



Command Policy

**LOGISTICS QUALITY ASSESSMENT/
MAINTENANCE**

NOTICE: This publication is available digitally on the PACAF WWW site at: <http://www2.hickam.af.mil/publications>. If you lack access, contact the Theater Distribution Center (TDC).

OPR: HQ PACAF/LGMM
(Capt Donald Bridges)
Supersedes PACAFDIR 90-509,
1 December 1997

Certified by: HQ PACAF/LGM
(Lt Col Steven Aylor)
Pages: 94
Distribution: F

This Logistics Quality Assessment PACAF Directory and attached Mission Performance Checklist implements AFPD 90-2, *Inspector General-The Inspection System*. It applies to wing level maintenance operations. This directory supports guidance in the referenced AF Policy Directives, AF Manuals, AF Instructions, AF Regulations, and PACAF Instructions. This directory applies to Air National Guard (ANG) units when published in ANGIND2 and does not apply to the US Air Force Reserve units and members.

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this directory in conjunction with the annual unit self-assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. This directory may be used in whole or in part by HHQ during visits or exercises. Users may add any item(s), which, in the exercise of good judgement, requires examination.

The attached Mission Performance Checklist represents key processes, procedures, and requirements that must be accomplished to ensure successful mission accomplishment by wing level maintenance operations. **Items critical to the proper operation of the subfunctional area and require special vigilance are identified by a pound sign (#)**. The HQ PACAF Inspector General will grade these items during Unit Compliance Inspection (UCI) visits.

SUMMARY OF REVISIONS

Updated references. This publication has been substantially revised and needs to be completely reviewed.

1. Authorized release of Word (doc.) file can only be acquired by contacting the appropriate OPR directly. 2

Attachment 1—MAINTENANCE MISSION PERFORMANCE CHECKLIST 3

1. Authorized release of Word (doc.) file can only be acquired by contacting the appropriate OPR directly.

DONALD J. WETEKAM, Brigadier General, USAF
Director of Logistics

Attachment 1**MAINTENANCE MISSION PERFORMANCE CHECKLIST****A1.1. MANAGEMENT PHILOSOPHY AND POLICY.**

A1.1.1. (#) Is the wing's maintenance organization structured IAW AFI 38-101, *Air Force Organization*?

A1.1.2. (#) Do the LG/CC and OG/CC jointly coordinate waiver requests which affect both groups, and are waiver requests or change proposals sent to HQ PACAF/LGM for action/approval?

A1.1.3. (#) Is supervision equitably distributed to cover all required duty periods?

A1.1.3.1. Are personnel scheduled for duty based on a two shift, 40-hour work week standard?

A1.1.3.2. Are maintenance personnel afforded proper work/rest cycles?

A1.1.3.3. Is third-shift maintenance limited to small servicing crews, essential maintenance personnel, and weapons load training?

A1.1.4. (#) Are procedures in place to ensure CUT does not interfere with skill level upgrade training or weapon system qualification training?

A1.1.5. (#) Is CAMS/REMIS utilized when capable of replacing any system previously maintained manually?

A1.1.5.1. Are all maintenance personnel trained in system use?

A1.1.5.2. Are all maintenance personnel using CAMS in the performance of their duties?

A1.1.6. (#) Have GP/CCs established local procedures to control cannibalization?

A1.1.6.1. Are personnel who are permitted to authorize cannibalization actions kept to a minimum?

A1.1.6.2. Are aircraft recovering from CANN status carefully screened and all maintenance documentation thoroughly reviewed before being scheduled for an operational sortie?

A1.1.6.3. Are cannibalizations properly documented in aircraft forms, CAMS, and supply documentation?

A1.2. GROUP COMMANDER (GP/CC) RESPONSIBILITIES.

A1.2.1. Do the Operations and Logistics Group Commanders:

A1.2.1.1. Ensure maintenance performed is of the highest quality and accomplished in a timely manner?

A1.2.1.2. (#) Ensure maintenance training throughout the respective group is accomplished in accordance with Air Force instructions, PACAF instructions, the published wing plan, and that training backlogs are held to a minimum?

A1.2.1.3. (#) Ensure maintenance capability is considered in the development of the flying program?

A1.2.1.4. Ensure equitable distribution of skilled people among the squadrons?

- A1.2.1.5. Approve the monthly maintenance plans?
- A1.2.1.6. Establish an effective vehicle control program for the group?
- A1.2.1.7. Effectively manage their portion of the wing's financial program?
- A1.2.1.8. (#) Ensure the Quality Assurance Program (QAP) is viable and implemented?
- A1.2.1.9. (#) Develop written guidance for the impoundment program?
- A1.2.1.10. (#) Ensure emergency action (including severe weather) procedures are established and adhered to with regard to movement of aircraft, support equipment, and personnel evacuation?
- A1.2.1.11. (#) Ensure strict adherence to command WRM missile/PGM control policy?
- A1.2.1.12. Ensure all personnel assigned to maintenance are used to accomplish critical wartime tasks (tank build-up, munitions build-up) before releasing them for non-maintenance duties?
- A1.2.1.13. (#) Establish written guidance for cannibalization actions?
- A1.2.1.14. Ensure maintenance inputs, such as aircraft turnaround, alternate fuel cell, and explosive load (cargo) areas, are included in the base parking plan?
- A1.2.1.15. Establish a local policy for management and maintenance of assigned ground training aircraft to ensure they remain useful and safe?
- A1.2.1.16. Promote unit self-sufficiency through the effective use of maintenance resources IAW TO 00-25-195?
- A1.2.1.17. When tasked, ensure a capability is established to perform aircraft cross-servicing?

A1.3. SQUADRON COMMANDER (SQ/CC) RESPONSIBILITIES.

- A1.3.1. Does the squadron commander:
 - A1.3.1.1. Control the duty assignment of newly assigned maintenance officers and senior NCOs?
 - A1.3.1.2. (#) Ensure strict adherence to technical data and management procedures?
 - A1.3.1.3. (#) Administer the squadron safety program and ensure all personnel obtain required safety training?
 - A1.3.1.3.1. Ensure safety information is available and personnel in hazardous areas know of safety implications?
 - A1.3.1.3.2. Identify requirements to the bioenvironmental engineers, ensuring facilities meet Air Force industrial environmental standards IAW AFI 91-302?
 - A1.3.1.4. (#) Enforce sound maintenance, supply discipline and financial management practices?
 - A1.3.1.5. (#) Ensure compliance with wing Environmental Protection Agency (EPA) Program, and promote the wing pollution prevention program, ensuring hazardous waste compliance IAW AFI 32-7042?
 - A1.3.1.6. (#) Ensure the ability to meet combat sortie generation requirements as outlined in wing instructions?

A1.3.1.7. (#) Ensure the required number of load crews and maintenance personnel are qualified to meet ICT operation requirements as determined by the wing commander?

A1.3.1.8. Monitor additional duties, leaves, training requirements and details taking manpower from the work force?

A1.3.1.9. Designate a squadron deployment officer/NCO who acts as a focal point for deployments?

A1.3.1.10. (#) Ensure upgrade training and maintenance qualification programs emphasize quality and are not primarily focused on meeting minimum upgrade times?

A1.4. SQUADRON MAINTENANCE OFFICER (SMO)/MAINTENANCE SUPERVISOR (MS) RESPONSIBILITIES.

A1.4.1. Does the SMO/MS:

A1.4.1.1. Monitor work force availability and take action to provide maximum capability?

A1.4.1.2. (#) Ensure the aircraft maintenance function is capable of meeting its mobility and/or combat sortie generation requirements/taskings?

A1.4.1.2.1. Ensure the required number of load crews and maintenance personnel are qualified to meet ICT operation requirements?

A1.4.1.2.2. Review plans and ensure maintenance personnel understand and have the resources to do their part of the applicable operational plans?

A1.4.1.2.3. Coordinate with the appropriate support squadron to help prepare and execute all plans, including support plans/checklists for contingency taskings involving the squadron?

A1.4.1.3. Train subordinate officers?

A1.4.1.4. Monitor requirements for composite tool kits (CTK), special tools and support equipment IAW Chapter 21 of PACAFI 21-101?

A1.4.1.5. (#) Ensure the squadron training program is effective?

A1.4.1.6. (#) Ensure the Special Certification Roster (SCR) is used as a management tool to provide supervisors with a listing of personnel authorized to perform, evaluate, and/or inspect critical work?

A1.4.1.6.1. Ensure minimum tasks IAW PACAFI 21-101, Chap 23, are identified separately or in combination on the SCR?

A1.4.1.6.2. Ensure procedures IAW PACAFI 21-101, Chap 23, are followed to add individuals to the SCR?

A1.4.1.6.3. Ensure a current copy of the SCR is taken on all deployments?

A1.4.1.7. Ensure timely accomplishment of delayed discrepancies, pilot reported discrepancies (PRD), and aggressive follow-up of back-ordered parts?

A1.4.1.8. (#) Ensure all maintenance actions and PRDs are entered and completed in CAMS?

A1.4.1.9. (#) Approve personnel to perform production inspections IAW procedures in PACAFI 21-101, Chap 23?

- A1.4.1.10. Ensure support equipment enclosed in war reserve materiel or mobility kits is inspected IAW TO 00-20-7?
- A1.4.1.11. Review and evaluate management, production and QA reports and initiate management actions to meet new workloads or correct reported deficiencies?
- A1.4.1.12. (#) Ensure reparable parts are promptly processed through repair channels?
- A1.4.1.13. (#) Ensure compliance with Air Force and PACAF supply procedures?
- A1.4.1.14. (#) Manage the squadron cannibalization program?
- A1.4.1.15. Ensure the corrosion control program is implemented and properly managed?
- A1.4.1.16. (#) Ensure the Oil Analysis Program (OAP) is monitored and administered IAW PACAFI 21-101 and AFI 21-124?
- A1.4.1.17. (#) Ensure procedures for identifying, recording and clearing repeat and CND discrepancies are understood and followed?
- A1.4.1.18. (#) Closely monitor aircraft during aircraft/equipment impoundments?
- A1.4.1.19. Ensure timely and accurate engine data is provided to the LSS EM section (all applicable engines)?
- A1.4.1.20. (#) Ensure records of inspection, lubrication, and maintenance of industrial equipment or maintenance facilities are maintained?

A1.5. FLIGHT COMMANDER/CHIEF RESPONSIBILITIES.

A1.5.1. Do the Flight Commander/Chief:

- A1.5.1.1. (#) Ensure TO files are current and maintained IAW TO 00-5-2?
- A1.5.1.2. (#) Ensure maintenance is accomplished IAW applicable technical data?
- A1.5.1.3. Ensure personnel and equipment are identified and prepared to meet mobility tasking IAW AFI 10-403?
- A1.5.1.4. (#) Administer the squadron safety program within the flight?
 - A1.5.1.4.1. Ensure all personnel obtain the required safety training?
 - A1.5.1.4.2. Ensure safety information is available and personnel in hazardous areas are briefed about the dangers?
- A1.5.1.5. (#) Manage the flight portion of the Foreign Object Damage (FOD) and Dropped Object Prevention (DOP) Programs?
- A1.5.1.6. (#) Review flight IPI requirements semi-annually and route the list for approval IAW procedures in PACAFI 21-101, Chap 23?
- A1.5.1.7. (#) Ensure effective training programs are instituted?
- A1.5.1.8. (#) Monitor and ensure environmental health physicals and respirator training are accomplished when required for assigned personnel?
- A1.5.1.9. Establish requirements for vehicles and support equipment and ensure procedures for operation and maintenance are enforced?

- A1.5.1.10. (#) Ensure reparable parts are promptly processed through repair channels?
- A1.5.1.11. Monitor shift manning and distribution of supervision and make necessary adjustments?
- A1.5.1.12. (#) Ensure operator inspections and user servicing requirements are accomplished on assigned non-powered support equipment IAW TO 00-20-7?
- A1.5.1.13. Monitor CTKs, bench stock requirements, special tool needs, and support equipment use?
- A1.5.1.14. Ensure the corrosion control program is implemented and properly managed?
- A1.5.1.15. Ensure sections maintain a record of inspection, lubrication, and maintenance of industrial equipment?
- A1.5.1.16. (#) Ensure procedures are followed to identify, record, and clear repeat and CND discrepancies?
- A1.5.1.17. Select qualified personnel to perform production inspections and forward names to the maintenance officer for approval?
- A1.5.1.18. Formulate, review, and conduct after-the-fact evaluations of monthly, weekly, and daily maintenance plans?
- A1.5.1.19. Ensure tools and equipment are scheduled for calibration IAW AFCSM 21-566, Vol 2 and 00-20 series technical orders?
- A1.5.1.20. Review analysis, QA, and other inspection reports to determine if adequate management actions have been taken to fix discrepancies and identify root causes?
- A1.5.1.21. Comply with TO 33K-1-100, any applicable calibration measurement summary (CMS), TO 00-20-14, and other applicable technical directives concerning the use, care, handling, transportation and calibration of test, measurement and diagnostic equipment owned by the flight?
- A1.5.1.22. Consolidate section inputs for items requiring functional check/operational programming or calibration?
 - A1.5.1.22.1. Submit the listing through maintenance supervision to the base supply inspection section?
- A1.5.1.23. (#) Ensure adequate CTKs and special tools are available?
- A1.5.1.24. Review new, revised, or changed publications and inform personnel of any significant changes?
 - A1.5.1.24.1. Ensure workcenter publications are current and required publications are available to meet workcenter needs?
- A1.5.1.25. Actively solicit inputs and promote the product improvement and R&M programs?
- A1.5.1.26. (#) Maintain housekeeping, safety, security and environmental control standards?
- A1.5.1.27. Spot-check bench stocks to evaluate adequacy and supply discipline?

A1.5.1.28. Coordinate with dedicated inspectors to receive daily/weekly feedback to evaluate the quality of maintenance and qualifications of personnel through observation and inspections of maintenance actions?

A1.5.1.29. Evaluate skills, aptitudes and proficiency of assigned people to develop workcenter training requirements?

A1.5.1.30. (#) Monitor the flight's CUT program to ensure proper management and documentation?

A1.5.1.31. Ensure only designated personnel are verifying Urgency of Need (UND) A, I, and J requirements?

A1.5.1.32. Review deferred discrepancies daily using CAMS screens and coordinate with the production superintendent for accomplishment and ensure accuracy of deferred discrepancy file?

A1.5.1.33. Become proficient with, and review, CAMS data records, the D-23 and other pertinent products to ensure proper asset management?

A1.5.1.33.1. Aggressively follow up on asset shortfalls and supply difficulties?

A1.5.1.33.2. Ensure pacing items affecting the mission are effectively monitored?

A1.5.1.34. When applicable, ensure warranty items are loaded to CAMS IAW AFSCM 21-578, Vol 2 and deficiency reports (DR) are accomplished on warranted item failures IAW TO 00-35D-54?

A1.5.1.35. (#) Review the automated records check after it has been validated by the section chief?

A1.6. SECTION CHIEF RESPONSIBILITIES.

A1.6.1. Does the section chief:

A1.6.1.1. (#) Enforce the use of technical data and ensure TO files are current and maintained IAW TO 00-5-2?

A1.6.1.2. (#) Evaluate assigned personnel and determine training needs?

A1.6.1.2.1. Track training requirements and ensure personnel attend required training?

A1.6.1.2.2. Ensure training documentation is accurate?

A1.6.1.3. (#) Establish a section safety program?

A1.6.1.4. Perform production and supervisory inspections?

A1.6.1.5. Maintain assigned equipment IAW T.O. 00-20 series and T.O. 34-1-3?

A1.6.1.6. Inspect section CTKs and test/support equipment for serviceability at least quarterly and initiate corrective actions as required?

A1.6.1.7. Coordinate the work shift schedule with the flight commander/chief and production superintendent to ensure sufficient people are available to support the mission?

A1.6.1.8. (#) Ensure personnel follow procedures for identifying, recording and clearing CND/ repeat discrepancies?

A1.6.1.9. Identify items which require functional check, calibration or operational flight before installation?

A1.6.1.9.1. Provide a list of these items for distribution to supply and maintenance?

A1.6.1.10. (#) Ensure adequate CTKs and special tools are available?

A1.6.1.11. Evaluate production and equipment performance to identify deficient areas and initiate corrective action?

A1.6.1.12. (#) Maintain housekeeping, safety, security and environmental control standards?

A1.6.1.13. (#) Enforce supply discipline?

A1.6.1.14. Review new, revised, or changed publications and brief personnel of significant changes?

A1.6.1.14.1. Determine if new or changed publications affect the qualifications of personnel?

A1.6.1.14.2. Ensure section publications are current and required publications are available to meet needs?

A1.6.1.15. Actively solicit inputs and promote the product improvement and R&M programs; review product quality reports prior to forwarding to Quality Assurance?

A1.6.1.16. (#) Ensure maintenance is documented as prescribed by 00-20 series TOs and AFSCM 21-series?

A1.6.1.17. Ensure personnel and equipment are identified and prepared to meet mobility taskings IAW AFI 10-403?

A1.6.1.18. (#) Manage the repair cycle program? Review the D-23 and other pertinent supply products to ensure proper asset management?

A1.6.1.19. (#) Monitor, track and ensure Occupational Safety, Fire Prevention, occupational and environmental health requirements and respirator training are accomplished for assigned personnel?

A1.6.1.20. (#) Comply with IPI procedures in PACAFI 21-101, Chap 23?

A1.6.1.21. Evaluate the quality of maintenance and qualifications of personnel through observation and inspection of maintenance actions?

A1.6.1.22. Evaluate skills, aptitude and proficiency of assigned people to develop workcenter training requirements?

A1.6.1.23. (#) Ensure CUT does not interfere with 3-level upgrade training or the qualification training of individuals not qualified on the assigned weapon system?

A1.6.1.24. Review, evaluate, and take corrective action based on QA and other inspection reports?

A1.6.1.25. Ensure the owning workcenter maintenance of TMDE is done and coordinated with the TMDE flight to ensure calibration requirements are met?

A1.6.1.26. Provide training on specific CAMS subsystems?

A1.6.1.27. (#) Ensure all maintenance performed by personnel assigned to the workcenter is entered into CAMS on a daily basis?

A1.6.1.28. Perform a daily review of CAMS suspense validations?

A1.6.1.29. Ensure adequate bench stock is established to meet mission requirements?

A1.6.1.30. (#) Periodically reviews the Automated Records Check (ARC)?

A1.7. MAINTENANCE SUPPLY SUPPORT.

A1.7.1. Do maintenance personnel:

A1.7.1.1. (#) Promptly process repairable items through the repair cycle?

A1.7.1.2. Assign a valid delivery priority to each demand placed on the supply system?

A1.7.1.3. Take immediate action to cancel erroneous requests and those that are no longer required?

A1.7.1.4. Use the proper Urgency Justification Code (UJC) on parts requests to designate the impact and type of need?

A1.7.1.5. Use the current Force Activity Designator (FAD)?

A1.7.1.6. Verify and monitor back ordered requests?

A1.7.2. Do maintenance workcenters:

A1.7.2.1. Maintain AF Forms 2413/AF Forms 2005 recording all parts ordered from base supply demand processing and verify status with the daily document register (D04) and the monthly due-out validation listing (M30)?

A1.7.2.2. Perform follow-up action with Base Supply Mission Support Element to resolve AWP problems?

A1.7.2.3. Establish procedures for controlling cross-cannibalization of repairable assets reducing AWP units?

A1.7.2.4. Process supply items requiring buildup before issue in a timely manner?

A1.7.2.5. Compile a list of items requiring functional check or calibration prior to installation, and review/update it at least semiannually?

A1.7.2.6. Compile a list of direct NRTS items and provide it to supply for inclusion in the master direct NRTS listing and review/update at least semiannually?

A1.7.2.7. Establish a storage area for reusable containers?

A1.7.2.8. Schedule and control all repair cycle assets through the repair flights based on priorities established in PACAFI 21-101?

A1.7.2.9. (#) Move repairable assets from workcenter to workcenter in an expedient manner and ensure proper documentation and container accompany the asset through the repair cycle?

A1.7.2.10. Follow bench check and repair policies outlined in PACAFI 21-101, Chap 3?

A1.7.2.11. (#) Complete AF Form 2413, Supply Control Log, or locally developed computer log, to include supply document number and time ordered?

A1.7.2.12. Ensure expenditures are properly documented when ordering parts for transient aircraft?

A1.7.2.13. Use AFTO Form 350 or CAMS screen 380 to control work?

A1.7.3. Does the repair section chief establish a production schedule based on priorities established in Table 1-1?

A1.7.4. Are components requiring multiple section actions processed the same as other items?

A1.7.5. If a parts request is backordered and the unserviceable DIFM item does not limit or restrict the operational capability of the end item, is it removed and sent to the appropriate support section for repair, NRTS, or condemnation action and subsequent turn-in to supply (as a credit DIFM)?

A1.7.6. Are classified assets processed in the same manner as other components, except technicians indicate on the face of the AFTO 350 that the item is classified?

A1.7.7. Is every effort made to separate storage areas for awaiting maintenance (AWM) and AWP assets?

A1.7.8. Do maintenance activities requisition repair bits and pieces and/or determine if cross-cannibalization action is feasible?

A1.7.9. Are procedures in place to prevent bit and piece repair parts from XD assets being NRTS to the depot without item manager approval?

A1.7.10. Once an asset is condemned, are repairable XD items and XB/XF end items that do not exceed the 75% economic repair criteria removed?

A1.7.11. Are XB bits and pieces stored as operating stock or turned in to supply through the waste-buster program if no future requirement is anticipated?

A1.7.12. Are XD/XF items processed as found on base (FOB) for immediate turn-in?

A1.7.13. Is the manufacture of procurable items restricted to those items which are mission essential?

A1.7.14. (#) Does the LG/CC or designated representative approve all local manufactures that are locally designed, indicating their approval by signing the AF Form 2005 for supply items or AF Form 601 for equipment items?

A1.7.14.1. Does the supply local manufacturer manager assist in verifying parts availability?

A1.7.14.2. Does the requester coordinate with the prime repair section and identify all sections that have action on the AFTO Form 350 for local manufacture items requiring multiple section processing?

A1.7.15. Does the QRL only identify those fast-moving, high usage assets for primary mission air vehicles?

A1.7.15.1. Does the MSL solicit and consolidate inputs from all squadrons to initiate a QRL and distribute the QRL to appropriate workcenters including the aircraft parts store?

A1.7.15.2. Is the QRL reviewed and validated at least semiannually?

A1.7.15.3. Are proposed additions to the QRL identified by stock and part number, work unit code, and technical order figure and index number?

A1.7.16. (#) Is all proper documentation, including CAMS, completed before parts are released from the TNB?

A1.7.16.1. Are items removed from the TNB and not installed that duty day, returned to the TNB?

A1.7.16.2. Are all due-out release (DOR) items placed in the TNB, and is the MOC/expediter informed (for MICAPs) or the OS PS&D (for BQs)?

A1.7.16.3. Is the production superintendent/expediter informed of TNB assets that may prevent/satisfy a mission-limiting condition?

A1.7.16.4. Are partially completed TCTO kits/parts sealed/stored in the TNB and marked with the tail number, serial number, or equipment I.D. number and TCTO number?

A1.7.17. (#) Does each workcenter maintain security over and control of TNB/FOM assets?

A1.7.17.1. Are control logs established by tail number, serial number, or equipment I.D. number, including the date received, noun, document number, status, property removal information, and remarks?

A1.7.18. Do visual aids, if used, include the weapon system/serial number, NSN, noun, quantity, document number, requisition number, work unit code, depot/status and remarks?

A1.7.18.1. Are visual aids updated with the mission support element daily?

A1.7.19. Do maintenance sections identify items requiring functional check, calibration, or operational flight programming prior to use?

A1.7.19.1. Is the list forwarded through the flight chief and maintenance supervisor to the certified inspector in Receiving or Storage and Issue Sections?

A1.7.19.2. Is the list updated/validated semiannually?

A1.7.20. (#) Is bench stock properly managed, and are reasonable quantities and types of items included in the bench stock?

A1.7.20.1. Are items coded TCTO, unacceptable for Air Force use, classified, sensitive (see AFMAN 23-110, Vol 2, Part 2, Chapter 25 for exception data), or hazardous materiel kept out of bench stock?

A1.7.20.2. Does the on-hand quantity typically reflect 60 days expected usage?

A1.7.20.3. Are items added, deleted or retained on bench stock based upon the users' experience/desires?

A1.7.20.4. Does the bench stock monitor conduct a weekly walk through and a monthly inventory for each bench stock?

A1.7.20.5. Are bins containing 50 percent or less of the authorized quantity marked with a red flag?

A1.7.20.6. Are bench stock items placed in a sealed package and clearly marked to avoid misidentification?

A1.7.20.7. Are unidentifiable items turned in to prevent improper use?

- A1.7.20.8. Is shelf-life information marked on original bulk packages transferred to individual items if the package is broken up?
- A1.7.20.9. Are labels on shelf-life and precious metal bins highlighted to easily identify them?
- A1.7.20.10. Is bin size proportional to the size of the property being stored?
- A1.7.21. (#) Is operating stock properly managed, and kept from being commingled with bench stock?
- A1.7.21.1. Do bin labels include NSN or part number, unit of issue, noun, and shelf life?
- A1.7.21.2. Are labels for shelf life and precious metal items highlighted in the same manner as bench stock?
- A1.7.21.3. Are items with no forecasted use identified, tagged, and turned in?
- A1.7.22. (#) Do shelf life items within benchstock and operating/shop stock have the shelf life code and source (i.e., TO, microfiche, ML-C number, etc.) annotated on the bin label?
- A1.7.22.1. Are shelf-life containers kept closed until needed, and are the oldest items used first?
- A1.7.22.2. Are shelf-life items disposed of when the expiration date cannot be determined IAW Type I shelf-life criteria?
- A1.7.22.3. Are Type II shelf life items inspected IAW applicable technical data?
- A1.7.23. Are EOQ/XB3 pick-up point containers located in or near each maintenance workcenter?
- A1.7.23.1. Are the containers easily accessible and visible to all personnel.
- A1.7.23.2. Are containers periodically inspected to ensure unauthorized items are not being turned in?
- A1.7.24. (#) Is there positive control and accountability of SPRAM assets in the workcenter?
- A1.7.25. Are AF Forms 1996, Adjusted Stock Level, used to establish supply levels for support of special projects, special operating requirements or if existing demand data is insufficient to support mission requirements?
- A1.7.25.1. Are the forms routed through maintenance supervision for review before being submitted to base supply and the OG/CC or LG/CC for approval?
- A1.7.25.2. Does the MSL maintain a master file of adjusted stock level and follow-up requests, and does the MSL and the affected workcenter validate the adjusted stock levels at least every two years?

