BY ORDER OF THE COMMANDER
WARNER ROBINS AIR LOGISTICS COMPLEX

WARNER ROBINS AIR LOGISTICS COMPLEX INSTRUCTION 21-101

24 JANUARY 2024

Maintenance

WORK CONTROL DOCUMENTS AND TECHNICAL DATA

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RELEASABILITY: There are no releasability restrictions on this publication

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OPR: WR-ALC/OBWC

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Supersedes: WR-ALCI 21-101, 1 November 2021

Pages: 42

This instruction implements processes and procedures for Work Control Documents (WCD) and technical data in Air Force Sustainment Center Manual (AFSCMAN) 21-102, *Depot Maintenance Management*, **Chapter 7**. It applies to all Warner Robins Air Logistics Complex (WR-ALC) groups and the Business Operations Office (WR-ALC/OB). Report errors, suggest revisions, and recommend corrective action about this instruction to the office of primary responsibility (OPR) using the Department of the Air Force (AF) Form 847, *Recommendation for Change of Publication*. This publication may be supplemented at any level, but all direct supplements must be routed through 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, *Air Force Publication Compliance Item Waiver Request/Approval*, or via electronic 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 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) AFI 33-322, *Records Management and Information Governance*

Program, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule located at **https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm**. See **Attachment 1** for glossary of references and supporting information.

SUMMARY OF CHANGES

Revisions have been made to this publication in **paragraphs 7.4.4** on the scheduler's responsibility for uploading electronic work control documents (eWCDs) and where to file them. Changing the title in **paragraph 7.7** from Aircraft Record Section to weapon system's Aircraft Documentation Systems Specialist (ADSS) and guidance in 7.7.1. has been updated. The roles and responsibility for Lean Depot Management System (LDMS) in **paragraph 8** has been significantly revised and should be reviewed in its entirety also **subparagraph 8.4.5**has been deleted. In addition, the guidance in **attachment 5** for saving backup copies of eWCDs was also updated.

1. Introduction. The following paragraphs (**2 through 6**) supplement and further define hard copy WCD requirements, roles and responsibilities, procedures, and processes, for WR-ALC (reference AFSCMAN 21-102, Chapter 7). The remaining content addresses use of electronic WCDs.

2. WCDs.

2.1. WR-ALC Focal Point. The WR-ALC Supportability Element (WR-ALC/OBWC) is the designated WCD focal point for WR-ALC. As the office of primary responsibility (OPR) for WCD programs, WR-ALC/OBWC assists all groups with WCD program requirements. (Reference AFSCMAN 21-102, paragraph 7.1.1.6.)

2.2. WCDs are not technical data. The WCD is an official and authorized document with the technical data reference. No work will be performed without an approved WCD. The WCD is the official record for work including control, identification, inspection, and routing of operations. A WCD shall be developed for all programmed and temporary workloads. This ensures there is a complete audit trail of work performed. The WR-ALC performing host tenant supports workloads, including preventive maintenance type support workloads not included in Facilities and Equipment Maintenance System, can develop procedures for documenting maintenance actions accomplished by certified technicians. WCDs shall be auditable and meet the requirements of this instruction; AFSCMAN 21-102; AFMAN 63-143, *Centralized Asset Management Procedures*; Technical Order (TO) 00-5-1, *Air Force Technical Order System*; TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures*; and TO 00-25-4, *Depot Maintenance of Aerospace Vehicles and Training Equipment*. The amount of detail and technical data references on WCDs is determined by the Pre-Production Planning Team. Unpredictable WCDs that are developed and processed through the Maintenance Work Request (MWR) system are not required by the Production Planning Team (PPT) unless requested. Operation Number will be unpredictable or Over and Above as determined by the MWR system. Part numbers will be in the description of the WCD or MWR as well as the corrective action block if part replacement is required. If the technical data that is referenced on the task requires 100 percent replacement of parts/assemblies, it is not necessary to annotate this information. **(**Reference AFSCMAN 21-102, paragraph 7.2.)

2.3. Aircraft Planned Workloads. At completion of the annual Aircraft and Missile Requirements (AMR) Work Spec review for new and changed tasks, the Strategic Planning will create, delete, and update all applicable WCDs to prevent missed work. **(**Reference AFSCMAN 21-102, paragraph 7.2.2.1 and AFMAN 63-143, paragraph 3.15.4.)

2.4. For 402d Electronics Maintenance Group (402 EMXG) and 402d Commodities Maintenance Group (402 CMXG) only. Repair WCDs will be auditable to the level that will enable the determination of what tasks were accomplished, by whom, and the date accomplished. Specific maintenance actions, as well as any serialized parts/assemblies replaced, shall be documented in the Lean Depot Management System (LDMS) if not documented on the WCD. If LDMS is used for the maintenance record, the WCD will have a task/informational note which will be stamped by the mechanic. This action will verify that actions and parts documented in LDMS are accurate and complete. The technician, upon verifying the accuracy and completeness of LDMS data, will then perform the closing action in LDMS that will prevent the editing or altering of the maintenance record. In the event that

LDMS is temporarily not available, the technician will make an informational note in the 'Task Description' block, listing maintenance actions taken and serialized parts replaced. The technician will stamp and date beside this entry. In the event that the loss of LDMS becomes permanent, Planning may format WCDs in such a way as to give the technician a place for entry and certification of maintenance actions taken and serialized parts replaced.

2.5. Types of WCDs. The following are the only authorized types of WCDs for production maintenance: WCDs comparable to Inventory Tracking System (ITS) and AFSC Form 959, *Work Control Document*, AFSC Form 173, *MDS/Project Operation Assignment*, WCD/ eWCDs generated by the Role Oriented Consolidated Information Tool (ROCIT), or eWCDs out of LDMS, shall comply with the requirements of this instruction. Deviations are NOT authorized without prior Air Force Sustainment Center/Logistics Execution (AFSC/LZ) written approval. (Reference AFSCMAN 21-102, paragraph 7.2.10.)

2.6. Tools Used for Workloads Processed through Production Maintenance. AFSC Form 959, ITS (G337), IMPRESA (commercial off-the-shelf (COTS)), Networks Made To Order (MTO), Maximo (G029), AFSC Form 173, Programmed Depot Maintenance Scheduling System (PDMSS) (G097), and the Management Planning and Control System (formally known as D012) are used for workloads processed through production maintenance. When it is not practical to have the WCD attached to the end item throughout the production process, the scheduler will determine in each shop where the WCD/work package shall be kept. The WCD must be kept where it is readily available to the mechanics performing the task. The mechanic is not required to be in possession of the WCD, but must be able to locate it when asked. (Reference AFSCMAN 21-102, paragraph 7.2.10.1. and Table 7.1.)

2.6.1. The WR-ALC Form 29, *Work Control Document*, may be used for WR-ALC aircraft workloads. As determined by the scheduler, it will be kept in a designated location determined most practical for the repair environment. Each WR-ALC Form 29 will have an approved AFSC Form 173 attached, documented with the task to be performed with an X inspection code assigned.

2.6.1.1. Each WR-ALC Form 29 line item defect will be input into the MWR system for data collection and production effectiveness to ensure an audit trail of who performed the task and for time accounting purposes. The statement "For time accounting purposes only" or equivalent will be added to the 'Operation Description' block of the AFSC Form 173, and an X inspection code will be assigned. On AFSC Form 173, blocks 1 through 8 are mandatory/required entries, block 9 is only required for over and above operations, blocks 10 through 29 are mandatory/required entries, and blocks 30 and 31 are only required if applicable**.** (Reference AFSCMAN 21-102, paragraph 7.2.10.1.)

3. Specification and Tolerances on WCDs. The planner will manually update all specification/tolerance changes to WCDs on the production floor and annotate the following (or equivalent) statement in red at the top of the WCD header page: "Note: WCD specification updated due to a technical data change." It is not required to be in red if electronically applied. The planner will ensure WCD is updated within 3 business days after formal posting of the technical order change. (Reference AFSCMAN 21-102, paragraph 7.2.12.2.4.)

4. Data Collection.

4.1. Product realization requires validation of and recordkeeping for maintenance tasks identified as Customer Key Characteristics (CKCs). Evidence of conformance on CKCs is mandated under the Quality Management System (reference WR-ALCMAN 90-115, *Business and Quality Management System*). CKCs are defined by the customer, typically the System Program Office (SPO), in terms of specific process or product requirements (e.g., temperature, time, humidity, physical dimensions, serialized tracking, torque setting value, lab measurements, test results). Whenever a CKC is measured, the unique identifier of the measuring device will also be recorded (e.g., torque wrench, Precision Measuring Equipment Laboratory (PMEL) ID # F198637). WCDs will incorporate all identified CKCs. Industrial customer workloads are governed by the terms of their respective partnership and implementation agreements. Mechanics will capture data for those CKCs listed on WCDs. To facilitate data collection, the planner shall either include space for capturing this information on WCD or provide for annotations on a data collection/note sheet that is readily identifiable to and attached to WCD. Any questions regarding whether specific process or product requirements have been designated as CKCs will be referred to the cognizant SPO or customer for resolution and final disposition. (Reference AFSCMAN 21-102, paragraph 7.2.12.3.)

4.2. Multi-tasks/operations, single/multi-mechanic tasks/operations (including turnovers), and team tasks/operations. When a task/operation performed by one or more mechanics cannot be completed, the applicable mechanics will turn WCD over and document all maintenance performed up to that point, stamp, and date the entry. When space is not available to make an entry on WCD, the mechanic will physically attach a hand-scribed data sheet with the entry traceable back to the WCD header information and task/operation. The mechanics that continue the task/operation will use the information from the entry to determine where to start when the task/operation resumes. When the task/operation is completed, the mechanics completing the task will stamp and date the WCD. (Reference AFSCMAN 21-102, paragraph 7.2.12.9.)

4.3. ‘Q’ Code Stamp for the ITS workbook. For the ITS workbook, the Quality Assurance Specialist (QAS) manually adding a ‘Q’ code requirement will draw or stamp a box for the ‘Q’ code stamp to the right of the production certifier’s block. Then the QAS will stamp and date the entry outside the added box. The QAS that completes the verification/inspection will stamp and date inside the added red stamp box. The QAS ‘Q’ code addition stamp and verification/inspection ‘Q’ stamp are two separate entries. (Reference AFSCMAN 21-102, paragraph 7.2.12.10.2.)

4.3.1. Changing paper WCD’s ‘Q’ coded Inspection/Certification Codes. Only the Quality Assurance chief, Quality supervisor, and Quality lead are authorized to downgrade ‘Q’ inspection codes on the shop floor. A ‘Q’ code will be downgraded by drawing a red line through the ‘Q’ inspection block. The individual that downgrades the ‘Q’ code, the planner, and production supervisor will apply their stamps and date above the inspection code block. For permanent downgrade to planned operations, approved Quality personnel will submit an AFSC Form 957, *Work Control Document (WCD) Change Request,* to the

applicable Planning office requesting the change. (Reference AFSCMAN 21-102, paragraph 7.2.12.10.2). (AUTHORIZED DEVIATION: AFSCMAN 21-102 paragraphs 7.2.12.4.1 and 7.4.2) Quality Assurance (QA) chiefs/supervisors who do not have stamps as part of their normal duties will not be issued stamps solely for the purpose of downgrading 'Q' codes. These individuals are authorized to write a payroll signature and date on the WCD instead of applying a 'Q'-stamp. The Quality Assurance (QA) chief/supervisor's name and title must be legibly printed in ink (a rubber stamp bearing name and title may also be used). (Reference AFSCMAN 21-102, paragraph 7.2.12.10.2.)

4.4. Rework. For non-tracked ITS documents (used for AFSC Form 206, *Temporary Work Request*, workload and definitized guides in 402 CMXG/402 EMXG), the planner/scheduler will print a new non-tracked ITS document, which will be a duplicate of the original document.

4.4.1. The new rework WCD will include all of the operations requiring re-accomplishment along with any additional tasks. Tasks prior to and after rework will be crossed out using a blue/black-ink diagonal line placed from the upper left to the lower right of these operations. Mechanics are not required to stamp lined-out operations prior to the first task requiring rework.

4.4.2. For non-tracked ITS documents that require an AFMC Form 202, *Engineer Technical Assistance Request*, and the work cannot be accomplished using the original WCD, the planner will create a new rework WCD. The new rework WCD will contain all needed operations to accomplish AFMC Form 202 instructions and will be attached to the original WCD. This process may be repeated as necessary throughout the repair or manufacture of the end item. (Reference AFSCMAN 21-102, paragraph 7.2.14.)

4.5. Electronic system generated WCD Change Request Procedures. The Enterprise Management Information System (EMIS) based Change Control Manager (CCM) is authorized to use the EMIS-generated CCM Form 957 in lieu of the AFSC Form 957. (Reference AFSCMAN 21-102**,** paragraph 7.2.19.1.)

4.5.1. The person identifying the need for a change on the WCD will initiate the CCM-generated 957 ticket in EMIS Control Manager.

4.5.2. Ticket will be created on behalf of the initiator's supervisor.

4.5.3. Select the applicable planning office to receive the WCD change request.

4.5.4. At a minimum, the initiator will populate all mandatory fields and enter the request and justification.

4.5.5. Submit the CCM Form 957 Request.

4.5.6. Upon system-generated notification of the submitted CCM Form 957, the supervisor will enter concur/non-concur and post the comment.

4.5.7. If the supervisor non-concurs, the responsible planner will post a comment on the request explaining why the request was not accomplished and cancel the ticket.

4.5.8. When changes to a Resource Control Center (RCC) are required, supervisor will include both the old RCC and new RCC supervisor.

4.5.8.1. The gaining and losing RCC supervisor will submit a common access card (CAC)-enabled concur/non-concur response on the ticket.

4.5.8.2. If the gaining and/or losing supervisor non-concurs, the planner will post a comment on the request explaining why the request was not accomplished and cancel the ticket.

4.5.9. The responsible planner will not begin the ticket until all concurs are submitted.

4.5.10. When concurred, the responsible planner/industrial engineering technician (IET) will complete the following actions within 15 working days:

4.5.10.1. The planner will post a comment on the request indicating the request was accepted.

4.5.10.1.1. If the ticket request is denied the planner will post a comment on the request explaining why the request was not accomplished and cancel the ticket.

