



Quality Work Instruction

VAFB-0001-0001

Approved: Jerried Brown	Date: 01 Sep 2010
Title: 576 th Launch Support Services, Refurbishment Supply Services	Rev C 1 of 14

Refurbishment Supply Services	
PWS Paragraph 1.2	1.2. The Contractor shall perform all base level LF Refurbishment and Refurbishment support of Minuteman (MM) launch facilities to support Force Development Evaluation (FDE) program.
SDS Performance Objective 1 pertaining to PWS paragraph 1.2. – 1.2.21.	Schedule and perform all refurbishment maintenance and inspections necessary to identify and correct any deficiencies that would prevent LF operability.
SDS Performance Threshold 1 pertaining to PWS paragraph 1.2. – 1.2.21.	No critical discrepancies. No more than 4 major discrepancies and no more than 21 minor discrepancies noted per launch cycle during Government site inspections and correctable to 100%.
PWS PARAGRAPH STATEMENT: Governing Directives: Equipment Required: Supplies Required: Work Performance To Meet Contract Requirements:	1.2.2.12. Turn in all expended ordnance items to Munitions Flight for disposal. 21M-LGM30G-2-18 Para.3.4.3, 3.4.4, & 4.4.70.1 & 4.4.40.2 Truck for transporting expended ordnance – must be transported in the bed of a truck ONLY. Ammo can or original shipping containers for EED, Squib, & Explosive Bolts. Original shipping containers for BGG Cartridges Ensure expended items are processed and turned in within required time T.O. parameters.



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Detailed Procedures:	Supply Tech issues Ammo can to Refurb technicians to put the expended ordnance in after they remove it. Note: Refurb team does not remove BGG Cartridges. The BGG are taken to 581 MMXS for removal and then returned to Supply Tech for turn in. (The containers for the BGG Cartridges are supposed to be left on site by the team who installs the cartridges.) Refurb techs turn in the expended ordnance to the Refurb Supply Tech. The Supply Tech sets up an appointment with Munitions scheduling for turn in of the ordnance. Supply Tech delivers expended ordnance to Munitions.
PWS PARAGRAPH STATEMENT:	1.2.1.14. Turn-in Due in for Maintenance (DIFM) items to 581 MMXS or Base Supply after removal from LF during refurbishment.
Governing Directives:	AFM 23-110, Vol. 2, Part 13, Chapter 6, Section 6A, 6.4
Equipment Required:	For larger items (IE: Ballistic Actuator, Lock Pin, Tether Can, Multiplying Linkage) access to a forklift and stake-bed truck or crane might be required for transport and turn in. Special Handling cradles required for Ballistic Actuator and Lock Pin
Supplies Required:	Cargo Straps and tie-downs, AFTO 350 tags, DD FORM 1577-2, AF IMT 2005 (if applicable)
Work Performance To Meet Contract Requirements:	Ensure DIFM items are processed and turned in within required time parameters.
Detailed Procedures:	Upon return to the Refurb Shop the Supply tech identifies items with required documents and delivers items to 581 MMXS or Base Supply for repair.
PWS PARAGRAPH STATEMENT:	1.2.1.13. Maintain Refurbishment bench stock to include issue, inventory, order, and replenish through AF supply system or authorized procurement methods.
Governing Directives:	AFM 23-110, Vol. 2, Part 13, Chapter 3, Section 3D, Attachment 3D-1.1



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Equipment Required:	Vidmars and shelving for storage of bench stock items. Computer access for inventory and usage record.
Work Performance To Meet Contract Requirements:	Maintain an adequate bench stock supply to meet launch facility refurbishment configuration requirements.
Detailed Procedures:	Periodic inventory checks, database updates, and task part pulls prompt ordering needed parts. Items are inspected and counted and placed into inventory and updated into inventory database. Items issued for tasks are noted in database.
PWS PARAGRAPH STATEMENT:	1.2.1.14. Maintain supply point spares to include issue, inventory, order, and replenish through AF supply system or authorized procurement methods.
Governing Directives:	AFM 23-110, Vol. 2, Part 2, Chapter 10 Attachment 10C-3, 10C3.8 – 10C3.11.3
Equipment Required:	Access to forklift for larger items and stake-bed truck for turn in.
Supplies Required:	Crow bar for opening crates, nails for sealing crates (or repairing them), inspection magnifying glass for receipt inspection (check for bent pins on cable connectors), 12" tape measure (for testing Rotary Actuator spring cable). AFTO 350 tags, DD Form 1577-2 (unserviceable tags), AF IMT 2005's
Work Performance To Meet Contract Requirements:	Maintain an adequate forward supply point of components to meet launch facility refurbishment configuration requirements



