BY ORDER OF THE COMMANDER
HQ AIR FORCE FLIGHT TEST CENTER
(AFMC) EDWARDS AIR FORCE BASE CA 93524

AFFTC INSTRUCTION 99-4

26 May 1998

Test and Evaluation

FLIGHT TEST CENTER DEFICIENCY REPORTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 412 TW/TSSR
(James Wells, DSN 525-9188)
Certified by: 412 TW/TS (Jim Papa)
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This instruction implements technical order (TO) 00-35D-54, *USAF Deficiency Reporting and Investigating System; Air Force Instruction* (AFI) 21-118, *Improving Aerospace Equipment Reliability and Maintainability;* AFI 99-101, *Development Test and Evaluation;* AFI 99-102, *Operational Test and Evaluation;* for test activities conducted by the Air Force Flight Test Center. Deficiency reporting on fielded operational aircraft is also addressed. Specific detail and guidance are in the TO. This instruction specifies implementing responsibilities as established by the TO; outlines procedures for document flow, technical review, and validation for all Deficiency Reports (DRs); discusses the Watch Item (WIT) tracking system concept; and specifies the working relationship between development and operational test and evaluation (DT&E/OT&E) teams evaluating weapon systems. This instruction also specifies Center organization responsibilities in addition to those described in the TO.

SUMMARY OF REVISIONS

Changes Service Report (SR) and Product Quality (PQDR) terminology to DR in accordance with TO 00-35D-54; updates references to organizations; updates references to forms; establishes 412 TW/TSSR as an AFFTC advisory organization for the DR process; changes focus of this instruction from test organizations only to include the logistics group; this revision is extensive and should be read in its entirety.

1. General. The DR is the USAF action document used for identifying, reporting, and resolving deficiencies on military systems.

2. Scope. In general, DRs will be submitted on systems and munitions under test, in operational transition, or undergoing modification. “System” includes the total system, major system, subsystem, support

Report Documentation Page

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equipment, software, general service administration assets, and defense contract management office assets. DRs should be submitted on items which fail to meet military standards, specifications, contractual requirements, operational requirements (lack of equipment, features, capabilities, etc.), or the initial acceptance requirements of new test vehicles. A DR should also be submitted when failure is not suspected, but an investigation is needed. DRs should be submitted on all test programs, even if no corrective action is anticipated. Such documentation provides valuable program history and research data to support present and future program development and acquisition management decisions. DRs will be submitted to the appropriate Information Central (INFOCEN) database via approved automated means (core automated maintenance system [CAMS], reliability and maintainability information system [REMIS], tactical interim CAMS and REMIS reporting system [TICARRS], TELNET, etc.). When these media cannot be used, alternative methods may be used. Non-test organizations may use a local work sheet developed by the screening point, while test organizations may use facsimile or other reporting method. All alternative methods must be approved by the Program Manager (PM). Locally generated forms are required to have form numbers. Attachment 1 shows a sample locally generated work sheet.

3. Responsibilities.

3.1. 412 TW/TSSR. This instruction establishes 412 TW/TSSR as the Center advisory office for DRs. As an advisory office, 412 TW/TSSR will provide the following services:

3.1.1. Assist test organizations in establishing and maintaining DR systems.

3.1.2. Establish and maintain a documentation library of both test and non-test organization DR systems; including examples of operating instructions, handbooks, forms, worksheets, etc.

3.1.3. Establish and maintain a listing of all DR Screening Points at the Center.

3.1.4. Present a DR briefing to each Test Pilot School class as part of their mandatory curriculum. In addition, will present this (or similar) DR briefing to appropriate requesting organizations.

3.2. Test Organizations. The designated Responsible Test Organization (RTO) screens and submits DRs during weapon system testing. The RTO also prioritizes and tracks the status of released DRs. Early in test planning, the test organization will consult the Program Office (PO) when determining the transfer of DR responsibility from the test organization to a non-test organization for both modified and non-modified assets. AFFTC project managers will ensure the test organization stresses the importance of timely identification and validation of deficiencies. The test organization may be a combined or joint test force, test team, or organization element responsible for test and evaluation.

