



**MANAGEMENT AND MAINTENANCE OF  
NON-NUCLEAR MUNITIONS**

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The OPR for this supplement is HQ AFSPC/LCMW (TSgt Gregory K. Dersno). This supplement supersedes AFI21-201\_AFSPCSUP1, 2 January 2002. This instruction implements and extends the guidance of Air Force Instruction (AFI) 21-201, **Management and Maintenance of Non-Nuclear Munitions**, 13 January 2003. The AFI is published word-for-word without editorial review. Air Force Space Command supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to HQ Air Force Space Command and subordinate units. Report discrepancies other than paragraph realignment to HQ AFSPC/LCMW, 150 Vandenberg St Ste 1105, Peterson AFB CO 80914-4470. It does not apply to Air Force Reserve Command nor Air National Guard units.

**SUMMARY OF REVISIONS**

This publication is changed due to the changes incorporated with IC 2003-1 to AFI 21-201 and also includes moving **Chapter 38 (Added)** to chapter 37 of this supplement. A bar ( | ) indicates a revision from the previous edition.

1.1. **Introduction.** The Functional Commander (FC) or Functional Director (FD), Contracting Officer and Quality Assurance Program Coordinator (QAPC) shall ensure all work, services and operations are in compliance with local, state and federal laws and regulations reference AFI63-124 **Performance-Based Service Contracts** (PBSC). Ensure all Statement of Work (SOW) containing munitions requirements are coordinated with HQ AFSPC/LCMW and LCM.

1.1.5. (Added) This instruction applies to all AF-owned munitions and explosives and Non-AF-owned munitions and explosive material, courtesy stored on the installation. Accountability procedures prescribed in the instruction apply only to AF-owned assets. Units will establish a tracking system for courtesy stored munitions, the tracking system will not be accountable, but should establish an audit trail for

the assets from initial storage to removal from storage by custodian of the assets. The terminology munitions applies also to ammunition, explosives or ordnance for the purpose of this instruction.

1.2.1. Contracted operations are not required to be aligned in accordance with this instruction; however all applicable chapters or paragraphs (per AFI63-124) of this instruction will be complied with as required. Units will ensure the requirements of this instruction and all other applicable instructions, manuals, technical orders and guidance are included in the Statement of Work (SOW). Units failing to include adequate requirements in the Statement of Work are not exempt from compliance requirements of this instruction, responsibility will rest with the Functional Commander.

2.7.1. Applies to Air Force owned and Non-Air Force owned courtesy stored munitions and explosive material.

2.7.3.2. Procedures for managing CAD/PAD time change requirements forecast may be included in the wing operating instruction referred to in paragraph 2.10.8., AFI21-201.

2.8. **Squadron Commander (or equivalent).** These duties will not be delegated to a contractor. At contracted operations, these duties will be conducted by the Functional Commander and or the Contract Officer.

2.8.2. For contracted munitions operations this does not apply, instead ensure qualifications are adequately addressed in the Statement of Work (SOW).

2.8.2.1. For contracted operations ensure requirements are properly identified in the SOW.

2.8.3. For contracted operations ensure requirements are properly identified in the SOW.

2.8.6.1. Not required.

2.8.6.2. Not required.

2.8.6.3. Not required.

2.8.6.4. Not required.

2.8.6.5. Not required.

2.8.6.6. Not required.

2.8.7. For contracted operations, ensure requirements are properly identified in the SOW.

2.8.12. Not applicable at contracted operations.

2.8.13. Not applicable at contracted operations.

2.9. **Munitions Flight Commander/OIC/Chief.** These duties may be delegated to a contractor as long as the delegation is clearly established in the SOW and does not create a conflict of interest. The Squadron Commander will determine what responsibilities in chapters 2-5 are applicable to the mission unless otherwise identified in this instruction or supplement. The Squadron Commander will clearly identify the requirements that the contractor will be responsible for in the SOW; however, ultimate responsibility rests with the Squadron Commander.

2.9.1.4. Contractors who are appointed as munitions inspectors are not assigned SEI 836.

2.9.1.5. Contractors are not assigned SEI 375.

2.9.1.6. Not applicable at contracted operations.

2.9.1.7. Paragraphs **2.9.1.7.** through 2.9.1.7.10., do not apply for contracted munitions operations. Manning is determined based on SOW, as written in the contract.

