



**AEROSPACE EQUIPMENT MAINTENANCE
MANAGEMENT**

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AFI 21-101, *Aerospace Equipment Maintenance Management*, 1 October 2002, is supplemented as follows: This publication implements major command (MAJCOM) policy by supplementing specific processes and procedures that are unique to Air Mobility Command (AMC). It applies to all AMC and AMC Air Force Reserve Command (AFRC) Associate units. Reserve Associate units will not have separate programs that duplicate active duty integrated programs (e.g. two separate FOD programs).

SUMMARY OF REVISIONS

This supplement adds clarification for the Combat Wing Structure along with incorporating minor changes and corrections to the previous supplement. The OPR for this supplement is HQ AMC/LGMMP (CMSgt Gerry Arens). This supplement is renumbered to match the AFI revision. The word Added indicates addition of new paragraphs not listed in the basic AFI. Direct all policy questions to HQ AMC/LGMMP, 402 Scott Drive, Unit 2A2, Scott AFB IL 62225-5308, DSN 779-2522. The acronym AMS refers to Air Mobility Squadron (AMS) and the acronym AMXS refers to Aircraft Maintenance Squadron (AMXS). **A bar (|) indicates a change since the last edition.**

1.6.1.1. Supervisory involvement and good maintenance discipline are key factors in preventing mishaps and ensuring safe reliable aircraft and equipment to support the AMC mission. Technical Orders, checklists, job guides, Air Force, and command instructions **will** be followed to ensure personnel safety and aircraft and equipment integrity. Maintenance leadership at all levels **will** review their roles and responsibilities in this instruction and ensure strict compliance with established written policies and procedures in their units.

1.8.4.4. CLS maintenance does not need to send more than one person to recover an aircraft. No further AMC approval is necessary.

1.19.2. Production Team Maintenance: AMC core Production Team Maintenance (PTM) tasks as defined in AMCI 21-104 will continue to be a part of the Phase 1 training process.

1.21. For some AMC locations the 40 hour workweek is exceeded when shifts are set up on a 12 hour basis as approved by the GP/CC.

1.21.4. The 16 hour maximum duty period may be exceeded when individuals are in transit as members of a maintenance recovery team (MRT). MRTs will not accomplish maintenance beyond the 16 hour limitation. Refer to AMCI 21-108 for further MRT guidance.

1.21.4.1. (Added) Normal MRT work schedule is 12 hours work followed by 12 hours of rest. Rest periods for MRT personnel will allow an opportunity for a minimum of 8 hours of uninterrupted sleep in a 24 hour period.

2.2. AMS/CC will accomplish the following for their squadron where specifically noted:

2.2.5. AMS/CC will participate in these meetings.

2.2.6. For AMS and other tenant units where AMC is not the host presence, the AMS/CC will ensure the support agreement addresses host tenant responsibilities for AMC aircraft. AMS and other AMC tenant units will comply with the intent of AMC supplement policy located in 4.11.3.4, and sub paragraphs, to ensure they have a comprehensive CDDAR program. If there is no Aero Repair function, the squadron commander and maintenance supervision will establish program administration at the appropriate level. Personnel will be prepared to assist and provide expertise in CDDAR situations.

2.2.7. AMS/CC will accomplish this.

2.3. The AMS/CC will assume all GP/CC responsibilities within the framework of their location specific capability and the maintenance officer (MS) provides direction and oversees all maintenance personnel. For the 317 and 463rd AG, the Commander's Deputy for Maintenance CD-M are responsible for duties in paragraph 2.3. and sub paragraphs and provides direction for, and oversees all maintenance personnel.

2.3.1.2.1. (Added) MXG/CC will ensure a comprehensive group training program for hangar door operation. Refer to this supplement paragraph 9.5.1.

2.3.1.2.2. (Added) MXG/CC will ensure QARs are properly trained to perform their duties. Refer to additional guidance in this supplement, paragraph 10.25.2. (Added)

2.3.1.3. Refer to AFI 10-201, *Status of Resources and Training System* (SORTS).

2.3.1.4. GP/CC may establish a Line Chief position when there is more than one MDS/AMXS. If used at those AMC locations with more than one MDS/AMXS, Line Chiefs will be assigned to the MOS and work for the Maintenance Operations Officer or their designated representative for maintenance management issues, i.e. the MOF/CC.

2.3.1.5.1. (Added) GP/CC oversees a rotation plan that balances equitable grade, skill level, and experience of personnel between AMXS and repair shop. Ensures personnel are rotated as necessary to enhance mission effectiveness, and to develop individual experience and knowledge.

2.3.1.5.2. (Added) MXG/CC will limit enlisted maintenance staff tours (e.g. unit/group safety NCO, MOC, QA, Mobility, MQTP, etc.) to no more than 3 years. Do not assign personnel to a staff position until they have a minimum of one year on station. Personnel will be rotated back to their primary duties (e.g. flight line, repair shop) after the 3 year period. **EXCEPTION:** GP/CCs may approve QA Weight and Balance Program Managers and MQTP instructors to be extended to 4 years to ensure critical program conti-

nunity however the normal tour remains 3 years. Personnel will not transition from one staff position to another staff position, except under exceptional circumstances as determined by the GP/CC. GP/CCs authorize consecutive individual PCAs from one staff position to another on an infrequent basis and only under special circumstances.

2.3.1.7. The wing Logistics Readiness squadron is responsible for the installation vehicle control program. The Group will establish their program using the installation program as a guide. For AMC Groups on other MAJCOM installations, the host wing Logistics Readiness squadron VCO program will be used as a model when establishing the group program.

2.3.1.10.1. (Added) MXG/CC may establish QA responsibilities for assisting in maintenance mishap and incident investigations.

2.3.1.10.2. (Added) AMS/CC has overall QA program responsibility however, QA will report to and work directly for the AMS MS.

2.3.1.14. As a minimum, maintenance analysis will perform monthly reviews for trends.

2.3.1.32. MXG/CC (or equivalent), will review minimum levels for essential maintenance assets annually and ensure squadrons establish procedures to notify HQ AMC/LGM whenever deficiencies negatively impact aircraft maintenance repair capability.

2.3.1.36. Ensure aircraft/equipment status, as reflected in the applicable maintenance forms, is reported in the G081 system and that maintenance actions are properly documented.

2.3.1.36.1. (Added) As a minimum, the MXG/CC will review the following performance measures:

2.3.1.36.1.1. (Added) Flying Scheduling Effectiveness (FSE).

2.3.1.36.1.2. (Added) Maintenance Scheduling Effectiveness (MSE).

2.3.1.36.1.3. (Added) Data Integrity Team finding.

2.3.1.36.1.4. (Added) Commitment rates.

2.3.1.36.1.5. (Added) Status indicators.

2.3.1.36.1.6. (Added) CANN rates.

2.3.1.36.1.7. (Added) Logistics Departure Reliability (LDR).

2.3.1.36.1.8. (Added) Air Abort Rates.

2.3.1.41. N/A for AMS and 743 AMXS.

2.3.1.59. In Associate units, Reserve MXG/CC will coordinate on MXG OIs and any areas not applicable to Reservists will be identified on cover page of OI, e.g. training OIs, awards OI, etc.

2.3.1.59.1. (Added) CONUS AMS will follow local MXG maintenance OIs. OCONUS AMS, in addition to establishing the mandatory AMC OIs below (where noted) will also follow host base OIs if coordinated on by the AMS/CC. AMS MS may release other AMS OIs at their level beyond those mandated by AFI and AMC, for prescribing additional local programs, policies, and procedures.

2.3.1.59.2. (Added) Minimum AMC MXG OI requirements are:

2.3.1.59.2.1. (Added) CANN (N/A for AMS and 743 AMXS).

2.3.1.59.2.2. (Added) Impoundment Program.

- 2.3.1.59.2.3. (Added) Acceptance Inspection (N/A for AMS and 743 AMXS).
- 2.3.1.59.2.4. (Added) Crash Damaged/Disabled Aircraft Recovery (CDDAR).
- 2.3.1.59.2.5. (Added) Natural Disaster / Severe Weather procedures to protect resources. Only required if not part of a comprehensive base QRC.
- 2.3.1.59.2.6. (Added) FCF/OCF/High Speed Taxi Check. (N/A for AMS and 743 AMXS)
- 2.3.1.59.2.7. (Added) Weight & Balance (N/A for AMS and 743 AMXS)
- 2.3.1.59.2.8. (Added) Local Manufacture Procedures (AMS will follow host maintenance community OI)
- 2.3.1.59.2.9. (Added) FOD Program.
- 2.3.1.59.2.10. (Added) Technical Data Management procedures for local work cards, job guides, page supplements, and checklists required in Para 10.17.5. Note: GP/CC is the approval authority for local work cards, checklists, etc.
- 2.3.1.59.2.12. (Added) Hangar Door Operation. The OI will include powered and non powered door (if applicable) operation and training requirements, procedures for manual door operation in the event electrical doors fail, and a requirement for maintenance group and wing commanders to be briefed monthly on hangar door discrepancies, repair status, and get-well date of inoperable door systems. Since there will always be personnel besides maintenance that operate or own facilities with hangar doors, MXG will OPR a wing level instruction to ensure all affected agencies (e.g. fire department, CE) are involved in the process of safe door operations.
- 2.3.1.59.2.13. (Added) KC-135 only: A low altitude operations (LAO) OI to ensure required aircraft before flight and post flight inspections are conducted IAW TO 1C-135A-6. This LAO OI includes maintenance, operations, and PS&D mission coordination/notification procedures. **NOTE:** En routes will contact the owning aircraft's QA to resolve issues pertaining to LAO.
- 2.3.1.59.2.14. (Added) Tool Control Program per AFI paragraph 13.2.1.
- 2.3.1.67. Refer to **Attachment 13 (Added)** for additional AMC maintenance award requirements.
- 2.3.1.85. (Added) GP/CC will ensure an aircraft Refurbishment Program is implemented and managed.
- 2.4. Squadron commander appoints flight OICs and flight Chiefs for their respective flights in the AMXS and MXS. Since there is no maintenance supervision level of management in the MOS, the squadron commander appoints flight Commanders vice flight OICs.
- 2.4.5. N/A for AMS and 743 AMXS.
- 2.4.5.1. Unit mobility offices plan, identify resources, and develop procedures to meet mobility requirements. Awareness and understanding of mobility needs, roles, and limiting factors are essential ingredients for preparedness and planning. Additional guidance is in the following publications: AFI 10-403, AFP 170-1, and AFPD 25-2, *Support Agreements*. Unit mobility offices will:
- 2.4.5.1.1. (Added) Review requirements in AFI 10-403 and base mobility plans.
- 2.4.5.1.2. (Added) Regularly evaluate readiness status and provide periodic evaluations to supervision.
- 2.4.5.1.3. (Added) Ensure adequate tools and equipment are available to fulfill deployment obligations.

2.4.5.1.4. (Added) Ensure appropriate storage containers and security devices are available for aircraft carried and ground weapons.

2.4.5.1.5. (Added) Send copies of appropriate historical documents with deployed weapon systems and equipment.

2.4.5.1.6. (Added) Report SORTS data through appropriate channels in accordance with local unit procedures and AFI 10-201, *Status of Resources and Training System*. Designate equipment and people required to satisfy mobility plans. Personnel will complete required special qualification training before being assigned to a mobility position.

2.4.5.1.7. (Added) Provide equipment requirements to the MOS Programs and Resources Flight Section. Programs and Resources Flight will work with wing (or equivalent) XPL to ensure Contingency Operation Mobility Planning and Execution System (COMPES) Logistics Plan (LOGPLAN) is regularly updated and meets the requirements of the Logistics Detail (LOGDET) for the standard Unit Type Code (UTC). Deviations from the standard LOGDET must be approved by HQ AMC/LGRM before deployment. Designated Pilot Units are responsible for maintaining the LOGDET. Pilot and Non Pilot Unit responsibilities are outlined in AFMAN 10-401, *Operation Plan and Concept Plan Development*.

2.4.5.1.8. (Added) Coordinate with the local HAZMART on proper procedures to use to account for and track deployed hazardous materials thirty days before deployment. See AFI 32-7086, *Hazardous Materials Management*, for information that is more detailed.

2.4.8. Units will establish Resource Cost Center Codes (RCCCs) down to the section level. Units will distribute and manage their resources at the section level. Exception: AMUs do not need to establish RCCCs below the flight level.

2.4.13. Refer to AMCI 21-104 for additional commander responsibilities. Squadron CCs have overall responsibility for training within their units and will ensure a comprehensive training program is developed and conducted.

2.4.13.1. (Added) Squadron commanders will ensure their personnel that operate hangar doors are trained and that training is properly documented. Refer to this supplement paragraph **9.5.1**.

2.4.22. (Added) Support the QA Program IAW Chapter 10 and make recommendations to enhance its effectiveness. Evaluate condition of assigned equipment, effectiveness of maintenance training, and overall maintenance quality. Review QA results and trends, and target areas for improvement.

2.4.23. (Added) Ensure the unit crash damaged/disabled aircraft recovery (CDDAR) OI provides for coordinated response to CDDAR situations by AMXS Aircraft Maintenance Unit (AMU) flight line personnel, MXS (or CMS/EMS) personnel, Fire Protection, and other essential agencies.

2.4.24. (Added) Ensure the aircraft and equipment refurbishment program is implemented and managed IAW AMCI 21-118.

2.4.25. (Added) Ensure all personnel are properly trained in the effective use of the MIS (GO81).

2.5. AMS maintenance supervision performs the exact functions as any other maintenance supervision in AMC and will work directly for the AMS/CC. Subordinate to AMS maintenance supervision in the AMS is AMU Flight (AMU), Aircraft Support Flight (ASF) as explained in Chapter 3. The FSL also is aligned under maintenance supervision. The senior ranking maintenance officer in the AMS is the MS and if the squadron is authorized two aircraft maintenance officer positions, the second maintenance officer position

is that of the AMU OIC. In addition to responsibilities listed below, AMS maintenance supervision will follow those responsibilities and procedures as identified in Chapter 3 except where noted.

2.5.2.1. (Added) The primary purpose of Technical Administration (Tech Admin) is to provide administrative support to maintenance supervision. The intent is to allow the supervisor/superintendent to spend more of their time in the repair shops or on the flight line (as applicable). Tech Admin coordinates with unit administration in setting up an internal distribution system. Tech Admin gives direct administrative support to activities which are managed by maintenance supervision and, as a minimum will perform the following:

2.5.2.1.1. (Added) Maintains the technical correspondence and unit plans.

2.5.2.1.2. (Added) Prepares maintenance correspondence and reports.

2.5.2.1.3. (Added) Processes and distributes correspondence.

2.5.2.1.4. (Added) Maintains applicable Table of Allowances.

2.5.2.1.5. (Added) Performs internal distribution tasks.

2.5.2.1.6. (Added) Maintains appointment schedule for MS/Superintendent.

2.5.2.1.7. (Added) Maintains hard copy of all OIs and working copy of maintenance instructions.

2.5.2.1.8. (Added) Ensures squadron OIs and policy letters are current.

2.5.2.1.9. (Added) Takes messages for maintenance supervision ensuring they are contacted and notified of priority information.

2.5.2.1.10. (Added) Maintains copies of letters, messages, reports, and other documents affecting technical, procedural, safety, or manning.

2.5.2.1.11. (Added) Work maintenance messages, UMD/UMPR, run products.

2.5.2.1.12. (Added) Run products tracking review of maintenance awards including AF Form 1206 packages.

2.5.2.1.13. (Added) Manage suspense's for maintenance supervision.

2.5.2.1.14. (Added) Performs work group administration/workgroup manager (accomplished by 3A0X1 career field) duties for the squadron (if not centrally managed by the group).

2.5.13.1. (Added) En routes will maximize opportune training on available remain overnight (RON) and Not Mission Capable (NMC) aircraft. Available ground times and NMC affected systems will be considered when determining what can be trained. Personnel will not conduct training that might affect the readiness of RON aircraft to meet scheduled launch times.

2.5.13.1.1. (Added) The aircraft commander must be briefed, before departure from the aircraft, of intentions to train and the type of training to be performed.

2.5.13.1.2. (Added) Maintenance supervisors, with assistance from unit training managers and the MOC, will plan as far ahead of aircraft arrival as possible for opportune training sessions. They will ensure all necessary equipment and a qualified trainer/supervisor is available, and will conduct the crew briefing.

2.5.13.1.3. (Added) Training will not be performed on aircraft carrying hot cargo or close watch missions. All training will be completed and the aircraft ready for flight not later than 2 hours before crew show.

2.5.15. SGO and DLO are N/A for AMC.

2.5.17. For AMXS with multiple AMUs, Maintenance Supervision may consolidate the AMU debriefing functions into one squadron debrief function and may locate them where they deem appropriate.

2.5.19. Assist in development of a local OI to assure expedient, cooperative responses to CDDAR situations by AMXS, MXS (or CMS/EMS) personnel, Fire Protection, and other essential agencies. Ensure key flight personnel are thoroughly familiar with local procedures designed to protect personnel and prevent further damage to aircraft, equipment, and other resources.

2.5.19.1. (Added) Review support agreements (if applicable) to help assess limits of internal unit capabilities, and coordinate with the host for resources over and above that possessed. Supervision will ensure personnel are prepared to assist and provide expertise in CDDAR situations. As a minimum, ensure personnel are trained on procedures for responding to more common incidents that would require CDDAR, e.g. blown/flat tires, aircraft departing prepared surfaces, and major fuel spills.

2.5.19.2. (Added) For AMS and other tenant units where AMC is not the host presence, ensure the support agreement addresses host tenant responsibilities for AMC aircraft. AMS and other AMC tenant units will comply with the intent of AMC supplement to paragraph 4.11.3.4 to ensure they have a comprehensive CDDAR program.

2.5.19.3. (Added) AMS will coordinate all requests for CDDAR support through host base and HQ AMC/LGRC when beyond their capability.

2.5.19.4. (Added) If there is no Aero Repair function, the squadron commander and maintenance supervision will establish program administration at the appropriate level. Personnel will be prepared to assist and provide expertise in CDDAR situations within their capability.

2.5.29. Squadron Maintenance Supervision will ensure their personnel that operate hangar doors are trained and that training is properly documented. Refer to this supplement paragraph **9.5.1**.

2.5.41.1. (Added) **Hazardous Material Pharmacy (HAZMART) and Hazardous Waste Training/Responsibilities**. Hazardous waste duties for the maintenance community are tailored for each installation. The training is based on requirements found in applicable CFRs (Code of Federal Regulations), AFOSH, OSHA standards, and local conditions. The HMMP Team is led by CE and reports to the installation's Environmental Protection Committee. HMMP membership consists of representatives from Civil Engineering, Safety, the Maintenance Group, and Bio Environmental Engineering.

2.5.41.2. (Added) The base Hazardous Waste Program Manager, CE Environmental Section, evaluates activities that generate hazardous waste to determine training requirements necessary for establishing environmental compliance actions. The CE Environmental Section also determines what training is required to fulfill hazardous waste monitor duties and assures that the training is made available.

2.5.53. En routes MS/SUPT will review En Route and Recovery Maintenance Allowance Standard 751 annually for availability of all required support equipment and develop procedures to expediently identify SE mission limiting factors to AMC/LGRM, AMC/RSS, and the appropriate HQ AMC Functional Managers.

2.5.55. HQ AMC/LGM weapon system managers determine standardized storage locations for on board technical data. Locations will be standardized by MDS.

2.6. The AMS AMU Flight OIC/Chief and Aircraft Support Flight (ASF) OIC/Chief perform the same functions as the AMXS AMU Flight OIC/Chief and ASF OIC/Chief. In addition to responsibilities listed below, refer to Chapter 3 for other Air Mobility Squadron (AMS) responsibilities.

2.6.2. Ensure aircraft/equipment status, as reflected in the applicable maintenance forms, is reported in the G081 system and that maintenance actions are properly documented. In addition, they will:

2.6.2.1. (Added) Monitor and prioritize maintenance activities by reviewing aircraft discrepancies and work center tasking (8020, 8069, 9058, 67095, 67115, 67150).

2.6.2.2. (Added) Ensure aircraft debriefing accurately reports discrepancies in G081.

2.6.2.3. (Added) Ensure that aircraft status changes and job completions are reported to the MOC and updated in G081.

2.6.2.4. (Added) Before the end of each shift, ensure all closed discrepancies are updated with MDD (8063, 9099).

2.6.2.5. (Added) Review appropriate automated supply products to ensure proper asset management.

2.6.2.6. (Added) Ensure G081 reflects status of cannibalization actions on any CANN job.

2.6.2.7. (Added) Weekly, G081 program 67142 will be run to ensure MDD is being input and 67110 will be run to ensure MDD input is accurate IAW Technical Order (TO) 00-20-2, **Maintenance Data Documentation**. If a G081/SBSS interface capability exists, order parts through G081 (9093).

2.6.2.8. (Added) Ensure adequate skill level coverage for each shift using report option of program 9045.

2.6.2.9. (Added) Monitor and update shop, work center, and master records (9045, 9046). Advise the MOF MDSA section when individual work centers lack G081 access and can not perform those functions. MDSA section is responsible for granting access.

2.6.2.10. (Added) Monitor composite tool kit (CTK) and special tool requirements. Use of the G081 for this purpose is optional (9052).

2.6.2.11. (Added) When required, monitor the status and location of AGE (8060); update the status, location, and job control numbers (JCN) of equipment (9111).

2.6.2.12. (Added) Coordinate with the G081 management section on all G081 problems, requirements, and information retrievals.

2.6.11.1. (Added) AMS AMUs will not manage bench stock. The AMS FSL will manage bench stock with technical inputs from maintenance on selecting items to be stocked. At locations where the bench stock is geographically separated from the FSL, day-to-day operations will be the responsibility of maintenance. However, replenishment and overall bench stock management oversight will remain with the FSL.

2.6.22.1. (Added) Ensure a flight master training plan (MTP) is developed for all assigned personnel IAW AFI 36-2201, *Developing, Managing, and Conducting Training*. Ensure personnel are trained and qualified to perform assigned tasks as per AMCI 21-104, *Aircraft Maintenance Training*.

2.6.22.2. (Added) Flight OIC's and Flight Chiefs will ensure all personnel assigned operating hangar doors are trained and that training is properly documented. Refer to this supplement paragraph **9.5.1**.

2.6.49. OICs and Flight Chiefs will establish policies unique to their flight taking into account location, facilities etc.

2.6.50. Assist in development of a local OI to assure expedient, cooperative responses to CDDAR situations by AMXS, MXS (or CMS/EMS) personnel, Fire Protection, and other essential agencies. Ensure flight personnel are thoroughly familiar with local procedures designed to protect personnel and prevent further damage to aircraft, equipment, and other resources.

2.6.50.1. (Added) Review support agreements (if applicable) to help assess limits of internal unit capabilities, and coordinate with the host for resources over and above that possessed. Flight supervision will ensure personnel are prepared to assist and provide expertise in CDDAR situations. As a minimum, ensure personnel are trained on procedures for responding to more common incidents that would require CDDAR such as blown or flat tires, aircraft departing prepared surfaces, and major fuel spills.

2.6.55. (Added) Flight supervision will ensure MDC is accurately accomplished in GO81 and will monitor completed MDC action for accuracy and data integrity. Flight supervision will run a GO81 67110 batch job for all aircraft or a GO81 screen 8070 by aircraft tail number to monitor closed jobs and ensure accurate data entry. They will take immediate steps with section chiefs and shift chiefs to ensure accurate data integrity.

2.7. For AMS, where there are no sections, flights will assume these duties as applicable.

2.7.2.1. (Added) Section Chiefs will ensure MDC is accurately accomplished in GO81 and will monitor completed MDC action for accuracy and data integrity.

2.7.2.2. (Added) They will follow up with their shift supervisors daily to see they are ensuring their shift personnel take MDC for jobs closed by the MOC and completed on their shift.

2.7.2.3. (Added) They will ensure a GO81 screen 8063 inquiry is run at the end of each shift to ensure shift chiefs are reviewing open MDC and they will ensure a GO81 screen 8063 7115 report is run at the beginning of each shift. They will ensure shift supervisors release people from duty after all MDC is completed.

2.7.2.4. (Added) Section chiefs will ensure a daily GO81 67110 batch job for all aircraft or a GO81 screen 8070 by aircraft tail number is run each day in order for section chiefs and shift chiefs to monitor closed jobs for accurate data entry. All discrepancies to MDC will be corrected daily.

2.7.18.1. (Added) Section Chiefs will ensure their personnel that operate hangar doors are trained and that training is properly documented. Refer to this supplement paragraph [9.5.1](#).

2.8. In AMC the pro super works directly for AMU supervision. For other maintenance units/squadrons (i.e. EMS, CMS, MXS) pro supers (if applicable) work for maintenance supervision. 743 AMXS en route has a production section that includes expeditors and pro supers who work directly for MXS supervision. AMS may combine pro super and expeditor duties under one person and are not required to have a pro super and expeditor on duty for every shift. If work is being performed on the flight line however, there will be an expeditor on duty, on the flight line.

2.8.4. The pro super is the CANN authority and will determine when to CANN. The pro super however, will not determine what aircraft to CANN the part. That responsibility is the MOO's through PS&D. The aircraft the CANN'd part will be removed from will be a coordinated with the MOC and determined by the MOO through PS&D.

2.8.7. As an aid to tracking status, pro super vehicles are authorized to have a VHF/UHF radio to monitor aircraft advance status information.

2.8.10. The pro super will implement emergency action procedures-including disaster control and severe weather IAW applicable directives and local policies.

2.8.11. Providing an aircraft that is safe for flight is paramount. Aircraft recovery and generation activities are directly related; aircraft recovery is the first step in aircraft generation. Every effort will be made to trouble shoot and isolate NMC conditions before aircraft entering a scheduled event that would otherwise preclude the troubleshooting process.

2.8.12. Ensure reparable parts are turned in for repair/shipment expeditiously.

2.8.15. (Added) Pro Super will ensure that all transient maintainers performing maintenance on their flight line are informed of all local maintenance operating procedures as applicable.

2.8.15.1. (Added) Pro Super will meet with the transient FCC to develop a work rest plan in coordination with the aircraft commander.

2.8.16. (Added) Pro Supers will ensure QA W&B manager is notified when W&B update is necessary.

2.8.17. (Added) Pro Super in coordination with the aircraft commander determines and approves aircraft concurrent servicing. Concurrent servicing has proven to be a safe practice that reduces aircraft ground time and increases aircraft mission velocity. Concurrent servicing on AMC aircraft that are authorized to be concurrently serviced in the aircraft technical order and TO 00-25-172, Table 6-1, will be considered as a routine day to day practice on both organic (military) and civilian charter carriers. Refer to 00-25-172 and applicable aircraft technical data for concurrent servicing specific information.

2.9. AMS may combine pro super and expediter duties under one person and are not required to have a pro super and expediter on duty for every shift. If work is being performed on the flight line however, there will be an expediter on duty, on the flight line.

2.9.5.1. (Added) Providing an aircraft that is safe for flight is paramount. Aircraft recovery and generation activities are directly related; aircraft recovery is the first step in aircraft generation. The Expediter will develop and execute an aircraft recovery plan, in coordination with the assigned Dedicated Crew Chief or their assistants.

2.9.5.2. (Added) Expediters will ensure DCCs/assistants are assigned to their aircraft during their duty shift to the maximum extent possible. The aircraft DCC program is mandatory in accordance with this instruction.

2.9.5.3. (Added) Expediters will make every effort to trouble shoot and isolate NMC conditions before aircraft entering a scheduled event that would otherwise preclude the troubleshooting process. For example, if an aircraft lands with NMC discrepancies and is scheduled for a wash the next day, every effort will be made to troubleshoot the NMC conditions before towing and prepping for the aircraft wash.

2.9.6.1. (Added) Ensure reparable parts are turned in for repair/shipment expeditiously.

2.9.6.2. (Added) Ensure correct parts are ordered using appropriate priorities, document numbers will be relayed to the pro super and MOC, and picked up expeditiously from the flight line dedicated supply element (FDSE) or FSL. Expediters ensure reparable parts are turned into the appropriate activity for repair/shipment, according to AFMAN 23-110, Volume 2, Part 2, Chapter 24, *Repair Cycle Support*. **NOTE:** If G081/SBSS interface capability exists, request parts through G081 using the 9093 screen.

2.9.7. Coordinate with the flight chief to resolve flight personnel shortages, coordinate requirements with the MOC, and if necessary, squadron supervision when requirements are beyond unit capability.

2.9.8. Expeditors must know and understand specific disaster control duties and provisions of AFMAN 32-4004 and AFI 10-229 with focus on safeguarding personnel, aircraft, and support equipment. Expeditors Implement emergency action procedures including disaster control and severe weather IAW applicable directives and local policies.

2.9.23. (Added) AMS and 743 AMXS expeditors are responsible for ensuring their personnel or the TDY crew chief (as applicable) saves the AV fuel slips for accountability and places them in the forms along with the appropriate documentation (type fuel) after refueling. Proper documentation is especially important overseas when type of fuel used may be different from ordinary.

3.1. For purposes of standardized maintenance management, AMC en routes are organizationally structured closest to the AMXS organizational structure, and therefore will follow the below maintenance policy unless where specifically noted. OCONUS AMS service, inspect, maintain, launch, recover applicable AMC aircraft IAW Command to Command agreement(s). AMXS will establish Resource Cost Center Codes (RCCCs) down to the section level. AMXS will distribute and manage their resources at the section level. Exception: Only the AMUs do not require RCCCs below the flight level. Note: For the basic concept of operations for CONUS AMS refer to paragraph **3.23. (Added)** of this supplement.

3.1.1. Production Team Maintenance (PTM): All AMC units will use PTM. PTM is AMC's decentralized maintenance concept that places sortie generating AFSC personnel in AMUs, and pushes authority and responsibility for production decisions where the aircraft generation resources are available. AMU personnel will be trained and proficient on core PTM tasks as identified in AMCI 21-104.

3.1.1.1. (Added) AMS personnel are primarily trained to support C-5, C-141 (N/A for CONUS AMS), and C-17 weapon systems maintenance requirements, with secondary familiarity in KC-135, KC-10, and C-130 basic ground handling tasks only (i.e. marshalling, chocking).

3.3. When there are multiple AMUs, AMXS maintenance supervision will consider the use of Line Chiefs. Line Chiefs are not intended to replace pro supers nor are they intended to reduce individual AMU pro supers to expeditor roles. The purpose of a Line Chief is to monitor overall squadron production and provide direction and guidance as necessary to the AMU's production effort.

3.3.4. N/A for AMS and 743 AMXS

3.3.5. N/A for AMS and 743 AMXS

3.3.6. N/A for AMS and 743 AMXS

3.3.7. N/A for AMS and 743 AMXS

3.3.9. N/A for AMS and 743 AMXS

3.3.12. N/A for AMS and 743 AMXS

3.3.13. N/A for 743 AMXS. AMS will establish SPRAM accounts if applicable.

3.3.15. (Added) Ensure personnel do not make unauthorized or false transmissions on international distress frequencies (TO 31R2-1-251, *General Instructions Transmission of False Distress Signals on Emergency Frequencies*).

3.4. Schedulers decentralized to AMUs are not authorized in AMC. AMC centralizes the scheduling process in the MOS for more effective fleet management.

3.5.1. N/A for AMS and 743 AMXS.

3.5.3. N/A for AMS and 743 AMXS.

3.5.5.. (Added) For OCONUS AMS, establish host nation or host base contracts to have LOX, Nitrogen, etc. equipment serviced to ensure mission needs. In addition, they work closely with contracting to ensure the contractor is meeting AF quality of product standards and meeting the contract. They also establish a servicing schedule with the contractor.

3.6. For the 743 AMXS, pro supers and expeditors work in a production section directly for MXS supervision.

3.6.1. (Added) The pro super determines aircraft status and the MOC then enters the status into the MIS.

3.6.2. (Added) The pro super is the CANN authority and will determine when to CANN. The pro super however, **will not** determine what aircraft to CANN the part. That responsibility is the MOO's through PS&D. The aircraft the CANN'd part will be removed from will be a coordinated determination with the MOC and PS&D. MOC will then inform the pro super where to CANN the part from and MOC will create a CANN job in the MIS. HQ AMC/LGRC determines when to CANN for NMC AMC and AMC gained aircraft away from home station assigned to AMC missions, and under LGRC control IAW AMCI 21-108.

3.6.3. (Added) Pro super in coordination with the aircraft commander determines and approves aircraft concurrent servicing. Concurrent servicing has proven to be a safe practice that reduces aircraft ground time and increases aircraft mission velocity. Concurrent servicing on AMC aircraft that are authorized to be concurrently serviced in the aircraft technical order and TO 00-25-172, Table 6-1, will be considered as a routine day to day practice on both organic (military) and civilian charter carriers. Refer to 00-25-172 and applicable aircraft technical data for concurrent servicing specific information.

3.8. En route debrief is conducted at the aircraft, and discrepancies are then input into the MIS by the MOC. Use of the AMC Form 278, or locally developed debrief form, for all flight line debriefs is mandatory. Also see supplement paragraph [2.5.17](#).

3.8.2.1. (Added) The use of HQ AMC/LG weapon system specific debrief checklists during debrief is mandatory for all AMC units. Use the following checklist as applicable: C-130, C-5, C-141, C-17, KC-135, KC-10, H-1, and C-9.

3.8.2.2. (Added) The use of AMC Form 278 is mandatory, or locally developed debrief form, whenever a debrief is conducted without using the MIS. This applies to all flight line debriefing and debriefing during exercises, contingencies, or deployments where there is no MIS connectivity.

3.8.3. N/A for AMS and 743 AMXS.

3.8.4. Debriefers will be familiar with and understand what discrepancies may be cause for impoundment IAW chapter 11 of this instruction and local conditions.

3.8.4.1. (Added) C-5 Units only: Debrief will Accept C-5 MADAR flight data tapes and download flight data tape information to the Tinker AFB database.

3.8.6. Also applies to AMS and 743 AMXS debrief except for AFTO Form 781 guidance above.

3.8.6.1. (Added) For AMS and 743 AMXS, ensure the aircraft commander annotates debriefed discrepancies as either mission contributing (MC) or mission essential (ME) in the appropriate AFTO Form 781A discrepancy blocks in accordance with the aircrew mission essential listing (MEL). Because the air-

crew mark discrepancies based on their operational mission at the time, the MEL (not the MESL) will be used.

3.8.6.2. (Added) Debriefers will assist aircrew members in entering fault codes when documenting discrepancies.

3.8.7. N/A for AMS and 743 AMXS.

3.8.7.1. (Added) For AMC, keep the last five sorties in hard copy in each aircraft file in the event access cannot be gained to the automated version.

3.8.9.1. Repeat and recur discrepancies will be given the appropriate symbol depending on the severity as defined by symbols and their use in TO 00-20-1. Only seven levels or higher and civilian equivalent personnel may sign off a repeat or recur discrepancy.

3.8.9.1.1. Review aircraft histories to determine repeat/recur discrepancies. Use programs 9019 and 9050 to identify a discrepancy as a repeat or recur in G081. The last three debriefing forms will remain with the AFTO Forms binder to allow for Repeat/Recur discrepancy identification in the event the aircraft recovers away from home station.

3.8.10. Table 3-2 in G081 reflects System Reliability codes and is found in help screen for G081 screen # 9050.

3.8.14. N/A for OCONUS AMS and 743 AMXS.

3.8.14.2. AMC has no requirement and therefore does not perform analysis functions in small deployed packages.

3.8.14.3. The debriefing function will use the G081 system to record all appropriate data gained during the aircrew debrief. This will facilitate the quickest possible return of the aircraft to a fully mission capable status. If the MIS is unavailable or a flight line debrief is conducted before inputting information into the MIS then the use of AMC Form 278, Debrief Form, or locally developed debrief form is mandatory to record the debrief data. Debriefing function will:

3.8.14.3.1. (Added) Enter open aircraft discrepancies including off station closed discrepancies not previously entered in G081 using program 9050.

3.8.14.3.2. (Added) Process program 9023 to document engine shutdown data.

3.8.14.3.3. (Added) Load Air Force Technical Order (AFTO) Form 781, **AFORM Aircrew/Mission Flight Data Document**, flight information using program 9020.

3.8.14.3.4. (Added) Each morning process program 67034 (routine option) to review all flying time inputs for the previous day. Ensure that the flying time is correct. Utilize 9020 program to correct.

3.8.15. N/A for AMS and 743 AMXS who conduct flight line debriefs. Optional for all other AMC debrief functions.

3.8.16. Maintaining a paper copy of AFI 23-202 is not required. Debriefers will be able to access the instruction electronically.

3.8.16.1.1. (Added) It is the aircraft commander's responsibility to ensure the AF Form 664 is filled out properly for transactions received off station. Debriefers will assist the aircraft commander to ensure all required areas of the form are filled out. During debriefing, debrief personnel will remove the AF Form

664, **Aircraft Fuels Documentation Log**, from the forms binder, and return it to the aircrew. The aircrew will deliver this form to their document control officer, according to AFI 23-202.

3.8.16.2. N/A for AMS and 743 AMXS.

3.8.17. (Added) DOD AIR Card Program: Aviation Into Plane Reimbursement (AIR) Card. The AIR Card is a commercial credit card, which allows aircrews to purchase aviation fuel, fuel related supplies, and/or ground services at commercial airports where no DoD/Canadian into plane contracts exist. Accepted at over 4200 locations, it is intended to replace the AF Form 315, **United States AVFuels Invoice** and AF Form 15, **United States Air Force Invoice**, at locations that accept the AIR Card. All Air Force aircraft will be issued an AIR Card. Additional information at SF WEB page: (<http://WWW.KELLY.AF.MIL/SFWEB/AIRCARD.HTM>).

3.8.17.1. (Added) The Base Fuels Management Office (POL) is the POC for Air Cards and the 24/7 agency for the DOD Form 1896 (**White Fuel Card**). POL is responsible for ordering AIR Cards through the Air Force liaison for all aircraft.

3.8.17.2. (Added) In the event of a lost or misplaced AIR Card, contact POL Resource Control Center (RCC). Every effort will be made to locate the card including conducting a thorough search. The RCC will call the Air Force liaison to AVCARD (parent company that sponsors the DoD AIR Card program) and order a replacement. Replacement cards are shipped out FedEx within 24 hours.

3.8.17.3. (Added) A missing AIR Card **will not** cause mission delays or be a mission terminator. Fuel support can be prearranged with AVCARD by simply calling 1-800-AVCARD1, (open 24/7). If a card turns up missing before an aircraft leaves home station, the RCC can call AVCARD, let them know the tail number and commercial/into plane contract location fuel is required in order to facilitate and prearrange credit with the vendor. In addition, Aircrews can also call the above number anytime while they are out on a mission if their aircraft AIR Card turns up missing.

