

**BY ORDER OF THE COMMANDER
354TH FIGHTER WING (PACAF)**

**AIR COMBAT COMMAND INSTRUCTION
21-165**



**354TH FIGHTER WING
Supplement**

11 JANUARY 2012

Maintenance

**AIRCRAFT FLYING AND MAINTENANCE
SCHEDULING PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements AFPD21-1, *Managing Aerospace Equipment Maintenance and supplements AFI 21-101 and CAF Supplement 21-101, Aerospace Equipment Maintenance Management*. This instruction establishes local procedures and defines the manner in which all 354th Fighter Wing (FW) maintenance functions will meet their mission objectives. This instruction amplifies policies and procedures contained in AFI 21-101 and other related maintenance directives, clarifies responsibilities, standardizes equipment control procedures, defines general maintenance requirements and establishes program continuity for maintenance functions within the 354th Fighter Wing and units deployed to Eielson AFB for combat training exercises. 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 Forms 847 from the field through the appropriate functional's chain of command. 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) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

SUMMARY OF CHANGES

This Supplement establishes policy and assigns responsibility for 354th Fighter Wing, 354th Operations Group, and 354th Maintenance Group commanders to develop, execute and evaluate aircraft flying and maintenance programs. This publication applies to all mission design series assigned to the 354th Fighter Wing. Forward comments and suggested improvements to this instruction using an AF IMT 847, Recommendation for Change of Publication, coordinated through appropriate channels to 354 MXG/MXOO, Building 1347, 551 Loop Access, Eielson Air Force Base, Alaska 99702. This publication does not apply to the US Air Force Reserve or Air National Guard units or members.

2.8. Standardization . The following guidelines have been established to standardize scheduling practices in the 354 FW.

2.8.1. (Added) The flying squadron flying window is defined as the first local flying squadron take-off to the last local flying squadron landing to include cross country departure/return. The wing will adhere to a 10-hour maximum flying squadron flying window, unless otherwise approved by the 354 MXG/CC and 354 OG/CC.

2.8.2. (Added) Cross-Country (XC) Procedures. Typical weekend XC will be incorporated as follows.

2.8.2.1. (Added) Schedule all XC missions departing from Eielson AFB on the daily flying page with take-off and estimated land times printed. XC missions originating from off station (returning to Eielson AFB) will be listed with a XC line number for the returning sortie along with an estimated take off/land time (if available or TBD if times are unknown) on the daily flying page. Aircraft designated as air spares to support cross-country deployments will use cross country line numbers. **NOTE:** Any changes to off station XC sorties will not be recorded as a deviation for FSE.

2.8.3. (Added) Requests for fly-bys, static displays, air shows, and local quiet hours will be coordinated through 354 OSS/OSCR. Additionally, 354 OSS/OSCR will be the focal point for coordination with visiting units not associated with RED FLAG-Alaska exercises.

2.8.3.1. (Added) All notifications of fly-bys, static displays, air shows, and local quiet hours requests will be made to 354 OSS/OSCR by 354 FW Public Affairs, via DD Form 2535 (Request for Military Aerial Support). All local requests for wing assets to be static displays will be coordinated using a Static Display Request letter.

2.8.3.2. (Added) 354 OSS/OSCR will forward dates, location, desired aircraft configuration and recommended tasking to respective squadron commanders and the OG/CC.

2.8.3.3. (Added) Squadron commanders will notify OG/CC of their ability to support the request. The OG/CC will notify 354 OSS/OSCR of approval or disapproval. Status of all static display and fly-by requests will be discussed and approved/disapproved at the scheduled OG/MXG scheduling meeting.

2.8.3.4. (Added) 354 OSS/OSCR will be responsible for handling and coordinating the approval package with Major Command (MAJCOM) and non-appropriated funds (NAF) when required for additional approval.

2.8.3.5. (Added) 354 OSS/OSCR will follow through on the aerial event until mission execution.

2.8.4. (Added) Minimum Turn Times. The following paragraph lists minimum turn times for the 354 FW. Turn time is defined as the time from aircraft landing to the next take-off.

2.8.4.1. (Added) Minimum turn times during winter months (bay operations) will be 3.5 hours and 3.0 hours for summer months (1 May – 15 Sep) (flightline operations).

2.8.5. (Added) Crew Ready Times:

2.8.5.1. (Added) Crew ready times for all scheduled aircraft will be called into the MOC and flying squadron (FS) Top 3 no later than 60 minutes prior to take off.

2.8.6. (Added) Wing Unique Requirements:

2.8.6.1. During RED FLAG-Alaska and other PACAF directed exercises, the 354th Fighter Wing will utilize an ATO driven daily flying schedule. It will be finalized and published not later than 2 hours prior to first take-off time and 1 hour prior to take-off for any subsequent ATOs. Daily published flying and maintenance schedules do not require an AF Form 2407 for implementation and are applicable to all affected organizations. MOC will load the finalized schedule in IMDS. Normal deviations will be recorded using the published daily ATO flying schedule.

2.8.6.2. During Distant Frontier operations, normal day-to-day scheduling procedures will apply IAW ACCI 21-165, to include all AF Form 2407 change requests will be coordinated during the daily maintenance/production meeting the day prior to implementation to ensure adequate assets are available to support the daily flying schedule.

2.8.7. (Added) Quiet Hours Policy:

2.8.7.1. (Added) Reference 354 FWI 13-203, *Airfield and Air Traffic Control Procedures* (Noise Abatement/Quiet Hour Procedures).

