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United States
Coast Guard

AERONAUTICAL SUPPORT EQUIPMENT PROGRAM PROCESS GUIDE

CGTO PG-85-00-150-A

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23 November 2020

U.S. Department of Homeland Security
United States Coast Guard

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23 Nov 2020

MEMORANDUM

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From: M. J. Walker, CDR
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Reply to Attn of: B. R. Scull, CWO
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To: CGTO PG-85-00-150-A Users

Subj: AERONAUTICAL SUPPORT EQUIPMENT PROGRAM PROCESS GUIDE, CGTO PG-85-00-150-A

1. PURPOSE. This memorandum promulgates the Aeronautical Support Equipment Program Process Guide, CGTO PG-85-00-150-A.

2. ACTION. All Coast Guard personnel and contractors who support the aviation enterprise are required to adhere to the guidelines set forth in the enclosed process guide.

3. DIRECTIVES AFFECTED. This process guide supersedes CGTO PG-85-00-150-A dated 13 May 2019.

4. DISCUSSION. This process guide ensures procedural consistency for aeronautical support equipment by establishing specific guidelines that will be followed.

5. CHANGES. Recommendations for changes and improvements to the Aeronautical Support Equipment Process Guide will be submitted via the chain of command to ALC Engineering Services Division (ESD), using the Aviation Technical Information Portal (ATIP) Deficiency Report (CG-22).

6. ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this publication and have been determined to be not applicable.

#

HIGHLIGHTS

CG-22 No.	Location	Description
374101160369	Enclosure (2)	Deleted reference

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CHAPTER 1. AERONAUTICAL SUPPORT EQUIPMENT PROGRAM

A. INTRODUCTION This process guide documents the analysis and planning conducted for the Coast Guard Aeronautical Support Equipment Program (ASEP). Identified within this process guide are the ASEP responsibilities for units and individuals. It provides maintenance concepts, configuration management, records documentation for various equipment used, and reference material for the ASEP. This manual supports and augments the policies contained within the current Commandant Instructions, specifically the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110-A. Should conflicts between these documents arise, the Commandant Instructions shall take precedence.

The manuals listed under the reference material heading for each chapter (see Enclosure (2)) were referenced and utilized to construct the Coast Guard ASEP and the Aeronautical Support Equipment Process Guide, CGTO PG-85-00-150-A. The reference manuals further supplement the specific related aspects of the program and provide additional information for explaining the details, aspects, and perspectives of the program.

B. SCOPE Guidance contained within this manual is applicable to Coast Guard ASEP and the equipment there governed. This manual disseminates the necessary information and defines the areas of responsibility for purchasing, maintaining, recording, and disposal. All Coast Guard personnel who operate, maintain custody, or support this equipment shall comply with the approved acquisition, accounting, maintenance, and support planning contained within this manual.

C. GENERAL Commanding Officer, ALC, is the Aviation Inventory Control Point (AICP) for the ASEP, consisting of Aviation Ground Support Equipment (AGSE), Aviation Life Support Equipment (ALSE), Avionics Support Equipment (ASE), Mission Support Equipment (MSE), and Automatic Test Equipment (ATE). Policy, guidance, and technical information on ALSE items are covered in detail within the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series). Definitions for SE terms are listed in Paragraph 13.A., GLOSSARY. The acronyms and their meanings used within the text of this manual are listed in alphabetical order in Paragraph 13.B., ACRONYMS.

CHAPTER 2. AERONAUTICAL SUPPORT EQUIPMENT PROGRAM DEFINITIONS

A. SUPPORT EQUIPMENT DEFINITIONS

1. Support Equipment (SE) Equipment required to render a system, subsystem, or end item of equipment operational in its intended environment. It includes all equipment required to install, launch, arrest, guide, control, direct, inspect, test, adjust, calibrate, appraise, gauge, measure, assemble, disassemble, handle, transport, safeguard, store, actuate, service, repair, overhaul, maintain, or operate the system. SE can be classified under two basic types: common and peculiar.

   a. Common Support Equipment (CSE) Comprised of general purpose items supplying or measuring broad parameters of physical properties known to be established in the using system inventory, e.g., electrical, pneumatic and hydraulic power units, towing, hoisting, and fueling devices.

   b. Peculiar Support Equipment (PSE) An item of support equipment that must be designed and developed in conjunction with the development of a particular system or platform and does not meet the criteria for common support equipment.

2. Support Equipment Subcategories

   a. Aviation Ground Support Equipment (AGSE) Includes equipment used for aircraft launching, recovery, ground handling, and servicing. AGSE can be classified as either common or peculiar AGSE. Both common and peculiar AGSE are managed through the ALC ESD, ESB, AGSE cell. Refer to specific aircraft Tool and Equipment manuals for more information regarding AGSE.

   b. Avionics Support Equipment (ASE) Includes all equipment of an electrical nature used for, but not limited to, testing, troubleshooting, alignment, or calibration of aircraft systems and components. ASE can be classified as either common or peculiar SE. ASE is managed through the ALC ESD, ESB, Avionics Support section. Refer to the individual Aircraft Maintenance Manuals for more information regarding ASE.

   c. Aviation Life Support Equipment (ALSE) Includes flight clothing, rescue and survival equipment, and aircraft emergency equipment. ALSE items receive their primary technical support from ALC ESD, ESB, ALSE Technical Services. Management of these items is split between the appropriate ALC product line (equipment affixed to the airframe) and the ALSE Program Manager. ALSE Technical Services provides technical support for flight clothing and consumable rescue equipment (i.e., pumps, drop radios, drop rafts, etc.). Several items of flight clothing and consumable rescue equipment are still managed and procured by each local unit. Refer to the Aviation Life Support Equipment Systems Process Guide, CGTO PG-85-00-310-A, for more information.

   d. Mission Support Equipment (MSE) Includes hoist cameras, voice data and recording devices, cargo hooks, cargo winches, etc. The appropriate ALC product line controls these items. Night vision devices are also included under this category but are managed through the ALC ESD, ESB, Avionics Support section. Refer to the individual Aircraft Maintenance Manuals for more information regarding MSE.

   e. Automatic Test Equipment (ATE) Includes all test equipment used to perform testing of aircraft systems or subsystems to diagnose, test, troubleshoot, align, calibrate, and/or correct deficiencies on the aircraft. ATE can be classified as either CSE or PSE. ATE is a program managed through the United States Navy. Neither the ALC AGSE section nor Avionics Support section currently support this program.

   f. Materiel Handling Equipment (MHE) Includes all equipment with a facility related function, such as packaging, handling, storage, and stowage. These items are managed by the ALC Aviation Logistics Division (ALD).

   g. Safety Equipment (e.g., Fall Arrest Equipment and Flight Line Fire Bottles) Managed by the ALC Safety Department.

3. Excluded Items Under the ASEP

a. There are items excluded from the ASEP but are normally used in aeronautical work centers in support of maintenance on aircraft, aircraft components, or AGSE. This includes, but is not limited to the following: general consumables, common hand tools, drill presses, band saws, grinders, lathes, down draft tables, hydraulic presses, metal benders, welders, sewing machines, common production tools and tooling, powered maintenance lifts, materiel handling equipment, pallet jacks/skids, supply forklift trucks, personal protective equipment (i.e., hard hats, hearing protection, aprons, gloves, goggles, etc.), and personal equipment (i.e., headsets, microphones, etc.). The majority of aircraft task-specific tools and tool sets will also be incorporated in this classification of exclusion from the ASEP.

b. Infrastructure related items such as hangar doors, electrical power (125-V, 220-V, or 400-Hz wall power), pneumatic power, and water (engine/airframe wash purifiers) requirements are managed and serviced at the unit level in conjunction with the appropriate Civil Engineering Unit (CEU). Aviation related SE permanently affixed or mounted to the ground/structure within or outside the hangar is considered facilities related items and supported as such. (Refer to Paragraph 6.B.4., for more information.)

c. ALC SE sections does reserve the right to rule/consider some permanently mounted aviation related SE items to be exempt from this exclusion and will purchase and support these items as required (i.e., tire bead breaker).

CHAPTER 3. AERONAUTICAL SUPPORT EQUIPMENT PROGRAM GOALS, ORGANIZATION, AND RESPONSIBILITIES

A. SUPPORT EQUIPMENT (SE) STRATEGIC GOALS Provide well-documented, effective management for Coast Guard SE with an integrated logistics philosophy that includes:

1. Plan the reprovisioning of capitalized SE.
2. Manage the acquisition, sustainment, and provisioning of SE materiel allowances.
3. Develop and maintain an aeronautical logistics support policy.
4. Standardize SE inventory whenever possible in order to significantly improve operator safety and reduce equipment sustainment costs.
5. Establish SE maintenance and life cycle support procedures.
6. Coordinate Prime Unit and Product Line Technical Service requirements for SE.

B. AERONAUTICAL SUPPORT EQUIPMENT PROGRAM (ASEP) ORGANIZATION

1. Commandant CG-41 The Aeronautical Engineering Division, Commandant (CG-41), has primary responsibility for resource management and provides policy guidance for the ASEP. CG-41 ensures that aeronautical SE logistics support resources are funded to accommodate changing CG aeronautical mission requirements.

2. Aviation Logistics Center (ALC) The ASEP encompasses multiple program managers and support personnel at ALC to ensure success of the ASEP. The names and contacts for personnel currently assigned in each position can be found at the following location: CG Portal, ALC, ESD, ESB. Below is an overview of the key positions and some duties performed by each level.

   a. The Aeronautical Support Equipment Program Managers:

      (1) Establishes logistics support policy to meet SE program goals and monitor their progress.

      (2) Establishes and manages field level SE allowances.

      (3) Develops SE depot level maintenance policies, procedures, and programs to fulfill field level operational requirements.

      (4) Defines, monitors, and controls Coast Guard SE configurations to maintain equipment standardization.

      (5) Reviews and evaluates emerging aviation support equipment technologies for Coast Guard application.

      (6) Coordinates with Chief, ESD at ALC to provide a support equipment inspector to perform logistics compliance inspections in accordance with Logistics Compliance Inspections Process Guide, CGTO PG-85-00-300-A.

   b. The Aeronautical Support Equipment Prime Units at ALC:

      (1) Reviews equipment manuals included in Prime Unit's specific List of Applicable Publications (LOAP) and Equipment Integrated Support Logistics Plan (EISLP) for changes and revisions.

      (2) Reviews and submits a Deficiency Report (formerly CG-22) to implement any field level proposed changes related to the applicable prime unit’s SE.

      (3) Reviews field level SE maintenance management practices.

      (4) Provides technical data and reviews TCTOs, CG-22s, and ACMS on various pieces of equipment submitted to the applicable SE section.

      (5) Reviews efficient and effective maintenance procedures for the maintenance of SE, as required.

c. The Aeronautical Support Equipment Technical Support Services at ALC:

(1) Provides first point of contact service to respective field units on AGSE technical issues through tech request form.

(2) Serves as SE Technical Services representative for all corresponding SE.

(3) Develops and reviews efficient and effective maintenance procedures for the maintenance of corresponding section SE, as required.

(4) Provides technical data and reviews for TCTOs, CG-22s, and MPCs on SE submitted to the SE cell.

(5) Identifies and integrates all activities that will be involved in providing needed AGSE logistical support.

(6) Monitors and adjusts progress toward meeting the SE logistics plan and identifies causes and impact of delays or other problems.

(7) Provides technical ACMS support for TCTOs, MPCs, and CG-22s submitted by the SE section.

d. Policy and Logistics Branch

(1) Functions as the ICP for acquisition, provisioning, and equipment maintenance of depot-repairable SE.

(2) Provides PQDR support for AGSE, ALSE, and ASE.

(3) Serves as SE Spare Part Break Out (SPBO) Subject Matter Experts (SME).

(4) Provides technical data and develops ALC Engineering Specifications for SE.

(5) Evaluates SE plans for and provision of logistical support for feasibility, efficiency, and economy, and to develop alternatives when required.

(6) May serve as Technical Representative Analyst for all Coast Guard aviation SE ACMS MSR issues.

3. Air Stations Air Station key positions for the ASEP consist of the EO, MO, USEM, and various maintenance personnel (Coast Guard active duty, civilians, or contractors). Air Stations will ensure the guidelines contained below are properly implemented in a written Unit ASEP unit instruction.

a. Perform the scheduled and unscheduled maintenance on SE as required within the ACMS MSR Program.

b. Establish, through ACMS Special Requirements (SR), a local preventive maintenance program to ensure that all SE will meet projected service life requirements.

c. Provide adequate storage (permanent, undercover) for all SE in order to meet or extend service life requirements.

d. Support, whenever possible, the ALC ESD, ESB, SE sections philosophy of equipment standardization. While ALC cannot completely standardize operations, every effort should be made to do so whenever and wherever possible across the fleet or aircraft platforms.

e. Units may continue to operate unsupported SE, but will do so without technical or financial support from ALC ESD, ESB, SE sections.

f. Fund and perform periodic SE maintenance and perform component replacement in accordance with this process guide. Units shall refer to the CG AMMIS for the appropriate level of repair for individual assets before contacting ALC.

g. Appoint a Unit Support Equipment Manager (USEM) via a designation letter signed by the Unit Aviation Engineering Officer. (See Enclosure (1), example USEM Designation Letter.) The USEM must be an Aviation Maintenance Technician (AMT) or Avionics Electrical Technician (AET) First Class or above or a Civilian. For best continuity, the USEM should remain in the position for a minimum of 2 years or more (unit permitting).

