

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)**



**AFMC INSTRUCTION 21-108
HILL AIR FORCE BASE
Supplement 1
21 AUGUST 2003**

Maintenance

**MAINTENANCE TRAINING AND PRODUCTION
ACCEPTANCE CERTIFICATION (PAC)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS This document is substantially revised and must be completely reviewed. This supplement is an update to comply with the update to AFMCI 21-108, dated 14 January 2003. Changes were made throughout the supplement to support changes in organization symbols at this center; explanation of Sections I thru Sections VI were deleted as this information is in the parent instruction (paragraph 1.11); processing waivers and requests for instruction changes were further defined (paragraph 1.11); decertification reporting was deleted (paragraph 3.13.2); employee tracking of training and not using Production Acceptance Certification Standard System (PACSS) for certification is explained (paragraph 2.9.2); Production Acceptance Certification (PAC) documentation was expanded to explain backup of PACSS, importance of Personnel Identification Numbers (PIN) for certifying PAC tasks, and annual review requirements (paragraph 3.18); eye exam requirement for appropriate actions was deleted (paragraph 4.10.15.7.1).

AFMCI 21-108, 14 January 2003, is supplemented as follows:

1.1.3. (Added) If a product division has internal requirements beyond the scope of this supplement, those requirements will be documented in a division operating instruction (OI).

1.3.1. (Added) Depot Operations Contract Augmented Team (DO CAT) members are certified using PAC requirements. Record of this training will be kept in each member's PACSS record, (GO 15), AFMC Form 75, **Job Certification Standard**.

1.3.2. (Added) Special training and certification requirements involving contract workload and Defense Contract Management Agency (DCMA) will be addressed in each division OI.

1.8. To identify contract workers in the PACSS the word "contract" or "CAT" will be entered in the contract worker's labor resource identification (ID).

1.10. To support the Annual PAC Review the Division PAC Program Manager will provide SME/knowledgeable PAC personnel, or the division may assign individuals who understand the PAC program to help in the review.

1.11. Waiver requests and proposed changes to the Instruction will be by a letter initiated by the requesting organization for signature at Maintenance Directorate (OO-ALC/MA) level. The letter will be coordinated through the requesting organization Division and coordinated through Resource Management Division (OO-ALC/MAW) Center PAC Office. The MAW Center PAC Office will coordinate through Process Improvement and Quality Assurance Division (OO-ALC/MAP) and all other divisions affected. After final coordination MAP will forward the letter for MA or other appropriate signature.

1.11.1. (Added) The Center Training and PAC Working Group will review PAC and training waivers annually and update as required.

2.1. To maintain courseware configuration, all courses developed for maintenance personnel, including Special Skills Qualifications (SSQ) guides and SOJT courses must be controlled through the OO-ALC/MAW Courseware Library.

2.9.2. PACSS may be used to identify and track training for non-PAC employees.

2.11. (Added) Courseware Development Fee For Service.

2.11.1. (Added) OO-ALC/MAW has implemented fee for service for courseware development. Procedures for requesting courseware development are identified in OO-ALC/MAW policy letter. This is applicable to all types of courseware requested for development by OO-ALC/MAW. This letter may be viewed on the OO-ALC/MAWH website.

2.11.2. (Added) All courseware development requested to OO-ALC/MAW in writing must be requested from the organizations identifying their development requirements and availability of funds. If the requirement is common to all divisions, the Center Maintenance Training Manager will provide the letter.

2.11.3. (Added) All courseware will be validated by OO-ALC/MAW Instructional System Development (ISD) Review Board in conjunction with applicable subject matter experts (SME) who verify that the courseware is technically accurate and comprehensive (meets intent).

2.11.4. (Added) OO-ALC/MAW manages the courseware library for the Center and assures all courseware development is in accordance with ISD.

3.2. See paragraph 4.3 of this supplement for added OO-ALC SSQ requirements.

3.3. Facilities Equipment Maintenance System (FEMS) generates a computer generated trouble call document used to define all called in problems. The supervisor or designated employee will enter the applicable inspection code on the line provided. The certified employees will stamp their certification on the employee signature line upon completion of work. Upon closing of the trouble call document, the supervisor or designated employee will input certifying employees into the FEMS. Historical tracking of a certifying employee is maintained within the FEMS.