A1.8. OPERATIONS GROUP COMMANDER (OG/CC).

- A1.8.1. In addition to the responsibilities outlined above in sections A1.1, A1.2, and A1.3 above, does the OG/CC:
- A1.8.1.1. (#) Establish written guidance for the integrated combat turnaround (ICT) program?
- A1.8.1.2. Coordinate with the LG/CC to establish unit procedures to reconcile training munitions issued for flightline requirements IAW AFI 36-2217?

- A1.8.1.3. (#) Establish written guidance for clearing repeat and could-not-duplicate discrepancies?
- A1.8.1.4. (#) Ensure written procedures are established to ensure coordination occurs between debriefing sections and MOC for each sortie or abort?
- A1.8.1.5. (#) Establish a dedicated crew chief program?
- A1.8.1.6. (#) Establish written procedures outlining the unit's flight control maintenance program IAW AFI 21-101?
- A1.8.1.7. (#) Ensures Quality Assurance Program requirements are implemented IAW PACAFI 21-101, Chap 9?
- A1.8.1.8. (#) Ensure an effective local Aircraft Structural Integrity Program is established?
- A1.8.1.9. (#) Ensure group-level chairing of the daily maintenance scheduling/production meeting?
- A1.8.1.10. (#) Develop joint written guidance with the LG/CC for red ball maintenance procedures IAW PACAFI 21-101, Chap 23?
- A1.8.1.11. (#) Review maintenance LIMFACs/shortfalls and deployment simulation requests?
- A1.8.1.12. (#) Review requests for depot level assistance made IAW TO 00-25-107?
- A1.8.1.13. (#) Ensure the development of the following programs IAW PACAFI 21-101, Chap 23?
- A1.8.1.13.1. MODE 4 reliability
 - A1.8.1.13.2. Radar Warning Receiver (RWR) testing
 - A1.8.1.13.3. End-Of-Runway (EOR) inspection
 - A1.8.1.13.4. Oil Analysis Program (OAP)
 - A1.8.1.13.5. Hot Refueling procedures
 - A1.8.1.13.6. Management of Hangar Queen aircraft
- A1.8.1.14. (#) Establish a Weight and Balance program IAW AFI 21-101 and PACAFI 21-101?
- A1.8.1.15. (#) Establish a Functional Check Flight program IAW AFI 21-101 and PACAFI 21-101?
- A1.8.1.16. (#) Ensure operations squadrons not possessing 2W1X1 personnel establish a chaff/flare training program in coordination with HQ PACAF/LGW?
- A1.8.1.17. (#) Ensure Operations Group responsibilities for combat sortie generation are accomplished?

A1.9. WING WEAPONS MANAGER.

A1.9.1. Does the Wing Weapons Manager:

- A1.9.1.1. Provide load crew training and certification program guidance and monitor implementation?

- A1.9.1.2. (#) Coordinate with the Operations Group Commander to develop a wing ICT training program to meet wing requirements? If an ICT program is not required, is there a plan in place and cadre of qualified personnel in WS and the wing for contingencies as required?
- A1.9.1.3. (#) Develop a wing instruction in coordination with the weapons safety office and air-field management for launch and recovery of explosives loaded aircraft?
- A1.9.1.4. (#) Ensure an equitable grade and skill-level balance between the weapons sections and armament systems flight?
- A1.9.1.5. In coordination with the operations squadron maintenance officers, brief the operations group commander at least monthly on load crew status, ICT program, projected manning, equipment shortages, and other items of local interest?
- A1.9.1.6. Monitor overall load crew status and advise the operations group commander when the number of fully certified load crews falls below the UCML established minimums?
- A1.9.1.7. When below UCML minimums, does the weapons manager submit a message, through the Operations Group Commander to the appropriate NAF/LGM and PACAF/LGW with required information according to PACAFI 21-101, Paragraph 4.3.6?
- A1.9.1.8. Review AFSC 2W1X1 technical school graduate aptitude surveys (GAS) before submission?
- A1.9.1.9. (#) Review UCML tasking and coordinates changes/appendices with the weapons and tactics function and the munitions flight?
- A1.9.1.10. Resolve scheduling conflicts that affect weapons loading and ICT training programs?
- A1.9.1.11. (#) Serve as an advisor to the wing exercise evaluation team and provide expertise in development of local exercises involving weapons functions?
- A1.9.1.12. Ensure a recognition program for load crew and armament personnel is established?
- A1.9.1.13. Designate the Loading Standardization Crew (LSC), academic instructor(s), and squadron lead crews?
- A1.9.1.14. Ensure load crew CTKs are standardized by aircraft MDS to provide optimum interoperability of load crew personnel?
- A1.9.1.15. (#) Ensure sufficient serviceable load crew training munitions are available to support both load crew and ICT training programs?
- A1.9.1.16. (#) Ensure all load crew members, loading supervisors (including loading expeditors), QA inspectors (2W1X1) and other personnel (to include non-2W1X1 personnel) who maintain specific weapons tasks qualifications complete initial and recurring academic training?
- A1.9.1.17. Designate the number of load crews, other than the LSC and lead crews, which are certified (or qualified for items so identified in Table 4.1. of PACAFI 21-101) on support munitions?
- A1.9.1.18. Monitor the unit's weapons release reliability and gun fire-out rates (if the unit elects to track reliability rates) to determine conformance with the command standards?
- A1.9.1.19. Ensure compliance with local accountability procedures for AFI 36-2217, Munitions Requirements for Aircrew Training, and AFI 21-202, Combat Ammunition Systems Procedures?

A1.9.2. (#) Is unit CUT program established to offset periods of austere or low skill level manning and not as a permanent fix?

A1.9.3. (#) Is unit CUT program structured so it does not create a sortie production capability short-fall when supporting combat operations?

A1.9.4. (#) Are three level personnel who have not completed core tasks, CDCs, and 12 months OJT prevented from participating in a CUT program?

A1.10. WS SUPERINTENDENT.

A1.10.1. (#) Does the Wing Weapons Manager, Munitions Flight Chief and Wing Weapons and Tactics Officer coordinate to formulate the UCML annually?

A1.10.1.1. Is PACAF OPlan 5027, Air Munitions Requirements, TAB A to Appendix 6 to Annex D or equivalent, the War Consumable Distribution Order (WCDO), Designed Operational Capability (DOC) and initial tasking order (ITO) reviewed when developing the proposed UCML?

A1.10.1.2. Does the UCML Primary Munitions list contain eight or less individual munitions/munitions family groups (MFG) combined per MDS assigned?

A1.10.1.3. Has an appendix been published listing primary, secondary, and tertiary fusing for each tasked munition?

A1.10.1.3.1. Does this list include fuse settings, arming times, and function delays?

A1.10.2. (#) Is the use of WRM missiles/PGMs limited IAW PACAF instructions?

A1.10.3. (#) Is the mixing of both live and inert munitions of the same type on aircraft prohibited?

A1.10.4. Are arming, de-arming, and weapons loading/unloading only accomplished on transient aircraft to facilitate required maintenance actions?

A1.10.5. Are procedures available for required weapons loading actions on transient aircraft and storage of transient aircraft impulse cartridges?

A1.10.6. In addition to the responsibilities outlined in section A1.7 above, does the superintendent:

A1.10.6.1. (#) Coordinate with the weapons section chiefs to schedule crews for initial training, certification, MPRLs, quarterly evaluations and ICTs?

A1.10.6.2. (#) Establish the capability and the takes appropriate action to qualify additional load crews and other maintenance personnel on ICTs and certify load crews on support munitions, if required?

A1.10.6.3. Document monthly scheduling effectiveness and submit a summary for inclusion in the QAP per PACAF 21-101 Chapter 9. Does this summary include all the minimum requirements stated in PACAFI 21-101, paragraph 4.6.1 and 4.6.2?

A1.10.6.4. Coordinate with OSS PS&D for training aircraft?

A1.10.6.5. (#) Coordinate (annually) training requirements and course control documents through the wing weapons safety officer, maintenance training flight, and with the wing weapons manager being the final approval authority?

A1.10.6.6. (#) Manage training munitions, components and accessories?

- A1.10.6.7. Establish a supply point with the munitions operations unit (FK/FV) for applicable conventional training munitions?
- A1.10.6.8. (#) Document and schedule repairable discrepancies on training munitions for corrective action through munitions control?
- A1.10.6.9. (#) Ensure load crew training munitions are maintained to the same standard as the parent munitions to the maximum extent possible?
- A1.10.6.10. Forecast annually for training munitions?
- A1.10.6.11. (#) Order training munitions and munitions items to meet unit needs?
- A1.10.6.12. Ensure training munitions used for wing exercises and ICT training are assigned to the munitions flight?
- A1.10.6.13. Use the Weapons Load Crew Management Program (WLCMP) to track load crew certification and qualification status?
- A1.10.6.14. Establish and manage an incentive program for the recognition of deserving load crews?
- A1.10.6.15. Coordinate with operations squadrons to ensure weapon load training aircraft are properly configured and suitable for use?
- A1.10.6.16. Develop time standards for integrated loads?
- A1.10.6.17. Ensure all load crews are qualified to load/unload ammunition in internal gun systems and install/remove chaff/flare modules on assigned aircraft?
- A1.10.6.18. Ensure load crews demonstrate proficiency on all capable aircraft racks/stations, to include multiple carriage configurations, prior to certification?
- A1.10.6.19. (#) Ensure load crews are proficient at performing complete munitions preparation inspections (including fuse inspection/installation and wiring) IAW the applicable MDS -33-1-2 TOs and appropriate functional checks in conjunction with loading operations?

A1.11. LOADING STANDARDIZATION CREW (LSC).

A1.11.1. Does the LSC:

- A1.11.1.1. (#) Conduct and monitor training to ensure personnel maintain a high degree of proficiency in loading unit-committed munitions?
- A1.11.1.2. (#) Monitor certification and recurring training documents to ensure all load crew members complete required proficiency and academic training?
- A1.11.1.3. (#) Provide non-load crew personnel initial and recurring weapons task qualification training, which includes practical training on:
 - A1.11.1.3.1. Weapons system safety devices to include proper use, installation and removal?
 - A1.11.1.3.2. Safety requirements of munitions items?
 - A1.11.1.3.3. Location of weapons system explosive items used to jettison and release external stores?

A1.11.1.3.4. Stray voltage checks, as required?

A1.11.1.3.5. Cockpit armament system switches?

A1.11.1.4. Review AFTO Forms 22, Technical Order System Publication Improvement Report and Reply, which pertain to loading technical data?

A1.11.1.5. Develop and coordinate weekly and monthly load crew training schedules and provide them to OSS PS&D?

A1.11.1.6. Monitor lead crews in the performance of their duties?

A1.11.1.7. Document load crew training according to PACAFI 21-101, paragraph 4.19?

A1.11.1.8. (#) Monitor flightline munitions operations?

A1.11.1.9. (#) Perform quarterly evaluations (to include functional checks in conjunction with loading operation) on all certified load crews?

A1.12. OPERATIONS SUPPORT SQUADRON (OSS) OPERATIONS OFFICER.

A1.12.1. Does the OSS operations officer:

A1.12.1.1. Ensure OS plans and schedules are coordinated and published?

A1.12.1.2. Coordinate development of the wing's annual flying program?

A1.12.1.3. Participate in the wing quarterly/monthly/weekly scheduling meetings?

A1.12.1.4. (#) Ensure the TCTO program (aircraft, engine, commodities) is properly administered?

A1.12.1.5. Ensure compliance with AFCSM 21-Series for on-line scheduling and completion of maintenance actions?

A1.12.1.6. (#) Ensure procedures are established for the use of AF Forms 2408, *Generation Maintenance Plan*, and 2409, *Generation Sequence Action Schedule*?

A1.12.1.7. (#) Develop local procedures for implementation of Serene Byte/Pacer Ware exercises in conjunction with the operations squadrons and MXS?

A1.12.1.8. (#) Ensure a viable Data Integrity Team exists?

A1.12.1.9. Ensure CAMS User Group meetings are held at least quarterly?

A1.13. OSS CURRENT OPERATIONS FLIGHT.

A1.13.1. In addition to the responsibilities outlined in PACAFI 21-108 and section A1.6 above, does the Current Operations Flight Commander/Chief:

A1.13.1.1. Set priorities and resolve conflicts on all automated maintenance systems priorities?

A1.13.1.2. Monitor personnel, facilities, and financial resources ensuring equitable and effective distribution?

A1.13.1.3. Develop planning data in coordination with other activities?

A1.13.1.4. (#) Develop and manage procedures for RWR and Mode 4 programs IAW PACAFI 21-101, Chap 23?

A1.14. OSS PLANS, SCHEDULING AND DOCUMENTATION (PS&D) SECTION.

A1.14.1. In addition to section chief responsibilities listed above in section A1.7, does the PS&D section chief:

A1.14.1.1. Oversee the overall maintenance scheduling effort for the wing?

A1.14.1.2. Develop, coordinate, and prepare sufficient aircraft maintenance generation flow plans for unit taskings?

A1.14.1.3. (#) Ensure the OSS/CC and OG/CC are informed of aircraft availability, maintenance capability, problem areas, and deviations from maintenance schedules?

A1.14.1.4. (#) Perform the Aerospace Vehicle Distribution Officer (AVDO) function to include the inventory portion of the inventory, utilization, and status subsystem in CAMS IAW AFSCM 21-564, Vol 2 and AFI 21-103?

A1.14.1.5. (#) Ensure effective procedures are established to ensure flying hour accounting accuracy in CAMS IAW AFSCM 21-series and AFI 21-103?

A1.14.1.6. Ensure the CAMS Equipment Inventory, Utilization, and Status Subsystem is kept current?

A1.14.1.7. Keep programmed depot maintenance (PDM) and other depot maintenance schedules in support of PACAF/HQ AFMC plans and requirements?

A1.14.1.8. Serve as the OPR for the daily scheduling meeting, verify the aircraft and equipment utilization and maintenance schedule for the next day, and set up work priorities?

A1.14.1.9. Visit all decentralized scheduling activities semiannually, provide technical expertise, administrative assistance, and training where needed?

A1.14.1.9.1. Inform squadron commander or maintenance supervision of deficiencies detected during visits and assist with resolutions?

A1.14.1.10. Review the weekly and monthly training schedules prior to publication to minimize impact on production and facilities?

A1.14.1.11. Serve as the functional manager for all 2R1X1 personnel?

A1.14.1.11.1. Perform initial evaluations for all incoming 2R1X1 personnel and coordinate with the gaining squadron to provide assessment of the individuals training needs?

A1.14.1.11.2. In conjunction with the Logistics Training Flight and SMO/supervisors, develop and periodically review training programs for all 2R1X1 personnel?

A1.14.1.11.3. Establish a plan for rotating all assigned 2R1X1 personnel, below the rank of master sergeant, throughout the functional areas? (Except for remote/short tour assignments)

A1.14.1.12. Ensures aircraft pre-dock and post-dock inspection meetings are conducted and develops specific procedures as necessary?

A1.14.1.13. Comply with Dash 21 equipment accountability requirements as outlined in AFI 21-103?

A1.14.1.14. (#) Manage the wing's SI, TCI, and TCTO programs?

- A1.14.1.15. (#) Develop procedures outlining CAMS TCI responsibilities?
- A1.14.1.16. (#) During the TCTO pre-work meeting, discuss what and when records entry are required with performing and/or assisting work center?
- A1.14.1.17. Ensure proper documentation of TCTO accomplishment and accessory time changes IAW the 00-20 series technical orders and AFCSM 21-Series?
- A1.14.1.18. Maintain and report status of TCTO documents for assigned equipment IAW AFCSM 21-Series, TO 00-20-2, and TO 00-5-15, as applicable?
- A1.14.1.19. Comply with the SBSS module of CAMS to requisition kits or parts for TCTO for aircraft, SE, and training equipment?
- A1.14.1.20. Report status of TCTOs that cannot be reported under how malfunctioned codes 793, 797, 798, 801, 802, or 911 IAW AFCSM 21-579, Vol 2 and TO 00-20 series?
- A1.14.1.21. Notify HQ PACAF/LGMF in writing, to verify completion of all applicable Immediate and Urgent Action aircraft and engine TCTOs? (The EMB is responsible for reporting completion on engine TCTO)
- A1.14.1.22. Maintain (load/change/delete) the Job Standard Master Listing (JML) for inspections and time changes listed in the applicable aircraft Dash 6/commodity technical orders (i.e., 11/14 series TOs).
- A1.14.1.23. Assist workcenters in assigning ID numbers and automated tracking of inspection criteria?
- A1.14.1.24. Provide overall management and control of the maintenance deferred code listing?
- A1.14.1.25. Maintain a current copy of the deferred code listing in PS&D at all times?
- A1.14.1.26. Semiannually ensure squadron maintenance and non-installed engine historical documents are properly maintained?
- A1.14.1.27. (#) Provide functional expertise for equipment historical documents to QA during inspection/evaluations?
- A1.14.1.28. Consolidate all maintenance time change forecasts prior to submission to the supply time change monitor for non-FK items and FK supply for CAD/PAD items?
- A1.14.1.29. Establish responsibilities for the preparation of the time change requirements forecast?

A1.15. OSS MAINTENANCE DATA SYSTEMS ANALYSIS SECTION.

A1.15.1. Does the Maintenance Analyst:

- A1.15.1.1. Review data to identify areas that require further study?
- A1.15.1.2. Provide presentations, reports, and briefings as requested?
- A1.15.1.3. Assist units in the application and interpretation of maintenance data?
- A1.15.1.4. In conjunction with PS&D section and production managers, provide airframe personnel and facility capabilities, attrition, and spare factors for use in planning the annual flying program?

A1.15.1.4.1. Compute attrition and spare factors IAW PACAF instructions?

A1.15.1.5. (#) Analyze equipment performance to identify problems affecting unit mission?

A1.15.1.6. Ensure timely submission of data to meet PACAF RCS suspenses and ensure validity of data submissions?

A1.15.1.7. Perform periodic audit checks of data entered into CAMS to verify the integrity of maintenance information and inform affected agencies of discrepancies?

A1.15.1.8. Publish written guidance on control of unit work center and mnemonic codes?

A1.16. MANAGING THE CAMS DATABASE.

A1.16.1. Does the CAMS Data Base Manager:

A1.16.1.1. (#) Ensure CAMS security is maintained?

A1.16.1.2. Provide support to tenant users?

A1.16.1.3. Coordinate with other users and the Defense Mega Center (DMC) to schedule periodic saves of CAMS files to prevent loss of data caused by computer failure?

A1.16.1.4. Coordinate with the DMC and CAMS users in scheduling routine Preventive Maintenance (PM) to minimize impact on the unit?

A1.16.1.5. Maintain the SAN File?

A1.16.1.6. Control and distribute to local units CAMS products after processing is complete?

A1.16.1.7. Review reports on system response times, as well as the use and status of CAMS remotes, and take action if required?

A1.16.1.8. Notify PACAF/LGMMM of extended unscheduled computer downtime (over 24 hours) or when experiencing problems beyond the capabilities of the unit's DBM?

A1.16.1.9. Maintain a current list of sub-system managers and Terminal Area Security Officer (TASO) to contact in the event of hardware problems or problems affecting particular subsystems?

A1.16.1.10. Develop methods preventing unauthorized use of CAMS/REMIS equipment and data within the purview of the AF Privacy Act Program, AFI 37-132; and Computer Security AFI 27-202?

A1.16.1.11. Maintain a list of locally assigned REMIS users and provide updates to add changes or delete REMIS users upon assignment, separation, or retirement?

A1.16.1.12. Develop procedures and act as the prime agency for reporting all suspected CAMS hardware failures?

A1.17. FUNCTIONS OF DEFICIENCY ANALYSIS.

A1.17.1. Do deficiency analysts:

A1.17.1.1. Review QA summaries for positive and negative trends?

A1.17.1.2. Review debriefing forms and abort information daily to assist in the identification of problem aircraft or systems?

A1.17.1.3. At a minimum, perform monthly reviews of:

A1.17.1.3.1. Deferred discrepancy lists for technical errors or negative trends?

A1.17.1.3.2. Repeat and recurring discrepancy lists for problems?

A1.17.1.3.3. High CND rates/incidents for inadequate troubleshooting or technical data problems?

A1.17.1.3.4. Aircraft scheduling deviations for negative maintenance practices and trends that impact work force and workload stability?

A1.17.1.4. Monitor and evaluate the maintenance portion of the base repair program and IREP?

A1.17.1.5. Analyze the performance of selected systems, subsystems, and components (LRUs) to determine problems affecting the mission of the unit?

A1.17.1.6. Attend the Quality Assurance Program and Product Improvement Working Group meetings and provide trend data as inputs?

A1.18. DEDICATED OPERATIONS SQUADRON ANALYSIS.

A1.18.1. Are the Dedicated Operations Squadron Analysts:

A1.18.1.1. Reviewing the sortie maintenance debriefing forms and tracking in-flight discrepancies on each aircraft?

A1.18.1.2. Briefing problem aircraft and systems to maintenance managers daily?

A1.18.1.3. Reviewing cannibalization documentation at least monthly?

A1.18.1.4. Monitoring the UTE rate?

A1.18.1.5. Analyzing programmed and actual attrition factors?

A1.19. OSS MAINTENANCE SUPPLY LIAISON (MSL) SECTION.

A1.19.1. Does the MSL:

A1.19.1.1. Periodically visit all maintenance workcenters?

A1.19.1.2. Identify supply-related training needs to maintenance workcenter supervisor?

A1.19.1.3. (#) Provide guidance to workcenter supervisors on utilization of supply management products, precious metals recovery program, shelf-life management, and DIFM management?

A1.19.1.4. In conjunction with the LSS, consolidates repair section inputs for the direct NRTS list; publish and distribute the list to the appropriate agencies and review and update at least semi-annually?

A1.19.1.5. Coordinate with maintenance workcenters in identifying components for which there is no base level repair or diagnostic capability?

A1.19.1.6. Conduct annual supply procedural surveillance visits to all workcenters?

A1.19.1.7. In conjunction with the LSS, solicit and consolidate inputs from all squadrons to initiate a QRL?

A1.20. OSS FINANCIAL MANAGEMENT.

A1.20.1. Does the Programs section:

A1.20.1.1. (#) Prepare and submit financial requirements for inclusion in the base financial plan, budget estimates and operating budget?

A1.20.1.2. Distribute the operating budget within the operations group?

A1.20.1.3. (#) Analyze past expenses, current expenses and programs to project the financial requirements of the units?

A1.20.1.4. Monitor the status of expenses by cost center and brief the OG/CC of unusual expenditures that may impact the unit's financial goal for the fiscal period?

A1.20.1.5. Continuously review financial status to ensure each cost center receive equitable and necessary base-funded materials and services?

A1.20.1.6. Keep the OG/CC advised on the financial status of the group?

A1.21. OSS DEPLOYMENT SECTION.

A1.21.1. Does the Deployment Section:

A1.21.1.1. (#) Review combat-related operations plans (i.e., deployment, employment, contingency, ORI related) requiring support from the operations group?

A1.21.1.1.1. Provide inputs to the LSS logistics plans flight for capability assessments for each related plan?

A1.21.1.1.2. Provide appropriate inputs to OSS operation plans for inclusion in wing plans?

A1.21.1.1.3. Forward new operations plans, unit supplements, changes or revisions affecting current OPlans/supplements to the OG/CC and squadron mobility officers/NCOs for review and evaluation?

A1.21.1.1.4. Suspend OG squadrons to provide any inputs and limitations to new, revised or changes to OPlans/supplements based on a review of effective capability assessments?

A1.21.1.1.5. Establish a folder for each operations group combat-related plan, ensuring the appropriate classification is visible on the file label IAW AFI 43-123, and ensure the file contains the minimum items identified in PACAFI 21-101, Chap 5?

A1.21.1.2. (#) Maintain classified documents IAW AFI 37-123, and AFI 31-401?

A1.21.1.2.1. Develop procedures for sign-out of classified documents removed from the safe and for end-of-day inventory?

A1.21.1.3. (#) Ensure mobility personnel receive security training in COMSEC/OPSEC, classification and marking of material, control and accountability of classified material, destruction of classified material, and emergency destruction/evacuation of classified material?

A1.21.1.3.1. Provide documented initial and recurring security training to programs and mobility personnel?

A1.21.1.4. (#) Serve as the focal point for consolidating inputs from the operations group initiated LIMFACS?

A1.21.1.4.1. Ensure the OSS OPs officer verifies all LIMFACS, including those submitted for the SORTS report?

A1.21.1.5. Ensure through the squadron mobility NCOs, each tasked activity complies with AFI 10-403?

A1.21.1.6. Periodically review maintenance deployment simulation requests?

A1.21.1.6.1. Ensure deployment simulation requests do not hinder actual deployment movement?

A1.21.1.7. Train squadron deployment planners to effectively use COMPES automated products in accordance with AFI 10-403 and review squadron inputs for the installation deployment plan?

A1.22. MAINTENANCE OPERATIONS CENTER (MOC).

A1.22.1. Does the MOC:

A1.22.1.1. (#) Monitor the production effort?

A1.22.1.2. (#) Monitor the implementation of the flying schedule, as well as scheduled and unscheduled maintenance?

A1.22.1.3. Assume increased responsibility for the coordinating effort during periods of contingency tasking (simulated or actual)?

A1.22.1.4. Maintain visual aids that show the status and location of each aircraft on station, maintained or supported by the wing?

A1.22.1.5. (#) Ensure aircraft status is properly reported and maintained in accordance with AFI 21-103 and AFSCM 21-Series?

A1.22.1.6. Coordinate and monitor the progress of aircraft functional check flights (FCF) as established by QA and OSS PS&D?

A1.22.1.7. Inform affected activities of changes in priorities, plans, and schedules?

A1.22.1.7.1. Coordinate changes on AF Forms 2407, Weekly/Daily Flying Schedule Coordination?

A1.22.1.8. Request support services, such as fire fighting activity standby, aircraft water, snow removal, fueling and defueling service, civil engineer support, or control tower clearances for ground movement of aircraft and equipment?

A1.22.1.9. (#) Develop, coordinate, and implement procedural check sheets or emergency action plans to include severe weather checklists?

A1.22.1.10. (#) Monitor the status of AGE and advise the LG when minimum levels of mission essential AGE are approached/reached?

A1.22.1.11. Coordinate munitions delivery priorities with operations squadrons and munitions maintenance activities?

