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Maintenance

**MAINTENANCE DEBRIEF OPERATING  
INSTRUCTIONS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction summarizes the 92d Air Refueling Wing (ARW) Maintenance Debrief policies and operating procedures. This instruction supersedes all previous 92 ARW Maintenance Debrief Operating Instructions. All applicable personnel listed herein will comply with the policies outlined in this document. All suggested changes will be forwarded to the maintenance debrief office for consideration and/or approval.

Effective debriefs directly impact Flying hours and AVPOL Programs moneys as well effecting systems reliability. They bring the crew into the systems reliability process by involving them in a thorough evaluation of discrepancies they have identified, as well as to ensure the accurate account of flying data and times.

**1. DEBRIEFING REQUIREMENTS.**

1.1. The 92d Aircraft Generation Squadron (AGS) will establish a formal, off the flightline, debriefing function and assign thoroughly knowledgeable and qualified personnel to the debrief function IAW AMCI 21-101. Personnel assigned must:

1.1.1. Be thoroughly knowledgeable of the weapon system being debriefed and possess a 5-skill level or higher IAW AMCI 21-101.

1.1.2. Be approved for assignment to debrief by 92 AGS Maintenance Supervision or the NCOIC of Debrief.

1.2. The minimum debriefing team for the formal debriefing of KC-135 aircraft will consist of the following personnel:

1.2.1. Maintenance Debriefeer.

1.2.2. Aircraft Commander (AC).

1.2.3. Five-skill level or higher Guidance and Control Specialist (GAC) and 5-skill level or higher Communication/Navigation (COMM/NAV) Specialist unless the Production Superintendent has verified on the ground with the AC that no guidance and control or COMM/NAV pilot reported discrepancies exist.

1.2.4. Aircraft Crew Chief (ACC) on all TDY returns for verification of fuels documentation.

1.2.5. Other flightline specialists, in-shop maintenance personnel, or other crew members as determined necessary by the AC and debriefer.

## 2. DEBRIEFING PROCEDURES.

2.1. The maintenance debriefer must ensure the AC, pertinent crew members, and all required specialists are present for debriefing.

2.2. Ensure the ACC and AC are present for debriefing during return to home station debriefs for verification of fuels documentation. The AF Form 664 should include:

2.2.1. All of the fuel receipts in the AF Form 664 must be logged on the front cover.

2.2.2. The front cover of the AF Form 664 must be completely filled out.

2.2.3. Copies of the AFTO Form 781H servicing data for refuels corresponding to all of the fuel receipts in the AF Form 664 package with all of the applicable refuels highlighted.

2.3. Ensure the ACC has all of the transcribed AFTO Form 781As so all off-station "Red X" discrepancies can be loaded into the G081 computer system.

2.4. Ensure the accuracy of the following forms:

2.4.1. Ensure blocks 1-17 on the AFTO Form 781 are correct. Annotate the maintenance review block with the debriefer's initials.

2.4.1.1. Enter the information from the 781 into G081 prior to the crew leaving Debrief. Tape over blocks 11, 12, and 13 on the AFTO form 781 to ensure times accuracy.

2.4.2. Ensure the tanker organization and home station, tanker mission design series (MDS), tanker serial number, aircraft command, aircraft MDS, aircraft call sign, quantity issued, and total offload blocks on the AF Form 791 are correct.

2.4.3. In the case of TDY returns or when the temperature engine management system (TEMS) is inoperative, collect the AMC Form 226, KC-135 In-Flight Data Sheet, from the AC and ensure the aircraft number, pilot's name/crew, date/time take-off, and flight time blocks are correct. If TEMS was not accomplished, have the AC give a narrative to the right of the engine performance data explaining the reason.

2.4.4. On the AFTO Form 781H, ensure blocks 10, 12, 13, 16, and 17 are filled out IAW T.O. 00-20-5.

2.4.5. On the AFTO Form 781A, ensure the when discovered code, date discovered, discovered by, and grade blocks for each discrepancy block are properly filled out IAW TO 00-20-5. Ensure the discrepancy is readable and descriptive enough to turn over to maintenance.

2.4.5.1. Assign a symbol, job control number, appropriate workcenter, and work unit code to all discrepancies.

2.4.5.2. Verify if the discrepancy was Mission Capable (MC) or Mission Essential (ME) and annotate as appropriate IAW MCI 11-235, Vol. 4.

