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Maintenance

**375TH AIRLIFT WING C-21A QUALITY
ASSURANCE (QA) OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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/375 OG/CD (Lt Col Rice)

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This instruction defines unit and individual responsibilities to manage and execute the Quality Assurance (QA) functions for the C-21A Learjet.

1. Introduction .

1.1. On 20 June 2002, the Chief of Staff, United States Air Force (CSAF) and Headquarters United States Air Force (HQ USAF) issued Program Action Directive (PAD) 02-05, *Implementation of the Chief of Staff of the Air Force's Directions to Establish a New Combat Wing Organization Structure*.

1.1.1. The PAD directs wing reorganization into four core capabilities: Operations Group (OG), Maintenance Group (MXG); Mission Support Group (MSG); and Medical Group (MDG). The changes approved include the assignment of aircraft and missile maintenance personnel, who are assigned to the Operations and Logistics Groups (LG), to the MXG. Initial operational capability will not be earlier than 1 Jul 02, but not later than 1 Oct 02

1.1.2. Annex U, paragraph 5.4.2., directs the wings to: "Consolidate the OG QA with what was previously the LG QA under the 375 MXG/CC by transferring all manpower authorizations to the MXG."

1.2. Headquarters Air Mobility Command (HQ AMC) Programming Plan (P-Plan) 02-01, *AMC Reorganization Actions for Implementation of New Combat Wing Organizational Structure*, establishes the command reorganization plans for implementation of the PAD. The P-Plan provides no specific guidance on the C-21A QA function.

1.3. The intent of this instruction is to clearly specify C-21A QA reorganization actions to ensure compliance with the PAD, as well as delineate the unit and individual responsibilities associated with QA operations.

2. Reorganization.

2.1. The 375 AW will comply with the PAD by transferring the 375 OG Quality Assurance Representative (QAR) function to the newly formed 375 MXG; he/she will deactivate the 375 LG and activate the 375 MXG

2.1.1. There is no QA billet in the 375 OG Unit Manning Document (UMD). The 375 MXG will reassign an appropriate billet from their organization to the 375 OG. Quality Assurance oversight will rest in the position that is designated 375 MXG/QAR; individual will report directly to 375 MXG/QA.

2.1.2. The QAR billets currently assigned to the 458th Airlift Squadron (AS), 457 AS, and their associated geographically separated units will receive functional guidance from 375 MXG/QAR. However, they will remain assigned to the individual unit commanders for unity of command and sortie generation requirements consistent with HQ USAF PAD 02-05, paragraph 4.4.2.2.

2.2. Contract Logistics Support (CLS) will remain subordinate to the Principal Contracting Officer (PCO) designated as OC-ALC/LADBA, Tinker AFB OK, IAW the C-21A Logistics Support Statement of Work (SOW). The QA function will continue to be administered by locally assigned QAR operating instructions IAW AFI 21-127, *Quality Assurance for Aerospace Equipment Maintenance*, CLS SOW, C-21 Surveillance Plan (SP), and this instruction.

3. Responsibilities.

3.1. Principal Contracting Officer:

3.1.1. The only individual authorized to enter into contracts on behalf of the government, direct/redirect the effort, make determinations relative to approvals, scope, and/or successful completion of events required by this contract, or in any way amend terms/conditions of the CLS contract.

