

**BY ORDER OF THE COMMANDER,  
436TH AIRLIFT WING**

**DOVER AIR FORCE BASE  
INSTRUCTION 21-104**

**20 DECEMBER 2003**

**Maintenance**

**AIRCRAFT DOCUMENT REVIEWS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Dover Air Force Base Instruction (DAFBI) has been developed by the Maintenance Group to establish management procedure, in accordance with AFI 21-101 AMCSUP1 Chapter 7, *Aerospace Equipment Maintenance Management*, for accomplishing document reviews on C-5 aircraft assigned to Dover Air Force Base. This instruction applies to both 436th and 512th organizations and staff agencies under the direction of the Maintenance Group Commander (MXG/CC), and to the Logistics Readiness Squadron (LRS) under the direction of the Mission Support Group Commander (MSG/CC).

**1. General Policy:** Aircraft will have a document review every 60 days, and in conjunction with home station check, ISO, refurbishment, cannibalization, depot, transfer or major modification. Cannibalization aircraft will have a document review completed every 30 days. Due to mission requirements, aircraft document reviews might not be accomplished precisely at this interval but will be accomplished upon return to home station. The dedicated crew chief (DCC) or assistant dedicated crew chief will expedite aircraft forms binder to LRS first, and then to Plans, Scheduling, and Documentation (PS&D) when performing document reviews. Every effort will be made to complete the document review as quickly as possible to ensure the aircraft forms are returned to the aircraft immediately upon completion. If the aircraft forms are needed at the aircraft, Aircraft Maintenance Squadron (AMXS) Supervision will contact the DCC to terminate the document review and return the forms to the aircraft. PS&D will reschedule the document review at the earliest date possible. Most importantly, maintenance personnel must accurately enter data in G081 to ensure data base integrity.

**2. Procedures:** PS&D will schedule document reviews for each aircraft according to the due date. PS&D will also schedule document reviews every 30 days for aircraft in cannibalization.

**3. Responsibilities:** All affected MXG and MSG agencies will ensure personnel comply with this instruction. In addition, personnel involved in performing document reviews should be familiar with AFI

21-101 AMCSUP1 and TO 00-20-1, *Aerospace Equipment Maintenance General Policies and Procedures*.

3.1. AMXS will:

- 3.1.1. The production superintendent will coordinate aircraft maintenance downtime for completion of the document review.
- 3.1.2. The shift chief will ensure DCC is available to accomplish the document review on the scheduled date.
- 3.1.3. Prior to the document review, the DCC will validate all open discrepancies, close out all completed job control numbers and review aircraft forms with the applicable AMU supervision.
- 3.1.4. Complete a physical inventory of the tail number bin (TNB) to ensure correct parts are on hand prior to bringing aircraft forms to LRS.
- 3.1.5. Work with LRS to correct and update any part order discrepancies.
- 3.1.6. Update all job control numbers for scheduled maintenance and deferred discrepancies in G081.
- 3.1.7. Coordinate with PS&D to schedule aircraft downtime to work delayed discrepancies.

3.2. LRS will:

- 3.2.1. Be available to perform document reviews between 0730 – 1600 Monday through Friday, except holidays.
- 3.2.2. Verify the status of due-out parts and validate document numbers for applicable job control numbers.
- 3.2.3. Ensure G081 reflects the current status of parts in TNB.
- 3.2.4. Assist crew chiefs to inventory parts in TNB.

3.3. PS&D will:

- 3.3.1. List scheduled document reviews on the Maintenance page of the Daily and Weekly/Monthly Maintenance and Flying Schedules.
- 3.3.2. Create job control number in G081 for aircraft document review.
- 3.3.3. Coordinate with AMXS to determine DCC or alternate DCC availability.
- 3.3.4. Be available to perform document reviews from 0730 – 1630 hours Monday through Friday, except holidays.
- 3.3.5. Review all time compliance technical orders and time changes for compliance, and verify the accuracy of the AFTO Form 781D, **Calendar and Hourly Item Inspection Document** against TO 1C-5A-6, *Scheduled Inspection and Maintenance Requirements*.
- 3.3.6. Verify airframe and engine hours.
- 3.3.7. Verify the last complied with and the next due dates for: HSC, ISO, PDM and wash. Verify the ISO count for major or minor inspection, and validate depot input dates.
- 3.3.8. Ensure all scheduled maintenance job control numbers are loaded in G081 and closed out when completed.

3.3.9. Review the accuracy of the AFTO Form 781 D notes pages. Validate any flight restriction data, as well as any particular aircraft specific inspections.

JOHN I. PRAY, JR., Colonel, USAF  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, Chapter 7, *Aerospace Equipment Maintenance Management*

TO 00-20-1, *Aerospace Equipment Maintenance General Policies and Procedures*

TO 1C-5A-6, *Scheduled Inspection and Maintenance Requirements*

***Abbreviations and Acronyms***

**AMU**—Aircraft Maintenance Unit

**AMXS**—Aircraft Maintenance Squadron

**DCC**—Dedicated Crew Chief

**HSC**—Home Station Check

**ISO**—Isochronal Inspection

**LRS**—Logistics Readiness Squadron

**MSG/CC**—Mission Support Group Commander

**MXG/CC**—Maintenance Group Commander

**PDM**—Programmed Depot Maintenance

**PS&D**—Plans, Scheduling and Documentation

**TNB**—Tail Number Bin