



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AERONAUTICAL SYSTEMS CENTER (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE OHIO

BULLETIN
AWB-001
12 AUGUST 2010

USAF Airworthiness Bulletin AWB-001

Subject: Procedures for Documenting and Implementing USAF Airworthiness Bulletins

Attachments: (1) Glossary of References and Supporting Information
(2) Bulletin Template

- 1. Purpose:** Airworthiness Bulletins (AWB) implements the U.S. Air Force airworthiness policy and instruction, while providing the detailed procedures and activities required for airworthiness certification. Bulletins must be written as mandatory instructions to be followed by the reader. This bulletin also provides formatting and writing instructions to authors of USAF AWB. The USAF Airworthiness Management Steering Group (AMSG), chaired by the Technical Airworthiness Authority (TAA) for the USAF, is responsible for ensuring that all procedures, practices, and requirements necessary to implement airworthiness processes in accordance with [Air Force Policy Directive \(AFPD\) 62-6, USAF Airworthiness](#), and [Air Force Instruction \(AFI\) 62-601, USAF Airworthiness](#), are documented and disseminated.
- 2. Office of Primary Responsibility (OPR):** ASC/ENSI. If you need clarification, find deficiencies or want to suggest improvements to this bulletin, please email the ASC/ENSI Mailbox (ASC.ENSI.Mailbox@wpafb.af.mil).
- 3. Format and content:** AWB must be written as instructions supplemented by guidance as appropriate. This is achieved through the use of words and phrases such as shall, must, mandatory, “required for,” “have/has to,” and etc. To assist in furthering the reader’s understanding, the author is allowed limited use of guidance material or statements in the document. Guidance in the document is limited to examples or demonstrations of concepts and has to be clearly marked or identified for the reader. Bulletins utilize a standard format (illustrated by Attachment 2) providing a statement of purpose, procedure, practices and requirements. Bulletins are issued under the signature of the USAF TAA following review and coordination by all USAF AMSG members. The following subparagraphs provide instructions for each section of the bulletin format:

- a. **Bulletin number.** Each bulletin has a unique identification number, issued by the USAF Airworthiness Board. These numbers facilitate database tracking and identification of bulletins. The bulletin number and date are placed in the header of the first page. The numbering convention is as follows:

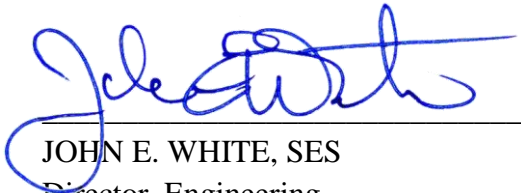
AWB – xxxR

Where: “xxx” is a sequence number issued by the AMMSG
 “R” designates the document revision

The initial version of a bulletin will not have a revision designator; subsequent revisions will be designated as xxxA, xxxB etc. Revised documents will indicate the superseded document (see the document header in Attachment 2, Figure 1).

- b. **Subject.** Concise title for the bulletin.
- c. **Attachments.** Provide attachments when guidance is more appropriately formatted in stand-alone information than in the requirements/procedures section. Policy documents, important acronyms and definitions referenced in the bulletin will be listed in the first attachment titled “Glossary of Reference and Supporting Information” (Attachment 1) and formatted as shown in the Bulletin Template (Attachment 2, Figure 2).
- d. **Purpose.** This short paragraph is an overview of the bulletin. It should describe who is expected to use the bulletin and how it fits into the “big picture” of USAF airworthiness procedures.
- e. **Office of Primary Responsibility (OPR).** List appropriate organization and Mailbox for the process/activity (e.g., ASC/ENSI).
- f. **TBD Titles(s).** This is the main body of the bulletin. It is one or more paragraphs (and subparagraphs) that describe the key elements of the bulletin purpose. The text is justified (i.e., both left and right). Paragraph titles will be determined entirely by the topics to be addressed by the bulletin. Likewise, the number of paragraphs/subparagraphs, length of text, illustrations, tables, and other aspects of document formatting will also be dictated by clear communication of bulletin topics. For illustrative purposes, it may be convenient to include some material as attachments, e.g., process flow charts and templates. This is particularly applicable when a key purpose of the bulletin is to convey a specific form or document template.
4. **Development and Approval.** Draft bulletins will be submitted to ASC/ENSI for review by ASC/EN Technical Directors. Bulletins endorsed by the ASC/EN Technical Directors will be forwarded to the AMMSG members for review and comments prior to approval and signature by the TAA.