A1.22.1.12. Comply with CAMS requirements as outlined in AFCSM 21-Series?

A1.22.1.13. (#) Maintain aircraft estimated time in commission (ETIC)?

- A1.22.1.14. (#) Inform all required agencies, including the fire department, of munitions-loaded aircraft to include when each aircraft is loaded or unloaded with munitions?
- A1.22.1.15. (#) Prepare aircraft condition projections for reporting through the AFI 10-201 SORTS?
- A1.22.1.16. (#) Ensure all deviations to the daily flying schedule are reviewed and accurately reported in accordance with PACAF directives?
- A1.22.1.17. (#) Notify appropriate agencies (i.e., flightline expediter, fuel cell, munitions control, etc) of severe weather warnings?
- A1.22.1.18. Resolve support problems between activities and dispatch appropriate maintenance agencies to provide requested support?
- A1.22.1.19. (#) Ensure wing safety office or command post (during other than normal duty hours) is notified of mishaps involving aircraft foreign object damage (FOD), other aircraft damage, or injuries resulting during aircraft maintenance?
- A1.22.1.20. (#) Monitor the Hangar Queen program and ensure aircraft status boards are conspicuously marked to show Hangar Queen status, including date of last flight, ETIC, expected fly date and DCCs name?
- A1.22.1.21. Monitor maintenance on the alert force (if applicable)?
- A1.22.1.22. Ensure work centers dispatching in areas where the two-person concept is required are aware of the requirement prior to dispatch?
- A1.22.1.23. Monitor and report the status of electronic countermeasures (ECM) and sensor pods IAW AFI 10-201?
- A1.22.1.23.1. Ensure that, when mission-capable (MC) pod availability falls below requirements as stated in DOC or OPlan, the monitoring of status is changed to include serial number, status (AWP/AWM), MICAP NSN, off-base requisition numbers, and ETIC?
- A1.22.1.24. (#) Inform the flightline expediter of OAP code C and E conditions, and ensures aircraft are not operated until results of OAP sample(s) are known?
- A1.22.1.25. (#) Ensure compliance with additional MOC OAP responsibilities in PACAFI 21-101, Chapter 23?
- A1.22.2. (#) Has the MOC NCOIC established a well-defined proficiency training program for weapons system coordinators?
- A1.22.2.1. Does the proficiency training program familiarize MOC personnel with every aspect of MOC operation?
- A1.22.3. Does the weapons system coordinator:
- A1.22.3.1. Verify and post status information promptly when informed by the squadron production superintendent and/or expediter?
- A1.22.3.2. Demonstrate familiarity with support organizations, their operation and capability?
- A1.22.3.3. Coordinate maintenance schedules, actions and priority changes?

A1.22.3.4. Coordinate with the appropriate agencies to resolve conflicts over priorities for refueling vehicles and refuel pits?

A1.22.3.5. Dispatch maintenance squadron specialists as requested or as pre-planned?

A1.22.4. Are selected personnel assigned to the MOC capable of determining and reporting aircraft status from the Minimum Essential Subsystems Lists (MESL) and operating CAMS remote devices before assuming unsupervised duties?

A1.22.5. (#) Are environmental and security standards properly maintained?

A1.22.5.1. Is the room air conditioned and heated IAW AFI 32-8004?

A1.22.5.2. Are the doors to the MOC and the observation room either mechanically or electrically locked?

A1.22.5.3. Is access controlled to both the MOC and the observation room?

A1.22.5.4. Are MOC electrical power circuits isolated and is standby power source/emergency lighting available IAW AFI 32-5009 and AFI 32-8004?

A1.22.6. Are visual aids utilized to provide ready access to critical data?

A1.22.7. If computer terminals are utilized, have procedures been developed for retrieval of printed products on a regular basis providing contingency working documents in case of system failure?

A1.22.8. (#) Do visual aids meet standards outlined in PACAFI 21-101?

A1.22.8.1. Do visual aids show aircraft status by serial number and location, priority, status, designed operational capability (DOC), limitations/remarks, ETIC, configuration, OAP status codes, munitions load and fuel load columns?

A1.22.8.2. Do flying schedule displays show the individual aircraft scheduled for flight each day?

A1.22.8.3. When required by unit mission, have generation displays showing operational readiness inspection (ORI/IRRI), general war plan, and other special mission requirements been implemented?

A1.22.8.3.1. Do displays show maintenance actions required to generate aircraft in the time sequence to meet mission requirements?

A1.22.8.3.2. Is the format of the displays compatible with operational plans and command post displays?

A1.22.8.4. Do units assigned a mobility commitment have portable mobility displays to meet deployed mission needs?

A1.22.9. (#) Are reliable, redundant and effective communications systems in place and operational?

A1.22.9.1. Have communications-out procedures been developed?

A1.22.9.2. Are communications out procedures exercised periodically?

A1.22.9.3. Does the MOC manage the non-tactical radio program?

A1.22.9.4. Does the MOC ensure sufficient non-tactical radio nets are authorized when large numbers or different types of weapon systems are assigned or when host tenant agreements so specify?

A1.22.9.5. Does the MOC publish procedures for a local call sign system and update as required?

A1.22.9.6. Does the MOC have VHF/UHF radio capabilities to provide communications between aircraft and maintenance?

A1.22.9.7. Does the MOC develop/coordinate procedures for use of these radio communications with operations?

A1.22.9.8. Does the MOC maintain a hotline on the secondary crash phone net?

A1.22.9.9. Does the MOC maintain direct communications lines to quality assurance, munitions control, explosive ordnance disposal, operations, fire station, NDI, and the central security control as required?

A1.22.10. (#) Do the operations squadrons select the tail numbers of aircraft needed to meet requirements and update the MOC?

A1.22.10.1. Does the MOC maintain the aircraft status board to show the order in which aircraft should be generated?

A1.22.11. (#) Does the MOC track the status and location of all transient aircraft?

A1.22.11.1. Is the priority of each transient aircraft posted on the status board, based on the maintenance priorities listed in Table 1-1 in PACAFI 21-101?

A1.22.11.2. Does the MOC act as the focal point in coordinating with the appropriate agency for aircraft maintenance support?

A1.22.12. (#) Have procedural checklists been developed for use during actions such as mass loads, combat turnaround, aircraft crash, flightline fire, severe weather warning or evacuation, and any other unusual circumstances deemed necessary?

A1.22.12.1. Do check sheets contain only those actions required to be taken by a functional area?

A1.22.12.2. Are checklists maintained IAW TO 00-5-1?

A1.23. FLYING SQUADRON SQUADRON MAINTENANCE OFFICER (SMO).

A1.23.1. In addition to the responsibilities outlined in section A1.5 above, does the SMO/superintendent:

A1.23.1.1. Designate maintenance flight commanders/chiefs?

A1.23.1.2. (#) Review and consolidate monthly maintenance plan inputs from the squadron, coordinate them through the squadron commander, and forward them to OSS Current Operations Flight?

A1.23.1.3. (#) Compile and submit through the squadron commander, to QA, for group commander approval, a list of tasks requiring in-process inspections (IPIs) to be included in the wing IPI list?

A1.23.1.4. (#) Monitor the DCC program and appoint the aircraft dedicated crew chief in writing IAW PACAFI 21-101 para 7.13?

A1.23.1.4.1. Ensure DCCs/ADCCs accompany their aircraft during all types of maintenance?

A1.23.1.5. (#) Ensure personnel are qualified to support ICT and hot refueling programs, as applicable?

A1.23.1.6. In coordination with QA, establish squadron procedures for the aircraft structural integrity program and ensure compliance of requirements in AFI 63-1001?

A1.23.1.7. Periodically review CAMS?

A1.23.1.8. (#) Ensure assigned personnel understand the purpose of the AF Form 2409, Generation Sequence Action Schedule?

A1.23.1.9. (#) Monitor OAP status IAW PACAFI 21-101, Chap 23?

A1.23.1.10. Ensure squadron personnel are aware of minimum servicing requirements for flight line LN2 and LOX carts?

A1.23.1.11. (#) Ensure SPRAM accounts are maintained IAW AFI 21-103?

A1.24. FLYING SQUADRON MAINTENANCE PLANS, SCHEDULING AND DOCUMENTATION (PS&D).

A1.24.1. Does the PS&D section:

A1.24.1.1. (#) Forecast, schedule and monitor completion of squadron aircraft hourly inspections, special inspections, TCTOs and replacement of time change items?

A1.24.1.2. (#) Comply with the TCTO/TCI procedures identified in PACAFI 21-101, Chap 5?

A1.24.1.3. Plan and schedule the use of squadron aircraft to meet flying requirements in conjunction with the maintenance officer and squadron operations scheduler?

A1.24.1.4. Actively participate in the weekly, monthly, quarterly, and yearly flying scheduling meetings?

A1.24.1.5. Inform the maintenance officer and OSS PS&D of maintenance capabilities or limiting factors affecting squadron maintenance production?

A1.24.1.6. (#) Use AF Form 2407, Weekly/Daily Flying Schedule Coordination, to notify all affected agencies of changes and/or deviations to maintenance plans or flying schedules?

A1.24.1.7. Coordinate the scheduled use of shared resources with OSS PS&D?

A1.24.1.8. (#) Conduct unit inspection pre-dock and post-dock meetings?

A1.24.1.9. Attend wing TCTO and daily maintenance meetings?

A1.24.1.10. Perform the PS&D portion of aircraft document reviews?

A1.24.1.11. (#) Maintain historical records for assigned aircraft?

A1.24.1.12. Review forms sent for filing to ensure no documents are missing and are filed in sequential order?

A1.24.1.13. Prepare AFTO Forms 223, Time Change Requirements Forecasts, for TO 00-20-9 and applicable Dash 6 TO requirements and forward to the OSS PS&D section for review?

A1.24.1.14. Decentralize engine records to the EM section?

A1.24.1.15. Review the planned aircraft inspection schedule and initiate the AF Form 2410, Inspection/TCTO Planning Checklist, 45 days before the effective month of an aircraft inspection?

A1.24.1.15.1. (#) List on the AF Form 2410 all TCTOs, time changes, special inspections and each major action that should be accomplished during the inspection?

A1.24.1.16. Prior to the post-dock review, does the dock chief:

A1.24.1.16.1. Defer all discrepancies in CAMS that were identified, but not corrected, during the inspection?

A1.24.1.16.2. Verify completion of all inspection requirements and transcribe open discrepancies to the appropriate AFTO Form 781?

A1.24.1.16.3. Change delivery destination for all parts ordered, but not received, during the inspection?

A1.24.1.16.4. Complete the automated events and the basic inspection event in CAMS?

A1.24.1.17. Track fuel leaks by MDS/serial number in CAMS (large aircraft, i.e., tankers, etc.)?

A1.24.1.18. Compute OS maintenance planning effectiveness according to HQ PACAF directives and forward data to the OSS analysis section?

A1.24.1.19. Generate AF Form 103s for depot input in coordination with OSS PS&D?

A1.24.1.20. Meet monthly with Fuel Systems Section to plan and schedule external fuel tanks and F-15 conformal fuel tanks requiring inspection or TCTOs?

A1.25. SORTIE GENERATION FLIGHT COMMANDER/CHIEF.

A1.25.1. In addition to the flight commander responsibilities outlined in section A1.6 above, does the flight commander/chief:

A1.25.1.1. (#) Review PRDs daily and ensure proper maintenance actions are taken?

A1.25.1.2. (#) Monitor cannibalization actions?

A1.25.1.3. Ensure sufficient number of personnel are engine run qualified IAW AFI 11-218?

A1.25.1.3.1. Ensure each individual designated as engine run qualified is task certified on the SCR roster?

A1.26. FLYING SQUADRON PRODUCTION SUPERINTENDENT.

A1.26.1. Does the production superintendent:

A1.26.1.1. (#) Assist in developing and implementing the monthly and weekly maintenance plans and ensure resources are available to meet these plans?

A1.26.1.2. Serve as the squadron point of contact for all decisions relating to squadron maintenance production?

A1.26.1.3. Authorize cannibalization actions within squadron resources?

A1.26.1.4. Coordinate with the JEIM section chief for engine to aircraft cannibalization?

- A1.26.1.5. Coordinate with other squadron production superintendents for squadron to squadron support?
- A1.26.1.6. Attend the daily maintenance meeting?
- A1.26.1.7. Coordinate with the maintenance squadron propulsion flight chief and EM before performing scheduled/unscheduled engine changes?
- A1.26.1.8. (#) Know the status of assigned aircraft and the actions necessary to return them to FMC/PMC status?
- A1.26.1.9. (#) Know the actions required under unit contingency plans, direct aircraft generation flow, and coordinate with the MOC for support required outside their control?
 - A1.26.1.9.1. (#) Develop and keep generation line-ups current?
- A1.26.1.10. Maintain a current copy of the on-base disaster map with cordon overlay and appropriate check sheets outlining duties during disaster exercises?
- A1.26.1.11. (#) Review and reconcile the cannibalization actions with aircraft AFTO Forms 781 series weekly?
- A1.26.1.12. Advise the MOC of conditions which may disrupt the orderly and controlled execution of the maintenance plan?

A1.27. FLIGHTLINE EXPEDITER.

A1.27.1. Does the expediter:

- A1.27.1.1. (#) Determine aircraft status and coordinate with the production superintendent and MOC?
- A1.27.1.2. Work directly for the production superintendent?
- A1.27.1.3. Track all discrepancies identified during "red ball" maintenance and take proper follow-up action?
- A1.27.1.4. Keep a copy of the daily and weekly flying schedule, emergency action check sheets, base grid map, IPI listings, minimum essential subsystems list (MESL), QRL, work unit code manual, and a locally made aircraft status board in the vehicle?
- A1.27.1.5. Relay the following to the MOC:
 - A1.27.1.5.1. Changes to AFI 21-103 aircraft status to include discrepancy, WUC, ETIC, and job completion?
 - A1.27.1.5.2. Confirmation that aircraft are ready for flight?
 - A1.27.1.5.3. Completion of jobs preplanned by squadron PS&D?
 - A1.27.1.5.4. Fuel and munitions configuration?
- A1.27.1.6. For cannibalization actions obtain a JCN and notify support section?
- A1.27.1.7. Request from the MOC:
 - A1.27.1.7.1. Specialist support not assigned or available in the flying squadron and required to support maintenance production?

- A1.27.1.7.2. Additional required support, such as POL, fire trucks, washdown trucks, etc.?
- A1.27.1.8. Direct the AGE driver to position AGE as required and notify the AGE flight/CAT leader of AGE requiring maintenance?
- A1.27.1.9. Review deferred jobs and coordinate for completion?
- A1.27.1.10. When applicable, order parts for assigned aircraft by radio?
 - A1.27.1.10.1. Relay the document number to the specialist, or to the crew chief, and to the MOC?
 - A1.27.1.10.2. Keep records of all parts requests?
- A1.27.1.11. (#) Monitor OAP status?

A1.28. AIRCREW DEBRIEFING.

- A1.28.1. (#) Do debriefing personnel thoroughly understand and use the Minimum Essential Sub-system List (MESL) contained in AFI 21-103?
- A1.28.2. (#) Do units develop debriefing guides for debriefing personnel to use to assist in recording all fault-related data?
 - A1.28.2.1. Do F-16 units use fault reporting manuals instead of debriefing guides?
 - A1.28.2.2. Do guides contain detailed procedures identifying responsibilities for dropped object reporting, aborts/IFEs, flight control impoundments and engine malfunctions?
 - A1.28.2.3. Are debriefing guides reviewed and approved by QA?
- A1.28.3. (#) Do units develop a Red X criteria check sheet to ensure discrepancies have proper symbols entered in aircraft forms and maintain it at each debrief location?
- A1.28.4. Are aircrews thoroughly debriefed following the procedures outlined in AFSCM 21-574 and are applicable screens in the Automated Debriefing Subsystem completed?
- A1.28.5. (#) Are debriefing record files developed for each aircraft?
 - A1.28.5.1. Are files arranged by aircraft ID number and include the Automated Debriefing Sortie Recap in record files for at least the latest four sorties to aid in properly identifying repeat/recur discrepancies?
 - A1.28.5.2. Is a hard copy of the automated/manual debriefing sortie recap printed for each sortie to include a separate printout for each leg of cross-country missions, and placed in the individual aircraft's debriefing record file?
- A1.28.6. Upon completion of debriefing cross-country sorties, does debriefing contact MOC to obtain the correct sortie sequence number for each sortie when not available through CAMS?
- A1.28.7. Do debriefers, with the assistance of technicians, ensure previously documented discrepancies are reviewed and identified as repeat/recurs as applicable?
- A1.28.8. Are all repeat/recurs identified on the automated debriefing sortie recaps and aircraft forms by automated method or red stamp/pen/marker, etc?
- A1.28.9. Are appropriate landing status codes used to indicate aircraft status upon landing?

- A1.28.10. Are appropriate System Capability Codes used to indicate the system or subsystem capability at the completion of a sortie?
- A1.28.11. Is the MOC provided with aircraft ID numbers and system WUCs for each aircraft debriefed Code 3 using the MESL and Red X criteria checksheet?
- A1.28.12. Do units develop local sortie identification codes to identify types of sorties flown and reported in CAMS?
- A1.28.13. (#) Are debriefing documents completed by deployed maintenance personnel?
- A1.28.14. (#) When maintenance data system analysts are not deployed, do deployed commanders designate an individual or activity to perform analysis functions?
- A1.28.15. Do units include blank printouts of CAMS debriefing screens or a locally developed product in deployment packages for use if CAMS does not become available at the deployed location?
- A1.28.15.1. Are blank printouts used as manual documentation method and forwarded to parent unit for data transcribing by the most expeditious means available?
 - A1.28.15.2. Are duplicates retained at the deployed site to aid in future debriefings?
 - A1.28.15.3. Are all documents returned to debriefing sections upon return to home station?
- A1.28.16. Are automated debrief tools utilized, if available, as the primary debriefing instrument?
- A1.28.17. Are the following minimum requirements utilized to enhance the debriefing process:
- A1.28.17.1. Cockpit Mock-up?
 - A1.28.17.2. Scope Malfunction Photographs?
 - A1.28.17.3. AVTR?
- A1.28.18. (#) Are procedures established to manage accountability of aircraft fuels?
- A1.28.18.1. If so annotated, do debriefing personnel retain AF Form 15 for later pick-up by accounting and finance?
 - A1.28.18.2. If AF Form 15 is not available, is a copy of the AFTO Form 781H provided to accounting and finance?
 - A1.28.18.3. If copies cannot be obtained, does the debriefer transcribe the information contained in blocks 1, 3, 4, 5, 6 and the refuel/defuel information contained in the applicable line of block 16 to another AFTO Form 781H?
 - A1.28.18.4. Does the debriefer print their name in block 17 and enter the statement, "This is a certified true copy", in red across the top of the form?
 - A1.28.18.5. During unit deployments, does the deployed SMO or NCOIC report fuel grade and quantity of non-AF fuel issues/defuels to home station debrief section via message if aircraft have not returned to base by the sixth day of the following month?
 - A1.28.18.6. During deployments involving small numbers of aircraft with minimal ground maintenance personnel, does the aircraft commander transmit fuel servicing information using the most expeditious method available?

A1.28.18.6.1. Does the debriefer review and forward these messages to accounting and finance?

A1.28.18.7. When aircraft return to home station, does debriefing collect and forward all non-AF refuel/defuel documents to accounting and finance?

A1.29. FLYING SQUADRON AIRCRAFT SECTION.

A1.29.1. In addition to the responsibilities outlined in section A1.7 above, does the aircraft section chief:

A1.29.1.1. (#) Ensure aircraft records checks are done as scheduled utilizing CAMS and automated products?

A1.29.2. Do Dedicated Crew Chiefs (DCCs) and their assistant crew chiefs (ACCs):

A1.29.2.1. Document and identify maintenance and support requirements to the expediter or section chief?

A1.29.2.2. (#) Maintain CAMS and AFTO Forms 781 series for their aircraft IAW TO 00-20-5, PACAF supplements, and AFI 21-101?

A1.29.2.3. Order and document parts requirements?

A1.29.2.4. Take oil samples and complete appropriate documentation?

A1.29.2.5. Attend pre/post dock meetings for assigned aircraft?

A1.29.2.6. Accompany their aircraft through scheduled inspection?

A1.29.2.6.1. During the inspection, do crew chiefs:

A1.29.2.6.2. Monitor the maintenance performed on their aircraft?

A1.29.2.6.3. Ensure the AFTO Forms 781 series/CAMS are documented during the scheduled inspection?

A1.29.2.6.4. Assist the dock chief with completing the required documents validation at the end of the inspection?

A1.29.2.7. Perform on-aircraft Dash 21 equipment inventories?

A1.29.2.8. (#) Perform records checks using CAMS and automated aircraft forms?

A1.29.2.9. (#) Ensure DIFM assets are turned in to the support section for processing?

A1.29.2.10. Ensure timely corrective action is taken on all delayed discrepancies?

A1.29.2.11. (#) Ensure that aircraft technical order (G) files kept on the aircraft are current and complete?

A1.30. FLYING SQUADRON SPECIALIST SECTION.

A1.30.1. In addition to the responsibilities outlined in section A1.7 above, does the specialist section chief:

A1.30.1.1. (#) Ensure the Specialist Expediter, if used, coordinates maintenance priorities with the production superintendent/flightline expeditors?

A1.30.1.2. Actively promotes cross-talk with applicable maintenance squadron flights to obtain information on system or component repeat, recur, and CND trends?

A1.30.1.3. Ensure AWP or unrepairable LANTIRN pods are transferred to the sensor section?

A1.30.1.4. Perform reprogramming of avionics systems?

A1.30.1.5. Ensure pertinent worksheets, historical records, and troubleshooting information regarding engine removals are provided to the maintenance squadron propulsion flight?

A1.30.1.6. If applicable, perform approved intermediate level CND screening/maintenance of the E-3 AWACS LRUs/components serviced by the Benchtop Reconfigurable Automatic Tester (BRAT)?

A1.31. FLYING SQUADRON WEAPONS SECTION.

A1.31.1. In addition to the responsibilities outlined in section A1.7 above, does the weapons section chief:

A1.31.1.1. (#) Ensure the required number of load crews are trained and certified (as specified in the UCML) to perform the mission?

A1.31.1.2. (#) Ensure safe and reliable loading and maintenance procedures are used?

A1.31.1.3. Ensure a checklist for each PM and SM is on hand for each assigned load crew?

A1.31.1.4. Assist the Wing Weapons Manager in recommending distribution of wing 2W1X1 personnel to satisfy weapons loading and on-equipment armament systems maintenance needs?

A1.31.1.5. Maintain load crew integrity during training and evaluations to the maximum extent possible?

A1.31.1.6. (#) Advise the SMO and the Wing Weapons Manager regarding factors that affect weapons loading, armament systems and other related programs?

A1.31.1.7. (#) Maintain a visual aid or automated product depicting the current status of assigned load crews and members.

A1.31.1.8. In coordination with the WS superintendent, ensures load training aircraft requirements and load crew proficiency evaluation schedules are developed?

A1.31.1.9. Designate weapons expeditors?

A1.31.1.10. Recommend the most qualified personnel in the weapons section to be lead crew members?

A1.31.1.11. Route all AFTO Forms 22 for Dash 33 technical orders to the WS for review?

A1.31.1.12. (#) Ensure supervisory post loads and maintenance inspections are performed?

A1.31.1.13. Ensure locally manufactured equipment (LME) not included in tech data or the LME pamphlet is approved for use as required in PACAFI 21-101, paragraph 7.21.12?

A1.31.1.14. Ensures composite tool kits are set up for each load crew to support unit Oplan tasking?

- A1.31.1.15. (#) Ensure aircraft Dash 6 armament system inspections (except phase/HPO) are accomplished?
- A1.31.1.16. (#) Track all assigned in-use AME by aircraft tail number, position installed and/or stored location?
- A1.31.1.17. (#) Ensure normally installed equipment (NIE) locations are updated in CAMS?
- A1.31.1.18. Ensure load crew certification records/automated products are sent with load crews to TDY location if loading tasks are to be performed?
- A1.31.1.19. Ensure personnel receive required prerequisite training prior to entering initial load crew training (e.g., cockpit familiarization, fire fighting, AGE, etc.)?
- A1.31.1.20. Ensure on-equipment functional checks on all AME and NIE installed as a result of transfer or acceptance inspection actions are performed?
- A1.31.1.21. (#) Inspect (and document) weapons section CTKs and armament test/support equipment for serviceability, at least quarterly, and initiate corrective action as required?
- A1.31.1.22. Provide the Wing Weapons Manager with armament tester/equipment status on a monthly basis?
- A1.31.1.23. Ensure appropriate follow-up actions are accomplished for all armament system malfunctions?
- A1.31.1.24. Monitor actions taken by supporting agencies on dispensers, suspension equipment, training munitions, etc., which were involved with specific system malfunctions?
- A1.31.1.25. Ensure sufficient computer systems are assigned to support network/modem interface with the Wing Weapons Manager, WS, other weapons sections, armament systems flight, automated training systems and other agencies?
- A1.31.1.26. Do locally developed instructions cover as a minimum: explosive limits, personnel limits, exact location where operations will be performed, and safety requirements (AFMAN 91-201, paragraph 2.4)?
- A1.31.1.27. (#) Are locally developed instructions for handling, storing, and transporting impulse cartridges coordinated through the wing safety office (AFMAN 91-201, paragraph 2.3)?
- A1.31.1.28. (#) Is the explosive facility license (if required) current, properly documented, and coordinated (AFMAN 91-201, paragraph 2.35)?
- A1.31.1.29. (#) Are unserviceable impulse cartridges physically segregated (AFMAN 91-201, paragraph 2.31)?
- A1.31.1.30. (#) Are fire extinguishers properly positioned and/or installed in impulse cartridge facility and explosive laden vehicles (AFMAN 91-201, paragraph 2.22)?
- A1.31.1.31. Do impulse cartridge containers prevent item to item contact and properly marked with contents (AFMAN 91-201, paragraph 2.12)?
- A1.31.1.32. Are EEDs (impulse cartridges) exposed to electromagnetic radiation hazards such as portable two-way radio transmissions (AFMAN 91-201, paragraph 2.58)?

A1.31.1.33. Are static wire bonds visually inspected at least quarterly (AFI 32-1065, Table 1.1, 12a)?

A1.31.1.34. Are static grounds for equipment tested for resistance continuity (AFI 32-1065, Table 1.1, 12b)?

A1.32. WEAPONS LOADING ELEMENT (not required in Rescue units).

A1.32.1. Do personnel assigned to loading:

A1.32.1.1. Load and unload munitions/weapons in support of daily/contingency operations?

