BY ORDER OF THE COMMANDER *15TH AIRLIFT WING INSTRUCTION 21-117*

02 JUNE 2004

Maintenance

CORE AUTOMATED MAINTENANCE SYSTEM PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 15 AMXS/MXOA
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Certified by: 15 AMXS/CC
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Pages: 18
Distribution: F

This instruction implements AFPD 21-1, *Air and Space Maintenance*. It establishes policies and procedures concerning the use of the Core Automated Maintenance System (CAMS), and establishes work center mnemonics and identification codes for use in the job data documentation (JDD) system, Reliability and Maintainability Information System (REMIS) reporting of man-hours, and other subsystems of the CAMS. This instruction also assigns manual event identification numbers (EIDs) for documenting all work actions performed on aircraft and associated equipment. It applies to all 15 ALW maintenance organizations that account and record maintenance actions in the Maintenance Data Collection (MDC) system.

1. CAMS Background Product Processing:

1.1. All recurring background products will be reviewed annually to ensure a valid requirement exists for products to be processed. If the requesting individual does not validate products, the products will be removed from the schedule and no longer processed.

1.2. Any new product requests must be submitted to the database management (DBM) office on the CAMS Background Reports memorandum (**Attachment 2**).

1.3. All nonrecurring background products will be processed in a timely manner.

1.4. Tenant units are responsible for processing their own background reports.

1.5. Tenant units will obtain training for processing background reports from the 15 AW DBM office.

2. Terminal Area Security Officer (TASO) Program:

2.1. TASO Appointment:

2.1.1. The squadron commander will appoint a primary and an alternate TASO per squadron.

2.1.2. Appointment letters (**Attachment 3**) will be submitted to 15 AMXS/MXOA.

2.1.3. Appointment letters must be updated annually and when changes occur.

2.1.4. Work center TASOs may be assigned by the squadron to assist the squadron TASO. However, they are not to be listed on the appointment letter.

2.2. TASO Responsibilities:

2.2.1. Terminal-ID assignment:

2.2.1.1. Each squadron and tenant unit will be assigned a block of terminal IDs (**Attachment 4**).

2.2.1.2. The TASO will assign one terminal ID per computer. If required, the TASO may assign more than one terminal ID to a computer (i.e. user requires DEMAND access).

2.2.1.3. The TASO must provide the 15 AW DBM office the computer Local Area Network (LAN) ID (ex: HIXXXXXXXXXX), building number, room number, Unit, CAMS work center mnemonic and office symbol for each terminal ID assigned to a computer.

2.2.1.4. The TASO must maintain an accurate list of terminal IDs assigned and provide this list to the 15 AW DBM office. TASO must review terminal ID listing annually for accuracy.

2.2.2. Terminal ID Reconciliation:

2.2.2.1. The 15 AW CAMS DBM office will initiate an annual reconciliation of the terminal IDs. The list must be validated and returned to the 15 AW DBM section.

2.2.2.2. When a new TASO is assigned, the outgoing TASO must complete a reconciliation of terminal IDs before turning over the assigned terminal IDs to the new TASO.

2.2.3. The work center TASO will direct any questions or problems to their squadron TASO. If the squadron TASO cannot resolve the problem they will contact the 15 AW DBM.

3. Subsystem Managers:

3.1. Subsystem Manager Appointment: An experienced individual from the respective CAMS subsystem must be designated in writing (**Attachment 5**). When there is no OPR as defined by the CAMS volumes assigned, the 15 AW DBM office (15 AMXS/MXOA) will serve as the subsystem manager.

3.2. Subsystem Manager Responsibilities:

3.2.1. Obtain training and responsibilities from the 15 AW DBM section once appointed.

3.2.2. Act as the point of contact for the 15 AW DBM section in matters concerning appointed subsystem and applicable CAMS Transaction Identifier (TRIC) security. Subsystem managers will grant or deny access to restricted screens to ensure only trained and authorized individuals receive access.