4.5.10.2. The planner will make the requested changes to the WCD as required.

4.5.10.3. The planner will close the ticket.

4.5.11. Upon system-generated notification that the submitted CCM Form 957 ticket has been closed, the supervisor may review/print the completed ticket.

4.5.12. The planner will maintain the EMIS-generated CCM Form 957 electronically or print and maintain in planning jacket for a minimum of 2 years.

4.6. Manual Changes and Additions. All manual changes and additions to in-process WCDs will be made by a planner, with the exception of inspection code upgrade/downgrade and the one-time documentation of AFMC Form 202. Annotation of the AFMC Form 202 control number will be made in red ink and a Planner (IET stamp), Production Supervisor stamp ('P' stamp) or Production Control Scheduler ('C' stamp) will stamp and date the annotation. Changes in the verbiage of the task description and changes to technical data other than one-time documentation of AFMC Form 202 will be made by a planner using red ink. Planners will stamp and date these changes. The scheduler will make changes to the end item serial number and Job Order Number (JON); schedulers stamp and date serial number and JON entries. Unless otherwise specified, changes and additions will be entered in blue or black ink.

5. Roles and Responsibilities.

5.1. Critical Task Notation. Planning will include the notation "Critical Task" identified by the PPT or similar notation in the WCD task description on any task determined as critical, using the definition of a critical safety item (CSI) as guidance. Those WCDs on the shop floor without the "Critical Task" notation are not required to be updated, but the "Critical Task" statement will be entered through normal attrition or during the next WCD review. A CSI is defined as a part, assembly, installation equipment, launch equipment, recovery equipment, or support equipment for an aircraft or aviation weapon system if the part, assembly, or equipment contains a characteristic where any failure, malfunction, or absence could cause a catastrophic or critical failure resulting in the loss or serious damage to the aircraft or weapon system, an unacceptable risk of personal injury or loss of life, or an uncommanded engine shutdown that jeopardizes safety. CSIs include items determined to be 'life limited,' 'fracture critical,' 'fatigue sensitive,' etc. as any tasks that the customer lists explicitly as CSIs or applicable technical documentation lists as CSIs will be labeled as critical tasks. Customer requirements characterized with similar language that reflects equivalence to a CSI will be labeled as critical tasks. Customers may use terms such as 'airworthiness,' 'safety of flight,' 'required for safe

operation,' or 'aviation safety' when characterizing such requirements where damage could be considered serious or substantial when it would be sufficient to cause a 'Class A' accident or a mishap of severity category I. The determining factor in CSIs is the consequence of failure, not the probability that the failure or consequence would occur. Items formerly identified as 'flight safety part,' 'flight critical part,' 'flight safety critical aircraft part,' or 'safety of flight item' are considered CSIs. (Reference AFSCMAN 21-102, paragraph 7.3.1.4.)

5.2. Accuracy of WCDs. Planning will ensure development, preparation, revision, and review of WCDs and definitized lists; and the accuracy of their technical contents. When informed of technical data changes, Planning ensures WCDs are reviewed and updated as required. **Note**: For aircraft and missile WCD only: During the annual Engineering Requirements Review (ERR) of aircraft and missile WCDs, in conjunction with the Complex Production/ Process Engineer and the System Program Manager (SPM)/Supply Chain Manager Cognizant Engineer (Operational Safety Suitability and Effectiveness authority (OSS&E)), ensure that all existing and emerging requirements are captured from SPM statement of work (SOW) and associated technical data to prevent missed work. (Reference AFSCMAN 21-102, paragraph 7.3.2.4 and AFMAN 63-143, paragraph 3.15.4.)

5.3. Operations Closure. Maintenance technicians/mechanics shall close operations in the applicable time and accounting system and stamp the WCDs daily. Any time a maintenance stamp is used, it must also be dated. The technician/mechanic will void documentation errors, stamps, or dates entered illegibly or in error on WCDs. The technician/mechanic will enter the correct documentation and re-enter a legible stamp/date. The stamp and date combination is considered one entry; if one is in error, for any reason, the void process applies to both and both have to be reentered, if needed. If one entry (e.g., date) is made incorrectly before the second entry (e.g., stamp) is made, the void process may be applied without the second entry being present; re-enter date and stamp, if required. (Reference AFSCMAN 21-102, paragraph 7.3.4.3 and 7.3.4.4.)

5.3.1. Maintenance technician/mechanic will void documentation errors by drawing a line through the documentation and write in red the word "VOID" at the location of the error.

5.3.2. Maintenance technician/mechanic will void stamps or dates entered illegibly or in error on WCDs by writing, in red, "VOID" across the impression.

5.3.3. Upon completion of unpredictable discrepancies, document a description of corrective action of the discrepancy and include technical data reference in the corrective action block. Corrective action description should be specific (removed/repaired/installed/replaced) and list the item (part name/part number (PN)/national stock number (NSN)). Stamp and date applicable blocks.

5.3.4. Operational checks, final functional test, final test, or test when required as part of a maintenance action will be documented. If the operational check, final functional test, final test, or test passes, document on the WCD in the Corrective Action block by including a statement such as 'OP CK GOOD' or 'Final Test Check Good.' If a malfunction is detected during the check, document the finding (for example, sign off the write-up as 'OP CK BAD' or 'Final Test Check Bad') and refer to a new write-up documenting the malfunction.

5.4. Production controller/scheduler will:

5.4.1. Enter item serial number on the WCD when item is delivered for work, where applicable. During the course of repair of an end item, it may become necessary to change the serial number of the end item on the WCD. The production controller/scheduler can make this change. The change to the serial number must be made in ink. The scheduler must 'C' stamp and date this change in blue or black ink. In some cases, the WCD may be released to the shop floor without the serial number annotated. Once the end item serial number is determined, the production controller/scheduler must annotate the serial number on the WCD. This annotation must also be 'C' stamped and dated in blue or black ink. Annotation of a part number/serial number on an AFSC Form 173 will be accomplished by the technician in blue or black ink. (Reference AFSCMAN 21-102, paragraph 7.3.5) **Note:** For those items routed from aircraft for repair, the end item serial number is not the aircraft tail number.

5.4.2. For 402d Aircraft Maintenance Group (402 AMXG) and 402 CMXG only. Review, 'C' stamp, and date completed aircraft-related WCDs no later than 3 business days after mechanic certification and documentation. The scheduler should notify production supervisor daily when WCDs are not complete or contain documentation errors. In case of system outage, the scheduler will 'C' stamp the completed WCDs within 3 business days of system access being restored. Scheduler will not process D6M (sell) transaction for end items prior to reviewing and 'C' stamping WCDs. (Reference AFSCMAN 21-102, paragraph 7.3.5.7)

5.5. ALC Production/Process Engineering will provide input to PPT for the development of the WCD by identifying critical characteristics used in the identification of critical task/operation for that workload, including those associated with CSIs during the ERR and annual Work Spec review. (Reference AFSCMAN 21-102, paragraph 7.3.7.1.)

5.6. The QA Specialist. Whenever a defect/nonconformance in an operation/task is discovered during a QA inspection, the QA specialist shall draw a red diagonal line placed from the upper left to the lower right through the 'M' stamp block, stamp and date the task description block, write an explanatory note in the task description block, and enter the defect/nonconformance into the WR-ALC Form 12, *Maintenance Work Request Form*, in addition to completing AFMC Form 343, *Quality Assurance Assessment*. Workmanship defects shall be documented against both the mechanic who completed the task and any secondary certifiers.

6. 402 AMXG and 402 CMXG Documentation (Paper) Workbooks.

6.1. Planned Operations Workbook G097/PDMSS. This workbook lists all required planned operations that will be worked on an aircraft. It may also be printed as a computer version of an AFSC Form 173 if the system capabilities exist in G097/PDMSS. If this version is used, the workbook then becomes the official record of maintenance performed on the aircraft and the workbook entries will be considered official WCDs. As determined by the scheduler, the workbook will be kept in a designated location determined most practical for the repair environment.

6.2. Unpredictable Operations Workbook G097/PDMSS. This workbook is used in conjunction with the system-generated AFSC Forms 173 for documenting actions taken upon discovery of a defect for which there is no planned operation. It is used to document all unplanned maintenance required to comply with programmed depot maintenance requirements. This workbook may be printed as a computer version of an AFSC Form 173 if the system capabilities exist in G097/PDMSS. If this version is used, the workbook then becomes the official record of maintenance performed on the aircraft and the workbook entries will be considered official WCDs. As determined by the scheduler, it will be kept in a designated location determined most practical for the repair environment. It must contain all the required information in the blocks listed in AFSCMAN 21-102, Table 7.2. The computer version does not have to be identical to the AFSC Form 173 as long as all of the mandatory/required information is documented.

6.3. WR-ALC Form 12.

6.3.1. WR-ALC Form 12 will be used for documenting the input and processing of unpredictable work actions within WR-ALC. When required, an equivalent form with an assigned form number may be used as long as all fields of the WR-ALC Form 12 are met. Each WR-ALC Form 12 or equivalent will be numerically numbered to ensure accountability of each page of the Maintenance Work Request. As determined by the scheduler, it will be kept in a designated location determined most practical for the repair environment. These forms are used for identification of unplanned work to be accomplished.

6.3.2. WR-ALC Form 12 or equivalent will be completed to ensure actions are auditable/traceable at all times.

6.3.2.1. The Production Support Section (PSS) will provide an unpredictable log for defect documentation.

6.3.2.2. The initiator will enter a detailed description auditable to the discrepancy into the log.

6.3.2.2.1. The discrepancy should include damage type (cracked, broken, delaminated, torn, etc.), approximate size of damage, and location of the damaged area (zone/station, top, bottom, fwd, aft, etc.). C-17 aircraft discrepancies shall include the specific reference designator to the part being repaired/replaced for the discrepancy.

6.3.2.3. The production supervisor will document the correct technical data, inspection code, and check the critical or noncritical block on discrepancy log.

6.3.2.3.1. When not fully familiar with the work to be performed, the production supervisor will notify the gaining supervisor, a qualified work leader, or journeyman technician/mechanic to document the correct technical data, inspection code, and check the critical or noncritical block on the discrepancy log.

6.3.2.3.2. The person annotating the inspection code, deciding if the task is either critical or noncritical, and entering the correct technical data will assure all other blocks are complete and correct, then stamp and date in the production certifier block. These blocks include the work unit code (WUC), how malfunctioned (HOW MAL), action taken code (ATC) IAW the mission design series (MDS)-specific Work Unit Code Manual Technical Order and guidelines specified in the TO 00-20-2, *Maintenance Data Documentation*.

6.3.2.4. The PSS will input the discrepancy into MWR. Discrepancy/unpredictable logs will be located at the aircraft, while the aircraft is in work, or in a designated area in the back shops, and will be turned in to the Records Section along with WCDs at the completion of each aircraft. Discrepancy logs used in the 402 CMXG back shops will be archived in a planner/scheduler file when discrepancy log is not turned in to the Records Section.

7. Computer Generated WCDs. Headquarters AFSC-approved computer systems generated WCDs without hard copies are authorized and encouraged as long as the accuracy and integrity of the documents can be maintained and the minimum documentation is accomplished as required by AFSCMAN 21-102, and other applicable instructions.

7.1. eWCD ROCIT Process. The following defines roles, responsibilities, and procedures pertaining to the use of aircraft-related eWCDs in 402 AMXG and 402 CMXG. These instructions are unique to eWCDs and are used to maintain the accuracy and integrity of the documents. Once an eWCD is blocked and printed as a hard copy WCD for any reason, the WCD processes in AFSCMAN 21-102 and other applicable instructions will be followed.

7.1.1. Refer to **Attachment 2** for detailed eWCD process guide.

7.1.2. For eWCD COOP/contingency plans, see **Attachment 3.**

7.1.3. Refer to **Attachment 4** for printing certified eWCD to paper.

7.2. The mechanic/technician will:

7.2.1. Notify the production supervisor or scheduler if they are unable to access ROCIT or rework is required, so the scheduler can print a hard copy to place in the applicable aircraft workbook.

7.2.2. Complete work in the appropriate time and attendance system, and certify completion of operation by stamping and dating the eWCD daily.

7.2.2.1. When system outage occurs, assure eWCDs are closed in the appropriate time and attendance system and electronically stamp the eWCD within 3 business days of the system being restored. (Reference AFSCMAN 21-102, paragraph 7.4.2.)

7.2.3. Place an informational note and mechanic stamp in the Task Description Documentation (TDD) field when a task/operation listed on a WCD is not, or will not be, accomplished. Use an annotation of not required (NR); not applicable (NA); previously complied with (PCW); or satisfactory as is (SAI) with specific reason justifying action. The mechanic/production supervisor will then notify the planner of the operation deletion request. **(**Reference AFSCMAN 21-102, paragraph 7.3.4.1.)

7.2.3.1. The planner will review the request for deletion and if approved, enter their IET stamp number in the TDD field. The planner is not required to stamp inside definitized guides for NR, NA, SAI or PCW. **(**Reference AFSCMAN 21-102, paragraph 7.3.4.)

7.2.4. Document in the eWCD 'Turn Over' field, all maintenance performed up to that point. Stamp and date the entry in the turnover field for tasks that are accomplished by several individuals and/or for all work accomplished by more than one person when a mechanic cannot finish a task/operation. (Reference AFSCMAN 21-102, paragraph 7.2.12.9.)

7.2.5. Document required corrective action, serial numbers, part numbers, install dates, etc., in the "Task Description" field on applicable eWCDs.

7.3. The production supervisor will:

7.3.1. Notify the scheduler to block the eWCD and print a hard copy WCD when rework, upgrades or downgrades to inspection/certification codes are required. (Reference AFSCMAN 21-102, paragraph 7.2.12.10.1.)

7.3.2. Review eWCDs daily for accuracy and completeness. When the supervisor discovers incomplete eWCDs, or after being notified of incomplete eWCDs by the scheduler, assure responsible mechanic/technician documents and/or stamps all completed eWCDs daily. (Reference AFSCMAN 21-102, paragraph 7.3.3.13)

7.3.3. Ensure eWCDs are electronically stamped and documented due to system outage within 3 business days of the system being restored.

7.4. The scheduler:

7.4.1. Will block the operation from eWCD and place in the hard copy workbook, when requested by the production supervisor or quality assurance specialist when required (attaching of rework documentation, data sheets, red ink changes, quality defects requiring rework etc.). If the eWCD has been certified, print a copy of eWCD with the electronic stamp imprint and place in the hard copy workbook with applicable forms/documents attached. (Reference AFSCMAN 21-102, paragraph 7.3.5.7.)

