

29 JANUARY 1999



Supply

**LOCAL PROCEDURES FOR TIME CHANGE
REQUESTS**

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OPR: 35 SUPS/LGSP
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Supersedes 35FWI 23-201, 14 November 1994

Certified by: 35 SUPS/CC
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Pages: 2
Distribution: F

This instruction implements AFD 23-2, Supplies and Material Management, and establishes procedures for manual processing of time change requirements. This instruction applies to all non-Core Automated Maintenance System (CAMS) users. It applies to all 35th Logistics Group and 35th Operations Group personnel.

SUMMARY OF REVISIONS

This instruction was reaccomplished to coincide with new publication format requirements.

1. Responsibilities.

1.1. All Maintenance Plans and Scheduling personnel, 35th Supply Squadron Receiving and Pickup/Delivery Element personnel, and the 35th Supply Squadron Flight Service Center time change monitor will comply with this instruction.

2. Procedures.

2.1. AFTO 223, Time Change Requirements Forecast, will be submitted quarterly as of 1 March, 1 June, 1 September, and 1 December, by Maintenance Plans and Scheduling personnel to the Flight Service Center time change monitor, per T.O. 00-20-9.

2.1.1. The Flight Service Center time change monitor will:

2.1.1.1. Inquire the Standard Base Supply System (SBSS) for the on-hand balance and shelf-life information.

2.1.1.2. Load any national stock number not loaded in the SBSS.

2.1.1.3. Annotate on AFTO Form 223, the on-hand balance and any applicable shelf-life information.

- 2.1.1.4. Forward AFTO Form 223 copies to the appropriate item managers.
- 2.1.2. On the first workday of the month (60 days prior to the projected work date), Maintenance Plans and Scheduling personnel will submit a completed AF Form 2005, Issue/Turn-in Request (2 copies), to the Flight Service Center time change monitor.
- 2.1.3. Maintenance Plans and Scheduling personnel will ensure AF Form 2005 is filled out as follows:
 - 2.1.3.1. Card columns 36-43, Julian date, and document serial number are left blank.
 - 2.1.3.2. Block C is marked with the projected work date of change.
- 2.1.4. The Flight Service Center time change monitor will re-verify quantities and either issue items to maintenance or requisition them from depot, when time change requests are submitted 60 days before the required date. The Flight Service Center time change monitor will assign serial number 0240-0279 to time change issues and back-orders.
- 2.1.5. The Flight Service Center time change monitor is responsible for follow-up action with the depot and providing status to Maintenance Plans and Scheduling personnel.
- 2.1.6. Once the item(s) arrive at the 35th Supply Squadron Receiving Element, they will process the receipt and due-out release to the organization.
- 2.1.7. 35th Supply Squadron Pickup and Delivery Element will deliver the item(s) to the maintenance tail number bin holding area where ISU/DOR document(s) will be signed and the property placed in the appropriate tail number bin.

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