3.4. Before an employee receives a maintenance stamp they will comply with the requirements for receiving a maintenance stamp listed in AFMCI 21-110, and Hill Supplement 1 to AFMCI 21-110.

3.4.1. (Added) All personnel assigned to perform a PAC task must have a PAC record assigned. The exception is that military personnel on loan may use their AF Form 623, **Individual Training Record**, to show qualification and certification. Military personnel refer to AFMCI 21-108, paragraph 3.19 and this supplement.

3.4.2. (Added) Only certified personnel will certify work by stamping off Work Control Documents. They must be certified on that task in PACSS or AF Form 623. This only applies to a work document that directs work.

3.12. As a minimum, decertification criteria will be the items that are listed in AFMCI 21-108 paragraph 3.12. Additional items may be added by supervision after negotiations with American Federation of Government Employees (AFGE) Local 1592.

3.18. For emergency PACSS backup or impoundment of the PACSS database, the Division PAC manager or Quality Assurance Office will call OO-ALC/MACL and ask for a snapshot of the PACSS database. OO-ALC/MACL will put this data in shared files named SNAPSHOT for PACSS system administrators. This data will be given to the Division PAC manager needing the information and surrendered to those conducting investigations concerning the emergency.

3.18.3. PAC tasks must have an alpha and/or numeric designator unique to each division for separation between MA divisions unless directed by the Center Training and PAC Working Group, or AFMC headquarters.

3.18.5. (Added) Personal Identification Numbers (PIN) are confidential. The PIN holds each employee and supervisor accountable for accepted task certification. PIN numbers will not be compromised. If an employee feels that their PIN has been compromised, the employee will notify the Division PACSS Manager for a new PIN.

3.18.6. (Added) Employees loaned less than 30 days the supervisor of record will make PAC records available to gaining supervisor for certification checks. The supervisor of record maintains responsibility for the employee's certifications.

3.18.7. (Added) Employees detailed or reassigned must be certified by the gaining supervisor. This is completed by performing a Section VI review within ten working days of assignment.

3.18.8. (Added) A new or reassigned supervisor must review the PAC records of assigned employees and PIN Section VI within 30 days of assignment.

3.18.9. (Added) Pen and ink changes to AFMC Form 75 can be made if dates and line items are legible. The supervisor and employee must initial training, certification, and decertification on changes made on paper PAC records. All hand-scribed entries will be updated into PACSS once electronic capability becomes available.

3.19. Military Training. AF Form 623 meets the intent of training in the PAC Program. If additional training is needed while military personnel are on loan to an AFMC PAC work area, the supervisor will annotate the additional training on AF Form 623A, **On-the-Job Training Record Continuation Sheet**, AF Form 797, **Job Qualification Standard Continuation/Command JQS**, and AF Form 1098, **Special Task Certification and Recurring Training**, or AFMC Form 75 as generated by the PACSS for that employee. A review of the military training records will be made to determine the type and amount of additional training the employee needs to be task certified. The extent of training will be determined by the first level supervisor or higher for that work area. Military personnel who perform depot work must certify completion of their work by stamping the work control documents IAW AFMCI 21-110. To facilitate certifying completion of the tasks they perform, military personnel who perform depot tasks identified on WCD's must be issued a maintenance stamp. The depot organization who the military technician is assigned to will issue the stamp. If the military technician is not assigned to a depot organization the organization who is responsible for the WCD being completed will issue the stamp. Military personnel must meet the same training requirements for issue of a maintenance stamp as technicians in PACSS.

4.3. Local SSQ requirements are: Shot Peening, High Pressure Water Stripping/Cleaning, Hardness Test, Hazardous Chemical Handling, H-70 (Hydrazine), Fuel Spill Management and Neutralization, Portable Milling, Liquid Nitrogen, A-10 Auxiliary Power Unit, A-10 Foreign Object Inspection/Maintenance, Aircrew Life Support, and Resistance Brazing. Refer to paragraphs 4.10.22. through 4.10.34. of this supplement for additional information on mandatory SSQ requirements.