3.6.2.3.1. (Added) All inputs for the monthly schedule will be provided to 354 MOF PS&D section no later than COB on the 3rd Wednesday of the preceding month. Ensure an e-mailed copy (in excel format) is sent to **354mxg.mxoppsd@eielson.af.mil**

3.6.6.4. 1 (Added) Shared Resources Meeting. As a minimum, the following personnel will attend the monthly Shared Resources meeting: AMU Production Supervisor, MXS Production Supervisor, Corrosion, Egress, FTD, WLT, Munitions Accountable Systems Officer, Armament, MOF PS&D, Engine Management, Fire department, MTF, and EOD when applicable.

3.6.6.13.1. (Added) Normal Designated Training Aircraft. The 354 MOF PS&D section will present the 354 AMXS with all known aircraft training requirements for compliance. The 354 MOF PS&D section will conduct a monthly shared resources meeting to discuss and contract the following weeks/months training to include the following: WLT, Fire department Egress training, Maintenance Training Flight, Engine Runs and Field Training Detachment requirements. The results of this meeting will be published in the 354 FW Monthly Maintenance and Operations Plan.

3.7. 1 Weekly Scheduling. As a minimum, the following personnel will attend the Monday maintenance scheduling meeting: AMU Production Supervisor, MOF PS&D, MXS Super and an Operations scheduler.

3.7.1.13. (Added) All slides for the Monday MXG/OG scheduling meeting will be provided to 354 OSS/OSCR no later than 1200 on Monday.

3.7.1.14. (Added) The flying squadron will input the shell, to include, turn pattern, mission configuration, take-off and land times, and sortie duration for two weeks out into the approved operations scheduling program NLT 1200 two duty days prior to the FS/AMU scheduling meeting for the affected week and a copy will be provided to the AMU Pro-Super and the MOF PS&D Section. The shell will be agreed to and finalized in the approved operations scheduling program NLT Monday prior to the affected week.

3.7.6.1.1. (Added) Authorized 354 FW Sortie Sequence Numbers are as follows:

18th Aircraft Maintenance Unit (F-16C/D)

101 series	Home Station
601 series	TDY
701 series	Exercises / RED FLAG-Alaska
801 - 825	Adds
826 - 850	OCF / FCF
901 - 925	Cross Country Return
926 - 950	Cross Country Out

3.7.6.10. (Added) Coordination of the weekly maintenance checkerboard, scheduled maintenance pages, and flying pages must be finalized with MOF PS&D no later than 1500 Wednesday for the next week's schedule. If a holiday falls on Thursday, the weekly schedule will be due no later than 1500 on Tuesday.

3.7.6.11. (Added) The 354 MOF PS&D will post, to the Weekly and Monthly flying schedules to SharePoint (<https://eielson.eim.pacaf.af.mil/sites/Scheduling/default.aspx>) no later than 1200 on Friday.

3.7.6.13. (Added) Include all projected maintenance events and workable TCTO's on the weekly maintenance page NLT 1500 Wednesday for coordination with AMXS Supervision. ACCI 21-165, **Chapter 5, [NO LABEL MAPPING for "Table"! 5.2**

3.8.2.5. (Added) When coordinating an AF Form 2407, Weekly/Daily Flying Schedule Coordination, change, ensure agencies whose approval are required actually receive and approve the requested action. Affected agencies can provide approval either electronically, verbally, or by physically signing the form. For electronic or verbal approval, record the name, time, and date of approval. All affected agencies must sign 2407 for changes to be valid. If scheduled maintenance events will be affected (that is, cancelled or delayed) list each action on the AF Form 2407 that will not be complied with as previously scheduled. **NOTE:** All agencies affected by the change will be listed as a notification agency on the AF Form 2407 (coordination is mandatory). Use of the AF Form 2407 does not negate the recording of IMDS events and/or FSE/MSE deviations (non-spared cancels or ground aborts, early/late takeoffs, early/late

landings, and additions). Reference sample 354 FW AF Form 2407 located on SharePoint in weekly folder (<https://eielson.eim.pacaf.af.mil/sites/Scheduling/default.aspx>)

5.2.1.1. (Added) . MOF PS&D will schedule Job Control Numbers (JCN) in IMDS for all projected maintenance events for the upcoming week NLT 1200 on Friday. These JCNs will be used to validate compliance status and track maintenance scheduling effectiveness (MSE). NOTE: All scheduled maintenance events added, canceled, or deferred in the weekly flying and maintenance schedule will require an AF Form 2407. These type events will be counted and included in the MSE computation.

5.2.3.1. (Added) MOF PS&D will verify compliance status of the previous days scheduled maintenance by 0800 daily. Uncompleted scheduled maintenance actions will be coded as “missed events” and assigned a deviation category.

7.2.6.1. (Added) MOC coordinators with assistance from AMXS production supervision will ensure narratives are accurate and descriptive as to what caused the deviation.

Table 7.3. Cause Codes and Functions

<u>CAUSE CODE</u>	<u>NARRATIVE</u>	<u>CATEGORY</u>
MTI	AIRCRAFT IMPOUNDED	MAINTENANCE
OPR	OPS TRAINING	OPS
OPU	AIRCREW UNAVAILABLE	OPS
RCR	RUNWAY CONDITIONS	WEATHER
SYA	SYMPATHY OFF STATION AIRCRAFT	SYMPATHY
SYF	RED FLAG SUPPORT	SYMPATHY
WXH	WEATHER AT HOME STATION	WEATHER
WXR	WEATHER AT RANGE/SITE	WEATHER
WXS	SNOW REMOVAL	WEATHER

JAMES N. POST III
Brigadier General, USAF
Commander