

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

**WARNER ROBINS AIR LOGISTICS
COMPLEX INSTRUCTION 21-128**

12 DECEMBER 2022



Maintenance

**TOOLS AND EQUIPMENT
MANAGEMENT PROGRAM**

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This Instruction implements tasks required by Air Force Sustainment Center Manual (AFSCMAN) 21-102, *Depot Maintenance Management*, Chapter 10, Tool and Equipment Management. Per AFSCMAN 21-102, the objectives of the tools and equipment program are to reduce tool cost through strict effective control, security, and accountability of assets and to prevent and eliminate Foreign Object Damage (FOD) to aircraft, engines, missiles, training, and support equipment. This Instruction applies to all Warner Robins Air Logistics Complex (WR-ALC) Groups and applicable staff offices. Report errors, suggest revisions, and recommend corrective action about this publication to the office of primary responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*. 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. Request for waivers must come through the chain of command from the commander (CC) or director (CL) of the group or staff office seeking relief from compliance. Waiver requests will be submitted using the Department of the Air Force (DAF) Form 679, *Department of the 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 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 publication 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

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SUMMARY OF CHANGES

This document has been substantially revised and should be completely reviewed. The publication number has also changed from WR-ALCI 21-201 to WR-ALCI 21-128 for compliance with AF requirements.

1. Responsibilities.

1.1. The 402d Maintenance Support Group (MXSG) Director will appoint, in writing a primary and alternate Complex Tool Control Manager (TCM).

1.2. The Complex TCM will be assigned to 402 MXSG and will:

1.2.1. Be responsible for all tools and equipment (Tool Crib account listed items) assigned to the Complex's tool issue centers (located in each Group), which include Master Tool Crib (MTC) warehouse, satellite tool cribs, and mobile tool truck. Tool issue centers are the central points for the acquisition, storage, issue, and control of all tools and equipment Tool Cribs (TC) account listed items used by WR-ALC Groups and applicable staff offices.

1.2.2. Provide support to all organizations assigned to the Complex through the temporary issue/loan of tools/equipment, including tool kits (TKs).

1.2.3. Designate the number methodology and configuration of the Complex's TCs and Production Support Centers (PSCs) IAW [paragraph 3.1](#) of this instruction. Develop and maintain a current Complex PSC list that includes PSC number, organization, and location.

1.2.4. Review and analyze the results of all Complex PSC/tool crib annual inventories and variance reports provided by Group TCMs and PSC Supervisors.

1.2.5. Budget funds to support all Depot Maintenance Activity Group-funded organizations' tool operations.

1.2.6. 402 MXSG is the sole organization authorized to acquire tools (51XX Federal Stock Class) for the WR-ALC unless a waiver is approved by the Complex TCM/Alternate. A waiver can be approved by submitting a "request to purchase" through the 402 MXSG/Master Tool Crib workflow mailbox 402mxsg.mastool.crib@us.af.mil. After the request is received an email will be sent either "approved or disapproved" to the requestor with directions on how to properly account for it in the Facilities and Equipment Maintenance System (FEMS).

1.3. The MTC 402 MXSG will:

1.3.1. Buy/procure tools. Tools are defined by the 51XX Federal Stock Class. **Note:** The MTC is the only organization authorized to buy/procure tools. At no time will units purchase tools without coordinating with the Complex TCM/Alternate.

1.3.2. Assemble the TKs (if approved) requested by group/squadron tool control monitors. The primary method for requests will be made through the FEMS. The 402 MXSG/Master Tool Crib workflow mailbox 402mxsg.mastool.crib@us.af.mil will be utilized when the FEMS is down. This will include:

1.3.2.1. Laser-etching/marketing all tools with a unique toolkit identification (ID) number (if required) IAW AFSCMAN 21-102. The MTC is the only authorized point for the laser etch of tools provided by the MTC.

