

**BY ORDER OF THE COMMANDER
WARNER ROBINS AIR LOGISTIC
COMPLEX**

**WARNER ROBINS AIR LOGISTICS
COMPLEX 21-100**

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Maintenance

SPECIAL MAINTENANCE PROGRAMS



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This instruction provides local guidance or procedures as required by AFMCI 21-100V1_AFSCSUP, *Depot Maintenance Principles*, and AFMCI 21-100V2_AFSCSUP, *Depot Maintenance Production*. It is applicable to the Foreign Object Damage (FOD)/Dropped Object Prevention (DOP) Program, Impoundment Program, and Fleet Grounding/Removal from Service/Restricted Operations. It applies to all Warner Robins Air Logistics Complex (WR-ALC) personnel (including contractor personnel) except the physical/chemical science labs of the 402d Maintenance Support Group (MXSG). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Product*. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Requests for waivers must come through the chain of command from the commander or civilian director of the maintenance group or staff office seeking relief from compliance. Waiver requests will be submitted using DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*, or via electronic mail (e-mail) or memorandum if the form is unavailable. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. This publication is exempt from tiering pursuant to Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*. Ensure that all records created as a result of processes prescribed in this instruction are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW the AF Records Information Management System Records Disposition Schedule located at

https://afrims.cce.af.mil/afrims/rds/rds_series.cfm. See **Attachment 1** for glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include reference and name changes from Air Force Sustainment Manual 21-102, *Depot Maintenance Manual* to AFMCI 21-100V1_AFSCSUP and AFMCI 21-100V2_AFSCSUP, adding procedures to control work area foreign objects and engine intake rivet procedures. All forms have been updated to reflect current instructions.

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1. Dropped Object Program (DOP).

1.1. Incident Response. Upon discovering a dropped object DO incident involving a WR-ALC supported asset, all work on the affected end item shall immediately cease and the shift supervisor shall be notified. Once the DO incident is confirmed, the responsible supervisor shall notify Warner Robins Air Logistics Complex Safety Office (WR-ALC/SE), Maintenance Operations Center (MOC) and complete the WR-ALC Form 10, *WR-ALC Supervisor Initial Dropped Object (DO) Notification Checklist*, and promptly forward completed checklist to MOC and WR-ALC FOD/DOP manager.

1.2. MOC. MOC shall notify applicable leadership IAW MOC FOD/DOP checklist.

1.3. Warner Robins Air Logistics Complex Quality Office (WR-ALC/QA) Role. The applicable Quality Assurance unit associated with the aircraft squadron shall complete a DO incident investigation checklist when an incident occurs. The locally developed DO incident investigation checklist is located on the WR-ALC/QA SharePoint site in the FOD/DOP folder. A copy of the completed checklist shall be forwarded to the WR-ALC FOD/DOP manager.

1.4. Preventive Action. Preventive action must be reviewed and approved by the Maintenance Squadron (MXS)/Commander (CC)/Civilian Leader (CL)/Deputy Commander (CD)/Deputy Director (DD) and MXG/CC/CL/CD/DD prior to submission to the WR-ALC FOD/DOP manager, this approval shall not be further delegated.

2. Foreign Object Damage Program.

2.1. FOD critical areas (does not apply to areas not defined as FOD-critical)

2.1.1. WR-ALC Designation Memorandum. FOD-critical areas within WR-ALC are listed in a memorandum format available on WR-ALC/QA SharePoint site in the FOD/DOP folder. It is imperative that group FOD/DOP focal points coordinate with management and re-evaluate an area in the event of changes or new workload locations and forward requests for updates to WR-ALC FOD/DOP monitor to maintain currency.

2.1.2. Group-Specific Measures. FOD-critical areas require more vigilance and stricter requirements than non-critical areas. Mandatory FOD walks/sweeps shall be outlined in group/squadron directive documents with frequency and area of responsibility defined. Rag control is more stringent IAW AFMCI 21-100V2_AFSCSUP, Chapter 3. Each group with a FOD-critical area shall ensure proper rag control methods are implemented for those areas.

