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374TH AIRLIFT WING**

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***Maintenance***

**AIRCRAFT FLYING AND  
MAINTENANCE SCHEDULING  
PROCEDURES (PA)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements aircraft scheduling policies in Air Force Policy Directive 21-1, *Air and Space maintenance*, and in Air Force Instruction 21-101, *Aircraft and Equipment Maintenance Management*. It establishes policy and assigns responsibility for 374th Operations Group (374 OG) and 374th Maintenance Group (374 MXG) commanders to develop, execute and evaluate aircraft flying and maintenance programs. This instruction applies to all 374th Airlift Wing (374 AW) personnel. The authorities to collect and or maintain the records prescribed in this publication are Title 10 U.S.C., Section 8013, *Secretary of the Air Force*, and Executive Order 9397 (SSN). The System of Records Notice F011 AF XO A, *Aviation Resource Management Systems (ARMS)*, covers required information. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. 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 from the field through appropriate functional's chain of command.

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## Chapter 1

### FLYING AND MAINTENANCE SCHEDULING PROCEDURES

**1.1. Guidance.** The lead Major Command (MAJCOM) for Mobility Air Forces (MAF) is Air Mobility Command (AMC). As the lead MAJCOM, AMC is responsible for providing guidance for MAF assets worldwide. In this capacity, they have published an AFI 21-101\_AMCSUP, *Aircraft and Equipment Maintenance Management*, governing aircraft scheduling procedures. This guidance covers Annual Flying Hour Allocation, Quarterly, Monthly, and Weekly Scheduling. Additionally, coordination procedures for schedule changes are detailed.

#### **1.2. Responsibilities.**

1.2.1. Wing Current Operations (374 OSS/OSO) is responsible to the 374 OG/CC for the management of 374 AW Operations and Maintenance (O&M) hours. Additionally, 374 OSS/OSO is the focal point for all Transportation Working Capital Fund (TWCF) missions tasked by Pacific Air Forces (PACAF) Air Mobility Division (AMD). TWCF hours are managed by AMC/A3TR.

1.2.1.1. AMC/A3TR monitors monthly O&M and TWCF data by drawing from Reliability and Maintainability Information System (REMIS) reports. 374 OSS/OSO will audit G081 hours to ensure the monthly data is accurate by the 15th of the following month.

1.2.1.2. 374 OSS/OSO is responsible for preparing monthly reports on Flying Hour Program (FHP) for distribution to PACAF.

1.2.2. Maintenance Plans, Scheduling and Documentation (374 MXG/MXOS) is responsible to the 374 MXG/CC for maintaining historical data and for the development of wing maintenance plans.

1.2.3. The 374 OG/CC and the 374 MXG/CC share responsibility for the overall execution of the weekly schedule.

1.2.4. The 374 AW/CC will approve the annual FHP, the monthly and weekly schedule.

#### **1.3. Annual Planning.**

1.3.1. AMC distributes annual flying hours IAW AFI 11-101, *Management Reports on the Flying Hour Program*. This initial allocation does not take contingencies into account and is based on Programmed Aircraft Authorization (PAA) rather than aircraft actually on station. When aircraft are deployed, scheduling agencies will work together to adjust the program to a more realistic goal based on Programmed Depot Maintenance (PDM) schedules, Time Compliance Technical Order (TCTO) programs, exercises and off-station trainers.

1.3.2. The purpose of the annual planning cycle is to balance projected flying hour requirements (AFI 11-102, *Flying Hour Program Management*) with projected maintenance capabilities (AFI 21-101\_AMCSUP).

1.3.3. 374 MXG and 374 OG will develop and agree upon a standard weekly shell based on training requirements and tail availability not later than the end of the annual planning cycle.

**1.4. Quarterly Planning.** IAW AFI 21-101, *Aircraft and Equipment Maintenance Management*, quarterly requirements will be provided by 374 OSS/OSO to 374 MXG/MXOS no later than (NLT) 25 days before the beginning of the quarter. Quarterly planning is discussed during the weekly scheduling meetings. A rolling three-month plan satisfies the intent of quarterly planning.

**1.5. Monthly Planning.** Follow instructions IAW AFI 21-101. The monthly planning is discussed during the weekly scheduling meetings. See Attachment 5 for monthly/weekly scheduling meeting flow. On a weekly basis, 374 OSS/OSO will notify 5 AF/A3O of all out-of-country exercises and Off-Station Trainers (OSTs) for the following month.

**1.6. Weekly Scheduling.** The weekly schedule is the final refinement of the monthly plan and results in the Weekly Flying and Maintenance Schedule. The weekly scheduling meeting takes place every Wednesday and is chaired by the 374 OG/CD and 374 MXG/CD. At a minimum, the agencies in attendance will be: 374 OSS/OSO, 36 Airlift Squadron (AS), 459 AS (as needed), 374 Aircraft Maintenance Squadron (AMXS)/Maintenance Aircraft (MOO or Supt, and Production Superintendent), 374 Maintenance Squadron (MXS)/MXM (MOO or Supt, and Production Superintendent), 374 MXG/MXOS and 374 LRS/CMF. Following the meeting, the 374 OSS/OSO will compile the Air Movement Table (AMT) and submit to the 374 MXG/MXOS for final coordination. A paper copy shall be provided to the 374 AW/CC at or before the Wing Stand-up meeting, or at a time designated by the 374 AW/CC.

1.6.1. NLT two duty days before the weekly scheduling meeting, the 36 AS and 459 AS provides 374 OSS/OSO, 374 AMXS and 374 MXG/MXOS the following information:

- 1.6.1.1. Aircraft take-off and landing times.
- 1.6.1.2. Equipment configuration requirements.
- 1.6.1.3. Fuel loads.
- 1.6.1.4. Special or peculiar mission support requirements.
- 1.6.1.5. Exercise vulnerability.
- 1.6.1.6. Off-base sorties and/or known TWCF missions.
- 1.6.1.7. Other special requirements.

1.6.2. 374 MXG/MXQ and 374 MXG/MXOM need to submit their inputs to 374 MXG/MXOS NLT 1600L on Wednesday. NLT 1300L each Thursday, 374 MXG/MXOS will finalize the Weekly Flying and Maintenance Schedule and submit to the 374 MXG/CC and 374 OG/CC for approval.

1.6.3. 459 AS will provide the 374 MXG/MXOS with a schedule from the Patriot Excalibur (PEX) system, which reflects the known flying plan for the following week, NLT 1200L on Thursdays. 374 MXG/MXOS will include the schedule in the Weekly Flying and Maintenance Schedule to be signed by the 374 MXG/CC, 374 OG/CC, and 374 AW/CC.

1.6.4. 374 OSS/OSO will annotate on the weekly and daily flying schedule all mission unique requirements, including but not limited to: tire wear limits, increased Liquid Oxygen (LOX) requirements, secure voice, chaff & flare, Frequency Modulation (FM) immunity, extra oxygen bottles, aircrew signs & plaques, special air show requirements, unimproved

runway preparation, diplomatic (DIP) clearance, Flying Crew Chief (FCC) requirements, Mode IV/IFF checks, unimproved LZ, assault fuel, pet rock, armor.

1.6.5. Once the Weekly Flying and Maintenance Schedule is reviewed and signed by the 374 MXG/CC, 374 OG/CC, and 374 AW/CC, it becomes the final schedule for both Operations and Maintenance and the basis for deviation reporting. The 374 MXG/MXOS will distribute the next week's schedule to each appropriate activity and work center via email NLT 1200L Friday. Weekly Flying and Maintenance Schedules may be transmitted electronically via SharePoint.

## **1.7. Changes to the Weekly Flying and Maintenance Schedule.**

1.7.1. Daily flight schedules are derived from the weekly schedule and are provided to the appropriate agencies via the Global Decision and Support System II (GDSSII). Prior to crew show, all changes will be coordinated through an AF Form 2407 per paragraph 1.7.2. After crew show, C2 (AMD) will provide oversight and update GDSSII as necessary, an AF Form 2407 will not be required.

1.7.2. AF Form 2407, Weekly/Daily Flying Schedule Coordination. IAW AFI 21-101, AF Forms 2407 are used to coordinate with and inform affected agencies of changed schedule information. Any change to the published schedule will require an AF Form 2407 with the following exceptions: a change to the original printed takeoff or landing time of 15 minutes or less, a change of aircrew names, ranges, or airspace, or a change arising after the first crew ready time for the squadron's current day scheduled flying window. The agency requesting the change initiates the AF Form 2407. Coordination will be accomplished through the appropriate offices.

1.7.2.1. 459 AS will finalize next day's flying schedule NLT 1600L. Any changes to the flying schedule after this time will require an AF Form 2407.

1.7.2.2. AF Form 2407 Approval Authority. All AF Form 2407 changes that add aircraft and/or sorties or increase the flying window require both 374 OG/CC and 374 MXG/CC (or Group level representative) for approval. All other AF Form 2407 changes will be approved by the AMXS MOO or Superintendent and 36 AS Director of Operations or Operations Superintendent.

1.7.2.3. After final approval of AF Form 2407, 374 OSS/OSO will incorporate changes into the AMT. The modified AMT will be annotated with the appropriate version to match the AF Form 2407 (i.e., signed 2407-1 is incorporated into the Signed AMT and annotated as a separate document titled Signed AMT\_Version 1). The modified schedule, along with the original AMT and all signed AF Forms 2407 will be posted to the 374 OSS/OSO SharePoint.

1.7.3. TWCF Missions. For AMD-directed schedule changes on TWCF missions (prior to crew show), 374 OSS/OSO will initiate the AF Form 2407.

1.7.4. Exercise/Sortie Generation. An AF Form 2407 will be generated at the start of an exercise to cancel local flying for the affected days/week. Exercise sorties will be coordinated per para 1.7.4.1. All AF Forms 2407 generated during an exercise require MXG/CC and OG/CC approval.

1.7.4.1. Combat/exercise sortie generation will include operations using Air Tasking Orders. Operations and Maintenance shall meet daily to discuss ATO schedule during combat sortie generation. A schedule derived from an ATO is applicable to all affected organizations and no AF Form 2407 is required to implement the new schedule. All changes after the new ATO derived schedule has been published, up to the first unit crew show time, will be documented and coordinated on an AF Form 2407. Unlike a planned sortie surge, early and late take-offs are recorded on second and subsequent sorties, unless a change due to operational requirements is made to the ATO. Normal deviations will be recorded against all sorties using the new published schedule derived from the ATO.

1.7.5. Pen-and-Ink. **The pen-and-ink AF Form 2407 is not intended to be used as a tool to extend the scheduling process by another day.** Pen-and-ink changes made to next week's schedule must be submitted to the MOC NLT 1600 hours Friday or at the daily maintenance scheduling/production meeting, whichever occurs first. Approved pen-and ink changes become part of the published Weekly Flying and Maintenance Schedule. An AF Form 2407 or electronic substitution is required stating the changes are pen-and-ink. **Note:** The intent of the pen-and-ink AF Form 2407 is to correct minor errors and not complete revisions of the previously Wing/CC approved schedule.

1.7.5.1. Pen-and-ink AF Form 2407 also require OG/CC and MXG/CC approval. The Group-approved pen-and-ink AF Form 2407 is required because pen-and-ink AF Forms 2407 change the schedule/contract signed at the weekly scheduling meeting.

## 1.8. Maintenance Debriefing.

1.8.1. Aircrew will normally conduct formal maintenance debriefings immediately following their flight.

1.8.2. During off-station missions lasting greater than three days, the AC or FCC will ensure all AFTO Forms 781, *ARMS Aircrew/Mission Flight Data Document*, are faxed or emailed following the last sortie of the day, or as soon as practical. (Debrief Fax: 315-225-6032).

