



Quality Work Instruction

VAFB-0001-0006

Approved: **Jerried Brown**

Date:
01 Sep 2010

Title: 576th Launch Support Services, Equipment Issue and Control Services

Rev
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Equipment Issue And Control Services

PWS Paragraph 1.6

1.6. Provide custodial accountability, issue, and recover assigned support equipment.

SDS Performance Objective 6 & 7 pertaining to PWS paragraph 1.6. – 1.6.8.

Provide and maintain a centralized storage function to track equipment status. Issue serviceable support equipment to meet squadron objectives.

SDS Performance Threshold 6 & 7 pertaining to PWS paragraph 1.6. – 1.6.8.

95% accuracy identified. No repetitive validated customer complaints concerning availability, cleanliness or serviceability (no repeat discrepancies within a 30-day period) due to contractor related actions.

No more than 5% mission impact identified. No repetitive validated customer complaints concerning availability, cleanliness or serviceability (no repeat discrepancies within a 30-day period) due to contractor related actions.

PWS PARAGRAPH STATEMENT:

Governing Directives:

AFI 21-202V1 AFGSCSUP1

Equipment Required:

Computer with Improved Maintenance Management Program (IMMP) and IMDS databases, printer, and stencil machines and common hand tools.

Supplies Required:

Paper, dog tag blanks, stencil material, wire rope and swedges.

Work Performance To Meet Contract Requirements:

Employees maintain maximum availability / accountability of safe, serviceable and reliable equipment by inspecting the equipment before issuing, upon its return and monthly. Additionally, a random sample of equipment will be inspected periodically by SBAR/QSS.



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Detailed Procedures:

1. Expertise with databases are essential.
 - a. Take IMMP tutorial. Click on (eqvhlgm.exe) Icon and follow instructions.
 - b. Additional on-the-job training (OJT) required.
 - c. Knowledge of IMMP and IMDS will enable the employee to issue/recover equipment, check/update status, and enter equipment discrepancies.

IMMP / IMDS must accurately reflect equipment status and equipment location at all times.
2. Equipment identification and inspections are essential; however, the employee is not the technical expert. The inspections are limited to function, hardware and completeness checks.
 - a. Function check example is ensuring a display appears when a meter is turned on.
 - b. Hardware check is checking all switches, connectors, cables and general hardware, etc. are visually and manually serviceable. Checking the item's carrying case for defects.
 - c. Completeness check is verifying all parts of an equipment item are available. Checking the equipment identification tag and calibration/proof load tags are current and legible.
 - d. Equipment will be inspected prior to issue and upon return.
 - e. Equipment will be inspected per monthly inspection cycle as shown on section checklist.
 - f. If minor discrepancies are noted (equipment item can still be used) repair if within capability. If not, enter a write-up in IMDS and fill-out an AFTO Form 350 tag as required.



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If major discrepancies are discovered that takes the piece of equipment out-of-service, notify the Missile Maintenance Operation Center (MMOC) to enter a write-up in IMDS for the appropriate work center to repair the piece of equipment.

NOTE: If the equipment item is needed the MMOC will direct a work center to come and repair the equipment as soon as possible.

3. Building equipment loads.

- a. Work centers are required to send a load list by 10:00 the day prior to dispatch.
- b. Verify equipment availability prior to the daily scheduling meeting, 10:30.
- c. If an equipment item is not available, identify reason and notify the requesting work center.
- d. If all equipment is available, build the load.
- e. Gather required equipment per load list.
- f. Perform equipment inspections to ensure serviceability prior to issue.
- g. Update database to reflect equipment status.
- h. Print the equipment issue receipt.

Place the equipment load and receipt in the equipment issue area.

4. Issuing equipment: the equipment load list will provide the employee the estimated scheduled time the team will arrive the get their equipment.

- a. When a team arrives show them to their equipment and give them the receipt.
- b. The team should do an inspection of the equipment and verify equipment ID numbers.



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- c. Individuals must initial next to each equipment item, print and sign full name. Include duty number. Individual whose name is on load list **MUST** be the same person that signs the receipt.
- d. Ask the team when they expect to return the equipment. Normally, 1-3 days. There will be times when the need may be longer. Generally, equipment is due back within 7 days.
- e. If applicable, document the expected return date on the issue receipt. Obtaining the expected return date ensures better tracking and helps maintain equipment accountability/availability. Once the receipt is completed file it according to the work center.