3.8.17.4. (Added) In AMC the aircraft AIR Card **will** be maintained with the aircraft forms. The AIR Card will be checked during debrief to ensure it is with the AFTO Forms binder.

3.9. Although not aligned as above because they do not have DCCs/ADCC/FCCs, the AMS and 743 AMXS still perform the below sub paragraph functions in paragraph 3.9.1.1.

3.9.2.1. To heighten awareness of who is assigned as DCC for each aircraft, maintenance supervision will track current DCCs. In addition, the DCC's name will appear on all production status sheets next to or above or below their aircraft tail number. This will ensure Expeditors and Pro Supers clearly know who is responsible for overall aircraft readiness-the DCC assigned to that aircraft.

3.9.2.3.1. (Added) The DCC will ensure accurate MDC on their aircraft by reviewing the MIS for their aircraft daily to include MDC actions on closed jobs. The DCC will review each day GO81 screen 8070 for their aircraft to monitor closed jobs for accurate data entry. All discrepancies to MDC will be corrected daily. In the absence of the DCC, the assistant DCC will ensure these requirements are accomplished. When the DCC or assistant DCC is not available, the section chief and/or expeditor will assign someone to ensure these requirements are accomplished.

3.9.2.3.2. (Added) The DCC or their assistant (if the DCC is not on duty) will accompany their aircraft forms through record checks at the normal scheduled intervals. Flight and shift chiefs will ensure the DCC or assistant DCCs are available to accomplish their scheduled records checks.

3.9.2.17. Refer to AMCI 21-105 for additional AMC guidance on marking crew chief names.

- 3.10. AMS and 743 AMXS perform the below functions except where noted.
- 3.10.1.1. N/A for AMS and 743 AMXS.
- 3.10.1.2. N/A for AMS and 743 AMXS.
- 3.10.1.2.1. (Added) Support for Phase/ISO will come from the areas that earn the manpower as reflected on the UMD.
- 3.10.1.3. N/A for AMS and 743 AMXS.
- 3.10.1.4. N/A for AMS and 743 AMXS.
- 3.10.3. N/A for AMS and 743 AMXS.
- 3.10.7.2.1. (Added) Also performs maintenance on board nitrogen generating system.
- 3.10.7.2.2. (Added) For OCONUS AMS, E&E may also perform duties listed in paragraph 4.6.2.1 and 4.6.2.4 depending on their MOA if applicable.
- 3.10.8. Aircraft Hydraulics is primary on KC-135 and KC-10 in flight refueling systems (boom, and receptacle) and assists Aircraft Fuels when required on C-5, C-17, and C-141 aircraft receptacle hydraulic systems.
- 3.10.9. (Added) Maintenance Special Operations (MASOP) Section: MASOP personnel work for AMXS maintenance supervision. Depending on weapon system, personnel consist of crew chiefs, hydraulic, propulsion, electro/environmental, and avionics technicians whose responsibility is for maintenance support of special operations mission tasked aircraft. MASOP personnel must be fully qualified in their primary AFSC.
- 3.10.9.1. (Added) All MASOP personnel will be CUT trained to the maximum extent possible and documented in AF Form 797.
- 3.10.9.2. (Added) A master AF Form 797 will be developed showing minimum cut training requirements for MASOPS.
- 3.10.9.3. (Added) MASOP personnel will be assigned to alert aircrews and will deploy as FCCs when tasked. MASOP personnel, like FCCs, have no valid inflight duties and are considered MEGP passengers.
- 3.10.9.4. (Added) Maintenance technicians will stand alert for a period of not more than seven days at a time.
- 3.10.9.5. (Added) If actively pulling alert duty, MASOP personnel are authorized maintenance crew rest and recovery (MCRR) following a period of alert duty. MCRR is equal to 50 percent of the total time spent on alert not to exceed 72 hours; however, it does not apply during unit exercises, emergencies, or higher states of readiness.
- 3.11. N/A for AMC.
- 3.12. N/A for AMC
- 3.14. The Lead Technician Program is mandatory in AMC.
- 3.14.5. N/A for AMS and 743 AMXS.
- 3.15.1. For AMS the TODA function may be assigned to either Support or AMU flight.
- 3.15.2. N/A for AMS. FSL performs this function with maintenance inputs.

3.15.3. AMC units will also follow guidance in AFI 21-103/AMC2.

3.15.3.1. (Added) OCONUS AMS aircraft support flight will store on station dash 21 and alternate mission equipment (if on hand) and follow guidance in AFI 21-103/AMC2. This does not include the new Patient Support Pallet (PSP) as storage responsibility is to be determined.

3.15.4. N/A for OCONUS AMS and 743 AMXS.

3.16. In AMC all schedulers are centrally located in the MOF.

3.17. N/A for AMC.

3.18. (Added) All AMC T/A's will be assigned to AMXS. Refer to chapter 4 of the AFI paragraph 4.11.7. for T/A duties.

3.19. (Added) 725 AMS accomplishes AGE functions as defined in paragraph 4.7 as applicable except where noted.

3.20. (Added) 726 AMS will accomplish duties under the Fuels Systems Section in paragraph 4.6.4 as applicable.

3.21. (Added) OCONUS AMS will accomplish AGE duties listed in paragraph 4.7.2.2. and 4.7.2.12.

3.22. (Added) For OCONUS AMS possessing prepositioned engines, the AMS/CC or MS will designate UEMs in writing. Notify HQ AMC/LGMJP (HQ AFRC/LGMSP for AFRC units) and the prepositioning support base engine manager in message format of UEM name, rank, organization, functional address symbol, and DSN phone number. Send updates semiannually (March/September) or as changes occur.

3.22.1. (Added) Engines used to support transient AMC aircraft are prepositioned at designated forward operating locations. UEMs are responsible for reporting changes in status or condition of their prepositioned engines to the prepositioning stock record account number (SRAN), engine manager.

3.22.2. (Added) FOL UEMs will accomplish all reporting of prepositioned engines via electronic message, G081, or CEMS inter terminal messages. Submit by message all data required by TO 00-25-254-1 for engine status changes, and provide information copies of these messages to HQ AMC/LGMJP (HQ AFRC/LGMSP for AFRC units). Only SRAN engine managers at designated prepositioning bases and owning home station engine management activity, will input status changes into CEMS. **NOTE:** This report is designated emergency status code C2. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed or as soon as possible after submission of priority reports. Continue electronic reporting during minimize.

3.22.3. (Added) Submit all messages regarding engine status changes, including removals, installations, and shipments, within 4 hours of the change in status.

3.22.4. (Added) UEMs will ensure any changes of accountable parts on transient aircraft are identified and reported back to the aircraft's home station for required CEMS/G081 update actions.

3.22.5. (Added) As a minimum, the engine monitor (or UEM at FOLs), will report the following actions for engines in their possession:

3.22.5.1. (Added) Engine Receipt (T/CC RB/RF). Notify owning SRAN of receipt of the engine within 4 hours of delivery, and acceptance inspection results within 48 hours. Include information regarding discrepancies found during the acceptance inspection in the remarks area of the message.

- 3.22.5.1.1. (Added) Upon receipt of a prepositioned engine, coordinate with the maintenance activity to verify serviceability.
- 3.22.5.2. (Added) Engine Shipment (T/CC SB/SF). Include applicable transportation control number or government bill of lading and destination SRAN. Include information regarding missing components.
- 3.22.5.3. (Added) ENMCS Conditions (T/CC EB/EF) resulting from CANN actions. Include the national stock number, nomenclature, and document number(s) of cannibalized item(s).
- 3.22.5.4. (Added) Completed Work (T/CC FB) resulting from receipt/reinstallation of cannibalized engine parts.
- 3.22.5.5. (Added) Transient Aircraft Engine Removal (T/CC LF/KF). Include MDS, aircraft tail number, updated engine and aircraft times at removal, position number, applicable How Mal code, and reason for removal. Include the aircraft home station SRAN engine manager as an information addressee on the message.
- 3.22.5.6. (Added) Transient Aircraft Engine Installation (T/CC UA). Include MDS, aircraft tail number, current time on engine to be installed, position number, and aircraft time at installation. Include the aircraft home station SRAN engine manager as an information addressee.
- 3.22.5.7. (Added) Prepare engines for shipment according to TO 2J-1-18, *Preparation for Shipment and Storage of Gas Turbine Engines*, and TO 00-85-20, *Engine Shipping Instructions*, and place them in air freight area within 24 hours after the engine change is completed. Notify AMC/LGMJP and the owning SRAN if this time frame cannot be met.
- 3.22.5.8. (Added) UEMs will ensure all available engine records and necessary documentation accompany engines to repair facilities.
- 3.22.5.9. (Added) Each transaction reported for prepositioned engines will identify the engine TMSM, serial number, transaction date, and reporting activity.

3.23. (Added) **CONUS AMS Maintenance Concept of Operations:**

3.23.1. (Added) CONUS Air Mobility Squadron (AMS) crew chiefs form a deployable core of trained maintenance technicians who rapidly integrate with, and augment an existing AMC maintenance presence or establish a maintenance presence where none exists. They are augmented by AGE and equipment support packages. A specialist support Unit Type Code (UTC) provides additional capability to perform extensive troubleshooting and R&R maintenance capability to the level allowed by deployed Maintenance Readiness Spares Package (MRSP).

3.23.2. (Added) AMS leadership develops and maintains a capability to rapidly deploy dual-qualified (C-5/C-17) personnel in supporting contingency operations. They ensure the quality of assigned maintenance technicians through a training program ensuring certification on all Career Field Education and Training Plan (CFETP) core tasks and additional tasks identified by HQ AMC/LGM. Personnel must upgrade in their primary weapon system prior to start of dual qualification at the same level. Personnel are dual qualified upon completion of all requirements for both the C-5 and C-17. Cross Utilization Training (CUT) outside of the individuals AFSC/SEI duties cannot be accomplish until dual qualified. Qualification/certification on other types of aircraft is limited to marshalling. AMOG's can complete qualification/certification as required on the C-5 and C-17 weapon systems. AMOG personnel must meet additional AMOG specific training per AMCI 10-202, Vol 4.

3.23.3. (Added) **In Garrison Concept:**

3.23.3.1. (Added) AMS personnel achieve and maintain weapon system skill qualifications through participation in the host wing aircraft Maintenance Qualification Training Program (MQTP) or Training Detachment.

3.23.3.1.1. (Added) When not available at home station, the AMOG commander will implement a training plan to ensure all training and proficiency requirements are met.

3.23.3.1.2. (Added) When available at home station, proficiency is achieved and maintained by integrating AMS personnel with the host unit maintenance training and production organization for the daily launch, recovery, servicing, inspection, and repair of aircraft. When in-garrison, AMS maintenance person will maintain proficiency on their assigned weapon system by training and working with the host maintenance community.

3.23.3.2. (Added) Requirements for, and availability of, CONUS AMS personnel will be discussed at the daily production meeting. Attendance by AMS maintenance supervision is mandatory. AMS supervision will coordinate personnel availability with the AMXS supervision daily to support mission requirements.

3.23.3.3. (Added) AMS maintenance leadership will dispatch personnel to the host unit. These personnel integrate with the host unit, work with the host unit production managers, and participate in daily aircraft generation and training activities to maintain and enhance their skills to the maximum extent possible.

3.23.3.4. (Added) AMS crew chief personnel should participate in local surge exercises and mobility training to the greatest extent possible to facilitate maintaining weapon system proficiency. Training should include but is not limited to self aid and buddy care, chemical warfare defense, ATSO, pallet build up, CPR, and other training. In addition, crew chiefs complete deployment training requirements per AFI 10-403.

3.23.3.5. (Added) 021AX officers assigned to the AMOG in support of the CC-2 UTC have an assignment cycle of 18 months in the AMOG and 18 months in the host wing. The AMOG/CC and the host wing MXG/CC must ensure officers rotate at the 18 month point to facilitate equivalent exposure/experience between the wing and the AMOG. Group commanders will consider assigned 021AX officers for rotation into host wing. Inform AMC/LG of decision to do so NLT 15 months after 021AX is assigned to AMOG. 021AX officers may upgrade to TALCE Operations Officer or TALCE Commander. They may deploy to fill these positions in the 7EXXX C2 elements as career broadening opportunities. However, AMOG/CCs may not use 021AX officers for the sole purpose of backfilling shortfalls in other officer AFSCs. Additionally, AMOGs will not shortfall any CC-2 UTC taskings for 021AX officers while these officers are deployed supporting 7EXXX taskings. If necessary, AMOGs will recall 021AX officers from deployed locations to meet CC-2 UTC requirements. 021AX officers will not be used in a dual role (CC-2 and 7EXXX responsibilities) while deployed.

3.23.3.6. (Added) AMS personnel do not normally perform MRT recovery duties.

3.23.4. (Added) **Deployed Concept:**

3.23.4.1. (Added) AMS personnel deploy with personal equipment, CTKs, mobility bags, etc. AMS personnel deploy as teams defined by tasked UTCs to expand, integrate with, and augment the existing En route System (ERS). They form the operating core in the expansion of the ERS. The en route mission, for aircraft maintenance, is the in-place inspection, servicing, and generation of C-17/C-5 aircraft and repair capability when augmented by MDS specific specialist UTCs. At an existing en route location, AMS and specialist support team personnel integrate with the existing structure. To incorporate team integrity to the greatest extent possible, AMOG personnel will deploy as a team and redeploy as a team.

3.23.4.2. (Added) AMS personnel establish forward operating locations and expand Global Reach capabilities including bare base operations.

3.23.4.3. (Added) Tasking for aircraft support equipment for deployed personnel is provided via Air Mobility Tasking (AMT).

3.23.4.4. (Added) Specialists (C-5 and C-17) Augmentation from the wings forms a readily deployable capability to augment AMS maintenance crew chiefs at deployed locations.

3.23.4.5. (Added) To incorporate team integrity to the greatest extent possible, AMOG personnel will deploy as a team and redeploy as a team.

3.23.5. (Added) **Wing Specialist Support Concept .**

3.23.5.1. (Added) The wing MXG/CC develops and maintains the capability to rapidly deploy highly skilled and qualified personnel. The wing MXG/CC ensures the quality of assigned maintenance technicians through a training program ensuring all Production Team Maintenance qualification on home station aircraft is maintained.

3.23.5.2. (Added) Specialist personnel that support AMOG taskings complete standard training for skill level plus training on all Production Team Maintenance tasks per AMCI 21-104, Attachment 5. In addition, specialist complete deployment training requirements per AFI 10-403.

3.23.5.3. (Added) Units ensure sufficient numbers of personnel obtain both civilian and military passports at government expense to fill all UTC requirements.

3.23.5.4. (Added) For wings tasked with AMOG specialist support UTCs, the MOS Programs and Resources Flight Section will be the MXG liaison to coordinate AMOG specific issues between the wing and the AMOG. Programs and Resources Flight section will in turn coordinate AMOG specific issues between the wing and the AMOG. AMOGs and host wings will establish MOAs to meet additional home station maintenance requirements not inherent within established AMOG resources.

3.23.6. (Added) Personnel deploy in teams as defined by tasked UTCs to augment and/or expand deployed AMS teams. To incorporate team integrity to the greatest extent possible, AMOG personnel will deploy as a team and redeploy home as a team.

3.23.7. (Added) **UTC Structure Concept.**

3.23.7.1. (Added) The UTC structure is based on 24-hour operations, 247 man-hours per month. This overall requirement is broken into four separate UTCs (2 APG only and 2 specialists).

3.23.7.2. (Added) The APG UTCs employ in a lead/follow relationship and provide a working MOG 2 of quick turn support for C-5/C-17 aircraft. Each AMOG is tasked with 5 (lead and follow-on) APG UTC packages. The lead UTC consists of 6 personnel (one is a 2A590) supporting a 12-hour shift. The follow-on UTC consists of an additional 7 personnel (one is a 021A3) and brings the operational capability to 24 hours. One AGE person and an equipment package augment this UTC. Supply resources employ to meet the forecasted flow. The senior UTC member, prior to employment, must properly account for the associated equipment packages.

3.23.7.3. (Added) The specialists UTCs employ as follow-on packages and provide remove and replace capability for the APG UTCs. Each UTC is MDS specific and designed to support either the C-5 or the C-17. The C-5/C-17 specialist UTC distribution is based on AMC Deployment and Analysis system (ADANS) forecasted airflow requirements (4 C-5 and C-17 UTCs). Specific UTCs employ to meet the

primary airflow. Each UTC consists of two personnel in CNAD, GAC, HYD, ELEN, ENG and one AGE troop. Specialist UTCs contain no leadership element. The CC-1 and/or 2 provide the required leadership. Each specialist UTC contains embedded equipment. The MRSP deployed determines the level of maintenance capability.

3.23.8. (Added) AMOG Manpower Concept.

3.23.8.1. (Added) The AMOG authorization breakout is based on UTC requirements dictated by the Designed Operational Capability (DOC). The 615th AMOG and 621st AMOG manpower authorizations match all tasked UTC requirements. Wing authorizations match the AMOG specialist support UTC requirements. The wing assigned specialist authorizations reside within the Aircraft Generation Squadrons identified by command remarks on the respective UMDs. Wings are not required to fence specialists within unique flight structures.

3.23.8.2. (Added) The 615th AMOG and 621st AMOG manning levels must build to a level to support 4 out of 5 tasked UTC packages within each AMOG. Wings must maintain a ready pool of specialist within the AMXS who meet all requirements to deploy in AMOG support UTC packages.

3.23.8.3. (Added) The AMOG/CC and host wing MXG/CC must ensure an adequate fill of AMOG maintenance officer billets. The AMOG maintenance officer manning level must support all UTC packages filled by assigned enlisted personnel. The new AMOG maintenance officer assignment cycle is approximately 18-months in the AMOG and approximately 18-months in the host wing. The AMOG/CC and host wing MXG/CC must ensure officers rotate at the 18-month point to facilitate equivalent exposure/experience between the wing and AMOG.

3.23.9. (Added) AMOG Training Concept.

3.23.9.1. (Added) All AMOG APG personnel require C-5/C-17 dual qualification. The minimum criteria for dual qualification is defined as meeting all core CFETP tasks for both weapon systems plus additional tasks identified by HQ AMC/LGM. Personnel must upgrade in their primary weapon system prior to start of dual qualification at the same level. AMOG personnel must meet additional AMOG specific training per AMCI 10-202, Vol 4. Qualification/certification on other types of aircraft is temporarily limited to marshalling.

3.23.9.2. (Added) Wing specialist tasked to deploy in AMOG support UTCs must meet all airframe specific skill level requirements and all PTM task qualifications as specified in AMCI 21-104, Attachment 5. Specialists filling AMOG support UTCs must meet standard mobility qualifications per AFI 10-403. Specialist will not be qualified on multiple weapon systems for the purpose of meeting AMOG UTC taskings. Additionally, due to the wide range of GRL locations tasked, specialist must maintain government and civilian passports to the greatest extent possible. Wings must maintain a ready pool of qualified specialists to meet AMOG support UTC requirements at all times. Specialists will not CUT on multiple weapon systems for the purpose of meeting AMOG UTC taskings.

4.2. Refer to Para 2.4. of this AMC supplement. The intent of this paragraph is to mirror verbiage in Para 2.3.1.5 in that the GP/CC controls the assignment of newly assigned maintenance officers and chiefs. The squadron commander appoints flight OICs for their squadrons, not the GP/CC because Sq/CCs are responsible for the leadership of their squadron-not the group commander.

4.2.1. (Added) All units will establish Resource Cost Center Codes (RCCCs) down to the section level. Units will distribute and manage their resources at the section level.

4.4.3. Also will provide specialist availability to MOC at beginning of each shift.

4.4.5. Production Supervisors will normally remain engaged in production. Their maintenance supervision will attend the daily maintenance scheduling and production meeting.

4.5. N/A for AMC. AMC does not use specialist support sections.

4.6.1.2. This is a maintenance supervision responsibility and will not be delegated to flights.

4.6.2.2. The Electro-Environmental section provides support for major (i.e. ISO) Inspections.

4.6.2.4. Performs hot purge and pump down on LN2 and LOX servicing carts.

4.6.2.5. At locations that possess ATGLs (Air Transportable Galley Lavatory), this section is dispatched to perform electrical repairs as required.

4.6.2.6. Survival shop and Electro/Environmental are jointly responsible for CO2 bottles/cylinders as determined by the MXG/CC.

4.6.3. N/A for AMC.

4.6.4.1.12. In AMC, Aircraft Fuels are primary on C-5, C-17, and C-141 in flight refueling receptacle systems.

4.6.5. The Hydraulics section provides support for major (i.e. ISO) inspections.

4.6.5.3. Hydraulics is primary on KC-135 and KC-10 in flight refueling systems and assists Aircraft Fuels when required on C-5, C-17, and C-141 aircraft receptacle hydraulic systems.

4.7. The below guidance does not apply to AMS or the 743 AMXS except where specifically noted. **EXCEPTION:** The below guidance does apply to the 725th AMS who have an AGE Section, except where specifically noted.

4.7.2.1. AMS/MSs will furnish a copy of the base level agreement pertaining to AGE support to include a copy of the equipment list annex to HQ AMC/LGM annually NLT 31 Dec. Also applies to all AMS's.

4.7.2.2. OCONUS AMS's will coordinate with host base to establish Mission Essential Levels for assigned in place AGE and obtain the daily status report from the host.

4.7.2.2.1. (Added) All AMC units will provide status to the appropriate AMC functional manager whenever equipment falls below MEL and whenever SE deficiencies directly impact aircraft maintenance repair capability.

4.7.2.3. Ensure equipment is marked or stenciled according to TO 35-1-3, *Corrosion Prevention, Painting, and Marking of USAF Support Equipment*.

4.7.2.4. All AMC units will ensure all equipment status changes are input into GO81 daily for all critical AGE designated for AMC using HQ AMC standard mnemonics. Make changes daily only if there is a status change to a piece of equipment. Also applies to AMS and 743 AMXS.

4.7.2.7. N/A for 725 AMS.

4.7.2.10. Ensure AGE Operator Certification Program is instituted and current. Also applies to all AMS's.

4.7.2.12. This applies to OCONUS AMS.

4.7.3.6. Ensure AGE Operator Certification Guides are available and current. Also applies to all AMS's.

4.7.5.9. N/A for 725 AMS.

4.7.5.9.1. (Added) Ensure the gas turbine engine system installed on deicer trucks (if applicable) is maintained.

4.7.6.5.1. Servicing, Pick Up, And Delivery Section provides servicing, inspection, minor maintenance, and dispatch of powered AGE, and dispatch of NPAGE to the NPAGE sub pool.

4.8. N/A for AMC.

4.9.2.5. N/A for AMC.

4.9.2.9. Provide RTOK & CND data back to aircraft maintenance on an individual item basis once results are determined. Also, provide all RTOK and CND data to Analysis for a monthly digest.

4.9.10.2. The TMDE Flight is responsible for all maintenance, repair, and calibration of night vision goggle (NVGs) test sets.

4.10.3.4. ASM section is responsible for all wash rack equipment and materials to include purchasing, maintaining equipment and materials. Equipment and materials will be available to wash rack customers/users on all shifts as necessary to facilitate the production effort. Users are responsible for cleaning and properly storing all equipment and materials.

4.10.3.13. (Added) At locations that possess ATGLs (Air Transportable Galley Lavatory), this section is dispatched to perform structural repair as required.

4.10.5.13. (Added) Ensures all survival equipment receives final quality checks. Additionally, ensure tasks that require in process inspections (IPI) are accomplished.

4.10.5.14. (Added) Develops and coordinates a work center specific explosives safety program with Wing Safety.

4.11. All T/A flights on AMC installations will be assigned to the AMXS per an authorized AMC variance.

4.11.3. For those locations that do not have R&R, AMU will assume the below responsibilities.

4.11.3.4.1. (Added) The Aero Repair Section (if established) performs crash damage/disabled aircraft recovery (CDDAR) duties. Where there is no Aero Repair function, the GP/CC will establish program administration at the appropriate level.

4.11.3.4.2. (Added) Aero Repair ensures maintenance procedures, responsibilities, and unit capabilities for each MDS are defined in a CDDAR OI. This OI will address obligations of other agencies to ensure a cooperative, coordinated response to CDDAR situations by AMXS/AMU flight line personnel, MXS (or CMS/EMS) personnel, Fire Protection, and other essential agencies. Review support agreements (if applicable) to help assess limits of internal unit capabilities, and coordinate with the host for resources over and above that possessed. Personnel will be prepared to assist and provide expertise in CDDAR situations. This OI will include procedures for responding to more common incidents requiring CDDAR, such as blown or flat tires, aircraft departing prepared surfaces, and major fuel spills. Tailor OIs to fit local requirements but address the following common areas:

4.11.3.4.2.1. (Added) Initial response checklists (to protect personnel, aircraft, or other property from further damage, etc.).

4.11.3.4.2.2. (Added) Telephone numbers/web site references of key personnel and agencies (e.g. TACC, HQ AMC/LGRC, weapon system program managers, local environmental protection response agencies, etc.).

- 4.11.3.4.2.3. (Added) Availability of CDDAR response equipment (e.g. snatch cables, tow bars, shoring, bump hats, gloves, shovels, wheel/tire assemblies, etc.) and their location, should they be needed.
- 4.11.3.4.2.4. (Added) Availability of equipment (e.g. cranes, dollies, jacks, tow vehicles) through lateral or contract sources (e.g. host support, local heavy equipment operators) if not organically possessed, and procedures for getting the equipment when needed.
- 4.11.3.4.2.5. (Added) Local defuel capabilities, and fuel spill control clean up procedures.
- 4.11.3.4.2.6. (Added) A plan for conducting periodic table top exercises to discuss possible responses to a variety of scenarios, assess personnel capabilities, exercise checklists, validity of phone numbers, etc. These exercises will mirror other base major accident response exercises.
- 4.11.3.4.2.7. (Added) Maintain a list or matrix of equipment, resources, and personnel capabilities for CDDAR in the local OI. For example, Can recover a C-141 with 2 blown NLG tires on landing. Cannot recover a KC-10 due to non availability of pre positioned wheel/tire assemblies. Periodically review capabilities as missions change, personnel move, etc., realizing not every CDDAR scenario can be addressed.
- 4.11.3.4.2.8. (Added) Home stations will be prepared to rapidly deploy crash recovery equipment and personnel for their MDS as directed by HQ AMC/LGRC in order to recover AMC assets.
- 4.11.3.4.2.9. (Added) Aero Repair also performs and tracks inspection, repair, and storage of crash recovery equipment.
- 4.11.3.5. (Added) Maintains all special aircraft cribbing equipment, attaching hardware for flight control surfaces, landing gear, doors, and other equipment, e.g. slings, dollies, jigs, etc.
- 4.11.5.3.1. (Added) Units with 2LM propulsion support do not perform JEIM, APU tear down/build up, or test cell activities because 2LM provides these services. In this circumstance, the MXG/CC may assign MXS (or CMS) propulsion personnel within the Inspection Section. For squadrons that do not have enough personnel to justify a propulsion flight, the Maintenance Flight's Propulsion Section will also follow the applicable duties as outlined in Paragraph 4.13. If this option is chosen, a highly qualified propulsion specialist resides in the MOS Engine Management Section unless engine management is contracted. Propulsion personnel assigned within the Inspection Section:
- 4.11.5.3.1.1. (Added) Provide primary propulsion support for aircraft undergoing ISO inspections.
- 4.11.5.3.1.2. (Added) Inspect and maintain spare engines in coordination with the MOS Engine Management Section Propulsion Superintendent.
- 4.11.5.3.1.3. (Added) Accomplish acceptance inspections on newly received engines in coordination with the MOS Engine Management Section Propulsion Superintendent.
- 4.11.5.3.1.4. (Added) Assist the flightline in preparing, processing, and shipping reparable engines and APUs to appropriate repair facilities.
- 4.11.5.3.1.5. (Added) Maintain section assigned support equipment, and assist flightline personnel in maintaining wing assigned support equipment, including, but not limited to, engine multi purpose trailers, engine change hoists (bootstrap system), and inlet cowl slings.
- 4.11.6. Refurb is assigned to Maintenance Flight and supported by Fabrication Flight. In AMC the refurbishment section performs interior refurbishment and exterior coating system maintenance of assigned aircraft.

4.11.7. All T/A functions at AMC installations will be assigned to AMXS IAW chapter 3 of this instruction.

4.11.7.9.1. For AMC aircraft, the AMC MOC will contact HQ AMC/LGRC IAW AMCI 21-108.

4.11.7.12.1. Refer to additional guidance in Para 14.4.

4.11.7.15. (Added) Establish a radiation protection program IAW AFOSH Standard 48-9, when applicable.

4.13.1. Refer to additional AMC policy in 4.11.5.3 sub paragraphs.

4.13.2.2. Will not determine rotation of personnel. This is a maintenance supervision responsibility. Refer to Para 4.3.2.

4.13.2.19. AMXS will be responsible for ensuring their personnel are trained and certified.

4.13.2.20. AMXS will be responsible for ensuring their personnel are trained and certified.

4.13.3. Not all AMC weapon systems have a JOAP/OAP program requirement. Contact HQ AMC/LGMJ for applicability issues.

5.1. The OCONUS AMS MS/Supt are responsible for managing training for their squadrons.

5.2. 375th MOS MOS/CC is the Maintenance Operations Officer (MOO). 317 AG has no MOS, therefore the 317 MOF is aligned under the 317 MXS for administrative purposes (e.g. First Sergeant, Orderly Room, Commander) and takes direction from 317 AG Commander's Deputy for Maintenance (CDM). QA at 19 ARG is administratively assigned to the MXS but works directly for the GP/CC or their deputy.

5.2.1. The Maintenance Operations Officer determines the final alignment of aircraft on the schedule after coordination with aircraft maintenance squadrons.

5.3. For OCONUS AMS the Training Manager/Training Monitor will accomplish the following duties except where noted.

5.4.2.2. MTF will work closely with maintenance supervision to ensure their (maintenance) needs are met.

5.4.2.2.1. As per USAF/ILMM, administrative responsibility means AMC UTM's are assigned to the MTF in the MOS and that includes UTM personnel actions (i.e. EPRs, PCAs, etc.), and functional guidance (i.e. local training policy and direction) from the MTF Chief. UTM's will be physically decentralized (located) in the units.

5.4.2.2.2. (Added) For OCONUS AMS, replace TD with RTC.

5.4.2.4. N/A for AMS and 743 AMXS.

5.4.2.6. N/A for AMS and 743 AMXS.

5.4.2.7.1. (Added) Regional Training Centers (RTC). RTCs at RAF Mildenhall and Kadena AB are the focal point for conducting training for AMC en route maintenance personnel assigned in theater. RTCs report directly to their respective AMOG. RTCs manage the aircraft ground trainer program IAW AMCI 21-104. They provide formalized OJT, CUT, and in some cases advanced troubleshooting techniques.

5.4.2.13. N/A for AMS and 743 AMXS.

5.4.2.14. MTF will load SCR course codes into G081 for personnel requiring certification. UTMs will input individual updates to the SCR.

5.4.2.15. MTF will develop a standardized and comprehensive newcomers orientation program for the group. MTF will ensure the units conduct the newcomers orientation for their respective personnel using the standardized program. MTFs will track newcomers orientation completion using a locally developed course code to ensure newcomers receive the training by their units within 60 days of arrival. The orientation may be automated.

5.4.2.16. MTF will establish ancillary training program.

5.4.2.17. This paragraph does not include people on non contingency TDYs or ordinary leave. Since training is forecasted 120 days in advance, those individuals will be decertified unless waived by the GP/CC. Waiverable by the AMS/CC.

5.4.3. N/A for AMS and 743 AMXS.

5.5. Fleet Management Concept: Fleet Management is the effective utilization of available resources to accomplish the aircraft support cycle from planned maintenance events to flying schedule execution. Fleet management is a disciplined and prioritized scheduling effort that optimizes support to aircraft requirements such as flying events, ground training events, scheduled maintenance inspections and aircraft recovery maintenance. Aircraft management is executing today's daily schedule by generating aircraft for all requirements and recovering aircraft for the next day's schedule. The Maintenance Operations Officer (MOO) is responsible for optimally scheduling aircraft and maintenance events and, with assistance from Quality Assurance, providing analysis and oversight as to the effectiveness and efficiency of the maintenance effort through management of the following processes: aircraft scheduling, analysis, maintenance training scheduling, status reporting, and repair cycle. Production squadrons, AMXS/EMS/CMS/MXS, are responsible for the oversight and management of the on going maintenance production and providing critical inputs/coordination required for effective scheduling to the Maintenance Operations Officer. The daily production and scheduling meeting is the key activity in achieving sound fleet and aircraft management. This meeting focuses maintenance leadership in finalizing and executing the daily schedule. The result of Fleet Management is consistently providing quality aircraft for today and tomorrow's requirements.

5.5.1. This function (may be collocated with the Propulsion Flight) centralizes Comprehensive Engine Management System (CEMS) and Turbine Engine Management System (TEMS) tracking of engines, modules, tracked components, and TCTO compliance. Engine Manager responsibilities are in AFI 21-104 and TO 00-25-254-1. All AMC units will establish an Engine Management Section. **NOTE:** For units under 2LM concept, the senior propulsion person resides here, within the MOS Engine Management Section. This Propulsion Superintendent manages the MOS Engine Management Section and its programs and has additional duties described in paragraph 6.13.1 through 6.13.12.2. Specifically, this section will: Coordinate with HQ AMC/LGMJP, Command Engine Management, for approval before returning engines, modules, and gearboxes to depot for overhaul or repair. For the 19 ARG there is no propulsion superintendent. These duties are performed by the AMXS MOF.

5.5.1.4. Cannibalization of LRU (Line Replaceable Unit) items from serviceable engine assets will be as outlined in Chapter 10, paragraph 10.9. Immediately request a like serviceable spare item from the PSB (Primary Support Base) supply activity through local supply channels. Notify PSB engine management of all CANNs on pre positioned engines. PSB engine management monitors CANNs from pre positioned engines to ensure rapid return of the engine to Ready For Installation status. Additionally, PSB engine

management will notify HQ AMC/LGMJP of all pre positioned engines CANNs. Document all CANN actions in accordance with 00-20 series technical orders.

5.5.1.9. Maintain historical records for assigned engines, either installed or removed. Conduct an engine records review to ensure that all engine/component information and pertinent historical data loaded in G081 and CEMS agree and is accurate. Engine record reviews will be accomplished at least annually and are required for all engine removals and installations, any major repair, aircraft isochronal/phase inspections, before aircraft deployments and whenever aircraft are being transferred from one base to another.

5.5.1.10. Propulsion Flight will provide narrative and summary data.

5.5.1.15.1. (Added) Weapon System Managers maintain -6 requirements in G081 to be reviewed by engine managers.

5.5.1.17.1. (Added) Ensure transfer of ownership occurs for pre positioned engine at all applicable en route locations in G081.

5.5.1.20.7. For AMC engine assets deployed or pre positioned at forward locations that do not have Comprehensive Engine Management System (CEMS) reporting capability, the activity deploying or pre positioning the engines will retain accountability and CEMS reporting responsibilities.

5.5.1.20.7.1. (Added) Units deploying with engines/engine installed assemblies will report any change in engine status while deployed to the owning home station engine management activity. To ensure accurate and timely reporting, deployed engine managers will report requirements as outlined in paragraph 5.4.2.7.8. A copy of these requirements will be included in the unit deployment package.

5.5.1.20.7.2. (Added) Units will identify an individual deploying with the aircraft to be the Unit Engine Monitor (UEM) before the unit deploys. This individual is responsible for relaying required CEMS data to the owning home station engine management activity. The UEM is the focal point for all engine related information for the deployed unit and assumes accountability for all deployed engines (installed and spares). **NOTE:** For established AMC en route units possessing pre positioned engines, the AMS MS will designate UEMs in writing. Notify HQ AMC/LGMJP and the PSB engine manager in message format, identify UEM by name, rank, organization, functional address symbol, and DSN telephone number. Send updates semiannually (March/September) or as changes occur.

5.5.1.20.7.3. (Added) Designated pre positioned engines are for transient AMC aircraft support at the forward operating locations (FOL). UEMs are responsible for reporting changes in status or condition of their pre positioned engines to the pre positioning stock record account number (SRAN), engine manager.

5.5.1.20.7.4. (Added) FOL UEMs will accomplish all reporting of pre positioned engines via electronic message, G081, or CEMS inter terminal messages. Submit by message all data required by TO 00-25-254-1 for engine status changes, and provide information copies of these messages to HQ AMC/LGMJP. Only SRAN engine managers at designated pre positioning bases and owning home station engine management that will input status changes into CEMS. **NOTE:** This report is designated emergency status code C2. Continue reporting during emergency conditions, normal precedence. Submit C2 data requirements after submission of priority reports as prescribed or as soon as possible. Continue electronic reporting during minimize conditions.

5.5.1.20.7.5. (Added) Submit all messages regarding engine status changes, including removals, installations, and shipments, within 4 hours of the change in status.

5.5.1.20.7.6. (Added) UEMs will identify and report to the owning aircraft home station any transient aircraft serially tracked parts changes for CEMS/G081 update and or action.

5.5.1.20.7.7. (Added) The deployed engine monitor (or UEM at FOLs) will report the following actions for engines in their possession:

5.5.1.20.7.7.1. (Added) Engine Receipt (T/CC RB/RF). The owning SRAN engine manager will be notified of receipt of the engine within 4 hours of delivery, and acceptance inspection results within 48 hours. Include information regarding discrepancies found during the acceptance inspection in the remarks area of the message.

5.5.1.20.7.7.2. (Added) On receipt of a pre positioned engine, coordinate with the maintenance activity to verify serviceability.

5.5.1.20.7.7.3. (Added) Engine Shipment (T/CC SB/SF). Include applicable transportation control number or government bill of lading and destination SRAN. Include information regarding missing components.

5.5.1.20.7.7.4. (Added) ENMCS Conditions (T/CC EB/EF) resulting from CANN actions. Include the national stock number, nomenclature, and document number(s) of cannibalized item(s). Annotate all CANN action component removals and installations on the AFTO Form 95. Attach AFTO Form 350 tags to all parts after CANN action is completed.

5.5.1.20.7.7.5. (Added) Completed Work (T/CC FB) resulting from receipt/reinstallation of cannibalized engine parts.

5.5.1.20.7.7.6. (Added) Transient Aircraft Engine Removal (T/CC LF/KF). Include MDS, aircraft tail number, updated engine and aircraft times at removal, position number, applicable How Mal code, and reason for removal. Include the aircraft home station SRAN engine manager as an information addressee on the message.

5.5.1.20.7.7.7. (Added) Transient Aircraft Engine Installation (T/CC UA). On the installation of an engine include; MDS, aircraft tail number, current time, position number, and aircraft time at installation. Include the aircraft home station SRAN engine manager as an information addressee.

5.5.1.20.7.7.8. (Added) UEMs will ensure all available engine records and necessary documentation accompany engines to the applicable repair facilities.