1.3.2.2. Loading TKs into the FEMS. All consumables, expendables, and tools will be controlled and managed through FEMS.

- 1.3.2.3. Preparing of a Tool Kit-Custodial Receipt Listing (TKCRL). **Note:** If there are backordered tools, the MTC will ensure those kits are filled with priority when the tools are received from the vendor.
- 1.3.3. Perform inventory quality checks to ensure the inventory matches the TKCRL before TK is issued to employee.
- 1.3.4. Notify the group/squadron/staff office OPR (satellite tool crib, PSC, tool control/equipment monitor, Resource Control Center supervisor) when TK is ready for pickup.
- 1.3.5. Maintain master TKCRL (original).
- 1.3.6. Manage the warranty tool program IAW AFSCMAN 21-102.
- 1.3.7. Perform annual inventories for all tool cribs.
- 1.4. The group/squadron Tool Control Monitor will:
 - 1.4.1. Be appointed, in writing, by the group/squadron CC/CL to be the central point of contact for all matters pertaining to the tool and equipment management program within a group/squadron. A copy of the appointment letter will be forwarded to the Complex TCM/Alternate.
 - 1.4.2. Maintain a current appointment letter on file.
 - 1.4.3. Adhere to all plans, policies, and procedures of the tool and equipment management program.
 - 1.4.4. Identify the root causes for production delays due to lack of proper tools.
 - 1.4.5. Maintain all applicable records for the tool and equipment management program.
 - 1.4.6. Assist supervisors in developing tool and equipment management program briefings.
 - 1.4.7. To the extent possible attend all monthly tool control working group meetings chaired by the Complex TCM/Alternate.
 - 1.4.8. Review and update all tool and equipment management program guidance for the group/squadron.
 - 1.4.9. Inform group/squadron CC/CL of all downward trends and problems identified, and develop corrective action plan for systemic tool issues.
 - 1.4.10. Ensure production shop personnel have the proper tools to perform assigned tasks based on request from shop supervisor. The primary method for requests will be made through the FEMS. The 402 MXSG/Master Tool Crib workflow mailbox 402mxsg.mastool.crib@us.af.mil will be utilized when the FEMS is down.
 - 1.4.11. Review and validate the need for updates/changes for additional tools as requested by supervisors and mechanics.

1.4.12. Gather information for requesting tools (e.g., National Stock Numbers (NSN), cost, location of tool, tool crib information, and customer information) for the MTC based on shop supervisor's requirement. The primary method for requests will be made through the FEMS. The 402 MXSG's Master Tool Crib workflow mailbox 402mxsg.mastool.crib@us.af.mil will be utilized when the FEMS is down.

1.4.13. Independently make decisions for the group/squadron and coordinated activity. Develop a working relationship with the appropriate personnel throughout the group/squadron.

1.4.14. Ensure tool and equipment management program is being adhered to by group/squadron personnel. In the event a lost tool is reported the TCM will:

1.4.14.1. Ensure the original copy of the Air Force Materiel Command (AFMC) Form 310, *Lost/Found Item Report*, includes all required information. Sign AFMC Form 310, block 17B, and forward to applicable group CC/CL or deputy for coordination.

1.4.14.2. Ensure all lost tools/items are entered into the lost tool tracking database within 3 business days of notification. (Upon completion of the AFMC Form 310, the database will be updated to reflect the date of closure within 7 business days.)

1.4.14.3. Coordinate the closing of the AFMC Form 310 and provide a copy to the Aircraft Records Section (if applicable) and Aircraft Maintenance Operations Center (AMOC).

