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HILL AIR FORCE BASE (AFMC)**



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Maintenance

TOOL CONTROL AND ACCOUNTABILITY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement establishes procedures for the Tool Control and Accountability Program within the Ogden Air Logistics Center (OO-ALC). This supplement implements AFMCPD 21-1, *Depot Maintenance Policy* and guidance for a viable tool control and accountability program based on the requirements of AFMCI 21-107, *Tool Control and Accountability Program*. This supplement applies to all personnel, both military and civilian, civil service and contracted within the depot maintenance production environments. All AFMC non-industrially funded organizations will continue to manage their own tools and tool control programs under the guidelines and specific requirements of this supplement and their command structure's regulatory requirements. Division or group operating instructions (OI) may be written to expand on the guidance to meet the requirements of that organization, but may not in any way lessen or detract from the intent, form, or function of this supplement or AFMCI 21-107. Supplemental Division OIs will be coordinated through the center tool manager prior to implementation. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this supplement does not imply endorsement by the Air Force. Maintain and dispose of records created as a result of prescribed processes in accordance with (IAW) AFMAN 37-139, *Record Disposition Schedule*.

SUMMARY OF REVISIONS

All references to OO-ALC/TIPE have been updated to reflect the new designation of OO-ALC/MADPTI. All references to directorate have been changed to division. References, Abbreviations and Acronyms and Terms have been added. Other affected paragraphs are 1.3, 2.1, 2.1.1.3, 2.1.1.4, 2.1.2, 2.1.3, 2.1.4, 2.3.1, 2.3.2, 2.3.4, 2.3.4.1, 2.4.2, 2.5.2, 2.6.1, 2.7, 2.9 through 2.9.4, 2.11, 2.18, 3.2.3, 3.2.5, 3.3.2, 3.3.3, 3.3.7, 5.3.3, and 5.3.4.

AFMC 21-107, 10 May 2001, is supplemented as follows:

1.3. Each division/squadron/flight will establish a tool manager; branch or section tool managers will be established as required. The tool manager's name, office symbol and phone number must be submitted, in writing, from respective divisions or branches to the center tool manager within 21 days of appointment. Tool managers are members of the center Tool Integrated Process Team (IPT). American Federation of Government Employees (AFGE) Local 1592 will have a member appointed by their president.

1.4.6. (Added) OO-ALC Form 515, **Tool Request**.

1.4.7. (Added) OO-ALC Form 516, **Establish or Revise Tool List or Appendages**.

1.4.8. (Added) OO-ALC Form 529, **Hand Tool Back Order Receipt**.

1.4.9. (Added) AF Form 3126, **General Purpose** (8-1/2" X 11").

1.4.10. (Added) AF Form 3136, **General Purpose** (11" X 8-1/2").

2.1. Tool Kits. A container or storage location that facilitates positive control of contents and ease of inventory for tools while issued to a mechanic. A tool kit (TK) may also be defined as a drawer in a cabinet/vidmar, bench, briefcase, leather pouch, or canvas tote bag. Any storage device containing tools will be subject to tool control procedures and will be marked IAW paragraph 2.3.1. A single individual will be issued and assigned responsibility for a tool kit (exceptions may be a dispatchable tool kit (DTK) issued to a supervisor and assigned by the supervisor to a mechanic). Tool kits will be issued transferred or hand receipted by Tool /Issue Control Element (OO-ALC/MADPTI) only. Control, issue, and inventory of all items within a consolidated tool kit (CTK) are the responsibilities of the supervisor. Only employees authorized by the supervisor will use tools from a CTK. The TK owner must submit an OO-ALC Form 516 signed by the branch level supervisor and division tool manager to make changes to a TK.

2.1.1. The tool issue center located in OO-ALC/MADPTI will manage the Tool Kit Control Receipt Listing (TKCRL). Upon issue, the employee and supervisor will sign the TKCRL. The master will be kept by OO-ALC/MADPTI, one copy will be forwarded to the first line supervisor to be maintained on file, and one copy will be placed in a protective container (plastic bag, binder, etc.) and provided to the employee for retention in the TK. Out of stock items will be marked with a quantity of zero (0) on the TKCRL, annotated back ordered, and placed on back order. When these items are received, the responsible employee will initial and date all three copies of the TKCRL. The TKCRL master copy will be used as the turn-in document for employees when they leave an organization or when they terminate employment. The drawer location of each tool will be written in the drawer field on the mechanic and supervisor's copies

of the TKCRL. The mechanic and the supervisor will sign and date after the last entry on the TKCRL when the drawer locations have been added.

2.1.1.1. (Added) The supplemental list is a listing of all items kept in TKs that are not listed on the TKCRL. A supplemental listing will be generated for consumables, personal equipment, shop equipment and local manufactured or modified tools. Supplemental listings will contain, at a minimum, the National Stock Number (NSN) and/or part number (if applicable), nomenclature, size (if applicable), quantity, and TK identification (ID) number. The supplemental list will be signed and dated by both the employee and the supervisor immediately after the last entry on the list. A copy of the supplemental list will be kept with the TKCRL and on file by the supervisor. Use AF Form 3126 or AF Form 3136.

