

14 JUNE 2000



Maintenance

TIME CHANGE MANAGEMENT (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 21-1, *Managing Aerospace Equipment Maintenance*. It establishes local procedures for time change item management. It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C. 8013. System of Records Notice F033 AF CIC D, *Locator, Registration and Postal Directory Files*, applies.

1. References: AFM 23-110, *USAF Supply Manual*, AFCSM 21 Series, *Core Automated Maintenance System (CAMS)*, PACAFIs 23-203, *Combat Oriented Supply Organization Procedures*, 21-101, *Objective Wing Aircraft Maintenance*, all -6 TOs, *Inspection and Maintenance Requirements*, TOs 00-20-1, *Preventive Maintenance Program General Policy Requirements and Procedures*, 00-20-5, *Aircraft, Drone, Aircrew Training Devices, Engines, and Air-Launched Missile Inspections, Flight Reports, and Supporting Maintenance Documents*, 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change and Replacement Requirements for Cartridge Propellant Actuated Devices (CAD/PAD)*, FSG 13, *Material Management Code "ES" Items*, and 11P/A, 14, and 15 series, *Storage and Maintenance Procedures*.

2. Purpose: The objective of the time change replacement program is to achieve maximum utilization of accessories consistent with the economic operation of the weapons systems, support systems, and equipment without jeopardizing flight or operational safety.

3. Responsibilities: The commanders and supervisors in both the operations and maintenance areas are responsible for compliance with the procedures outlined in this publication.

4. The 18 OG Plans, Scheduling, and Documentation (PS&D) will:

- 4.1. Manage the overall time change item (TCI) program for the wing excluding engine-installed items.
- 4.2. Develop the CAMS TCI procedures and responsibilities for each of the work centers or agencies involved.
- 4.3. Identify all time change requirements listed in the aircraft -6, 11A/P, 14, and 15 series TOs and publish all time change requirements in a matrix format.
- 4.4. Ensure all work unit codes (WUC) are loaded in CAMS.
- 4.5. Maintain the job master listing (JML) and create job flow packages (JFP) for each time change requirement. Items tracked by service and shelf life will have two JFPs created. One JFP is for the date of manufacture (DOM) and the other is the date of installation (DOI). When the DOI and DOM change dates are the same, the JFP for the DOM is maintained.
- 4.6. Forecasts CAD/PAD items using CAMS screen number 490.
- 4.7. Consolidates a master AFTO Form 223, **Time Change Requirements Forecast**, for annual and quarterly forecasts from forecasts submitted by each operations squadron (OS) PS&D.
- 4.8. Assist OS PS&D gain extensions when parts have due-in dates past aircraft or equipment ground dates.
- 4.9. Contact item managers for assistance/extensions from PACAF and ALC for aircraft due TCI with no assets available. Extensions must be written and a copy of the approved extension will be filed in the aircraft forms. Due dates in CAMS will remain the original due date.

5. OS PS&D will:

- 5.1. Track and schedule their assigned aircraft time changes.
- 5.2. Accomplish the following during acceptance of newly assigned aircraft or equipment:
 - 5.2.1. Initially load part/serial number (PSN) items and install the items in accordance with published matrix and applicable tech data. Replacement items will be loaded in CAMS (screen 907) by the performing work center to ensure job data collection (JDC).
 - 5.2.2. For F-15 only, aircraft being inputted into PDM will have all TCI assets forwarded to Kimhae after receipt of PACAF approved AFTO Form 103, **Aircraft/Missile Condition Data**. OS PS&D will initiate the AF Form 2005, **Issue/Turn-in Request**, and/or notify Munitions Storage of a delivery destination change to Kimhae. All time change assets will be delivered to Kimhae NLT aircraft PDM input date.
 - 5.2.3. Complete AFTO Form 223s for quarterly and annual forecasting IAW TO 00-20-9.
 - 5.2.4. Schedule and order time change parts.
 - 5.2.5. Generate a work order (CAMS screen 122) for all non-munitions operation (AFK) TCIs from CAMS. Notify the appropriate supply support section with the work order and AF Form 2005 or order parts through standard base supply system (SBSS) no later than (NLT) 45 days before the beginning of the required month. If items are available, annotate work order and AF

Form 2005 on reverse side to indicate items are available. Parts will be logged into the aircraft tail number bin (TNB) for future completion, if issued before work order can be accomplished.