Occasionally unscheduled requests are made for an item or two.

When a shop or individual has a last minute request for equipment. That person or shop should notify Equip. Section ASAP. This gives time for Equipment personnel to accomplish request.

5. Equipment recovery.

- a. Obtain team's receipt.
- b. Verify complete load and check for any obvious damage.
- c. If there are no discrepancies then clear the receipt. If something is missing or broken, the team/shop will be the people to document the piece of equipment and inform equipment section of issue.
- d. Perform inspections to ensure serviceability.
- e. Update database to reflect equipment is available.
- f. Return equipment to its correct location.



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- g. Clear individuals IMMP/Hand receipt.
- 6. Equipment accountability.
 - a. Periodically check/update receipts for accuracy of equipment signed out.
 - b. Verify equipment is not overdue inspection. If so, coordinate with work center to return the item and if necessary have it replaced and update hand receipt as required.
 - c. Under certain circumstances equipment can be issued for more than 7-14 days. At this point check with the team to see when they may return the equipment, inspect and reissue equipment as required.
 - d. Check status of equipment issued to repairing work centers (PA issued equipment).
 - e. Check daily/weekly schedules to determine equipment scheduled for repair.
 - f. Check status of PMEL equipment on Tuesdays.
 - g. Every six months check LMR account hand receipts. Reissue new receipts as required.
 - h. Inventory radios and cell phones every six months. Document/ report results.
- 7. Missing/broken Equipment. With all the use this equipment gets invariably something is going to come up broken or missing.
 - a. Broken equipment is evaluated on a case-by-case basis.
 - b. If damage is fair wear and tear document in IMMP/IMDS.
 - c. Repair if within your capability.



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- d. If equipment damage could be abuse/ misuse, notify supervisor for possible report of survey.
- e. For missing equipment notify supervisor.
- f. Send letter to the Flight responsible for missing equipment.
- g. Make arrangements to order replacements.
- 8. Equipment repair.
 - a. We are only responsible for minor repairs (Hardware, corrosion, dust caps ETC).
 - b. All equipment is tracked in IMMP/ IMDS and is scheduled for maintenance with the repairing shops through maintenance processing.
 - c. Determine equipment scheduled for repair, per weekly/daily schedule.
 - d. Ensure availability of scheduled equipment.
 - e. Some equipment is deemed as "Critical". See critical equipment list in IMMP/IMDS.
 - f. Some equipment has routine inspection requirements; such as monthly/yearly ETC.
 - g. Critical list and routine inspections tracked and flagged in IMMP/IMDS.
- General rule:
If repair is less than 50% of replacement cost – repair. If more than 50% – replace. If in doubt, notify supervisor.
- 9. Equipment availability. In addition to inspections done on issue/recovery the SBAR/QSS will perform periodic availability/accountability spot checks.
- 10. Special handling requirements for electrical rubber gloves. Track rubber gloves in IMMP/IMDS.
 - a. Keep rubber gloves sealed until time of use; Shelf life of rubber gloves is one year.



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	<p>b. Rubber gloves are serviceable six months from time the seal is broken and no more than one year from inspection date.</p> <p>When issued, update expiration date in database. Six months from date of issue and no more than one year from inspection date.</p>
<p>PWS PARAGRAPH STATEMENT:</p> <p>Governing Directives:</p> <p>Equipment Required:</p> <p>Supplies Required:</p> <p>Work Performance To Meet Contract Requirements:</p> <p>Detailed Procedures:</p>	<p>1.6.1. Ensure equipment is tagged/labeled with identification number.</p> <p>T.O. 35-1-3</p> <p>Label maker, stencil machines and common hand tools.</p> <p>Dog tag blanks, label maker, stencil material, tape, wire rope and swedges.</p> <p>Employees tag/label each new equipment item as it is placed into service and replaces unserviceable tags/labels on all other pieces of equipment.</p> <ol style="list-style-type: none">1. Verify tags/labels are installed and legible during each inspection.2. Make new tags/labels as required.3. For new equipment items. Use IMDS to determine Equipment ID number. Coordinate with Mr. Schanick. Update new number in IMMP.4. Attach new tags/labels to equipment as required.
<p>PWS PARAGRAPH STATEMENT:</p> <p>Governing Directives:</p> <p>Equipment Required:</p> <p>Supplies Required:</p>	<p>1.6.1. Inspect and perform minor equipment repair. <i>Repair is limited to replacement of minor hardware and treatment of minor corrosion.</i></p> <p>AFI 21-202V1 AFGSCSUP1</p> <p>Common hand tools, grinder, Dremel tool kit, and flashlight.</p> <p>Cleaning supplies, rags, screws, rivets, brushes, and sandpaper.</p>



