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Maintenance

**COMMUNICATIONS-ELECTRONICS
DEPOT SUPPORT PROGRAM
PROCESS GUIDE**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: SCFM (SSgt Donna S. Gonyea)

Certified by: SCT (Lt Col R. F. Wright, Jr.)

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This instruction implements and extends guidance of TO 00-25-108, *Communications-Electronics Depot Support*. This instruction describes procedures for use in conjunction with the TO. It applies to Headquarters Air Force Space Command (HQ AFSPC) and subordinate units. It applies to the Air National Guard but does not apply to the Air Force Reserve Command. Report discrepancies other than paragraph realignment to HQ AFSPC CSS/SCFM, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4730. Contact AFSPC/SCFM by phone (DSN 692-3383), fax (DSN 692-9453), or e-mail (afspccss.scf@peterson.af.mil). Personnel listings, e-mail links, and updates can be viewed at <https://midway.peterson.af.mil/2letters/sc/css/scf/index.htm>.

1. Process Overview:

1.1. Purpose. The purpose of this guide is to provide specific guidelines for establishing, programming, and executing AFSPC organic Communications-Electronics (C-E) depot level maintenance requirements. It is to be used in addition to directives found in TO 00-25-108. It establishes the processes and procedures for management of the Depot Purchased Equipment Maintenance (DPEM) program to assure complete communications between all entities involved in scheduling and executing organic depot maintenance. Wings and subordinate units will utilize the guidance provided for scheduling all organic depot maintenance workloads. The guidance herein applies to all AFSPC managed-owned systems regardless of location; systems assigned to all fixed based and deployable units to include those systems on long-term deployment.

1.2. Responsibility. AFSPC CSS/SCFM is the office of primary responsibility for management, submission, and execution of depot maintenance requests for all AFSPC organic depot maintenance requirements IAW TO 00-25-108.

2. User/Maintaining Unit Responsibilities:

2.1. Track equipment Program Depot Maintenance requirements.

2.2. Submit all organic work requests prior to annual Communications-Electronics Scheduling Review (CESR), on AFTO Form 227, C-E Maintenance Requirements and Schedule, (IAW TO 00-25-108) through Wing to AFSPC CSS/SCFM.

2.2.1. AFTO Form 227s for current fiscal year (FY)+2 are due to AFSPC CSS/SCFM 90 days prior to CESR.

2.2.2. Late or out-of-cycle AFTO Form 227s may not be scheduled/funded in current FY depending on mission, equipment, and funding.

2.2.3. Submit project requirements for the four subsequent FYs on a general purpose form or electronically, i.e. an Excel spreadsheet.

2.3. Accurately and completely fill out AFTO Form 227s:

2.3.1. Identify System name (GPS, AFSCN, MILSTAR, etc.) and System ID number.

2.3.2. Accurately identify work required, down to component level if warranted, include TO reference. Do not use generic statements, i.e., Inspect and complete required maintenance. Depot must know what equipment and teams to deploy for the job.

2.3.3. Identify outstanding discrepancies from previous Mobile Depot Maintenance (MDM) visits, i.e. previous AFTO Form 217, Certificate of Mobile Depot Maintenance Accomplished, (TO 00-25-108, Ref. 2-7.3).

2.3.4. Identify POC for coordination of Site Access, System Downtime, Equipment Requirements, and Routing. Include: Name, Office Symbol, E-Mail Address, Mailing Address, and Phone Number (DSN) of appropriate personnel and agencies.

2.3.5. Identify Site Constraints: billeting, transportation, availability of support equipment, etc.

2.3.6. Note best/worst time of year/month/week for visit (when is system/site most accessible).

2.3.7. Provide history of past MDM visits if relevant.

2.3.8. Annotate if pre-MDM is warranted.

2.4. Monitor depot schedule spreadsheet for upcoming MDM site visits once requests are validated and scheduled with depot.

2.5. Work with wing, AFSPC CSS/SCFM, and depot to coordinate depot's site visit.

2.6. All schedule deviations must be submitted through AFSPC/SCFM. If a system is unable to undergo depot maintenance, notify SCFM immediately. If possible, maintenance will be rescheduled.