5.2.6. Initiate AF Form 2005 and provide them to munitions AFK as per the CAD/PAD forecast schedule.

5.2.7. Defer the work orders in CAMS after the TCI has been placed on order having no parts on hand.

5.2.8. Reschedule job in CAMS for desired date to be changed once part is on hand and planned date is established.

5.2.9. Review the data entered in CAMS by the performing work center upon completion and correct any problems before processing the suspense validation (CAMS screen 128), except egress time change items. Annotate planning requirements (PRA) in red ink with new data in case of data loss or errors. Verify data using screen numbers 469, 701, and 810.

5.2.10. Perform a thorough audit of all TCIs monthly.

5.2.11. Delete replaced PSN from CAMS. Egress time change part numbers will be deleted by Egress shop.

5.2.12. Request "Out of Cycle" or "Emergency Issue" items by letter of justification, signed by the LG Commander or his designated representative. **Note:** The 18 LG/CC may delegate (in writing) the authority to approve emergency requests. Out of cycle items are those items that were not forecasted on an AFTO Form 223 (example: parts replaced due to malfunctions). Aircraft transferring into the Wing after the annual forecast was completed, do not require an out-of-cycle justification. Those assets were forecasted to the depot from the losing organization and production requirements were met. Changes to technical order frequencies published by AFMC will not require emergency/out-of-cycle letters.

5.2.13. Provide a letter/email to 18 OG PS&D 14 days prior to aircraft grounding for non-availability of parts for extension submittal.

5.2.14. Provide support to transient aircraft for emergency issue requirements as needed.

5.2.15. Request a physical part/serial number (PSN) verification be performed on accessible components for all newly-assigned aircraft, aircraft in phase, and aircraft entering cannibalization rebuild.

5.3. Airplane general (APG), specialist, and weapons personnel will:

5.3.1. Update CAMS to include removal and installation actions, load new PSN items (forward serviceable tag, AFTO Form 95, etc to OS PS&D, as required), and enter additional information into CAMS IAW AFCSM 21 series.

5.3.2. Physically verify component PSN on all newly assigned aircraft, phase aircraft, and aircraft entering cannibalization rebuild.

5.4. Specialist and weapons personnel will:

5.4.1. Accomplish AF Form 68, **Munitions Authorization Record (PA)**, and route through AFK for approval, with a copy of the approved AF Form 68 going to each OS PS&D.

5.4.2. Pick-up and turn-in TCIs changed by their respective work center.

- 5.4.3. Requisition emergency expenditure items through 18th Munitions Squadron (MUNS) using an AF Form 2005.
- 5.4.4. Process AF Form 2005 for turn-in of old part(s) IAW published directives.
- 5.5. Weapons personnel will provide courtesy storage of explosive items for OS aircraft.
- 5.6. Life support will:
 - 5.6.1. Deliver parachutes and survival kits to the Survival Shop when due time change.
 - 5.6.2. Ensure an AFTO Form 350, **Repairable Item Processing Tag**, accompanies all items and include the aircraft tail and canister number on the tag. Provide a copy of CAMS screen 122 to the backshop.
 - 5.6.3. Update CAMS with removal and installation actions and load new PSN items upon completion (forward serviceable tag, AFTO Form 95, etc. to OS PS&D, as required).
 - 5.6.4. Pick up and turn in TCIs changed by their respective work center.
- 5.7. Egress will:
 - 5.7.1. Actively promote accuracy of the egress TCI database by validating all egress components information with the following records, reports, and CAMS screens:
 - 5.7.1.1. Manual records will be maintained to provide source documents in the event of a CAMS dump or system failure and to validate the manufacturer production order (MPO) part, lot, serial number, and DOM stamped on the component.
 - 5.7.1.2. CAMS background reports will be obtained monthly to verify updates in the database for all items inspected, corrected, and changed ensuring the correct amount and type of each item is installed on the aircraft. Notify 18 OG and OS PS&D upon discovery of any discrepancy.
 - 5.7.2. Update CAMS, to include removal and installation actions, load new PSN items, and enter information into CAMS IAW AFCSM 21 series TO. Update the corrective action block upon completion of task, and correct any problems before processing the suspense validation (screen 128).
 - 5.7.2.1. Annotate shop munitions supply due-in from maintenance (DIFM) log with part, lot, and serial numbers, DOM, DOI, turn-in date, issue date, and aircraft serial number.
 - 5.7.2.2. Delete old PSN from CAMS.
 - 5.7.2.3. Provide a working copy of the CAD/PAD listing to OS PS&D within 5 duty days after arrival of a newly-assigned aircraft or acceptance of aircraft return from PDM.
 - 5.7.3. Initiate, maintain, and ensure currency of AF Form 68 for egress items. Include the personnel data of the 18 OG and OS PS&D time change monitors and forward copies to 18 OG and OS PS&D.
 - 5.7.4. Pick up and turn in munitions TCIs.
 - 5.7.5. Requisition emergency expenditures or items found unserviceable through 18 MUNS using an AF Form 2005.

