



***Maintenance***

***PRE/POST DOCK INSPECTION MEETING***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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\*This instruction establishes procedures for the coordination of a pre/post dock meeting for phase inspections. It implements AFD 21-1, *Managing Aerospace Equipment Maintenance*. This instruction applies to maintenance activities in the 944<sup>th</sup> Fighter Wing. Reference AFRCI 21-101, *Aircraft Maintenance Guidance and Procedures*.

**SUMMARY OF REVISIONS**

This revision text reformatting, revises reference materials, revises para 1.1.1, 1.1.2, 1.2.1, 1.2.2, and adds para 1.3. A \* indicates revisions from previous edition.

**1. Responsibilities:**

1.1. Plans, Scheduling and Documentation (PS&D) will:

\*1.1.1. Initiate an AF Form 2410, **Inspection/TCTO Planning Checklist**, at least 45 days before the effective month of the scheduled aircraft inspection date.

\*1.1.2 Review TCTOs, time change items, special inspections, or delayed discrepancies to confirm any maintenance that will be due during the phase inspections. If parts are required, PS&D will order them through the Maintenance Supply Support (MSS) on an AF Form 2005, **Issue/Turn-In Request**, or by a Core Automated Maintenance System (CAMS) work order.

1.1.3. Notify Support Section and Flying Squadron Maintenance of scheduled inspections by publishing the aircraft tail numbers in the Weekly and/or Monthly Maintenance Plan. A 45-day forecast should also be plotted on the yearly planning board in PS&D and it should be updated twice a month. Special maintenance that is scheduled during the phase inspection will not be

published in the Weekly Maintenance Plan. Schedules work requirements prior to the pre-inspection meeting and record them on an AF Form 2410. The AF Form 2410 will include delayed discrepancies, time change items, special inspection and TCTOs. Any known specialist support will be listed in block 15 of AF Form 2410.

1.1.4. A post dock meeting will consist of a documentation review, completion of AF Form 2410, signing off phase inspection, then filing phase packet in aircraft records file in PS&D.

1.1.5. Coordinate Pre/Post Dock Inspection Meetings.

1.2. Phase Dock Chief will:

\*1.2.1. Notify Maintenance Squadron supervision of specialists support requirements listed on the AF Form 2410 when they are required.

\*1.2.2. Provide, for the following duty day, or via electronic media, an AF Form 2406, **Maintenance Pre-Plan**, every day to Maintenance supervision for unscheduled specialist requirements while aircraft is in phase.

1.2.3. Assigned Crew Chief will accompany their aircraft during the phase inspection until completion.

\*1.3. All workcenters will identify items out of configuration and correct them in the Maintenance Information Systems (i.e. CAMS).

**2. Personnel.** (Minimum personnel who will attend Pre/Post Dock Inspection Meetings):

2.1. Plans, Scheduling and Documentation, will chair the meeting.

2.2. Dock Chief.

2.3. Crew Chief.

2.4. Maintenance sections identified in the Weekly Maintenance Plan.

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Commander