A1.32.1.2. Install and remove armament related suspension equipment, launchers, adapters, etc. on assigned aircraft to support configuration requirements for daily/contingency operations?

A1.32.1.3. Perform functional/stray voltage checks required for loading operations?

A1.32.1.4. Provide assistance to the maintenance section, when required?

A1.33. WEAPONS LOAD CREW CHIEF.

A1.33.1. Does the load crew chief:

A1.33.1.1. (#) Control all actions concerning the aircraft during loading and unloading (except ICTs)?

A1.33.1.2. Supervise the loading and unloading of only one aircraft at a time?

A1.33.1.3. (#) Ensure no maintenance is performed on an aircraft which interferes with normal loading or unloading operations?

A1.33.1.4. (#) Ensure the number of personnel in the area during explosives handling operations are kept to a minimum?

A1.33.1.5. (#) Monitor qualifications, proficiency, OJT and upgrade training of his/her crew members?

A1.33.1.6. (#) Enforce compliance with and ensure all loading and maintenance operations are performed according to established tech data and checklists?

A1.34. WEAPONS MAINTENANCE ELEMENT (not formed in Rescue units).

A1.34.1. Do personnel assigned to weapons maintenance:

A1.34.1.1. (#) Perform aircraft armament systems functional checks and associated Dash 6 inspection requirements on in-use AME and NIE?

A1.34.1.2. Perform aircraft troubleshooting and repair actions?

A1.34.1.3. Install/remove all armament AME and NIE to facilitate other maintenance (FOM) or for repair action, to include acceptance/transfer inspections?

A1.34.1.4. Boresight aircraft guns?

A1.34.1.5. Perform armament systems preflight, thru-flight, and BPO inspections?

A1.34.1.6. Perform on-equipment TCTOs?

A1.35. WEAPONS EXPEDITER (not required in Rescue units).

A1.35.1. Does the Weapons Expediter:

A1.35.1.1. (#) Monitor the safety of flightline weapons operations?

A1.35.1.2. Supervise/monitor on-equipment armament systems maintenance?

A1.35.1.3. Supervise/monitor loading/unloading operations?

A1.35.1.4. (#) Track configuration of aircraft/suspension equipment/weapons?

A1.35.1.5. Inform the flightline expediter of all start/stop times, status changes, delays and extensions?

A1.35.1.6. Track expenditures?

A1.35.1.7. Initiate cannibalization documentation when installed equipment, with inspection requirements aligned to fighter aircraft phase/flying hours (i.e., pylons, bomb racks, launchers, etc.), is removed and installed on another aircraft?

A1.35.1.8. (#) Coordinate with the MOC/Munitions Control for the delivery and pick-up of munitions items?

A1.35.1.9. (#) Coordinate accomplishment of all pre-planned and unscheduled maintenance requirements and inspections with the flightline expediter?

A1.35.1.10. Respond to maintenance priorities established by the flightline expediter and the production superintendent and operate from a vehicle equipped with a portable or mobile radio?

A1.35.1.11. Supervise or assist load crews during weapons system fault isolation and troubleshooting?

A1.36. SORTIE SUPPORT FLIGHT COMMANDER/CHIEF.

A1.36.1. Does the flight commander/chief adequately perform the responsibilities in section A1.6 above?

A1.37. INSPECTION SECTION.

A1.37.1. Does the section chief adequately perform the responsibilities in section A1.6 above?

A1.37.2. Does the dock chief:

A1.37.2.1. (#) Ensure inspection team integrity and stability are maintained?

A1.37.2.2. Ensure inspections are performed in four phases as prescribed in PACAFI 21-101?

A1.37.2.3. Use a standardized inspection flow plan to aid in managing the progress of the inspection?

A1.37.2.4. Use a status board or CAMS display to track inspections in progress, including guidelines in PACAFI 21-101, Chap 7?

A1.37.2.5. (#) Comply with pre- and post-dock review procedures?

A1.38. FLYING SQUADRON SUPPORT SECTION.

A1.38.1. In addition to the responsibilities outlined in section A1.6 above, does the support section chief:

- A1.38.1.1. (#) Maintain CTK and equipment storage IAW PACAFI 21-101, Chap 21?
- A1.38.1.2. (#) Control and maintain TMDE IAW TO 33-1-27?
- A1.38.1.3. Comply with TO 33K-1-100, any applicable calibration measurement summary (CMS), TO 00-20-14 and other applicable technical directives concerning the use, care, handling, transportation and calibration of test, measurement and diagnostic equipment owned by the section?
- A1.38.1.4. Consolidate section inputs for items requiring functional check/operational programming or calibration and submit the listing to the base supply inspection section?
- A1.38.1.5. Order parts and use supply management products?
- A1.38.1.6. Notify the expediter of all back ordered parts?
- A1.38.1.7. (#) Track and process DIFM assets in a timely manner?
- A1.38.1.8. Send reusable containers to the maintenance squadron in a timely manner?
- A1.38.1.9. (#) Maintain TO files according to TO 00-5-1 and TO 00-5-2?
- A1.38.1.10. (#) Maintain an adequate bench stock?
- A1.38.1.11. (#) Control and manage aircraft TNB/FOM assets stored within the support section?
- A1.38.1.12. (#) Monitor the squadron cannibalization program?
- A1.38.1.13. Initiate and reconcile cannibalization actions in CAMS?
- A1.38.1.14. Notify the expediter of "mark for" changes?
- A1.38.1.15. Store TNB/FOM assets within the Support section?
- A1.38.1.16. Manage the squadron LMR program?
- A1.38.1.17. Appoint equipment functional managers as required?
- A1.38.1.18. Maintain and store AME and MSPE (Dash 21 equipment) IAW AFI 21-103?

A1.39. LOGISTICS GROUP COMMANDER (LG/CC).

A1.39.1. In addition to the responsibilities outlined in section A1.1, A1.2, and A1.3 above, does the LG/CC:

- A1.39.1.1. (#) Ensure effective management of the wing's Quality Assurance Program (QAP)?
- A1.39.1.2. (#) Ensure effective management of the wing's total maintenance training program IAW PACAF Instructions?
- A1.39.1.3. Ensure procedures are established to reconcile training munitions issued for flightline requirements IAW AFI 36-2217?
- A1.39.1.4. Ensure procedures to properly turn-in recoverable and consumable items are IAW AFM 67-1?

- A1.39.1.5. Ensure an orientation program is developed and conducted for all personnel newly assigned to all wing maintenance activities?
- A1.39.1.6. (#) Ensure a MDS-specific fire extinguisher and hazardous communication (HAZCOM) training program is established for personnel performing on-equipment maintenance duties?
- A1.39.1.7. Establish the Engineering Data Service Center (EDSC) program, if required?
- A1.39.1.8. (#) Ensure the weight and balance and functional check flight programs are effectively managed?
- A1.39.1.9. Ensure effective use of Engineering and Technical Services (ETS) personnel when assigned, both contractor (CETS) and Air Force (AFETS), IAW AFI 21-110?
- A1.39.1.10. Function as OPR for the Intermediate Repair Enhancement Program (IREP)?
- A1.39.1.11. Approve the selection of maintenance instructors in writing?
- A1.39.1.12. Appoint the Deputy LG as the alternate wing OAP manager?
- A1.39.1.13. Ensure management of the Gold Flag Program IAW AFI 21-123?
- A1.39.1.14. (#) Ensure plans for crash removal, including crash removal training, are developed and implemented?

A1.40. QUALITY ASSURANCE (QA).

- A1.40.1. (#) Does QA exist in both the OG and LG?
- A1.40.2. (#) Does QA serve as the primary technical advisory agency in the group, assisting the workcenter supervisors and the group commanders?
- A1.40.3. Does the QA Supervisor/Superintendent:
 - A1.40.3.1. (#) Make recommendations to the group commander to enhance the quality of maintenance?
 - A1.40.3.2. Establish the QAP and the PIP using the Quality Assurance Tracking and Trend Analysis program (QATTA 98)?
 - A1.40.3.3. Coordinate with the group commanders and squadron maintenance officers on which areas to augment during exercises, generations, or contingencies?
 - A1.40.3.4. Ensure appropriate actions are taken through the group commander to notify higher headquarters when deficiencies are found in Air Force or PACAF directives?
 - A1.40.3.5. Provide input to PIP working groups or equivalent forums where Reliability and Maintainability (R&M) issues are evaluated?
 - A1.40.3.6. (#) Evaluate maintenance management procedures, including forms, pre-prints, publications, and OIs, etc., for accuracy, intent and necessity?
 - A1.40.3.7. (#) Ensure approved AFTO Form 781A pre-prints are reviewed at least annually for currency and completeness?
 - A1.40.3.8. Designate individuals to fill key positions listed in PACAFI 21-101, Chap 9?

- A1.40.3.9. Ensure only technically qualified personnel, who have the necessary communicative and interpersonal skills, are assigned to QA?
- A1.40.3.10. Maintain active oversight of unit's configuration management/retrofit and modification control program for all assigned aircraft and equipment as outlined in AFI 21-101 and PACAFI 21-101?
- A1.40.3.11. Select, in conjunction with the squadron maintenance officers/supervisors, qualified technicians to augment QA?
- A1.40.3.12. Initiate management inspections, with the concurrence of the group commander?
- A1.40.3.13. (#) Oversee and implement the group impoundment program IAW Chapter 23 of PACAFI 21-101?
- A1.40.3.14. (#) Manage and oversee the prevention of dropped objects IAW Chapter 23 of PACAFI 21-101?
- A1.40.3.15. (#) Ensure group maintenance actions relating to hot pit refueling are IAW TO 00-25-172, Chapter 23 of PACAFI 21-101, applicable technical data, and any PACAF supplements?
- A1.40.3.16. Provide support as requested to the Life Support System QA Program?
- A1.40.3.17. Coordinate on all requests for approval and use of locally designed tools or equipment and maintain records of approved requests, including a picture, drawing, or description of each item and an explanation of the method of use?
- A1.40.3.18. Monitor and annually review the Aircraft Structural Integrity Program (ASIP) IAW Chapter 23 of PACAFI 21-101?
- A1.40.3.19. (#) Review, ensure required standardization between, and publish group or wing IPI listings?
- A1.40.3.20. Establish the QA training and qualification program?
- A1.40.3.21. Take action to allow evaluation of group maintenance staff functions as well as technical activities (i.e. scheduling, training management, etc.)?
- A1.40.3.22. Monitor and assist, as necessary, flight control maintenance as outlined in the unit's flight control maintenance program?
- A1.40.3.23. Work with the OG/CM to develop a wing depot-level assistance program IAW TO 00-25-107?
- A1.40.3.24. Ensure an agenda and presentations are compiled for the monthly OG/LG QA review?
- A1.40.3.25. (#) Maintain and quarterly update a master personnel listing of Red X downgrade, "all systems Red X", and "all system IPI" certifications?
- A1.40.3.26. (#) Monitor the Oil Analysis Program IAW AFI 21-124 and PACAFI 21-101, Chap 23?

A1.41. LOGISTICS GROUP QUALITY ASSURANCE.

A1.41.1. (#) Are the following programs adequately managed:

- A1.41.1.1. Product Improvement Program?
- A1.41.1.2. Configuration Management Program?
- A1.41.1.3. Deficiency Reporting?
- A1.41.1.4. Deficiency Assessment?
- A1.41.1.5. R&M Working Groups?
- A1.41.1.6. IDEA Program?
- A1.41.1.7. Technical Order Distribution Office?
- A1.41.1.8. One-Time Inspections?

A1.42. OPERATIONS GROUP QUALITY ASSURANCE.

A1.42.1. (#) Are the following programs adequately managed:

- A1.42.1.1. Functional Check Flight (FCF)?
- A1.42.1.2. Weight and Balance (W&B)?
- A1.42.1.3. Technical Order Distribution Office?
- A1.42.1.4. One-Time Inspection?
- A1.42.1.5. Hot Refuel Program?
- A1.42.1.6. Integrated Combat Turnaround evaluations?
- A1.42.1.7. Chaffing Awareness Program?

A1.42.2. (#) Are the FOD, dropped object, flight control maintenance, impoundment, and other programs assigned by the group commander managed according to applicable directives?

A1.42.3. Does the OG/QA ensure implementation of the PIP through close coordination with the LG PIP manager on all aspects of aircraft maintenance?

A1.43. QUALITY ASSURANCE CHIEF INSPECTOR.

A1.43.1. Does each QA Chief inspector:

- A1.43.1.1. (#) Implement the QAP?
- A1.43.1.2. Ensure the quality of maintenance training is evaluated?
- A1.43.1.3. Spot-check TOs, in-use inspection work cards, checklists, and code manuals during evaluations and inspections for currency and serviceability?
- A1.43.1.4. Assist in the investigation of analysis special studies as required?
- A1.43.1.5. (#) Evaluate on- and off-equipment maintenance tasks?
- A1.43.1.6. Review weekly summary inputs for accuracy and content?
- A1.43.1.7. Initiate action reports when additional attention is required to resolve adverse maintenance trends or training problems?

- A1.43.1.8. Verify all discrepancies deferred for depot level maintenance?
- A1.43.1.9. Conduct all initial evaluator proficiency evaluations for personnel evaluations?
- A1.43.1.10. (#) Review and compile inputs for a consolidated wing IPI listing, for each MDS, for the respective group commander's approval annually?
- A1.43.1.11. (#) Maintain a master AFTO Series 781 Forms Set in OG/QA which includes all approved formats and preprints and serves as the standard for wing aircraft forms binders?
- A1.43.1.12. Maintain all current evaluator proficiency evaluations on assigned inspectors and augmentees?
- A1.43.1.13. Administer the unit chafing awareness program IAW PACAFI 21-101?
- A1.43.1.14. In OG/QA, ensure assigned 2W1X1 inspectors attend load crew academic training annually?
- A1.43.1.15. Review Class II Major discrepancies quarterly for trends?
- A1.43.1.16. (#) Establish procedures for inspectors to document completion of mandatory inspections?

A1.44. QUALITY ASSURANCE INSPECTORS.

A1.44.1. Do QA inspectors:

- A1.44.1.1. Evaluate the quality of maintenance training?
- A1.44.1.2. Spot-check TOs, in-use inspection work cards, checklists, and code manuals during evaluations and inspections for currency and serviceability?
- A1.44.1.3. Evaluate flightline and backshop 2W1 weapons maintenance tasks and inspections?
- A1.44.1.4. Review aircraft and equipment performance data to determine trends and potential problems, and coordinate with OSS MSA/DBM and involved workcenters to investigate deficiencies?
- A1.44.1.5. Perform the QA review of Deficiency Reports for assigned work centers?
- A1.44.1.6. Evaluate forms documentation and input to the CAMS?
- A1.44.1.7. Perform WRM tank build-up evaluations or inspections?
- A1.44.1.8. Periodically evaluate maintenance actions performed during ICTs?
- A1.44.1.9. (#) Perform inspections and evaluations called for in evaluation and inspection plans?
- A1.44.1.10. Provide the chief inspector with brief summaries of significant findings each week for inclusion in the weekly summary, if a weekly summary is used?

A1.45. QUALITY ASSURANCE PROGRAM.

A1.45.1. Does the Quality Assurance Program provide:

- A1.45.1.1. Locally developed evaluation and inspection plans to focus QA efforts?
- A1.45.1.2. Methods for inspecting, evaluating, and rating technical proficiency, equipment condition, etc?

A1.45.1.3. Methods to inform supervisors of QA findings and observations?

A1.45.1.4. A Key Task List?

A1.45.1.5. A Routine Task List?

A1.45.1.6. A Evaluation and Inspection Plan?

A1.46. PRODUCT IMPROVEMENT MANAGER'S RESPONSIBILITIES.

A1.46.1. Does the Product Improvement Manager:

A1.46.1.1. Emphasize and promote the PIP?

A1.46.1.2. Monitor the technical order distribution office and its sub-functions?

A1.46.1.3. Evaluate deficiency reports to include quality, materiel, software, warranty and service reports, exhibit processing, technical order deficiencies, and inputs for R&M working groups?

A1.46.1.4. (#) Monitor the configuration management process including the TCTO program, OTIs, modification proposals and local maintenance requirements?

A1.46.1.5. (#) Control the maintenance TO improvement program as outlined in TO 00-5-1?

A1.46.1.5.1. Investigate each report to ensure the deficiency is valid and recommended change is an improvement and log AFTO Forms 22 on an AF Form 2449 or in an automated system?

A1.46.1.5.2. Maintain an AFTO Form 22 suspense file?

A1.46.1.5.3. Conduct a critical review to determine whether to submit additional information?

A1.46.1.5.4. Assign control numbers, forward and track all AFTO Forms 22?

A1.46.1.6. Process and manage AFTO Forms 135, Repair Change Request, according to TO 00-25-195, Source, Maintenance and Recoverability Coding of Air Force Weapons, Systems and Equipment?

A1.46.1.6.1. Ensure AFTO Form 135 repair change request is valid?

A1.46.1.6.2. Conduct a critical review of AFTO Forms 135 returned with an unsatisfactory answer to determine whether to submit additional information?

A1.46.1.6.3. Coordinate repair evaluation meetings as necessary when AFTO Forms 135 repair change affects several agencies?

A1.46.1.7. Screen maintenance suggestions?

A1.46.1.8. Monitor warranty item deficiency reporting process to ensure items are properly loaded to CAMS data base and deficiency reporting is accomplished IAW TO 00-35D-54?

A1.46.1.9. Serve as focal point for base self-sufficiency, providing interface with maintenance, supply, and Gold Flag to support self-sufficiency actions?

A1.47. TECHNICAL ORDER DISTRIBUTION OFFICE (TODO).

A1.47.1. Does the TODO:

- A1.47.1.1. (#) Ensure TOs are maintained according to TO 00-5-1, TO 00-5-2, and AFPD 21-3?
- A1.47.1.2. Establish the QA Central TO File that contains the minimum requirements specified in PACAFI 21-101, Chap 9?
- A1.47.1.3. Maintain the Automated Technical Order Management System (ATOMS)?
- A1.47.1.4. Maintain Local Workcards, Job Guides, Page Supplements and Checklists?
- A1.47.1.5. Establish Address Indicating Group (AIG) requirements with the AIG owner, as well as the local base distribution center per requirements in TO 00-5-2 and AFMAN 37-126?
- A1.47.1.6. Prepare a list of all changes and revisions to indexes, TOs, inspection workcards, and checklists applicable to maintenance?
- A1.47.1.7. (#) Conduct annual and periodic spot inspections on other maintenance and operations TODO and TODA files within the aircraft maintenance community?
 - A1.47.1.7.1. As a minimum, utilize the checklist provided in TO 00-5-2, Chapter 1?

A1.48. FUNCTIONAL CHECK FLIGHT.

- A1.48.1. (#) Does the OG/CC (or Rescue SQ/CC) review qualifications of all assigned crews and select highly qualified individuals as FCF crews?
- A1.48.2. (#) Does the OG/CC (or Rescue SQ/CC) establish local FCF procedures in accordance with applicable directives and ensure these procedures are implemented on all FCFs?
- A1.48.3. (#) Does the Officer In Charge of Functional Check Flights:
 - A1.48.3.1. Maintain FCF qualification in a unit mission aircraft?
 - A1.48.3.2. Ensure a standard FCF profile and associated procedures are established for each type of assigned aircraft, including tailored profiles?
 - A1.48.3.3. Develop appropriate FCF checklists and procedures?
 - A1.48.3.4. Establish an FCF checkout and continuation training program?
 - A1.48.3.5. Analyze FCF/operational check results on a continuing basis and submits recommendations to Quality Assurance for improving FCF criteria and procedures?
 - A1.48.3.6. Ensure crew requirements and program elements are IAW PACAFI 21-101?

A1.49. WEIGHT AND BALANCE.

- A1.49.1. (#) Does OG/QA (or rescue SQ/CC):
 - A1.49.1.1. Ensure sufficient personnel are qualified and designated as weight and balance technicians for assigned aircraft according to TO 1-1B-50?
 - A1.49.1.2. Complete weight and balance inventories as required in applicable directives?
 - A1.49.1.2.1. Complete weight and balance inventories prior to first flight after an aircraft returns from any ALC or contractor facility where extensive maintenance was performed?
 - A1.49.1.3. Weigh all assigned aircraft according to applicable directives?

A1.49.1.4. Establish procedures in the group for routing completed TCTO and modification information for weight and balance changes?

A1.49.1.5. (#) Inspect weight and balance documents before flight when locally accomplished modifications affect the basic aircraft weight and moment?

A1.49.1.6. Provide essential weight and balance data and changes to the basic weight and moment to operations for appropriate mission planning?

A1.49.1.7. Maintain weight and balance manuals for Class I and II aircraft in a central file?

A1.50. LOGISTICS TRAINING FLIGHT (LTF).

A1.50.1. Does the Logistics Training Flight Chief:

A1.50.1.1. (#) Serve as liaison between maintenance units and the base training office, ensuring upgrade training (UPG) and qualification training (QT) programs are conducted IAW AFI 36-2201?

A1.50.1.2. Ensure Education and Training Managers (AFSC 3S2X1) assigned to the MTF are designated, in writing, as Unit Education and Training Managers (UETM) for each squadron?

A1.50.1.3. Perform duties specified in applicable AF/PACAF 36-series publications?

A1.50.1.4. Act as the single point of contact for all training matters affecting maintenance, including outside agencies such as disaster preparedness and AETC Training Detachments?

A1.50.1.5. Establish procedures for controlling and maintaining visual information programs and associated equipment?

A1.50.1.6. (#) Notify the LG/OG commanders and squadron commanders of deviations to the published weekly or monthly training schedule, to include: no-shows, walk-ins, class cancellations, etc.?

A1.50.1.7. Coordinate requests for training conducted by field contract and Air Force Engineering and Technical Services personnel AFI 21-110?

A1.50.1.8. (#) Provide a monthly Status of Training (SOT) briefing to commanders and provide a courtesy copy of the SOT briefing to the wing commander and PACAF/LGMMR?

A1.50.1.9. Monitor the progress of temporarily assigned students under the Security Assistance Training Program, IAW AFI 31-401 Managing the Information Security Program?

A1.50.1.10. Ensure newly assigned maintenance personnel are scheduled for maintenance orientation?

A1.50.1.11. Ensure training plans are developed for LTF personnel?

A1.50.1.12. Ensure workcenter training requirements are established for LTF personnel?

A1.51. LSS MAINTENANCE SUPPLY LIAISON (MSL) SECTION.

A1.51.1. Does the MSL:

A1.51.1.1. Periodically visit all maintenance workcenters within the maintenance squadron?

A1.51.1.2. Identify supply-related training needs to maintenance workcenter supervisor?

A1.51.1.3. (#) Provide guidance to workcenter supervisors on utilization of supply management products, precious metals recovery program, shelf-life management, and DIFM management?

A1.51.1.4. In conjunction with the OSS Current Operations Flight, consolidate repair section inputs for the direct NRTS list, publish and distribute the list to the appropriate agencies?

A1.51.1.5. Coordinate with maintenance workcenters identifying components for which there is no base level repair or diagnostic capability?

A1.51.1.6. Conduct annual supply staff assistance visits to all LG workcenters?

A1.51.1.7. Assist the resource advisor in identification and accurately accounting for stock fund assets and expenditures?

A1.52. LSS ENGINE MANAGEMENT (EM) SECTION.

A1.52.1. Does the EM section:

A1.52.1.1. (#) Coordinate with operations squadron maintenance sections, OSS PS&D, and propulsion flight on the repair or replacement of engine/components, time changes, special inspections and TCTOs?

A1.52.1.2. Ensure TCTO and time change items are ordered for the EM section?

A1.52.1.3. Provide time change information (cycles remaining, EOT, etc.) on serially controlled items to the propulsion flight and OS for engine and engine component cannibalization actions?

A1.52.1.4. Ensure all engine flying hour inspections are loaded against the engine, not the aircraft?

A1.52.1.5. (#) Manage TCTOs on all assigned engines and components both installed and removed?

A1.52.1.6. (#) Manage time changes on all engines and components, and ensure forecasted parts requests are submitted to supply 45 days prior to the date an engine is scheduled into the EM section?

A1.52.1.7. Manage the Comprehensive Engine Management System (CEMS) in accordance with AFI 21-104, TO 00-25-254-1/2, TO 00-20-5-1-series and AFCSM 21-Series?

A1.52.1.8. Maintain and update historical documents for all assigned engines?

A1.52.1.9. Provide automated management products upon request?

A1.52.1.10. Upon engine removal (scheduled or unscheduled), check life limited components forecast for additional component changes, TCTOs, and special inspections?

A1.52.1.11. Accomplish unit engine manager duties as prescribed in accordance with AFI 21-104, TOs 00-25-254-1/-2, and PACAF directives?

A1.52.1.12. Provide the primary SRAN engine manager all quarterly reporting information to be submitted to higher headquarters?

A1.52.1.13. Perform engine manager duties for shipment and receipt of all assigned engines, modules, related equipment, and shipping devices?

A1.52.1.14. With the aid of the propulsion flight chief, uses CAMS or CEMS products to develop a detailed six-month engine/module removal forecast to smooth peaks and valleys in the engine maintenance workload?

A1.52.1.15. Verify modular engine flying hours and manual cycles with OS PS&D during documents reviews?

A1.52.1.16. Maintain (load/delete/change) the JML for engine inspections and time changes?

A1.52.1.17. Reconcile the CAMS data base with the CEMS Central Data Base (CDB) every 180 days and ensure reconciliation tape is forwarded to OC-ALC via overnight express?

A1.52.1.18. Complete all assigned responsibilities concerning Queen Bee operations IAW PAC-AFI 21-104?

A1.52.1.19. Provide by suitable means (e-mail, etc.) a weekly report to HQ PACAF/LGMFE and the operating wing's engine management sections an engine production status?

A1.52.1.19.1. Ensure status includes: Awaiting Maintenance (AWM), Awaiting Parts (AWP), and in-work repair (INW) days? (RCS: PAF-LGM(W) 8106, Weekly Uninstalled Engine Status Report)

A1.53. SRAN ENGINE MANAGER.

A1.53.1. Does the SRAN Engine Manager:

A1.53.1.1. Advise the LG/CC in administering the base engine management program on engine logistic concepts, principles, policies, procedures, and techniques?

A1.53.1.2. (#) Establish local written procedures to support engine management responsibilities by developing local engine management supplements to AFI 21-104 and TOs 00-25-254-1/-2?

A1.53.1.2.1. Ensure local supplements and base publications support these procedures and are coordinated with the Command Engine Manager prior to publication?

