



Maintenance

MAINTENANCE MANAGEMENT FOR TACTICAL SYSTEMS

This instruction establishes the systems maintenance infrastructure for the 4th Air Support Operations Group (4 ASOG). It provides guidance, procedures, and responsibilities that govern the management of systems maintenance throughout the 4 ASOG. Specifically, it applies to all squadrons and detachments, all operations and support personnel, as well as subordinate maintenance complexes at the squadron level and operator responsibilities at the detachment level. Squadron and detachment commanders must be knowledgeable of, and are responsible for, the effective execution of this instruction.

Summary Of Changes: This operating instruction consolidates all maintenance OIs and is a revision with new title and consolidates all previous maintenance OIs. References to Materiel Control are to each squadron’s respective Materiel Control section. Additionally, this revision adds guidance for Evaluation Report Routing, and Non-Repairable This Station (NRTS), Corrosion Control, and Tools programs. This revision contains minor editorial changes.

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Chapter 1

MAINTENANCE PRODUCTION (GENERAL)

1.1. Purpose.

1.1.1. The purpose of this instruction is to enable the 4 ASOG to effectively support the combat mission. The group maintenance activity is a vital part of this support, ensuring Theater Air Control System (TACS) readiness through consistent asset control and performance.

1.1.2. Efficiency and flexibility is key to providing quick and effective support to the war fighter. The group maintenance function, although widespread geographically, must operate as a cohesive and concerted effort to maintain group weapons and support systems.

1.1.3. This instruction outlines the maintenance tactics, techniques, and procedures necessary to support the group mission. It details responsibilities and ensures continuity of purpose at all levels of the maintenance community including the Air Support Operations Center (ASOC), Tactical Air Control Parties (TACPs), and squadron and detachment levels. The reporting structure outlined in this chapter, and the responsibilities, general roles and designations defined throughout this instruction are specifically aligned with AFI 21-116, *Maintenance Management of Communications-Electronics*, providing the necessary link between the C-E maintenance production effort and the unique 4 ASOG operations support requirements.

1.2. Responsibilities.

1.2.1. The 4 ASOG Chief of Maintenance (CoM) is not AFSC specific. Due to the preponderance of the 4 ASOG maintenance activity residing at the 4 ASOS, it is recommended the CoM work at the 4 ASOS. The CoM plans, organizes, coordinates for staffing, directs, and controls the maintenance production effort for all squadron maintenance activities group-wide, and ensures compliance with AFI 21-116, as applicable. The CoM oversees the maintenance staff - Maintenance Superintendent, Maintenance Control (MC), Maintenance Support (MS), and Maintenance Training Management (MTM) - in carrying out their respective duties IAW AFI 21-116. It is important the CoM work closely with and coordinate with the 4 ASOG/LG. The CoM is responsible to the 4 ASOG Commander for providing current maintenance production status, capabilities, and limitations while in-garrison and is responsible to the corps Air Liaison Officer (ALO) while deployed. CoM will:

1.2.1.1. Comply with all responsibilities and requirements IAW AFI 21-116, and AFI 21-116 USAFE Supplements, vehicle and power production maintenance instructions, and other responsibilities as designated by the 4 ASOG Commander while in-garrison, the corps ALO when deployed, and this instruction at all times.

1.2.1.2. Ensure timely and accurate equipment, systems, and maintenance status reporting from maintenance work centers through MC.

1.2.1.3. Ensure proper coordination of maintenance operating instructions, policies, and Air Force Maintenance Quality Control Check Sheets (AFMQCCS) through the maintenance support staff and applicable squadron and detachment maintenance supervisors and commanders.

1.2.1.4. Ensure a quarterly maintenance plan is published and distributed by the 5th duty day of each current quarter. Ensure the respective squadrons are on the distribution list to receive the quarterly

maintenance plan. The quarterly maintenance plan will include, but is not limited to scheduled maintenance for communications equipment, generators and vehicles, Time Compliance Technical Order (TCTO) installation schedule, special interest items, and maintenance support evaluations and inspections (if applicable).

1.2.1.5. Review and monitor quarterly maintenance plan.

1.2.1.6. Develop and coordinate all vehicle maintenance guidance, policies and procedures with the 4 ASOG/LG, 4 ASOS/Chief of Systems Flight (CSF) and squadron maintenance supervisors.

1.2.1.7. Direct maintenance staff to act as the Group Core Automated Maintenance System (CAMS) Database Manager.

1.2.1.8. Visit all squadron maintenance production work centers at least quarterly and detachments semiannually.

1.2.1.9. Coordinate with the squadron commanders to resolve maintenance support deficiencies and provide feedback on the overall health of their maintenance production effort.

1.2.1.10. Chair quarterly Functionally Supported Maintenance Activity (FSMA) meetings.

1.2.2. The 4 ASOG Maintenance Superintendent

1.2.2.1. The position is filled by the 4 ASOS Maintenance Superintendent.

1.2.2.2. Works directly with CoM to advise and assist in overseeing maintenance activities across the group. Performs as CoM when directed and performs duties as described in AFI 21-116.

1.2.3. MC and MS report directly to the CoM. They are responsible for tracking, inspecting, and monitoring maintenance production status and capabilities for all group maintenance activities. The 4 ASOS will staff the MS and MC functions.

1.2.4. Squadron Commanders will:

1.2.4.1. Ensure their maintenance supervisors, 1 ASOS/LGK and 2 ASOS/LGK, and CSF, adhere to directives, policies, and other guidance specified by the CoM.

1.2.4.2. Provide direction, guidance and support to their Maintenance Supervisors and the CSF to ensure maintenance production work centers possess the required manning, training, equipment, and tools to support the mission.

1.2.4.3. Address Army vehicle and communications maintenance support problems and delays with their Army counterparts. Forward issues to the CoM, through their Maintenance Supervisors as required.

1.2.4.4. Ensure accurate maintenance status reporting between assigned detachments, maintenance supervisors, and MC.

1.2.4.5. Each squadron will provide its own Materiel Control.

1.2.4.6. Coordinate with the CoM to resolve maintenance support deficiencies and provide feedback on the health of the overall maintenance production effort.

1.2.5. The 4 ASOS Chief of Systems Flight (CSF), plans, organizes, staffs, directs, and controls the maintenance production effort for the 4 ASOS Commander and complies with AFI 21-116, as applicable. The CSF ensures maintenance production, systems status, capabilities, and limitations are reported through MC, as required. The CSF informs CoM of all 4 ASOS maintenance actions, inspections, overhauls, upgrades and modifications impacting or changing the systems and equipment configurations, including those actions directly coordinated with outside agencies. CSF will:

1.2.5.1. Ensure accurate and timely equipment, systems, generator, and vehicle maintenance status reporting to MC.

1.2.5.2. Ensure all cannibalization actions are reported through MC.

1.2.5.3. Coordinate plans and programs actions with the 4 ASOG/LG.

1.2.5.4. Ensure work center supervisors establish continuity books for all maintenance activities including vehicles, generators, supply, and status reporting.

1.2.5.5. Coordinate in-garrison maintenance and technical order (TO) support for 4 ASOG, Det. 1.

1.2.5.6. Maintain a current list of 4 ASOG, Det. 1 maintenance representatives.

1.2.5.7. Provide in-garrison and deployed maintenance for Corps TACP communications systems and vehicles.

1.2.5.8. Provide personnel to fill group maintenance staff positions as requested by CoM.

1.2.5.9. Ensure pre-deployment and post-deployment inspections are conducted when equipment is tasked for a UTC deployment or major exercise. The CoM or designee is authorized to waive this requirement on a case-by-case basis.

1.2.5.9.1. Coordinate inspections with Maintenance Control and document in CAMS as special inspections.

1.2.6. The 1 ASOS and 2 ASOS are Functionally Separated Maintenance Activities (FSMAs) as outlined in AFI 21-116 for both in-garrison and deployed configurations. Maintenance Supervisors plan and organize the maintenance production effort for their squadrons and comply with AFI 21-116, as applicable. They provide maintenance production capabilities, including maintenance data, systems status, and capabilities and limitations reporting to the CoM, through MC, as required. Maintenance Supervisors also keep the CoM informed of all squadron maintenance actions, inspections, overhauls, upgrades and modifications impacting or changing their systems and equipment configurations, including those actions directly coordinated with outside agencies. FSMA Maintenance Supervisors will:

1.2.6.1. Report accurate and timely equipment, systems, and vehicle maintenance status to MC.

1.2.6.1.1. Contact MC daily with status updates, this may be delegated to work center NCOICs. Notify MC prior to known schedule conflicts.

1.2.6.1.2. Contact MC when work centers will be unattended for an extended period of time, e.g., training days, TDYs, deployments, etc.

1.2.6.2. Ensure CoM approves all cannibalization actions.

1.2.6.3. Request deviations or waivers from standard maintenance practices from the CoM.

1.2.6.4. Maintain a current list of all detachment maintenance representatives and forward a copy to the CoM.

1.2.6.5. Ensure work centers follow the pre-deployment and post-deployment inspection procedures in paragraph 1.2.5.9.

1.2.6.6. Ensure work center supervisors establish continuity books for all maintenance activities; e.g., RF Radiation, files, publications, vehicles, supply, and status reporting, etc..

1.2.7. Detachment personnel will:

1.2.7.1. Designate primary and alternate maintenance representatives. Maintenance representatives will be the detachment's central point of contact (POC) regarding all maintenance matters. They will report outages to their squadron and coordinate Preventative Maintenance Inspections (PMIs) as required.