3.3. Non-Test Organizations. The 412 LG/LGQA is the designated organization and screening point for all DRs within the AFFTC aircraft maintenance complex which do not have a test organization screening point. Deficiency reporting through 412 LG/LGQA applies primarily to fielded operational systems and general support equipment, but may also be used for systems or components in test. However, all anomalies identified on fielded operational systems, which are test assets/components, will be directed to the appropriate test organization screening point. The responsible screening point organization will be determined prior to the beginning of test or operation of the system. 412 LG/LGQA will carry out its screening point responsibilities in accordance with TO 00-35D-54, Chapters 1, 3, 4, 6, and 7.

4. Procedures.

4.1. General. The administrative processes for DRs submitted by both test and non-test organizations are shown in Attachment 2. Small programs testing one-of-a-kind items will use the same basic reporting procedures; however, they may be simplified. Each test organization must establish a reporting system which permits the review and approval of all submitted DRs. Detailed definitions and procedures are contained in TO 00-35D-54. The PO is the contact point for receipt and control of all deficiencies, including those concerning government-furnished property. The PO is the action point and determines the support points.

4.2. Forms. The following forms apply to the DR system:

4.2.1. AFFTC Form 5361, **Watch Item /Deficiency Report Worksheet**. This form is used to document a Watch Item (WIT) and to prepare a DR. Refer to Attachment 3 for a sample of and guidance on how to use the worksheet. Other methods, such as computerized formats, may be used to document WITs and DRs.

4.2.2. AFFTC Form 5474, **Watch Item/Deficiency Report Validation**. This form is used to accompany the final DR for test organization signature and release. Refer to Attachment 4 for a sample and guidance on how to use the validation form. A similar form may be used depending upon the needs of the test organization.

4.2.3. For non-test organizations, the following forms must accompany defective assets to supply. These forms are in addition to any other forms that are normally required.

4.2.4. DD Form 1575, **Suspended Tag - Material**, 2 each.

4.2.5. Screening Point Local Worksheet (when an AFFTC Form 5361 was not used).

4.2.6. AFTO Form 350, **Repairable Item Processing Tag**.

4.2.7. DD Form 2332, **Product Quality Deficiency Report Exhibit**, two each.

4.3. Control and Administration. For test organizations, control and administration of the DR system is the overall responsibility of each Test Director. For non-test organizations, control and administration of the DR system is the responsibility of the Product Improvement Manager (PIM).

4.3.1. AFFTC Control. For test organizations, each organization will develop an Operating Instruction (OI) for its DR system. To standardize the basic approaches and ensure the intent of TO 00-35D-54, each set of procedures should be submitted to 412 TW/TSSR, and to AFOTEC Det 5 when there is OT&E activity, for comments and consultation before initiation of the DR system. The commanders of the DR reporting organizations should be cognizant of DR systems managed by personnel from their respective organizations. For non-test organizations, AFFTC control will be governed by TO 00-35D-54. These tasks will be performed by 412 LG/LGQA.

4.3.2. Suspense. All DRs will be submitted within time constraints established by TO 00-35D-54. DR system reporting consists of the following two basic types of reports, whose suspense start from the date the deficiency is discovered. The TO defines date discovered as “the date the problem was discovered or a WIT was confirmed to warrant a DR.”

4.3.2.1. Category I DRs. Deficiencies which would cause death, severe injury, or severe occupational illness; cause major loss or damage to equipment or a system; or restrict combat or operational readiness should be classified as a Category I DR. Suspension of testing due to

safety of flight may be considered. Full impact of the problem should be included to the extent known. Due to the critical nature of Category I DRs, use of telecommunication facilities is authorized within security constraints of the program. Serious safety hazards should be reported immediately by telephone or facsimile. If electrical transmission facilities are not immediately available, DRs should be submitted by telephone or radio message with formal confirmation as soon as practical. Category I DRs are required to be released within 2 workdays after discovery of the deficiency. Serious safety hazards should be reported immediately by telephone or facsimile. INFOCEN E-mail may also be used as a backup. When Category I DRs pertain to safety or safety of flight issues, they will be coordinated with the local safety office and designated addressees shall be notified IAW chapter 7 of the TO.

4.3.2.2. Category II DRs. Category II DRs should cover all other deficiencies. A deficiency should be classified as a Category II DR if resolution of a problem is not required immediately. Release Category II DRs within 13 workdays after discovery of the problem.