1.4.14.4. Brief the group CC/CL and squadron CC/CL on the status of lost/tool items.

1.4.14.5. Maintain completed copies of all AFMC Forms 310 for 2 years.

1.4.15. Work with other group/squadron tool control monitors to prepare and conduct tool control program briefings.

1.5. All PSC, satellite tool crib, and MTC personnel will:

1.5.1. Perform and document a complete (item-by-item) inventory annually on assigned tools/items for assigned PSCs IAW AFSCMAN 21-102. The PSC Supervisor/Flight Chief will forward a copy of the completed inventory lists with a cover letter to the Group/Squadron tool control monitor and the Complex TCM. The completed inventory lists must show the inspection results for all listed line items (with cost) on the inventory (variances between FEMS count and physical count). The cover letter must include the tool crib/PSC inventoried, the date/dates the inventory was conducted, names of individuals who participated in the inventory, discrepancies found, corrective action taken and the supervisor's name and signature. The Complex TCM will review the inspection results and prepare a variance report. The variance report will be sent to the applicable PSC/tool crib supervisor with a 30 working days suspense to provide answers in writing to the Complex TCM (i.e., responses to recommended corrective actions including corrective and preventive actions).

1.5.2. Prior to issuing/receiving tools/equipment, accomplish a serviceability inspection. (Reference [paragraph 2.4](#) of this Instruction.)

1.5.3. Issue all items using FEMS. If FEMS is not functioning upon issue, an AF Form 1297, *Temporary Issue Receipt*, will be used as receipt of issue/turn in. The computer-generated receipt shall be marked “*RETURNED*,” initialed by the PSC, satellite tool crib, or MTC attendant when tool is turned in. A copy of the AF Form 1297 will be given to the individual and the receipt filed and retained by the PSC, satellite tool crib, or MTC until the system is updated. When FEMS comes back up, complete transaction in FEMS and staple AF1297 to FEMS receipt.

1.5.4. Issue expendables on a one-for-one exchange using FEMS.

1.6. PSC Supervisors/Supervisors will:

1.6.1. Ensure only authorized personnel, approved by the section chief and/or PSC supervisor/custodian, are permitted access to PSCs/tool cribs. Unauthorized personnel will contact the appropriate section chief and/or PSC supervisor/custodian for access.

1.6.2. Ensure the PSCs/tool cribs are secured at all times. Report any unauthorized access to the 78th Security Forces Squadron and submit an Incident/Mishap Report through assigned section to the AMOC.

1.6.3. Follow lost tool procedures of this instruction and AFSCMAN 21-102.

1.7. Individuals in possession of tools controlled and issued by 402 MXSG will ensure:

1.7.1. The original configuration and layout of the tool kit is not changed or altered unless approved by Complex TCM or Alternate TCM.

1.7.2. Tools issued by PSC/satellite tool crib/MTC are not modified.

1.7.3. All tools are visually accounted for prior to moving from one job location to another or when one task is completed prior to starting another task.

1.7.4. The TKCRL is suitably protected to prevent damage.

1.7.5. All pieces of broken tool(s) are recovered. If a tool is broken and all pieces cannot be recovered, the supervisor is notified as soon as possible to determine if lost tool procedures apply. **Note:** The individual’s supervisor must ensure every reasonable effort is made to collect all parts of a broken tool. This includes drill and apex bits and other expendable tools.

1.7.6. Replacement tools are picked up from the PSC/satellite tool cribs. Supervisors will be notified by squadron tool crib personnel.

1.7.7. The TKCRL is replaced when lost, is illegible/difficult to read, or is damaged to a degree that makes it unusable or when it is updated/changed by the TCM. Minor pen and ink changes may be permissible without generating a replacement TKCRL (refer to [paragraph 2.8](#) of this instruction for specifics). Changes that are not addressed in [paragraph 2.8](#) must be approved by the Complex TCM. All changes to a TKCRL must be annotated on all associated copies prescribed in this Instruction and AFSCMAN 21-102 (all must reflect the “same” information).

1.7.8. No chemicals, hardware, components, or material (aircraft bits and pieces) are stored in the TK.

1.7.9. The security of tools (dispatchable tools, equipment, and TKs). Tools are considered attended and/or secure if the item can be seen by the user.