2.1.1.2. (Added) Tools provided by OO-ALC/MADPTI in a case or container; i.e., drill bits, apex bits, allen wrenches etc., will have the case or container marked to include all pieces (e.g., 12 allen wrenches in a case would be 12 pieces and case) and will be annotated on the TKCRL as such. The case will be also be marked with the TK ID number.

2.1.1.2.1. (Added) Containers not issued by OO-ALC/MADPTI that are used to store tools/items in the TK will be shadowed, marked with the TK ID number, marked to include all pieces and case and listed on the supplemental list.

2.1.1.3. (Added) Individual TKs (ITK) are issued for use to a single individual. CTK's are issued to a supervisor for use by his crew. DTKs are designed for checkout to be taken to a job site with one individual responsible for the TK. Time Compliance Technical Orders (TCTO) and TK modifications will be controlled as other TKs. Inspection and inventory requirements apply to all dispatchable and TCTO TKs.

2.1.1.4. (Added) OO-ALC Form 516 is required to establish a new TK type (template) or to revise or delete an established TK type (template). Each type of standardized TK will be assigned a TK type (template) number. All OO-ALC Forms 516 must have a complete list of required tools, including NSN, nomenclature and issue quantity, and must be signed by a branch supervisor and coordinated through the product division tool manager before they are forwarded to OO-ALC/MADPTI. The production engineer or planner, production supervisors, division tool manager, and technicians are responsible for defining the composition of TKs required for new workloads. These TKs must be approved through the product division engineering and planning branch levels prior to submission to OO-ALC/MADPTI for implementation. TKs being changed due to an annual review do not require the production engineer's or planner's coordination or approval. OO-ALC Form 515 signed by the first level supervisor will be used to order TKs from OO-ALC/MADPTI.

2.1.2. Tools or containers in TKs shall be shadowed with foam material to form a representative impression of each tool in the TK to aid in quick and accurate inventories and to ensure tools stay in place during transportation. Shadowing of TKs will be accomplished by the using

organization. In instances where shadowing of tools is impractical (e.g., in tool pouches, leather cases, or canvas tote bags), tools will be maintained in an orderly fashion that allows a quick, complete inventory.

2.1.3. Consumables will be stored separately from tools. If kept in a drawer or any portion thereof, that drawer/portion will be marked "Consumables." Consumables that are not feasible to shadow will be placed in a suitable container that will be controlled IAW paragraph 2.1.1.2.1.

2.1.4. Expendable items are items that must be frequently replaced due to high use, excessive wear, breakage, or otherwise become unfit for use. Expendable tools include: drill bits, apex bits, torque bits, end mills, cutters, scrapers, 3/16" and smaller punches, razor blades, knife blades, saw blades, sanding pads (Roloc pads and/or arbors), etc. Such items requiring replacement due to usage or breakage will be exchanged on a one-for-one basis. Every attempt will be made to recover and return all pieces of broken expendable tools to OO-ALC/MADPTI prior to replacement. If the tool or a significant portion is lost, a copy of a completed AFMC Form 310, **Lost/Found Item Report**, must be presented before a replacement tool may be issued.

2.1.6. Individuals personal items (i.e. rings, wallet, watches, etc) may be kept in the personal drawer of the tool kit for only the duration of the shift. Personal equipment is a nontool item necessary for the completion of assigned tasks (e.g., date stamps, inkpads, etc.). Personal equipment if maintained in the TK will be listed on the supplemental list, shadowed, and marked with the TK ID number. Maintenance stamps when maintained in the TK will be listed on the supplemental list and shadowed. The product division tool manager must approve the use of separate containers/sidebox. This container/sidebox will NOT be used for storage of items (e.g., newspapers, magazines, books, groceries, or shop equipment, etc.). Personal equipment and personal protective equipment maintained in the TK and separate container/sidebox will be subject to inspection requirements and lost tool reporting procedures.

2.2. The center tool manager will authorize and approve all TK ID numbers used by Depot Maintenance Activity Group (DMAG) maintenance operations and the 75th Air Base Wing. OO-ALC/MADPTI is the only organization authorized to issue, change or delete TK ID numbers. OO-ALC/MADPTI personnel will control access to all laser marking equipment.

2.3.1. ITKs will be marked on the outside of the TK with the owner's last name and first initial and organizational symbol in any order. ITKs will also be marked with the TK ID number on the inside of the TK in an area not visible from the outside of the TK. CTKs will be marked on the outside of the TK with the ID number and organizational symbol. DTKs will be marked on the outside of the TK with the ID number and the organization symbol.