2.2. Engine FOD Inspections. Engine FOD inspections shall only be accomplished by technicians certified in the Training Scheduling System (TSS)/Production Acceptance Scheduling System (PACSS). This inspection shall include engine intake, exhaust, and ramp area 25 feet to the front and sides of engine intake. Engine intake/exhaust area maintenance must include an inventory of all tools, equipment, consumables, rags, and work order residue associated with task. Engines shall not be operated prior to completing this inspection. Document this inspection with an "E" inspection code if the primary maintenance record is a work control document (WCD).

2.3. Supervisor FOD Briefings.

2.3.1. Initial. Initial work center FOD/DOP briefings shall be documented in TSS/PACSS prior to starting work/performing maintenance. Squadrons shall develop work center specific initial FOD/DO awareness and prevention practice briefings which shall be maintained by applicable FOD/DOP focal point. This briefing is required for all personnel assigned to WR-ALC (including contractor personnel) who accomplish on or off equipment maintenance tasks in the performance of their assigned duties.

2.3.2. Quarterly. Quarterly FOD briefings (based on FOD meeting minutes as a minimum) shall be documented on an Air Force Materiel Command (AFMC) Form 316, *Supervisor Safety Meeting Minutes*, and supervisor will maintain, at a minimum, the last four quarters of FOD/DOP quarterly briefings.

2.4. Focal Point Appointment. All FOD/DOP focal point appointment memorandums must be signed by the new commander/director (or equivalent) within 90 days of a change of management. Whenever a FOD focal point vacates the position, an individual shall be assigned to carry out the duties with a new memo issued within 20 business days whether appointment is temporary or permanent.

2.5. FOD Incidents.

2.5.1. Initial Response. Upon discovering a FOD incident involving a WR-ALC-supported asset, all work on the affected end item shall immediately cease and shift supervisor shall be notified. Once a FOD incident is confirmed, the responsible supervisor shall notify WR-ALC/SE, MOC and complete WR-ALC Form 9, *WR-ALC Supervisor Initial Foreign Object Damage (FOD) Notification Checklist*, and promptly forward completed checklist to MOC and WR-ALC FOD/DOP manager.

2.5.2. MOC. MOC shall notify applicable leadership IAW MOC FOD/DOP checklist.

2.5.3. WR-ALC/QA Role. The applicable WR-ALC/QASA associated with an aircraft squadron (5-letter) shall complete a FOD incident investigation checklist when an incident occurs. The locally developed FOD incident investigation checklist is located on the WR-ALC/QA SharePoint site in the FOD/DOP folder. A copy of the completed checklist shall be forwarded to the WR-ALC FOD/DOP manager.

2.5.4. Preventive Action. Preventive action must be reviewed and approved by the MXS/CC/CL/CD/DD and MXG/CC/CL/CD/DD prior to submission to the WR-ALC FOD/DOP manager; this approval shall not be further delegated.

2.6. Continuity Book. FOD program continuity book or folder shall be reviewed annually based on requirements outlined in Robins Air Force Base Instruction (ROBINSAFBI) 21-112, *Logistics Maintenance Management*, paragraph 3.12.1. Review shall be documented in FOD continuity book miscellaneous information tab. Continuity books may be kept in electronic format and stored on a squadron SharePoint site.

2.7. Cut Tires. Report all cut tires to MOC immediately. Maintenance shall inspect airfield taxi route from parking ramp up to taxiway for possible foreign object (FO). MOC shall notify airfield management so they can inspect taxiways and runways for possible FO. MOC shall notify 78th Air Base Wing or WR-ALC FOD/DOP managers for tracking purposes by telephone or e-mail when time permits.

2.8. Procedures to Control Work Area Foreign Objects.

2.8.1. Control of work order residue will be accomplished IAW AFMCI 21-100V3_AFSCSUP, *Depot Maintenance Production Support*, Chapter 3.

2.8.2. At a minimum, clean-up shall be performed at the end-of-task and end-of-shift.

2.8.3. Cleanup and FO/debris removal shall be done to ensure debris does not become trapped. Debris shall be removed prior to installation of parts/components or closing of panels that would hide or obscure the debris or that would hinder or prevent removal.