A1.53.1.3. Ensure data in CAMS mirrors the data in the Central Data Base?

A1.53.1.4. Ensure deployed engine monitors are designated and trained to perform deployed engine manager/monitor duties?

A1.53.1.5. (#) Ensure all deployed engines have a copy of historical records included in the deployment package?

A1.53.1.6. Ensure all engine data is reported no later than the close of business of the next business day after the transaction occurred?

A1.53.1.7. Perform periodic quality audits to monitor accuracy and timeliness of reporting?

A1.53.1.8. Perform CEMS training annually on all personnel reporting engine status, documentation, and scheduling IAW AFCSM 21-558 Vol 2, TO 00-25-254-series and TO 00-20-5-1-series?

A1.53.1.9. Maintain a jacket file of shipping documents for engine shipments and receipts to include device used to transport the engine on the document?

A1.53.1.10. Obtain command EM approval prior to returning engines to depot?

A1.53.1.11. Perform duties/requirements for engine shipments IAW AFPD 24-2, AFI 21-104, PACAFI 21-104, TOs 00-85-20, 2J-1-18, 2R-1-11, and 2-1-18?

A1.53.1.12. Report to CEMS, receipt transaction of engines as of the date/time engines/modules are delivered from the transportation hold area and accepted at the JEIM facility?

A1.53.1.13. Report to CEMS, the shipment transaction as of the date/time the engines are accepted by the Traffic Management Office (TMO) as recorded on the DD Form 1348-1/1A?

A1.53.1.14. Report all engine, gearbox, and tracked item removals for any reason. Verifies all engine status transaction removals, installations, gains, ENMCS, work completed, test cell rejects, work stopped, work started, change in level of maintenance, awaiting disposition, Intra Air Force Receipt and Intra-Air Force Shipments, transfer, and HOW MAL codes IAW AFI 21-104?

A1.53.1.15. Ensure engines removed for depot or two level maintenance are reported with status code LL?

A1.53.1.16. Verify all update transactions (i.e., times, TCTO, part removal and installations, etc.) are input before reporting an engine removal?

A1.54. LSS PROGRAMS SECTION.

A1.54.1. Does the Programs Section:

A1.54.1.1. (#) Ensure establishment of a sound program for financial planning, budget preparation and expense control?

A1.54.1.2. (#) Prepare and submit financial requirements for inclusion in the base cost per flying hour program, financial plan, budget estimates and operating budget?

A1.54.1.3. Distribute the operating budget within the logistics group?

A1.54.1.4. Monitor the status of expenses by cost center and brief the LG/CC of unusual expenditures that may impact the unit's financial goal for the fiscal period?

A1.54.1.5. Advise the LG/CC on the financial status of the group?

A1.54.1.6. Work with all applicable agencies to identify and account for all O&M expenditures?

A1.54.1.7. (#) Monitor manpower authorizations and personnel assignments for the LG/CC and act as the maintenance point of contact for manpower and manning actions?

A1.54.1.7.1. Manage the CAMS personnel subsystem, provide user training on subsystem capabilities and output products, ensure distribution of output products to workcenter managers, and update the system when changes occur?

A1.54.1.7.2. Ensure the UMD mirrors the authorization structure?

A1.54.1.7.3. Maintain a current copy of the logistics group squadrons' UPMR, UMD and MMR (or equivalent) and post approved changes?

A1.54.1.7.4. Initiate/coordinate on all authorization change requests (ACR)?

A1.54.1.7.5. Coordinate and monitor PCA actions and suspense of involved agencies for appropriate documentation?

A1.54.1.7.6. Perform staff assistance visits at least once each year?

A1.54.1.7.7. Ensure projected gains are equitably distributed throughout maintenance and assign gains against vacant positions or projected losses to the maximum extent possible?

A1.54.1.7.8. Work with OSS maintenance system analysis section to assign or change the workcenter mnemonics?

A1.54.1.7.9. Monitor AFSCs which the LG/CC has designated as critical?

A1.54.1.7.10. Initiate and coordinate requests for changes to the UMD?

A1.54.1.8. (#) Manage LG facilities?

A1.54.1.8.1. Monitor and validate all telephone installation requests within the LG, as outlined in AFI 33-111?

A1.54.1.9. Serve as the focal point for maintenance inputs to host-tenant agreements IAW AFPD 25-2 and DODM 4000.19?

A1.55. LOGISTICS PLANS FLIGHT.

A1.55.1. Does the Logistics Plans Flight:

A1.55.1.1. (#) Assist in managing the installation deployment program IAW AFI 10-403?

A1.55.1.2. Ensure logistical support is obtained and available for all peacetime and contingency deployments?

A1.55.1.3. (#) Publish installation deployment guidance?

A1.55.1.4. Manage the wing's contingency operations/mobility planning and execution system (COMPES) and Integrated Deployment System (IDS) programs?

A1.55.1.5. Operate a deployment control center (DCC) to support deployments of wing or tenant units from or through the host base?

A1.55.1.6. Monitor the wing deployment training program?

A1.55.1.7. Serve as the focal point for all logistics planning?

A1.55.1.8. Manage the base support planning program IAW AFI 10-404?

A1.55.1.9. Serve as base OPR for force reception and integration of incoming forces?

A1.55.1.10. Administer the wing support agreement program (logistics plans) IAW AFI 25-201?

A1.55.1.11. Manage the war reserve materiel (WRM) program IAW AFI 25-101?

A1.55.1.12. Ensure all main operating base WRM assets are properly stored, maintained, and any peacetime use is properly documented?

A1.56. MXS MAINTENANCE SUPERVISOR/SUPERINTENDENT.

A1.56.1. In addition to the responsibilities outlined in section A1.5 above, does the maintenance supervisor/superintendent:

A1.56.1.1. Designate flight chiefs, ensuring the best qualified people are selected regardless of AFSC, within the constraints of AFI 36-2108?

- A1.56.1.2. Coordinate with the OG/CM to ensure an equitable balance of grades, skill levels, and experience of shared personnel between flightline and in-shop?
- A1.56.1.3. (#) Comply with IPI update requirements in Chap 23 of PACAFI 21-101?
- A1.56.1.4. Review and consolidate monthly maintenance plan inputs from flights/sections and forwards to OSS PS&D?
- A1.56.1.5. Participate in the review of base level repair capability?
- A1.56.1.6. As required, and in conjunction with QA, select QA augmentees?
- A1.56.1.7. (#) In conjunction with the Current OPs Flight Commander, establish EOR procedures for transient aircraft IAW TO 00-20-5?
- A1.56.1.8. Ensure procedures exist between the MXS and WS for required weapons loading actions on transient aircraft, storage of transient aircraft impulse cartridges, and requisition and maintenance of weapons safing equipment for common transient types of aircraft?
- A1.56.1.9. (#) Manage the crash recovery program?
- A1.56.1.10. Control and provide local manufacture capability and ensure control of parts fabrication?
- A1.56.1.11. (#) Ensure a squadron Serene Byte or PACER Ware response capability exists IAW AFI 10-703?
- A1.56.1.12. Establish a CND and "Bad Actor" Program and procedures to communicate information to each operations squadron?
- A1.56.1.13. (#) Establish a radiation protection program IAW AFOSH Standard 161-9, when applicable?
- A1.56.1.14. (#) Establish procedures for safe gear handle movement (C/KC-135, E-3)?
- A1.56.1.15. (#) Monitor the OAP IAW PACAF 21-101, Chapter 23?

A1.57. MXS PRODUCTION SUPERINTENDENT.

- A1.57.1. If appointed, does the MXS production superintendent:
 - A1.57.1.1. Ensure scheduled maintenance is accomplished in support of flightline operations?
 - A1.57.1.2. Monitor flightline operations and coordinate support and priority with other squadron production superintendents and MOC?
 - A1.57.1.3. Identify production requirements and shortfalls to the maintenance supervisor/superintendent?
 - A1.57.1.4. Participate in daily maintenance planning meetings?
 - A1.57.1.5. Act as the maintenance production liaison between OS, MOC, and MXS production flights?

A1.58. PROPULSION FLIGHT COMMANDER/CHIEF.

A1.58.1. In addition to the responsibilities outlined in section A1.6 above, does the propulsion flight commander/chief:

A1.58.1.1. (#) Review production data to ensure propulsion units and components processed through the flight are repaired and functionally checked IAW applicable maintenance technical orders in the most complete quick engine change (QEC) configuration possible?

A1.58.1.2. (#) Work with the engine manager to ensure accurate engine and equipment reporting including engine not mission capable--supply (ENMCS) status?

A1.58.1.3. When directed, provide centralized propulsion (QUEEN BEE) support to other organizations?

A1.58.1.4. Determine if parts kits for recurring maintenance actions are required?

A1.58.1.5. Review and analyze all premature engine removals and test cell rejects?

A1.58.1.6. Ensure preparation of engines, modules and components for shipment are IAW applicable technical orders?

A1.58.1.7. Establish cannibalization procedures IAW TO 00-20-2 and PACAFI 23-203 to include coordination with LSS EM?

A1.58.1.8. Ensure the use of AFTO Forms 244, System/Equipment Status Record, and AFTO Form 245, System/Equipment Status Record Continuation Sheet, for maintenance of records on jet engine test stands and test cells, noise suppression systems, and propulsion support equipment?

A1.58.1.9. Coordinate with civil engineering to provide maintenance on noise suppression systems and test cells IAW AFI 21-104?

A1.58.1.10. Screen the qualifications of personnel selected to perform engine test runs?

A1.58.1.11. Follow proper reclamation and disposal procedures for engines and components removed from crashed aerospace vehicles?

A1.58.1.12. Ensure pre-maintenance test cell operation of engines removed for scheduled and unscheduled maintenance is accomplished to identify additional maintenance requirements when the engine condition, workload, and experience indicates that a prerun would be beneficial?

A1.58.1.13. Consider the following factors in the decision to perform minor engine repair (quick turn), complete periodic inspection (PE), or JEIM on an unscheduled engine removal:

A1.58.1.13.1. On-hand and projected availability of additional parts required for reconditioning or periodic inspection?

A1.58.1.13.2. Projected time required to return the engine to serviceable status?

A1.58.1.13.3. Present and forecasted serviceable engine availability in the required configuration?

A1.58.1.13.4. Work hours required to complete a major maintenance vice limited repair?

A1.58.1.13.5. TCTO Kit availability, time changes, and special inspections required?

A1.58.1.14. (#) Ensure Propulsion Flight FOD Prevention Program responsibilities are identified and followed?

A1.58.1.15. Ensure units participating in the engine trending and diagnostics program follow established guidelines?

A1.58.1.16. Comply with all OAP program requirements in PACAFI 21-101, Chap 23?

A1.58.1.17. Establish procedures to monitor OAP trends and take required actions?

A1.58.1.18. Ensure personnel are trained on wear metal limits for specific engines and sampling procedures IAW applicable instructions?

A1.58.1.19. Ensure oil samples taken at the test cell are promptly delivered to the OAP laboratory?

A1.58.1.20. Act as the central point of contact for all abnormal laboratory results?

A1.58.1.21. Advise squadron maintenance supervision, MOC, and the owning workcenter of abnormal OAP trends?

A1.59. PROPULSION FLIGHT SUPPORT SECTION.

A1.59.1. In addition to the responsibilities outlined in section A1.7 above, does the support section chief:

A1.59.1.1. (#) Manage flight supply and tool issue functions?

A1.59.1.2. Does the support section:

A1.59.1.2.1. Process supply requests; maintain AF Forms 2413 or similar record IAW PACAFI 21-101, Chapter 3; operate remote devices; track MICAP due-outs; and manage flight bench stocks IAW PACAFI 21-101, Chapter 3 and PACAFI 23-203?

A1.59.1.2.2. Operate the flight due-out release point and holding bins and verifies UND "A" and UJC BQ in-shop requirements IAW PACAFI 21-101, Chapter 3?

A1.60. JET/TURBOPROP/TURBOSHAFT ENGINE INTERMEDIATE MAINTENANCE (JEIM) SECTION.

A1.60.1. In addition to the responsibilities outlined in section A1.7 above, does the JEIM section chief:

A1.60.1.1. (#) Prepare engines, modules and components for shipment and ensure units being returned to depot are properly identified?

A1.60.1.2. Establish a work folder for each engine in periodic inspection, reconditioning, JEIM or other maintenance? (Work folders or sheets may be supplemented to fit unit needs.)

A1.60.1.3. (#) Ensure work folders contain the minimum requirements specified in PACAFI 21-101, Chap 12, including:

A1.60.1.3.1. Engine Information Worksheet?

A1.60.1.3.2. Receiving Inspection Worksheet?

A1.60.1.3.3. Serial Number Tracked/Accessory Component Replacement Record?

A1.60.1.3.4. Daily Summary Record?

A1.60.1.3.5. In-Process Inspection (IPI) List?

A1.60.1.3.6. Parts Requisitions Record?

A1.60.1.3.7. Test Cell Preparation Worksheet?

A1.60.1.3.8. Test Cell Pre-run Worksheet?

A1.60.1.3.9. Test Cell Post run Worksheet?

A1.60.1.3.10. Final Inspection Worksheet?

A1.60.1.3.11. A Borescope Inspection Worksheet, if applicable?

A1.60.1.4. Document TCTO compliance IAW 00-20-series TOs?

A1.60.1.5. Inventory all parts and serial numbers when an engine is received and released by the section, using CAMS products obtained from EMS which list all parts and serial numbers installed on the engine?

A1.60.1.5.1. Notify EMS when a different serial numbered part is installed or changed?

A1.61. TEST CELL AND NOISE SUPPRESSION SYSTEM (NSS) SECTION.

A1.61.1. In addition to the responsibilities outlined in section A1.7 above, does the NSS section chief:

A1.61.1.1. Ensure accomplishment of minor maintenance, make adjustments to engines to ensure optimum performance, and document engine condition?

A1.61.1.2. (#) Maintain the NSS and ensure qualified personnel are present whenever the NSS is in use?

A1.61.1.3. Train flying squadron maintenance personnel on NSS operating procedures?

A1.61.1.4. Train selected flying squadron maintenance technicians to assist in engine trim procedures?

A1.62. ACCESSORY REPAIR SECTION.

A1.62.1. In addition to the responsibilities outlined in section A1.7 above, does the accessory section chief:

A1.62.1.1. Ensure the section maintains fuel nozzles, fuel manifolds, oil pumps, accessory housings, afterburners, thrust reversers, engine components, and modules?

A1.62.1.2. (#) Ensure bearing cleaning and inspection are documented?

A1.63. SMALL GAS TURBINE ENGINE SECTION.

A1.63.1. In addition to the responsibilities outlined in section A1.7 above, does the small gas turbine engine section chief:

A1.63.1.1. Ensure personnel are qualified to operate small gas turbine engines and test stands?

A1.64. ENGINE SUPPORT EQUIPMENT SECTION.

A1.64.1. In addition to the responsibilities outlined in section A1.7 above, does the engine support equipment section chief:

A1.64.1.1. Ensure the engine support equipment section maintains engine support equipment, including engine stands and trailers?

A1.65. PROPELLER SECTION.

A1.65.1. In addition to the responsibilities outlined in section A1.7 above, does the propeller section chief:

A1.65.1.1. Ensure the propeller section builds up, tears down, and modifies propellers, valve housings, pump housings, and associated components?

A1.66. TMDE FLIGHT COMMANDER/CHIEF.

A1.66.1. In addition to the responsibilities outlined in section A1.7 above, does the TMDE Flight Commander/Chief:

A1.66.1.1. (#) Ensure technicians operate and maintain base reference and working measurement standards assigned to the laboratory?

A1.66.1.2. Ensure calibration and repair support of TMDE that is designated as a PMEL responsibility in TO 33K-1-100 or applicable calibration measurement summaries for host, tenant, and off-base supported activities?

A1.66.1.3. (#) Establish and maintain a priority maintenance support plan for F-15 and F-16 integrated avionics test stations and flight line support equipment?

A1.66.1.4. Establish a customer relations program to provide technical assistance and advice and to obtain customer service feedback on TMDE matters?

A1.66.1.5. Establish a program to control and issue "K" stamps?

A1.66.1.6. Maintain PMEL certification IAW applicable instructions?

A1.66.1.7. (#) Establish the flight Total Quality Program (TQP) IAW PACAF 21-101, Chap 13?

A1.66.1.8. Prepare PMEL report RCS: HAF-LG (SA) 7808 IAW TO 00-20-14 and PACAF supplements and provide a copy to the command functional area manager?

A1.66.1.9. Ensure the PMEL Automated Management System (PAMS) is administered, maintained, and operated IAW applicable instructions?

A1.66.1.10. Ensure PMEL management responsibilities outlined in TO 00-20-14, Section 3 are fulfilled?

A1.66.1.11. Ensure ESS, JETCC, PATEC, and TFCU are maintained as complete sets and available for immediate peacetime or wartime deployment?

A1.66.1.12. Approve priority calibration or repair requests?

A1.66.1.13. Ensure separate performing work center codes are used for Type II and Type IV PMELs?

A1.66.1.14. Establish and manage a technical order account to meet in-place and deployment requirements?

A1.66.1.15. Maintain separate equipment accounts for the purpose of identifying mobilization equipment?

A1.66.1.16. Develop and administer a training program which includes identifying advanced training requirements?

A1.66.1.17. Ensure a system is established to review deferred and open maintenance?

A1.66.1.18. Establish a preventative maintenance program to track inspection requirements for laboratory owned equipment?

A1.67. TMDE TOTAL QUALITY PROGRAM (TQP).

A1.67.1. Does the TMDE flight or Type IV PMEL section chief:

A1.67.1.1. Appoint highly qualified AFSC 2POX1 PMEL personnel, seven-level skill when possible, as quality process evaluators (QPE)?

A1.67.1.2. (#) Publish a monthly TQP summary report and route through squadron supervision at least to the squadron commander?

A1.67.2. Do quality process evaluators:

A1.67.2.1. Perform technical evaluations and reviews of PMEL production processes, products, and services to assess equipment condition, process compliance, calibration traceability, personnel proficiency, and quality of training; and inform the TMDE flight/PMEL section chief of findings?

A1.67.2.2. Give on-the-spot follow-up assistance and remedial instruction if required in correcting nonconformity?

A1.67.2.2.1. Evaluate nonconformity and problem areas to find the root cause(s)?

A1.67.2.2.2. Log nonconformity, root causes, and corrective actions in PAMS?

A1.67.2.3. Review and track technical order improvement reports and DRs for compliance with T.O. 00-5-1 and 00-35D-54, respectively?

A1.67.2.4. Verify requests for calibration responsibility determinations (AFTO Form 45) and maintain a suspense file until changes are incorporated into work unit code manuals?

A1.68. TMDE CUSTOMER SERVICE FUNCTION.

A1.68.1. Does the customer service function:

A1.68.1.1. (#) Establish procedures for turn-in and pick-up of TMDE?

A1.68.1.2. (#) Ensure emergency and mission essential equipment is accepted at any time?

A1.68.1.3. Process incoming TMDE using PAMS equipment schedules, PAMS directives, and other applicable instructions and T.O.s?

A1.68.1.4. Produce monthly TMDE schedules and quarterly Master ID lists not later than five work days before the first day of the month and distribute to OWCs for correction and verification?

A1.68.1.5. Notify customers who fail to deliver TMDE to the PMEL as scheduled and advise them to remove overdue TMDE from service unless a calibration extension was previously authorized IAW T.O. 00-20-14?

A1.68.1.6. Notify OWC monitors within ten calendar days (twenty calendar days for remote or off-base locations) of TMDE not delivered on or before the scheduled date due calibration?

A1.68.1.7. Train OWC TMDE monitors and maintain a database or log of coordinator training (dates, names, organizations, etc.)?

A1.69. TMDE PRODUCTION SCHEDULING FUNCTION.

A1.69.1. Does the production scheduler:

A1.69.1.1. Balance incoming workload by coordinating with OWCs, and advise the flight or section chief of significant increases in workload or deviations from the schedule?

A1.69.1.2. Establish a "Hold Area" for TMDE requiring technical data or accessories or awaiting instructions from item managers, etc.?

A1.69.1.3. Maintain a separate "Hold Area" data base or file for this equipment and review it at least weekly?

A1.69.1.4. Establish an "Awaiting Shipment Area" for TMDE sent to another support activity or to a OWC and maintain a database or file with associated documents?

A1.69.1.5. Process all TMDE items shipped to an off-base support facility IAW AFI 24-201?

A1.69.1.6. (#) Maintain source documents for all incoming and outgoing shipments?

A1.69.1.7. Mail or electronically transmit advance and receipt notices to TMDE destination and origination organizations respectively?

A1.69.1.8. Perform written or electronic follow-up when the addressee has not acknowledged receipt of TMDE within 30 days of the shipping date?

A1.69.1.9. Use PAMS to control TMDE processed for maintenance and ensure the current status of all TMDE processed into the PMEL for repair/calibration is reflected in the PAMS data base?

A1.69.1.10. Correct the PAMS Master ID database not later than three workdays after receipt of customer corrections?

A1.69.1.11. Notify customers of completed TMDE and take action to resolve problems with customers which fail to pick-up completed TMDE within a reasonable period?

A1.69.1.12. Manage and schedule TMDE TCTOs?

A1.69.1.13. Schedule TMDE based on category and first-in, first-out within each category?

A1.70. TMDE MATERIAL CONTROL FUNCTION.

A1.70.1. Does the Material Control Function:

A1.70.1.1. Maintain records of demands on supply (AF Form 2413 or computer-generated facsimile)?

A1.70.1.2. Recommend cannibalization action IAW T.O. 00-20-2?

- A1.70.1.3. Coordinate with OWCs to obtain mission impact statements to support supply assistance requests?
- A1.70.1.4. Notify the OWC of TMDE status change to awaiting parts and backorder/delivery status of parts on order?
- A1.70.1.5. (#) Monitor and control AWP TMDE using supply-generated and internally-generated reports?
- A1.70.1.6. Transfer all items that come out of AWP to AWM when all parts are received?
- A1.70.1.7. Perform validation of supply-generated reports at the specified frequency?
- A1.70.1.8. Manage bench stocks?
- A1.70.1.9. Ensure that supply requisition priorities are commensurate with mission requirements?
- A1.70.1.10. Monitor Due-In-From-Maintenance (DIFM) listings and assets to ensure control and timely processing?
- A1.70.1.11. Maintain records and source documents for repair parts used in equipment belonging to reimbursable work centers?

A1.71. AVIONICS FLIGHT COMMANDER/CHIEF.

- A1.71.1. In addition to the responsibilities outlined in section A1.6 above, does the flight commander/chief:
 - A1.71.1.1. (#) Develop maintenance procedures, in conjunction with operations group, to accomplish programming of electronic warfare systems?
 - A1.71.1.2. Ensure control and storage of AME IAW AFI 21-103 and PACAF supplements?
 - A1.71.1.3. (#) Ensure personnel do not make unauthorized or false transmissions on international distress frequencies?
 - A1.71.1.4. (#) Ensure crypto components are controlled and maintained according to National Security Agency and Air Force Intelligence Command directives?
 - A1.71.1.5. When applicable, determines maintenance responsibility for missile adapter group equipment?
 - A1.71.1.6. Ensure Central Integrated Test System (CITS) ground processors (CGP) are maintained?
 - A1.71.1.7. Provide the capability to maintain communications for both test cell and noise suppression system?
 - A1.71.1.8. Ensure sufficient storage and work space is assigned adjacent to avionics test stations for Type IV PMEL?
 - A1.71.1.9. Establish a CND Program and procedures to communicate information to each operations squadron?
 - A1.71.1.9.1. Establish procedures to track "bad actor" LRUs?

A1.72. COMMUNICATION-NAVIGATION SECTION.

A1.72.1. In addition to the responsibilities outlined in section A1.7 above, does the Communication-Navigation section chief:

A1.72.1.1. Ensure performance of authorized off-equipment maintenance and/or CND screening on communication and navigation components and systems, including assigned SE not maintained by PMEL?

A1.73. GUIDANCE AND CONTROL SYSTEMS SECTION.

A1.73.1. In addition to the responsibilities outlined in section A1.7 above, does the Guidance and Control section chief:

A1.73.1.1. Perform authorized off-equipment maintenance and/or CND screening on guidance and control components and systems to include SE not maintained by PMEL?

A1.74. SENSOR SECTION.

A1.74.1. In addition to the responsibilities outlined in section A1.7 above, does the Sensor section chief:

A1.74.1.1. Maintain sensors systems and associated SE not maintained by PMEL?

A1.74.1.2. Maintain liaison with operations squadrons and specialist flights to facilitate/optimize sensor systems maintenance?

A1.74.1.3. (#) Maintain pod histories, pod statistics (including RAMPOD), and scheduling records?

A1.74.1.4. Dispatch for on-equipment maintenance as required?

A1.75. ELECTRONIC WARFARE SYSTEM SECTION.

A1.75.1. In addition to the responsibilities outlined in section A1.7 above, does the Electronic Warfare Systems section chief:

A1.75.1.1. Perform off-equipment maintenance on aircraft electronic warfare systems and components including assigned SE when not maintained by PMEL?

A1.75.1.2. (#) Maintain Electronic Attack (EA) pod status, pod histories (AFTO Form 95, Significant Historical Data) and pod statistics (including RAMPOD), and scheduling records?

A1.75.1.3. (#) Establish a program to effectively manage cannibalization pod and return it to service at a minimum every 90 days?

A1.75.1.4. (#) Maintain inventory control of EW alternate mission equipment?

A1.75.1.5. Load proper contingency and training configuration settings in EA pods, infrared countermeasures systems and radar warning receivers unless equipment/responsibility is assigned to another repair section?

A1.75.1.6. Store and control non-installed ECM pods according to directives?

A1.75.1.7. When assigned on-equipment maintenance responsibilities, the section develops a program to verify operation of the installed RWR systems using the guidelines of PACAFI 21-101, Chapter 23?

A1.76. AUTOMATIC TEST STATIONS (ATS) SECTION.

A1.76.1. In addition to the responsibilities outlined in section A1.7 above, does the ATS section chief:

A1.76.1.1. Maintain and program avionics components peculiar to assigned test stations and support equipment?

A1.76.1.2. Maintain, calibrate, certify, and perform TCTOs on assigned SE not maintained by PMEL?

A1.77. MANUAL/ELECTRONIC WARFARE SYSTEMS (MEWS) SECTION.

A1.77.1. In addition to the responsibilities outlined in section A1.7 above, does the MEWS section chief:

A1.77.1.1. Maintain avionics components peculiar to assigned test stations and SE?

