

Attachment to MOA, dated 13 July 2007
Concerning AFI 21-101 and the AFMC Supplement

**Bargained Language
To be Incorporated in the AFMC Supplement**

The following paragraph changes/insertions have been agreed upon for inclusion in the AFMC Supplement to AFI 21-101. In the event any paragraph listed below is omitted or not accurately reflected in the printed Supplement, the parties agree that the bargained language shall prevail.

AFMC Supp 1.16.1.1 The union will be afforded an opportunity to be represented at FOD/DOP meetings at all levels.

(note: removed Center FOD/DOP from AFI 21-122 MOA, dated 24 May 06)

AFMC Supp 1.16.1.1 and 1.35.1.1 Use of personal cell phone or communication devices is authorized in the industrial/production areas except while performing hands-on maintenance activities. Employees will remove themselves from any maintenance activity, aircraft, or high traffic areas prior to using a communication device.

AFMC Supp 1.16.1.1.1 and 1.35.1.1.1 Use of portable music/video players, electronic games or other personal electronic hearing impairing devices is authorized in industrial production areas except where audio warning cues are used. Prohibited items do not include boom boxes, stereos and other sizable devices.

AFMC Supp 1.16.1.1.2 and 1.35.1.1.2 Use of electronic games and video players is only authorized during break times.

AFMC Supp 3.12.3.7. Ensures a local instruction is developed to control tools, equipment, and electronic devices from all wing agencies dispatching to aircraft parking/runway/taxi areas and MXG maintenance areas IAW Chapters 1, 10, and 14 of this instruction.

5.10.1.6 Ensure assigned personnel receive periodic physical examinations as established by the base medical service. Track occupational physicals in the MIS.

5.10.1.7 Establish a respiratory protection program that covers use, training, storage, cleaning, and inspection of respirators, hoses, and associated support equipment IAW AFOSHSTD 48-137, *Respiratory Protection Program*. Document all respiratory training requirements on AF IMT 55.

AFMC Supp 6.3.2.25.3.1 Follow-up action shall include call shop, call supervision, call expeditor, etc.

AFMC Supp 8.6.2 and 8.32.2.1 *add*: All Quality Assurance Specialists, inspectors, and evaluators (i.e., QA personnel) must be trained to the extent necessary to perform quality -assurance functions.

AFMC Supp 8.6.2 and 8.32.2.1 *add*: Specific Training Requirements. All QA personnel must be trained or possess sufficient technical knowledge to effectively perform their duties. The Maintenance Wing Quality Manual or QAP will identify specific technical and weapons system training requirements. QA personnel are required to meet minimum qualifications on PAC certified tasks being assessed, and must meet any qualification (mandatory formal training) requirements defined in AFMCI 21-108, *Maintenance Training & Production Acceptance Certification (PAC) Program*.

AFMC Supp 8.10.7 and 8.35.6.3 Personnel Evaluations (PE). A PE is an evaluation of a maintenance action or inspection by an individual or team. QA will provide notice not less than one hour prior to the evaluation. QA will determine what task will be evaluated. The PE will be on work in-progress or work about to begin.

AFMC Supp 8.10.7.2. Individuals or team members will be decertified (on the evaluated task) by their supervisor for a failed PE rating in accordance with applicable training regulations.

AFMC Supp 10.3.2. Consider deployment taskings, temporary duty (TDY), and special test project requirements when making CTK determinations. Insure user input is considered when determining quantity, content and layout of toolkits.

AFMC Supp 10.3.8 Mark all Individual Equipment (such as reflective belts, ear defenders, gloves, etc.) issued to personnel not controlled through the CTK with the owner's employee/mechanic number.

AFMC Supp 10.3.11.1 and 10.11.4. Rag control procedures will be established at the installation/wing level. Union locals shall be Briefed and afforded the opportunity to bargain the bargainable aspects of these procedures.

AFMC Supp 10.3.11.1.6 and 10.11.4.1.4 Cheesecloth is considered a rag. However, paper product/paper towels are not considered rags. If paper product is used, control procedures for their use will be identified in local instructions.

AFMC Supp 10.4.2.1 and 10.12.2.1 The person who is responsible for the tool kit will perform an inventory when the tool kit is opened (start of shift), at the completion of a logical sequence of work (defined as a job, task, work step), movement to another area, and end of work day (end of shift). In addition, when the responsible person performs a kit inventory at the end of the work day (end of shift), the inventory will be documented on AFMC IMT 309. Local supplements will specify inventory frequency (e.g. breaks, lunch time, when an individual leaves, etc). The intent is to be able to identify the point at which a lost item would most effectively be located.

AFMC Supp 10.4.2.1.1 and 10.12.2.1.1 The supervisor or designee (i.e. alternate supervisor, wage leader, or military equivalent) will perform the inventory of a Consolidated Tool Kit (CTK) used by more than one individual. Missing tools will be identified to the supervisor. Supervisors are responsible for tool and equipment accountability and control. When a person removes a tool or piece of equipment, they are responsible for that item until it is returned. Local supplements will provide

procedure for accountability when items are removed. Supervisors will be responsible to initiate lost tool procedures.