4.4. SSQ testing using tech data will be an open book test with exception to Emergency Procedures or instructions/regulations stating otherwise.

4.5.1. Must keep a copy available of their letter of authorization, SSQ Guide, and Checklist that applies to their qualification duties.

4.9. SSQ Guides and Checklists will include the date the next review is due.

4.10.7.7. Aircraft Cabin/Cockpit/Fuselage Pressurization local procedures for training requirements will be established by individual divisions as applicable.

4.10.9. At OO-ALC, Flight Control Rigging applies to all aircraft and cruise missiles.

4.10.15.2. All soldering SSQ instructors and qualification officials will be qualified through OO-ALC/MAW.

4.10.15.5.1. Technician requalification will be accomplished annually. If the time between qualification and requalifications exceeds two years, initial SSQ requirements must be met to be requalified.

4.10.20.6. If a first test weld is unsuccessful, the supervisor must interview the welder to recommend additional training and/or administrative action.

4.10.22. (Added) Shot Peening.

4.10.22.1. Regulatory Documents. AMS-S-13165, SAE-AMS-2430. 4.10.22.2. Application: Personnel who operate shot peening machine.

4.10.22.3. Qualification. After completion of training, the individual must be able to demonstrate proficiency through oral and practical examinations.

4.10.22.4. Requalification. Annually, or whenever individual fails to demonstrate adequate proficiency.

4.10.22.5. Disqualification. Documented deficiencies, written valid customer complaints, or failure to maintain the required level of proficiency. Initial SSQ requirements must be met to be requalified.

4.10.23. (Added) High Pressure Water Stripping/Cleaning.

4.10.23.1. Regulatory Documents. Aqua Miser Handbook.

4.10.23.2. Application. High Pressure Water Stripping Cleaning Equipment Operator.

4.10.23.3. Qualification. After completion of training, the individual must be able to demonstrate proficiency to a qualifying official. Must be able to pass a written test with a minimum score of 80 percent (corrected to 100 percent).

4.10.23.4. Requalification. Annually or whenever individual fails to demonstrate adequate proficiency.

4.10.23.5. Disqualification. When there are documented deficiencies, written valid customer complaints or failure to maintain the required level of proficiency. Initial SSQ requirements must be met to be requalified.

4.10.24. (Added) Hardness Test.

4.10.24.1. Regulatory Documents. T.O. 1-1A-9 and other applicable references.

4.10.24.2. Application. Non-destructive Testers.

4.10.24.3. Qualification. After completion of training and testing, the individual must be able to demonstrate proficiency to the qualifying official. Must be able to pass a written test with a minimum score of 80 percent (corrected to 100 percent).

4.10.24.4. Requalification. Is required annually or when there is a specific reason to question the ability of a technician for qualification in a given process.

4.10.24.5. Disqualification. Documented deficiencies, written valid customer complaints, or failure to maintain the required level of proficiency. Initial SSQ requirements must be met to be requalified.

4.10.25. (Added) Hazardous Chemical Handling.

4.10.25.1. Regulatory Documents. TO 42C2-1-7, PO N00251, PO R11211, PO N71631 and other applicable directives.

4.10.25.2. Application. Process, handling, and pumping of solutions (chemical).

4.10.25.3. Qualification. After completion of training, the individual must demonstrate proficiency through oral and practical examinations and pass a written test with a minimum score of 80 percent (corrected to 100 percent).

4.10.25.4. Requalification. Annually or whenever individual fails to demonstrate adequate proficiency.

4.10.25.5. Disqualification. Documented deficiencies, written valid customer complaints, or failure to maintain the required level of proficiency. Initial SSQ requirements must be met to be requalified.

4.10.26. (Added) H-70 (Hydrazine) Fuel Spill Management.

4.10.26.1. Regulatory Documents. TO 1F-16()-2-49GS-00-1, TOs 1F-16()-2-49JG-001, -002, -003, 42B1-1-18, and other applicable directives.

4.10.26.2. (Added) Application. Hydrazine Response Team.

4.10.26.3. Qualification. After completion of training, the individual must be able to demonstrate proficiency through written or oral and practical examinations (simulated). Must be able to complete a 25 question written examination test with a minimum score of 85 percent (corrected to 100 percent).

