DAILY SUPERVISOR’S MDC REVIEW & DATA INTEGRITY TEAM REVIEW

THEY ARE NOT THE SAME THING, PEOPLE!
THE MISCONCEPTIONS...

• Supervisor Review and Data Integrity Team (DIT) Review are the Same Thing
• If the Supervisor Review is Accomplished, Then the DIT Review Does Not Have to be Done
• If the DIT Review is Accomplished, Then the Supervisor Review Does Not Have to be Done
• The Supervisor Should Be Doing Both Reviews
• The DIT Member Should Be Doing Both Reviews
• The DIT Member Should Be A Supervisor
• DIT Review is a Daily Requirement
• DIT Review Must Cover 100% of Documented Maintenance Data
IN THE BEGINNING…

• Neither One of These Processes were Mandated by AFI
  ○ Users Were Expected To Double-Check and Correct Their Own Work
    *** Too Busy… Didn’t Know/Know How… Bottom line, it wasn’t happening as expected ***

• Leadership Responsibility Added, Mandated by AFI 21-101, from the Maintenance Group Commander Down to the Shop Supervisors to Review Documented Maintenance Daily, Identify Errors and Ensure Corrections were Made
  *** Too Busy… Didn’t Know/Know How… Bottom line, it wasn’t happening as expected ***

• Maintenance Management Analysis Responsibility Added, Mandated by AFI 21-101, to Review Documented Maintenance Daily, Identify Errors and Ensure Corrections were Made
  *** Too Busy… Didn’t Know/Know How or What They Were Looking At… Bottom line, it wasn’t happening as expected ***

• The Data Integrity Team Concept was Born!
ATTENTION
Maintenance Employees Must Complete All Paper Work Before Clocking Out!
LET’S START WITH YOU…
FREEBIE LOOK NUMBER ONE

• BEFORE You Hit Submit on Screen 9099, You Should Review Your Entries for Accuracy
  o We All Fall Victim to Over-Lookitis

• AFTER You Hit Submit on Screen 9099, You Should Review Your Entries for Accuracy One More Time
  o We All Fall Victim to Fat-Fingeritis

• IF You See a Blooper… FIX IT RIGHT AWAY!!!
  o Users Should Be Able to Use Screen 9056 to Make Corrections to MDC (Instructions Included at the End of this Guide)
    ▪ This is Locally Determined – Access Tied to Your G081 USERID via the LTERM
  o Once the MDC has been Reviewed by the Shop Supervisor on Screen 9154, You Can NOT Access/Fix the Job Using Screen 9056 Until AFTER the DIT Correction Window has Closed
MDC REVIEW TIMELINE...

9154
Supervisor MDC Review
After a job is closed, a MDC record is created and it will immediately show up for supervisor review in the 9154. Supervisors have current day, plus 3 days, to review and make corrections (4 Total).

9153
DIT MDC
Once the MDC record has passed the supervisor’s 4-day window, it will now be available in the 9153. The Data Integrity Team monitor will have the first day available, plus 7 days, to review and make corrections (8 Total).

9056
MDC Inquiry
After the closed MDC record is out of the 9154/9153 window, all edits MUST be made in program 9056.

NOTE: Corrections on the 9056 are not allowed during the 12-day window that the job is within the 9153/9154. IN ADDITION, 9056 Corrections do not affect the Global Reach Report numbers.

9154
Error Correction – FOR USER CORRECTIONS
ALL USER corrected errors are done via the 9154 (Regardless if flagged by the Supervisor in the 9154 OR the DIT monitor in the 9153). The User will be able to see current day, plus 11 days (12 days total) but MUST fix the error within the perspective 4 or 8-day window to receive credit on the Global Reach reports.
SUPERVISOR
WHAT'S SMALL POTATOES TO SOME FOLKS CAN BE MIGHTY IMPORTANT TO OTHERS
SUPERVISOR MDC REVIEW PROCESS
FREEBIE LOOK NUMBER TWO

• Daily Review of Documented Maintenance for Completeness and Accuracy is an AFI 21-101 Requirement *(References Listed at Back of this Guide)*
  o This Responsibility Starts with the Maintenance Group Commander and Goes All the Way Down to the Section Chiefs/Supervisors
  o In This Equation, We Know Who Does the Hands-On... Shop/Shift Supervisors!

• Although There is a Requirement to Accomplish This Item, There is NO AFI Requirement To Track or Document the Statistics
  o Note that as a Checklist Item, When You are Inspected, You Will Need to Prove that this is Being Accomplished
  o Routine Tracking is a Local Requirement ONLY, as Determined By Your Leadership and Numbers are NOT Reported to Higher Headquarters
Supervisors have a 4-day window to review MDC and ensure errors found are corrected BEFORE the DIT can touch them!!

