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Maintenance



**ACCOUNTING FOR AIRCRAFT
FLYING HOURS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. This instruction extends the guidance of Air Force Instruction (AFI) 21-101_AFRC Sup1, *Aerospace Equipment Maintenance Management*. This instruction establishes policy, assigns responsibilities, and outlines procedures for accounting for aircraft/aircrew flying hours within the 302d Airlift Wing (AW). The procedures of the publication are mandatory for all personnel under the functional control of the 302d AW Commander. 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**, directly to 302 MXG/ MXOOM, at 450 W. Hamilton Ave, Peterson AFB, Colorado 80914. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

1. Responsibilities.

1.1. After the completion of each sortie generation, the aircraft commander will provide accurate and completed Air Force Technical Order (AFTO) Form 781(s) to the maintenance de-briefer (Crew Chief).

1.2. The crew chief will review the AFTO Form 781(s) for accuracy on blocks (Blk) 1 and 3 and has the Pilot correct any missing or incorrect information or errors. After review, the Aircraft Maintenance Squadron (AMX) supervision will insure all AFTO Form 781(s) are delivered to Plans, Scheduling and Documentation (PS&D), no later than 7:30 am the following morning.

1.3. PS&D Section will:

1.3.1. Enter all required data from the AFTO Form 781(s) into the MIS-GO81 system, 9020 program (automated debriefing subsystem). PS&D will initial the appropriate block (Blk 37) along with placing a GO81 date processed stamp on the AFTO Form 781(s).

1.3.2. Verify all entries loaded into the MIS-G081/8038 option Y (Aircraft Flight Status Data). The printed 8038 for each aircraft flown will be verified to assure that it matches the dates, mission numbers, flight times and landings listed on the AFTO Form 781(s) from the previous day(s). Any error will be entered in red and then corrected. The reviewed GO81/8038 will be dated, signed, and filed by the reviewer.

1.3.3. Input the flying times from the AFTO 781(s) onto the 302 daily flying schedules in the "Actual" block. This time will have to be converted to local time from the AFTO 781(s).

1.3.4. Duplicate the AFTO Form 781(s) and file the copy in the appropriate aircraft jacket file. Ensure the original AFTO Form 781(s) along with a printed copy of G081/8038 program is delivered to or picked up by Resource Operations.

1.3.5. Weekly run GO81 batch job Flight Hours by Utility Code (FUTILHRS) and input these hours onto the current fiscal yearly totals spreadsheet.

1.3.6. Monthly run GO81 batch job FSORTIES and send the Aircraft Utilization Report (AUR) to Resource Operations to audit and if necessary correct.

1.4. Resource Operations will:

1.4.1. Verify and compare the AFTO Form 781(s) with the flight authorization for any differences. When differences occur, Resource Operations will contact PS&D for conformation and correction(s) to be accomplished.

1.4.2. Forward a copy of the AFTO Form 781(s) along with the MIS-G081/8038 program to Current Operations Management. The original AFTO Form 781(s) will be delivered to Aviation Records.

1.4.3. Reconcile and return the AUR report back to MOF PS&D, no later than the 4th calendar day of the month.

1.5. Aviation Records will audit report entered into the Aircraft Resource Management System (ARMS) and file the original AFTO Form 781(s).

1.6. Maintenance Data Systems Analysis (MDSA) in accordance with AFRC Supplement to AFI 21-101, *Aerospace Equipment Maintenance Management*, AFRC Instruction 21-102, *Aircraft and Unit Performance Report*, and AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*, will document and report the following regarding the use of AFTO Form 781 information:

1.6.1. The Analyst will notify the Plans and Scheduling Office for correction of errors found regarding the AFTO Form 781 Flying Data and the G081 Maintenance Information System documentation for correction.

1.6.2. The Analysis Office will annotate AFTO Form 781 Flying Data into the AFRC Form 303 to reflect the Home Station Launches Scheduled v.s. Home Station Launches Flown . Deviations to the weekly schedule will be documented on the remarks page to identify specific issues that would prevent aircraft on time take off.

1.6.3. Submit the final flying hour report Part 1 to headquarters (HQ) AFRC/DOT & 22nd Air Force no later than the tenth calendar day of the following month.

1.6.4. Submit the final flying hour report Part 2 to HQ AFRC/DOT & 22nd Air Force no later than the twentieth calendar day of the following month.

JAMES J. MUSCATELL JR, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Air Force Policy directive (AFPD) 21-1, *Air and Space Maintenance*
Air Force Instruction (AFI) 21-101, Aerospace Equipment Maintenance Management
AFI 21-101_AFRCSUP1, Aerospace Equipment Maintenance Management
AFI 21-103, Equipment Inventory, Status and Utilization Reporting
Air Force Manual (AFMAN) 37-123, *Management of Records*
AFRC Instruction 21-102, Aircraft and Unit Performance Report

Abbreviations and Acronyms

AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFTO—Air Force Technical Order
AMX—Aircraft Maintenance Squadron
ARMS—Aircraft Resource Management System
AUR—Aircraft Utilization Report
AW—Airlift Wing
BLK—Block
DOT—Department of Training
FUTILHRS—Flight Hours by Utility Code
HQ—Headquarters
MAJCOM—Major Command
MIS—Maintenance Information System
MXOOS—Plans Scheduling and Documentation
NLT—No Later than
OPR—Office of Primary Responsibility
PS&D—Plans Scheduling and Documentation
RDS—Records Disposition Schedule

USAFR—United States Air Force Reserve