1.7.10. Make TKs available for inspection upon request from MTC personnel, tool monitors, immediate supervisor, and inspectors associated with the Air Force (e.g. Quality, IG, etc.).

1.8. All employees will complete an AFSC Form 311, *Certificate of Responsibility for Government Property*, prior to being issued toolkits. The original AFSC Form 311 will be maintained by the MTC and a copy will be given to the TK custodian and kept in the TK.

2. Tool Control and Equipment/Accessories Accountability Procedures.

2.1. The FEMS will be the primary source for accountability when tools/equipment are loaned between work center or tool crib. If FEMS is not functioning upon issue, an AF Form 1297 will be used as receipt of issue/turn in. The computer-generated receipt shall be marked "RETURNED" and initialed by the PSC, satellite tool crib, or MTC attendant when tool is turned in. A copy of the AF Form 1297 will be given to the individual and the receipt filed and retained by the PSC, satellite tool crib, or MTC until the system is updated.

2.2. 402 MXSG-issued TKs will match the tools listed on TKCRL. The size, length, or other dimensions of tools may vary by vendor, series, or model. In some cases, the precut foam inlay of TKs may not be an exact match for the tool issues. Foam may be trimmed to accommodate a larger or differently shaped tool or for finger holes. No cutouts can be connected by finger holes.

2.3. The PSC, satellite tool crib, and MTC personnel will perform an annual and a daily shift inventory on assigned tools/items. (Reference paragraphs 1.5 through 1.5.2 of this Instruction.)

2.4. The PSC, satellite tool crib, or MTC attendant and the individual receiving the tools/equipment will conduct an inspection/inventory of all tools and equipment at the time of issue and at the time of return. Any damaged or otherwise unserviceable tools/equipment will be segregated from other tools/equipment pending disposal, return, repair, etc. Any tools found to be unserviceable will be replaced or repaired prior to issue.

2.5. Supplemental Listing. The supplemental list is a listing of all items kept in TKs that are not listed on the TKCRL. Supplemental listings will contain at a minimum: the NSN and/or part number, nomenclature, size, quantity, marking requirements (Y or N), drawer location, and TK ID designator. The supplemental list will be signed and dated by both the employee and the supervisor immediately after the last entry on the list. A copy of the supplemental list will be kept with the TKCRL and on file by the supervisor. Inventory, control, and lost tool procedures will apply to supplemental items.

2.6. Expendable items such as blades, drill and apex bits, and reamers are considered tools that become unserviceable and must be periodically replaced. Expendable items will be issued or exchanged by the group's PSC/satellite tool crib. If the group does not have a PSC/satellite tool crib, the mechanic may use the MTC.

2.7. Equipment and accessories refers to things that are controlled at the shop level (includes non- Custodian Asset Report (CAR) items). It also includes industrial shop machinery accessories/attachments (blades, arbors, chucks, gears, etc.) not controlled as tools, but must be kept in a neat/orderly fashion with storage cabinets/drawers/shelves labeled as “Shop Machinery Accessories and Attachments”. Equipment and accessories must have a designated storage location for each item (may be work areas, stations, cabinets, shelves, lockers, Vidmar™ cabinets, etc.) and will be returned to the designated location when not in use. If the items are taken/used outside the work center they must be signed out/in using a general purpose, locally generated form, or electronic equivalent. They must be marked to identify the owning/responsible shop. They must have an inventory listing and total piece count if item(s) contain multiple pieces (photograph may be used as an inventory and may be more effective). They must be inventoried and documented annually by the organizational supervisor or designated representative (non-CAR items) using AF Form 3126 *General Purpose (8 ½ x 11”)*, or AF Form 3136, *General Purpose (11 x 8 ½”)*, (or equivalent) and it will contain at a minimum the NSN, and/or part number if available, nomenclature, quantity and assigned location.