3.2.3. Act as the primary focal point for functional users to help them with screen usage within the subsystem. Report all suspected subsystem problems to the 15 AW DBM.

3.2.4. Distribute System Advisory Notices (SAN) and Heads Up Messages (HUM) sent from the 15 AW DBM to all users affected.

3.2.5. Point of contact for the 15 AW DBM section on the coordination of AF Form 1815, **Difficulty Report (DIREP) Worksheet**, SAN, HUM, and contingency plans.

4. Transaction Identifier Code (TRIC) Security: Users requiring access to restricted TRICs must complete the required authorization letter. The letter must first be sent to the Subsystem Manager for approval/disapproval. Once approved it will be forwarded to the 15 AW DBM section for update in CAMS.

5. CAMS Contingency Plan:

5.1. Upon notification of extended downtime (24 hours) or computer failure, all computer processing will cease. 15 AW DBM will coordinate with the Subsystem Managers, tenant unit DBM, and Oklahoma City Defense Enterprise Computing Center (DECC).

5.2. All CAMS users must:

5.2.1. Annotate their most current CAMS products until all updates are processed and a new product can be furnished by 15 AW DBM section.

5.2.2. Determine what minimum background products are needed to accomplish their mission and the frequency of their processing.

5.2.3. Establish manual backup procedures to document updates that affect safety during the computer system downtime period. This documentation will be used to verify that all transactions have processed correctly. Example manual backup procedures:

5.2.3.1. Screen snapshots of frequently used screens.

5.2.3.2. AFTO Form 349, **Maintenance Data Collection Record**.

5.2.3.3. Straight line input text file.

5.2.3.4. Locally developed forms.

5.3. The 15 AW DBM section will:

5.3.1. Advise the Operations Group and AMXS commander and staffs on system status.

5.3.2. Meet with all Subsystem Managers within 2 hours of the notification to discuss operations.

5.3.3. Coordinate all CAMS related processing with Oklahoma City DECC and other CAMS users on priority and frequency of processing.

5.3.4. Utilize the following data input priority list: ***NOTE:*** This priority list will be followed whenever CAMS is down for an extended period of time.

5.3.4.1. Debriefing.

5.3.4.2. Maintenance Operations Center (MOC).

5.3.4.3. Plans, Scheduling, & Documentation (PS&D).

5.3.4.4. Engine Tracking.

5.3.4.5. All others.

6. Manual EID Procedures:

6.1. Manual EIDs assigned to sections (**Attachment 6**) are used only when Core Automated Maintenance System is down or unavailable. Each section will be responsible for tracking manual job control numbers and logging them into CAMS when the system becomes available.

6.2. The EID for a specific action and work center will only be used for that one job.

6.3. All transient and red ball EIDs will be assigned by MOC according to section assignments.

6.4. Shop schedulers will assign EIDs for assigned shop equipment.

7. Work Center Codes:

7.1. All assignment of CAMS work center mnemonic codes and work center codes will follow directives published in TO 00-20-2 Appendix A. Current CAMS work center codes are established as listed in **Attachment 7**.

7.2. Any previous work center or mnemonic codes not identified in this OI will not be used.

7.3. Any required additions, deletions, or changes to CAMS work center codes must be coordinated through maintenance data systems analysis (15 AMXS/MXOA) and approved by Flight Superintendent. All requests for changes will be submitted in writing using the format in **Attachment 8**.

8. Deployable CAMS:

8.1. Units deploying and needing CAMS should notify 15 AMXS/MXOA at least two weeks prior to the date scheduled to leave.

8.2. If using INFOConnect, the 15 AW DBM section will configure an INFOConnect session on any laptop or desktop PC the user will be deploying with. If the deploying location will be providing computers, the host DBM will ensure the users have terminal IDs necessary to access CAMS.