(1) Single aircraft platform unit, a single USEM shall be appointed.

(2) Multi-aircraft platform units should appoint multiple USEMs or may appoint an SE representative for each aircraft platform to assist in the required duties of the USEM.

h. Establish a local maintenance program to ensure that unit peculiar SE will meet projected service life using ACMS SR.

i. Conduct certification training program for all Aviation Engineering personnel on proper operation of all unit SE.

j. Develop and coordinate with the unit Motor Vehicle Manager a unit training program for issuance of government operator/driver's license and its renewal to active duty personnel, in accordance with Motor Vehicles Management Manual, COMDTINST M11240.9 (series). A standard form OF-346 shall be issued to all personnel upon successful completion of this unit training program.

k. Technical Assistance. Troubleshooting and research assistance for maintenance difficulties, which are beyond the scope of available technical orders, may be provided by the respective support equipment technical services. The technical request form utilizes the ALC Aviation Technical Request SharePoint System. This system provides a centralized repository for processing, storing, and archiving SE-related inquiries, and technical assistance requested by operational units and ALC personnel. Answers to such technical inquiries are usually beyond the scope of available technical orders or published directives. They require assistance and/or direction from the applicable ALC ESD. The technical request shall be submitted in accordance with Aeronautical Engineering Maintenance Manual Process Guide, CGTO PG-85-00-110-A.

C. UNIT SUPPORT EQUIPMENT MANAGER (OR DESIGNATED SE REPRESENTATIVE) DUTIES The Unit Support Equipment Manager (USEM) shall:

1. Support and report directly to the unit Aviation Maintenance Officer(s).

2. Track unit, AIRFAC, Forward Operation Location (FOL), and outlying aviation facilities support equipment status providing daily reports to the Aviation Maintenance Officer(s) or designated representative(s).

3. Manage SE scheduled and unscheduled maintenance inspections in accordance with ACMS MSR and SR criteria within unit mission requirements and TCTO modifications.

4. Maintain a minimal amount of SE as Nonactive (NACT) on the unit inventory summary report.

5. Routinely inspect all SE within their custody to ensure proper condition and configuration.

6. Report SE failures beyond unit capability or funding to ALC for resolution, via tech request, in accordance with Aeronautical Engineering Maintenance Manual Process Guide, CGTO PG-85-00-110-A.

7. Submit unit recommendations for improvements to ACMS MSR MPCs using the Deficiency Reporting Process (CG-22).

8. Coordinate with unit Corrosion Prevention Advocate as it applies to SE maintenance.

D. LOGISTICS COMPLIANCE INSPECTION (LCI) Visits to aviation units by personnel assigned to Commandant (CG-41) and Commanding Officer, ALC, will be conducted on a scheduled basis. There will be an ALC SE representative on each LCI team to focus on unit adherence to aviation logistics policies and procedures. The Logistics Compliance Pre-Inspection Self-Assessment Questionnaire (ALC ESD 40) and the LCI Engineering Support Representative Checklist (ALC ESD 38) are the primary documents employed by an ALC SE representative on each LCI team to evaluate the unit ASEP successes and deficiencies. The primary purpose of these visits is to ensure a direct flow of communication between the unit and the aeronautical engineering support structure about the short- and long-term needs, plans, or goals for the ASEP. Communication is the key word. During the visit, the SE representative will closely scrutinize the quality and effort to sustain SE and ensure standard configuration. Additionally, maintenance support systems will be reviewed to ensure that required standards are adhered to and, perhaps more importantly, to take unit ideas and management successes for service wide improvement. The Logistics Compliance Inspection (LCI) Process Guide, CGTO PG-85-00-300-A, contains guidance for these inspections, along with an outline of the air station processes and procedures to be reviewed during the inspection.

CHAPTER 4. AERONAUTICAL SUPPORT EQUIPMENT PROGRAM MAINTENANCE CONCEPTS AND ORGANIZATION

A. ASEP MAINTENANCE CONCEPTS

1. Introduction The maintenance concepts contained herein support the readiness and safety objectives of the COMDTINST M13020.1 (series). These concepts also provide the basis for establishing standard procedures and responsibilities for the accomplishment of all maintenance to aeronautical support equipment.

2. General The Coast Guard SE maintenance concepts are founded upon the two-level maintenance concept: O-level (Organizational) and D-level (Depot) maintenance. This concept employs efficient and economical use of Coast Guard resources in the performance of SE maintenance. The objective of this maintenance concept is for field units to perform the tasks of an O-level activity, utilizing in-house or outsource facilities and personnel. ALC is responsible for D-Level SE maintenance.

   This two-level concept will allow management to:

   a. Classify maintenance functions.

   b. Assign responsibility for maintenance functions to a specific level.

   c. Assign maintenance tasks consistent with the complexity, depth, scope, and range of work to be performed.

   d. Accomplish maintenance or support services at the level that ensures optimum economic use of resources.

   e. Collect, analyze, and use data to assist all levels of maintenance management.

   SE maintenance is based on continuous operation of equipment and resources during numerous, short, repetitive cycles. Reliability and safety of operation are the prime results of a successful maintenance program. Meeting the levels of reliability and safety defined in COMDTINST M13020.1 (series), are achieved through the use of the ACMS, MSR, SR, the Aeronautical Engineering Process Guide, CGTO PG-85-00-110-A, ACMS Users Process Guide, CGTO PG-85-00-10-A, MPCs, TCTO/SCTO Process Guide, CGTO PG-85-00-40-A, ALC Engineering Specifications Instructions, and OEM CMMs. Maintenance will be performed at the lowest practical level, either organizational or depot, in order to maintain the required equipment readiness and materiel condition. SE reliability and safety are also maintained using published equipment minimum maintenance requirements and augmented by corrective maintenance as required.

B. ASEP MAINTENANCE SYSTEM ORGANIZATION

Three basic elements comprise the ASEP maintenance system: Management, technical, and production elements.

1. Management Element Under the direction of Aeronautical Engineering Division, Commandant (CG-41), ALC ESD, ESB, serves as a logistics focal point for acquisition, provisioning, and engineering support equipment systems in the operational inventory. CG-41 also ensures that SE logistics support resources are funded to accommodate changing Coast Guard aeronautical mission requirements.

2. Technical Element ALC ESD, ESB, SE section and field unit designated Prime Units comprise the technical element. These units perform the major share of SE design, testing, implementation, sustainment, and periodic review under the direction of CG-41.

a. ALC SE is responsible to:

(1) Provide tasking to Prime Units for SE requirements development and performance evaluation.

(2) Develop and review efficient maintenance procedures for the maintenance of SE, as required.

(3) Coordinate the development of cost-effective maintenance and support planning for SE between various support activities (USCG, DoD, and commercial vendors).

(4) Maintain the ASEP Process Guide, CGTO PG-85-00-150-A, providing changes and updates for distribution, as required.

(5) Reviewing and submitting a Deficiency Report (CG-22) to implement any field-level proposed changes related to SE.

(6) Review field-level AGSE maintenance management practices.

3. Production Element Operating activities are concerned primarily with maintenance production and providing basic data inputs for maintenance engineering decisions. These tasks are performed at two different levels: organizational and depot. Air Station (organizational) maintenance production is the physical performance of maintenance and related functions such as inspection, servicing, repairing, modification, conversion, and calibration. Depot maintenance production is the physical performance of maintenance and related functions are the same as the organizational level to also include the overhaul on SE.

a. Unit-Level Maintenance USCG unit-level maintenance includes the two DoD levels of the maintenance concept described as organizational and intermediate. Individual units have the responsibility to perform unit-level maintenance on their assigned equipment. This normally consists of inspecting, servicing, lubricating, adjusting, and replacing components, minor assemblies, and subassemblies. It also consists of calibrating, repairing, or replacing damaged or unserviceable parts, components, and assemblies. (See Paragraph 6.B.6., Unit-Level AGSE Maintenance for further details.)

b. Depot-Level Maintenance Designated maintenance activities perform depot-level maintenance to augment stocks of serviceable materiel and support unit-level maintenance activities. These depots have more extensive shop facilities and equipment, and personnel of higher technical skill than are normally available at the lower levels of maintenance. Depot-level maintenance usually consists of repairing, modifying, overhauling, reclaiming, or rebuilding parts, assemblies, subassemblies, components, and end items; emergency manufacturing of unavailable parts; and providing extensive, detailed technical assistance to using activities. Depot-level maintenance is usually accomplished through ALC, SE section and/or other overhaul activities. (See Paragraph 6.B.8., Depot-Level SE Maintenance for further details.)

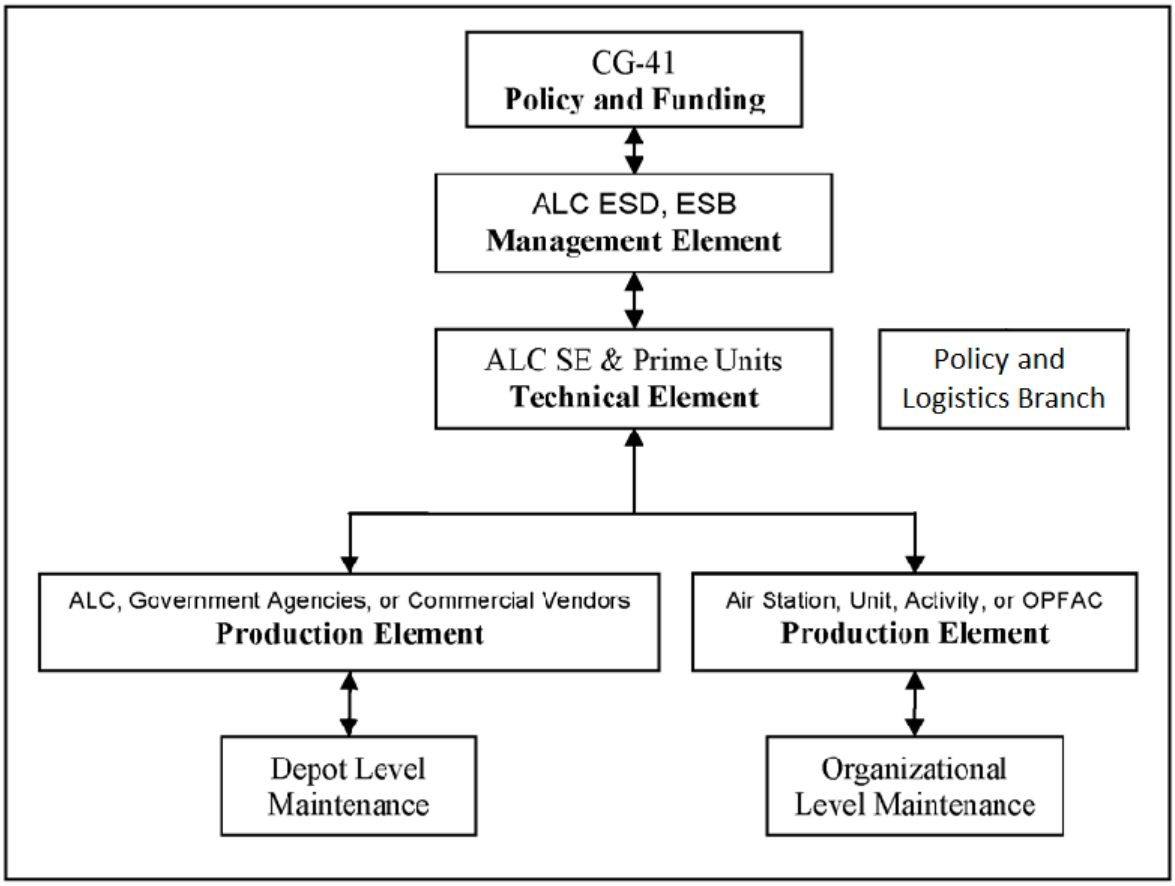

Figure 4-1. ASEP Maintenance System Organization

CHAPTER 5. AERONAUTICAL SUPPORT EQUIPMENT PROGRAM PUBLICATIONS AND MAINTENANCE APPLICATIONS

A. SE PUBLICATIONS

1. General SE publications provide a basis for planning, scheduling, and performing periodic and preoperational inspection requirements on SE end items. MPCs, used in conjunction with ACMS and AMMIS, are designed for the management of SE. These systems provide automated methods of scheduling for SE, TCTO compliance, and supply requisition management. Further details can be found in Paragraph 5.B. of this chapter.