5.5.1.20.7.7.9. (Added) Each transaction reported for pre positioned engines will identify the engine by TMSM, serial number, transaction date, and reporting activity.

5.5.1.20.10. EM training will consist of the following:

5.5.1.20.10.1. (Added) The engine management section will monitor and update G081/ (CEMS) transactions for accuracy and timely submission to the CEMS central databank that tracks engines, modules, tracked components, and TCTO compliance.

5.5.1.20.10.2. (Added) Verify serial number, serviceability status, and station of possession using G081.

5.5.1.20.10.3. (Added) Verify one hundred percent required engine component installation using program 8050. For not installed components on the engine, process program 9102 to install the components on the next higher assembly.

5.5.1.20.10.4. (Added) Manage the identification (ID) numbers for all engines, using batch report 67191, which lists engine ID numbers assigned to the propulsion branch. Input, delete, or transfer engine master ID numbers as necessary using programs 9014 and 9112.

5.5.1.20.10.5. (Added) Monitor mission capability (MICAP) requirements for engines and support equipment, by using the support equipment material control report (67051), to verify all changes to MICAP status are documented and updated.

5.5.1.20.10.6. (Added) The engine cannibalization log will be maintained, ensuring all engine cannibalizations are entered and updated in G081 using screen 9111.

5.5.1.20.10.7. (Added) Ensure that inspection, time changes, and TCTOs for assigned engines, modules, and spares are loaded and updated in G081.

5.5.1.20.10.8. (Added) Conduct an engine records review to ensure that the engine/component hours and cycles loaded in G081 are accurate. Engine reviews, at a minimum, are required for, aircraft isochronal (ISO) inspections, any other major repair, and upon aircraft transfer from one base to another.

5.5.1.20.10.9. (Added) Review/analyze engines records and major component failures looking for trends.

5.5.1.20.13. Home base will be responsible for placing a serviceable replacement engine in airfreight, within 24 hours of notification that an engine change occurred at a pre positioned location.

5.8. N/A for 743 AMXS. For OCONUS AMS the Analysis individual (if assigned) will accomplish the following duties except were noted with a N/A.

5.8.1. The MDSA Section is comprised of an Analysis Element, a G081 Management Element, and a CAMS Database Management (DBM) Element. **NOTE:** No additional manpower is authorized for section chiefs. See Air Force manpower standards (AFMS) 21B1/21E1 for manpower authorizations.

5.8.1.1. (Added) AMC maintenance functions will not develop unique automated systems, reports, or products without approval of HQ AMC/LG. If base-level units have unique automated products and/or system applications requirements not currently included as part of any standard USAF or AMC systems, these requirements must be forwarded to HQ AMC/LGMM for approval before any man-hours are expended to develop the new capability. The specific mechanism for evaluating and approving new/unique ADP requirements is contained in (forthcoming) HQ Operating Instruction 33-XXX, Communications and Information, AMC Logistics Information Steering Group (LISG). The LISG is chaired by HQ AMC/LGX, with membership from each functional area within HQ AMC/LG including the ANG/AFRC. New Information requirements will be reviewed by LISG to determine the validity of the MIS requirement and/or the viability, feasibility, and cost-effectiveness of the proposed solution.

5.8.2. Guidance for MDSA is contained in AMCI 10-202 Volume 6, AFI 21-103, and AFI 21-103/AMC1. For purposes of this chapter management information systems and automated maintenance systems refer only to CAMS/G081, REMIS, and GDSS/AHS and C2IPS.

5.8.4. N/A for AMS.

5.8.5. N/A for AMS.

5.8.13. Include RTOK & CND data in monthly digest/summary. RTOK is N/A for AMS.

5.8.16. N/A for AMC. Refer to guidance in this supplement paragraph [15.5](#).

5.8.17. N/A for AMS.

5.8.18. N/A for AMS.

5.8.19. MDSA prepares and submits unit health of the force reports and data. The Analysis Element is responsible for producing the Report Control Symbol (RCS): AMC/LGM (M)9203, Monthly Logistics Readiness Indicators (henceforth referred to as the 9203). See **Table 5.3. (Added)** for example of the 9203 report. Analysis provides suspense tracking, format, procedures, formulas, and instructions for preparing and submitting the 9203 within their unit. If an analyst (2R0X1) is dedicated to a specific tenant unit, that analyst is responsible for the monthly 9203 report. Where AMC units are tenant, the host unit should support reporting requirements according to command memorandum of agreement and base host tenant agreement. The monthly 9203 data and indicator comments are due to HQ AMC/LGMQA not later than 1700 Central Standard Time (CST) on the seventh calendar day of the following month. If the seventh calendar day falls on a non duty day, it is due by 1700 CST on the duty day preceding. When a unit cannot meet the seventh calendar day requirement for 9203 and Health of the Force (HOF) comments, it must report the reason for the delay. CONUS units must prepare and submit this report to HQ AMC/LGMQA via e mail. En route units are not required to submit monthly reports. Contract Logistics Support (CLS) aircraft analysis will not be required to provide 9203 data if these requirements cannot be met without renegotiations with the contractor. The 9203 report provides the previous month's status and performance. It is designed to push qualitative and quantitative data from the units up to the headquarters weapon systems managers. The intent is to provide maintenance managers with indicators of the health of AMC assigned aircraft/units to help focus where additional assistance may be required. It is not intended to grade unit managers and supervisors performance. The 9203 data is briefed to the AMC Commander and Director of Logistics. When MIS data is not available, 9203 data provides historical reference for future studies, and is used for developing and validating command standards and goals. Comment Contents, and Quality are as follows: Provide comments on significant issues both positive and negative that affected your monthly rates. Include any corrective actions you have taken or plan to take for indicators not meeting standards. Your comments are crucial in preparing the executive summary for the HQ AMC Commander's Health of the Force. Information you provide addressing manpower, training, parts, and facilities, that adversely influence your rates, are more meaningful than your status drivers because headquarters pulls that information by weapon system directly from the database. N/A for AMS. Comments are required for the following indicators if AMC standards are not met:

MC Rate.

TNMCM Rate.

TNMCS Rate.

CANN Per 100 Sorties Rate.

Home Station Logistics Departure Reliability Rate.

Logistics Air Abort Rate.

Break Rate.

For C-130 Units Only: 8 Hour Fix Rate.

12 Hour Fix Rate.

Delayed Discrepancy Rate.

Dropped Objects Per 1000 Sorties.

5.8.19.3. MDSA on Deployment. Analysis or G081 personnel on deployments are responsible for getting a connection to the G081 database through local area network or a dial up connection. When maintenance analysts are not deployed, deployed commanders will designate an individual or activity to perform analysis functions. It is vital that a connection to the G081 database be established before beginning flying operations. Deployed MDSA personnel will also ensure that aircraft status and discrepancy data is entered at the deployed location. Contact HQ AMC/LGMQA at least 30 days before a deployment for database connection instructions. Analysis/G081 personnel's primary responsibility is to ensure connection to the G081 database, provide statistical analysis, and ensure maintenance and flying data is captured during the unit deployment. N/A for AMS including sub paragraphs.

5.8.19.3.1. (Added) Reporting Requirements. Units are required to report on deployed aircraft in accordance with operational plans (OPLANs) under which they are tasked for support. They must comply with guidelines on reporting established by the MAJCOM and Joint Task Force they are tasked to support. HQ AMC/LGMQA reporting is only required for major deployments. For the purposes of reporting these metrics, a major deployment is one involving 4 or more aircraft. During deployments, the unit's primary reporting role will be to the deployed headquarters with informational copies to their home base and supporting MAJCOM. For example, the 40 AS from Dyess AFB, TX with deployed aircraft at Ramstein AB, GE will comply with reporting of HQ USAFE with information copies forwarded to 317 MXS/LGLA at Dyess AFB, TX and HQ AMC/LGMQA at Scott AFB, IL. The home base unit analysis section will ensure all deployed maintenance data is input into the maintenance information systems (G081) and reported monthly IAW MAJCOM requirements.

5.8.19.3.2. (Added) Deployed units will provide a deployed weekly report (see Table 7-1) recapping the previous week's logistics performance data. Each deployed unit will submit the weekly report not later than each Wednesday 1300Z to HQ AMC/LGMQA. The home base unit analysis section's monthly 9203 will include deployed aircraft logistics performance data with the overall group or wing totals.

5.8.19.3.3. (Added) Deployment Package. Each unit's maintenance analysis section will develop an analysis deployment package. The package will identify the equipment and supplies required for each type of deployment commitment (e.g. bare base operation, limited communications). Consider the following items when developing a deployment package:

5.8.19.3.3.1. (Added) Identify maintenance information system equipment (hardware) needed to capture maintenance data.

5.8.19.3.3.2. (Added) Identify software requirements (word processing, spreadsheet, database, communication package, etc.).

5.8.19.3.3.3. (Added) Take into consideration the length of the deployment or operation.

5.8.19.3.3.4. (Added) List key points of contact at base level, MAJCOM, deployed headquarters, and deployed units.

5.8.19.3.3.5. (Added) Be prepared for system downtime by creating manual backup procedures in advance. All maintenance and functional subsystem managers need to know manual back up procedures if G081 is not available and be able to accurately capture all transactions required to be input into G081 by TO 00-20 series.

5.8.19.3.3.6. (Added) Train your personnel to perform the assigned duties at the deployed location(s). Waiting until a deployment to train your personnel could be disastrous. Consider the knowledge, skills, and abilities required to function on deployment and train your personnel accordingly.

5.8.19.3.3.7. (Added) Arrange LAN connectivity for deployed computers. If LAN connectivity is not possible, arrange TCP/IP service to the Internet. The bottom line is to get connectivity at all costs. Deployed maintenance documentation is the most valuable form of data we can collect and therefore is worth the effort and cost.

5.8.19.3.3.8. (Added) Coordinate dial up networking or dedicated circuits (phone/data line) established at the deployment site.

5.8.19.3.3.9. (Added) Have an adequate number of PC or Laptop (preferred) computers to support the anticipated data entry requirements at the deployed site. Computers must be equipped with an internal/external modem, LAN card, web browser, and CD ROM devices. Check with HQ AMC/LGMQA to determine if the equipment needs to also be configured with RUMBA software as a back-up to G081 web-enabled client. AMC goal is to phase out RUMBA use. Software needs to be pre configured before departure from home station with standard DNS name of COMM1.OKC.DISA.MIL.

5.8.19.3.3.10. (Added) Data collection forms need to be accessible to deployed maintenance personnel. Ensure blank copies (printed or electronic format) of necessary screens are available for debrief (screens 9050 and 9020), status (screens 9018 and 9026), MDC (screen 9099), blank aircraft forms and other MDC forms (e.g. 781 series etc.).

5.8.19.3.3.11. (Added) Constant aircraft status updates in G081 are critical to keeping the logistics pipeline focused on mission impacting problems. **NOTE:** If network access is not expected to be available for more than 48 hours, steps must be taken to ensure transactions are forwarded to home station as expeditiously as possible for data entry (phone, fax, etc).

5.8.19.3.3.12. (Added) Arrange deployed work center codes assignment and test before departure. Ensure aircraft have been placed in deployed status. Deployed work center codes functions as a means of identifying all G081 maintenance documentation associated with a deployment. Placing an aircraft in deployed condition is the only means for loading jobs, and arriving/departing deployed aircraft. The G081 manager before departure will assign these codes from the home unit. Both scheduled and unscheduled jobs will be loaded to the appropriate deployed work center via screen 9050 or screen 9040.

5.8.19.3.3.13. (Added) Deployed analysts/G081 managers need to have the capability to reset passwords, change L terms, and perform routine administrative functions. This capability is necessary to ensure proper support to deployed maintenance personnel. The on site G081 Manager must annotate and resolve all G081 system problems pertaining to Aircraft Status Reporting and MDC Reporting and report problems beyond their capabilities to home station and HQ AMC/LGMQA.

5.8.19.5. (Added) MDSA is the unit point of contact for calculating Logistics Departure Reliability. Logistics departure reliability represents the percentage of departures that did not delay for logistics reasons within the unit's control. There are three categories of departures used in calculating LDR: home station, en route, and worldwide. A home station departure is defined as all first leg missions of unit owned aircraft departing home station. An en route departure is any second or subsequent leg of a mission including subsequent legs of unit owned aircraft departing home station. Worldwide departures include home station mission departures plus off station departures. Local training departures are not counted as worldwide. N/A for AMS and 743 AMXS.

5.8.20.1. G081 Management Element Responsibilities. All units using G081 establish a G081 Management element. General responsibilities include coordinating overall use and programs within the maintenance complex, and management of the system to meet unit and AMC requirements. Personnel in this position will have in depth knowledge of G081. G081 Management is responsible for the following:

5.8.20.1.1. (Added) Changes or Additions. Host and tenant units submit CAMS oriented AF Form 3215, Computer Systems Requirement Document (CSRD), documents to the host DBMs, who are base OPRs for local evaluation. Submit CSRDs to request changes capabilities to CAMS, IAW AFI 133-103, *Requirements Development and Processing*, AFI 133-104, *Base Level Planning and Implementation*, and AFCSM 21-556V2. Send the CSRD to HQ AMC/LGXI/LGMQA for review and further coordination. For G081, develop and maintain an OI or other written local policy for managing G081. As a minimum, it covers unique unit requirements and contingency plans for supporting critical areas during extended computer downtime.

5.8.20.1.2. (Added) Assist agencies within the maintenance complex to better utilize G081.

5.8.20.1.3. (Added) Limit user access to authorized personnel only to preserve integrity of the database.

5.8.20.1.4. (Added) Maintain an accurate listing of work centers and L terms.

5.8.20.1.5. (Added) Ensure all G081 users are notified of downtime scheduled for preventive maintenance.

5.8.20.1.6. (Added) Act as the primary POC for coordinating and resolving G081 problems. Coordinate with the MXG/CC or MOS/CC and applicable staff organizations on matters concerning interface with associated systems at base level, as directed by HQ AMC/LGMQA and LGXI.

5.8.20.1.7. (Added) Ensure G081 users are aware of problems and corrective actions relating to G081.

5.8.20.1.8. (Added) Coordinate all connectivity problems through the local firewall with the LOGNET contractor for corrective action through the BNCC.

5.8.20.1.9. (Added) Control G081 Access. Ensure each local functional user has a current DISA Form 41(System Authorization Access Request) on file. Establish and maintain user IDs for each local functional user. See G081 User ID/Password Management Guide for instructions.

5.8.20.1.10. (Added) Provide specialized one time functional or work center training as required to POCs to ensure G081 competency at the user level. Coordinate continuing training requirements with the MOS Maintenance Training Flight.

5.8.20.1.11. (Added) Help maintenance activities understand and properly apply G081 publication procedures.

5.8.20.1.12. (Added) Maintain the integrity of the database by ensuring users can access only required programs (8000-9000 series) and batch jobs (67000 series). Instructions for building batch jobs and granting access are obtained from program 9051 will be reviewed annually.

5.8.20.1.13. (Added) Act as the central point within the maintenance complex for all data retrieval programs, including FOCUS, and information management system (IMS) batch (67000 series).

5.8.20.1.14. (Added) Coordinate G081 program changes and additions with all functional subsystem managers.

5.8.20.1.15. (Added) Monitor and control program 9038 (Form 529, System Deficiency Report) with educated voting and submissions. Do this by ensuring all affected agencies are aware of proposed program changes, and affected agencies submit program 9038 requests through G081 managers.

5.8.20.1.16. (Added) Assign local work center codes and mnemonics within the guidelines of TO 00-20-2. All AMC units will use the standardized command work center mnemonics. Units do not have to use all of the command work center mnemonics, only use those command standardized mnemonics as

necessary for their organization. Units may combine different functions under one mnemonic (e.g. squadron training manager, orderly room, commander, all assigned under commander staff mnemonic).

5.8.20.1.17. (Added) Overseas En Route G081 Management Element only: A 2R0X1 will accomplish all the responsibilities of this element when assigned; otherwise, individuals from another AFSC must be assigned. 2R0X1 will work for MX supervisor. Analysis duties at an overseas en route station differ from those of home stations primarily because en routes do not own the aircraft they service. Since an en route's primary function is geared towards the launch and recovery of several different MDS' from any home station, analysis support must be focused on the direct labor processes of on equipment weapon systems transiting their en route station. When applicable, the analyst will comply with all responsibilities of a home station analysis section as listed earlier in this chapter and are augmented as specified below.

5.8.20.1.17.1. (Added) G081 Managers assigned to one deep en route positions will complete en route training before reporting for their assignment using the HQ AMC En Route G081 Training Plan. HQ AMC and AMC NAFs and AMC AMOGs coordinate to ensure this training is accomplished. G081 Managers at the Air Mobility Squadron (AMS) level and lower may obtain training or functional assistance from their G081 functional at the AMOG level. Individuals completing training or performing G081 manager duties must maintain a properly annotated AF Form 797 in their training records IAW AMCI Supplement 21-101, AFI 36-2201, and AFI 36-2247. Detachments will work through squadron group.

5.8.20.1.17.2. (Added) Run G081 batch product 67041 and check it for accuracy quarterly. Maintain a signed and dated log of this process along with the most recent 67041 in a G081 User Log.

5.8.20.1.17.3. (Added) Coordinate resolution of G081 connectivity problems and CITRIX client software (and RUMBA software if required per HQ AMC/LGMQA) installation with the Small Computers section when local LOGNET managers are unavailable.

5.8.20.1.17.4. (Added) MOC is responsible for tracking Sequence Of Events (SOE) for those SOEs that apply to maintenance. The SOE is a valuable history of events for units with possessed aircraft and is the principal means by which analyst and maintenance managers accurately identify inefficient maintenance processes in the AMS and 743 AMXS. Recurrent procedural deficiencies inevitably trigger mission degradation in the form of departure delays, damage to assigned equipment, or injury to maintenance personnel. Key indicators may include, but are not limited to: wrong or incomplete parts ordered, trouble shooting to the wrong system or component, incorrect/absent tech data, persistent supply problems of the same part, inadequate AGE or CTK resources. MXG/CC coordinates and approves additional SOE requirements for maintenance.

5.8.20.1.17.5. (Added) Bring potentially inadequate or missing SOE entries to the attention of the MOC or other appropriate personnel as necessary.

5.8.20.1.17.6. (Added) The production meeting is the most valuable pulse point the maintenance analyst will find in an en route. Attend production meetings and provide the following as necessary: Ramp Status Snapshots using G081 batch program 67188 or screen 8020; Ramp Generation Report 67095; current MXG Departure Reliability on aircraft for a 30 day rolling window and/or current month to date; number of jobs still requiring MDC using G081 screen 8063 or batch program 67142. In the absence of daily production meetings, provide the above information to the appropriate maintenance managers on a daily basis, i.e. not 7 days a week during normal operations.

5.8.20.1.17.7. (Added) Act as the focal point for the Data Integrity Team. Since the volume of MDC/JDD at an en route is considerably less than home stations, direct the DIT to perform a 100 percent data review using batch 67110. The DIT must also review each transient aircraft's status history using G081 screen

8047 and compare it with locally maintained Sequence of Events sheets that are generated by the MOC. Forward any status errors to the MOC to resolve using G081 screens 9026 and 9018.

5.8.20.1.17.8. (Added) Reconcile official aircraft departure data contained in GDSS/AHS Mission Details Logistic Report using either manually recorded departure data or a locally developed database. Perform these checks at least weekly. Use AMCI 10-202, Vol 6 and applicable -06s as a guide for proper documentation of key items such as Delay code, Delay time, Delay Narrative, and the proper annotation of WUC/RefDes on logistics delays. Ensuring accuracy of these essential items is the one aspect of the DIT the Analyst will perform them self. Coordinate changes via the MOC and AMCC IAW AMCI 10-202, Vol 6.

5.8.20.1.17.9. (Added) Post Monthly Metrics in plain view. Metrics may include, but are not limited to, Logistics Departure Reliability, Break/Fix Rate, MDC Accuracy, FSL Issue Effectiveness, and FSL Stockage Effectiveness.

5.8.20.1.17.10. (Added) Provide deployed GO81 training, as required, to Logistics personnel.

5.8.20.2. The Field Assistance Office (FAO) at Tinker AFB, Oklahoma is the agency responsible for problems beyond the scope of local G081 management capability. If the problem relates to policy, contact HQ AMC/LGMQA. If a suggestion to improve the program or a new program is required, submit a request with program 9038 (OC-ALC Form 529, System Deficiency Report).

5.8.20.3. N/A for AMS.

5.8.20.4. N/A for AMS.

5.8.20.5. N/A for AMS.

5.8.20.6. N/A for AMS.

5.8.20.7. N/A for AMS.

5.8.20.8. N/A for AMS.

5.8.20.9. N/A for AMS.

5.8.20.10.1. N/A for AMS.

5.8.20.10.2. N/A for AMS.

5.8.20.10.3. (Added) FOCUS programs will allow retrieval of information from GO81 database files. This programming capability is used to extract information not readily available through GO81 on line and background programs.

5.8.20.12. Team Composition and Meetings. The DIT will consist of one analyst (units without an assigned analyst will designate a team leader with extensive knowledge of MDC), one maintenance technician from each documenting maintenance squadron, and a representative from the MOC. Additionally, Engine Management, Debrief and Plans & Scheduling membership are highly encouraged. Maintenance personnel will possess at least a five skill level, be familiar with the weapon system, and have a general understanding of G081 or CAMS, as applicable. New DIT personnel will report to maintenance analysis to receive training before attending their first DIT meeting. Maintenance Analysis will chair DIT meetings at least monthly concentrating on common error types found throughout the month. Meeting minutes will be published and distributed throughout the organization. Be sure to highlight both the good and bad. This is a good vehicle to spread the word about the importance and use of maintenance data.

5.8.20.12.1. Accurate and timely data is essential for statistical analysis. If the automated system goes down, manually track the data until full capabilities are restored. Monthly data will be accumulated and stored for historical reference when studying performance, accomplishing comparisons for planning purposes, analyzing trends, creating new goals and standards, and affecting daily decisions concerning tasking and support. The 14-day records check is N/A for AMS and 743 AMXS.

5.8.20.12.1.1. (Added) Data Integrity Team (DIT) Team Charter. Ensure the accuracy of maintenance documentation at unit level. The maintenance analysis element has the responsibility for the overall management of the data integrity group. Units will concentrate data integrity checks on:

5.8.20.12.1.2. (Added) Aircraft Status - Work Unit Code, Hours, WHEN Discover Code, and Correct Sequence (IAW MESL).

5.8.20.12.1.3. (Added) Cannibalizations -Compare 67051 to 67110.

5.8.20.12.1.4. (Added) JDD use G081 Program 67110 for On Equipment Aircraft Discrepancies, G081 Program 67033 for On Equipment (Non Aircraft) Discrepancies, G081 Program 67175 for Off Equipment Discrepancies or Focus Report ALL3DB2 and 67142.

5.8.20.12.1.5. (Added) GDSS/AHS Delay Codes, Verbiage, and Ensure Mission Entered into System.

5.8.20.12.3. DIT Objective. To educate managers and technicians concerning proper documentation practices. This program is not a scorecard used to judge any unit or individual. The goal of this policy is to identify the source of documentation errors so the group can address them to documenting personnel in an attempt to eliminate any errors from occurring in the future. The desired outcome is to document all maintenance actions and improve accuracy and confidence within AMC, thereby, making the Maintenance Information Systems (MIS) a more viable tool for logistics managers.

5.8.20.12.5. DIT Reporting. Report as depicted in Table 1.1 and 1.2 as a part of the monthly 9203 report. Only those errors identified and corrected within 72 hours will be included in the corrected error category. Use G081 Program 67110 for On Equipment Aircraft Discrepancies, G081 Program 67033 for On Equipment (Non Aircraft) Discrepancies, G081 Program 67175 for Off Equipment Discrepancies, G081 Program 67147 for Status/Discrepancy Verification, G081 Program 67051 for Supply/Cannibalization Verification. To correct MDC errors found in G081 use program 9056, CAMS users use screen 54 or 907. Contact host DBM for assistance. To correct aircraft status errors found in G081 use program 9026, and to correct aircraft status errors found in CAMS use screen 337.

5.8.20.12.6. DIT Rules when reviewing MIS data:

5.8.20.12.6.1. (Added) Aircraft Status - Reviewed at a minimum weekly, bump MESL against WUC for correctness. Aircraft cannot go to MC from NMCB/S.

5.8.20.12.6.2. (Added) JDD - Although several errors may be found on a line of JDD, count as only one error when calculating error rates. However, ensure all errors are corrected.

5.8.20.12.6.2.1. (Added) Support general jobs are not included in JDD error rate report.

5.8.20.12.6.2.2. (Added) Jobs closed with no MDC taken are not included when calculating error rate.

5.8.20.12.6.2.3. (Added) For a job to be correct WUC, HM, AT, WDC, TM and must match discrepancy narrative and corrective action.

5.8.20.12.6.3. (Added) CANN Reporting.

5.8.20.12.6.3.1. (Added) Make sure there is a T for every action in the CANN log.

5.8.20.12.6.3.2. (Added) Same work unit code is on both the T and U action taken entries.

5.8.20.12.6.3.3. (Added) Make sure there is a U action for every T action.

5.8.20.12.6.4. (Added) GDSS/AHS (Applies to Logistics Delays Only) Delay code and WUC must match in remarks section.

5.8.20.13. G081 Users Group: Chaired by the MXG/CC or Deputy MXG/CD-M and conducted by the MDSA OIC, NCOIC, or Superintendent. Attended by subsystem functional managers and other interested parties. As a minimum, topics covered will include:

5.8.20.13.1. (Added) Proposed/Upcoming changes to G081.

5.8.20.13.2. (Added) Review of all 529s not previously reviewed.

5.8.20.13.3. (Added) Training issues.

5.8.20.13.4. (Added) Functional/User problems (new requirements).

5.8.20.13.5. (Added) Deployment requirements/review.

5.8.20.21. Base Repair Capability (TO 00-20-3). Managers and work center supervisors need to know their repair capability. Analysis monitors this program and provides capability rates/trends to QA, the Maintenance Operations Officer, and other maintenance managers, monthly.

5.8.20.22. MDSA functional responsibilities are centralized within the MOS and assigned personnel will be collocated. Individual 2R0X1 analysis personnel will be dedicated by name to support specific AMXS/AMUs, but will remain assigned to the MDSA Section.

5.10.1. Develop, maintain, and coordinate all programs and plans affecting logistics requirements in support of mission plans. Accurate and complete planning within the maintenance complex is essential to ensure that, during the execution phase the necessary support is provided. The maintenance annex for a mission, mobility, disaster preparedness, or contingency plan must define the resources necessary for successful accomplishment of tasks identified in the plan. Each maintenance organization, identified in a plan as a tasked organization, must participate in the development of the plan. Programs and Resources flight consolidates the inputs from the tasked organizations, reviews them for completeness, and forwards them for inclusion in the maintenance annex.

5.10.1.1. Will be the focal point for all financial matters, to include O&M, AREP funds, TWCF, and GPC within the maintenance group. The Programs and Resources Flight financial management responsibilities are to:

5.10.1.1.1. (Added) Prepare and submit the maintenance financial requirements for inclusion in the base level financial plan, budget estimate, and operating budget. Coordination with each responsibility center within the maintenance complex is essential to determine financial requirements. Factors to consider are requirements for material, services, travel, and civilian overtime. The budgeting requirements of the maintenance financial plan are consolidated by Programs and Resources Flight and sent through appropriate channels to the servicing comptroller or a designate representative. Instructions for budget preparations are contained in reference AMCI 65-602 for O&M and AMCI 65-603 for TWCF.

5.10.1.1.2. (Added) Distribute the maintenance operating budget to applicable responsibility centers. Each responsibility center is allocated its proportionate share of the operating budget. Programs and Resources Flight must evaluate past expenses and current programs to determine the financial needs of the individual maintenance activities.

5.10.1.1.3. (Added) Monitor the status of expenditures by responsibility center. A review of financial status is essential to ensure that each responsibility center obtains the necessary base funded materiel and services to continue its production activity.

5.10.1.1.4. (Added) Ensures all units establish Resource Cost Center Codes (RCCCs) down to the section level. Units will distribute and manage their resources at the section level. Exception: AMUs do not require RCCCs below the flight level.

5.10.1.2. Will be the resource advisor to MXG/CC according to AFP 170-1, *Resource Managers Handbook*. Advise the MXG/CC on the financial status of the operating budget to determine if expenditures are progressing as planned, or if further controls or financial adjustments are necessary.

5.10.1.3. In AMC, Programs and Resources Flight will conduct local SAVs to assist each maintenance function in the areas of manning, facilities, resources, and deployment functions for the group.

5.10.2. Manage/coordinate manning authorizations, maintenance AFSCs, and maintenance personnel assignments within the MXG. Programs and Resources Flight takes those actions necessary to adjust allowance documents, plans future personnel actions, and investigates areas where changes to either authorizations or assignments are needed. When personnel authorization or assignment change actions are identified, Programs and Resources Flight initiates appropriate correspondence for the MXG/CC to effect the necessary action. This includes both temporary adjustments within the production and staff elements of the maintenance complex to correct temporary manpower and workload imbalances, and actions with manpower personnel agencies to adjust the future maintenance manning position. These adjustments to maintenance manning include making changes to authorized grade levels, and authorization levels for the various production and staff elements, as well as balancing the specialty, grade, and authorization levels for the total maintenance complex.

5.10.2.1. (Added) The UPMR shows the assignment of personnel against unit authorizations by position. When personnel gains are forecasted for the maintenance complex, Programs and Resources Flight sends the gaining squadron a copy of the assignment notification. Programs and Resources Flight reviews the document and the UPMR to ensure the position numbers agree. If the position numbers do not agree, or if the MXG/CC determines that the individual will be allocated to another activity, they advise the appropriate PC III monitor of the correct unit and manning position number to which the individual will be projected. This must be accomplished within the specified time limit established by the local appropriate PC III monitor. Programs and Resources Flight then advises the gaining and losing unit of the change.

5.10.2.2. (Added) Establish procedures to ensure all personnel assigned to the maintenance complex are loaded into G081 and kept current.

5.10.2.3. (Added) Processing of incoming and outgoing personnel.

5.10.2.4. (Added) Transfer of personnel between work centers or squadrons.

5.10.2.5. (Added) Producing, distributing, and reviewing the maintenance personnel listing to ensure all data are current and accurate.

5.10.2.6. (Added) Requirements to provide individuals with appropriate G081 output products when departing PCS, PCA, or TDY.

5.10.2.7. (Added) Programs and Resources Flight is the only activity authorized to make personnel changes, additions or deletions to the G081. The MXG may designate the MDSA MIS manager(s) as a

back-up to make changes when Programs and Resources Flight personnel are not available for an extended period.

5.10.2.8. (Added) Liaison between all maintenance group squadrons and CPO on all Civilian Personnel Action Request (Standard Form SF52's) requiring the GP/CC approval, such as; request to review position descriptions abolish positions, fill vacant positions, management reassignments.

5.10.2.9. (Added) Monitor Military Pay Allowance (MPA) man day requests and approvals for the maintenance group or maintainers outside the group.

5.10.2.9.1. (Added) Coordinate on all requests for MPA days from maintenance squadron commanders to the appropriate Air Reserve Component (ARC) associate unit.

5.10.2.9.2. (Added) Receive a copy when ARC associate unit forwards requests for MPA man days (includes all deploying maintenance personnel requirements, to include flying crew chief requests) to HQ AMC/LGRM and for home station backfill to HQ AMC/LGJ.

5.10.2.9.3. (Added) Receive a copy of HQ AMC approval messages bringing ARC members on the active duty for the specified period. **NOTE:** The appropriate ARC associate unit accomplishes the orders to bring members on to active duty.

5.10.2.9.4. (Added) Report as a minimum quarterly to the MXG/CC on all ARC personnel serving on active duty in the group and other logisticians outside the group.

5.10.2.10. (Added) Programs & Resources Flight will be the MXG monitor for the READY program.

5.10.3.1. (Added) Has the overall responsibility for setting up and maintaining G081 subsystem in accordance with AFM 66-278 including military personnel, work center, organization, unit, and personnel and equipment mobility records for the maintenance complex.

5.10.3.2. (Added) Focal point within maintenance group for management of facilities, development of aircraft master parking plan, and maintenance group communication plan defined as telephones (to include cell phones), RF LAN, computers, and pagers. Include tenant unit parking plan in the host unit's master parking plan. Facilities management consists of the identification of facility requirements, preparation and submission of requirements for new or additional facilities, and effective use of assigned facilities. The allocation of assigned facilities to the maintenance staff and production activities requires the evaluation of shop layout for economical and safe use of the space allocated, and monitoring requests for repair or modification to existing facilities. The industrial engineering capability of the base civil engineers may be used as an aid in the regard.

5.10.3.2.1. (Added) Programs and Resources Flight must be thoroughly familiar with the facilities allocated to the entire maintenance complex. Facility studies are required to determine if in use facilities are suitable for the activities to which they are assigned (AFI 32-1084). Summaries of facility studies provide the MXG/CC with essential information with which to make facility assignment decisions.

5.10.3.2.2. (Added) New facility requirements major alterations or modifications to existing facilities that result from mission changes or assignment of new equipment are documented and sent through prescribed channels. Programs and Resources Flight, in coordination with the affected maintenance activity and base civil engineering, develops the programming documents for major construction or modification projects.

5.10.3.2.3. (Added) Programs and Resources Flight is the MXG focal point for Force Protection Plan. Building custodians are responsible for actual physical security at each facility.

5.10.3.3. (Added) Focal point within the maintenance complex for providing the airfield manager and/or civil engineer with maintenance input to the aircraft parking plan. Programs and Resources Flight ensures the plan is current and reflects the requirements of maintenance coordination and the affected maintenance squadrons, including the identification of each aircraft parking location. Before submission of input to airfield manager and/or base civil engineering, Programs and Resources Flight coordinates with operations, security forces, safety, fire department, and affected units.

5.10.3.4. (Added) Programs and Resources Flight is the responsible agency within the maintenance complex for the monitoring and validating all telephone and LAN installation or change requests generated within the maintenance complex.

5.10.4. Coordinates maintenance group and all maintenance mobility requirements to include AEF and all other deployments/TDYs. A constant state of readiness is required to execute mobility plans within the time specified by the plans. In coordination with the unit deployment monitor, Programs and Resources Flight ensures that each tasked maintenance activity accomplishes the following preparatory actions. Each activity:

5.10.4.5. (Added) Designates sufficient number of qualified maintenance personnel to meet mobility commitments and requires that their personnel, immunization and personal affairs documents be kept current. Units that frequently support unprogrammed mobility and TDY requirements may elect to require all assigned personnel in affected work centers to maintain mobility readiness posture.

5.10.4.5.1. (Added) For wings tasked with AMOG specialist support UTCs, the MOS Programs and Deployments Section will be the MXG/CC's liaison to coordinate AMOG specific issues between the wing and the AMOG. Programs and Resources Flight section will in turn coordinate with applicable specialist maintenance supervision on AMOG issues as applicable.

5.10.4.6. (Added) Maintain AEF reporting tool, track individual TDY commitments, and report status to MXG/CC as a minimum monthly.

5.10.4.7. (Added) Establishes the Maintenance Group Control Center (MXG/CC) as directed during periods of increased readiness.

5.10.5. Programs and Resources Flight is the responsible agency within the maintenance complex for the development and negotiation of support agreements. Support agreement must be fully coordinated within maintenance complex for affected agencies (AFI 25-201).

5.10.6. Programs and Resources Flight is the responsible agency within the maintenance complex for the development and coordination of commercial contracts generated in support of the Maintenance complex. Clearly and completely identify goods and services provided by the contract. Establish adequate controls to ensure the contract fulfills the requirements. To accomplish this objective, it is essential the function that identified the requirement work closely with Programs and Resources Flight in coordinating with procurement and comptroller personnel. Monitoring contract performance will be done by the QAR who will be assigned to QA.

5.10.7. Will develop a plan, in conjunction with the security forces and maintenance control, to report suspected intentional damage or tampering to aircraft. As a minimum, ensure the following actions are contained in the plan.

5.10.7.1. (Added) Preserve the area where the damage was noted until arrival of investigators (keep others away).

- 5.10.7.2. (Added) Have the individual discovering the damage available to the responding investigator.
- 5.10.7.3. (Added) Have pertinent information available for the investigator; i.e., date, time (actual or estimated) damage occurred or discovered, type and tail number of aircraft, description of damage or tampering, and recent maintenance history.
- 5.10.9. MXG focal point for SORTS reporting IAW AFI 10-201.
- 5.10.9.1. (Added) Coordinate with the Wing SORTS monitor.
- 5.10.9.2. (Added) Receive and consolidate reports from all squadrons within maintenance for MXG/CC's review, approval and forward to wing SORTS monitor.
- 5.10.11. (Added) The Logistics Network (LOGNET).
- 5.10.11.1. (Added) The LOGNET is a HQ AMC/LG program for automating group work processes. It exists to meet the automation requirements for maintenance, contracting, and logistics readiness personnel. LOGNET provides an open systems architecture to enable personnel to access logistics information required to do their jobs. HQ AMC/LGXI, the Logistics Automation Branch, manages AMC's LOGNET program and can provide assistance on LOGNET matters. . E-mail address for AMC/LOGNET is <mailto:amc.lg.lognet@amc.af.mil>.
- 5.10.11.2. (Added) For AMC CONUS units, manage the LOGNET in accordance with the Service Level Agreement (SLA) signed and on file with each AMC LOGNET office. This agreement outlines the responsibilities of an MXG/CC designated LOGNET POC and LOGNET contract personnel at each base. The LOGNET office functions as the central focal point for all MXG WLAN discrepancies in functionality and warranty claims. As identified in the WLAN System Administrators document, each LOGNET will contact the prime WLAN vendor with a warranty claim. MXG commanders will ensure all maintenance organizations are advised to contact LOGNET with immediate WLAN discrepancies or loss of prime functionality. Maintenance personnel will not be used to repair, rebuild, update, or return to service-ability any WLAN software or hardware. **NOTE:** Provide the LOGNET POC name to HQ AMC/LGXI, and info HQ AMC/LGXI of changes through the AMC LOGNET organization account <mailto:amc.lg.lognet@amc.af.mil>. The SLA also defines AMC/LGXI, LOGNET POC, and LOGNET contract personnel relationships and responsibilities.
- 5.10.11.3. (Added) Tenant units that have LOGNET contractors refer to paragraph **5.10.11.2. (Added)** For those AMC tenants that have no LOGNET contract personnel assigned, obtain necessary services from the host unit. Designate a LOGNET POC. If WLAN is installed, follow directions in paragraph 5.10.12.1 for all new WLAN requirements. **NOTE:** Provide the LOGNET POC's name to HQ AMC/LGXI, and provide this information to AMC/LGXI for changes. The LOGNET POC is the liaison that will coordinate with local network managers and small computer managers to provide and maintain LOGNET service capabilities to AMC logistics personnel.
- 5.10.11.4. (Added) **LOGNET support of Wireless Local Area Network (WLAN).** WLAN use is beneficial to mission accomplishment where it is proven reliable for use and does not hinder the production effort of maintenance. WLAN increases productivity and data accuracy at the "point of maintenance". For AMC CONUS units, the LOGNET office manages and provides technical assistance as required in support of the Logistics WLAN to include other "members" of the WLAN family; commonly known as the Standard Asset Tracking System (SATS), and the Mobility Inventory Control and Accountability System (MICAS) if applicable. WLAN is a technology, which extends the wired LAN to areas where it is not feasible to install additional wired LAN resources throughout the logistics community. The WLAN provides

user access to automation tools and automated systems similar to using a wired LAN desktop workstation. Logistics use locations for WLAN may include the flight line, aircraft isochronal hangar, production supervisor and expeditor vehicles, and repair shops by providing access to aircraft maintenance management systems (i.e., G081, SBSS, etc.) to enhance maintenance productivity and mission effectiveness. Wherever WLAN is available, and has proven to be reliable, unit commanders will ensure its use to enhance mission accomplishment. There is no requirement to use WLAN in those locations where it is not reliable or where it hinders maintenance productivity. The LOGNET will make wireless e-tools available for check-out from unit CTKs or permanently assigned to a location (i.e. repair shop). LOGNET will train applicable MXG WLAN users on proper use procedures. LOGNET will perform scheduled backup, scan disk, and defrag operations on all WLAN "family" servers on a scheduled basis. LOGNET Contractors at AMC CONUS, AMSs, and AMC tenant units are required to support and maintain all WLAN "family" servers as applicable.

