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Maintenance

METROLOGY AND CALIBRATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction tailors procedures for all units receiving support from the 301st Logistics Group (LG) Type IV Precision Measurement Equipment Laboratory (PMEL) that own or use test, measurement, and diagnostic equipment (TMDE) or support equipment (SE). It applies to all 301st Logistics Group (LG) and 457th FS Flying Squadron Maintenance (FSM) personnel. This instruction implements AFD 21-1, *Managing Aerospace Equipment Maintenance*, AFRCI 21-101, *Aircraft Maintenance Guidance and Procedures*, AFM 66-27, *Core Automated Maintenance System (CAMS)*, Air Force TOs 00-20-14, 1F-16A-37, and 33K-1-100.

1. General:

1.1. Work centers Responsibilities. Located in TO 00-20-14.

1.2. Scheduling Hours/Location. Monday only, from 0800 to 1300 in building 1649, Room 118.

NOTE: If Monday is a holiday scheduling will take place on Tuesday, same time and location.

1.3. The owning work center (OWC) TMDE coordinator will deliver TMDE up to seven days early or one day late during the times specified above. A hand receipt will be issued at time of delivery. Coordinate exceptions to delivery schedule with the PMEL supervisor

1.4. The OWC coordinator will pick up completed TMDE within five workdays after notification, Monday through Thursday. from 0800 - 1400. The hand receipt must be presented to pick up a completed item of TMDE to ensure custodian accounting is maintained.

1.5. All Type II TMDE will be calibrated at a Type II lab off base.

1.6. If the OWC coordinator wants the status of an item in PMEL or believes an item has been in AWM status an excessive amount of time, he or she will contact the PMEL supervisor.

2. Routine Calibration. All TMDE will be cleaned by user or owner before transporting to PMEL.

3. Unscheduled Maintenance/Calibration:

- 3.1. Unscheduled TMDE will be accepted only during normal scheduling hours.
- 3.2. Equipment will have an AFTO Form 350, *Repairable Item Processing Tag*, attached with the following blocks completed: Blocks 1, 2, 3, 3a, 4, 5, 7, 10, 11, and 14.
 - 3.2.1. Block 15 will have name, phone number, and work center of person to be contacted if further information is required.

4. Priority Repair/Calibration:

- 4.1. Scheduling Priority. The OWC TMDE coordinator will notify the PMEL scheduler and PMEL chief/work area supervisor, as soon as possible before the item is due calibration.
- 4.2. Unscheduled priorities will be accepted anytime by phone notification for priority service.
- 4.3. All priority requests will be delivered to PMEL scheduling with a letter requesting priority service signed by the OWC maintenance officer or squadron supervisor. The letter will contain the following information exemplified in attachment 1:
 - 4.3.1. Mission impact statement.
 - 4.3.2. Name, phone number, and work center of the person that will pick up the unit.
 - 4.3.3. Priority level according to TO 00-20-14, page 4-6, paragraph 4-9.
- 4.4. PMEL will call the OWC TMDE coordinator when a priority piece of TMDE is completed. The Logistics Group Commander (LG/CC) will be notified if the work center fails to pick up a priority item within two hours of notification by PMEL.
- 4.5. Abuse of the priority system can cause production backlogs in PMEL. Work centers should consider alternate methods of accomplishing the required measurements or borrowing of TMDE before requesting priority services. PMEL can assist in alternate measurement methods and identification of the location of a source to borrow TMDE. The PMEL chief will coordinate priority requests with the appropriate supervisor.

5. Mission Changes/Exercises/Inspections:

- 5.1. Work center supervisors will coordinate with the PMEL chief as far in advance as possible for known mission changes, exercises, and inspections. This coordination will allow PMEL to plan support requirements and services necessary to customer needs.

6. Master ID Listing:

- 6.1. PMEL will generate and maintain the TMDE and OWC Master ID Listings. The listings will be for equipment which PMEL has calibration responsibility, according to AFM 66-279 and AFRCI 21-101.
- 6.2. A copy of the OWC listing will be distributed monthly by PMEL to all owning work centers.
- 6.3. OWC TMDE coordinators will make the necessary corrections in RED ink and return the corrected copy of the Master ID Listing. OWCs will return a corrected copy of their Master ID Listings to PMEL by due date of new listing receipt. The other copy is for the OWCs file.

6.4. Master ID listing should be kept on file for a minimum of 3 months to ensure corrections have been accomplished.

7. TMDE Calibration Schedule:

7.1. PMEL will generate and maintain the Type II and Type IV TMDE due calibration schedule. This listing is a three part listing that shows the following information:

7.1.1. Overdue TMDE as of the date of the report.

7.1.2. TMDE that is currently in PMEL.

7.1.3. TMDE due calibration in the next 30 days.

7.2. A copy of the TMDE due calibration schedule will be distributed monthly by PMEL to all OWC's.

7.3. OWCs TMDE coordinator's responsibility for this listing will be to ensure:

7.3.1. There is no overdue TMDE.

7.3.2. They have hand receipts for the TMDE in PMEL.

7.3.3. The TMDE due over the next 30 days is correct.

8. TMDE Due CAL/Master ID Monthly Reports:

8.1. Each month when the monthly reports are printed, the OWC coordinator will have 5 working days to correct and return one of each of the corrected copies to PMEL. After the suspense date, PMEL will make a list of all OWCs that failed to turn in their corrected monthly report by the suspense date. A copy of this letter will be sent to all flight chiefs and the LG/CC.

9. Overdue TMDE:

9.1. Each month when the TMDE due calibration report is printed. PMEL will notify all OWCs that have overdue TMDE. After notification, the OWC has 5 days to correct the problem. If after 5 days the problem is not corrected the OWCs flight chief will be notified by letter with a copy to LG/CC.

10. TMDE Coordinator Appointment:

10.1. Forward one copy of the appointment letter designating primary and alternate OWC coordinators as well as persons to sign limited or special calibration labels to PMEL (301MXS/LGMVP).

11. TMDE Coordinator Training:

11.1. The OWC TMDE coordinator will maintain a TMDE coordinator folder. As a minimum, the content of these folders will be as described in TO 00-20-14, page 3-8, paragraph 3-8.

11.2. TMDE coordinators will receive orientation training and quarterly training relating to their duties and responsibilities by PMEL. The OWC TMDE coordinator folder is required for the training class.

11.3. Quarterly PMEL training will be handled through the training office.

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