

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

**WARNER ROBINS AIR LOGISTICS
COMPLEX INSTRUCTION 21-106**

28 JANUARY 2021



Maintenance

**AEROSPACE GROUND
EQUIPMENT/SUPPORT EQUIPMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Marcee Mickler)

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This instruction implements AFI21-101, *Aircraft and Equipment Maintenance Management*. It establishes procedures for managing maintenance, movement, and use of aerospace ground equipment/support equipment (AGE/SE) owned or controlled by Warner Robins Air Logistics Complex (WR-ALC) organizations. It applies to the 402d Aircraft Maintenance Group (402 AMXG), 402d Commodities Maintenance Group (402 CMXG), and 402d Maintenance Support Group (402 MXSG). (**Note:** Trailers classified as SE will follow the periodic maintenance inspection [PMI] process.) Report errors, suggest revisions, and recommend corrective action about this instruction to the office of primary responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*. This instruction may be supplemented at any level, but all direct supplements must be routed to the OPR of this instruction 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 seeking relief from compliance. Waiver requests will be submitted using the AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, or via e-mail or memorandum if the form is unavailable. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. This instruction is exempt from tiering pursuant to Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*, paragraph 6.6.6. 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 AF Records Information Management System Records Disposition Schedule located at

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

SUMMARY OF CHANGES

This revision changes the number of this instruction from 21-6 to 21-106; changes the title from “Ground Support Equipment” to “Aerospace Ground Equipment/Support Equipment”; adds statements regarding supplementation of this publication and waiver requests, **opening paragraph**; and removes roles and responsibilities from WR-ALC/OB (CSMO).

1. Responsibilities.

1.1. The AGE Flight (402d MXSS) will:

- 1.1.1. At the beginning of each month, provide electronic AGE/SE due/past-due reports to squadron commanders/directors and deputies for review and necessary action for the turn-in of applicable equipment.
- 1.1.2. Review and balance PMI workload, as required, to stagger the PMI schedule in order to maintain constant workflow.
- 1.1.3. Initiate meetings when problems occur (i.e., equipment specialists, engineers, etc.) for unavailable parts, specific modifications, and defective equipment.
- 1.1.4. Provide recommendations/information to the AGE/SE equipment custodians to initiate an AFTO Form 375 to determine repair/replacement criteria's feasibility IAW TO 00-25-240.
- 1.1.5. Ensure AGE/SE Flight initiates quality deficiency reports for defective equipment/parts.
- 1.1.6. Review past-due PMIs for AGE/SE and recommend removal from Custodian Inventory Report (CIR) to the appointed primary/alternate AGE/SE monitors.
- 1.1.7. Perform scheduled and unscheduled maintenance, deliver and pick-up assets when dispatched, and assist during storm prep when requested.
- 1.1.8. Ensure equipment is in good working condition and within inspection due dates prior to being dispatched.

1.2. Organizations requiring government supported AGE/SE maintenance, repair, and dispatch will:

- 1.2.1. Identify the appointed primary and alternate equipment custodians and Test, Measurement, and Diagnostic Equipment (TMDE) monitors. This appointment must be provided, in writing, to the AGE/SE program management office (PMO) and include name, organization, phone, and e-mail address. The AGE/SE PMO must be notified of changes to these appointments.

1.2.1.1. Organization AGE/SE equipment custodians will:

- 1.2.1.1.1. Review monthly AGE/SE due/past-due report that is available at: <https://fem.robins.af.mil> to gain access to reports contact the FEM office at 468-9378.
- 1.2.1.1.2. Electronically submit a completed WR-ALC Form 37, *Preventive Maintenance Action Request*, to AGE/SE PMO when new or additional AGE/SE requires support. The WR-ALC Form 37 will identify technical data with maintenance instructions referenced or attached technical order (TO), commercial-off-the-shelf (COTS) manuals, etc. Technical data will be submitted to AGE/SE.

1.2.1.1.3. For any AGE/SE going off-base, coordinate the approval/disapproval with the applicable approval authority and prepare the AF Form 1297, *Temporary Issue Receipt* (hand receipt), which must be signed by the requester prior to the AGE/SE leaving Robins Air Force Base (RAFB).

1.2.1.1.4. Provide, in writing, to AGE/SE PMO, a list of all AGE/SE that has been removed from custodial account records that no longer requires maintenance by the AGE/SE Flight.

1.2.1.2. Review the monthly AGE/SE due/past-due report and distribute to the applicable area of responsibility. Squadron leadership must ensure AGE/SE is released on time by the users so that all required maintenance inspections can be performed by the AGE/SE Flight.

1.2.1.2.1. The AGE/SE that requires maintenance, repair, or dispatch must be coordinated through the Aircraft Maintenance Operation Center (AMOC), Defense Switched Network (DSN) 468-3567 or commercial 478-926-3567.

1.2.1.2.2. It is the discretion of the owning organization and facility manager whether to assign a designated AGE/SE pick-up/drop-off area. If a specific area is not designated, each dispatch/pick-up request must be specific when providing a location.