2.7. Provide wing and AFSPC CSS/SCFM copy of AFTO 217 when maintenance is completed.

3. Wing Responsibilities:

3.1. Ensure subordinate units submit AFTO Form 227s requests prior to CESR.

3.2. Review AFTO Form 227s to ensure they are complete and accurate.

3.3. Notify site upon receipt of AFTO Form 227s or provide access to spreadsheet listing of scheduled requests.

3.4. Submit AFTO Form 227 requests to AFSPC CSS/SCFM.

- 3.5. Ensure AFSPC CSS/SCFM receives AFTO Form 227 requests (90 days prior to CESR).
- 3.6. Ensure sites are aware of Scheduled PDMs for the year.
- 3.7. Coordinate with site/depot for visit access, down-time, and needed support equipment/supplies 60 days prior to MDM visit.
- 3.8. Provide AFSPC CSS/SCFM immediate feedback on cancelled downtime, etc.
- 3.9. Track AFTO Form 217 Discrepancies quarterly (TO 00-25-108, Ref. 2-7.3).
- 3.10. Follow-up with user/maintaining units.
- 3.11. Re-schedule follow-up maintenance with depot through AFSPC CSS/SCFM.

4. AFSPC CSS/SCFM Responsibilities:

- 4.1. Send message to subordinate wings/units requesting submission of AFTO Form 227 prior to annual CESR with depot.
- 4.2. Review & validate AFTO Form 227 submissions.
- 4.3. Forward approved AFTO Form 227 submissions.
 - 4.3.1. Forward copy to Depot Activity Manager. (60 days prior to CESR)
 - 4.3.2. Forward copy to System Sustainment Manager.
- 4.4. Attend annual CESR to schedule AFSPC requests, ensuring requests will be included in budget. (Wing's are invited to send a representative to assist the AFSPC CSS/SCFM representatives. This should be coordinated with the AFSPC CSS/SCFM prior to the meeting.)
- 4.5. Attend annual Logistics Support Review to answer C-E specific issues. (Wing's are invited to send a representative to assist the AFSPC CSS/SCFM representatives. This should be coordinated with the AFSPC CSS/SCFM prior to the meeting.)
- 4.6. Provide status of scheduled depot maintenance to wings.
- 4.7. Provide copy of MDM schedule from depot to sites.
- 4.8. Follow up 45 days prior to visit with wing.
 - 4.8.1. Confirm details between depot and wing.
 - 4.8.2. Assist in resolving conflicts between depot and wing.
- 4.9. Follow schedule throughout year to ensure items do not slip; cancel/reschedule changes.

5. Depot Activity Manager Responsibilities:

- 5.1. In addition to instructions outlined for the depot in TO 00-25-108, the AFSPC requests that depot do the following:
 - 5.1.1. Send courtesy copy of site access, down-time, and required equipment request to AFSPC CSS/SCFM and wing.
 - 5.1.2. Ask for acknowledgement of message to ensure all involved entities receive notice/requests.

- 5.1.3. Keep “Real Time” Web Spreadsheet of AFTO Form 227s and scheduled workload.
- 5.1.4. Provide cost estimate for each validated request to AFSPC CSS/SCFM.
- 5.2. Site access (visit notification/clearance information) requests will be in official message format for overseas areas. Stateside requests will be in letter format and may be sent via e-mail and/or fax. Contact individual site for preference.

DALE W. MEYERROSE, Maj Gen, USAF
Director of Communications and Information

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

TO 00-25-108, Communications-Electronics (C-E) Depot Support

AFTO Form 217 - Certificate of Mobile Depot Maintenance Accomplished

AFTO Form 227 - C-E Maintenance Requirements and Schedule

Abbreviations and Acronyms

AFSCN — Air Force Satellite Control Network

CE—Communications Electronics

CESR—Communications Electronics Schedule Review

DPEM—Depot Purchased Equipment Maintenance

FY—Fiscal Year

GPS— Global Positioning System

ID—Identification

LSR—Logistics Support Review

MDM—Mobile Depot Maintenance

MILSTAR—Survivable Military Satellite System

PDM—Program Depot Maintenance

POC—Point of Contact

TO—Technical Order

Attachment 2**INFORMATION TO BE INCLUDED ON AFTO FORM 227**

Fill blocks 1-7 providing exact detail for depot personnel to follow.

In block 7, NO GENERIC STATEMENTS are accepted. The depot team needs to know exactly what is required to be done and what equipment and tools to bring with them.

Include mission impact statement describing what will happen if maintenance is delayed or cancelled.