2.9.1.30. Send information copy to HQ AFSPC/LCMW.

2.9.1.36. (Added) Develop a facility plan specifying maintenance, upgrade, replacement projections and major impact programs, i.e. new construction, impacts on LPS, Nuclear Surety and future systems, for munitions facilities. Facility plan should be presented to the Wing Facility Board. Provide this information to AFSPC/LCMW for funding assistance.

2.9.3.6. Use AFSPC Form 18, **Conventional Munitions Crew Briefing.**

2.9.3.9. Installation commander can delegate in writing the responsibility to appoint the lock and key custodians to the munitions commander and or flight chief.

2.9.3.20.4. (Added) Use procedures in **Chapter 38 (Added)** to establish and manage Quality Assurance Program. For contracted munitions operations, **Chapter 38 (Added)** does not apply; in the SOW require a higher- level quality program (ISO 9000, ASQ 9000).

2.10.6. This review must be annotated and signed by the MASO, as a minimum, must include levels, stock control, document control, custody inventory and training. List discrepancies and fixes.

2.10.7. Organization or unit commander will receive briefing from MASO or designated representative. Briefing will include all responsibilities outlined in this instruction and wing operating instruction. Form letters will be used to brief commanders. File the signed letter in the custody account folder.

2.10.8. Units may use this Wing Operating Instruction as their Customer Guide as long as it meets all requirements for a Munitions Customer Guide.

2.10.9. Briefings may be developed using computer aids, handout or form letters. Briefing will include all responsibilities outlined in this instruction and wing operating instruction. Briefing will be documented, signed and filed in custody account folders.

2.10.10. Computer aid, handout or form letter may be utilized to provide training. Training will be documented, signed and filed in custody folder. Training may be provided in conjunction with custody/certifying official briefing (**para. 2.10.9.**) and documented as such.

2.13.2. Use AFSPC Form 18, **Conventional Munitions Crew Briefing.**

4.1.10.3. Igloos will be inspected for sufficient earth covering annually; however, checks may be made more often based on the local environment. Depth checks will be made in nine separate areas on top of the igloo, three throughout the length of the center and both sides. Additionally, check any areas that appear to be low.

4.1.11. As a minimum ensure: organization information, custodian(s) name and phone numbers are listed (placards may used in lieu of stenciling on the container).

4.1.12.1. Non-DoD owned explosives can be stored as long as all requirements of Chapter 26 and AFMAN91-201, **Explosive Safety Standards**, have been met. The request must be coordinated with Weapon Safety to ensure the items are safe to store and will not affect explosive siting, Security Forces to ensure proper security classification is assigned, BIO to ensure procedures are in place to properly address environmental concerns, and EOD to ensure emergency or disposal procedures are in place.

4.1.12.2. Maintain Technical data for all Non-DoD explosives in courtesy storage. As a minimum, the technical data must include: Hazard class and division, compatibility group, CIC, Net Explosive Weight (NEW), and Procedures for the safe handling and storage of the item(s).

4.1.12.11. (Added) Whenever munitions custodians have access to their own munitions storage structure(s) within the MSA, custodians will be required to complete Munitions Movement Control Worksheets and update Munitions Control with facility status changes. In these cases, control numbers will not be assigned to the worksheet. As part of the courtesy storage agreement, custodians will receive training on how to properly fill out the movement sheets, location procedures and facility update procedures. Upon completion of movement, the custodian will return worksheets to the Storage section. The Storage section will maintain a separate file of these worksheets after updating the information in CAS.

4.1.12.12. (Added) The Storage Section will track courtesy stored assets stored within the MSA, but not loaded against the MSA Stock Record Account Number in CAS (i.e., Contractor, ANG, AFRES assets). A record showing Item Name, Quantity, Location, Hazard/Division, Compatibility Group, NEW and CIC code will be used and kept at the Storage Section. A Movement Control Worksheet will be used to show movement of these assets. The worksheet will be signed by the person receiving these assets and maintained on file in storage for two years. Storage will notify Munitions Control as facility status changes occur. If the owner of these assets have access to their own munitions storage structures within the MSA, they will have to fulfill the requirements outlined in paragraph **4.1.12.11. (Added)**

4.1.13.2.9. Upon completion of movement control actions, file completed movement control forms in Storage Section.

4.1.13.3.1. File annotated asset listing with movement control forms in Storage Section.

4.2. **Munitions Inspection Element.** If a conflict exists between this instruction and T.O. 11A-1-10, *General Instructions – Munitions Serviceability Procedures* the technical order will take precedence.

