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**Maintenance**

**G081 SYSTEM MANAGEMENT POLICIES**



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This instruction establishes the G081 maintenance management policy for all 22 ARW units, 931 ARG units and Detachment 8 (FTD), who use G081. It establishes policies and procedures for operating and maintaining the G081 database and equipment, to include system security, work center responsibilities, troubleshooting procedures, personnel processing and system familiarization course for newly assigned personnel. It provides a contingency plan in the event of total loss of computer support at any level and establishes data integrity requirements.

***SUMMARY OF REVISIONS***

This publication was revised to reflect changes within the maintenance group reorganization, and comply with AFI 21-101 AMC Sup1 and T.O. 00-20-2.

**1. System Security:** Upon request, 22 MOS/MXOOA (maintenance analysis) will provide a user ID and temporary password to each requester with a valid password request form. Users will ensure that the individual password is not compromised.

1.1. Individuals will contact maintenance analysis when they PCA, PCS, or change position where access to G081 is no longer required or their requirements for access to certain screens have changed.

**2. G081 Access Request:**

2.1. Maintenance analysis will grant G081 access to authorized personnel only.

2.1.1. Access will be limited to individuals with a valid Defense Information System Agency (DISA) Form 41 on file in analysis.

2.1.2. Upon request 22 MOS/MXOOA will provide an electronic copy of the DISA Form 41 to the requester.

2.1.3. Once a user ID is obtained, each new user will perform an initial log on at the G081 office to ensure access is gained successfully.

### 3. Personnel Access Updates:

3.1. Maintenance analysis will run a quarterly access list and review it for accuracy against the DISA Form 41 file, to ensure only authorized individuals have access.

3.1.1. Individuals will be given access to G081 based on the work center to which they are assigned.

3.1.2. G081 managers will not release access keys for any work center via telephone. Individual request for access keys will be made through their shop or section chiefs.

3.1.3. Requests will be made via e-mail or in person.

3.1.4. When a user ID is deleted, individuals will be required to reaccomplish a new DISA Form 41 before they can be reloaded into database.

### 4. Familiarization Training :

4.1. G081 familiarization training must be obtained by all users at the following site:

[https://amclg.scott.af.mil/cgi-bin/index.pl?dd=\\_g081&ti=G081+Training+Manuals](https://amclg.scott.af.mil/cgi-bin/index.pl?dd=_g081&ti=G081+Training+Manuals)

### 5. G081 Program Installation:

5.1. Maintenance analysis is responsible for providing installation instruction for G081 RUMBA emulation program, web enabled graphic user interface (GUI), and virtual printer software, as part of G081 management.

5.1.1. Work group managers will load all G081 programs on user computers within work centers that they support.

5.1.2. Users will not change, add, or delete Internet Protocol (IP) addresses or other G081 settings on their G081 printers without the prior coordination with analysis or their work group managers.

5.1.3. Users will contact the maintenance analysis office prior to relocating any printer connected to G081 from one building to the next.

### 6. Trouble Reporting:

6.1. G081 problems encountered will be brought to the attention of work center supervisor and/or the data integrity POC, then maintenance analysis, if work center supervisors are unable to assist.

6.2. Prior to contacting maintenance analysis, users will perform the following:

6.2.1. Reboot their computers and printers by shutting them off entirely and turning them back on.

6.2.2. Ensure the printer is online and the "LPD" print program is running. Ensure the "LPD" box (minimized) appears in the computer taskbar (virtual printers only).

6.2.3. Reference all appropriate help screens via screen 9051, and reference all applicable G081 user manuals and/or computer based training (see paragraph 5.1. for URL to electronic training manuals).

**7. G081 After-hour Support:**

7.1. The 22 MOS/MOC will maintain an after-hour roster of all maintenance analysis and G081 personnel (a current recall roster will suffice).

7.1.1. MOC individuals will not give out phone numbers of maintenance analysis personnel to anyone outside the MOC.

7.1.2. Analysis will respond ASAP to all G081 problems encountered during after-hour support.

7.1.3. After normal duty hours (1630-0700), individuals will contact the Tinker Help Desk at DSN 339-5600 for user ID or password problems ONLY.

**8. Predeployment Procedures:**

8.1. The programs and deployment office will provide a list of deploying individuals to analysis as soon as they are notified of the deployment.

8.1.1. Training managers of deploying personnel will ensure labor codes are changed to "120" using G081 screen 9046, option "C" prior to the deployment.