8.3. If using CAMS GUI, the user will need to ensure that the applicable ports are open upon arrival at the deployed location. To accomplish this, the user will contact the NCC with a firewall access request. The static IP address of the computer will also be needed but can be requested at the same time as the firewall access. The ports requiring access and terminal ID's used to access CAMS GUI will be given to the user by the DBM prior to deployment.

9. Records Management: Maintain and dispose of records according to AFMAN 37-139, *Records Disposition Schedule*.

RAYMOND G. TORRES, Colonel, USAF
Commander, 15th Airlift Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 21-1, *Air and Space Maintenance*

AFMAN 37-139, *Records Disposition Schedule*

AF Forms

AFTO Form 349, **Maintenance Data Collection Record**

AF Form 1815, **Difficulty Report (DIREP) Worksheet**

Attachment 2

SAMPLE CAMS BACKGROUND REPORTS MEMORANDUM

(Squadron Letterhead)

(DATE)

MEMORANDUM FOR 15 AMXS/MXOA

FROM: SQUADRON/OFFICE SYMBOL

SUBJECT: CAMS Background Reports

1. Reoccurrence: Daily / Weekly / Monthly / Quarterly / Semiannual / Annual (select one)

2. The following is the list of requirements:

Squadron/CAMS Work Center Mnemonic

The date reports are required

Input images and screen numbers (i.e. report type, options, sort, and date range; depending on report input image)

Download location (i.e. Hifs002\15amxs_p\MXO_DBM\products)

3. This letter supersedes all previous letters, same subject. Point of contact for this letter is WORK-CENTER MANAGER, 449-XXXX.

NAME, RANK, USAF

Superintendent / Flight Chief

Attachment 3

SAMPLE TASO APPOINTMENT LETTER

(Squadron Letterhead)

(DATE)

MEMORANDUM FOR 15 AMXS/MXOA

FROM: CC

SUBJECT: Appointment of Terminal Area Security Officer (TASO)

1. The following personnel are appointed as Terminal Area Security Officers IAW Hickam AFB MOI XX-X AND AFCSM 21-556, VOL. 2:

Rank	First & Last Name	Office symbol	Duty phone
Primary:			
Alternate:			
Alternate:			

2. This letter supersedes all previous letters designating TASOs and/or alternates. This letter must be updated annually or if any changes occur per 15AWI21-117. Please contact _____ for any updates or corrections for this letter.

COMMANDER'S signature block

Duty Title

Attachment 4

TERMINAL ID ASSIGNMENT

15 AMXS	HIL7##
15 CS	HIL8##
56 ACOMS	HIL900-HIL930
PACAF CSS	HIL931-HIL960
25 ASOS	HIL961-HIL990
352 IOS	HIL991-HIL999
614 Space Ops	HIL799
Training Database	HIL8AG-8AM

Attachment 5

CAMS SUBSYSTEM OPRS*

SUBSYSTEM	AFCSM	VOL	OPR
Comprehensive Engine Management System (CEMS)	21-558	2	Engine Tracking
Automated Test Equipment Reporting System (ATERS)	21-559	2	Avionics
Maintenance Events Documentation (PS&D)	21-561	2	Plans, Scheduling and
Location Management Center (MOC)	21-562	2	Maintenance Operations
Job Data Documentation	21-563	2	All
Status and Inventory Reporting	21-564	2	MOC and PS&D
Operational Events	21-565	2	PS&D
Inspection and Time Change	21-566	2	PS&D
Equipment Transfer and Rehome	21-567	2	PS&D
Time Compliance Technical Order	21-568	2	PS&D
Personnel Management	21-569	2	Manning
Training Management	21-570	2	Maintenance Training Flight

Data Base Management	21-571	2	Analysis
Automated AFTO Form 781 Series (AMU) supervision	21-572	2	Aircraft Maintenance Unit
Automated Scheduling Module (ASM)	21-573	2	PS&D
Automated Debriefing	21-574	2	AMU supervision
Generic Configuration Status and Accounting System (GCSAS)	21-576	2	All
Egress Configuration Management	21-577	2	Egress
Product Quality Deficiency Reporting Program (AFREP)	21-578	2	Air Force Repair Enhancement
Maintenance/Supply Interface	21-579	2	AMU support section

* In unique situations where there is no OPR assigned, 15 AMXS Maintenance Analysis will serve as the subsystem manager.