4.3.3. Screening Point. The screening point functions will be performed IAW TO 00-35D-54, chapter two. The screening point has overall management responsibility for the WIT/DR program within the organization. Areas of responsibility include validation procedures, clearance, control and release. The screening point will perform the following duties:

4.3.3.1. Develop or ensure development of specific procedures pertaining to WITs and DRs for the test organization.

4.3.3.2. Act as the focal point for the DR system:

4.3.3.3. Ensure that WITs and DRs appropriately document reportable conditions.

4.3.3.4. Attend PO materiel improvement project review board meetings as required.

4.3.3.5. Open and maintain communication with PO contact points.

4.3.3.6. Provide direction in prioritizing DRs.

4.3.3.7. Aid in the decision-making process concerning release of DRs.

4.3.3.8. Convene T&E Review Boards, if necessary.

4.3.3.9. Ensure that WIT/DR-pertinent administrative tasks are accomplished.

4.3.3.10. Supervise the DR clerk.

4.3.3.11. Ensure appropriate validation of DRs.

4.3.3.12. Address activities at deployed locations such as climatic test sites.

4.3.3.13. Otherwise ensure appropriate release, distribution, transmission, filing, and exhibit control of DRs.

4.3.4. WIT Tracking System. The WIT tracking system is a subset of the DR process used during DT&E/OT&E. Whenever an actual or potential deficient condition occurs, the condition should be addressed with a WIT in order to monitor the condition prior to releasing a DR. WITs will neither preclude nor replace the DR process. Conditions that warrant a Category I DR will be submitted immediately, with supplemental information provided as necessary. WITs that are in an open or unresolved status at the end of a T&E phase will be reconciled by submission of a DR, or closed as WITs. Not all WITs will be reported as DRs. The screening point will use tracking, validation,

ranking procedures, and a T&E deficiency review board to ensure all conditions and WITs are evaluated, appropriately submitted, and monitored.

4.3.5. Administration. For test organizations, the screening point will manage the daily administrative tasks. On major programs or in large test organizations, a full-time DR clerk may be required. For non-test organizations, the PIM office will manage the daily administration tasks for DRs.

4.3.6. Operating Instruction. Each test organization will develop written DR procedures to document those procedures that are peculiar to their specific program, such as deployment, unusual management arrangements, etc. Each test organization will submit a copy of its OI to 412 TW/TSSR for incorporation into their DR information library. Examples of OIs can be obtained from 412 TW/TSSR. Non-test organizations may either develop OIs or follow instructions addressed in TO 00-35D-54.

4.4. Validation. For test organizations, each DR validation sheet will be coordinated and signed by all participating government test personnel (engineering, operations, maintenance, logistics, management, etc.) to obtain a general consensus of the DT&E/OT&E test organization. AFFTC Form 5474 should be used to ensure proper validation. Special colored cover sheets may be used to identify DRs relative to other paperwork (except for classified DRs which must be covered by appropriate sheets), to differentiate DR category and to aid in timely submission. A local DR review board may be established to aid in the overall process. The test organization may interact directly with contractor personnel for unofficial discussion of potential problems unless directed not to do so by the PO. For non-test organizations, the PIM office validates DRs.

4.5. Communication. Lines of communication are outlined in TO 00-35D-54, chapters 1, 3, and 4. Lines of communication will be opened and maintained with PO personnel. Notification of forthcoming Category I DRs will be provided over telephone to the DR contact point and engineering or test personnel at the PO no later than 24 hours after discovery. All safety and safety-of-flight-related DRs should be coordinated with the local safety office.

4.6. Release. For test organizations, the Combined Test Force (CTF) director, squadron commander, or equivalent person will release all DRs. During joint AFFTC/AFOTEC test programs, DRs may be signed and released by either the CTF director or the OT&E director after validation. Any disagreement with submittal will be noted in the report. For non-test organizations, the PIM office IAW TOs 00-35D-54 and TO 00-25-115, *Logistics Maintenance Engineering Assessments* will release DRs to the appropriate ALC/SPO.

4.7. Distribution. Distribution is addressed by TO 00-35D-54, chapter 4. Copies of released DRs will be made available to all participating test organizations. All off-base distribution will be in accordance with a PO-coordinated list.

