

Abort

Abort occurs when the aircrew determines that an unsafe condition exist and the aircraft cannot complete the mission.

Abort Time

The time that the aircraft commander declares an abort for a reported discrepancy.

Acceptable Quality Level

An AQL denotes the maximum allowable number of minor findings a KTL task, RIL task, process, or product and may be charged for the task to be deemed rated "Pass." It must be strict enough that the task, process, or product meets an acceptable level of quality, but isn't so strict that a Pass rating is unattainable. The AQL is derived from QA performance-based data. Units will develop procedures for determining minimum AQL levels delineating an "attainable" quality level. These levels will comprise the AQL standards for the weapon system RILs.

Acceptance Inspection

Owning work centers perform acceptance inspections to determine equipment condition and adequacy of depot or contractor maintenance as prescribed by TO 00-20-1.

Acceptance/Receiving Officials Signature

Data element associated with the AF Form 2692.

Access Control Log

A manual or electronic media product maintained at the ECP of the impounded aircraft/equipment or storage facility to track personnel entering and leaving the area for the duration of the impoundment.

Accession Number

A unique number generated and assigned to a Deficiency Report by G021.

Action Point

The action point is the interface between the support point and the submitting organization. The Action Point is responsible for all technical/administrative actions for resolution of a deficiency report submitted IAW TO 00-35D-54 4-2.1.1. The ALC/SPO.

Action Summary

All significant information relating to report/MIP actions not covered by other designated fields.

Action Taken To Prevent Recurrence

A description of what action a supervisor/s have or will take to prevent a recurrence of a particular discrepancy.

Activity Inspection

The activity inspection is designed to give managers a comprehensive, objective evaluation of mission capabilities and compliance with technical and management directives for each function.

Activity Inspection Report

Activity inspection reports constitute the record of the inspection and subsequent corrective action. They are the vehicle by which the findings are made known to the inspected activity and to the MXG/CC. Activity inspections are subjectively rated as outstanding, excellent, satisfactory, marginal or unsatisfactory.

Activity Inspection Schedule

Activity inspections must be scheduled and included in monthly planning. Quality assurance coordinates the inspection schedule with the Maintenance Operations Flight to ensure minimum disruption of other schedules. To facilitate preparation of the schedule, quality assurance must maintain a record that shows all activities to be inspected, date of last inspection, and the month the next inspection is due.

Ad Hoc Event

An Ad Hoc Event identifies an event for QA action. For example, QA, after reviewing crosstell about a fuel hose leak, may determine the need to perform a

One Time Inspection (OTI). QA creates an Ad Hoc Event that identifies requirement to perform an OTI for fuel hose leaks. Another example - QA learns that a chafing investigation identifies the need for an OTI for chafing. QA creates an Ad Hoc Event that identifies the requirement to perform an OTI for chafing.

Add File Number

This designates the G021 activity responsible for the resolution of a deficiency.

AF Form 1067

A modification proposal is a recommendation to change the operation, use or appearance of Air Force equipment. Forward the modification proposal on an AF Form 1067.

AFMC Item Manager/System Manager

An individual/office who has overall management responsibility of an item.

AFSC

Air Force Specialty Code. A combination of numbers and alpha characters used to identify an AFS. Officer AFSCs consist of four characters; enlisted AFSCs consist of five characters. Position 4 indicates the current skill level of the user. 3=Apprentice, 5=Journeyman, 7=Craftsman 9=Superintendent.

AFTO Form 103

Aircraft/Missile Condition Data Form.

AFTO Form 135

AFTO Form 135, Source, Maintenance, and Recoverability Code Change Request: The Source, Maintenance, and Recoverability (SMR) process is a means for maintenance technicians to recommend routine and priority changes to SMR codes. DREAMS will be used to submit AFTO Forms 135.

AFTO Form 22

Technical Order Improvement Report and Reply: AFTO Form 22 is used to submit corrections and improvements in TOs.

AFTO Form 781

Is the source document for recording individual flying time, sorties and/or events for input into the MIS and AFORMS.

AFTO Form 781H

Use the AFTO Form 781H to document maintenance status, servicing information, and to provide a ready reference as to the status of aerospace vehicles,

AFTO Form 781K

Aerospace Vehicle Inspection, Engine Data, Calendar Inspection, and Delayed Discrepancy Document. Refer to TO 00-20-1, Chapter 5 for detailed description of data elements associated with this form.

AFTO Form 95

The AFTO Form 95 is a document for maintaining a permanent history of significant maintenance actions on end items of equipment including but not limited to AEROSPACE EQUIPMENT.

AFTO Form 95 Warranty Entry

Data elements associated with an AFTO Form 95 Entry as it applies to an engine or other warranty items, significant historical data.

AI

See Activity Inspection.

Aircraft

Air and Space Vehicle (Airframe). See MDS and Type Equipment (A).

Aircraft Block/Modification Designator

A code that identifies a series of modifications for like aircraft. Value determined by manufacturer or depot.

Aircraft Serial Number

Associated with an Aircraft. First two positions indicate the year of Manufacture. Uniquely identifies an aircraft. May not be duplicated in IMDS.

ALC

Air Logistics Center.

ALC Manager

Air Logistic Center Manager.

Applicable Equipment

What MDS,I.D. Number, Serial Number does this OTI apply to.

AQL

AQLs/baselines for nuclear maintenance, cruise missile maintenance and nuclear weapons handling tasks are defined in AFI 21-204 as four minor errors for weapons maintenance tasks and two minor errors for weapons handling tasks, and will not be adjusted. An AQL denotes the maximum allowable number of minor findings a KTL task, RIL task, process, or product may be charged for the task to be rated "Pass."

Area of Focus

A description of a task for inspection. Focused on one particular area.

ATOMS

Automated Technical Order Management System (ATOMS). In addition to its designed pur-pose as established in TO 00-5-2, ATOMS (automated) serves as a locator for maintenance TOs. Updates are based on information from requisitions from squadron TODAs.

Attendees

The names of persons attending a meeting. May include organizational information, addresses, phone numbers and email addresses.

Background Reason

Brief description of the reason for the OTI

By Whom To Be Accomplished

What AFSC and the man hours required to accomplish the OTI

CAT I Discrepancies

Detected discrepancies discovered during the follow-up of an inspection or maintenance action. A required inspection/TO procedural item missed or improperly completed on the last inspection or maintenance action. This category is a specific work card item or TO step, notes, caution or warning for a specific condition or action. Use sub-classifications of major or minor to indicate relative severity of the discrepancy.

CAT II Discrepancies

Readily detectable discrepancies discovered during the follow-up of an inspection or maintenance action: An obvious defect, which could have been readily detected by a technician or supervisor, but is not a specific work card item or TO step, notes, caution or warning for that specific evaluated task. Use sub-classification of major or minor to indicate relative severity of the discrepancy.