AFMC Supp 10.4.2.2 and 10.12.2.2. Supervisory Inspection. Supervisors are responsible for ensuring all tool kits assigned to them and their subordinate are inspected. The supervisor's inspections will include verification of the TKCRL and supplemental list against the tool kit contents as well as ensuring each item has a matching identification number. Documentation of the supervisor's inventory on the AFMC IMT 309 is required. The required supervisor's inspections are as follows:

AFMC Supp 10.4.2.4 and 10.12.2.4. Biennial Review. Each tool kit type will be reviewed biennially for content and verification that the kit type contains the required type and quantity of tools. This review will involve both management and production personnel and will focus on eliminating excess, duplicate and infrequently used tools. The review will be documented and forwarded to the center tool manager. If it is discovered during the review that numerous add-ons to TKCRLs have occurred for the majority of tool kits in a given skill, task, or work area, the supervisory function will ensure the template is updated for that particular skill, task or work area by adding the additional tools to the template and the TKCRL. An updated TKCRL will then be printed and given to the personnel with that particular template.

AFMC Supp 10.8.1 Supervisors will ensure assigned personnel are familiar with lost tool procedures.

AFMC Supp 10.8.1.4 If the item is not located, the local release authority will determine when the search may be discontinued.

AFMC Supp 10.9.1.1 Insure user input is considered when determining quantity, content and layout of toolkits.

AFMC Supp 11.7. Bench Stock. Work center supervisors will determine the contents of their bench stock. Examples of bench stock items include: nuts, bolts, cotter keys, washers, resistors, capacitors, light bulbs, sealants and batteries. Establish levels to provide up to 30 days usage. Retain excess material but not over 200 percent of the authorized quantity. If quantities exceed 200 percent, work center supervisors will evaluate the need for turn-in IAW AFMAN 23-110.

AFMC Supp 12.3. Loading Standardization Crew (LSC). The LSC works for the WS Superintendent and conducts the weapons standardization and evaluation program. The WWM and/or WS Superintendent evaluate and certify the LSC according to criteria in this section. The LSC team chief must be at least a TSgt 2W 171 (or civilian equivalent.) The LSC trains, evaluates, and certifies the lead crews and load crews in safe and reliable munitions loading procedures.

AFMC Supp 12.12.2. WWM, Weapons Flt Chief, or LSC will decertify and disqualify individual load crew members if they:

AFMC Supp 14.1. In Table 14.1 all references to military rank will include "or civilian equivalent."

AFMC Supp 14.13.6. The team chief (identified by a reflective vest) carries an EOR checklist and will ensure each item is inspected as required. On aircraft with a ground intercom system, units are only required to establish verbal communications with the pilot when communication beyond the standard EOR marshalling hand signals is required unless otherwise directed by MDS specific technical data. If the aircraft is not equipped with a ground intercom system, ground control talker cards will be used when communication with the aircrew becomes necessary.

AFMC Supp 14.15.16. Fire Control Panel Operation in Hush Houses/Noise Suppressors. This section applies to all Hush Houses/Noise Suppressors designed for enclosed aircraft and uninstalled engine operation (e.g., T-9, T-10, T-11) with fire suppression systems control panels. Management will ensure only qualified personnel are certified to use the hush house/noise suppressor fire control panel. The following certification requirements apply:

AFMC Supp 14.16.2.1. Will ensure aircraft thermal protective devices, shields, and associated hardware are maintained IAW aircraft TOs and this instruction.

AFMC Supp 14.16.2.2. Will establish an adequate and effective training program to train and qualify individuals to install, inspect, and when required, seal aircraft thermal protective devices and shields.

AFMC Supp 14.18.6.1.1. Normally a SSgt or TSgt 5- or 7- skill-level (or civilian equivalent). Qualified technicians of higher rank are eligible. The MXG/CC may waive SrA technicians in exceptional cases.

AFMC Supp 14.18.6.2.1. May be a 5-level A1C or above with at least a SEI on their assigned aircraft (or civilian equivalent) and must accompany a fully qualified FCC.

AFMC Supp 14.19.10 and 14.41.10 Additionally, the following will be considered for minimum attendance at the FOD Prevention Committee Meeting: Center FOD Monitor, the designated Union representative, Center or Wing Maintenance Training, Flight test representative, Contracting (As applicable), Center tool control manager, and the ABW/CV.

AFMC Supp 14.19.10.1. and 14.41.10.1 In addition to the agenda items, the minutes will include as a minimum a list of attendees and absentees. "Attendees" list will identify the wing FOD monitor and provide functional address symbol and duty phone number for all personnel. Meeting minutes will be made available to FOD committee members.

AFMC Supp 14.57.2.2. Appoint a qualified SNCO (or civilian equivalent) to manage the OAP and serve as a point of contact for OAP activities.

AFMC Supp 14.57.6. MOC/ROC Supervisor responsibilities. The supervisor will:

AFMC Supp 18.11.1.7 No maintenance can be performed on a depot-assigned aircraft without approved depot WCDs. This ensures there is a complete audit trail of work performed. Depot mechanics must use WCDs to capture time spent on a task, not the time spent at work.

AFMC Supp 8.12.1.6.3 The Aircraft Supervisor and Mechanics will meet as required at the beginning of each shift to ensure effective crew communication (turnover log,

supportable WCDs, kit status and locations, etc.) occurs between shifts. Daily crew meetings will occur at shift overlap (if applicable). The purpose is to receive and pass-on the status of work to the next shift and provide information regarding supportable WCDs and Work Packages to the next shift. Second and Third shifts will also pass on information regarding work accomplished for day shift support resolution, as appropriate. The Aircraft Supervisor will ensure critical path operations are continued across all shifts and will deliver reports to relieving supervisors regarding critical path accomplishment.

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