2.3.2 Military units will not be required to mark their mobility TKs when deployed as stated in paragraph 2.3.1 but IAW with AFMCI 21-107 paragraph 2.3.2.

2.3.3. All TKs will be assigned a TK ID number and each tool in the TK will be marked prior to initial issue. Tools being replaced will be marked prior to replacement. Tools that are listed with an asterisk on the TKCRL do not need to be marked. Tools will be laser marked where possible.

2.3.3.1. Tools impractical to mark will be listed on the center nonlaser tool list. They will be identified with an asterisk on the TKCRL. Tools impractical to mark but are large enough to make a representative impression may be individually shadowed. Smaller tools will be placed into containers. If placed in a container, the container will be controlled IAW paragraph 2.1.1.2.1.

2.3.4. Tools identified as missing from a TK, the OO-ALC/MADPTI Tool Cribs or a Production Support Center (PSC) will be reported to the supervisor within 30 minutes from the time they are discovered missing. A lost tool report will be initiated on an AFMC Form 310 and page four of AFMC Form 309 will be documented.

2.3.4.1. (Added) Tools on back order will be documented on OO-ALC Form 529, or they will be annotated with a quantity of zero (0) on the TKCRL. Test Measurement and Diagnostic Equipment (TMDE) monitors will issue a receipt to be kept in the TK for tools removed for calibration, certification or repair.

2.3.5. Common accessories and support equipment, when maintained in a TK, will be annotated on a supplemental list, marked with the TK ID number, and kept separate from tools. They are subject to inspection requirements and lost tool reporting procedures.

2.4. PSCs and OO-ALC/MADPTI will not duplicate items for temporary loan except those that may be contained in dispatchable TKs unless authorized by the center tool manager. Product divisions will be responsible to establish procedures and/or OIs that provide tool control guidance for their respective PSCs.

2.4.1. (Added) Custody Account/Control Receipt Listing (CA/CRL) items will be managed, controlled, and inventoried by the owning organization according to AFMAN 23-110, Volume 2, *USAF Standard Base Supply Manual*. Shop machinery accessories/attachments and/or end items used to adjust/operate equipment will not be listed on the TKCRL or controlled by OO-ALC/MADPTI. First time issues, initial purchase or replacement of shop machinery accessories/attachments must be justified on an OO-ALC Form 515 and authorized by the second level supervisor. These items will be exchanged on a one-for-one basis.

2.4.2. (Added) Precision Measurement Equipment (PME) also referred to as TMDE. PME in TKs will be marked with the TK ID number, unless due to their sensitive nature they cannot be marked. PME items that cannot be marked with a TK ID number will be annotated on the TKCRL and marked with an asterisk. Those PME items marked with the TK ID number will be marked in such a manner that no scales or measurement markings are covered or illegible. PME items assigned to a PSC will have an ID number assigned by the PSC supervisor. The owning

organization's PME monitor will be responsible for routing PME items for calibration. PME items maintained in a TK will either be individually shadowed within the TK or be placed in containers. If placed in containers, the container will be controlled IAW paragraph 2.1.1.2.1.

2.5. OO-ALC/MADPTI is designated as the point of contact for offering customer assistance within the division areas. OO-ALC/MADPTI will support customer requirements for TK issue, maintenance, or turn-in and will maintain stocks of temporary issue tools in support of customer needs. The OO-ALC/MADPTI tool issue centers will operate IAW MADOI 21-1 *Tool Issue Center Management*.

2.5.1. (Added) A limited stock of replacement tools will be maintained by OO-ALC/MADPTI. The OO-ALC/MADPTI supervisor will ensure quantities and types of tools in stock are not excessive and/or commingled. Tool bin labels will include NSN or part number, unit of issue, item description, and bin levels. Stock levels may be adjusted in support of special projects, special operating requirements, or if existing demand data is insufficient to support mission requirements. A single occurrence of a mission limiting status is not sufficient reason to establish an adjusted stock level but may be an indicator to review demand data for accuracy. Up to a 90-day level of items that are subject to wear and breakage may be maintained to replace unserviceable items. When bin levels drop below 50 percent, new stock will be ordered. OO-ALC/MADPTI will stock standard size (e.g. 3/16", 1/4", 5/16") drill bits and a nominal amount of standard size machine and hand reamers under 1" diameter. End mills, counter bores and reamers etc. that are task or weapon system specific will be considered Shop Machinery Accessories/Attachments and will be furnished and controlled by the product division.

2.5.2. (Added) Material Inventory Centers (MIC), Shop Support Centers (SSC) and Weapon System Support Centers (WSSC) function as a mini-supply storage area to provide parts and materials. They are not authorized to issue tools (e.g., all brands or types of flashlights, knives, utility knives, multi-tools, magnifiers etc.) unless specifically authorized by the center tool manager, in writing.