4.10.26.4. Requalification. Annually or whenever individual fails to demonstrate adequate proficiency.

4.10.26.5. Disqualification. Documented deficiencies, written valid customer complaints, or failure to maintain the required level of proficiency. Initial SSQ requirements must be met to be requalified.

4.10.27. (Added) Portable Milling.

4.10.27.1. Regulatory Documents. Time Compliance Technical Order (TCTO) 1947, 1910, 2034, 1967.

4.10.27.2. Application. Individual operates portable milling unit in modification of some areas of the F-16 aircraft.

4.10.27.3. Qualification. After completion of training, the individual must be able to demonstrate proficiency through oral and practical examinations.

4.10.27.4. Requalification. Annually or whenever individual fails to demonstrate adequate proficiency.

4.10.27.5. Disqualification. Documented deficiencies, written valid customer complaints, or failure to maintain the required level of proficiency. Initial SSQ requirements must be met to be requalified.

4.10.28. (Added) Liquid Nitrogen.

4.10.28.1. Regulatory Documents. TO 1F-16 ()-3-1, TO 00-25-172, TO 42B7-3-1-1, AFOSH 91-67.

4.10.28.2. Application. Personnel who use liquid nitrogen for panel or structural removal on aircraft.

4.10.28.3. Qualification. Granted after successful completion of the required training and a satisfactory proficiency demonstration to a qualification official.

4.10.28.4. Requalification. Annual written proficiency examination and a practical demonstration of proficiency to the qualification official. Must be able to pass a written test with a minimum score of 80 percent (corrected to 100 percent).

4.10.28.5. Disqualification. Documented deficiencies, written valid customer complaints or failure to maintain or demonstrate the required level of proficiency can be grounds for disqualification. Initial SSQ requirements must be met to be requalified.

4.10.29. Deleted.

4.10.30. (Added) A10 Auxiliary Power Unit (APU).

4.10.30.1. Regulatory Documents. TO 1A-10A-2-4JG-1, TO 1A-10A-2-12G-1, TO 1A-10A-2-29JG-1, TO 1A-10A-2-71JG-2, TO 00-25-172, DLAM 8210.1, AFI 91-202, AFOSH 91-66, AFOSH 91-100, AFMCI 21-108.

4.10.30.2. Application. All personnel required to operate APU.

4.10.30.3. Qualification. Authorized in writing by the applicable production Division. An engine run qualifier will accomplish initial qualification, currency and semi-annual requalification.

4.10.30.4. Requalification. Every 6 months, demonstrating proficiency to a SSQ Official, must be able to pass a written test with a minimum score of 85 percent (corrected to 100 percent).

4.10.30.5. Disqualification. Documented deficiencies, written valid customer complaints, failure to maintain, or demonstrate the required level of proficiency can be grounds for disqualification. Initial SSQ requirements must be met to be requalified.

4.10.31 . (Added) Foreign Object Inspection/Maintenance (A10 White Area).

4.10.31.1. Regulatory Documents. TO 1A-10A-2-4JG-1, TO 1A-10A-2-27MS-1, TO 1A-10A-3-1, TO 1A-10A-2-12JG-1, TO 1A-10A-2-27JG-4, TO 1A-10A-2-27JG-5, AFI 91-202, AFOSH STD 91-66, AFOSH STD 91-100, AFMCI 21-108, Hill AFB Supplement 1.

4.10.31.2. Application. Aircraft Mechanics, Aircraft Electricians, and Aircraft Pneudraulics.

4.10.31.3. Qualification. After completion of training, the individual must demonstrate proficiency through oral and practical examinations and pass a written test with a minimum score of 85 percent (corrected to 100 percent).

4.10.31.4. Requalification. An annual requirement consisting of a demonstration of continued proficiency to a qualification official and the satisfactory passing of the written examination.

4.10.31.5. Disqualification. Failure to maintain the high level of proficiency needed to ensure the safe closure of white area or failure to comply with all published directives applicable to the particular weapon system involved with white area maintenance. Initial SSQ requirements must be met to be requalified.

4.10.33. (Added) Aircrew Life Support (ALS).

