



Maintenance

AFTO FORMS 781 MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 944 LG/LGQ (CMSgt G. Plante)
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This instruction establishes procedures for standardizing and reviewing the AFTO Form 781 series. It implements AFPD 21-1, *Managing Aerospace Equipment Maintenance*. This instruction applies to all maintenance activities within the 944th Fighter Wing.

SUMMARY OF REVISIONS

This revision changes local procedures for AFTO Form 781 series documentation (paragraphs **2.** through **2.7.**). An asterisk (*) indicates revisions from previous edition.

1. Responsibilities:

1.1. The AFTO Form 781 series for aircraft assigned will be maintained in strict compliance with prescribed directives.

1.2. Each aircraft crew chief will maintain close surveillance over assigned forms and ensure they are legible, complete, correct, and clean. The flight chief will also review the AFTO Form 781 series for legibility and accuracy prior to submission to documentation for filing.

1.3. Active AFTO Form 781 series (in binder) will be reviewed by the 302d Fighter Squadron Maintenance (302 FS/MA) supervisors on a spot check basis. The AFTO Form 781 series will also be subject to random Quality Assurance inspections.

***2. Documentation:**

2.1. All Time Compliance Technical Orders (TCTOs) transferred from the AFTO Form 781K to the AFTO Form 781A will be placed on a Red X. Components that are not directly affected by a TCTO, but are removed or disturbed to facilitate accomplishment of a TCTO, will be documented separately (including operational checks). These components will be made operational in accordance with the applicable technical order (TO) upon completion of the

TCTO. Flight Chiefs will ensure additional items identified during the TCTO meeting are annotated on the AFTO Form 781A.

2.2. Tasks with an accompanying task code addressed in the F-16 Job Guides may be documented under a single Red X (referencing the specific task code) provided the task is completed without the technician(s) leaving the aircraft. Each task code warrants a separate Red X or appropriate symbol, and will be documented separately from other tasks. Each maintenance task directed in the Input Conditions and Follow-on Maintenance will be documented separately. Operational checks directed in the Follow-on Maintenance may be documented in the AFTO Form 781A "CORRECTIVE ACTION" block provided the operational check is done immediately following the task requiring its accomplishment. Operational checks will be documented in accordance with TO 00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation*, Section III.

2.3. During troubleshooting, technicians will document all unsatisfactory conditions as they occur.

2.4. Aircrew/maintenance personnel will not, under any circumstances, enter more than one defect/discrepancy in each block of the AFTO Form 781A. EXCEPTION: Multiple panel/door removals may be grouped into one discrepancy. Panels/doors removed must be listed individually within the discrepancy. Multiple panels/doors may also be documented separately on an approved panel worksheet. Group Commanders may suspend this option by notifying the applicable work center(s) by letter.

2.4.1. When a panel worksheet is used, make a Red X master entry on the AFTO Form 781A referring to the panel worksheet. The Red X entry is cleared after all panels are installed or open panels are transcribed to a new AFTO Form 781A. The AFTO Form 781A entry and panel worksheet must refer to each other. Retain panel worksheet with AFTO Form 781A.

2.4.2. Panel worksheets will contain, as a minimum: aircraft serial number; date; page and block number of master entry on the AFTO Form 781A; panel number or nomenclature; signature and employee number of person who removed the panel; signature and employee number of person who installed the panel; signature and employee number of person who performed the final inspection; and a block for each panel for transcription purposes. When transcribing the AFTO Form 781A, where the panel worksheet reflects open panels, enter on the panel worksheet the page and block number where an entry was made on the new AFTO Form 781A. When transcribing open panels to a new AFTO Form 781A, document each panel separately or in accordance with paragraph 2.4.

2.5. When reviewing forms prior to filing in documentation, flight chiefs may use colored pens or pencils (excluding the color red) to denote errors requiring correction. Quality Assurance personnel will denote discrepancies discovered during Document File Inspections by initialing and highlighting the discrepancy.

2.6. AFTO Form 781F, Block 3 will be used to list the specific Aircraft Support General Job Control Number (JCN).

2.7. Unit emblems/symbols may be displayed in Block 9 of the AFTO Form 781F after approval of Operations Group Commander. Standardize all unit aircraft AFTO Forms 781F to ensure uniformity. Ensure sufficient room is available in Block 9 to display required special placards. Special placards have space priority. JOAP Laboratory information will also be displayed in Block 9.

3. Arrangement of AFTO Forms 781 Binder. AFTO Forms 781 binder, and additional aircraft forms, will be arranged in the following sequence:

3.1. AFTO Form 781F, **Aerospace Vehicle Flight Report and Maintenance Document**

3.2. AFTO Form 781, **AFORM Aircrew/Mission Flight Data Document**

3.3. AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance Document**

3.4. AFTO Form 781A, **Maintenance Discrepancy and Work Document**

3.5. AFTO Form 781J, **Aerospace Vehicle-Engine Flight Document**

3.6. AFTO Form 781K, **Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document**

3.7. AFTO Form 781K, **TCTO K** (local addition)

3.8. AFTO Form 781K, **Engine K** (local addition)

3.9. AFTO Form 781P, **Support General Documentation Record**

3.10. AFTO Form 781M, **Status Symbols and Functional System Codes**

3.11. Miscellaneous forms approved by the Quality Assurance Office

3.12. AFTO Form 781G, **General Mission Classification - Mission Symbols**

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Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFRCI 21-101, *Aircraft Maintenance Guidance and Procedures*

T.O. 00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation*

Abbreviations and Acronyms

AFPD – Air Force Policy Directive

AFTO – Air Force Technical Order

JCN – Job Control Number

TCTO – Time Compliance Technical Order

TO – Technical Order

302 FS/MA – 302d Fighter Squadron Maintenance