7.4.2. Will review completed eWCDs for his/her assigned RCC/major jobs in each applicable eWCD workbook daily and apply 'C' stamps to completed eWCDs within 3 business days after mechanic certification/documentation.

7.4.2.1. When system failure occurs, electronically apply 'C' stamp within 3 business days of the system being restored.

7.4.3. Should notify the production supervisor daily of operations missing required stamps and/or documentation.

7.4.4. **(Owning RCC/major job scheduler)** will ensure eWCD open and closed workbooks are complete and up-to-date prior to Fixer Release Control (FRC) and record reviews. Production controller will convert completed work packages, Time Compliance Technical Orders (TCTOs), Work Instruction Record (WIRs) (applicable to C-17 only), and eWCDs into a digital portable document format (PDF/A) per 402 AMXGI 21-002, **Attachment 2**, and upload files to the Electronic Working Files (EWF) under the respective aircraft tail number. All hard copy documents, block operations, AFMC Forms 202, charts, tables, attachments, etc., will be turned into the Records Section for scanning documents to specific aircraft tail number digital media file by Weapon System Squadron ADSS. (Reference AFSCMAN 21-102, paragraphs 6.9.1.2 and 7.3.5.3 and 402 AMXGI 21-002, paragraph 3.2.3 and 3.2.4.)

7.4.5. **(Owning RCC/major job scheduler)** will ensure all 'blocked' operations and definitized guides have printed hard copies in the hard copy workbook.

7.4.6. Will maintain a copy of all open and closed operations daily. This will ensure an available record of completed and open operations for issuing daily work in the event of system outage.

7.4.6.1. Assigned operations during system outage may be worked and certified on a hard copy AFSC Form 959, WR-ALC Form 29, or hand scribed AFSC Form 173. The hard copy WCD will be maintained in the hard copy workbook and turned in to the Records Section or documented and certified electronically after the system is back online. Documentation on hard copy WCD need not be entered into blocked eWCD provided hard copy WCD is maintained in the workbook.

7.4.7. Will maintain a tail number-specific aircraft workbook to maintain AFMC Forms 202 until further AFSC guidance is issued concerning AFMC Form 202 attachments on eWCDs. **Note:** Applicable AFMC Form 202 shall be issued to production supervisor who will issue that form to the mechanic/technician prior to beginning the task.

7.4.8. Will turn the AFMC Form's 202 workbook to the Aircraft Records Section prior to FRC.

7.4.9. Will issue applicable AFMC Forms 202 with work issued to production.

7.5. The planner:

7.5.1. Is the only one authorized to delete or negate a planned requirement.

7.5.1.1. When receiving a deletion request, for a qualified operation with a numeric Op Stat code, will review and, if approved, enter IET stamp and date in the TDD field.

7.5.2. Is not required to stamp step by step task inside definitized guides for NR, NA, SAI or PCW. (Reference AFSCMAN 21-102, paragraph 7.3.4.)

7.5.3. Will enter AFMC Form 202 control number in the applicable eWCD TDD description field. The one-time documentation of AFMC Form 202 will be performed by Planner (IET stamp), Production Supervisor stamp ('P' stamp) or Production Control Scheduler ('C' stamp). If the AFMC Form 202 control number is annotated by someone other than a planner, the person annotating the form will notify the appropriate planning office and the annotation will be reviewed by a planner the next business day. See **paragraph 4** for additional guidance.

7.5.4. When approving MWRs, will verify that the WUC, ATC, HOW MAL, (C-17 MWR-reference designator in description block) are IAW the MDS specific Work Unit Code Manual Technical Order and guidelines specified in the TO 00-20-2 are correct. If any of this information is incorrect, the MWR will be routed back to the initiator for PSS to make the necessary corrections.

7.6. The quality assurance specialist will:

7.6.1. Enter a discrepancy on WR-ALC Form 12 and notify the responsible scheduler to block the operation when a QA inspection reveals a quality defect requiring rework.

7.6.2. Notify the scheduler to block eWCD and print a hard copy WCD when upgrades or downgrades to 'Q' inspection/certification codes are required.

7.7. Weapon System Squadron ADSS will:

7.7.1. Follow existing processes as outlined in 402 AMXGI 21-002 and 402 AMXG Form 5320 for aircraft with eWCDs.

7.7.2. Produce a copy and a backup copy on storable electronic media (e.g., compact disk, digital versatile disk, etc.) of all completed work packages, TCTOs and WIRs (applicable to C-17 only) WCDs along with all hard copy documents. Refer to **Attachment 5** for saving eWCD to disc for back up records. These records will be stored and maintained IAW AFRIMS. (Reference AFSCMAN 21-102, paragraph 7.2.10.4.)

7.8. The stamp manager will issue, maintain, and deactivate electronic stamps in ROCIT, as applicable. (Reference AFSCMAN 21-102, paragraph 7.4.3.)

8. Electronic WCD (eWCD) LDMS Process. The following defines roles, responsibilities, and procedures pertaining to the use of aircraft-related eWCDs in 402 EMXG and 402 CMXG. These instructions are unique to eWCDs and are used to maintain the accuracy and integrity of the documents. Once an eWCD is blocked and printed as a hard copy WCD for any reason, the WCD processes in AFSCMAN 21-102 and other applicable instructions will be followed.

8.1. The mechanic/technician using LDMS will:

8.1.1. Notify the production supervisor or scheduler if they are unable to access LDMS so the scheduler can print a hard copy for work documentation.

8.1.2. When system outage occurs, ensure TAA is updated and electronically stamp the eWCD within 3 business days of the system being restored.

8.1.3. Document turnover notes in the discrepancy/corrective action blocks within Maintenance Data Collection (MDC) popup via the MYWIP Module. If multiple mechanics are accomplishing tasks, separate events will be created by each mechanic performing tasks for auditability of the work being performed.

8.1.4. When utilizing LDMS to track on-the-job training, select the personnel tab and check the trainee checkbox to annotate employee trained on this step. Specific training events can be captured via the discrepancy/corrective action blocks.

8.1.5. Notify the planner/scheduler that rework is required to complete the repairs.

8.1.6. Upon completion of unpredictable discrepancies, document a description of corrective action and include technical data reference in the corrective action block. Stamp and date applicable blocks. Actions can be performed in the MDC module. This is specific to aircraft workloads being performed in LDMS.

8.1.7. System will notify production floor of changes made to eWCDs when changes affect work in process (WIP) on the floor. Maintainers will monitor tagged folder to be notified of changes.

8.1.8. Complete work within LDMS MYWIP module to send scan times to Time and Attendance (TAA), and certify completion of operation by stamping and dating the eWCD as work is performed.

8.2. The production supervisor using LDMS will:

8.2.1. When work is unsupportable, notify the scheduler/planner to delay the eWCD.

8.2.2. Preform system review and validate completion of eWCDs. Supervisors will ensure employees make corrections if necessary. (Reference AFSCMAN 21-102, para 7.3.3.13.)

8.2.3. Ensure eWCDs are electronically stamped and documented due to system outage within 3 business days of the system being restored. For extended outages, supervisors will make the decision to go with paper WCDs. These will be scanned and uploaded to LDMS artifacts once the system comes back online.

8.2.4. Delay the eWCD as necessary to stop any additional certification of steps until resolution of delay has been accomplished.

8.2.5. Supervisors will void stamps on eWCDs as necessary. Voided stamps can be tracked via the step change history feature which captures what stamp was voided, why the stamp was voided, who voided it, and when it was voided.

8.3. The scheduler using LDMS will:

8.3.1. Delay the eWCD as necessary to stop any additional certification of steps until resolution of delay has been accomplished.

8.3.2. Review completed eWCDs for his/her assigned RCC daily and apply 'C' stamps to completed eWCDs within 3 business days after mechanic certification/documentation. When system failure occurs, electronically apply 'C' stamp within 3 business days of the system being restored.

8.3.3. Notify the production supervisor as necessary of operations missing required stamps and/or documentation.

8.3.4. In the event of a system outage:

8.3.4.1. Work and certify assigned operations on a hard copy AFSC Form 959, WR-ALC Form 29, or hand-scribed AFSC Form 173, as necessary. Scan and upload hard copies into the artifacts section where LDMS will still be the source of the record. Notify planning department to revoke the applicable eWCDs.

8.3.4.2. Issue applicable AFMC Form 202 hard copy with hard copy WCD to production.

8.3.5. When a shop is converted to eWCDs, follow these steps for end items that are completed and removed from AWP:

8.3.5.1. Upload ITS workbook to artifacts in LDMS.

8.3.5.2. Recycle (supplemental workbook in LDMS with all original steps) the eWCD or create the supplemental process documents as necessary to complete the repairs.

8.4. The planner using LDMS:

8.4.1. Is the only one authorized to modify a planned requirement within eWCDs.

8.4.2. Will attach AFMC Form 202 PDF onto the applicable eWCD process plan. **Note**: The one-time documentation of AFMC Form 202 will be performed by Planner (IET stamp), Production Supervisor stamp ('P' stamp) or Production Control Scheduler ('C' stamp). If the AFSC Form 202 control number is annotated by someone other than a planner, the person annotating the form will notify the appropriate planning office and the annotation will be reviewed by a planner the next business day. Planners will then be responsible for uploading 202s to LDMS job plan. See **paragraph 4** for additional guidance.

8.4.3. Will maintain copies of LDMS generated AFSC Forms 959 in planning jackets in case of system failure. These can be printed from the Process Documents section of the Planning Module.

8.4.4. Will create a scheduling review step for every LDMS job plan so that schedulers must review and certify that all documentation of work has been completed.

8.4.5. Planner is only personnel who can create rework with change in work scope.

8.4.6. Will review change requests of eWCDs, and if approved, make the necessary changes to the process documents. (Reference AFSCMAN 21-102, paragraph 7.2.19)

8.5. The Quality Assurance Specialist will:

8.5.1. Enter a discrepancy on WR-ALC Form 12 and notify the responsible scheduler to delay the eWCD when a QA inspection reveals a quality defect requiring rework.

8.5.2. Notify the scheduler to delay eWCD and notify planner that an upgrade or downgrade to 'Q' inspection/certification codes is required.

8.5.3. QA will initiate rework by redlining (reject step function in LDMS) and notify planning/scheduling community of rework to be accomplished. This is the process that will be followed when QA is identifying the rework.

8.6. The stamp manager will issue, maintain, and deactivate electronic stamps in LDMS, as applicable. (Reference AFSCMAN 21-102, paragraph 7.4.3.)

BRIAN D. MOORE, Colonel, USAF
Vice Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFMAN 90-161, *Publishing Processes and Procedures,* 15 April 2022

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

AFMAN 63-143, *Centralized Asset Management Procedures*, 18 December 2020

AFSCMAN 21-102, *Depot Maintenance Management*, 5 April 2021

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

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

TO-00-20-2, *Maintenance Data Documentation, 22 July 2021*

TO 00-25-4, *Depot Maintenance of Aerospace Vehicles and Training Equipment*, 1 July 2020

WR-ALCMAN 90-115, *Business and Quality Management System,* 19 August 2021

402 AMXGI 21-002, *Aircraft Records Documentation*, 13 January 2022

Prescribed Forms

WR-ALC Form 12, *Maintenance Work Request Form*

WR-ALC Form 29, *Work Control Document*

Adopted Forms

DAF Form 679, Air Force Publication Compliance Item Waiver Request/Approval

DAF Form 847, Recommendation for Change of Publication

AFSC Form 173, MDS/Project Operation Assignment

AFMC Form 202, Engineer Technical Assistance Request

AFSC Form 206, Temporary Work Request

AFMC Form 343, Quality Assurance Assessment

AFSC Form 957, Work Control Document (WCD) Change Request

AFSC Form 959, Work Control Document

402AMXG Form 5320, Minimum Essential Records Checklist

Abbreviations and Acronyms

ADSS—Aircraft Documentation System Specialist

AF—Air Force

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFRIMS—Air Force Records Information Management System

AFSCMAN—Air Force Sustainment Center Manual

ALS—Aircraft Logistics Specialist

AMR—Aircraft and Missile Requirements

ARS—Aircraft Records Section

ATC—Action Taken Code

AWP—Awaiting Parts

CAC—Common Access Card

CCM—Change Control Manager

CKC—Customer Key Characteristic

COTS—Commercial Off-the-Shelf

CSI—Critical Safety Item

DAFMAN—Department of the Air Force Manual

ERR—Engineering Requirements Review

EMIS—Enterprise Management Information System

eWCD—Electronic Work Control Document

EWF—Electronic Working Files

FRC—Fixer Release Control

HOW MAL—How Malfunctioned

IAW—In Accordance With

IET—Industrial Engineering Technician

ITS—Inventory Tracking System

JON—Job Order Number

LDMS—Lean Depot Management System

MDC—Maintenance Data Collection

MDS—Mission Design Series

MTO—Made To Order

MWR—Maintenance Work Request

NA—Not Applicable

NR—Not Required

NSN—National Stock Number

OPR—Office of Primary Responsibility

OSS&E—Operational Safety Suitability and Effectiveness

PAC—Production Acceptance Certification

PCW—Previously Complied With

PDF—Portable Document Format

PDMSS—Programmed Depot Maintenance Scheduling System

PDN—Production Number

PMEL—Precision Measuring Equipment Laboratory

PN—Part Number

PPT—Production Planning Team

PSS—Production Support Section

QA—Quality Assurance

QAS—Quality Assurance Specialist

RCC—Resource Control Center

ROCIT—Role Oriented Consolidated Information Tool

SAI—Satisfactory As Is

SOW—Statement of Work

SPM—System Program Manager

SPO—System Program Office

TAA—Time and Attendance

TCTO—Time Compliance Technical Order

TDD—Task Description Documentation

TO—Technical Order

WCD—Work Control Document

WIP—Work in Progress

WIR—Work Instruction Record

WUC—Work Unit Code

WR-ALC—Warner Robins Air Logistics Complex

Office Symbols

402 AMXG—402d Aircraft Maintenance Group

402 CMXG—402d Commodities Maintenance Group

402 EMXG—402d Electronics Maintenance Group

WR-ALC/OB—Warner Robins Air Logistics Complex Business Operation Office

WR-ALC/OBWC—Warner Robins Air Logistics Complex Supportability Element

AFSC/LZ—Air Force Sustainment Center/Logistics Execution

Terms

IMPRESA—A commercial-off-the-shelf (COTS) Enterprise Resource Planning (ERP) system that includes a Maintenance, Repair and Overhaul (MRO) module which integrates with Manufacturing and Financial applications

MYWIP—A module within LDMS

Attachment 2

EWCD WORKBOOK PROCESS GUIDE

A2.1. The tail number specific eWCDs and eWCD Workbooks are located on the Aircraft Status page in ROCIT. The following processes, in conjunction with AFSCMAN 21-102 will apply during the eWCD process in 402 AMXG.

