

AFMCI 21-110, 19 October 1999, is supplemented as follows:

1.2.1.1. (Added). Locally printed TO extracts may only be used for 30 working days (See AFMCI/Hills1 21-301). To ensure configuration control, all locally printed copies of TO extracts will be stamped with the reproduction date, the parent TO date and change number. Outdated extracts must be disposed of in accordance with (IAW) paragraph 7 of AFMCI/Hills1 21-301.

1.3. All waivers concerning AFMCI 21-110 will be submitted to Quality Assurance Division (OO-ALC/LGQ), through the Product Directorates Quality Office. Home Office (OO-ALC/LGPH) will be in the coordination cycle for waiver packages pertaining to AFMCI 21-110.

1.3.1. (Added). Test Programs will be prohibited unless HQ AFMC/LG provides written approval for deviation. **NOTE:** By definition a "Test Program" is anything the center or a specific Product Directorate may want to implement as an alternative to the way of doing business.

1.4.4.1. (Added). The responsible production planner will keep all TO changes that affect their workloads in a logbook for a minimum of six months.

1.4.4.2. (Added). The work control document (WCD) will be changed when any TO change affects Form, Fit, or Function of the repaired End Item. The responsible production planner will take immediate action to update the WCD's on End Items, which are in Awaiting Parts (AWP) or Work In Process (WIP)

1.5.2.4. A definitized list is not required to supplement the G337, Inventory Tracking System (ITS) Work Control Document. The ITS document acts as a definitized list. A definitized list could be added to an ITS "G" work order for repair of (QDR).

1.5.3.1. Interim guidance HQ AFMC/LGP letter, dated 28 June 01, states; "When the WCD states 'perform task IAW applicable TO, then the TO must be open and in use.'" **NOTE:** IAW is the preferred method of TO usage and will be the rule rather than the exception. When the WCD states "perform task REF applicable TO," then the TO must be readily available. **NOTE:** REF of the TO will be the exception rather than the rule. Careful consideration of the task must be given to justify the use of REF rather than IAW".

1.5.3.3 . As a minimum, any step with Caution or Warning in the TO that has been determined to be critical, as defined in AFMCI 21-108, *Maintenance Training and Production Acceptance Certification (PAC) Program*, by the Planning Production Team, will require a secondary certification.

1.5.3.3.1. (Added). All areas on base are considered foreign object damage (FOD) critical. Because of this classification, all end items that have one or more closing operations on any tasks

will require the addition of a “ FOD “ sub-operation task on those tasks. Because it is deemed critical the task will be listed and certified as a separate line item and require secondary certification IAW AFMCI 21-122/Hill AFB Supplement 1, *Foreign Object Damage (FOD) and Dropped Object (DO) Awareness Prevention Program*, paragraph 3.2.9.

2.3.1. (Added). Production Planning Team is composed of the primary planning, scheduling, quality assurance, and production functions.

2.9.1. Types and use of authorized stamps. The OO-ALC Stamp Program authorizes 11 different types of maintenance stamps for use by OO-ALC personnel in accomplishing their assigned functions. These maintenance stamps are for the exclusive use of personnel to whom they are issued and will not be used by any other individual for any reason. Maintenance stamps will not be issued to any employee until they have completed Production Acceptance Certification (PAC) Familiarization Training. The violation of this rule may be grounds for disciplinary action and for the revocation of stamp privileges. It is not expected or required that product directorates will use or issue all 11 different types of stamps. A directorate has the right under this supplement to issue only certain types of stamps in their assigned blocks.

2.9.1. Bullet 1. Issued to quality assurance specialists and augmentees to clear WCD “Q” codes and to authenticate other production and quality assurance forms.

2.9.1. Bullet 2. Issued to technicians in the Technology and Industrial Support Directorate (OO-ALC/TI) who certify wire-crimping tools.