4.8. Transmission. DRs are transmitted per instructions outlined in TO 00-35D-54. Category I reports will be transmitted with a priority precedence and Category II reports with a routine precedence. Reports containing classified, source selection sensitive, competitive prototype, proprietary, or other sensitive information will be handled in accordance with AFI 31-401, *Managing the Information Security Program;* AFI 33-112, *Automatic Data Processing Equipment Management;* AFI 33-113, *Telecommunications Center and Data Processing Centers Management;* and any other appropriate regulations. The PO will determine the method of transmittal for this information. Procedures for release of Category I DRs during other that normal duty hours should be addressed with the PO.

4.9. Filing. The screening point will maintain DR files in accordance with AFMAN 37-139, *Records Disposition Schedule,* AFI 31-401, and appropriate regulations governing source selection sensitivity. In addition to the original signed and released DR, all sources from which the final DR was derived should be retained. The DR file, containing the WIT/DR worksheet, validation sheet, message form, other pertinent information, and all responses should be retained until otherwise directed by the PO.

4.10. Exhibits. Exhibit handling and processing are outlined in TO -00-35D-54, chapter six. Exhibits provide further detail of a problem. They include not only failed/malfunctioned components, but also photographs, drawings, illustrations, computer tapes and memory dumps, video tapes, etc. The importance of these items to assist the evaluation of certain DRs cannot be overemphasized.

4.11. T&E Review Board. The T&E Review Board will review WITs, which may become DRs, determine the prioritization of DRs, and review the status of released DRs. The T&E Review Board will be convened by the DT&E/OT&E screening point, chaired by the DT&E/OT&E Test Directors, and staffed by T&E personnel.

4.12. Materiel Improvement Project Review Board. A Materiel Improvement Project (MIP) is a planned effort to investigate and resolve deficiencies or to evaluate proposed enhancements. During T&E, whenever the action point agrees submittal criteria have been met and an investigation is required, a MIP number will be assigned. Disagreements will be evaluated at the next highest level. DRs determined to be out of scope should receive investigation adequate to ensure appropriate resolution.

4.12.1. A MIP Review Board (MIPRB), a PO function, will be used to review and close all MIPs during T&E. If a board cannot meet in person, the intent of the MIPRB shall be maintained.

4.12.2. MIPRB activities include evaluating the recommended resolution, providing direction for additionally required actions, and MIP closure when all required actions are completed. The MIPRB reviews the status of DRs in work by the action/support point, classifying the MIP as open, awaiting fix verification, or closed.

4.12.3. MIPRB membership will include appropriate representatives from each functional area within PO, the test community, using command, and support points. All members should be able to speak and commit for their organizations. The action point and screening point are normally present. Closure of Category I and high priority Category II DRs agreed to by the test directors will be forwarded to senior level management within the test agencies.

4.13. Reporting. Every DR submitted during test will be listed in an appendix of the appropriate technical report (TR) or technical letter report (TLR). Presentation of the full text of the DR may be appropriate if space permits. Appearances in multiple reports are appropriate when the DRs cross discipline lines. Reporting in TRs and TLRs facilitates preservation of the historical record and promotes solution of weapon system deficiencies discovered during T&E.

4.14. Briefing. DR metric information will be briefed as part of Test Wing Activity Report (TWAR). This information will be forwarded by all DR-generating organizations to 412 TW/TSSR for inclusion in that report. The format and reporting periods of the requested DR metric information, as well as changes to them, will be provided in writing by 412 TW/CC.

4.15. Formal Feedback. Formal feedback requirements are outlined in TO -00-35D-54, chapter 4. Action status feedback, requested by the PO, is provided by message and through the use of the computerized Material Improvement Project (MIP) Status Report or equivalent manual system. Each test

organization will review the feedback and take further action if requested, and forward information or comments to the PO if necessary.

4.16. Computerized Management Information System (CMIS). For test organizations, it must be determined early in the program if the PO intends to use a computerized system for DR management. If a CMIS is used, the test organization should develop a means of interfacing with the system to determine PO actions and status. Test agencies involved with a large number of deficiencies should use an AFFTC computerized system to independently track WITs and DRs regardless of the PO system. Test organizations will submit documentation of their systems to 412 TW/TSSR for incorporation into their DR information library. For non-test organizations, DRs will be automated under the CAMS/TICARRS or GO21 database.

