

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

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



**5 AUGUST 2019**

**Maintenance**

**ELECTRONIC USE OF AF FORM 2407**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 439 MXG/CC  
(Col David C. Post)

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Material* 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 MXG/MXOS, 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/MXOS vice MOS/MXOO.

**1. The Weekly Flying/ Maintenance Schedule.** This schedule is the final planning guide for both maintenance and operations. The 439<sup>th</sup> Operations Support Squadron (439 OSS);

Operations Scheduling (OSOS), 439 MXG/ Plans, Scheduling and Documentation MXOS and 439 AMXS/ MXAA maintain constant coordination in order to minimize the impact that changes have on achieving long range objectives and to maximize reaction times. In addition, daily coordination is necessary between these offices to ensure any changes are not only necessary, but are kept to a minimum.

**2. Procedures.** The weekly flying schedule will be posted in accordance with Air Force Instruction (AFI) 21-101. This schedule can be accessed electronically on the Westover SharePoint at <https://afrc.eim.us.af.mil/sites/439AW/439MXG/DropOffLibrary/Forms/AllItems.aspx>. All schedule changes will be coordinated electronically and documented prior to the start of the flying period on an AF Form 2407. These changes require approval and coordination. Commanders may delegate the approving authority to their designated representatives and will be listed on a commander's authorized 2407 delegated approving authority letter. The 2407 form will be initiated by the requesting agency with specific reasons for the change. Upon approval, the 2407 will be forwarded for coordination as follows:

2.1. Operations as the requesting agency:

2.1.1. 439 OSS/OSOS will email 2407 to 439 AMXS/ MXAA. 439 MXG/MXOS and MXOC will be cc'd on this email.

2.1.2. 439 AMXS/MXAA, upon approval, will then forward signed 2407 to 439 MXG/PS&D via email.

2.2. Maintenance as the requesting agency:

2.2.1. 439 AMXS/MXAA will email 2407 to 439 OSS/ OSOS. 439 MXG/MXOS and MXOC will be cc'd on this email.

2.2.2. 439 OSS/OSOS, upon approval, will then forward signed 2407 to 439 MXG/MXOS via email.

2.3. 439 MXG/MXOS or MXOC will record these changes in the Maintenance Information System (MIS) G081 and locally developed spreadsheets to include the monthly and weekly online schedules.

2.4. 439 MXG/MXOS will coordinate the final signed AF Form 2407 via email to the following email address: [439AWAFFORM2407@westover.af.mil](mailto:439AWAFFORM2407@westover.af.mil).

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

2.4.2. A digital copy of the signed AF Form 2407 will be hyperlinked to the weekly schedule on the affected day located at L:\MOS\Plans & Scheduling\AFMS\Online Schedules\Weekly.

2.4.3. 439 MXG/MXOS will maintain read receipt confirmation in their organizational email box.

CRAIG C. PETERS, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 21-1, *Maintenance of Military Material*, 29 Oct 2015

AFI21-101; *Aircraft and Equipment Maintenance Management*, 21 May 2015

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