2. Technical Manual Application System (TMAPS) SE publications are all stored on the U.S. Navy, Naval Air Technical Data Engineering and Service Command (NATEC) website under the USCG section. This website provides unclassified technical manuals in Portable Document Format (PDF) and Hypertext Markup Language (HTML) formats. User accounts can be obtained by accessing the web site at http://www.natec.navy.mil. Access must be granted by the USN NATEC webmaster. The ALC ESD, Technical Information Management Branch maintains the up-to-date content for USCG manuals published. For further guidance, refer to Application System/Enhanced Library Management System Process Guide, CGTO PG-85-00-1550-A.

   a. Technical Manuals (TM) AGSE TMs range from vendor supplied OMM, CMM, to DoD supplied manuals (NAVAIR, AFTO, and USA TMs). Many equipment maintenance manuals specify requirements for periodic inspections or preoperational inspections and give detailed procedures for accomplishment. When an MPC has not been established, inspection scheduling, materiel requirements, and maintenance accomplishment will be performed per the equipment maintenance manuals. (Refer to Chapter 6., ASEP Inspections, Maintenance, and Repair, for more indepth information.)

      (1) Mandatory Special Requirement (MSR) MPCs provide the derived maintenance requirements from the various publications referenced. The requirements are scheduled with intervals, such as calendar time or operating hours (Equipment Operating Time (EOT)). MPC publications take precedence in conflicts with other directives. MPCs provide scheduling, materiel, and maintenance task information. MPCs shall be incorporated into the ASEP for SE end items as deemed applicable by the ALC SE cells. Further information can be found in the Maintenance Procedure Card Process Guide, CGTO PG-85-00-230-A.

      (2) MSR Time Compliance Technical Orders (TCTO) TCTOs are orders for changes to end item configuration and improvements. Changes range from OEM quality deficiency corrections, equipment improvements, USCG equipment improvements, mission adaptations, and deficiency corrections. Further information can be found in the TCTO/SCTO Process Guide, CGTO PG-85-00-40-A.

      (3) Deficiency Reporting (DR) (CG-22) Discrepancies found within the procedural text of TMs or MPCs require a formal review process to change or correct such deficiencies. The CG-22 process is the vehicle for these changes or corrections. It is the responsibility of all USCG members to report discrepancies found within the procedural text of TMs or MPCs via the CG-22 process or by reporting the deficiencies to their superior or their USEM for filing. Further information can be found in the Technical Manual Application System (TMAPS) and Technical Data Deficiency Reporting (CG-22) Process Guide, CGTO PG-85-00-20-A.

3. SE Engineering Specifications SE Engineering Specifications are maintained by the ALC ESD, Technical Information Management Branch, and are located on the ALC home page under ALC Engineering Specifications for the specific airframe. Information governing the process can be found in the ALC Engineering Specifications Instruction, ALCINST 13020.15C.

B. MSR ACMS

1. General

   a. The ACMS is a legacy system responsible for managing SE maintenance. The objectives of ACMS are designed to ensure that CG assets and equipment are serviceable, safely operable, and properly configured to meet mission requirements. For further explanation on the ACMS system, refer to the ACMS User's Process Guide, CGTO PG-85-00-10-A.

2. Component End Identification Numbers (CEINUM) Each tracked item of support equipment is assigned a CEINUM. This number is unique to the equipment in which it is assigned to. Only approved equipment part numbers may be enrolled under each of the CEINUMs as determined by ALC SE section and the MSR ACMS analyst. The standard format for aeronautical SE CEINUMs contain a two-letter prefix (GS; Ground Support), four numerals, followed by three numerals (GS-XXXX-XXX).

3. SE Serialization

NOTE

The ACMS database does not recognize hyphens or special characters for serial number enrollment. Only letters and numbers may be used to create an item serial number. Serial number labeling of SE items may include the hyphen(s), but no special characters may be used.

   a. OEM Data Plates Equipment manufacturer data plates, if present, containing the ground support equipment specific vendor-assigned serial number shall always be used to enroll support equipment in ACMS. The accuracy of recording the serial number is pertinent when enrolling the item for maintenance tracking. Each MSR MPC contains a cover sheet for recording the required information and shall be filled in completely and accurately.

   b. Alternate Method for Serialization of SE Items

      (1) If a serial number is not indicated or has not been previously assigned, assign a serial number comprised of the following format: CGOPFACXXX, where XXX is a three-digit number beginning with 001.

      E.g., if ALC, OPFAC 50100, owned these like items of support equipment (lacking the vendor-assigned serial number), the serial number to be assigned would be CG50100-001. ACMS will reflect the item serial number as CG50100001.

      (2) If more than one like item is owned at the same OPFAC, serial numbers will be assigned consecutively (e.g., -001, -002, -003, etc.). The serial numbers should be permanently affixed to the equipment (i.e., stenciling, engraving, placarding, etc., as appropriate).

   c. MSR Enrollment

      (1) Complete MSR MPC 051002.2 upon receipt of item.

      (2) Enroll in ACMS in accordance with MPC 00CEF.0.

4. Inactivation of SE in ACMS (Organizational/Unit Level)

WARNING

INACTIVATED AGSE ITEMS SHALL BE CLEARLY MARKED AS SUCH AND SHOULD BE STORED IN A SINGLE LOCATION AS TO PREVENT UNAUTHORIZED USE OF THE ITEM.

a. The readiness of in-use assets and the safeguarding of reserve stocks of SE can be seriously impaired by corrosion damage and deterioration. Deterioration is greatest when SE is dirty and inactive for an extended period of time. Therefore, a form of protection must be afforded to the equipment under these circumstances. Units may use the following categories to determine the required level of preservation, as well as applicable manuals or directives. Refer to NAVAIR 17-1-125 for preservation of SE. More indepth information on preservation procedures and equipment can be found in NAVAIR 15-01-500.

NOTE

Upon completion of maintenance, inactivated SE items will need to be reactivated by completing the appropriate inspection MSR MPC for the item.

Example reasons for inactivation of SE in ACMS:

(1) Maintenance - Large scale, indepth maintenance tasks and/or long lead times for repair parts exceeding 90 days, the SE item shall be inactivated in ACMS.

(2) Disposition - Item has been considered for either local or DRMO disposal. SE item shall be inactivated in ACMS once the decision is made. Item will remain on the unit's inventory until removed in accordance with Paragraph 5.B.5.a. or Paragraph 5.B.5.b. of this chapter.

b. The MSR MPC 051007.1 (MSR INACTIVATE) is utilized to suspend scheduled maintenance on SE in ACMS.

c. The MSR MPC 051015.1 (MSR RELOCATE) is only used to provide the item location (Ramp, Hangar #, H60, Storage, Cage, etc.) for the Field ID block of ACMS.

d. The MSR MPC 051006.1 (MSR SCRAP) is used to remove SE from the unit inventory.

NOTE

Once an item of SE is enrolled in ACMS, MSR or SR, the item can only be removed from the Unit Inventory List by the ALC ACMS MSR analyst. Local unit ACMS analysts do not have permissions to perform this function.

NOTE

ACMS-enrolled SE items cannot be permanently removed from the ACMS MSR database (system restriction). Items are essentially moved to another location (DRMO, CGHQ, SCRAP, etc.) for SCHR retrieval and historical recording purposes.

5. Removal of SE in ACMS Removal of any ASEP SE from ACMS is not sanctioned without direct contact with ALC SE personnel and proper authorization. Removal can only be accomplished at the ALC level. USEMs shall contact the corresponding ALC SE cell, via tech request form, on CG Portal, ALC, ESD, providing the following SE item information:

- Unit location (name and OPFAC)
- Part number
- Component End Identification (CEI) number
- Nomenclature
- Serial number

Reasons for removal shall be limited to or include the following:

- ACMS entering mistakes
- SE Item is beyond economical repair
- Scrapping of the SE
- Lack of repair parts

a. Removal of AGSE; Capital Property (>$50,000.00) Removal of capital property from ACMS includes the scrapping of AGSE, AGSE item is beyond economical repair, and/or there is a lack of repair parts, etc. Removal of the AGSE item from a unit inventory in ACMS requires specific documentation:

(1) Capital property equipment removal will be accomplished using DD Form 1149. Field Unit Property Officers shall sign and date all equipment removals in accordance with COMDTINST M4500.5 (series). This is vital to ensure Field Unit Property Records are updated and reflect accurate general purpose property records.

(2) As part of the removal process, ACMS records shall also be updated using applicable ACMS MSR MPCs. This may include one or more of the following MSR MPCs completed: MPC 051007.1 (MSR INACTIVATE), MPC 051006.1 (MSR SCRAP), MPC 051015.1 (MSR RELOCATE), and/or MPC 00SCHR.0 (SCHR).

(3) Unit property disposition (DRMO (DD-1348) or interagency transfer) documents in accordance with local instructions must also be obtained and retained by the unit for transmission to the corresponding ALC SE Program Manager.

(4) Equipment disposition documents for ALC-managed AGSE shall be forwarded to the ALC SE Program Manager, via tech request form, on CG Portal, ALC, ESD, to complete the removal process from the unit inventory by the ALC ACMS analyst with the appropriate ALC SE Program Manager approval.

b. Removal of AGSE; Unit Property (<$50,000.00) Removal of the AGSE item from a unit inventory in an ACMS requires specific documentation:

(1) Equipment removal will be accomplished using DD Form 1149. Field Unit Property Officers shall sign and date all equipment removals in accordance with COMDTINST M4500.5 (series). This is vital to ensure Field Unit Property Records are updated and reflect accurate general purpose property records

(2) As part of the removal process, ACMS records shall also be updated using applicable ACMS MSR MPCs. This may include one or more of the following MSR MPCs completed: MPC 051007.1 (MSR INACTIVATE), MPC 051006.1 (MSR SCRAP), MPC 051015.1 (MSR RELOCATE), and/or MPC 00SCHR.0 (SCHR).

(3) Equipment disposition documents for ALC-managed SE shall be forwarded to the ALC SE Program Manager, via tech request form, on CG Portal, ALC, ESD, to complete the removal process from the unit inventory by the ALC ACMS analyst with the appropriate ALC SE Program Manager approval.

C. SPECIAL REQUIREMENTS (SR)

1. Air Stations utilize SRs to include equipment maintenance requirements not part of the ASEP MSR program. The ACMS SR category is provided to allow the tracking of any maintenance action on any equipment as deemed necessary by the operating activity.

2. The objectives of ACMS SR program are designed to ensure that Coast Guard non-MSR equipment is serviceable, safely operable, and properly configured to meet mission requirements. The operating activity selects the equipment to be tracked, assigns the maintenance interval, identifies the procedure or instructions to be followed during the maintenance, and identifies any other significant information necessary for tracking purposes.

3. The SR category includes equipment that is used to support the other activities of the unit or to maintain the facilities. Equipment examples: fuel farm filters, overhead hoists, low speed vehicles, shop equipment, and other equipment not supported by MSR that can be found in Paragraph 2.A.3.

NOTE

SE not enrolled in MSR for scheduled PM shall still be visually inspected for corrosion/serviceability before being used. Some items may only require basic corrosion prevention, cleaning, or preservation to maintain materiel condition. These items are typically used as part of, or in conjunction with, a larger major assembly and do not have movable or detachable parts. Although scheduled PM may not be required, Unit EOs and USEMs shall maintain responsibility for materiel condition of all SE under their control.

4. When completing maintenance on SR SE items, record MLH using MSR MPC 132000.0. To capture the MLH time for a submitted SR-1 MPC, MPC 132000.0 must accompany the SR-1 MPC. Submission of the SR-1 and MPC 132000.0 are a one-for-one submission. Remarks are mandatory. Enter a brief description of the maintenance performed and equipment type.

CHAPTER 6. AERONAUTICAL SUPPORT EQUIPMENT PROGRAM INSPECTIONS, MAINTENANCE, AND REPAIR

A. SE INSPECTION TYPES AND INTERVALS

1. Inspections The acceptance, preoperational, shipping, and transfer are all considered on-condition inspections. As one of the particular conditions presents itself, that inspection shall be carried out. Periodic/scheduled inspections are the only inspections that are considered reoccurring or cyclic at specific intervals. NDI may be an on-condition or reoccurring inspection depending upon the complexity and function of the SE.

