

**BY ORDER OF THE
COMMANDER 939TH AIR REFUELING
WING (AFRC)**



**939 AIR REFUELING WING
INSTRUCTION 21-101**

1 APRIL 2003

Equipment Maintenance

AIRCREW/MAINTENANCE DEBRIEFING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 21-1, *Managing Aerospace Equipment Maintenance*. This instruction establishes policy, assigns responsibility, and defines procedures for implementing and maintaining an effective aircrew/maintenance debriefing program for aircraft in accordance with applicable AFRC publications.

SUMMARY OF REVISIONS

This revision changes the unit designation from 939th Rescue Wing to 939th Air Refueling Wing; changes reference from CAMS to MIS (maintenance information system); adds the reference number for the debriefing checklist in **paragraph 3.1.**; deletes reference to HC-130/HH-60, adds the KC-135 to the procedures in **paragraph 3.4.** A bar (|) indicates revisions from the previous edition.

- 1. General.** This instruction establishes debriefing policy and procedures. This program is essential to ensure malfunctions identified by aircrews are properly reported and documented. Clear and concise maintenance debriefing is essential to effectively troubleshoot and repair aircraft discrepancies.
- 2. Responsibility.** Operations and maintenance group commanders, and their unit commanders are responsible for compliance with this regulation. All aircrew/maintenance debriefings are conducted in a thorough and professional manner. The maintenance group commander ensures local procedures are established to document the cause(s) and corrective action(s) of all aborts and in-flight emergencies, and to ensure data is reviewed by the performing work center supervisor, aircraft maintenance supervision, quality assurance (QA), and maintenance systems analysis (MFPA).
- 3. Procedures.** To ensure that proper information is received and entered into GO-81, use the following local guidelines:

- 3.1. Debrief after every sortie in Bldg 360, maintenance operations center (MOC) area with as a minimum, one crew chief, and pilot in attendance. Use the debriefing checklist AFI 21-101/AMC C1 CL-8, *KC-135 /E/R/T Debriefing Checklist and 939 Maintenance Debriefing Worksheet* as guidance. The checklist will be maintained on the aircraft in an accessible location. If the sortie is completed after duty hours and a maintenance debriefer is not available, the aircrew will identify and document all malfunctions, and/or problems as clearly as possible in the AF 781, **Multiple Item Prescription**. The MOC will enter the discrepancies in MIS, as soon as practical. All aircrew reported discrepancies will be entered in MIS with the debrief subsystem.
- 3.2. The established debrief checklist will be used to ensure that all applicable information is presented in the proper context and to eliminate any confusion in the troubleshooting/repair procedures.
- 3.3. During flight operations if an in-flight problem occurs that affects an aircraft system, the crew will establish contact with 939 ARW/CP on UHF radio frequency 381.0. The expediter will contact the required specialist and provide all possible means to assess and correct the problem.
- 3.4. To ensure appropriate systems are operable to satisfy specific KC-135 mission requirements, the expediter will maintain a minimum equipment reference list. Any item requiring further clarification will be coordinated with operations.
- 3.5. Deployed Debriefing Procedures. Use automated debrief tools as the primary debriefing instrument. If MIS is available at the deployed location, MIS will be used. Use blank printouts as the manual documentation method. Retain duplicates at the deployed site to help in future debriefings. Turn in, validate and reconcile all documents with the squadron debriefing section upon re-deployment.

MARK A. KYLE., Colonel, USAFR
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