of the ACC Form 145.
Make a copy of the ACC Form 145 and give it to the respective support section for filing.	The applicable OIC/NCOIC, FGS/MXS Super or Section Chief will:
Ensure original ACC Form 145 is sent to QA/Wing FOD manager.	Make a copy of the ACC Form 145 and give it to the respective support section for filing.
STOP: No further action required.	Ensure original ACC Form 145 is sent to QA/Wing FOD manager.
	STOP: No further action required.

Attachment 24 (Added)

LOST TOOL/ITEM CLEARING PROCEDURES (AIRCRAFT NOT INVOLVED)

Figure A24.1. (Added) Lost Tool/Item Clearing Procedures (Aircraft Not Involved).