Cause Of Loss

A narrative relating to a Dropped Object.

C-E Air Field Status Indicator

Associated with the Automated Status Board. Indicates the condition of the equipment assigned to an airfield mission.

Certifying Official

The name, rank, DSN, commercial duty phone number, and applicable organizational hierarchy of the safety officer for material deficiencies and for safety related quality/software deficiencies.

Certifying Official Phone Number

The phone number(s) for the Certifying Official. May be multiple including commercial and DSN.

Chafing Item

An instance of possible chafing that requires investigation. System assigns a Tracking Number to identify each Chafing Item.

Chafing Program

This program is mandatory for fighter aircraft units IAW MAJCOM supplements and applicable MDS technical data and optional for other MDS units as directed by the MXG/CC.

Chart A – Basic Weight Checklist Record

DD Form 365–1. The basic weight checklist record is a completed collection of DD Forms 365–1 for a particular aircraft, referred to as Chart A. It is a list of basic weight equipment and other items, by aircraft compartment, which is, or may be, installed in the aircraft. An aircraft master inventory list.

Cognizant Official

The name(s), DSN and commercial duty phone number(s), (COGN OFF) fax number, and INFOCEN/ASE user name of the individual(s) from the screening point for DR. All queries concerning the DRs from the investigating agencies will be addressed to this/these individual(s).

Cognizant Official Phone Number

The telephone number(s) for the Cognizant Official. May be multiple including commercial and DSN.

Compliance Period

How many days do you have to comply with this OTI

Compliance Reporting

MAJCOM may require periodic status reporting.

Component WUC

The 4th and 5th digits of a 5 digit Work Unit Code. These used with the System WUC and the Subsystem WUC specific components within a subsystem. For example 72 is a RADAR system, 72H is an APN59 RADAR System. 72HAB is an APN59 RADAR system Receiver/Transmitter Unit.

Con/Non-concur

Block on a QA report that requires the supervisor or commander to agree/disagree with the report.

Corrected By

The individuals first name initial, last name, man#, grade who corrected the discrepancy on the aircraft or AGE equipment. Signed off either on an AFTO Form 781A Or AFTO Form 244.

Corrective Action

Provide detailed actions taken to correct the problem. As with discrepancy data, detail is important to analysts and engineers for failure analysis and product improvement.

Cost

The cost of an item of equipment or tool.

Country

For DR's - country of unit submitting DR report.

CPINS

A formal change to a computer program.

Credit

For DR, the amount of money returned to a unit for a defective part.

Crew Size

The number of individuals from the same work center (same category of labor) that actually participated in the maintenance action during the period of time documented identifying the action.

Crew Size Entries

The one digit crew size entry will always reflect the number of individuals from the same workcenter (same category of labor) that actually participated in the maintenance action during the period of time documented identifying the action. Participation is defined as: “expending direct labor accomplishing required maintenance.” A zero is used when it is necessary to document package reporting for completion of an inspection or when how malfunctioned codes 793, 796, 797, 802, and 911 are used for TCTO actions. When the crew size exceeds nine, an additional entry will be used to reflect the additional number of technicians. Depots do not use crew size.

Crosstell

Crosstell is any information that may be of interest to a QA activity. This is information about incidents, maintenance, etc., that is known at one organization or base that may be of interest to another organization. Crosstell is conveyed by many means external to IMDS including phone calls, in-person communications and e-mail. Within IMDS, Crosstell is any QA reports at one organization viewed by another organization. Any QA activity may identify areas of interest for Crosstell in IMDS (for example, KC135 aircraft and chafing) and the system will notify that QA office of QA reports pertaining to chafing for KC135 aircraft at any other QA organization.

Crosstell Notice

Identifies a crosstell item to QA for their consideration.

CTK

Consolidated Tool Kit. Tools used in a specific workcenter consolidated into one tool kit.

Date Closed

The date QA closed an action. Applies to QA activities including Impoundment; Functional Flight Check; Foreign Object Damage; One Time Inspection; Technical Order Improvement; Zero Overpricing; Abort/Incident; Dropped Object;

QA System Glossary

11/21/03

Source, Maintenance, Recoverability Add; Modification Proposal Add and Local Manufacture etc.

Date Commented

Date commented will be the date that the Quality Assurance personnel entered the comments into the report.

Date Exhibit Instructions Provided

The date that Action Points furnished special handling procedures for critical items and engines/engine modules.

Date Inspected

The date an inspection was conducted.

Date Of Template Status

The date a Template Status was last set.

Date OTI Was Issued

Self explanatory

Date Range

Contains the Start Date and Stop Date of an inquiry being made on the system. The Stop Date is only necessary for a range greater than one day.

Date Recorded

The initial date QA records an action. Applies to Impoundment; Lost Tool; Foreign Object Damage; One Time Inspection; Technical Order Improvement; Zero Overpricing; Source, Maintenance; Recoverability Code Add; Modification Proposal Add; Local Manufacture; etc. Must be editable.

Date Shipped

The date an item of equipment was shipped from Base Supply or workcenter to Depot or prescribed repair facility.

Date Stamp

Date stamp TCTOs to reflect the date the hard copy is received. The compliance period start date for an inspection TCTO is upon receipt of the TCTO itself, and it must be completed entirely within the stated time frame or the affected system/equipment will be removed from service.

Date Submitted

The date a DR was submitted by QA to G021.

Date TCTO Distributed

The date that QA distributed the TCTO to applicable workcenters.

Date TCTO Received

The date that QA received the TCTO.

Date Verified

The date the QA Originating Point (the QA office) verified the Deficiency Report for submission.

Debriefer

Debrief personnel will input discrepancy and deviation information, utilization, and applicable flight data (to include landing status, system capability, and other applicable cause code) into the automated MIS per MAJCOM guidance.

Deficiency Report

A report of deficiency of an equipment item generated by G021. Referred to as DR.

Deficiency Report QA Tracking Data

The information QA requires to track Deficiency Reports. May be G021 or locally generated.

Deficiency Reporting

The process of reporting prescribed by TO 00-35D-54, USAF Deficiency Reporting and Investigating System, AFCSM 21-578, Product Quality Deficiency Reporting System and TO 00-5-1.

Description Of Mishap

Discreption of FOD event. Lost Tool, Dropped Object,etc...

Details/Problem Summary

A description, to best ability, of what is wrong, how, and why. If the report is being submitted for informational purposes, so indicate.

Detected Safety Violation

An unsafe act by an individual or individuals which requires the actions be immediately ceased. Will result in a failure if the actions are being graded.

Discovery Location

The location where a Dropped Object or Lost Tool was found..