1.2.7.2. Maintenance representatives will monitor the operational status of all assigned equipment and report outages and discrepancies to the appropriate production work center (or Maintenance Supervisor) for all equipment, system, or vehicle failures immediately during duty hours, or by 0900 the next duty day, if after duty hours.

1.2.7.3. Maintain continuity guides that report/document equipment, vehicle, and generator maintenance status and explain reporting processes and responsibilities.

1.3. Maintenance Reporting Architecture.

1.3.1. The following figure, Figure 1.1, illustrates production reporting in-garrison and deployed for all 4 ASOG units. A description of general coordination and management responsibilities follows. This does not countermand the chain of command structure at each unit; rather it provides a means of direct maintenance information flow.

1.3.2. Production Reporting (In-Garrison and Deployed).

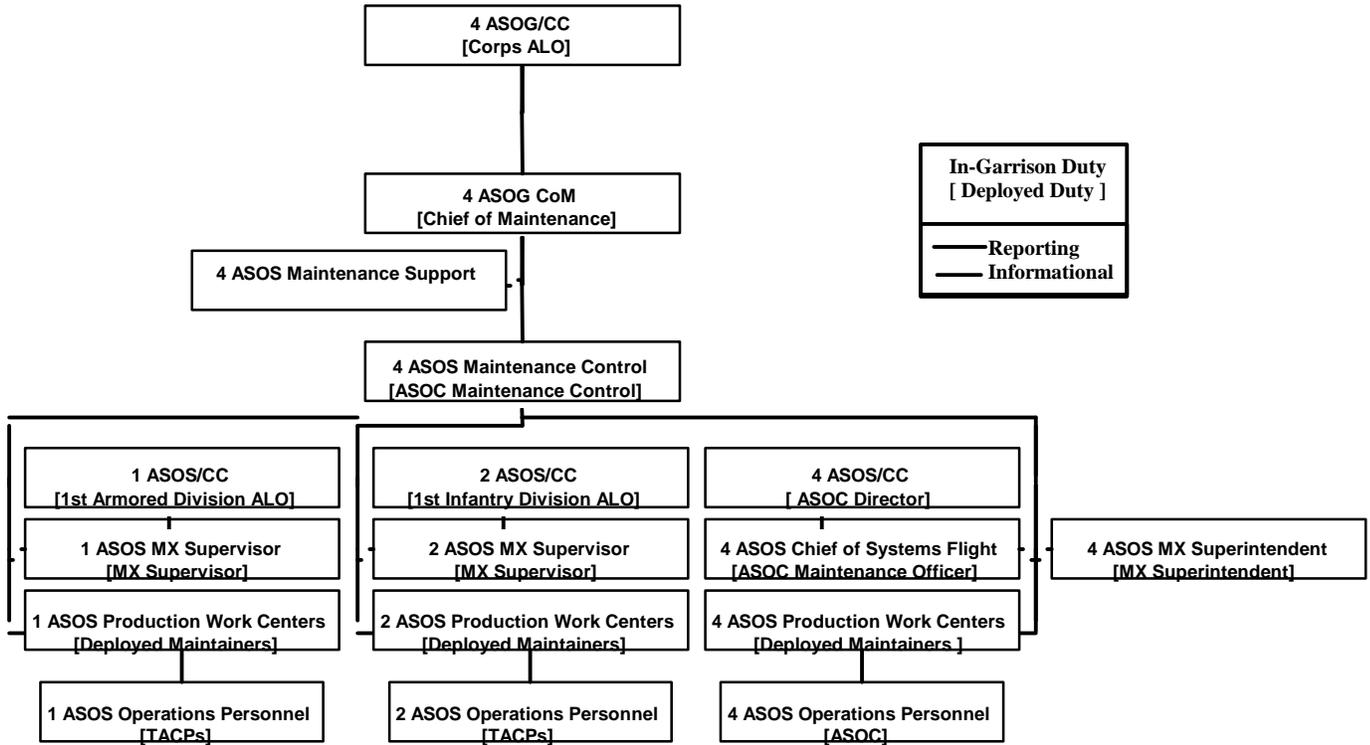
1.3.2.1. Production reporting is the primary reporting process between squadron maintenance work centers and MC. Production reporting includes, but is not limited to, equipment status reporting for visibility of the maintenance production effort.

1.3.2.2. In garrison, the CoM ensures adequate support to all 4 ASOG units and provides status on the health of the maintenance production effort to the 4 ASOG/CC, at least monthly.

1.3.2.3. When deployed, the senior maintenance officer or NCO will act as deployed CoM and will oversee maintenance management, monitor production reporting, brief maintenance production

capabilities and limitations, and provide solutions to the Corps ALO to ensure sustained mission readiness.

Figure 1.1 Production Reporting (In-Garrison and Deployed).



Chapter 2

MAINTENANCE CONTROL (MC)

2.1. General Responsibilities.

2.1.1. MC will:

- 2.1.1.1. Act as the 4 ASOG consolidated focal point for all equipment status changes, both deployed and in-garrison.
- 2.1.1.2. Perform all plans and scheduling functions.
- 2.1.1.3. Create and provide all production work centers with equipment ID numbers IAW TO 00-20-2.
- 2.1.1.4. Maintain current Equipment Inventory Listing (EIL) data in CAMS per written requests from work center supervisors or representatives. When loading new Equipment IDs, MC will forward a copy of the letter to MS annotating the new ID on the letter.
- 2.1.1.5. Input and maintain Job Standard (JST) and PMI databases for all assigned equipment inspections per written requests from work center supervisors or representatives.
- 2.1.1.6. Ensure work centers receive background products as required.
- 2.1.1.7. Input and maintain current TCTO status, including open and completed TCTOs, and other relevant information.
- 2.1.1.8. Coordinate paperwork with the respective Materiel Control offices for ordering required TCTO kits through 86AW/LGSP.
- 2.1.1.9. Reconcile, at least weekly, all open RED and AMBER jobs with parts on order.
- 2.1.1.10. Request all cannibalization actions, from the CoM or designated representative.
- 2.1.1.11. Prepare the 4 ASOG Quarterly Maintenance Plan.
- 2.1.1.12. Act as the CAMS Database Manager for the 4 ASOG.
- 2.1.1.13. Prepare the 4 ASOG monthly maintenance metrics by the 8th duty day of the month.
- 2.1.1.14. When notified of a real-world mission tasking order will perform the following:
 - 2.1.1.14.1. Assign predeployment JCN(s) for tasked equipment.
 - 2.1.1.14.2. Print out PMI listings for the duration (90 days unless otherwise specified) of the scheduled deployment and distribute them to the deploying work centers.

2.1.1.14.3. Develop procedures for recording ESR, MDC, and PMI completion data for entry into CAMS from deployed locations.

2.1.2. All production work centers will:

2.1.2.1. Request cannibalization actions from MC.

2.1.2.2. Request changes, additions, or deletions to equipment, JST, or Preventative Maintenance Inspection (PMI) database, in writing to MC.

2.1.2.2.1. Required information for EIL updates.

2.1.2.2.1.1. Addition: Serial number, date accepted, location, and whether equipment requires PMIs. If PMIs are required, follow paragraph 2.1.2.2.2.

2.1.2.2.1.2. Change: equipment ID and change required.

2.1.2.2.1.3. Deletion: equipment ID and reason for deletion.

2.1.2.2.2. Required information for PMI updates.

2.1.2.2.2.1. Addition: equipment ID the PMI is loaded against, the JST Number, and the PMI due date. If the JST does not exist, follow paragraph 2.1.2.2.3.

2.1.2.2.2.2. Change: equipment ID, JST, and the change.

2.1.2.2.2.3. Deletion: equipment ID and PMI(s).

2.1.2.2.3. Required information for JST updates.

2.1.2.2.3.1. Addition: The interval and the TO or work card reference.

2.1.2.2.3.2. Change: JST number and the change.

2.1.2.2.3.3. Deletion: MC will delete JSTs as needed.

2.1.2.3. Conduct an inventory with Materiel Control upon receipt of TCTO kits. Update MC on any status changes of TCTO actions.

2.1.2.4. Request all equipment and PMI background products through MC.

2.1.2.5. Upon notification of equipment tasking perform pre-deployment inspection and upon return post deployment inspections.

2.2. Maintenance Reporting and Tracking.

2.2.1. MC will:

2.2.1.1. Create, track and control all scheduled or unscheduled, RED and AMBER equipment status for all group production work centers. The guidelines for RED and AMBER statuses are covered in paragraph 2.3 of this instruction.

2.2.1.2. Take control of and track work center assigned JCNs that change status from GREEN to RED or AMBER. Example; outage found during special inspection open for MSEP evaluation.

2.2.1.3. Use CAMS assigned JCNs in-garrison and block JCNs when deployed, for all RED and AMBER equipment outages.

2.2.1.4. Prioritize and monitor production work center actions when multiple outages exist, IAW paragraph 2.4 of this instruction.

2.2.1.5. Ensure RED and AMBER equipment status information is entered into the Equipment Status Reporting (ESR) sub-system, daily. This includes any delay or deferred for parts statuses.

2.2.1.6. Request Estimated Time of Return to Operation (ETRO) for all active reportable jobs and request updates from work centers, as necessary.

2.2.1.7. Precede all comments entered into CAMS with the 4-digit Julian date of the day the comment is entered (1068/Computer is inop).

2.2.1.8. Track all RED and AMBER PMIs. Input all ESR reportable PMIs into CAMS. If the PMI is not placed into Maintenance-In-Progress on date due, enter the PMI into a deferred status with and Estimated Time In Commission (ETIC) and reason for deferral.