4.3.14. See paragraph **2.7.3.3** for guidance. The wing Operating Instruction (OI) required by 2.7.3.3. may serve as customer guide as long as it addresses all necessary requirements.

4.3.26. Document review of Base Supply records using a memorandum.

5.1. **Munitions Control Element.** Depth check readings will be recorded and maintained by control. This information can be used to forecast funds for igloo repair. Refer to AFSPC Form 17, **Annual Igloo Earth Cover Log**, for measurement diagram and for documenting depth checks.

5.1.2.5. Only one dedicated LMR net is required.

5.1.6. Units will work with base agencies to develop local Emergency Action Check Sheets (Fire Dept., Disaster Preparedness, Security Forces, etc.)

5.1.11.2. Maintain copies of the results for the last two fire drills.

5.1.13.1. Validate structure risk categories/controlled inventory item codes monthly with Security Forces.

5.1.13.2. Reconcile fire/hazard symbols at least monthly, reconciliation may be more often at the discretion of the munitions flight commander or chief with the Fire Department.

5.1.19.2.2. Do not replace high security locks for only having two keys per lock. Two keys are sufficient for storage of conventional munitions as long as one key is the control key. If the manufacture's S/N is known, contact the vendor for a replacement key.

5.1.19.2.3.1. Custodians who have assets courtesy stored within the MSA may be added to the key access list. Custodians can only sign out keys for structures containing only their courtesy stored assets and must maintain paired access when required. The key access list will also contain signature and all structures the person is authorized to sign out or issue keys for. Keys will be returned when task is complete, but not later than end of duty day or shift change.

5.1.19.2.4.3. Units are not authorized to issue spare/maintenance keys when only two sets of keys are maintained for one lock. Maintenance key will not be issued for any purpose other than lock maintenance.

5.1.19.2.9.4. Audits will be performed by the lock and key custodian(s). The custodian(s) performing the audit will sign to certify completion of audit. Only one line entry on the AF Form 2427, **Lock and Key Control Register**, in column six is used to document the audit of all keys listed on the form.

5.2.2.1. Provide MAJCOM and all users notification of scheduled and unscheduled downtime. Notify all users of fixes resulting from a system release; ensure a copy of release documentation is forwarded to functional OPR for the remote site. Process an asset and expenditure reconciliation during the months of March and September per OO-ALC/LIW instructions after all system designators have reconciled their semi-annual inventories. Notifies MAJCOM when reconciliation is processed.

11.1.4.8. Paragraphs **11.1.4.8.** through 11.1.4.12., are not required to be reported.

**Table 16.1. Guide for Quality Control (QC) Edits.**

Type of Document	Inspector Sign/Print// Date	Inchecker Sign/ Print// Date	Receiver Sign/ Print// Date	Applicable Notes
Issue Documents	X		X	<b>NOTE:</b> 23 (Added)
ADR	X		X (Added)	<b>NOTE:</b> 24 (Added)
<b>NOTES:</b>				
<b>23. (Added)</b> An inspector and EOD receiver will sign consumption issues to 920RW.				
<b>24. (Added)</b> AF Form 191, <b>Ammunition Disposition Request</b> or CAS ADR, Part 1 will be signed by a munitions inspector, part 2 will be signed by the MASO, part 3 will be signed by the appropriate Program Manager and part 4 will be signed by the disposal activity. Part 2 will also be signed by the installation commander for items that constitute an immediate danger to human life or property or by an EOD specialist for items declared an immediate response (Level 1).				

16.8. **Paperwork Only Transaction.** Issue documents to account 920RW will have attached AF Form 191 or CAS ADR and filed in Document Control.

17.4. (Added) The AF Form 68, **Munitions Authorization Record**, for the EOD account supply point account will have organization and shop code for supply point assets (i.e., 341ED) and 920RW for consumption issues to EOD for disposal. Two separate AF Form 68s for EOD are not required. Account 920RW will only be used for consumption issue of items slated for disposal by EOD. No allocations will be loaded against account 920RW.