2.8. Pen and ink changes can be made to the TKCRL located in the TK. The group and squadron tool control monitors are only individuals authorized to make the changes. Correct documentation must accompany each change. An example of proper documentation is lost tool reports, issue receipts, backorder receipts, or any other paperwork that changes the quantity, description, or number of pieces for an item in the kit.

2.9. Protective covers that pose negligible FOD risk (e.g., sleeves on new razor blades, rubber caps on tweezers) may be retained on the items or discarded. These ancillary items need not be documented on the supplemental list. Do not stockpile removed protective covers in the TK; when no longer needed, the items are trash and must be discarded.

3. Tool Marking for ID.

3.1. The Complex TCM will designate all PSC numbering methodology and configuration. PSCs are numbered according to group/squadron ownership and location.

3.2. All Complex TKs will be identified externally with one-half inch or larger lettering with the individual’s name or satellite tool crib assigned, “Robins Air Force Base Georgia”, and TK ID number.

3.3. Markings for all MTC-issued tools (new and replacement) will be accomplished by legible laser-etching. Access to laser-etching machines is controlled.

3.4. Employees must verify all tools have the correct, legible ID number. Only one tool/TK ID number will be marked on a tool (not double marked with different ID numbers).

3.5. The TKCRL and Supplemental Listed items will be marked “Y” to indicate the tool/item is marked and “N” to indicate that the tool is not marked.

3.6. Non-disposable personal protective equipment (e.g., ear protectors, reflective belts, headsets, safety glasses) that are maintained for other purposes, such as visitors, tours, general shop/lab use, will be marked by the owning organization.

4. Long-Term Storage (LTS).

4.1. TKs will be transferred to LTS and the applicable group/squadron tool monitor will sign the TKCRL when employees leave the organization for whatever reason and no longer need their kit.

4.1.1. Tool monitors shall inspect the TK when transferring, ensure the TK is in an acceptable condition, and ensure the template is still active.

4.1.2. If the TK is unacceptable and/or the template has been updated, the tool monitor should submit a turn-in request for the MTC to take ownership of it.

4.2. TKs will be stored in LTS when the owner is absent for not more than 90 days or at the supervisor's request. For Groups/Squadrons absent sufficient space for LTS, kits out of use for more than 90 days shall be turned in to the MTC.

4.3. TKs assigned to the organization awaiting issue to a mechanic will be stored in the LTS area. The TK will be inventoried by the supervisor and/or tool control monitor, and a union representative if employee is not present. The inventory will be documented on the AFSC Form 309 before placing in LTS.

4.4. The group/squadron tool control monitor will coordinate with the MTC planner prior to placing the TK in LTS. The TK information and location will be input into FEMS.

4.5. TKs in LTS may be transferred by the MTC to any organization requiring that template. The transfer will be accomplished in FEMS and a new TKCRL will be printed in the individual's name before issue.

4.6. TK keys to all kits stored in LTS will be maintained and controlled by the applicable group/squadron tool control monitor.

5. Lost Tool Procedures and Responsibilities.

5.1. Lost tool/item procedures will apply to all PSC, satellite tool crib, or MTC issued tools.

5.2. If a lost tool/item is reported within the regulatory guidelines of AFSCMAN 21-102, Chapter 10, the employee reporting the lost tool/item is not necessarily deemed negligent.

5.2.1. If there is a possibility that a tool/item has been lost on an aircraft:

5.2.1.1. Once notified by the individual, cease all operations; annotate an Air Force Technical Order (AFTO) Form 492, *MX Warning Tag*, and tag out the power source to the aircraft electrical/hydraulic systems if applicable to the circumstances. Group procedures for proper documentation and removal of the AFTO Form 492 will be followed.

5.2.1.2. Once power to the aircraft has been tagged out (if applicable), direct a search of area using available personnel.

5.2.1.3. If the aircraft on which the tool/item was suspected lost is in the "dock" phase, initiate an AFSC Form 173, *MDS/Project Operation Assignment*.