5.10.11.4.1. (Added) LOGNET works with the functional maintenance customer to accurately identify additional requirements. LOGNET will receive local MXG/CC approval on all future plans to customize, and implement additional local MXG WLAN requirements. LOGNET documents all new WLAN hardware and software requirements using AF Form 3215, *C4 Systems Requirements Document (C4SRD)*. LOGNET will submit the MXG and CS-approved C4SRD with all solution documentation to AMC/LGXI with an MXG-specific request for funding assistance if the MXG cannot locally fund their new requirement. Regardless if MXG funding is available, LOGNET will notify AMC/LGXI to ensure a standardized solution is documented.

5.11.1.1. (Added) QA will not be tasked to perform additional duties for the MOS that are not related to their primary duties as listed in Chapter 10.

5.11.1.2. (Added) AMS/CC has overall QA program responsibility however, QA will report to and work directly for the MS./Supt.

Table 5.1. (Added) Deployed Weekly Report Requirements.

MDS/LOCATION		
UNIT/FLYING SQUADRON		
SECTION I - MISSION CAPABLE DATA:	HOURS	RATE
POSS HOURS		
MC HRS/RATE		
TNMCM HRS/RATE		
TNMCS HRS/RATE		
NMCB HRS/RATE		
TPMCM HRS/RATE		
TPMCS HRS/RATE		
PMCB HRS/RATE		
SECTION II FLYING PROGRAM		
SORTIES FLOWN		
HOURS FLOWN		
AVERAGE SORTIE DURATION		
TOTAL NUMBER OF BLOCK INS		
TOTAL NUMBER OF BREAKS		
TOTAL DEPARTURES		
TOTAL LOGISTICS DELAYS		
SECTION III - MAINTENANCE INDICATORS		
TOTAL CANNIBALIZATION ACTIONS		
TOTAL MAINTENANCE CANCELLATIONS		
TOTAL AIR ABORTS		
AIRCRAFT BROKEN AT SCHEDULE CREW SHOW		
NUMBER OF ENGINE CHANGES		
LIST OF AIRCRAFT TAIL NUMBERS DEPLOYED		
REMARKS:		

Table 5.2. (Added) Data Sources and Data Descriptions.

Accountability	G081 Program 67025 Monthly Status Summary Rates HQ AMC Weapons System Managers Depot Reports CAMS Units, Monthly 9203 (Status)
Depot Status	HQ AMC Weapons System Manager Depot Report and Projections
Fleet Availability	G081 Program 67025 Monthly Status Summary Rates HQ AMC Weapons System Managers Depot Reports CAMS Units, Monthly 9203 (Status)
Possessed Availability	G081 Program 67025 Monthly Status Summary Rates
MC Rate	CAMS Units, Monthly 9203 (Status)
TNMCS Rate	
TNMCM Rate	
Cannibalization Rate	FOCUS FMDSCANN and FENGCANN G081 FOCUS FSORTIES Total Sorties By Base/MDS CAMS Units, Monthly 9203
Logistics Departure	HQ AMC History System (AHS) Mission Detail Logistics Retrieval Reliability
Delayed Discrepancy	FOCUS DELAYS
Air Abort Rate	AHS Mission Detail Logistics Retrieval departures with a J in the PC field, Monthly Unit 9203 for Local Training Aborts, FOCUS FSORTIES CAMS Units, Monthly 9203 (Sorties)
Break Rate	G081 Program 67076 Break and Fix Status Report
Fix Rates	CAMS Units, Monthly 9203
Dropped Object Rate	HQ AMC Dropped Object Monitor Report FOCUS FSORTIES CAMS Units, Monthly 9203
Data Integrity Rate	Monthly 9203 Report
Data Descriptions.	NOTE: The following describes some of the data elements reported in the monthly 9203. If not described, they are self explanatory or listed in Chapter 7, Table 7-4 of this supplement.
Total Acft Committed To.	Each aircraft can be committed to only one category each day. A snapshot will be taken daily NLT 0800L

Directed Missions.	Missions tasked by HQ AMC TACC/XOO or XOC. This includes those aircraft that were off station possessed performing directed missions.
Directed Spares.	Spares tasked by HQ AMC TACC/XOO or XOC.
Directed Alerts.	Alert aircraft tasked by HQ AMC TACC/XOO or XOC.
Local and Train Missions.	Missions performing local training. Include those aircraft that are off station possessed performing local and training missions.
Other Spares and Alerts.	Alerts or spares initiated by your wing/group.
Ground Trainers, Static Displays, and Field Training Detachments (FTDs).	Aircraft committed by your wing/group. Include those aircraft that are off station possessed performing ground trainers (includes MQTP), static display, and FTDs.
Local Training Logistics Air Aborts.	Air aborts for local missions where the scheduled departure and arrival locations are your home station. Note: Local Training Air Aborts are added to AHS J Diverts to get total worldwide aborts.

Table 5.3. (Added) RCS 9203 Report.

Date/MDS:	Apr 01	C-17
Actual Committed to:	Number	Comments
Directed Missions		
Directed Spares		
Directed Alerts		
Training Missions		
Other Spares and Alerts		
Ground Trainers, Static Displays, FTD		
Other		
Number of HSCs completed		
Number of ISOs completed		
Number of REFURBs completed		
Home Station Air Aborts		
Aircraft committed to sched maintenance		
Aircraft committed to unsched maintenance		
Data Integrity Information	Number	Comments
Jobs Documented in G081		
Jobs Reviewed		
Jobs in Error		
Jobs Corrected within 72 hours		
Aircraft Forms Reviewed		
Jobs in Forms but not in G081		
Aircraft Availability Days	Actual Days	Comments
PDM		
TCTO/MOD		
UDLM		
HSC		
ISO		
Refurb		
CANN		
CANN Rec		
PDM Rtn Insp		
Other Insp		
Hangar Queen (except for CANN)		
POC: LGMQA	DSN: 779-2487	

NOTE: The following example is the format for comments:

MC Rate - 68.3%

Identify your metric and the rate for the month.

For the ninth time this FY the MC Rate failed to meet the AMC standard of 75%. The high TNMCS Rate was the primary factor for the rate failing to achieve the standard. A detailed explanation follows.

TNMCS RATE 16.3%

Identify your metric and the rate for the month (Use the same format and technique for TNMCM comments).

The TNMCS rate of 10.5% failed to meet the AMC standard of 6%. A review of the past 12 months revealed that Main Landing Gear components have driven the rate with 65% of the overall TNMCS hours, which peaked during September while the unit was deployed to Operation SOUTHERN WATCH in Saudi Arabia. For the past year, over 60% of the hours reported for Landing Gear were attributed to the MLG strut. According to the maintenance production super, we have been averaging one MICAP per month since last December, and the part is being canned from one aircraft to another to meet mission requirements. With fewer possessed aircraft, and a second jet experiencing strut difficulties, September's TNMCS Rate spiked. Supply informed us that the delay in receiving the part on station is due to an Air Force wide shortage, which is centering on a backlog at the depot.

The first paragraph of the narrative gives an overview of events affecting this metric for the last 6 months to 1 year. (TCTOS, deployments, special circumstances, etc.). Explain WHO, WHAT, WHEN, WHERE, WHY, and HOW for each.

The adverse weather conditions during the month adversely affected the maintenance process. Both the local airport and the flight line were forced to close operations for three days due to record breaking snowfalls and severe temperatures. This not only hampered the length of time to perform maintenance but also the time taken for parts to arrive on station. System drivers for the month included Landing Gear, Flight Controls, and Scheduled Inspections.

The second paragraph gives an overview of events affecting this metric for the last month. (TCTOS, deployments, special circumstances, etc.). Answer the following questions for each WHO, WHAT, WHEN, WHERE, WHY, and HOW.

The Landing Gear system accounted for 17% of the total TNMCS hours. The Main Landing Gear Strut discussed above was the main driver for this system. Flight Controls accounted for 16% of the total TNMCS hours. Aircraft 65-0279 had over 360 hours of NMCS time and 85 hours of NMCSB time (during CANN rebuild). There were two main drivers including a Left Inboard Spoiler panel that was backordered due to a bird strike, and a MICAP Trailing edge on the Aileron Assembly. The spoiler panel arrived on station on the 20th and, according to Supply; the estimated delivery date for the Trailing edge is the 13th of next month. Scheduled Inspections accounted for 12% of the total TNMCS hours. Due to the adverse weather conditions mentioned above, maintenance managers were able to dedicate more personnel to the ISO docks, and 4 ISO inspections were completed instead of the 2 that were scheduled.

The sub paragraphs under paragraph 2 give details surrounding each high driving system. Answer the following questions for each event cited WHO, WHAT, WHERE, WHY, WHEN and HOW.

Table 5.4. (Added) AMC Definitions and Formulas.

DEFINITIONS	FORMULA
Adds. Missions, departures, or sorties that are added to the flying schedule after the daily schedule is officially finalized for next day.	None
Air Abort (Logistics). Aircraft Commander declares aircraft failed to complete its full mission for reasons related specifically to aircraft system malfunction while in flight.	None
Air Abort Rate (Logistics). Percent of sorties that abort/J Divert during flight.	$\frac{\text{Number of Air Aborts (J Diverts + Local Training Air Aborts)}}{\text{Number of Sorties from GO81}} * 100$
Aircraft Possessed Hours. Total number of clock hours accumulated for a specified period for all of the possessed aircraft for a unit.	None
Attrition (used for inventory or assignment purposes only). Aircraft that are required to replace primary aircraft inventory losses in a given year.	None
Attrition Factor (Rate). Missions or sorties lost due to weather or other uncontrollable reasons. NOTE: Uncontrollable attrition is missions or sorties lost for reasons beyond control or authority of the wing commander.	$\frac{\text{Missions or sorties lost due to weather or other reasons}}{\text{Missions or sorties scheduled}}$
Average Mission Length. The average flying time for a mission from the first sortie to mission completion.	$\frac{\text{Total Flying Time}}{\text{Total Missions}}$
Average Possessed Aircraft. Average number of aircraft possessed per day by unit for a specified period.	$\frac{\text{Total possessed hours}}{\text{Number of days in the period} * 24}$
Average Sortie Duration. Average length of a sortie expressed as an average flying hours per sortie.	$\frac{\text{Total hours flown}}{\text{Total sorties}}$

DEFINITIONS	FORMULA
Backup Aircraft Inventory (BAI). Aircraft above the primary mission inventory to permit scheduled and unscheduled maintenance modifications, inspections, and repair by AFMC without reduction of aircraft available for operational missions.	None
Base Repair Capability. Capability of unit's maintenance complex to repair equipment with existing experience and equipment (TO 00-20-3).	$\frac{\text{Sum of Action taken codes (A/F/G/K/L/Z)}}{\text{Sum of action taken codes (A/F/G/K/L/Z/1/2/3/4/5/6/7/8/9)}} * 100$
Base Self Sufficiency. Capability of unit's maintenance complex to repair items the unit has authority to repair and has some influence over (TO 00-20-3).	$\frac{\text{Sum of Action taken codes (A/F/G/K/L/Z)}}{\text{Sum of Action taken codes(A/F/G/K/L/Z/2/3/5/6)}} * 100$
Break. System malfunction occurring in flight that renders aircraft NMC after landing. A logistics air abort will be loaded as a break.	None
Break Rate. Percent of aircraft sorties/block ins that have system discrepancies rendering aircraft NMC. CAMS units use sorties and GO81 units use block-ins.	$\frac{\text{Number of breaks (Only one per block in)}}{\text{Number of block ins}} * 100$
Cancellation. Missions, departures, or sorties that are removed from the flying schedule after the daily schedule is officially finalized for next day.	None
Cannibalization Actions. Removal (action taken T) of components from one end item (aircraft or engine) for another end item (aircraft or engine) and installation (action taken U) of the issued part on the original end item.	None
Cannibalizations Rate. Average number of cannibalization jobs created (5200 series jobs) per sortie. Note: CAMS units use Action Taken Code Ts. Issues from supply to aircraft other than the aircraft the part was originally ordered for are not CANNs. Parts removed from the TNB for another aircraft are not CANNs. TO 00-20-2 Chapter 5.	$\frac{\text{Total number of cannibalizations}}{\text{Number sorties flown}} * 100$
Commitment. Assigning and designating aircraft to headquarters missions; alerts and spares; local missions; operations and maintenance, FTD ground training, and static displays.	None

DEFINITIONS	FORMULA
<p>*Health of the Force Commitment Rate. Percent of possessed aircraft scheduled and designated for headquarters (TACC/XOO/XOC) tasked missions, spares, and alerts, and local missions (not local spares), operations and maintenance ground trainers, FTD trainers, and static displays.</p>	<p>Total aircraft committed to directed missions (including cross country mission aircraft still possessed), spares and alerts (not local spares and alerts), local and training missions, operations, and maintenance ground trainers, static displays, FTD.</p> $\frac{\text{Total aircraft committed to directed missions}}{\text{Cumulative possessed aircraft}} * 100$
<p>*TACC Commitment Levels. The maximum allowable commitment levels are in AMCI 10-202, Vol. 6, Chapter 10.</p>	None
<p>Cumulative Possessed Aircraft. The cumulative total number of aircraft possessed each day.</p>	$\frac{\text{Possessed hours}}{24}$
<p>Data Integrity Error Rate. Percent of records that had discrepancies found within the MIS that were in error. Count only the number of records that had errors not the errors in each record.</p>	$\frac{\text{Jobs documented with errors}}{\text{Number of Jobs Reviewed}} * 100$
<p>Delayed Discrepancy. Any non grounding discrepancy that has been delayed or deferred and will not be worked within 24 hours from the time the discrepancy was found. Usually those discrepancies are transferred from AFTO Form 781A to 781K. Preplanned time changes and TCTOs that require parts are not considered delayed until the scheduled day for completion is past and action is not completed.</p>	None
<p>Delayed Discrepancy Average, AWM. Average number of delayed discrepancies per aircraft awaiting maintenance. Do not count discrepancies for aircraft in ISO, periodic, phase, HSC or refurb and discrepancies awaiting depot when the sample is taken</p>	$\frac{\text{Total discrepancies delayed for maintenance}}{\text{Adjusted average possessed aircraft}}$
<p>Delayed Discrepancy Average, AWP. Average number of delayed discrepancies per aircraft awaiting parts. Do not count discrepancies for aircraft in ISO, periodic, phase, HSC or refurb and discrepancies awaiting depot when the sample is taken.</p>	$\frac{\text{Total discrepancies delayed for parts}}{\text{Adjusted average possessed aircraft}}$

DEFINITIONS	FORMULA
<p>Delayed Discrepancy Average. Average number of delayed discrepancies per possessed aircraft. When calculating the average for 1 month, use no less than 4 samples per month (approximately 1 sample per week). Added the sample together and divide by 4. Do not include discrepancies awaiting depot or on aircraft in ISO, periodic, phase, HSC or refurbishment when sample is taken. Calculate adjusted average possessed aircraft during each sample ensuring more accurate correlation between average delayed discrepancies and possessed aircraft.</p>	<p>Total delayed discrepancies (AWM + AWP)</p> <hr/> <p>Adjusted average possessed aircraft</p>
<p>Departure Reliability, Logistics. Percent of total departures that did not have a delay caused by logistics. See AMCI 10-202, Volume 6, for criteria.</p>	<p>Total departures minus logistics delays</p> <hr/> <p style="text-align: right;">* 100</p> <p>Total departures</p>
<p>Departure Reliability, Raw (Overall). Percent of total departures that did not have a delay for any reason. See AMCI 10-202, Volume 6, for criteria.</p>	<p>Total departures minus total delays</p> <hr/> <p style="text-align: right;">* 100</p> <p>Total departures</p>
<p>Deviation. Category encompassing those reasons for alterations or interruptions to daily flying schedule. Cancels, air aborts, delays, and adds are considered deviations. Deviations are used when calculating flying schedule effectiveness. A deviation is any change to the final printed flying schedule.</p>	<p>None</p>
<p>Dropped Object Rate. Rate of dropped objects per 1,000 sorties.</p>	<p>Number of dropped object incidents</p> <hr/> <p style="text-align: right;">* 1,000</p> <p>Total Sorties</p>
<p>Engine Change Rate, Unscheduled. Percent of all engine changes accomplished for any reason other than scheduled removal.</p>	<p>Total unscheduled engine changes</p> <hr/> <p style="text-align: right;">* 100</p> <p>Total engine changes</p>
<p>Engine Foreign Object Damage (FOD) Rate. Average number of engine FODs per 1,000 sorties.</p>	<p>Number of FOD incidents</p> <hr/> <p style="text-align: right;">* 1,000</p> <p>(Number of sorties * Number of engines on the aircraft)</p>

DEFINITIONS	FORMULA
Engine Shutdown Rate. Average number of engines shutdown in flight per 1,000 engine flying hours.	$\frac{\text{In flight engine shutdowns}}{\text{(Aircraft fly hours * number of engines on the aircraft)}} * 1,000$
Engine, Test Cell Reject Rate. Percent of total engines tested on the test cell that were rejected.	$\frac{\text{Total engines rejected}}{\text{Total engines tested}} * 100$
Fenced Trainers. The minimum allowable number of flying and ground trainers set forth in AMCI 10-202, Vol. 6, chapter 10.	NOTE: Used by execution agencies to determine commitment levels when considering a 505 or 516 delay code assignment. Not used during war or national contingency.
Fix. Completing maintenance actions on pilot reported discrepancies (NMC) returning the aircraft to PMC or FMC status.	None
Fix Rate. Percent of aircraft landing NMC that are fixed within established time frames.	$\frac{\text{Number aircraft fixed within specified time frame}}{\text{Number of aircraft landing broke}} * 100$
Flying Schedule Effectiveness Rate, Operational. Percent of scheduled sorties that have no deviation before or after takeoff.	$\frac{\text{Total scheduled sorties + all adds total deviations}}{\text{Total scheduled sorties + all adds}} * 100$
Fully Mission Capable Rate (FMC). Percent of aircraft possessed hours that were fully mission capable for a unit over a specified period.	$\frac{\text{FMC hours}}{\text{Possessed hours}} * 100$
Ground Abort (Logistics). Termination of sortie, departure, and launch due to malfunction that occurred during or after engine start and before takeoff.	None
Ground Abort Rate. Percent of sorties that aborted of the total attempted sorties.	$\frac{\text{Number of ground aborts}}{\text{Number of attempted sorties}} * 100$
Ground Trainer. Aircraft employed for ground training, which do not require airborne operations.	None
In Flight Emergency. Safety of flight issue that may or may not result in an air abort.	

DEFINITIONS	FORMULA
Labor Hours Documented. Total direct labor hours documented by maintenance personnel for specific MDS. Includes hours documented to aircraft engine and excludes transient maintenance labor hours (type maintenance Y).	None
Labor Hours Per Cannibalization. Average amount of hours expended for CANN removal (T action) and installation after issue of part (U action).	$\frac{\text{Total labor hours expended on cannibalizations (T\&U)}}{\text{Total number of cannibalizations}}$
Labor Hours Per Flying Hour. Average labor hours expended per aircraft flying hour.	$\frac{\text{Total labor hours documented (aircraft and engines only excluding Y type maintenance)}}{\text{Total flying hours}}$
Labor Hour Productivity. Percent of total labor hours assigned consumed by direct productive labor hours. Assigned Labor Hours: The sum of active duty personnel assigned times 8 for each day plus the sum of reserve personnel assigned times 16 for each month.	$\frac{\text{Total direct hours expended}}{\text{Assigned labor hours}} * 100$
Labor Hour Utilization. Percentage of total hours assigned documented for total labor hours expended.	$\frac{\text{Total labor hours documented}}{\text{Total labor hours assigned + overtime documented}} * 100$
Lease. Military aircraft provided to agencies and organizations outside the federal government on a temporary basis.	None
Loan. Military aircraft provided to other federal government departments and agencies on a temporary basis.	None
Maintenance Delivery Reliability. Percent of time the aircraft is mission capable at scheduled or actual crew show time (whichever is sooner) and aircraft is capable of flight and will be accepted by aircrew.	$\frac{\text{Total scheduled sorties minus number of aircraft broke at scheduled or actual crew show time (whichever is sooner)}}{\text{Total scheduled sorties}} * 100$

DEFINITIONS	FORMULA
<p>Mean Time Between Failure (MTBF). Average flying time or operating time expended for an end item, system, subsystem, or component before failure occurs.</p> <p>TYPE DEFECT:</p> <p>TYPE 1 - Inherent, an actual failure of the item.</p> <p>TYPE 2 - Induced, the failure of the item was caused by outside influence.</p> <p>TYPE 6 - No defect, no actual failure.</p> <p>REF: TO 00-20-2</p>	<p>End item flying time or operating time times quantity per application (QPA)</p> <hr/> <p>Type 1 + Type 2 Failures</p>
<p>Mission. The primary objective for which an aircraft is being operated. In relationship to sorties; there may be multiple sorties for a mission, or multiple missions in a sortie.</p>	<p>None</p>
<p>Mission Capable (MC) Rate. Percent of aircraft possessed hours that were FMC and PMC for a unit over a specified period</p>	<p>FMC + PMC hours</p> <hr/> <p>* 100</p> <p>Possessed hours</p>
<p>Missions or Sorties To Schedule To Achieve Requirements. Amount of missions or sorties to schedule to achieve requirement.</p>	<p>Missions or sorties required</p> <hr/> <p>(1.0 minus attrition factor)</p>
<p>Not Mission Capable Rate (NMC). Percent of aircraft possessed hours that were NMCM, NMCS, and NMCB for a unit over a specified period</p>	<p>NMCM + NMCS + NMCB hours</p> <hr/> <p>* 100</p> <p>Possessed hours</p>
<p>Not Mission Capable Both Rate (NMCB). Percent of aircraft possessed hours that were NMCB for a unit over a specified period.</p>	<p>NMCB hours</p> <hr/> <p>* 100</p> <p>Possessed hours</p>
<p>Not Mission Capable Maintenance Rate (NMCM). Percent of aircraft possessed hours that were NMCM for a unit over a specified period.</p>	<p>NMCM hours</p> <hr/> <p>* 100</p> <p>Possessed hours</p>
<p>Not Mission Capable Supply Rate (NMCS). Percent of aircraft possessed hours that were NMCS for a unit over a specified period.</p>	<p>NMCS hours</p> <hr/> <p>* 100</p> <p>Possessed hours</p>

DEFINITIONS	FORMULA
Partial Mission Capable Rate (PMC). Percent of aircraft possessed hours that were PMCM, PMCS, and PMCB for a unit over a specified period.	$\frac{\text{PMCM} + \text{PMCS} + \text{PCMB hours}}{\text{Possessed hours}} * 100$
Partial Mission Capable Both Rate (PMCB). Percent of aircraft possessed hours that were PMCB for a unit over a specified period.	$\frac{\text{PMCB hours}}{\text{Possessed hours}} * 100$
Partial Mission Capable Maintenance Rate (PMCM). Percent of aircraft possessed hours that were PMCM for a unit over a specified period.	$\frac{\text{PMCM hours}}{\text{Possessed hours}} * 100$
Partial Mission Capable Supply Rate (PMCS). Percent of aircraft possessed hours that were PMCS for a unit over a specified period.	$\frac{\text{PMCS hours}}{\text{Possessed hours}} * 100$
Pilot Reported Discrepancy (PRD). Discrepancies found by the aircrew and reported/written in the AFTL 781A or called into maintenance operations center.	None
Primary Aircraft Inventory (PAI). Aircraft assigned to meet primary aircraft authorizations (includes PDAI, PMAI, POAI, and PTAI aircraft).	PMAI + PTAI + PDAI + POAI
Primary Mission Aircraft Inventory (PMAI). Aircraft assigned to a unit for the performance of its wartime mission.	None
Primary Training Aircraft Inventory (PTAI). Aircraft required primarily for technical and specialized training for crew personnel or leading to aircrew qualification.	None
Primary Development & Test Aircraft Inventory (PDAI). Aircraft assigned primarily for testing aircraft or its components for purposes of research, development, test and evaluation, operational test and evaluation, or for testing programs.	None
Primary Other Aircraft Inventory (POAI). Aircraft required for special missions not defined elsewhere.	None
Quantity Per Application (QPA). The number of duplicate items installed on an aircraft.	NOTE: QPA is used as a multiplier for calculating Mean Time Between Failures (MTBF) for systems, subsystems, and components.

DEFINITIONS	FORMULA
Reclamation. Aircraft removed from operational service due to damage, depreciation, administrative decision, or completion of projected service life.	None
Reconstitution Reserve. Aircraft stored or on ramp that are planned for return to operating forces in event of mobilization, replacement, or reconstitution.	None
Recurring Discrepancy. System or subsystem malfunction that reappears during the third, fourth, or fifth sortie (or attempted sortie) following its first appearance	None
Recurring Rate (Recur Rate)	$\frac{\text{Number of recurring discrepancies}}{\text{Total Pilot Reported Discrepancies (PRD)}}$
Repeat Discrepancy. Malfunction in a system or subsystem that reappears on the next sortie (or attempted sortie) following its first appearance	None
Repeat Rate	$\frac{\text{Number of repeat discrepancies}}{\text{Total Pilot Reported Discrepancies (PRD)}}$
Sortie. An operational flight by one aircraft. A sortie begins when an aircraft begins to move forward on takeoff. It ends after airborne flight when the aircraft returns to the surface and: Engines are stopped, or the aircraft is on the surface for 5 minutes, whichever occurs first A change is made in the crew that adds a crewmember. On missions where some crewmembers deplane and the remaining crew from the original takeoff re launches, this is considered a continuation of the original sortie.	None
Storage. Aircraft removed from the active inventory and held in a preserved condition.	None
Total Not Mission Capable Maintenance (TNMCM). Percent of aircraft possessed hours that were NMCM and NMCB for a unit over a specified period.	$\frac{\text{NMCM} + \text{NMCB Hours}}{\text{Possessed hours}} * 100$
Total Not Mission Capable Supply (TNMCS). Percent of aircraft possessed hours that were NMCS and NMCB for a unit over a specified period.	$\frac{\text{NMCS} + \text{NMCB hours}}{\text{Possessed hours}} * 100$

DEFINITIONS	FORMULA
Use Rate, Daily (Hourly Use). Average number of flying hours per average possessed aircraft per day.	$\frac{\text{Total hours flown}}{\text{(Average possessed aircraft * days in the month)}}$
Use Rate, Monthly (Hourly Use). Average number of flying hours per average possessed aircraft per month.	$\frac{\text{Total hours flown}}{\text{Average possessed aircraft}}$
Use Rate, Monthly (Sortie Use). Average number of departures or sorties flown per average possessed aircraft for a month.	$\frac{\text{Total sorties}}{\text{Average possessed aircraft}}$
Utilization Rate, Daily (Hourly UTE). Average number of flying hours per primary aircraft inventory (PAI) per day.	$\frac{\text{Total hours flown}}{\text{(PAI * days in the month)}}$
Utilization Rate, Monthly (Hourly UTE). Average number of flying hours per (PAI) per month.	$\frac{\text{Total hours flown}}{\text{PAI}}$
Utilization Rate, Programmed Monthly (Hourly UTE). Average number of programmed flying hours per PAI for a month.	$\frac{\text{Total hours programmed}}{\text{PAI}}$
Utilization Rate, Monthly (Sortie UTE). Average number of departures or sorties flown per PAI aircraft for a month.	$\frac{\text{Total sorties}}{\text{PAI}}$

6.1.1. May be GO81 product.

6.1.3. MOC inputs and closes out all unscheduled jobs (does not include MDC). Exception: debrief, unscheduled jobs created during major scheduled inspections like ISO, refurb, HSC etc., repair shop, and off station jobs. For aircraft broke off station where no GO81 capability exists, the home station MOC will input discrepancies in GO81 and close them out when the aircraft returns to mission capable status. The expediter will inform MOC of what symbol to assign each job. The pro super makes final determination of aircraft status and what code to assign discrepancies if there is uncertainty or disagreement. These actions achieve significant improvement to data integrity, and provide a true snapshot of the health of the force through accurate job entry and close out.

6.1.3.1. (Added) MOC will create all CANN jobs in the MIS.

6.1.3.2. (Added) MOC will ensure they enter the most accurate work unit codes and reference designators (as applicable) into the MIS. The expediter is responsible for providing the MOC with the most accurate WUC and reference designators.

6.1.3.3. (Added) The MOC inputs and reviews G081 data to coordinate use of maintenance resources, track all maintenance and services on possessed/transient aircraft and related support equipment, and track accomplishment of scheduled and unscheduled maintenance. Use of the system is essential so that other base agencies and off base agencies have the most current, real time data available. The MOC will:

6.1.3.3.1. (Added) Enter aircraft arrival and departure data to include non G081 transient aircraft (9018).

6.1.3.3.2. (Added) Ensure aircraft status reporting is accurate as prescribed in AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*, and continuously updated in G081 (9018). Correct information using program F9026.

6.1.3.3.2.1. (Added) Resolve differences between the command and control information processing system (C2IPS) and G081 to ensure an accurate database.

6.1.3.3.3. (Added) Open and close work orders, to include assigning JCNs (9050).

6.1.3.4. (Added) Update expired aircraft estimated time in commission (ETIC) in G081 using screen 9018.

6.1.3.5. (Added) Ensure only the most accurate and specific work unit codes (WUC/REFDES) are used to identify and close out discrepancies in G081.

6.1.3.6. (Added) Lock/unlock aircraft records for impoundment or investigation using program 9012 if authorized by the MXG/CC. This task is normally performed by DBMs as referenced in Para 13.6.5.2.

6.1.3.7. (Added) Update aircraft call signs to allow other agencies to input, schedule, and close out discrepancies when appropriate. **NOTE:** When an aircraft is undergoing an inspection (home station check [HSC], refurbishment, ISO, etc.), fuel cell repair, the appropriate agency will clear discrepancies and aircraft status (9018) is changed by the MOC.

6.1.3.8. (Added) Use program 9018 to update an aircraft's estimated time in commission (ETIC).

6.1.3.9. (Added) Make applicable updates to the G081 system when notified by HQ AMC/LGRC of an aircraft status change at a non G081 capable location.

6.1.3.10. (Added) Ensure aircraft deploy indicator is switched on (when aircraft are deployed) using program 9012.

6.1.3.11. (Added) Update status in G081, the Global Decision Support System (GDSS) if available, and the Command and Control Information Processing System (C2IPS) (if available) on all AMC aircraft on station.

6.1.4. N/A for AMS and 743 AMXS.

6.1.6. N/A for AMS and 743 AMXS

6.1.11. HQ AMC/LGRC monitors off station NMC AMC aircraft location in GDSS. For NMC AMC aircraft at all AMC locations that have G081, the local MOC will make all necessary inputs in G081 to reflect current status, discrepancy, parts, ETIC, etc. When the aircraft is returned to mission capable status, the MOC will make all necessary entries in G081 to reflect the aircraft's appropriate mission capable status. At locations where no G081 capability exists, the home station MOC, when informed one of their aircraft is broke off station, will enter all necessary discrepancies, parts, ETIC, etc. When the home station MOC is informed the aircraft is returned to mission capable status, they will close out the discrepancy(s) and reflect the appropriate status in G081.

6.1.12. MOC in coordination with the pro super and PS&D provides aircraft maintenance pro super an aircraft number when the aircraft maintenance pro super determines an aircraft swap is necessary. Intent is to maintain effective fleet management using a repeatable process of effective aircraft utilization and scheduling-this can only be achieved by PS&D carefully selecting replacement aircraft at the fleet management level. If another aircraft is not available, the schedule will be reprioritized with available airframes through a coordinated effort between the MOC, PS&D and the pro super. This is N/A for AMS and 743 AMXS.

6.1.12.1. (Added) MOC is responsible for tracking Sequence Of Events (SOE). The SOE is a valuable history of events for units with possessed aircraft in validating events prior to aircraft departure in an automated logbook of the events. It is also the principal means by which analyst and maintenance managers accurately identify inefficient maintenance processes in the AMS and 743 AMXS. Recurrent procedural deficiencies inevitably trigger mission degradation in the form of departure delays, damage to assigned equipment, or injury to maintenance personnel.

6.1.14. N/A for AMS and 743 AMXS.

6.1.16. Refer to additional AMC supplemental guidance in chapter 6 under Avionics Section. N/A for AMS and 743 AMXS.

6.1.17. N/A for AMS and 743 AMXS.

6.1.19. Command post notifies wing agencies. MOC notifies appropriate Sq/CC and GP/CC for all maintenance group duty related incidents MOC will also up channel to command post. For maintenance incidents, MOC will also notify QA.

6.1.20. Refer to this supplement paragraph **18.8**. N/A for OCONUS Pacific Theatre AMS and 743 AMXS.

6.1.21. N/A for AMS and 743 AMXS.

6.2. In AMS MOC personnel may be collocated within the Air Mobility Control Center. AMS MOC personnel are assigned to maintenance and work for and report directly to the MS/Supt.

6.2.1. The MOC NCOIC or Superintendent is responsible for ensuring the above guidance is accomplished.

6.2.1.1. (Added) A Senior MOC coordinator will be assigned on all shifts. The Senior will be a SNCO (preferred) but may be an experienced TSgt. **EXCEPTION:** AMS MS may authorized highly qualified personnel in lesser grades to perform senior duties on a limited basis.

6.2.1.2. (Added) MOC personnel will be limited to a maximum of three years of duty and then will return to their primary duties associated with the flight line or repair shop as applicable. The maximum time requirement does not apply to Reserve Associate personnel.

6.4.1. GO81 screen 8020 captures status information.

6.4.3. N/A for OCONUS AMS.

6.4.4. N/A for OCONUS AMS and 743 AMXS.

6.6.1. For OCONUS AMS MOC will coordinate with host MOC for applicable host maintenance support beyond the capability of the AMS if available.

6.6.2. MOC dispatches specialists from the repair shop. N/A for AMS.

6.6.2.1. (Added) MOC coordinates prioritization of shared/competing and limited repair shop resources based on schedule priorities and non mission capable status.

6.6.3. MOC will dispatch all specialists from the repair shops. N/A for AMS.

6.7. N/A for AMS.

6.8. AMS MOC will only track status of AMC aircraft and aircraft on AMC missions as per the command to command agreement or when the aircraft is NMC. Tenant MOCs (e.g. 317th and 463rd) are not required to track status of transient aircraft. All En routes and forward deployed locations that have GO81 connectivity will ensure an accurate status of all AMC aircraft on station is updated in the GO81 system. The MIS will be kept current of aircraft status to ensure accurate up to date visibility of AMC aircraft off station.

6.8.1. Refer to AMC supplemental guidance in chapter 6 under Avionics Flight.

6.9. (Added) Tasks squadrons to support HQ AMC/LGRC directed maintenance recovery teams (MRT) IAW AMCI 21-108. MOC is the single POC for MRT support and HQ AMC/LGRC recovery actions.

6.9.1. (Added) MOC En route procedures.

6.9.1.1. (Added) Recording discrepancy information:

6.9.1.1.1. (Added) AMS MOCs equipped with C2IPS will enter aircraft C2 data, e.g. aircraft status, ETIC, servicing data, parking location, and discrepancies that affect the status of the aircraft, into C2IPS. C2IPS will update G081 through the broker interface. MOCs will ensure GO81 is updated. All maintenance discrepancies will be documented accordingly in G081, to include cannibalization actions.

6.9.1.1.1.1. (Added) AMS MOC will enter discrepancies into C2IPS and G081 as required. Information regarding equipment, parts, supplies, CANNs, and the personnel necessary to recover the aircraft will be entered into the appropriate systems. HQ AMC/LGRC and the unit MOC will coordinate the required support details via telephone to ensure all required discrepancies are addressed and understood. HQ AMC/LGRC will document recovery actions, equipment, and parts in GDSS. Home station MOC will make all necessary entries in GO81 to reflect their aircraft broke off station (at those locations that do not have GO81 capability).

6.9.1.1.1.2. (Added) The MOC will update all aircraft discrepancies in GO81 no later than 30 minutes after discovery.

6.9.1.1.1.3. (Added) In addition to mission essential discrepancies previously discussed, some partially mission capable (PMC) supply discrepancies are also tracked. While the HQ AMC/LGM is principally concerned with NMC status, PMC repair requests may be justified to meet mission objectives. Aircraft operating for extended periods from an en route/off station location, such as Strategic Inter theater deployed aircraft, could require PMC support. PMC parts required for aircraft operating in theater are ordered and sourced by deployed maintenance and supply personnel through established supply channels if the aircraft will be available for sufficient time to allow shipment of the part(s), or if the part(s) can be shipped to meet the aircraft.

6.9.1.2. (Added) Recording/Reporting Delay Information:

6.9.1.2.1. (Added) HQ AMC/LGRC is responsible for briefing all AMC mission logistics delays and J diverts to HQ AMC senior leadership. The AMC AMS and 43 AW MOC is responsible for reporting all en route maintenance delays and J diverts to HQ AMC/LGRC IAW AMCI 21-108. **NOTE:** Home station

MOCs are also required to report maintenance delays and J diverts of home station and transient aircraft departing on AMC missions IAW AMCI 21-108 to HQ AMC/LGRC.