- Screen 9154 is the Supervisors tool for reviewing documented maintenance for a specific shop
- Access is given/assigned by your local G081 Manager
  - A 2-position Key is required to access the supervisor features of this screen
  - You can only view/update MDC for your base/personnel
  - You can only view MDC for the current day and 3 days prior – 4 days total (i.e. If today is the 19th, your access will be from the 16th to the 19th)
    - YOU'RE WELCOME! Although this is a daily requirement, we've given you a couple extra days to account for "Life Happens"
  - You can only view/update MDC for your shop/approved shop(s), as determined locally
    - Even if you have access to more than one shop, you can only review one shop at a time
  - If you have personnel who are deployed, their MDC will show up on your shop report... regardless of their location, they are YOUR people and their work hours are contributed to your manning
    - Use the Homestation Only option to filter out deployed MDC
    - Deployed MMA personnel have DITs established to review deployed MDC
SUPERVISOR MDC REVIEW PROCESS
FREEBIE LOOK NUMBER TWO... STEP ONE: PULL UP THE REPORT FOR THE DAY/DAY(S)

Supervisors have a 4-day window to review MDC and ensure errors found are corrected BEFORE the DIT can touch them!!

1. Input YOUR assigned Access Key
2. Input your Base Code
3. Input “S” to review/annotate jobs
4. Select a Start Date
5. Select an End Date
6. Input the Shop you want to review

YOU CAN SELECT 1 TO 4 DAYS AT A TIME TO REVIEW WITHIN THE ALLOWED TIMEFRAME
THE CALENDARS ARE DEFAULTED TO THE ALLOWABLE DATE RANGE
NOTE THAT THE CALENDARS ONLY ALLOW YOU TO SELECT DAYS WITHIN THE SUPERVISORY REVIEW PERIOD.
ALL OTHER DAYS ARE GREYED OUT AND CANNOT BE SELECTED
SUPERVISOR MDC REVIEW PROCESS
FREEBIE LOOK NUMBER TWO... STEP TWO: REVIEW JOBS AND ANNOTATE, AS APPLICABLE

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YOU MUST MAKE A SELECTION IN ORDER FOR YOUR REVIEW OF THE MDC TO BE ACCOUNTED FOR AND SHOWN ON THE GLOBAL REACH REPORT.

ONCE YOU HAVE REVIEWED THE DATA, CLICK ON THE ACTION BUTTON OR RIGHT CLICK WITH YOUR MOUSE OVER THE MDC DATA TO OPEN THE OPTIONS WINDOW.

REVIEWED, NO ERRORS – YOU’VE LOOKED OVER EVERYTHING FOR THE LINE OF MDC AND EVERYTHING IS CORRECT.

THE PAGE WILL REFRESH AND YOU WILL SEE THE MESSAGE BELOW LETTING YOU KNOW THAT YOUR ACTION HAS BEEN CAPTURED AND UPDATED.

THE REVIEWED JOB WILL DROP OFF THE LIST.
Supervisors have a 4-day window to review MDC and ensure errors found are corrected BEFORE the DIT can touch them!!
SUPERVISOR MDC REVIEW PROCESS
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SUPERVISOR MDC REVIEW PROCESS
FREEBIE LOOK NUMBER TWO... STEP THREE: CORRECTING ERRORS

Supervisors have a 4-day window to review MDC and ensure errors found are corrected BEFORE the DIT can touch them!!

That closes the book on reviewing MDC for the daily supervisory review process and identifying errors, so let’s look at getting them corrected.

There are 3 ways to correct errors identified by the Supervisor:

- OPTION 1: The Supervisor can make the corrections right then and there, as they are identified.
- OPTION 2: The Supervisor can go in at a later time/date and run the Supervisor’s Errors Only report and make corrections.
- OPTION 3: Anyone (with access to G081) can use the Screen 9154 “User” option to run an Errors Only report that is accessible to all users and make corrections.
  - This is the recommended option, whenever possible, so users can learn from their mistakes.
  - To make things easy, we’ve added an Emp#/USERID option so users can pull reports for their jobs without having to wade through everybody else’s.
Supervisors have a 4-day window to review MDC and ensure errors found are corrected BEFORE the DIT can touch them!!
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USER OPTION FOR ERRORS ONLY REPORT

THIS WILL PULL UP ALL MDC RECORDS REVIEWED BY SUPERVISORS ON SCREEN 9154 AND DIT MEMBERS ON SCREEN 9153 THAT HAVE BEEN IDENTIFIED AS HAVING ERRORS WITHIN THE SPECIFIED DATE RANGE.