21.4.3. Inventories are not required for Account 920RW.

21.6. **Stock Discrepancies.** Contractors may be appointed in writing by the MASO to adjust accountable records; however, they must be in the MASO's supervisory control. The MASO is responsible for ensuring they are qualified prior to appointment.

23.2.1.5. (Added) Aircrew Life Vest/Kit assets. DIFM is used for management and tracking purposes. Units must access the IDR for each respective life support master NSN and mark the time change indicator block. Each time an issue is processed, CAS will prompt the technician if DIFM is required.

23.2.1.5.1. (Added) Recurring issues (Category A) to replace expired service life assets will be processed using the consumption issue process with a YES DIFM indicator.

23.2.1.5.2. (Added) Issues to EOD for disposal will require a completed AF Form 191 or CAS ADR, see table 16.1 for required signatures. Consumption issues to account 920RW will use category code Y.

25.6.3. MASO will not establish accountability for non-stock listed items. These items may be courtesy stored for EOD, Security Police etc., but they should not be added to FV account. Courtesy storage agreements will be used to outline specific responsibilities.

26.4.4. The MASO will assure compliance with PM's disposition instructions within 60 days from the day the disposition is received. For tracking purposes, the ADR will be dated when it is received back at the unit. Exception: items should be consolidated for shipment on a quarterly basis.

26.5. Local disposal (DEMIL) of unserviceable, non-explosive (inert) munitions components and containers is authorized regardless of dollar value. The MASO/flight commander/chief determines items to report that he determines may be of use to others for training. Units will send a message to HQ AFSPC/LCMW offering those components for use before taking any disposal actions. This gives each unit the opportunity to acquire needed components to return an end item to a serviceable condition.

26.9. **Munitions Demilitarization/Disposal Documentation Procedures.** Explosive items slated for complete disposal by EOD will be issued to account 920RW. A completed AF Form 191 or CAS ADR will be required prior to cutting issue document. Issues to 920RW will not require an AF Form 2005, **Issue/Turn-In Request.**

27.1.3. Condition Code F assets should be expeditiously entered into the repair cycle process. Shipment of these assets will be processed as soon as practical once the item is put into Condition Code F.

29.1.3. After verifying the container is XD2, load the IDR data using program ISD25A. If transportation indicative data is blank after receiving the IDR update from CAS, contact OO-ALC for disposition instructions.

29.1.6. AFSPC units may keep excess empty containers on custody accounts as long as they are on accountable records.

34.2.4. Requisitions will be submitted for replacements if/when the deploying unit returns to home station without the assets they deployed with.

36.3.1.1. Owing organizations will (at least annually) inspect and perform maintenance on all SDM. This inspection/maintenance will be documented on a locally developed general-purpose form. This form will be maintained with the copy of the ADR that authorizes the use of the SDM.

## Chapter 38 (Added)

### QUALITY ASSURANCE PROCEDURES

**38.1. (Added) Introduction.** This chapter contains general information on typical responsibilities and Quality Assurance functions. It also contains the required Acceptable Quality Levels, types of evaluations and inspections. For contracted operations these procedures do not apply, refer to higher-level quality program.

38.1.1. (Added) When requirements of a specific item technical order conflict with this instruction, the specific technical manual holds precedence. Units will notify MAJCOM munitions staff of conflicts and submit technical improvement reports when appropriate.

38.1.2. (Added) Requests for deviations or waivers from the requirements of this instruction will be sent to the MAJCOM munitions staff for approval consideration. Unit's requests for deviations or waivers must contain justification and expected date of compliance. The Maintenance Group Commanders or equivalent will sign and submit all deviation or waiver requests.

38.1.3. (Added) Test or trial programs deviating from this instruction require MAJCOM approval.

38.1.4. (Added) MAJCOM approves deviations or waivers solely to provide a grace period for units unable to immediately comply with existing guidance. MAJCOM will forward to HQ USAF/ILMW all approved deviations or waivers to this instruction.

**38.2. (Added) Responsibilities.** Maintenance Group Commander (MXG/CC) or equivalent. In addition to the common responsibilities outlined in AFI 21-201, the MXG/CC or equivalent will:

38.2.1. (Added) Manage the Wings Quality Assurance program.

38.2.2. (Added) Ensure a viable Quality Assurance Program is implemented through the Maintenance Group Senior Quality Assurance Inspector.

38.2.3. (Added) Ensure only technically qualified personnel, who have the necessary communicative and interpersonal skills, are assigned to QA and designates them in writing.