6.9.1.2.2. (Added) Minimum required delay information should include:

6.9.1.2.2.1. (Added) Aircraft MDS, tail number, mission number.

6.9.1.2.2.2. (Added) Departure International Civil Aviation Organization code, delay start time, and actual departure time.

6.9.1.2.2.3. (Added) Cause of delay, when discovered codes, applicable circumstances affecting delay, and corrective action.

6.9.1.2.2.4. (Added) Applicable supply information such as part number, national stock number, technical order, figure, and index.

6.9.1.3. (Added) Sequence of Events Report. MOCs submit a sequence of events report when directed by the HQ AMC/LGRC. This report, normally is requested when an excessive delay or unsatisfactory support is suspected, and is sent by the unit's senior maintenance representative to the HQ AMC/LGRC, with an information copy to others in the chain of command, by IMMEDIATE message, NLT 24 hours from time of request. The report describes discrepancies, dates, and time of actions taken, dates and time of significant delays, and rationale for decisions made since the aircraft arrived on station. During MINIMIZE periods, mark messages as required by AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

6.9.1.4. (Added) Reporting During Contingencies: Upon notification of a contingency, the HQ AMC/LGRC may task units to prepare total aircraft status reports. Unless otherwise directed, prepare and report the following information to the HQ AMC/LGRC for all on station AMC or AMC controlled aircraft:

6.9.1.4.1. (Added) For en route aircraft (AMC aircraft and aircraft on AMC missions), MDS, tail number, status (FMC/PMC/NMC), estimated time in commission, if applicable, and conditions limiting aircraft operations (for PMC/NMC only).

6.9.1.4.2. (Added) For home station aircraft, information is obtainable via CAMS or G081 as applicable.

7.1.1. Use AMCM 21-116, *GO81 Automated Forms Manual*, as a tool to complete automated forms screens.

7.1.1.1. (Added) All production squadron leadership (squadron, flight, section, shift) will ensure accurate MDC is accomplished and will monitor completed MDC actions for accuracy and data integrity.

7.1.2.1. (Added) Work center shift supervisors will ensure MDC is taken for those jobs closed by MOC and completed on their shift by their work center members.

7.1.2.2. (Added) Shift supervisors will run a GO81 screen 8063 7115 inquiry report at the beginning and end of each shift to ensure all closed discrepancies are updated with proper MDC. Release shift personnel after shift MDC (9099) is complete. In addition, shift supervisors and squadron leadership will monitor closed jobs to ensure accurate data is entered by running a GO81 67110 batch job or a GO81 8070 screen by tail number. QA will spot check completed MDC for accuracy.

7.1.4. MOC will close out jobs before flight upon notification from maintenance that they are complete. Shift leaders will ensure shift personnel complete MDC on jobs closed in GO81 (9099) for their shift before personnel are released from duty.

- 7.1.9. Units will maintain current and previous three months of automated aircraft forms in aircraft jacket file in PS&D. N/A for AMS and 743 AMXS.
- 7.1.10. N/A for AMS and 743 AMXS.
- 7.3. N/A for AMS and 743 AMXS.
- 7.5. Refer to additional AMC guidance in TO 00-20-1/AMC1.
- 7.7. If there are no local IPI requirements then a local list is not required.
- 7.7.2. In AMC all IPIs will be written up separately.
- 8.1. Below policy applies to AMC units except where noted.
- 8.2. N/A for AMS and 743 AMXS.
- 8.7. N/A for AMS and 743 AMXS.. Exception: The process for turn in and shipment applies.
- 8.8. TNB management is a supply responsibility IAW AFMAN 23-110, Volume 2, Part Two, Chapter 2, Section 2G, AMC SUP1. Pro supers will be notified before removing TNB assets to fill other supply demands to prevent mission limiting conditions. N/A for AMS and 743 AMXS.
- 8.9. The pro super is the CANN authority and will determine when to CANN. The pro super however, will not determine what aircraft to CANN the part from. That responsibility is the MOO's through PS&D. The aircraft the CANN part will be removed from will be a coordinated determination with the MOC and PS&D. HQ AMC/LGRC determines when to CANN for NMC AMC and AMC gained aircraft away from home station and assigned to AMC missions and under LGRC control IAW AMCI 21-108.
- 8.9.2. N/A for AMS and 743 AMXS.
- 8.9.4. N/A for AMS and 743 AMXS.
- 8.11. N/A for AMS and 743 AMXS.
- 8.12. N/A for AMS and 743 AMXS except for geographically separated Forward Supply Points supported by OCONUS AMS FSLs.
- 8.13. N/A for AMS and 743 AMXS.
- 8.14. N/A for AMS and 743 AMXS.
- 8.17. N/A for AMS and 743 AMXS.
- 8.18. The following sub paragraphs are N/A for AMS and 743 AMXS where noted.
- 8.18.5. N/A for AMS and 743 AMXS.
- 8.18.6. N/A for AMS and 743 AMXS.
- 8.18.7. N/A for AMS and 743 AMXS.
- 8.18.8. N/A for AMS and 743 AMXS.
- 8.18.10. N/A for AMS and 743 AMXS.
- 8.18.11. N/A for AMS and 743 AMXS.
- 8.19. MXG/CC will ensure local procedures are established and include annual review of items that affect aircraft generation mission velocity worldwide; and where possible pre make local manufactured

items that may prevent or reduce launch delays. Ensure aircraft maintenance maintainers are involved with the annual review.

8.20. N/A for AMS and 743 AMXS.

8.21. N/A for AMS and 743 AMXS.

8.22. N/A for AMS and 743 AMXS.

8.23. N/A for AMS and 743 AMXS.

8.24. N/A for AMS and 743 AMXS.

8.29. (Added) **Consumable Item Management in Mobility Readiness Spares Packages (MRSPs).** N/A for AMS and 743 AMXS.

8.29.1. (Added) It is critical to deployed operations that maintenance have the appropriate parts, both repairables (XD2) and consumable/bench stock (XB3 and XF3) type items. The majority of MICAPs are for consumable items so it is important to determine which consumables are needed and how to replenish them. The benefit of placing these bench stock/consumable type parts in the MRSPs is that it ensures there is someone assigned to manage these assets, and to ensure the Air Force maintains worldwide visibility. Resupply is virtually automatic. Additionally, usage is tracked allowing supply to capture a more accurate picture of requirements. These critical functions are lost when maintenance deployable bench stocks are used in a sole support role. Maintenance can partner with supply to deploy a tailored maintenance bench stock with re-supply coming from the MRSP and the source of supply automatically filling MRSP requisitions resulting from bench stock fill requests. These procedures are similar to normal operations at home station.

8.29.2. (Added) Maintenance and Supply personnel will annually review the range (variety of parts) and depth (number of parts) for consumable items loaded in the MRSPs.

8.29.3. (Added) During the review, identify/include the optimum range of maintenance bench stock type items meeting the go/no-go (aircraft grounding or mission limiting) criteria that would be utilized in the deployed aircraft maintenance environment.

8.29.4. (Added) Consumable (budget code 9) MRSP detail quantities can be modified anytime throughout the year by submitting a request through HQ AMC/LGSW for load, change, or deletion of the MRSP authorizations as necessary. Budget code 9 MRSP authorizations are funded by the General Support Division (GSD) working capital fund. HQ AMC/LGSW will forecast fluctuations in authorizations annually. HQ AMC/LGSW will report any projections, increases, or decreases in MRSP quantities to AMCRSS/LGSMR. GSD funding must be available before MRSP authorizations can be loaded or increased. HQ AMC/LGSW will coordinate funding with the HQ AMC/RSS and pallet configuration data with the bases if necessary.

9.5. AMC personnel performing on-equipment maintenance will not leave equipment or aircraft power energized when no longer needed to perform their duties associated with the equipment. AMC aircraft will not be left unattended with power remaining on the aircraft. Off-equipment repair shops will follow applicable AFOSH STDs for procedures to de-energize shop equipment and machinery when not in use.

9.5.1. All supervisors are responsible for ensuring their people are properly trained to safely operate hangar doors. Maintenance groups will ensure they have a standardized hangar door operation training and documentation program that is clearly defined in a MXG OI. The program will include hands on training for all personnel within the maintenance function who operate hangar doors. The program will also ensure

hangar door operation training is properly documented. Reference AFOSH STD 91-100, aircraft flight line-ground operations and activities, chapter 7, aircraft hangar operations. A standardized processes for hangar door operations and the associated training program must include both electric and manual operation of hangar doors. The group will review their procedures annually to ensure hangar door operation qualifications are properly documented. Groups will use local course codes or the command standard course code. Groups using local course codes will tailor the codes to the unique type of door training required based on door type. Groups using the command course code will use course code safe 001100, operate hangar doors (elect/manual).

9.12. Tech Data may require variants by MDS (i.e. KC-10 use of inoperative rings).

9.12.1. Use the appropriate symbol, either Red X or Red Diagonal, for all AFTO Form 781A Warning Tag entries. If a condition presents a hazard to personnel using it then use the Red X symbol. A Red X will also be entered whenever maintenance is performed. If the aircraft is scheduled for flight and it is determined the condition can be safed so as not to present a hazard to safe flight or to personnel, then the Red Diagonal would be appropriate. Upon continuation of maintenance after flight to correct the potentially hazardous condition, the Warning Tag discrepancy (or discrepancies) would be annotated with Red X(s).

9.12.1.1. (Added) For example, the flap system is (typically) required for flight, whereas a galley hot cup (typically) isn't. If it is necessary to perform flap system maintenance, attach Warning Tags where required such as the flap handle, system circuit breakers, etc. and document them in the aircraft forms with Red X(s). On the other hand, if a galley hot cup presents a shock hazard, but deactivating its circuit breaker(s) removes the hazard, then pull the appropriate circuit breaker(s). Install Warning Tag(s) where appropriate and annotate the Warning Tag discrepancy (or discrepancies) in the aircraft forms on a Red Diagonal, since the hot cup system isn't needed for safe flight.

9.12.1.2. (Added) Warning Tags used/issued during scheduled inspections. Part A will be attached to the affected system. Part B will be maintained either in the aircraft forms or by the dock coordinator on a display board.

9.12.2. Local OI required.

9.14. Follow applicable TO procedures if available for confined space entry procedures.

10.1. QA inspectors will enforce compliance with applicable directives and technical data instructions during all maintenance inspections and evaluations. They will accomplish this by ensuring personnel are following procedural steps in checklists, job guides, and technical orders.

10.2.1. QA Authority and direction: QA works for the MXG/CC. At locations where there is no MXG/CC the GP/CC Deputy (CD) or GP/CC Deputy for Maintenance, (CD-M) as applicable provides QA direction. For OCONUS AMS, the AMS/CC has overall program responsibility, however for maintenance continuity, QA reports to AMS maintenance supervision. For CONUS AMS, QA reports to the AMS/CC. **NOTE:** Contractor and civil service maintenance functions will follow QA guidelines as outlined in their applicable statement of work.

10.2.1.1. (Added) QA evaluators will also be educators and subject matter experts who assist the maintainer when needed.

10.2.1.2. (Added) Generally speaking, QA authorizations are based on assigned maintenance personnel, and are therefore, limited. Do not direct QA ownership of programs outside the scope of this chapter. QA involvement and management of programs beyond the scope of this chapter diminish QA's ability to administer the duties and functions required by this chapter.

10.2.3.2. N/A for AMS and 743 AMXS.

10.2.3.3. N/A for AMS and 743 AMXS.

10.2.3.6. In addition to FCF, also includes OCFs, and high speed taxi checks. N/A for AMS and 743 AMXS.

10.2.3.6.1. (Added) AMS will coordinate FCF/OCF/High speed Taxi Checks only by exception and will contact HQ AMC/LGRC and the owning aircraft QA office to resolve issues. The owning aircraft QA is responsible for ensuring the AMS has everything they require to ensure proper FCF/OCF/High speed Taxi Checks are conducted.

10.2.3.7. AMS and 743 AMXS will contact HQ AMC/LGRC and the owning aircraft QA office to resolve issues on W&B requirements/problems. The owning aircraft's QA is responsible for ensuring the AMS has everything they require to ensure proper aircraft W&B problems are resolved.

10.2.3.8. N/A for AMS.

10.2.5. N/A for AMS and 743 AMXS.

10.2.6. N/A for AMS and 743 AMXS.

10.2.8. N/A for AMC.

10.2.12. (Added) Ensures management of the Foreign Object Damage (FOD) Program. Local OI required.

10.2.13. (Added) Ensures management of the Dropped Object Prevention Program (DOPP). Local OI required.

10.2.14. (Added) QA is OPR for the AMC Ramp Inspection Program and can delegate ramp inspection taskings to qualified technicians in the AMU.

10.2.15. (Added) Work closely with sister units in developing, implementing, and annually updating, applicable MDS Routine Inspection Lists (RILs) and corresponding Acceptable Quality Levels (AQLs).

10.2.15.1. (Added) Meet at least annually with internal unit customers to analyze program success and review the RIL and its AQLs. Share this data (if applicable) with the Weapon System Lead (WSL) QA for possible incorporation into the Master RIL.

10.2.16. (Added) Accomplishes technical order validation and verification as a result of aircraft modifications.

10.2.17. (Added) Implements the Mobility Aircraft Defensive Systems Loading policy in accordance with chapter 14 if applicable.

10.3.2. For AMS, maintenance supervision will perform this task if no other QA qualified individual exists locally.

10.3.4. Egress is N/A for AMC.

10.3.6. (Added) TODO managers will be trained IAW 00-5-1 to include a training course as listed in TO 00-5-2.

10.3.7. (Added) Quality of maintenance at deployed locations is no less critical than that occurring at home station. Since QA personnel are not always part of deployment packages, units will designate and train additional maintenance personnel to be QA augmentees. QA augmentees will be qualified to per-

form essential QA duties (e.g. perform assessments on personnel, coordinate with home station on W&B, FCF/OCF issues etc.) while deployed.

10.4. QA supervision determines what QA augmentees are required and coordinates with the production squadron maintenance supervision for augmentee support as necessary. For OCONUS AMS, maintenance supervision will determine additional augmentee needs. Augmentees will not be assigned to QA and will accomplish augmentee duties as necessary. If QA personnel cannot accompany an exercise, contingency, deployment rotation or any other event that involves planes and personnel (except MRT and FCC duties) then QA augmentees will be utilized to ensure QA inspections continue while those groups of personnel are TDY. The QA process will continue while personnel are deployed in groups/packages to support off station aircraft related taskings/events. Refer to AMC supplemental guidance in par [10.3.7. \(Added\)](#)

10.4.1. (Added) Most OCONUS AMS QA functions are one or two persons deep, and therefore, the parent AMOG will coordinate with subordinate AMS to ensure necessary QA Program functions are effectively administered at AMS level. AMS publish their QA policies. In addition, AMS Lead Techs or other 7 levels can augment QA and perform inspections within their AFSC. CONUS AMS have the option to integrate with their host wing QA functions. Develop guidelines, OIs/MOAs as applicable to cover all applicable QA programs and establish evaluation procedures on AMS personnel.

10.5. QA personnel will be limited to a maximum tour of three years and then will return to their primary duties associated with the flight line or repair shop as applicable. **EXCEPTION:** The qualified QA W&B program manager can be extended to four years to ensure program continuity. The maximum time requirement does not apply to reserve associate personnel. Refer to personnel assignment criteria in this supplement paragraph [2.3.1.5.2. \(Added\)](#)

10.6.1. For OCONUS, the QA superintendent makes recommendations to maintenance supervision.

10.6.4. AMC: All local OIs that involve standardized group maintenance procedures will be coordinated by the appropriate OPR, (assigned by GP/CC) with QA before being sent to the GP/CC or AMS/CC for final approval.

10.6.5.2. For AMS this refers to a QA W&B POC and not a trained and proficient W&B program manager.

10.6.5.3. For AMS this refers to a QA FCF POC who will contact HQ AMC/LGRC and the owning aircraft QA office to resolve issues with FCF, OCF, and High Speed Taxi Checks.

10.6.5.4. Includes the following additional programs:

10.6.5.4.1. (Added) Deficiency Reporting (DR) Program.

10.6.5.4.2. (Added) Air Force Repair Enhancement (AFREP) Program.

10.6.5.4.3. (Added) Modification Management Program.

10.6.5.4.4. (Added) Technical Order Change Request Program.

10.6.5.6. (Added) FOD Program.

10.6.5.7. (Added) Ramp Inspection Program if applicable.

10.6.6.1. Group CCs will determine what maintenance staff functions they want evaluated, and how often. OCONUS AMS maintenance supervision will determine additional evaluations of maintenance staff functions.

- 10.6.7. For OCONUS AMS this refers to the AMS FOD Program.
- 10.6.8. For OCONUS AMS this refers to the AMS Impoundment Program.
- 10.6.10. N/A for AMS and 743 AMXS.
- 10.6.13. For AMC: The IPI listing refers to wing aircraft maintenance IPIs and for OCONUS AMS, this refers to AMS IPIs if applicable. Where there is not AMC wing, this refers to group IPI listings.
- 10.6.14. N/A for units that do not possess aircraft.
- 10.6.15. For AMC, this program refers to flight control malfunctions that create an impoundment event. For OCONUS AMS this refers to the AMS program.
- 10.6.16. For OCONUS this refers to the AMS program.
- 10.6.17. In AMC, RILs replace KTLs because the AMC RILs are standardized by weapon system and are inclusive of all maintenance processes. Therefore, to comply with the intent of the AFI, AMC defines Key tasks as those tasks that would require an FCF as specified in the applicable MDS technical data. RILs will be standardized by Weapon System Lead (WSL) QA and the master RIL will be posted on the HQ AMC/LGM QA web page.
- 10.6.18. WSL QAs will standardize AQLs on the RILs for their MDS. In AMC key task and RILs are the same.
- 10.7. For OCONUS AMS the QA Super will perform these duties.
- 10.7.3. For AMC: QA's role will be subject matter experts and technical advisors.
- 10.7.4. This refers to reviewing the QAT database for the previous week. For OCONUS AMS, this refers to AMS program.
- 10.7.6. The IPI listing refers to aircraft maintenance IPIs. For OCONUS, this refers to AMS program if applicable. If the units have no local IPIs then there is no requirement.
- 10.7.7. N/A for units that do not possess aircraft.
- 10.7.8. In AMC, QA will coordinate on all depot assistance requests submitted by PS&D. PS&D coordinates aircraft depot support requirements for their unit. PS&D prepares all necessary correspondence and ensures periodic and unforeseen depot maintenance requirements are coordinated with the unit, MAJ-COM, and depot maintenance center managers. AMS and 743 AMXS will contact HQ AMC/LGRC for further disposition & instructions.
- 10.7.9. N/A for AMC.
- 10.7.11. Also establish procedures for entering the discrepancies found during inspection into the MIS. Establish procedures to prevent duplication of evaluations and inspections.
- 10.7.13. This applies to ground instructional trainer aircraft (GITA) if permanently assigned.
- 10.8.1. N/A for AMC.
- 10.8.4. Conducts QA evaluations to ensure the MIS matches active aircraft forms. QA is responsible for evaluating proper aircraft status reporting procedures. QA accomplishes evaluations by reviewing the Mission Essential Systems Listing (MESL) against the aircraft forms while on the aircraft and then runs a G081 screen 8047 to ensure proper status is carried in G081. If either the 781 forms or G081 do not match,

it is an error. Report the number of forms/G081 entries checked and the number of errors discovered. WSL QAs will establish and ensure Accurate Status Reporting is a RIL item with an associated AQL.

10.9. All AMS QAs and 43rd AW QA will accomplish frequent (at least 3 times weekly) QA evaluations on AMC transient maintainers including FCCs. They will then forward those reports back to the FCC's home station QA for inclusion into the home station database. Home station QAs, in turn, will forward those reports to the applicable maintenance supervision so they are aware of the quality of work their FCCs are performing TDY. It is HQ AMC/LG policy that QA will perform a minimum number of evaluations per month equal to twenty percent of assigned active duty and civilian maintenance personnel. For units with AFRC personnel assigned, in addition to the active duty numbers, determine the required additional number of inspections by first multiplying the number of assigned traditional reservists by 20 percent. Add this number to the total number of assigned Air Reserve Technicians (ARTs) and multiply the resulting total by 10 percent to arrive at the minimum inspection requirement. For example, for a unit with 500 traditional reservists and 200 ARTs assigned, the inspection quota is 30 inspections per month in addition to active duty inspections. When figuring quotas for units with both active duty and AFRC personnel assigned, ensure ARTs are counted only once, either in the active duty population or in the reserve population. QA verifies maintenance population size annually and adjusts evaluation target quotas correspondingly.

10.9.1. OCONUS AMS maintenance supervision will determine methods for improving performance.

10.9.1.3.7. In AMC, RILs replace KTLs because the AMC RILs are standardized by weapon system and are inclusive of all maintenance processes. Therefore, to comply with the intent of the AFI, AMC defines Key tasks as those tasks that would require an FCF as specified in the applicable MDS technical data.

10.9.1.3.8.12. (Added) A Master RIL lists Core items that are derived from the below AFI list and items that are basic to aircraft recovery, inspection, maintenance, generation, and launch activities, that units with like weapon systems will evaluate regularly, and includes corresponding Acceptable Quality Levels (AQL) for each task/process. WSL QAs build a weapon system specific RIL starting with the below basic items and then adding MDS specific areas to form a RIL. After the RIL is coordinated with like AMC active units (sister units), it becomes the Master RIL for that weapon system. All AMC units will use the master weapon system RIL for their like MDS. Units can develop additional items to include in their QA program in a local RIL as described below. All AMC Master RILs will have standardized categories and sub categories. In addition each sub category will list tasks, standardized command ID numbers for the task, and standardized AQLs. The 6 mandatory standardized AMC Master RIL categories and sub categories are as follows:

10.9.1.3.8.12.1. (Added) Category 1 is Management Processes with sub categories of Management General and TO Management.

10.9.1.3.8.12.2. (Added) Category 2 is Aircraft Generation with sub categories of Launch/Recovery, Ground Handling, and Servicing.

10.9.1.3.8.12.3. (Added) Category 3 is Equipment with sub categories of General and AGE.

10.9.1.3.8.12.4. (Added) Category 4 is Major Aircraft Inspections with sub categories of HSC, ISO, Letter Check (as applicable), Refurbishment, and Acceptance Inspections.

10.9.1.3.8.12.5. (Added) Category 5 is Aircraft Maintenance with sub categories of Airframe General, Landing Gear, Fuels, Engines, Hydraulic Systems, Environmental Systems, Electrical Systems, Flight Controls, Comm/Nav Systems, and Guidance and Control.

10.9.1.3.8.12.6. (Added) Category 6 is Off Equipment with sub categories of Component Repair/Support General Off Equipment and Support General On/Off Equipment.

10.9.1.3.8.13. (Added) Weapon System Lead (WSL) QAs are: Fairchild, (KC-135); McGuire (C-141); Travis (KC-10); Dover (C-5); McChord (C-17); Little Rock (C-130); Scott (C-9); and Andrews (UH-1, C-20, C-137, etc.). The 715th and 721st Air Mobility Operations Groups are considered WSL QAs for their respective theatre AMSs. OCONUS AMOGs will use the weapon system master RILs as a baseline to develop the en route community core RIL tasks and will coordinate between their groups and the 43 AW QA to establish a single AMC en route Master RIL. Except for OCONUS AMOGs, the WSL QAs will change every three years to a different like MDS base as determined by HQ AMC/LGMMP.

10.9.1.3.8.14. (Added) Core RIL tasks/processes are performed frequently and inspected throughout the month. Tasks/processes other than core tasks are inspected regularly, though not necessarily monthly.

10.9.1.3.8.15. (Added) WSL QAs and like MDS (sister) units review and update the Master RIL/AQL at least annually. **NOTE:** Use E-Mail, FAX, and telephonic/video communications to the maximum extent possible for RIL reviews and coordination. Expenditure of TDY funds for travel to RIL/AQL reviews is discouraged. WSL QAs will provide an updated copy of the weapon system Master RIL/AQL to HQ AMC/LGMMP by the 1st of July of each year for every weapon system they are responsible for so it can be reviewed and posted on the HQ AMC/LGM QA web site.

10.9.1.3.8.16. (Added) If the process is accomplished by contractors, QAE will perform inspections.

10.9.3.1.1. The TO format (digital or Paper) that the maintainers are using will be the TO format that the QA evaluators use.

10.9.4.2.3. Also applies if the technician commits an equipment reliability error, e.g. fails to check oil during a pre use inspection, failure to check equipment forms.

10.9.6.5.3. The intent of this paragraph is to convey that a task can be evaluated by using the corrective action or the inspected by, or both, as a basis of evaluation. An open inspected by block does not prevent an evaluation on a corrected action signature block. Furthermore, technicians who sign off the inspected by block are responsible for the complete task IAW 00-20-1.

10.9.9.2. Technical data will be available at the job sight and will be used.

10.9.9.4.2. Regardless of inspection location, all discrepancies will be captured in MIS.

10.10. Units do not have the authority to increase the minimum AQL levels but will instead use the standard MDS master command RIL. QA may add to the Master RIL with additional local inspection areas if desired. WSL QAs, in coordination with their like MDS (sister) units, will develop a command standardized RIL and associated AQLs. The AQL is derived from previous inspection performance based data. The AQL will provide a level at which 85% of the population can achieve a pass rating, delineating an attainable quality level. This will comprise the command AQL baseline for the weapon system RILs. The WSL QA will compile the data and compute the command standard AQLs for their weapon system annually. The WSL QA and sister units will review one year of RIL/AQL data annually and adjust command standard AQLs accordingly. The minimum statistical sample size for a reliable AQL is 20. If the sample size for a RIL task is below 20 over a year's review period, the WSL QA and sister units will agree to an AQL. If there are extenuating facts that justify a more or less stringent command standard AQL for selected RIL tasks that don't jeopardize acceptable pass rates, (for example; small sample size, out of control process, nonstandard inspection techniques among like MDS units, etc.), the command AQL may be

adjusted. The WSL QA superintendent has the authority to change the command standard AQL after coordination with sister units. Master RILs/AQLs will be updated and sent to HQ AMC/LGMMP by 1 July of each year. Once the WSL QA and sister units agree to a baseline AQL for a Master RIL task (or process, or product), this AQL *is* the command standard for determining whether the task is rated pass. Just as units are encouraged to build on the Master RIL to meet local needs, so too may they locally make a command standard AQL more stringent (e.g. change AQL from 4 to 3) for their location-as long as they don't compromise the attainable levels above. This allows unit managers to adjust the customer performance based level to an acceptable level of quality if required. Any unit opting to make a Master RIL item AQL more stringent locally will forward it to the WSL QA for inclusion with the Master RIL to facilitate benchmarking with like MDS (sister) units. Units will not make Master RIL AQLs less stringent without concurrence of the WSL QA superintendent and a corresponding change to the Master RIL. QA, AMXS, and MXS (or CMS/EMS, or equivalent) representatives meet to review the RIL and its task/process AQLs annually. Share this data (if applicable) with the WSL QA for possible incorporation into the Master RIL.

10.10.2. N/A for AMC.

10.11. Section/Element chiefs and above will have access (read only) to the QA database.

10.13. For OCONUS AMS, maintenance supervision will review QA trends monthly because of personnel turnover due to shorter tour lengths.

10.14. For OCONUS AMS, maintenance supervision will co chair the quarterly meeting.

10.15. Product improvement is critical in the drive for improved mission capability, mission effectiveness, and reduced maintenance workload. QA is the focal point for all aircraft maintenance deficiency reporting, maintenance tech data, and product improvement programs. Maintainers assigned to QA must have solid technical working knowledge of aircraft maintenance in order to successfully support product improvement operations. General knowledge of contracting and supply policies and procedures is desirable.

10.15.1.4. Includes AFTO Form 27, **Publication Change Request**.

10.15.1.7. N/A for non aircraft possessed units.

10.15.2.3. The AMC AFTO Forms 135 process is the same as the AFTO Forms 22 process above.

10.16. Manages maintenance programs designed to enhance mission readiness, maintenance capabilities, parts repair, cost effectiveness, and aircraft availability; ensures all unit maintenance personnel are familiar with them. **NOTE:** The 89 AW and 375 AW have aircraft Program Managers assigned, who will, in addition to their normal duties, accomplish some of the below functions for their particular MDS aircraft. These Program Managers will be functionally assigned within Quality Assurance. Submit the electronic Microsoft word version of AFTO Forms 22 to HQ AMC/LGMMP.

10.16.5. In some cases, local procedures will be required to meet mission needs. Form 215, **Equipment Checklist**, and AMC Form 216, **Equipment Checklist Cover Sheet**, may be used for developing local checklists, and AMC Form 220, **Inspection Work Card Sheet**, may be used for developing local work cards (LWC). Before approving LWCs, local job guides (LJG), local page supplements (LPS), and local checklists (LCL) for publication, QA thoroughly researches and validates procedures contained within them for currency IAW TO 00-5-1 and AMC Supplements. QA then coordinates with maintenance supervision(s) for review, before requesting the MXG/CC (AMS/CC in OCONUS) approval for publishing. Establish local procedures to ensure they are reviewed for currency when source reference data changes. Document guidance for local procedures in a local OI if applicable.

10.16.7. N/A for OCONUS AMS (no maintenance plan & flying schedule required) and therefore, this list will be sent out weekly to all affected agencies electronically.

10.17.1. WSMs for the HQ AMC/LGM are HQ AMC/LGMA for C-5, C-17, C-130, C-141, and KC-135 aircraft, and HQ AMC/LGMK for UH-1, C-9, C-20, C-21, VC-25, C-32, C-37, C-40, and KC-10 aircraft.

10.17.1.1. For command level OTIs, G081 units will use a seven character data code as prescribed by G081 procedure. For unit level OTIs, G081 units will define as follows: first two characters are the unit's item/base indicator, next two characters are the year, and last three characters are the sequence number.

10.17.1.2. (Added) The applicable WSM will develop (in conjunction with the appropriate Air Logistics Center System Program Director) (ALC/SPD) and publish OTIs, to provide instructions for accomplishing aircraft condition inspections.

10.17.1.3. (Added) The WSM will coordinate with appropriate ANG and AFRC counterparts to determine applicability of ANG and AFRC aircraft that AMC is lead command for.

10.17.1.4. (Added) The WSM will notify the appropriate ALC/SPD of significant findings by e-mail or message.

10.17.1.5. (Added) The WSM will coordinate with HQ AMC/LGRC for after hours notification and tracking of OTIs and TCTOs that require immediate compliance feedback.

10.17.1.6. (Added) The WSM will Load OTI into the applicable automated maintenance management system (CAMS or G081):

10.17.1.6.1. (Added) The WSM will input or have the lead wing Plans and Scheduling section). Use the 9103 screen for GO81 inputs.

10.17.1.6.2. (Added) For C-5 aircraft, the SPD loads all TCTOs and OTIs into GO81.

10.17.1.6.3. (Added) For C-17 aircraft the WSM will coordinate the OTI/TCTO with the C-17 SPO. The C-17 SPO is the OTI/TCTO releasing authority.

10.17.1.6.4. (Added) For CLS aircraft, the SPD loads TCTOs into the applicable maintenance management system.

10.17.1.6.5. (Added) The WSM will record and consolidate all routine OTI information received from the field and information provided by HQ AMC/LGRC for immediate, urgent or mission impacting OTIs.

10.17.1.7. (Added) OTI data management will be performed as follows:

10.17.1.7.1. (Added) HQ AMC/LGRC will record data for immediate, urgent, and mission impacting OTIs and TCTOs accomplished by field units after normal duty hours. Record data on a worksheet provided by HQ AMC/LGM.

10.17.1.8. (Added) Reporting requirements: (Report immediate and urgent action OTI findings to HQ AMC/LGRC by telephone). This reporting requirement is exempt from licensing, in accordance with paragraph 2.11.10 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

10.18.1. Refer to AMC configuration control process guidance in AFI 63-1101/AMC1.

10.19.1. The MXG/CC and OG/CC have joint responsibility for effective management of the unit FCF/OCF Program.

10.19.1.1. (Added) For full Contract Logistics Support (CLS) aircraft (C-20, C-21, C-32, C-37, and C-40), follow FCF guidance contained in TO 1-1-300, the Contract Statement of Work, and any other applicable publications.

10.19.1.2. (Added) AMS and 43 AW QA will contact HQ AMC/LGRC and the owning aircraft's QA office to resolve issues about FCF/OCF and will ensure the intent of this instruction is met.

10.19.1.3. (Added) Providing an aircraft that is safe for flight is paramount. The AMU pro super will evaluate every aircraft recovering from CANN status to determine whether an FCF/OCF is appropriate before it is returned to regular service. Consider length of time the aircraft was in CANN status and the extent to which aircraft systems were affected by part removals/installations. It is imperative that overall aircraft condition be thoroughly reviewed.

10.19.3. For full Contract Logistics Support (CLS) aircraft (C-20, C-21, C-32, C-37, and C-40), follow FCF guidance contained in the Contract Statement of Work. An individual with FCF currency or previous FCF experience in assigned MDS aircraft is desirable, but not mandatory. For units with multiple MDSs, the OG/CC (or equivalent) may designate an FCF OIC for each type aircraft. When an aircraft requires FCF and an FCF current crew is not available to perform it, the OG/CC (or equivalent) issues written certification on the AMC Form 41, **Flight Authorization**, designating the most highly qualified crew available. Ensure QA receives a copy of the AMC Form 41 for the aircraft FCF file. The FCF OIC is involved with, and coordinates on, all FCFs.

10.19.3.1. QA will conduct the crew briefing. QA may ask specialists with specific discrepancy and system repair knowledge to also be present during the briefing as applicable.

10.19.3.4.1. It is critical maintenance and operations personnel work closely in planning and conducting FCFs.

10.19.3.5.2.1. AMS and 743 AMXS will contact HQ AMC/LGRC and the owning aircraft QA office to resolve issues pertaining to FCFs, OCFs, and High Speed Taxi Checks.

10.19.4. In AMC, a clean configuration refers to a standard aircraft configuration.

10.20. Once the in flight operational check is accomplished, the aircraft may continue the mission. Local OCF procedures may be combined with FCF procedures. AMS and 43 AW QA will coordinate FCF/OCF support through HQ AMC/LGRC and aircraft home station OG/MXG and QA (as applicable) to resolve FCF/OCF issues and ensure the intent of this instruction is met.

10.22. AMS and 43 AW QA will coordinate High Speed Taxi Check support through HQ AMC/LGRC and aircraft home station OG/MXG/CC and QA (as applicable) to resolve High Speed Taxi Check issues and ensure the intent of this instruction is met.

10.23. In AMC a W&B OI is required to expand on W&B procedures and clarify local requirements. QA and squadron maintenance supervisions work together in developing a W&B Preparation Checklist if the aircraft dash five technical order is not comprehensive enough for the task. Incorporate the checklist into the local W&B OI. As a minimum, the local OI addresses the following areas: Procedures for routing completed TCTO and modification information for aircraft W&B changes, and procedures for notifying QA W&B Program Manager when an aircraft's weight changes. The OI will also address the standardized physical location of the supplemental W&B Handbook on assigned aircraft. For KC-135 aircraft, the OI will include maintenance procedures for the AF Form 4100 **KC-135 Load Planning Worksheet**. KC-135 qualified crew chiefs may insert or remove an AF Form 4100 for normal configuration changes (nav suite, rollers, bins etc.) as required to support daily operations. QA W&B manager will ensure selected crew

chiefs complete W&B General CBT, W&B Airlift CBT, and are trained/certified by QA W&B program managers. They must also be signed off in their training records and tracked on the special certification roster.

10.23.1. AMS and 43 AW QA will contact HQ AMC/LGRC and the owning aircraft QA office to resolve W&B issues. Since en route QAs have no aircraft assigned, they have no requirement to be W&B qualified.

10.23.1.2. Verify weight and moment calculations on all newly assigned aircraft before the first flight. In addition, verify weight and moment calculations on aircraft that return from repairs at a depot/contractor facility before the first flight. **NOTE:** A DD Form 365-4, **Form F Weight and Balance Clearance Form**, is filled out before every flight. It's the official record of an aircraft's weight and balance computation, and is done to ensure aircraft weight and center of gravity are not exceeded at take off or landing. Preparation of the DD Form 365-4/Form F is a loadmaster/boom operator responsibility.

10.23.1.4. Organizational and intermediate level TCTOs, and permanent or temporary modifications may affect the basic aircraft weight and moment. Inspect W&B documents before the first flight, review computations for accuracy, and ensure applicable W&B records are properly documented.

10.23.1.9. Also document W&B qualifications in the CFETP if applicable.

10.24. N/A for AMC.

10.25. Contract Logistics Support (CLS) Programs. Units under full CLS (C-20, C-21, C-32, C-37, and C-40 aircraft) are authorized dedicated aircraft maintenance QARs. QAR authorizations are determined by MAJCOM. CLS is used to supplement organic Air Force capabilities in such areas as aircraft maintenance, supply spares (through a contractor operated and maintained base supply, or COMBS), and aircrew training devices. QARs monitor contract compliance and ensure the contractor supports the mission in accordance with statements of work contained in the CLS contract. All QARs will be assigned to the maintenance group in AMC. QARs serve as the MXG/CC POC for CLS contract issues. Issues that cannot be resolved at base level will be brought to the attention of HQ AMC/LGM for resolution.

10.25.1. (Added) COMBS supported units, such as those with assigned C-9, KC-10, C-20, VC-25, C-32, and C-37 aircraft are also authorized QARs to oversee COMBS contract compliance. Commercial derivative aircraft procured for Air Force use are maintained to civil airworthiness standards, AFD 62-4, *Civil Airworthiness Standards for Transport Aircraft*, and AFI 21-107, *Maintaining Commercial Derivative Aircraft*, are the governing directives.

10.25.2. (Added) Commanders will ensure an assessment of training needs is conducted initially and annually for QAR appointees. After being appointed by the commander and before QARs assume their duties, they will receive an assessment of training needs by QA. QA will evaluate the need for the QAR to receive maintenance fundamental refresher training (i.e. forms documentation procedures, MAJCOM, AFI, and TO supplemental policies related to maintenance, review maintenance related AFOSH standards, flight line safety, driving procedures, etc.). Commanders will ensure QARs are aware of all current maintenance policies and procedures.

11.1. All AMC QA's will coordinate with all maintenance supervisions in writing an aircraft impoundment operating instruction (OI) tailored to local conditions. QA will publish the OI after approval by the GP/AMS CC. In addition to the below requirements, the OI will also address:

11.1.1. (Added) Notification procedures for home station aircraft.

11.1.2. (Added) Notification procedures for aircraft impounded away from home station to include notifying HQ AMC/LGRC. Off station procedures will include providing investigation status updates to the owning GP/CC as defined in TO 00-20-1/AMC1 and requesting release from impoundment by the impoundment release authority following guidance in paragraph 11.6.9.1. The impounded aircraft's owning GP/CC or their designated representative is the impoundment release authority for their aircraft away from home station that have not changed possession. (Also applies to AMS and 743 AMXS.).