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Work Performance To Meet Contract Requirements:

Detailed Procedures:

Employees research the applicable T.O. to ensure repair is authorized at this level. If authorized, perform minor hardware repairs.

1. Note all discrepancies during issue, recovery and monthly inspections.
2. Determine if repairs are within employee's capability. If so, repair as soon as possible, using correct parts/supplies, safety equipment and technical data (if applicable).
3. If repair is not within your capability, document discrepancy in IMDS. Attach AFTO 350 tag.
4. If discrepancy takes the equipment item out of service (referred to as a Red X condition).

Go to the MMOC and enter the write-up in IMDS.

PWS PARAGRAPH STATEMENT:

Governing Directives:

Equipment Required:

Supplies Required:

Work Performance To Meet Contract Requirements:

Detailed Procedures:

1.6.1. Perform semi-annual inspection of harnesses, lowering ropes and lanyards.

T.O. 00-25-245

MECH Shop Dog tag embosser and common hand tools.

Dog tag blanks, wire rope, and swedges.

Inspection dates are tracked in IMDS. Employees will visually and physically inspect harness and lanyards before their due date.

1. Inspections are due March/September.
2. Perform inspections ASAP in the month.
3. Thoroughly inspect harness and lanyard for serviceability and cleanliness.
4. Remove old inspection tag.
5. Make new tags.
6. Install new tags.

Update IMDS to reflect new inspection date.



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PWS PARAGRAPH STATEMENT:

Governing Directives:

Equipment Required:

Supplies Required:

Work Performance To Meet Contract Requirements:

Detailed Procedures:

1.6.1. Report equipment shortages to the MMOC and maintain a copy of the 576 FLTS Critical Equipment List.

AFI 21-202V1 AFGSCSUP1

Computer with IMMP/IMDS databases and printer.
Paper.

Employees write up all Red X discrepancies with the MMOC. Employees coordinate equipment for repair. The unit determines what equipment will go on a critical level listing. Equipment placed on the critical level listing is tracked by the MMOC. Personnel review load lists the day prior to dispatch to determine equipment availability.

1. Review load lists (normally due to us by 1000 the day prior to dispatch).
2. Determine equipment availability.
3. Report any shortages to MMOC, resources flight and SBAR scheduling representative.
4. Immediately report any Red X equipment conditions to MMOC for entry into IMDS.
5. Standby for direction from MMOC.

PWS PARAGRAPH STATEMENT:

Governing Directives:

Equipment Required:

Supplies Required:

1.6.2. Ensure IMMP/IMDS equipment database reflects accurate equipment availability, location and discrepancies.

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Computer with IMMP/IMDS databases and printer.
Paper



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Work Performance To Meet Contract Requirements:

Employees review issued receipts daily to ensure an accurate account of equipment. Any equipment coming due inspection will not be issued within seven days of its due date unless it is directed by MMOC. However, in no instance will equipment be issued passed its due date. Issued equipment coming due inspection will be recalled to the section and a replacement issued if available. Equipment with discrepancies will be replaced with a serviceable piece of equipment and will be written up with the MMOC, documented for repair using an AFTO 350 Tag and in IMMP/IMDS.

Detailed Procedures:

1. Update IMMP/IMDS for any issue, recovery or discrepancy.
 2. Check database issue receipts daily to ensure no overdue equipment.
 3. Perform daily/monthly inspections
- Verify IMMP/IMDS database reflects accurate availability, location and condition.

PWS PARAGRAPH STATEMENT:

1.6.3. Use “load lists” provided by work centers to inventory supplies and configure loads, for issue to squadron maintenance teams and outside organizations while ensuring sufficient equipment on hand to meet mission requirements.