A2.1.1. Production. It is the mechanic's responsibility to notify the scheduler if they do not have system access so the Scheduler can print a hard copy WCD for the mechanic to stamp.

A2.1.2. Supervisor. Review completed eWCDs for accuracy and completeness. Ensure all rework documentation is attached if applicable. Ensure completed eWCDs and all required supporting documentation are available to the Production Controller/Scheduler.

A2.2. eWCDs. Responsibilities for Certifications.

A2.2.1. Mechanic Certification.

A2.2.1.1. Operation must be closed in TAA before electronic stamps can be entered on eWCDs.

A2.2.1.2. Open ROCIT and click on the rubber stamp beside the applicable aircraft tail number.

A2.2.1.3. Enter operation number in the Operation Number field. (Enter up to five operation numbers.)

A2.2.1.4. The user clicks the "Action" Button in the Certifications area. Select "Certify Task" from the Actions drop down and the system will apply their Production Acceptance Certification (PAC) stamp that is loaded to their CAC.

A2.2.1.5. To void stamp, click on the Action drop down button on the eWCD stamp page above the applicable stamp block. Select "Void Certification".

A2.2.1.6. When documentation is required in the WCD description block, click on the +Add button in the Task Documentation area. Select from the following types of entries: NR, NA, PCW, SAI, data entry, quality/planner reviews, turn over, serial number, part number, torque requirements, blocked comments, rework, etc. Once a type of entry is selected, the user can enter any pertinent data in the Documentation field. To save entry, click on the Save and Close button. This will save the data entered to the workbook along with the user's stamp and time of entry.

A2.2.1.7. Enter Corrective Action on Unpredictable Operations in the Corrective Action field. Click on the +Add button to open the pop-up window. Enter tech data in the mandatory Tech Data block. Enter the corrective action in the field. Select the save and close button. This will save the corrective action, user stamp, and time of entry.

A2.2.2. Secondary Certification:

A2.2.2.1. Secondary certifier inserts CAC and logs into ROCIT.

A2.2.2.2. Open ROCIT and click on the rubber stamp beside the applicable A/C tail number.

A2.2.2.3. On the eWCD stamp page, select eWCD or Def Guide radio button.

A2.2.2.4. Enter operation number in the Operation Number field (enter up to five operation numbers).

A2.2.2.5. The user clicks the “Action” Button in the Certifications area. Select “Certify Task” from the Actions drop down and the system will apply their PAC stamp that is loaded to their CAC

A2.2.2.6. To void stamp, click on the Action Drop Down button on the eWCD stamp page above the applicable stamp block. Select “Void Certification”. **Note:** Mechanic Stamp must be entered before Production Certifier will be allowed to enter stamp.

A2.2.2.7. Definitized Guides.

A2.2.2.7.1. For eWCD definitized guide certification, enter operation number in the Operation Number field (enter up to five operation numbers).

A2.2.2.7.2. Select the Def Guide button under Attachments.

A2.2.2.7.3. On the Def Guide page, to stamp a sub op or detail line, select the Actions drop down and click on the Certify Task link.

A2.2.2.7.4. To add documentation or to NA a sub op or detail line, click the +Add Documentation button and select from the type menu on the pop up window.

A2.2.3. Quality:

A2.2.3.1. Quality certifier inserts CAC and logs into ROCIT.

A2.2.3.2. Open ROCIT and click on the rubber stamp beside the applicable A/C tail number.

A2.2.3.3. On the eWCD stamp page, select eWCD or Def Guide radio button.

A2.2.3.4. Enter operation number in the Operation Number field (enter up to five operation numbers).

A2.2.3.5. Quality Certifier clicks the “Action” Button in the Certifications area. Select “Certify Task” from the Actions drop-down and the system will apply their PAC stamp that is loaded to their CAC.

A2.2.3.6. To void stamp, click on the Action Drop Down button on the eWCD stamp page above the applicable stamp block. Select “Void Certification”.

A2.2.3.7. For Redlines, the QA user will notify the scheduler to block the eWCD and print the eWCD to paper. This will be attached to the paper rework WCD. **Note:** Mechanic Stamp and Certifier Stamp must be entered before Quality Certifier will be allowed to enter their stamp.

A2.2.4. Planner.

A2.2.4.1. Planner will select the stamp icon by the tail number on the aircraft status page to enter the stamping screen.

A2.2.4.2. Planner will enter the operation number to be NA, NR, or SAI in the Operation List field (up to five numbers can be entered).

A2.2.4.3. On the results page, in the Task Documentation field, select the +Add button.

A2.2.4.4. On the Add Documentation pop up window, select the Type drop down and select the Quality/Planner review type. Enter the desired verbiage in the Documentation field and select the Save and Close button.

A2.2.4.5. To void a planner review, on the stamp entry page, select the Void button by the planner review line in the Task documentation field. On the pop-up window, select the void button.

A2.2.5. Scheduler. **Note**: When the mechanic notifies the scheduler they do not have system access, the scheduler will block the operation from eWCD and print a hard copy WCD. The blocked eWCD will be printed as a hard copy WCD and maintained in the hard copy workbook where the mechanic will apply their physical stamp and date.

A2.2.5.1. When an operation or definitized guide is blocked, the process reverts back to AFSCMAN 21-102 processes.

A2.3. All eWCDs:

A2.3.1. eWCDs that are reversed in G097 will be re-populated to the eWCD open ops page and available to be re-populated in the eWCD Workbook upon completion. Upon reversal, the scheduler will assure the mechanics have voided their stamp and date as well as removing corrective actions and serial numbers.

A2.3.2. eWCDs that require a hard copy can be blocked from the eWCD Workbook, then printed and placed in the applicable aircraft hardcopy workbook. If they are blocked in error they can be unblocked by selecting the operation and the "Unblock from Workbook" option. A justification will be entered in the mandatory comment box prior to the block/unblock feature.

A2.3.3. Then, the Aircraft Logistics Specialist (ALS) may print a copy of the eWCD with the electronic stamps imprinted to attach AFMC Forms 202, re-work, etc. See **Attachment 4** for instructions.

A2.3.4. The ALS will then attach a copy of the AFMC Form 202, re-work WCD, etc. to the completed eWCD and insert the eWCD in the hardcopy workbook.

A2.3.5. Other reasons for blocking WCDs from the eWCD and printing hard copies for all deleted operations, rework, AFSC Forms 959, lack of system access and required data entry etc. and when compliance with this process cannot be met. **Note**: When an operation or Definitized Guide is blocked the process reverts back to AFSCMAN 21-102 processes.

A2.4. Fixer Release Control (FRC):

A2.4.1. During FRCs and Record reviews it is the owning scheduler's responsibility to:

A2.4.1.1. Open each eWCD "CLOSED" Workbook and assure all closed operations and Definitized guides are certified, contain all required documentation and have been 'C' stamped.

A2.4.1.2. Open each eWCD "OPEN" Workbook and assure there are no open operations and Definitized Guides remaining that that would affect the FRC/review.

A2.4.1.3. Assure all “BLOCKED” operations and Definitized Guides have a printed hard copy WCD in the hard copy workbook.

A2.5. System failure/computer outages (non-availability of computer support for a period of indefinite length).

A2.5.1. The scheduler will copy open operations daily. See **Attachment 3** for instructions. This will be used in the event of a system outage.

A2.5.2. The scheduler will use their copied Excel or PDF file of tail number specific open operations for their assigned RCC.

A2.5.3. Copy of open operations of assigned RCC must be readily accessible.

A2.5.4. Tasks will be assigned from the 10 day forward look of open operations issued to the Production supervisor.

A2.5.5. Assigned operations during system outage may be worked and certified on a hard copy AFSC Form 959, WR-ALC Form 29, or handscribed AFSC Form 173. These will be maintained in the hard copy workbook that will be turned in to the Records Section or until entered electronically after the system is back online.

A2.6. Aircraft Documentation System Specialist (ADSS):

A2.6.1. The ADSS will follow existing processes as outlined in locally developed weapon system specific checklists for aircraft with eWCDs.

A2.6.2. The ADSS will produce a backup copy on storable electronic media (CD, DVD, etc.) and store these with any hardcopy workbooks. These will be maintained IAW AFI 33-322. These backup files will be produced as outlined in **Attachment 5.**

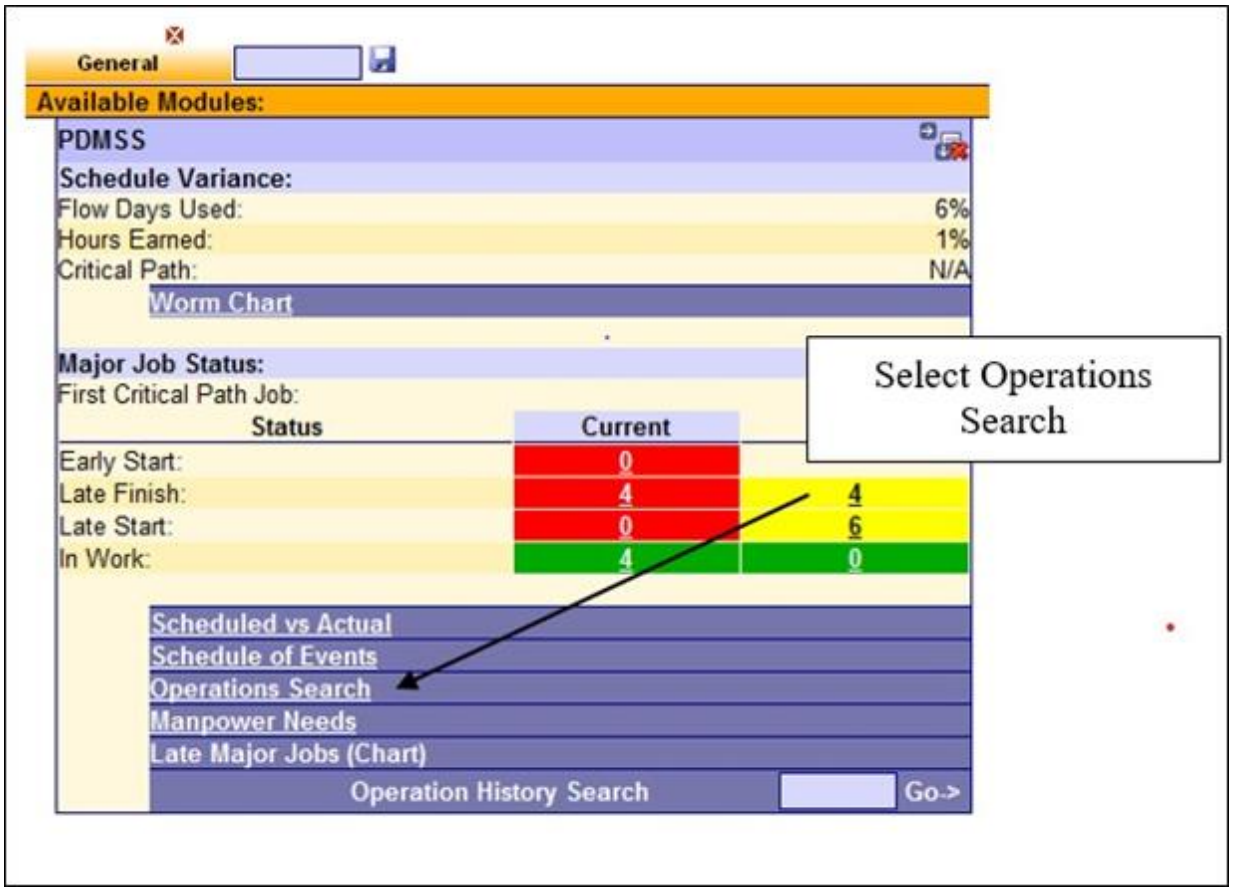
Attachment 3

PROCESS FOR COMPILING A BACKUP COPY OF WCDS DUE TO SYSTEM OUTAGE

A3.1. Go to the ROCIT Home page. Select the correct aircraft tail number and JON number by clicking on the aircraft tail number.