2.2.1.9. Request and control all cannibalization actions as directed by the CoM (IAW AFI 21-116).

2.2.1.10. Follow up daily on all Mission Capability (MICAP) supply statuses.

2.2.1.11. Monitor status of deployed equipment.

2.2.1.12. Prepare a weekly status report and monthly slides of all MC tracked outages for the CoM.

2.2.2. All production work centers will:

2.2.2.1. Call MC at the beginning of each duty day for jobs going MIP. Update MC by 1600L with final status changes to jobs.

2.2.2.2. Contact MC for a JCN when equipment changes status to RED or AMBER. Provide MC with the, equipment ID (or vehicle registration numbers for vehicle outages), Work Unit Code (communication-electronic outages), discrepancy, current status (RED, AMBER, MIP, deferred etc.), initials of maintainer.

2.2.2.3. Use assigned block JCNs for:

2.2.2.3.1. GREEN work center outages. An example of a GREEN outage is, missing screw in equipment cover. Does not affect equipment operation or status, but is needed for TO completeness.

2.2.2.3.2. Create GREEN JCNs and assign support-general work unit code 04119 for all Maintenance Standardization and Evaluation Program (MSEP) Evaluations.

2.2.2.3.3. Contact MC when work center assigned JCN changes status from GREEN to RED or AMBER. Example; outage found during special inspection open for MSEP evaluation.

2.2.2.4. Contact MC when parts are ordered for RED and AMBER JCNs. Provide MC with the:

2.2.2.4.1. Document number(s)

2.2.2.4.2. Noun(s)

2.2.2.4.3. Quantity

2.2.2.4.4. Unit of issue

2.2.2.4.5. Priority ordered

2.2.2.4.6. For Government Purchase Card (GPC) orders, provide noun, quantity, and unit of issue.

2.2.2.5. Contact MC when parts are received for RED and AMBER JCNs.

2.2.2.6. Provide MC with ETRO for all active RED or AMBER JCNs and update as required.

2.2.2.7. Update MC on status of deployed equipment.

2.2.2.8. Reconcile, weekly, with MC and Supply all open RED and AMBER jobs with parts on order.

2.2.2.9. Request authorization for any cannibalization actions from the CoM through MC (IAW AFI 21-116).

2.2.3. Group Block Job Control numbers

4 ASOG (Deployed outages or CAMS is down)	6101 - 6199
4 ASOS Power Production (GREEN outages)	6201- 6299
4 ASOS Ground Radio (GREEN outages)	6301- 6399
4 ASOS SATCOM/Wideband (GREEN outages)	6401- 6499
4 ASOS Computer Systems Maintenance (GREEN outages)	6501- 6599
1 ASOS (GREEN outages)	6601 - 6699
2 ASOS (GREEN outages)	6701 - 6799

2.2.4. PMI Reporting

2.2.4.1. All communication electronics workcenters will call MC with PMI start and stop times.

2.2.4.2. All work centers will contact MC when PMIs are going to be deferred, for MC concurrence. Work centers will provide a reason for deferral and the new PMI completion date.

2.2.4.3. MC will send an email to CoM at the end of each week identifying all deferred PMIs.

2.2.4.4. Work centers will submit, in advance, an email to MC for PMIs deferred a second time. Include the information in paragraph 2.2.4.2. MC will immediately submit the email, with a recommendation, to the CoM for approval or disapproval.

2.2.4.5. MC will track all deferred PMIs in a locally produced database.

2.3. Equipment and System Status.

2.3.1. RED and AMBER statuses for communication electronics work centers will follow standard guidelines identified in attachment 2; MC will handle deviations or unique situations on a case by case basis.

2.3.2. All vehicles and generators will follow a “go – no go” criteria for RED status; there is no AMBER status for these types of equipment.

2.3.2.1. All vehicles assigned to TACP units will maintain a RED status when turned into the Army or Air Force motor pool for any reason or period of time.

2.3.2.2. Vehicles turned into the 4 ASOS Vehicle Maintenance work center will have statuses established on a case-by-case basis.

2.4. Maintenance Prioritization.

2.4.1. MC will direct and control maintenance using the priorities listed in paragraph 2.4.3. and 2.4.4. Production work centers will respond as directed by MC to restore equipment, systems, and circuits to their normal operating condition.

2.4.2. All production work centers will prioritize maintenance on equipment and Due In From Maintenance (DIFM) assets as follows:

2.4.2.1. Priority 1; any RED job.

2.4.2.2. Priority 2; any AMBER job.

2.4.2.3. Priority 3; any DIFM asset in awaiting maintenance (AWM) status for five or more days.

2.4.2.4. Priority 4; any DIFM asset in AWM status for less than five days.

2.4.2.5. Priority 5; any other equipment.

2.4.3. 1 and 2 ASOS Equipment Restoration Priorities

2.4.3.1. 1 and 2 ASOS production work centers will use the following equipment restoration sequence.

2.4.3.2. Unit restoration precedence: battalion, brigade, division

2.4.3.3. System restoration precedence (**NOTE-** Modify restoration priorities as necessary based on mission requirements):

<u>Battalion</u>	<u>Brigade</u>	<u>Division</u>
1. UHF	1. FM	1. HF
2. FM	2. HF	2. FM
3. HF	3. UHF	3. UHF
4. VHF	4. VHF	4. VHF

2.4.4. The 4 ASOS Equipment Restoration Priorities: Equipment restoration priorities for the 4 ASOS production work centers are shown below in Table 2-1.

2.4.4.1. Additional circuits will be prioritized on a case-by-case basis, depending upon mission requirements.

2.4.4.2. Support Equipment Priorities. Outages or operational impairment of any piece of support equipment associated with items listed will be assigned the same priority as that of the affected item. Example: If a Tactical Quiet Generator (TQG) that is supporting a TRC-170 fails, the TQG would be assigned the same priority as the TRC-170.

2.4.4.3. AN/MRC-144 System Priorities. Restoration priorities for the AN/MRC-144 communications system are as follows:

2.4.4.3.1. Primary radios have priority over all portable radios.

2.4.4.3.2. Repairs within a system will be accomplished in the following order:

2.4.4.3.2.1. HF-SSB equipment

2.4.4.3.2.2. UHF-AM equipment

2.4.4.3.2.3. VHF-AM equipment

2.4.4.3.2.4. VHF-FM equipment

TABLE 2-1 4 ASOS Equipment Restoration Priorities

<p style="text-align: center;">SATCOM/WIDEBAND COMMUNICATIONS MAINTENANCE</p> <table border="0"> <thead> <tr> <th><u>EQUIPMENT</u></th> <th><u>PRIORITY</u></th> </tr> </thead> <tbody> <tr> <td>TSC-94</td> <td>1</td> </tr> <tr> <td>TSSR / RMC / TAC1</td> <td>2</td> </tr> <tr> <td>TRC-170</td> <td>3</td> </tr> <tr> <td>STU-5</td> <td>4</td> </tr> </tbody> </table>	<u>EQUIPMENT</u>	<u>PRIORITY</u>	TSC-94	1	TSSR / RMC / TAC1	2	TRC-170	3	STU-5	4	<p style="text-align: center;">VEHICLE MAINTENANCE</p> <table border="0"> <thead> <tr> <th><u>EQUIPMENT</u></th> <th><u>PRIORITY</u></th> </tr> </thead> <tbody> <tr> <td>MRC-144 SYSTEM VEHICLE</td> <td>1</td> </tr> <tr> <td>M-934 (EXPANDABLE VAN)</td> <td>2</td> </tr> <tr> <td>FUELS VEHICLES</td> <td>3</td> </tr> <tr> <td>SUPPORT VEHICLES</td> <td>4</td> </tr> <tr> <td>GEN. PURPOSE VEHICLES</td> <td>5</td> </tr> </tbody> </table>	<u>EQUIPMENT</u>	<u>PRIORITY</u>	MRC-144 SYSTEM VEHICLE	1	M-934 (EXPANDABLE VAN)	2	FUELS VEHICLES	3	SUPPORT VEHICLES	4	GEN. PURPOSE VEHICLES	5						
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Chapter 3

MAINTENANCE SUPPORT (MS)

3.1. General Information: MS will act as a Consolidated Maintenance Support and will provide maintenance control for the 4 ASOG IAW chapter 2 of this instruction. MS will prepare the Quarterly Deficiency Analysis report and provide assistance as directed by the CoM based on requests of the work center supervisor, maintenance supervisor, maintenance superintendent, chief of systems flight, or squadron commanders.

3.2. Maintenance Standardization and Evaluation Program.

3.2.1. Responsibilities

3.2.1.1. MS will:

3.2.1.1.1. Schedule, perform, and document regular and special managerial, technical, and personnel evaluations as directed by AFI 21-116 and this instruction.

3.2.1.1.2. Develop a Maintenance Support Representative (MSR) training plan.

3.2.1.1.3. Train all MSRs within one month of appointment.

3.2.1.1.4. Evaluate work center MSRs' performance through semi-annual spot inspections.

3.2.1.1.5. MS will provide a list of equipment requiring technical evaluations to MSRs quarterly via the Group Quarterly Maintenance Plan.

3.2.1.1.6. Coordinate with work center supervisors to gain MSRs' assistance during managerial evaluations.

3.2.1.1.7. Validate all close actions and final report closure for their respective managerial evaluations.

3.2.1.1.8. Produce the final report for all evaluations and route as shown in Attachment 6.

3.2.1.1.9. Forward managerial evaluations, technical evaluations with major discrepancies, and unsatisfactory personnel evaluations to the CoM for review and closure.