2. Acceptance Inspection An inspection performed at the time the reporting custodian (Air Station EO, MO, and/or USEM) accepts a newly assigned item of SE or upon return from a depot or commercial repair activity. It includes an inventory of all records and components that make up the item of SE. It also requires configuration verification, a preoperational inspection as required by applicable MPCs or OEM manuals, and a functional test. The activity receiving the item of SE may elect to increase the depth of inspection if the SE condition indicates such action is warranted and shall screen the item in ACMS for any PM that may have come due during the time it was shipped.

   a. An acceptance inspection shall be completed at the time the reporting custodian accepts a newly assigned item.

   b. Any item supported in ACMS, under the ASEP shall be enrolled using Component Enrollment Form, MPC 00CEF.0.

3. Preoperational Inspection A static or functional inspection, performed by the activity having physical custody, to verify that a unit of SE is properly serviced and ready for use. These inspections are performed prior to each use as specified by documentation on the equipment, the CMM, or owners manual.

   A preoperational inspection is performed prior to each use of the item. Use is defined as either one cycle of the items intended use or a single startup/shutdown of the equipment.

4. Shipping/Transfer Inspection A cursory inspection performed at the time a unit reporting custodian transfers an item of SE on a temporary or permanent basis or upon return from a depot or commercial repair activity. It includes a review of all records and an inventory of all components that make up the item of SE, a configuration verification, a preoperational inspection, and a functional test if applicable. The activity transferring the SE may elect to increase the depth of inspection if the SE condition indicates such action is warranted and shall screen the item for any maintenance that may come due during the time the item will be in transit.

   a. A shipping or transfer inspection is performed at the time a reporting unit custodian transfers an item of SE out of the unit on a temporary or permanent basis; or upon return from a depot or commercial repair activity.

   b. MPC 051010.1 (MSR SHIP) is only used to facilitate the shipping of SE items in ACMS.

   c. MPC 051002.2 (MSR RECEIVE) is only used to facilitate the receipt of SE items in ACMS.

   d. MPC 051015.1 (MSR RELOCATE) is only for providing the item location at the unit (hangar No., building No., ramp, H-60, mezzanine, storage, etc.). The Field ID block of ACMS and shall not be used for shipping and receiving.

5. Periodic/Scheduled Inspections A scheduled inspection performed on an item of SE, to thoroughly examine the equipment in both the static and functional state, to detect defects that may have occurred since the last inspection. Periodic Inspections are tracked in ACMS. On the anniversary of the enrollment of an item in ACMS, a specific inspection task(s) shall be completed.

6. Nondestructive Inspection (NDI) Refer to Aviation Non-Destructive Inspection (NDI) Process Guide, CGTO PG-85-00-1880-A, for SE NDI.

NOTE

Personnel performing NDIs shall be certified to a Level II (R) in the eddy current, liquid penetrate, and magnetic particle methods. Outside USCG, commercial contracted agencies shall supply proof of qualifications and certifications for review to USCG ALC ASB NDI. Outside USCG, commercial contracting agency inspection personnel shall be certified to a Level II in the appropriate method in accordance with NAS-410 with training in accordance with CP-105. For questions regarding personnel qualifications, contact ALC/ESD/NDT/I Program Manager.

NOTE

If cracks are suspected in any structural part that makes up the support equipment, mark the suspect damaged areas for further NDI inspection. Continue the visual inspection until complete. If suspect damage is found in any part of support equipment with paint, remove the paint from the suspect areas and perform nondestructive inspections in accordance with applicable instructions.

B. SE MAINTENANCE AND REPAIRS

1. General

a. Coast Guard SE is maintained in a high state of readiness for its intended purpose and use. This is accomplished through unit-level organizational maintenance in the form of periodic/scheduled inspections and unscheduled maintenance.

Organizational maintenance is the responsibility of the operating unit. It is also the responsibility of the operating unit to return SE items requiring unscheduled maintenance to a serviceable condition when discovered. O-level maintenance is performed by an operating unit on a day-to-day basis in support of its own operations. The O-level maintenance mission is to maintain assigned aircraft and SE in a full mission capable status while continually improving the local maintenance process.

O-level maintenance functions generally can be grouped under the categories of:

(1) Inspections.

(2) Servicing.

(3) Handling.

(4) On-equipment corrective and preventive maintenance. (This includes on-equipment repair, removal, and replacement of defective components.)

(5) Incorporation of TCTOs.

(6) Record keeping and reports preparation.

(7) Determining age-reliability of equipment under RCM.

b. Once maintenance is completed, a MSR REPAIR (MPC 051012.0) is required for each unscheduled maintenance action performed. This card is to be used for documenting all unscheduled repairs made to SE items. Concise discrepancy and repair actions made to the item must be entered in the remarks block. Where applicable, the elapsed time/clock readings must also be entered in the remarks section. This information shall be used to record in ACMS the maintenance discrepancy and repair action on the SCHR is for historical reasons, trend analysis, maintenance labor hours, etc. If additional pertinent information needs to be added to the SCHR, use MPC 00SCHR.0.

NOTE

Proper documentation of cannibalization is of critical importance as it may impact equipment configuration. Complete MPC 00SCHR.0 for each effected end item of equipment listing all cannibalized components.

2. Cannibalization Cannibalization is a manifestation of a gap in logistics or maintenance support systems. Elimination of unnecessary cannibalization is a primary responsibility of logistics and maintenance operations. The proper management of cannibalization is of utmost importance. All levels of the command are discouraged to use cannibalization to pursue courses of corrective action on end items unless it is operationally essential. With this exception, cannibalization may be employed, when long lead times for components are encountered and multiple end items at the same unit are nonoperational with differing discrepancies.

NOTE

Refer to Figure 6-1, ASEP Repair Support Level Identification Flow Chart, for SE repair support modeling.

3. Identifying Asset Support Levels Asset support levels are identified within the AMMIS for each end item. The ALLDATA query (AMMIS screen ds910000) or ALLDATA II query (AMMIS screen ds930000) pages list the five-character SM&R code for each item. The SM&R code designates the level of support and service for that item. The uniform code format is explained in Paragraph 12.A., UNIFORM SOURCE, MAINTENANCE, AND RECOVERABILITY (SM&R) CODE FORMAT. The Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), provides specific maintenance functions by category class.

4. Civil Engineering Unit (CEU) Support Infrastructure related items are managed and serviced at the unit level in conjunction with the appropriate CEU. Aviation related SE, permanently affixed or mounted to the ground or structure within or outside the hangar, shall be considered facilities related items and supported as such. Each unit AvEng shall submit, via local instruction, work orders to their FacEng Department and work closely to resolve issues. The FacEng department in turn, works closely with the appropriate CEU to resolve the issues related to the infrastructure.

5. ALC Funding Support for AGSE Maintenance

   a. Air Stations are required to support scheduled and unscheduled AGSE maintenance through their OE-30 funding up to the $5,000.00 threshold per discrepancy and the applicable SE program manager review.

   b. For units encountering unique or encumbering maintenance situations or maintenance beyond the scope of the field unit capabilities or resources, for repair funding above the $5,000.00 threshold per discrepancy, a tech request form on CG Portal, ALC, ESD shall be submitted.

   c. Requests shall include the following information: SE item nomenclature, national stock number (if applicable), part number, serial number, manufacture, and documentation of the items condition in written and photo format (as applicable).

NOTE

Refer to Figure 6-2, USCG ASEP SE End Item Repair Flow Chart, to assist in the identification of asset repair duties, support, and requirements.

6. Unit-Level SE Maintenance

a. General

(1) It is critical that units have an engineering repair plan in place to repair SE requiring unscheduled maintenance. Personal injury or equipment damage may occur if the item fails during use. This includes common SE whose operation involves hazards, such as moving parts, hazardous chemicals, or discharge of energy/material. Normal periodic maintenance is the responsibility of the operating unit. It is the responsibility of the operating unit to return SE items requiring unscheduled maintenance to a serviceable condition when discovered.

(2) The ALC ASEP will work with units to repair SE requiring unscheduled work beyond the capability of unit maintenance facilities.

b. Unit-Level Responsibilities The custodian unit shall perform all unit-level maintenance procedures scheduled and unscheduled within their realm of experience, expertise, resources, and capabilities. Unit-level SE maintenance normally consists of inspecting, servicing, lubricating, and making adjustments. It also includes replacing components, minor assemblies, and subassemblies. Another unit-level maintenance responsibility consists of calibrating, repairing, or replacing damaged or unserviceable parts, components, and assemblies.

(1) Scheduled Maintenance Scheduled unit-level maintenance is derived from the unit ACMS MSR MDL and SR MDL by the USEM. Required maintenance procedures reside in the MPC at various interval inspections determined by applicable ALC SE cell using the OEMs operators and maintenance manuals, Product Line recommendations, and adjustments for USCG use. (Refer to Paragraph 6.A., SE INSPECTION TYPES AND INTERVALS, for more details).

(2) Unscheduled Maintenance Unscheduled unit-level maintenance is derived from operational use at the unit level. This maintenance is identified during preoperational checks, during operational use, and post use operations. Discrepancies identified must be reported to the USEM, via local instruction, for repair and resolution.

NOTE

Refer to Figure 6-3, Scheduled and Unscheduled MPC Signoff Flow Chart, to assist in the identification of asset sign-off requirements.

(3) Completion of Scheduled and Unscheduled Maintenance Once maintenance is completed, the scheduled maintenance MPC signoff is required. Repairs made during scheduled maintenance can be annotated in the remarks of the scheduled MPC signoff. However, unscheduled maintenance (repairs including unscheduled corrosion control) requires a separate MSR REPAIR (MPC 051012.0) for each discrepancy. This MPC is to be used for documenting all unscheduled repairs made to SE items regardless of the repair complexity. Such entries shall contain specifics such as which parts were replaced and the cost of the parts. If NDI was required during any inspection, MPC 051013.0 is required to be submitted.

7. SE Commercial Vendor Support

a. General Commercial vendor support may be provided to any unit encountering unique or encumbering maintenance or support equipment damage deemed, by the ALC applicable SE cell, to be beyond the scope of the field unit's capabilities or resources.

b. Requirements All requests by field units for commercial vendor support technical assistance should be made to the vendor by the field unit with the assistance of the applicable ALC SE cell. The applicable PLB, Equipment Specialist, and/or the appropriate SE Item Manager will coordinate the personnel, repair plan, parts, tooling,

special equipment, transportation, funding, and expertise necessary to assist the field unit in correcting the pertinent aeronautical support equipment discrepancies with the approval of the applicable SE program manager.

8. Depot-Level SE Maintenance D-level maintenance usually consists of repairing, modifying, overhauling, reclaiming, or rebuilding parts, assemblies, and subassemblies. It may also include emergency manufacturing of unavailable parts, and providing extensive, detailed technical assistance to using activities.

   D-level maintenance functions may be grouped as follows:

   a. On-equipment corrective and preventive maintenance. (This includes on-equipment repair, removal, and replacement of defective components.)
   b. Incorporation of TCTOs.
   c. Record keeping and reports preparation.
   d. SE overhaul (standard and special rework).
   e. Rework and repair of SE.
   f. Modification of SE.
   g. Investigations for DR.
   h. Manufacture or modification of parts or kits for SE.
   i. Technical and engineering assistance by field teams.
   j. Determining age-reliability of equipment under RCM.

