

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION
21-104**



22 AUGUST 2013

Maintenance

ELECTRONIC USE OF AF FORM 2407

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 439 MXG/CC
(Col Kerry L. Kohler)

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance* and AFI 21-101, *Aircraft and Equipment Maintenance Management*. It establishes procedures for changes made after the daily scheduling meeting and prior to the unit's first crew ready time by use of an electronic AF Form 2407, *Weekly/Daily Flying Schedule Coordination*. It applies to the 439th Maintenance Group (439 MXG) and the 439th Operations Group (439 OG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 Maintenance Operations Squadron (MOS)/MXOO, 350 Hangar Avenue, Box 21, Westover ARB, MA 01022-1771

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include aligning this publication to be in compliance with AFI21-101. Changes also include the requirement for AMXS/MXAB to initiate coordination of AF Form 2407. Changes have also been made to the Office of Primary Responsibility (OPR) to reflect MXG/MXOO vice MOS/MXOO.

1. The Weekly Flying/Maintenance Schedule. The 439th Operations Support Squadron (439 OSS), Operations Scheduling (OSOS), 439 MOS/Plans Scheduling and Documentation (PS&D) and 439 AMXS/MXAB sections maintain constant coordination to minimize the impact changes have on achieving long range objectives and maximizing reaction time. This schedule is the final planning guide for both maintenance and operations. Daily coordination efforts between 439 OSS/OSOS, 439 PS&D and 439 AMXS/MXAB ensure changes to the schedule are necessary and kept to a minimum. Verbal coordination will be followed up by generation of the AF Form 2407.

2. Procedures. The weekly flying schedule will be posted in accordance with Air Force Instruction (AFI) 21-101, paragraph 7.8.2. Changes to the weekly flying schedule require coordination and approval. Commanders may delegate this authority to the designated representatives. The schedule may be accessed electronically on the Westover L- Drive, under the AFMS/Online Schedules/Weekly directory. All schedule changes will be coordinated and documented electronically prior to the start of the flying period, on an AF Form 2407. The form is located on the L-Drive, under the AFMS/Online Schedules/Weekly directory, and will be transmitted by the requesting agency and will submit the AF Form 2407 with specific reasons for the change to their approving authority Production Superintendent or an individual within their Chain of Command that is listed on the authorization AF Form 2407 approval officials' letter. The Approving Official will approve the AF Form 2407 by electronically signing the appropriate block. Upon approval, the AF Form 2407 will be forwarded for coordination to Operations Scheduling, 439 PS&D and 439 Maintenance Operations Control (MOC).

2.1. 439 OSS/OSOS, upon approval/disapproval, will then email back to 439 PS&D and 439 MOC.

2.2. 439 MOC or 439 PS&D will record in the Maintenance Information System (MIS) (GO81 and locally developed spreadsheets to include the Monthly and Weekly online schedules).

2.3. 439 MOC, after coordination, will file AF Form 2407 which would have both Scheduling Officer's and Maintenance Operations Control Supervisor's electronic signatures. MOC will dispose of IAW the Air Force Records Information Management System (AFRIMS).

2.4. 439 PS&D will coordinate the final signed AF Form 2407 by email to the following email address: 439AWAFFORM2407@westover.af.mil.

2.4.1. A hard copy of the digitally signed electronic AF Form 2407 will be attached to the weekly schedule it has affected and placed on file.

2.4.2. 439 PS&D will maintain a receipt confirmation.

Steven D. Vautrain, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

AFI21-101; *Aircraft and Equipment Maintenance Management*, 26 July 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

AF Form 2407, *Weekly/Daily Flying Schedule Coordination*, 1 Jun 1972