

7 JANUARY 2002



Maintenance

**18TH OPERATIONS GROUP, 18TH LOGISTICS
GROUP AND JOINT GROUP DIRECTIVES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 21-1, *Managing Aerospace Equipment Maintenance*. It establishes the requirement for 18th Operations Group Directives (OGDs), 18th Logistics Group Directives (LGDs) and Joint Group Directives (JGDs). It outlines the procedures for maintenance and administration of these directives. The purpose of these directives is to disseminate significant information and policy to appropriate levels within the group(s) on an as-needed basis. This enables commanders to take action and/or modify local procedures to meet changing mission needs. It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

SUMMARY OF REVISIONS

18 OG/LG QA is now referred to as 18 LG/QA. Para **1.1**. The words "Programs Manager" were added; the words "18 LG QA will assign numbers to LGDs" were deleted. The words "However, the initiating group will be responsible for writing, routing and publishing the JGD" were removed. Para **1.2**. The sentence "A Directive Read File will be established in each work center/section which will show the date when the directive was briefed plus name and initials of individuals present" was removed. **Attachment 2** and everything related to it was removed. Attachment 3 is now **Attachment 2**. New or revised material is indicated by a bar (|).

1. Responsibilities.

- 1.1. 18 LG Quality Assurance (QA) Programs Manager will maintain a master file containing all OGDs, LGDs and JGDs in effect. They will ensure appropriate distribution of all directives. QA will assign numbers to all directives.
- 1.2. Each element supervisor will maintain only the directives applicable to the work center and ensure all work center personnel read and understand their responsibilities as outlined in those directives.

2. Procedures.

- 2.1. Anyone in either group can propose an item to 18 LG QA for consideration to become a directive. Each directive will be prepared in accordance with (IAW) the format in [Attachment 1](#) and will be signed by the applicable commander(s). All JGDs will be signed by both commanders to become effective. Directives will be sent to the affected squadron maintenance officer (MA) or flight commanders.
- 2.2. Each OGD, LGD and JGD will reflect a sequentially assigned number by calendar year (e.g., 18 OG 98-00, 18 OG 98-01, and so on).
- 2.3. The contents of the directive binder will include:
 - 2.3.1. An AF Form 3126, **General Purpose**, laid out IAW [Attachment 2](#), or a copy of the OGD, LGD, or JGD index listing from the quarterly QA program report to serve as an index of directives applicable to that work center.
 - 2.3.2. A copy of each OGD, LGD, and JGD applicable to that work center.
- 2.4. A list of current OGDs, LGDs, and JGDs will be maintained on file and reviewed annually until updated or rescinded by the 18 LG Quality Assurance Programs Manager. A current index will be published in the QA Program Quarterly Summary.

GARY L. NORTH, Brigadier General, USAF
Commander, 18th Wing

Attachment 1

SAMPLE FORMAT DIRECTIVE PROPOSAL



18th Logistics/Operations Group Directive

DIRECTIVE NUMBER:

(DATE)

SUBJECT:

APPLICABLE TO:

ACTION:

RATIONALE:

(SIGNATURE BLOCK)

18 OG/CC and/or 18 LG/CC