3.2.1.2. Maintenance Supervisors or production work center supervisors will:

3.2.1.2.1. Provide monthly status updates for all open findings IAW paragraph 3.2.5.2.

3.2.1.2.2. Submit, in writing to MS, the names of a primary and at least one alternate to serve as MSRs. Individuals must be at least a 5-level have at least one-year retainability and are subject to the approval of the Chief of MS and the CoM. Follow letter format in Attachment 7 of this instruction.

3.2.1.2.3. Allow MSRs time to perform their duties IAW AFI 21-116, this instruction, applicable technical orders and manuals, and AFMQCCs.

3.2.1.3. MSRs will:

3.2.1.3.1. Maintain an MSR continuity book, which includes, at a minimum, appointment letter, training material, and technical schedule.

3.2.1.3.2. Plan and submit, preferably by e-mail, their work center's technical evaluation schedule to MS within 10 duty days of receiving the Quarterly Maintenance Plan.

3.2.1.3.3. Perform and forward technical evaluations on systems and equipment assigned to their work center.

3.2.1.3.4. Conduct and forward special evaluations on incoming, outgoing, or upgraded/modified equipment assigned to their work center.

3.2.1.3.5. Assist MS in performing managerial evaluations as coordinated with Maintenance Supervisors.

3.2.2. Managerial Evaluations.

3.2.2.1. Evaluation In-brief. An evaluation in-brief with the unit commander, or representative, Maintenance Supervisor or CSF as applicable, branch chief and work center supervisor will be held to review the last managerial evaluation report, establish any special interest items, and coordinate a schedule of events. All remaining open items from the previous managerial evaluation will be carried forward to the new report and the old report will be closed out.

3.2.2.2. Evaluation Phase. The evaluation phase consists of observing, recording, and recommending corrective actions. The inspection team should validate findings daily.

3.2.2.3. Evaluation Out-brief. The out-brief will conclude the evaluation. MS will finalize the report and out-brief the unit commander or representative, 4ASOS/CSF or Maintenance Supervisor, branch chief, and work center supervisor within three duty days of the last inspected area.

3.2.2.4. Reports and Replies

3.2.2.4.1. Cover page. The cover page will include the Report Control Number (RCN), routing and suspense, evaluation authority and date conducted, evaluators' name, checklists and references used, and any type of sampling used. Managerial RCNs will consist of the year inspected, and the section's office symbol.

3.2.2.4.2. Report rating.

3.2.2.4.2.1. MS will use a 5-tier rating system; outstanding, excellent, satisfactory, marginal, and unsatisfactory, as defined in Attachment 1 of AFI 90-201.

3.2.2.4.2.2. The report body will have an overall rating and summary. Each area inspected will have a rating and summary as well.

3.2.2.4.3. Findings section. Each finding will have a number, category, impact (Major or Minor), description, reference, and annotated if it was a repeat (REPEAT).

3.2.2.4.4. Replies:

3.2.2.4.4.1. Complete initial response to reports within 10 duty days.

3.2.2.4.4.2. Observations require a one-time reply.

3.2.2.4.4.3. Answer findings with the following information:

3.2.2.4.4.3.1. Management action summary for all findings in a particular area.

3.2.2.4.4.3.2. Corrective actions to include job control number and document number, as applicable, for individual findings.

3.2.2.4.4.3.3. A simple statement that the finding will remain open to include an estimated completion date (ECD) or the finding should be closed, recommend item be closed (RIBC).

3.2.2.4.5. Provide additional report updates IAW paragraph 3.2.5

3.2.3. Technical and Special Evaluations:

3.2.3.1. Perform technical and special evaluations IAW AFI 21-116, this OI, and in sufficient depth to determine if system or equipment is maintained and managed according to applicable technical data.

3.2.3.2. Within five days of equipment receipt, MSRs will inspect the item for general condition, technical order (TO) completeness, calibration requirements, and availability of test equipment and tools, as applicable. Record inspection results on the electronic special inspection report template and email the report to MS. Waivers to this five-day suspense must be coordinated in advance through MS. Failure to meet the five-day suspense will be reviewed by the CoM.

3.2.3.3. Special evaluations will follow the standard procedures and format, as appropriate, unless otherwise directed.

3.2.3.4. Reports and Replies

3.2.3.4.1. Technical and special evaluation numbers will consist of the year inspected and the equipment identification number.

3.2.3.4.2. Annotate corrective actions for each finding with the following information in the work center comment block.

3.2.3.4.2.1. Corrected Finding. Corrective action taken, JCN (when applicable), management action implemented to prevent recurrence (when applicable), and a closure recommendation (e.g. aligned transceiver, JCN 992520001, RIBC).

3.2.3.4.2.2. Open Finding. Action taken, JCN, supply document number (if applicable), anECD (e.g. troubleshoot and ordered parts, JCN 992520001, DOC #287RM92520003, Item open, ECD 31 Oct 99).

3.2.4. Personnel Evaluations. All 2EXXX personnel who are task certified and are required to perform maintenance, as defined in AFI 21-116, are subject to personnel evaluations. MS and MC personnel are exempt from this requirement, when not actively involved in production work center. Personnel evaluation numbers will consist of the year inspected and the CAMS generated employee number.

3.2.5. Report Suspense Control.

3.2.5.1. Route all reports electronically to the maximum extent possible IAW Attachment 3 of this instruction.

3.2.5.2. MS will send a monthly list of all open findings by the 15th of each month. The CoM may waive this requirement when long-term correction is necessary or due to unusual mission requirements. Work centers will send replies directly back to MS within 10 duty days.

Chapter 4

MAINTENANCE TRAINING MANAGEMENT (MTM)

4.1. General Information:

4.1.1. The purpose of the Maintenance Training Management (MTM) program is to monitor all maintenance training requirements and assist work centers to develop and implement effective training programs IAW AFI 21-116, paragraph 5.27. MTM must be aware of the maintenance activities training needs and all available training resources to satisfy these needs.

4.1.2. Overall responsibility for the MTM program resides with the CoM.

4.1.3. The CoM supports the training program throughout the group.

4.1.4. The CoM can waive mandatory use of CAMS to automate non-maintenance Career Field Education and Training Plans (CFETP).

4.1.4.1. CAMS will be used to track and document ancillary training for personnel in the 2EXXX and 3CXXX career fields at the squadron level and below.

4.1.4.2. Supervisors will maintain and document CFETPs for affected personnel IAW AFI 36-2247 Chapter 5 for the following AFSCs 2SXXX, 2TXXX, 3AXXX, and 3EXXX. AF Form 797s are authorized in lieu of CAMS, to track and document unique duty position tasks not covered by the CFETP.

4.1.4.3. All the 2EXXX and 3CXXX are required to use CAMS for training documentation. CAMS will be used to track and document training tasks not listed in the CFETP but necessary for duty position assignment.

4.2. Responsibilities

4.2.1. MTM will:

4.2.1.1. Provide the CoM with monthly training reports on the maintenance complex training posture.

4.2.1.2. Review MSEP personnel evaluation reports for adverse training trends; recommend solutions to maintenance supervisors, branch chiefs, and work center supervisors.

4.2.1.3. Provide training products to work centers on a monthly basis, or as needed, to include the following products: Training Visibility Ledger (TVL), Training Forecast (TMA), Training Task Table (TTT), Work center Assigned Tasks (WTA), Master Training Course Table List, Work center Training Course Table List, and individual Job Qualification Standards (JQS).

4.2.1.4. Verify accuracy of the TTT at least annually by using the applicable CFETPs and AFJQS available electronically on QMAIL CD-ROM, IAW AFI 21-116 paragraph 5.28.7.3. Coordinate TTT updates with AF training products via CAMS Training Subsystem as needed.

4.2.1.5. Load newly assigned support personnel into CAMS Personnel Management Subsystem.

4.2.1.6. Monitor CAMS for ancillary training.

4.2.1.7. Manage and maintain CAMS Ancillary Training Master Training Course Table List.

4.2.1.8. Assist work centers with formal training requests.

4.2.1.9. Monitor trainer/certifier assignment and maintain a copy of the trainer/certifier appointment letter signed by the commander in the MTM continuity book and forward copies of the appointment letter to all work centers.

4.2.1.10. Attend incoming project briefing to ensure minimum training requirements and maintenance training issues are addressed.

4.2.1.11. Recommend task trainers and certifiers for the unit commander's approval and signature.

4.2.2. Work center supervisors will:

4.2.2.1. Appoint a primary and alternate training monitor in writing. Ensure the monitors are at least a 5-level or above. Forward a copy of the appointment letter to the MTM.

4.2.2.2. Forward all formal training requests to the group training manager through the MTM.

4.2.2.3. Identify in writing work center task trainers and certifiers. Forward letter to the MTM for recommendation, and the unit commander for approval.

4.2.2.4. Maintain a copy of the approved trainer/certifier letter in the training continuity book and post a trainer/certifier form in each AF Form 623.

Chapter 5

TECHNICAL PUBLICATIONS MANAGEMENT

5.1. General Information:

5.1.1. Technical publications are essential in the performance of proper maintenance actions. Technical publications include technical orders (TO), commercial manuals (CM), local work cards (LWC) and specialized publications (SP). Publications are maintained according to AFD 21-3 and 00-5 series technical orders.