38.2.4. (Added) Designate responsibilities of the Quality Assurance Evaluator.

38.2.5. (Added) Review documentation of all evaluations/inspections being performed.

38.2.6. (Added) Approve all Acceptable Quality Levels.

**38.3. (Added) Procedures.** Quality maintenance is the responsibility of individual maintenance technicians, supervisors and commanders. The role of Quality Assurance (QA) is to determine equipment condition and personnel proficiency (including quality of training); and to increase reliability and maintainability. QA identifies, through evaluation or inspection, negative trends and problem areas. Once identified as a unit factor (within the unit's ability to correct), QA includes the negative trend or problem area and determines the likely cause through data analysis from personnel evaluations (PE), technical inspections (TI) and surveillance inspections (SI). Then QA recommends possible corrective actions to supervisors and may provide on-the-spot assistance. The QA inspection and evaluation program provides an objective sampling of equipment condition and maintenance personnel qualifications. Enhancement of mission performance is the prime factor in applying available manpower and resources. Wing quality assurance activities are the singular management responsibility of the MXG/CC. The MXG/QA flight is the focal point for all product improvement program activities.

38.3.1. (Added) Munitions Standardization and Evaluation Program (MUSEP). The MUSEP is designed to be a flexible feedback system for maintenance leaders, supervisors and workers. It provides methods to detect negative trends and problem areas; inform supervisors of these problems, likely causes and possible corrective actions; and increase attention to areas when required. If unit factors are eliminated and the problem continues, QA reports the deficiency to the appropriate agency. QA must not be committed to percentage quotas in each inspection category or report type. Likewise, inspection volume or depth and scope of deficiency research are not to be determined solely by numbers of assigned personnel or equipment.

38.3.2. (Added) Ensures the MUSEP requirements are implemented and met.

38.3.2.1. (Added) Implements the MUSEP. Provides on-the-spot assistance through assigned evaluators in correcting problems.

38.3.3. (Added) Make recommendations to the appropriate Group Commander to enhance the quality of maintenance.

38.3.4. (Added) Acts as the primary technical advisory agency for maintenance, assisting the work center supervisors and the group commanders.

38.3.5. (Added) Monitors the effectiveness of self-inspection and assessment within the group.

38.3.6. (Added) Ensures appropriate actions are taken through the MXG/CC or equivalent to notify higher headquarters when deficiencies are found in Air Force or MAJCOM directives.

38.3.7. (Added) Evaluates maintenance management procedures, including forms, preprints, publications, MOIs, etc., for accuracy, intent and necessity.

38.3.8. (Added) Coordinates final approval authority with MMHE for manufacture of locally designed special tools or equipment.

38.3.9. (Added) Spot-checks T.O.s, work cards, checklists and manuals during evaluations and inspections for currency and serviceability.

38.3.10. (Added) Reviews the Career Field Education and Training Plan (CFETP) and assists workcenter supervisors in identifying training requirements and task coverage.

38.3.10.1. (Added) Ensures supervisor's document when a technician(s) is found to be unqualified on a task previously certified for his/her position. The specific reason for decertification (i.e., demonstrated lack of proficiency) is entered on AF Form 623A, **On- the-Job Training Record Continuation Sheet**.

38.3.11. (Added) Assists with local exercises/inspections, as required.

38.3.12. (Added) Reviews all new and revised technical data for completeness, accuracy and applicability. Informs affected work areas.

38.3.13. (Added) Manages the T.O. improvement reporting program and forwards all AFTO Form 22s, **Technical Manual Change Recommendation and Reply** to MAJCOM for coordination/approval.

**38.4. (Added) Selection/Qualification of Personnel.** QA personnel have responsibilities beyond formal evaluation and inspection and must have a positive and constructive attitude toward production and management improvement. To ensure an adequate balance of career fields to provide the surveillance of critical maintenance functions, carefully analyze QA authorizations and the individuals assigned. Individuals being considered for assignment are highly qualified. Assess their potential to perform evaluations and inspections, knowledge of management procedures, communicative skills, and ability to properly analyze

inspection findings. Personnel assigned as QA inspectors should not stagnate in that position. A replacement cycle is established to rotate personnel back to the work force, preferably no longer than three years.