2.6. An OO-ALC Form 515 must be submitted to OO-ALC/MADPTI with a lead-time of at least 30 days for TK issue. All information, including the TK type number (template) and the appropriate supervisor's signature (first-level may sign for ITKs, second-level must sign for CTKs), must be provided. An appointment must be made with OO-ALC/MADPTI five days prior to TK turn-in. During TK issue and turn-in both the issuing/receiving tool attendant and the receiving/relinquishing mechanic/technician will verify each tool listed on the TKCRL for accuracy of tools issued/returned and proper TK marking. OO-ALC/MADPTI will retain the original (master) copy of the OO-ALC Form 515, the AFMC Form 311, **Certification of Responsibility for Government Property**, and the TKCRL signed by the employee and supervisor.

2.6.1. (Added) An employee detailed to another job may be issued a temporary TK. This temporary issue TK will be signed for and assigned a return date that parallels completion of the detail. Employees will not have more than one permanently assigned ITK in their possession at any time, unless authorized by the center tool manager. Branch level supervisor may request an additional TK for employees who do multi-skill work, perform work in geographically separated areas etc. The request must be in writing stating the employee's name, phone, official symbol, current TK ID number and justification for the additional TK. The request must be coordinated through the division tool manager to the center tool manager.

2.7. Tools that require replacement or repair will be turned in to OO-ALC/MADPTI. If the tool is sent for repair the individual will be given a receipt generated by the FEM Tool Management program. The receipt will be kept in the TK until the tool is returned. If a replacement tool must be back ordered, an OO-ALC Form 529 will be given to the individual which will be kept in the TK until replacement is received. All replaced tools except those too small or impractical will be marked prior to replacement issue.

2.7.1. (Added) The purpose of the warranty tool program is to ensure that high quality, industrial strength warranted tools are available for use in maintenance activities. Warranty tools are obtained through the General Service Administration Program or local contracts with warranty tool vendors. No attempt to repair and/or modify any warranty tool will be made by either users or program managers.

2.8. Cleco and wedge lock fasteners are considered tool items and will be marked with the TK ID number, controlled, and subject to inventory and lost tool procedures. Clecos and wedge locks will be shadowed in the TK either individually, in containers, or on trays. Containers or trays will be controlled IAW paragraph 2.1.1.2.1.

2.9. The following procedures will be used for control of rags and paper products.

2.9.1. Each Division will be responsible to ensure cloth rags are controlled and accountable and that paper products when used in maintenance processes that require closure procedures or final assembly are controlled and accountable the same as cloth rags. Division OIs will establish specific requirements for the control of cloth rags and paper products. Production Support Cribs (PSC) or their functional equivalent (this may be a supervisor where necessary) will have the responsibility for the issuance and receipt of cloth rags and paper products (as required above) used in that functional area.

2.9.2. (Added) The PSC or functional equivalent will verify and record the number of paper products (when used in a closure or final assembly process) or cloth rags issued to an individual in a written or electronic rag tracking log.

2.9.3. (Added) Cloth rags and paper products will be controlled IAW this supplement, all FOD requirements and the base Hazardous Waste Management Plan. Paper products (when used in a

closure or final assembly process) and cloth rags will be returned to the issue point, counted and verified by the PSC or functional equivalent. When paper products (when used in a closure or final assembly process) or cloth rags are returned, the person receiving them will annotate in the written or electronic rag tracking log that the items have been returned. AFMC Form 310 Lost Tool/Item Report must be initiated for any paper product (when used in a closure or final assembly process) or cloth rag that cannot be accounted for.

2.9.4. (Added) All employees that perform maintenance on aircraft, engines, and accessories or that provide a service to these organizations, will perform an inspection of the work area prior to closing out a task, or moving to another area, to ensure that cloth rags or paper products have not been inadvertently left in the area. Critical areas will be annotated on work control documents IAW AFMCI 21-122 Hill AFB Supplement 1 *Foreign Object Damage (FOD) and Dropped Object (DO) Awareness and Prevention Program*.

2.10. OO-ALC/MADPTI will maintain a stock of common hand tools (including specialty TKs) for temporary loan. These tools will only be loaned to employees and supervisors with a tool card. Common tools may be checked out for five days, while high demand items (e.g., torque wrenches, crimpers, micrometers, F-16 wing kits, C-130 attachment bolt kits, sealant guns, etc.) will be loaned for a single shift only. The responsible mechanic will inventory temporary loaned TKs that are not returned during the same shift and annotate the AFMC Form 309. Temporary loaned tools are subject to all lost tool reporting procedures and must be returned to the point of issue. Tools not returned within the prescribed time will be considered delinquent.

2.10.1. (Added) OO-ALC/MADPTI will notify supervisors/mechanics of delinquent tools on the Hill AFB Tool Management FEM Web Page. A link is provided on the MAD web page. Supervisors are responsible to check this site weekly and notify employees that they have delinquent tools and instruct them to return them within 7 days of being notified.