4.17. Deviations/Waivers. Requests for deviations and waivers for TO 00-35D-54 must be IAW the TO, chapter 1.

5. AFFTC Focal Point. 412 TW/TSSR will serve as the Center focal point for deficiency reporting. 412 TW/TSSR will also serve as the the focal point for interpreting, updating, or giving other consideration to TO 00-35D-54, regarding deficiency reporting, on systems and munitions under test, in operational transition, or undergoing modification. 412 LG/LGQA will serve as the focal point for interpreting, updating, or giving other consideration to TO 00-35D-54 on non-test assets.

6. Forms Prescribed.

6.1. AFFTC 5361.

6.2. AFFTC 5474.

RICHARD L. ENGEL, Major General, USAF
Commander

Attachment 1

LOCALLY GENERATED DEFICIENCY REPORT WORKSHEET

I20. SUBJECT: _____.

I50. ORIGINATOR ORGANIZATION & OFFICE SYMBOL: _____,

EDWARDS AFB CA 93524 (SQD/OFF SYMBOL)

I52. ORIGINATOR NAME, DSN AND DATE SUBMITTED: _____, _____,

(NAME) (RANK)

DSN___-____, (805) ___-____, _____.

(YYYYMMDD)

I60. REPORT CATEGORY: _____. (Cat I or II)

I90. MISHAP/HAP CONTROL NUMBER: _____.

I95. CPIN: _____.

I100. NSN: _____.

I110. NOM: _____.

I120. DATE OF DISCOVERY: _____.

(YYYYMMDD)

I140. MFG/OVHL NAME, CITY, STATE. _____

_____.

I150.MFG/OVHL TRC CODE: _____.

I165.SHIPPER/CITY/STATE: _____

_____.

I170. MFG PART NUMBER: _____.

I180. SER/LOT/BATCH NUMBER: _____.

I190. CONTRACT NUMBER: _____.

I200. REQUISITION NUMBER: _____.

I205. GOVT BILL OF LADING: _____.

I210. NEW OR REPAIRED: _____.

I220. DATE MFG/REPAIRED/OVERHAULED: _____.

(YYYYMMDD)

I230. OPERATING TIME AT FAILURE: _____.

I235. GOVERNMENT FURNISH EQUIP: _____ (Yes or No)

I260. AIRCRAFT TIME AT FAILURE: _____.

I266. QTY RECEIVED: _____.

I268. QTY INSPECTED: _____.

I270. QTY DEFICIENT: _____.

I280. END ITEM MDS: _____.

I290. END ITEM SN: _____.

I300. NHA NSN: _____.

I302. NHA NOM: _____.

I304. NHA PN: _____.

I306. NHA SN: _____.

I310. UNIT COST: $ _____.

I315. ESTIMATED REPAIR COST: $ _____.

I320. TEM UNDER WARRANTY: ____ (Yes/No/Unknown)

I1140. WARRANTY EXPIRATION DATE: _____.

(YYYYMMDD)

I330. WUC: _____.

I360. SRD: _____.

I365. JCN: _____.

I370. MAJCOM/ACTIVITY CODE: _____.

I380. COUNTRY: _____.

1430. EXH HOLD STATUS: _____

A HOLDING FOR NN CALENDAR DAYS

B RELEASED FOR INVESTIGATION

C RETURNED TO STOCK OR DISPOSED OF

D REPAIRED

E OTHER (Explain) _____

_____.

I440. HOLDING ADDRESS: _____ EDWARDS AFB CA 93524-6325.

I340. DETAILS/PROBLEMS SUMMARY:

(A). CIRCUMSTANCES PRIOR TO DIFFICULTY: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(B). DESCRIPTION AND CAUSE OF DIFFICULTY: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(C). ACTION TAKEN OR RECOMMENDED: _____

_____

_____

RECOMMEND AN INVESTIGATION BE CONDUCTED TO DETERMINE THE CAUSE OF THIS DEFICIENCY.