Ensure the following information is included: (continue on back of form if required)

Site Access POC information (Name, Office Symbol, E-Mail Address, DSN and Commercial Phone Number, Fax Number)

System Downtime POC information (Name, Office Symbol, E-Mail Address, DSN and Commercial Phone Number, Fax Number)

Equipment Requirements POC information (Name, Office Symbol, E-Mail Address, DSN and Commercial Phone Number, Fax Number)

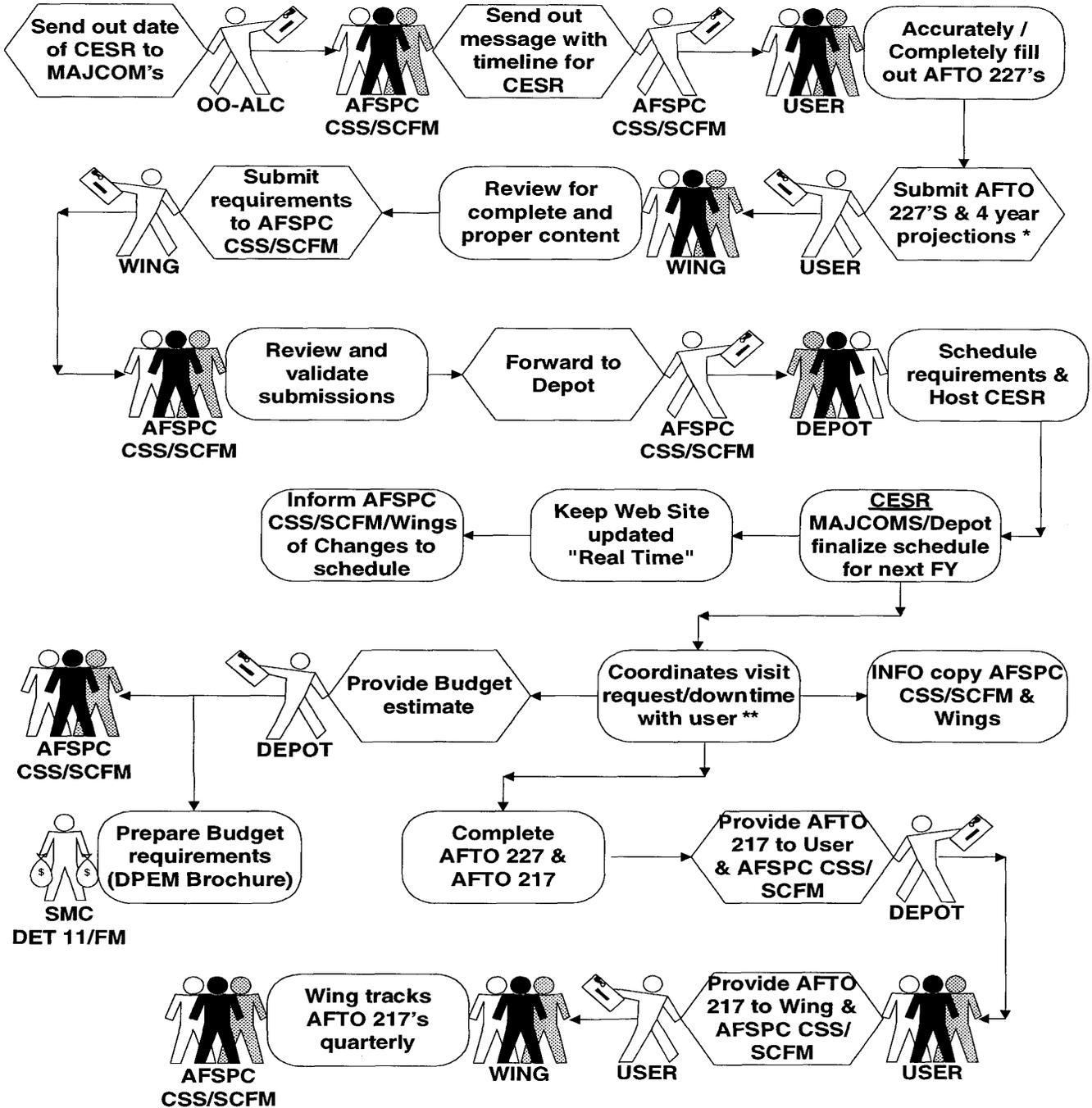
List of Site Constraints (Weather, Lodging, Exercises, Rental Equipment, etc.)

Signature required in Block 8 (also print name of signing official)

Attachment 3

AFTO FORM 227 FLOWCHART

Figure A3.1. AFTO Form 227 Flowchart.



NOTE
 * See para 2.2.1.
 ** See para 2.6./5.2.

Attachment 4

OVERSEAS OFFICIAL MESSAGE FORMAT FOR SITE ACCESS

Figure A4.1. Messafe Format for Site Access.