A1.77.1.2. Maintain, calibrate, certify, and perform TCTOs on assigned SE not maintained by PMEL?

A1.78. AVIONICS HISTORICAL RECORDS.

A1.78.1. Do section chiefs maintain AFTO Forms 95 on selected, significantly repairable, serialized components for which historical failure data would enhance repair?

A1.78.2. Does the section chief ensure:

A1.78.2.1. Forms are used as a source of historical performance and history is added as work progresses?

A1.78.2.1.1. Minimum entries include:

A1.78.2.1.1.1. An identification header with work unit code, noun, and serial number?

A1.78.2.1.1.2. The body of the form has these provisions for each job control number:

A1.78.2.1.1.3. JCN?

A1.78.2.1.1.4. Date in and ETI?

A1.78.2.1.1.5. Source of job? (A/C tail number, mock up, new from supply, etc.)

A1.78.2.1.1.6. Brief description of discrepancy?

A1.78.2.1.1.7. Description of repair or deferred action?

A1.78.2.1.1.8. ETI and date out?

A1.78.2.1.1.9. Employee number of technician?

A1.78.2.2. The record remains with the component anytime it is undergoing maintenance?

A1.78.2.3. Data is provided from these records upon request to the analysis function to aid in defining avionics maintenance problems and recommended solutions?

A1.79. ORGANIZATION OF AVIONICS SECTIONS.

A1.79.1. Does the production superintendent:

A1.79.1.1. (#) Direct and control the repair effort by managing all repair assets and monitoring the actions of repair team leaders?

A1.79.1.2. Evaluate the production skills, aptitude, and proficiency of team leaders and team members?

A1.79.1.3. Perform and document production and supervisory inspections?

A1.79.1.4. Ensure all equipment assigned is inspected, calibrated, and repaired as required?

A1.79.1.5. Assume repair monitor and/or team leader duties if required?

A1.79.2. Does the repair monitor:

A1.79.2.1. (#) Advise the section chief, production superintendent and team leaders of item status?

A1.79.2.2. Process items into and out of the section?

A1.79.2.3. Monitors the status of items processed into the section for repair?

A1.79.2.4. Assist the section chief in management of the DIFM program by being familiar and complying with directives outlined in PACAF directives to ensure ordered/received parts are documented; and use, maintain and file management computer records?

A1.79.2.5. Maintain and update a working copy of the D-23, Repair Cycle Data Listing, sorted by location and detail number?

A1.79.2.6. Track and monitor MICAP status for all assigned DIFM and parts affecting section repair capabilities using the automated SBSS Reports?

A1.79.2.7. Ensure CAMS is updated with current supply data, location changes, and DIFM status changes?

A1.79.3. Does the team leader:

A1.79.3.1. Ensure repair team members are qualified to perform assigned tasks?

A1.79.3.2. (#) Manage and direct the work effort of the repair team and be responsible for the quality of maintenance performed?

A1.79.3.3. Ensure assigned equipment is properly maintained, repaired, and calibrated?

A1.79.3.4. In conjunction with the production superintendent and section chief, schedule and prioritize work for the repair team?

A1.79.3.5. Ensure CAMS data accurately reflects current repair capabilities, repairable item status, and histories of repair events?

A1.79.3.6. Monitor and update the D-23 (Repair Cycle Data List) for their repair area?

A1.79.3.7. When certified, perform production and supervisory inspections?

A1.80. TWO-LEVEL MAINTENANCE.

A1.80.1. (#) Has approval been obtained from the appropriate approval authority (i.e. MAJCOM, depot, etc.) for repairs above and beyond those listed in PACAFI 21-101, Chap 14?

A1.81. ACCESSORY FLIGHT COMMANDER/CHIEF.

A1.81.1. In addition to the responsibilities outlined in section A1.6 above, does the accessory flight commander/chief:

A1.81.1.1. (#) Establish local manufacture capability and monitor assigned local manufacture work orders?

A1.81.1.2. Control and correctly dispose of recoverable materials?

A1.81.1.3. (#) Ensure valid egress training program is established and monitor program effectiveness?

A1.81.1.4. (#) Ensure explosives are controlled and stored in approved storage areas?

A1.81.1.5. (#) Establish procedures to inform the base fire department when open fuel tank repairs are in progress?

A1.81.1.6. Coordinate with the maintenance supervisor and MOC to obtain support from the base civil engineer, medical facility, and fire department, and set up procedures to inform the base fire department when open fuel tank repairs are in process?

A1.82. ELECTRICAL-ENVIRONMENTAL SECTION.

A1.82.1. In addition to the responsibilities outlined in section A1.7, does the section chief:

A1.82.1.1. Maintain aircraft environmental control, bleed air, vacuum, pneumatic, installed fire extinguishing and oxygen components?

A1.82.1.2. Service, repair, modify and test components of these systems as required?

A1.82.1.3. Maintain and repair the gaseous and cryogenic portion of aircraft oxygen/nitrogen gaseous and cryogenic servicing units?

A1.82.1.4. Perform hot purge and pump down on aircraft LN2 and LOX servicing carts?

A1.82.1.5. Perform off-equipment maintenance on aircraft/aircrew CO2 cylinders?

A1.83. EGRESS SECTION.

A1.83.1. In addition to the responsibilities outlined in section A1.7, does the section chief:

A1.83.1.1. Establish the capability to maintain aircraft ejection seats, extraction and escape systems, egress components of jettisonable canopies, explosive components of escape hatches and doors, and egress trainers?

A1.83.1.2. (#) Request help when egress explosive devices are damaged or suspected of being unsafe?

A1.83.1.3. (#) Provide storage for egress explosive items removed during maintenance?

A1.83.1.4. (#) Provide training as required by AFI 21-112?

A1.83.1.4.1. Establish the egress training program, to include a master training plan, explosive safety, life support certification, and CAMS time change documentation qualification?

A1.83.1.4.1.1. Review these programs semiannually?

A1.83.1.4.2. Ensure quality upgrade/qualification egress systems training is conducted?

A1.83.1.5. Actively promote the accuracy of the egress time change item data base?

A1.83.1.5.1. Ensure egress makes all time change data entries in the CAMS database, to include clearing suspenses?

A1.83.1.5.2. Ensure internal controls are in place to effectively screen all time change data?

A1.83.1.6. Ensure egress provides component background information to OS P&S personnel, to include a list of components having multiple part numbers with different service life?

A1.83.1.7. Ensure supervisors will validate and verify all CAMS egress data for each aircraft, and meet with P&S at least annually to review each aircraft's data?

A1.83.1.8. Ensure the egress section does not maintain a separate database intended to manage the egress time change program at units where CAMS is the primary database?

A1.83.1.9. Coordinate with analysis to establish a monthly requirement for CAMS products to aid in management of egress time change items?

A1.83.1.10. Safe aircraft IAW 00-80-series TO and other applicable tech data?

A1.84. FUEL SYSTEMS SECTION.

A1.84.1. In addition to the responsibilities outlined in section A1.7, does the section chief:

A1.84.1.1. (#) Ensure assigned personnel receive periodic physical examinations as established by the base medical service?

A1.84.1.2. (#) Establish controls to prevent unauthorized entry into fuel cell and hydrazine repair areas?

A1.84.1.3. (#) Provide safety training for hydrazine and fuel system specialists and provides safety training to other specialist/personnel who enter aircraft fuel tanks or open fuel tank areas to perform maintenance or assist?

A1.84.1.4. (#) When required, ensure hydrazine response teams are formed and integrated into crash recovery operations and local in-flight emergency checklists?

A1.84.1.5. (#) Accomplish required safety inspections and ensures facilities and equipment used for fuel tank and hydrazine repair meet TO and AFOSH requirements?

A1.84.1.6. Provide build-up and repair for all unit aircraft external/conformal fuel tanks?

A1.84.1.7. Store and maintain external tanks?

A1.84.1.8. Ensure all maintenance actions are recorded in CAMS and Significant History Data (SHD) for tank?

A1.84.1.9. Purge and preserve tanks that require ground shipment?

A1.84.1.10. Meet each month with each OS P&S to schedule tanks requiring inspections or TCTOs?

A1.84.1.11. Ensure requirements specified in PACAFI 21-101 for WRM external fuel tanks are met?

A1.85. PNEUDRAULICS SECTION.

A1.85.1. In addition to the responsibilities outlined in section A1.7 above, does the section chief ensure the shop can:

A1.85.1.1. Maintain components of hydraulic test stands and pumping units?

A1.85.1.1.1. Ensure the fluid quality of hydraulic test stands and pumping units meets the same standards as that of the weapon system to be serviced?

A1.85.1.2. Provide for local manufacture and testing of flexible hose assemblies and testing of rigid tubing?

A1.85.1.3. Perform pneudraulic maintenance on munitions maintenance loading equipment that is beyond Munitions Flight capabilities?

A1.85.1.4. Perform maintenance and inspections on KC-135 refueling drogues and booms?

A1.85.1.5. Provide repair, overhaul, and bench check of flight control, landing gear, and hydraulic power system components?

A1.85.1.6. (#) Perform needed safety inspections and ensure facilities and equipment used for repair, cleaning, and testing of aircraft parts meet technical order and AFOSH standards?

A1.86. AGE FLIGHT COMMANDER/CHIEF.

A1.86.1. In addition to the responsibilities outlined in section A1.6 above, does the AGE flight commander/chief:

A1.86.1.1. (#) Ensure AGE maintenance is performed in a timely manner and IAW applicable directives?

A1.86.1.2. (#) Coordinate annually, with the OG/LG to establish types and minimum quantities of mission essential powered and non-powered AGE?

A1.86.1.3. In conjunction with LTF, establish, monitor, and conduct the AGE operator training program when special training is required?

A1.86.1.4. Place seasonal usage AGE in storage, when required?

A1.86.1.5. Comply with procedures for the maintenance of historical documents?

A1.86.1.6. Approve and control AGE cannibalization?

A1.86.1.7. Establish a field numbering system and distinctly mark equipment to identify owning organization/CAT?

A1.86.1.8. Establish an inspection program on assigned AGE?

A1.86.1.9. Control fuel dispensed from issue tanks IAW AFM 23-110 and AFI 23-204?

- A1.86.1.10. Perform spot checks of AGE ready lines/sub-pools?
- A1.86.1.11. Maintain CAT integrity for equipment and personnel to the fullest extent possible?
- A1.86.1.12. Establish a training program for each CAT/section?
- A1.86.1.13. Monitor personnel skills, rank and retainability to balance management skill and technical proficiency in each CAT/section?
- A1.86.1.14. Comply with the uniform repair and replacement criteria for AGE IAW TO 00-25-240 and implemented by TOs 35-1-24, 35-1-25, and 35-1-26?
- A1.86.1.15. Review all Dull Sword reports concerning MMHE maintained by the AGE flight?
- A1.86.1.16. Coordinate welding requirements with the Fabrication flight commander/chief?
- A1.86.1.17. Ensure quarterly equipment inventory listings are submitted to HQ PACAF/LGMFE by the 15th day of each January, April, July, and October?
- A1.86.1.18. Ensure any required maintenance/inspection is performed on prepositioned WRM ABDR trailers (the trailer itself, not the contents)?

A1.87. AGE INSPECTION AND REPAIR SECTION.

A1.87.1. Does the inspection and repair section:

- A1.87.1.1. (#) Perform maintenance beyond the capability of the servicing function?
- A1.87.1.2. Correct deferred discrepancies and discrepancies discovered during inspection?
- A1.87.1.3. Perform TCTOs as required?
- A1.87.1.4. Validate all AGE NMCS and other parts requests before placing a demand on the supply system?
- A1.87.1.5. Prepare AGE and section equipment for storage or shipment?
- A1.87.1.6. Perform corrosion inspections of AGE when work permits access to the interior of the equipment?
- A1.87.1.7. Clean, tag, and prepare components before routing through the repair cycle?
- A1.87.1.8. Perform document reviews on equipment before releasing from the inspection and repair section?
- A1.87.1.9. Perform AGE operational checks before returning it to the servicing, pickup, and delivery section?
- A1.87.1.10. Maintain MA-1A enclosures installed on deicer trucks?

A1.88. AGE SERVICING, PICKUP, AND DELIVERY (SPD) SECTION.

A1.88.1. Does the SPD Section:

- A1.88.1.1. (#) Perform servicing inspections on powered AGE in accordance with equipment workcards to ensure proper fuel/oil operating levels and other servicing requirements are met?
- A1.88.1.2. Perform maintenance within their capability?

A1.88.1.3. Wash/clean assigned AGE?

A1.88.1.4. Prepare AGE for mobility commitments?

A1.88.1.5. Deliver AFTO Forms 244 and 245 to the AGE scheduler for equipment being sent to the Inspection and Repair Section?

A1.88.1.6. Pick up and deliver all AGE, except operator dispatched equipment (e.g., bomb lifts)?

A1.88.1.7. Deliver oxygen and nitrogen carts to servicing and maintenance facility?

A1.88.1.8. Supervise AGE tow vehicle drivers and ensures drivers respond to the needs of the using squadron. OS expeditors normally transmit needs directly to the dedicated AGE driver?

A1.88.1.9. Update vehicle status display, if required by the flight commander/chief?

A1.88.1.10. Utilize AF Form 864 to annotate/record all pickup/delivery of AGE and maintains completed forms for three months?

A1.89. AGE NON-POWERED AGE SECTION.

A1.89.1. Does the non-powered AGE Section:

A1.89.1.1. (#) Maintain and store NPA in excess of user needs?

A1.89.1.2. Perform all modification or TCTOs?

A1.89.1.3. Prioritize maintenance based on the priorities established by the AGE scheduler?

A1.89.1.3.1. Inform the AGE scheduler of any changes of equipment status and ETICs.

A1.90. AGE PRODUCTION SUPPORT SECTION.

A1.90.1. In addition to the responsibilities outlined in section A1.7 above, does the Production Support section chief:

A1.90.1.1. (#) Maintain the flight's TO files IAW TO 00-5-1 and 00-5-2?

A1.90.1.2. Train and supervise section personnel, to include the AGE scheduler and supply specialist?

A1.90.1.3. Manage the flight's repair cycle program?

A1.90.1.3.1. Check repair cycle assets status daily?

A1.90.1.4. Manage the flight's tool storage and issue area(s)?

A1.90.1.5. Manage the flight's TMDE program?

A1.90.1.6. Manage the flight's supply function?

A1.90.1.7. Manage the flight's scheduling function?

A1.90.1.8. Manage the flight's fuels management program?

A1.91. AGE SCHEDULING.

A1.91.1. Does the AGE scheduler:

A1.91.1.1. (#) Plan and schedule all AGE scheduled maintenance?

A1.91.1.2. Schedule six-month periodic and annual inspections/maintenance to come due six months apart to retain the six-month periodic inspection integrity without opening an additional job during the annual inspection?

A1.91.1.3. Control off-equipment work?

A1.91.1.4. Check status on DIFM assets daily?

A1.91.1.5. Maintain the flight's delayed-due-to-maintenance/delayed-due-to-parts files (automated files may be used)?

A1.91.1.6. Control the assets located in the awaiting installation holding bins?

A1.91.1.6.1. Ensure items placed in holding bins are identified by appropriate attached documentation (DD Form 1348-1, AFTO Form 350, etc.)?

A1.91.1.6.2. Establish a control method IAW PACAFI 21-101, Chapter 3?

A1.91.1.7. Schedule, control, and document TCTOs/ OTIs IAW TO 00-20 series and applicable directives?

A1.91.1.8. Monitor and reports mission essential AGE levels to the flight commander/chief and the MOC?

A1.91.1.9. Monitor and track AGE components sent to allied sections for repair when repair capability does not exist within the flight?

A1.91.1.10. Recommend cannibalization action?

A1.92. COMBAT AGE TEAM (CAT).

A1.92.1. In addition to the responsibilities outlined in section A1.7 above, does the CAT leader:

A1.92.1.1. (#) Develop a training program to qualify personnel on all aspects of AGE maintenance?

A1.92.1.2. (#) Monitor qualification training and documentation of training records?

A1.92.1.3. Coordinate with OS supervision for daily AGE requirements?

A1.92.1.4. Inform the AGE production superintendent or flight commander/chief of shortfalls in equipment and personnel?

A1.92.1.5. Coordinate CAT cannibalization actions with the AGE production superintendent?

A1.92.1.6. Inform the AGE flight commander/chief/production superintendent of MICAP conditions that may have an adverse effect on the CAT's ability to support the dedicated OS?

A1.93. AGE PRODUCTION SUPERINTENDENT.

A1.93.1. Does the production superintendent:

A1.93.1.1. (#) Monitor the production of each CAT and recommends equipment/personnel adjustments to the flight commander/chief?

A1.93.1.2. (#) Monitor CAT adherence to the flight's safety, training, and CTK programs?

A1.93.1.3. Frequently spot check CAT equipment for serviceability?

A1.93.1.4. Approves cannibalization actions within and between CATs?

A1.93.1.5. Ensure cannibalization actions on powered/non-powered AGE are properly documented in CAMS?

A1.93.1.6. Resolve production conflicts between CATs?

A1.93.1.7. In conjunction with the Logistics Training Flight, develop course control documents for AGE familiarization training as required?

A1.93.1.8. Assist the flight commander/chief with management/supervision of flight's assigned resources?

A1.94. FABRICATION FLIGHT COMMANDER/CHIEF.

A1.94.1. In addition to the responsibilities outlined in section A1.6 above, does the Fabrication flight commander/chief:

A1.94.1.1. Provide sufficient local manufacture capability to meet mission requirements and monitor all local manufacture work order requests?

A1.94.1.2. Ensure strict compliance with applicable directives for control and disposal of recoverable materials and hazardous waste?

A1.94.1.3. Coordinate welding requirements with the Fabrication Flight Chief?

A1.95. AIRCRAFT STRUCTURAL MAINTENANCE SECTION.

A1.95.1. In addition to the responsibilities outlined in section A1.7 above, does the section chief:

A1.95.1.1. Determine which structural parts or sections must be removed from damaged AGE and aircraft for repair?

A1.95.1.2. (#) Supervise the design and construction of special forming jigs and dies?

A1.95.1.2.1. Ensure special jigs, dies and forming tools are protected to prevent damage?

A1.95.1.3. Supervise the repair of honeycomb panels, skin stressed dome antennas panels, dome antennas, radomes, metal bonded, and composite materials?

A1.95.1.4. Manufacture metal tubing, conduit, and cables IAW drawings and specifications?

A1.95.1.5. Stock supplies and equipment to support aircraft and equipment washing, inspection, and treatment?

A1.95.1.6. Ensure facilities, equipment, and materials are available to provide the capability to chemically or mechanically inspect, remove, and treat corrosion on aircraft, engines, AGE, and components?

A1.95.1.7. Monitor the washing and corrosion inspection schedule in the weekly and monthly maintenance plans?

A1.95.1.8. (#) Ensure protective coatings are applied to aircraft, AGE, and components are IAW applicable TOs and compliant with local, state and federal environmental directives?

A1.95.1.9. Train and assist sections performing their own corrosion programs to include cleaning operations, corrosion prevention, inspection, removal and treatment techniques?

A1.95.1.10. (#) Schedule section personnel for annual industrial physicals IAW TO 42A-1-1 and, as specified in industrial hygiene/bioenvironmental surveys and other directives?

A1.95.1.11. Ensure corrosion control and wash rack procedures and requirements are accomplished IAW AFI 21-105 and PACAF supplements?

A1.95.1.12. Ensure personnel are rotated to maintain currency in all aspects of career field, i.e., coating application/removal, RAM application/removal, insignia/markings and structural repair competency?

A1.95.1.13. Develop local procedures to ensure newly assigned structural repair technicians are trained and certified on engine intake maintenance.

A1.96. METALS TECHNOLOGY SECTION.

A1.96.1. In addition to the responsibilities outlined in section A1.7 above, does the section chief:

A1.96.1.1. (#) Ensure assigned welders are certified and maintain proficiency IAW TO 00-25-252?

A1.96.1.2. (#) Provide and enforce the use of required safety devices and gives safety briefings stressing the hazards of arc radiation?

A1.96.1.3. Ensure proper materials are selected for local manufacture?

A1.96.1.4. Observe machine tool set up procedures, machine cutting operations, operations performed by hand, and general machine section operations, such as bench assembly, fitting, and adjusting machine parts, to ensure technicians follow the approved procedures?

A1.96.1.5. Ensure special tools, jigs, and fixtures are designed, fabricated, protected and properly stored?

A1.97. SURVIVAL EQUIPMENT SECTION.

A1.97.1. In addition to the responsibilities outlined in section A1.7 above, does the section chief:

A1.97.1.1. Evaluate the extent of damage/wear to material and equipment and decides whether to repair or replace?

A1.97.1.2. Inspect, repair, clean, and test safety belts and harnesses?

A1.97.1.3. Manufacture, inspect, clean, install and package aircraft thermal radiation barriers?

A1.97.1.4. Manufacture and repair aircraft soundproofing materials?

A1.97.1.5. Maintain close liaison with aircrew life support sections to determine support/workload requirements?

A1.97.1.6. (#) Develop in-process inspections (IPIs) for critical tasks that could result in parachute systems and flotation equipment malfunctions?

A1.97.1.7. Inspect, repair, and modify protective clothing/equipment?

A1.97.1.8. (#) Validate accuracy of AFTO Forms 391, Parachute Log; AFTO Forms 392, Parachute Repack/Inspection and Components Record; and all applicable flotation equipment forms?

A1.97.1.9. Ensure maintenance, inspection and repair capability exists for aircrew life support and personnel protective equipment (personnel/recovery parachutes, flotation equipment, and protective clothing) through procurement of expendable repair parts?

A1.97.1.9.1. Establish special stock levels to support the repair and replacement of individual equipment (IEU) components?

A1.97.1.10. Perform preventative and minor/major maintenance on sewing machines?

A1.98. NON-DESTRUCTIVE INSPECTION (NDI) SECTION.

A1.98.1. In addition to the responsibilities outlined in section A1.7 above, does the section chief:

A1.98.1.1. Ensure capability to perform optical, penetrant, magnetic particle, ultrasonic, eddy current, and radiographic inspections to determine component integrity?

A1.98.1.2. (#) Maintain liaison with the base medical service IAW AFI 48-series directives?

A1.98.1.3. (#) Control and disposes of radiographic silver-bearing material IAW AFR 400-14 and TO 10-1-25?

A1.98.1.3.1. Coordinate with the base medical and photo facilities to prevent duplication of disposal effort?

A1.98.1.4. Perform NDI of aircraft, engines, AGE, and other equipment?

A1.98.1.5. Set up technique files using AFTO Forms 242, Non-destructive Inspection Data, IAW TO 33B-1-1?

A1.98.1.6. (#) Enforce safety requirements in AFI 48-series, AFI 91-series, and all other applicable directives?

A1.98.1.7. Establish process control procedures IAW TO 33B-1-1 and other applicable directives?

A1.99. MAINTENANCE FLIGHT COMMANDER/CHIEF.

A1.99.1. In addition to the responsibilities outlined in section A1.6 above, does the maintenance flight commander/chief:

A1.99.1.1. (#) Monitor the inspection, repair, and storage of crash recovery equipment?

A1.99.1.1.1. Approve procedures for the crash recovery program, if required by wing mission plans or local Host-Tenant Agreement?

A1.99.1.1.2. In units without a repair and reclamation section, crash recovery responsibilities are accomplished by transient maintenance?

A1.99.1.2. Ensure enough people are available to operate specialized equipment?

A1.99.1.3. (#) Ensure transient maintenance personnel are knowledgeable of oil analysis requirements specified in AFI 21-124, TO 33-1-37, and respective Dash 6 TOs for transient aircraft?

A1.99.1.4. Monitor the flow plan phases of the refurbishment process?

A1.99.1.5. Ensure the base Transient Maintenance capabilities are accurately reflected in the NOTAM system?

A1.100. REPAIR AND RECLAMATION SECTION.

A1.100.1. In addition to the responsibilities outlined in section A1.7 above, does the section chief:

A1.100.1.1. Ensure the section has the capability to remove and replace flight control surfaces and to rig flight control systems on primary assigned aircraft?

A1.100.1.2. Establish the required level of capability for the crash recovery and hot brake programs?

A1.100.1.3. (#) Publish a unit directive for crash recovery and hot brakes containing at least the specific responsibilities outlined in PACAFI 21-101, Chap 18?

A1.100.1.4. (#) Establish a crash recovery training program, including annual recurring training, documented in CAMS, for each assigned MDS?

A1.100.1.5. Coordinate development of crash recovery course control documents with LTF for crash recovery training?

A1.100.1.6. (#) Conduct crash recovery exercises at least annually for each MDS?

A1.100.1.7. Carry out custodial and storage responsibilities for special purpose equipment specifically assigned to the crash recovery mission?

A1.100.1.8. If required, remove, install, and repair tow targets and reels?

A1.101. WHEEL AND TIRE SECTION.

A1.101.1. In addition to the responsibilities outlined in section A1.7 above, does the section chief ensure the section can:

A1.101.1.1. Build-up, repair, test, and store wheel and tire components?

A1.101.1.2. Degrease wheel and tire components disassembled for NDI inspection IAW TO 4W-1-61 prior to processing through corrosion and the NDI laboratory?

A1.101.1.3. Clean, inspect, and properly store wheel bearings?

A1.101.1.4. Maintain safety equipment, such as wheel cages, in a serviceable status?

A1.102. TRANSIENT AIRCRAFT MAINTENANCE SECTION.

A1.102.1. In addition to the responsibilities outlined in section A1.7 above, does the section chief:

A1.102.1.1. (#) Supervise all maintenance performed by assigned personnel on transient aircraft?

A1.102.1.2. Pick up and deliver drag chutes from assigned, transient, and tenant aircraft to the survival equipment section?

A1.102.1.3. Perform maintenance and completes reimbursement documentation?

A1.102.1.4. Use AF Form 861, Transient Job Control Number Register, to record arrivals and departures of transient aircraft?

A1.102.1.5. (#) Maintain technical data required to support the transient maintenance section?

A1.102.1.6. (#) Ensure personnel are trained and strictly adhere to oil sample requirements specified in TO 33-1-37, respective Dash 6 TOs for transient aircraft, and PACAF 21-101, Chapter 23?

A1.102.1.7. Ensure personnel authorized to run engines are qualified IAW AFI 11-218 and PACAF Supplements?

A1.102.1.8. Ensure status changes of transient aircraft are reported to MOC?

A1.102.1.9. Perform Aircraft Cross-Servicing as required?

A1.102.1.10. (#) In conjunction with the Current Ops Flight Commander, ensure EOR procedures for transient aircraft are developed IAW applicable directives?