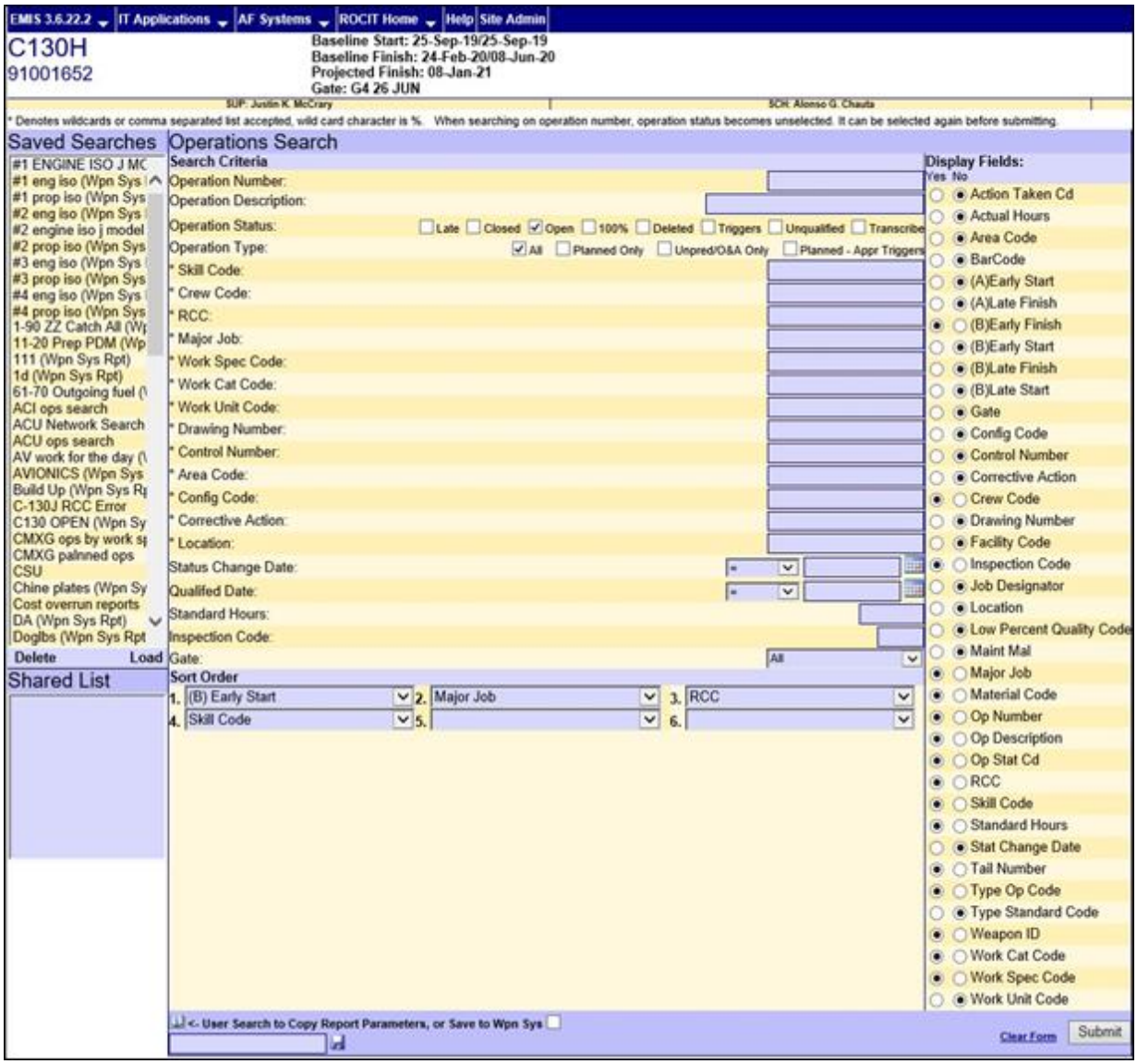
A3.2. On the aircraft status page, go to the Operations Search hyperlink. This is in the PDMSS module that shows the worm chart and major job status.

Figure A3.1. Locating the Operations Search Hyperlink.



A3.3. On the Operations Search page, the following suggested format can be used. Set up the search filters to pull all open operations by early start dates, major job, RCC and skill. The fields to display should be: (B) Early Finish, Inspection Code, Major Job, Material Code, Op Description, Op Number, Op Stat Code, RCC, Skill Code, Standard Hours, Tail Number, Type Op Code, Work Cat Code, and Work Unit Code.

Figure A3.2. Operation search entry page.

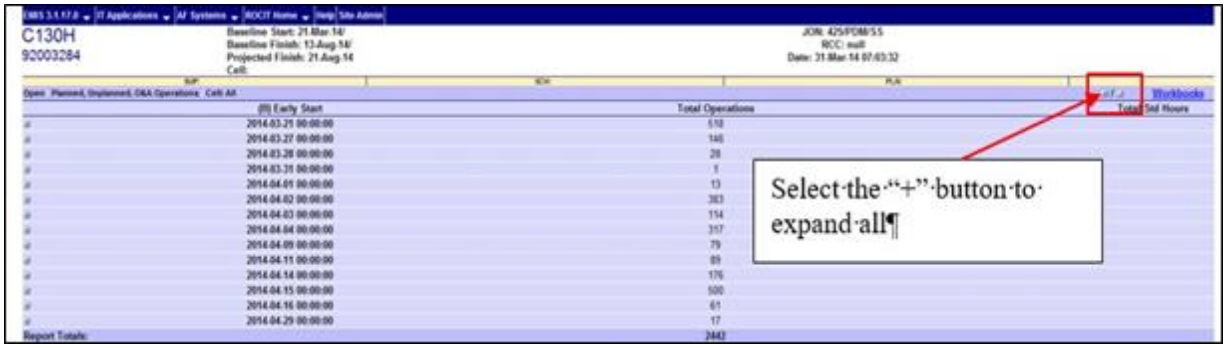


A3.4. After the filters have been set up as desired, select the submit button.

A3.5. This will bring up a ROCIT report of all open operations sorted by the start date, major job, RCC and Skill code. This can be printed out at any time to work from in case of system failure.

A3.6. After the report is returned, select the open all button at the right top of the page.

Figure A3.3. Operation Search results return screen.



A3.7. After the report is expanded, select the print page button by the page drop down in the navavigation bar across the top of the page. You can print to paper if desired. If saving this electronically, when the printer menu box has opened, select Adobe Acrobat instead of a printer. This will save the file as a PDF file.

Figure A3.4. Printing the Operation Search result pages.

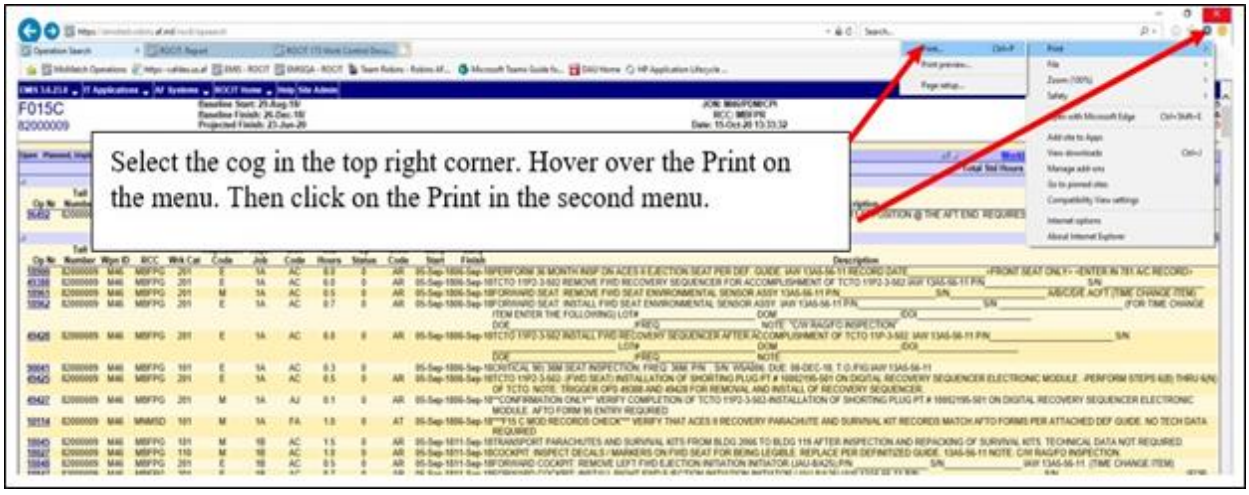
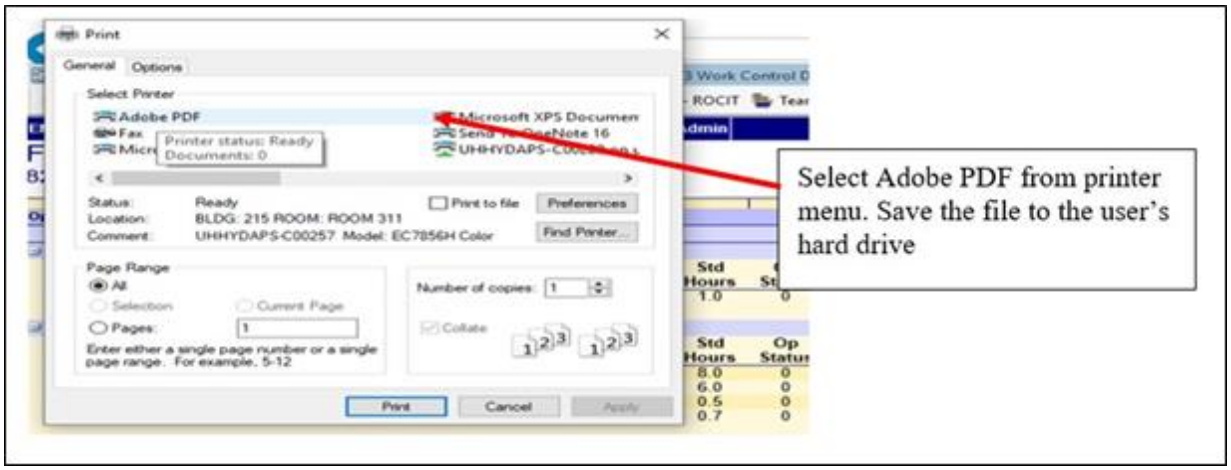
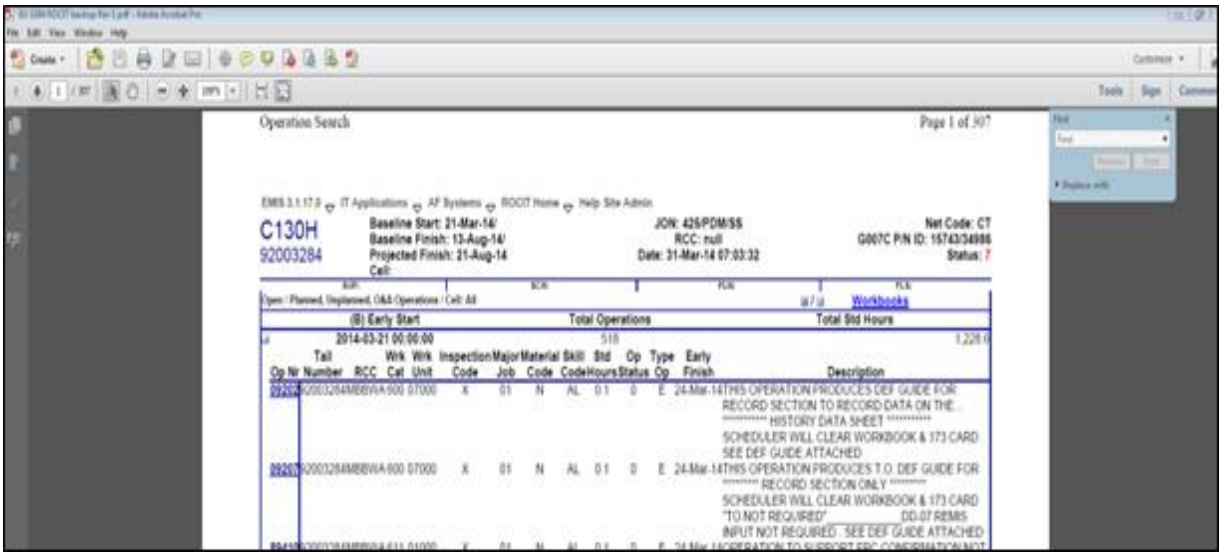


Figure A3.5. Printing to PDF file.



A3.8. After the file has generated, save the file to a desktop folder or burn to a CD. This will create a file independent from the network to produce WCDs in case of system failure. The document is searchable. You can search by clicking CTRL+F. This will bring up the search bar for Adobe.

Figure A3.6. Operation search result page in PDF format.



Attachment 4

PRINTING A CERTIFIED EWCD TO PAPER

A4.1. Access the Aircraft Work Control Documents module to access the aircraft eWCD workbooks.

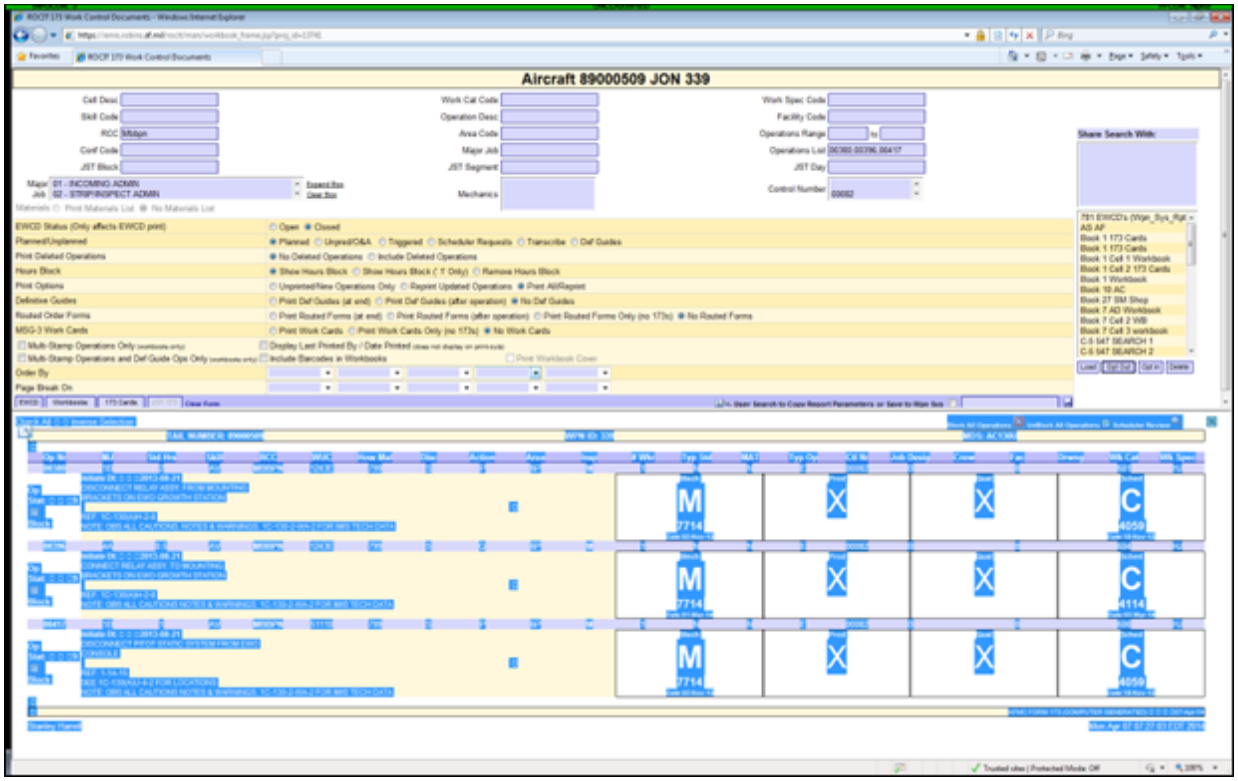
A4.2. Select the desired operation numbers and bring up the eWCDs.

A4.3. Right click anywhere in the lower section over the eWCDs being displayed.

A4.4. Select the "Select All" command from the menu.

A4.5. This will highlight all areas on the eWCDs.