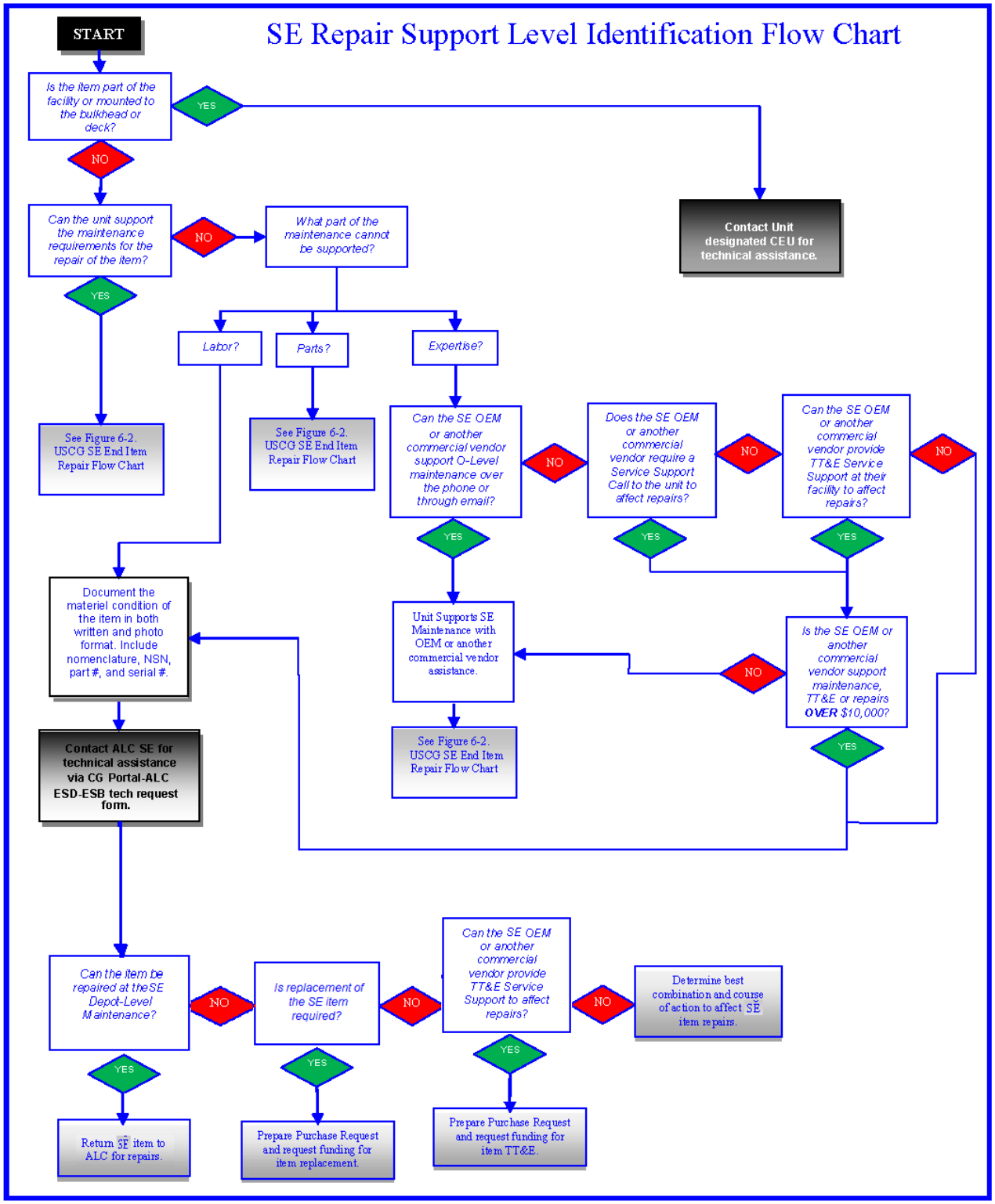

Figure 6-1. SE Repair Support Level Identification Flow Chart

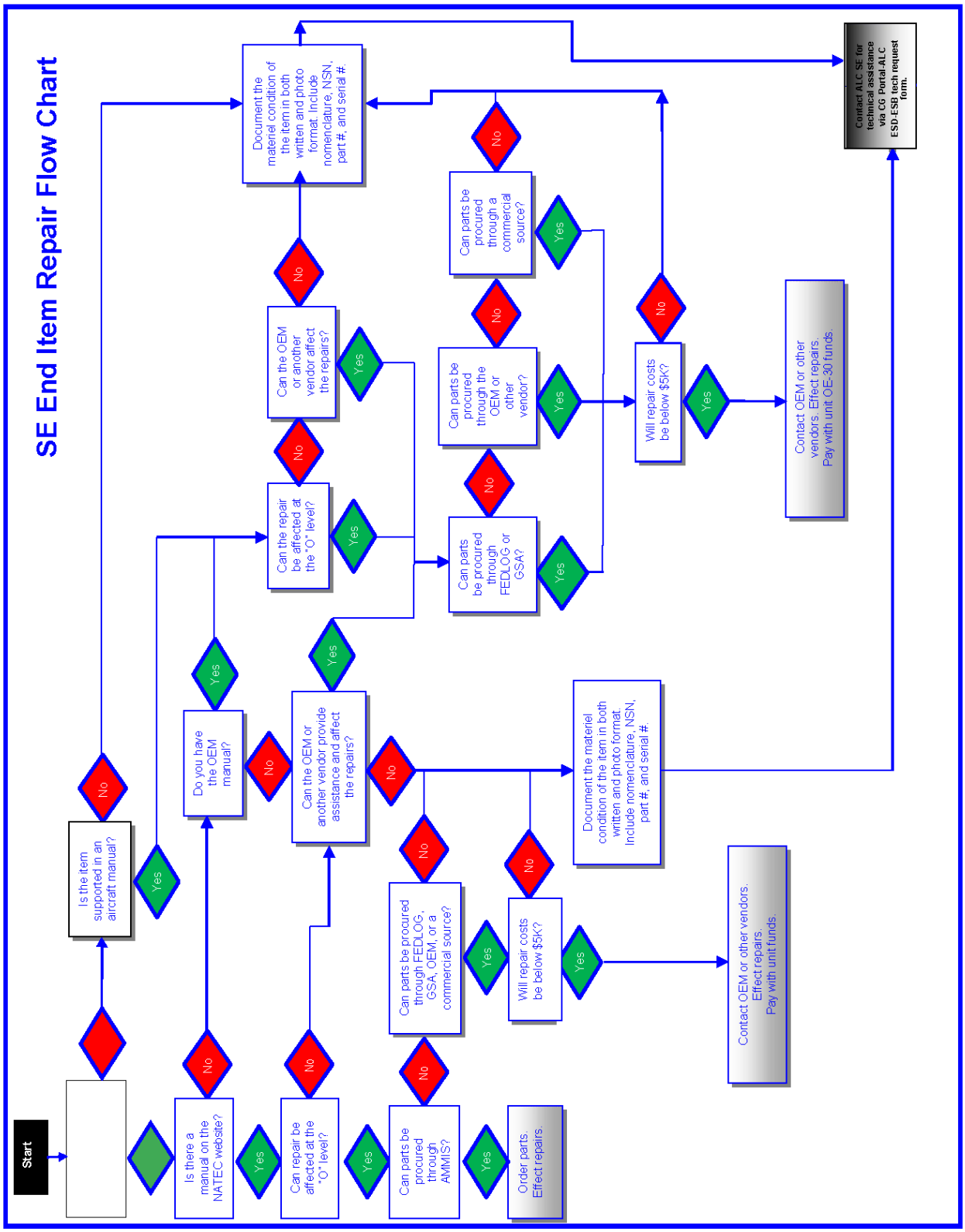

Figure 6-2. SE End Item Repair Flow Chart

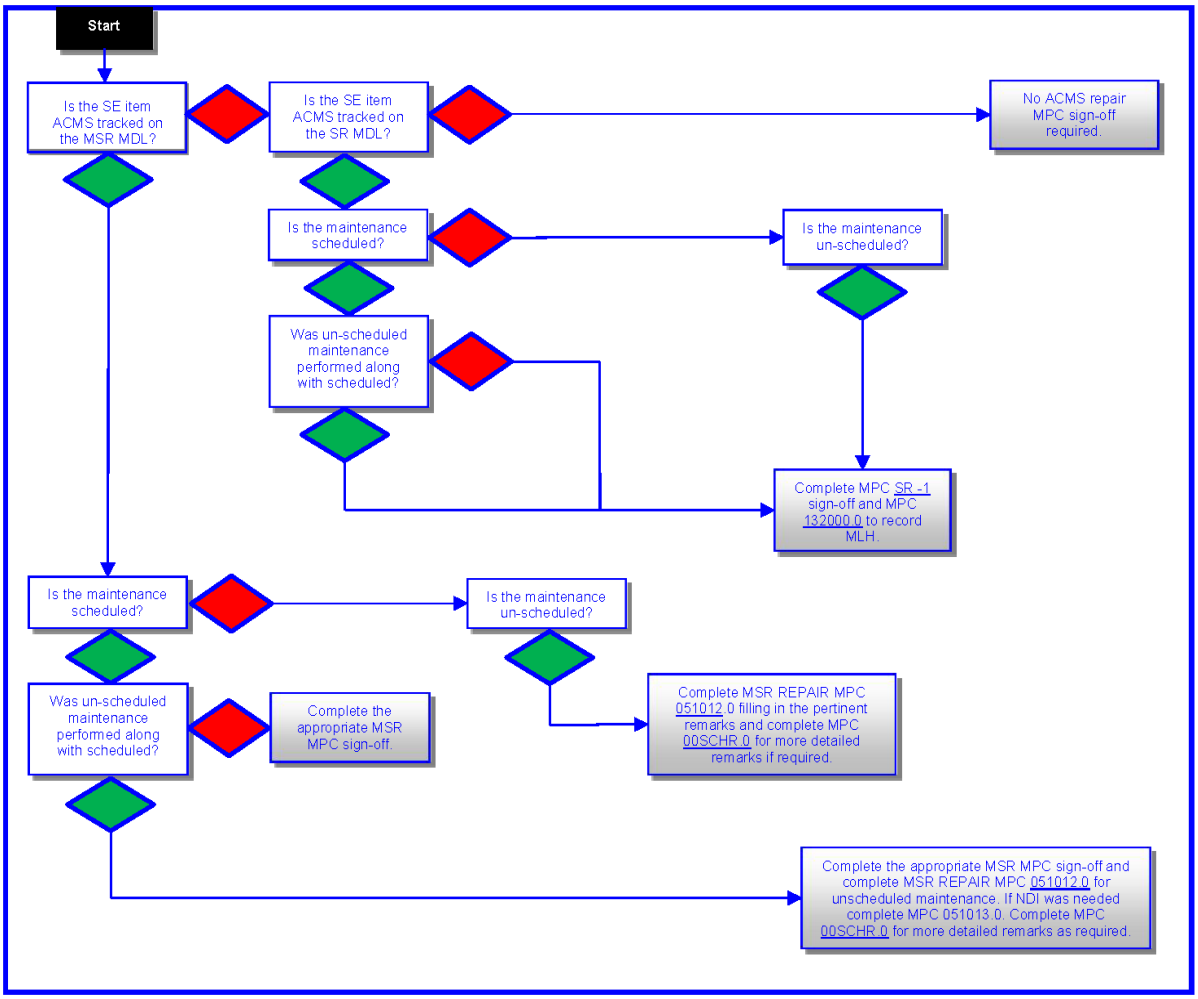

Figure 6-3. Scheduled and Unscheduled MPC Signoff Flow Chart

CHAPTER 7. AERONAUTICAL SUPPORT EQUIPMENT PROGRAM ADDITIONAL PROGRAMS

A. JOINT DEFICIENCY REPORTING SYSTEM (JDRS) PROGRAM FOR SE

1. General The JDRS PQDR shall be used to communicate information concerning failures of SE. Its primary purpose is to provide information that will be of value to management personnel in identifying fleet wide problems and individual components that fail repeatedly. Its secondary purpose is to track specific unit submissions, evaluate the performance of the repair/overhaul facilities, and to act as a vehicle to obtain no-cost repairs or replacements from applicable vendors. EOs should establish local procedures to ensure that PQDRs are submitted when appropriate, are based on a thorough evaluation, and are submitted promptly. PQDRs shall be submitted by ALC, aviation units, and flight deck equipped cutters. Refer to the JDRS Process Guide, CGTO PG-85-00-1320-A.

   Submit all HMR, Engineering Investigation (EI), PQDR (CAT I and CAT II), AIDR, and DR for AGSE components, via JDRS, https://www.jdrs.mil. Submit all reports per the website instructions when deficiencies are discovered. The Quality Team (ALC SE) shall review the discrepancy. It shall be assumed an EI will take place, unless the Quality Team closes the investigation, and a resolution will be made via a Closing Report or HMR Response, to include disposition instructions of the exhibit, if applicable.

NOTE

To contact the ALC SE section with questions or concerns regarding ASEP Publications and Maintenance Management, email: D05-SMB-ALC-Support-Equipment@uscg.mil.

2. Air Station Responsibilities: Implement

   a. Ensure required reports are submitted within specified timeframes.

   b. Ensure an adequate number of submitters are enrolled in the JDRS program to facilitate program support.

   c. Ensure an adequate number of QAs are enrolled in JDRS as a DR Submitter to facilitate program support.

   d. Unit QAs assist in determining which reports are needed. Review all submittals to ensure they are accurate, clear, concise, and comprehensive.

   e. Complete an SCHR entry using MPC 00SCHR.0 for the deficient item of SE to include the JDRS PQDR RCN.

   f. Audit the unit users enrolled in JDRS on a yearly basis, on or around 1 October.

3. ALC AGSE Responsibilities

   a. Ensure reports or required EIs are investigated within specified timeframes.

   b. Ensure an adequate number of reviewers are enrolled in the JDRS program to facilitate program support.

   c. Provide assistance in determining which reports are needed.

   d. Review submittals and request additional information if needed.

   e. Close reports via a Closing Report when an investigation will not be conducted.

   f. Conduct or arrange for completion of the EI. EIs in support of aircraft mishaps shall be assigned priority in accordance with COMDTINST MM5100.47 (series).

B. SE HYDRAULIC CONTAMINATION CONTROL The purpose of this is to provide general requirements for the maintenance of AGSE hydraulic systems as they relate to the aircraft they are used with. Utilize aircraft or HPU MPCs and NAVAIR 01-1A-17 for specific guidance.