2.8.4. Except during active maintenance operations/tasks that generate debris, all foreign debris (including but not limited to trash, packaging, unusable parts/pieces, excess part/pieces, etc.) shall be removed from the following areas: aerospace vehicles, facilities, support equipment, components (e.g., line-replaceable units, shop-replaceable units, etc.), vehicles, and tires. These areas shall be made FOD-free at end-of-task and end-of shift and maintained in a FOD-free condition. Exception: This requirement does not apply to areas devoid of aircraft, their components, or parts.

2.9. Engine intake rivet installation or replacement (with an installed engine) will only be accomplished by TSS-certified aircraft sheet metal technicians using the procedures specified in the *WR-ALC Engine Intake Rivet Replacement Checklist*. Training requirements for certification include traditional on-the-job and a review (initial and annual refresher) of the WR-ALC Engine Intake Rivet Replacement Procedures Briefing. The briefing will be documented on an AF Form 797, *Job Qualification Standard Continuation/Command JQS*, and will be maintained by the supervisor to serve as proof of completion. The checklist and briefing are located in the FOD folder of the WR-ALC/QA SharePoint site.

3. Impoundment Procedures.

3.1. General. Upon discovery of a condition that may warrant an impoundment, individual shall immediately contact supervisor for that area. Supervisor shall stop all work on the aircraft or equipment, isolate area, and contact an appointed impoundment authority. An impoundment could involve an aircraft, equipment, component, or a combination of all. Impoundment serves two purposes: the preservation of evidence and guarding against further damage or injury. Although FOD incidents lead to impoundment of an aircraft, there are other reasons for impoundment. Impoundment involves securing and protecting the scene. It is used whenever there are injuries or property damage that could lead to an investigation. Impoundment involves three different roles, which are impoundment authority, impoundment official, and impoundment release authority.

3.1.1. Impoundment Authority. An AF employee appointed in writing personally by the Maintenance Group (MXG)/CC/CL for the purpose of making decisions to impound AF assets. The MXG/CC/CL shall not delegate the task of appointment further; no one except the MXG/CC/CL shall sign a memorandum appointing impoundment authorities. The MXG/CC/CL automatically serves as an impoundment authority by virtue of his or her position. Contractors may not serve in this role. Impoundment authorities are typically at the rank of O-5, GS-13, NH-03, or higher. Note that AFMCI 21-100V1_AFSCSUP, paragraph 4.6.2., mandates a special certification roster for impoundment authority.

3.1.2. Impoundment Official. An AF employee appointed in writing personally by the MXG/CC/CL and selected by any impoundment authority to oversee an individual impoundment action by the impoundment authority. See AFMCI 21-100V1, *Depot Maintenance Principles*, Chapter 5, for additional details. Multiple impoundment officials may be appointed after an incident, but no more than one impoundment official shall be responsible for an impounded asset. An impoundment official may be responsible for multiple assets. An impoundment official shall secure records as necessary to preserve information. In addition, he or she shall direct the TSS-PACSS Program Management Office to impound records IAW AFMCI 21-100V1_AFSCSUP, paragraph 4.2.15., when applicable to an incident. An impoundment official may stamp an impoundment WCD or record an impoundment on an official form for an asset that he or she has been appointed to serve as an impoundment official for but shall not document a release. Contractors may serve in this role only with personal written permission from the MXG/CC/CL (cannot be delegated further).

3.1.3. Impoundment Release Authority. An AF employee appointed in writing personally by the MXG/CC/CL for the purpose of releasing an impounded asset. The MXG/CC/CL shall not delegate the task of appointment further; no one except the MXG/CC/CL shall sign a memorandum appointing impoundment release authorities. The MXG/CC/CL automatically serves as an impoundment release authority by virtue of his or her position. Employees appointed as impoundment release authorities shall have a minimum rank or grade of O-5, GS-14, or NH-04. Only the impoundment release authority is permitted to sign off a red X resulting from a lost tool/item. Only the impoundment release authority is permitted to sign an official form signifying the termination of the impoundment and the return to service. No one else may sign on the release authority's behalf.