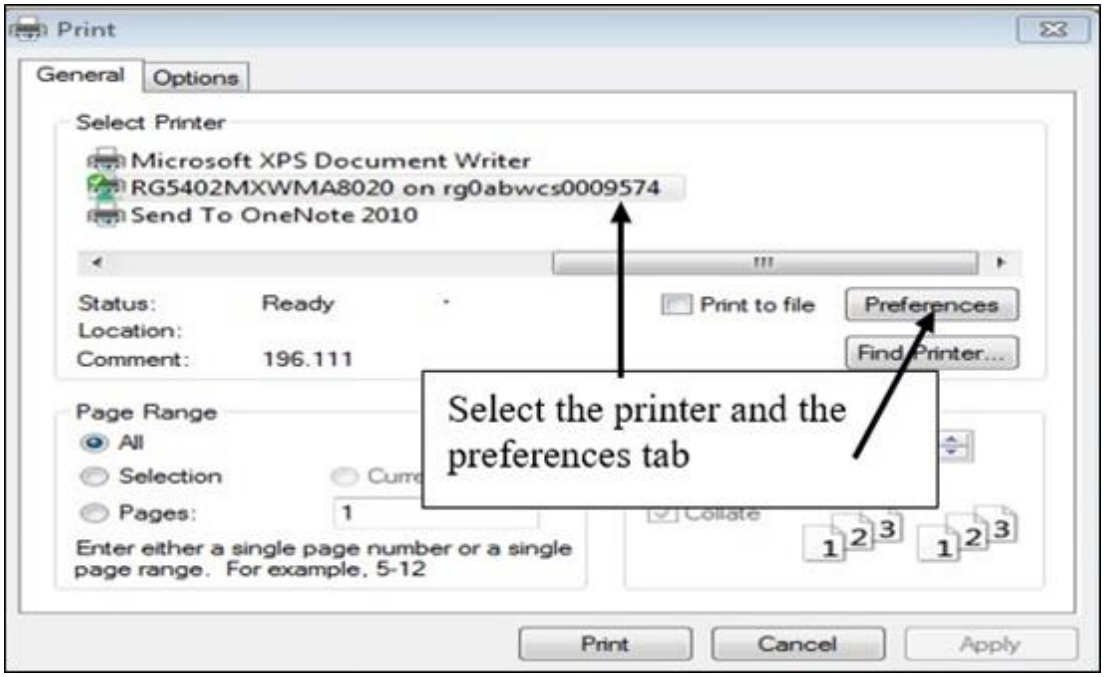
Figure A4.1. All areas highlighted to print.



A4.6. Right click again in the lower area and select the print command.

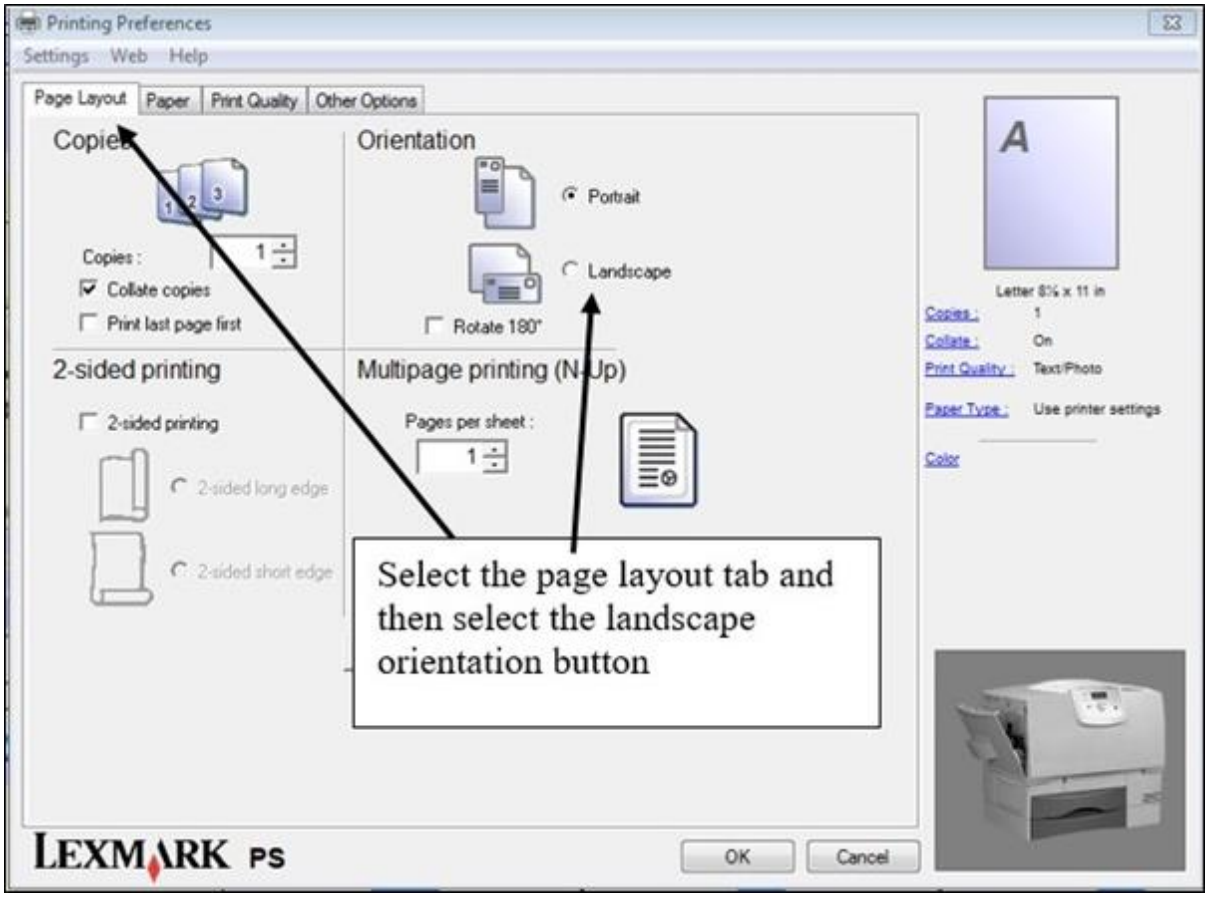
A4.7. Select the desired printer from the menu screen and then select preferences.

Figure A4.2. Printer selection screen.



A4.8. From the printer preferences menu, select page layout and select "landscape".

Figure A4.3. Printing preferences screen (Screen may vary depending on printer model).



A4.9. Then print the desired eWCDs.

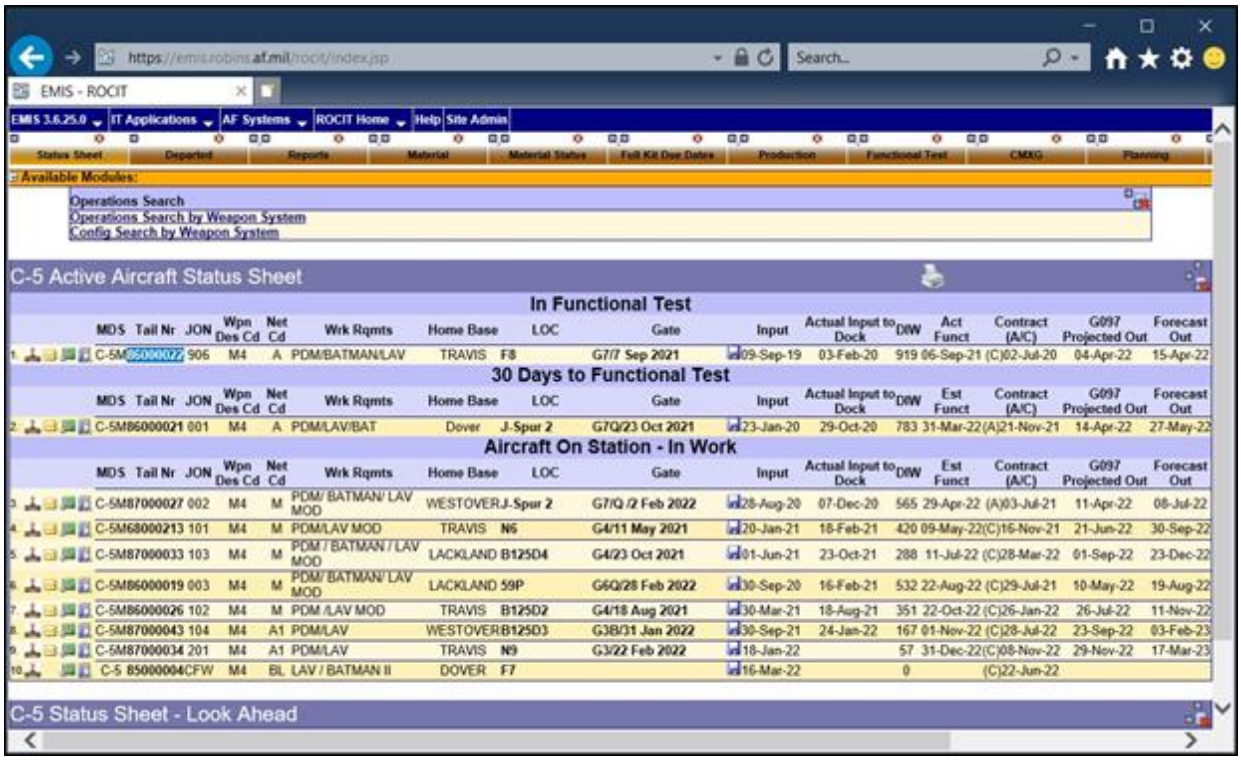
Attachment 5

SAVING EWCDS TO DISC FOR BACKUP RECORD COPY

A5.1. Accessing eWCD Aircraft Records.

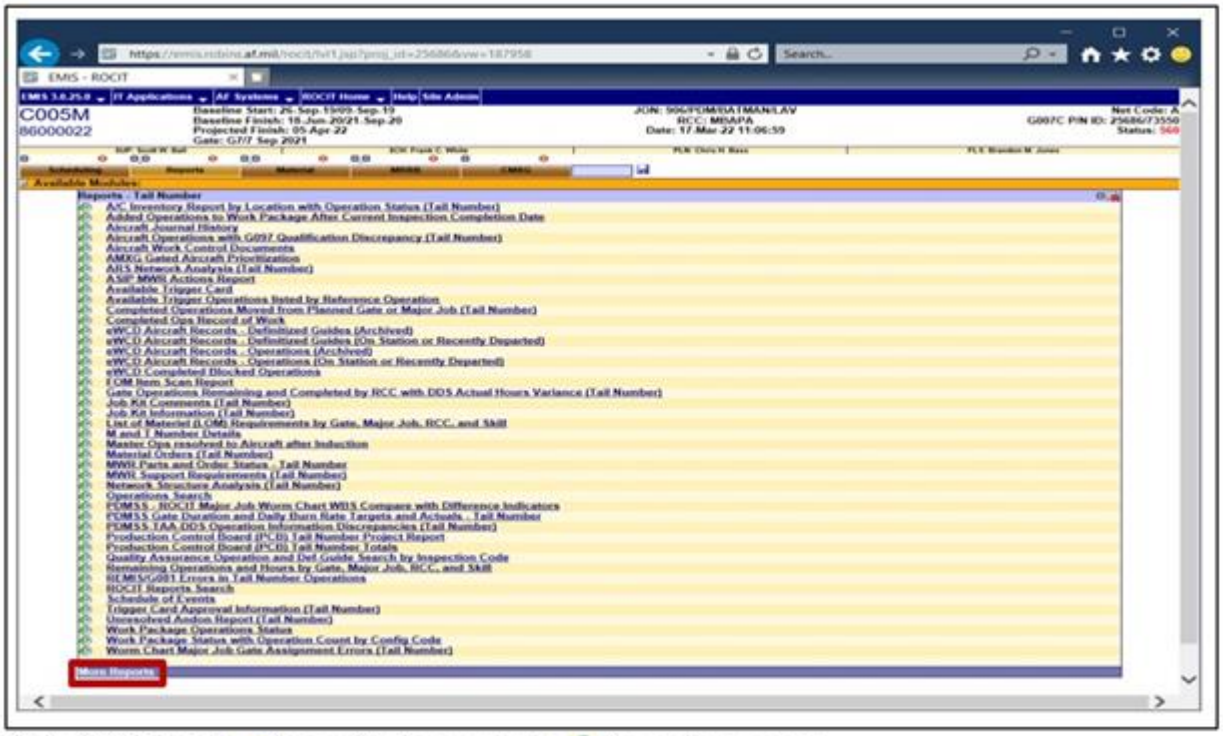
A5.1.1. Access ROCIT and select a Tail Number on the Active Aircraft Status Sheet or Departed Aircraft Sheet.

Figure A5.1. Sample aircraft tail number listing.



A5.1.2. Select the “Reports – Tail Number” module More Reports hyperlink.