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Detailed Procedures:	<p>Items are kept on Supply Point Inventory until MSI request completed (item becomes squadron property).</p> <p>Items are automatically replenished by the Supply System. Items are issued to Refurb technicians for installation. Once an item has been used during a launch it is removed and returned to the Refurb Shop. Item goes back in its original container for turn in. Supply tech fills out required tags and documentation, and delivers items to Supply.</p>
PWS PARAGRAPH STATEMENT:	1.2.1.15 and 1.3.4 Perform Custodian Account/ Custodian Receipt Listing (CA/CRL) custodian responsibilities.
Governing Directives:	AFM 23-110, Vol. 2, Part 13, Chapter 8, Section 8.5, 8.5.2 – 8.5.3.2
Equipment Required:	Computer with IMMP/IMDS database and printer
Supplies Required:	Current CA/CRL products (R14s) and other various supply related forms.
Work Performance To Meet Contract Requirements:	<p>The primary/alternate custodian will review the R14s to ensure all MSE is available and authorized. If purchasing new equipment or turning in old equipment the custodian will complete the applicable paperwork. Supply Tech or Team Chief write up all Red X discrepancies with the MMOC. Supply Tech coordinates turn in of equipment for repair with local repair shops. (The unit determines what equipment will go on a critical level listing. Equipment placed on the critical level listing is tracked by the MMOC.) Supply Tech reviews upcoming schedule to determine equipment availability.</p>
Detailed Procedures:	<ol style="list-style-type: none">1. Supply Tech reviews schedule weekly (Tuesday) for conflicts with equipment availability.2. Complete review before daily scheduling meeting (meeting time Weds 10:30).3. Determine equipment availability.



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	<ol style="list-style-type: none"> Report any shortages to MMOC, and SBAR scheduling representative. Immediately report any Red X equipment conditions to MMOC for entry into IMDS. If item is DEPOT repairable - coordinate with Supply for turn in and repair or replacement.
PWS PARAGRAPH STATEMENT:	1.2.1.16. Maintain, inspect, repair, replace and procure equipment as applicable. Maintain maximum availability/accountability of safe, serviceable and reliable equipment.
Governing Directives:	AFSPCI 21-102, Section 5H, 5.32AFI 21-202V1 Paragraph 5.31, 5.31-1 - 5.31.3 & 5.31.7 - 5.31.9
Equipment Required:	Computer with Improved Maintenance Management Program (IMMP)/IMDS databases, printer, and stencil machines and common hand tools.
Supplies Required:	Paper, dog tag blanks, stencil material, wire rope and swages.
Work Performance To Meet Contract Requirements:	Supply Tech maintains maximum availability / accountability of safe, serviceable and reliable equipment by inspecting the equipment before issuing, after it returns, and monthly inspection. Additionally, a random sample of equipment will be inspected monthly / weekly by SBAR/QSS.
Detailed Procedures:	<ol style="list-style-type: none"> Expertise with the IMMP/IMDS database is essential. <ol style="list-style-type: none"> Take IMMP tutorial. Click on (eqvhlgm.exe) Icon and follow instructions. Additional on-the-job training required. Knowledge of IMMP/IMDS will enable you to check / update equipment status, enter equipment discrepancies and issue/recover equipment. <p>IMMP/IMDS must accurately reflect equipment status and equipment location at all times.</p>



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2. Equipment identification and inspections are key; however we are not technical experts. Our inspections are limited to function, hardware and completeness checks.

- a. Function check example is ensuring a display when a meter is turned on.
- b. Hardware check is checking all switches, connectors, cables and general hardware, etc. is visually and manually serviceable. Checking the item's carrying case.
- c. Completeness check, verifying all parts of equipment item are available. Check the equipment identification tag/labels and calibration / proof- load tags for currency and legibility.
- d. Equipment will be inspected when issued and returned.
- 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 the write-up in IMDS and fill-out an AFTO Form 350 tag.
- g. If major discrepancies are noted that takes the piece of equipment out-of-service notify the Missile Maintenance Operations Center (MMOC) they will enter write-up in IMDS.
NOTE: If the equipment item is needed the MMOC will direct a work center to come and repair the equipment as soon as possible.

4. Issuing equipment.

- a. The team chief/technician should do an inspection of the equipment and verify equipment ID numbers.