11.1.3. (Added) Assessing aircraft condition and authorizing a one time flight, if necessary, IAW TOs 00-20-1 and 00-20-5 and AMC supplements.

11.3.2. Verify with the Aircraft Commander in debrief if the flight control malfunction will be a reportable event IAW AFI 91-204. The aircraft commander makes the determination if an uncommanded flight control malfunction occurred in flight. If the aircraft commander does not report IAW 91-204, do not impound the aircraft.

11.3.6.6. Confirmed internal damage verified by borescope or visual inspection of blades (other than minor nicks and scratches) in either the intake or the exhaust portion of the engine. Although the aircraft is not required to be impounded, maintenance will ensure a thorough inspection of the aircraft is accomplished to eliminate any part of the aircraft as being the FOD source.

11.3.6.6.1. (Added) Impounded equipment returned to a repair facility will be properly identified as an impounded asset.

11.3.6.6.2. (Added) An impoundment placard will be RED in color and placed in clear view on equipment. Placard will identify the impoundment official and releasing authority's name, unit, and DSN.

11.3.6.6.3. (Added) No components/parts will be removed from an impoundment exhibit/s until cleared by impoundment official and or impoundment release authority.

11.4.2. QA acts as OPR for group procedures, but will not be tasked to perform impoundment official duties. QA will be a technical advisor, if necessary, to the impoundment official.

11.5.1. If an en route unit impounds an aircraft, contact HQ AMC/LGRC with details of the Impoundment event. Ensure HQ AMC/LGRC and the owning home station GP/CC is kept informed of investigation status. Only the owning GP/CC or their designated representative as stated in TO 00-20-1 and clarified in the AMC supplement, can release an aircraft from impoundment.

11.5.3. QAs will develop a standardized impoundment checklist that meets local needs.

11.5.5.2. After normal duty hours the DBMs will be called in to perform this function.

11.5.9. At OCONUS AMS locations, the AMS/CC will be responsible for all impoundment events except for the authority to release the aircraft from impoundment. After the owning GP/CC releases the aircraft from impoundment, AMS's will ensure they notify HQ AMC/LGRC.

11.5.9.1. The impounded aircraft owning GP/CC as defined in TO 00-20-1 and clarified in AMC supplement 1, or their designated representative is the impoundment release authority for their aircraft away from home station when possession of the aircraft does not change. (Also applies to AMS and 743 AMXS).

13.2.1.6. Procedures will include suspected aircraft that have already taxied or are currently flying. There is no AMC requirement to automatically impound an aircraft for a lost tool.

13.2.1.8. Identify personal issue equipment (e.g. ear defenders, reflective belts, etc.) with minimum last name, unit, and employee number. Does not include personal issue clothing.

13.3.3. Flight/Section chiefs are responsible for ensuring their special tools and test equipment are inspected for serviceability by Lead Techs in their respective AFSCs.

13.3.4.4. The intent of this sentence is to document removed/broken tools on the MIL. In addition to this requirement, units may also document missing or removed tools on a locally developed missing/removed tool log (may be automated).

13.5.2. Also account for rags. Reference AFI paragraph 18.23.2.9.

13.7.1.3. Specialized toolboxes may be modified as required to support mission needs.

13.8.1.8.1. Maintenance supervision is defined by Para 2.6. and refers to the MS/Maintenance Superintendent of the unit.

15.1. Unit manning documents (UMD) will reflect that PS&D is a centralized function, with all PS&D schedulers assigned to MOS. **EXCEPTIONS:** At the 19th ARG, PS&D resides within the AMXS.

15.2.2. AVDO responsibilities: Each unit appoints an AVDO and an alternate AVDO. The AVDO is the POC for all matters pertaining to equipment utilization and inventory responsibilities in accordance with AFI 21-103. Units will provide a listing of AVDO personnel by message, E mail, or FAX to HQ AMC/LGMQA.

15.2.2.1. Perform aircraft assignment possession change in G081 (9005, 9026). Run screen 8047 after gaining possession to verify possession change time accuracy.

15.2.2.3. Maintain master ID number list for uninstalled items. Where decentralized (i.e., engine management, AGE, etc.) the assigned 2R1X1 will ensure master ID number list is kept current using screen 9112.

15.2.2.4. PS&D will forward aircraft transfer/depot program input conflicts/changes to applicable WSM, with local MXG/CC approval. Follow procedures found in TO 00-25-4, paragraph 1-4.2. For example, A1054 scheduled for PDM input on 1 Jul 01 can not meet the scheduled input date due to unscheduled depot maintenance for a hole in the wing, ETIC 31 Jul. The next depot input aircraft after A1054 is A1096, with a depot input date of 15 Aug 01. A1096 will now replace A1054 and A1054 will replace A1096. Your chain of command and MXG/CC approves and you submit your request to the WSM. Upon WSM approval, PS&D will coordinate with affected flying squadron PS&D (where applicable) and any affected agencies.

15.2.2.4.1. (Added) C-17 units will coordinate all AFTO Form 103 requirements directly to HQ AMC WSM.

15.2.2.5. PS&D will coordinate AFTO Form 103 inputs with agency initiating the request, maintenance supervision chiefs, and applicable maintenance shops before submitting to MAJCOM WSM.

15.2.4. HQ AMC Weapons System Manager will maintain master -6 requirements in G081 in the event the aircraft SPO elects to not do this function. For C-5 units, the SPO maintains master -6 requirements in G081. PS&D will load locally tracked items in G081. For C-130 units only, flying squadron PS&D will load locally tracked items in G081.

15.2.4.1. Update and maintain all scheduling related fields such as ISO/HSC/Refurb/Washes/PDM dates (9018).

15.2.4.1.1. (Added) Load and schedule work packages (9001, 9004).

15.2.4.1.2. (Added) Wing PS&D will input daily the Due Home Date (DHD), time and remarks for all aircraft departing off station. Remark must include reason for the DHD such as HSC, PDM input, etc. TACC uses this information to prioritize aircraft taskings, while considering home station scheduled maintenance requirements.

15.2.4.1.2.1. (Added) DHD is the earliest date scheduled maintenance is planned at home station, to allow smooth flow of resources, facilities, and personnel in meeting mission requirements and aircraft availability. This is not the due date but the date scheduled maintenance is planned to start. This includes and is not limited to wash, ISO, refurb, TCTO, HSC, modifications, PDM, etc.

15.2.4.1.2.2. (Added) DHD time is the Zulu time the aircraft is due home to meet maintenance planning schedules.

15.2.4.1.2.3. (Added) DHD Remarks should include as much information as possible. For example, Wash and HSC due 15 Dec into remarks. The DHD and time would show 2001/12/01 @ 2359 hours.

15.2.4.1.3. (Added) Maintain Aircraft Special Equipment Information (9076).

15.2.5. Manual back up procedures for electronic means are required.

15.2.5.1.1. (Added) PS&D will follow the procedures as outlined in the Aircrew/Aircraft Tasking System (AATS).

15.2.5.4. Conducting the Daily Afternoon Production and Scheduling Meeting: The goal of the daily afternoon production and scheduling meeting is a coordinated maintenance plan and flying schedule for the next day. Part of AMC's philosophy to get production squadron supervision involved with the fleet management process is to require their attendance at the daily production and scheduling meeting. Subordinate personnel, such as shop chiefs, senior coordinators, and pro supers will normally remain engaged in production duties and do not normally attend the scheduling and production meeting. The following will attend the meeting: The MOC Section Chief/Superintendent/OIC, PS&D Section Chief, Supply Combat Operations Support Flight Supervision, AMXS/Flying Squadron maintenance supervision, and Aircraft Maintenance Flight supervision, MXS/CMS/EMS maintenance supervision and flight supervision, and Inspection Section supervision. Review the following topics during the meeting:

15.2.5.4.1. (Added) Review the current day schedule execution and remaining portion of the current day aircraft schedule.

15.2.5.4.2. (Added) Review and finalize the next day aircraft execution schedule for loading into G081 by PS&D, using screen 9074.

15.2.5.4.3. (Added) Accomplish a parts review including (1) MICAP Status and (2) Repair Cycle Status.

15.2.5.4.4. (Added) AMU supervision briefs aircraft status and repair plans.

15.2.5.4.5. (Added) Inspection section briefs status and progress of inspections and problems with projected flow/time line. Include status of back line aircraft and refurb aircraft when under their control.

15.2.5.4.6. (Added) Discuss critical facilities status to prioritize competing resources, i.e. fuel cell hangar, engine run spots, compass rose, etc. Discuss any other facility issues related to maintenance.

15.2.5.4.7. (Added) Discuss Engine Spares status and requirements.

15.2.5.4.8. (Added) Review MRT broken off station status if available.

15.2.5.4.9. (Added) Identify the go to aircraft for CANN actions in the event a CANN is required during off shifts. Also, identify alternate CANN aircraft to use in the event the primary aircraft cannot satisfy the requirements of the CANN. As a reminder, in AMC, the Pro Super is the CANN authority and will decide when to CANN, however, the Pro Super will not decide what aircraft the part will come from. That is why it is important in this meeting to determine or announce to other agencies, what aircraft are designated as a CANN aircraft. Any off shift questions on CANN aircraft will be directed to the MOO who has responsibility for fleet management and effective aircraft utilization.

15.2.5.4.10. (Added) AMC units will perform document reviews IAW Chapter 9, paragraph 9.2.

15.3.5.1. Jacket files will include as a minimum:

15.3.5.1.1. (Added) Current and previous three months of aircraft forms (i.e., AFTO Form 781 A, H, J, and K).

15.3.5.1.2. (Added) Packages for one complete inspection cycle (i.e., complete ISO cycle, aircraft not under ISO concept will keep complete HSC cycle).

15.3.5.1.3. (Added) Last FCF checklist IAW TO 00-20-1.

15.3.5.1.4. (Added) Last Depot package.

15.3.5.1.5. (Added) Any open lost tool reports IAW AFI 21-101, Para 15.10.1.9.1. The work center that initiates the lost tool report is responsible for ensuring this is accomplished.

15.3.5.1.6. (Added) Transfer packages.

15.3.5.1.7. (Added) Aircraft 95 and applicable -6 Weapons System specific AFTO Form 95s.

15.3.5.1.8. (Added) Weight and Balance records (*).

15.3.5.1.9. (Added) Engine Records (*)

15.3.5.1.10. (Added) Current document review.

15.3.5.1.11. (Added) NDI records (*)

NOTE: * = Decentralized records will have optional form 21 in jacket file.

15.3.5.1.12. (Added) Document Management: The PS&D supervisor ensures that all work centers maintaining decentralized equipment documents receive a semi annual assistance visit from PS&D. PS&D reviews records and compares previous and current documentation errors to determine if procedural or training requirements exists. Discuss these as necessary with the applicable shop supervisor. Provide results of the inspection to applicable maintenance supervision.

15.3.5.1.12.1. (Added) Use G081 program 9037 to update aircraft significant historical data.

15.3.5.2. The deployed maintenance supervisor will use available electronic means daily (i.e., MIS, e mail, fax, telephone, etc.).

15.3.5.3. In G081, ensure that all dash 6 inspections, time changes, and special inspections are loaded in accordance with the applicable dash 6 for each aircraft:

15.3.5.3.1. (Added) C-5 (9031, 9033A through E, 67184).

15.3.5.3.2. (Added) C-9 (9084, 9085A, 67169).

15.3.5.3.3. (Added) KC-10 (9080, 9081A, 67092).

15.3.5.3.4. (Added) C-17 (9078, 9079A, 67119).

15.3.5.3.5. (Added) C-130 (9086, 9087A, 67055).

15.3.5.3.6. (Added) KC-135 (9082, 9083A, 67154).

15.3.5.3.7. (Added) C-141 (9121, 9122A, 9122E, 67198).

15.3.5.3.8. (Added) Document the review using AF Form 2411, **Inspection Document**.

15.3.6. Pre dock Meeting: Units will hold a pre dock meeting no later than one duty day before the start of the scheduled inspection. For C-17 units, this is the HSC and for KC-10, this is the A-Check. For all others, it is the isochronal inspection.

15.3.6.1.1. (Added) The documentation section supervisor will determine pre dock meeting attendees. The following personnel will attend the meeting, as a minimum: Documentation section representative (PS&D), inspection dock chief, production supervisor (Pro Super), aircraft dedicated crew chief (DCC), MSL or supply support section representative (Flight line), Supply TCTO kit monitor (Shop Service Center), engine management representative (EMB), and NDI shop representative (if NDI is required during the inspection).

15.3.6.1.2. (Added) Annotate all maintenance actions required during the inspection on an AF Form 2410.

15.3.6.1.3. (Added) As a minimum, discuss the following at the pre dock meeting:

15.3.6.1.4. (Added) The type and number (if applicable) of the inspection to be performed.

15.3.6.1.5. (Added) Validate current aircraft and engine operating times.

15.3.6.1.6. (Added) TCTO requirements to be performed during the inspection.

15.3.6.1.7. (Added) Time Changes and special inspections requiring completion during the inspection.

15.3.6.1.8. (Added) Parts in the Tail Number Bin (TNB) that requires aircraft installation.

15.3.6.1.9. (Added) Any known post inspection fuel cell requiring work.

15.3.6.1.10. (Added) Scheduled date the aircraft is to be ready for the flight line to accept back.

15.3.6.1.11. (Added) All known engines requiring change out.

15.3.6.1.12. (Added) Review of the aircraft forms open discrepancies including delayed discrepancies. Develop a joint plan to work as many discrepancies as feasible/applicable.

15.3.6.1.13. (Added) Any inspections that will require maintenance personnel to stop work (i.e. NDI shop requirements) and when the maintenance dock needs to be clear of personnel to perform the inspections.

15.3.6.1.13.1. (Added) Documentation section will provide the inspection dock chief with a serial number verification worksheet. The worksheet is a tool to verify the serial numbers of installed serially controlled items that are accessible during the inspection.

15.3.6.1.13.2. (Added) Units will accomplish part/serial number verification at ISO (C-17 at HSC and KC-10 at A-check or acceptance inspection).

15.3.6.5. (Added) Have all meeting attendees sign the AF Form 2410.

15.3.7. Post Dock Meeting. AMC units will hold a post dock meeting as soon as possible after the inspection and before the functional check flight (FCF) or first flight. For C-17 aircraft the inspection is HSC, for C-17 and KC-10 aircraft, the inspection is A-Check, and for all other aircraft, the inspection is isochronal.

15.3.7.1. (Added) The purpose of the post dock meeting is to verify that those maintenance actions, listed on the AF Form 2410 and agreed upon at the pre dock meeting, were completed and documented correctly. If maintenance actions were not completed, an agreed upon plan will be developed to complete these maintenance actions and documented on the AF Form 2410.

15.3.7.2. (Added) The documentation section supervisor will determine meeting attendees. As a minimum the following personnel will attend: documentation representative (PS&D), inspection dock chief, production supervisor (Pro Super), DCC, MSL or supply support section representative, and inspection dock supply representative.

15.3.7.3. (Added) As a minimum discuss and validate the following information:

15.3.7.3.1. (Added) The dock chief or designated representative and the aircraft crew chief will perform an aircraft documents review IAW paragraph 7.2.1.

15.3.7.3.2. (Added) Ensure TCTO's, TCI's, and special inspections scheduled during the inspection are completed and signed off in GO81. Any action that was scheduled but not complied with will be annotated on the AF Form 2410 (used at the pre dock meeting) with the reason why it was not performed. Validate that any TCTO/TCI/special inspection not complied with will not ground the aircraft before releasing the aircraft back to flight line maintenance personnel.

15.3.7.3.3. (Added) Verify that all parts placed on order during the inspection but not received have valid document numbers and are loaded in GO81.

15.3.7.3.4. (Added) The dock chief will return the completed serial number verification sheet to the documentation section or PS&D representative.

15.3.7.3.5. (Added) The inspection dock chief and flight line maintenance supervisor (pro super or above) agree that all inspection requirements are completed and the flight line supervisor agrees to accept (buy back) the aircraft.

15.3.7.3.6. (Added) At this meeting, if maintenance actions previously identified still need accomplishing, agreements as to how these inspection requirements will be completed will be documented on the AFTO Form 2410.

15.3.7.3.7. (Added) Documentation will place the completed inspection package in the aircraft jacket file IAW paragraph 15.3.5. For units authorized by AMC/LGM to perform paperless ISO inspections, a disk will be used to save inspection information (documentation) in the jacket file.

15.4.1. AMC units will use automated products (i.e. Excel, Access, etc.) whenever possible to develop and maintain generation flow plans. Decentralization of these functions is permissible with MXG/CC approval.

15.5. AMC units will use the Aircrew/Aircraft Tasking System (AATS) to manage their respective annual flying hour program and tasking limits using screen 9029.

15.5.1. (Added) The approved monthly flying hour commitment will be entered into G081 using screen 9028. **15.6.** AMC units will use the Aircrew/Aircraft Tasking System (AATS) to manage the Long Range/First Look Requirements instead of guidance in paragraph 15.4 through 15.4.4.

15.7.1. Annual flying hour allocations are managed using the Aircrew/Aircraft Tasking System (AATS) instead of the guidance in paragraph **15.7.1.** through 15.7.2.7.

15.9.4. Publish plans separate or as an annex to the weekly plan one week before the affected month. Provide as much detail as is feasible for the unit's mission.

15.10.1. AMC units manage operational requirements using the Aircrew/Aircraft Tasking System (AATS).

15.10.1.1. PS&D in coordination with maintenance representatives determine the maintenance capability to support flying hour programs.

15.10.1.5. PS&D will ensure all mission unique requirements are annotated on the weekly and daily flying schedule to include tire wear limits, increased LOX requirements, secure voice, chaff & flares, FM immunity, extra oxygen bottles, TCAS, aircrew signs & plaques, special air show requirements, unimproved runway preparation, DIP clearance aircraft, FCC requirements, etc. as relayed by operations.

15.10.3.1. Per this AFI, AMC is not required to print tail numbers on the weekly schedule.

15.10.3.2. AMC units will include spare aircraft requirements on the daily schedule as identified on the AF Form 2407.

15.10.3.9. AMC units will follow coordination procedures outlined in paragraph 15.10.3.10 and sub paragraphs of the AFI.

15.10.3.10.2. The MOO will determine further coordination procedures as necessary.

15.10.3.11. (Added) Deviations: Measure Flying Scheduling Effectiveness against the daily flying schedule and Maintenance Scheduling Effectiveness against the weekly maintenance schedule. Any change from the weekly or daily flying schedule after it is coordinated at the production meeting is a deviation.

15.10.3.11.1. (Added) PS&D computes maintenance scheduling effectiveness on a weekly basis. Forward these computations to the Analysis Section for publication.

15.10.3.11.2. (Added) Compute the aircraft maintenance scheduling effectiveness, using the scheduled maintenance events and respective weight factors (refer to this supplement **Table 15.1. (Added)**).

15.10.3.11.3. (Added) Actions started on or before the scheduled date as printed in the weekly flying schedule will receive credit.

15.10.3.11.4. (Added) G081 will be the database used to determine if maintenance actions started on time.

15.10.3.11.5. (Added) Maintenance scheduling deviation categories are as follows:

15.10.3.11.5.1. (Added) Maintenance actions canceled to add aircraft to the flying schedule.

15.10.3.11.5.2. (Added) Maintenance actions canceled due to lack of manpower or equipment.

15.10.3.11.5.3. (Added) Maintenance actions not started because of mismanagement.

15.10.3.11.5.4. (Added) Higher headquarters.

15.10.3.11.5.5. (Added) Weather.

15.10.3.11.5.6. (Added) Deviations that result from a verified back ordered part(s) condition.

15.10.3.11.5.7. (Added) Impounded aircraft; after publication of the weekly schedule.

15.10.3.11.5.8. (Added) Aircraft is off base and unable to return.

15.10.3.11.5.9. (Added) Deviations resulting from unscheduled major maintenance where unaccomplished scheduled maintenance actions are due to tech data restrictions.

15.10.3.11.5.10. (Added) Actions canceled because of productivity/wing down day.

15.10.3.12. (Added) Maintenance Scheduling Effectiveness (MSE) Rate: *FORMULA*: Total points earned / total points possible X 100= Maintenance Scheduling Effectiveness Rate.

15.10.3.13. (Added) Flying Schedule Effectiveness (FSE): The two forms of Flying Schedule Effectiveness (FSE) are wing FSE and total FSE.

15.10.3.13.1. (Added) *Wing FSE*, a non chargeable deviation is one the wing does not control, such as weather, sympathy, ATC, HHQ, and receivers (tankers).

15.10.3.13.2. (Added) *Total FSE*, only non chargeable deviation is weather, sympathy, and ATC. Total FSE will enable us to depict the turbulence the HHQ is having on our ability to execute the flying schedule.

15.10.3.13.3. (Added) Deviations will be recorded for one of the following reasons: maintenance, operations, supply, higher headquarters (HHQ), weather, sympathy, air traffic control, or other. The operations squadron commander and AMXS/CC will resolve questions concerning the recording of deviations between maintenance and operations. The operations squadron commander and the supply squadron commander will resolve deviations involving supply and POL.

15.10.3.13.4. (Added) Interchanges (tail swap). Interchanges will be used to prevent reconfigurations and unnecessary expenditures of work hours when the prime aircraft is not mission capable by its scheduled takeoff time.

15.10.3.13.4.1. (Added) Every effort is made to make the aircraft interchanges at the daily maintenance meeting the day before the aircraft scheduled flight and entered on the AF Form 2407. Interchanges that are made after the daily maintenance meeting and before the unit's first crew ready time the next day, require an AF Form 2407 be coordinated through the required agencies. However, the MOC must be notified of all interchanges. Record all interchanges in G081. Below are specific examples of interchanges:

15.10.3.13.4.1.1. (Added) Changing aircraft in printed line numbers with printed spare aircraft.

15.10.3.13.4.1.2. (Added) Changing aircraft in printed line numbers to different printed line numbers (tail number swap).

15.10.3.13.4.1.3. (Added) Changing aircraft that have flown and not on the printed schedule with aircraft on the printed schedule.

15.10.3.13.4.2. (Added) Enter all interchanges made at the daily maintenance meeting on an AF form 2407 for audit and analysis purposes.

15.10.3.13.5. (Added) Spare. An aircraft on the flying schedule identified as a replacement aircraft for use when needed. **NOTE:** Anytime a spare is used, deviation code SP will be used.

15.10.3.13.6. (Added) Maintenance (MT). Deviations resulting from aircraft discrepancies, unscheduled maintenance or for actions taken for maintenance consideration.

15.10.3.13.7. (Added) Operations (OP). Deviations resulting from operations/aircrew actions including substitution/crew illness/mission changes causing an early/late takeoff or cancellation.

15.10.3.13.8. (Added) Supply (SU). Deviations resulting from a Partially Mission Capable Supply (PMCS) or Not Mission Capable Supply (NMCS) condition or for late Supply or Petroleum Oils, Lubricant (POL).

15.10.3.13.9. (Added) Higher Headquarters (HHQ). Deviations resulting from a higher headquarters tasking including closing of low level route or external customer directed mission change. Replacement of an aircraft printed in the weekly schedule for a higher headquarters directed alert or off base mission by a spare, use one of the following options:

15.10.3.13.9.1. (Added) Option 1. The originally scheduled prime aircraft, which remained on base, may fly the sorties of the departed aircraft for the remainder of the week.

15.10.3.13.9.2. (Added) Option 2. Interchange the sorties with a printed spare aircraft on each day's schedule.

15.10.3.13.10. (Added) Weather (WX). Deviations for aircraft which takeoff early, late, abort, or are added or canceled due to weather conditions.

15.10.3.13.11. (Added) Sympathy (SY). Deviation occurs when a flight of two or more aircraft cancel abort or delay, under the command of a flight leader or instructor pilot of one of the aircraft in the flight or a supporting flight. Record sorties, which are to replace sympathy aborts or cancellations on the same day, will as sympathy additions. Sorties lost caused by the aircraft's scheduled mated tanker/receiver/mission event will be recorded as sympathy. Examples of mission events are: loss of release times, Airborne Warning and Control System (AWACS) support, Minimum Interval Take Off (MITO) causing takeoff delay or cancellation, or for another unit's or command's support will be coded as sympathy deviations.

15.10.3.13.12. (Added) Air Traffic Control (AT). Deviations resulting from air traffic control problems (for example, flight clearance delays, tower communication failure, conflicting air traffic, runway change, or run way closure).

15.10.3.13.13. (Added) Other (OT). Deviations resulting from the following:

15.10.3.13.13.1. (Added) Malfunctions, failures, or necessary adjustments to equipment undergoing tests or evaluations associated with Operational Testing and Evaluation (OT&E). Development Testing and Evaluation (DT&E), or Initial Operational Testing and Evaluation (IOT&E).

15.10.3.13.13.2. (Added) Commander's authorize UTE management deletions.

15.10.3.13.13.3. (Added) Commander's authorize training management deletions.

15.10.3.13.13.4. (Added) Unusual circumstances not covered by the above definitions may use this code (e.g., bird strikes, damage during air refueling, unscheduled alert swap out).

15.10.3.13.13.5. (Added) Exercise. Sorties added or canceled due to the initiation of an unannounced exercise.

15.10.3.13.13.6. (Added) Equipment, non AMC. Deviations caused by National Airborne Operations Center (NAOC) or Air Intelligence Agency (AIA) or Air Force Material Command (AFMC) equipment, and other non AMC support and equipment.

15.10.3.13.14. (Added) Schedule Deviations. The MOC is responsible for documenting deviations to the weekly/daily flying schedule and determining the cause for each deviation. Assign deviations after coordination with the appropriate agency before assigning the deviation to a specific category. The MOO will resolve any deviation issues. Assign schedule deviations that result from a sequence of events a primary cause. Make a determination of the primary cause by the parties involved to arrive at a group position. The MOO will make the final determination of scheduling deviations after coordination with outside agencies (if necessary). Record all deviations as described in this publication. **NOTE:** Deviations apply to the weekly flying schedule even though a coordinated change is accomplished using an AF Form 2407. When a unit coordinates a change using an AF Form 2407, the unit is informing every one of the changed information. Do not record multiple deviations against a single line entry, except for additions that air abort or cancel, spares that air abort and late takeoffs that air abort. For deviation reporting purposes, the AFTO Form 781, ARMS Aviation Resource Management System, will be the official source document for takeoff and landing data. For all deviations, the person recording the deviations in G081 will provide a detailed explanation in the remark section. This will allow managers at all levels to identify specific trends.

15.10.3.13.15. (Added) The following paragraph lists type of deviations:

15.10.3.13.15.1. (Added) Additions. Record an aircraft not printed to the schedule added on the weekly schedule against the agency that requested the additional aircraft or aircraft. Functional Check Flights (FCF) and Operational Check Flights (OCF) whose primary purpose is to perform maintenance checks are not additions. Record FCF and OCF sorties as flown as scheduled.

15.10.3.13.15.2. (Added) Early and late takeoffs caused by maintenance, supply, or operations. A late takeoff occurs when a scheduled sortie becomes airborne more than 14 minutes after the scheduled take off time. An early takeoff is a scheduled sortie that launches more than 20 minutes before published takeoff. FTU, TF and CB aircraft will use 14 minutes for late takeoffs.

15.10.3.13.15.3. (Added) Sortie cancellation. For training sorties, if the sortie can launch and recover during the operations squadron flying window and perform its original mission with the original crew, a cancellation is not recorded. For hard line sorties (sorties that support other defense customers), cancellation occurs when it is determined that the originally scheduled mission cannot be met. However, record any sortie not launching within the late takeoff criteria as a late takeoff.

15.10.3.13.15.4. (Added) Supply deviations, for aircraft not replaced by a spare aircraft due to supply and for supply delivery time exceeding the allowable standard in AFMAN 23-110, *USAF Supply Manual*. **NOTE:** Consider actual time required for installation of the part or component.

15.10.3.13.15.5. (Added) Late delivery of POL directly results in a deviation.

15.10.3.13.15.6. (Added) Operations deviations from the weekly schedule, including deviations that result from over stressing the aircraft and short notice aircrew physical/mental disqualification.

15.10.3.13.15.7. (Added) Record ground aborts to the responsible agency or condition that caused the aborted mission. Record in G081 ground aborts on FCFs or OCFs but not used in flying scheduling effectiveness.

15.10.3.13.15.7.1. (Added) If a spare replaces an aborted aircraft and that spare can meet the mission requirements, code the original aircraft as a ground abort.

15.10.3.13.15.7.2. (Added) Launching of an aborted aircraft on the original scheduled mission but exceeds the 15 minute late takeoff criteria, record the sortie as a late takeoff.

15.10.3.13.15.8. (Added) Air aborts. Consider an air abort as a sortie flown when reporting total sorties flown. Code air aborts to the agency or condition that caused the aborted mission. An air abort will not be recorded when malfunctions occur during the Before Takeoff Checklist portion of helicopter sorties. **NOTE:** Attaining the decision for an effective mission will be made by operations. A non effective mission does not necessarily mean an air abort occurred. For example, a sortie in which all planned mission tasks were completed, but yet the mission was non effective because of student failure would not be coded as an air abort. Do not count air aborts as deviations when computing FSE.

15.10.3.13.15.9. (Added) All higher headquarters deviations (completion, e.g., local, destination, en route or alternate).

15.10.3.13.15.10. (Added) All weather deviations (may be recorded for any weather adversely impacting mission).

15.10.3.13.15.11. (Added) All sympathy deviations.

15.10.3.13.15.12. (Added) All air traffic control deviations.

15.10.3.13.15.13. (Added) All deviations recorded to Other.

15.10.3.13.15.14. (Added) All supply deletes resulting from a verified NMCS or PMCS condition.

15.10.3.13.15.15. (Added) Late off hot pits for reasons considered not within unit control.

15.10.3.13.16. (Added) A spare is a designated aircraft on the printed schedule for use, in case a scheduled aircraft cannot fly its sortie. Spares can include aircraft that have been canceled, aborted, flown an earlier sortie, or an aircraft that has been released after FCF/OCF. Do not count Printed Spares used as deviations when computing FSE.

15.10.3.13.17. (Added) Do not count Tail Number Swaps as deviations when computing FSE.

15.10.3.14. (Added) Scheduling Exceptions:

15.10.3.14.1. (Added) Test and Evaluation. Wings responsible for the scheduling of Operational Testing and Evaluation (OT&E), Development Testing and Evaluation (DT&E), or Initial Operational Testing and Evaluation (IOT&E) aircraft are authorized to deviate from the published schedule for aircraft that are engaged in these programs without incurring a deviation. They may adjust, formalize the test requirements, and select aircraft tail numbers up to 12 hours before the first scheduled launch of the day. Record deviations based on the adjusted daily test schedule and as prescribed in this publication.

15.10.3.14.2. (Added) Limited Number of Possessed Aircraft. Units or operations squadrons (OS) with 11 or fewer possessed aircraft of a particular MDS or assignment code are authorized to schedule tail numbers daily. This applies to deployed units or OSs that have at least 50 percent of their possessed aircraft deployed. Print aircraft tail numbers in the weekly schedule. Aircraft tail number changes made at the daily scheduling meeting will not incur a deviation. Enter the selected aircraft tail numbers immediately following the daily scheduling meeting into G081. Upon tail number selection, at the daily scheduling meeting, record as normal deviations. Although changing of aircraft tail numbers is at the daily meeting, measure maintenance scheduling effectiveness against the printed weekly maintenance schedule.

15.10.3.14.3. (Added) Adverse Weather. Units/OSs may add sorties to the flying schedule to make up for weather losses. Exceeding the planned weather attrition for the month, prorated daily allows units to add sorties to the schedule. The number of sorties added will not exceed the difference between the planned

weather attrition and actual weather losses. (*EXAMPLE*: Planned weather attrition for the month equals 30 sorties. On the 20th of the month, 40 sorties are lost. Unit may add ten sorties. Carefully consider the maintenance schedule and the ability of maintenance to support the additional requirements before adding sorties. Weather adding, even within planned attrition limits, is recorded as schedule deviations. Under no circumstances will the number of sorties added for weather exceed the number planned for the month.

15.10.3.14.4. (Added) Achievement of Utilization (UTE) Rate. Accomplish utilization management throughout the month. Closely monitor attrition and determine if adjustments to the number of sorties before each weekly schedule are developed. This practice ensures an even sortie flow, eliminates excessive maintenance actions and limits the number of sorties canceled. The operations squadron commander is responsible for the flying program and has the authority to add, cancel, or re cut sorties anytime during the month. However, flying scheduling effectiveness will be recorded. When the operations squadron commanders are reasonably assured that the UTE rate goal will be met, they are encouraged to modify or cancel all or part of the schedule to meet unit needs. Sorties that are canceled for UTE management during the last five Operations and Maintenance (O&M) days of the month will be recorded as Other. UTE rates for fighter, attack, reconnaissance (except the RQ 1), and forward air control aircraft are based on sorties. For all other aircraft, including the RQ 1, the UTE rate is based on hours.

15.10.3.14.5. (Added) Achievement of student training goals. (TF coded and FTU units only.) The squadron commander may adjust the weekly printed flying schedule when an OS has achieved its training goal. In order to ensure an even flow, the total number of daily sorties will remain the same. Units may change mission takeoff times, configurations, etc., without incurring deviations. Make all changes at the daily scheduling meeting and document on an AF Form 2407. Once the schedule is changed, normal deviation reporting applies. This option allows units the flexibility to maximize use of those sorties originally scheduled for student training.

15.10.3.14.6. (Added) Year End Closeout. During the last 15 O&M days of the fiscal year, units are permitted to selectively add/cancel scheduled sorties to manage the end of year flying hour closeout. Record these additions/cancellations as Other. This provision is to help units gradually close out end of year flying without creating hangar queens and unintentionally exceeding the UTE rate.

15.10.3.15. (Added) Planned Sortie Surge. A unit, OS, or a portion of an OS may plan to produce sorties at a higher than normal rate as outlined in AMC Aircrew/Aircraft Tasking System, Chapter 5. When deployed and an OS is flying out of a different location, use a portion of the remaining OS aircraft for a planned sortie surge. Do not consider a planned sortie surge as a combat aircraft generation or an unscheduled tasking. Conduct a planned sortie surge in a manner that takes full advantage of training opportunities inherent in a period of increased operations and maintenance activity. The commander will determine the number of sorties required for meeting the training objectives. Sortie surge rates will exceed the daily sortie rate of the OS by at least 50 percent. For TF coded units, the rate will exceed the daily sortie rate by 25 percent.

15.10.3.15.1. (Added) Surge scheduling scenarios will task maintenance and flying organizations realistically. Units will plan to get the maximum number of sorties possible from each airframe committed to the schedule.

15.10.3.15.2. (Added) Exercise extreme care to avoid creating a backlog of unscheduled maintenance actions when scheduling sortie surges.

15.10.3.15.3. (Added) Print aircraft tail numbers, takeoff times, line numbers, and configurations in the weekly schedule for the first sorties of each day. Include the statement sortie surge in the remark section for each affected day.

15.10.3.15.4. (Added) Only line numbers are required on the weekly schedule for subsequent sorties (i.e., the total number of sorties/line numbers the unit intends to fly). Other data such as takeoff times, configurations, and missions may be printed as required by the unit. This data will be confirmed at the daily scheduling meeting.

15.10.3.15.5. (Added) If more sorties are flown than what was intended (i.e., line numbers printed), these sorties will be considered flown as scheduled.

15.10.3.15.6. (Added) Early and late takeoffs are not recorded on second and subsequent sorties. However, for all other deviations, normal deviation reporting applies. However, units will track late takeoffs and their causes to prevent recurrence.

15.10.3.16. (Added) Combat Sortie Generation. Conduct combat sortie generations as outlined in AMC Aircrew/Aircraft Tasking System, Chapter 5.

15.10.3.16.1. (Added) For scheduled combat sortie generations, publish the weekly flying schedule as a normal schedule. On the days the unit plans to exercise, annotate scheduled exercise. If an unannounced exercise is initiated, that day's printed schedule will be canceled without deviation recording.

15.10.3.16.2. (Added) The Air Tasking Order (ATO) will contain mission numbers, on status time/time on target (TOT), and configurations. A daily flying schedule, including aircraft tail numbers for the first lines and spares, will be finalized and confirmed to operations not later than 2 hours before the first on status/takeoff time. Normal deviations will be assessed against all sorties.

15.10.3.16.3. (Added) When a scramble launch scenario is used, a launch window will be established for each line number or block of line numbers. Normal deviations will be assessed against all sorties.

15.10.3.16.4. (Added) Sorties lost due to required scenario responses such as chemical warfare condition black, airfield attacks, etc., will be recorded as Other.

15.10.3.16.5. (Added) If more sorties are flown than line numbers printed, these sorties will be considered flown as scheduled.

15.10.3.16.6. (Added) Once the objectives established by higher headquarters or the commander have been met, the remainder of that day's schedule may be canceled without recording deviations.

15.10.3.16.7. (Added) At the termination of the exercise which caused a unit to conduct a combat sortie generation, the unit's originally printed weekly flying schedule may be revised, canceled, or replaced with a new weekly schedule without recording deviations. Once finalized, normal deviation procedures apply.

15.10.3.16.8. (Added) Unscheduled Tasking. Units may revise, cancel and replace any portion of the printed schedule, with a new weekly schedule, without recording deviations, when the following conditions exist:

15.10.3.16.8.1. (Added) When a unit is tasked with an unscheduled higher headquarters or self initiated tasking (mobility exercises or weather evacuations), or other services tasking significantly affecting the printed weekly flying schedule. **NOTE:** Do not use an unscheduled tasking solely to recoup sortie losses.

15.10.3.16.8.2. (Added) Use the following procedures for revising or canceling and reprinting the schedule.

15.10.3.16.8.2.1. (Added) Follow normal deviation reporting procedures once the revised/reprinted schedule has been finalized. The revised schedule will be finalized a minimum of 2 hours before the first scheduled launch.

15.10.3.16.8.2.2. (Added) Once the tasking terminates, the original schedule may be used, revised, or reprinted for the tasking period, as required. Once the schedule is finalized or reprinted, follow normal deviation reporting.

15.10.3.16.8.2.3. (Added) Normal deviation reporting procedures will be followed after a takeoff time is established to a tasking by higher headquarters or other services.

15.10.3.16.8.3. (Added) If the unscheduled tasking has an adverse impact on the monthly UTE rate goal, the commander has the option to adjust the monthly sortie UTE rate goal.

15.10.3.17. (Added) Flying Scheduling Effectiveness Computations. Compute monthly flying scheduling effectiveness rate by aircraft mission and design using the formulas below: AFRC AMC gained units will follow AFRC instructions for scheduling effectiveness computation.