5.1.2. Each squadron in the group will establish only one Technical Order Distribution Office (TODO). That office will ensure the adequacy and accuracy of all TOs, TCTOs, inspection work cards, and work unit code manuals. They will ensure that all required previously mentioned manuals are available to their entire maintenance and TACP activity.

5.1.3. The primary consideration is availability of TOs, with minimum duplication IAW AFI 21-116, paragraph 5.10.2. The TODO uses the Automated Technical Order Management System (ATOMS) to manage TOs.

5.1.4. CMs are a distinct part of each work center technical publication file and should be maintained separately in alphanumeric sequence when practical. CMs may be filed by system or equipment type (i.e., receivers, test equipment, etc.). The binder(s) must be clearly marked with the system name or equipment type and manuals will be filed alphanumerically within the binder(s). The binder(s) will be filed alphanumerically within the CM manual file.

5.1.5. Digitally downloaded TOs will be centrally located on a network directory, annotated and filed alphanumerically in the applicable binder using an Optional Form 21.

5.1.6. The TODO performs all technical data distribution. Work centers will give the TODO TOs and CMs received from any source other than the TODO for inclusion in the ATOMS database. Distribution of publications between accounts without approval of the TODO is not authorized.

5.1.7. Hard copy requests of TOs that are available in digital format must be accompanied with a letter of justification. Digital methods and procedures TOs are available at www.pdsm.wpafb.af.mil.

5.1.8. MS will act as the sole coordinating authority for all group local workcards. All TODOs will send local workcards or PMI checklists to MS for review. MS will send LWCs to the CoM for approval or disapproval.

5.2. Responsibilities

5.2.1. MS will:

5.2.1.1. Support squadron TODOs as needed.

5.2.1.2. Develop and distribute to all work centers a template, with instructions for use, for preparation of LWCs centers.

5.2.1.3. Verify accuracy of submitted LWC, assign a LWC number, and distribute final product after approval.

5.2.1.4. Maintain a copy of all local work cards.

5.2.2. TODOs will:

5.2.2.1. Manage the ATOMS 2000 program for all squadron and det TOs, CMs, and LWCs.

5.2.2.2. Develop procedures for TO requisitions, improvement reports, accomplishment of annual/routine index checks, and management of local workcards, time change items, and time compliance technical orders.

5.2.2.3. Maintain a master file of applicable TO indexes.

5.2.2.4. The TODO assigns Technical Order Distribution Accounts (TODAs) IAW TO 00-5-2, paragraph 1-4.2.2.3.

5.2.2.5. Order all TOs and manuals requested by work centers.

5.2.2.6. Receive and distribute all TOs and Local Work cards.

5.2.2.7. Provide TO assistance to the work centers on an as-requested basis.

5.2.2.8. Distribute an annual review listing to all TODAs each January.

5.2.2.9. Maintain a binder for TO requisitions from the TODAs.

5.2.2.10. Maintain a copy of all local work cards maintained by the maintenance work centers.

5.2.2.11. TCTO Management Responsibilities.

5.2.2.11.1. Order TCTOs identified by the work center.

5.2.2.11.2. Upon receipt of equipment modification instructions, other than TCTOs, coordinate with MS, MC and appropriate work center to determine applicability.

5.2.2.11.3. Process applicable equipment modifications in the same manner as TCTOs to the maximum extent practical.

5.2.2.12. TO Improvement Reports TODO Responsibilities.

5.2.2.12.1. Develop and distribute to all work centers procedures for preparation of AFTO Forms 22, *TO Improvement Report and Reply*.

5.2.2.12.2. Verify accuracy of submitted reports and forward to appropriate agency for inspection.

5.2.2.13. Maintain continuity book containing local responsibilities and procedures not covered by existing guidance, a list of references and their locations and points of contact.

5.2.2.14. Monthly, the TODO and TODAs will perform routine index reviews using the TO Catalog Update located at www.pdsm.wpafb.af.mil.

5.2.2.15. Distribute approved LWCs to required work centers.

5.2.3. TODAs will:

5.2.3.1. Submit LWCs to the TODO for review; see MS for template. The TODO will forward the LWCs to MS for review and processing.

5.2.3.2. Maintain continuity books containing, at a minimum, the following items: table of contents, local responsibilities and procedures not covered by existing guidance, a list of references and their locations, points of contact, ATOMS listings (for TOs, CMs, and LWCs), annual and routine review sheets, a TODA job description and a basic how-to section. The goal is to provide the means for any individual to perform TODA duties.

5.2.3.3. Perform routine (monthly) and annual TO reviews IAW TO 00-5-2 section 3-14 and additional procedures established by this instruction. Use the ATOMS printout to perform monthly and annual index reviews. Annotate completion on an ATOMS listing or locally generated spreadsheet.

5.2.3.3.1. Each month review that month's section of the annual ATOMS listings, both index and 'A' page check and inform the TODO of any discrepancies by the 20th of that month. Notify the TODO of review completion via E-mail.

5.2.3.3.2. Verify ATOMS listings against actual technical data on-hand during annual reviews.

5.2.3.3.3. Ensure all additions and deletions submitted to the TODO were included on the ATOMS listings.

5.2.3.3.4. Update their ATOMS listings upon receipt of revisions, changes, supplements, etc.

5.2.3.3.5. Conduct CM reviews annually by reviewing TO 0-4-6-2-cd-1. During this review, TODAs will verify their CM requirements and the part numbers of equipment not having assigned TOs against TO 0-4-6-2-cd-1 to determine if a TO has been developed and revalidate their need for each CM. Document completion using AFTO Form 131.

5.2.3.3.6. Review local work cards annually to ensure currency and accuracy. Document completion on locally generated spreadsheet.

BRUCE L. CURRY, Colonel, USAF
Commander

ATTACHMENT 1**GLOSSARY OF ABBREVIATIONS, ACRONYMS, TERMS AND REFERENCES****Acronyms and Abbreviations**

AFCA — Air Force Communications Agency

AFMQCCS — Air Force Maintenance Quality Control Check Sheets

AFOSH — Air Force Occupational Safety and Health

AWP — Awaiting Parts

C-E — Communications Electronics

C4 — Command, Control, Communications and Computer

CAMS — Core Automated Maintenance System

CARC — Chemical Agent Resistant Coating

DIFM — Due In from Maintenance

ECU — Environmental Control Unit

EIP — Equipment Inoperative for Parts

ERRCD — Expandability, Recoverability, Reparability Cost Designator

ESR — Equipment Status Reporting

FSMA — Functionally Supported Maintenance Activity

GSU — Geographically Separated Unit

IAW — In Accordance With

JCN — Job Control Numbers

MC — Maintenance Control

MICAP — Mission Capability

MIPS — Multi-fueled Independent Power System

MS — Maintenance Support

MSEP — Maintenance Standardization and Evaluation Program

MSR — Maintenance Support Representative

NRTS — Not Repairable This Station

PMI — Preventative Maintenance Inspection

ROD — Report of Discrepancy

RSP — Readiness Spares Package

SAV — Staff Assistance Visit

TCTO — Time Compliance Technical Order

TQG — Tactical Quiet Generator

TRN — Turn-around

Terms

Air Support Operations Center (ASOC) — Plans, coordinates, and executes close air support at Army Corps-level; Air Operations Center and Corps liaison

Chief of Maintenance (CoM) — As described in AFI 21-116 and this instruction, is responsible to the Corps ALO for all maintenance activities when deployed, responsible to the ASOG/CC in-garrison.

Chief of Systems Flight — Oversees and supervises 4 ASOS maintenance, logistics, and communications.

Consolidated Tool Kit (CTK) — A container (can be metal, plastic, wood, or cloth) used for storage of tools utilized in the immediate work area.

Deployed Equipment Custodians — Appointed by the commander, deployed equipment custodians maintain accountability for all equipment while deployed.

Detachment Generator Representatives — Appointed by the detachment commander; provides operator maintenance, handling and care, and reports operational status to the supporting maintenance organization.

Director of Logistics (LG) — Provides oversight and guidance for the logistics staff and is responsible to the 4 ASOG/CC for support of all C-E maintenance, logistics, and support activities while in-garrison.

Equipment Custodians — Appointed by unit commanders; equipment custodians maintain accountability for all equipment assigned to their respective unit and comply with 23-series supply instructions.

Functionally Supported Maintenance Activity (FSMA)— A production-oriented maintenance activity that is normally geographically separated by its parent unit. It is responsible to and supported by the CoM as a maintenance production activity.

Individual Tool Kit (ITK) — A container (can be metal, plastic, wood, or cloth) used for the storage of tools and issued to an individual for the purpose of performing maintenance in the immediate work area.

Maintenance Supervisors — Maintenance Supervisors provide oversight to FSMAs, described as maintenance activities not managerially self-sufficient.

Maintenance Control (MC) — Responsible for collecting maintenance data and reporting all maintenance activities to the CoM IAW 21-116.

Maintenance Staff — All staff functions supporting the maintenance production effort (i.e., Maintenance Control, Maintenance Support, Maintenance Training Management).

Maintenance Support (MS) — Performs maintenance evaluations under the Maintenance Standardization and Evaluation Program (MSEP) and performs other duties as described in AFI 21-116.

Materiel Control (Supply, generically) — Performs supply assistance and liaison duties, tracks supply actions, forecasts requirements and resolves supply deficiencies for the CoM, CSF, and Maintenance Supervisors as outlined in AFI 21-116.

Special Tool Locker — A locker used for storage of large tool items such as jack stands, power tools, sledge hammers, etc.