NOTE

Refer to NAVAIR 01-1A-17 WP009 00, Hydraulic Support Equipment, paragraphs 1-16., for more information on SE hydraulic systems.

C. SE CALIBRATION Follow guidance in Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110-A, for calibration.

D. SE CORROSION PREVENTION AND CONTROL PROGRAM

1. General

   a. The SE Corrosion Prevention and Control Program establishes policy, responsibilities, and requirements through the Corrosion Control Process Guide, CGTO PG-85-00-60-A, and Cleaning and Corrosion Control, Volume I, Corrosion Program and Corrosion Theory, NAVAIR 01-1A-509-1. For further information, utilize the above manuals.

E. SE SLINGS, LIFTING DEVICES, AND LIFTING EQUIPMENT

1. Inspection and Proof Load Testing of Lifting Slings for Aircraft and Related Components with Illustrated Parts Breakdown, NAVAIR 17-1-114.1, and the Technical Manual Periodic Maintenance Requirements Manual for Listing Slings for Aircraft and Related Components, NAVAIR 17-600-183-6-2, to perform accurate inspection techniques and the identification of discrepancies.

CHAPTER 8. AERONAUTICAL SUPPORT EQUIPMENT PROGRAM SUPPLY AND INVENTORY

A. SUPPORT EQUIPMENT SUPPLY AND INVENTORY

1. Material Type 6

a. SE materiel is managed by AICP, ALC, and is divided into eight type classifications. The classifications are divided according to price and/or source to determine the kind of control that will be used in its management, as outlined in COMDINST M4400.1 (series) and Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110-A, Chapter 6. The SE cells are concerned with only materiel Types 6 and 8.

(1) Type 6 SE. ALC has service-wide responsibility for SE when one of the following conditions below is satisfied:

(a) A unit price of $5,000.00 or more.

(b) Difficult to procure through OGA or commercial sources.

(c) Mission critical support item.

(d) ALC-managed Depot Level Repairable (DLR) program.

(e) Repairable items beyond unit capability and funding of $5,000.00 or above.

(2) ALC has limited service-wide responsibility for SE to initial provisioning only when the unit price is between $250.00 and $5,000.00.

b. SE Inventory and Accounting When stored at ALC, Type 6 materiel is inventory and is accounted for in AMMIS. Once issued, SE is in-use, nonexpendable personal property and units shall enter these items into unit property records in accordance with the procedures of the Property Management Manual, COMDTINST M4500.5 (series). Unit accountability and control of support equipment shall be accomplished in accordance with the procedures of COMDTINST M4500.5 (series). Management of excess Type 6 aeronautical support equipment shall be coordinated with the PLB Item Manager. SE requiring replacement due to loss, damage, or destruction may require a report of survey.

2. Materiel Requisitioning Procedures

a. Priority Assignment Priority assignment is an important part of the requisitioning process. The procedure for selecting a priority is governed by the UMMIPS. In general, USCG Headquarters and air stations are assigned a FAD of II, while ALC, ATTC, and ATC Mobile are assigned a FAD of III. Units are not authorized SE spares; therefore, priorities 12 and 13 are not utilized to requisition SE.

Table 8-1. Materiel Requisitioning Urgency of Need Designations

FAD	A	B	C
II	2	5	12
III	3	6	13

NOTE

More specific definitions can be found in the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series).

b. Source of Supply, ALC ([ZQC] designator in AMMIS), is the supply source for all Type 6 items.

c. Requisition Procedures Type 6 materiel is requisitioned through ALC via ALMIS/AMMIS. Supplying pertinent information and requisition justification within the remarks block in AMMIS will assist the SE Item Manager to more quickly process the requisition. For no-allowance materiel or any other instance where remarks are required, enter an identifier code A0E (for exception orders, order by part number) requisition through AMMIS.

d. Requisition Processing After a valid requisition is received in AMMIS, the required materiel is either released for shipment, or if sufficient materiel is not in stock, the requisition is placed in a backorder queue according to its priority and date-time-group. SE backorders can have long replacement lead times. Using the Remarks section in AMMIS to express the field units' urgency or unit item justification to the SE Item Manager is helpful to speed the requisition process.

e. Processing AMMIS Receipts for Materiel Shipped to Field Units When materiel is requisitioned in AMMIS, it will be shipped to the ordering unit. High priority requisitions and a safety stock may preclude immediate filling of lower priority requisitions. Priority 2 requisitions are selected for immediate shipment and will be filled as long as there are parts on the ALC shelf. Priority 5 and 12 requisitions are evaluated once per day for subsequent shipment. All AMMIS requisitions shall be processed for receipt in AMMIS.

f. Receiving of Non-Inventory Materiel When materiel is acquisitioned by ALC and if not in the ALC supply inventory, it will be acquired from the appropriate government agency or commercial vendor and direct-shipped to the unit. In these cases, after the materiel is shipped to the unit, the unit shall perform an inspection in accordance with Paragraph 6.A.2., Acceptance Inspection, and ALC is billed for payment. The Prompt Payment Act requires that these invoices be paid within 30 days of materiel receipt, or interest must be paid to vendors. ALC cannot perform payment unless the unit receipts for the materiel and provides evidence of the receipt and materiel condition to ALC procurement. This shall be done via the appropriate documentation, e.g., Purchase Order, DD250, or email to the ordering agent or PLB SE Item Manager.

g. Receiving Inspection of Aviation Materiel All SE received by the air station shall be inspected upon receipt in accordance with the Acceptance inspection of the appropriate MPC or in accordance with Paragraph 6.A.2., Acceptance Inspection. If the materiel is serial number tracked by ACMS, i.e., tow tractors, mobile electric power plants, fuel trucks, towbars, hangar scrubbers, etc., supply personnel shall ensure that the materiel has proper documentation and is currently enrolled in ACMS. If the materiel is not enrolled, it will be enrolled into ACMS at the time of receipt by direction of the unit Support Equipment Manager. All materiel will be inspected for obvious defects, leaks, unserviceable indications, lack of a serviceable tag, etc. Any SE item with questionable background, or whose condition is suspect, will be brought to the attention of the unit USEM and MO. The unit USEM and MO will determine whether the SE item is serviceable or unserviceable. Any questions concerning the condition of the SE will be brought to the attention of the applicable ALC SE Technical Services cell.

h. Return of SE to ALC SE returned to ALC, whether through AMMIS or Requisition and Invoice Shipping Document (DD-1149), shall be tagged using DD Form 1574 (Serviceable), or CG-1577-2 (Unserviceable), to indicate its status. All information blocks of the status tags shall be completed before the item is returned to ALC. Equipment returned must have all pieces, parts, accessories, and cables returned with the item. Refer to COMDTINST M4610.5 (series) for specific packaging, marking, and shipping information.

CHAPTER 9. AERONAUTICAL SUPPORT EQUIPMENT PROGRAM REPLACEMENT OR RECAPITALIZATION

A. SE REPLACEMENT OR RECAPITALIZATION AND NEW PRODUCT INTRODUCTION

1. SE Life Cycle Limits Life cycle limits are established for the major and minor SE items. Life cycle limits will be updated as new equipment replaces older models currently in use throughout CG aviation. Replacement of major SE shall first be evaluated for economic overhaul. If any SE item is found beyond economic repair/overhaul (60 percent of the item replacement cost), replacement through acquisition shall be accomplished by ALC PLB. The below listed items and life cycles are only estimations for well-maintained SE. Each item of SE life cycle depends greatly upon the upkeep over its life cycle. Each major item of SE shall be reviewed on a case-by-case basis by the applicable ALC SE cell for replacement. Each minor item of SE may be reviewed at the unit level in accordance with the item Source, Maintenance, and Recoverability (SM&R) code.

   Major AGSE minimum life cycle:

   a. Fuel trucks - 15 years
   b. Tow tractors - 15 years
   c. Flight Line Mobile Electric Powerplant (MEPP) - 15 years
   d. Hangar scrubbers - 10 years
   e. Mobile dehumidification units - 20 years
   f. Mobile cranes - 12 years

   Minor AGSE minimum life cycle (unlimited unless beyond economical repair or otherwise noted):

   a. Tow bars - 15 years to unlimited
   b. Slings/lifting equipment - 15 years to unlimited
   c. Hydraulic power unit - 12-15 years
   d. Maintenance stands - 10 years to unlimited
   e. Aircraft jacks - 20 years to unlimited

2. SE Replacement CG Air Stations shall provide Commanding Officer, ALC, Request for Technical Assistance, via tech request, for replacement of capitalized (>$50,000.00) and noncapitalized (<$50,000.00) SE property items listed within the major ground support equipment allowance list that fail prior to reaching full service life. Requests should include the following information: Nomenclature, national stock number, part number, serial number, and materiel condition.

3. Recapitalization of SE The corresponding ALC SE cell shall plan recapitalization of major SE based upon equipment service life and annual budgetary constraints. ALC shall maintain a 5-year Acquisition Plan to provide as a budgetary informational resource

4. Replacement or Recapitalization

   a. Replacement of Type 6 SE items stocked in ALC supply shall be fulfilled using AMMIS.

   b. Replacement of Type 6 SE items, below the $5,000.00 threshold, not stocked in AMMIS, shall be fulfilled at the organizational level of maintenance using unit resources and funds.

   c. Replacement of SE items above the $5,000.00 threshold not stocked in AMMIS shall reside with ALC SE cell using available PLB funds. Requests for replacement shall include the following information: Nomenclature, national stock number (if applicable), part number, serial number, and materiel condition of the item in both written and photo documentation. ALC SE section shall first evaluate the item for economic overhaul. Requests for replacement shall be presented by the requesting unit MO.

5. New Product Introduction ALC ESD, ESB's, applicable SE cell performs the duties of new product development in association with the respective airframe PDM Line(s) and Prime Unit(s). After the initial selection of a vendor and a first article product have been delivered, an OT&E phase shall be completed to ensure the product meets the USCG needs prior to a production run. Testing shall be performed in accordance with the developed OT&E plan and will include ALC's applicable SE cell, the product's intended PDM Line(s), the product's intended airframe Prime Unit(s), and potentially operational units to evaluate the product for deficiencies. Unit tasking letters will be submitted as official correspondence to each unit involved with the OT&E plan. Timelines for evaluations at each stage will vary upon the complexity of the item and deficiencies encountered.

CHAPTER 10. AERONAUTICAL SUPPORT EQUIPMENT PROGRAM PROPERTY REPORTING AND ALLOWING

A. REPORTING SE AS PROPERTY

1. Personal Property Reporting of SE as property applies to the management and administration of both capitalized (>$50,000.00) and noncapitalized (<$50,000.00) personal property. Personal property is any federal property, except real property (buildings, land, and structures), with an estimated useful life of more than two years, is not intended for sale in the ordinary course of operations, and has been acquired or constructed with the intent of being used or being available for use within the ASEP.

2. General Purpose Property SE, in regards to the type of personal property, resides under the General Purpose Property (GPP) title. GPP is defined as property that has a normal life expectancy of more than 2 years, has continuing use as a self-contained unit, is not consumed in use, does not lose its identity when put to use, or does not ordinarily become a nonserviceable component of other property. This type of property is not intended for sale in the ordinary course of operations and has been acquired or constructed with the intention of being used, or being available for use by the entity.

   GPP has no subsidiary system and must be entered into Oracle by the custodian unit Accountable Property Officer (APO).

   All SE GPP personal property shall be enrolled in Oracle within 30 days of receipt of the new property at the custodian unit.

3. SE End Item Assets All SE end item assets, expendable and nonexpendable, is GPP personal property. These items include, but are not limited to capitalized (>$50,000.00) assets (e.g., aircraft refuelers, mobile cranes, dehumidification units, Mobile Electrical Power Plants (MEPPs), hydraulic power units, etc.), and noncapitalized (<$50,000.00) assets (e.g., slings/lifting devices, fluid servicing carts, jacks, maintenance stands, wash carts, scrubbers, etc.)

   SE end items $5,000.00 and up to $49,999.99 are recognized as noncapitalized assets and must be recorded in Oracle. SE end items below $5,000.00 to $500.00 may be recorded in Oracle at the discretion of the custodian unit APO and/or CO.

4. Reference Refer to COMDTINST M4500.5 (series) for more details and information regarding personal property reporting.

B. TRANSFER OF SE

Commanding Officer, ALC, is the sole authority for transfer of SE between CG units, other government agencies, and DRMO.

The ALC SE cell manages SE and can best fulfill field unit SE requirements, while minimizing SE transfers. The goal is to minimize the transfer of SE to meet field unit requirements. The below information is utilized as the formal transfer process and must be completed for each item of SE transferred.

1. SE transfers will be accomplished using DD Form 1149.

2. Field Unit Property Officers (transferring/shipping APO) shall sign and date all equipment transfers in accordance with COMDTINST M4500.5 (series). This is vital to ensure Field Unit Property Records are updated and reflect accurate general purpose property records. As part of the transfer process, ACMS records shall also be updated using applicable ACMS MSR MPC.