Governing Directives:

AFI 21-202V1 AFGSCSUP1

Equipment Required:

Computer with IMMP/IMDS databases and squadron intraweb access.

Supplies Required:

Load lists.



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Work Performance To Meet Contract Requirements:

Employees use load lists provided by the work centers to prepare all available equipment for the upcoming dispatches. Any equipment not available will be reported and supplied when available. Equipment requests from outside agencies will be made available as mission requirements dictate. Any equipment issued to outside agencies will have an Authorization Letter specifically stating which pieces of gear are Authorized. Upon return from outside agencies the signed receipt and Authorization Letter will be filed in the "Authorization Letter" file. If any questions arise on the priority of equipment utilization supervision will be notified for resolution.

Detailed Procedures:

- 1 Determine equipment availability. This is especially important when equipment requests come from outside agencies.
 - 2 Issue equipment first to meet 576 FLTS mission
 - 3 Issue equipment to outside agencies based on equipment availability and mission needs.
- Determine possible equipment shortages -- order items as necessary to meet future needs.

PWS PARAGRAPH STATEMENT:

1.6.3. Inspect each equipment load for completeness upon return from dispatch. Document any abnormalities, evidence of misuse or loss of equipment on the inventory receipt.

Governing Directives:

AFI 21-202V1 AFGSCSUP1

Equipment Required:

Common hand tools and computer with IMMP/IMDS databases.

Supplies Required:

Load lists and hand receipts.



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Work Performance To Meet Contract Requirements:

Employees inspect the equipment load as it is received back from the dispatching team. Any abnormalities, evidence of misuse or suspected loss of equipment is immediately documented and reported to the team for research. Any lost equipment will be researched until it is found or a Report Of Survey (ROS) is completed.

Detailed Procedures:

Information contained in 1.6.1 Missing and broken equipment

PWS PARAGRAPH STATEMENT:

Governing Directives:

Equipment Required:

Supplies Required:

Work Performance To Meet Contract Requirements:

Detailed Procedures:

1.6.4. Process equipment through Maintenance Processing for inspection/calibration, repair or turn-in.

AFI 21-202V1 AFGSCSUP1

Computer with IMMP/IMDS databases.

Paper and AF Form 350s.

Employees process all equipment through Maintenance Processing requiring inspection/calibration, repair or turn-in. The equipment will be periodic action issued (PA Issued) in the IMMP to the work center receiving the equipment. Upon return, the equipment will be taken out of PA Issue in the IMMP and placed back into service.

1. Determine equipment scheduled for repair using daily/weekly schedule.
 2. Ensure availability of equipment.
 3. Update IMMP to reflect correct status
- Track equipment status daily.

PWS PARAGRAPH STATEMENT:

Governing Directives:

Equipment Required:

1.6.4. Process Test Measurement Diagnostic Equipment (TMDE) for calibration/repair through the Precision Measurement Equipment Laboratory (PMEL) contractor.

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Master calibration sheet and a vehicle.



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<p>Supplies Required:</p> <p>Work Performance To Meet Contract Requirements:</p> <p>Detailed Procedures:</p>	<p>Rubber bands, checklist size plastic sheet protectors black permanent marker.</p> <p>Equipment personnel must take PMEL training to become familiar with PMEL and procedures</p> <p>Employees track all PMEL required items with the PMEL Calibration Master Listing. PMEL sends down a list of all equipment coming due inspection. Employees will then pull the listed equipment from service to ensure the equipment is available for calibration. For tracking purposes, the section will issue the equipment to PMEL using the IMMP system when due. Any equipment that requires recalibration due to defect or misuse will be pulled from service and immediately sent to PMEL. When equipment returns from PMEL it is verified against the PMEL Calibration Master Listing, its status updated in IMMP and placed back into service. Ensure all AFTO 398 (yellow tags) are initialed by the equipment custodian upon return.</p> <ol style="list-style-type: none">1. PMEL picks up and delivers on Tuesdays.2. Ensure availability of equipment for pick-up. Update database.
<p>PWS PARAGRAPH STATEMENT:</p> <p>Governing Directives:</p> <p>Equipment Required:</p> <p>Supplies Required:</p> <p>Work Performance To Meet Contract Requirements:</p>	<p>1.6.4. Drop-off/pick up equipment (i.e. radios, cell phones) to/from Land Mobile Radio for initial servicing or repair.</p> <p>AFI 33-106, Section 4.12.1.3.</p> <p>Computer with IMMP/IMDS databases and a vehicle.</p> <p>Paper</p> <p>Employees will track the status of the LMR equipment in IMMP/IMDS and will drop-off/pick up the equipment for initial servicing or repair at the LMR office as required.</p>