## 1.9. Mission Launch Sequence.

1.9.1. All mission support and preflight activities will be accomplished IAW the SOE in Attachment 2. Items in boldface print are considered on the critical-path. All agencies supporting the aircraft launch will monitor their respective timeline events in the launch sequence via GDSSII. In the event of a Takeoff deviation, the agency responsible for the first critical-path item to delay the sequence will accept responsibility for the deviation. Every effort will be made to block-out on time. **Exception:** After notifying Command Post, crews flying tactical missions may adjust Takeoff time, based on the latest computed flight plan, to make Time-On-Target. The SOE will remain the same up to Engine Start. Engine Start will be based on the adjusted Takeoff time.

1.9.2. Departure SOE times will be tracked in GDSSII. Maintenance will report completion of the critical-path event causing deviation to Command Post at their earliest convenience or when making the off-the-deck call. 374 MXG/MOC will record all takeoff deviations (-21/+15) for, and discuss process breakdowns with, Squadron and Group leadership at the daily maintenance meetings. In the event of a departure delay, 374 MXG/MOC will distribute copies of the late-mission's departure SOE to all agencies supporting the launch.

## Chapter 2

### AIRCREW/AIRCRAFT TASKING SYSTEM (AATS)

**2.1. Background.** Aircrew/Aircraft Tasking System (AATS) is a mechanism for PACAF to allocate both aircrews and aircraft between AMD and 374 AW. AMD must have a stable number of aircrew and aircraft to task for missions and 374 AW must have a stable number of aircrew and aircraft to support training and other requirements. In order to accomplish this stability, 36 AS, 374 MXG/MXOS, and 374 AMXS will complete an aircraft accountability worksheet (tally sheet) each week. This tally sheet takes the number of assigned crews, examines Duty Not Including Flying (DNIFs), training, etc. to determine the number of available crews each week. For detailed instructions for completing AATS, see the PACAF Concept of Operations (CONOPS).

**2.2. Squadron Responsibilities:** The 36 AS will complete and forward the aircrew availability for the next two weeks to 374 OSS/OSO NLT Tuesday 1200. 374 MXG/MXOS will complete the aircraft availability for the next three weeks and forward to 374 AMXS NLT Monday 1400. The 374 AMXS will forward their approval to 374 OSS/OSO NLT Tuesday 1200.

**2.3. Wing Current Operations Responsibilities:** 374 OSS/OSO will validate the tally sheet and inform the squadron of any discrepancies. The official worksheet will be presented to the 374 OG/CD and 374 MXG/CD during the weekly scheduling meeting. 374 OSS/OSO will email the AATS worksheet to 613 AOC/AMDL and courtesy copy PACAF A3Tv3 NLT 1400 each Wednesday.

## Chapter 3

### CARGO MOVEMENT AND SPACE BLOCKING

**3.1. The movement of non-billable cargo is a complex process that requires significant coordination and cooperation between the 36 AS, 459 AS, 374 MXG, 374 OSS/OSO, 374 LRS, and 730 Air Mobility Squadron (AMS).** It is imperative that the Aircraft Commander/Mission Commander (AC/MC) work closely with these agencies when planning off-station missions that require the movement of support equipment, airdrop and airland equipment, or aircraft assets. Moreover, when adding MEP to the Aircrew Flight Authorization, it is important the 36 AS schedulers coordinate with 374 OSS/OSO to ensure the necessary additional seats are space blocked in GDSSII.

**3.2. Guidance.** Defense Transportation Regulation 4500.9R, Part II is the governing regulation for all cargo movement. If cargo is hazardous, all agencies concerned must comply with AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*. The guidance in this instruction is intended to clarify and simplify those regulations.

**3.3. Types of Cargo.** When coordinating for movement of wing-owned cargo on wing aircraft, it is necessary to understand the terminology used for different types of non-billable cargo. Any cargo not covered by these definitions will require a billable accounting code for AMC handling.

3.3.1. Aircraft Assets. Aircraft Assets are defined as assets which are installed components or in direct support of the aircraft which is being operated (e.g., parts contained in the Readiness Spares Package [RSP], spare tires, spare propeller). The RSP must be for exclusive use by the transporting aircraft. In a multi-ship package, one aircraft may carry the RSP that will support the entire package. However, parts being moved as part of a Maintenance Recovery Team (MRT) should be prepared and manifested as billable cargo.

3.3.2. Equipment in Direct Support of the Mission. This is defined as specific assets, e.g. MOTHER, computers, printers, fax machines, which are required to support a specific O&M aircraft mission.

3.3.3. Aircrew Baggage. Aircrew baggage includes, but is not limited to, personal clothing, professional equipment, other items necessary for the health, welfare, and morale of the aircrew and MEP on the flight authorization orders.

**3.4. Transportation Accounting Code (TAC).** TACs are needed for any cargo handled by AMC. Air Force Special Assignment Mission (FSAM) TAC is a non-billable AMC TAC for non-channel Special Assignment Airlift Mission (SAAM) cargo. PACAF/A4RD has coordinated with AMC and approved the use of FSAM TAC for wing aircraft carrying wing-owned aircraft-maintenance related cargo to repair and recover an aircraft. Unit TACs must be used for all other movements, i.e. PACAF, or TWCF funded missions.

**3.5. AMC Requirements.** In order for 730 AMS to load/unload cargo, it must be prepared and palletized by the user. A DD Form 1149, *Requisition and Invoice/Shipping Document*, with a valid TAC is required. The user will deliver tasked cargo to Outbound Cargo (374 LRS/LGRDDC) at the Transportation Management Office (TMO), building 4145. TMO will then deliver the cargo to the 730 AMS for manifesting and loading. Only after these requirements have been met, will 730 AMS load/unload manifested cargo to/from an aircraft.

### 3.6. Types of Movement.

3.6.1. When cargo and passenger movements requiring Operations Plan (OPLAN), Concept Plan (CONPLAN), or HHQ Time Phased Force Deployment Data (TPFDD), and/or Disaster/Humanitarian coordination are assigned to 374 AW aircraft, the 374 AW Installation Deployment Officer (374 AW/IDO) will receive, or obtain, a copy of orders from the headquarters authority to move cargo or passengers. The IDO will immediately provide copies of the task to supporting agencies, i.e. 374 AW units, Group/Squadron commanders, the 730 AMS representatives, as required. The IDO will stand-up Wing deployment and reception work centers as needed to support tasks. The preparation and processing of cargo and passengers will be IAW DTR 4500.9-R, *Defense Transportation Regulation*, Part III, AFI 10-403, *Deployment Planning and Execution*, and the Installation Deployment Plan (IDP).

3.6.2. When cargo and passenger movement is part of a PACAF Exercise, e.g., Cope Tiger, PAR, Red Flag, it is usually classified as a TPFDD managed event and handled as described in paragraph 3.6.1. Mission Commanders (MCs) should coordinate with different users to develop a draft load plan. Each user will process cargo as described in paragraph 3.6.1 and coordinate with the MC on the overall load plan. The MC's draft load plan should be given to the Wing deployment and reception work-centers to aid in completion the final load plan.

3.6.3. Airdrop/Airland Training Equipment. 374 LRS/CMF is responsible for preparing, loading, and off-loading all 36 AS airdrop and airland training equipment on all home-station training missions (to include Fuji Range and Draughon Range). Airdrop and airland training equipment is defined as Container Delivery System bundles, Heavy Equipment, pet rocks, and combat offload pallets. This equipment will be noted on the published weekly schedule. When training equipment is required for off-station trainers, i.e., equipment will not be dropped or offloaded at home-station, 374 LRS/CMF will coordinate with 374 LRS/LGRD to process and manifest the equipment as cargo using the FSM TAC.

3.6.4. Aircrew Baggage (as defined in paragraph 3.3.3.) will not be loaded by 730 AMS or 374 LRS/CMF, even if palletized. 374 OSS/OSK will maintain qualified forklift drivers to load these pallets.

**3.7. Aircraft Assets Space Blocking Procedures.** Space blocking in GDSSII is provided for visibility and planning purposes. It does not take the place of In-Transit Visibility (ITV) (GATES) and does not require AMC (730 AMS) to process the cargo. Only Aircraft Assets (as defined in paragraph 3.3.1.) and MEP can be space blocked. 374 OSS/OSO is responsible for making the necessary space blocking remarks in GDSSII. Users should coordinate during, and prior to, the weekly scheduling meeting, but NLT 24 hours prior to mission departure.

#### 3.7.1. O&M Off-Station Missions.

3.7.1.1. Asset Owners will contact 36 AS/Central Scheduling and inform them of how many pallet positions need to be space blocked.

3.7.1.2. The Asset Owner is responsible for palletizing and weighing the cargo and informing the Air Terminal Operations Center (ATOC) of weights for load planning purposes.

3.7.1.3. The 36 AS/Central Scheduler will notify 374 OSS/OSO. 374 OSS/OSO will place the following comment in GDSSII: IAW AMC MSG 27 JUN 06-MOVEMENT OF AIRCRAFT ASSETS. SPACE BLOCK XX PALLETS FOR AIRCRAFT ASSETS (also provide pallet type, i.e., "ISU 90", and weight).

#### 3.7.2. TWCF Missions.

3.7.2.1. Prior to Execution, 374 OSS/OSO will notify 613 Air Operation Center (AOC)/Air Mobility Division Airlift Plans (AMDL) to insert the necessary comments into the remarks section of GDSSII. Remarks will be loaded NLT six hours prior to aircraft departure to ensure that the 730 AMS does not overbook cargo.

3.7.2.2. During Execution. When aircraft assets need to be transported, the owner will contact the AC/MC and inform them of the number of pallet positions to space block. The Asset Owner is responsible for palletizing and weighing the cargo and informing ATOC of weights for load planning purposes.

3.7.2.3. Once notified, the AC/MC will call or e-mail 613 AOC/AMDL to insert the following comment in GDSSII: IAW AMC MSG 27 JUN 06-MOVEMENT OF AIRCRAFT ASSETS. SPACE BLOCK XX PALLETS FOR AIRCRAFT ASSETS (also provide pallet type, i.e., "ISU 90", and weight).

### **3.8. MEP Space Blocking Procedures.**

3.8.1. ACs will ensure all MEP are listed on the aircrew flight authorization.

3.8.2. O&M Off-Station Missions (prior and during execution). 36 AS/Central Scheduler will notify 374 OSS/OSO when MEP will be on board an O&M mission. 374 OSS/OSO will place the following comment in GDSSII: SPACE BLOCK XX SEATS FOR MEP.

#### 3.8.3. TWCF Missions.

3.8.3.1. Prior to Execution, 374 OSS/OSO will notify 613 AOC/AMDL to insert the necessary comments into the remarks section of GDSSII. Remarks will be loaded NLT six hours prior to aircraft departure to ensure that the 730 AMS does not overbook passengers.

3.8.3.2. During Execution. AC/MCs will notify 36 AS/Central Scheduling so that a new flight authorization can be cut. AC/MCs will call or e-mail 613 AOC/AMDL to insert the following comment into GDSSII: SPACE BLOCK XX SEATS FOR MEP.

## Chapter 4

### MISSION POLICIES

#### 4.1. Static Display Requests and Aircraft Tours.

4.1.1. Official aircraft tours can be scheduled during normal duty hours or when aircraft availability allows.

4.1.2. Crew complement will be as required. Crewmembers should be in place at the aircraft NLT 30 minutes prior to scheduled tour time.

4.1.3. The AC will conduct the tour in accordance with AFI 11-209 and AFI 11-209\_PACAFSUP.

4.1.4. 374 OSS/OSO, 374 AW/PA, 374 MXG/MXOS, and 374 AMXS will coordinate local static displays. The mission directive for off-station static displays will be prepared by 374 OSS/OSO and will cover exceptions and additional requirements.