8.1.2. Within two days of the deployment, analysis will transfer all deploying individual's G081 user-id to the deployed L-Term (MND1DEPL) to allow successful G081 access and documentation capabilities at the deployed site.

**9. Deployment Procedures:**

9.1. Within 30 days of each deployment analysis will:

9.1.1. Contact the deployed site and HQ AMC/LGXI to ensure G081 connectivity is established at the deployed site, and that all connections and configurations are properly functioning.

9.1.2. Individuals deploying to locations where McConnell Air Force Base will retain possession of the aircraft, will document at the deployed site using work center QA900 and shop A1DEP.

**10. System Downtime/Nonavailability:**

10.1. If G081 connectivity is lost, users will allow at least 30 minutes before calling analysis.

10.1.1. If the system is down for more than 24 hours due to hardware, software, network or total system failure, the following procedures will apply:

10.1.1.1. Manually transcribe maintenance data via AFTO Form 349, AF Form 781, or on a preprinted G081 maintenance data documentation screen such as screen 9099.

10.1.1.2. Document on any locally devised forms (such as an excel spreadsheet), as long as these forms have all the blocks required for maintenance data codes.

10.1.1.3. Hand carry all documentation to the work center supervisor at the end of each shift.

10.1.1.4. Supervisors will thoroughly review the data for accuracy, establish a central record-keeping file, and file data until G081 is back on-line for processing.

**11. Deficiency Reporting/Program Changes :**

11.1. G081 user must submit change request to the system through the analysis office when they encounter program errors, unusual system difficulties or faulty program logic.

**12. G081 Work Center Responsibility:**

12.1. When new users frequently experience system difficulty in the area of maintenance documentation, work center supervisors will use all help screens, user manuals and G081 CBT to assist them in gaining proficiency (see paragraph 6.1.1 for URL to training manuals and computer based training).

**13. Data Integrity:**

13.1. The Maintenance Data Systems Analysis office is responsible for the overall management of the data integrity group (DIG). The data integrity group will be composed of the data integrity team (DIT), flight supervision, and work center supervisors. Flight supervision and section supervisors are directly responsible for ensuring documentation errors are corrected within 72 hours.

13.1.1. DIT Qualification: DIT members will be at least a 5 skill level, familiar with G081, and thoroughly knowledgeable about the overall data collection process.

13.1.2. DIT members will be assigned for no less than 4 weeks at a time. Once assigned, members will report to Analysis each day NLT 0800 to pick up daily reports and receive instructions.

13.1.3. DIT members will receive all necessary training during the 2 duty days immediately prior to assuming responsibilities on the team.

13.1.4. Analysis will conduct data integrity training using the AMC Maintenance Data Collection (MDC) Training Guide.

13.1.5. Individuals will be given guidance for proper MDC documentation IAW T.O. 00-20-2. Each individual will be given ten scenarios with various documentation errors along with a copy of T.O. 1C-135\K\A-06. They will go through each scenario carefully, identifying as many errors as possible. Upon completion, individuals will be graded on their performance. As part of the data integrity training, each individual will also take the on-equipment, off-equipment, and parts ordering G081 CBT course.

**14. The DIT Composition:**

14.1. The AMXS/CC will provide:

14.1.1. One avionics DIT member (AFSC 2A553A or 2A553B) who will check work centers A1ASG, A1ASC, A1BSG, and A1BSC.

14.1.2. One APG DIT member (AFSC 2A551) who will check work centers A1ACA, A1ACB, A1BCA, and A1BCB.

14.1.3. One mechanical DIT member (AFSC 2A651, 2A655, or 2A656). This person will check work centers A1ASE, A1ASH, A1ASP, A1BSE, A1BSH, and A1BSP.

14.2. The MXS/CC will provide:

14.2.1. One APG DIT member (AFSC 2A551) who will check work centers ISO1, ISO2, AERO, TIRE, and RFRB1.

14.2.2. One metals tech/structures DIT member (AFSC 2A751 or 2A753) who will check work centers SMCO, MTECH, NDIS, and SURV.

14.2.3. One AGE DIT member (AFSC 2A652) who will check work centers AGEFM, AGEIR, AGEPU, AGENP, and AGEPS.

14.2.4. One mechanical DIT member (AFSC 2A651, 2A654, 2A655, or 2A656). This person will check work centers HYDR, ENGI, FUEL, and ELEN.