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- b. Have the team chief/technician initial for each equipment item and sign the receipt.
- c. Ask the team chief when they expect to return the equipment. If applicable, document the expected return date on issue receipt. Once the receipt is completed file it according to the Technicians last name.
- 5. Equipment recovery.
 - a. Obtain receipt
 - b. Verify items on receipt and check for any obvious damage
 - c. If there is something missing / broken document / report.
 - d. Perform equipment inspections to ensure serviceability.
 - e. Update IMMP to reflect equipment availability.
 - f. Return equipment to its storage location
 - g. Clear individuals IMMP Hand receipt. Save cleared receipts for usage history during property audit.
- 6. Equipment accountability.
 - a. Update/check receipts for equipment signed out to maintenance teams. This is accomplished periodically.
 - b. Verify equipment isn't overdue inspections. If so, coordinate with work center, determine reason, then either direct return or update receipt.
 - c. At this point check with the team to see when they may return equipment. If returned, inspect and reissue equipment.
 - d. Check status of equipment issued to repairing work centers (PA issued equipment).



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e. Check daily/weekly schedules to determine equipment scheduled for repair.

f. Check status of PMEL equipment.

7. Missing/broken Equipment. Broken equipment is evaluated on a case-by-case basis.

a. If damage is fair wear and tear document in IMMP/IMDS.

b. Repair if within your capability

c. If damage could be abuse/misuse notify supervisor for possible report of survey.

d. For missing equipment notify supervisor.

e. Send letter to the Flight responsible for missing equipment (if not Refurbishment section personnel).

f. 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.

c. Scheduled for maintenance with the repairing shops through maintenance processing.

d. Determine equipment scheduled for repair, per weekly/daily schedule.

e. Ensure availability of scheduled equipment.

f. Some equipment has routine inspection requirements. Such as monthly/annually etc.

General rule -- if repair is less than 50% of replacement cost -- repair, if more than 50% -- replace. If in doubt notify supervisor.



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	9. Equipment availability. In addition to inspections done during issue/recovery the SBAR/QSS will perform monthly/weekly availability/accountability spot checks.
PWS PARAGRAPH STATEMENT: Governing Directives: Equipment Required: Supplies Required: Work Performance To Meet Contract Requirements: Detailed Procedures:	1.2.1.16. Ensure equipment is tagged with Identification number. T.O. 35-1-3, Chapter 4, 4.2-4.3. T.O. 21M-LGM30F-2-17-9, Chapter 10, 10.2.2.2 Dog tag machine, stencil machine, label maker, and common hand tools. Dog tag blanks, stencil materials, label tape, clear tape, wire rope, and swages. Supply Tech tags each item of equipment if it is new and being placed into service, if tag is worn out and need replaced, or tag inspection date needs updated. <ol style="list-style-type: none">1. Verify tags/labels are installed, secure and legible during each inspection.2. Make new tags/labels as required.3. For new equipment items send applicable Equipment Periodic form/information to appropriate agency for entry into IMMP/IMDS to create new ID number.4. Attach tags/labels to equipment. Determine possible equipment shortages--order items as necessary to meet future needs
PWS PARAGRAPH STATEMENT: Governing Directives:	1.2.1.16. Repair is limited to replacement of minor hardware and treatment of minor corrosion. Guidance is contained in 1-1A-8 for minor hardware and 21M-LGM30F-101 & 1-1-691 for minor corrosion. AFI 21-202V1, Paragraph 5.31, 5.31.7, T.O. 1-1-A-8, T.O. 21M-LGM30F-101, T.O.1-1-691



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Equipment Required:	Common hand tools, grinder, Dermal tool, wire brush, and flashlight, etc.
Supplies Required:	Cleaning supplies, corrosion preventative compound, rags, minor hardware, steel brushes, steel wool, etc.
Work Performance To Meet Contract Requirements:	If repairable in shop, use common maintenance practices and any T.O. applicable. Repair with minor parts and supplies as necessary.
Detailed Procedures:	<ol style="list-style-type: none">1. Note all discrepancies during issue, recovery and monthly inspections.2. Determine if within your repair capability. If so set equipment item aside and repair as soon as possible, using correct parts/supplies, safety equipment and technical data.3. If repair not within your capability, document discrepancy in IMDS. Attach AFTO 350 tag4. If discrepancy takes the equipment item out of service (referred to as a Red X condition), call or go to the MMOC and they will enter the write-up in IMDS.5. If item has to be sent out for repair (off base), coordinate with Supply for proper turn in and replacement procedures.
PWS PARAGRAPH STATEMENT:	1.2.1.16. Perform semi-annual inspection of harnesses, lanyards, safety belts, web slings, choker cables, and cable slings.
Governing Directives:	T.O. 00-25-245; Chapter 2 & 3, AFOSH STD 91-501, Chapter 13, 13.2.2 -13.2.4, OSHA STD 1910.184(d)(f),
Equipment Required:	Computer with IMMP/IMDS databases and common hand tools.
Supplies Required:	Dog tag blanks, wire rope, and swages. (Cleaning brushes, mild soap, and buckets for washing if necessary)