A1.102.1.11. Ensure procedures exist for required weapons loading actions on transient aircraft, storage of transient aircraft impulse cartridges, and requisition and maintenance of weapons safing equipment for frequently transiting aircraft?

A1.103. AIRCRAFT INSPECTION SECTION (LARGE AIRCRAFT).

A1.103.1. Procedures are outlined in section A1.38 above.

A1.104. REFURBISHMENT SECTION.

A1.104.1. In addition to the responsibilities outlined in section A1.7 above, does the section chief:

A1.104.1.1. (#) Ensure local, state, and federal environmental requirements are met?

A1.104.1.2. Develop a flow plan to provide positive control of inspection/fix phases of the refurbishment process?

A1.105. ARMAMENT FLIGHT CHIEF.

A1.105.1. In addition to the responsibilities outlined in section A1.6 above, does the flight chief:

A1.105.1.1. Set up and monitor gun room security and explosive licenses if required?

A1.105.1.2. Ensure hazardous waste management?

A1.105.1.3. Assist the Wing Weapons Manager in recommending distribution of wing 2W1X1 personnel to satisfy on- and off-equipment weapons release and gun system needs?

A1.105.1.4. (#) Ensure AME and special purpose recoverables authorized to maintenance (SPRAM) accountability and control requirements are met?

A1.105.1.5. Support WRM rack, adapter, pylon, launcher and gun maintenance requirements IAW PACAFI 25-101?

A1.105.1.6. Identify, by NSN, all aircraft armament systems components requiring acceptance inspections to base supply?

A1.105.1.7. Develop and implement a recognition program for assigned personnel?

A1.105.1.8. Provide input to the wing weapons manager for alternate mission and support equipment status reporting?

A1.105.1.9. Establish a munitions account to track F-16 ruggedized nuclear remote interface units (RNRIU) and applicable munitions items?

A1.105.1.10. (#) Advise the SMO and the Wing Weapons Manager regarding factors which affect armament systems and gun maintenance and other related programs?

A1.105.1.11. Ensure sufficient computer systems are assigned to support network/modem interface with the Wing Weapons Manager, Weapons Superintendent, weapons sections, automated training systems and other agencies?

A1.105.1.12. Establish a supply point with the munitions operations unit (FK/FV) for applicable conventional training munitions (if applicable)?

A1.105.1.13. Forecast annually for training munitions (if applicable)?

A1.106. ARMAMENT FLIGHT MAINTENANCE SECTION.

A1.106.1. In addition to the responsibilities outlined in section A1.7 above, does the section chief:

A1.106.1.1. (#) Schedule and performs all inspections, TCTOs, time changes, maintenance and repair actions for aircraft armament systems components and AME, including AME items pre-loaded with munitions for contingencies?

A1.106.1.2. (#) Maintain the CAMS database for installed guns, guns systems, and gun components time change or inspection data based on gun rounds listed in the applicable Dash 6-series TO, including updating rounds from the AF Form 2434, Munitions Configuration and Expenditure document?

A1.106.1.3. Maintain WRM assets in accordance with PACAI 25-101?

A1.106.1.4. File equipment historical records (AFTO Forms 95) for AME, aircraft guns and weapons systems NIE, if decentralized?

A1.106.1.5. Coordinate with OSS PS&D for equipment requiring in-shop inspections?

A1.106.1.6. Include schedules in both the monthly and weekly maintenance plans?

A1.106.1.7. Perform off-equipment acceptance/transfer inspections on aircraft, to include NIE and AME to include:

A1.106.1.7.1. A parts integrity inspection?

A1.106.1.7.2. A complete electrical and mechanical check to include associated cables?

A1.106.1.7.3. Updating the historical records for each item?

A1.106.1.8. (#) Perform the off-equipment portions of aircraft inspections that pertain to armament systems?

A1.106.1.9. Maintain and inspect ammunition loading assemblies/systems?

A1.106.1.10. (#) Maintain task qualification for those personnel supporting combat coded operations squadrons?

A1.106.1.11. In coordination with the OSS PS&D, requisition parts to satisfy time change requirements for aircraft armament or gun system components not identified in the applicable aircraft Dash 6 TO?

A1.106.1.12. Advise the flight commander/chief of any factors limiting the maintenance capability?

A1.107. ARMAMENT FLIGHT ALTERNATE MISSION EQUIPMENT (AME) SECTION.

A1.107.1. In addition to the responsibilities outlined in section A1.7 above, does the AME section chief:

A1.107.1.1. (#) Develop an instruction (in coordination with the sortie generation weapons section chiefs and Wing Weapons Manager) governing accountability and control of AME?

A1.107.1.2. Maintain F-2 type trailers?

A1.107.1.3. Ensure trailers placed in-use receive pre/post-use serviceability inspections?

A1.107.1.4. Develop periodic inspection requirements (maximum interval of 18 months) for trailers in storage to include:

A1.107.1.5. Corrosion inspection/preservation treatment?

A1.107.1.6. Tire inflation check?

A1.107.1.7. Wheel bearing and chassis lubrication?

A1.107.1.8. Unpack/pack assigned AME in storage and deliver it to the maintenance section for inspection?

A1.107.1.9. Develop and implement a program for documenting issues and receipts of in-use AME?

A1.107.1.10. List assets as SPRAM if required?

A1.108. ARMAMENT FLIGHT SUPPORT SECTION.

A1.108.1. In addition to the responsibilities outlined in section A1.7 above, does the support section chief:

A1.108.1.1. (#) Maintain the flight technical order and publication files, as required?

A1.108.1.2. (#) Maintain CTKs, tool storage area and test equipment?

A1.108.1.3. (#) Maintain supply management documents (for example, D04, D18, D19, and Q13)?

A1.108.1.4. Maintain the Master ID listing?

A1.108.1.5. Manage consumables?

A1.108.1.6. Manage residual and bench stock?

A1.108.1.7. Coordinate with TMDE to ensure calibration requirements are met?

A1.108.1.8. Ensure locally manufactured equipment (LME) not included in tech data or the LME pamphlet is approved for use as described in PACAFI 21-101?

A1.108.1.9. Perform user calibration and maintenance on flight TMDE?

A1.109. COMPOSITE TOOL KIT (CTK) MANAGEMENT.

A1.109.1. (#) Are unit procedures published that address the following issues:

A1.109.1.1. Warranted tool management?

A1.109.1.2. Strict control and management of replacement/consumable hand tools and other consumable items contained in CTKs?

A1.109.1.3. Post aircraft taxi/take off procedures for lost tools?

A1.109.1.4. Procedures for transfer of CTKs at the job site?

A1.109.1.5. Procedures for lost tools?

A1.109.1.6. The series/block of CTK identification numbers?

A1.109.1.7. Control of issued personal equipment (i.e., ear defenders, headsets, etc.)?

A1.109.1.8. Tool control procedures for depot teams, factory representatives and contract field teams when working on equipment within the unit?

A1.109.1.9. In/out procedures for tool control in instances where only one person is assigned to a shift/workcenter?

A1.109.1.10. Rag control procedures?

A1.109.2. (#) Does the SMO/MS monitor CTK requirements, limit the number of individuals authorized to procure tools, and ensure CTKs and designated storage areas are properly maintained?

A1.109.3. Do flight/section chiefs, in conjunction with SMO/MS, determine the type, size, and number of CTKs needed in workcenters?

A1.109.3.1. Do flight/section chiefs approve CTK contents by signing the CTK contents list?

A1.109.3.1.1. For weapons load crew CTKs, does the Wing Weapons manager approve the contents and sign the master ECI?

A1.109.3.1.2. Does a copy of the CTK contents list remains in each CTK at all times, and is the master copy filed by the CTK custodian?

A1.109.4. Are CTKs arranged to ensure contents are visible and easy to inventory?

A1.109.5. Are pocket clips removed from tools (flashlights, continuity testers, small screwdrivers, etc.) prior to placement in CTKs?

A1.109.6. If chits/dog tags are attached to tools/equipment, are they secured in a manner that preclude any possibility of FOD?

A1.109.7. If consumables are placed in CTKs, are they added to CTK contents listings?

A1.109.8. Are approved explosion proof flashlights used when there are specific technical order requirements for authorized equipment or work procedures, and are flashlights used in open fuel tank repair areas approved by a "Nationally Recognized Testing Laboratory" and classified for used in a Class I Division 1 hazardous environment?

A1.110. CTK MARKING AND TOOL IDENTIFICATION.

A1.110.1. (#) Is each CTK individually numbered, and are tools contained in a CTK marked with the assigned CTK number in the appropriate manner?

A1.110.1.1. Are small tools or items that cannot be marked (drill, bits, allen wrench sets, apexes, etc.) maintained in a container marked with the CTK identification number and the number of tools contained?

A1.110.2. Are tools or equipment issued individually from a CTK marked with a CTK position designator?

A1.110.3. Are grease guns marked with the type of grease contained in the gun IAW procedures in PACAFI 21-101, Chap 21?

A1.111. CTK TOOL ACCOUNTABILITY, CONTROL, AND SECURITY.

A1.111.1. (#) Is the PACAF Form 140, CTK Inventory and Control Log, AF Form 1297, bar code system or a "chit system" used for CTK/Equipment accountability?

A1.111.2. (#) Are all removed/missing tools and equipment documented on reverse of the PACAF Form 140, regardless of accountability system used?

A1.111.3. (#) When a chit system is used, are chits are controlled as tools, to include a beginning and end of shift inventory, and are chit control boards located only in secure, controlled locations?

A1.111.4. (#) Are non-dispatched CTKs used in an off-equipment environment inventoried each time they are opened and closed?

A1.111.5. (#) Is a PACAF Form 140a, Lost Tool/Object Report, completed for each lost tool/object unless the item is immediately recovered?

A1.111.6. Does the CTK custodian maintain the PACAF Form 140a on suspense, and file copies either chronologically or numerically by CTK number with a copy forwarded to the wing FOD manager?

A1.111.7. (#) Are locks used on CTKs?

A1.111.8. Are dispatched CTKs locked and secured to an immobile object when left unattended?

A1.111.9. (#) Is a count of all dispatchable CTKs and equipment performed at the beginning and end of each shift?

A1.111.10. Are beginning and end-of-shift inventories of non-dispatchable CTKs documented on a PACAF Form 140?

A1.111.11. (#) Are the contents of CTKs inventoried prior to dispatch, upon each return, and at the completion of each task/job?

A1.111.12. (#) Are unit procedures developed to ensure tool accountability and control are maintained when transfer occurs from one technician to another at a job site?

A1.111.13. (#) Is an inventory conducted at least every 6-months (annually for mobility equipment), or when the CTK custodian changes, of all CTKs, and are inventories documented by letter through the section chief to flight commander/chief identifying discrepancies and corrective actions taken?

A1.112. LOST TOOL PROCEDURES.

A1.112.1. (#) If a tool is discovered missing, is the immediate work area searched, and if the tool is not found, are the workcenter supervisor/flight commander, section chief, CTK custodian, SMO/MS, MOC, and QA notified?

A1.112.2. (#) Does the MOC notify the applicable group commander of the missing item/tool?

A1.112.3. (#) Is the aircraft immediately grounded, and a red "X" entered in the AFTO Form 781A, Maintenance Discrepancy and Work Document, for all affected aircraft?

A1.112.4. (#) Is the PACAF Form 140a initiated and given to the individual's supervisor, and does the SMO/MS sign the form at the completion of the investigation?

A1.112.5. (#) When it is suspected that the item/tool has fallen into an inaccessible or unobservable aircraft area, is a non-destructive inspection or borescope equipment used to locate the lost tool?

A1.112.6. (#) Are local procedures developed to notify the pilot and recall the aircraft when a item/tool is discovered missing after an aircraft has taxied?

A1.113. TOOL REPLACEMENT PROCEDURES.

A1.113.1. (#) Are only limited quantities of replacement tools maintained in tool rooms, support flights/sections or workcenters, and is an inventory of all replacement tools accomplished at least quarterly?

A1.113.2. Are replacement tools issued only after receipt of the unserviceable tool or documentation indicating the tool is lost and reported IAW lost tool procedures?

A1.113.3. Are replacement tools marked with the CTK number prior to issue, and if previously issued serviceable tools are to be used as replacement tools, are any prior CTK markings completely de-etched?

A1.114. RAG CONTROL PROCEDURES.

A1.114.1. (#) Have local procedures been developed for the accountability of rags?

A1.115. IMPOUNDMENT OF AIRCRAFT/EQUIPMENT AND AIRCRAFT INVOLVED IN EXPLOSIVE-RELATED MISHAPS.

A1.115.1. (#) Are aircraft/equipment impounded following an aircraft ground or flight related mishap as defined in AFI 91-204 or when the Group Commander determines extraordinary measures are required to ensure the safe operating condition of a specific aircraft/equipment?

A1.115.1.1. Are aircraft impounded by entering a Red X symbol, and reason for impoundment, in the AFTO Form 781A, Maintenance Discrepancy and Work Document?

A1.115.1.2. Is access limited to impounded aircraft/equipment and historical records?

A1.115.1.3. Does the impounding authority limit maintenance on impounded aircraft/equipment until the system, item or cause is located?

A1.115.1.4. Once the system, item, or cause has been isolated, does the impoundment authority or designated representative determine what maintenance can be performed in conjunction with the maintenance required to release the aircraft/equipment from impoundment?

A1.115.1.5. Are actions documented in AFTO form 781A?

A1.115.1.6. Does the impoundment authority appoint an impoundment official to manage the impounded aircraft/equipment?

A1.115.1.6.1. Is the impoundment official's name entered in the AFTO Form 781A or equipment form?

A1.115.1.7. Does the impoundment official determine if maintenance analysis support is required?

A1.115.1.8. (#) Do group commanders jointly develop procedures for aircraft/equipment impoundments, including at a minimum:

A1.115.1.8.1. Is an impoundment official designated as the single point of contact for impounded aircraft/equipment?

A1.115.1.8.2. Is the impoundment official ensuring only authorized personnel have access to the impounded aircraft/equipment?

A1.115.1.8.3. Is QA acting as the OPR for local impoundment directives which, at a minimum address impoundment situations, decision process, and clearing officials, and may include procedures for segregating impounded items (e.g., roping off or placarding), forms entries, appointment and responsibilities of impoundment investigating officials, any special handling or tagging of parts from impounded items which are sent through the repair cycle, procedures to be followed in conducting impoundment investigations across group lines, etc?

A1.116. RULES OF IMPOUNDMENT FOR IN-FLIGHT EXPLOSIVE-RELATED MISHAPS:

A1.116.1. (#) When the involved aircraft returns to the dearm area or parking area, is the aircraft impounded?

A1.116.2. (#) Are maintenance actions limited to those required to make the aircraft safe?

A1.116.3. (#) Is the appropriate group commander and the wing/base safety office informed of the impoundment action?

A1.116.4. (#) If the aircraft is returning to a non-PACAF base, does the pilot comply with the intent of this publication?

A1.116.5. (#) Is the incident investigated and reported IAW AFI 91-204?

A1.116.6. (#) Are impounded aircraft/equipment parked in an isolated area?

A1.117. RULES OF IMPOUNDMENT FOR GROUND EXPLOSIVE-RELATED MISHAPS:

A1.117.1. (#) Does the senior ground crew member remain in charge of the aircraft/equipment until relieved by the investigating official and ensure involved persons remain at the scene?

A1.117.2. (#) Do injured persons receive attention first?

A1.117.3. (#) Are other aircraft or equipment located near the incident protected/evacuated if an explosive hazard exists?

A1.117.4. (#) Are switch positions left unchanged except as needed for safety?

A1.117.5. (#) Are maintenance actions limited to those actions required to make the aircraft/equipment safe?

A1.117.6. (#) Is the incident investigated and reported IAW AFI 91-204?

A1.117.7. (#) Does the investigating officer begin recovery actions for equipment lost in flight and prevent removal of equipment released or fired on the ground and keep items in place until the investigating official releases them?

A1.117.8. (#) Are items photographed prior to removal?

A1.117.9. (#) When investigating unit personnel cannot identify cause failure/malfunction, is a request for AFMC contractor technical assistance submitted IAW AFI 91-204?

A1.118. END-OF-RUNWAY (EOR) INSPECTION.

A1.118.1. (#) Do teams consist of a team chief and other members designated as inspectors?

A1.118.1.1. Do units determine exact team composition?

A1.118.1.2. Do units establish procedures to manage the following minimum team equipment:

A1.118.1.2.1. Reflective vest (team chief)?

A1.118.1.2.2. Set of marshaling wands?

A1.118.1.2.3. Wheel chocks?

A1.118.1.2.4. Comm headset and ground cord (if aircraft is equipped for intercom)?

A1.118.1.2.5. Set of down locks/safety pins?

A1.118.1.2.6. EOR checklist?

A1.118.1.2.7. Fire extinguisher (IAW EOR checklist)?

A1.118.1.3. Do units establish procedures to ensure the following minimum individual equipment is available for team members:

A1.118.1.3.1. Ear protection?

A1.118.1.3.2. Flashlight?

A1.118.1.3.3. Reflective vest or belt for after sunset operations?

A1.118.1.3.4. Are CTKs maintained at EOR facility controlled IAW PACAFI 21-101, Chap 21?

A1.118.2. (#) Are aircraft inspected in a designated area, near the end of the runway, marked by appropriate taxiway markings?

A1.118.3. (#) Are all items listed in applicable technical data and locally developed checklists inspected?

A1.118.4. (#) Are personnel aware of inlet and exhaust areas and remain clear of movable surfaces?

A1.118.5. Is the team chief identified by a reflective vest and carry an end-of-runway checklist?

A1.118.6. Does the team chief ensure each item is inspected as required?

A1.118.7. (#) Does the team chief maintains visual/verbal contact with the aircrew during the inspection.

A1.118.7.1. If the aircraft is equipped with a ground intercom system, does the team chief maintain verbal contact with the pilot throughout the End-of-Runway Inspection?

A1.118.7.2. If the aircraft is not equipped with a ground intercom system, are ground control talker cards used when communication with the pilot becomes necessary?

A1.118.8. Are aircrew members instructed to keep their hands in a position visible to the team chief, except when performing required checks?

A1.118.9. Are hand signals IAW AFI 11-218 and PACAF supplements?

A1.118.10. Do units publish a local checklist using AFTO Forms 26, Aircraft Inspection Workcard, for assigned and predominant aircraft when an AFMC end-of-runway checklist is not published?

A1.119. MANAGEMENT OF HANGAR QUEEN AIRCRAFT.

A1.119.1. (#) Are aircraft which have not flown for more than 50 consecutive days (excluding days in B and D possession code) identified and reported as Hangar Queens?

A1.119.1.1. If a helicopter has not flown by Day 11 after completion of a 500-hour Periodic Inspection, is all no fly time counted toward Hangar Queen reporting?

A1.119.2. (#) Does each unit:

A1.119.2.1. Establish a recovery plan?

A1.119.2.2. Ensure in-depth quality assurance involvement?

A1.119.2.3. Perform a final review of all AFTO Forms 781, initiated since the last flight, prior to the first flight or FCF?

A1.119.2.4. Ensure proper supervision, security and safety for accomplishment of all maintenance actions?

A1.119.2.5. Ensure strict management, control, and documentation of all cannibalizations.

A1.119.2.6. Ensure authorizations for cannibalization of parts from hangar queen aircraft is not delegated below the OG/LG CC level?

A1.119.2.7. Ensure applicable Dash 6 and 00-20 series TO requirements and TCTOs are accomplished when practical?

A1.119.2.8. Determine, in conjunction with QA, the necessity for an FCF if not otherwise required by applicable TOs?

A1.119.3. (#) When an FCF is not required for a specific Hangar Queen, is an experienced (FCF/IP caliber) aircrew recommended for the first flight?

A1.119.4. Is the MOC informed of any change in aircraft status?

A1.119.5. Is a message sent the day after the occurrence of the Hangar Queen condition to HQ PACAF/LGM?

A1.119.5.1. Does the unit message include:

A1.119.5.1.1. Aircraft MDS and tail number?

A1.119.5.1.2. Owning OS, date last flown, reason for Hangar Queen status, pacing action, parts requirements and estimated fly date?

A1.119.5.1.3. Total not mission capable supply (TNMCS) information, including EDD(s), WUC(s), NSN(s) and off base requisition(s)?

A1.119.5.1.4. A point of contact with telephone number?

A1.119.6. (#) Once an aircraft is designated as a Hangar Queen, are all aircraft, engine and historical record files including decentralized records frozen IAW AFR 4-20 Vol II?

A1.119.6.1. Does the affected OS PS&D notify EM and sections with decentralized records when an aircraft enters and releases from Hangar Queen status?

A1.119.6.2. Does OS PS&D, EM, and each section with decentralized records conspicuously mark the appropriate historical records, identify the aircraft, engine(s) and components as a Hangar Queen and ensure the records are frozen?

A1.119.6.2.1. Do additions, changes and corrections to the records continue as normal with records not being destroyed and remain frozen until 30 days after the aircraft has flown?

A1.119.6.3. Is a manual records check of each Hangar Queen aircraft accomplished to ensure accurate documentation of maintenance requirements, parts requirements and cannibalization actions reflect the true status of the aircraft?

A1.119.6.3.1. Are additional records checks accomplished every 14 days and before the first flight or FCF?

A1.120. HOT PIT REFUELING.

A1.120.1. (#) Is hot refueling accomplished only after:

A1.120.1.1. The location, equipment requirements, and personnel qualifications are certified IAW PACAFI 21-101, Chap23, and T.O. 00-25-172?

A1.120.1.2. OG/QA validates each site certification every two years?

A1.120.1.3. Local procedures (normal and emergency) are published?

A1.120.1.4. Quantity-distance separation requirements are evaluated?

A1.120.1.5. The aircraft has been System Safety Engineering Analysis (SSEA) approved for hot pit refueling?

A1.120.1.6. Adequate area has been provided to position the aircraft safely?

A1.120.2. (#) Does OG/QA maintain all site certification documentation and a consolidated listing of all hot pit sites?

A1.120.3. (#) Are hot refueling teams comprised of a hot pad supervisor, "A" member, "B" member, "C" member, and "D" member, IAW PACAFI 21-101, Chap 23?

A1.120.3.1. Do OSs with CC coded aircraft form a minimum of three qualified hot refueling crews?

A1.120.3.2. Does each base fuels management flight maintain a minimum of three hot refueling certified fuels specialists for each OS authorized to conduct hot refueling?

A1.120.4. Is qualification training of hot refueling personnel conducted in three distinct phases IAW PACAFI 21-101, Chap 23?

A1.120.4.1. Are safety requirements emphasized during all phases of training?

A1.120.5. In coordination with QA, are personnel identified as QA augmentees to train, evaluate, and certify OS personnel?

A1.120.5.1. Are augmentees certified by a Trainer/Evaluator/Certifier?

A1.120.6. (#) Do decertified personnel obtain recertification within 30 days of decertification date or repeat Phases 1, 2, and 3 of hot refuel training?

A1.120.6.1. Is training/proficiency for personnel performing, evaluating, supervising or instructing hot refuel operations documented as follows:

A1.120.7. (#) Is all aircraft maintenance and 2FOX1 personnel Phase I, II & III initial training documented in the CFETP or AF Form 797?

A1.120.8. (#) Is recurring hot refuel certification documented in CAMS?

A1.120.9. Do AFSC 2FOX1 personnel use AF Form 1098, Special Task Certification and Recurring Training, to document Phase I, II, III initial and recurring hot refuel training?

A1.120.10. (#) Is the SCR annotated with, by position (Supervisor, B member, etc), all personnel qualified to perform hot refueling?

A1.121. IDENTIFICATION FRIEND OR FOE (IFF)/MODE IV AND RADAR WARNING RECEIVER (RWR) CHECKS.

A1.121.1. (#) For the IFF/Mode IV program, are procedures developed to:

A1.121.1.1. Notify aircrew members of check results and effect repairs on aircraft having discrepancies?

A1.121.1.2. Test at least 70% of all mission capable aircraft monthly?

A1.121.1.3. Standardize aircraft forms documentation for code insertion?

A1.121.2. (#) For the RWR program, are procedures developed to:

A1.121.2.1. Test at least 70% of all possessed aircraft monthly?

A1.121.2.2. Select and check a minimum of one signal for all three bands and constant wave (CW) if equipped?

A1.121.2.3. Maintain sign or voice communication between a pre-launch team member and the aircrew?

A1.121.2.4. Maintain record-keeping of check results?

A1.121.2.5. Perform follow-up checks for aircraft failing pre-launch RWR checks?

A1.122. FOREIGN OBJECT DAMAGE (FOD) PREVENTION.

A1.122.1. (#) Are openings, ports, lines, hoses, electrical connections, and ducts properly plugged or capped while maintenance is being performed on aircraft, uninstalled engines, and AGE?

A1.122.2. (#) Are engine intakes kept clear of items at all times (e.g. aircraft forms binders, VTR tapes, checklists, etc.)?

A1.122.3. Is the engine inlet sealed off using barrier paper and masking tape prior to performing maintenance in the engine intake?

A1.122.4. (#) Does each engine intake and exhaust receive a FOD inspection prior to engine start and after engine shutdown on maintenance/test cell runs and after any engine intake maintenance?

A1.122.5. (#) Are FOD inspections documented with a Red X symbol in the applicable form (AFTO Form 781A or test cell work sheet)?

A1.122.6. Are intake covers installed at all times except for engine operation or intake inspection maintenance, and are engine, aircraft pitot, and seat pitot covers left installed on aircraft as close to crew show as possible?

A1.122.7. Is layout dye controlled to ensure only qualified 7-level production inspectors or above can obtain it for marking damaged fan/compressor blades or marking dented tubing, and do sections that utilize the dye maintain a current list of authorized/qualified personnel to sign out dye?

A1.122.8. Are local procedures developed to ensure newly assigned structural repair technicians are trained and certified on engine intake maintenance by a certifying official in the grade of Master Sergeant or higher?

A1.122.9. Are rivet replacement procedures established and tailored for local operation of assigned weapons systems, and are they included as part of the FOD orientation/familiarization for personnel working in these areas?

A1.122.10. Are workorder residue control procedures developed for all maintenance performed in and around intake areas?

A1.122.11. Is a light source of sufficient illumination used to inspect the aircraft intakes and exhaust for foreign objects/damage, and is a pocketless, zipperless, buttonless bunny-suit worn whenever physical entry into an aircraft intake or exhaust is required?

A1.122.12. Do flashlights with clips have the clips removed prior to use on or around aircraft, uninstalled engines, and AGE?