15.10.3.17.1. (Added) Total Sorties Scheduled = Home Base Scheduled plus Deployed Scheduled plus Off Base Scheduled.

15.10.3.17.2. (Added) Scheduling Effectiveness = Total Sorties Scheduled minus total Deviations divided by total Sorties Scheduled times 100.

15.11.4. Work center responsible for drafting 107 request will notify PS&D on completion of discrepancy and all related maintenance actions.

15.12.2.2. Verify the applicability of TCTOs and the affected aircraft (8023).

15.12.2.2.1. Schedule workable TCTOs and local OTIs (9103, 9126).

15.12.2.2.1.1. (Added) PS&D will use the review date stamp from TODO as establishment of the official start date. QA will be involved with and verify accomplishment on the first aircraft, or piece of support equipment.

15.12.2.2.3. GO81 for AMC.

15.12.2.4.3. Determine the QA initial TCTO evaluation date and annotate this information on AF Form 2410.

15.12.2.4.3.1. (Added) Annotate on AF Form 2410 the prime work center.

15.13.2.8. Forecast all time change requirements using G081.

15.13.2.8.1. (Added) CAD/PAD forecasting will follow procedures in 00-20-9, Chapter 4.

15.13.2.9. Monthly time change coordination and/or meeting will be held with the units and MASO to discuss and validate requirements.

15.14. Configuration Management. DoDI 5000.2, *Defense Acquisition Management Policies and Procedures*, AF Supplement 1, contains specific guidance regarding configuration management, reporting, and control. Equipment modification/reconfiguration is prohibited, except as prescribed by DoDI 5000.2, AF Supplement 1. Equipment, as defined here includes, but is not limited to, aircraft, support equipment end items, simulators, etc.

15.14.4. Units will accomplish part/serial number verification at ISO (C-17 at HSC and KC-10 at A-check or acceptance inspection).

15.14.4.1. (Added) Ensure that serially controlled items are loaded and verified in G081 using screen (9021).

Table 15.1. (Added) Maintenance Scheduling Effectiveness Computation.

	A	B	C	D	E
Scheduled Maintenance Events	Weighted Factor	Number of Events	Possible Points (A x B)	Events Started on Time	Earned Points (A x D)
PDM Input	6				
Transfer/Acceptance Inspection	6				
Contract Field Team (CFT)	6				
Engine Change	5				
CANN Recovery	5				
REFURB	5				
ISO/PE/PHASE/A-Check	5				
HSC/HPO/BPO	4				
Time Change	4				
TCTO		4			
Special Inspection	3				
Aircraft Document Review	2*				
Wash/Corrosion	3*				
Deferred Discrepancies	1				

NOTE: CHECK PT. VALUE*

18.1.3.2. All AF Helicopters have a Flight Engineer (FE). FCFs, due to the nature, should be limited to crew only. If there are mechanical/electrical checks, they should be assigned to the FCF FE in the appropriate dash 6 Checklist.

18.1.6.6.2. Requests for FCC support on operational missions will be from the wing current operations office. FCC support will be based on mission priority and FCC manning. The AMXS/CC, after coordination with the Operations Squadron/CC, is the final approval authority for missions when FCCs are requested, but not required.

18.1.6.6.2.1. (Added) Ensure FCCs are available for travel and properly trained to perform their assigned FCC duties.

18.1.6.6.2.2. (Added) T Tail aircraft (C-141, C-5, C-17) flying crew chiefs are mandatory on all missions going to off line locations. Off line locations are those locations outside of the permanently established

AMC overseas en route structure. It is mandatory for all other AMC aircraft, i.e. C-130, KC-135, KC-10, C-9, etc. (not including CLS aircraft) to have FCC(s) accompany the aircraft to all locations away from home station regardless if it is an off line or en route structure location, if the aircraft is expected to remain overnight off station. **EXCEPTION:** During contingency operations the MXG/CC may stage FCCs with aircrew to preclude overextending crew chiefs that would otherwise be assigned to an aircraft departing home station.

18.1.6.6.3. Squadron CCs may waive the one year requirement and reassign the FCC when they deem necessary.

18.1.6.6.6. Squadron commanders must take steps to ensure the FCC program is properly manned. The FCC program is a mandatory program, not a voluntary program. The squadron commander has full control of the program, and will ensure the program is fully manned to no less than two assigned FCCs per TAI. **NOTE:** FCCs are not required for C-20, C-21, and C-37 aircraft.

18.1.6.7. Unit program managers will be a MSgt or above.

18.1.6.7.2. FCC program manager provides a monthly summary to the squadron commander on the status of the FCC program.

18.1.6.7.3. All CONUS units will input/track FCC and Dedicated Crew Chief (DCC) data in G081, using G081 screen 9046. Data collected provides instant status on AMC FCC utilization for the command and identifies DCCs. Update G081 as follows: Open G081 9046 screen and in the DCC block input the following: Place a Y in the block if the individual is filling the role of DCC, place a F in the block if the individual is filling a role of FCC, place a B in the block if the individual is fulfilling both roles of FCC and DCC, and place a N in the block if the individual is filling neither position.

18.1.6.7.10. Process orders as outlined in AFI 65-103, *Temporary Duty Orders*. Ensure FCC TDY orders specify the following:

18.1.6.7.10.1. (Added) FCCs are authorized billeting/quarters with aircrew. FCC will not share a room with aircrew members as they are subject to calls from local maintenance managers and HQ AMC/LGRC. This will ensure aircrew and FCCs receive their required rest.

18.1.6.7.10.2. (Added) State Variations authorized in itinerary, except when blanket orders are used (refer to AFI 65-103).

18.1.6.7.10.3. (Added) Ensure MEGP approval authority statement is annotated on travel orders.

18.1.6.7.11. When no FCCs are available, commanders send maintenance personnel in MEGP status to accomplish ground duties in order to meet mandatory aircraft support requirements defined in Para 18.1.6.6.2.2. above.

18.1.6.7.12. Wing Current Operations is the wing's single point office to validate FCC support needs for the wing's operational missions. Wing Current Operations Office will:

18.1.6.7.12.1. (Added) Provide the FCC program manager the FRAG 72 hours before mission departure. When mission requirement is less than 72 hours or the FRAG is unavailable, notify the FCC program manager as soon as possible. Include on each mission FRAG, FCC support tasking requirements.

18.1.6.7.12.2. (Added) Classify FCC support tasking in three categories: Required, Requested, and Not Required.

18.1.6.7.12.2.1. (Added) Required will be used when FCC requirement is from the TACC and will be supported unless waived by the tasking authority.

18.1.6.7.12.2.2. (Added) Requested will be used when FCC requirement is from the wing level and will only be supported if FCC manning allows.

18.1.6.7.12.2.3. (Added) Not Required will be used when FCC support is not required for the mission.

18.1.6.7.12.3. (Added) Notify the Flying Squadron Duty Officer and FCC program manager with final decisions/waivers on FCC mission support as soon as possible.

18.1.6.7.12.3.1. (Added) Flying Squadron Duty Officer. The flying squadron duty officer will:

18.1.6.7.12.3.1.1. (Added) Enter FCC information on the AMC Form 41 below the double line area.

18.1.6.7.12.3.1.2. (Added) Request a waiver (if required) to exceed the total allowable members (e.g. aircrew, FCC, additional crewmember) for a mission through the Wing Current Operations Office.

18.1.6.7.12.3.1.3. (Added) Bump off crewmembers when the Wing Current Operations does not grant the waiver. **NOTE:** Wing Current Operations is responsible for informing the flying squadron duty officer and FCC program manager when a waiver is not granted and the FCC is bumped off the mission.

18.1.6.7.15. Flight Clothing will only be worn during aerial operations. Use BDUs or coveralls when performing maintenance heavier than launch/recovery & inspection. Grease & oil will negate the value added of fire resistant flight clothing.

18.1.6.7.16. (Added) Compensatory Time Off (CTO). CTO policy applies to primary and assistant FCCs returning to home station from any aircraft mission. FCCs will receive 1 hour for every 3 hours of TDY for a maximum of 72 hours. Comp time and normal days off will not exceed 72 hours.

18.1.6.10. En route supervisors include expeditors and pro supers who are responsible for the below duties. In addition, they will provide feedback using the FCC performance feedback form (Attachment 15) back to the FCCs home station on both positive and negative aspects of FCC performance.

18.1.6.10.1. FCCs will only be assigned to work other en route aircraft under exceptional circumstances during contingency operations. Approval to work FCCs on other AMC aircraft will come from the senior ranking AMC maintenance manager on station. The mission requirements of the FCC's aircraft, mission departure time, and the established work/rest plan will determine when the FCC is released for required rest. AMS maintenance supervision will contact the FCC's home station supervision to inform them of the utilization and circumstances. *Exception:* While TDY to Pope AFB for exercises e.g. Large Package Week, Big Drop, etc. FCCs will be assigned to shift work under the supervisory direction of the 743 AMXS. This ensures adequate shift coverage and a stable work rest cycle.

18.1.6.10.1.1. (Added) The reason FCCs are sent on an assigned aircraft is to provide maintenance support at **all** locations away from home station. FCCs are assigned to an aircraft to provide maintenance support and are responsible for assisting with refueling, dash 6 preflight, thru flight, post flight, and extended maintenance at en route locations.

18.1.6.10.2. Includes identifying aircraft parking ramp physical limitations, engine run locations, informing the FCC of established engine run hours, identifying aircraft jacking locations, and providing any other pertinent information that facilitates safe and efficient aircraft maintenance operations. **NOTE:** The FCC will comply with all local maintenance OIs. If there is conflict between home station OIs and local maintenance OIs, the local OIs will take precedence.

18.1.6.10.3. AMS and 743 AMXS flight line supervisors will coordinate with the aircraft commander (before entering crew rest) when utilization of FCCs could possibly affect work/rest plan against the scheduled mission departure. The FCC will assist with refueling, dash 6 preflight, thru flight, post flight, and extended maintenance at en route locations. When the FCC's aircraft is broke NMC, the FCC **will** report to and work for AMS supervision. FCCs will only work on their broke aircraft. AMS supervision or the senior ranking AMC maintenance manager on station will determine when they require the FCC to be available to perform maintenance on the FCC's aircraft before and after parts come in for the aircraft. They will set up an FCC duty schedule as necessary and coordinate it with the aircraft commander as applicable.

18.1.6.11.1. FCC Work/Rest plan during contingency operations, to ensure mission execution, the FCC may be utilized to work other AMC aircraft as determined by the ranking AMC maintenance manager (MS, Expeditionary Maintenance Group Commander, etc.) on location.

18.1.6.11.1.1. The aircraft commander will coordinate with the pro super/expediter on a work rest plan for the FCC. When the aircraft is NMC, the FCC will report to and work for AMS maintenance supervision who will establish a work/rest cycle to support the FCC's broke aircraft until the FCC's aircraft is returned to mission capable status. If a grounding maintenance discrepancy occurs, the FCC will provide HQ AMC/LGRC, T/A, the local MOC, and en route supervision (if applicable) with a valid phone number in addition to identifying any known parts, special tools, and equipment requirements. Once maintenance recovery actions have started, the FCC will notify AMC/LGRC of job start/stop time and updates on job status at a minimum interval of every 6 hours.

18.1.6.11.1.4. (Added) Before departing home station, the AMXS commander will ensure the FCC is provided adequate rest before the start of the duty day. The duty day begins when the FCC shows at the aircraft and begins predeparture activities.

18.1.6.11.1.5. (Added) Flight time is considered duty time if adequate rest facilities are not available. The availability of adequate rest facilities during flight will be considered when determining the FCCs work/rest plan. Example: The FCC shows 2 hours prior to take-off and flies for 8 hours. During flight, he/she slept for 4 hours using a crew rest platform; four hours is subtracted from the FCC's duty-day. **NOTE:** Only Crew rest platforms, bunks, or properly installed litters are considered adequate rest facilities. See AFI 21-101, paragraph 1.21.4 for duty-day limitations.

18.1.6.11.4. (Added) If an FCC is left behind for operational reasons, the aircraft commander will assist the FCC in travel back to home station. The Aircraft Commander may delegate travel assistance to local TMO, Command Control, U.S. Embassy, etc.

18.1.6.11.5. (Added) Provide the FCC with access to crew rest facilities not being used by the operating aircrew during long flights. This will ensure FCCs are rested and able to perform maintenance duties in a safe manner after landing.

18.1.6.11.6. (Added) Provide feedback on the FCC (Attachment 3).

18.1.6.11.7. (Added) FCCs will not perform maintenance or aircrew duties in flight except during bona fide emergencies at the direction of the aircraft commander.

18.1.7. In addition to maintaining the below qualifications, the FCCs will also be responsible for notifying the local MOC of their billeting location and phone number. In addition, the FCC **will** coordinate with the on duty pro super on all aircraft maintenance and servicing issues before departing the aircraft. The

FCC's primary role when off station is to perform servicing, inspection, and other related tasks on their aircraft.

18.1.7.1.2.2. Includes qualified to transfer fuel if applicable to the MDS.

18.1.7.1.2.4. Includes qualified CSS LOX/GOX if applicable to the MDS.

18.1.7.1.2.7. Squadron commanders may waive engine run, for a maximum of six months, to obtain the necessary training (e.g. school slots).

18.1.7.1.2.8.1. (Added) For C-9: Cargo door, patient loading ramp, ventral stairs, main entry door stairs operation, and troubleshooting.

18.1.7.1.2.8.2. (Added) FCCs will be qualified in auto and manual operations of cargo door systems. There are no en route A/R specialists and therefore the requirement to be qualified in auto and manual modes of operation is mandatory.

18.1.7.1.2.11.1. (Added) DOPP qualified as prescribed by this supplement.

18.1.7.1.2.11.2. (Added) Chaff/flare qualified if applicable to the MDS.

18.1.7.1.2.11.3. (Added) Thrust reverse deactivation if applicable to MDS.

18.1.7.1.2.11.4. (Added) C-9: Restraint harness.

18.1.7.1.2.11.5. (Added) KC-135: Quick start air system (QSAS).

18.1.11. (Added) FCC Responsibilities are as follows:

18.1.11.1. (Added) Ensure a dash 6 pre flight, thru flight or preflight/basic post flight inspection is completed before crew show, as required. FCCs are not authorized to perform ground or in flight aircrew duties. *Exception::* Specified ground duties to assist aircrew may be accomplished when identified in the flight manual or AFI 11-2MDS Vol 3.

18.1.11.2. (Added) Sign out a toolbox and strut servicing kit. Also, inventory the aircraft on board parts (flyaway) kit if applicable.

18.1.11.3. (Added) Monitor and accomplish maintenance on their aircraft when traveling with the aircraft. Upon arrival at en route/transient locations, the FCC **will** coordinate and work with en route/transient maintenance supervision to ensure their aircraft is properly inspected, serviced, and prepared for the next departure. If the FCC's aircraft is NMC, they will report to maintenance supervision to establish a work rest cycle to support their broke aircraft until it is returned to mission capable status.

18.1.11.4. (Added) Participate in the aircraft debrief at en route/transient locations. During aircraft debrief at en route/transient locations, the FCC, aircraft commander, and en route/transient supervisor (expeditor/pro super) will coordinate on the FCCs involvement in their aircraft inspection, servicing, and repair and the FCC's work/rest plan.

18.1.11.5. (Added) Possess a current GO81/Core Automated Maintenance System (CAMS) personal training record, official passport, ID tags, money or government credit card, etc., when traveling with the aircraft.

18.1.11.6. (Added) Squadron commanders will ensure their FCCs receive an indoctrination course on emergency procedures and proper use of emergency equipment as outlined in AFI 11-202, Volume 3, *General Flight Rules* Chapter 6. This event will be tracked and documented in the GO81 MIS. It will be

completed as part of the FCC qualification requirements before selecting an individual for FCC duty. The FCC will receive annual refresher training for this event after indoctrination.

18.1.11.7. (Added) Accompany their aircraft for the entire mission, unless specific guidance is received from HQ AMC/LGRC or the unit commander. FCC's may be staged with aircrew during contingencies if approved by their MXG/CC.

18.1.11.8. (Added) Coordinate off station MEGP travel so mission operators and air terminal operations centers are aware of MEGP requirements.

18.1.11.8.1. (Added) Coordinate travel and provide the appropriate flying squadron current operations office with FCC information to be listed on the AMC Form 41, **Flight Authorization**, prescribed in AFI 11-401/AMC1, *Flight Management*. **NOTE:** Annotating FCCs on the AMC Form 41 allows the aircraft commander to secure billeting for them. If the FCC assigned aircraft has a crew change, the FCC will need to obtain billeting using normal TDY orders (DD Form 1610). FCCs are not authorized to use the AMC Form 41 for per diem purposes.

18.1.11.8.2. (Added) Provide TDY orders to the aircraft commander or appropriate AMC command and control agency at least 3 hours before intended departure.

18.1.11.9. (Added) Notify HQ AMC/LGRC, unless an AMC MOC is at the location, of all grounding maintenance discrepancies upon landing and before entering a rest period. As a minimum, the FCC will coordinate the following with HQ AMC/LGRC before departing for billeting:

18.1.11.9.1. (Added) MDS and aircraft serial number.

18.1.11.9.2. (Added) Complete mission number.

18.1.11.9.3. (Added) Current aircraft location.

18.1.11.9.4. (Added) Date and time out of commission.

18.1.11.9.5. (Added) Mission essential maintenance conditions, including extent of damage, severity of discrepancy, etc.

18.1.11.9.6. (Added) When the discrepancy was discovered, including flight conditions, equipment in use, etc.

18.1.11.9.7. (Added) Work unit codes and Fault Reporting Manual/Fault Isolation Manual (FRM/FIM) codes, as applicable.

18.1.11.9.8. (Added) Maintenance requirements, including maintenance repair capabilities, equipment, and parts.

18.1.11.9.9. (Added) Parts requirements: Nomenclature, position, part number, technical order number, figure, and index.

18.1.11.10. (Added) Provide HQ AMC/LGRC, DSN 779-1963, commercial (618) 229-1963, or toll free, 1-800-AIR-MOBL, (option 9), the local MOC or the AMC MOC (if applicable) a valid phone number, building number, and room number.

18.1.11.11. (Added) Provide a copy of AMC Form 170 identifying the qualifying missions flown, to include off line missions

18.1.11.11.1. (Added) Provide the AMC Form 170 to the FCC program manager within three duty days of mission completion.

18.1.11.12. (Added) AMC Form 170. FCCs will complete (available electronically) and forward their mission report to their unit FCC program manager no later than 3 work days following mission completion. The report will highlight itinerary, significant maintenance events, and problems encountered during the mission. FCC program managers will elevate mission problem feedback through their chain of command as necessary. FCC program managers will retain the reports for analysis/evaluation and dispose of them as prescribed in AFMAN 37-139, *Records Disposition Schedule*.

18.1.11.13. (Added) FCCs may be randomly evaluated by QA on their FCC task performance while at all AMC CONUS and overseas en route locations. QA will send QA personnel evaluations on FCCs back to the home station QA for inclusion into the database. Home station QA will in turn forward those reports to the FCC's maintenance supervision.

18.1.11.13.1. (Added) QA will notify the aircraft commander and home station maintenance supervision on all FCC QA evaluations rated unsat. Home station maintenance supervision will coordinate with the aircraft commander to determine a course of action if any (e.g. de certification, removal from the aircraft, etc.) and the possible impact to mission accomplishment.

18.1.11.14. (Added) Wartime and Contingency Operations:

18.1.11.14.1. (Added) Commanders will ensure an operational risk assessment is accomplished to determine whether a FCC will be required to fly missions in wartime or contingency operations. In addition, once deployed off station, aircraft commanders will ensure they conduct an operation risk assessment based on threat information to determine whether a FCC continues with the mission to forward locations. If the FCC continues with the mission the aircraft commander is responsible for the safety of the FCC just as they would be for all other non aircrew members (passengers) under their charge.

18.1.11.14.1.1. (Added) FCCs are classified as passengers. They are not authorized altitude chamber training, or survival/combat training. In addition, they are not authorized life support equipment, integrated survival vest/body armor, or Aircrew Eye Respiratory Protection (AERO) equipment as prescribed in AFI 11-301, *Life Support Program*. Any mobility, equipment if required, (i.e. flak vests, Kevlar helmets, etc.) may be obtained from the unit mobility section.

18.1.11.15. (Added) Mission Essential Ground Personnel (MEGP) status is granted to individuals who perform unique support duties directly associated with and essential to a particular mobility aircraft, aircrew, or mission as prescribed in AMCI 11-208, *Tanker/Airlift Operations*. These duties require direct access to the aircraft and/or aircrew during ground operations. MEGP travel in passenger status, but report to the aircraft commander. MEGP will not be bumped en route without Tanker Airlift Control Center (TACC) or Commander, Mobility Forces approval. All MEGP require valid travel orders annotated with MEGP status and must include their approving authority's endorsement for validation as prescribed in AMCI 11-208.

18.1.12. (Added) Alert FCC Program: (KC-135 Units *Only*) KC-135 units tasked with a Single Integrated Operations Plan (SIOP) commitment in the STRATCOM 8044 OPLAN are required to select personnel to be Alert FCCs. AMXS maintenance supervision will designate two Alert FCCs for each SIOP committed aircraft. **NOTE:** SIOP committed aircraft (also known as Alpha aircraft) are defined as All SIOP committed aircraft (hard or soft) within the wing.

18.1.12.1. (Added) Alert FCCs fly with their assigned aircraft on SIOP launches and dispersal sorties as follows:

18.1.12.1.1. (Added) One Alert FCC flies with each aircraft launching on a SIOP mission from its main operating base (MOB).

18.1.12.1.2. (Added) Both Alert FCCs fly with each aircraft launching on a dispersal sortie from its MOB.

18.1.12.1.3. (Added) One Alert FCC flies with each aircraft launching on a SIOP mission from a dispersal location.

18.1.12.1.4. (Added) Alert FCCs are classified as mission essential ground personnel (MEGP) in the event of SIOP or dispersal launches.

18.1.12.2. (Added) If actively pulling alert duty, Alert FCCs are authorized maintenance crew rest and recovery (MCRR) following a period of alert duty. MCRR is equal to at least 50 percent of the total time spent on alert not to exceed 72 hours; however, it does not apply during unit exercises, emergencies, or higher states of readiness.

18.1.12.3. (Added) Squadron maintenance supervision ensures personnel selected to perform Alert FCC duty are qualified IAW provisions in the following paragraphs. Any flightline AFSC may be used to satisfy this requirement.

18.1.12.4. (Added) Alert FCCs will meet minimum FCC requirements.

18.1.12.5. (Added) Alert FCCs must also be qualified to perform ground to ground refueling. **NOTE:** This requirement applies only to Alert Crew Chiefs supporting the following UTCs: 3YRAD, 3YRAE, and 3YRAF. Document ground to ground refueling qualification on the unit special certification roster (SCR).

18.1.12.6. (Added) Maintenance supervision ensures Alert FCCs:

18.1.12.6.1. (Added) Have an Alert Bag. Minimum Alert Bag contents include: one cold weather flight jacket, two flight suits, and one pair of flight gloves. Deploy with the Alert Bag on all SIOP and dispersal sorties.

18.1.12.6.2. (Added) Have a C Bag. Deploy with the C Bag on all SIOP and dispersal sorties.

18.1.12.6.3. (Added) Are issued helmet liners and helmet bags. Helmet shells must also be available to outfit each Alert FCC before assuming alert duties. The number of helmet liners issued is limited to two Alert FCCs per Alpha sortie.

18.2. AMS en route training monitor loads SCR into MIS when there is no training manager assigned.

18.2.2. Refer to paragraph **2.3.** of this supplement. The AMS/CC assumes GP/CC responsibilities as outlined in AFI 21-101 including SCR approval.

18.2.5. Deployment Team Chief will ensure SCR is deployed and on hand for flightline managers e.g. Pro super, expeditor to reference as a quick snap shot of workforce capability.

18.3. Lead Technician is a mandatory program in AMC.

18.3.1.5. Provide RTOK & CND data back to AMXS on an individual item basis once results are determined. Also, provide all RTOK and CND data to Analysis for a monthly digest.

18.4.3.2. (Added) Additional guidance on aircraft decontamination can be found in 32-4001, *Disaster Preparedness Planning and Operations*, AFH 32-4014, Volume 1, *USAF Operations in a Chemical and Biological (CB) Warfare Environment, Planning and Analysis*, and AFH 32-14, Volume 4, *USAF Ability*

to Survive and Operate in a Nuclear, Biological, and Chemical (NBC) Environment. In addition, the AMC CONOPS, *Air Mobility Operations in a Chemical and Biological Environment*, provides guidance for aircraft decontamination. This CONOPS can be found on HQ AMC/DOX homepage.

18.5.3. Publish a local OI to cover CANN actions on aircraft, engines, etc., and identify restrictions, specific procedures, individual responsibilities, and documentation requirements. The on duty AMU pro super is empowered as the authority that authorizes aircraft CANN actions unless the CANN action is directed by higher headquarters as noted below. N/A for AMS and 743 AMXS.

18.5.4. The pro super is the CANN authority and will determine when to CANN. The pro super however, will not determine what aircraft to CANN the part from. That responsibility is the MOO's through PS&D. For all NMC AMC and AMC gained aircraft away from home station, assigned to AMC missions and under LGRC control, HQ AMC/LGRC is designated as CANN authority.

18.5.10.3. (Added) The AMU pro super will coordinate with the EMS/MXS pro super (if applicable) when they determine the need to CANN a part from an aircraft undergoing EMS/MXS scheduled maintenance.

18.5.10.4. (Added) All parts CANNED from a scheduled maintenance aircraft will be returned or replaced so as to not impede the scheduled maintenance flow, back line checks, etc.

18.5.10.5. (Added) The organization that removes the parts from the scheduled maintenance aircraft will be responsible to return and reinstall the part and accomplish all necessary documentation.

18.6.3.2. Report Hangar Queen aircraft monthly to HQ AMC/LGMQA NLT the 7th calendar day of the following month using the monthly RCS 9203 Report.

18.6.3.3. Report Hangar Queen aircraft monthly to HQ AMC/LGMQA NLT the 7th calendar day of the following month using the monthly RCS 9203 Report.

18.7.1.4. HQ AMC/LGMJ is AMC POC for ABDR.

18.8. For AMC, this program is applicable USAF aircraft and to NATO (e.g. United Kingdom, Canada) leased C-17 aircraft. Personnel are authorized to perform maintenance or servicing actions on each other country's C-17s as per existing standard NATO agreement (STANAG) 3113 and 3430 allowing cross maintenance activities of allied forces. In addition, all USAF directives apply to maintenance actions performed by US personnel on NATO C-17s including policy and procedures in applicable instructions and technical orders.

18.9. N/A for AMC.

18.11.6. For OCONUS AMS the Lead Technician will accomplish this.

18.11.6.3. Proficiency requirements are N/A in AMC.

18.11.7. As per AFI 21-101 paragraph 18.11.6.3 and this supplement, proficiency requirements are N/A in AMC.

18.12.3. For OCONUS AMS, RTCs will provide these courses as developed by the Lead Wings.

18.12.6. In AMC proficiency requirements are N/A. This is treated as a basic 5 level core task.

18.12.9.1. For AMC, notify QA FOD manager.

18.12.9.2. For AMS and 743 AMXS, document the AFTO Form 781A anytime blade blending involves a AFTO Form 95 action. The information will be entered as a separate entry as a note.

18.12.10.1. Notify QA FOD manager.

18.13. N/A for AMC.

18.16.3. AMU pro super vehicles are authorized to have a VHF/UHF radio to monitor aircraft advance status information.

18.16.4. (Added) Cellular telephones and RF technology (WLAN) if utilized will not be turned on or operated onboard AMC aircraft any time the aircraft radios are turned on or in use. This includes aircraft tows, engine runs, jacking operations, predeparture checks, etc.

18.18. Refer to additional guidance in AMCI 21-108.

18.20.1. MOC will closeout MIS entries before flight not to include MDC.

18.20.2. GP/CC will establish additional red ball procedures based upon location or mission unique requirements.

18.21. Refer to AMCI 20-1 for AMC self inspection program and Logistics Standardization Evaluation Program (LSEP) guidance. **NOTE:** For the purpose of the AMC program, all major findings are not necessarily critical findings. The squadron commander will determine if major findings are critical and require group level reporting.

18.22. Refer to **Attachment 10 (Added)** for additional AMC Ramp Inspection Program guidance.

18.23. The FOD Program Manager resides in QA as an additional duty. For OCONUS AMS, the AMS/CC is responsible for the FOD program.

18.23.2.4. MXG/CCs or their equivalents will determine when pitot tube covers intake, exhaust covers will be installed based on their local conditions and mission requirements.

18.23.2.10. If using a cord, pass the cord through the hole of the metal clip (eyelet) to prevent loss of the metal clip.

18.23.2.11. AMC runways will be accomplished by airfield managers.

18.23.2.13. If FOD is discovered on a transient aircraft, or aircraft entering depot, contractor, or QUEEN BEE facilities, the host FOD Prevention Manager immediately messages the following information to the owning organization with an info address to HQ AMC/LGM:

18.23.2.13.1. (Added) Organization, location, and date of occurrence.

18.23.2.13.2. (Added) Aircraft type and tail number.

18.23.2.13.3. (Added) Item damaged. If the item is an engine, provide type, model and series; installed position number; time since overhaul (TSO), and time since new (TSN).

18.23.2.13.4. (Added) Brief description of the incident.

18.23.2.13.5. (Added) Disposition of damaged items.

18.23.2.13.6. (Added) Total repair cost. Identify cost for replaced parts, repaired parts, and man hour expenditures.

18.23.3.1. Alternate method of welding (bayonet) is authorized

18.23.4. There is no AMC requirement to check tires before entering the flightline unless the following occurs; whenever a vehicle leaves a paved driving surface, check tires for FO before returning to the air-

craft parking ramp (AFOSH STD 91-100). Tenant units and units deployed to other locations will comply with vehicle tire inspection procedures of the host base installation/location.

18.23.7.1. Wing FOD monitor will be assigned to QA as an additional duty.

18.23.8. The FOD monitor will be assigned to QA as an additional duty/.

18.23.9.5. Contact HQ AMC/LGM propulsion functional managers for resolution.

18.23.9.6. HQ AMC FOD program management resides in HQ AMC/LGMJP.

18.23.9.7. The preventable FOD standard for all AMC units is 3.0 with a goal of FOD elimination for preventable mishaps. **NOTE:** This rate is based on large aircraft FOD data.

18.23.9.7.1. Wing FOD monitor will inform HQ AMC/LGMJP FOD manager by telephone or e mail of any preventable FOD incidents as soon as the damage is known. Establish unit FOD control numbers as follows: Unit designator, fiscal year, and a three digit number. Each wing FOD monitor will maintain monthly FOD data and submit a semi annual and annual Foreign Object Damage (FOD) Report to HQ AMC/LGMJP by message or e mail NLT April 21 and October 18. The report will include the yearly cumulative FOD data in the following format:

18.23.9.7.1.1. (Added) Causes of Preventable and Non Preventable FODs exceeding 20K.

18.23.9.7.1.2. (Added) Cumulative cost of Preventable and Non Preventable FODs.

18.23.9.7.1.3. (Added) MDS flying hours.

18.23.9.7.1.4. (Added) Calculated unit FOD rate.

18.23.10. All maintenance, operations, and base support squadrons whose personnel perform duties on or in the area of the flightline appoint a squadron FOD representative to attend quarterly FOD meetings. AMC tenant units attend the host base/wing FOD meeting. At the quarterly meeting, review the previous quarter FOD incident/investigation reports to ensure adequate corrective measures are implemented. Reserve Associate Units will be part of the host program and will not establish an independent FOD program. The FOD meeting may be combined with other quarterly meetings.

18.23.10.1. Additionally, address all cross tell program information, tire changes due to FOD, and observations of effectiveness of the FOD Prevention Program.

18.23.11. Associate units will not develop a separate program, but will follow host unit DOP program.

18.23.11.1.1. HQ AMC/LGMMP is OPR for DOP.

18.23.11.1.1.1. (Added) In AMC the DOP monitor will be assigned to QA.

18.23.11.1.1.2. (Added) In AMC the MXG/CC chairs the DOP quarterly meeting.

18.23.11.1.1.3. (Added) For AMC, the MXG/CC or equivalent is OPR for this program.

18.23.11.1.1.4. (Added) There will be a quarterly DOP meeting. The DOP meeting may be combined with other quarterly meetings. The meeting will include review of previous dropped objects for corrective actions and future prevention, and to develop opportunities for product improvement. The meeting will also include a review of like MDS dropped objects from across the command that will be provided monthly to DOP monitors from LGMMP. When the new AMC web based DOP data base is completed, units will then be required to download the information from the web site for their monthly summaries and quarterly meetings.

18.23.11.1.1.4.1. (Added) Co chaired by the maintenance and operations group commanders (or equivalents), the DOP committee will include the unit chief of safety, flying squadron representatives for each assigned mission design series (MDS), maintenance supervisors and superintendents, and representatives from each aircraft maintenance flight.

18.23.11.2. For AMC DOP training will be initial one time, with additional training at unit discretion.

18.23.11.3. Establish a maintenance second look inspection program for aircraft panels. Secondary structure and panel inspections are accomplished before flight. If the aircraft lands and maintenance performs inspection, repairs, routine maintenance, or servicing then a DOP inspection is required before next flight regardless if a aircrew is present or not. A qualified person will perform the inspections and document the AFTO Form 781A, **Maintenance Discrepancy and Work Document**, using a Red X symbol. The individual performing the inspection will document the inspection completion in the corrective action block sign the inspected by block and initial over the symbol.

18.23.11.3.1. (Added) : Whenever an aircraft panel is removed for maintenance, document AFTO Form 781A using a Red X symbol. If panels are part of a technical order procedure for a Red X discrepancy, then no additional AFTO Form 781A discrepancy is required for panel removal. **EXCEPTION:** This does not include frequently opened panels or access doors, e.g. crew entry doors, cargo doors, external power panels, landing gear doors, etc.

18.23.11.4. Appoint a DOPP monitor, in writing, to manage the DOP. This individual will work closely with maintenance and operations units to prevent dropped objects, and with command and control agencies to report dropped objects when they occur. DOPP monitor will report dropped objects using AMC automated web based tool (forthcoming).

18.23.11.5.1. For AMC: Initial dropped object reports are submitted IAW AFMAN 10-206 if applicable, otherwise initial reports may be combined with the final report within three duty days. Final report will be approved by MXG/CC or their deputy prior to being sent. Send reports to HQ AMC/LGMMP. In the future the DOPP monitor will report dropped objects using AMC automated web based tool (forthcoming). Request for access and to input reports can be made at <https://amclg.scott.af.mil/cgi-bin/index.pl?ti=LG+Home+Page> . At AMC installations, AMC en routes, and other AMC transient locations, if a dropped object is discovered, the investigation will include notifying the previous last departure location if possible.

18.24.1.2. No AMC requirement for maintenance during non contingency operations apart from tech order requirements.

18.25.3.1. C-130 units will use the ruggedized service unit (RSU) to copy DFDR data.

18.25.3.1.1. (Added) Send RSU data electronically to WR-ALC/TIECD IAW TO procedures.

18.25.6.1. Contact HQ AMC/LGM. Send a priority message to the following addresses: HQ AMC Scott AFB IL//LGM//; WR-ALC Robins AFB GA//TIECD/LB/LJ/LY//; and SA-ALC Kelly AFB TX//LA//. Include aircraft serial number, DFDR serial number, why the DFDR data analysis is required, date/location from which the DFDR and DFDR tape copy were shipped, transportation control numbers, and any other pertinent shipping information.

18.26.1.1. At OCONUS AMS maintenance training manager/monitor will be the focal point for the engine run certification program in addition they incorporate local conditions and questions. The RTC utilizes a standardized test question bank and written test for their theater from the weapon system lead wing MTF.

- 18.26.2.1. Be authorized to clear Red X inspections for intakes and exhausts.
- 18.26.2.3.2. For AMC applicable courses are MQTP phase 1 and 2 for 3 levels, phase 3 transition schools or similar training (for en routes).
- 18.26.2.3.3. Per a HQ AF/ILMM variance, tow brake operator is not a prerequisite to become APU/GTC/APP qualified in AMC.
- 18.26.2.4. (Added) Engine Pre Run Training: Pre run training is designed to prepare the trainee for successful completion of initial engine run training. It will be conducted in the trainees work center through OJT. As a minimum, pre run training will include:
- 18.26.2.4.1. (Added) An evaluation by immediate supervisor or production supervisor that determines whether pre requisites have been met and if individual possesses enough experience to become engine run qualified.
- 18.26.2.4.2. (Added) Trainee will review and become familiar with engine run procedures/limitations and emergency procedures (EP).
- 18.26.2.4.3. (Added) Prime MTFs will develop a handout that facilitates learning engine run limitations and EPs.
- 18.26.2.4.4. (Added) A pre test given by unit training composed of 25 questions on engine limitations and EP. The Emergency Procedures part of the test will be closed book, and normal procedures open book. A score of 100 percent on the EP portion and 90 percent, corrected to 100 percent, on normal procedures is required. Pre test will be good for 60 days before course start date.
- 18.26.7. The written test may be administered as part of a contracted instructional ATD (simulator) course. For OCONUS AMS the training manager/monitor will administer the test.
- 18.26.10. Engine run certified personnel will perform at least one engine run (N/A for trim boxes and APU) during a 180 day period, or they become decertified. Track engine run proficiency in GO81 on a 180 day expiration cycle.
- 18.26.11. Follow guidance in AFI 11-218/AMC1.
- 18.26.12. For AMC units with contracted engine run training processes these tests are given and controlled by the contractors with oversight of the MTFs. For OCONUS AMS, training manager/monitor will administer the test.
- 18.26.12.1. (Added) In associate units, additional personnel will be authorized by the MXG/CC to administer tests to insure adequate coverage for reservists during UTAs.
- 18.26.12.2. (Added) Written Tests: Prime MTFs will develop and maintain the command standard test bank (with coordination from user MTFs) for the applicable type/model aircraft and APU/GTC/ATM, and using MTF's will develop tests for the engine test facility systems. As a minimum, the test will consist of 80 normal operating procedure questions, and one question per bold faced EP as identified in technical data. All other MTFs will develop their own local tests from the test bank. Each test will contain, as a minimum, 50 questions for normal operating procedures (25 minimal for APU/GTC/ATM tests), which require a minimum passing score of 90 percent, corrected to 100 percent. EP test will include all bold faced EPs, and require a 100 percent passing score. Tests are closed book and must be controlled to prevent compromise. Normal operating procedure questions include limitations, responses to abnormal conditions, communications, and precautions (warnings, cautions, notes). Normal operating procedure

questions can be multiple choice or fill in the blank (critical limitations). Bold faced emergency questions will require written responses.

