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Maintenance

G081 MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures pertaining to G081 management, including notifying users of G081 system unavailability, system deficiency reporting, obtaining user accounts and passwords, and manual backup. Commanders, maintenance officers, officers, staff section heads, and supervisors will ensure compliance with this instruction. This instruction applies to all maintenance activities and personnel utilizing G081 at McChord.

- 1. References.** AMCI 21-101, AMCI 21-112, AMCP 21-115, and AMCP 21-102.
- 2. Procedures.** The following procedures will be adhered to for each category identified below.
3. No classified information will be input into the G081 system. The G081 system processes non-sensitive, non-critical information, only.
- 4. Scheduled an Unscheduled/Emergency Downtime Notification**
 - 4.1. Tinker Data Service Center (TDSC) notifies all G081 managers of scheduled system downtime. G081 management, in turn, will notify squadron and section G081 representatives of the impending outage. Depending on the length of the scheduled outage, G081 managers may direct all maintenance functions to implement manual data collection procedures outlined in paragraph **4.1.2**.
 - 4.1.1. Tinker Data Service Center (TDSC), depending on the situation or time of day, may or may not be able to contact G081 managers in advance of an unscheduled/emergency system outage. Should TDSC be able to contact G081 management during G081 management's normal duty hours (0700-1630L), G081 management will follow the same procedures for scheduled outages.
 - 4.1.2. Each shop with G081 capability or operations, must have manual backup procedures in place to capture G081 data during extended times of system unavailability. As a minimum, each

shop must have the capability, where applicable, to print blank AF Forms 781A and 781K. Fill out blank AFTO Form 349s; blank 350 tags, and other local products.

4.1.2.1. The minimum types of data that must be captured are: aircraft status changes as tracked by Maintenance Aircraft Control Center (MACC), flying hours and sorties from the AF Form 781, all aircraft discrepancies, and all maintenance data collection (MDC).

Aircraft status

Aircraft grounding (NMC) discrepancies

Aircraft flying hours

All other aircraft discrepancies

MDC

Any other captured data

4.1.2.2. G081 Connectivity, Programs and Printer Problems

4.1.3. During G081 management's normal duty hours (0700-1630), forward all problems to the G081 Management office for resolution. During off shifts, i.e. swing and graves, holidays and weekends immediately forward all connectivity, program, and printer problems to MACC personnel for assessment. If MACC personnel have determined that one of the scenarios detailed in paragraph 4.2.2. exists, they will contact the G081 stand-by person to correct the situation. Forward all other problems to G081 management via e-mail or voice mail.

4.1.4. The following system unavailability scenarios, requiring immediate response by G081 management personnel, include, but are not limited to:

Direct and Gateway connection methods to G081 are inoperative base-wide or are inoperative at building 1173/MACC/Cpmmand Post

All G081 designated printers are inoperative base-wide

All G081 designated printers in building 1173 are inoperative/unable to receive

All Direct or Gateway connection methods or all G081 designated printers on the flightline are inoperative

4.2. G081 User Accounts and Passwords

4.2.1. All McChord members needing access to G081 must meet with G081 management to initiate a DISA Form 41. Once the form has been completed and returned, G081 management will issue a G081 user ID and initial password. User IDs and passwords are sensitive information, never to be given out to anyone other than the user. G081 management personnel may ask for an individual's user ID in attempts to solve various problems.

4.2.2. Should a user's account become suspended due to password rejection, forgotten password, TDY, or other reason, the user has two options. If the problem is experienced during G081 management's normal duty hours (0700-1630), the individual should call G081 management (2-3793, 2-3794) for resolution. Should the user experience account problems outside of those hours, they may contact Defense Megacenter, (DMC) Oklahoma City, OK (DSN 339-5600) for resolution.

4.2.3. All users Ids not used in 90 days will be suspended. To reset suspended user Ids or passwords call the G081 manager. All users Ids not used for a period of 6 months or more are subject to automatic deletion. DMC/OK runs the delete program as needed. When the user ID or password is deleted the user must accomplish another DISA Form 41 and submit to G081 management for assignment of new user ID or password. If an individual requests a user ID for the third time the DISA Form 41 will require a commander's signature for approval.

4.3. Data Integrity Group

4.3.1. The Wing Data Integrity Group (DIG) will be managed in accordance with AMCP 21-102.

4.3.2. The ranking 2R0X1 in G081 section will be the chairperson.

4.3.3. The DIG will be composed of maintenance personnel who possess at least a 5 skill level in their AFSC and at least one additional 2R0X1. The maintenance team members will be responsible for the correction of maintenance data collection (MDC) errors and the tracking of jobs closed with no MDC taken.

4.3.4. The DIG will provide maintenance managers with a monthly data error rate.

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