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Detailed Procedures:	<ol style="list-style-type: none">1. Perform review of LMR hand receipts.2. Perform Semi-annual inventory as required.
PWS PARAGRAPH STATEMENT: Governing Directives: Equipment Required: Supplies Required: Work Performance To Meet Contract Requirements: Detailed Procedures:	1.6.5. Repair/make sewable items IAW established flowcharts (i.e. slings, lowering bags etc). Local directives Sewing machine Needles, thread, sling material and flowcharts. Employees will repair/make sewable items using the sewing machine, needles, thread, materials and flowcharts when required. Make items as required
PWS PARAGRAPH STATEMENT: Governing Directives: Equipment Required: Supplies Required: Work Performance To Meet Contract Requirements: Detailed Procedures:	1.6.5. Make lowering ropes. T.O. 33D9-68-30-1 Common hand tools and leather gloves. Rope, tape measure, electrical tape and hook latch kits. Wearing gloves, employee will cut the rope to the desired length and attach the hook latch kit per Tech Data directives. <ol style="list-style-type: none">1. Lowering ropes inspected in March and September.2. Make new ropes as required
PWS PARAGRAPH STATEMENT: Governing Directives: Equipment Required: Supplies Required:	1.6.5. Refill distilled water containers at designated supply location. Local Directives Truck Water Containers



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Work Performance To Meet Contract Requirements:

Employees will travel to South Vandenberg to fill water containers with distilled water and return them to the section for issue when required.

Inspect containers for mold or defects prior to filling.

Detailed Procedures:

Fill containers as required.

PWS PARAGRAPH STATEMENT:

Governing Directives:

576 FLTS OI 10-107

Equipment Required:

Common hand tools, wire rope and swedges.

Supplies Required:

MSDS for pine, pine disinfectant, protective gloves, coveralls, garbage bags, spray bottles and goggles.

Work Performance To Meet Contract Requirements:

Employees will inspect air sampling and Hanta-virus kits prior to issue and upon return replacing items as needed.

Detailed Procedures:

Restock kits as required.

PWS PARAGRAPH STATEMENT:

Governing Directives:

576 FLTS OI 10-107

Equipment Required:

None

Supplies Required:

All required sizes of masks and plastic bags.

Work Performance To Meet Contract Requirements:

Employees will inventory hanta-virus masks when kits are returned and will replenish/order applicable sizes as needed.

Detailed Procedures:

1. Perform inventories
2. Supply as needed.

PWS PARAGRAPH STATEMENT:

Governing Directives:

1.6.7. Perform CA/CRL responsibilities.

AFM 23-110 vol. 2 part 13.



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Equipment Required:	Computer with IMMP/IMDS databases and printer. Perform AF Equipment Management System (AFEMS) training.
Supplies Required:	Current Custodian Auth/Receipt Products (R14s) and other various Supply related forms.
Work Performance To Meet Contract Requirements:	The Primary/Alternate CA/CRL Monitor will review the R14s to ensure all MSE is available and authorized. If purchasing new equipment or turning in old equipment the CA/CRL Monitor will complete the applicable paperwork.
Detailed Procedures:	As required.
PWS PARAGRAPH STATEMENT:	1.6.8. Prepare (i.e. open doors, attach guide ropes, etc.) equipment storage area and provide security during normal duty hours for START inspections and exercises.
Governing Directives:	576 FLTS OI 21-104, Chap 2.
Equipment Required:	Common hand tools.
Supplies Required:	Ropes, barriers, cover material and tape.
Work Performance To Meet Contract Requirements:	Employees will keep facility open during normal duty hours and stand-by for direction from Air Force personnel.
Detailed Procedures:	As required.



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Preparation, Review, and Approval Officials

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Controlled Distribution List

Copy No.
Master (Electronic)
Copies
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Copy Custodian
QSS Manager
SBAR Web Site/LSS Server
Corporate Server
30 CONS/LGCB