2.10.2. (Added) Employees with delinquent loaned tools will not be able to check out additional tools until the delinquent tool record is reconciled.

2.11. The quantity of "Chits" issued to an individual will be annotated and a log kept by the person who issues the "Chits". "Chits" will be marked with the mechanic's TK ID number and the work center office symbol. "Chits" when kept in a TK will be shadowed or placed in containers. If placed in containers, the containers will be controlled IAW paragraph 2.1.1.2.1. "When "Chits" are no longer required they will be returned to the person who issued them to ensure control and accountability. "Chits" will be subject to inspection requirements and lost tool reporting procedures. In the event a "Chit" is lost, an AFMC Form 310 must be completed for "Chit" replacement.

2.15. Shop machinery accessories and attachments will be stored and controlled IAW AFMCI 21-107 paragraph 2.15.

2.16. All requests for tools for temporary duty (TDY) will be forwarded to OO-ALC/MADPTI using an OO-ALC Form 515. The request will include the approximate duration of the TDY. TDY TKs may be prepared on an as needed basis and will be issued prior to the TDY. TDY personnel will be responsible for ensuring that the TKs are complete and properly marked before departure. Team chiefs will perform the supervisor's duties concerning TK inventory while TDY. TDY TKs are subject to all controls, inventories, and lost tool procedures defined herein. Upon completion of the TDY, TDY TKs will be immediately returned to OO-ALC/MADPTI and a complete inventory will be concurrently performed by the OO-ALC/MADPTI attendant and person assigned to the TK. Lost tool procedures will be performed IAW this supplement and the governing regulations at the TDY site. Copies of the lost tool report documentation will be furnished to OO-ALC/MADPTI and the division tool manager upon completion of the TDY.

2.17. Product divisions will be responsible to approve and control special tools IAW AFMCI 21-107, and locally manufactured/modified tools (tools that have been made or modified for a specific job function). These tools when kept in a CTK will be marked with the TK ID number, shadowed, and will be identified on the supplemental tool list. They will not be added to an ITK unless authorized by the supervisor and the division tool manager. If the tool is to be maintained by OO-ALC/MADPTI or PSC for temporary issue, it will be marked with the OO-ALC/MADPTI or PSC ID number. Locally manufactured/modified tools are subject to the same inventory and lost tool reporting procedures as TKCRL items.

2.17.1. (Added) When procuring tools to be modified, an OO-ALC Form 515 must be completed by the requesting employee describing the tool to be modified, reason for the modification, and intended use. The form must then be signed by the employee's supervisor, second-level supervisor and division tool manager prior to being taken to the OO-ALC/MADPTI tool cribs

2.18. (Added) Depot On-Site Contractor Augmentee Team (DO-CAT) employee's performing depot maintenance functions will be issued tools from OO-ALC/MADPTI and will comply with all applicable tool control regulations. Other contractors performing functions in industrial areas on the center will be required to have a method for controlling and accounting for tools used and will be written into their contracts. This program must be outlined in the contractor's quality plan and must be coordinated with the respective contracting officer and contract functional manager or his/her designated representative. All contractors working on the center will be required to inventory their tools at the beginning of the shift, at the end of each task, and at the end of each shift to check for any lost or missing tools. In addition, the end of shift inspection will be documented and documentation will be kept for two years or until the completion of the job. Any lost tools not found must be reported immediately to the contracting officer, production area supervisor, and division tool manager. All contractors authorized use of Air Force tools will ensure these tools are properly marked IAW AFMCI 21-107 and this supplement. Control and issue of government provided contractor TKs, kit template, and ID numbers will be accomplished using OO-ALC Form 516 and OO-ALC Form 515. Contractors providing their own tools will ensure all tools are marked with an ID number consisting of the first initial of the

last name and last four digits of the Social Security Number (SSN). A list of the ID numbers will be supplied to the center tool manager and the division tool manager.

3.2.1. The individual performing the end-of-workday (shift) inspection on a TK will document AFMC Form 309 with their initials. No documentation is required for a day the TK is not used. Tools removed from a TK used by more than one person will be tracked by one of two methods: 1) by using AF Form 3126 or AF Form 3136, which, at a minimum, will contain tool nomenclature, date, location or end item, name of borrower, or 2) by using a “chit” system, IAW paragraph 2.11 of this supplement.

3.2.2.1. Supervisors will perform scheduled TK inspections IAW AFMCI 21-107, paragraph 3.2.2. On a monthly basis, supervisors will perform random TK inspections that must be documented and kept on file by the supervisor for one year.

3.2.3. The annual tool kit type (template) review will be documented on OO-ALC Form 516, and forwarded to the division tool manager. The division tool managers will forward any required template changes to OO-ALC/MADPTI so that the template may be updated. Issued TKs will be reconfigured to meet new template requirements if the template is revised. TK composition should be the same for all employees possessing the same skill who are working in the same RCC. The division tool manager will aggregate all template information on a spreadsheet using Microsoft Excel and email it to the center tool manager within 14 days of completion of the review.