- 5.7.6. Process AF Form 2005 for the turn-in of old parts IAW 18 MUNS customer support manual procedures.
- 5.8. Survival Equipment shop will:
- 5.8.1. Load new PSN items and enter the following information into the corrective action block upon completion of task:
- 5.8.1.1. New part number (P/N) and S/N installed.
 - 5.8.1.2. New DOM, DOI, and lot number. If the data is not known, report the unknown data elements to the OS PS&D for guidance on authorized exceptions or conditions.
 - 5.8.1.3. Select "I" indicator to send snap-shot to OS PS&D.
- 5.8.2. Periodically review CAMS screen 469, 810, and background products (i.e., time distribution of inspections [TDI] and PRA) for errors and corrections. If discrepancies are found, contact the OS PS&D with changes to the database.
- 5.9. Fuel shop repair will:
- 5.9.1. Maintain and update aircraft AFTO Form 95, **Significant Historical Data**, on fuel cells and foam inspection.
- 5.9.2. Notify OS PS&D of any unscheduled foam changes for the purpose of scheduling the TCI in CAMS.
- 5.9.3. Update CAMS, to include, removal and installation actions, load new PSN items, and enter following information into the corrective action block upon completion of task:
- 5.9.3.1. New P/N and S/N of fuel cells.
 - 5.9.3.2. New DOM, DOI, and lot number. If data is not known, report unknown data elements to OS PS&D for guidance on authorized exceptions or conditions.
- 5.10. Armament systems will:
- 5.10.1. Load the original PSN to CAMS.
- 5.10.2. Update CAMS, to include removal and installation actions. Load new PSN items and enter the following into the corrective action block upon completion of task:
- 5.10.2.1. New P/N and S/N installed.
 - 5.10.2.2. New DOM, DOI, and lot number. If data is not known, report unknown data elements to the OS PS&D for guidance on authorized exceptions or conditions.
 - 5.10.2.3. Select "I" indicator to send snapshot to the OS PS&D.
- 5.10.3. Process CAMS screen 372 to load new due date or time to CAMS.
- 5.10.4. Review CAMS screen 469, 810, and background products (i.e., TDI and PRA) for errors and corrections. If discrepancies are found, contact the OS PS&D of changes to the database.
- 5.11. Munitions operations (AFK) will:
- 5.11.1. Order munitions items upon receipt of an AF Form 2005 and/or an AFTO Form 223.

5.11.2. Provide copies of all AF Form 68s to affected work centers and 18 OG PS&D within 5 working days of approval.

5.11.3. Issue and accept turn-ins on explosive items.

6. Forecasting of TCIs:

6.1. The CAD/PAD will be forecasted annually IAW TO 00-20-9 and will be forecasted for all aircraft assigned, to include those off-station and at depot.

6.2. The CAD/PAD forecasts will be completed and submitted to the item manager by August 1st of each year. Automated AFTO Forms 223 will be requested by 18 OG PS&D NLT 15 June. The host database manager will run CAMS screen 490 and forward file to 18 OG PS&D. Once validated, one copy will go to the OS PS&D and one electronic copy will be forwarded to Munitions Control and to USAF/ACP LIWC, Hill AFB. Adjustments to the annual forecast will have the 18 OG Commander's written approval with reason for adjustments.