IT WILL SHOW BOTH CORRECTED AND UNCORRECTED MDC RECORDS. THIS ALLOWS THE SUPERVISOR / DIT MEMBER TO REVIEW THE CORRECTED RECORDS AND ENSURE THAT THE CHANGES MADE ARE CORRECT!
Supervisors have a 4-day window to review MDC and ensure errors found are corrected BEFORE the DIT can touch them!!

**OPTION 1** - Click the Action button or Right Mouse Click the MDC area and then select MDC Update from the list.

**OPTIONS 2 & 3** – Click the Action button or Right Mouse Click the MDC area. This will bring up the Screen 9036 Pop-up window for you to make the necessary corrections.
Supervisors have a 4-day window to review MDC and ensure errors found are corrected BEFORE the DIT can touch them!!
Supervisors have a 4-day window to review MDC and ensure errors found are corrected BEFORE the DIT can touch them!!

<table>
<thead>
<tr>
<th>Key</th>
<th>Base</th>
<th>Super/User</th>
<th>Homestation Only</th>
<th>Start Date</th>
<th>Total Records</th>
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<td>PC2D</td>
<td>S</td>
<td></td>
<td>11/16/2015</td>
<td>31</td>
</tr>
</tbody>
</table>

**Superintendent MDC Review / Error Correction - 9154**

**Option 1** - The updated Supervisor Review Report. The corrected MDC record will have dropped off the list of MDC records to be reviewed.

**Options 2 & 3** - The full errors only report, but the #Errors column for the record you just corrected will show "0". If it does not, then you did not check the box(es) on the 9056 pop-up. Select the record again, check the box(es) and hit submit.
SUPERVISOR MDC REVIEW PROCESS
FREEBIE LOOK NUMBER TWO

• Daily Supervisory Review of Documented Maintenance for Completeness and Accuracy is the Key to Getting and Keeping Your DIT Error Rates Low
  - If the Supervisor is Finding and Ensuring Errors are Corrected Daily…
    ▪ Users are Being Notified of Mistakes While the Task is Still Fresh in Their Minds
    ▪ There will be Little to No Errors Remaining When the DIT Members Review the MDC Records
• FACT...
  - If Supervisors are Doing Their Daily Reviews, Identifying Errors and Ensuring Errors are Corrected… **DIT RATES WILL GO DOWN**
  - Low DIT Rates DO NOT Mean that the DIT Members are Not Doing Their Job
  - Low DIT Rates Mean That Users and Supervisors **ARE DOING THEIR JOB**!!!
data integrity
The Establishment of a Data Integrity Team is an AFI 21-101 Requirement (References Listed at the Back of this Guide)

- This Responsibility Starts with the Maintenance Group Commander and Falls to the Maintenance Management Analysis Office to Act as His/Her OPR

In Addition to MDC Review, Error Identification and Correction, This Requirement Includes Tracking, Documenting and **Reporting** the Statistics

- Maintenance Group Commanders are Briefed at a Frequency of Their Discretion
  - Most Opt for Monthly Briefings
- Number and Rate of Items Reviewed, Errors Found, Errors Corrected and Final Errors Remaining are Reported to Your Respective Higher Headquarters Monthly
Screen 9153 is the Data Integrity Team tool for reviewing documented maintenance for a specific shop.

Access is given/assigned by your local G081 Manager:

- A 2-position Key is required to access this screen.
  - **ONLY DIT MEMBERS** will have access to this screen.
- You can only view/update MDC for your base/personnel.
- You **CANNOT** view MDC for the current day or the 3 days prior.
  - This is the Supervisor MDC Review window.
- Your access begins on the 5th day prior to the current day (i.e. If today is the 19th, your access will begin with the 15th).
  - You have an additional 7 days prior (i.e. You can review data from the 8th thru the 15th).
Access is given/assigned by your local GO81 Manager (cont.):

- You can only view/update MDC for your shop/approved shop(s), as determined locally
  - Even if you have access to more than one shop, you can only review one shop at a time
- If you have personnel who are deployed, their MDC will show up on your shop report... regardless of their location, they are YOUR people and their work hours are contributed to your Manning
  - Use the Homestation Only option to filter out deployed MDC
  - Deployed MMA personnel have DITs established to review deployed MDC
DATA INTEGRITY TEAM  MDC REVIEW PROCESS

TIME TO PAY THE PIPER...  STEP ONE: PULL UP THE REPORT FOR DAYS YOU WANT TO REVIEW

1. Input YOUR assigned Access Key

2. Input your Base Code

3. Select a Start Date

4. Select an End Date

5. Input the Shop you want to review

NOTE THAT THE CALENDARS ONLY ALLOW YOU TO SELECT DAYS WITHIN THE DIT REVIEW PERIOD.

