

INDUSTRIAL PRODUCT- SUPPORT VENDOR (IPV) CHANGE REQUEST									
ADD:		CHANGE:		DELETE:		ICR#:			
PART I - INFORMATION									
1. ORGANIZATION:		2. OFFICE:		3. RCC:		4. KIT ID:		5. CURRENT REVISION:	
6. NAME:			7. EMAIL:			8. BLDG:		9. POST:	
10. BSL/MACHINE NAME		11. IS THIS A VIRTUAL KIT? <input type="checkbox"/> YES <input type="checkbox"/> NO		12. KIT LESS THAN 15 NSNS? <input type="checkbox"/> YES <input type="checkbox"/> NO		13. FIRST KIT NEED DATE:			
		AUTOCRIB VIRTUAL KITS MUST BE LESS THEN 15 NSNS TO BE APPROVED							
14. T.O. FIG, INDEX:			15. NEW KIT REVISION:			16. NOMENCLATURE:			
17. DOES THIS REQUIRE A NEW CONTAINER? <input type="checkbox"/> YES <input type="checkbox"/> NO									
18. DO YOU HAVE ENOUGH KIT CONTAINERS TO SUPPORT THE KIT MAX DELIVERY SCHEDULE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A									
19. IS THE CONTAINER CONFIGURATION ABLE TO ACCOMMODATE REQUESTED CHANGES? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A									
PART II - ENDORSEMENT									
20. PRODUCTION SUPERVISOR:									
21. PLANNING REPRESENTATIVE:									
22. DLA COR OFFICE:									
23. IPV CONTRACT REPRESENTATIVE:									
PART III - COMPLETION BY AUTHORIZED OBWC STAFF									
INFORM MAINTENANCE PLANNER, SHOP SUPERVISOR, INITIATOR, AUTOCRIB/POINT OF USE, AND UPDATE REPOSITORY.									
24. OBWC IPV ANALYST:				25. POU LEAD MAINTENANCE MGT SPECIALIST					
26. NOTES:									
SEE ADD CHANGE DELETE SPREADSHEET FOR DETAILED LIST OF MATERIAL.									
AFSC Form 231, 20230901; Prescribed by: AFSCI 23-101									
Previous Edition Obsolete									

## IPV CHANGE REQUEST INSTRUCTIONS

ADD - Use the drop down to select request type. If it does not apply, select NA.

CHANGE - Use the drop down to select request type. If it does not apply, select NA

DELETE - Use the drop down to select request type. If it does not apply, select NA

ICR# - This is the tracking number of this form. Use the drop down to select where your unit is located. Then, enter the three digit unique number starting with 001 daily. The tracking number is presented in the following format (WR, OC, OO), last digit of current year, Julian date, three digit unique number. EXAMPLE: OO8240001

1. ORGANIZATION - The 4 letter designation (i.e. EMXG, AMXG) this will automatically convert to all capital letters for you
2. OFFICE - The office symbol within the current organization, this will automatically convert to all capital letters for you
3. RCC - 6 Character indirect ordering RCC
4. KIT ID - Alphanumeric code to identify a specific kit (established kit only)
5. CURRENT REVISION - One alpha character showing current configuration level or Baseline
6. NAME - Last name, first name of the initiator filling out this form
7. E-MAIL - Email address assigned to the initiator requesting this change
8. BLDG. - Number assigned to the building where the material is being requested
9. POST - Number assigned to each column in bldg., if applicable
10. BSL/MACHINE NAME - Bin Storage Location/AutoCrib Machine Name where the material is being requested
11. IS THIS A VIRTUAL KIT? Yes or No
12. KIT LESS THAN 15 NSNS? Yes or No AUTOCRIB VIRTUAL KITS MUST BE LESS THEN 15 NSNs TO BE APPROVED
13. FIRST KIT NEED DATE - Date the END ITEM goes into work in the industrial shop
14. T.O. FIG. INDEX - Technical Order number assigned to a book. Number assigned to each figure in the book. Set of numbers assigned to each part of the book
15. NEW KIT REVISION - To be created or updated by IPV Contract Representative only
16. NOMENCLATURE - Name/description of kit (established or new). Same as Column C of spreadsheet
17. DOES THIS REQUIRE NEW CONTAINER - Change made to content of a container and has been verified that material fits or does not fit into existing container
18. DO YOU HAVE ENOUGH KIT CONTAINERS TO SUPPORT THE KIT MAX DELIVERY SCHEDULE - Amount of MAX level kits required to maintain 30 day work schedule in shop
19. IS THE CONTAINER CONFIGURATION ABLE TO ACCOMMODATE REQUESTED CHANGES - Has a physical check been completed to validate the kit configuration with new material
20. PRODUCTION SUPERVISOR - Signature is required by the endorser or their representative
21. PLANNING REPRESENTATIVE - Signature is required by the endorser or their representative
22. DLA COR OFFICE - Signature is required by the endorser or their representative
23. IPV CONTRACT REPRESENTATIVE - Signature is required by the endorser or their representative
24. OBWC IPV ANALYST - Signature is required by the endorser or their representative
25. NEW VIRTUAL KIT ADDS - POU LEAD MAINTENANCE MGT SPECIALIST - Signature is required by the endorser or their representative
26. NOTES - Use this space for specific instructions not listed above in the ICR document or attached Kitting/Bin, Add, Change, Delete Spreadsheet