4.1.5. 374 AMXS will provide a clean aircraft between one hour prior to the scheduled tour time and will remain a half-hour after. Also, Maintenance will provide a power unit for interior lighting of aircraft. An NMC aircraft is acceptable unless otherwise noted by 374 OSS/OSO in GDSSII. Upon request, Maintenance will provide one crew chief at the aircraft. If the static display location is outside of the standard C-130 parking area, 374 OSS/OSO must provide a parking spot location at least 24 hours prior to the event. 374 MXG/MOC will pass tail number and parking spot to Command Post NLT one hour prior to scheduled tour time.

4.1.6. Security Forces Operations Center must be notified of all non-duty related aircraft tours as required. Security Forces will contact Command Post for the parking spot and tail number. A Restricted Area Badge is required to escort individuals on the flight line.

#### 4.2. C-130 Depot Inputs.

4.2.1. Life Support Equipment.

4.2.1.1. Aircrew Flight Equipment will configure inputs with one restraint harness. This item will be listed on AFTO Form 46, *Prepositioned Aircrew Flight Equipment*, and will remain on the aircraft. The AC or designated representative will sign for a minimum of one survival kit, in addition to Emergency Escape Breathing Devices and quick-don oxygen masks in an amount determined by crew size.

4.2.1.2. ACs or their designated representatives must obtain life support equipment for both delivery and pickup. This equipment will be accounted for on AF Form 1297, *Temporary Issue Receipt*, and returned to Life Support upon mission completion.

#### 4.3. Off-Station Trainers (OST) Missions.

4.3.1. OSTs are flown for the purpose of aircrew mission training. OSTs are defined as O&M funded training missions that remain overnight (RON) somewhere other than Yokota Air Base. The 374 AW/CC is the approval authority for OSTs.

4.3.2. 374 OSS/OSO will input OST itineraries into GDSSII, as well as coordinate all diplomatic clearances, Prior Permission Required (PPR), and GDSS In-flight Management

(IFM) support. Once off-station, crews will report takeoff and land times to 374 AW/CP for entry into GDSSII.

4.3.3. AC/MCs planning 2-ship or greater OST missions that will RON, must brief the 374 OG/CC and 374 MXG/CC at least one week prior to departure. Briefing items will include the planned itinerary, billeting arrangements, aircrew/aircraft security, and aircraft utilization.

4.3.4. Do not schedule approaches or landings where fees will be incurred.

4.3.5. OST Mission Itineraries. If weather, Notices to Airman (NOTAMs), etc. require a change of enroute or RON bases, AC/MCs will coordinate 374 OSS/OSO prior to departure from Yokota Air Base. While enroute, coordinate changes through appropriate command and control channels.

## Chapter 5

### LOCAL SCHEDULING POLICIES

**5.1. Range Scheduling.** 374 OSS/OSO is responsible for coordinating the use of local airspace including Fuji Range and the Hotel training areas. All Drop Zone (DZ) and Landing Zone (LZ) requests will be requested by 374 OSS/OSO.

5.1.1. Requests for Fuji Range must be made at least 3 weeks prior to execution. Since the range is used for live-fire and ground maneuvers by multiple users, aircraft are only authorized to use the range as a DZ during ceasefire periods or designated range entry times. Standard ceasefire times are scheduled from 1200-1300 and 1600-1800 each weekday.

5.1.2. Fuji DZ Charlie covers additional range space and must be specifically requested if desired.

**5.2. Quiet Hours Waivers.** Operation of aircraft during 374 AW established quiet hours requires 374 OG/CC approval IAW 374 AWI 13-269 (to be 374 AWI 13-204), *Airfield Operations*. For 374 AW missions, waivers should be requested through 374 OSS/OSO. If approved, 374 OSS/OSO will notify 374 AW/CP, and 374 OSS/OSAM for coordination. Aircraft maintenance engine runs during 374 AW established quiet hours require 374 MXG/CC approval.

### **5.3. Requests for Quiet Hours.**

5.3.1. Requests to instill Quiet Hours will be submitted to the Wing Airfield Manager (374 OSS/OSAM). A ten working day advance notice is desirable.

5.3.2. 374 OSS/OSAM prepares a request, which includes the following:

- 5.3.2.1. Date and minimum time period.
- 5.3.2.2. Event (reason why Quiet Hours are requested).
- 5.3.2.3. Specific location: parking spot, ramp area, or building number.
- 5.3.2.4. Extent of “quiet” options may include:
  - 5.3.2.4.1. No activity throughout airfield.
  - 5.3.2.4.2. No departures/arrivals.
  - 5.3.2.4.3. No engine runs.
  - 5.3.2.4.4. No transition.
  - 5.3.2.4.5. No Aerospace Ground Equipment (AGE) equipment.
  - 5.3.2.4.6. No Auxiliary Power Unit (APUs).
  - 5.3.2.4.7. No vehicle traffic.
  - 5.3.2.4.8. No contractor activity.

5.3.3. 374 OSS/OSAM forwards recommendation for approval/disapproval to 374 OSS/DO. 374 OSS/DO will then forward the request to 374 OG/CC. If approved, 374 OG/CC returns worksheet to 374 OSS/OSAM with final Quiet Hours time and restrictions. 374 OSS/OSAM

then sends an advisory message to base agencies (including 374 AW/CP) and issues a NOTAM.

5.3.4. 374 MXG/MXOS will include all known Quiet Hours time and restrictions on the weekly flying and maintenance schedule.

**5.4. Mission Essential Personnel Letters.** MEP letters will be signed IAW AFI 11-401, *Aviation Management*, and will be provided to the Operations Squadron schedulers NLT 24 hours prior to mission execution. Units with personnel requiring an MEP are responsible for routing the letter through 374 OG/OGV to the 374 OG/CC for signature. MEP letters must be submitted 48 hours in advance. 374 OG/OGV should provide a template for accomplishing this letter.

**5.5. Visiting Aircraft.** Aircraft not assigned to 374 AW that will be performing training in the local area should coordinate with 374 AW/XP for all requirements. 374 OSS/OSO will coordinate for airspace and DZ requirements when requested. All visiting aircrews performing tactical local area training must receive a local area brief from 374 OG/OGV.

**5.6. Records taken Off-station.**

5.6.1. When aircraft are temporarily moved to operating locations away from the unit of assignment, send only those documents necessary to ensure safety of flight and current aircraft status.

5.6.2. When aircraft are deployed off-station 30 days or longer for exercises or contingency operations and parent-unit maintenance is not provided, 374 MXG/MXOS will print an Automated Records Check for inclusion in the aircraft forms binder. This package will be prepared not earlier than 48 hours prior to aircraft departure.

5.6.3. Aircraft jacket files will only accompany aircraft in the following instances: Program Depot Maintenance (PDM), Unscheduled Depot Level Maintenance, extended loan (over 30 days), or permanent transfer.

**5.7. Flying hour verification, accounting, and reporting. Note:** Original AFTO Forms 781 are the source document for utilization data and will be used to resolve all discrepancies.

5.7.1. 374 AMXS Debrief Section will:

5.7.1.1. Load flying time into G081 for all assigned aircraft, to include deployed aircraft. If Debrief Section personnel are included in the deployment, they will load the flying time for aircraft utilization. This will be accomplished by the end of each flying day. In the event G081 is not available, updates will be made as soon as G081 is restored.

5.7.1.2. Assist 374 OSS Utilization Monitors in correcting discrepancies discovered during the verification process, sign and forward the reconciled daily/monthly/yearly Aircraft Utilization Report (AUR) product to 374 OSS Aerospace Vehicle Utilization Monitor (AVUM)/Flying Hour Monitor and 374 MXG/MXOS by COB each day.

5.7.2. 374 MXG Maintenance Data System and Analysis (MDSA) will:

5.7.2.1. Run an Integrated Maintenance Data System (IMDS)/G081 AUR NLT 1000 daily and e-mail to all applicable operations and maintenance agencies. In addition, at the first to the fourth duty day of each month, run a cumulative AUR for the previous month, and e-mail to all applicable operations and maintenance agencies.

5.7.3. 374 OSS Utilization Monitors will:

5.7.3.1. Reconcile original AFTO Forms 781 with the current AUR daily. Report discrepancies to applicable Debrief Section for correction.

5.7.3.2. Perform a complete reconciliation of the previous month's AUR using original AFTO Form 781, NLT the fourth day of each month. Report any discrepancies to applicable debrief section for correction.

5.7.3.3. Sign and forward the reconciled daily/monthly/yearly AUR products to 374 OSS AVUM/Flying Hour Monitor and 374 MXG/MXOS.

5.7.4. 374 OSS AVUM will:

5.7.4.1. Serve as the single point of contact to monitor the Wing's G081 utilization data and to verify flying hour inputs with the responsible organizations. Maintain overall responsibility for verification, accounting, and reporting of flying hours.

5.7.4.2. NLT the fifth day of the month, report the previous month's final flying hour total to PACAF Operation Training (PACAF/DOTT) in the appropriate format.

5.7.4.3. Prepare weekly/monthly flying hour slide presentations to brief 374 OG, 374 MXG, and 374 AW/CC as required.

5.7.4.4. Retain signed copies of the daily AURs, from debrief and 36 AS Utilization Monitors, until the monthly reconciled AURs are received. Retain the monthly reconciled AURs for the entire fiscal year until the end of year AUR is reconciled. Once the end of year AUR is reconciled it will be maintained for one year.

5.7.5. 374 MXG/MXOS will:

5.7.5.1. Review monthly reports with 374 OSS AVUM and assist in resolving discrepancies.

5.7.5.2. Retain signed copies of the daily AURs, from Debrief and 36 AS Utilization Monitors, until the monthly reconciled AURs are received. Retain the monthly reconciled AURs for the entire fiscal year until the end of year AUR is reconciled. Once the end of year AUR is reconciled it will be maintained for one year.

**5.8. Automated AFTO Form 95, *Significant Historical Data*, Documentation/Aircraft Jacket File Procedures.**

5.8.1. Work-centers that maintain AFTO Forms 95 will:

5.8.1.1. Annotate all significant histories in G081 automated history event (AHE) NLT 48 hours after event takes place.

5.8.1.2. Initiate an AHE in G081 upon receipt of all new equipment requiring an AFTO Form 95. When an AFTO Form 95 is initially automated, an entry will be made on the manual AFTO Form 95 indicating the date and location of the event. Additionally, the following statement will be entered in blue/black ink on the original AFTO Form 95, "Automated history started this date."

5.8.1.3. Print the automated AFTO Form 95 from G081 and attach it to the original AFTO Form 95 for filing in the equipment record.

5.8.2. Standardized aircraft Jacket Files, missing AFTO Forms 781 and annual Aircraft Jacket File review policy:

5.8.2.1. Jacket files are standardized, using the Master Jacket File maintained by 374 MXG/MXOS, IAW AFI 21-101, paragraph 7.1.2. and AFI 21-101\_AMCSUP, paragraph 7.1.2.1.

5.8.2.2. 374 MXG/MXOS will use locally developed Jacket File Checklist for all Jacket File reviews.

5.8.2.3. 374 AMXS/Crew Chief will separate transcribed forms and attach the forms review letter to each set of pulled-forms with the same date range, i.e., transcribe and attach a forms review letter to the AFTO Form 781A's, *Maintenance Discrepancy and Work Document*, transcribe and attach a forms review letter to the AFTO Form 781J, *Aerospace Vehicle - Engine Flight Document*. Once pulled-forms are transcribed and reviewed, forward to 374 AMXS Debrief section to be filed. This must be accomplished within five days after they were removed from the aircraft forms binder.