Attachment 6

EID BY SECTION

SECTION	JCN
A6.1. CAMS	0001-3000
A6.2. Debrief	3000-3049
A6.3. Scheduling	3050-3079
A6.4. A0015	3150-3199
A6.5. A0065	3200-3299
A6.6. Support	3300-3340
A6.7. Life Support	3350-3360
A6.8. Aerospace Ground Equipment (AGE) Flight	
AGE Repair	4000-4009
AGE Delivery	4010-4019
AGE Non-Powered	4020-4029
AGE Support	4030-4059
A6.9. Munitions Flight	
Munitions	4700-4750
A6.10. Accessory Flight	
Electro/Environmental Shop	4420-4439
A6.11. Precision Measurement Equipment Laboratory (PMEL)	
PMEL	5101-5199

A6.12. Fabrication Flight	
Metals Technology	4500-4524
Aircraft Structural Maintenance	4525-4549
Nondestructive Inspection Lab	4550-4574
Survival Equipment	4575- 4599
A6.13. Airframe/Power Plant	
Engines	4225-4249
Pneudraulics	4460-4479
AR	4480-4499
A6.14. Fuels	
Fuels	4440-4459
A6.15. Maintenance Operations Flight	
MOC	5050-5100
A6.16. Quality Assurance	
QA	5000-5049
A6.17. Miscellaneous	
Cann Jobs	5200-5299
RPC	4130-4199
Transient	5200-5299

Attachment 7

WORK CENTER LISTING

A Unit – 15 AW Database (Gang 1)

Table A7.1. 15th Operations Group -- ORG ID: 0R11

W/C MNEMONIC	W/C CODE	TITLE
OGQA	A1100	OG Quality Assurance
OSX0	A1224	Wing Operations Plans
OSAT	A1223	Ramp Control Facility
OSAM	A1222	Flight Service Section
OSAC	A1221	Airfield Management
OSAS	A1220	Airfield Superintendent
OSA0	A1219	Airfield Operations
OSIN	A1218	Intelligence
OSOR	A1217	Flight Records
OSO0	A1215	Operations
DO00	A1214	Director of Operations
CSS0	A1030	Commander Support Staff
CCA0	A1212	Information Management
CC00	A1000	OSS Commander and Staff
HTRN	A6360	Training Dbase Wrkcntr
WTHR	A6350	Weather

Table A7.2. 15th Aircraft Maintenance Squadron (15 AMXS) -- ORG ID: 0R32

W/C MNEMONIC	W/C CODE	TITLE
DATA	A1010	Analysis/DBM
CONT	A1210	MOC
VIPS	A2100	Crew Chiefs
VIPA	A2101	Crew Chiefs
FUEL	A3320	Fuel Systems Shop
NDIN	A3170	NDI Shop
ELEN	A3330	Electrics/Environmental
QUAL	A1100	QA Supervision
SMET	A3130	Structural Repair
MTEC	A3120	Machine Shop
ALTD	AE410	Allied Trade
TRMA	A2520	Transient Maintenance
AWRM	A2330	AGE WRM inventory
DELV	A2340	AGE Delivery
REPA	A2350	AGE Repair/Inspect
AGES	A2360	AGE Supervision
FLTL	A3200	Engine Shop Flight Line
RERE	A3340	Repair/Reclamation
PNEU	A3340	Pneudraulics Shop
AMMO	A5200	Munitions
EMGR	A3200	Engine Manager
ORRM	A1030	CC Support Staff
MATC	A1230	Material Control
TRNG	A1020	Training Management

C Unit – 15 AW Database (Gang 1)

Table A7.3.

