



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS AIR FORCE LIFE CYCLE MANAGEMENT CENTER  
WRIGHT-PATTERSON AIR FORCE BASE OHIO

**BULLETIN**  
**AWB-210**  
**01 MAY 2017**  
(supersedes AWB-001,  
AWB-009, and  
EN OI-18)

**United States Air Force (USAF) Airworthiness Bulletin (AWB)-210**

**Subject:** USAF Airworthiness (AW) Publications

**Attachments:** (1) Glossary of References and Supporting Information  
(2) AW Bulletin Template  
(3) AW Advisory Template  
(4) AW Circular Template  
(5) AW Directive Template

- 1. Purpose:** Define types, purpose, and publication process for AW Publications.
- 2. Office of Primary Responsibility:** The USAF Airworthiness Office, AFLCMC/EZSA ([USAF.Airworthiness.Office@us.af.mil](mailto:USAF.Airworthiness.Office@us.af.mil)).
- 3. Applicability:** This bulletin applies to all USAF personnel preparing subject documents.
- 4. Policy:** Air Force Instruction (AFI) 62-601, USAF Airworthiness, and Air Force Materiel Command (AFMC) Supplement to AFI 62-601, USAF Airworthiness, give the Technical Airworthiness Authority (TAA) authority and responsibility to:
  - 4.1 Develop, document, and deploy standard processes to assess and maintain AW (see paragraphs 1.3.3 and 2.2.11 of AFI 62-601, and 2.3.4.1 of AFI 62-601 AFMC SUP).
  - 4.2 Disseminate flight safety related information as needed to increase awareness of flight safety technical issues and flight safety concerns (see paragraph 2.3.10 of AFI 62-601).
  - 4.3 Develop and issue supplementary guidance and tools to assess and maintain AW (see paragraphs 1.3.3 and 2.3.4 of AFI 62-601).
- 5. AW Publication Types:** In accordance with the identified policy, the TAA issues the following types of AW Publications:
  - 5.1 AW Bulletin (AWB):** Mandatory detailed procedures and requirements to implement USAF and Department of Defense directives and instructions for AW.
  - 5.2 AW Advisory (AA):** Cross-platform information disseminated as needed to increase awareness of current or potential significant flight safety technical issues. AAs are not mandatory, and may be developed in response to airworthiness issues arising from sources including:
    - a. Government-Industry Data Exchange Program (GIDEP) notices of potentially defective products or materials

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- b. Federal Aviation Administration (FAA)-issued Airworthiness Directives (ADs).
- c. Platform-specific airworthiness issues discovered during development, production, operation, and maintenance.

5.3 **AW Circular (AC):** Guidance, information, and recommended practices for adhering to requirements and criteria governing AW. ACs are not mandatory, and may be issued to:

- a. Describe acceptable means of compliance with MIL-HDBK-516.
- b. Promote consistent application of AW processes.
- c. Help formulate AW products.
- d. Clarify a requirement or criterion to promote common interpretation.

5.4 **AW Directive (AD):** Mandatory direction to Delegated Technical Authorities (DTAs) to accomplish specific activity related to airworthiness.

6. **Format:** Refer to Attachments 2, 3, 4, and 5 for AWB, AA, AC, and AD templates, respectively.

7. **Publication Process:** The AW Office Chief is the waiver/change approval authority for the following process steps:

7.1 **Development:**

- a. The AW Office is the lead organization for developing AW Publications. AW Publications may be authored by other organizations.
- b. Program Offices should notify the AW Office of potential airworthiness issues that may warrant an AW Publication. Proposed AW Publications should be submitted to the AW Office for consideration.
- c. The AW Office shall obtain AW Management Steering Group (AMSG) approval that an AW Publication is required. The AMSG will evaluate potential airworthiness issues and determine if necessary and sufficient information already exists for Program Offices to take appropriate actions to address the issue on their managed air systems, or if additional airworthiness guidance or direction is required.

7.2 **Coordination:**

- a. AWBs and ACs:
  - (1) The AW Office Configuration Manager (CM) will assign a tracking number and will route the draft and a Comment Resolution Matrix (CRM) to the DTAs, Technical Directors (TDs), Airworthiness Defense Industry Advisory Group (ADIAG) members, and relevant Senior Leaders (SLs) for review and comment. The review time span is nominally two (2) weeks.
  - (2) The AW Office CM will return the CRM to the author for adjudication.