2.4.5.3. Annotate repeat or recurring discrepancies with the words "repeat" or "recurring" in red as appropriate, IAW AMCI 21-101. The criteria for repeat or recurring discrepancies is as follows:

2.4.5.3.1. A repeat discrepancy is one that occurs on successive debriefings. To be identified "repeat", the first discrepancy must have a completed maintenance action and all required operational checks.

2.4.5.3.2. A recurring discrepancy is one that occurs twice during four consecutive debriefings. To be identified as recurring, the first discrepancy must have a completed maintenance action and all operational checks.

2.4.5.4. Ensure all operational checks have been properly annotated IAW T.O. 00-20-5.

2.4.5.5. Enter appropriate package, depending on the time of the year to include: panels, inlets, tec. orders ect.

2.4.6. In the case of a birdstrike or in-flight emergency (IFE) have the AC fill out AMC Form 97, Aircraft Mishap Report Worksheet. For bird strikes fill out the AMC bird strike form only

2.4.6.1. Make two copys; one for pro supers and one for debrief records.

2.4.6.2. Forward the original to Wing Safety.

2.4.6.3. If the birdstrike hit an engine, have the AC fill out an engine birdstrike report. Forward this report to the engine tech representative, Engine Management, Wing safety, and the Pro super then ensure the original copy is placed in the beginning of the 781A.

2.4.7. In case of an air refueling system discrepancy, have the aircrew fill out the appropriate checklist and place it in the beginning of the AFTO Form 781A.

2.4.8. During return-to-home-station debriefs, review the AFTO Form 781As and AFTO Form 781Ks for deferred and delayed discrepancies and assign job control numbers as applicable.

2.4.9. Fill out the debrief daily flying log.

2.4.10. Enter all debriefing data into the G081 maintenance computer system.

2.5. Upon completion of the debriefing notify the Production Superintendent and obtain oil servicing from the applicable expediter.

### 3. MAINTENANCE DEBRIEF RESPONSIBILITIES

3.1. Perform a weekly flying audit with OSS-Long Range Scheduling. Ensure corrections are made within a 2-day time period.

3.2. Perform an end-of-month flying audit with Long Range Scheduling on or about the first of the following month and correct all errors found within a 2-day time period. All corrections must be posted by COB on the 8<sup>th</sup> of the month. Corrections made after the 9<sup>th</sup> of the month must be forwarded to HQ AMC/LGQA

- 3.3. Ensure delayed and deferred discrepancies on aircraft returning to home station, ME discrepancies, repeat, and recurring discrepancies are brought to the attention of the Production Superintendent IAW AMCI 21-101.
- 3.4. Ensure AMC Form 226, In-Flight Data Sheets, are forwarded to Engine Management.
- 3.5. Perform Quality Assurance checks on all debriefs daily.
- 3.6. Perform AF Form 664 TDY briefings (to include viewing of the VHS tape) for all ACCs prior to all TDY's as required
- 3.7. Maintain aircraft debrief files containing all debriefs for the past 30 days.
- 3.8. Maintain aircraft debrief history files' containing all debriefs for 1 calendar year.
- 3.9. Send oil servicing data to Engine Management daily.
- 3.10. The Maintenance Debrief Office will ensure there is sufficient coverage during peak flying hours.

#### **4. AIRCRAFT COMMANDER DEBRIEF RESPONSIBILITIES.**

- 4.1. The AC is responsible for the following at maintenance debrief:
  - 4.1.1. The AFTO Form 781 must be complete and accurate.
  - 4.1.2. The AFTO Form 791 must be complete and accurate. Insure boom operator check Remis database prior to releasing the crew.
  - 4.1.3. All discrepancies are annotated with either MC or ME IAW MCI 11-235, Vol. 4. The criteria for MC or ME discrepancies is as follows:
  - 4.1.4. Any ME discrepancy must be elevated to MACC and the Pro super for final determination (if available).
    - 4.1.4.1. Any discrepancies that could become ME if circumstances changed, but are not currently, absolutely ME, will be designated as MC.
    - 4.1.4.2. Minor discrepancies (notes) do not require an MC or ME designator.
  - 4.1.5. In the case of a birdstrike the appropriate package will be loaded with either "Bird strike engine" or "Bird strike airframe"
  - 4.1.6. In the case of a discrepancy with the air refueling system, the AC must ensure the boom operator is present to fill out a 92 AGS Debrief KC-135 Air Refueling System Problem Worksheet and return it to maintenance debrief.
  - 4.1.7. On all TDYs, and when TEMS is inoperative, the AC must fill out an AMC Form 226, KC-135 In-Flight Data Sheet, and return it to maintenance debrief.
  - 4.1.8. Upon return to home station from TDY, attend maintenance debrief with the aircraft jacket file (if returning from Tanker Task Force (TTF) or SWA deployments) and the completed AF Form 664. The AF Form 664 must include the following information:
    - 4.1.8.1. All of the fuel receipts in the AF Form 664 must be logged on the front cover.
    - 4.1.8.2. The front cover of the AF Form 664 must be completely filled out.