ALL OTHER DAYS ARE GREYED OUT AND CANNOT BE SELECTED

YOU CAN SELECT 1 TO 8 DAYS AT A TIME TO REVIEW WITHIN THE ALLOWED TIMEFRAME

AS THE OPR FOR THE DIT PROGRAM, MINIMUM AND/OR MAXIMUM REVIEW FREQUENCY WILL BE DETERMINED BY THE MAINTENANCE MANAGEMENT ANALYSIS OFFICE AND SUBMITTED TO THE MXG/CC FOR APPROVAL.
For the 8 day period selected, there are 45 total records to be reviewed.

If your shop has a lot of jobs coming in, you may want to do the DIT review more frequently to better manage the work load.

Minimum / maximum frequency will be determined by the MMA office.
DATA INTEGRITY TEAM  MDC REVIEW PROCESS

TIME TO PAY THE PIPER...

STEP TWO: REVIEW JOBS AND ANNOTATE, AS APPLICABLE

**Moving your mouse over the MDC items will provide a description of the data entered.**

This makes it easier to determine if the codes entered are correct / reflect the narrative data.

Mouse over is available for:

DATA INTEGRITY TEAM  MDC REVIEW PROCESS

TIME TO PAY THE PIPER...  STEP TWO: REVIEW JOBS AND ANNOTATE, AS APPLICABLE

ONCE YOU HAVE REVIEWED THE DATA, CLICK ON THE ACTION BUTTON OR RIGHT CLICK WITH YOUR MOUSE OVER THE MDC DATA TO OPEN THE OPTIONS WINDOW.

REviewed, No Errors – You’ve looked over everything for the line of MDC and everything is correct.

THE PAGE WILL REFRESH AND YOU WILL SEE THE MESSAGE BELOW LETTING YOU KNOW THAT YOUR ACTION HAS BEEN CAPTURED AND UPDATED.

THE REVIEWED JOB WILL DROP OFF THE LIST.

YOU MUST MAKE A SELECTION IN ORDER FOR YOUR REVIEW OF THE MDC TO BE ACCOUNTED FOR AND SHOWN ON THE GLOBAL REACH REPORT.
Supervisors have a 4-day window to review MDC and ensure errors found are corrected BEFORE the DIT can touch them!!
DATA INTEGRITY TEAM  MDC REVIEW PROCESS

TIME TO PAY THE PIPER... STEP TWO: REVIEW JOBS AND ANNOUNCE, AS APPLICABLE

- REVIEWED, ERRORS FOUND—YOU’VE LOOKED OVER EVERYTHING FOR THE LINE OF MDC AND THERE ARE ITEMS THAT NEED TO BE CORRECTED.
- THIS WILL OPEN UP A WINDOW THAT WILL ALLOW YOU TO IDENTIFY UP TO 5 INDIVIDUAL ERRORS.
DATA INTEGRITY TEAM MDC REVIEW PROCESS

TIME TO PAY THE PIPER…

STEP TWO: REVIEW JOBS AND ANNOTATE, AS APPLICABLE

ERROR CODE – BY CLICKING THE DOWN ARROW, YOU WILL GET A LIST OF 18 PRE-DEFINED ERROR DESCRIPTIONS.

THIS LIST COVERS INDIVIDUAL MDC ITEMS THAT COULD BE IN ERROR AND COMMON ERROR PAIRS, THAT WERE SUBMITTED BY DIT OPR’S DURING THE DEVELOPMENT PHASE OF THIS SCREEN.

ERROR CODE 9999 – THIS CODE IS ONLY TO BE USED FOR ERRORS FOUND THAT ARE NOT LISTED IN 0001-0018.

DO NOT USE THIS CODE TO INPUT NOTES OR MESSAGES. USING 9999 COUNTS AS AN ERROR!!!
DATA INTEGRITY TEAM  MDC REVIEW PROCESS

TIME TO PAY THE PIPER...  STEP TWO: REVIEW JOBS AND ANNOTATE, AS APPLICABLE

Also, in the errors column, you will see the number of errors that you annotated.

After you have selected the appropriate error code / description from the list and hit submit...