- 5. Publication.** Bulletins are published electronically with appropriate distribution statements using PDF format to prevent unauthorized modifications. Bulletins will be posted to the USAF Airworthiness SharePoint website and Air Force Knowledge Now (AFKN) Community of Practice (CoP) (see attachment 1). In addition, electronics copies will be emailed to Engineering Directors and Directors of Engineering at all AFMC Centers, and HQ AFMC/EN. The Airworthiness SharePoint website and CoP will include an index of AWB, indicating whether they are in final form or in development. For bulletins not in “final” status, their position in the index will reflect the priority for their development as determined by the AMSG.



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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 62-6, *USAF Airworthiness*, 11 June 2010

AFI 62-601, *USAF Airworthiness*, 11 June 2010

USAF Airworthiness SharePoint website:

<https://cs.eis.afmc.af.mil/sites/AeroEngDisciplines/Systems/Airworthiness/default.aspx>

USAF Airworthiness AFKN CoP website:

<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-EN-KO-11>

Abbreviations and Acronyms

AFI – Air Force Instruction

AFKN – Air Force Knowledge Now

AFMC – Air Force Materiel Command

AFPD – Air Force Policy Directive

AMSG – Airworthiness Management Steering Group

ASC/EN – Aeronautical Systems Center, Engineering Directorate

ASC/ENSI – Aeronautical Systems Center, Engineering Directorate Systems Integration Branch

AWB – Airworthiness Bulletin

CoP – Community of Practice

OPR – Office of Primary Responsibility

PDF – Portable Document Format

TAA – Technical Airworthiness Authority

TBD – To Be Determined

USAF – United States Air Force

Terms

USAF Airworthiness Bulletin – Procedures, practices and requirements for executing USAF airworthiness policy as defined and published by the TAA.


Airworthiness Management Steering Group – Subset of Airworthiness Board chaired by TAA or delegate that manages implementation of Airworthiness Bulletins and certification, and prioritizes resources to support program airworthiness activities.

Attachment 2

BULLETIN TEMPLATE

Figures 1 and 2 below illustrate the format for USAF Airworthiness Bulletins. These are images, not a live template for writing new bulletins. AWB-001 itself is designed to be used as the template. Authors should rename a copy of AWB-001 and modify its content as required. This will preclude administrative effort to reproduce format details (fonts, margins, line spacing etc.)

Figure 1 – Illustration of bulletin first page

	<p>DEPARTMENT OF THE AIR FORCE HEADQUARTERS AERONAUTICAL SYSTEMS CENTER (AFMC) WRIGHT-PATTERSON AIR FORCE BASE OHIO</p>	<p>BULLETIN AWB-xxxR DD MONTH YEAR <small>(supersedes AWB-xxxR)</small></p>
<p>USAF Airworthiness Bulletin AWB-xxxR</p> <p>Subject: Insert concise title of Bulletin here</p> <p>Attachments: (1) Glossary of References and Supporting Information (2) Insert attachment name (3) Insert attachment name (add more attachments as required)</p> <p>1. Purpose: Insert text here</p> <p>2. Office of Primary Responsibility: Insert text here</p> <p>3. TBD Titles: Insert text here (full justification). Add additional paragraphs and subparagraphs as necessary. Paragraph numbering and titles will be tailored to specific bulletin content.</p>		
<hr style="width: 20%; margin: 0 auto;"/> <p>Insert TAA name here Director, Engineering Aeronautical Systems Center USAF Technical Airworthiness Authority</p>		
<p><small>Distribution Statement A – Approved for public release; distribution unlimited</small></p> <p><i>USAF Center of Excellence for Airworthiness</i></p>		