Attachment 2

DR SUBMISSION ADMINISTRATIVE PROCESS

ORIGINATING POINT	SCREENING POINT	ACTIONPOINT	SUPPORT POINT
Discovers and identifies deficiency	Certifies validity, completeness, and accuracy of DR. Researches and completes draft as required.	Receives DRs.	Provides disposition instructions to the screening point at the request of the action point.
Determines if noted condition meets submittal criteria.	Assigns report control number, processes any exhibit(s), and submits DR.	Performs incoming administrative functions as appropriate.	Performs investigation.
Prepare draft DR and forward to screening point.	Monitors the DR in INFOCEN or other media.	Ensures INFOCEN data base is updated with all actions.	Determines if corrective action is required.
Identifies and secures DR exhibit as required.	Follows up on DR after release as required.	If no investigation is required, administratively closes DR with rationale.	Disposes of exhibit.
Helps screening point as requested.		If an investigation is required, assigns a MIP number and ensures the investigation is performed, recommended solution is evaluated, and need for corrective action is identified by support point.	Provides shipping information to the action point.
		Provides administrative support for MIPRB as required.	
		Ensures closure meets closing criteria.	
		Ensures exhibit disposition is made as appropriate.	

Attachment 3

AFFTC FORM 5361, WATCH ITEM/DEFICIENCY REPORT WORKSHEET (PAGE 1)

Use of AFFTC Form 5361

One copy of the worksheet will be prepared by whomever discovered or is knowledgeable of the problem. The screening point will control the completed worksheets, treating them as “official use only.” Reproductions of completed forms may be made for transitory backup during routing or for reference within the organization. When documenting the WIT, any potentially relevant information should be included since the full extent of the problem is frequently not initially known. Further information should be added as it becomes available. Successive iterations of the worksheet may be required, particularly if the WIT is to be upgraded to a DR. If a new worksheet must be filled out due to extensive technical revision, the previous worksheet should be attached to provide a history of problem documentation. When preparing a DR, sufficient detail must be provided to give the action point a complete understanding of the deficiency and should include the impact, degree of hazard, and reason for correction.

WATCH ITEM/DEFICIENCY REPORT WORKSHEET

(See Instructions on Reverse)

1. TITLE	2. ORIGINATOR
FCC Restart on ACM/STT to TWS Transition	Charlie Clark/6794

3. CONTROL NO.

WIT NO.	WIT STATUS/DATE	DR NO.	DR CAT	CLASS/SENSITIVITY
258 1121	Dropped 6-20-85	None		UNCLASS FOUO
WIT PRIORITY: 7-Degrades Mission		DR DATE	DR RANK	

4. SYSTEM ID

NOMENCLATURE	S/W SUBSYSTEM/OFP NO.	FLT NO./PILOT	TEST NO./RUN NO./TIME
Enhanced Fire Control Computer	FF05D FP03 FF05H	MFT FLT 557 411 813 501 813 483	TIS FA-1137 25.05.00 17.44.11 21.50.00
NEXT HIGHER SUBSYSTEM			
OTHER RELATED SUBSYSTEM			
END ITEM *(Mail No -)*			

5. DR INFO *(Record other than additional info on reverse)*

MFR	HAZARD CODE *(Check one)*	SUBJECT AND IMPACT AREAS
PART NO.	☐ CATASTROPIC ☐ MARGINAL ☐ CRITICAL ☐ NEGLIGIBLE	
SERIAL NO.	CORRECTION CATEGORY *(Check one)*	
WUC	☐ MISSION ESSENTIAL ☒ MISSION ENHANCE ☐ DEGRADES MISSION ☒ FLIGHT TEST ONLY	

6. DETAILS (Continue on Reverse if needed)

The FCC restarted with an MFL (FCC 135:fixed poing overflow) when transitioning from ACM/STT to TWS.
UPDATE: System time jumped--may have caused MFL>
UPDATE: Two auto-restarts occurred when attempting to designate a non-priority target in TWS Manual.
UPDATE: The FCC auto-restrted twice inflight. Freq FCC fails are unacceptable in an operational environment because they necessitate pilot action to restart avionics parameters (IP steerpoint, TWS) that have been set on the ground. If an auto-restart occurs near the IP steerpoint the pilot is forced to go heads-down to reset the IP number. This would add to workload when flying low-level and interfere with mission tasks.