You will see the done, success message, the page will refresh and you will see the errors you identified listed under the MDC data.
That closes the book on reviewing MDC for the DIT process and identifying errors, so let’s look at getting them corrected

There are 3 ways to correct errors identified by DIT members

- **OPTION 1:** The DIT member can make the corrections right then and there, as they are identified
- **OPTION 2:** The DIT member can go in at a later time/date and run the DIT Errors Only report and make corrections
- **OPTION 3:** Anyone (with access) can use the Screen 9154 “User” option to run an Errors Only report and make corrections
  - This is the recommended option, whenever possible, so users can learn from their mistakes
DATA INTEGRITY TEAM MDC REVIEW PROCESS

TIME TO PAY THE PIPER...

STEP THREE: CORRECTING ERRORS – OPTION 1

RIGHT THEN AND THERE METHOD

ONCE YOU HAVE FLAGGED ERRORS, IF YOU CLICK THE ACTION BUTTON OR RIGHT CLICK THE MDC RECORD AGAIN, YOU WILL SEE A 4TH OPTION...

MDC UPDATE
DATA INTEGRITY TEAM  MDC REVIEW PROCESS

TIME TO PAY THE PIPER...  STEP THREE: CORRECTING ERRORS – OPTION 2

1. Input YOUR assigned Access Key

2. Input your Base Code

3. Select a Start Date

4. Select an End Date

5. Input the Shop you want to review

6. Enter the Date

7. Check the Errors Only box

NOTE THAT THE CALENDARS WILL STILL ONLY ALLOW YOU TO SELECT DAYS WITHIN THE DIT REVIEW PERIOD.

1 TO 8 DAYS AT A TIME TO REVIEW WITHIN THE ALLOWED TIMEFRAME

ALL OTHER DAYS ARE GREYED OUT AND CANNOT BE SELECTED

DIT ERRORS ONLY REPORT AT A LATER TIME / DATE

ENTER YOUR SELECTIONS THE SAME WAY AS YOU WOULD TO REVIEW MDC... THEN... CHECK THE ERRORS ONLY BOX

YOU CAN SELECT 1 TO 8 DAYS AT A TIME TO REVIEW WITHIN THE ALLOWED TIMEFRAME
DATA INTEGRITY TEAM  MDC REVIEW PROCESS  
TIME TO PAY THE PIPER...  STEP THREE: CORRECTING ERRORS – OPTION 2

DIT ERRORS ONLY REPORT AT A LATER TIME / DATE  
THIS WILL PULL UP ALL MDC RECORDS WITH ERRORS  
THAT THE DIT MEMBER HAS IDENTIFIED WITHIN THE  
SPECIFIED DATE RANGE.  
IT WILL SHOW BOTH CORRECTED AND UNCORRECTED  
MDC RECORDS.  THIS ALLOWS THE DIT MEMBER TO  
ENSURE THAT THE CHANGES MADE ARE CORRECT!

Click the ACTION button or right mouse click the MDC
DATA INTEGRITY TEAM  MDC REVIEW PROCESS

TIME TO PAY THE PIPER…  STEP THREE: CORRECTING ERRORS – OPTION 3

1. Input your Base Code
2. Input “U” to review MDC records with identified errors
3. Select a Start Date
4. Select an End Date
5. Input the Shop you want to review
6. Check the Errors Only box

USER OPTION FOR ERRORS ONLY REPORT
ENTER YOUR SELECTIONS, AS SHOWN
THEN… CHECK THE ERRORS ONLY BOX

NOTE THAT THE CALENDARS ALLOW USERS TO SELECT DAYS WITHIN BOTH THE SUPERVISOR AND THE DIT REVIEW PERIODS.
ALL OTHER DAYS ARE GREYED OUT AND CANNOT BE SELECTED

YOU CAN SELECT 1 TO 12 DAYS AT A TIME TO REVIEW WITHIN THE ALLOWED TIMEFRAME

No Access Key Is Used

No Access Key Is Used
DATA INTEGRITY TEAM  MDC REVIEW PROCESS

TIME TO PAY THE PIPER...

STEP THREE: CORRECTING ERRORS – OPTION 3

USER OPTION FOR ERRORS ONLY REPORT
THIS WILL PULL UP ALL MDC RECORDS REVIEWED BY SUPERVISORS ON SCREEN 9154 AND DIT MEMBERS ON SCREEN 9153 THAT HAVE BEEN IDENTIFIED AS HAVING ERRORS WITHIN THE SPECIFIED DATE RANGE.