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<p>Work Performance To Meet Contract Requirements:</p> <p>Detailed Procedures:</p>	<p>Inspection dates are tracked in IMDS. Supply Tech will visually and physically inspect each harness, lanyard, safety belt, web sling, choker cable, & cable sling by their due date. Notify SBAR scheduler when the equipment needs to be inspected so they can schedule a package.</p> <ol style="list-style-type: none"> 1. Inspections are to be done within the work week they are due but no later than their due date. 2. Perform inspections a few days early if possible. 3. Thoroughly inspect equipment being inspected for serviceability and cleanliness (see T.O.) 4. Remove/replace old inspection tag/label 5. Make new tags/labels 6. Install new tags/labels 7. Complete out scheduled package through MMOC.
<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>1.2.1.17. Ensure IMMP/IMDS equipment databases reflect accurate equipment availability, location and discrepancies.</p> <p>AFI 21-202V1, paragraph 5.31, 5.31.2 - 5.31.5</p> <p>Computer</p> <p>None</p> <p>Supply Tech is to maintain accurate equipment status in IMMP/IMDS for issuing, recovering, and documenting discrepancies.</p> <ol style="list-style-type: none"> 1. Expertise with IMMP/IMDS database is essential. 2. Take IMMP tutorial on squadron G:// drive. 3. Knowledge of IMMP/IMDS will enable you to check/update equipment status, enter equipment discrepancies, and issue/recover equipment properly. 4. IMMP/IMDS knowledge will allow you to accurately reflect equipment at all times.



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PWS PARAGRAPH STATEMENT:

Governing Directives:

Equipment Required:

Supplies Required:

Work Performance To Meet
Contract Requirements:

Detailed Procedures:

1.2.1.18. Process equipment through Maintenance processing for inspection/calibration, repair or turn-in.

AFI 21-202V1, paragraph 5.31, 5.31.8, T.O. 00-20-2, Chapter 8

Computer with IMMP/IMDS databases, applicable forms and vehicle.

AF equipment processing tags (e.g. 350, etc.)

Employees process all equipment through Maintenance Processing (building 6601) or Base Supply EMS for CA/CRL equipment items requiring repair, inspection, proof-load, 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 IMMP and placed back into service.

1. Determine equipment scheduled for inspection, repair, turn-in, etc.
2. Ensure availability of equipment and location.
3. Obtain equipment for turn-in
4. Once equipment is delivered to Maintenance processing ensure to update IMMP to reflect correct status.
5. Update IMMP/IMDS when equipment is returned after repair, proof-load, etc. and put the equipment back in service.

PWS PARAGRAPH STATEMENT:

Governing Directives:

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

AFI 21-202V1, paragraph 5.31, 5.31.8 Local PMEL Handbook



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Equipment Required:	Master calibration sheet or monthly PMEL calibration schedule and a vehicle (if pick-up/delivery by PMEL not possible).
Supplies Required:	Rubber bands, checklist size plastic sheet protectors, and black permanent marker.
Work Performance To Meet Contract Requirements:	Employees track all PMEL calibration requiring items with the PMEL Monthly Calibration Schedule. PMEL sends a list of all equipment coming due inspection on a monthly basis. Employees will then pull the listed equipment from service as it comes due 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 and documented as a discrepancy in IMDS. When equipment returns from PMEL it is verified against the PMEL Calibration Master Listing or Monthly Calibration Schedule, and its status updated in IMMP (and IMDS if applicable) and placed back into service.
Detailed Procedures:	<ol style="list-style-type: none">1. PMEL picks up and delivers on Fridays (Between 09:00-12:30).2. Ensure availability of equipment for pick-up by due date. (PMEL can only pick up items early if they are within 10 days of their due date.)3. PA Issue items in IMMP to show status.4. When item is returned be sure to sign any applicable calibration stickers, un-issue item, and if repaired or re-calibrated as a discrepancy have the MMOC debrief the work order and return it to service.



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PWS PARAGRAPH STATEMENT:	1.3.4. Perform CA/CRL custodian responsibilities IAW AFM 23-110, Vol 2, Part 13 for Corrosion Control functions
Governing Directives:	AFM 23-110, Vol 2, Part 13, Chapter 8, Section 8.5.2– 8.5.3.2
Equipment Required:	Computer with IMMP/IMDS databases and printer
Supplies Required:	Current CA/CRL products (R14s) and other various supply related forms.
Work Performance To Meet Contract Requirements:	The primary/alternate custodian will review the R14s to ensure all MSE is available and authorized. If purchasing new equipment or turning in old equipment the custodian will complete the applicable paperwork.
Detailed Procedures:	As required.

Preparation, Review, and Approval Officials

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Controlled Distribution List

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