2.9.1. Bullet 3. Issued to mechanics to sign-off work in the mechanic’s sign-off block on authorized work documents, or to stamp off condition tags, and for other authorized uses as outlined in AFMCI 21-108 and AFMCI 21-110. The stamping of the document with an “M” Stamp signifies that the “work to be accomplished,” described by the pertinent operation or work step, has been completed in accordance with the applicable technical data, specifications, safety, and other applicable directives.

2.9.1. Bullet 4. Issued to supervisors as directed in AFMCI 21-108 and AFMCI 21-110. When “P” Stamps are issued to supervisors, designated supervisor alternates, work leaders, and/or work leader technicians who certify WCD’s for maintenance tasks, they will meet the same training qualification and certification requirements as the PAC certified employee, and will require a PAC record.

2.9.1. Bullet 5. Issued to Precision Measurement Equipment Laboratory (PMEL) Division (OO-ALC/LEL) personnel (civilian and contractor) who repair, calibrate, and certify test measurement and diagnostic equipment.

2.9.1. Bullet 6. Issued to personnel who have been qualified and certified as Nondestructive Inspection (NDI) Inspectors.

2.9.2. Bullet 2. The individual Product Directorates are responsible for the issue, control, and inventory of all stamps within their divisions.

2.9.2.1. (Added). RESPONSIBILITIES:

2.9.2.1.1. Product Director/Deputy Director provides executive Product Directorate oversight to program.

2.9.2.1.2. OO-ALC/LGQ:

2.9.2.1.2.1. Acts as Center office of primary responsibility (OPR) to oversee the maintenance stamp program.

2.9.2.1.2.2. Conducts a yearly review of PD stamp programs.

2.9.2.1.2.3. Maintains copies of stamp monitor assignment letters.

2.9.2.1.2.4. Assigns blocks of maintenance stamp numbers to each directorate. PDs are required to notify OO-ALC/LGQ of any changes, deletions, or additions to their blocks of assigned numbers. Directorate stamp number assignments are listed Figure 2.1. of this supplement. All stamps and design requirements are for use in depot maintenance operations.

2.9.2.1.3. Product Directorate and 649 Combat Logistics Support Squadron (649 CLSS) assign a stamp monitor (in writing) at either directorate, division, or squadron level identifying the organization responsible to issue and control stamps and forward a copy of the delegation memorandum to OO-ALC/LGQ.

2.9.2.1.4. PD Stamp Managers:

2.9.2.1.4.1. Stamp monitors will have the responsibility to oversee the procurement, issue, and control of stamps, in accordance with this supplement, higher level directives, and local operating instructions (OI). Stamps will be procured in accordance with approved/established directorate procedures. The design and size of stamps will be in accordance with AFMCI 21-110, Attachment 7. Black is the only authorized ink color for stamps. They will establish and document in their Quality Assurance Plan (QAP) or supporting OI the requirements stated in AFMCI 21-110 and the following:

2.9.2.1.4.1.1. A statement indicating that any time a stamp is illegible, it will be turned in and the employee will be issued a new stamp.

2.9.2.1.4.1.2. Maintains a list of assigned numbers for each type of stamp issued/not issued to certified employees in a PD Stamp Database (internally developed by each PD).

2.9.2.1.4.1.3. A statement indicating that a lost maintenance stamp number will not be reissued for a period of one year.

2.9.2.1.4.1.4. Receives and processes all original issues and reissues replacement stamp requests.

2.9.2.1.4.1.5. Conducts an annual inventory of all stamps.

2.9.2.1.4.1.6. Documents stamps that are lost, worn out or destroyed will be put in the PD Stamp Database. Alerts other areas within OO-ALC, or other directorates as applicable, of the loss. The PD Stamp Manager will notify the appropriate Tool Manager of a lost maintenance stamp.

2.9.2.1.4.1.7. Annually provide stamp listings to the appropriate branch personnel by Resource Control Center (RCC) for inventory purposes.

2.9.2.1.4.1.8. Ensures all listings are returned to themselves, and all entries are stamped by the employees and signed by the employee supervisor.