5.8.2.4. 374 AMXS Debrief section will maintain the last seven pulled sets of AFTO Forms 781 from the aircraft forms binder in a consolidated file. The debrief records will be inspected quarterly by 374 MXG/MXOS to ensure effective control and organization.

## **5.9. C-130 Pre-Dock/Post-Dock for Isochronal (ISO) and HSC Inspections.**

5.9.1. Pre-dock meetings will be attended by 374 MXG/MXOS, 374 AMXS Production Superintendent, 374 MXS Production Superintendent (for ISO inspections only), Aircraft Dedicated Crew Chief (DCC) or Assistant Dedicated Crew Chief (ADCC), HSC Coordinator, 374 MXS ISO Dock Chief (for ISO inspections only), flight line Supply representative, 374 LRS Time Compliance Technical Order (TCTO) kit monitor, 374 MXG Engine Management (EM), and Non-Destructive Inspection representative (as required).

5.9.1.1. 374 MXG/MXOS will:

5.9.1.1.1. Prepare an AF Form 2410, *Inspection/TCTO Planning Checklist*, listing all items to be accomplished during the ISO/HSC inspection. Representatives will be informed of the inspection schedule, input/output dates, type and number of ISO inspection(s) due, TCTOs, Time Change Items (TCI), Special Inspections (SI), Deferred Discrepancies (DD) and any other special requirements to be accomplished.

5.9.1.1.1.1. Attendees will inform 374 MXG/MXOS of any limiting factors and provide possible solutions/recommendations. Attendees will print and sign their names on the AF Form 2410 to indicate acknowledgment of their responsibilities upon completion of the Pre-dock inspection meeting. Once signed, the completed AF Form 2410 is a contract between the 374 MXS ISO section and 374 AMXS.

5.9.1.1.2. Provide a copy of the signed AF Form 2410 and a part/serial number verification sheet to the ISO Dock Chief/HSC Coordinator for completion/verification of all items out of configuration during the ISO inspection.

5.9.2. Post-dock meetings will be attended by 374 MXG/MXOS, 374 AMXS Production Superintendent, 374 MXS Production Superintendent, Aircraft DCC or Assistant DCC, 374 MXS ISO Dock Chief (for ISO inspections only), flight line Supply representative, ISO Supply representative (for ISO inspections only), and EM.

5.9.2.1. The ISO Dock Chief/HSC Coordinator will:

5.9.2.1.1. Verify, prior to the post-dock, completion of all inspection requirements and transcribe or defer all open discrepancies to the appropriate AFTO Forms 781 and in G081. Change the delivery destination for all parts ordered and not received during the inspection. Complete automated events and the basic inspection event in G081, ensuring all jobs pertaining to the inspection are complete, and will return the completed ISO work package to 374 MXG/MXOS for filing.

5.9.2.1.2. Ensure all items out of configuration are updated in G081 prior to the post-dock. If a data plate is missing or does not have a serial number, contact the MAJCOM system functional manager/Air Logistics Center item manager for disposition instructions. Return the updated part/serial number verification sheet back to 374 MXG/MXOS for verification and filing.

5.9.2.1.3. Ensure the 374 AMXS Production Superintendent is informed of all incomplete/deferred open discrepancies and formulate a plan to resolve these discrepancies with other affected agencies.

5.9.2.2. 374 MXG/MXOS will:

5.9.2.2.1. Verify the completed part/serial number sheet. If items are out of configuration, contact the appropriate maintenance section for corrective actions (i.e., ISO dock or 374 AMXS). If items are not corrected, they will be briefed at the Thursday Production meeting.

5.9.2.2.2. Ensure all attendees sign the AF Form 2410 signifying ISO completion, with any pertinent remarks as to non-completion of any work cards or inspections items listed on the AF Form 2410.

5.9.2.2.3. File completed ISO work package, part/serial number verification sheet, AF Form 2410 in the applicable aircraft jacket file. These documents will remain until the next similar inspection is completed. At that time, old items will be purged.

## **5.10. Historical Document Inspection Requirements.**

5.10.1. 374 MXG/MXOS will use the locally developed jacket file checklist for all jacket file and decentralized records reviews. Provide work centers with decentralized records a report of all errors discovered during reviews.

5.10.2. Work-centers will ensure records are available during decentralized record reviews, then correct all discovered errors NLT 48 hours after notification.

## **5.11. Special Inspections (SI), Time Change Items (TCI), and Time Compliance Technical Order (TCTO) Programs.**

5.11.1. SI and TCI Program management.

5.11.1.1. 374 MXG/MXOS will:

5.11.1.1.1. Provide oversight of the SI and TCI program. Conduct quarterly reviews of the G081 screen 9188s to ensure proper SI and TCI documentation.

- 5.11.1.1.2. Conduct weekly reviews to ensure the total number of SIs and TCIs per aircraft that are on the aircraft 9188s match the applicable matrix and correct all errors within three duty days.
- 5.11.1.1.3. Consolidate, review, and forward forecasts. **NOTE:** Cartridge/Propellant Activated Device (CAD/PAD) forecasts will be forwarded to Ogden Air Logistics Center (OO-ALC) by the 1st of August each year.
- 5.11.1.1.4. Provide technical assistance as required to UH-1N scheduling section, performing work centers, and supervisors (as required).
- 5.11.1.2. 374 MXG/MXOS and 374 MXG/MXOM will:
  - 5.11.1.2.1. Schedule hourly time changes when they have 50 hours remaining before expiration and order required replacement items using G081 screen 9006 or an AF Form 2005, *Issue/Turn-In Request*.
  - 5.11.1.2.2. Use G081 screen 9037 Significant Historical Data Input, to ensure an entry is made in the AHE of both the aircraft/engine and the part/serial number that was changed (for items that require AFTO Form 95 IAW T.O. 1C-130A-6, *Aircraft Scheduled Inspection and Maintenance Instructions*, Section 2, Part D) identifying date item was changed and current airframe hours.
- 5.11.1.3. Performing work centers will:
  - 5.11.1.3.1. After completion of the maintenance tasks, complete G081 documentation using screen 9099, ensuring use of proper Type Maintenance (TM), Work Unit Code, How Malfunction (HMAL), and Action Taken codes.
  - 5.11.1.3.2. Provide applicable hard-copy documentation, e.g. AFTO Form 95, nose landing gear,) to 374 MXG/MXOS section.
  - 5.11.1.3.3. Order, manage, and dispose of hazardous materials (HAZMAT) for applicable time-change items utilizing the cradle-to-grave methodology. The requisition number will be forwarded to the applicable maintenance scheduling section as soon as possible for follow-up action during the time-change reconciliation meetings.
  - 5.11.1.3.4. 374 MXG/MXQ will perform all TCTO/one-time inspections (OTI), initial evaluations, and e-mail 374 MXG/MXOS the documentation showing completion. 374 MXG/MXOS will input completion in the TCTO folder and annotate in the note page.
- 5.11.2. TCTO Program Management.
  - 5.11.2.1. 374 MXG/MXOS will:
    - 5.11.2.1.1. Coordinate with 374 MXG/MXQ to perform an initial evaluation of all TCTOs/OTI, and notify applicable maintenance supervisors of date and time of TCTO meetings.
    - 5.11.2.1.2. Create a JST package for the TCTO work to be accomplished. The JST package must be approved by 374 MXG/MXQ.
    - 5.11.2.1.3. Prepare on-line work orders for all commodity TCTOs.

- 5.11.2.1.4. Update G081 and IMDS as status changes occur associated with scheduling compliance, e.g., Status Code 15 to 17 for ISO aircraft, for all aircraft and commodity TCTOs.
- 5.11.2.1.5. All scheduling sections will setup their TCTO folders to match the master TCTO folder located in MXG PS&D.
- 5.11.2.1.6. Host a monthly shared-resources meeting which will include a discussion on all applicable TCTOs and provide updates accordingly. Required attendees include PS&D, AMXS Production, MXS Production, Field Training Detachment (FTD), and other pertinent parties related to shared resources.
- 5.11.2.2. TCTO managing and scheduling activities will:
  - 5.11.2.2.1. Update G081 and IMDS as status changes occur associated with scheduling compliance, e.g., Status Code 15 to 17 for aircraft (374 MXG/MXOS will do this for all aircraft and commodity TCTOs).
  - 5.11.2.3. Performing work centers will:
    - 5.11.2.3.1. Order, manage and dispose of HAZMAT items for applicable TCTOs utilizing the cradle-to-grave methodology. The requisition number will be forwarded to the applicable PS&D as soon as possible for follow-up action during the TCTO reconciliation meetings.

## **5.12. Freezing and Consolidating Aircraft and Equipment Records in the Event of an Accident, Mishap or Impoundment.**

- 5.12.1. In the event of a Class A flight mishap, or when requested by an impoundment official, involving aircraft assigned to the 374 AW, 374 MXG/MOC will notify 374 MXG/MDSA and request applicable aircraft history stored in the database. 374 MXG/MOC will notify 374 MXG/MXOS who will initiate the local Impoundment/Mishap Checklist, Attachment 3, **Figure A3.1, Impound/Mishap Procedure Checklist.**
- 5.12.2. Immediately following notification, the G081/IMDS database manager will place the system in file update (FUD) mode and save the database. After saving, all initial products will be run and copies will be forwarded to 374 MXG/MXQ.
- 5.12.3. For all other mishap classifications, three copies of the products will be made and provided to the local safety office or mishap board.
- 5.12.4. After the products have been generated, 374 MXG/MXOS will change the G081/IMDS possession purpose identifier code of the mishap aircraft to signify current status of the aircraft. Once all required actions are completed, G081/IMDS will be returned to normal processing,.
- 5.12.5. 374 MXG/MXQ will ensure 374 MXG/MXOS and all agencies that maintain records for effected aircraft are notified to freeze the historical records. Records will remain frozen until notified by 374 MXG/MXQ that all required actions have been completed.
- 5.12.6. 374 MXG/MXOS will gather all aircraft records and forward to 374 MXG/MXQ, who will then deliver all records to the local safety office or mishap board.

5.12.7. Historical records will be maintained IAW all applicable T.O. 00 series, AFI 21-101 and the jacket file review checklist developed by 374 MXG/MXOS (if applicable). The 374 MXG/MXOM and 374 MXS (Non-Destructive Inspection [NDI], fuel cell) will ensure all required items are annotated on historical records and the records are reviewed when required.

### **5.13. Aircraft Transfer-Out Procedures.**

5.13.1. An aircraft transfer inspection meeting, chaired by 374 MXG/MXOS, will be held NLT one duty day prior to the start of the inspection. Attendees will consist of the following: 374 MXG/MXQ, 374 AMXS Production Superintendent, 374 MXS Production Superintendent, and specific work centers involved in the transfer inspection. The goal will be to identify specific items to be accomplished as part of the transfer preparation inspection and to follow the parameters set by T.O. 00-20-WA-1.

5.13.2. 374 MXG/MXOS will:

5.13.2.1. Annotate items agreed to as transfer prep inspection requirements on an AF Form 2410 and ensure all attendees sign the form.

5.13.2.2. Notify work centers that maintain decentralized records to forward applicable records to the 374 MXG/MXOS office.

5.13.2.3. Make an automated history entry indicating when aircraft is transferring, to where it is transferring, and aircraft hours at the time of transfer.

5.13.2.4. Inventory aircraft jacket file using AFTO Form 290, *Aerospace Vehicle Delivery Receipt*, prior to releasing jacket file to 374 AMXS Pro Super.