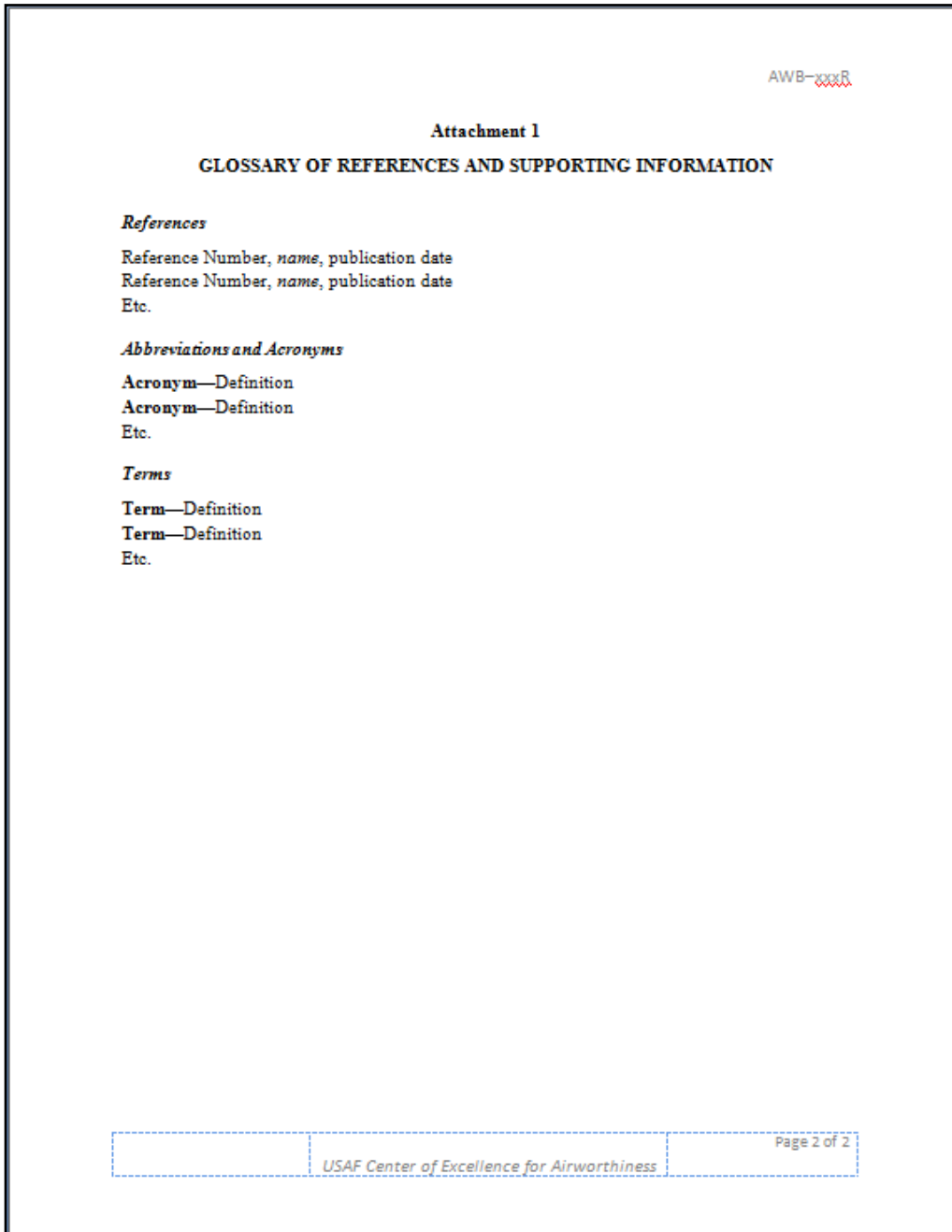


Figure 2 – Illustration of bulletin attachment