Tactical Air Control Party (TACP) — Assigned under DO, directs close air support operations at Division-level and below.

REFERENCES:

AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*

AFI 21-116, *Maintenance Management of Communications-Electronics*

AFI 24-302, *Vehicle Maintenance Management*

AFI 24-307, *Procedures for Vehicle Maintenance Management*

AFI 32-1062, *Electrical Power Plants and Generators*

AFI 32-1063, *Electric Power Systems*

AFI 32-1064, *Electrical Safe Practices*

AFMAN 32-1078, *Electrical Worker Safety*

AFMAN 37-139, *Records Disposition Schedule*

AFOSH STD 91-45, *Hazardous Energy Control and Mishap Prevention Signs and Tags*

AFI 90-201, *Inspector General Activities*

ATTACHMENT 2**STATUS REPORTING CRITERIA FOR COMMUNICATIONS ELECTRONICS**

MRC-144	
RED	AMBER
<p>The loss of:</p> <ol style="list-style-type: none"> 1. HF radio 2. Power Distribution Unit (PDU) 3. More than two radios (not including portables) 4. Vehicle out of commission 5. Signal Distribution Unit (SDU) (ASOC and TACP at Division Main) 6. Both Radio System Controllers (RSC) (ASOC and TACP at Division Main) 7. HI and LO VHF-FMs (TACP only) 	<p>The loss of:</p> <ol style="list-style-type: none"> 1. UHF or VHF AM radio 2. One VHF-FM radio 3. One RSC 4. SDU (TACP only) 5. Power generator
TSC-94A	
RED	AMBER
<p>The loss of:</p> <ol style="list-style-type: none"> 1. Both High Power Amplifiers (HPA) 2. Both High Voltage Power Supplies (HVPS) 3. Both Up-converters 4. All Modem(s) 5. SAW Filter, TX or RCV 6. Three Down-converters 7. Failure of both Low Noise Amplifiers (LNA) 8. Controller/ Monitor 9. Failure of TSSP (mission dependent) 	<p>The loss of:</p> <ol style="list-style-type: none"> 1. One LRM 2. One Up-converter 3. One or two down-converters 4. One HPA 5. One HVPS 6. One LNA 7. One Modem (if two are built-in) 8. Antenna drive motor 9. Failure of one antenna control amplifier 10. One KG-94

TRC-170	
RED	AMBER
Loss of: 1. HPA 2. High Voltage Power Supplies (HVPS) 3. Receiver 4. Both LNAs 5. Tropo-Modem	Determined on case by case basis
TSSR (GRC-239)	
RED	AMBER
1. Failure of Base-band module 2. Failure of RF module	Impairment of any module that does not terminate communication link
RMC (TD-1234)	
RED	
1. Failure of timing card 2. Failure of power supply	
FCC-100	
RED	AMBER
Failure of: 1. Power supply 2. Aggregate Card 3. Processor Failure	Any impairment of any module that does not terminate communication link
SB-3865 SWITCHBOARD	
RED	AMBER
The loss of: 1. Power Supply Sub-Assembly 2. Bulk Storage Unit EPROM (BSU) 3. Keyboard 4. Visual Display Unit (VDU) 5. Input/Output Controller (CCA) 6. Processor CCA	The loss of: 1. Modem #1 CCA 2. Internal Battery

ATTACHMENT 3

CONSOLIDATED TOOL KIT (CTK) PROGRAM

A3.1. Work center supervisors will:

A3.1.1. Establish a tool control program that satisfies their unique requirements while ensuring positive control is kept.

A3.1.2. Appoint, in writing, work center Tool Monitors.

A3.2. Tool Monitors will:

A3.2.1. Be responsible to the work center supervisors for the security, control, and accountability of assigned tools.

A3.2.2. Establish procedures to control the issuance of tools.

A3.2.3. Ensure that only serviceable tools are used and that unserviceable tools are returned to Supply for disposition. Obtain replacement tools as soon as possible.

A3.2.4. Notify the work center supervisor immediately when tools, hand receipts, or support items are discovered missing during an inventory.

A3.2.5. Establish an effective tool location and identification method for all assigned CTKs, ITKs, and tool lockers.

A3.2.5.1. Establish a master inventory of tools contained in each CTK, ITK, and Tool Locker.

A3.2.5.2. The inventories will list the nomenclature, national stock number or manufactures ID, and quantity of each tool.

A3.2.5.3. If two or more CTKs or ITKs are identically configured, one master inventory will suffice, provided each identical CTK number is identified on the master inventory.

A3.2.5.4. Tool sets containing more than one item will have each piece counted, as well as the container, with the total quantity marked on the exterior of the container. NSNs or PNs are not required for individual pieces of a kit or set.

A3.2.6. Establish daily-use inventory checklist for each CTK and Tool Locker.

A3.2.6.1. Perform a tool inventory and document results on the daily-use inventory check list anytime a CTK or Tool Locker is opened.

A3.2.6.2. If a CTK or Tool Locker is not opened, an inventory is not required except for the semi-annual inventory explained in paragraph A3.4.

A3.2.6.3. ITKs do not require daily-use inventory checklist but are required to be inventoried at least semi-annually.

A3.2.7. Maintain a missing/broken tool log or USAFE Form 146. The log will contain the following information: Noun, CTK/ITK/Tool Locker Number, Reason Missing (Missing-On Order, Broken-Awaiting Funds, etc.), Work center, Date/Time Out, Verified By, Date/Time Replaced, and Monitor's initials.

A3.3. Tool Marking and Identification.

A3.3.1. Each CTK and tool will be permanently marked with the CTK number, the squadron's numerical designator (i.e. 1/2/4 ASOS), and the shop's code. Tools that are a set or kit, i.e. alignment tools, also need the number of pieces that make it a complete kit, added to the identification.

A3.3.2. Exceptions:

A3.3.2.1. Tools previously marked with 617/717/817 ASOS do not have to be re-etched with 1/2/4 ASOS until replaced.

A3.3.2.2. Beryllium is a carcinogen; therefore, beryllium tools will not be etched but will be marked using other methods.

A3.3.2.3. Work centers with only one tool kit do not have to mark tools with a tool kit number.

A3.3.2.4. When tool size makes it impractical to etch, use a work center or tool kit unique identification method.

A3.4. Tool Accountability and Control.

A3.4.1. Each tool kit as well as all other shop tools will be inventoried semi-annually and documented. Annotate the missing/ broken tool log if any tool is missing or broken.

A3.4.2. Individuals are responsible for tools and toolboxes issued to them until they are returned. Prior to issue and turn-in, and semi-annually, the individual and tool control monitor will jointly inventory the CTK, toolbox, pouches, or bags.

A3.5. Corrosion Prevention and Control. Tools will be maintained free of debris and corrosion.

ATTACHMENT 4

GENERATOR SUPPORT

A4.1. General Rules, Designations, and Reporting

A4.1.1. Power production personnel at the 1 ASOS and 2 ASOS report directly to their Maintenance Supervisor. Power production personnel at the 4 ASOS are responsible to the CSF through the Systems Support Branch.

A4.1.2. Detachment commanders designate primary and alternate generator representatives. Submit letter to respective squadron and 4 ASOG CoM. These custodians are the detachment's central point of contact for the Multi-fueled Power System (MIPS) and other generator matters. Generator representatives will report all generator actions to their respective squadrons.

A4.1.3. Power production personnel at the 1 ASOS and 2 ASOS will provide liaison assistance for their detachments. In addition, the 2 ASOS will provide liaison assistance for Det 2, 4 ASOG (Grafenwoehr, Germany) and Det 3, 4 ASOG (Hohenfels, Germany). The 4 ASOS will provide liaison support for Det 1, 4 ASOG (Vicenza, Italy).

A4.2. Responsibilities

A4.2.1. Squadron power production will:

A4.2.1.1. Ensure all electrical power systems are operated and maintained in an efficient manner following established manuals, manufacturer's technical information, and local directives.

A4.2.1.2. Perform preventive maintenance inspections IAW technical orders and local directives.

A4.2.1.3. Ensure squadron and detachment personnel receive initial generator safety training within 90 days of signing into their respective unit.

A4.2.1.4. Maintain all squadron and detachment records for equipment operation, maintenance, repair, and replacement.

A4.2.1.5. Record pertinent data on AF Form 719, *Historical Record Diesel Electric Generators and Systems*, IAW AFI 32-1062.

A4.2.1.6. Maintain a historical record for each generator and AF Forms 487 in file plan IAW AFMAN 37-139.

A4.2.1.7. Collect information to complete AF Form 487s from each detachment and add to the generator historical record folders for each electrical power generation systems as required.

A4.2.1.8. Maintain a continuity book at each squadron for generators and ECUs, including those at detachments, IAW paragraph A4.2.2.5. of this instruction.

A4.2.1.9. Assist detachment representatives as required.

A4.2.1.10. Provide recertification training to users as required.

A4.2.1.11. Ensure power system operators and maintenance personnel are familiar with safe practices IAW AFI 32-1064, *Electrical Safe Practices*, AFMAN 32-1078, *Electrical Worker Safety*, and AFOSH STD 91-45, *Hazardous Energy Control and Mishap Prevention Signs and Tags*. Document and maintain a history of operator safety training.

A4.2.1.12. Immediately report generator status changes as they occur. Use MC procedures for data reporting.

A4.2.1.13. Request all cannibalization actions IAW paragraph 2.2.2.9.

A4.2.1.14. Obtain generator and support systems PMI schedule from MC.