5.13.2.5. TCTO monitor will ensure that all available kits not yet accomplished will transfer with the aircraft.

5.13.2.6. Schedule an aircraft document review NLT one duty day prior to aircraft departure.

5.13.3. Dual rails will accomplish Dash-21 equipment inventory using AF Form 2692, *Aircraft/Missile Equipment Transfer/Shipping Listing*. Upon completion of the inventory, provide 374 MXG/MXOS two copies of the AF Form 2692.

5.13.4. 374 MXG/MXQ will ensure aircraft weight and balance record is updated NLT one duty day prior to aircraft departure.

5.13.5. The Aircrew will inventory the aircraft jacket file and sign the AFTO Form 290 prior to releasing the Jacket File to the Aircrew. Return a signed copy of the AFTO Form 290 to 374 MXG/MXOS.

5.13.6. 374 AMXS will:

5.13.6.1. Ensure all items identified on AF Form 2410 are complete and signed in G081.

### **5.14. Aircraft Transfer-In Procedures.**

5.14.1. An aircraft pre-transfer inspection planning meeting, chaired by 374 MXG/MXOS, will be held at least seven days, but NLT than one duty day prior to the scheduled start of the transfer inspection. Attendees will consist of the following: 374 MXG/MXQ, 374 AMXS

Production Superintendent, 374 MXS Production Superintendent, and specific work centers involved in the transfer inspection. The goal will be to identify specific items to be accomplished as part of the transfer inspection.

5.14.2. 374 MXG/MXOS will:

5.14.2.1. Annotate items required for transfer inspection requirements on an AF Form 2410. Provide a copy of the AF Form 2410, once completed and signed, to the 374 AMXS Pro Super and 374 MXS Pro Super and maintain the original copy in the aircraft jacket file. Ensure all items listed on the AF Form 2410 will be accomplished prior to the post transfer inspection meeting. The post transfer inspection meeting will require the same attendees as the pre transfer inspection meeting and will be held at least one duty day prior to the aircraft's first scheduled flight.

5.14.2.2. Provide a part/serial number verification sheet to 374 AMXS for completion/G081 update.

5.14.2.3. Conduct an inventory of the Aircraft Jacket File using AFTO Form 290 to ensure all records are accounted. After inventory is complete, notify work centers that maintain decentralized records to retrieve applicable records from 374 MXG/MXOS.

5.14.2.4. Make an automated history entry indicating where aircraft is transferring from, when it arrived, and aircraft hours upon arrival. If an aircraft is returning from PDM or Unscheduled Depot Level Maintenance, ensure all hard-copy AFTO Forms 95 are automated. Using the PDM AFTO Forms 95, update all SIs, TCIs, and TCTOs that were accomplished at PDM in G081.

5.14.2.5. Review all documentation to ensure that all applicable TCTOs have been accomplished and/or that all required TCTO kits will transfer with the aircraft.

5.14.2.6. Schedule aircraft document reviews NLT one duty day prior to aircraft's first scheduled flight.

5.14.3. 374 AMXS will:

5.14.3.1. Ensure the Aircrew inventory the aircraft jacket file and sign the AFTO Form 290 prior to accepting the aircraft jacket file from the flight crew. Deliver a signed copy of the AFTO Form 290 along with the aircraft jacket file to 374 MXG/MXOS upon aircraft arrival or NLT 0800 the next duty day.

5.14.3.2. Ensure all items identified on AF Form 2410 are completed and signed-off in G081.

5.14.3.3. Complete the part/serial number verification sheet, update G081 if items are out of configuration, then return the verification sheet to 374 MXG/MXOS prior to or at the post-dock meeting.

5.14.3.4. Ensure aircraft Weight and Balance Guidebook is forwarded to 374 MXG/MXQ for review prior to (or at) the pre transfer inspection planning meeting.

5.14.4. 374 MXG/MXQ will:

5.14.4.1. Ensure aircraft weight and balance record is updated prior to the first scheduled flight of the aircraft.

5.14.4.2. Review aircraft Weight and Balance Guidebook for currency and completion.

### 5.15. Aircraft Document Review (ADR).

5.15.1. Aircraft Document Reviews will be accomplished IAW AFI 21-101 AMC Sup. ADRs will also be accomplished prior-to, and upon completion of, ISO inspection, PDM, and transfers. Additionally, ADRs will be performed not earlier than three duty days prior to the departure of an aircraft deploying for more than 30 days, and NLT three duty days following return to home-station. ADRs must be of sufficient depth and detail so as to ensure accuracy between aircraft AFTO Form 781, G081, and supply records. The 374 MXG/MXOS will initiate, *Document Review Checklist* in Attachment 3, **Figure A3.2**, for all document reviews.

5.15.2. ADRs for deployed aircraft will be performed by the crew chief designated by 374 AMXS Production Superintendent and 374 MXG/MXOS, if 2R1 personnel are not present. At deployed locations, the Crew Chief, Production supervisor, and Supply will verify the accuracy of the AFTO Forms 781 with G081, and complete the ADR checklist. Upon return to home-station the Crew Chief will provide 374 MXG/MXOS the complete document review package, so it can be filed in the applicable aircraft jacket file.

5.15.3. Procedures for home-station ADRs:

5.15.3.1. 374 MXG/MXOS will:

5.15.3.1.1. Initiate the ADR by providing the 374 AMXS Production Superintendent with the ADR checklist and an on-line G081 printout NLT the morning of document review.

5.15.3.1.2. Notify 374 MXG/MXOM of any scheduled document reviews. They will, in turn, provide 374 MXG/MXOS the engine data from G081 and Comprehensive Engine Management System (CEMS) for verification during the document review.

5.15.3.1.3. Perform a portion of the document review by ensuring the 781s have been reconciled with G081 and aircraft/engine times match. If there is a discrepancy with engine times notify 374 MXG/MXOM for verification/correction.

5.15.3.1.4. Initial the appropriate block in the AFTO Form 781A, *Maintenance Discrepancy and Work Document*. File the completed document review checklist and on-line G081 print-outs in the aircraft jacket file until the next document review is completed.

5.15.3.2. 374 AMXS Aircraft Maintenance Unit (AMU) Supervision will:

5.15.3.2.1. Ensure either the DCC or ADCC performs the document review for their aircraft with the document review checklist and on-line G081 print-outs received from 374 MXG/MXOS.

5.15.3.2.2. Perform final review to ensure the AFTO Forms 781 are accurate and the aircraft forms binder is in good condition, before going to 374 MXG/MXOS for completion of the document review. Upon completion, initial in the appropriate block of the AFTO Form 781A.

5.15.3.3. 374 AMXS Aircraft DCC or ADCC will:

- 5.15.3.3.1. Assume responsibility for the accuracy of AFTO Forms 781, completing the document review, and resolving any discrepancies. Print new automated AFTO Forms 781A and 781K, prior to beginning the document review. Print a new AFTO Form 781J as necessary.
- 5.15.3.3.2. Verify accuracy of AFTO Forms 781A, 781H, 781J, and 781K upon receipt of the document review checklist and on-line G081 print-outs. Ensure all new discrepancies are entered into the G081 database and any completed discrepancies are cleared from G081. Contact other work centers as necessary to have them complete their G081 events.
- 5.15.3.3.3. Ensure the following agencies (if applicable) initial in the corrective action block when they complete their portion of the document review: 374 MXG/MXOS, 374 AMXS Supply, 374 MXG/MXOM, 374 AMXS Production Superintendent, and 374 AMXS Supervision.
- 5.15.3.3.4. Ensure all discrepancies are deferred that have a scheduled start date and time greater than five days after the date of discovery. All TCTOs are entered on AFTO Form 781K, and all entries on the front of AFTO Form 781K are made IAW T.O. 00-20-WA-1.
- 5.15.3.3.5. Coordinate with 374 AMXS Supply to ensure all necessary parts are ordered and document numbers are entered into G081 and initial in the appropriate block of the AFTO Form 781A upon completion of their portion of the document review.
- 5.15.3.3.6. Work with supply and verify the contents of TNB/FOM bin.
- 5.15.3.3.7. Ensure 374 MXG/MXOS is the last section to review the aircraft forms and that they receive the completed document review checklist and G081 on-line print-outs.
- 5.15.3.4. 374 AMXS Supply will verify validity of document numbers in AFTO Form 781K and verify all existing document numbers for each aircraft.
- 5.15.3.5. 374 MXG/MXOM Section will provide 374 MXG/MXOS with the installed engine and engine current operating time from G081 and Comprehensive Engine Management System (CEMS).
- 5.15.3.5.1. Correct/update the engine data in G081 and CEMS (if applicable).
- 5.15.3.6. Contract maintenance personnel will perform ADRs IAW their applicable Statement of Work.

## **5.16. Manual Procedures in the Event G081/IMDS is Unavailable.**

- 5.16.1. All G081 products maintained by 374 MXG/MXOS, and 374 MXG/MXOM will be updated immediately as changes occur. Maintain up-to-date G081 hard-copy products. These products should be updated manually, in red ink, with current information, as it occurs. Verify manual updates against new product updates. Ensure G081 has the correct information. Hard-copy products will not be destroyed or discarded until new ones are received.
- 5.16.2. At a minimum, 374 MXG/MXOS will maintain G081 screen 9188s for each aircraft.

### 5.16.3. G081/IMDS Contingency Plan:

5.16.3.1. Upon notification of extended system downtime (24 hours or more) or computer failure, Maintenance Data System Analysis (MDSA) Host Data Base Manager (DBM) will coordinate with the subsystem managers, tenant unit DBM, and Oklahoma City Defense Enterprise Computing Center (DECC) regarding extended downtime procedures.

#### 5.16.3.2. All G081/IMDS users must:

5.16.3.2.1. Determine which G081 background products, at a minimum, are needed to accomplish their mission and the requirements frequency.

5.16.3.2.2. Establish manual backup procedures to document aircraft maintenance data, personnel issues, training and supply requisitions during the downtime period. This will ensure the maintenance data collection process does not stop and accurate data will be entered into the system once the system resumes a functional status. Example of manual backup procedures:

5.16.3.2.2.1. Screenshots of frequently used screens.

5.16.3.2.2.2. AFTO Form 349, *Maintenance Data Collection Record*.

5.16.3.2.2.3. Straight-line input text file.

5.16.3.2.2.4. Locally-developed forms.

#### 5.16.3.3. The Host DBM section will:

5.16.3.3.1. Notify all affected users on system status.

5.16.3.3.2. Meet with all subsystem managers within two hours of notification to discuss operations.

5.16.3.3.3. Coordinate all G081/IMDS-related processing with Oklahoma City DECC and other system users on priority and frequency requirements.

5.16.3.3.4. Utilize the following data input priority list:

5.16.3.3.4.1. Debriefing.

5.16.3.3.4.2. Maintenance Operations Center (MOC).

5.16.3.3.4.3. Plans, Scheduling, & Documentation (PS&D).

5.16.3.3.4.4. Weapons System Job Data Documentation (374 AMXS and 374 MXS).

5.16.3.3.4.5. Engine Tracking.

5.16.3.3.4.6. All others **NOTE:** This priority list will be followed whenever G081 and/or IMDS are down for an extended period of time (24 hours or more).

### 5.16.4. Manual Job Control Number (JCN) Procedures:

5.16.4.1. Manual JCNs assigned to sections (Attachment X) are used only when G081/IMDS is unavailable. Each section will be responsible for tracking manual JCNs and logging them into G081/IMDS once the system becomes available.

5.16.4.2. JCNs will be assigned by work center IAW Attachment X. Any conflicts or problems with the assignment of JCNs should be brought to the attention of MDSA for resolution.