Discrepancies

Identified issues requiring maintenance corrections for a particular aircraft or piece of equipment. Equipment can have various levels of open discrepancies that may or may not ground the aircraft until the correction is performed. See Symbol for types.

Discrepancy

Provide a narrative description that completely describes the problem, including multiple Built in Test (BIT) fault codes. Provide as much detail as possible to aid in failure analysis and help speed repairs. Also applies to any discrepancy found during a QA inspection.

Discrepancy Category

Catetegories of discrepancies pertaining to an inspection.See CAT 1 and CATII.

Discrepancy Indicator

Critical, Major, Minor.

Distribution Workcenters

Workcenters identified for distribution of an QA item (e.g., TCTO, etc.)

DR

A Deficiency Report. Generated when an item/part is found to be defective in some way.

DR Certifying Official Information

CERTIFYING OFFICIAL For DRs enter the name(s), rank(s), commercial telephone (CERT OFF) numbers of the certifying officials from the Chief of Maintenance/Resources, (screening point). For vehicle reports, the transportation Squadron Commander, Chief of Transportation, or equivalent.

DR Checksheet Data Elements

Data elements used for submission of DR data to the G021 system. Created on the DR Checksheet Template.

DR Checksheet Template

A template used for input of DR data for submission to the G021 system. Created by QA and stored in the system for repeated use.

DR Cognizant Official Information

COGNIZANT OFFICIAL The name(s), commercial duty phone number(s) of the in-(COGN OFF) dividual(s) from the originating point and/or safety offices for the DRs. All queries concerning the DRs from the investigating agencies will be addressed to this/these individual(s).

DR Feedback

The DR process itself has a “customer feedback form” that provides the originator/originating point the opportunity to rate the process in each of the five areas in the process (Status Updates, Disposition Instructions, Results of Investigations, Corrective Actions, and Timeliness). See Appendix A, page A-33, for details on these data elements and their use.

DR Holding Activity Information

DR EXHIBIT HOLDING ACTIVITY (DR EXH HOLD ACT): Enter the address and commercial duty telephone number of the DR exhibit holding activity.

DR Number

A number assigned by QA used to track DRs.

DR Originating Point Information

Information about the Originating Point included on a DR.

DR Originator Information

Information about the Originator included on a DR.

DR Safety Official Information

Information for a Safety Official included on a DR.

DR Shipper Information

Information required by a DR about the shipper.

DR Submitted

Indicates that a DR was or was not submitted for an event such as Dropped Object.

DR/MIP Status

The originating point will obtain status of outstanding DRs by directly accessing the appropriate data base weekly as a minimum, recommend daily

Dropped Object

A dropped object is any aircraft part, component, surface, or other item lost during aircrew operations, unless intentionally jettisoned from engine start to engine shutdown. Inadvertently released munitions or munitions released in excess of the quantity selected by the aircrew, or a multiple release, are not considered dropped objects and will be reported IAW AFI 91-204.

Dropped Object Prevention Program

An education program. A dropped object is any aircraft part, component, surface, or other item lost during aircrew operations, unless intentionally jettisoned from engine start to engine shutdown. Inadvertently released munitions or munitions released in excess of the quantity selected by the aircrew, or a multiple release, are not considered dropped objects and will be reported IAW AFI 91-204.

Employee Number

A number assigned to an individual when he/she is loaded into IMDS. The number will remain with the user throughout his/her Air Force career in IMDS. The employee number serves to identify the individual who has recorded a maintenance action. For bases not supported by MIS, the employee numbers are locally assigned and must be unique within a workcenter. Bases supported by MIS a five-position employee number is programmatically assigned when the individual is loaded to the MIS database. This employee number is unique and will be used for documenting maintenance actions.

Employee Phone

The duty phone of an employee.

End Item MDS

See Equipment Designator.

End Item Serial Number

The serial number of an End-Item.

Entry Control Point

A designated point of entry to an aircraft or equipment that has been impounded.

Equipment Designator

This term encompasses all equipment identified by a Mission-Design-Series (MDS), Type-Model-Series (TMS), Type-Model-Series-Modification (TMSM), End Item Work Unit Code (EIWUC), or Part Number (PN). TMS and TMSM should not be confused as the same type of equipment. TMS equipment identifies all Communications-Electronics (C-E) and Joint Electronic Type Designator (JETD) equipment. TMSM equipment identifies all engines and propulsion equipment. TMS and MDS equipment designators are constructed using the same format. Equipment IDs are assigned to Equipment Designators.

Equipment Forms

Equipment Forms include AFTO Form 244, AF Form 1800 and forms identified under Aircraft Forms as applicable to the situation.

Equipment ID

Equipment Identification Number. The first position is type Equipment Code followed by the last four digits of equipment serial number or a locally assigned number. This five position alpha numeric element is used to identify an end item piece of equipment.

Equipment Identifier

See Equipment ID

Equipment Status Symbol

The status symbol recorded in these columns always represent the most serious condition. When status changes occur, the maintenance technician responsible for the change will use the next open box to record the applicable symbol. Symbol entries recorded in these columns will never be erased, initialed over or changed even if entered in error.

Estimated Cost To Repair

The estimated cost to repair an damaged item.

Event Location

A narrative describing the place an Event occurred (IFE, Ground Incident or Abort).

Event Report

A report of an event using a locally developed reporting template. Events include Lost Tool, FOD, Dropped Object, Aborts, In-flight Emergency and Ground Incidents.

Event Report Template

See Event Report.

Event Type

Event Types include Lost Tool, FOD, Dropped Object, Aborts, In-flight Emergency and Ground Incidents.

Identifies the reason an event (JCN) was created. Debriefing discrepancy, On-Equipment Support General, Unscheduled On Equipment, Scheduled On-Equipment, Off-equipment Support General, or Unscheduled Off-equipment

Exhibit

Deficiency Report (DR) Exhibit. Material deficiency report exhibit procedures for issue, turn-in, and storage are contained in TO 00-35D-54 and AFMAN 23-110, USAF Supply Manual. They will be input into the Deficiency Report Entry and Mail Submitter system (DREAMS). DREAMS is the feeder system into the Deficiency Reporting Information System, Deficiency Reporting Information System (DRIS) (G021).

Exhibit Available Indicator

Indicates that in item is available or not.

Exhibit Required/Requested/Hold

This field indicates whether or not an exhibit is required/has been requested for evaluation, or action point/support point wants the initiator to hold the exhibit for future disposition instructions.

Exhibit Ship-to Address/Disposition Instructions

This is the address the report initiator is instructed to ship exhibit(s) to for investigation/evaluation, plus other pertinent exhibit disposition/instructions/information for the initiator/CAO.

Exhibit Submitter Holding Status

Indicates the exhibit action taken or requested by the report initiator.