A4.2.2. Detachment generator representatives will:

A4.2.2.1. Complete an AF Form 487 each time MIPS or other authorized generator is put into operation.

A4.2.2.2. Submit copies of the AF Form 487 to the respective squadron to maintain a historical record for each generator.

A4.2.2.3. Report any generator discrepancy to their respective squadron power production personnel.

A4.2.2.4. Request support and assistance from the squadron Maintenance Supervisor regarding any generator problems.

A4.2.2.5. Establish and maintain a continuity book setup with the following table of contents:

<u>TAB</u>	<u>DESCRIPTION</u>
1	POINTS OF CONTACT
2	DESCRIPTION OF RESPONSIBILITIES
3	EXAMPLES AND FORMS EXPLANATIONS (As Required)
4	GENERATOR AND EQUIPMENT TURN-IN PROCEDURES
5	REFERENCES

ATTACHMENT 5**TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT PROGRAM (TMDE)**

A5.1. MS will:

A5.1.1. Maintain a Unit TMDE Monitor letter for each squadron. Each letter needs to be forwarded to the CoM for approval.

A5.1.2. Assist Unit TMDE monitors when requested.

A5.2. Unit TMDE monitors will:

A5.2.1. Assist work center supervisors when requested or when TMDE problems require immediate attention.

A5.2.2. Follow guidelines identified in AFI 21-116 Attachment 5.

A5.2.3. Establish a unit continuity book identifying, but not limited to:

A5.2.3.1. Transportation procedures.

A5.2.3.2. Equipment control.

A5.2.3.3. Turn-in and pick-up procedures.

A5.2.3.4. Work center TMDE monitor appointment letters.

A5.2.3.5. Point of Contact list.

A5.2.3.6. Include appropriate TMDE handbooks.

A5.3. Work center TMDE monitors and production work center supervisors will:

A5.3.1. Follow guidelines identified in AFI 21-116 Attachment 5.

A5.3.2. Develop and implement an effective work center TMDE program to ensure assigned equipment is monitored for proper use, handling, storage, transportation, and calibration.

A5.3.3. Identify work center personnel needing TMDE training and conduct training, as required, using AFQTP 2EXXX-201P.

ATTACHMENT 6
MSEP REPORT ROUTING

Technical Evaluations With Major Finding(s)	Suspense	Info	Action	Technical Evaluations With Minor Finding(s)	Suspense	Info	Action
Work center	5 days		X	Work center	5 days		X
Branch Chief (4 ASOS Only)	2 days	X		Branch Chief (4 ASOS Only)	2 days	X	
Maintenance Supervisor OR CSF (4 ASOS Only)	2 days	X		Maintenance Supervisor (Close out authority) OR CSF (Close out authority - 4 ASOS only)	2 days		X
Maintenance Support	2 days		X	MS (File)	2 days		X
CoM	4 days		X	Work center (File)	2 days		X
MS (File)	2 days		X				
Work center (File)	2 days		X				
Technical Evaluations With No Finding(s)	Suspense	Info	Action	Personnel Evaluations	Suspense	Info	Action
Chief of MS (Close out authority)	2 days		X	Evaluatee	4 days		X
MS (File)	2 days		X	NCOIC	2 days	X	
Work center (File)	2 days		X	Branch Chief (4 ASOS Only)	2 days	X	
				Maintenance Supervisor OR CSF (4 ASOS Only)	2 days	X	
				Commander	4 days	X	
				MS	2 days		X
				CoM	4 days	X	
				MS (File)	2 days		X
				Work center (File)	2 days		X

Managerial Evaluations	Suspense	Info	Action
Work center NCOIC	10 days		X
Branch Chief (4 ASOS Only)	2 days	X	
Maintenance Supervisor OR CSF (4 ASOS Only)	2 days	X	
Commander	4 days	X	
Maintenance Support	2 days		X
CoM	4 days		X
MS (File)	2 days		X
Work center (File)	2 days		X

ATTACHMENT 7**EXAMPLE MSR APPOINTMENT LETTER**

DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES EUROPE

23 July 2001

MEMORANDUM FOR 4 ASOS/LGQ

FROM: 2 ASOS

SUBJECT: Maintenance Support Representatives (MSR) Appointment Letter

1. The following individuals are appointed as 2 ASOS (work center) MSRs.

RANK/NAMEDEROS

Primary: TSgt Daniel Boone

Jun 2003

Alternate: SSgt Timothy O'Leary

Dec 2003

2. This letter supersedes all others of the same subject.
3. If you have any questions, contact me at 350-6983.

JOHN DOE, MSgt, USAF
 Maintenance Supervisor

1st Ind. 4 ASOS/LGQ

MEMORANDUM FOR 4 ASOG CHIEF OF MAINTENANCE

Concur / Non-concur

JOHN J. JOHNSON, Jr., TSgt, USAF
Chief, Consolidated Maintenance Support

2nd Ind. 4 ASOS/LG

MEMORANDUM FOR 4 ASOS/LGQ

Approved / Disapproved

JANE DOE, Capt, USAF
4 ASOG Chief of Maintenance

ATTACHMENT 8

CORROSION CONTROL

A8.1. MS will:

A8.1.1.1. Be the focal point for the Group Corrosion Control Program.

A8.1.1.2. Assist work center supervisors when requested or when corrosion control problems are identified as needing immediate attention.

A8.2. Work center supervisors will:

A8.2.1.1. Develop and implement an effective work center corrosion control program to ensure assigned equipment is monitored for prevention, identification, and removal of corrosion.

A8.2.1.2. Create procedures for corrosion inspections if they are not performed during PMIs.

A8.2.1.3. Identify work center personnel needing corrosion control training and conduct training, as required.

A8.2.1.3.1. Communication Electronic maintenance personnel (2EXXX) will complete AFJQS2EXXX-201C (located at <https://wwwmil.keesler.af.mil/81trss/qflight/WebPages>). Work centers will load 201C series tasks to their respective WTAs and ITAs.

A8.2.1.3.2. Transportation maintenance personnel (2TXXX): Ensure personnel are qualified on the following CFETP tasks, 11.2 and 11.3 perform scheduled and annual inspections.

A8.2.1.3.3. Power Production maintenance personnel (3E0XX): Ensure training on the following CFETP task number is qualified prior to performing corrosion control; 13.6.1 Corrosion Control. The CFETP task is not specific, additional training should be established by the work center to ensure adequate training is accomplished. Document this training by either using AF Form 797 or in Ancillary Database in CAMS.

A8.2.1.3.4. HVAC maintenance personnel (3E1XX): Ensure the following CFETP task numbers are qualified IAW AFI 32-1054 prior to treatment of corrosion; 26.1 Cause and Type of Corrosion, 26.2 Methods of Controlling Corrosion, and 26.3 Environmental Concerns.

A8.2.1.4. Ensure training for Personal Protective Equipment (PPE) is provided and documented on AF Form 55.

A8.2.1.5. Work centers will maintain a list of Chemical Agent Resistant Coatings (CARC) items in the work center continuity book.

A8.3. Treatment of CARC and non-CARC equipment

A8.3.1.1. Non-CARC Equipment.

A8.3.1.1.1. Spot painting and corrosion control will be performed on all non-CARC painted items in accordance with the applicable technical order.

A8.3.1.1.2. Do not use aerosols in confined spaces.

A8.3.1.1.3. Ensure that the appropriate equipment and materials are on hand and used IAW the applicable equipment Technical Order.

A8.3.1.1.4. Ensure proper safety guidelines are followed and that PPE is used during the treatment of corrosion. Check that PPE is in good condition prior beginning corrosion procedures.

A8.3.1.2. CARC Equipment.

A8.3.1.2.1. CARC paint is an extremely hazardous material, it's used on tactical equipment and vehicles, allowing them to be treated and placed back into service after a chemical attack. There are many health and environmental risks involved with the use and treatment of CARC paint. The following procedures will be adhered to during the treatment of corrosion on CARC painted items:

A8.3.1.2.1.1. Maintenance personnel are the only individuals authorized to treat corrosion on CARC painted items.

A8.3.1.2.1.2. No sanding, chipping, scraping, or removal of CARC paint is authorized.

A8.3.1.2.1.3. An approved agent for the treatment of corrosion is Rust Buster, NSN 8030-01-347-0965. Apply it to the corroded area, by brush or roller; no aerosols, do not remove the Rust Buster. PPE is required in accordance with the MSDS.

A8.3.1.2.1.4. CARC painted items will not be spot painted. CARC paint can only be cover by CARC paint. Enamel paint will not be applied to CARC painted items.

A8.3.1.3. The following is a list of CARC painted equipment and vehicles assigned to the 4 ASOG:

A8.3.1.3.1. Communications equipment: AN/PRC-119D and AN/VRC-91A SINCGARS, PRC-117F, TRC-170(V)3, TSC-94A, TSQ-209, GRC-239, OE-361, QRA-8 foot antenna

A8.3.1.3.2. Generators: Power Plant A/M24U (MEP 806), MEP 804 1.

A8.3.1.3.3. Vehicles: M-101 HMMWV towable trailer, M-998/M-1097/M-1114 HMMWVs, M-923 5-ton w/o winch, M-925 5-ton w/ winch, M-816 wrecker, M-934 5-ton expansible van, M-105 5-ton towable trailer, M-200 5-ton towable trailer, M-1008 pick up truck, M-1009 utility truck, M-1028 shelter carrier, M-832 mobilizer, M-840 mobilizer, M-720 mobilizer, M-149 water tank, and others.