5.16.4.3. Work centers will not assign a series of maintenance actions against one JCN.

5.16.4.4. Work centers will coordinate with MDSA DBM if additional JCNs are needed.

5.16.5. Attachment 4 Table [A4.1 Manual Job Control Numbers](#) lists manual job control numbers for each G081 section.

#### **5.17. Maintenance Scheduling Effectiveness (MSE).**

5.17.1. 374 MXG/MXOS will calculate maintenance scheduling effectiveness from the weighted factors outlined in AFI 21-101\_AMCSUP, Table 7.1. All maintenance actions from the previous day will be verified in G081 NLT 0800 the next morning after the event was scheduled using screen 9050. Credit will only be awarded for maintenance events that were completed on or prior to the items scheduled date that is printed in the signed weekly schedule. For maintenance events that extend into the next week, i.e., ISO inspections, MSE will be based off of the look portion of the event only.

#### **5.18. Major Maintenance Work Processing (107 Requests).**

5.18.1. 374 MXG/MXQ will coordinate with performing work centers, review TO 00-25-107 requests IAW T.O. 00-25-107-WA-1, Maintenance Assistance, and forward requests to 374 MXG/CC or designated representative for approval. Courtesy copy 374 MXG/MOC, 374 MXG/MXOS, and any other affected agency on the submitted 107 request.

5.18.2. Upon receiving engineer disposition, 374 MXG/MXQ will notify all affected agencies.

DOUGLAS C. DELAMATER, Colonel, USAF  
Commander

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

TO 00-20-WA-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 15 June 2011

TO 00-25-107-WA-1, *Maintenance Assistance*, 15 August 2011

TO 1C-130A-6, *Aircraft Scheduled Inspection and Maintenance Instructions*, 6 January 2012

AFCSM 21-565V2, *CAMS/IMDS Operational Event Subsystem*

AFI 10-403, *Deployment Planning and Execution*, 20 September 2012

AFI 11-101, *Management Reports on the Flying Hour Program*, 22 June 2015

AFI 11-102, *Flying Hour Program Management*, 30 August 2011

AFI 11-209, *Aerial Event Policy and Procedures*, 4 May 2006

AFI 11-209\_AMCSUP, *Aerial Event Policy and Procedures*, 7 October 2009

AFI 11-209\_PACAFSUP, *Aerial Event Policy and Procedures*, 4 May 2007

AFI 11-246V6, *Air Force Aircraft Demonstrations (C-17, C-130, C-141, C/KC/NKC-135, UH-1)*, 20 April 2004

AFI 11-289, *Phoenix Banner, Silver, and Copper Operations*, 8 April 2015

AFI 11-401, *Aviation Management*, 10 December 2010

AFI 11-410, *Personnel Parachute Operations*, 4 August 2008

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

AFI 21-101\_AMCSUP, *Aircraft and Equipment Maintenance Management*, 14 February 2011

AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*, 26 January 2012

AFI 21-103\_AMCSUP, *Equipment Inventory, Status and Utilization Reporting*, 19 March 2013

AFI 35-101, *Public Affairs Responsibilities and Management*, 18 August 2010

AFI 23-101, *Air Force Materiel Management*, 8 August 2013

AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, 3 December 2012

AFFPD 21-1, *Air and Space maintenance*, 25 February 2003

AMCI 10-202V6, *Mission Management and Reliability Reporting System (MMRRS)*, 15 March 2011

PACAFI 10-2101, *Pacific Air Mobility Operations*, 3 June 2010

374 AWI 13-269 (to be 374 AWI 13-204), *Airfield Operations*, 22 June 2009

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

AF Form 2005, *Issue/Turn-In Request*

AF Form 2407, *Weekly/Daily Flying Schedule Coordination*

AF Form 2410, *Inspection/TCTO Planning Checklist*

AF Form 2692, *Aircraft/Missile Equipment Transfer/Shipping Listing*

AF Form 4327A, *Crew Flight (FA) Authorization*

AFTO Form 46, *Prepositioned Aircrew Flight Equipment*

AFTO Form 95, *Significant Historical Data*

AFTO Form 290, *Aerospace Vehicle Delivery Receipt*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance*

AFTO Form 781J, *Aerospace Vehicle - Engine Flight Document*

AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document*

DD Form 1149, *Requisition and Invoice/Shipping Document*

374 OSS Form 37, *PACAF JA/ATT Airlift Worksheet*

### ***Abbreviations and Acronyms***

**AATS**—Aircrew/Aircraft Tasking System

**AC/MC**—Aircraft Commander/Mission Commander

**AF**—Air Force

**AFCSM**—Air Force Computer Systems Manual

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFTO**—Air Force Technical Order

**AGE**—Aerospace Ground Equipment

**AHE**—Automated History Event

**AMC**—Air Mobility Command

**AMD**—Air Mobility Division

**AMDL**—Air Mobility Division Airlift Plans

**AMS**—Air Mobility Squadron

**AMT**—Air Movement Table  
**AMU**—Aircraft Maintenance Unit  
**AMXS**—Aircraft Maintenance Squadron  
**AOC**—Air Operations Center  
**AOR**—Area of Responsibility  
**APU**—Auxiliary Power Unit  
**ARMS**—Aviation Resource Management System  
**AS**—Airlift Squadron  
**AT(x)**—Air Traffic Control  
**ATO**—Air Tasking Orders  
**ATOC**—Air Terminal Operations Center  
**AUR**—Aircraft Utilization Report  
**AVUM**—Aviation Vehicle Utilization Monitor  
**AW**—Airlift Wing  
**CAD/PAD**—Cartridge/Propellant Activated Device  
**CC**—Commander  
**CEMS**—Comprehensive Engine Management System  
**CMF**—Combat Mobility Flight  
**COMAFFOR**—Commander Air Force Forces  
**CONOPS**—Concept of Operations  
**DIP**—Diplomatic  
**DNIF**—Duty Not Including Flying  
**DO**—Squadron Operations Officer  
**DOD**—Department of Defense  
**DS**—Defensive Systems  
**DT&E**—Development Testing and Evaluation  
**DV**—Distinguished Visitor  
**DZ**—Drop Zone  
**EM**—Engine Management  
**ETIC**—Expected Time in Commission  
**EXH**—Exercise, Higher Headquarters  
**EXL**—Exercise, Local

**FA**—Crew Flight  
**FCC**—Flying Crew Chief  
**FCF**—Functional Check Flight  
**FCIF**—Flight Crew Information File  
**FHP**—Flying Hour Program  
**FM**—Frequency Modulation  
**FSAM**—Air Force Special Assignment Mission  
**FSE**—Flying Scheduling Effectiveness  
**FUD**—File Update Mode  
**G2**—Global Decision and Support System II  
**HAZMAT**—Hazardous Material  
**HHQ**—Higher Headquarters (see definition of terms in this Attachment)  
**HMAL**—How Malfunction  
**HQ**—Headquarters  
**HQT**—Higher Headquarters, MAJCOM  
**HQN**—Higher Headquarters, NAF  
**HQP**—Higher Headquarters, other  
**IAW**—In Accordance With  
**IDO**—Installation Deployment Officer  
**IFF**—Identification Friend or Foe  
**IDP**—Installation Deployment Plan  
**IMDS**—Integrated Maintenance Data System  
**IOT&E**—Initial Operational Testing and Evaluation  
**ISO**—Isochronal Inspection  
**ITV**—In-Transit Visibility  
**JA/ATT**—Joint Airborne/Air Transportability Training  
**LFA**—Legal for Alert  
**LOX**—Liquid Oxygen  
**LRS**—Logistics Readiness Squadron  
**LZ**—Landing Zone  
**MAF**—Mobility Air Forces  
**MAJCOM**—Major Command

**MDS**—Mission Design Series  
**MDSA**—Maintenance Data System and Analysis  
**MEP**—Mission Essential Personnel  
**MOC**—Maintenance Operations Center  
**MRT**—Maintenance Recovery Team  
**MSE**—Maintenance Scheduling Effectiveness  
**MSK**—Mission Support Kit  
**MSR**—Mission Support Requests  
**MT(x)**—Maintenance  
**MX**—Maintenance  
**MXA**—Maintenance Aircraft  
**MXG**—Maintenance Group  
**MXS**—Maintenance Squadron  
**NDI**—Non-Destructive Inspection  
**NLT**—Not Later Than  
**NMC**—Not Mission Capable  
**NMCS**—Not Mission Capable Supply  
**NOTAM**—Notice to Airman  
**OCF**—Operational Check Flight  
**OG**—Operations Group  
**OO-ALC**—Ogden Air Logistics Center  
**O&M**—Operations and Maintenance  
**OP or OPS**—Operations  
**OP(x)**—Operations  
**OPLAN**—Operation Plan  
**OPR**—Office of Primary Responsibility  
**OSO**—Current Operations Flight  
**OSS**—Operations Support Squadron  
**OST**—Off-Station Trainers  
**OT&E**—Operational Testing and Evaluation  
**OTI**—One Time Inspection  
**PA**—Privacy Act

**PAA**—Programmed Aircraft Authorization  
**PACAF**—Pacific Air Forces  
**PDM**—Programmed Depot Maintenance  
**PEX**—Patriot Excalibur System  
**PMCS**—Partially Mission Capable Supply  
**POL**—Petroleum, Oil, and Lubricants  
**PPR**—Prior Permission Required  
**PS&D**—Plans, Scheduling and Documentation  
**QA**—Quality Assurance  
**REMIS**—Reliability and Maintainability Information System  
**RDS**—Records Disposition Schedule  
**RON**—Remains Overnight  
**SAAM**—Special Assignment Airlift Mission  
**SI**—Special Inspection  
**SOE**—Sequence of Events  
**SP**—Spare  
**SSN**—Social Security Number  
**TAC**—Transportation Accounting Code  
**TCAS**—Traffic Collision Avoidance System  
**TCI**—Time Change Item  
**TCTO**—Time Compliance Technical Order  
**TM**—Type Maintenance  
**TMO**—Transportation Management Office  
**TPFDD**—Time Phased Force Deployment Data  
**TS**—Tail Swap  
**TWCF**—Transportation Working Capital Funds  
**UDLM**—Unscheduled Depot Level Maintenance  
**UTE**—Utilization  
**USAF**—United States Air Force

### *Terms*

**AATS**—Aircrew/Aircraft Tracking System is a tasking tool that takes into account limitations imposed by aircrew and aircraft availability.

**Crew Ready**—An aircraft properly inspected, fueled, with required weapons loaded, necessary maintenance actions completed, the exceptional release signed off (for the first flight of the day) and the tail number passed to operations. Units develop and publish specific crew ready times for each assigned MDS as agreed upon by the 374 MXG/OG CCs.

**Crew Show**—The time the aircrew arrives at the aircraft. Units develop and publish specific crew show times for each assigned MDS as agreed upon by the 374 MXG/OG/CCs.

**Daily Maintenance Production Meeting**—A meeting chaired by the 374 MXG/CD to prioritize maintenance requirements as required by AFI 21-101, [Chapter 3](#), paragraph 3.5.1.

**Deviation**—A departure from the printed weekly flying and maintenance schedule.

**Engine Running Crew Change (ERCC).** —The ERCC sortie is used to optimize aircraft use. It involves the turnaround of an aircraft incorporating partial or full crew change between two or more separate sorties. **Minor maintenance and servicing can be performed between sorties.** An aircraft will be scheduled to fly ERCC sorties in the published weekly schedule, upon landing, crew members are changed at the aircraft with at least one engine running. Minimum ground time should be scheduled between sorties. The crew of the first sortie must brief the crew of the next sortie at the aircraft. Other aircraft on the published flying schedule or previously flown aircraft not on the flying schedule (OCF, FCF, adds) can be tail-swapped into the second sortie. For example, if two aircraft are scheduled to land at approximately the same time, either aircraft could ERCC to the later sortie.