3.1.2. He/she has overall responsibility for management of the CLS contract.

3.1.3. He/she will liaison with 375 MXG/CC to provide functional QA guidance.

3.2. Contractor:

3.2.1. Responsible to the PCO for all requirements specified in the CLS contract.

3.2.2. Responsible to the unit commander for aircraft-generation tasked IAW the current CLS contract.

3.2.3. Meets the operational commanders unit taskings IAW the SOW.

3.2.4. Accepts and supports QA oversight IAW the SOW and SP

3.3. Operations Group:

3.3.1. Ensures unit commanders are scheduled for QAR Familiarization Training during in-processing.

3.3.2. Coordinates and provides feedback to 375 MXG/CC on the QAR and sortie generation-related issues.

3.4. Maintenance Group:

3.4.1. Is the liaison with PCO on QA functional guidance.

3.4.2. Provides functional guidance to the unit QAR through 375 MXG/QAR.

- 3.4.3. Provides professional oversight and orderly room support for 375 MXG/QAR
- 3.4.4. Coordinates and provides feedback to 375 OG/CC on QAR and sortie generation-related issues
- 3.5. Maintenance Group QAR:
 - 3.5.1. Is directly responsible to 375 MXG/CC.
 - 3.5.2. Provides maintenance status reporting for all units.
 - 3.5.3. Provides functional guidance and oversight to the unit QARs IAW 375 MXG/CC and the PCOs directions, as well as applicable Air Force, Department of Defense, Air Force Occupational Safety and Health directives, technical orders, and instructions.
 - 3.5.4. Ensures unit QARs provide copies of monthly unit QAR SPs prior to the first duty day of each month for review.
 - 3.5.5. Reviews unit QAR self-inspection program.
 - 3.5.6. Ensures unit commanders are provided standardized QAR familiarization training.
- 3.6. Unit Commanders:
 - 3.6.1. Identify aircraft/sortie-generation requirements to the contractor on a daily/monthly basis.
 - 3.6.2. Retain operational control over unit-assigned QAR.
 - 3.6.3. Review/approve the monthly unit QAR SP.
 - 3.6.4. Provide daily oversight of the QAR Self-Inspection Program.
 - 3.6.5. Provide orderly room support for unit-assigned QAR.
 - 3.6.6. The QARs will not be assigned additional duties that could impact their ability to perform all QAR duties IAW MCR 66-4, *Contract Quality Assurance*. However, additional duties will be assigned to the unit QARs commensurate with their duties by the unit commander to accomplish the units mission and associated support responsibilities.
- 3.7. Unit QARs:
 - 3.7.1. Execute functional guidance provided by 375 MXG/QAR.
 - 3.7.2. Provide contractor oversight IAW the SOW, SP, and guidance from 375 MXG/QAR.
 - 3.7.3. Provide a monthly QAR SP for the commander to review/approve.
 - 3.7.4. Provide a copy of the approved monthly QAR SP to 375 MXG/QAR prior to the first duty day of each month.
 - 3.7.5. Provide QAR Familiarization Training to new unit commanders within 30 days of their assumption of command.
 - 3.7.6. Responsible to the unit commander where he/she is assigned.

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Commander

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

HQ USAF PAD 02-05, *Implementation of the Chief of Staff of the Air Force Direction to Establish a New Combat Wing Organization Structure*, 20 Jun 02.

AMC P-Plan 02-01, *AMC Reorganization Actions for Implementation of New Combat Wing Organizational Structure*, 15 Aug 02.

375 AW P-Plan 02-01, *Implementation of the New Combat Wing Organizational Structure*, 12 Aug 02.

Appendix A, Statement of Work, OC-ALC/LAA-SOW-C-21-4RO-02, *Contractor Logistics Support for Air Mobility Command, Air Combat Command, Air Education and Training Command, Air Force Material Command, United States Air Forces Europe, Pacific Air Forces, Air Force Space Command*, Contract #F34601-94-C-0950.

Contract #F34601-94-C-0950, *C-21 Surveillance Plan for Contractor-Maintained Aircraft*.

MCR 66-4, *Contract Quality Assurance*.

AFI 21-127, *Quality Assurance for Aerospace Equipment Maintenance*, will replace MCR 66-4.

Abbreviations and Acronyms

AFI—Air Force Instruction

AMC—Air Mobility Command

AS—Airlift Squadron

CLS—Contract Logistics Support

CSAF—Chief of Staff, United States Air Force

LG—Logistics Group

MCR—Multi-Command Regulation

MSG—Mission Support Group

MXG—Maintenance Group

OG—Operations Group

PAD—Program Action Directive

PCO—Principal Contracting Officer

QA—Quality Assurance

QAR—Quality Assurance Representative

SOW—Statement of Work

SP—Surveillance Plan

UMD—Unit Manning Document