

**BY ORDER OF THE COMMANDER  
314TH AIRLIFT WING**

**314TH AIRLIFT WING INSTRUCTION 21-103**

**11 JANUARY 2011**



**Maintenance**

**FLYING HOUR ACCOUNTING PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 21-1, *Air and Space Maintenance* and establishes procedures for verifying airlift squadron operations and maintenance activities report unit sortie/flying hours correctly. This instruction applies to squadrons within the 314th Airlift Wing and the 29th Weapons Squadron (WPS). Reference AFI 21-103 and AFI 21-103\_AETCSUP, *Equipment Inventory, Status, and Utilization Reporting*, AFI 21-101 and AFI 21-101\_AETCSUP1 *Aircraft and Equipment Maintenance*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional managers chain of command.

This publication does not apply to Air Force Reserve Command (AFRC) Units.

### **SUMMARY OF CHANGES**

Changes were made to this instruction due to the base-wide re-organization. This publication has been substantially revised and must be reviewed in its entirety. This operating instruction clarifies policies in addition to the governing guidance found in AFI 21-103 and AFI 21-103\_AETCSUP, *Equipment Inventory, Status, and Utilization Reporting*, section 2.28, AFI 21-101 and AFI 21-101\_AETCSUP1, *Aircraft and Equipment Maintenance*.

- 1. Maintenance Group Commander (MXG) Responsibilities:** Appoint 314 MOS/MXOOS as the wing's aerospace vehicle distribution officer (AVDO).
- 2. Operations Group (OG) Commander Responsibilities:** Appoint 314 OG/OGO as the wing's Aerospace Vehicle Utilization Monitor (AVUM).
- 3. Flying Squadron Commanders (48 AS, 62 AS, 45 AS and 29 WPS,) Responsibilities:** Appoint a primary and alternate squadron Operation Squadron (OS) AVUM by letter to include rank, name, office symbol and phone number. Provide the AVUM and AVDO with a current appointment letter; resend letter as changes in personnel occur.
- 4. Aircraft Maintenance Unit (AMU) OIC/Superintendent Responsibilities:** Appoint a primary and alternate AMU Debrief point of contact (POC) by letter. Provide the AVUM and AVDO with a current appointment letter; resend letter as changes in personnel occur.
  - 4.1. Ensure the AMU Debrief reconciles the cumulative flying hours daily, weekly, monthly, and annual with OS AVUM.
  - 4.2. If AFTO Form 781s are not received by the end of the day for aircraft completing cross-country and depot input missions, coordinate with the OS Director of Operations or Squadron Operations Supervisor.
- 5. Director of Operations (DO) Responsibilities:** Ensure aircraft commanders of cross-country and depot maintenance input missions fax or email (via scan) AFTO Form 781s to Aircraft Maintenance Squadron (AMXS) debrief sections by the end of each day. **NOTE:** During 29 Weapon School Instructor Course syllabus deployments, temporary duty maintenance personnel input 781 data directly into G081.
  - 5.1. Ensure the OS AVUM reconciles the cumulative flying hours daily, weekly, monthly, and annual with AMXS Debrief.
- 6. 314 OG/OGO, Current Operations Flight Responsibilities:**
  - 6.1. Serves jointly with 314 MOS/MXOOS, Plans, Scheduling, and Documentation AVDO as the wing POC for sortie/flying hour reporting.
  - 6.2. Coordinates with the OS AVUM to ensure daily, weekly, monthly, and annual cumulative flying hour reconciliations with AMXS Debrief.
  - 6.3. Maintain a file of the monthly G081 67168 program element code (PEC) Summary Report close-out report for one fiscal year.
  - 6.4. Maintain current copy of AVDO, OS AVUM, and AMU Debrief appointment letter.
- 7. 314 MOS/MXOOS, Plans, Scheduling, and Documentation AVDO Responsibilities:**
  - 7.1. Serves jointly with 314 OG/OGO, Current Operations Flight as the wing POC for sortie/flying hours reporting.
  - 7.2. Coordinates with AMU Debrief to ensure daily, weekly, monthly, and annual cumulative flying hour reconciliations with the OS AVUM.
  - 7.3. Maintain a file of the monthly G081 67168 (PEC) Summary Report close-out report for one fiscal year.