3. Perform a shipping/transfer inspection in accordance with this manual, Paragraph 6.A., SE Inspection Types and Intervals.

4. Transfer of reportable property, SE to OGA or commercial facilities for repair, rework, and overhaul, shall be accomplished via DD Form 1149 transferring the asset to ALC Custodian Code ICP while the repair, rework, or overhaul is being accomplished.

5. Receiving field unit APOs shall sign for the transfer and record the transfer in Oracle in accordance with COMDTINST M4500.5 (series). This is vital to ensure field unit property records are updated and reflect accurate general purpose property records. As part of the transfer process, ACMS records shall also be updated using applicable ACMS MSR MPC.

6. Unit property disposition documents for ALC managed, both capitalized (>$50,000.00) and noncapitalized (<$50,000.00) SE property, shall be forwarded to the appropriate ALC SE Item Manager (IM) for historical recording. (IM code: GS, GN, or GL.)

C. AIR STATION SPARE SE ALLOWANCE POLICY

1. General Information There are no authorized spares of SE at any CG Air Station.

   a. Establish clear guidelines for submitting and approving Allowance Change Request (ACR).

   b. Reduce SE inventories at all air stations to reduce maintenance and calibration overhead and storage space requirements.

2. Allowance Change Request Procedures Refer and follow guidance in Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110-A, for ACRs.

CHAPTER 11. AERONAUTICAL SUPPORT EQUIPMENT PROGRAM CONFIGURATION MANAGEMENT

A. SE CONFIGURATION MANAGEMENT

1. General The Commandant encourages improvement of USCG SE while preserving standardization and providing guidance to accomplish SE modification or change projects. These instructions are intended to supplement any general instructions governing SE changes and improvements through the proper format of a SCTO or TCTO. Submit fleetwide changes and improvement ideas or suggestions to the corresponding SE cell, via tech request form, found on CG Portal, ALC, ESD, for consideration, testing, and approval.

2. Changes or Tests No modifications or changes will be made without authorization from the Commandant (CG-41). Authorization to change SE or make tests may be granted, provided that none of the following is adversely affected: Structural loads, engineering descriptive characteristics, basic functionality, or performance.

3. Procedures

   a. Operational Requirements Recommendations for changes or modifications to fulfill operational requirements or improve SE performance shall be addressed to Commanding Officer, ALC through the tech request form, via CG Portal, ALC, ESD, for consideration and approval.

   b. Correction of Materiel Defects Recommendations for changes or modifications to correct materiel defects or unsatisfactory conditions will normally be submitted by Unsatisfactory Report (UR). Urgent safety-of-operation materiel defects should be submitted in message format.

   c. Prototype Installation The Commandant (CG-41) authorizes prototype installations after feasibility approval by Commanding Officer, ALC and the ALC SE cell.

   d. Trial Installations The respective airframe Prime Unit that the item supports normally performs a trial installation. The trial installation verifies all aspects of the modification, including installation procedures, parts, and changes to operating and maintenance procedures. SE items common to more than one airframe shall be forwarded from Commanding Officer, ALC, to the different Prime Units on a rotating basis for installation and testing.

   e. Electronic Interference/Electromagnetic Compatibility (EMI/EMC) Testing Electromagnetic Interference/Electromagnetic Compatibility testing shall be conducted prior to the operation of any electronic SE used to perform maintenance on any CG aircraft. Contact the ALC ESB through the tech request form, via CG Portal, ALC, ESD, to coordinate testing of any proposed electromagnetic interference/electromagnetic compatible SE.

CHAPTER 12. AERONAUTICAL SUPPORT EQUIPMENT PROGRAM UNIFORM SOURCE, MAINTENANCE, AND RECOVERABILITY FORMAT

A. UNIFORM SOURCE, MAINTENANCE, AND RECOVERABILITY (SM&R) CODE FORMAT

1. Introduction Asset support levels are identified within the AMMIS ALLDATA page for each end item using the Uniform SM&R code format. Refer to and follow COMDTINST M4400.19 (series) for description.

CHAPTER 13. ASEP GLOSSARY, ACRONYMS, AND LINKS

A. GLOSSARY

Acvitity The organizational maintenance level of the Production Element within the ASEP. Refers to and is interchangeable with the terms Air Station, Unit, or OPFAC.
Automatic Test Equipment (ATE) Includes all test equipment used to perform testing of aircraft systems or subsystems to diagnose, test, troubleshoot, align, calibrate, and/or correct deficiencies on the aircraft.
Aviation Ground Support Equipment (AGSE) Includes all equipment required on the ground to make an aeronautical system, aircraft or SE support system, subsystem, or end item of equipment (SE for AGSE), operational in its intended environment.
Aviation Life Support Equipment (ALSE) Includes rescue equipment, survival equipment, and aircraft emergency equipment.
Avionic Support Equipment (ASE) Includes all equipment of an electrical nature used for, but not limited to, the testing, troubleshooting, alignment, or calibration of aircraft systems and components.
Common Support Equipment (CSE) Common Support Equipment is comprised of general purpose items supplying or measuring broad parameters of physical properties known to be established in the using service's inventory, e.g., electrical, pneumatic, and hydraulic power units, towing, hoisting, and fueling devices. Signal generation by SE items to other articles, systems, or components does not solely justify or classify items as CSE.
Complete Repair Level The authorized maintenance level with the capability and resources to perform all maintenance functions identified for a specific level of maintenance and approved by official maintenance documents. It requires that all maintenance capabilities (remove, replace, repair, assemble, and test) for the support item be provided at that level. It requires that all logistics support (parts, publications, tools, test equipment, etc.) be provided to that level of maintenance to perform all assigned maintenance functions.
Consumable Materials This term differs from consumable components/items in that it refers to general purpose and bulk materials. Consumable material includes substances (oil, grease, fuel, hydraulic fluid, etc.) and hardware items (bolts, washers, wire, etc.) which are normally consumed in use.
Defect Any nonconformance of the unit or product with specified requirements.
End Item End items of equipment have no next higher indenture and are classified as a combination of materials, systems/subsystems, and assemblies that comprise the final product, which when collectively operated can achieve their intended purpose(s). Examples of end items are aircraft, engines (when not installed), ground support equipment, or ships. Installed engines become LRUs of the next higher end item, the aircraft.
Maintenance The functional process of retaining materiel in, or restoring it to, a serviceable condition to ensure it is safely operable and properly configured to meet mission requirements.
Maintenance Capability The ability to accomplish assigned maintenance tasks and requirements. Capability cannot be achieved unless the maintenance requirements and tasks have been defined and the necessary resources for accomplishing these have been acquired.
Maintenance Code A two-position code assigned to support items and end items to indicate the specific maintenance levels authorized to perform the required maintenance functions. The first character indicates the lowest maintenance level authorized to Remove and Replace (R&R) the item. The second character indicates the lowest maintenance level authorized to perform a complete repair action for the item. Refer to COMDTINST M4400.19 (series).
Maintenance Levels Maintenance tasks divided into the number of levels required so common standards can be applied to the many and varied aircraft maintenance activities of the military establishment. There are three increments of which all maintenance activities are composed:

- **D-Level Maintenance**. Maintenance done on materiel requiring major rework or a complete rebuild of parts, assemblies, subassemblies, and end items, including manufacture, modification, testing, and reclamation of parts as required. D-level maintenance serves to support lower levels of maintenance by providing technical assistance and performing maintenance beyond the responsibility of O-level and I-level maintenance. D-level maintenance provides stocks of serviceable equipment by using more extensive facilities for repair than are available in lower level maintenance activities.

• **I-Level Maintenance**. Maintenance that is the responsibility of, and performed by, designated maintenance activities for direct support of using organizations. Its phases normally consist of calibration, repair or replacement of damaged or unserviceable parts, components, or assemblies; the emergency manufacture of nonavailable parts; and the provision of technical assistance to using organizations. The USCG does not use this component of the Naval Aviation Maintenance Program.

• **O-Level Maintenance**. Maintenance that is the responsibility of, and performed by, a using organization on its assigned equipment. Its phases normally consist of inspecting, servicing, lubricating, adjusting, and replacing parts, minor assemblies, and subassemblies.

Maintenance Requirements Those scheduled and unscheduled maintenance tasks required to be accomplished on the aircraft, or equipment, either to ensure that degradation has not occurred, or to restore the equipment to a serviceable condition when degradation or failure has occurred.
Maintenance Tasks Individual functions (i.e., test, inspect, fault isolate, remove, and replace, etc.) performed to fulfill maintenance requirements on the aircraft or on the equipment. (Refer to Maintenance Requirements.)
Materials Handling Equipment (MHE) MHE includes all equipment with a facility related function. This equipment is in the custody of many departments and is used in packaging, handling, storage, and stowage. Typical items are: warehouse lifts, transport dollies, engine and gearbox shipping containers, and electric trucks.
Mission Support Equipment (MSE) Equipment that supports operational requirements; Includes Night Vision Goggles, Hoist Cams, etc.
Nonrepairable Components/Items A component or item whose design characteristics may allow for disassembly or reconditioning but is considered not economically cost-effective to repair, or the design characteristics do not allow disassembly/reconditioning and, therefore, the item must be discarded when defective or faulty. Examples could include LRUs, SRUs, and will normally include piece parts.
Vendor Vendor is a term for a supplier of any goods or services from outside the USCG organization. A vendor manufactures, inventories, stocks, or distributes items/services for profit.

B. ACRONYMS

A	ACMS	Asset Computerized Maintenance System
	ACR	Allowance Change Requests
	ACT	Active
	AD	Active Duty
	ADP	Automatic Data Processing
	AFTO	Air Force Technical Order
	ASEP	Aeronautical Support Equipment Program
	AGSE	Aviation Ground Support Equipment
	AICP	Aviation Inventory Control Point
	AIDR	Acceptance Inspection Deficiency Reports
	AIRFAC	Air Facility
	ALC	Aviation Logistics Center
	ALD	Aviation Logistics Division
	ALMIS	Asset Logistics Management Information System
	ALSE	Aviation Life Support Equipment
	AMMIS	Asset Materiel Management Information System
	APO	Accountable Property Officer

	ASB	Airworthiness Sustainment Branch
	ASE	Avionics Support Equipment
	ATC	Aviation Training Center
	ATE	Automatic Test Equipment
	ATTC	Aviation Technical Training Center
	AvEng	Aviation Engineering
C	CALSTDS	Calibration Standards
	CAT	Category
	CEI	Component End Item
	CEINUM	Component End Item Number
	CEU	Civil Engineering Unit
	CF	Carried Forward
	CG	Coast Guard
	CGMS	Coast Guard Message System
	CGTO	Coast Guard Technical Order
	CMM	Commercial Maintenance Manual
	CO	Commanding Officer
	COMDTINST	Commandant Instructions
	COMM	Commercial
	COTS	Commercial Off The Shelf
	CRR	Component Repair Record
	CSE	Common Support Equipment
D	DHS	Department of Homeland Security
	D-Level	Depot Level Maintenance
	DLR	Depot Level Repairable
	DoD	Department of Defense
	DR	Deficiency Reporting
	DRMO	Defense Reutilization and Marketing Office
E	e.g.	Latin phrase, exempli gratia, means for example
	EAL	Electronic Asset Logbook
	EI	Engineering Investigation
	EILSP	Equipment Integrated Logistics Support Plan
	EMC	Electromagnetic Compatibility
	EMI	Electromagnetic Interference
	Eng Spec	Engineering Specifications
	EO	Engineering Officer

	EOT	Equipment Operating Time
	ESB	Engineering Support Branch
	ESD	Engineering Services Division
	etc.	Latin phrase, et cetera, means and the rest (indicates that a list contains other unspecified items that are also included)
F	FAD	Force/Activity Designator
	FacEng	Facilities Engineering
	FEDLOG	Federal Logistics
	FMC	Full Mission Capable
	FOL	Forward Operation Location
	FOM	Facilitate other Maintenance
G	GOTS	Government Off the Shelf
	GPETE	General Purpose Electronic Test Equipment
	GPP	General Purpose Property
	GS	Ground Support
	GSE	Ground Support Equipment
H	HMR	Hazardous Materiel Reports
	HSK	Helicopter Support Kit
	HTML	Hypertext Markup Language
	Hz	Hertz
I	i.e.	Latin phrase, id est, means that is, namely, or in other words
	ICP	Inventory Control Point
	I-Level	Intermediate Level Maintenance
	IM	Item Manager
	IPB	Illustrated Parts Breakdown
	IOD	Industrial Operations Division
J	JDRS	Joint Deficiency Reporting System
L	LCI	Logistics Compliance Inspection
	LMS	Logistics Management Specialist
	LOAP	List of Applicable Publications
	LRS	Long Range Surveillance
	LSE	Logistics Support Equipment
M	MDL	Maintenance Due List
	MEPP	Mobile Electrical Power Plant
	MHE	Materials Handling Equipment
	MLH	Maintenance Labor Hours