3.2.4. The annual inventory of a PSC or an OO-ALC/MADPTI tool crib will be documented by attaching a cover letter to the inventory listing used to conduct the inventory that contains the following information; the crib inventoried, the date(s) the inventory was conducted, names of the individuals who participated in the inventory, discrepancies found, corrective actions taken and the supervisor’s name and signature.

3.2.4.1. (Added) Dispatchable TKs assigned and maintained within a PSC or OO-ALC/MADPTI will require an AFMC Form 309 to document inspections as follows: If the TK is issued and returned to the PSC or OO-ALC/MADPTI during the same shift or day, no documentation is required, as issue and return accomplishes the required inspections. If the TK is not returned during the same shift or day, the responsible mechanic will complete all required inspections and annotate page 1 of the AFMC Form 309. Pages 2 and 3 may be used as required and page 4 will be used to document lost tools. A 90-day inspection of dispatchable TKs assigned to a PSC or OO-ALC/MADPTI is not required but they will be included as part of the required annual inventory IAW AFMCI 21-107 paragraph 3.2.4. For each issue and return, the issue center attendant and mechanic will inspect dispatchable TKs that belong to a PSC or OO-ALC/MADPTI.

3.2.5. Each division will establish secure areas for TK storage and designate the types of TKs to be stored IAW AFMCI 21-107 paragraph 3.2.5. Any designated TK that will not be used for 25 days will be secured in this storage area.

3.3. The primary objective of the Tool Control and Accountability Program is foreign object damage (FOD) prevention through strict tool control. The person issued a TK is responsible for control of that TK until a turn-in inventory is accomplished and documented.

3.3.1. Each division will develop grounding/impoundment and/or release procedures as applicable for aircraft, engines, missiles, support equipment, Aerospace Ground Equipment (AGE) and end items or components.

3.3.2. Each division will develop procedures for termination of a search for a lost tool that cannot be found IAW AFMCI 21-107 paragraph 3.3.1 and 3.3.2.

3.3.3. When a tool is lost, the tool owner will document the loss on page 4 of AFMC Form 309. The immediate supervisor of the employee who lost the tool will contact the division tool manager to initiate a lost tool package to include, as a minimum, an AFMC Form 310. The immediate supervisor will complete the lost tool package/AFMC Form 310. The division tool manager will ensure the lost tool package/AFMC Form 310 is complete and has been properly coordinated. It is the branch chief's responsibility to determine if the tool was lost due to gross negligence. In the event the loss was due to gross negligence, a Report of Survey (ROS) will be initiated IAW AFMAN 23-220, *Report of Survey* and AFMCI 21-107 Hill Supplement 1 paragraph 3.5. A ROS is always required when the estimated repair or replacement cost is over \$500.00, whether or not any gross negligence is evident or suspected. In every case, the original copy of the AFMC Form 310 will be taken by the tool owner to OO-ALC/MADPTI to be maintained in the master TK file. The division tool manager will maintain a copy of the AFMC Form 310, and copies will be forwarded to the employee, the TK owner's supervisor, and the center tool program manager.

3.3.6. (Added) The person issued the tool/item must search the immediate work area for the missing tool/item and immediately report it to their supervisor. In the event the tool is not found during the initial search, the first-line supervisor must contact the division tool manager within two hours of the suspected loss. The supervisor must conduct a search of the areas, including inside equipment, where the tool may have been used. The following minimum information must be provided to the division tool manager:

3.3.6.1. (Added) Name and office symbol of the accountable individual, nomenclature, TK ID number and when and where the tool was lost.

3.3.7. (Added) Once the information is provided the division tool manager will issue a lost tool sequential control number, which will be annotated in block 1 of AFMC Form 310. Lost tool control numbers will consist of the first three letters of the division initiating the lost tool report, followed by the last two digits of the year, the three digit Julian date, and a sequential two digit number starting with 01 and ascending up to 99 (e.g., "MAL-02-342-01" or "MAK-03-003-02").

3.3.8. (Added) A tool that is found will be reported to the division tool manager within two hours. Tools found prior to completion of the lost tool reporting process will be returned to the TK owner. The appropriate product division tool manager is responsible for annotating the recovery action on AFMC Form 310, blocks 16A and 16B. Once documented, the original AFMC Form 310 will be forwarded to OO-ALC/MADPTI to be maintained in the master TK file and copies will be forwarded to the TK owner, TK owner's supervisor and the center tool program manager. Tools that are found after the lost tool investigation and reporting process have been completed will be returned to OO-ALC/MADPTI by the product division tool managers if a replacement tool has been already issued. The product division tool manager is responsible to annotate the original AFMC Form 310, blocks 16A and 16B, to document tool recovery. Once documented, copies of the AFMC Form 310 will be forwarded to the TK owner, TK owner's supervisor and the center tool program manager. Recovered tools returned to OO-ALC/MADPTI will be either de-marked and returned to stock when serviceable or properly disposed of when unserviceable.