A1.122.13. Do all maintenance production areas have approved foreign object (FO) containers readily accessible to workers, and are all vehicles normally driven on the flightline equipped with lidded FO containers?

A1.122.14. Are all FOD containers on vehicles emptied at least once a day or whenever they're full, and are all support shop containers emptied upon task completion or end of shift?

A1.122.15. Do pilots and aircrew members account for all equipment and personnel items after each flight and ensure that any items that become lost during flight are documented in the aircraft AFTO Form 781A, *Aerospace Vehicle Flight Data Document*?

A1.122.16. For grounding receptacles, are two allen head screws (or equivalent) used to secure the cable to the grounding clip, and are unused screws removed?

A1.122.17. Are all grounding points kept clean of debris at all times?

A1.122.18. Have unit procedures been developed governing the wearing of hats on the flightline, and are hats not allowed to be worn within the danger area of an operating jet engine?

A1.122.19. Are restricted area badges secured to the uniform with a subdued nylon/cotton cord or plastic armband?

A1.122.20. Are metal bands from all tubing (except aircraft installed egress system components), cables on the aircraft, and cargo tie-down chains/devices removed prior to use around aircraft?

A1.122.21. Are personal tools prevented from being used on the flightline?

A1.122.22. Is the CV assigned as the FOD Prevention Program Manager?

A1.122.23. Has the wing CV appointed a FOD monitor who will be assigned on a full time basis, under the direct supervision of the wing CV?

A1.122.24. Does the wing CV:

A1.122.24.1. Ensure unit commanders, maintenance officers, superintendents, and supervisors give full support to the FOD Prevention Program?

A1.122.24.2. Provide local guidance to ensure that each FOD mishap is investigated and action taken to solve any underlying problems?

A1.122.24.3. Review all unit FOD mishap reports?

A1.122.24.4. Coordinate FO prevention needs with the airfield manager and other agencies when construction is in progress on or near the flight line, or other areas where FOD incidents could occur?

A1.122.24.5. (#) Ensure engine inlet run-up screens and antipersonnel guards are used IAW applicable technical data and/or operating instructions?

A1.122.24.6. Ensure that FOD prevention is part of QA inspections?

A1.122.25. Does the wing FOD monitor:

A1.122.25.1. Inform all unit agencies of FOD hazards?

A1.122.25.2. Develop procedures to document and perform spot checks of selected areas each week?

A1.122.25.3. Be a member of each FOD investigation and ensure that corrective actions are sound?

A1.122.25.4. Monitor and recommend changes (as required) to FOD prevention training?

A1.122.25.5. Ensure FOD prevention training is given to all aircraft/munitions maintenance personnel?

A1.122.25.6. Ensure FOD awareness training is incorporated into flightline driving authorization procedures?

A1.122.25.7. Ensure evaluated or repaired FOD is documented in the AFTO Form 95, IAW TO 00-20-5?

A1.122.25.8. Report damaged pavement, flight line construction, or other hazards in or near aircraft parking ramps or taxiways to the airfield manager and monitor status to ensure timely repairs?

A1.122.26. Does each unit appoint a qualified technical sergeant (or above), or civilian equivalent, with at least eight years experience in the maintenance field to the position of FOD monitor and post his/her name in a prominent place within the unit?

A1.122.27. Is an initial FOD awareness and responsibilities briefing given to all newly assigned personnel?

A1.122.28. (#) When suspected or confirmed FOD and/or lost tool incidents are discovered, are the MOC and QA immediately notified?

A1.122.29. (#) Are all aircraft sustaining FOD damage from an unknown cause impounded by the appropriate OG/LG CC?

A1.122.30. For F-15s, are the following actions performed on aircraft sustaining engine FOD caused by an unknown source:

A1.122.30.1. Extend the vari-ramps, thoroughly inspect all accessible components and areas within the vari-ramp cavity, close the vari-ramps, x-ray the vari-ramps and lower louver areas IAW applicable T.O., compare these x-rays with previous x-rays of the aircraft to determine movement or missing items?

A1.122.31. (#) When FOD is suspected on an aircraft engine, is a borescope inspection accomplished IAW applicable T.O. procedures?

A1.122.32. Does the wing FOD monitor report preventable FOD incidents to appropriate HQ LGM FOD manager by telephone, fax or e-mail as soon as the damage is known, but no later than 24 hours after occurrence?

A1.122.33. Are wing FOD prevention meetings held monthly or quarterly as required, and are they chaired by the wing CV and attended by representatives from the operations group, logistics group, safety, civil engineering, and security police?

A1.122.34. Is a junior FOD committee established along the guidelines similar to the FOD committee?

A1.123. DROPPED OBJECT PREVENTION PROGRAM.

A1.123.1. Is the wing CV the DOP prevention program manager, and is the wing FOD monitor also the wing DOP monitor?

A1.123.2. Does the OG/CC ensure all flight crews and assigned maintenance personnel are briefed on the DOP program?

A1.123.3. Does the wing DOP monitor, in coordination with the operations squadron monitors, identify and develop training standards?

A1.123.4. Do commanders ensure all maintenance personnel involved in on-equipment maintenance receive adequate DOP training, and is that training documented in the appropriate training records or in CAMS?

A1.123.5. Do flight crews ensure the security of all hardware during aircraft preflight and post flight walk-arounds, and are discrepancies immediately brought to the attention of the crew chief?

A1.123.6. (#) Are in-flight dropped object incidents immediately brought to the attention of the wing DOP monitor?

A1.123.7. Does Quality Assurance investigate each dropped object incident and make every effort to determine the precise cause of the incident?

A1.123.8. Is a Deficiency Report submitted IAW TO 00-35D-54 any time a materiel or design deficiency is the cause, or suspected cause, even when an exhibit is not available?

A1.123.9. Are investigation results distributed to each appropriate work center for inclusion in personnel training and education programs?

A1.123.10. Does the wing DOP monitor notify the base/wing safety office of all dropped objects?

A1.123.11. Does the wing DOP monitor prepare a quarterly report and send it to the unit MDSA section?

A1.123.12. Does the local wing DOP monitor investigate dropped objects from all transient aircraft?

A1.124. AIRCRAFT STRUCTURAL INTEGRITY AND RELATED PROGRAMS.

A1.124.1. Does the Base ASIP project officer:

A1.124.1.1. Act as OPR for the local ASIP directive, which addresses at a minimum:

A1.124.1.1.1. Identification of maintenance activities responsible for changing and submitting records, tapes, or cartridges?

A1.124.1.1.2. Requirements for appointment of flight or section ASIP monitors?

A1.124.1.1.3. Procedures to be followed for deployed aircraft to ensure required tapes are available at the deployed location?

A1.124.1.1.4. ASIP training requirements, method of documentation, and responsibility for providing training to technicians responsible for maintaining SIP systems, changing tapes, and to debrief personnel?

A1.124.1.2. Review ASIP correspondence, ensure requests for action receive prompt attention?

A1.124.1.3. Coordinate supply support of the ASIP program?

A1.124.1.4. Monitor ASIP parts on order, validate document numbers, submit supply assistance letters when necessary, and ensure adequate stocks of records, tapes, or cartridges are available?

A1.124.1.5. Ensure maintenance activities are changing, submitting tapes in a timely manner, and ASIP data is being properly recorded during debriefs?

A1.124.2. (#) Do maintenance activities responsible for maintaining ASIP systems/changing tapes:

A1.124.2.1. Change and submit tapes as required?

A1.124.2.2. Maintain records of tape changes and submissions by aircraft tail number, showing recorder serial number, tape installation date, tape removal date, and date tape shipped?

A1.124.2.3. Coordinate with appropriate production supervisors to cannibalize ASIP related parts?

A1.124.2.4. Inform the base ASIP project officer of backordered parts with unacceptable delivery dates, difficulties in acquiring tapes, etc?

A1.124.3. Do OS PS&D sections ensure ASIP equipped aircraft are identified as such in weekly schedules, and that the jacket files for these aircraft are clearly marked to show ASIP equipment is installed?

A1.124.4. Do maintenance debriefers ensure that appropriate ASIP documents are available at the debriefing location, and that ASIP data is gathered from each sortie flown by ASIP equipped aircraft?

A1.124.5. Does the appropriate QA review ASIP program status at least annually?

A1.125. RED BALL MAINTENANCE PROCEDURES.

A1.125.1. (#) Does each unit develop and implement local OG/LG approved procedures?

A1.125.1.1. Do these local procedures ensure that technicians do not take shortcuts or deviate from technical data and personnel safety requirements?

A1.125.2. (#) Are appropriate TOs and checklists available and strictly adhered to during all Red Ball maintenance?

A1.125.3. (#) Is FOD prevention emphasized?

A1.125.4. Does the Red Ball maintenance team consist of an appropriate number of knowledgeable individuals who are trained and skilled in troubleshooting and system repair?

A1.125.5. (#) If aircraft engines are operating, does a safety observer maintain interphone communications, in full view of the flight crew, and remain positioned to maintain overall surveillance of the aircraft and personnel performing maintenance?

A1.125.6. (#) Are weapons loaded aircraft safed in accordance with applicable MDS and/or weapons specific technical data?

A1.125.7. (#) Are all maintenance actions properly annotated on the AFTO Forms 781A, Maintenance Discrepancy and Work Document?

A1.125.8. (#) Do personnel ensure that all form entries are completed?

A1.125.9. (#) Are Red X and in-process inspection entries cleared by a certified production inspector?

A1.125.10. (#) Is an exceptional release re-accomplished by a certified individual upon completion of maintenance and before the aircraft is released for flight?

A1.126. FLEXIBLE BORESCOPE INSPECTION, TRAINING, AND CERTIFICATION PROGRAM.

A1.126.1. (#) Are only certified 5, 7, and 9 levels allowed to perform flexible borescope inspections?

A1.126.2. Does the LTF develop and manage training courses that include care and handling of the equipment, port location, all applicable tech data, fault isolation/damage assessment, and performance of an actual engine borescope?

A1.126.3. Are certifying officials the most qualified 7- or 9-level Aerospace Propulsion (2A6X1A/B), or Aircraft Maintenance (2A3X3X) AFSC (Aircraft Maintenance 2A5X1X and Helicopter Maintenance 2A5X2 if applicable), or engine AFETS representative, designated by the LG/OG?

A1.126.4. Do units limit the number of certifiers to a minimum?

A1.126.5. Do certifying officials maintain proficiency in the same manner as other technicians, and do certifying officials recertify each other?

A1.126.6. (#) Do personnel perform at least one flexible borescope inspection every 120 days ?

A1.126.6.1. Do workcenter supervisors ensure personnel who do not meet this requirement are decertified?

A1.126.7. (#) Is each borescope qualified technician recertified yearly by a certifying official?

A1.127. AIRCRAFT INTAKE/ENGINE INLET TRAINING AND CERTIFICATION PROGRAM.

A1.127.1. (#) Are only certified 5, 7, and 9 levels allowed to perform aircraft intake/engine inlet inspections?

A1.127.2. Does the LTF develop and manage training courses that include care and handling of the equipment, all applicable tech data, fault isolation/damage assessment, and performance of an actual engine aircraft intake/engine inlet?

A1.127.3. Are certifying officials the most qualified 7- or 9-level Aerospace Propulsion (2A6X1A/B), or Aircraft Maintenance (2A3X3X) AFSC (Aircraft Maintenance 2A5X1X and Helicopter Maintenance 2A5X2 if applicable), or engine AFETS representative, designated by the LG/OG?

A1.127.4. Do units limit the number of certifiers to a minimum?

A1.127.5. Do certifying officials maintain proficiency in the same manner as other technicians, and do certifying officials recertify each other?

A1.127.6. (#) Is each qualified technician recertified yearly by a certifying official?

A1.128. ENGINE BLADE BLENDING TRAINING AND CERTIFICATION PROGRAM.

A1.128.1. (#) Are only certified 5, 7, and 9 levels allowed to perform engine blade blends?

A1.128.2. Does the LTF develop and manage training courses that include care and handling of the equipment, all applicable tech data, fault isolation/damage assessment, and performance of an actual engine blade blend?

A1.128.3. Are certifying officials the most qualified 7- or 9-level Aerospace Propulsion (2A6X1A/B), or Aircraft Maintenance (2A3X3X) AFSC (Aircraft Maintenance 2A5X1X and Helicopter Maintenance 2A5X2 if applicable), or engine AFETS representative, designated by the LG/OG?

A1.128.4. Do units limit the number of certifiers to a minimum?

A1.128.5. Do certifying officials maintain proficiency in the same manner as other technicians, and do certifying officials recertify each other?

A1.128.6. (#) Do technicians perform at least one blend repair every 120 days?

A1.128.6.1. Do workcenter supervisors ensure personnel who do not meet this requirement are decertified?

A1.128.7. (#) Is each qualified technician recertified yearly by a certifying official?

A1.129. INTERMEDIATE REPAIR ENHANCEMENT PROGRAM (IREP).

A1.129.1. (#) Is the LG/CC the OPR for the IREP program, and are meetings held at least quarterly and are they chaired by the wing/CV or designated representative?

A1.129.2. Are the following categories reviewed at each meeting:

A1.129.2.1. Asset profile?

A1.129.2.2. Test station equipment profile?

A1.129.2.3. Wing Self-Sufficiency Initiatives?

A1.129.2.4. Top/Projected MICAPs Situations?

A1.129.2.5. High Cost Maintenance?

A1.129.2.6. Top CANN Items?

A1.129.2.7. Unit Aircraft Engine Status Review?

A1.129.2.8. Critical AGE Review?

A1.129.2.9. Repair Cycle Bottlenecks?

A1.129.2.10. AWP Program?

A1.129.2.11. Repair Cycle Throughput?

A1.129.2.12. Part Store Issue Effectiveness?

A1.130. MAINTENANCE OF ASSIGNED GROUND TRAINING AIRCRAFT.

A1.130.1. Do Group Commanders:

A1.130.1.1. Jointly determine which group will manage, requisition required parts for, and maintain each training aircraft?

A1.130.1.2. (#) Establish minimum operational systems guidelines and general maintenance requirements (wash interval, paint interval, etc.) for group training aircraft and ensure each is assigned an additional duty DCC and assistant?

A1.130.1.3. (#) Ensure cannibalization actions are IAW PACAFI 21-101, Chapter 2?

A1.130.1.4. Ensure the applicable quality assurance function monitors assigned ground trainers for safety and serviceability?

A1.130.1.5. Ensure assigned ground training aircraft DCCs and assistant:

A1.130.1.5.1. Maintain a current set of AFTO series 781 forms IAW TOs 00-20-1 and 00-20-5?

A1.130.1.5.2. Perform form reviews a minimum of every 30 days?

A1.130.1.5.3. Ensure the aircraft is scheduled for and undergoes preventive maintenance requirements as established by the group commander?

A1.130.1.5.4. Monitor the status of removed parts and parts on order?

A1.130.1.5.5. Maintain required Dash 21 equipment and periodically inform the group commander of aircraft status?

A1.130.1.5.6. Ensure personnel training or doing maintenance on ground training aircraft accomplish and document their actions IAW applicable technical data?

A1.131. OIL ANALYSIS PROGRAM (OAP) RESPONSIBILITIES AND REQUIREMENTS.

A1.131.1. Is the OG/CM the Wing OAP Manager with the Deputy LG as the alternate?

A1.131.2. Does the wing OAP manager:

A1.131.2.1. Ensure a wing OAP instruction is published, including a standardized method to ensure the total oil serviced since last OAP sample can be tracked and accurately entered on the DD Form 2026, *Oil Analysis Request*?

A1.131.2.2. Ensure all organizations requiring OAP support appoint a OAP Manager and alternate using an appointment letter?

A1.131.2.3. Conduct quarterly OAP meetings with the OG, LG, the OS SMO/Superintendent, Propulsion Flight Chief, all organizational OAP Managers or alternates and the NDI Section NCOIC/designated representative?

A1.131.3. Does the SMO/MS ensure:

A1.131.3.1. All assigned aircraft are sampled IAW the applicable –6, and ensure that aircraft that fail to meet the required OAP sample response time or are not sampled as required are not flown until the OAP sample results are known?

A1.131.3.2. Samples not drawn within the required time period by the applicable –6 have a 15 minute ground run accomplished before the engine is sampled?

A1.131.3.3. Samples are delivered to the OAP lab with a locally overprinted DD Form 2026, *Oil Analysis Request*, filled out IAW T.O. 33-1-37.1?

A1.131.3.4. Total oil serviced since last OAP sample taken is annotated on the DD Form 2026 before the OAP sample is sent to the OAP lab for analysis?

A1.131.3.5. Flight line personnel verify with the OAP lab that the information entered in the OAP records (DD Form 2027 or automated OAP records) matches the aircraft records during the 14 day records check?

A1.131.3.6. All aircraft engines under special OAP codes C & E are not flown until results of the OAP sample(s) are known?

A1.131.3.7. The flight line expeditors maintain an OAP status on each assigned aircraft showing all lab recommendation codes that are not routine (code A) next to the aircraft serial number?

A1.131.3.8. All maintenance actions which affect oil-wetted engine components are provided to the OAP lab?

A1.131.4. Does the Propulsion Flight Chief:

A1.131.4.1. Ensure accurate and timely deficiency reports are submitted through the unit Product Improvement Manager to the applicable ALC engine program offices on all engines requiring tear down or overhaul due to an OAP laboratory maintenance recommendation and on all oil-wetted component failures where no OAP laboratory maintenance recommendation was made?

A1.131.4.2. Ensure a copy of the DD Form 2027, *Oil Analysis Record*, or a suitable automated form is provided to depot for each engine undergoing scheduled maintenance or overhaul at depot?

A1.131.4.3. Make the final decision regarding all OAP engine maintenance action recommendations?

A1.131.4.4. Ensure all maintenance actions which affect oil-wetted engine components are provided to the OAP Lab?

A1.131.5. Does the MOC NCOIC:

A1.131.5.1. Maintain an OAP status on each assigned aircraft showing all lab recommendation codes that are not routine (code A) next to the aircraft serial number?

A1.131.5.2. Relay information to the OAP lab regarding engine changes on and off station as they occur but no later than 0800 the next duty day?

A1.131.6. Does the NDI/OAP Lab NCOIC:

A1.131.6.1. Document the 14 day record check on the affected engine's OAP record with the date the check was accomplished and OAP lab person's initials?

A1.131.6.2. Ensure a copy of the DD Form 2027, *Oil Analysis Record*, or a suitable automated form is provided to the propulsion flight for each engine undergoing scheduled maintenance or overhaul at depot?

A1.131.6.3. Immediately notify MOC and the propulsion flight chief when an installed engine is restricted from operation or is placed on special sampling?

A1.131.6.4. Ensure analysis results on all installed engines are provided to MOC after analysis of the OAP sample is complete?

A1.131.6.5. Immediately notify test cell and the propulsion flight chief when abnormal OAP results are discovered on test cell engines?

A1.131.6.6. Track aircraft OAP sample response times for all assigned aircraft to ensure the response time requirements are being complied with?

A1.132. PROCEDURES FOR HARDENED AIRCRAFT SHELTERS.

A1.132.1. Are permanent floor plans developed to reflect positions for fuel truck, aircraft, chocks, equipment, personnel cubicle, dispersed weapons, etc., for each generation HAS possessed, for each ICT option selected (nose-in, nose-out, or double-stuff) based on primary assigned aircraft?

A1.132.2. Are floor plans developed for augmentation forces?

A1.132.3. During augmentation forces training exercises, does the host unit ensure that augmentation forces are aware and trained to use these floor plans?

A1.132.4. Are aircraft taxi lines painted on the shelter access pad and continue into the HAS?

A1.132.5. Are yellow or red safety guidelines for positioning fuel vehicles painted on the drivers side of the vehicle, beginning 10 feet from the shelter (outside) and extending into the shelter approximately 10 feet for refueling vehicles?

A1.132.6. (#) Do shelter doors remain open when aircraft engines are operated?

A1.132.7. (#) During normal peacetime refueling operations, do aircraft entry doors remain open to allow easy access for fire department vehicles?

A1.132.8. (#) Is single engine maintenance operation restricted up to 85 percent RPM (80 percent RPM for F-15 and F-16 aircraft) in operational shelters provided all technical order requirements are fulfilled?

A1.132.9. Do maintenance engine operations performed on the apron outside the shelter prohibit direction of engine exhaust into the shelter?

A1.133. PLACEMENT/STORAGE OF MUNITIONS IN HAS.

A1.133.1. (#) Is the placement or storage of munitions in a HAS permitted only after carefully determining operational advantages to mission accomplishment and explosive siting per AFM 91-201, and DOD 6055.9-STD?

A1.133.2. Is the amount of munitions placed in HASs determined based upon expected peacetime, exercise, and wartime taskings?

A1.133.3. (#) Is the sited NEW limit strictly adhered to at all times?

A1.133.4. Is host-government concurrence, if necessary, obtained before implementation?

A1.133.5. Has a wing instruction governing placement of munitions inside a HAS been developed?

A1.133.5.1. Do units forward a courtesy copy of the instruction to HQ PACAF/LGM?

A1.134. CONVENTIONAL MUNITIONS IN HAS.

A1.134.1. (#) In addition to the requirements in AFM 91-201, Explosives Safety Standards, and DoD 6055.9-STD, are the following conditions adhered to:

A1.134.1.1. Are general purpose bombs and cluster bomb units stored in limited quantities (sufficient to meet minimum wartime taskings)?

A1.134.1.1.1. If fused, are they periodically verified safe by qualified munitions personnel (AFSC 2W0XX or 2W1XX) as follows:

A1.134.1.1.1.1. Upon initial delivery and positioning of munitions in HAS?

A1.134.1.1.1.2. After every download from an aircraft?

A1.134.1.2. When refueling with munitions positioned in a HAS, is fire protection provided IAW TO 00-25-172?

A1.134.1.3. Are maintenance actions for emitting electromagnetic radiation (EMR) restricted as follows:

A1.134.1.3.1. Do not conduct aircraft maintenance requiring antenna radiation while AGM-88 missiles are located inside the HAS or located inside another HAS that is in line with the aircraft transmitting antenna?

A1.134.1.3.2. Comply with the applicable safety section of technical data for electro-explosive devices, cluster bomb units, guided bombs, electronic fuses, missiles, etc., to prevent detonation from EMR?

A1.134.1.4. Is security for low risk and medium risk munitions stored in HAS provided as prescribed by AFR 125-37?

A1.135. MISSILES/MUNITIONS PLACEMENT IN HAS.

A1.135.1. (#) Are the following standards adhered to when placing missiles/munitions in HAS:

A1.135.1.1. Are missiles/munitions inside HAS not placed in direct line of the aircraft exhaust or within 5 feet of the HAS exhaust port opening?

A1.135.1.2. Are missiles placed in HAS on PACAF approved missile stands (limit quantities to meet minimum wartime taskings), all up-round-containers, or on munitions trailers?

A1.135.1.3. (#) Are local procedures developed to detect any tampering with missiles positioned in HAS?

A1.135.1.4. Is the maximum inspection interval no more than seven days?

A1.136. EXTERNAL FUEL TANK STORAGE.

A1.136.1. Are only operational, empty fuel tanks (Dash 21 equipment) stored on fuel tank racks within the shelters?

A1.136.2. Are fuel tanks maintained IAW T.O. 1-1-3?

A1.137. SPECIAL CERTIFICATION ROSTER.

A1.137.1. (#) Are the following minimum tasks (separately or in combination) on the unit SCR:

A1.137.1.1. Clear "Red X" primary AFSC?

A1.137.1.2. Perform IPI primary AFSC?

A1.137.1.3. Clear "Red X" CUT AFSC?

A1.137.1.4. Perform IPI in CUT AFSC?

A1.137.1.5. Sign condition tags (identify specific tags)?

A1.137.1.6. Authorize NRTS (identify which repair code)?

A1.137.1.7. Sign exceptional release?

A1.137.1.8. Authorized ground engine run?

A1.137.1.9. Hot refueling team member, by position?

A1.137.1.10. Test cell/noise suppression system (NSS) operator?

A1.137.1.11. Engine fan blade blending?

- A1.137.1.12. Engine inlet/exhaust inspections?
- A1.137.1.13. Flexible borescope inspections?
- A1.137.1.14. All Systems Red X and IPI authorizations?
- A1.137.1.15. Red X downgrade?
- A1.137.1.16. Clear Repeat/Recur discrepancies?
- A1.137.1.17. Clear Could Not Duplicate (CND) discrepancies?
- A1.137.1.18. Do tanker, airlift, and passenger aircraft units, also include on the SCR:
 - A1.137.1.18.1. KC-135 rapid de-fuel?
 - A1.137.1.18.2. Aircraft brake rider?
 - A1.137.1.18.3. Aircraft tow vehicle driver?
 - A1.137.1.18.4. Aircraft tow supervisor?
 - A1.137.1.18.5. Jacking supervisor?
 - A1.137.1.18.6. Gear retraction team member, by position?
 - A1.137.1.18.7. Concurrent servicing operations supervisor/team member?

A1.137.2. (#) Is the AF Form 2426, Training Request and Completion Notification, used by the workcenter supervisor to add an individual to the SCR, and is the form retained until CAMS loading is verified?

A1.137.3. (#) Does the SMO/MS verify all personnel for addition to the SCR?

A1.138. IN-PROCESS INSPECTION (IPI).

A1.138.1. (#) Does each squadron have a list of maintenance tasks requiring an IPI, approved by the squadron maintenance officer/maintenance superintendent and including work unit code, nomenclature, and step number within the technical order task where the IPI will be called for?

A1.138.2. (#) Are additions or deletions to the IPI list approved by group commanders, and is the wing IPI list reviewed annually and approved by group commanders?

A1.138.3. (#) Are all tasks requiring an IPI entered on a "Red X" in the AFTO Form 781A, AFTO Form 244, or appropriate work document?

A1.139. ALL SYSTEMS RED X/ALL SYSTEMS IPI/RED X DOWNGRADE.

A1.139.1. (#) Is the OG/CC is the approval authority for granting "all system red X", "all system IPI", and "red X downgrade" authority, and are these authorizations only granted to a limited number of highly qualified maintenance officers and senior NCOs?

A1.139.1.1. Are these authorizations tracked on the SCR, and does the OG/QA keep a copy of this section of the SCR on file and ensure it is updated at least quarterly?

A1.140. WRM EXTERNAL FUEL TANK BUILD-UP.

A1.140.1. At long tour bases, does the LG/CC ensure a viable training program is available to train fuel tank build-up augmentees?

A1.140.2. Does the unit properly maintain the equipment/tools required to perform tank build-up?