2.9.2.1.4.1.9. Maintains stamp inventory listings on file until replaced with the following year's inventory.

2.9.2.1.5. First-Line Supervisors:

2.9.2.1.5.1. Requests appropriate stamps from the PD stamp manager.

2.9.2.1.5.2. Notifies the PD stamp manager of any stamp revocations, including the employee's name, office symbol and stamp number, and ensures return of the revoked stamp to PD stamp manager.

2.9.2.1.5.3. Conducts a reasonable search for any maintenance stamp reported lost, and if not found, notify the PD stamp manager of the loss.

2.9.2.1.5.4. Completes AFMC Form 310, **Lost/Found Items Report**, for lost stamps, and forward copies of AFMC Form 310 to the PD stamp manager.

2.9.2.1.5.5. Notifies PD stamp manager when a stamp is found, to close the AFMC Form 310 filed for the lost stamp.

2.9.2.1.5.6. Conducts annual stamp inventories by having employees' place their stamp impressions next to stamp number on the listing sent by the PD stamp manager. The supervisor will inspect the stamp impression to ensure it's the correct number and is legible. Any discrepancies will be noted on the listing and reported to the PD stamp manager. The supervisor will sign and date the listing when the inventory is complete and any discrepancies have been corrected.

2.9.2.1.5.7. Updates PAC Standard System (PACSS) records for assigned employees after inventory and all other stamp actions.

2.9.2.1.5.8. Notifies the PD stamps manager of illegible stamps and direct employees to immediately return illegible stamps to the PD stamp manager for replacement.

2.9.2.1.5.9. Ensures individuals being terminated, reassigned to a position out of PD, or to a position no longer requiring a stamp, to turn in their assigned stamp to the PD stamp manager.

2.9.2.1.6. Certified Employees:

2.9.2.1.6.1. Pick up assigned stamps from the PD stamp manager.

2.9.2.1.6.2. Safeguards stamps against unauthorized use or loss.

2.9.2.1.6.3. Reports illegible stamps to their first-line supervisor and to the PD stamp manager for replacement.

2.9.2.1.6.4. Return stamps to the PD stamp manager when transferring from a position requiring a stamp or when separating from PD.

2.9.2.1.6.5. Annually stamp a stamp impression and examine it with their supervisor for inventory and legibility purposes.

2.9.2.1.6.6. Conduct a thorough search and notify their first-level supervisor if stamp becomes lost.

2.9.4. (Added). MAINTENANCE STAMP REQUEST AND ISSUE.

2.9.4.1. Request. When an employee requires a stamp, the supervisor will confirm employee has received PAC training, and notify the PD stamp manager, to request issue. The request must include the stamp type, employee's full name, office symbol, and supervisor's name, and telephone number.

2.9.4.2. Qualifications. Stamps will not be issued to employees until they have completed PAC familiarization training. Completed training must be annotated in the automated employee PACSS record.

2.9.4.3. Issue. The individual to be issued a stamp will report to the PD stamp manager who will then assign a stamp and record the required information in a PD Stamp Database.

2.9.4.4. Tracking. A PD Stamp database will be used to record, track, control, and identify all maintenance stamps within OO-ALC. The database field entries will be the employee's name,

office symbol, type of stamp, stamp number, date issued, date of annual review, turn-in date, supervisor's name, and status/comments.

2.9.5. (Added). MAINTENANCE STAMP REVOCATION AND RECALL. The revocation of an individual's stamp can only occur at branch or division level within OO-ALC. Other organizations can only recommend revocation action to be taken. Revocation normally results from improper use of the stamp or de-certification of the individual or (transferred from certified commodity area or skill). If revocation occurs, documentation requirements and future reissue of a stamp will be determined by reviewing the reason for revocation. The supervisor will notify the PD stamp manager, of the reason for revocation, the employee's name, office symbol and stamp number, and will return the stamp to the PD stamp manager. The PD Stamp Database will be updated.