IT WILL SHOW BOTH CORRECTED AND UNCORRECTED MDC RECORDS. THIS ALLOWS THE SUPERVISOR / DIT MEMBER TO REVIEW THE CORRECTED RECORDS AND ENSURE THAT THE CHANGES MADE ARE CORRECT!

Click the ACTION button or right mouse click the MDC
DATA INTEGRITY TEAM MDC REVIEW PROCESS

TIME TO PAY THE PIPER... STEP THREE: CORRECTING ERRORS

OPTION 1 - CLICK THE ACTION BUTTON OR RIGHT MOUSE CLICK THE MDC AREA AND THEN SELECT MDC UPDATE FROM THE LIST

OPTIONS 2 & 3 – CLICK THE ACTION BUTTON OR RIGHT MOUSE CLICK THE MDC AREA

THIS WILL BRING UP THE SCREEN 9056 POP-UP WINDOW FOR YOU TO MAKE THE NECESSARY CORRECTIONS
DATA INTEGRITY TEAM  MDC REVIEW PROCESS
TIME TO PAY THE PIPER…  STEP THREE: CORRECTING ERRORS

INPUT THE CORRECT INFORMATION IN THE FIELD BELOW THE ORIGINAL DATA TO CHANGE / CORRECT THE DATA.

AFTER YOU INPUT THE CORRECTION, YOU MUST CHECK THE BOX NEXT TO THE ERROR CODE / DESCRIPTION BEFORE YOU HIT SUBMIT!!!

IF YOU DO NOT CHECK THIS BOX, THE CORRECTION WILL NOT BE COUNTED / SHOWN ON THE RESPECTIVE GLOBAL REACH REPORT.
DATA INTEGRITY TEAM MDC REVIEW PROCESS

TIME TO PAY THE PIPER... STEP THREE: CORRECTING ERRORS

AFTER YOU HIT SUBMIT, THE SCREEN WILL REFRESH AND YOU WILL SEE:

OPTION 1 - THE UPDATED SUPERVISOR REVIEW REPORT. THE CORRECTED MDC RECORD WILL HAVE DROPPED OFF THE LIST OF MDC RECORDS TO BE REVIEWED.

OPTIONS 2 & 3 - THE FULL ERRORS ONLY REPORT, BUT THE #ERRORS COLUMN FOR THE RECORD YOU JUST CORRECTED WILL SHOW "0". IF IT DOES NOT, THEN YOU DID NOT CHECK THE BOX(ES) ON THE 9056 POP-UP. SELECT THE RECORD AGAIN, CHECK THE BOX(ES) AND HIT SUBMIT.
DATA INTEGRITY TEAM  MDC REVIEW PROCESS
TIME TO PAY THE PIPER

• Establishing a Data Integrity Team in Accordance with the AFI 21-101 Requirement is Just the First Step
  o As the OPR for the Program, the Maintenance Management Analysis Office Should
    ▪ Develop a Plan/Process for DIT Reviews to Include Frequency of Reviews, Minimum Percentage of Records to be Reviewed, and Problem Resolution Processes to Fix Errors Outside of the Norm (i.e. WD Codes, CANN Jobs, Paperless ISO Jobs, etc.)
    ▪ Obtain the Maintenance Group Commander’s Approval on the Plan/Process
    ▪ Ensure the Appointed DIT Members and Supervision Fully Understand the Data Integrity Review Process

• FACT…
  o DIT Members Should Not Rely on the Accomplishment of the Supervisor Review
    ▪ We All Overlook Things… So DIT Members Should Always Be Thorough in Their Reviews
  o If Supervisors are Doing Their Daily Reviews, Identifying Errors and Ensuring Errors are Corrected…**DIT RATES WILL GO DOWN**
  o Low DIT Rates DO NOT Mean that the DIT Members are Not Doing Their Job
  o Low DIT Rates Mean That Users and Supervisors **ARE DOING THEIR JOB!!!**
2.4. Maintenance Group Commander (MXG/CC) Responsibilities.
- 2.4.6. Establish and support a Data Integrity Team (DIT)
- 2.4.53. Develop written procedures and assign responsibilities to ensure aircraft/system forms, equipment forms, and MIS documentation are complete, accurate, and a thorough review is accomplished for each shift.