4.1.8.3. Copies of the AFTO Form 781H servicing data for refuels corresponding to all fuel receipts in the AF Form 664 package with all of the applicable refuels highlighted.

4.1.8.4. All additional information listed on the AF Form 664 Briefing Sheet that was signed by the ACC prior to TDY departure must be accomplished.

## **5. PRODUCTION SUPERINTENDENT DEBRIEF RESPONSIBILITIES.**

5.1. The Production Superintendent must, at a minimum:

5.1.1. Verify with the AC that no pilot reported discrepancies pertain to guidance and control or COMM/NAV systems upon recovery, or ensure a 5-level or higher COMM/NAV and a 5-level or higher GAC specialist are sent to maintenance debrief during each debriefing.

5.1.2. Ensure any additional maintenance personnel required for debriefing are promptly dispatched to maintenance debrief when required.

5.1.3. Ensure oil servicing for each aircraft is relayed to maintenance debrief prior to picking up the aircraft forms.

5.1.4. Ensure the aircraft forms are picked up from maintenance debrief within a timely manner. For purposes of this document, a timely manner is defined as being within 45 minutes of notification of their completion.

5.1.5. During weekend duty, inform the maintenance debriefer on duty of all schedule changes.

## **6. AIRCRAFT CREW CHIEF DEBRIEFING RESPONSIBILITIES.**

6.1. The ACC will, at a minimum:

6.1.1. Ensure the last three debriefs remain in the aircraft forms binder at the beginning of the AFTO Form 781A section to allow for repeat/recurring discrepancy identification.

6.1.2. Be briefed by maintenance debrief personnel on fuel documentation requirements prior to all TDY departures.

6.1.3. Upon return to home station from all TDY's and Deployments, attend maintenance debrief with the aircraft jacket file (if returning from TTF or SWA deployments) and the completed AF Form 664. The AF Form 664 must include the following information:

6.1.3.1. All of the fuel receipts in the AF Form 664 must be logged on the front cover.

6.1.3.2. The front cover of the AF Form 664 must be completely filled out.

6.1.3.3. Copies of the AFTO Form 781H servicing data for refuels corresponding to all fuel receipts in the AF Form 664 package with all of the applicable refuels highlighted.

6.1.3.4. All additional information listed on the AF Form 664 Briefing Sheet that was signed by the ACC prior to TDY departure must be accomplished.

6.1.4. ACC must have all transcribed AFTO Form 781As during the return-to-home-station debrief so all off-station "Red X" discrepancies can be entered into the G081 computer system.

## **7. MAINTENANCE AIRCRAFT COORDINATION CENTER (MACC) DEBRIEFS RESPONSIBILITIES.**

7.1. MACC must at a minimum:

7.1.1. After the following day's flying schedule has been verified with the Operations Readiness Center, fax or e-mail a copy to maintenance debriefs.

7.1.2. Notify maintenance debrief of all cancellations, tail swaps, and aircraft flying that were not previously on the schedule as they occur.

7.1.3. On weekend duty, notify maintenance debrief standby personnel of all changes to the schedule.

**8. OSS-LONG RANGE SCHEDULING RESPONSIBILITIES.**

8.1. Perform a weekly flying time audit with maintenance debrief and correct all errors discovered within a 2-day time period.

8.2. Perform an end-of-month flight time audit with maintenance debrief on or about the first of the following month and correct all errors found within a 2-day time period. All corrections must be posted by COB on the 8<sup>th</sup> of the month. Changes posted after the 9<sup>th</sup> of the month must be forwarded to HQ AMC/LGQA.

8.3. Notify maintenance debrief to all changes made on AFTO Form 781s as OSS Long Range Scheduling discovers them.

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