7.4. Report monthly flying hour and sortie totals to the Cost Per Flying Hour Program Manager, 314 MOS/MXOOA, and Wing Foreign Object Damage Program Manager.

7.5. Maintain current copy of AVUM, OS AVUM, and AMU Debrief appointment letter.

**8. OS AVUM/Squadron Aviation Resource Management (SARM) Responsibilities:**

8.1. Reconcile cumulative flying hours daily, weekly, monthly, and annual reconciliations with AMXS Debrief.

8.2. Forward reconciled and signed G081 67168 PEC Summary Report to the AVUM on a daily basis NLT 1600hrs.

8.3. Maintain a current copy of OS AVUM appointment letter.

**9. AMXS Squadron Debrief :**

9.1. Ensure all sortie/flying hours from the AFTO Form 781s are loaded in G081 by the end of the flying period. If G081 is down, times will be processed as soon as possible once G081 is restored.

9.2. Forward a copy of the previous flying periods G081 67168 PEC Summary Report and the original AFTO Form 781 to OS SARM by 0800L daily. A copy of the AFTO Form 781 is made for AMU Debrief, the original is returned to the OS SARM; destroy when no longer required in accordance with the Privacy Act of 1974.

9.3. Any flight time not loaded by the 4th duty day of the following month is considered late reporting. Submit a MFR to 314 OG/OGO, Current Operations Flight, justifying any flying time that is not entered into G081 by the fourth calendar day of the following month. Memorandum for records must be submitted NLT 5 duty days from the date of the flight.

9.4. Update aircraft airframe hours using G081 screen 9042 when aircraft sorties are flown at non-G081 reporting units such as depot functional check flights and depot ferrying missions flown by depot crews.

9.5. Notify Engine Management section when aircraft airframe updates are made using screen 9042.

9.6. Notify AMU OIC/Superintendent when AFTO Form 781s are not received by the end of the day for aircraft completing cross-country and depot input missions.

9.7. Maintain a current copy of AMU Debrief appointment letter.

**10. Forms Adopted:** AF Form 847, *Recommendation for Change of Publication*, AFTO Form 781, *AFORMS Aircrew/Mission Flight Data Document*.

MARK G. CZELUSTA, Colonel, USAF  
Commander

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 Jul 2010  
AFI 21-101, AETCSUP, *Aircraft and Equipment Maintenance Management*, 21 Oct 2010  
AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*, 09 Apr 2010  
AFI 21-103, AETCSUP, *Equipment Inventory, Status, and Utilization Reporting*, 19 Aug 2010  
AFMAN 33-363, *Management of Records*, 01 Mar 2008  
AFPD 21-1, *Air and Space Maintenance*, 23 Feb 2003

***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  
**AMU**—Aircraft Maintenance Unit  
**AMXS**—Aircraft Maintenance Squadron  
**AVDO**—Aerospace Vehicle Distribution Officer  
**AVUM**—Aerospace Vehicle Utilization Monitor  
**AW**—Air Wing  
**CC**—Commander  
**DO**—Director of Operations  
**G081**—CAMS for Mobility  
**LRAFBI**—Little Rock Air Force Base Instruction  
**PEC**—Program Element Code  
**MFR**—Memorandum For Record  
**MOS**—Maintenance Operations Squadron  
**MXG**—Maintenance Group  
**NLT**—No Later Than  
**OG**—Operations Group  
**OIC**—Officer-In-Charge

**OPR**—Office of Primary Responsibility

**OS**—Operations Squadron

**PEC**—Program Element Code

**POC**—Point of Contact

**SARM**—Squadron Aviation Resource Management

**WPS**—Weapons School