3.1.4. WCD requirements for impoundment authorities and impoundment release authorities.

3.1.4.1. Maintenance Stamp Use with Impoundment.

3.1.4.1.1. Senior Managers. Impoundment and impoundment release authorities at GS-14, NH-04, O-5, or above, who do not have maintenance stamps as part of their normal duties shall not be issued stamps solely for the purpose of stamping impoundment or impoundment release WCDs. These individuals are authorized to write a payroll signature and date on the WCD. A rubber stamp imprint of the authority's name and title shall be affixed to the WCD to aid in reading the signature; if the individual does not have a name and title stamp, the name and title may be legibly printed in ink. For the purpose of releasing impoundment on electronic WCDs, these officials may be issued electronic only stamp numbers.

3.1.4.1.2. Other Employees. Employees serving as impoundment authorities who are not senior managers shall be issued and shall apply maintenance stamps to impoundment WCDs. Impoundment officials shall be issued and shall apply maintenance stamps to impoundment WCDs if the impoundment authority has not already done so.

3.1.4.2. Impoundment-Related Production Acceptance Certification Tasks.

3.1.4.2.1. Senior Managers. Impoundment release shall not appear in TSS/PACSS as a Section IIIQ or Section IIIC task for senior managers (GS-14, NH-04, O-5, or higher). Qualification/certification in TSS/PACSS on impoundment release shall not be required for any MXG/CC/CL or for properly designated impoundment release authorities. Likewise, impoundment need not be listed as a Section IIIQ or IIIC task for senior managers who are impoundment authorities.

3.1.4.2.2. Other Employees. For employees serving as impoundment authorities who are not senior managers, impoundment shall be a Section IIIQ task. Impoundment release shall not be documented in TSS/PACSS.

3.1.4.2.3. No Proficiency Demonstration. Due to the nature of the tasks, employees serving as impoundment or impoundment release authorities are not required to demonstrate proficiency on impoundment or release therefrom, respectively, prior to appointment.

3.2. Decision to Impound. The impoundment authority shall determine if an impoundment is warranted. If conditions exist that require impoundment, an impoundment official shall be appointed, and MOC/Group Control Center (GCC) shall be notified. The impoundment authority or impoundment official shall make applicable entries on Air Force Technical Order (AFTO) Form 781A, *Maintenance Discrepancy and Work Document*, AFTO Form 244, *Industrial/Support Equipment Record*, or impoundment WCDs as needed and ensure applicable impoundment checklists are initiated. Impoundment is marked as a red X; refer to Technical Order 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*.

3.2.1. Higher Headquarters Reasons for Impoundment. AFMCI 21-100V1, paragraphs 5.3. through 5.3.10.2., lists conditions for which impoundment is mandatory for aircraft, engines, and other major end items.

3.2.2. Locally Imposed Reasons for Impoundment. In addition to AFMCI 21-100V1, paragraphs 5.3. through 5.3.10.2., mandatory requirements, impound whenever any of the following occurs:

3.2.2.1. Major System Malfunction. Impound the aircraft when there is a major electrical system failure, or when there is a loss of throttle controls.

3.2.2.2. Severe Environmental Health Risk. Impound the end item when contamination of aircraft or component with chemical, biological, or radioactive materials is suspected or confirmed. Do not impound an end item for a minor spill of a known material that occurs during normal maintenance activities and is readily cleaned up.

3.2.2.3. FO Damage. Impound the aircraft or major end item if it sustains FO damage from an unknown cause except for sand nicks and scratches.

3.2.2.4. System Contamination. Impound support equipment whenever there is known or suspected contamination (e.g., fuel system, oil system/carts, hydraulic system/carts). Impound the aircraft and/or any removed components as needed to carry out an investigation into why/how the contamination occurred and rectify it fully.