3.4 Management will ensure that each TK can be locked so as to prevent unauthorized access. This may be accomplished by using tool containers that have an integral locking system or any other locking device (i.e., padlocks cables, or a lock bar). Management will ensure that all tools and TKs within a PSC or OO-ALC/MADPTI are secure to prevent loss.

3.5. (Added) Responsibility. Military and civilian personnel will be held financially liable for the loss, damage, or destruction of government property issued to them when caused by their gross negligence, willful misconduct, or deliberate unauthorized use. The terms "damage" or "destruction" do not include wear and tear resulting from normal use. The immediate supervisor must initiate action, as specified by AFI 23-111, *Management of Government Property in Possession of the Air Force*, for all tools issued which cannot be turned-in due to loss or are returned to OO-ALC/MADPTI damaged or destroyed. This includes all temporary loaned and TK issued tools. An ROS will be required when the estimated repair or replacement cost is over \$500.00.

3.6. (Added) Center Tool Responsibilities. Industrial Services Division (OO-ALC/MAD) is responsible for the management of the Tool Control and Accountability Program. OO-ALC/MADPTI is responsible for the acquisition, storage, and issue of all tools for the industrially funded maintenance area organizations. Any tool purchases, to include Government Purchase Card tool purchases, must be authorized by the center tool manager. Procurement of all tools for 75th Air Base Wing organizations will be made using 75th Air Base Wing funds. The center tool manager is the person appointed by the Center Commander (OO-ALC/CC) to

ensure tool control policy compliance and provide guidance within the center. The division tool manager is the person appointed by the product director to address all matters related to the Tool Control and Accountability Program within the organization. Any additional organizational procedures or methods of tool control will be published in an organizational OI to this supplement.

3.7. (Added) Support Personnel. Support personnel (e.g., civil engineering and vehicle maintenance personnel, etc.) working on the flight line and/or other production areas shall ensure positive control of tools, components, hardware, and consumables. As a minimum, items will be inventoried and accounted for prior to, and at the end of, each task. Lost tool procedures must be applied by any center support organization when items carried by employees cannot be accounted for.

Chapter 5 (Added) RESPONSIBILITIES

5.1. Center Tool Manager.

5.1.1. Is the single point of contact on all matters concerning tool control and accountability.

5.1.2. Provides guidance for lost tool policies and procedures.

5.1.3. Establishes center supplements, procedures, and guidelines for tool control and accountability.

5.1.4. Monitors TK issues to ensure that tool lists are standardized and that add-ons or appendages are minimized.

5.1.5. Interfaces with private contractors on actions regarding tool management.

5.1.6. Offers assistance with interpretation of instructions concerning TK issues.

5.1.7. Is the authority on tool marking.

5.1.8. Coordinates tool control policy and problem resolution with the division and MAJCOM tool managers.

5.1.9. Approves acquisition of tools required by the product divisions/organizations. OO-ALC/MADPTI is the sole organization authorized to order hand tools for depot maintenance organizations.

5.2. Product Division Tool Managers.

5.2.1. Ensure an annual review of TK templates is accomplished and documented by the responsible organizations. Coordinate the annual review for each assigned TK design for content and verification that all templates contain all necessary and required tools. Maintain completed annual template review records for two years.

5.2.2. Ensure tools are standardized across the division.

5.2.3. Provide monthly data to the center tool manager, center FOD manager and their respective product division quality assurance personnel on the number of tools lost/recovered in their organization.

5.2.4. Open and track AFMC Form 310 reports until closure. Maintain AFMC Forms 310 on lost tools not found for two years.

5.2.5. Review and coordinate all tool requests.

5.2.6. Provide assistance to managers and employees on policies and procedures regarding the tool control and accountability program.

5.2.7. Coordinate policy changes with the center tool manager.

5.2.8. Publish any required division/organization OIs to expand on this supplement.

5.2.9. Ensure hand tools are not ordered by organizations other than OO-ALC/MADPTI.

5.3. Supervisors.

5.3.1. Ensure all PME items in an employee's TK are forwarded to their respective Precision Measurement Equipment Laboratory monitor for calibration, prior to the calibration due date.

5.3.2. Notify OO-ALC/MADPTI and the division tool manager of any changes that may affect the ability to trace a TK or temporary issued tools. Changes include items, such as organizational symbol, phone number, work area, or name change.

5.3.3. Instruct employees to turn in their ITKs and temporary issued tools to OO-ALC/MADPTI upon changing assignment or termination of employment. Notify OO-ALC/MADPTI no less than five days in advance of a requirement for a TK turn-in. Supervisors may have kits being turned in assigned to them for up to sixty days pending reissue to a new employee, the kit must be kept in a secure area IAW Paragraph 3.2.5.