**Exercise**—A unit or higher headquarters event designed to test or evaluate an organization's plans, procedures, and operational/maintenance capabilities. Exercises can be a combat sortie generation, or an unscheduled local or higher headquarters tasking. Operational readiness inspections and wing directed operational readiness evaluations are combat sortie generations.

**Functional Check Flight (FCF)**—The flight of an aircraft, in accordance with the applicable dash -6 manual, to verify aircraft airworthiness.

**Higher Headquarters (HHQ)**—A controlling agency normally above wing level.

**Maintenance Scheduling Effectiveness (MSE)**—A measurement used to determine the percentage of scheduled maintenance actions actually started on the dates published in the weekly flying and maintenance schedule.

**Operational Check Flight (OCF)**—The first flight of an aircraft after extensive maintenance or downtime and not requiring an FCF. The primary purpose of an OCF sortie is to perform system(s) operational checks.

**Operations and Maintenance Day (O&M)**—Monday through Friday, not including federal holidays or foreign national holidays when flying is not permitted.

**Scheduled Sortie**—An aircraft scheduled for flight by tail number on the weekly flying and maintenance schedule. Functional Check Flights (FCF) and Operational Check Flights (OCF) are excluded.

**Scheduled Maintenance Action**—A maintenance requirement printed in the flying and maintenance schedule.

**Sortie**—An operational flight by one aircraft. A sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. It ends after airborne

flight when the aircraft returns to the surface and either of the following conditions occur: a) the engines are stopped, or the aircraft is on the surface for 5 minutes, whichever occurs first or b) a change is made in the crew which enplanes or deplanes a crewmember. Consider missions where some crewmembers deplane and the remaining original crew re-launch as a continuation of the original sortie - (AFI 11-401).

**Spare**—An aircraft designated as a spare on the printed flying and maintenance schedule. Spares are aircraft printed in the weekly flying and maintenance schedule that have been identified as —spare or SPI, canceled or aborted, aircraft flown in an earlier sortie, or an aircraft released after FCF/OCF. Spare aircraft, IAW the definition above, flown in a scheduled sortie are not included as deviations in FSE calculations.

**Transportation Working Capital Fund (TWCF)**—Established to finance the operations of the Single Manager Operating Agency for Airlift Service. TWCF pays for operating costs, which are replenished by charging airlift users for services performed. It is also used as a management tool to promote the efficient use of the airlift by-product of AMC's peacetime training program.

**Weekly Flying and Maintenance Schedule**—The schedule, agreed to by operations and maintenance and signed by the 374 MXG/OG/AW/CCs, to support the unit's flying and maintenance requirements. In this publication, it is referred to as the "flying and maintenance schedule."

## Attachment 2

## SEQUENCE OF EVENTS (SOE)

**A2.1. Note:** The tables below direct the latest time that an event may be completed without disrupting the flow of the mission and causing a deviation. The intent is to establish a routine —no later than time for completion. If Mission Commanders and schedulers determine more time is necessary for mission preparation, an earlier time should be scheduled.

**Table A2.1. C-130 Formation/Single Ship Actuals Sequence of Events (SOE-A).**

OPR	EVENT	TIME
OPS	FULL CREW SHOW	-4+00
MX	<b>AIRCRAFT STATUS</b>	-3+00
OPS	<b>ENL ARRIVE ACFT</b>	-2+45
MX	<b>ACFT FUEL COMPLETE</b>	-2+05
OPS	FLIGHT MEALS ORDERED	-2+00
LRS	<b>CMF CARGO DELIVERED</b>	-2+00
OPS	<b>OFFICER ARRIVE ACFT</b>	-1+15
MX	CMF CARGO COMPLETE	-1+05
FLEET 730TH	FLT MEALS DELIVERED	-1+00
MX	DEICING READY	-1+00
MX	-1 PREFLIGHT COMPLETE	-1+00
MX	<b>EXCEPTIONAL RELEASE</b>	-0+55
OPS	JAI COMPLETE	-0+50
MX	(See Note) DEICING COMPLETE	-0+40
MX	(See Note) EXCEPTIONAL RELEASE	-0+35
OPS	<b>ENGINE START</b>	-0+25
OPS	<b>BLOCK TIME</b>	-0+15
OPS	DEPARTURE	0+00
<b>Note 1:</b> When Aircraft Deicing Required.		
<b>Note 2:</b> Items in boldface are considered on the critical path.		

Table A2.2. C-130 Pro Sortie/Single Ship SATB-Only Sequence of Events (SOE-B).

OPR	EVENT	TIME
OPS	OFFICERS SHOW @ SQ	-3+00
OPS	ENLISTED SHOW @ SQ	-2+30
MX	<b>AIRCRAFT STATUS</b>	-2+30
MX	<b>ACFT FUEL COMPLETE</b>	-2+05
OPS	FLIGHT MEALS ORDERED	-2+00
OPS	<b>ENLISTED ARRIVE ACFT</b>	-1+45
LRS	<b>CMF CARGO DELIVERED</b>	-1+30
MX	CMF CARGO START	-1+30
OPS	<b>OFFICERS ARRIVE ACFT</b>	-1+00
FLEET 730TH	FLT MEALS DELIVERED	-1+00
MX	DEICING READY	-1+00
MX	-1 PREFLIGHT COMPLETE	-1+00
MX	<b>EXCEPTIONAL RELEASE</b>	-0+55
MX	CMF CARGO COMPLETE	-0+55
MX	(See Note) DEICING COMPLETE	-0+40
MX	(See Note) EXCEPTIONAL RELEASE	-0+35
OPS	<b>ENGINE START</b>	-0+25
OPS	<b>BLOCK TIME</b>	-0+15
OPS	DEPARTURE	0+00
<b>Note 1:</b> When Aircraft Deicing Required.		
<b>Note 2:</b> Items in boldface are considered on the critical path.		

Table A2.3. C-130 Off-Station Sequence of Events (SOE-C).

OPR	EVENT	TIME
CP	<b>CREW ALERT</b>	-3+15
OPS	TENTATIVE SEAT RLS	-3+00
MX	<b>AIRCRAFT STATUS</b>	-2+15
OPS	CREW SHOW AT SQ	-2+15
OPS	SEAT RELEASE	-2+05
MX	<b>ACFT FUEL COMPLETE</b>	-2+05
OPS	FLIGHT MEALS ORDERD	-2+00
OPS	<b>ENLISTED ARRIVE ACFT</b>	-1+45
ATOC	<b>CARGO DELIVERED</b>	-1+30
OPS	<b>OFFICER ARRIVE ACFT</b>	-1+00
FLEET 730TH	MEALS DELIVERED	-1+00
MX	DEICING READY	-1+00
MX	-1 PREFLIGHT COMPLETE	-1+00
ATOC	<b>PAX AT AIRCRAFT</b>	-1+00
MX	(See Note 2) MODE IV CHECK	-0+55
MX	<b>EXCEPTIONAL RELEASE</b>	-0+50
OPS	CARGO COMPLETE	-0+50
OPS	PAX LOAD COMPLETE	-0+50
MX	(See Note 1) DEICING COMPLETE	-0+35
MX	(See Note 1) EXCEPTIONAL RELEASE	-0+30
OPS	<b>ENGINE START</b>	-0+25
OPS	<b>BLOCK OUT</b>	-0+15
OPS	DEPARTURE	0+00
<p><b>Note 1.</b> When Aircraft Deicing Required.</p> <p><b>Note 2.</b> When Mission Requires IFF Mode-IV Verification.</p> <p><b>Note 3.</b> Items in boldface are considered on the critical path.</p>		

Table A2.4. C-130 Off-Station Sealed Sequence of Events (SOE-D).

OPR	EVENT	TIME
CP	<b>CREW ALERT</b>	-3+15
OPS	TENTATIVE SEAT RLS	-3+00
MX	<b>ACFT STATUS/FUEL</b>	-3+00
OPS	-1 PREFLIGHT COMPLETE	-3+00
OPS	CREW SHOW AT SQ	-2+15
OPS	SEAT RELEASE	-2+05
OPS	FLIGHT MEALS ORDERED	-2+00
OPS	<b>ENLISTED ARRIVE ACFT</b>	-1+45
ATOC	<b>CARGO DELIVERED</b>	-1+30
FLEET 730TH	MEALS DELIVERED	-1+00
OPS	<b>OFFICERS ARRIVE ACFT</b>	-1+00
ATOC	<b>PAX AT AIRCRAFT</b>	-1+00
MX	(See Note 2) IFF MODE-IV	-0+55
MX	<b>EXCEPTIONAL RELEASE</b>	-0+50
OPS	CARGO LOAD COMPLETE	-0+50
OPS	PAX LOAD COMPLETE	-0+50
MX	(See Note 1) DEICING COMPLETE	-0+35
MX	(See Note 1) EXCEPTIONAL RELEASE	-0+30
OPS	<b>ENGINE START</b>	-0+25
OPS	<b>BLOCK OUT</b>	-0+15
OPS	DEPARTURE	0+00
<p><b>Note 1.</b> When Aircraft Deicing Required.</p> <p><b>Note 2.</b> When Mission Requires IFF Mode-IV Verification.</p> <p><b>Note 3.</b> Items in boldface are considered on the critical path.</p>		

Table A2.5. C-130 Bravo Launch Sequence of Events (SOE-E).

OPR	EVENT	TIME
CP	<b>CREW ALERT</b>	-3+00
OPS	TENTATIVE SEAT RELEASE	-2+00
MX	<b>ACFT STATUS/FUEL</b>	-2+00
OPS	-1 PREFLIGHT COMPLETE	-3+00
OPS	CREW SHOW AT SQUADRON	-2+00
OPS	SEAT RELEASE	-2+00
OPS	FLIGHT MEALS ORDERED	-2+00
OPS	<b>ENLISTED ARRIVE ACFT</b>	-1+45
ATOC	<b>CARGO DELIVERED</b>	-1+30
FLEET 730TH	MEALS DELIVERED	-1+00
OPS	<b>OFFICERS ARRIVE ACFT</b>	-1+00
ATOC	<b>PAX AT AIRCRAFT</b>	-1+00
MX	(See Note 2) IFF MODE-IV	-0+55
MX	<b>EXCEPTIONAL RELEASE</b>	-0+50
OPS	CARGO LOAD COMPLETE	-0+50
OPS	PAX LOAD COMPLETE	-0+50
MX	(See Note 1) DEICING COMPLETE	-0+35
MX	(See Note 1) EXCEPTIONAL RELEASE	-0+30
OPS	<b>ENGINE START</b>	-0+25
OPS	<b>BLOCK OUT</b>	-0+15
OPS	DEPARTURE	0+00
<b>Note 1.</b> When Aircraft Deicing Required.		
<b>Note 2.</b> When Mission Requires IFF Mode-IV Verification.		
<b>Note 3.</b> Items in boldface are considered on the critical path.		

**Attachment 3  
LOCAL MAINTENANCE FORMS**

**Figure A3.1. Impound/Mishap Procedure Checklist.**

## IMPOUND/MISHAP

**DO NOT PURGE RECORDS UNTIL RELEASE OF IMPOUNDMENT**

**Aircraft** \_\_\_\_\_

Date Impounded \_\_\_\_\_ (Date) \_\_\_\_\_ (PS&D POC Initials)

Impoundment Official \_\_\_\_\_

1. Contact the following offices to ensure proper identification of de-centralized records:

<b>Engine Management</b>	_____	_____	_____
225-8792	(EMB Contacted Name)	(Date)	(Time)
<b>-21</b>	_____	_____	_____
225-5740	(-21 Contacted Name)	(Date)	(Time)
<b>NDI</b>	_____	_____	_____
225-9533	(NDI Contacted Name)	(Date)	(Time)
<b>Fuel Cell</b>	_____	_____	_____
225-8973	(Fuel Cell Contacted Name)	(Date)	(Time)
<b>AFE</b>	_____	_____	_____
225-8944	(AFE Contacted Name)	(Date)	(Time)

2. Contact the Impoundment Official to notify that the records have been secured.

Impoundment Official \_\_\_\_\_ (Impoundment Official Contacted Name) \_\_\_\_\_ (Date) \_\_\_\_\_ (Time)

3. In case of an acft mishap, QA will seize jacket file and decentralized records. Ensure QA signs records out using the AF Form 614.