- 3.2.2.5. Infestation. Impound an aircraft or major end item when a severe infestation of insects, spiders, or other vermin is found. Impound when infestations (e.g., wasp nests) preclude safe clean-up and seek assistance from 78th Air Base Wing Civil Engineering for exterminator services. Do not impound the end item when the infestation is removed by simple vacuuming or similar methods.
- 3.2.2.6. Tool/Item Lost on Aircraft (TLOA). Whenever a tool or other item is known to have been lost on aircraft and not found within 1 hour, identify TLOA on AFMC Form 310 and impound the aircraft. When aircraft are impounded for TLOA, the search may begin prior to the impoundment release authority permitting a release for maintenance. Document the locations searched, amount of time spent searching, and the number of searchers on the AFTO Form 781A or WCD used for impoundment release. Prior to permitting an aircraft to depart for home station or another destination, ensure an info note is entered into AFTO Form 781A identifying TLOA.
- 3.3. WCD Requirement. If aircraft impoundment is required and AFTO Form 781A is inactive, a depot WCD shall be initiated with inspection code "E." Document a statement indicating aircraft, equipment, or component is impounded and reference page/operation number of impoundment discrepancy along with name of impoundment official. Likewise, create impoundment and impoundment release WCDs for all back shop impoundments affecting aircraft parts and components.
- 3.4. Engine Impoundment. Impoundments involving an engine malfunction may require fuel samples from aircraft and servicing equipment. The impoundment official shall coordinate through MOC/GCC for any servicing equipment that requires isolation due to impoundment investigation.
- 3.5. Mandatory Checklist Procedures. The impoundment official shall ensure and verify that applicable aircraft, equipment, or component impoundment checklists are followed and completed. Because a single incident may involve aircraft, components, and equipment, multiple checklists as listed below have been created which shall be used as applicable to a specific incident. Individual forms shall follow end-items from initial impoundment through release.
- 3.5.1. WR-ALC Form 6L, *Impoundment Entry Control Log*, shall be used at entry control point as applicable for any impounded aircraft or incident site that has been cordoned off.
- 3.5.2. WR-ALC Form 6A, *Aircraft Impoundment Checklist*, shall be completed for each aircraft impounded. A copy of the completed aircraft impoundment checklist shall be retained in aircraft records. When a component is slated for removal, a separate checklist is required for that component; see next paragraph.
- 3.5.3. WR-ALC Form 6C, *Removed Component Impoundment Checklist*, shall be completed for each component removed from service and impounded. Do not use for a component that shall continue to remain on the aircraft. Use this form whenever a component has been or shall be removed, such as an engine that must be sent to a repair facility.

3.5.4. WR-ALC Form 6E, *Equipment Impoundment Checklist*, shall be completed for equipment impounded after being involved in an incident. Whenever equipment is impounded, affix an appropriate tag (for example, AF Form 979, *Danger Tag*; AF Form 980, *Caution Tag*; AF Form 981, *Out of Order Tag*) in accordance with DAFMAN 91-203, *Department of the Air Force Occupational Safety, Fire, and Health Standards*, if a hazard to personnel or property could or does exist. Be vigilant for hazards that exist to bystanders even if the item is not used, such as a maintenance stand that may be susceptible to collapse due to a weld cracked by a forklift collision. Additional lock-out-tag-out requirements for control of hazardous energy may also apply; refer to DAFMAN 91-203. Do not attempt to attach tags if it is unsafe to do so but cordon off the affected equipment and place traffic cones (or similar warning devices) to alert bystanders.

3.6. Lead Organization. If an impoundment is warranted and requires investigation across organizations, the organization with custody of the asset at the time of impoundment shall serve as the lead and initiate applicable impoundment checklist(s).

3.7. Off-Station Landing. If an aircraft in the custody of WR-ALC (e.g., on functional check flight (FCF)) lands off-station at a site where there are no applicable military impoundment procedures, and the circumstances under which the aircraft lands require impoundment, the procedures in this operating instruction shall apply. Additionally, these procedures may be used to supplement impoundment procedures at another installation to preserve evidence. These procedures may be used in place of that installation's procedures if the cognizant commander so authorizes.