A8.3.1.3.4. Shelters: S-250 and S-788 (vehicle-mountable), S-530 (electrical), and S-280 (storage).

ATTACHMENT 9

BENCH STOCK AND PRECIOUS METALS

A9.1. Bench Stock

A9.1.1. Materiel Control will:

A9.1.1.1. Accomplish a walk through of all work centers with a bench stock account at least semi-annually.

A9.1.1.2. Assist work centers to resolve bench stock difficulties.

A9.1.2. Work centers supervisors will:

A9.1.2.1. Establish bench stocks or update bench stocks by submitting a letter or e-mail to Materiel Control IAW AFI 23-110, Chapter 25, paragraph 25.7.2.

A9.1.2.2. Ensure all assets stored in bench stock locations are expendable, XB3 assets and not accountable assets (i.e. XD2, repairable) IAW AFMAN 23-110 Vol II, Part II, Chapter 25, paragraph 25.4.2.

A9.1.2.3. Send copy of bench stock appointment letter to Materiel Control.

A9.1.2.4. Maintain a placard near each bench stock account with current information; identifying Primary and alternate monitors.

A9.1.2.5. Ensure a shadow board or cross-reference list of stock numbers, part numbers, and bin numbers is current.

A9.1.2.6. Ensure a weekly walk-through of all supported bench stocks.

A9.1.2.7. Display Red flags if the stock is below 50 percent of the authorized bench stock levels whether or not a due-out has been established through Materiel Control IAW AFMAN 23-110 Vol II, Part II, Chapter 25, paragraph 25.16.3.

A9.1.2.8. In the absence of red flags, workcenters will use a displayed AF Form 465 to indicate assets already identified to Materiel Control for backorder.

A9.1.2.9. Affix yellow bin labels to all locations containing shelf life coded items.

A9.1.2.10. Rotate bench stock assets to ensure oldest stock is used first.

A9.1.2.11. Verify initial bench stock due outs using the Daily Document Register (D04) and Due-out Validation (M30) listings. Monitor existing bench stock with the Master Bench Stock Listing (S04).

A9.1.2.12. Affix green bin labels to all locations containing precious metal bearing items.

A9.1.3. Deployed Procedures:

A9.1.3.1. Normal supply procedures will be followed to the maximum extent possible during deployments. Submit bench stock requests to Materiel Control or Supply as required.

A9.1.3.2. Work centers will transport necessary bench stock to the deployed location using bins labeled/marked in the same manner as permanent bench stocks.

A9.2. Precious Metals

A9.2.1. Materiel Control will:

A9.2.1.1. Maintain a stock number list of all bench stock items containing precious metals.

A9.2.1.2. Conduct semi-annual inspections of each work center's precious metal program.

A9.2.1.3. Store all turned-in precious metal items in a secure area.

A9.2.2. Work centers supervisors will:

A9.2.2.1. Assign green bin labels for each bench stock asset that contains precious metals.

A9.2.2.2. Ensure all precious metal-bearing items are monitored.

A9.2.2.3. Turn unserviceable assets containing precious metals to Materiel Control as soon as possible.

A9.2.2.4. Prepare an AF Form 2005 (4 copies) and two DD Forms 1577 for each precious metal turn-in.

A9.2.3. Deployed Procedures:

A9.2.3.1. Normal precious metal recovery procedures will be followed to the maximum extent possible during deployments.

A9.2.3.2. Materiel Control will designate and secure a unserviceable precious metal-bearing storage area.

A9.2.3.3. Turn-ins will be processed within 10 days of re-deployment to home station.

ATTACHMENT 10**NOT REPAIRABLE THIS STATION (NRTS)
And DUE IN FOR MAINTENANCE (DIFM) Processing****A10.1. NRTS**

A10.1.1. MS will:

A10.1.1.1. Validate all NRTS actions for the 4 ASOG.

A10.1.1.2. MS will provide the 1, 2, and 4 ASOS with a NRTS database.

A10.1.1.3. Develop a trend analysis for the Quarterly Deficiency Analysis report.

A10.1.2. Work center supervisors will:

A10.1.2.1. Ensure every effort is expended to make authorized repairs to equipment assemblies and sub-assemblies prior to initiating a NRTS action. All maintenance activities will utilize lateral support from other maintenance work centers within the group to the greatest extent possible.

A10.1.2.2. Ensure NRTS paperwork is completed IAW Technical Orders (TO) 00-20-3, 00-25-195, and this instruction.

A10.1.2.3. Ensure each NRTS asset is clean, TO complete, all unmated connectors capped, and properly packed before turning the asset in to MS for the 4 ASOS and Materiel Control for the 1 and 2 ASOS.

A10.1.2.4. Reduce NRTS conditions by obtaining authorized equipment, facilities, training, and if necessary, by submitting an AFTO Form 135 to correct Source, Maintenance and Recoverability (SMR) codes in the applicable TOs.

A10.1.2.5. The 1 and 2 ASOS will ensure all NRTS actions are called into MS before turning assets into Supply.

A10.1.3. Work center personnel will complete the following paperwork to accompany the NRTS item:

A10.1.3.1. Work centers (4 ASOS only) will provide one off-equipment CAMS snapshot (IN-SHOP WORK CENTER EVENT, SCREEN # 122) or AFTO Form 349 if CAMS is unavailable. Exception: AFTO Form 349 is not required for non-Maintenance Data Collection (MDC) reportable equipment.

A10.1.3.2. All work centers will provide:

A10.1.3.2.1. One AFTO Form 350 completed IAW TO 00-20-3.

A10.1.3.2.2. Two condition tags/ labels (DD Forms 157X/-X) IAW TO 00-20-3. The tags/labels must be signed by an authorized work center Maintenance Inspector. All MSRs and NCOICs are authorized maintenance inspectors.

A10.1.3.3. 4 ASOS personnel will enter all applicable information into the 4 ASOG NRTS database. The 1 and 2 ASOS work centers will call MS with all required NRTS information (see the NRTS Validation Worksheet).

A10.1.3.4. Bring paperwork, item in original or proper reusable container, and applicable technical orders to the work center supervisor for NRTS verification then to MS (4 ASOS) or Materiel Control for 1 and 2 ASOS.

A10.2. DIFM

A10.2.1. Materiel Control will:

A10.2.1.1. Monitor DIFM status using the D-23 (Repair Cycle Asset Management List).

A10.2.1.2. Turn-in DIFM items on the next available supply run.

A10.2.1.3. Actively track all DIFM items that have been turned in to Repair Cycle Support Element until the DIFM detail clears the account.

A10.2.1.4. Provide guidance for Awaiting Parts (AWP) requests.

A10.2.1.5. Transport Product Quality Deficiency Report (PQDR) to the Flight Service Center for turn-in and processing.

A10.2.1.6. Ensure the following documentation is attached to all DIFM turn-ins.

A10.2.1.6.1. 2 copies of DD Form 2005 (turn-in)

A10.2.1.6.2. 2 copies of AFTO Form 350 (for unserviceable items)

A10.2.1.6.3. Applicable condition tags.

A10.2.1.6.4. AF Form 451 (when proper container is not available).

A10.2.2. Work centers will:

A10.2.3. Assign a secure storage facility for all AWP/DIFM assets.

A10.2.4. Provide status of suspected unserviceable DIFM assets to Materiel Control.

A10.2.5. Secure all DIFM assets.

A10.2.6. Prepare DIFM items and complete required documentation prior to turn in.

A10.2.7. Process unserviceable warranted items, Materiel Deficiency Reports (MDR), and Quality Deficiency Reports (QDR) as applicable.

A10.2.8. Deployed Procedures

A10.2.8.1. During deployments normal DIFM procedures will be followed to the maximum extent possible.

A10.2.8.2. All DIFM assets will be stored in a secure area.

A10.2.8.3. Requests will be submitted to Materiel Control by whatever means directed.

A10.2.8.4. If no contact can be made with Base Supply, and the situation permits, Materiel Control personnel will be dispatched to the nearest military facility to submit the request.

A10.2.8.5. Work center will submit status updates to Materiel Control and Repair Cycle Support Element, as applicable.

A10.2.8.6. Materiel Control will turn in DIFM items to the host base supply as soon as possible to clear DIFM details.

A10.3. MDRs and QDRs

A10.3.1. Work centers supervisors will:

A10.3.1.1. Ensure reports are processed through MS.

A10.3.1.2. Work centers complete DD Form 2332, PQDR Exhibit Tag, and DD Form 1575/ 1575-1, Suspended (Brown) Tag/Label in two copies and securely attach to the item. Hold the item in a secure cabinet or locker separate from similar serviceable items, and maintain all paperwork.

A10.3.2. MS will process the report through 86th Fighter Wing.

A10.3.3. MS will provide disposition instructions as per directions database manager at WPAFB, OH.

A10.3.4. Work center supervisors will turn over PQDR items to their respective Materiel Control who will deliver to the FSC. Materiel Control will ensure the work center receives credit for the PQDR item.

NRTS VERIFICATION WORKSHEET

WORK CENTER NCN DATE

END ITEM DATA

JCN ID # MODEL SRD

NRTS ITEM DATA

350 TAG NUMBER WUC SMR CODE

STOCK # PART #

NOMENCLATURE ERRC CODE

TO FIGURE INDEX COST

DISCREPANCY

NRTS CODE DATA

NRTS CODE

JUSTIFICATION/AUTHORITY

ACTION TAKEN TO PREVENT FURTHER NRTS ACTIONS (IF APPROPRIATE):

WORK CENTER SUPERVISOR NAME/RANK