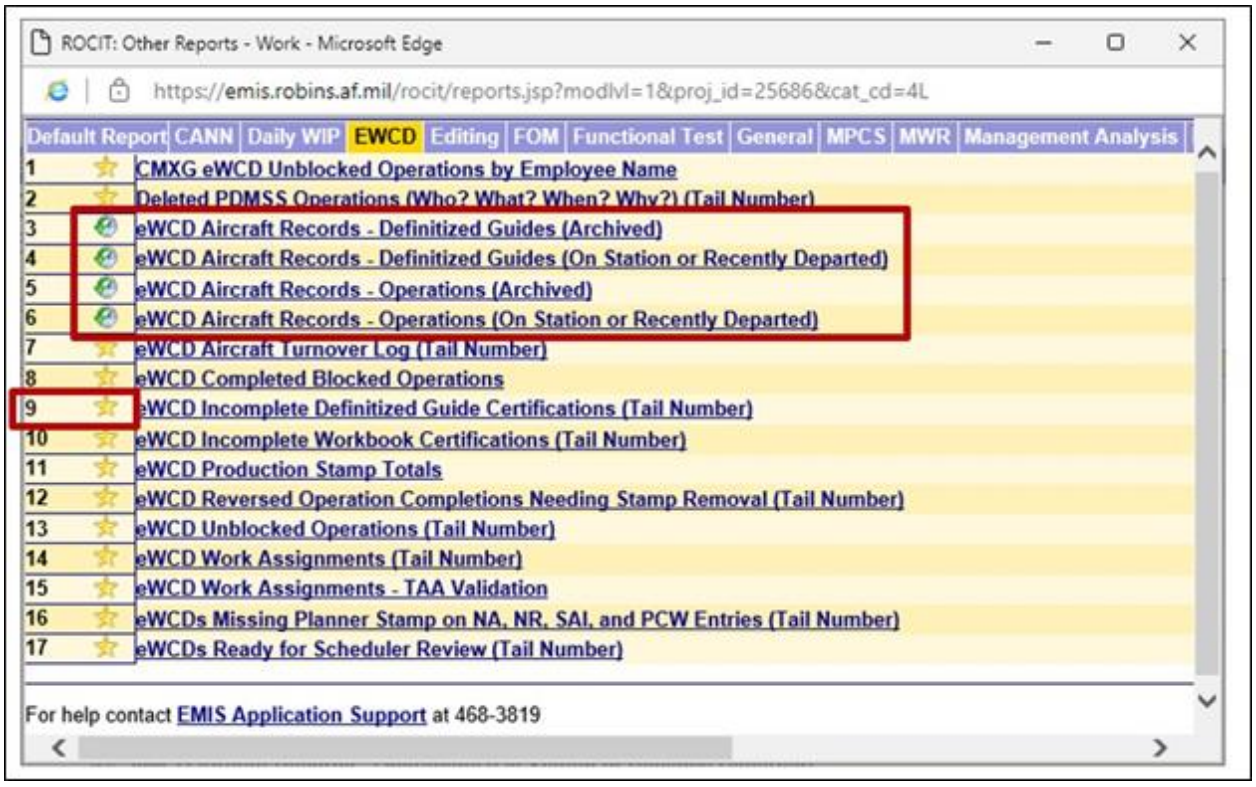
Figure A5.2. Reports –Tail Number module.



Note: Clicking the ★ icon will change to the ✓ icon when saved.

A5.1.3. Select the EWCD tab to add the reports to your list of favorites.

Figure A5.3. Reports listing - EWCD tab.



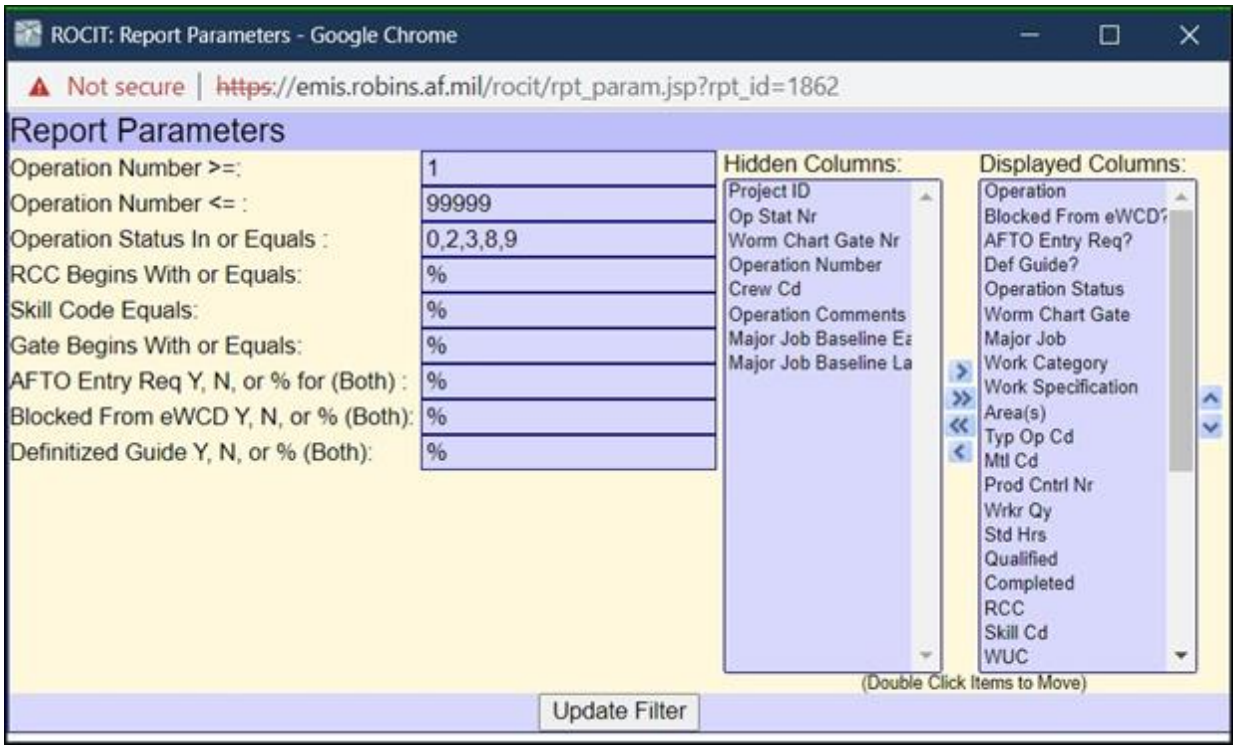
A5.1.4. Report Parameter Options.

A5.1.4.1. Default Parameters retrieve all Open Operations (Operation Status Code In 0, 2, 3).

A5.1.4.2. Set Operation Status Code In or Equals to 0, 2, 3, 9 to retrieve Open and Completed.

A5.1.4.3. Operation Status Code In or Equals to 9 retrieve Completed only.

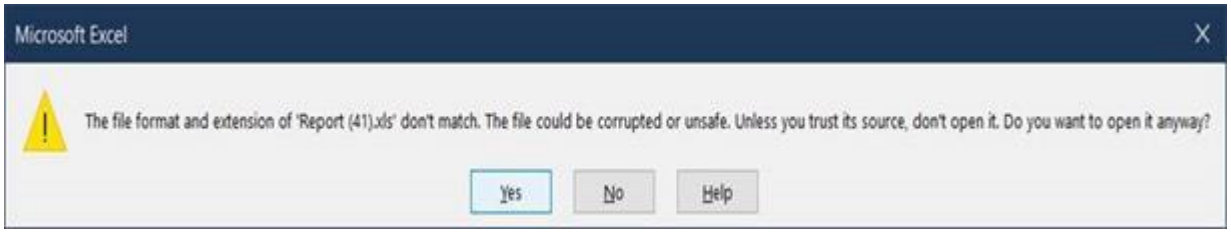
Figure A5.4. Example parameters to retrieve all Operations.



A5.2. Exporting eWCD Aircraft Records Reports to Excel.

A5.2.1. Click the print button icon; this will open a new page with the report results. Press <CTRL>A to highlight all the report, then right click on highlighted text and copy. Open Excel and paste the page into Excel. Horizonal and Vertical cells on new spreadsheet may need to be adjusted as necessary to fit data. **Note**: There is a known bug when exporting from ROCIT to Excel that removes leading zeroes. Fields impacted include: OP NR, JOB CNTRL NR, WUC, and HOW MAL CD.

Figure A5.5. A message indicating the file may be corrupted or unsafe will display. It's SAFE, so click YES.



A5.2.2. Ensure values missing leading zeroes are formatted using the "CUSTOM" option. Settings are OP NR, JOB CNTRL NR, and WUC = 00000, HOW MAL CD = 000. Enter the same number of 0's in the "Type:" field as the field value length.

Figure A5.6. Custom Filter Screen Settings.

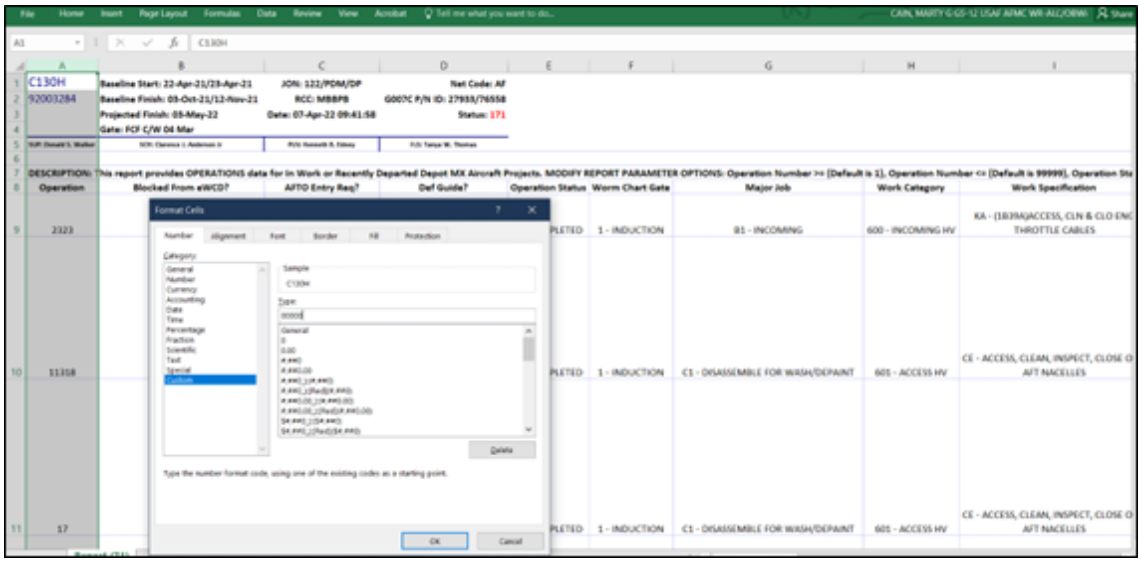
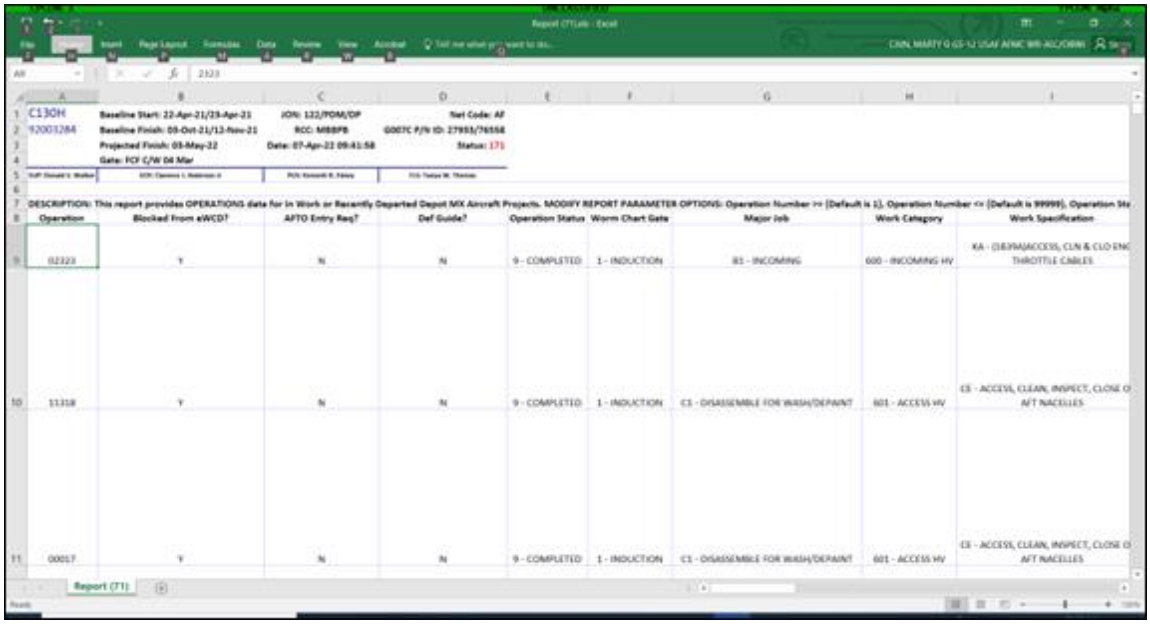


Figure A5.7. Results from Custom Filter.



A5.3. Converting eWCD Aircraft Records Excel Exports to PDF/A.

A5.3.1. Select the “File > Print” option.

Figure A5.8. Sample Print Screen.

A5.3.2. Printer Settings.

A5.3.2.1. Set printer to “Adobe PDF”.

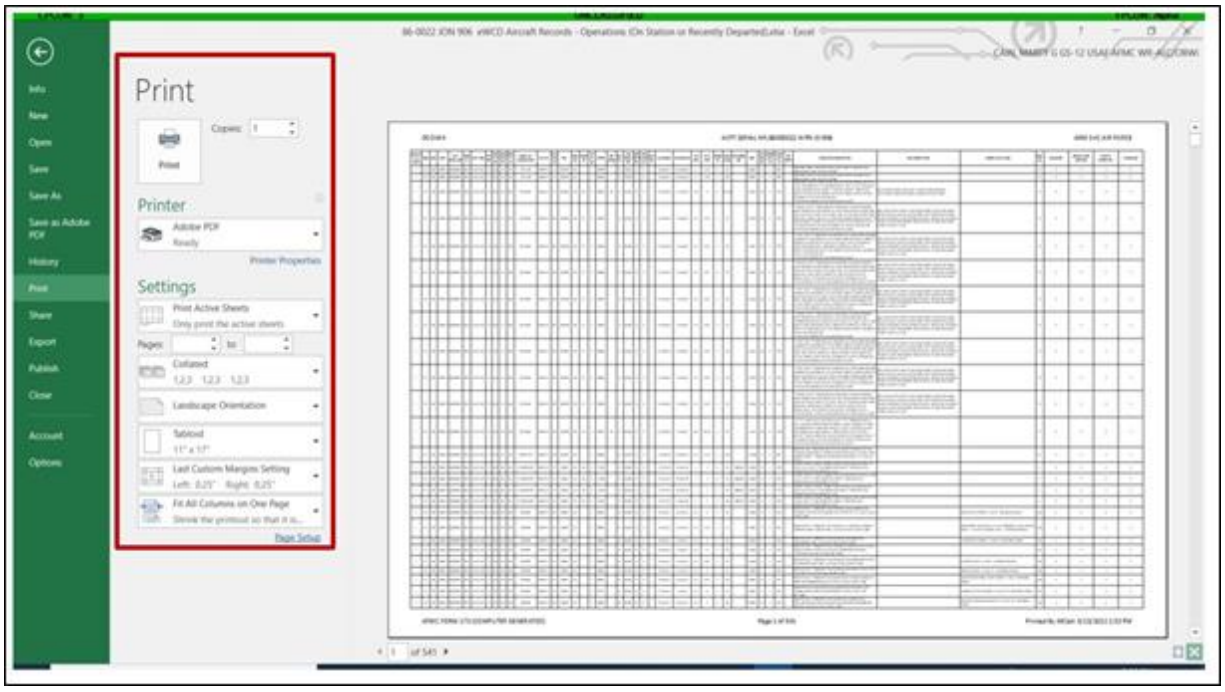
A5.3.2.2. Set page layout to “Landscape Orientation”.