Extended Hold Date

Date the action point/support point provides extended exhibit hold instructions. Cannot be earlier than Date of Last Edit (I3).

FCF Briefing

Maintain an information file for briefing air crews. As a minimum, this file must contain unit directives concerning FCF procedures, authorization lists for FCF crews, and FCF checklist for each type of assigned aircraft.

FCF Checklist

The FCF Officer in Charge and QA Supervisor of FCFs:

Develops appropriate FCF checklists and procedures and coordinates them between QA and the Operations Group Standardization/Evaluation Division

FCF Release

An FCF release occurs upon the successful completion of all requirements as determined by the FCF aircrew. The final decision to release rests solely with the aircraft commander.

File Number

This designates the initial G021 activity responsible for the resolution of a deficiency.

Filed by CTK Indicator

Indicates that the CTK custodian has coordinated on the report.

Finding Classification

SEE CAT 1 and CAT 2 definition.

Finding Comments

Comments that will be added to a report by Quality Assurance concerning what was found and possible corrective actions.

Findings Notification

Message sent to appropriate organizations/agencies identifying the location of findings, in the system, so that the user can retrieve them.

FOD

See Foreign Object Damage.

Follow-up Inspection

Depending upon the severity of discrepancies and the overall rating, the MXG/CC may direct specific follow-up inspections by quality assurance. Follow-up inspections are included in the quality assurance inspection schedule and must not cause other inspections to be delayed.

Follow-up Required Indicator

A block for QA to indicate YES/NO if a follow inspection is required.

Follow-up Suspense Date

The date that a follow-up inspection will be due by.

Foreign Object Damage

Also known as FOD. Any damage to an aircraft engine, aircraft system, equipment or tire caused by an external foreign object which may or may not degrade the required safety and/or operational characteristic of the engine, aircraft system, or tire.

Form F Weight and Balance Clearance Form

DD Form 365-4. This form records the weight, moment and arm or index, and center of gravity calculations for a specific loading arrangement on a specific aircraft to ensure the aircraft remains within its weight and balance limitations.

Functional Check Flights

Also known as FCFs (similar to OCF) are performed to ensure an aircraft is airworthy and capable of accomplishing its mission.

Government Furnished Equipment Indicator

Any equipment that belongs to the government and is furnished to the contractor.

Ground Incident

Any event that occurs to an aircraft prior to actual take-off, i.e. bird strike, aircraft striking another object.

Holding Activity Address/INFOCEN/ASE User Name

Address location, DSN, and INFOCEN/ASE (G021) User name of the exhibit holding activity.

Hot refueling

The process of transferring fuel into an aircraft having one or more engines running.

How Work Is To Be Accomplished

Give detailed instructions as to how the work is to be accomplished, step by step instructions.

IFE

See In-Flight_Emergency.

IMDS Enterprise Data Manager

Administrator/manager of the IMDS data system (example assigns user roles, etc.)

Impoundment Log

Log created by QA to identify who is the impoundment authority and who has/is performing maintenance on the impounded equipment.

Impoundment Release Authority

Individual authorized to release aircraft or equipment from impoundment. The MXG/CC, or Director has the authority to release aircraft. Delegation of this authority will be limited (Level will be no lower than Maintenance Operations). If the MXG/CC or Director delegate impoundment release authority, individuals will be designated in writing and tracked on the SCR.

Impoundment Required Indicator

Indicates whether Impoundment of an aircraft or item of equipment is required.

In Jacket File Indicator

Indicates that the report was stored in the jacket file.

Individual Evaluation

A QA over-the-shoulder evaluation of a maintenance technician or supervisor while actually performing a job.

In-Flight-Emergency

Any discrepancy found in-flight that requires the aircrew to declare they have an emergency and require immediate landing.

INFOCEN/ASE

Application Support Environment INFOCEN/ASE (G021) is a system used to record Deficiency Reports.

Initial/Interim Reply Date

A DR element that indicates an estimate of reply to the data input into G021.

Inspection Area

A specific area that QA will be focusing their inspection on.

Inspection Area Rating

A rating given for each Inspection Area inspected by QA

Inspection Observations

Comments pertaining to an inspection that do not qualify as Findings.

Inspection Rating

A rating given to a section/flight upon completion of the inspection, the overall rating.

Inspection Report

Inspection Reports for QA include Quality Verification Inspection (QVI), Special Inspection (SI), Technical Inspection, Personnel Evaluation, Single Observation, Management Inspection and Activity Inspection.

Inspector ID

A unique identifier for a QA Inspector.

Item New/Repaired Indicator

Indicates whether deficient item is new or repaired/overhauled, as appropriate.

Item Under Warranty

Indicates whether the item is under warranty.

ITP Task Number

A number that identifies a specific training task in the ITP.

JCALs

TODOs on line with Joint Computer Aided Logistic Support (JCALS) will use JCALS as the primary TO management system. All TODOs, not on line with JCALS, will use ATOMS to establish and maintain records for all TOs required and distributed by organization shops and offices serviced by the TODO (TO 00-5-2).

JCN

The JCN is used to report, control, and identify each maintenance action. All maintenance jobs will be assigned a JCN. The responsibility for assignment and control of JCNs is outlined in major command implementing instructions. Ref T.O. 00-20-2 Chapter 4, para 4.2 page 4-1.

Also known as Event ID.

Key Task List

The KTL will cover tasks that are complex and those affecting safety of flight. Mandatory tasks requiring QA inspection.

Landing Time

The time an aircraft landed.

Locally Designed Tools or Equipment

QA maintains records of all approved locally designed tools and equipment, including pictures or drawings, a description of the use for each item, and the owning work center.

Lost Item/Tool Procedures

Procedures to track and identify an item/tool or a portion of a broken tool discovered missing. Procedures used to inspect for the item /tool that is missing.

Lost Tool

A Lost Tool is a category of event reporting that tracks and identifies an item/tool or a portion of a broken tool discovered missing.

Lost Tool Background Investigation Comments

Narrative pertaining to the investigation of a Lost Tool.

Lost Tool Reported as

Nomenclature of lost tool.

Maintenance Contract Requirements

Contract between the AF and the Depot identifying work specifications. (Term identified in AFI 21-101 (Draft), Section 10.10.11.4.1)

Maintenance Data Collection

The Alfa-Numeric documentation on the AFTO Form 349, now known as a JDD sub-system of MIS.

Maintenance Narrative

A narrative describing maintenance performed.

Maintenance Standardization Evaluation Program

The following types of evaluations, inspections and observations support the MSEP: Personnel evaluations (PE), quality verification inspections (QVI), special inspections (SI), management inspection (MI), detected safety violations (DSV), technical data violations (TDV), unsatisfactory condition reports (UCR), and when directed, other inspections (OI). These inspection terms may differ based on MAJCOM QA data bases until such time as a standard AF QA data base is developed.

