

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



**WARNER ROBINS AIR LOGISTICS  
COMPLEX INSTRUCTION 21-109**

**25 MARCH 2025  
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Maintenance**

**ACCOUNTABILITY OF C-17  
WORK CONTROL DOCUMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Sustainment Center Manual (AFSCMAN) 21-102 Depot Maintenance Management. This instruction establishes responsibilities and procedures for accountability of C-17 work control documents (WCDs). It applies to the 402d Aircraft Maintenance Group (402 AMXG), 402d Commodities Maintenance Group (402 CMXG), and 402d Electronics Maintenance Group (402 EMXG). Ensure all maintenance documentation adhere to and fulfill requirements for Depot Maintenance in Technical Order (TO) 00-20-1 *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. 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 Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all 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 of the office seeking relief from compliance. Waiver requests must be

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## 1. Responsibilities.

1.1. 402AMXG C-17 planners will ensure all workbooks, to include support shop workbooks, are on the WR-ALC Form, 27, *Workbook Inventory Sheet*, located at e-pubs.

1.2. The 402CMXG and 402 EMXG schedulers will:

1.2.1. Review and clear assigned WCDs in accordance with (IAW) AFSCMAN 21-102 and applicable supplements.

1.2.2. Ensure all commodity backshop work being performed is documented and all WCDs are accounted for (review listing in aircraft maintenance information system (MIS) (stand-alone documents).

1.2.3. Provide workbooks to 402 CMXG and 402 EMXG internal support section Quality Office for review, if required.

1.2.4. Ensure Department of Defense (DD) Form 1574, *Serviceable Tag – Materiel*, is attached to the item(s) being returned to 402 AMXG.

1.2.5. Provide the 402 AMXG C-17 scheduler with 402 CMXG and 402 EMXG support shop WCDs, as required.

1.2.6. Provide the 402 AMXG C-17 Records Section the work instruction record (WIR)/workbooks that do not contain any 402 AMXG squadron operations (stand-alone books).

1.2.7. Ensure all WIR/workbooks are turned in to the 402 AMXG C-17 Records Section prior to aircraft 547 (release) to C-17 Functional Test.

1.2.8. Ensure the 402 AMXG C-17 Records Section signs support shop's inventory sheet upon receipt of support shop WIR/workbooks.

1.3. 402AMXG C-17 Records Section will:

1.3.1. Review and clear assigned WCDs IAW AFSCMAN 21-102 and applicable supplements.

1.3.2. Ensure work being performed is documented and WCDs are accounted for (review listing in aircraft MIS).

1.3.3. Provide workbooks to 402 AMXG C-17 Quality Assurance for a random review, if required.

1.3.4. Provide the 402 AMXG C-17 Records Section the 402 Aircraft Maintenance Support Squadron (AMXSS) WIR/workbooks.

1.3.5. Ensure all WIR/workbooks are turned in to the 402 AMXG C-17 Records Section prior to aircraft 547 (release) to C-17 Functional Test.

1.3.6. Ensure the 402 AMXG C-17 Records Section updates the WR-ALC Form 27 upon receipt of support shop WIR/workbooks.

1.4. 402CMXG, 402 EMXG, and 402 AMXG personnel will ensure all work performed on the aircraft is stamped and completed in WIRs/WCDs prior to end of shift. The aircraft scheduler will submit all WCDs to the 402 AMXG C-17 Records Section. **NOTE:** Quality Assurance only reviews a sampling of WIRs/WCDs.

1.5. The 562d Aircraft Maintenance Squadron (562 AMXS) scheduler will: **NOTE:** Ensure the header page of each WIR is annotated with any pertinent data before step one of the WIR begins. Include original copies of the WIR pages that are routed to the backshops and include the nonconformance sheet. Ensure any information about “RED LINE” or “KITS” is also annotated, when applicable.

1.5.1. Ensure the 402 AMXG C-17 Records Section has a copy of the original and any updated WR-ALC Form 27.

1.5.2. Ensure all WIR/workbooks received are documented on the WR-ALC Form 27. Add by penning in any additional WIR/workbooks received/initiated after initial WR-ALC Form 27 has been provided by 562 AMXS planner. **NOTE:** Ensure support shops/402 CMXG program manager is notified of any additional requirements.

1.5.3. Review and clear assigned WCDs IAW AFSCMAN 21-102 and applicable supplements.

1.5.4. Ensure the 402 AMXG C-17 Records Section signs in receipt of WIR/workbooks turned in.

1.5.5. Submit WIR/workbooks to 402 AMXG C-17 Quality Assurance for a random review, if required.

1.5.6. Provide each WIR/workbook to the 402 AMXG C-17 Records Section upon completion.

1.5.7. Ensure all Functional Test WIR/workbooks are turned in to the 402 AMXG C-17 Records Section prior to aerospace vehicle -6 TO pre-flight transfer to flight test crew.

JON A. EBERLAN  
Brigadier General  
Commander

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

T.O. 00-20-1 *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures* 19 December 2023

AFMAN 33-322 *Records Management and Information Governance Program*, 23 March 2020, Incorporating Change 1, 28 July 2021

AFSCMAN 21-102, *Depot Maintenance Management*, 5 April 2021, Certified Current 19 November 2024

***Prescribed Forms***

WR-ALC Form 27, *Workbook Inventory Sheet*

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

DD 1574, *Serviceable Tag – Materiel*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFSCMAN**—Air Force Sustainment Center Manual

**AMXS**—Aircraft Maintenance Squadron

**AMXSS**—Aircraft Maintenance Support Squadron

**CMXG**—Commodities Maintenance Group

**DAF**—Department of the Air Force

**DD**—Department of Defense

**EMXG**—Electronics Maintenance Group

**IAW**—In Accordance With

**MIS**—Maintenance Info System

**OPR**—Office of Primary Responsibility

**TO**—Technical Order

**WCD**—Work Control Documents

**WIR**—Work Instruction Record

**WR-ALC**—Warner Robins Air Logistics Complex