FROM: *OO-ALC HILL AFB UT//TIPS//*
TO: *2SOPS SCHRIEVER AFB CO//CC/MA//*
INFO: *AFSPC CSS PETERSON AFB CO//SCF//*
SUBJECT: *VISIT REQUEST FOR UNIT BASE, NOTIFICATION OF DEPOT FIELD TEAM (DFT) ARRIVAL AND REQUEST FOR DOWNTIME.*

1. PURPOSE OF VISIT: *RADOME MAINTENANCE REPAIR.*

2. BRIEF MESSAGE DESCRIBING PURPOSE AND ANY TRAINING, SAFETY, ETC. INFORMATION NECESSARY FOR WORK TO BE DONE, I.E., BE ADVISED THAT A 3 MEMBER TEAM IS DUE TO ARRIVE AT YOUR SITE AS LISTED BELOW AND IS SCHEDULED TO REPAIR RADOME. REQUEST DOWNTIME 12 HOUR DAYS (ANYTIME AT YOUR CONVENIENCE). TEAM NEEDS ONLY A FEW MINUTES TO STOP WORK. PERSONNEL ARE TRAINED IN CLIMBING TECHNIQUES AND CERTIFIED IN ACCORDANCE WITH AFOSH91-60. TRAVELERS WILL RECEIVE OSI BRIEFING AND LEVEL 1 ANTI-TERRORISM PROTECTION TRAINING. THESE MEMBERS HAVE A SECRET SECURITY CLEARANCE AND ARE NAMED BELOW:

A. NAME, GRADE, OFFICE SYMBOL, SSN, U.S. CITIZEN, DOB: DD MMM YY, POB: CITY STATE, SECRET CLEARANCE NACIGRANTED, DD MMM YY, PASSPORT #####.

B. NAME, GRADE, OFFICE SYMBOL, SSN, U.S. CITIZEN, DOB: DD MMM YY, POB: CITY STATE, SECRET CLEARANCE NACIGRANTED, DD MMM YY, PASSPORT #####.

C. NAME, GRADE, OFFICE SYMBOL, SSN, U.S. CITIZEN, DOB: DD MMM YY, POB: CITY STATE, SECRET CLEARANCE NACIGRANTED, DD MMM YY, PASSPORT #####.

3. CLEARANCES VERIFIED BY ASCAS DTD MMM YY.

4. UNIT TO BE VISITED:
UNIT BASE
POC: *RANK, NAME, DSN ###-###-####,*
COMM 9-011-#####, FAX ####

5. DATES OF VISIT: DD MMM YY - DD MMM YY (DD MM YY IS A TRAVEL DAY)

6. VISIT WILL NOT INVOLVE DISCLOSURE OF CLASSIFIED MATERIAL NOR WILL IT INVOLVE MEETING WITH FOREIGN GOVERNMENT OFFICIALS OR AMERICAN EMBASSY PERSONNEL.

7. PLEASE CONFIRM RECEIPT OF MESSAGE.

8. POC IS NAME, OFFICE SYMBOL, DSN ###-####, COMM (###) ###-####, FAX DSN ###-####, COM (###) ###-####.

EMAIL ADDRESS: E-MAIL ADDRESS (LOWER CASE)

Note:

The "TO" and "FROM" addresses need to be current. Units work with depot to ensure that they have a correct address. All areas in ***Bold Italics*** are items to be replaced with your information.

Attachment 5

STATESIDE MEMORANDUM FORMAT FOR SITE ACCESS

Figure A5.1. Stateside Memorandum Format for Site Access.

MEMORANDUM FOR *UNIT*

ADDRESS

CITY/BASE, ST ZIP

ATTN: *POC*

FROM: *DEPOT*

Address

City/Base, ST Zip

SUBJECT: Visit Notification/Clearance Information

1. The individual(s) listed below will be visiting your location.

Name SSAN	Grade	Clearance Date	Investigation Date	Citizenship/POB DOB
LAST, First MI #####, ### #	XXXX	SECRET DD MMM YY	NAC-PR DD MMM YY	US / US DD MMM YY

2. Dates of visit: *DD MMM YY to DD MMM YY*.

3. Purpose of visit: *Reason for visit*.

4. Security POC for visit: *Rank/Name, Phone, Fax. (at TDY Location)*

5. POC at Your Location for this visit: *Title, Rank/Name, Phone*.

6. Please contact me at *e-mail address*, or phone *DSN* or my alternate, *Rank/Name, email address*, or *phone DSN* if you have any questions regarding this letter.

NAME, Rank, USAF

Duty Title/Location

cc: AFSPC/SCFM

Respective Wing

Note:

All areas in *Bold Italics* are items to be replaced with your information.