MAJCOM Activity Code

The Major Command of the report initiator. MAJCOM/ACTIVITY codes are prescribed in table 7-1, TO 00-35D-54. Code must be two characters in length and first character must be numeric.

Major Findings

A major finding is defined as a condition that would endanger personnel, jeopardize equipment or system reliability, affect safety of flight, or warrant discontinuing the process or equipment operation.

Management Inspection

MIs cover a broad category. Perform these inspections to follow up on trends, conduct investigations, or conduct research to get to the root cause of problems.

Manufacturer CAGE Code

The Commercial and Government Entity (CAGE) Code.

Manufacturer Part Number

The manufacturer's complete part number of the deficient item.

Manufacturer Source

The name of the manufacturer.

Material Improvement Project

A MIP is a planned effort to investigate and resolve deficiencies, adverse trends, or to evaluate proposed improvements or enhancements. A MIP may be established whenever a deficiency, improvement, or enhancement is determined to warrant further investigation or consideration and is used to monitor and control actions related to it. Assigned and tracked by ALC.

MI

See Management Inspection

Minor Findings

A minor finding is defined as an unsatisfactory condition that requires repair or correction, but does not endanger personnel, affect safety of flight, jeopardize equipment reliability, or warrant discontinuing a process or equipment operation.

MIP Number

Each MIP will be assigned a number consisting of 11 alphanumeric characters.

MIP/Project Number

MIP/Project Number is an internal control number established by ALC.

Modification Management

A modification proposal is a recommendation to change the operation, use or appearance of Air Force equipment.

Monthly Summary

Quality assurance will consolidate the results of the MSEP monthly. Compile the summary from inspection data, load crew evaluation statistics (provided by weapons standardization (WS)), and summaries.

MSEP

The MSEP is designed to permit the concentration of quality assurance inspection efforts on the areas of the unit equipment maintenance program requiring improvement. MSEP includes methods to rate the personnel evaluations and equipment inspections performed by quality assurance. The MSEP is administered by QA, which permits the MXG/CC to focus the unit program on the problem areas where improvements are needed.

MSEP Inspection Chart

This identifies the type of inspections, frequency or number required. Identifies whether the inspection is KTL or RIL as applicable. May identify organizations and equipment to be inspected. May identify the inspector assigned to perform inspections. May identify employees to be inspected.

MSEP Meetings

Conduct meetings quarterly to review the MSEP data. The MXG commander will chair the meeting. Attendees will include, as a minimum, squadron maintenance operations officer/superintendent, wing weapons managers, inspectors, and senior analyst.

National Stock Number

Identifies a unique item in the DOD supply system. Also known as NSN.

Next Update Due

Date must not be greater than the date the database record is updated or Date of Last Update (I600).

Nomenclature

This is the noun of the item for which the report is being submitted.

NSN

See National Stock Number.

Number of Inspections Required

The number of inspections required either by type inspection and may be identified to a workcenter. The number of inspections required for an Area of Focus.

Number Of Occurrences

The number of occurrences of a specific discrepancy found during an inspection.

OC-ALC Support Point Identifier

A two letter designation the ALC responsible for a DR.

One-time Flight

An aerospace vehicle with a Red X condition may be released for a one-time flight provided the aerospace vehicle is or can be made airworthy under tightly controlled and specified operating conditions.

One-Time Inspection

One-Time Inspections (OTI). OTIs are normally look-only actions to verify the existence of suspected equipment conditions or malfunctions.

10.17.1. MAJCOM, NAF, and Local OTIs. Process and manage MAJCOM, NAF, or local OTIs with

the same procedures as a TCTO issued from ALC. HQ, NAF, or MXG commanders initiate OTIs. OTIs are issued with a data code consisting of a unique alpha prefix (“J” for MAJCOM, “N” for NAF, “L” for local) and a six character sequence number. For local OTIs, the six remaining characters identify the originating wing, year issued, and a sequence number (for example, L181001, L for local OTI, 181 for 181FW, 0 for the year 2000 and 01 for the first in the sequence. For MAJCOM and NAF OTIs, the six remaining characters identify the year, month of issue, and a sequence number (for example, J / N 812010 the tenth MAJCOM/NAF OTI issued during December 1998). The data code is used to report and control OTI compliance.

Open Event

A maintenance event that has been started, but not completed. May be deferred.

Operating Instructions

Wing or group instructions pertaining to maintenance are published as OIs.

Operating Time at Failure

The time, events, or cycles (as applicable), materiel had (OTF) been in service since new, repaired or overhauled. Type of measurement (i.e., calendar time, operating time, etc.) will be entered following the measured value. For software DRs, indicate the calendar days since the last revision/version of the program was installed in the hardware. For engines, include time since new (TSN), time since installed (TSI), and time since overhauled (TSO). When the item is an engine component tracked by an automated data system, enter flight hours or cycles at the last component initialization. Refer to historical records, time clock, counter, etc. Record all information available. For vehicles, include total operating miles/hours/kilometers.

Operational Check

A functional check of an accessory, component, or system accomplished in its installed environment to ensure proper installation and operation.

Operational Check Flight

Units will establish and publish local procedures. OCFs will be Fly OCFs when maintenance has been performed that does not require an FCF. Due to the extent of maintenance performed or history of a maintenance discrepancy, a unit determines if an operational check flight should be flown before the aircraft is flown by an inexperienced aircrew or on an operational mission check is listed as a -1 or -2 requirement.

OPR

Office of Primary Responsibility. The Primary Responsibility for an OTI, operating instructions, etc....

Organization

Is considered a Wing owned by a Command and assigned to a GEOLOC. Contains the following data elements: (1) Narrative; (2) Assigned Base; (3) Time Zone; (4) Physical location (GEOLOC); and an (5) Organization Designator. Owned by a Command. May have Sub-Organizations or Squadrons, or Flights or Workcenters assigned.

Organization Designator

Identifies an Organization assigned to a specific MAJCOM. May not be duplicated. This information consists of number/kind/type. 4-digit numeric/3 alpha characters/2 alpha characters. Example: 0099COMGP. Maintained by HQ AFMC, AF AVDO and stored in IMDS. The OPR is HQ AFMC IAW AFI 21-103 pg 11/para 2.7. Identifies a wing, group, squadron or detachment (detachment is considered a Sub-Organization). (Ref AFI 38-101 for Organization Structure.)

Organization Hierarchy

The following Organization Hierarchies are authorized in IMDS:

1. Command.
 - A. Command/Organization.
 - B. Command/Workcenter.
2. Organization.
 - A. Organization/Sub-Organization.
 - B. Organization/Squadron.
 - C. Organization/Flight.
 - D. Organization/Workcenter.
 - C. Organization/Workcenter/Crew.