4. Contact the following offices to notify of impoundment release of de-centralized records:

<b>Engine Management</b>	_____	_____	_____
225-8792	(EMB Contacted Name)	(Date)	(Time)
<b>-21</b>	_____	_____	_____
225-5740	(-21 Contacted Name)	(Date)	(Time)
<b>NDI</b>	_____	_____	_____
225-9533	(NDI Contacted Name)	(Date)	(Time)
<b>Fuel Cell</b>	_____	_____	_____
225-8973	(Fuel Cell Contacted Name)	(Date)	(Time)
<b>AFE</b>	_____	_____	_____
225-8944	(AFE Contacted Name)	(Date)	(Time)

POC: 374 MOS/MXOOP 225-2877

Figure A3.2. Document Review Checklist.

374 AMXS DOCUMENT REVIEW CHECKLIST															
ACFT _____	DATE SCHEDULED _____														
<b>STEP 1. PLANS AND SCHEDULING</b>															
A. PRINT ARC/COVERSHEET - One day prior to Document Review B. USE THE FOLLOWING FROM G081 GLOBAL REACH/AIRCRAFT STATUS SHEET TO USE FOR DOC REVIEW 1. GO TO MX STAFF 2. PLANS AND SCHEDULING > SELECT AIRCRAFT DOCUMENT REVIEW 3. Print G081 DOCUMENT REVIEW PACKAGE															
<b>STEP 2. CREW CHIEF</b>															
A. ENSURE GLOBAL REACH PRODUCTS MATCH THE 781 FORMS 1. AFTO FORMS 781H AND 781J HAVE CORRECT AIRFRAME TIMES a. IF DISCREPANCIES ARE FOUND CONTACT EMB 225-8792 (Printed Name of individual contacted _____) 2. RUN NEW 781K ENSURE INSP DUE DATES AND TIMES ARE CORRECT 3. ENSURE ALL DISCREPANCIES IN BOTH 781A AND K MATCH THOSE IN G081 a. MAKE CHANGES AS REQUIRED TO EITHER THE FORMS OR G081 4. ENSURE ALL INSPECTIONS AND DISCREPANCIES SIGNED OFF IN FORMS HAVE BEEN CLEARED CORRECTLY IN G081 B. TAKE FORMS, G081 PRODUCTS AND COVERSHEET TO SUPPLY, AFG SECTION, PRODUCTION SUPERINTENDANT, AND FLIGHT CHIEF FOR REVIEW. ONCE THEIR REVIEW IS COMPLETE, RETURN FORMS, PRODUCTS AND COVERSHEET TO PMS C. VERIFY FOLLOWING COMPONENT PUSH AND DUE DATES															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">PART NUMBER</th> <th style="width: 25%;">SERIAL NUMBER</th> <th style="width: 25%;">DATE INSTALLED</th> <th style="width: 25%;">END OF SERVICE LIFE DATE</th> </tr> </thead> <tbody> <tr> <td>MAINT FREE BATT</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>SCNS BATTERY</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>				PART NUMBER	SERIAL NUMBER	DATE INSTALLED	END OF SERVICE LIFE DATE	MAINT FREE BATT	_____	_____	_____	SCNS BATTERY	_____	_____	_____
PART NUMBER	SERIAL NUMBER	DATE INSTALLED	END OF SERVICE LIFE DATE												
MAINT FREE BATT	_____	_____	_____												
SCNS BATTERY	_____	_____	_____												
<b>NEXT INSPECTION DUE (RETRIEVE DATE FROM TAG)</b>															
LIFE RAFTS _____															
SIGNATURE _____ EMP# _____ DATE SIGNED _____															
<b>STEP 3. SUPPLY</b>															
A. ENSURE ALL ACTIVE DOCUMENT NUMBERS ARE LOADED INTO G081 AGAINST AIRCRAFT B. ENSURE ALL NON-VALID DOCUMENT NUMBERS ARE REMOVED FROM G081 AND 781 FORMS C. ASSIST CREW CHIEF IN REORDERING PARTS IF REQUIRED D. INFORM CREW CHIEF OF CURRENT SHIPPING STATUS OF VERIFIED DOCUMENT NUMBERS															
SIGNATURE _____ EMP# _____ DATE SIGNED _____															
<b>STEP 4. AFG SECTION CHIEF</b>															
A. REVIEW ACFT FORMS															
SIGNATURE _____ EMP# _____ DATE SIGNED _____															
<b>STEP 5. SPEC SECTION CHIEF</b>															
A. REVIEW ACFT FORMS															
SIGNATURE _____ EMP# _____ DATE SIGNED _____															
<b>STEP 6. PRODUCTION SUPERINTENDENT</b>															
A. ENSURE AIRCRAFT FORMS BINDER IS SET UP SAW MASTER BINDER B. REVIEW APT 781 SERIES FORMS TO ENSURE WRITE UPS ARE BEING SIGNED OFF PROPERLY AND ALL FORMS DOCUMENTATION IS IN COMPLIANCE WITH APPLICABLE TECH ORDERS C. CHECK FOR WORKABLE DELAYED DISCREPANCIES D. ENSURE DEFERRED MAINTENANCE ACTIONS ARE CORRECT IN G081															
SIGNATURE _____ EMP# _____ DATE SIGNED _____															
<b>STEP 7. FLIGHT CHIEF</b>															
A. REVIEW ACFT FORMS															
SIGNATURE _____ EMP# _____ DATE SIGNED _____															
<b>STEP 8. PLANS AND SCHEDULING</b>															
A. VERIFY AIRCRAFT AND ENGINE CURRENT OPERATING TIMES (COT) ON 781H AND 781J (SCREEN 8005 ) 1. PLACE A RED LINE UNDER THE LAST ENTRY IN THE 781J AND ANNOTATE NEXT TO THE LINE "ALL TIMES CORRECT AND MATCH G081" (INITIALS) 2. NOTIFY EMB IF TIMES OR SERIAL NUMBERS DO NOT MATCH B. VERIFY ISO AND HSC DATE IN G081 WITH ISO FORMULA SPREADSHEET C. VERIFY ALL TCTO'S ON THE 781K AIRCRAFT DOCUMENT REVIEW D. VERIFY ALL DEFERRED DISCREPANCIES ON THE 781K WITH THE AIRCRAFT DOCUMENT REVIEW E. VERIFY ALL DISCREPANCIES ARE ON THE 781A WITH THE <b>(ENSURE ALL DISCREPANCIES WITH A JOB NUMBER GREATER THAN 5 DAYS ARE DEFERRED BY THE CREW CHIEF)</b> F. ENSURE ANY OVERDUE SCS OR TCS HAVE BEEN SCHEDULED AND ANNOTATED ON THE 781D * <b>IF ANY PAGING ITEMS ARE NOT INSTALLED ON 781D CONTACT EMB</b> G. ENSURE DISCREPANCIES FOUND DURING REVIEW ARE CORRECTED AND UPDATED IN G081 H. FILE COVERSHEET AND ARC IN ACFT JACKET/FILE															
SIGNATURE _____ EMP# _____ DATE SIGNED _____															

**Attachment 4**  
**MANUAL JOB CONTROL NUMBERS**

**Table A4.1. Manual Job Control Numbers**

<b>G081 Section</b>	<b>JCN</b>
A1659	0001-0010
A1660	0011-0020
A1661	0021-0030
A1663	0031-0040
A1666	0041-0050
A1669	0051-0060
A1674	0061-0070
A1682	0071-0080
A1685	0081-0090
A1692	0091-0100
A2061	0101-0110
A2065	0111-0120
A2067	0121-0130
A2132	0131-0140
Maintenance Operations Center	1001-1099
Debrief	2001-2099
ISO	3001-3250
WASH Contract Wash DOC	3251-3260
FABFM Fabrication	3261-3270
HSC Home Station Check	3271-3320
AGE Repair	3321-3330
AGE Delivery	3331-3340
AGE Non-Powered	3341-3350
AGE Support	3351-3360
All other backshops	3361-3399
Scheduling	3751-3800
Quality Assurance	3851-3900

AERO Repair	3901-3950
AMMO Ammunition	4001-4020
AVCN Comm/Nav	4021-4040
AVIS Intermediate Section	4041-4060
AVEWS Electronic Warfare System	4061-4080
AVGCS Instrument/Flight Control Systems	4081-4100
Wheel and Tire	4101-4120
ELEN Electric/Environmental	4121-4140
ENGM Intermediate Maintenance	4161-4180
FUEL Systems	4181-4200
HYDR Hydraulics	4201-4220
MTECH Metals Technology	4221-4240
NDIS Non-destructive Inspection	4241-4260
SMCO Structure/Corrosion Repair	4261-4280
SURV Survival Equipment	4301-4320
<b>IMDS Section</b>	<b>JCN</b>
<b>UH01</b>	
A6614	0001-0020
A6639	0021-0040
A6646	0041-0060
Debrief	3001-3030
Maintenance Operations Center	3031-3060
Quality Assurance	3061-3070
Fuel	3081-3090
Electric/Environmental	3091-3100
Non-destructive Inspection	3101-3110
Survival Equipment	3111-3120
Structure/Corrosion Repair	3121-3130
Metals Technology	3131-3140
Transient Maintenance	3141-3150
Hydraulics	3151-3160

Material Control	3171-3180
Munitions	3181-3190
AGE Repair	3191-3200
AGE Delivery	3201-3210
AGE Non-Powered	3211-3220
AGE Support	3221-3230
All other backshops	3331-3399
Engine Management	3161-3170
Impounded Aircraft	5000-5010

## Attachment 5

## SAMPE 374 AW SCHEDULING CALENDAR

Table A5.1. 374 AW Scheduling Calendar Example.

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2  Week 1	3  Ops provides next week's requirements to maintenance (2 duty days before OG/MXG Meeting).	4  AMXS/AS Pre-scheduling meeting.	5  OG/MXG Weekly Scheduling Meeting Ops provides requirements for next Month/Quarter.	6  Gp/CC approves next Week's plan.	7  WG/CC approves next Week's plan. Distribute next week's plan.	8
9  Week 2	10  Ops provides AMU & AMXS with following quarter/week Ops requirements.	11  AMXS/AS Pre-scheduling meeting.	12  OG/MXG Weekly Scheduling Meeting.  Quarterly plan briefed.  AMU & AMXS maintenance ops tells ops if next month's /quarters rqmts can be met.	13  Gp/CC approves next Week's plan.	14  WG/CC approves next Week's plan. Distribute next week's plan.	15
16  Week 3	24  Ops provides following week requirements to maintenance.	18  AMXS/AS Pre-scheduling meeting.	19  OG/MXG Weekly Scheduling Meeting.  Ops provides rqmts for next Month/Quarter.	20  Gp/CC approves next Week's/Month's plan.	21  WG/CC approves next Week's plan. Distribute next week's plan.	22

23 Week 4	24 Ops provides following week requirements to maintenance.  Distribute next month's plan.	25 AMXS/AS Pre-scheduling meeting.	26 OG/MXG Weekly Scheduling Meeting.	27 Gp/CC approves next Week's plan.	28 WG/CC approves next Week's plan. Distribute next week's plan.	29
30	31					