14.3. The MOS/CC will provide:

14.3.1. One plans scheduling and documentation DIT member

14.3.2. One MOC DIT member

14.3.3. One analysis DIT member

## 15. DIT Responsibility:

15.1. AMXS and MXS DIT members will check for errors, focusing on the following areas:

15.1.1. Work Unit Code (WUC) – ensure the WUC accurately describes the item being worked.

15.1.2. Action Taken Code – must accurately describe the action taken to correct the discrepancy.

15.1.3. How Malfunction Code – must describe the malfunction or defect.

15.1.4. When Discovered Code – must accurately indicate when the discrepancy was found.

15.1.5. Discrepancy action – ensure the discrepancy action states the defect or suspected defect.

15.1.6. Corrective action – ensure the corrective action matches the action taken code and accurately describes the exact action taken to correct the defect.

15.2. The Plans Scheduling and Documentation DIT Member Will:

15.2.1. Conduct a thorough AFTO Form 781 check on one aircraft per week to achieve 100% coverage in a year.

15.2.2. Check for jobs in the forms not currently loaded in G081 using screen 8070.

15.2.3. Check for jobs loaded in G081, but not documented in the forms, using screen 8035, “all option”.

15.2.4. Check for write-ups signed off in the forms, but not closed in G081 using screen 9099.

15.3. The MOC DIT Member Will:

15.3.1. Review the MOC CANN log daily for accuracy and completeness.

15.3.2. Run batch reports 67051 and 67110 for the previous day and compare them for accuracy.

15.3.3. Check to see that there is a “T” action for each entry in the CANN log.

15.3.4. Check GDSS/AHS delay codes, verbiage, and ensure missions are entered into the system correctly.

15.3.5. Review aircraft status daily. Cross-reference MESL against WUC for correctness.

15.3.6. Check screen 8047 and cross-reference it against MOC sequence of events sheet for aircraft status errors.

15.4. The Maintenance Analysis DIT Member Will:

15.4.1. Reconcile aircraft departure data contained in GDSS/AHS Mission Details Logistics report using the MOC daily fly schedule. They will perform this check once per week, using AMCI 10-202, Vol 6 as a guide to verify proper documentation such as delay codes, delay times, delay narrative, and proper annotation of WUC on logistics delays. This is the only aspect of the DIT Analyst will perform.

15.5. Maintenance Group Quality Assurance (MXG/QA) Will:

15.5.1. Conduct random spot checks on completed MDC, checking for accuracy using G081 screen 8070 (or 9056), by aircraft tail number/JCN.

15.5.2. Attend monthly DIT meetings and provide feedback as necessary to the DIT.

**16. Dig Process:**

16.1. Once reports are received, DIT members will review reports for their respective work center(s) and highlight all errors.

16.1.1. Once errors are identified, DIT members will report total number of jobs per work center and total errors found per work center to analysis. This information will be used to calculate and compile the pre-error rate for the MXG/CC's monthly review IAW AFI 21-101, Paragraph 5.8.20.12.10.

16.1.2. DIT members will distribute a paper copy of error reports to flight supervision to be forwarded for corrective action. A duplicate copy of each day's error report will be maintained in the 22 MOS/MXOOA. Flight supervision has a maximum of 72 hours to correct and return reports to the maintenance analysis DIT member. This information, when received, will be used to calculate post-error rate for the MXG/CC monthly review IAW AFI 21-101, Paragraph 5.8.20.12.11.

16.1.3. Seventy two hours after distributing the initial error report, the DIT members will conduct random snap shots of no less than 25% of the total errors previously identified using G081 screen 9056 to verify that the errors are corrected.

16.1.4. DIT will process and distribute report 67142 each Friday. This report identifies closed jobs with no maintenance documentation that is more than 3 days old. These errors will be broken down by work center and distributed to flight supervision each Friday for corrective action within their respective flights.

16.1.5. The DIG will meet monthly to discuss the data integrity process and make recommendations for improvements. Minutes from the meeting will be sent to the MXG/CC, unit commanders, and maintenance supervision for distribution.

**17. Computing Error Rates:**

17.1. Total number of records and total number of errors per work center will be tracked.

17.2. Compute daily, pre-error rate per work center, and squadron.

- 17.2.1. Use the following formula to compute pre-error rate for work center and squadron: Total number of errors found divided by total number of records, multiplied by one hundred.
- 17.2.2. Compute daily post error rate per work center, and squadron using the following formula: Number of errors not corrected after 72 hours divided by total records, multiplied by one hundred.
- 17.3. Sum information to determine monthly record totals and monthly pre- and post-error rates.

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