3. Sub-Organization.
 - A. Sub-Organization/Workcenter.
 - B. Sub-Organization/Squadron.
 - C. Sub-Organization/Flight.
 - D. Sub-Organization/Workcenter.
 - E. Sub-Organization/Workcenter/Crew.
4. Squadron.
 - A. Squadron/Sub-Organization
 - B. Squadron/Flight
 - C. Squadron/Workcenter.
 - D. Squadron/Workcenter/Crew.
5. Flight.
 - A. Flight /Workcenter.
 - B. Flight /Workcenter/Crew.
6. Workcenter.
 - A. Workcenter/Crew.

Originating Point

The complete address of the originator activity's originating point, including office symbol.Used for DR input.

Originating Point Name/User Name/Phone Number/Date

Originating Point Name, User name, Phone Number, and Date Verified. DR

Originator Base/Address

This field is used to format the report initiator's location for responses; base or street address, as appropriate.

Originator City/State/Zip Code

This field is used to format report initiator's location for responses city, state, APO, and Zip, as appropriate.

Originator ID

The e-mail address of the Originator.

Originator Installation

The report initiator's Base/Location for DR purposes.

Originator Name/Phone Number/Date Submitted

The originator's name, phone number and the date the report is being submitted.

OTF

See Operating Time at Failure for input on DR.

OTI

See One-time Inspection.

OTI Category

Immediate,Urgent,Routine action

OTI Compliance Date

One Time Inspection compliance date.

OTI Data Code

OTIs are issued with a data code consisting of a unique alpha prefix ("J" for MAJCOM, "N" for NAF, "L" for local) and a six character sequence number. For local OTIs, the six remaining characters identify the originating wing, year issued, and a sequence number (for example, L181001, L for local OTI, 181 for 181FW, 0 for the year 2000 and 01 for the first in the sequence. For MAJCOM and NAF OTIs, the six remaining characters identify the year, month of issue, and a sequence number (for example, J / N 812010 the tenth MAJCOM/NAF OTI issued during December 1998). The data code is used to report and control OTI compliance.

OTI Distribution

OTIs are sent to all applicable organizations. The MXG/CC will determine cross-tell value for OTIs to lead commands for the equipment or MDS.

OTI Procedure Title

The name of the OTI you are performing, i.e. OTI of main landing gear swing arm.

Overhaul Analysis Indicator

The total number of DRs submitted against an NSN. This is a narrative field that includes:

- Total DRs submitted
- Number of open DRs
- Number of closed DRs
- Number of DRs submitted in the last six months
- Number of DRs submitted in the last twelve months
- Number of DRs submitted in the last 24 months
- Number of DRs in RO21 (an archive of GO21)
- Number of Category 1 DRs submitted

Overhaul/Repair Source

The name of the maintenance contractor or Government Activity which last repaired or overhauled the deficient item.

Overhaul/Repair Source CAGE Code

The Commercial and Government Entity (CAGE) Code.

Owning Organization Hierarchy

The Command, Organization, Sub-Organization, Squadron, Flight or Workcenter where an Organization, Sub-Organization, Squadron, Flight and/or Workcenter are assigned. May also own Equipment.

Pass/Fail Indicator

Pass/Fail indicator for inspections. For C-E, the values are Satisfactory and Unsatisfactory. Used on inspection reports to indicate whether the individual/individuals Passed/Failed the inspection

Pass/Fail Ratings

Pass: Number of discrepancies does not exceed AQL/standards.

- . Fail: An evaluation that results in any of the following:
- . Number of discrepancies exceeds the established AQL/standards.
- . A technician fails to detect a major discrepancy while complying with an inspection or work card requirement.
- . A technician fails to comply with a step of prescribed technical data that could affect the performance of the equipment involved or cause injury to personnel.
- . A technician demonstrates a lack of technical proficiency or system knowledge, or training is not documented.
- . A technician commits a safety violation.
- . A technician fails to document maintenance actions in appropriate equipment records.
- . For nuclear weapons maintenance, an unsatisfactory rating will be given when any of the deficiency/applicable unsatisfactory conditions in TO 11N-25-1 Nuclear Weapon Technical Inspections, or AFI 21-204, Nuclear Weapons Procedures, exist.

Personnel Evaluation

A PE is an over-the-shoulder evaluation of a maintenance action or inspection by an individual or team.

PIP Product Improvement Program

The PIM promotes deficiency reporting and provides a sound PIP based on inputs from maintenance activities.

PIWG

Product Improvement Working Group.

PIWG Item

A deficiency/problem not meeting the criteria for reporting under TO 00-35D-54, table 3-1, that was closed and identified as a candidate for the Product Improvement Working Group (PIWG) (AFI 21-118). May also be a rejected AFTO Form 22 with additional justification identified for PIWG review.

PIWG Item Indicator

QA System Glossary

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An indicator that identifies deficiency/problem not meeting the criteria for reporting under TO 00-35D-54, table 3-1, that was closed and identified as a candidate for the Product Improvement Working Group (PIWG) (AFI 21-118). May also be a DR.

PIWG Remarks

Remarks pertaining to a deficiency/problem identified for referral to the PIWG.

POC

See Point of Contact.

Point Of Contact

POC will be the QA inspector who wrote the report.

Project Source

Identifies the type of DR.

QA Comments

Contains the comments, POC for comments and Date Comments Recorded (which may be system generated).

QA Date

The date that QA initially recorded an item. Applies to Deficiency Reports; Lost Tools; TCTO; Modification Proposal Add; Impoundment; Functional Flight Check; Foreign Object Damage; One Time Inspections; Technical Order Improvement; Zero Overpricing; Abort/Incident; Dropped Object; Local Manufacture; and Source, Maintenance, Recoverability Code Add.

QA Event Status

The status of a QA Event - may be open or closed.

QA Inspection Frequency

The frequency that a type of inspection must be accomplished. For example, Personnel Evaluations are required every 18 months.

QA Inspector

The QA employee conducting the inspection.

QA Lost Tool Data

The data used to manage Lost Tool Program.

QA Monitor

The QA person designated to monitor a TCTO or a QA project.

QA Notified Time

The time QA was notified of an event (such as Lost Tool).

QA Status

The status of a QA activity (e.g., Lost Tool, Impoundment, TCTO, etc.)

QA TCTO Data

Date stamp TCTOs to reflect the date the hard copy is received. The compliance period start date for an inspection TCTO is upon receipt of the TCTO itself, and it must be completed entirely within the stated time frame or the affected system/equipment will be removed from service. Determine applicability by aircraft serial number for aircraft TCTOs, engine serial number for engine TCTOs, and by part number or other specific criteria for commodity TCTOs. Date stamping all TCTOs with the date received indicates QA has reviewed the TCTO and that it is applicable. Only date stamped TCTOs are authorized for use. All TCTOs received from outside agencies will be routed through QA for the review process.