2.9.5.1. Recall:

2.9.5.2. Legibility. Recall actions of stamps are usually due to an illegible stamp. PD will issue a new stamp and number to the employee. The PD Stamp Database will be updated with the new number. The illegible stamp number will not be reissued for six months.

2.9.5.3. Departing or Reassigned Employees. Supervisors will ensure employees turn in their assigned stamp to the PD stamp manager when the employee is terminated or reassigned to a position out of PD; assigned to a position requiring a different type of stamp; or reassigned to a position no longer requiring a stamp. Turned-in stamps will not be reissued to another employee for 60 days.

2.9.5.4. Separation. When an employee that has been issued a stamp separates from Hill AFB (retires, resigns, etc.), they will return their stamp to the PD stamp manager who will then sign and date the OO-ALC/DPCE Civilian Employee Separation Clearance Checklist. Turned-in stamps will not be reissued to another employee for 60 days.

2.9.6. (Added). LOSS:

2.9.6.1. Search. The loss of any stamp will be reported to the immediate supervisor and a reasonable search will be conducted. If the search fails to locate the stamp, the supervisor will notify the PD stamp manager who will document the loss in the PD Stamp Database and alert other areas within OO-ALC, or other directorates as applicable, of the loss, via e-mail.

2.9.6.2. Reissue. Before the employee is issued a new stamp, the employee's supervisor must notify the PD stamp manager stating that the stamp has been lost and requesting a new stamp in accordance with the processes described herein.

2.9.6.3. Reporting. When a stamp is reported lost or stolen, an AFMC Form 310 must be completed and submitted IAW AFMCI 21-122/Hill AFB Supplement 1, paragraph 3.2.9.1.

2.9.6.4. Tracking. The PD stamp manager will document lost stamps in the PD Stamp Database. Any stamp found will be reported to the PD stamp manager for identification and action. Recovered stamps that were reported lost or stolen will be updated in the PD Stamp Database, with the date found, and will not be reissued for 60 days. Numbers of lost stamps that are not recovered will not be reissued for a period of one year.

2.9.7. (Added). ANNUAL INVENTORIES:

2.9.7.1. The PD stamp manager will initiate and conduct an annual inventory of all stamps as follows:

2.9.7.2. Stamp listings will be provided to the appropriate branch personnel by RCC and will contain employee's name, stamp numbers, and dates of inspections.

2.9.7.3. Supervisors will have employees place their stamp impressions next to the stamp number on the listing. Supervisors will inspect stamp impressions to ensure numbers are correctly assigned and legible, and will note discrepancies on the listing. Supervisors will sign and date listings when the inventory is complete. If no discrepancies are found, the listing will be forwarded to the PD stamp manager. If discrepancies are found, the supervisor will direct employees to contact the PD stamp manager to replace illegible stamp numbers or to reconcile stamp number errors. After all discrepancies are corrected, the completed inventory will be forwarded to the PD stamp manager, who will file the inventory and update PD Stamp Database.

2.9.7.4. PD stamp managers will ensure listings are returned and all entries are stamped by employees and signed by their supervisor. The listings will be used to ensure all annotated discrepancies are corrected before the inventory is considered complete.

2.9.7.5. Inventory listings will be kept on file by the PD stamp manager until replaced by the following year's inventory listing IAW AFMAN 37-139, Table 63-8.

Attachment 8

Abbreviations and Acronyms (Added).

AWP–Awaiting Parts

DMISA–Depot Maintenance Interservice Support Agreement

DMAG–Depot Maintenance Activity Group

ECU–Electrical Checkout Unit

ITS– Inventory Tracking System

NDI–Nondestructive Inspection

OO-ALC/LGPH–Home Office

OO-ALC/LGQ–Quality Assurance Division

OO-ALC/TI–Technology and Industrial Support Directorate

PAC–Production Acceptance Certification

PACSS–PAC Standard System
PD– Product Directorate
QAP–Quality Assurance Plan
QAS–Quality Assurance Specialists
RCC–Resource Control Center
TO–Technical Order
WCD–Work Control Document
WIP–Work in Process

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