



**Maintenance**

**MISSION ESSENTIAL GROUND PERSONNEL (MEGP)  
CREW CHIEF PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 21-1, *Managing Aerospace Equipment Maintenance* and AMCI 21-117, *Flying Crew Chief Program*. This instruction establishes notification procedures, minimum training requirements, and responsibilities for the 452d Operations Group (OG) and the flight crews concerning the Mission Essential Ground Personnel (MEGP) Crew Chief Program. This instruction applies to all 452 OG personnel and flight crews concerning the MEGP Crew Chief Program.

**1. References:**

- 1.1. AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.
- 1.2. AFI 11-2C-141, *V3 Operations Procedures*.
- 1.3. AFI 11-206, *General Flight Rules*.
- 1.4. AFRCI 21-101, *Aircraft Maintenance Guidance and Procedures*.

**2. General:**

- 2.1. Assign Mission Essential Ground Personnel Crew Chief (MECC) to 452d Air Mobility Wing (AMW) to facilitate aircraft maintenance and assist the flight crew and enroute support units.
- 2.2. The MECC will have a 5/7-qualification skill level with at least 18-months experience on the C141 B/C. Only the 452d Aircraft Generation Squadron can waive skill levels. If the Commander exercises this waiver; the 452d AGS Commander will advise the 452 OG Commander.
- 2.3. The MECC are to attend either the C-141 B/C Advanced Systems FTD Course or the C-141 B/C Enroute Maintenance Course. The 452d AGS Commander may waive this requirement.
- 2.4. Qualify the MECC in the following areas:
  - 2.4.1. Operate, service, and maintain electrical, engine, and avionics systems.

- 2.4.2. Operate the doors and ramp (manually and electrically).
- 2.4.3. Engine run qualification preferred, as a minimum, Auxiliary Power Unit (APU) qualification required.
- 2.4.4. Refuel/Defuel supervision.
- 2.4.5. Service liquid oxygen and gaseous nitrogen.
- 2.4.6. Tire change certified.
- 2.4.7. Chemical Warfare task certified.
- 2.5. The MECC will attend the altitude chamber or an introductory course identifying the physiological hazards of flight, prescribed remedies and prevention practices.
- 2.6. Train the MECC initially and maintain annual currency in Life Support Equipment Training (with an emphasis on the use of oxygen equipment), Anti-Hijacking, and Egress Training.

### **3. Responsibilities:**

- 3.1. The 452 AGS will:
  - 3.1.1. Establish and staff the position of MECC Program Manager (PM) at the squadron level.
  - 3.1.2. Designate the number of manning positions for MECCs.
- 3.2. The PM will:
  - 3.2.1. Be responsible for reviewing mission frags from 452D Current Operations and for assigning MECCs based on mission requirements.
  - 3.2.2. Track the number of missions flown each quarter by each MECC.
  - 3.2.3. When notified of a crew chief requirement the PM notify the 452 OG Standardization in writing to receive MEGP authorization.
  - 3.2.4. The PM will notify the appropriate flying squadron operations section that, in turn, will annotate flight authorization with the crew chief's name, social security number, and squadron. This information is "below the line".
  - 3.2.5. Coordinate any changes to the MECC by the PM through Current Operations, Standardization and the operating squadron's operation section.
  - 3.2.6. Inform the MECCs regarding mission requirements and itinerary.

3.3. Current Operations will determine what missions require MECCs, using the following criteria, and notify the MECC PM by frag orders:

3.3.1. Missions scheduled to remain overnight (RON) at bases not normally transited by AMC (no station manager or AMC support) will carry a crew chief.

3.3.2. Joint Airborne/Air Transportability Training mission (in accordance with current guidance).

3.3.3. When the crew size is limited by seating restrictions, Current Operations will request approval for extra seats. The 452 OG Commander will determine priority of training, evaluation or maintenance support when a request has been denied

3.4. The Aircraft Commander (AC) and Aircrew responsibilities:

3.4.1. The AC has the overall responsibility for the MECC over the course of the mission.

3.4.2. Management of the MECC is at the discretion of the AC through the aircrew Non – Commissioned Officer in charge (NCOIC) and the Primary Flight Engineer (PFE). The AC will ensure that the MECC performs duties on his or her assigned aircraft only.

3.4.3. The AC will debrief the MECC, verify/certify orders and per diem paperwork, and complete an AMC Form 196, **Aircraft Commander's Report on Crew Member**, or a locally produced MEGO Crew Chief Report form, for the MECC upon mission termination.

3.4.4. The AC will be the endorsing official for AFRES Form 4, **Work Hours Report**, when the MECC has been scheduled to perform mission duties in civilian status their orders require compensatory and/or overtime certification.

3.5. The NCOIC, on behalf of the AC, ensures the MECC receives alert information and any changes to the mission itinerary.

3.5.1. The NCOIC will make flight crew billeting flight crew and transportation arrangements for the MECC.

3.6. The Primary Flight Engineer will coordinate aircraft maintenance issues with the MECC and elevate them to the AC as time constraints and severity warrant.

#### **4. MEGP Crew Chief Work/Rest Plan:**

4.1. The A/C will establish the MECC work/rest plan. The A/C will ensure the MECC receives the opportunity for 8 hours of sleep in each 24 hour period, IAW the Flying Crew Chief requirements detailed in AFI 11-2C-141, V3 para. 3.7.5.

4.2. The MECC will adhere to the twelve- (12) hours before scheduled departure (take-off) alcohol directive IAW AFI 11-206.

## 5. Duties:

5.1. The Flying MEGP Crew Chief (MECC) will:

5.1.1. Maintain proficiency in all tasks and requirements listed in paragraphs 2.4., 2.5., and 2.6.

5.1.2. Attend the aircrew pre-mission briefing at the operating squadron mission briefing room.

5.1.3. Have in their possession, prior to home station departure, current immunization records, line badge, dog tags, passport, sufficient copies of orders for the mission (10 minimum), altitude chamber card (if applicable), toolbox key, and mobility bags (if required).

5.1.4. Be financially prepared for an extended Temporary Duty (TDY); often in non-government quarters by obtaining a government approved travel charge card.

5.1.5. Meet the requirements of AFI 36-2903, and carry sufficient, appropriate military/civilian clothing for the mission and unforeseen contingencies.

5.1.6. Perform required maintenance, inspections, and servicing at enroute stations. At locations with AMC-enroute support, the MECC will assist the enroute unit with these tasks, but will leave the flight line in time to receive adequate rest.

5.1.7. Assist the flight crew in coordinating for maintenance recovery team and parts through TACC/LOCC when aircraft has been delayed due to maintenance. Notify 452d AMW Command Post of the aircraft's status, as soon as possible.

5.1.8. Be responsible for maintaining the aircraft 781-series forms and properly document refueling information on AF Form 664, **Aircraft Fuels Documentation Log**.

5.1.9. Coordinate a work schedule based on the mission and aircraft maintenance requirements for each day. The duty day for the MECC performing extensive aircraft maintenance, which has resulted in extended mission delay, should not exceed 12 hours in any 24-hour period (See AFRCI 21-101), Aircraft Maintenance Guidance and Procedures).

5.1.10. Assist the aircrew with the home station maintenance debrief upon return to home station.

5.1.11. The MECC will accept the aircraft on behalf of AGS from the aircrew when the mission terminates during non-duty hours. The MECC will then secure the aircraft, adhering to local maintenance procedures. The AC will insure the MECC has necessary transportation to depart the flightline.

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