W/C MNEMONIC	W/C CODE	TITLE
SCSI	Y6999	Information Management
SCSV	77020	Base Visual Information Support
SCS0	Y6000	Chief, Support Flight
HANG	Y65A1	Hang Radio Main
LGNC	Y658N	Secure Comm Sys Maintenance
ECST	7658J	Executive Comm Support Team
HNCC	7658K	Network Control Center
NADM	7658L	Network Administration
NSVS	7658M	Internet Service
NINF	7658N	Infrastructure
ADPE	Y6203	AF Network Control Center
HPTF	Y659B	Patch & Test
HTCF	77004	Technical Control Operations
FSPT	77008	Flight Support
MGMT	77015	Info Sys Flight Leadership
HNTC	77019	Hickam Network Training Center
CSEC	77022	COMSEC Branch
WIAO	99000	Wing Info Assurance Office
TCTO	Y6102	TCTO
DOCS	Y6101	DOCS
CMED	77009	Global Command & Control
CMSJ	Y6200	Maintenance Control
SCMA	Y6100	Maintenance Support
CMGS	Y68WT	Reachback Section
CMGC	Y65AS	Globecom Station Main
SCXT	Y6000	Spectrum Management
CMGW	Y6590	Wideband Maintenance
CMGX	Y6590	Wideband Maintenance 2
CMGB	Y65AO	Base Radio Maintenance
CMGR	Y65AN	Radio Maintenance

W/C MNEMONIC	W/C CODE	TITLE
CMGA	Y6560	Cable/Antenna Maintenance
SCM0	Y6000	Chief, Mission Sys Flight
CMGL	Y6200	Land Mobile Radio
CMKF	Y6800	Base Weather Maintenance
CMKA	Y680D	DMSP Branch
SCMR	Y680P	Palehua Solar Observatory
SCMS	Y6100	Maintenance Support Office
SCMF	Y6100	Freq Management
SCMN	Y652C	Secure Comm System Mgmt
SCXP	77040	Programs & Architecture
SCXR	77041	Resource Management
CCSS	Y68WT	Commander Support Staff
CCQ0	77001	HQ Squadron Section
CCCD	7701A	Command Section

B Unit – 15 AW Database (Gang 1)

Table A7.4. 56 ACOMS -- ORG ID: 0R00

W/C MNEMONIC	W/C CODE	TITLE
CC00	B6000	Command Section
SCXP	B1220	SCX Plans Section
SCO1	B6700	W/C Command Section
SCO0	B6700	Flt Command Section
SCAO	B6700	Operations Support
SCAC	B6700	System Administration
SCMT	B6550	Switching Systems
SCMR	B65A0	Radio
SCMP	B4874	Power Production/HVAC
SCMS	B6590	Satellite
TRNG	B1710	Unit Training
SYSC	B1100	Systems Control
MATS	B6230	Material Control
JOBS	B1210	Job Control
SCNI	B6300	System Integration
SCNN	B6700	Network Control
SCNT	B1020	System Control

Table A7.5. 25 AS0S -- ORG ID: 0R70

W/C MNEMONIC	W/C CODE	TITLE
WXTR	66561	WX Equipment Maintenance
MAGE	B65C0	PPRO and Supply Element
MRCM	B65C0	Radio Maintenance Element

Attachment 8

SAMPLE WORK CENTER CHANGE REQUEST

(Squadron Letterhead)

(DATE)

MEMORANDUM FOR 15 AMXS/MXOA

FROM: SQUADRON/OFFICE SYMBOL

SUBJECT: Work Center Mnemonic Change Request

1. Request the following (addition, modification, deletion) be made to the CAMS work center mnemonic listing, IAW 15AWI21-117:

Current W/C Mnemonic	Requested W/C Mnemonic	ORG ID	Work Center Title
XXXX	XXXX	0R32	XXXXXXX

2. Provide brief justification or rationale for requested changes.

3. Point of contact is (Grade, Name, and Duty Phone).

NAME, RANK, USAF
Flight Superintendent