

**BY ORDER OF THE COMMANDER
WHITEMAN AIR FORCE BASE
(AFGSC)**

**WHITEMAN AIR FORCE BASE
INSTRUCTION 21-199**

25 JULY 2023



MAINTENANCE

**AIRFIELD TOOL CONTROL FOR ALL
NON-AIRCRAFT MAINTENANCE
AGENCIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive 21-1, Air and Space Maintenance, and fulfills the requirements of Department of the Air Force Instruction (AFI) 21-101, *Aerospace Equipment Maintenance Management*, 18 January 2021, paragraph 2.2.3. and 8.2. to develop a coordinated wing instruction for the control and management of all tools/equipment used for aircraft/aerospace equipment maintenance or which enter the flightline or aerospace equipment maintenance industrial areas, to include all wing organization's (e.g. Hospital, CE, vehicle Mx, Security Forces, etc.), to provide mission support. It applies to all units assigned to the 509th Bomb Wing (509 BW), to include US Air Force Reserve, Air National Guard, and Civil Air Patrol, with the exception of the 509th Maintenance Group (509 MXG). These excluded units will follow guidance in AFI 21-101, including applicable local and MAJCOM supplements. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Overview. Positive control and accountability of tools, equipment and electronic devices used on aircraft parking, runway and taxi areas are essential for the elimination of FOD (Foreign Object Damage). FOD-related incidents cost the Air Force millions of dollars each year. The purpose of this publication is to provide 509 BW agencies the necessary guidance to implement a solid program to control tools and equipment taken onto the airfield. Due to the diverse nature of 509 BW agencies, one size does not fit all when it comes to tool control policy. Some units such as Communications Squadron may have only a few items, while others, like Civil Engineering Squadron and Logistics Readiness Squadron, have literally hundreds of pieces of equipment. To be in compliance with this instruction, units must establish a program or demonstrate that existing programs meet the intent of positive tool and equipment accountability and control.

2. Definitions.

2.1. Tool: Device/instrument used to perform maintenance and repair of Real Property facilities, roadways, airfields, power distribution systems, airfield lighting, aircraft barriers and utility functions.

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

2.3. Electronic Device: Portable items such as but not limited to the following, land mobile radios (LMR), cell phones and laptop computers.

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

2.5. Aircraft and flight line maintenance facilities: Includes all buildings/docks/structures inside PL2 and PL3 areas, and aircraft maintenance hangars for T-38 and A-10 aircraft and helicopters.

3. Responsibilities.

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

3.2. Flight chiefs/section Noncommissioned Officers In Charge (NCOICs) (or equivalent) determine what tools, equipment, and electronic devices will be used on the flightline and will ensure permanent markings are added in accordance with [attachment 2](#).

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

3.3. Everyone who performs duties on the airfield or in maintenance facilities is responsible for safeguarding their equipment against loss by ensuring accountability before and after each trip. Lost or missing tool/equipment items within the Airfield/Flightline need to be reported to the work center custodian or supervisor immediately. Extreme measures should be taken with

locating missing item(s). If missing item(s) are not located within one hour, the supervisor will contact the Maintenance Operations Center (MOC) office at 687-3818 and Maintenance Group (MXG) Quality Assurance office at 687-3915 immediately for instructions on further actions. AFGSC Form 145, Lost Tool/Object Report, will be completed by the responsible individual(s) and given to the 509 BW FOD Prevention NCO to be filed within 5 days.

KEITH J. BUTLER, Colonel, USAF
Commander

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

AFI 33-322, *Records Management Program*, 27 Jul 2021

AFPD 21-1, *Maintenance Of Military Material*, 31 Jul 2018

DAFI 21-101, *Aircraft And Equipment Maintenance Management*, 15 Jan 2020

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AFGSC Form 140, *Consolidated Tool Kit (CTK) Inventory and Control Log*

AFGSC Form 145, *Lost Tool/Object Report*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFRIMS—AF Records Information Management System

CTK—Consolidated Tool Kit

FOD—Foreign Object Damage

HVAC—Heating Cooling Air Conditioning

LMR—Land mobile radios

MDG—Medical Group

MOC—Maintenance Operations Center

MSG—Mission Support Group

MXG—Maintenance Group

NCO—Non Commissioned Officer

NCOIC—Non Commissioned officer in Charge

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

Attachment 2

**WHITEMAN AFB NON-AIRCRAFT MAINTENANCE WORLD WIDE
IDENTIFICATION CODES**

Table A2.1. Whiteman AFB Non-Aircraft Maintenance World Wide Identification Codes.

509th BW	
Safety	WTSE
509th MSG/Communications Squadron	
IDS	WTTV
509th MSG/Security Forces Squadron	
Physical Security	WTPP
509 MSG/Civil Engineer Squadron	
HVAC	WTZH
Waters Fuels System	WTZU
Maintenance	
Pavements & Equipment	WTZP
Grounds	WTZG
Structures	WTZS
Entomology	WTZY
Liquid Fuels	WTZL
Electrical	WTZE
Power Pro	WTZO
509 MSG/Logistics Readiness Squadron	
Vehicle Management	WTVM
509th MDG	
Bioenvironmental	WTCB
Ambulance Services	WTCA
Flight Medicine	WTCF