38.4.1. (Added) To ensure evaluators are trained on inspection techniques and MUSEP content, all evaluators will attend the Numbered Air Force Munitions Evaluator/Inspector course and operations course as soon as possible after being assigned to QA, as well as being a 7-level.

38.4.1.1. (Added) Personnel being assigned (2W0X1) to QA must possess a SEI 836, or must attend the Munitions Inspectors Course (J3AZR2W051000) and successfully complete training as soon as possible after being assigned to QA.

38.4.2. (Added) The QA training program ensures personnel are trained overall QA responsibilities and maintains proficiency in their area of responsibility. (Note: No training record is required for E-7 and above.)

38.4.2.1. (Added) Evaluators must be CFETP qualified on tasks they evaluate.

38.4.2.2. (Added) Develop a master JQS broken down by functional areas and programs and cover all areas of responsibility.

38.4.2.3. (Added) Document newly assigned evaluator's training before they do unsupervised evaluations or inspections.

38.4.3. (Added) If a Nuclear Weapons inspector (AFSC 2W2XX) is assigned to QA, the inspector performs the nuclear certification as prescribed in AFI 21-204.

38.4.4. (Added) The senior 2WXXX assigned to QA will conduct initial Evaluator Proficiency Evaluations (EPE) while the individual is doing one evaluation and one inspection in their primary area of responsibility. All EPEs will be documented on AF Form 2419, **Routing and Review of Quality Control Reports**, or any locally developed form and maintained in the evaluators Training record.

**38.5. (Added) Types of evaluations and inspections.** Four types of evaluations, inspections and observations support the MUSEP: Personnel Evaluations, Evaluator Proficiency Evaluation, Technical Inspections and Surveillance Inspections.

38.5.1. (Added) Personnel Evaluation (PE). An over the shoulder evaluation of a technician or supervisor accomplishing a maintenance action or inspection on munitions and equipment. PEs appraise the technicians or supervisors job proficiency, degree of training and compliance with Technical orders. Individuals performing, supervising or evaluating maintenance tasks are subject to a PE. Limit the PE to the use of the same inspection or technical data required for the job.

38.5.2. (Added) Evaluator Proficiency Evaluation (EPE). An EPE is a second type of PE that consists of initial qualification of all QA personnel and is based on one task selected by the senior QA inspector. Initial and qualification EPEs of QA augments are based on two tasks, one personnel and one technical, selected by the senior evaluator.

38.5.3. (Added) Technical Inspections (TI). A TI is an inspection of equipment following a maintenance inspection or repair action. The TI verifies a technician or supervisor properly completed the inspection or repair action. Do TIs before equipment operation or use if operation could invalidate indications of proper job accomplishment. Limit the TI to the same inspection checklist or technical data required for the job. Normally this inspection does not require disassembling parts, removing of panels and like actions. The TI report reflects deficiencies by the individual who accomplished the task, identifies specific weakness in the maintenance effort and points out where improvements are required by supervisors. Report the con-

dition of the equipment determined through the TI to the owning and using work centers. Review available documents and forms to determine accuracy, currency and compliance with applicable T.O.s and AFIs.

38.5.4. (Added) Surveillance Inspection (SI). A SI is an inspection of maintenance or handling operation to determine the quality of maintenance performed and verifies a technician or supervisor properly completed the task. The SI report identifies specific weakness in the maintenance effort and may point out where improvements are needed. Reviews available documents and forms including checklists. The review determines accuracy, currency and compliance with applicable T.O.s.

**38.6. (Added) Conducting Evaluations.** When performing a PE, the QA inspector will brief the individual(s) on the evaluation and the rating criteria. The evaluation starts when the individual(s) begins the task or portion of the task to be evaluated. The evaluation is complete when the task or previously determined portion of the task is finished. Critique the individual(s) evaluated on completion or termination of the evaluation. The QA inspector should provide on-the-spot training in the areas requiring improvement. The evaluation program established under MUSEP does not replace supervisors' responsibilities and actions for civilian employees. When performing an evaluation, the inspector determines if the technician or supervisor performed the job as prescribed by the published technical data and is in compliance with all local and Air Force policies and instructions. The AF Form 2419 or any locally developed form is used to document all evaluations prescribed here in.