18.26.12.2.1. (Added) Test bank format will include the following: question number, question and possible answers, correct answer, specific reference (to include paragraph number), OPR (organization, office symbol, and DSN).

18.26.12.2.2. (Added) All bold face EPs will be included when developing the local tests. Upon completion of the command standard test bank, the Prime MTF will forward it to HQ AMC/LGM along with an AF Form 1768, signed by the OPR, for final approval. Once the test bank has been approved by HQ AMC/LGM, the AF Form 1768 will be returned to the Prime for reproduction and distribution.

18.26.12.2.3. (Added) Prime MTFs will accomplish an annual validation of the test bank to ensure questions are accurate and up to date. Provide results to applicable units and HQ AMC/LGM.

18.26.12.2.4. (Added) Revisions to instruction, manuals, technical data, administrative errors, or recommended changes will be reported to the Prime MTF with rationale for changes, with a courtesy copy sent to HQ AMC/LGM. The Prime MTF will evaluate the suggested change and reply in writing with rationale for agreement or disagreement, with a courtesy copy sent to HQ AMC/LGM. If agreed that a change is required, the Prime MTF will provide updates to HQ AMC/LGMMT within 30 days of receipt of recommended changes, and the new changes will be sent to all applicable systems users.

18.27.2.3. This requirement is satisfied by documenting completion in GO81.

18.28. N/A for AMC

Table 18.1. Mandatory Special Certification Roster (SCR) and Prerequisites.

	A	B
Item	Mandatory SCR Item Titles	Prerequisites
16	<u>Includes Hot Defueling</u>	Refer to AFI Hot refueling prerequisites for item 16
20		For AMC En Routes, the one-year minimum requirement is N/A
<u>25</u> (Added)	Rapid Defuel excluding fireguard by position for KC-135:	Minimum 5 - skill level, (or civilian equivalent) with a minimum of 6 months weapon system experience (Note 2)
<u>26</u> (Added)	Jacking Supervisor:	Minimum 7 - skill level, (or civilian equivalent) with a 6 months weapon system experience (Note 2)
<u>27</u> (Added)	Landing Gear Retraction Supervisor:	Minimum 7 - skill level, (or civilian equivalent) with a minimum of 6 months weapon system experience (Note 2)
<u>28</u> (Added)	Jacking Manifold Operator:	Minimum 5 - skill level, (or civilian equivalent) with a minimum of 6 months system experience (Note 2)
<u>29</u> (Added)	Integral Jacking Supervisor:	Minimum 7- skill level, (or civilian equivalent) with a minimum of 6 months weapon system experience (Note 2)
<u>30</u> (Added)	Chaff and Flare Certifier:	Minimum 7 - skill level, (or civilian equivalent) with a minimum of 6 months weapon system experience (Note 2)
<u>31</u> (Added)	Hangar Door Operations (power on and power off procedures)	(Note 3)
<u>32</u> (Added)	Cannot Duplicate (CND):	Minimum 7 - skill level, (or civilian equivalent) with a minimum of 1 year weapon system experience (Note 2)
<u>33</u> (Added)	Ramp Inspector:	Minimum 5-skill level NCO (or civilian equivalent) (Note 2)
<u>34</u> (Added)	Repeat/Recur 5-level waiver:	Minimum 5 skill-level or civilian equivalent (Note 1)
<u>35</u> (Added)	Strut Servicing:	Task qualified 3-level, (or civilian equivalent), with a minimum of 6 months time on weapon system. (Note 2)

18.29. **Form Prescribed:** AMC Form 41, **Flight Authorization**, AMC Form 170, **Flying Crew Chief Mission Report**, AMC Form 215, **Equipment Checklist**, AMC Form 216, **Equipment Checklist Cover Sheet**, AMC Form 220, **Inspection Work Card Sheet**, AMC Form 234, **AMC Ramp Inspection Checklist**, and AMC Form 278, **Debriefing and Recovery Plan**.

Attachment 10 (Added)**RAMP INSPECTION PROGRAM**

A10.1. (Added) Public Law (PL) 99-661, Section 1204 (codified at Title 10 United States Code [U.S.C.] Section 2640), *1987 Defense Authorization Act*, requires:

A10.1.1. (Added) A preflight safety inspection of each aircraft, conducted at anytime during the operation of, but not more than 72 hours before, each internationally scheduled charter mission (for the air transportation of members of the armed forces) departing the United States.

A10.1.2. (Added) A preflight safety inspection of each aircraft used for domestic charter missions conducted to the greatest extent practical.

A10.2. (Added) Program Objective: As primary inspecting agent for the DoD, AMC will ensure PL 99-661 is carried out to the fullest. To accomplish requirements specified in the law, AMC has further defined the policy as follows:

A10.2.1. (Added) Internationally Scheduled Charters: Apply to routine international channel passenger missions from established gateways that appear in a published schedule available to the general DoD user for booking and planning purposes. This excludes special assignment airlift missions (SAAM) and exercise missions. HQ AMC/LGM with concurrence from HQ AMC/JAC has determined it prudent to continue to inspect international SAAM and exercise mission aircraft when possible.

A10.2.2. (Added) Domestic Charter Passenger Missions: HQ AMC/LGMMP will schedule ramp inspections of domestic commercial air movement (CAM) missions to the greatest extent practical with a goal of 25 percent per month.

A10.2.3. (Added) Ramp Inspections: Ramp inspections conducted primarily for missions carrying passengers or passengers and cargo. HQ AMC/LGMMP will direct exceptions to this policy.

A10.2.4. (Added) Funding: Ramp inspections are funded by the units.

A10.2.5. (Added) Program Responsibilities:

A10.2.5.1. (Added) HQ AMC/LGMMP will:

A10.2.5.1.1. (Added) Establish policy and provide guidance for administering the Ramp Inspection Program to ensure compliance with PL 99-661.

A10.2.5.1.2. (Added) Identify international SAAM, exercise, and domestic missions to be inspected. Task SAAM, exercise or contingency, and domestic mission inspection requirements that require special emphasis (e.g. DYNAMIC MIX, TEAM SPIRIT, etc.) to appropriate units.

A10.2.5.1.3. (Added) Coordinate with QA program manager to resolve problems in meeting program objectives.

A10.2.5.1.4. (Added) Use G081 to load and close out inspections accomplished by units that do not have G081. Ensure all inspections are updated (closed out) within three duty days by G081 units.

A10.2.5.2. (Added) Group/AMS QA Ramp Inspection Program Manager:

A10.2.5.2.1. (Added) The MXG/CC or equivalent will establish an AMC Ramp Inspection Program in QA. Designate, as an additional QA duty, an AMC Ramp Inspection Program manager. Ramp Inspection Program manager will:

A10.2.5.2.2. (Added) Qualify an adequate number of ramp inspectors to meet inspection requirements. Note: Ramp inspectors need not reside in QA. QA manages the program and the actual ramp inspectors may be located in the AMUs.

A10.2.5.2.3. (Added) Ensures personnel receive on the job inspection training, program familiarization, and a comprehensive understanding of the ramp inspection checklist before performing ramp inspections. There is no Federal Aviation Administration certification requirement for the AMC Ramp Inspection Program, only a local certification process requirement as per this instruction.

A10.2.5.2.4. (Added) Provide a detailed sequence of events message if an international ramp inspection is missed to HQ AMC/LGMMP by close of business the next duty day.

A10.2.5.2.5. (Added) Ensure timely assignment of inspections to qualified inspectors.

A10.2.5.2.6. (Added) Provide inspector with trip kit for ramp inspections consisting of this instruction, ample AMC Forms 234, **AMC Ramp Inspection Checklist**, point of contact list, and other items as required, e.g. reflective vest/belt, flashlight, extra batteries, clip board, inspection mirror, etc. Also, ensure documentation identifying inspector's qualifications are included.

A10.2.5.2.7. (Added) Ensure problems encountered by inspectors are elevated to appropriate chain of command for resolution.

A10.2.5.2.8. (Added) Ensure inspectors are trained through OJT and by viewing the ramp inspection videotape.

A10.2.5.2.9. (Added) Review GO81 # 9071b, the AMC passenger schedule, on web site (<http://amc.scott.af.mil/tacc/bulletin.htm>) extract those missions applicable to unit inspection, and develop a unit ramp inspection schedule.

A10.2.5.2.10. (Added) Notify MOC when the ramp inspection schedule changes.

A10.2.5.2.11. (Added) Ensures a legible copy of the AMC Form 234 is faxed to HQ AMC/LGMMP within three duty days or upon returning from TDY. Fax number is DSN 576- 5257 or (618) 256-5257.

A10.2.5.2.12. (Added) For units who have G081, ensure ramp inspections are updated upon completion of ramp inspection or returning from TDY within 3 working days.

A10.2.5.2.13. (Added) Ensure points of contact are established at civilian airports far enough in advance to gain access to aircraft to be inspected.

A10.2.5.2.14. (Added) Ensure MOC is aware of each international ramp inspection in progress or of personnel en route to accomplish ramp inspection.

A10.2.5.2.14.1. (Added) The MOC will monitor international ramp inspections in progress at their base. The AMS MOC will notify QA when an unscheduled ramp inspection requirement is known.

A10.2.5.2.15. (Added) Ramp Inspectors will:

A10.2.5.2.15.1. (Added) Be minimum five level NCO with a flight line maintenance AFSC.

A10.2.5.2.15.2. (Added) Ensure they receive the proper training and document the training in their CFETP (if applicable) and are certified on the SCR.

A10.2.5.2.15.3. (Added) Conduct ramp inspections of aircraft as directed through QA by HQ AMC/LGMMP tasking authority.

A10.2.5.2.15.4. (Added) Provide timely information regarding international ramp inspections to the local MOC (if applicable) before aircraft departure.

A10.3. (Added) Ramp Inspections for International Channel Missions: This section applies to scheduled international passenger charters of civilian aircraft and selected SAAM and exercise missions performed by civilian air carriers.

A10.3.1. (Added) Required Inspection Schedules: These schedules are developed by QA program manager using the AMC passenger schedule published by HQ TACC/XOOCMC and taskings of SAAM and/or exercise missions from HQ AMC/LMMP.

A10.3.2. (Added) QA program managers will maintain close coordination with the appropriate passenger service representatives in order to obtain timely mission changes. The unit program manager will notify MOC of scheduled inspection changes as they occur.

A10.4. (Added) Inspection Functions: Conducting ramp inspections involves four distinct functions: performance, documentation, communication, and forms distribution.

A10.4.1. (Added) General guidance for performing ramp inspections is as follows:

A10.4.1.1. Before conducting the AMC ramp inspection, the maintenance inspector will notify the pilot, engineer, or the carrier station representative. This inspection is a visual, walk around check. It does not entail unfastening engine cowlings, airframe inspection panels, etc., unless necessary to resolve discrepancies (e.g., engine cowling may require removal to determine the severity or source of an oil leak). Any removal of inspection panels or cowling will be accomplished only by a crewmember or company maintenance representative. The government representative will not remove these panels.

A10.4.1.2. (Added) A check will be made of the aircraft log noting write ups and corrective actions taken or deferred. Some carriers may use either a separate section of the logbook or another book to record carryover/deferred items. **NOTE:** Civil air carriers operate under FAA regulations that, in many respects, differ from military technical orders and instructions. Each carrier has FAA approved maintenance technical manuals that set forth maintenance policies, practices, and procedures the company uses in its operation. When a ramp inspector determines a discrepancy is not satisfactory, the discrepancy will be reviewed with the appropriate crewmembers or carrier maintenance representative. The air carrier representative must produce an appropriate maintenance technical manual (reference) or minimum equipment list (MEL) to determine the mechanical condition of the aircraft system in question. Members of the Armed Forces will deplane or not board the aircraft until the discrepancy is corrected or determined satisfactory according to an appropriate technical reference.

A10.4.1.3. (Added) In all cases when serious deficiencies are noted, only the FAA representative has the authority to ground the aircraft in question. When FAA assistance is needed, use the following procedures in sequence.

A10.4.1.4. (Added) The ramp inspector will call the FAA Operations Center (commercial 202-267-3333) and request contact with the designated safety inspector on call for the Certificate Holding District Office (CHDO) responsible for the particular air carrier in question. The on call safety inspector could be either an operations or maintenance specialist. In any event, they will answer the question or arrange for the appropriate maintenance inspector to return the call.

A10.4.1.5. (Added) If the ramp inspector believes a serious deficiency exists which cannot be resolved, his/ her responsibility is to brief the on site local AMC commander, senior AMC representative, or senior military official onboard a DoD chartered aircraft. The senior military member on board aircraft has the

authority to order members of the armed forces to leave the aircraft if that authority determines a condition exists on the aircraft which may endanger the safety of the members, even though the FAA representative does not ground the aircraft. HQ AMC/LGMMP will be promptly notified of any such action through appropriate channels.

A10.4.1.6. (Added) Ramp inspectors will provide a copy of AMC Form 234 of the completed inspection to the carrier at their request or as directed by HQ AMC/LGMMP.

A10.4.1.7. (Added) If a serious problem exists with a ramp inspection at a station where there is a QAE, inform the QAE of the problem. A completed copy of the AMC Form 234 will be provided to the QAE on their request.

A10.4.1.8. (Added) Check the following items during the ramp inspection:

A10.4.1.8.1. (Added) Airworthiness certificate: This certificate must be displayed inside the aircraft.

A10.4.1.8.2. (Added) Flight deck: Check the flight deck for general condition and cleanliness. This check will include: windshields and windows, crew seats and safety belts, instruments (flight/engine), smoke and oxygen masks, fire extinguisher, emergency ax, availability of crew checklists (normal and emergency), and crew oxygen system for quantity.

A10.4.1.8.3. (Added) Radar: In determining if weather avoidance radar is satisfactory, the inspector will check the log book and ask an appropriate crew member if the weather avoidance radar system is operating satisfactorily. In the event the logbook indicates repetitive failures of any of these systems, discuss conditions noted with the aircraft captain and/or flight engineer.

A10.4.1.8.4. (Added) Radios: The same procedures for determining operable weather avoidance radar apply. Use as a guide in deciding the satisfactory or unsatisfactory condition of radios and instruments.

A10.4.1.8.5. (Added) Pressurization system: Check the logbook for air conditioning and pressurization conditions/problems. Ask the captain and/or flight engineer if any problems exist.

A10.4.1.8.6. (Added) Wing deicers: Check logbook to determine that the deicing system is operating.

A10.4.1.8.7. (Added) Passenger/cargo area: Check passenger/cargo area for general condition and cleanliness. This check will include the following: security of seats in tracks, safety belts, fire extinguisher, flashlight, and passenger oxygen equipment (and quantity).

A10.4.1.8.8. (Added) Emergency exits, signs, and markings: Visually check all emergency exits for legible and highly visible markings. Verify that emergency exit handles and instructions for opening are on or near each door.

A10.4.1.8.9. (Added) Evacuation devices: Verify that an inflatable escape slide is at each emergency floor level exit. Instructions for its use will be on, or near, the slide's container.

A10.4.1.8.10. (Added) Emergency illumination: The emergency lighting system for cabin and exits must be independent from the main cabin lighting system. Each carrier is required by Federal Aviation regulations (FAR) to have a minimum number of emergency exit lights operational. Check the carrier's MEL for minimum quantity.

A10.4.1.8.11. (Added) Megaphones: Two megaphones are required in the passenger cabin on each airplane with seating capacity of more than 99 passengers; one installed forward and the other at the most rearward location where so they are readily accessible to a flight attendant's seat.

A10.4.1.8.12. (Added) Life rafts. A sufficient number of life rafts of such rated capacity and buoyancy as to accommodate all occupants of the airplane must be provided.

A10.4.1.8.13. (Added) Signal flares. Suitable pyrotechnic signal devices must be available. They may be stowed in the cabin or in the life rafts. The type and quantity will be as approved in the carrier's operating manual.

A10.4.1.8.14. (Added) Emergency radios. There will be at least one emergency radio available in the aircraft cabin. The radio will be stored and securely tied down in such a way so as to permit rapid accessibility.

A10.4.1.8.15. (Added) Life vests. Verify that each passenger, adult or child, will be provided a life vest. They must be marked "adult" for use by passengers 7 years or older, "child" for use by children 6 years or younger, or "adult/child" for use by either adults or children. While the contractor will not be restricted to the use of any particular brand, type, or model of FAA-approved life vest, the use of a mixture of vest types or models requiring more than one donning procedure will not be allowed on any aircraft. This does not prohibit the use of separate adult and child vests.

A10.4.1.8.16. (Added) Stowage of survival gear. All required life rafts, life vests, and signaling devices will be easily accessible and installed in conspicuously marked, approved locations. Proper stowage of life vests is considered to be in a pocket in front of each seat or under the seat. When rafts are stowed in the cabin, they will be secured by a means which will permit rapid availability.

A10.4.1.8.17. (Added) Inflation devices. Inflation devices, when possible, will be checked to ensure cylinder devices have not been expended. In no case will the inspector remove life rafts from stowed positions or unbutton covers in order to reach the carbon dioxide (CO₂) cylinders.

A10.4.1.8.18. (Added) Emergency equipment inspection. All emergency equipment must show proof of inspection by the carrier.

A10.4.1.8.19. (Added) Aircraft Exterior:

A10.4.1.8.19.1. (Added) Condition and cleanliness. Check the aircraft exterior for the general condition and cleanliness. This check will include the following: security of doors and panels, emergency exit markings/instructions, condition of landing, navigation, and anti-collision lights.

A10.4.1.8.19.2. (Added) Airframe corrosion. Whenever corrosion is noted on the airframe, it will be discussed with the flight engineer and aircraft commander in an effort to determine whether the degree of corrosion represents an unsatisfactory condition. If necessary, reference will be made to the company FAA-approved maintenance manual.

A10.4.1.8.19.3. (Added) Engines. The engines will be inspected for such items as cracked and warped blades, oil, and fuel leaks. Conditions, which may appear doubtful, will be discussed with the aircraft commander and the flight engineer. The maintenance manual should be checked if necessary.

A10.4.1.8.19.4. (Added) Fuel leaks. Consideration will be given to the location of the leak and the severity. FAA does not allow a leak in an enclosed area such as the wheel well or baggage compartment. When in doubt, request assistance from the aircrew or maintenance representative in reviewing the FAA-approved maintenance manual in an effort to determine whether the leak is a "go" or "no go" item.

A10.4.1.8.19.5. (Added) Hydraulic system. In the event there is doubt regarding the satisfactory condition of the hydraulic system, the engineer will be requested to review the company's FAA-approved maintenance manual in order to determine whether or not the leak is a "no go" condition.

A10.4.1.8.19.6. (Added) Oil leaks. When engine oil leaks are reported, review the aircraft maintenance log book for the quantity of oil added for that engine for each previous flight as far back as possible. To determine if oil consumption is within limits, have the captain and/or flight engineer verify in the aircraft maintenance manuals the oil quantities used per hour. Annotate results on AMC Form 234.

A10.4.1.8.19.7. (Added) Surface controls. The general condition of the control surfaces will be viewed, including flying tabs, trim tabs, and servo tabs. If there seems to be a condition, which is unsatisfactory, the captain and/or flight engineer will be requested to review the situation. When necessary, reference will be made to the company's FAA-approved maintenance manual.

A10.4.1.8.19.8. (Added) Landing gear. Inspector will visually check the general condition of the tires, brakes, and landing gear for serviceability. When reporting tire cuts on AMC Form 234, indicate the total number of cords (body plies) that are cut and the length, width, and depth in inches. When inspectors believe that a cut tire is unsafe, they and the captain and/or flight engineer will check the company's FAA-approved maintenance manual to determine whether or not the tire should be replaced.

A10.5. (Added) Communicating Ramp Inspection Activities:

A10.5.1. (Added) Real time confirmation of ramp inspections that **were not** accomplished is essential. This will be accomplished by the ramp inspector or through command and control channels to the MOC and HQ AMC/LGMMP (DSN 779-2522 or commercial (618-229-2522)).

A10.5.1.1. (Added) The location that was unable to perform the ramp inspection is responsible for informing personnel at the downrange location of the requirement to accomplish the inspection.

A10.5.2. (Added) International ramp inspections in the G081 system are used by HQ AMC/LGMMP for monitoring, recording, and analysis of the ramp inspection program.

A10.5.3. (Added) Each unit with G081 capability will be responsible for loading and closing out their portion of the international passenger schedule in program 9071.

A10.5.4. (Added) When an international channel/domestic ramp inspection is tasked to a unit not having G081, HQ AMC/LGMMP will load and close out the inspection in G081 using information from the completed AMC Form 234.

A10.5.5. (Added) HQ AMC/LGMMP will coordinate with other major commands as required to accomplish ramp inspections and to ensure maximum efficiency and utilization of resources. To ensure program integrity and standardization of process, the command and its units will follow the guidance given within this instruction. HQ AMC/LGMMP will load and closeout these missions in G081.

A10.5.6. (Added) In the event that an international ramp inspection is not accomplished, the responsible ramp inspector will initiate steps to notify MOC at a down line station that an inspection was missed and will need to be accomplished. Also, contact HQ AMC/LGMMP when an inspection is missed.

A10.5.7. (Added) Units will be tasked by HQ AMC/LGMMP to conduct random inspections of domestic charter missions with a goal of inspecting 25 percent per month. Follow the same inspection procedures as established in this instruction for international charter missions.

A10.5.8. (Added) Distribution. A blank AMC Form 234 is available on the World Wide Web. Inspectors will provide the group ramp inspection program manager with the completed AMC Form 234 as soon as possible. Refer to [A10.2.5.2.11. \(Added\)](#) above; the group program manager ensures a legible copy of the AMC Form 234 is faxed to HQ AMC/LGMMP within three duty days after completion or upon inspectors return from TDY. HQ AMC/LGMMP will review the form and forward it to HQ AMC/DOB.

A10.6. (Added) Documenting the Ramp Inspection . AMC Form 234 is the checklist used to perform the ramp inspection and document inspection results.

A10.6.1. (Added) The heading section is used to document the date (Julian/calendar), time aircraft inspection complete, inspection location (base or airport), and station (International Civil Aviation Organization [ICAO]) code, inspection (departure or en route), complete mission number, carrier, aircraft type, tail number, and type mission (passenger or cargo) and (international, domestic, or SAAM/exercise).

A10.6.2. (Added) Section 1 lists the items to be inspected on the flight deck. Items 12 through 16 will have to be confirmed with the aircrew unless the system condition can be determined by flight log discrepancies.

A10.6.3. (Added) Section 2 lists the items to be inspected in the main cabin. **NOTE:** The items in Section 2 will be inspected as required, depending on whether the aircraft is in a passenger or cargo configuration.

A10.6.4. (Added) Section 3 lists the items to be inspected on the aircraft exterior.

A10.6.5. (Added) Section 4 (Other Inspection Items Not Listed) is to be used to mark special items or to note an item not listed elsewhere on the form.

A10.6.6. (Added) The final two blocks on the form are for documenting the inspector's name, grade, employee number, unit, phone number, and signature.

A10.6.7. (Added) During the inspection, the inspector will mark the blocks indicating whether the items are "Not Required," "Satisfactory," "Minor Discrepancy," and "Unsatisfactory."

A10.6.7.1. (Added) If an item is marked "Minor Discrepancy" or "Unsatisfactory," the inspector will ensure that all entries made in the remarks block are legible and sufficiently detailed to describe the discrepancy and corrective action taken.

A10.6.7.2. (Added) The discrepancies should be corrected and documented according to the airline maintenance manual or carried forward according to an approved MEL.

A10.6.7.3. (Added) If it is carried forward for corrective action at the next maintenance facility, then the ramp inspector will enter the following information in the Remarks section of the AMC Form 234.

A10.6.7.3.1. (Added) Discrepancy and date.

A10.6.7.3.2. (Added) MEL number.

A10.6.7.3.3. (Added) Condition of write-up (flyable or appearance).

A10.6.7.3.4. (Added) Log book page number.

A10.7. (Added) Terms:

A10.7.1. (Added) Preflight Safety Inspection: (synonymous with Ramp Inspection) A ramp inspection is a visual inspection of a civilian aircraft for obvious defects that may indicate the aircraft is unsafe. This inspection does not in any way overrule or duplicate the Federal Aviation Administration (FAA) airworthiness certification or the civilian aircraft technical manual requirements. This inspection is not an airworthiness inspection but is meant to serve as a check for obvious safety defects before departure.

A10.7.2. (Added) Ramp Inspector: As a minimum, a highly qualified 5 level noncommissioned officer or civilian equivalent with a flightline maintenance Air Force specialty code (AFSC). This individual will be selected and certified by QA OIC or superintendent. No special FAA certification training is required.

A10.7.3. (Added) Inspection Certification: Documentation, signed by QA OIC or superintendent, certifying that selected individuals meet minimum qualifications of a ramp inspector.

Attachment 11 (Added)**DEPLOYMENT CHECKLIST**

The intent of this checklist is to provide a reference to assist units in deployment preparations. It is not all inclusive.

A11.1. (Added) Ensure GO81 connectivity before deployment.

A11.1.1. (Added) Contact MAJCOM analysis section at least 30 days before deployment for MIS connection instructions.

A11.1.2. (Added) Ensure PC's (with Rumba & IE or Netscape software preloaded/configured) and printer are available. Depending on size of deployment, a minimum of two PC's and one printer should be ready to deploy.

A11.1.3. (Added) Ensure analysis personnel on deployments are responsible for obtaining a connection to the MIS database through local area network or a dial up connection. It is vital that a connection to the MIS be established before beginning flying operations. Deployed analysis personnel will work with deployed MOC and aircraft maintenance maintainers to ensure that aircraft status; flying hours, inventory, scheduling and deviation information, and discrepancy data is entered at the deployed location.

A11.1.4. (Added) Determine need to deploy with maintenance analysts to assist with GO81 connectivity.

A11.2. (Added) Ensure personnel deploy with training records if over 30 days.

A11.2.1. (Added) Ensure each person carries a GO81 print out of his or her qualifications.

A11.2.2. (Added) Deployment Team Chief will ensure SCR is deployed and on hand for flightline managers e.g. Pro Super, expeditor to reference as a quick snap shot of workforce capability.

A11.3. (Added) Ensure proper tools and equipment are prepared for deployment.

A11.4. (Added) Ensure all HAZMAT deployable items are properly prepped for shipment. Coordinate with the local HAZMAT on proper procedures to use to account for and track deployed hazardous materials thirty days before deployment. See AFI 32-7086, *Hazardous Materials Management*, for more detailed information.

A11.5. (Added) Ensure adequate personnel are qualified on all necessary vehicles, e.g. forklifts, tow vehicles, passenger busses, etc.

A11.6. (Added) Perform unit duties and responsibilities in AFI 10-403, *Deployment Planning*, Chapter 4, Deployment Execution Equipment Preparation Requirements and Chapter 5, Personnel Preparation and Deployment Execution Requirements.

A11.7. (Added) Review Pilot and Non Pilot Unit responsibilities outlined in AFMAN 10-401, *Operation Plan and Concept Plan Development*.

A11.8. (Added) Ensure personnel are identified to meet deployment tasking according to the unit's DOC statement IAW AFI 10-403, *Deployment Planning*, AFI -10-215, *Personnel Support for Contingency Operations (PERSCO)*, and AFMAN 10-401, *Operations Plan & Concept Plan Development and Implementation*.

A11.9. (Added) Units will include blank printouts of MIS debriefing screens or locally devised products in deployment packages for use if MIS is not available. The primary debriefing form used when the MIS is unavailable is the AMC Form 278, or locally developed debrief form. Use blank printouts as manual documentation method and send documents to home station for data transcribing by the most expeditious means available. 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.

A11.10. (Added) Ensure AGE and section equipment is prepared for storage or shipment.

A11.11. (Added) Ensure TMDE is calibrated to support the deployment requirements.

A11.12. (Added) Validate TO account to ensure it meets in place and deployment requirements and ensure unit ships with necessary TO media.

A11.13. (Added) Ensure deployed engine monitors are assigned and trained to perform engine manager and monitor duties while deployed. Engine monitor will ensure all deployed spare engines have a copy (paper or electronic) of CEMS product E407, option 1 and 4, included in the deployment package.

A11.14. (Added) The lead wing will coordinate with participating units before deployment to identify communication/information system requirements and ensure all radios are keyed with appropriate frequencies for the deployed location.

A11.15. (Added) Ensure maintenance LMR requirements are given to COMM for inclusion in overall COMSEC plan.

A11.16. (Added) Ensure deploying personnel take an IMARSAT telephone (if available) and ensure personnel are trained in its use. Refer to guidance in AMCI 21-108 CONOPS

A11.17. (Added) Commanders will ensure every person selected to deploy is current all required ancillary training, e.g. small arms marksmanship training, chemical warfare training, etc. before deployment.

A11.18. (Added) The Lead wing Maintenance Group Commander will determine maintenance ACS requirements, utilize smallest UTCs to meet capability, tailor them as required, identify deploying personnel (and alternates) by name, and take any necessary actions to acquire additional support or equipment as required before deployment.

A11.19. (Added) Before deployment, the lead deploying logistician will make contact with the host nation and/or coalition maintenance liaison to gather base support capabilities and site survey information (e.g. physical layout, facilities, equipment, local capabilities, etc.).

A11.20. (Added) If accurate status of prepositioned equipment is unavailable before deployment, the lead wing will send a team of qualified equipment technicians in the Advanced Echelon (ADVON) of the main deployment, if possible, to evaluate/report status of prepositioned assets in Theater.

A11.21. (Added) All unit equipment (CTKs, TMDE, bench stock, MRSP, support equipment, and technical data) must be inventoried and prepared for shipment. Ensure all TMDE receives calibration before deployment (if applicable). Consider those TMDE items (i.e. tripod jack gauges) that may be overlooked.

A11.22. (Added) Ensure sufficient numbers of personnel, across all maintenance AFSCs, have official government passports to reduce deployment limitations and ensure adequate support of MRT taskings.

A11.23. (Added) Ensure either QA augmentees or QA personnel are taken on all deployments.

A11.24. (Added) Before deployment ensure all fund sites are known. For example, the fund site and organizational code is needed in order to set up VIL keys for rental vehicles.

A11.25. (Added) Determine need to take equipment to establish aircraft grounding capability. If location does not have grounding points then ensure grounding rods, mallets, and extra long ground wires (100-150 foot long) are included in deployment package.

A11.26. (Added) Also refer to AMCP 10-405, *AMC Deployment, Employment, and Redeployment Guide for Base Operating Support*.

Attachment 12 (Added)

FCC PERFORMANCE FEEDBACK FORM

**USE THE BELOW FORMAT FOR EN ROUTE/TRANSIENT SUPERVISOR
FEEDBACK OF FCC**

MEMORANDUM FOR <Unit Designation/Office Symbol>

Date

<Street>

<Base, State and Zip Code>

FROM: En Route/Transient Supervisor>

<Street>

<Base, State and Zip Code>

SUBJECT: En Route/Transient Supervisor's Feedback of the Flying Crew Chief (FCC)

1. Mission Number _____ . Aircraft Type and Tail number _____ .
Date _____ (*circle the response*)

- | | | |
|--|-----|----|
| 2. Did the FCC participate in the aircraft debrief? | Yes | No |
| 3. Did the FCC brief specialist on past repeat/recurring discrepancies? | Yes | No |
| 4. Did the FCC request the required specialists (if applicable)? | Yes | No |
| 5. Was the FCC involved with the servicing of their aircraft? | Yes | No |
| 6. Did the FCC provide maintenance support for their aircraft? | Yes | No |
| 7. Did the FCC provide the (MOC) a building, a room, and a phone number after check in? | Yes | No |
| 8. Was the FCC allowed the opportunity for a minimum of 8 hours of rest in a 24 hour period? | Yes | No |

9. Rate the FCCs overall performance.

Excellent Good Fair Poor

10. Remarks:

<Sign>

En Route/Transient Supervisor

Attachment 13 (Added)**AMC MAINTENANCE AWARDS PROGRAM**

A13.1. (Added) Air Force Level Awards. For all AF Level awards, follow guidance established in AFI 36-2818 and AFI 36-2805. Listed below are the HQ AMC/LGM suspense dates for AF level Awards.

A13.1.1. (Added) General Lew Allen Award	15 June
A13.1.2. (Added) Daedalian Maintenance Award	15 Oct
A13.1.3. (Added) Maintenance Effectiveness Award	1 Nov
A13.1.4. (Added) Lt Gen Leo Marquez Award	15 Nov
A13.1.5. (Added) CMSAF Thomas N. Barnes, Crew Chief of the Year Award	15 Jan

A13.2. (Added) AMC Level Awards.

A13.2.1. (Added) **AMC Crew Chief of the Year Award.** Recognizes AMC's outstanding Crew Chief in the Airlift, Tanker, and Support aircraft categories. Follow guidance for CMSAF Thomas N. Barnes Award for nomination procedures. HQ AMC/LGM will select one of the three category winners as the AMC nominee for the Barnes Award.

A13.2.2. (Added) **AMC Maintenance Training Flight (MTF) of the Year Award.** The MTF of the Year award is designed to recognize the Best MTF in AMC.

A13.2.2.1. (Added) MTFs submit an AF Form 1206, **Nomination for Award**, single-spaced using both sides. Refer to further nomination procedures in **A13.2.3.8. (Added)** below. Use the following heading categories on the AF Form 1206 for the MTF of the Year Award:

A13.2.2.2. (Added) Achievements.

A13.2.2.3. (Added) Innovative Management Actions.

A13.2.2.4. (Added) Quality of Service to the Maintenance Group.

A13.2.3. (Added) **AMC Outstanding Professional of the Year Awards:** Professional of the year awards are presented annually to AMC maintenance professionals (military or civil service equivalents) who make exceptional contributions to mission readiness throughout the year. Individuals may only be nominated for one of the below awards. Group level award winners will compete within their respective categories for selection at the NAF level and the NAF winners in each category will advance to compete at the command-level. The command-level winners will be announced in a message along with other HQ AMC/LG maintenance award winners.

A13.2.3.1. (Added) **AMC Maintenance Support AMN/NCO/SNCO/CGO/FGO/Civilian Technician/Civilian Manager of the Year:** The intent of this award is to recognize seven outstanding maintenance professionals in the 2AXXX, 2PXXX, and 21XXX AFSCs whose duties and responsibilities involve off-equipment work, e.g. repair shop, CTK, PMEL, AGE, TODA, debrief, tech admin, section chief, flight chief, OIC, etc. Flightline maintenance personnel and personnel that only perform on-equipment aircraft maintenance are not eligible for this award.

A13.2.3.2. (Added) **AMC Aircraft Maintenance AMN/NCO/SNCO/CGO/FGO/Civilian Technician/Civilian Manager of the Year:** The intent of this award is to recognize seven outstanding maintenance professionals in AFSC 2AXXX and 21XXX that provide on-equipment maintenance, e.g. repair

shop personnel who dispatch to repair aircraft, inspection dock, aircraft maintenance including all specialists, dash 21, shift chief, dock chief, section chief, expeditor, pro super, flight chief, OIC etc.

A13.2.3.3. (Added) **AMC Maintenance Operations Center (MOC) AMN/NCO/SNCO of the Year:** The intent of this award is to recognize three outstanding maintenance professionals performing MOC duties as a coordinator, senior coordinator, or superintendent.

A13.2.3.4. (Added) **AMC Quality Assurance (QA) NCO/SNCO/Officer of the Year:** The intent of this award is to recognize three outstanding maintenance professionals in any maintenance AFSC performing quality assurance program duties as inspectors, chief inspectors, program managers e.g. weight and balance program, TODO, and OICs.

A13.2.3.5. (Added) **AMC Maintenance Qualification Training Program (MQTP) Instructor of the Year.** The intent of this award is to recognize and encourage outstanding achievement and significant contributions by outstanding maintenance instructors assigned to the Maintenance Training Flight or Regional Training Center.

A13.2.3.6. (Added) **AMC Maintenance Analyst AMN/NCO/SNCO of the Year :** The intent of this award is to recognize three outstanding maintenance analysts in the 2R0XX AFSC who made outstanding contributions to maintenance operations and mission readiness. These contributions may include, but are not limited to: special studies that result in positive change; innovative methods of information depiction and portrayal; database management techniques that enhance user satisfaction with automated systems; and unique and useful computer-based products and services.

A13.2.3.7. (Added) **AMC Maintenance Scheduler AMN/NCO/SNCO of the Year:** The intent of this award is to recognize three outstanding maintenance schedulers in the 2R1XX AFSC and the outstanding contributions they made to maintenance operations and mission readiness. These contributions may include, but are not limited to: innovative scheduling techniques enhancing aircraft scheduling; engine management, Aerospace Ground Equipment (AGE) scheduling, and Precision Measurement Equipment Laboratory (PMEL).

A13.2.3.8. (Added) **Nomination Procedures:** The following administrative procedures apply.

A13.2.3.8.1. Award period is 1 January through 31 December of each year. Nominees need not be assigned to the unit for the entire period but must have been assigned at least for a minimum of six months. Only bullet statements related to the category they are being nominated for can be used on the AF Form 1206. For example, if an individual is being nominated for a QA award and they spent eight months in QA and then transitioned to the flight line, there will not be any bullets covering their time in their flight line position.

A13.2.3.8.2. (Added) Specific selection criteria will consist only of job performance (i.e. duty-related activities).

A13.2.3.8.3. (Added) Use of the AF form 1206 is mandatory. Use only the front of the AF Form 1206 (1 page). Submit All AF form 1206 nominations in electronic form package format (.fpk) only. Paper copies will not be accepted. Include all information at the top of the page of the AF Form 1206. Use only one heading in the specific accomplishments block: **Sustained Job Performance.** The focus of these awards is to show what the person did on the job in support of the mission and therefore, any additional headings will disqualify the nomination. Exception: Refer to specific headings above for the AMC Crew Chief of the Year award and the AMC MTF of the year award.

A13.2.3.8.3.1. (Added) Bullet statements will be used. Major bullets will consist of no more than three lines each (including sub-bullets). Lines within each major bullet will be single spaced; no blank lines will be used between sub-bullets. In addition, there is no requirement for a blank line between each major bullet.

A13.2.3.8.3.2. (Added) Bullet statements will be written in a style that describe a particular action, its result, and its impact to the unit, MAJCOM, Air Force, or beyond if applicable.

A13.2.3.8.3.3. (Added) Font size, style, and color will be followed. Use Times New Roman, 12 point font, black color for text.

A13.2.3.8.4. (Added) Packages will not contain classified data/information.

A13.2.3.8.5. (Added) Groups will send their winners to their respective NAF via E-mail to arrive not later than 30 December. Each NAF will select their winners and electronically send the winners packages to HQ AMC/LGM NLT 1 February.

A13.2.3.8.6. (Added) HQ AMC/LG will fund command level winner trophies to present at the annual HQ AMC/LG awards banquet.

JAMES L. LEMONS, Colonel, USAF
Deputy Director of Logistics