QA/Equipment Specialist Code

Identifies Equipment Specialist at Depot responsible for the report of the DR.

QA/Equipment Specialist Office Symbol

The ALC (depot) organization of individual identified in report; normally, no lower than branch or unit level.

QA/Equipment Specialist Remarks

Brief description of the DR findings, and recommendations.

QA/Equipment Specialist/Phone No/INFOCEN/ASE User

Identifies the name, DSN phone number, and INFOCEN/ASE User name of the individual at the ALC/activity responsible for the report.

QA1 or QAKA/QAKE Report

DR categories. QA1 an acceptance inspection of an equipment item such as an aircraft or an entire engine; QAKA a DR for parts of aircraft; QAKE a DR for parts of an engine.

QPI Life Cycle Code

A DR element.

Quality Verification Inspections

A QVI is an inspection of equipment condition or a maintenance process, an assessment following a maintenance inspection or repair action, or verification that a technician or supervisor properly completed the inspection or repair action.

Quantity Deficient

The number of items determined to be deficient as a result of the inspection. Quantity shall be a count of each individual item disregarding unit of issue.

Quantity in Stock

The quantity of material from the same manufacturer remaining in stock.

Quantity Inspected

Total number of items inspected in shipment.

Quantity Received

Data element associated with the AF Form 2692. Ref Block F. Total number of items received in the lot batch in which the condition was found. Disregard the unit of issue.

Data element associated with the DR Worksheet.

QVI

See Quality Verification Inspection.

RCN

Report Control Number. Assigned by QA as a means of tracking reports.

Recission Date

The date the OTI no longer applies.

Recommendations

A narrative of recommendations.

Record Actions

Record what actions were taken to accomplish the OTI

Reference

A published authority such as a regulation, manual, technical order, local operating instruction, etc., used by QA to support/validate a finding.

Releasing Official

The person authorized to release an impounded aircraft/equipment.

Remove From Service Date

The date that the equipment must be removed from service if the OTI has not been accomplished.

Repaired Locally

Indicates that a repair was done locally or not.

Repeat Finding Indicator

A block on the QA report to mark YES/NO if the finding is a repeat or not.

Report Category

Identifies the severity of a DR.

Report Control Number

Enter the RCN consisting of three parts. The first part will be the alpha-numeric DOD address Activity Code assigned to the organization. The second part will be a two digit calendar year identifier followed by a four digit sequence number. The third part will be the alpha-numeric description assigned to the activity. Example: FBXXX870055 12FTW.

Requisition Number

The Requisition Number is a number used by Base Supply to requisition an item from an off base account (normally a Depot.)

RIL

See Routine Inspection List.

Routine Inspection List

MAJCOMs will define additional RIL actions and tasks as necessary. QA will consolidate maintenance operations inputs and suggested changes and obtain approval of the group commander. Tasks will not be removed from the routine list without approval from group commander.

Scheduler

IMDS user assigned the role of a Maintenance Plans and Scheduler employee.

Self-Inspection Program

The purpose of the unit self-inspection program is to provide commanders and supervisors a management tool to assess unit compliance with existing directives.

Serial Number

A permanently assigned number by which like items or objects within a given category may be identified and controlled. Assigned to a Part Number or Equipment Designator. May be multiple Serial Numbers for each Part Number or Equipment Designator.

Serial/Lot/Batch Number

A serial/lot/batch number is assigned by the manufacture to denote the item was made in one build.

Servicing RPC

Servicing Repair Processing Center. Identifies the repair facility for the part/serial number item.

Shipped To Overhaul

Indicates whether an item was shipped to overhaul or not.

SI

See Special Inspection.

Sortie

A sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support and ends after airborne flight when the aircraft returns to the surface and either: (1) the engines are stopped, or (2) the aircraft is on the surface for 5 minutes, whichever occurs first, or (3) a change is made in the crew.

Sortie Date

The date at which the sortie event occurred for a given EQUIPMENT DESIGNATOR and SERIAL NUMBER (aircraft) combination.

Sortie Mod

A numbered sortie flown during a designated operational event. See Sortie Modifier.

Sortie Modifier

A numbered sortie flown during a designated operational event. See Sortie Mod.

Sortie Origin

The Base where the Sortie originated.

Source of Supply

A military standard requisitioning and issue procedures (MILSTRIP) routing identifier code which identifies the activity as a potential source of supply used in an automatic digital network to automatically route MILSTRIP requisitions.

Special Certification Roster

The SCR is a valuable management tool which gives supervisors a clear and concise listing of the personnel who have been appointed to perform, evaluate, and/or inspect work of a critical nature.

Special Inspections

SIs are inspections not covered by QVIs, PEs, or management inspections (MIs).

SPOCO

Single Point of Contact Office dedicated to a weapons system at an ALC.

Start and Stop Time

The start and stop time entries will always reflect the time expended by the individual or crew for the work described. The start and stop time entries will be completed to close out the line entry for any delay or work stoppage which exceeds 15 minutes, and for crew size or category of labor changes. The start and stop time entries, when considered with the crew size, produce the total man-hours expended to accomplish the maintenance action. Start time and/or

stop time will be the Julian day, hour, and minute that the task was completed. Start or stop times for midnight will be documented as "2400."

Sub System WUC

The first three digits of a 5 digit Work Unit Code (WUC). Used with the System WUC, further identifies a specific system within a category. For example, 72 is RADAR system. 72H is the APN59 RADAR system.

Submitted Deficiency Report

A report of deficiency of an equipment item submitted by QA to G021. Two types, QA1 and QAK.

Support/Action Point Activity

An office at the ALC that coordinate for a DR investigation.

Support/Action Point Mst Suspense Date

The estimated response date.

Suspense

A date by which some action is due.

System

IMDS role (Actor) used for use cases that the system is accomplishing the functional requirement.

System WUC

First two digits of the 5 digit Work Unit Code (WUC). Identifies the general category (ie. aircraft radio systems, aircraft landing gear systems, hydraulic systems, etc).

Tail Number

Serial number that identifies an Aircraft. Ref: T.O. 00-20-1 para 5.9.4.1. This is legacy "CAMS" way of uniquely identifying a equipment designator, serial number and type equipment.

TCTO Compliance

A narrative identifying the time allowed to complete the TCTO.

TCTO Compliance Schedule Data

Information related to the TCTO Compliance Schedule.

TCTO Complied With Indicator

Indicates that TCTO was completed on all applicable end items.