RECOMMENDATION (Continue on Reverse if Needed)(

Preclude all erroneous FCC auto-restarts

8. ACTIONS TAKEN/RESOLUTION (Continue on Reverse if Needed)	9. TRACKING NO.
GD Tracking - to be corrected in 25B ofp's. WIT DROPPED/FIXED -verified 20 Jun 85	GD STAR T00580

AFFTC Form 5361, Jul 97 (EF) (PerFORM PRO) **Previous Edition is Obsolete**

WATCH ITEM/DEFICIENCY REPORT WORKSHEET

One copy of the worksheet will be prepared by whomever discovered or is knowledgeable of the problem. The screening point will control the completed worksheets, treating them as "official use only." Reproductions of completed forms may be made for transitory backup during routing or for reference within the organization. When documenting the WT, any potentially relevant information should be included since the full extent of the problem is frequently not initially known. Further information should be added as it becomes available. Successive iterations of the worksheet may be required, particularly if the WT is to be upgraded to a DR. If a new worksheet must be filled out due to extensive technical revision, the previous worksheet should be attached to provide a history of documentation. When preparing a DR sufficient detail must be provided to give the action point a complete understanding of the deficiency and should include the impact, degree of hazard, and reason for correction.

(CONTINUATION)

AFFTC Form 5361 (Reverse)

Attachment 4

AFFTC FORM 5474, WATCH ITEM/DEFICIENCY REPORT VALIDATION

Use of AFFTC Form 5474

The purpose of this form is to ensure a consensus of WIT/DR content by appropriate disciplines within the organization. The form may be attached to a WIT and routed to provide awareness of the WIT and to collect pertinent information, but the primary use is intended for DRs. One copy of this form should be attached to the WIT/DR worksheet. The screening point should indicate the OPR on the left side of the "Routing" column and indicate which disciplines should validate the DR. A DR will normally be prepared in the final format when all appropriate validating disciplines have coordinated in the "Draft" column and the OPR has addressed all questions/comments. If extensive changes are subsequently made, the "Revision" column may be used. When the DR is prepared in the final message format, the "DR Release Concurrence" block should be used to coordinate. The "Review Board" block may be used for controversial DRs. The screening point, section chiefs, and organization director(s) will convene to discuss the WIT/DR. The final outcome will be noted on the validation form.

WATCH ITEM/DEFICIENCY REPORT VALIDATION

WIT NUMBER	DR CONTROL NUMBER	SUSPENSE DATE	CLASS/SENSITIVITY
86 MXCC1	I-861037-F16CTF (MSIP)	14 MAY 86	UNCLAS FOUO
OPR SECTION	**ORIGINATOR**	**PRIORITY**	**OTHER**
MAINTENANCE	GARY GRIEB X6595	NOT ASSIGNED	2MX001.1

ROUTING		DRAFT (Initials/Date)	REVISION (Initials/Date)	DR RELEASE CONCURRENCE (Initials/Date)
X	SECTION SUPERVISION			OPR
X	SCREENING POINT			SCREENING POINT
V	AIRFRAME/SUBSYSTEM ENGINEERING			OTHER
I	AVIONICS/ARMAMENT/ RADAR ENGINEERING			OT&E DIRECTOR
V	HUMAN FACTORS ENGINEERING			DT&E DIRECTOR
-	MAINTENANCE			REVIEW BOARD
-	PERF/FLYING QUALITIES ENGINEERING			
-	PILOTS/ NAVIGATORS			
-	PROPULSION			
I	SYSTEM EFFECTIVE R&M ENGINEERING			
X	OTHER			
V	OTHER			
X	DEPUTY FOR ENGINEERING			
X	DEPUTY DIRECTOR			
X	SCREENING POINT			

REMARKS (Continue on Reverse if Needed)

ROUTING SYMBOL KEY (as used in this example)

X = mgt signature (or non-AF)
I = info only (separate cy)
V = OPR (usually same as originator)
- = no action

AFFTC Form 5474 Jul 97 (EF)(PerFORM PRO) Previous versions are obsolete

WATCH ITEM/DEFICIENCY REPORT WORKSHEET

One copy of the worksheet will be prepared by whomever discovered or is knowledgeable of the problem. The screening point will control the completed worksheets, treating them as "official use only". Reproduction of completed forms may be made for transitory backup during routing for reference within the organization. When documenting the WT, any potentially relevant information should be included since the full extent of the problem is frequently not initially known. Further information should be added as it becomes available. Successive iterations of the worksheet may be required, particularly if the WT is to be upgraded to a DR. If a new worksheet must be filled out due to extensive technical revisiion, the previous worksheet should be attached to provide a history of problem documentation. When preparing a DR sufficient detail must be provided to give the action point a complete understanding of the deficiency and should include the impact, degree of hazard, and reason for correction.

(CONTINUATION)

AFFTC Form 5361 (Reverse)