- (3) The AW Office and author will review comment adjudication with commenters. At the discretion of the AW Office Chief, a single comment adjudication meeting may be held to review feedback received.
- b. AAs.
- (1) The AW Office CM will assign a tracking number and will route the draft to the TDs for review and comment. Wider dissemination may be accomplished at the discretion of the AW Office Chief.
  - (2) The AW Office CM will return the comments to the author for adjudication.
  - (3) The AW Office and author will adjudicate comments and revise the AD as necessary.
  - (4) The AW Office CM shall obtain coordination from AFSEC/JA as necessary to ensure consistency with privilege guidelines as identified in AFI 91-204, *Safety Investigations and Reports*.
- c. ADs.
- (1) The AW Office CM will assign a tracking number and will route the draft to TDs, relevant SLs, and affected DTAs for expedited review and comment if the urgency of the issue permits.
  - (2) The AW Office CM will return the comments to the author for adjudication.
  - (3) The AW Office and author will adjudicate comments and revise the AD as necessary.
- d. The AW Office CM will ensure technical editor review.

**7.3 Approval:** The AW Office CM shall facilitate AMMSG final coordination and TAA approval and signature.

**7.4 Publication and Distribution:**

- a. The author shall submit the TAA-signed publication to the 88th Air Base Wing Public Affairs office for public release (if appropriate).
- b. The author shall provide an electronic copy of the released document and the Public Affairs office approval to the AW Office.
- c. The AW Office CM shall ensure the appropriate distribution statement is applied prior to publication and official filing.
- d. Consistent with its approved releasability statement, the AW Office shall post approved AWBs, AAs, ACs, and ADs, in PDF format, to the USAF AW SharePoint site referenced in Attachment 1.

- e. Consistent with its approved releasability statement, the AW Office shall e-mail publication notification to all DTAs, HQ AFMC/EN, ADIAG, AFSEC/SEF, and foreign Military Airworthiness Authorities that have recognized the USAF TAA, as appropriate.
  - f. Program offices responsible for Foreign Military Sales aircraft shall forward a copy to their customer nation consistent with approved releasability statements and applicability, as appropriate.
- 8. Updates and Cancellation:** All AW Publications shall be reviewed every two years to determine currency and applicability, and updated as required. AW Publications may be cancelled by the TAA when no longer needed. The AW Office CM will send a cancellation notification and update the posting on the AW SharePoint site.



JORGE F. GONZALEZ, SES  
Director, Engineering and Technical  
Management/Services  
USAF Technical Airworthiness Authority

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

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

AFMC Supplement to AFI 62-601, *USAF Airworthiness*, 28 March 2016

MIL-HDBK-516C, *Airworthiness Certification Criteria*, 12 December 2014

AFI 91-204, *Safety Investigations and Reports*, 12 February 2014

USAF Airworthiness SharePoint:

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

***Abbreviations and Acronyms***

**AA** – Airworthiness Advisory

**AC** – Airworthiness Circular

**AD** – Airworthiness Directive

**ADIAG** – Airworthiness Defense Industry Advisory Group

**AFI** – Air Force Instruction

**AFMC** – Air Force Materiel Command

**AFSEC** – Air Force Safety Center

**AMSG** – Airworthiness Management Steering Group

**AW** – Airworthiness

**AWB** – Airworthiness Bulletin

**CM** – Configuration Manager

**CRM** – Comment Resolution Matrix

**DTA** – Delegated Technical Authority

**FAA** – Federal Aviation Administration

**GIDEP** – Government-Industry Data Exchange Program

**SL** – Senior Leader

**TAA** – Technical Airworthiness Authority

**TD** – Technical Director

**USAF** – United States Air Force

## Attachment 2

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**AIRWORTHINESS BULLETIN TEMPLATE**


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**DEPARTMENT OF THE AIR FORCE**  
 HEADQUARTERS AIR FORCE LIFE CYCLE MANAGEMENT CENTER  
 WRIGHT-PATTERSON AIR FORCE BASE OHIO

**BULLETIN**  
**AWB-XXX**  
 DD MMM YYYY

**United States Air Force (USAF) Airworthiness Bulletin (AWB)-XXX**

**Subject:** Insert Concise Title of Bulletin.

**Attachments:** (1) Glossary Of References And Supporting Information

1. **Purpose:** This short paragraph is an overview of the bulletin. It should describe how it fits into the “big picture” of USAF airworthiness procedures.
2. **Office of Primary Responsibility:** USAF Airworthiness (AW) Office, AFLCMC/EZSA ([USAF.Airworthiness.Office@us.af.mil](mailto:USAF.Airworthiness.Office@us.af.mil)).
3. **Applicability:** Define the applicable systems or system types, if known.
4. **Policy:** Identify related policy or policies that support the subject.
5. **Background:** Provide a short summary of the genesis of the subject addressed and why this Bulletin is necessary.
6. **TBD Title(s):** This is the main body of one or more paragraphs (and subparagraphs) that describe the key elements of the Bulletin. Bulletins should be written as directive instructions supplemented by guidance as appropriate.
  - 6.1 **Numbering.** Paragraph numbering and titles will be tailored to specific Bulletin content.
  - 6.2 **Attachments.** It may be convenient to include some material as attachments, e.g., process flow charts and templates.
7. **Other Considerations:** As necessary.