4.10.33.1. Regulatory Documents. Applicable weapons system TOs, checklists, and job guides, applicable AFOSH standards, and directives.

4.10.33.2. Application. Applies to all personnel assigned to maintain and repair ALS equipment.

4.10.33.3. Qualification. Granted after completion of formal training, 6 months of direct on-the-job training, and demonstration through oral and practical examination. Successfully complete a 20 question test with a passing score of 80 percent (corrected to 100 percent).

4.10.33.4. Requalification. An annual requirement consisting of demonstration of continued proficiency to a SSQ official and the successful completion of a written examination, 20 question minimum, with a passing score of 80 percent (corrected to 100 percent).

4.10.33.5. Disqualification. Observed deficiencies or deviations from technical data, written valid customer complaints, failure to maintain the required level of proficiency, or failure to perform the required procedures in accordance with the applicable technical directives is grounds for immediate disqualification. Initial SSQ qualification requirements must be met to be requalified.

4.10.34. (Added) Resistance Brazing.

4.10.34.1. Regulatory Documents. Applicable weapons system TOs, checklists, job guides, and applicable AFOSH standards, and directives.

4.10.34.2. Application. Applies to electrical equipment repair technicians for Resistance Brazing.

4.10.34.3. Qualifications. Must have completed Resistance Brazing and Soft Solder Methods training. Granted after complying with all qualification instructions listed in the Resistance Brazing SSQ guide and checklist. After completion of training the individual must demonstrate proficiency through oral and practical examinations and pass a written test with a minimum score of 80 percent (corrected to 100 percent).

4.10.34.4. Requalification. Required every 12 months consisting of a demonstration of continued proficiency to a qualification official and the satisfactory passing of a written examination. If the time between re-qualifications exceeds two years, initial SSQ requirements must be met to be qualified.

4.10.34.5. Disqualification. Observed deficiencies or deviations from technical data, written valid customer complaints, becoming overdue, or failure to maintain the required level of proficiency, or failure to perform the required procedures in accordance with the applicable technical directives can be grounds for immediate disqualification. Initial SSQ qualification requirements must be met to be requalified.

5.10. 75 MSS/DPE still serves as the overall education and training focal point for OO-ALC. OO-ALC/MAW manages the maintenance training processes and coordinates necessary issues with the 75 MSS/DPE.

5.10.10. (Added) Center no-shows and returned allocations are tracked and reported to management. The statistical report is located on the OO-ALC/MAWH website.

5.15.12. (Added) Ensures that employee attends SSQ/SOJT training. SSQ/SOJT checklist will be sent to the supervisor with all blocks initialed and signed as needed by SSQ/SOJT trainer/qualifier, test administrator, and employee.

5.15.13. (Added) Sign SSQ/SOJT checklist and ensure information is entered into PACSS and forward checklist to the Division training monitor.

5.18.9. (Added) Ensures supervisor receives SSQ/SOJT checklist after employee has completed training.

5.19.5. (Added) Informs the supervisor that the employee has been qualified and is ready for certifications.

5.21. (Added) Forms Adopted. AFMC 75, AF Form 623, AF Form 623A, AF Form 797, and AF Form 1098.

Attachment 1

Abbreviations and Acronyms (Added)

AFGE–American Federation of Government Employees

ALS–Aircrew Life Support

DCMA–Defense Contract Management Agency

DO CAT–Depot Operations Contract Augmented Team

FEMS–Facilities and Equipment Maintenance System

ID–Identification

ISD–Instructional System Development

OI– Operating Instruction

OO-ALC/MAP Process Control and Quality Assurance Division

OO-ALC/MAW Resource Management Division

PACSS–Production Acceptance Certification Standard System

PD–Product Division

QAS–Quality Assurance Specialist

QTE–Quality Task Evaluation

SME–Subject Matter Expert

SSQ–Special Skills Qualification

TCTO–Time Compliance Technical Order

TO–Technical Order

WCD–Work Control Document

A5.3. The training manager will keep the SOJT checklist for a minimum of one year from the date of supervision sign off. The training manager will keep SSQ checklists until requalification is accomplished or employee is no longer required to maintain qualification.

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