2.8. Squadron Commander (SQ/CC) Responsibilities.
- 2.8.14. Ensure members assigned to the DIT are qualified and provided sufficient time to accurately assess the data

2.12. Section NCOIC/Chief. The Section NCOIC/Chief is responsible to the Flight CC/Chief or AMU OIC/Chief...
- 2.12.9. Review transcribed AFTO Form 781-series forms, work center MIS data entries for the previous day, and all preceding non-duty days, for job accuracy and completeness
3.4. AMU OIC/Chief Responsibilities.
   - 3.4.1. Review PRDs daily to ensure proper maintenance actions are taken.
   - 3.4.2. Review all aborts and ensure proper maintenance actions are taken.

5.2.5. Maintenance Management Analysis (MMA).
   - 5.2.5.1.7. Verify accuracy of the Job Data Documentation (JDD) subsystem of MIS.
     MMA will:
     - 5.2.5.1.7.1. Validate data entered in the MIS as part of daily analysis duties and informs affected agencies of discrepancies.
5.2.5.1.7.2. Identify erroneous or missing data to the responsible agency for correction or completion

5.2.5.3.5. Data Integrity Team (DIT). MMA is the OPR for the DIT. All units will establish a DIT

   5.2.5.3.5.1. The purpose of the DIT include:

   1) Ensuring the unit has complete and accurate data in the MIS and aircraft forms,

   2) Identifying and quantifying problems within the unit preventing complete and accurate documentation, and

   3) Identifying and correcting the root causes for poor data integrity

The DIT is established to evaluate / isolate / eliminate documentation problems in IMDS-CDB/G081.

MMA ... will ensure that all assigned DIT members are trained in the use of MIS applicable programs for the data integrity review/correction process
**Who performs the Shop Supervisor Review on Screen 9154?**

This is locally determined by your leadership. Typically, each shop has an assigned supervisor for each shift. In these cases, that would be the person to do the 9154 review. But there are locations where the Flight Chief / Superintendent acts and the supervisor for all shops in their flight. In these cases, that person can do the 9154 review for all shops or can appoint a designated member of each shop to perform this requirement.

**Who should be on the Data Integrity Team for the shop?**

This is locally determined by shop supervision. Any member of the shop who holds a minimum 5-skill level can be on the DIT. For smaller units, a DIT member can be from a similar shop. It is recommended that the DIT member is not the acting shop supervisor.

**Who gives access to the 9154 (Supervisor MDC Review) and 9153 (DIT MDC Review) screens for these processes?**

Your local G081 Manager /Maintenance Management Analysis office will assign access to these screens. All users will have access to screen 9154 to correct errors identified by both the supervisor and the DIT reviews. Designated supervisors will be provided an access key to review and identify errors on screen 9154. Appointed DIT members will be provided an access key to review and identify errors on screen 9153.

**If a job is reviewed and corrected by the supervisor on 9154, will it show up again on 9153 for the DIT?**

Yes! These have always been two separate reviews of the same data and they are no different now. As always, as long as the supervisor ensures any errors found are corrected, the DIT member should find “0” errors when they look at the same MDC item, 5 days later.
If the supervisor identifies errors on 9154 but they are not corrected, will those errors show up on the 9153 for the DIT?

No! All remaining error identifiers set by the supervisor on 9154 will be cleared when the record is moved to the 9153 timeframe. This means that it is up to the DIT member to find and annotate them (again) for correction.

What happens if the DIT member finds an error in a MDC record that was already marked with errors by the supervisor and corrected?

Nothing! It will be handled the same as all other errors identified by the DIT member. This is kind of the point. The DIT member is taking a second look at the data, in case something was overlooked on the supervisor’s review. For this reason, the DIT member has no way of knowing whether or not the supervisor reviewed the job previously or identified and corrected errors.

Since they are both the same thing, can we just do the supervisor review portion?

No! Both processes are mandated by AFI 21-101, so they are non-negotiable. If you only do the supervisor review on 9154, then the DIT MDC Review report on Global Reach would show 0 Items Reviewed. There is no longer any way to hide combining these processes.

Since they are both the same thing, can we just do the DIT review portion?

No! Both processes are mandated by AFI 21-101, so they are non-negotiable. If you only do the DIT review on 9153, then the Global Reach Supervisor MDC Review report would show 0 Items Reviewed. There is no longer any way to hide combining these processes.
**Can the supervisor be the DIT member for their shop?**

Technically... Yes. However, this will not negate the requirement to do both processes and use both screens, accordingly. If the shop supervisor is also the DIT member, then that person is looking at the same thing twice so the possibility of them catching anything they missed the first time is low.

**Can the DIT member perform the supervisor review for their shop?**

Technically... Yes. However, this will not negate the requirement to do both processes and use both screens, accordingly. If the DIT member is also doing the supervisor review, then that person is looking at the same thing twice so the possibility of them catching anything they missed the first time is low.