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TAA M. NAME, SES  
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**Attachment 3**

**AIRWORTHINESS ADVISORY TEMPLATE**

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DEPARTMENT OF THE AIR FORCE  
Headquarters Air Force Life Cycle Management Center (AFMC)  
Engineering Directorate  
Wright-Patterson AFB OH 45433-7101

AA-YY-XX  
DD MMM YYYY

**AIRWORTHINESS ADVISORY**

**TITLE**

**PURPOSE:**

Provide a brief description of the subject hazard or risk.

**SCOPE:**

Define the applicable systems or system types, if known.

**CANCELLATIONS:**

Identify any previously issued advisories that are cancelled as a result of the issuance of this advisory. If no previously issued advisories are cancelled, state NONE.

**REFERENCED DOCUMENTS:**

[1] List any applicable USAF instructions, policy documents, or other documents (JSSGs, FAA documents, etc.) that apply to this hazard or risk.

**BACKGROUND:**

Provide historical information that helps explain the hazard or the risk.

**DISCUSSION:**

Provide an interpretation of the known facts and impacts that present a clear rationale for the hazard.

**RECOMMENDATIONS:**

Provide recommendations to the PM or CE/DTA.

**POINTS OF CONTACT:**

Provide contact information for the airworthiness advisory.

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**Attachment 4****AIRWORTHINESS CIRCULAR TEMPLATE**

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DEPARTMENT OF THE AIR FORCE  
 Headquarters Air Force Life Cycle Management Center (AFMC)  
 Engineering Directorate  
 Wright-Patterson AFB OH 45433-7101

AC-YY-XX  
 DD MMM YYYY

**AIRWORTHINESS CIRCULAR****TITLE****PURPOSE:**

Provide a brief description of the subject.

**SCOPE:**

Define the applicable systems or system types, if known, to identify the intended audience.

**ATTACHMENTS:**

(1) Insert attachment name (as required). If no attachments, delete this paragraph.

**CANCELLATIONS:**

Identify any previously issued circulars that are cancelled as a result of the issuance of this circular. If no previously issued circulars are cancelled, state NONE.

**REFERENCED DOCUMENTS:**

[1] List any applicable USAF instructions, policy documents, or other documents (JSSGs, FAA documents, etc.) that apply to this circular.

**BACKGROUND:**

Provide historical information that helps explain the topic.

**DISCUSSION:**

Discuss the subject matter. Organize paragraphs and subparagraphs that will best encourage and enable the audience to digest the content.

**RECOMMENDATIONS:**

Provide recommendations to the intended audience.

**POINTS OF CONTACT:**

Provide contact information for the airworthiness circular.

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**Attachment 5****AIRWORTHINESS DIRECTIVE TEMPLATE**

DEPARTMENT OF THE AIR FORCE  
 Headquarters Air Force Life Cycle Management Center (AFMC)  
 Engineering Directorate  
 Wright-Patterson AFB OH 45433-7101

AD-YY-XX  
 DD MMM YYYY

**AIRWORTHINESS DIRECTIVE**

- 1. EFFECTIVE DATE:** DD MMM YEAR
- 2. AFFECTED ADs:** List any AD numbers that are superseded or revised, or have requirements affected by this AD.
- 3. APPLICABILITY:** Define the affected systems or system types.
- 4. SUBJECT:** Provide a subject that clearly and concisely reflects the contents of this AD.
- 5. REASON:** Provide a brief description of the reason for the mandated activity and the end-level effect.
- 6. ACTIONS and COMPLIANCE:** Describe the corrective actions necessary to resolve an unsafe condition; or, describe the mandated airworthiness activity. Include the method of performing the action and any required limitations.
- 7. COMPLIANCE TIME:** Define the time by which the mandated activity must be completed.
- 8. DISCUSSION:** Provide clear justification why the AD action is necessary. Fully explain the unsafe condition and the circumstances that created a need for the AD. Present the history of the information received to date. Describe what would happen if no AD action was taken.
- 9. OTHER PROVISIONS:**
  - 9.1 Alternative Methods of Compliance (AMOC):** Describe a different way, other than the one specified in this AD, to resolve the AD action.
  - 9.2 Reporting Requirements:** Describe the method and timeframe to confirm compliance with this directive and results of the mandated action, as appropriate.
- 10. REFERENCES:**
  - [1] List applicable references containing additional information.
- 11. POINTS OF CONTACT:** Provide contact information for the airworthiness directive.

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