5.2.1.4. Even if tool/item is not located/found, all AFSC Forms 173 and AFMC Forms 310 dealing with a lost tool item must be cleared before the aircraft can process to functional test.

5.2.2. If the aircraft on which the tool/item was suspected lost has been transferred to functional test, the lost tool item will be documented on the AFTO Form 781A, *Maintenance Discrepancy and Work Document*, as a Red-X condition. Red-X documentation procedures are defined in Technical Order (TO) 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*.

5.2.3. If the lost tool/item is believed to be on an aircraft that has taxied or taken off, notify the AMOC and AMOC will alert the 339th Flight Test Squadron to contact the aircraft and recall it.

5.2.4. When notified by personnel of any maintenance problem that could require impoundment/grounding of an aircraft, specifically a lost tool/item, notify the AMOC. Follow procedures defined in AFSCMAN 21-102 and any applicable local instruction.

5.2.5. If the tool/item is lost on a piece of Aerospace Ground Equipment (AGE), immediately impound the asset, and notify shop personnel. All work will cease and the area around the asset will be cordoned off. The impounded asset will be tagged with a copy of the AFMC Form 310. The word "IMPOUNDED" will be written in bold red letters across the AFMC Form 310. This form will remain on the asset until the supervisor receives notification from the group squadron tool control monitor that the original AFMC Form 310 has been signed for release by the impound release authority.

5.2.6. If the tool/item is not found within one hour, contact the AMOC for a control number and initiate an AFMC Form 310. No more than one item/tool will be reported on a single AFMC Form 310 unless simultaneous loss of multiple items or simultaneous discovery of pre-existing loss of multiple items. The AMOC will assign control numbers and maintain the lost tool/item control number log.

5.2.7. Complete the AFMC Form 310, Sections 1 through 16. **Note:** Checking negligence or non-negligence does not hold the mechanic financially liable for the missing tool until a Department of Defense (D) Form 200, *Financial Liability Investigation of Property Loss*, has been completed if required. If an individual is found financially liable, complete the DD Form 1131, *Cash Collection Voucher*.

5.2.8. Contact the group/squadron tool control monitor for coordination.

5.2.9. Forward the original AFMC Form 310 to the applicable flight chief for coordination within 1 business day.

5.2.10. Provide a copy of the AFMC Form 310 to the individual. The copy of the AFMC Form 310 will be stored in the mechanic's tool kit until the tool/item has been found or replaced.

5.2.11. If the tool/item is found after it has been reported missing/lost, contact the AMOC for the original control number. Once the control number has been identified, the supervisor will initiate a found tool report (AFMC Form 310), completing all blocks up to block 10. A "YES" will be marked in block 16 indicating that the tool/item was found and AMOC was contacted. The supervisor will give the AFMC Form 310 for the found tool to the group/squadron tool control monitor.

5.2.12. If an employee assumed financial responsibility for a lost tool and it is later recovered, assist the employee in processing the DD Form 1164, *Service Order for Personal Property*, for reimbursement.

5.3. Military, civilian personnel, and contractors may suffer pecuniary liability for the loss, damage, or destruction of government property issued to them when caused by negligence, willful misconduct, or deliberate unauthorized use. The terms damage and destruction do not include wear and tear resulting from normal use. This applies to all tools (initial issue, temporary, or special loan) or equipment issued by the 402 MXSG tool cribs and PSCs.

5.4. Immediately upon realization of a lost tool/item, the individual responsible will report it to their supervisor and conduct a search of the surrounding area and equipment for the lost tool/item. If the individual performed maintenance on an aircraft, the individual must ensure the aircraft is also searched.

5.4.1. If the tool/item is found, the individual will return it to its original location and no further actions are required.