**What happens if a job is identified with an error but it is not corrected before the cut-off?**

For Supervisor Reviews done on 9154

- After the 4 day window passes, the error identifiers are cleared from the MDC and the job moves to 9153 for DIT review
- The Global Reach Report for Supervisors will show the record as uncorrected

For DIT Reviews done on 9153

- After the 8 day window passes, the Global Reach Report for DIT will show the record as uncorrected
- IF you have made a note of the uncorrected MDC item, you can access the job using screen 9056 to make corrections after the cut-off (see next 2 slides for instructions)
  - These corrections WILL NOT count on the DIT report
THE DIT REPORTS ON GLOBAL REACH ARE NEVER ACCURATE! I DO 100% DIT REVIEWS DAILY ON SCREEN 9153, BUT WHEN I LOOK AT THE REPORT, IT SHOWS JOBS NOT REVIEWED!

This can be the result of three things:

1) For jobs with no errors, did you check them as Reviewed, No Errors? If not, then they will not show as having been reviewed on the Global Reach report.

2) Remember, the GR reports only update once at day (0700Z). So, if you review jobs today, they will not show as reviewed on the report until tomorrow AFTER the update time for your local area.

3) **BEWARE** the **DATE RANGE** selected on the DIT MDC Review Global Reach report! Remember... the current day and the previous 3 days from the current date ARE NOT available for DIT review yet! Any MDC documented in that timeframe is still in the supervisory review period. So... although it will show them in the **Total Records** column, there is NO WAY that they could show in the **Jobs Reviewed** column because YOU DON'T HAVE ACCESS TO THEM YET!

The GR report is not for daily checks reviews. It is provided to facilitate the monthly HQ reporting requirement. But, if you must, be sure to only use the available date range shown on screen 9153, not including the current day.

WHAT ARE WE SUPPOSED TO DO WHEN OUR DAY-TO-DAY MANNING IN THE SHOP IS ONLY 1-2 DEEP?

For all “Best Practices”, there are exceptions. There are a couple options in these situations to consider:

- For 2 deep shops, each person could be the primary for one of the requirements and the alternate for the other.
- For 2 deep shops, each person could be the primary for one of the requirements and their alternate could be from another shop –This works well within the Fabrication Flight.
- For 1 deep shops, since this person is doing majority of the documentation, recommend both requirements be assigned to another shop –Again, this is often seen in the Fabrication Flight.

The key is to use integrity in whatever option you decide will work best for your unit.
Can I fix errors before the supervisor reviews the MDC?

YES! Remember, you are the first FREEBIE reviewer of documented MDC. All users can have access to screen 9056 to make corrections to MDC that has not been reviewed using screen 9154 yet

- Access to screen 9056 is locally determined
- If approved, your local G081 Manager will add this to your LTERM (G081 screen access profile)

Once the MDC has moved beyond the 12-day Supervisor and DIT review period, users can also use screen 9056 to correct any remaining errors

- Issues which may cause an error to go uncorrected might be
  - G081 issue being worked by your local Analysis/G081 Management office
  - Paperless Inspection job that can only be corrected by the individual who performed the maintenance and that person is unavailable in the allotted timeframe (i.e. traditional AFRC/ANG members)
MDC INQUIRY/DELETE UTILITY (F9056)

Enter the following:

- **Trans:** S [Retrieve]
- **Base:** <your base code>
- **JCN | WES:** <Job>
- **ID / Serial#:** <Aircraft/EquipID>

This will pull up the maintenance information as you entered it.
Once the data has been pulled up, the user can change / update any item with a white box under it.

EXCEPTION: WD
This can only be changed via screen 9050 / 9111
If you have questions, suggestions for improving any of the G081 User Guides, or if you note any errors in the processes as described, please contact HQ AMC/A4PI:

Ms. Penny Young  Penny.Young.2.ctr@us.af.mil  DSN: 779-4511
Ms. Crystal Phillips  Crystal.Phillips.3.ctr@us.af.mil  DSN: 779-2731
Mr. Larry Strawn  Larry.Strawn.1.ctr@us.af.mil  DSN: 779-2065
Commercial:  (618) 229-****

Remember any problems with G081 programs must be addressed through your local G081 Manager.
CANDIDATE CONTACTS

ALWAYS CONTACT YOUR LOCAL G081 MANAGER/ANALYST FIRST

Christine Boock ~ Tamla Lance ~ Jay Yankacy ~ Travis Early
disa.tinker.esd.list.g081-fao@mail.mil

COMMERCIAL CONTACTS

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