

7 NOVEMBER 2000



Maintenance

**DAMAGED LINE REPLACEABLE UNIT (LRU)/
EQUIPMENT PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>

OPR: 18 MXS/LGMCE
(MSgt Malcolm Turner)

Certified by: 18 LG/CC (Col Kenneth R. Emery II)
Pages: 2
Distribution: F

This instruction implements AFD 21-1, *Managing Aerospace Equipment Maintenance*. This Wing Instruction (WGI) establishes local procedures for handling, reporting, and initiating damaged LRUs and equipment reports. It applies to 18th Wing and associate units at Kadena AB. When applicable, a damage report will be initiated when damage to a supply asset or test equipment is discovered. The report will include assets dropped, dented, cut, missing or broken pieces due to improper handling, neglect, or disregard for government property. This publication does not apply to the Air National Guard or US Air Force Reserve.

1. Handling Procedures.

- 1.1. Each individual signing for supply assets (LRUs/equipment) is required to inspect the property for physical damage prior to receipt from supply.
- 1.2. An LRU discovered damaged upon issue from supply should not be signed for unless the item is mission capable and the individual identifies the damage as only cosmetic.
- 1.3. If the item is mission capable, the individual receiving the property will have supply annotate the damage on the back of the DD Form 1574, **Serviceable Tag - Materiel**. The individual receiving the item will hand carry the yellow tag with supply's remarks to 18 LG/OG Quality Assurance (QA) so a follow up investigation can be accomplished.
- 1.4. Every backshop organization signing for assets received from the flying squadrons is required to inspect the property for physical damage (i.e. bent, cracked, dented, or missing hardware). Any asset discovered damaged should not be signed for by the backshop organizations. When applicable, a damage report will be initiated by 18 OG/LG QA so an investigation can be accomplished.
- 1.5. Assets damaged in transit will be rerouted to owning organization's supply section and held until released by QA.

1.6. Test equipment that is found to have been grossly abused (damaged beyond normal wear and tear) will be impounded until released by QA.

1.7. Upon completing the initial investigation, the QA inspector will affix their stamp on the discrepancy block of the AFTO Form 350, **Repairable Item Processing Tag** to indicate the damage has been reported and that the unit may be processed for repair.

2. Processing Instructions.

2.1. Affected units will:

2.1.1. Complete in detail a copy of 18 WG Form 71, **Damaged LRU/Equipment Worksheet**.

2.1.2. Notify sortie generation flight supervision immediately of discovered damage to equipment or LRUs. Their comments will be included on the report.

2.1.3. Submit 18 WG Form 71 to QA. Owning organization's supply section will hold asset.

2.2. LG/OG QA will:

2.2.1. Assign a control number to the damage report.

2.2.2. Establish a suspense date of 10 working days for the completion of the report.

2.2.3. Track all corrective actions.

2.2.4. Provide the squadron commanders with a quarterly summary.

2.2.5. Review all corrective actions and comments. If abuse is suspected (determined by LG/OG QA), forward the report to the squadron commander for their review.

2.2.6. Consult with equipment/area expert in both LG and OG QA.

2.2.7. Enter inspector comments, sign, and file all completed reports.

2.2.8. Affix QA stamp on the discrepancy block of the AFTO Form 350.

3. Form Prescribed. 18 WG Form 71, Damaged LRU/Equipment Worksheet.

GARY L. NORTH, Brigadier General, USAF
Commander, 18th Wing