	MO	Maintenance Officer
	MPC	Maintenance Procedure Card
	MRR	Medium Range Recovery
	MRS	Medium Range Surveillance
	MSDS	Material Safety Data Sheets
	MSE	Mission Support Equipment
	MSR	Mandatory Special Requirements
N	NACT	Not Active
	NAMP	Naval Aviation Maintenance Program
	NATEC	Naval Air Technical Data Engineering and Service Command
	NAVAIR	Naval Aviation Program
	NAVAIRINST	Naval Aviation Instruction
	NDI	Nondestructive Inspection
	NDT	Nondestructive Testing
	NFPA	National Fire Protection Association
	NIST	National Institute of Standards
	NMC	Not Mission Capable
	NMCD	Not Mission Capable Depot
	NMCM	Not Mission Capable Maintenance
	NMCS	Not Mission Capable Supply
	NTE	Not to Exceed
O	OE	Operating Expenses
	OEM	Original Equipment Manufacture
	O-Level	Organizational Level Maintenance
	OGA	Other Government Agency
	OJT	On the Job Training
	OMM	Owner’s Maintenance Manual
	OPFAC	Operational Facility
	OSHA	Occupational Safety and Health Administration
	OT&E	Operational Testing and Evaluation
P	PDM	Programmed Depot Maintenance
	PDF	Portable Document Format
	PG	Process Guide
	PLB	Policy and Logistics Branch
	PLM	Product Line Manager
	PM	Preventive Maintenance

	PMC	Partial Mission Capable
	P/N	Part Number
	PP	Parts Pending
	PQDR	Product Quality Deficiency Report
	PSE	Peculiar Support Equipment
Q	QA	Quality Assurance
	QAR	Quality Assurance Representative
R	RCM	Reliability Centered Maintenance
	RFI	Ready for Issue or Ready for Installation
S	SCHR	Significant Component History Report
	SCTO	Special Change Technical Order
	SE	Support Equipment
	SEM	Support Equipment Manager
	SM&R	Source, Maintenance, and Recoverability Codes
	SME	Subject Matter Expert
	S/N	Serial Number
	SPBO	Spare Parts Breakout
	SQ	Squawk
	SR	Special Requirements
	SRA	Shop Replaceable Assembly
	SRR	Short Range Recovery
	SRU	Shop Replaceable Unit
	SWL	Safe Working Load
	SWIII	Standard Work Station III
T	TCTO	Time Compliance Technical Order
	TM	Technical Manual
	TMAPS	Technical Manual Application System
	TMDE	Test, Measurement, and Diagnostic Equipment
	TOPS	Technical Order Page Supplements
	TT&E	Teardown, Test, and Evaluation
U	UMMIPS	Uniform Materiel Movement and Issue Priority System
	UR	Unsatisfactory Report
	U.S.	United States
	USA	United States Army
	USAF	United States Air Force
	USCG	United States Coast Guard

	USEM	Unit Support Equipment Manager
	USN	United States Navy
V	V	Volts

C. USEFUL WEB LINKS

ALC Support Equipment Page	https://cgportal2.uscg.mil/units/alc/esd/SitePages/Support%20Equipment.aspx
ALC Support Equipment Shared Email	D05-SMB-ALC-Support-Equipment@uscg.mil
Daily Mobile SE Checklist ALC ESD 42	https://cgportal2.uscg.mil/units/alc/almis/ALC%20Forms/ALC%20ESD%2042.pdf
Fuel Truck Daily Checklist ALC ESD 44	https://cgportal2.uscg.mil/units/alc/almis/ALC%20Forms/ALC%20ESD%2044.pdf
Fuel Truck Weekly Checklist ALC ESD 45	https://cgportal2.uscg.mil/units/alc/almis/ALC%20Forms/ALC%20ESD%2045.pdf
Fuel Truck Monthly Checklist ALC ESD 46	https://cgportal2.uscg.mil/units/alc/almis/ALC%20Forms/ALC%20ESD%2046.pdf
Fuel Truck Semiannual Checklist ALC ESD 47	https://cgportal2.uscg.mil/units/alc/almis/ALC%20Forms/ALC%20ESD%2047.pdf
Fuel Truck Annual Checklist ALC ESD 48	https://cgportal2.uscg.mil/units/alc/almis/ALC%20Forms/ALC%20ESD%2048.pdf
Fuel Truck Triennial Checklist ALC ESD 49	https://cgportal2.uscg.mil/units/alc/almis/ALC%20Forms/ALC%20ESD%2049.pdf
Weekly Mobile SE Checklist ALC ESD 43	https://cgportal2.uscg.mil/units/alc/almis/ALC%20Forms/ALC%20ESD%2043.pdf

UNIT SUPPORT EQUIPMENT MANAGER DESIGNATION LETTER

(UNIT LETTERHEAD)

MEMORANDUM

From: (UNIT ENGINEERING OFFICER NAME/RANK) Date: _____

To: (UNIT MEMBER/CANDIDATE NAME/RANK)

Subj: Unit Support Equipment Manager Designation

Ref: (a) COMDTINST M13020.I (series)
(b) Aeronautical Support Equipment Process Guide, CGTO PG-85-00-150-A

1. In accordance with reference (a) and (b), _____(CANDIDATE NAME /RANK)_____ is hereby designated as Air Station _____(UNIT NAME)_____'s Unit Support Equipment Manager.

2. CERTIFICATION: I understand my responsibilities as set forth herein reference (b).

_____
Printed Name of Unit Support Equipment Manager (USEM)

_____
Signature of Unit Support Equipment Manager (USEM) Date

_____
Printed Name of Unit Engineering Officer (EO)

_____ _____
Signature of Unit Engineering Officer (EO) Date

Original to: MBR Training Jacket
Scanned Copy to: MBR
ALC SE (D05-SMB-ALC-Support-Equipment@uscg.mil);
Subject: AirSta __(UNIT NAME)__USEM Designation Letter

Figure 1.

REFERENCE MATERIAL

Chapter 1

Aeronautical Engineering Maintenance Management Manual	COMDTINST M13020.1
Safety and Environmental Health Manual	COMDTINST M5100.47A
Aeronautical Engineering Maintenance Management Process Guide	CGTO PG-85-00-110-A
The Naval Aviation Maintenance Program (NAMP)	OPNAVINST 4790.2

Chapter 2

Aeronautical Engineering Maintenance Management Manual	COMDTINST M13020.1
Aviation Life Support Systems Manual	COMDTINST M13520.1
Aeronautical Engineering Maintenance Management Process Guide	CGTO PG-85-00-110-A
Logistics Compliance Inspection (LCI) Process Guide	CGTO PG-85-00-300-A
Aviation Life Support Equipment Systems Process Guide	CGTO PG-85-00-310-A
The Naval Aviation Maintenance Program (NAMP)	OPNAVINST 4790.2

Chapter 3

Aeronautical Engineering Maintenance Management Manual	COMDTINST M13020.1
Property Management Manual	COMDTINST M4500.5
Safety and Environmental Health Manual	COMDTINST M5100.47A
Technical Manual Application System (TMAPS) Technical Data Deficiency Reporting (CG-22) Process Guide	CGTO PG-85-00-20-A
TCTO/SCTO Process Guide	CGTO PG-85-00-40-A
Aeronautical Engineering Maintenance Management Process Guide	CGTO PG-85-00-110-A
Logistics Compliance Inspection (LCI) Process Guide	CGTO PG-85-00-300-A
The Naval Aviation Maintenance Program (NAMP)	OPNAVINST 4790.2

Chapter 4

Aeronautical Engineering Maintenance Management Manual	COMDTINST M13020.1
Aeronautical Engineering Maintenance Management Process Guide	CGTO PG-85-00-110-A
The Naval Aviation Maintenance Program (NAMP)	OPNAVINST 4790.2

Chapter 5

Aeronautical Engineering Maintenance Management Manual	COMDTINST M13020.1
Property Management Manual	COMDTINST M4500.5
ACMS User's Process Guide	CGTO PG-85-00-10-A
Technical Manual Application System (TMAPS) Technical Data Deficiency Reporting (CG-22) Process Guide	CGTO PG-85-00-20-A
TCTO/SCTO Process Guide	CGTO PG-85-00-40-A
Aeronautical Engineering Maintenance Management Process Guide	CGTO PG-85-00-110-A
Maintenance Procedure Card Process Guide	CGTO PG-85-00-230-A
ALC Engineering Specifications Instruction	ALCINST 13020.15C
The Naval Aviation Maintenance Program (NAMP)	OPNAVINST 4790.2

Chapter 6

Aeronautical Engineering Maintenance Management Manual	COMDTINST M13020.1
Aeronautical Engineering Maintenance Management Process Guide	CGTO PG-85-00-110-A
Maintenance Procedure Card Process Guide	CGTO PG-85-00-230-A
Aviation Non-Destructive Inspection (NDI) Process Guide	CGTO PG-85-00-1880-A
ALC Engineering Specifications Instruction	ALCINST 13020.15C
The Naval Aviation Maintenance Program (NAMP)	OPNAVINST 4790.2

Chapter 7

Aeronautical Engineering Maintenance Management Manual	COMDTINST M13020.1
Safety and Environmental Health Manual	COMDTINST MM5100.47 (Series)
Coatings and Color Manual	COMDTINST M10360.3
Aeronautical Engineering Maintenance Management Process Guide	CGTO PG-85-00-110-A
Joint Deficiency Reporting System (JDRS) Process Guide	CGTO PG-85-00-1320-A
Aeronautical Engineering Corrosion Control Program Process Guide	CGTO PG-85-00-60-A
Aviation Non-Destructive Inspection (NDI) Process Guide	CGTO PG-85-00-1880-A
The Naval Aviation Maintenance Program (NAMP)	OPNAVINST 4790.2
Hydraulic Contamination Control Program	Section 10.5
Corrosion Prevention and Control Program	Section 10.13
Support Equipment (SE) Planned Maintenance System (PMS) Program (NAMPSOP)	Section 10.17.7
Naval Aviation Metrology and Calibration (METCAL) Program (NAMPSOP)	Section 10.18
Air Force Metrology and Calibration Program	AFTO 00-20-14
Aviation Hydraulics Manual	NAVAIR 01-1A-17

Cleaning and Corrosion Control, Volume I, Corrosion Program and Corrosion Theory	NAVAIR 01-1A-509-1
Preservation of Naval Aircraft	NAVAIR 15-01-500
Support Equipment Cleaning, Preservation and Corrosion Control	NAVAIR 17-1-125
Inspection and Proofload Testing of Lifting Slings for Aircraft and related components	NAVAIR 17-1-114.1
Periodic Maintenance Requirements Manual, Lifting Slings for Aircraft and Related Components	NAVAIR 17-600-183-6-2

Chapter 8

Aeronautical Engineering Maintenance Management Manual	COMDTINST M13020.1
Supply Policy and Procedures Manual	COMDTINST M4400.19
Aeronautical Engineering Maintenance Management Process Guide	CGTO PG-85-00-110-A
The Naval Aviation Maintenance Program (NAMP)	OPNAVINST 4790.2

Chapter 9

Aeronautical Engineering Maintenance Management Manual	COMDTINST M13020.1
Supply Policy and Procedures Manual	COMDTINST M4400.19
Aeronautical Engineering Maintenance Management Process Guide	CGTO PG-85-00-110-A
The Naval Aviation Maintenance Program (NAMP)	OPNAVINST 4790.2

Chapter 10

Aeronautical Engineering Maintenance Management Manual	COMDTINST M13020.1
Supply Policy and Procedures Manual	COMDTINST M4400.19
Property Management Manual	COMDTINST M4500.5
Transportation of Freight Manual	COMDTINST M4610.5
Aeronautical Engineering Maintenance Management Process Guide	CGTO PG-85-00-110-A
The Naval Aviation Maintenance Program (NAMP)	OPNAVINST 4790.2

Chapter 11

Aeronautical Engineering Maintenance Management Manual	COMDTINST M13020.1
Supply Policy and Procedures Manual	COMDTINST M4400.19
Aeronautical Engineering Maintenance Management Process Guide	CGTO PG-85-00-110-A
The Naval Aviation Maintenance Program (NAMP)	OPNAVINST 4790.2

Chapter 12

Aeronautical Engineering Maintenance Management Manual	COMDTINST M13020.1
Supply Policy and Procedures Manual	COMDTINST M4400.19
Aeronautical Engineering Maintenance Management Process Guide	CGTO PG-85-00-110-A
The Naval Aviation Maintenance Program (NAMP)	OPNAVINST 4790.2