A5.3.2.3. Set appropriate paper size, “Tabloid 11 x 17” for eWCD Aircraft Records – Operations.

A5.3.2.4. Set margins to “Narrow or Custom” to maximize the text size displayed on a page.

A5.3.2.5. Set scaling to “Fit All Columns on One Page”.

Figure A5.9. Sample Modified Printer Settings.



A5.3.3. Select “Page Setup” at the bottom of the Print Settings to set the Page, Page “Options”, Margins, and Sheet options.

Figure A5.10. Page Setup link.

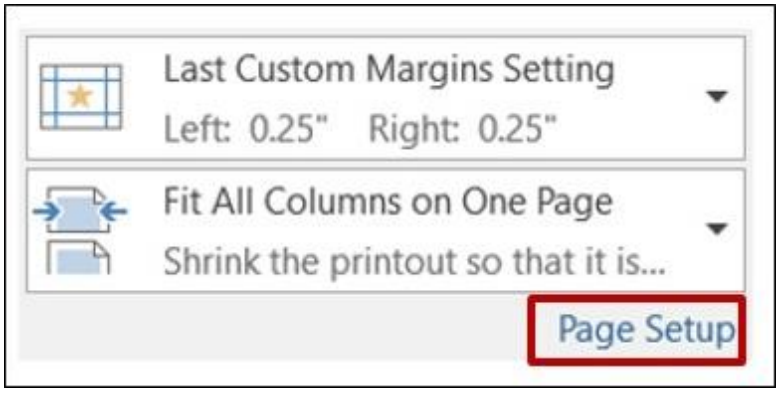


Figure A5.11. Page Settings with options link selected.

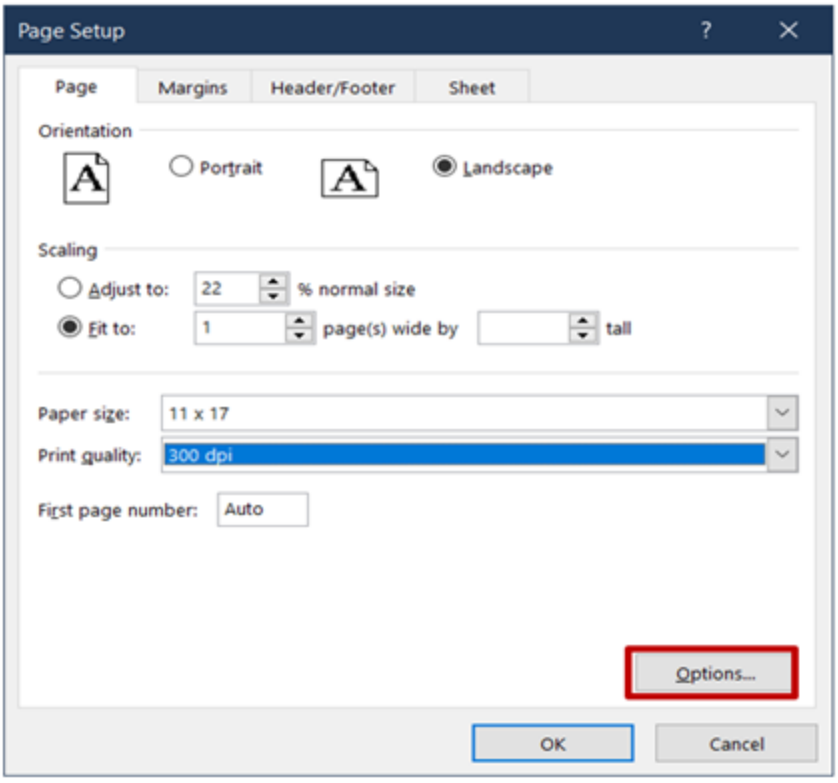


Figure A5.12. Page "Options" Settings.

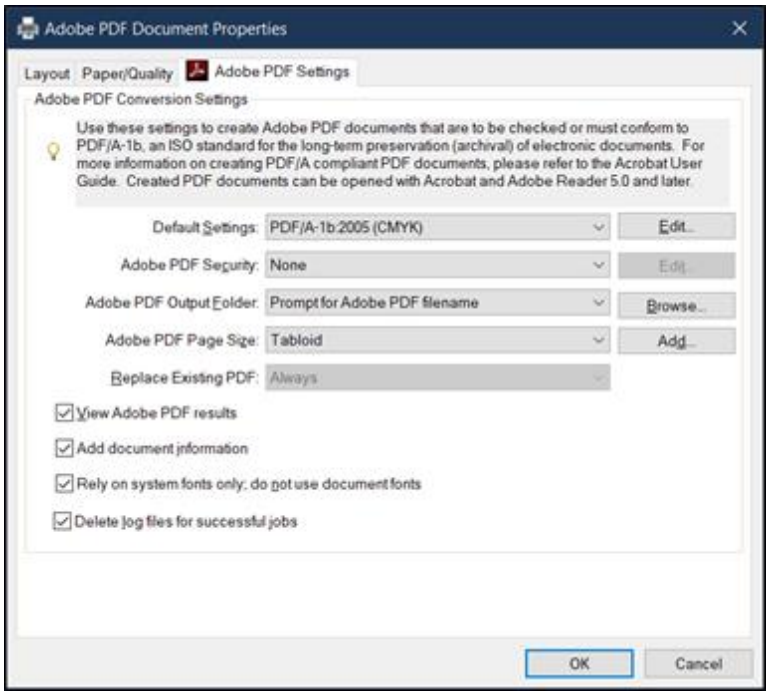


Figure A5.13. Margin Settings.

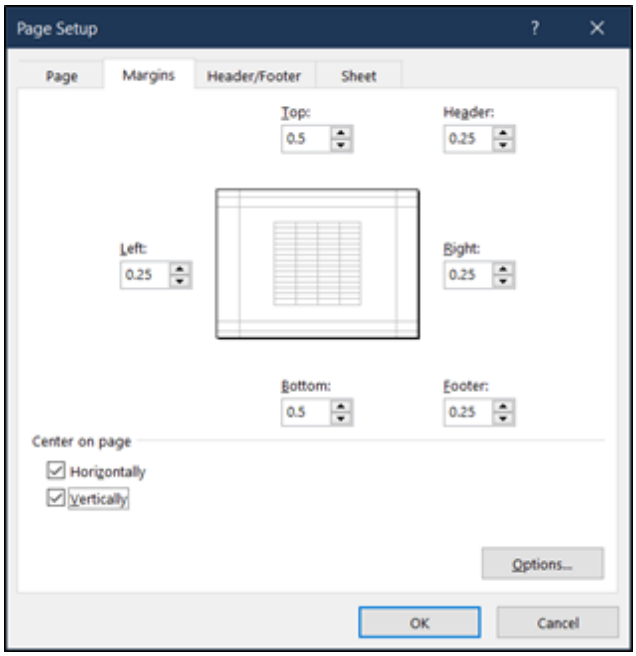


Figure A5.14. Sheet settings.

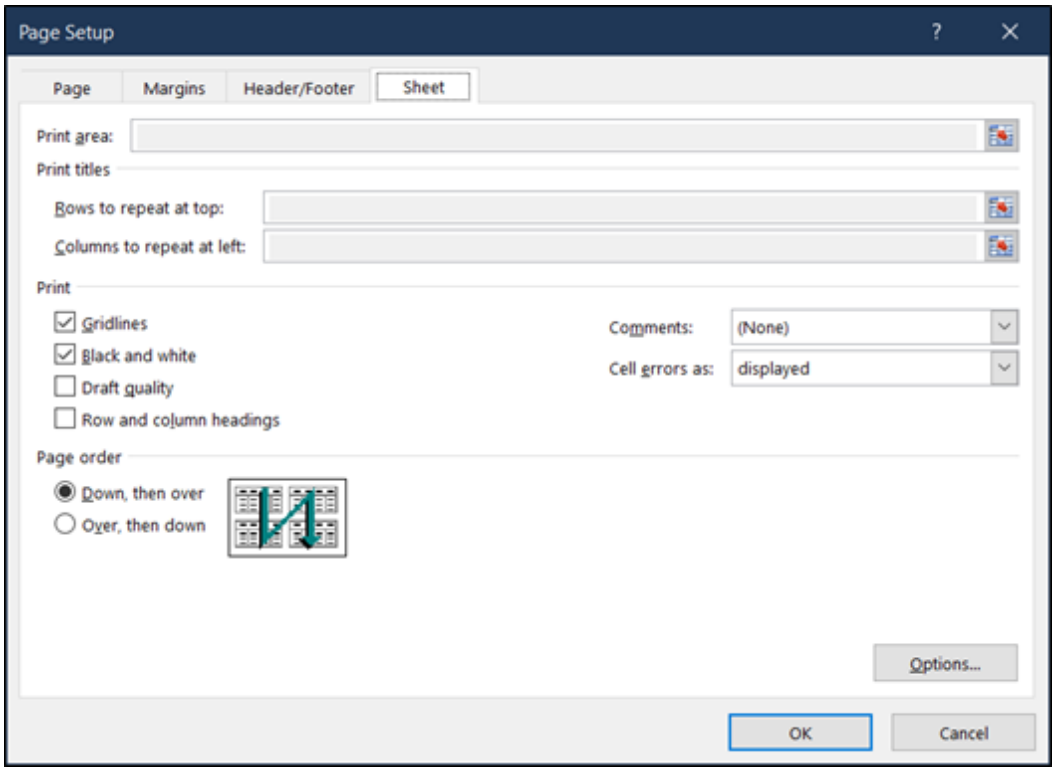


Figure A5.15. Select print.

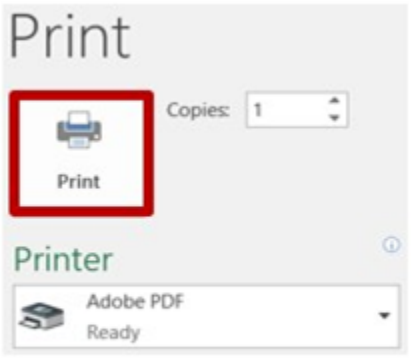


Figure A5.16. Select a location to store the document.

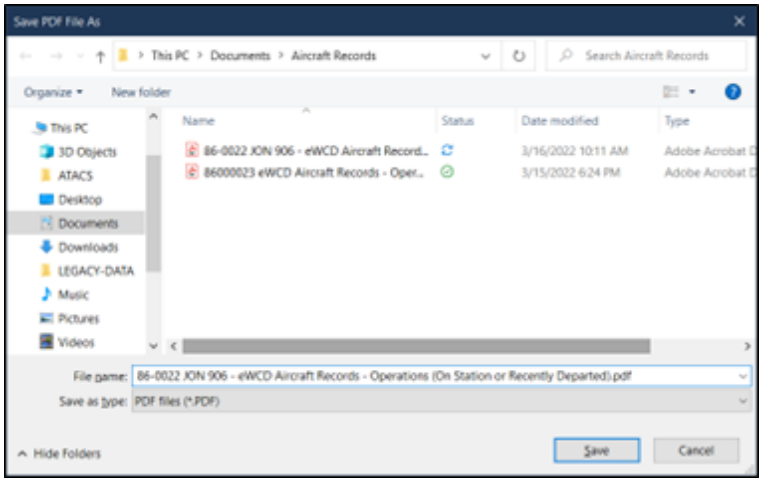
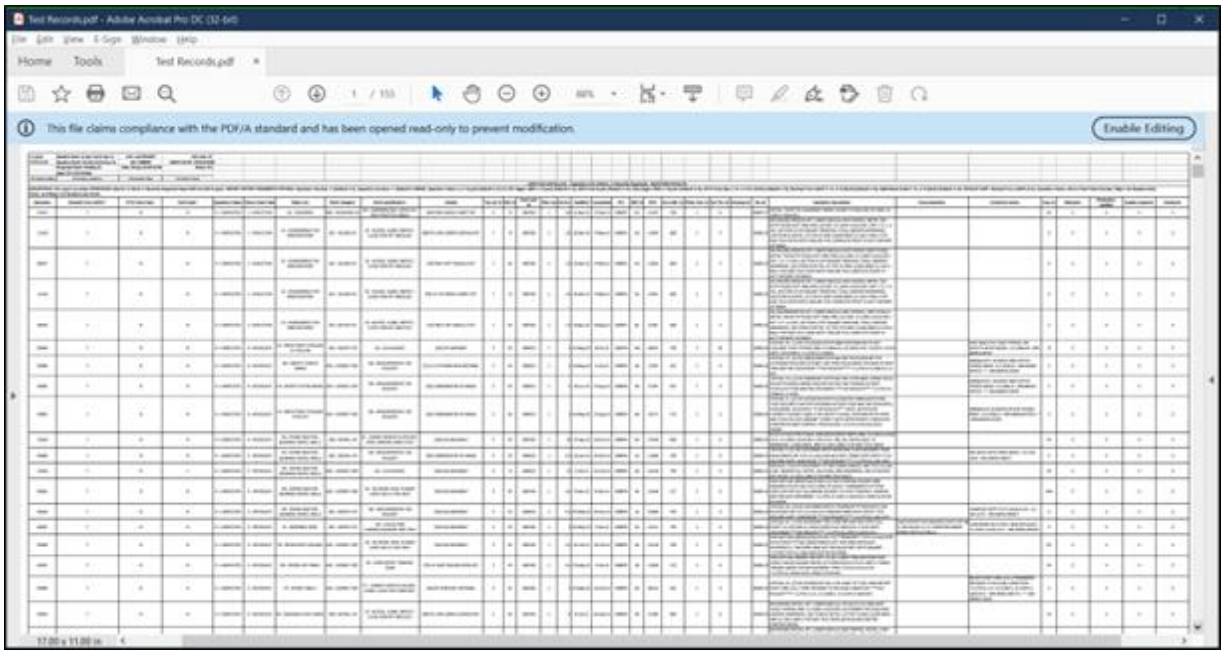


Figure A5.17. Report Saved in PDF/A format.



A5.3.4. Repeat the process for definitized guides.