TCTO Data Code

Uniquely identifies a Global or Local TCTO. A code to identify a specific Time-Compliance-Technical-Order (TCTO). If the code is generated by the Air-Force-Staff (AFC), the code is all numeric. Otherwise, the first position is Alpha and the data is not reported to REMIS.

TCTO Ground Date

See Ground removal Date.

TCTO Information

The data associated with a specific Global TCTO Data Code.

TCTO Number

A unique identifier assigned by AFMC to identify Time Compliance Technical Orders (TCTOs) for a given end item of equipment.

TCTO Parts/Kit Required Indicator

Indicates that parts or kits are required for a TCTO.

TCTO Preplan Date

Date the TCTO preplan meeting was completed.

TCTO Rescission Date

The date when a Time Compliance Technical Order will be or was rescinded.

TCTO Status

Associated with the Automated Status Board. A 2-position numeric field that identifies TCTO status codes and also the TCTO Data Code and associated status (Complied With/Not Complied With). May be multiples.

TCTO Type

identifies the classification of the TCTO found in paragraph 2 of each TCTO.

Technical Data Violation

An observation of any person performing maintenance without the proper technical data available and in use.

Template Status

The status of a proposed template - accepted or rejected.

Temporary Serial Number

A number assigned to a DR Worksheet pending approval by QA Personnel.

Time Change Items

Time Change Items (TCI). MOF PS&D has over-arching responsibility for the wing TCI program. Engine management (EM) is responsible for monitoring, projecting, and including engine life limited component TCI requirements into aircraft maintenance plans. Schedulers identify, monitor, forecast and schedule only those selected items specifically identified in TO 00-20-9, Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items; applicable commodity TOs; the aircraft -6 TO, or identified as FSG 13 and Material Management Code AQ Items.

Time Since Installation

A DR element that identifies how long part was installed before it failed.

Time Since New/Overhaul

A DR element that indicates the time since the item was built or overhauled.

TO Index

Identifies the TO reference for a part.

Tool Found Indicator

Identifies whether a lost tool was found.

Tracking Number

A system assigned number used to identify and track Chafing Items.

Trend Analysis Indicator

Trend Analysis. Production personnel as well as maintenance supervision have unlimited read-only access to the QA data base. Review previous reports to determine if inspected areas have improved or declined. Cross talk established at routine intervals between MDSA, maintenance supervision, and QA personnel is essential. Highlight trends and root causes in the summary.

Trend Narrative

Contains description of trend.

Trend Review Narrative

Contains review comments on trend, POC for trend review, and date recorded (which may be system generated.)

Trend Title

Name of trend (from Trend Analysis.)

Type Damage

Identifies whether the damage was to a tire, structure, flight control or other.

Type Equipment

Identifies the type of equipment within the equipment designator field.

Type Event Code - TEC

Also known as TEC. Locally created code by QA to identify a type of inspection event. May be used to identify the type of system being inspected by QA. Usually three digits.

Type Findings

Type of QA Findings such as: Event findings, Functional Check Flight (FCF) findings, Weight & Balance findings, Chafing findings, Personnel/Technical Evaluation findings, MI/AI findings, QVI/SI findings, Acceptance Inspection findings, etc.

Type Inspection

Personal Evaluation, Quality Verification Inspection, Special Inspection, Management Inspection, Activity Inspection, Technical Inspection.

Type Maintenance

A one character code used to identify whether the work to be performed is at the on-equipment, off-equipment, or depot level IAW -06 (aircraft/equipment specific). Scheduled or Un-scheduled.

Type Of QA Report

Types of QA Reports include Event Reports, Inspection Reports, Deficiency Reports and ad hoc queries.

Unit Cost

The new cost of a unit of the item.

Unsatisfactory Condition Report

An unsafe or unsatisfactory condition, other than a DSV, chargeable to the work center supervisor.

Warranty Item Indicator

Identifies part/serial numbered items that have a warranty established by the manufacturer.

Weight and Balance Program

Weight and Balance (W&B) Program. Maintain strict accounting of aircraft weight and balance for safe flight operations. Each unit manages a Weight and Balance program, ensuring accurate inventories of aircraft weight. As the W&B authority, the QA Superintendent appoints a QA individual to be the unit weight and balance program manager.

Weight/Balance Change Required Indicator

Indicates whether or not the weight and/or balance of an item of equipment is affected by the accomplishment of a given TCTO.

Work Unit Code

The WUC consists of five characters, and is designed as quick reference numbers to identify system, subsystem, and component relationships within end items, and are used to identify maintenance requirements, or maintenance accomplished. For R&M analysis, equipment failures should be reported to the fifth character whenever possible. WUCs provide a standard method of sorting maintenance data and of summarizing different levels of detail that is not applicable to all types of equipment. Also, provide the capability to use the data in maintenance or engineering programs by multiple, individual and subsystems, or components within each weapon or support system, or by end item of equipment. This capability is also used to assess corrective action. When combined with the SRD, a highly flexible and informative data retrieval capability is available, and is utilized at all levels of management. These codes are published in WUC tables and REMIS tables for each reportable weapon and support system, and by type of equipment for selected ground CEM, trainers, SE and/or AGE, munitions, TMDE, and shop work. Individual MAJCOMs have the option of using a limited number of WUCs assigned in a special category to identify tasks of a general nature, such as equipment servicing, cleaning, inspection, storage, ground safety, record keeping, weapons handling, and repetitive shop tasks. Although they are WUCs, they are identified as "support general codes." Alpha characters "I" and "O" are not used in WUCs to prevent confusion with the numerical characters "one" and "zero."

REFERENCE MIL-M-38769C (USAF). The WUC consists of five characters, and is designed as quick reference numbers to identify system, subsystem, and component relationships within end items, and are used to identify maintenance requirements, or maintenance accomplished.

Workcenter

Owned by a Command, Organization, Sub-Organization, Squadron or Flight. Contains the following data elements: Owning Command, Organization, Sub-Organization, Squadron or Flight, Independent Workcenter or Standard Workcenter Indicator (Yes/No type entry.) Workcenter ID, Workcenter Number, Workcenter Narrative. IMIS Reporting Indicator, Functional Account Code and any Supply Account Codes the workcenter is authorized to use. May have associated Manpower Authorizations. May have association to employees anticipated to be gained by the Workcenter. If the Workcenter has been transferred a history of transfers will exist and consist of: the losing Command, Organization, Sub-Organization, Squadron or Flight will be recorded as well as the date/time stamp when the transfer occurred.

Workcenter Event Id

A 3-digit code used to positively identify a particular workcenter event assigned to an JCN. This is used in conjunction with the workcenter mnemonic. The workcenter event-ID is the last 3 digits of the 12-digit JCN.

Workcenter Monitor

A person assigned to a workcenter who is designated to monitor an item (e.g., TCTO, etc.)