6.3. The Section II non-AFK items will be forecasted quarterly, covering a 1 year period.

6.4. Forecasts will be completed by OS PS&D and forwarded to 18 OG PS&D 5 duty days before the date for consolidation and validation. 18 OG PS&D will forward completed forecast to 18 OG/MSL and Base Supply by dates published in TO 00-20-9.

6.5. The Type III life sustaining (Life Support) items will be forecasted annually and will cover a 3-year period starting with January (calendar year). This forecast must be submitted NLT the first of November. Life support time change forecasts will follow the spreadsheet provided by HQ PACAF/DOL. Finished forecasts will be provided to 18 OG/MSL and Base Supply by 18 OSS Life Support. 18 OG PS&D will receive an info copy only.

7. Ordering of TCIs:

7.1. The OS PS&D schedules the item in CAMS, completes the AF Form 2005 in three copies, attaches a snap shot (CAMS screen 122) to AF Form 2005, and forwards all to OS supply personnel. OS supply will place the item(s) on order, record the supply document number, and forward a copy back to the OS PS&D. If the item is an issue, supply will log the parts into TNB.

7.2. Timing of procurement will be IAW AFM 23-110 and PACAFI 23-203.

7.3. AFK will do the physical ordering of CAD/PAD items.

7.4. OS PS&D will complete all AF Form 2005s 120 days prior to the date required by the respective squadrons and forward them to AFK. To ensure the accurate accountability between the annual AFTO Form 223 and the quarter requested, OS PS&D and AFK will reverify all requested items. The OS PS&D will contact AFK for delivery 10 days prior to the date required. The required date on the AF Form 2005 will be logged by AFK and noted on the AF Form 2005.

8. Computing Next Replacement Date or Time: All calculations will use months instead of days, unless the TO or -6 manual states to use days.

9. Mandatory CAMS Entries:

9.1. The following data elements will be loaded into CAMS database. Every effort must be made to ensure its accuracy.

9.1.1. Part number.

9.1.2. Serial number.

9.1.3. Work unit code.

9.1.4. Standard reporting designator.

9.1.5. Manufacturer's lot number. If unknown, use the DOM. If both are unknown, consult TO 00-20-1 for proper calculation of next due criteria (CAD/PAD only).

9.1.6. Date of manufacture.

9.1.7. Date of installation.

JAMES B. SMITH, Brigadier General, USAF
Commander, 18th Wing

Attachment 1

**SAMPLE LETTER #1 (OUT OF CYCLE JUSTIFICATION
OR EMERGENCY ISSUE REQUEST)**

DATE

MEMORANDUM FOR 18 LG/CC

FROM: __ OS/MA

SUBJECT: Out of Cycle Justification or Emergency Issue Request

The following out of cycle or emergency issue time change item is requested for the following reason:
“Due to an oversight.”

ACFT	P/N	FSN	QTY	NOMENCLATURE
84-0001	12232323	1377-01-000-0000	01	Squib

(OS PS&D Signature)
Squadron Maintenance Officer

1st Ind, 18 LG/CC

DATE

MEMORANDUM FOR 18 MUNS/MASO

Approved/disapproved.

KENNETH R. EMERY II, Colonel, USAF
Commander, 18th Logistics Group

Attachment 2

SAMPLE LETTER #2 (TIME CHANGE ASSISTANCE REQUEST)

DATE

MEMORANDUM FOR 18 OG/CMAP

FROM: __ OS PS&D

SUBJECT: Time Change Assistance Request

Request assistance in obtaining the following item(s) and or an extension of the due date to prevent grounding an aircraft.

TIME CHANGE ITEM: Any TCI

AIRCRAFT SERIAL NUMBER: 82-0000

PART NUMBER: 10201020-1-1

STOCK NUMBER: 1377-99-000-0000

SERIAL NUMBER OF PART: X001

DATE OF MANUFACTURE (DOM): JAN 80

DATE OF INSTALLATION (DOI): 08 APR 81

GROUND DATE: 31 JAN 96

SUPPLY DUE-IN DATE: 23 FEB 96

DOCUMENT NUMBER: X721TC02750001

OFF BASE REQUISITION NUMBER: FB527003650001

(OS PS&D signature)