1.2.1.2.3. Annotate Air Force Technical Order (AFTO) Form 244, *Industrial/Support Equipment Record*, of equipment not turned in as appropriate in accordance with (IAW) TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, Chapter 7.

1.2.1.2.3.1. Shop supervisors must review AFTO Forms 244 (Part IV) annually. Review must be documented.

1.2.1.3. Users/operators:

1.2.1.3.1. Will prepare AGE/SE for pick-up when no longer needed or when AGE/SE requires service and return or swap-out, etc. Ensure all original handrails (matching equipment numbers) are reinstalled prior to pick-up. AGE/SE must be free of foreign object debris and returned to original configuration (for example, attaching handrails and placing hoses, cords, air ducts, etc., in storage compartments). If AGE/SE has been modified for extra height, additional stands must be removed. AGE/SE must be removed from under the aircraft wings, with tow bar facing away from aircraft, for AGE/SE pick-up.

1.2.1.3.1.1. If equipment is found damaged and/or missing items the responsible organization will initiate a mishap report or AFMC Form 310. The responsible organization is defined as who has ownership of the equipment at the time the mishap occurred and/or the item was found missing. The equipment will stay in that organizations possession until the reports have been initiated.

1.2.1.3.2. Must perform a “prior-to-use” inspection IAW TO 00-20-1 before operation of the equipment, to include reviewing the AFTO Form 244 and checking fluid levels (if applicable). In addition, verify the condition of AGE/SE at the start of the work shift and annotate any discrepancies on the applicable part of AFTO Form 244.

1.2.1.3.3. Have the right to refuse dispatched AGE/SE. Users/operators should refrain from accepting AGE/SE dispatched by the AGE/SE Flight that is due or past-due PMI, inoperable, has out of date gauges, etc. If AGE/SE is required for use outside of that period, ensure AFTO Form 244 is properly annotated and equipment is turned in after completion of task.

1.2.1.3.4. Are responsible for moving AGE/SE from drop-off areas to workstations and returning to pick-up area when task is completed. Moves are permissible inside the controlled flight line area only. An exception to this is given for loaded trailers and dollies for the purpose of routing parts and material.

1.2.1.3.5. Must maintain AGE/SE in a safe and orderly condition at the worksites. Any abuse, illegal modifications, or tampering of safety devices is forbidden on any AGE/SE and a mishap form will be required if negligence is found.

1.2.1.3.6. Must ensure AGE/SE is not modified or disassembled without the written approval of the appropriate system program office (SPO) engineering authority.

1.3. User/Owner:

1.3.1. Designees will:

1.3.1.1. Determine the requirements for AGE/SE needed IAW this instruction.

1.3.1.2. Submit preload requirements electronically to the AMOC no later than 24 hours prior to the start of the next shift and follow up with a phone call to notify the AMOC (DSN 468-3567 or commercial 478-926-3567) that a preload has been submitted.

1.3.1.3. Coordinate with the AMOC to turn in unused equipment to facilitate filling “Non-Available” (N/A) equipment dispatch requests. Squadrons will contact AGE/SE PMO to assist in expediting “N/A” AGE/SE that is in possession of the AGE/SE Flight.

1.3.2. Supervisors will ensure AGE/SE is turned in after completion of the task.

1.3.3. The 402 AMXG commander/deputy commander (or designee) is the authority to release 402 AMXG AGE/SE off-base and must notify AGE/SE PMO prior to the AGE/SE leaving RAFB.

JENNIFER HAMMERSTEDT,
Brigadier General, USAF
Commander

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020

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

DAFI 33-360, *Publications and Forms Management*, 1 December 2015, DAFGM2020-01, 7 August 20

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

Adopted Forms

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

AFMC Form 310, *Lost/Found Item Report*

AFTO Form 244, *Industrial/Support Equipment Record*

WR-ALC Form 37, *Preventive Maintenance Action Request*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFTO—Air Force Technical Order

AGE—Aerospace Ground Equipment

AMOC—Aircraft Maintenance Operation Center

CIR—Custodian Inventory Report

COTS—Commercial-Off-the-Shelf

DAFI—Department of the Air Force Instruction

DSN—Defense Switched Network

e-Mail—Electronic Mail

IAW—In Accordance With

N/A—Non-Available

OI—Operating Instruction

OPR—Office of Primary Responsibility

PMI—Periodic Maintenance Inspection

PMO—Program Management Office

RAFB—Robins Air Force Base

SE—Support Equipment

SPO—System Program Office

TMDE—Test, Measurement, and Diagnostic Equipment

TO—Technical Order

WR-ALC—Warner Robins Air Logistics Complex

402AMXG—402d Aircraft Maintenance Group

402CMXG—402d Commodities Maintenance Group

402MXSG—402d Maintenance Support Group

402MXSS/MXDPA—AGE Flight

Terms

Preload—Act of requesting AGE/SE from the AGE/SE Flight dispatch function through the AMOC, DSN 468-3567 or commercial 478-926-3567, to support all known 402 AMXG requirements.

User—The operator of the equipment as referenced in TO 00-20-1, paragraph 7.3.2, Operator Inspection.