3.8. Records Impoundment. Impoundment officials shall impound records as needed to support an investigation. Records related to an impounded asset shall be impounded as soon after the decision to impound as is practicable. The impoundment official (or authority) may release original records prior to the release of an asset from impoundment so long as evidence needed to investigate the incident has been preserved via other means (e.g., scanning, photocopying). If necessary, records may remain impounded even after an asset is released from impoundment. The impoundment official shall secure impounded records under lock and key to protect them from tampering or loss. The impoundment official shall provide a receipt to individuals who surrender records upon their request; this receipt must be in a form acceptable to the individual surrendering records and shall, at a minimum, indicate the records taken, the date, and the name of the impoundment official (printed and signature).

4. Fleet Grounding/Removal from Service/Restricted Operations.

4.1. Definition. Within this document, the terms grounding and grounded refer to prohibitions or restrictions on flying aircraft under DAFMAN 11-401, *Aviation Management*. The terms do not refer to electrical grounding. Information on grounded aircraft may be obtained from the cognizant system program office (SPO), the major command (MAJCOM), and the home station.

4.2. Defects found at depot. Occasionally, maintenance organizations discover defects during depot overhaul of major assets such as aircraft or engines that would be serious enough to warrant a do not fly, stand down, or MAJCOM grounding order. Such defects have potential for personal injury and/or asset damage. MXG CC/CL/CD/DD will coordinate with WR-ALC/QA, WR-ALC/SE, home station, and the cognizant SPO when such defects are found. Technicians and supervisors must pay particular attention to maintenance or materiel deficiencies that might reasonably suggest widespread impact to other aircraft in the fleet. This procedure also applies if a condition (in an asset) is discovered that poses a risk to depot maintenance personnel outside of the normal hazards in the depot. Seek engineering guidance via AFMC Form 202, *Engineer Technical Assistance Request*, if a procedure prescribed by technical data cannot be performed safely.

4.3. MAJCOM Grounding Order. Whenever an aircraft grounding order has been issued by any MAJCOM/CC (or his delegated authority) and that grounding order covers aircraft undergoing depot maintenance or in the custody of WR-ALC, the MAJCOM grounding order will be documented as a red X discrepancy on AFTO Form 781A (or as a WCD with a “clear grounding order” task if the aircraft is already undergoing maintenance). 402d Aircraft Maintenance Group (AMXG) functional test personnel will confer with the MAJCOM’s designated representative to assess airworthiness prior to releasing an aircraft for an FCF. MAJCOM-grounded aircraft will not be released for FCF or any other flight (red X will not be cleared or downgraded) without one of the following: (1) explicit approval for that aircraft from the MAJCOM, (2) lifting of the MAJCOM’s grounding order (return to normal operations), or (3) depot completion of a prescribed technical procedure that terminates the grounding order (e.g., successful completion of an inspection or operation directed by interim time compliance technical order (ITCTO) or AFMC Form 202). Even if already cleared on a WCD, a red X related to a MAJCOM grounding order will be entered on AFTO Form 781A and cleared again (refer to applicable WCD(s) in corrective action block).

4.4. Lesser Orders. Whenever a do not fly or stand-down order has been issued by any MAJCOM, home station, or its chain-of-command and that order covers aircraft undergoing depot maintenance or in the custody of WR-ALC, the order will be documented as a red dash discrepancy on AFTO Form 781A (or WCD with a “clear stand-down order” task if maintenance has started). 402 AMXG functional test personnel will confer with the designated representative of the ordering commander to assess airworthiness prior to releasing an aircraft for FCF. Affected aircraft will not be released for FCF or any other flight (red dash will not be cleared or downgraded) without one of the following: (1) explicit approval for that aircraft from the ordering CC, (2) lifting of the order (return to normal operations), or (3) depot completion of a prescribed technical procedure that terminates the order (e.g., successful completion of an inspection or operation directed by ITCTO or AFMC Form 202). Even if already cleared on a WCD, red dash related to do not fly or stand-down order will be entered on AFTO Form 781A and cleared again (refer to applicable WCD(s) in corrective action block). Red dash shall be upgraded to red X if grounding order is ultimately issued.