5.3.4. Turn in their assigned CTKs to OO-ALC/MADPTI upon changing assignment or termination of employment. If the CTK will still be needed, the departing supervisor will ensure

the CTK is transferred to the new supervisor or his 2nd level supervisor before leaving. Notify OO-ALC/MADPTI no less than five days in advance of a requirement for a CTK turn-in.

5.3.5. Request, in writing, TK requirements for new employees or employees being transferred into the work area to OO-ALC/MADPTI and the division tool manager as soon as possible, but not less than 30 days prior to actual need date.

5.3.6. Implement lost tool procedures within two hours when notified of a lost tool by an employee or the discovery of a lost tool during supervisory inspections. Report lost tools IAW established lost tool procedures.

5.4. OO-ALC/MADPTI Attendants.

5.4.1. Require employees to display their computer generated tool card before services are performed. User information will be kept on file by OO-ALC/MADPTI.

5.4.2. Provide CTK issue and replacement services only to the supervisor who accepted responsibility for the CTK and up to three individuals the supervisor may designate in writing to OO-ALC/MADPTI that may exchange tools for their CTK.

5.4.3. Ensure tools are properly marked and assigned to a master TKCRL before issue.

5.4.4. Provide documentation for tools on back order and tools being repaired.

5.4.5. Remark tools as required if tool ID numbers have become worn or unreadable.

5.5. TK Owners.

5.5.1. Are accountable for all tools listed on their TKCRL listing, including items listed on appendage and supplemental listings.

5.5.2. Ensure that all temporary loaned tools are returned to point of issue in the prescribed time frames.

5.5.3. Maintain security of TK and all temporary loaned tools at all times.

5.5.4. Conduct and document TK inventories IAW center, division, and branch directives and procedures. Ensure the AFMC Form 309 is properly annotated.

5.5.5. Adhere to and initiate lost tool procedures immediately upon discovering that all assigned tools are not accounted for.

5.5.6. Ensure that tools in the TK are not modified in any way unless written authorization is received prior to the modification.

5.5.7. Turn PME in for calibration when required.

5.5.8. Request a replacement copy of TKCRL when it becomes hard to read or is illegible.

5.5.9. Forms Prescribed. OO-ALC Form 515, **Tool Request**, OO-ALC Form 516, **Establish or Revise Tool List or Appendages**, OO-ALC Form 529, **Hand Tool Back Order Receipt**

Attachment 1

References (Added)

AFMAN 37-139, *Record Disposition Schedule*

AFMAN 23-110, Volume 2, *USAF Standard Base Supply Manual*

AFMCI 21-122 Hill AFB Supplement 1, *Foreign Object Damage (FOD) and Dropped Object (DO) Awareness and Prevention Program*

AFMAN 23-220, *Report of Survey*

AFI 23-111, *Management of Government Property in Possession of the Air Force*

MADOI 21-1 *Tool Issue Center Management*

Abbreviations and Acronyms (Added)

AFGE—American Federation of Government Employees

AGE—Aerospace Ground Equipment

CA/CRL—Custody Account/Control Receipt Listing

CTK—Consolidated Tool Kit

DMAG—Depot Maintenance Activity Group

DO—CAT-Depot On-Site Contractor Augmentee Team

DTK—Dispatchable Tool Kit

FOD—Object Damage

IAW—In Accordance With

ID—Identification Number

IPT—Integrated Process Team

ITK—Individual Tool Kit

MIC—Materiel Inventory Center

NSN—National Stock Number

OI—Operating Instructions

OO-ALC—Ogden Air Logistics Center

OO-ALC/MADPTI—Tool Issue/Control Element

PME—Precision Measurement Equipment

PSC—Production Support Center

ROS—Report of Survey

SSC—Shop Support Center
SSN—Social Security Number
TCTO—Time Compliance Technical Order
TDY—Temporary Duty Yonder
TKCRL—Tool Kit Control Receipt Listing
TK—Tool Kit
TMDE—Test Measurement and Diagnostic Equipment
WSSC—Weapon System Support Center

Terms (Added)

Inspection—Official review or examination of each tool/item, e.g. the supervisor’s 90 day inspections.

Inventory—Periodic survey of all tools assigned to an individual, e.g. employee’s daily inventories.

Shadow—(For the purpose of this supplement). The process of lining a drawer with a foam material in which relief cuts are made in the shape of the items to be contained within the drawer (hammer, drill, screwdriver, etc.). Shadowing allows for quick assessment of tool inventory and easily identifies those tools that may be unaccounted for.

Silhouette—(For the purpose of this supplement) The process of lining a drawer with a foam material in which items that can not be shadowed may be outlined in the shape of the object.

Template—A “master list” of tools specified as necessary for a certain skill, task, work area, or a combination thereof.

ROSS E. MARSHALL
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