5.4.2. If the tool/item is not found, the individual will contact the supervisor.

5.4.3. If tool/item is lost during a Temporary Duty (TDY) status, the individual will follow lost tool/item procedures defined in this instruction as well as any procedures applicable to the TDY location.

5.4.4. Forward a copy of all lost tool/item documentation to the group/squadron tool control monitor upon completion of TDY.

5.5. The Supervisor will, when notified of a missing tool/item, direct an extensive search of the area using all available personnel. This may include group/squadron tool monitor, group quality and safety personnel, if deemed necessary. Ensure the individual who lost the tool digitally signs block 9 if AFMC 310 is initiated. Digitally sign block 11A for tool replacement if required. Additionally, the supervisor will notify the section/flight chief of the missing item/tool. If the item/tool is found, it will be returned to the individual with no further action necessary. Immediate reporting of lost or missing items is encouraged to increase the chance for recovery.

5.6. Flight Chief will:

5.6.1. Review and sign AFMC Form 310 in block 17A.

5.6.2. Forward the AFMC Form 310 to the group/squadron tool control monitor for coordination within 1 day. The group/squadron tool control monitor review and sign AFMC Form 310 in block 17B.

5.7. Squadron CC/CL or deputy will:

5.7.1. Upon receiving the AFMC Form 310 from the group/squadron tool control monitor, review and sign block 17C. If a decision is made to discontinue the search, sign block 18 and release end item.

5.7.2. Forward the completed report to the group/squadron tool control monitor within 1 business day.

5.8. Group/squadron tool control monitors will follow instructions provided in paragraphs **1.4.14 through 1.4.14.5** of this instruction.

5.9. The group/squadron will follow internal procedures for conducting the investigation.

5.10. The group/squadron tool control monitor will brief the group and squadron CC/CL or deputy, squadron commander or deputy on the status of the lost tool/item.

5.11. When a tool/item is lost, the squadron CC/CL or deputy will determine if a Financial Liability Investigation is required per AFSCMAN 21-102.

5.12. All missing tool replacements will be requested immediately after the lost tool report has been closed and financial obligations have been fulfilled when applicable.

BRIAN D. MOORE, Colonel, USAF
Vice Commander

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

AFSCMAN 21-102, *Depot Maintenance Management*, 5 April 2021, AFSCGM2022-01, 27 June 2022

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

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

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 1 June 2018

Prescribed Forms

None

Adopted Forms

AFSC Form 309, *AFSC Tool Control Inventory Record*

AFMC Form 310, *Lost/Found Item Report*

AFSC Form 311, *Certificate of Responsibility for Government Property*

AF Form 1297, *Temporary Issue Receipt*

AF Form 3126, *General Purpose (8 ½" x 11")*

AF Form 3136, *General Purpose (11" x 8 ½")*

AFSC Form 173, *MDS/Project Operation Assignment*

AFTO Form 492, *MX Warning Tag*

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 Publication*

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 1131, *Cash Collection Voucher*

DD Form 1164, *Service Order for Personal Property*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFSCMAN—Air Force Sustainment Center Manual

AFTO—Air Force Technical Order
AMOC—Aircraft Maintenance Operations Center
CAR—Custodian Asset Report
CC—Commander
CL—Director
DAFMAN—Department of the Air Force Manual
DD—Department of Defense
FEMS—Facilities and Equipment Maintenance System
FOD—Foreign Object Damage
IAW—In Accordance With
ID—Identification
LTS—Long Term Storage
MTC—Master Tool Crib
NSN—National Stock Number
OPR—Office of Primary Responsibility
PSC—Production Support Center
TC—Tool Crib
TCM—Tool Control Manager
TDY—Temporary Duty
TK—Tool Kit
TKCRL—Tool Kit Custodial Receipt Listing
TO—Technical Order

Office Symbols

339 FTS—339th Flight Test Squadron
402 MXSG—402d Maintenance Support Group
WR-ALC—Warner Robins Air Logistics Complex