4.5. Impoundment. Whenever an aircraft at depot is grounded (or subjected to flying restrictions, such as stand-down, due to safety) by the MAJCOM of its home station, the aircraft will be impounded if the defect presents a danger to maintenance personnel (as determined by either the MXG/CC/CL or designated impoundment authority). Additionally, the aircraft will be impounded if requested by the home station or if necessary to preserve evidence as part of an investigation. Inform WR-ALC/SE and WR-ALC/QA when any such circumstance is known or suspected to exist. Use AFSC Form 77, *Request for Quality Assistance*, to notify QA via the Quality Information Standard System.

4.6. Valid Funding and Work Scope. WR-ALC personnel may be requested or required to perform inspection or repair because of a MAJCOM grounding order. This work will be recorded using WCDs tied to appropriate technical data and charged to the customer. Prior to starting any required work, verify that it is within the scope of work with a valid source of funding, such as programmed depot maintenance or unprogrammed depot-level maintenance. If the work is not within an approved scope of work, approval for over-and-above (O&A) work must be obtained prior to the commencement of O&A work and expenditure of funds at depot.

DAVID S. MILLER
Brigadier General, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFMCI 21-100 V1, *Depot Maintenance Principles*, 22 January 2024

AFMCI 21-100 V1_AFSCSUP, *Depot Maintenance Principles*, 23 July 2025

AFMCI 21-100 V2_AFSCSUP, *Depot Maintenance Production*, 22 July 2025

AFMCI 21-100 V3_AFSCSUP, *Depot Maintenance Production Support*, 22 July 2025

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

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

DAFMAN 11-401, *Aviation Management*, 27 October 2020

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFMAN 91-203, *Department of the Air Force Occupational Safety Fire and Health Standards*, 24 February 2026

RAFBI 21-112, *Logistics Maintenance Management*, 19 August 2021

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 21 June 2021

Prescribed Forms

WR-ALC Form 6A, *WR-ALC Aircraft Impoundment Checklist*

WR-ALC Form 6C, *WR-ALC Removed Component Impoundment Checklist*

WR-ALC Form 6E, *WR-ALC Equipment Impoundment Checklist*

WR-ALC Form 6L, *WR-ALC Impoundment Entry Control Log*

WR-ALC Form 9, *WR-ALC Supervisor Initial Foreign Object Damage (FOD) Notification Checklist*

WR-ALC Form 10, *WR-ALC Supervisor "Initial" Dropped Object (DO) Notification Checklist*

Adopted Forms

AF Form 979, *Danger Tag*

AF Form 980, *Caution Tag*

AF Form 981, *Out of Order Tag*

AF Form 1768, *Staff Summary Sheet*

AFMC Form 202, *Engineer Technical Assistance Request*

AFMC Form 310, *Lost/Found Item Report*

AFMC Form 316, *Supervisor Safety Meeting Minutes*

AFSC Form 77, *Request for Quality Assistance (RQA)*

AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*

AFTO Form 244, *Industrial/Support Equipment Record*

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

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

DAF Form 847, *Recommendation for Change of Product*

Abbreviations and Acronyms

ABW—Air Base Wing

AF—Air Force

AFTO—Air Force Technical Order

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMCSUP—Air Force Materiel Command Supplement

AMXG—Aircraft Maintenance Group

CC—Commander

CL—Civilian Leader (director)

CD—Deputy Commander

DD—Deputy Director

DO—Dropped Object

DOP—Dropped Object Prevention (or Program)

FCF—Functional Check Flight

FO—Foreign Object

FOD—Foreign Object Damage

GCC—Group Control Center

IAW—In Accordance With

ITCTO—Interim Time Compliance Technical Order

MAJCOM—Major Command

MOC—Maintenance Operations Center

MXG—Maintenance Group

MXS—Maintenance Squadron

MXSG—Maintenance Support Group

O&A—Over and Above (Work)

OPR—Office of Primary Responsibility

PACCS—Production Acceptance Certification Standard System

QA—Quality Assurance

QASA—Evaluation and Inspections Aircraft Element

RAFBI—Robins Air Force Base Instruction

SE—Safety

SPO—System Program Office

TO—Technical Order

TSS—Training Scheduling System

WR-ALC—Warner Robins Air Logistics Complex

WCD—Work Control Document