38.6.1. (Added) Safety and Technical Violations. QA notes if any of the following conditions occur, QA will stop the operation immediately when a safety/technical violation occurs. The operation will not resume until the violation has been corrected:

38.6.1.1. (Added) A detected safety violation is an unsafe act by an individual observed by QA. The unsafe act will result in a fail rating on all PEs. This will be annotated on the final report.

38.6.1.2. (Added) A technical data violation is an observation by QA of an individual performing maintenance without using tech data, failure to read all warnings cautions and notes will fall under this category as well. This will be annotated on the final report.

38.6.1.2.1. (Added) Failure to read a warning, caution or note is a minor error provided they are not violated and will not result in de-certification.

38.6.2. (Added) QA re-inspects each maintenance activity receiving a "failure" rating during a PE. Re-evaluate a maintenance activity receiving an "unsatisfactory" rating during a higher headquarters inspection. Document follow-up inspections as you would normal day to day evaluations using the words "follow-up" in block IV of the AF Form 2419.

**38.7. (Added) Acceptable Quality Levels (AQL).** Establishing AQLs are developed by QA for each evaluation/assessment category. AQL is the number of minor findings a task (or process or product) may be charged for the task to be deemed "Acceptable/Meets Standards." Must review at least annually.

38.7.1. (Added) Exceeding an AQL, results in the task being deemed "Unacceptable/Doesn't Meet Standards."

38.7.2. (Added) When establishing the AQL, consider at least six months of data on major and minor discrepancies, evaluations performed and others pertinent data. Consider combining items of equipment within a general equipment type having nearly identical standards.

38.7.3. (Added) The Maintenance Group Commander (with recommendations from QA and Munitions Flight Commander/Chief) approves the AQLs and adjusts those that are unrealistic.

**38.8. (Added) Rating Personnel Evaluations.** QA rates each evaluation based on standard in this AFI. The rating applies only to the specific task evaluated and not to other tasks technician is qualified to perform. Upon completion of a failed evaluation, the evaluator will provide on-the-spot training.

38.8.1. (Added) A minor finding is defined as an unsatisfactory condition that requires repair or correction, but does not endanger personnel, affect safety of flight, jeopardize equipment reliability or warrant discontinuing a process or equipment operation.

38.8.2. (Added) A major finding is defined as a condition that would endanger personnel, jeopardize equipment reliability, affect safety of flight or warrant discontinuing a process or equipment operation.

38.8.3. (Added) Flawless. No discrepancies detected during the evaluation.

38.8.4. (Added) Pass. Number of discrepancies detected is Acceptable/Meets Standards based on the established AQL.

38.8.5. (Added) Fail Number of discrepancies detected is Unacceptable/doesn't meet the standards based on the established AQL or:

38.8.5.1. (Added) A technician or supervisor fails to comply with a step, steps or portion of prescribed technical data that affects the performance of the equipment involved.

38.8.5.2. (Added) A technician or supervisor fails to detect a major discrepancy while complying with a Munitions Inspection or checklist requirement.

38.8.5.3. (Added) A technician or supervisor demonstrates a lack of technical proficiency or system knowledge.

38.8.5.4. (Added) A technician or supervisor commits a safety or technical violation.

38.8.5.5. (Added) A technician or supervisor fails to document maintenance actions in appropriate equipment records.

38.8.5.6. (Added) The team task is rated overall pass or fail with individual members given a rating of pass or fail. Team evaluations are scored the same as PEs. During team evaluations, errors committed by the team member(s) and not detected by the team/crew chief may also be attributed to the team/crew chief.

38.8.6. (Added) Rate SIs and TIs by comparing the number of discrepancies with the established AQL in this AFI. It is documented against the operation not the technician or supervisor.

**38.9. (Added) Forms or IMT (Adopted and Prescribed ).**

38.9.1. (Added) **Adopted Forms or IMTs:**

38.9.1.1. (Added) AF Form 623A, **On-the-Job Training Record-Continuation Sheet**

38.9.1.2. (Added) AF Form 2005, **Issue/Turn-In Request**

38.9.1.3. (Added) AF Form 2419, **Routing and Review of Quality Control Reports**

38.9.1.4. (Added) AFTO Form 22, **Technical Manual change Recommendation and Reply**

38.9.2. (Added) **Prescribed Forms:**

38.9.2.1. (Added) AFSPC IMT 17, **Annual Igloo Earth Cover Log**

38.9.2.2. (Added) AFSPC IMT 18, **Conventional Munitions Crew Briefing**

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