

**BY ORDER OF THE COMMANDER
434TH AIR REFUELING WING**

**434th AIR REFUELING WING
INSTRUCTION 21-138**



24 SEPTEMBER 2013

Maintenance

**STANDARDIZED AIRCRAFT FLYING AND
MAINTENANCE SCHEDULING
PROCEDURES**

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This instruction implements AFI 21-101/AFI 21-101, AFRC Supplement *Aircraft and Equipment Maintenance Management* AFRCI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*. This Wing Instruction (WI) applies to all Squadrons/Flights of the 434th Air Refueling Wing (ARW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms manager. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This is the initial publication of 434 Air Refueling Wing Instruction (434ARWI 21-138), *Standardized Aircraft Flying and Maintenance Scheduling Procedures*.

1. Standardized Flying Window:

1.1. Normal airfield hours are 0700-2300 daily with the exception of holidays.

1.1.1. Normal flying will be scheduled to occur during airfield hours.

1.1.2. Mission essential deviations to normal flying will be coordinated between Operations, Maintenance, and Airfield Operations.

2. Flying Rules:

2.1. Normal Flying Rules:

2.1.1. Up to five daily training flights per day planned as either 3 AM and 2 PM or 2 AM and 3 PM sorties.

2.1.1.1. Scheduled Cross Country Departures and Returns in addition to the training flights will not exceed the daily sortie capability established in the Annual Flying and Maintenance Plan, without negotiation.

2.1.1.2. Deviations will be negotiated during weekly scheduling meetings.

2.1.2. Unit Training Assembly (UTA) Weekend.

2.1.2.1. Up to two local sorties per day.

2.1.2.2. Scheduled Cross Country Departures and Returns in addition to the training flights will not exceed the daily sortie capability established in the Annual Flying and Maintenance Plan, without negotiation.

2.1.2.3. Deviations will be negotiated during weekly scheduling meetings.

2.1.3. The aircraft utilization will not exceed 80% of available aircraft each week to include Local, Cross Country, and Deployed aircraft.

2.2. Surge Flying Rules:

2.2.1. Aircraft utilization will not exceed 85% of available aircraft.

2.3. Spare Aircraft

2.3.1. Maintenance will provide 1 aircraft daily as a spare.

2.3.2. Spare configuration will be the standard configuration unless otherwise requested.

2.3.3. Additional spare and cross country spare requirements will be identified by Operations during the weekly pre scheduling meeting.

3. Quiet Hours:

3.1. Quiet hours will be implemented for Official Business Only, and will be published in a NOTAMS by base operations.

4. Aircraft Maintenance:

4.1. The standard aircraft turn time for KC-135R aircraft will be 4 hours.

4.2. Aircraft should be crew ready No Later Than (NLT) 1.5 hours prior to the published take-off time.

5. Wing Flying and Maintenance Planning:

5.1. **Annual Flying and Maintenance Planning:** These procedures will be for the next Fiscal Year. (1 October – 30 September)

5.1.1. **Maintenance Analysis (MMA) will:**

5.1.1.1. NLT 1 August each year, compute the capabilities for the next Fiscal Year (FY). (1 October – 30 September)

5.1.1.2. Provide the capabilities to Maintenance Plans, Scheduling and Documentation

5.1.2. Plans, Scheduling, and Documentation (P/S&D) will:

5.1.2.1. NLT 20 August each year, (Or within 10 working days of the receipt of the FY flying hour allocations), provide the Maintenance Group Command Staff, Aircraft Maintenance Squadron (AMXS), Maintenance Squadron (MXS), Operations Scheduling Office (OSS/DOTO), Flying Squadron Commanders, and the Operations Support Squadron In Flight Refueling Program Manager (434 OSS/DOTB) with the following factors:

5.1.2.1.1. Aircraft Capabilities

5.1.2.1.2. Aircraft Availability by month

5.1.2.1.3. FY PDM Schedule

5.1.2.2. NLT the last Operations Group (OG)/Maintenance Group (MXG) weekly scheduling meeting in September:

5.1.2.2.1. Present the FY Annual Maintenance Plan Checkerboard for each Squadron.

5.1.2.2.2. Consolidate the Maintenance Checkerboards and OSS/DOTO allocation product.

5.1.2.2.3. Prepare the FY Annual Flying/Maintenance Plan Cover sheet for Operations Group

5.1.2.2.4. Commander (OG/CC), Maintenance Group Commander (MXG/CC), and

5.1.2.2.5. Wing Commander (WG/CC) approvals (Signatures may be obtained during the meeting or by routing the plan for signatures).

5.1.2.3. Maintain the approved FY Annual Flying/Maintenance Plan on file.

5.1.2.4. Post a copy of the approved FY Annual Maintenance plan in the MXG/MXG Info\Maintenance Schedule Folder on the local area network (LAN).

5.1.3. Operations Scheduling Office (OSS/DOTO) will:

5.1.3.1. NLT 20 August each year, (Or within 10 working days of the receipt of the FY flying hour allocations), provide the Maintenance Group Commander, Aircraft Maintenance Squadron (AMXS), Maintenance Squadron (MXS), Maintenance PS&D, Flying Squadron Commanders, and the Flying Squadron Chief Booms the following factors:

5.1.3.1.1. Required flying hours/sorties/missions per month

5.1.3.1.2. Flying Days per month

5.1.3.1.3. Aircraft/Aircrew Alert Requirements

5.1.3.1.4. Known/Projected Temporary Duty (TDY) and Special Mission Requirements

5.1.3.1.5. Known/Projected Configuration Requirements

5.1.3.2. NLT the last OG/MXG weekly scheduling meeting in September, Present the Flying Hour Allocation plan.

5.1.4. 434 OSS/DOTB will:

5.1.4.1. NLT 1 September, (Or within 10 working days of the receipt of the planning factors) provide PS&D with the Annual Cargo Load Training plan dates.

5.1.5. Maintenance Supervision will:

5.1.5.1. Coordinate the response with the Maintenance Group Deputy Commander.

5.1.5.2. NLT 1 September, (Or within 10 working days of the receipt of the planning factors) provide PS&D, Flying Squadron Commanders, and OSS/DOTO with the following factors:

5.1.5.2.1. Aircraft required for training

5.1.5.2.2. Forecasted Personnel capability

5.1.5.2.3. Number of supportable sorties per month

5.1.5.2.4. Recommended Block Scheduling Pattern

5.1.5.2.5. Statement of limitations

5.2. Quarterly Flying and Maintenance Planning:

5.2.1. OSS/DOTO will:

5.2.1.1. NLT 25 days prior to the start of the next FY quarter, provide the Flying Squadron DOOs, Maintenance Supervision, and PS&D with the flying hour requirements by squadron per month for the quarter to include:

5.2.1.1.1. Sorties per Day

5.2.1.1.2. Hours per Sortie

5.2.1.1.3. Know or Projected Cross Country/Deployment Information

5.2.1.1.4. Total Sorties/Hours per Week

5.2.1.1.5. Total Sorties/Hours for the month

5.2.1.2. NLT the 14 days prior to the start of the next FY Quarter, during the OG/MXG weekly scheduling meeting present the flying hour requirements.

5.2.1.3. Post the Quarterly Flying Plan in the 434 OG\Schedule\Weekly\Quarterly Schedule Folders on the LAN. File will be accessible by Operations and Maintenance.

5.2.2. PS&D will:

5.2.2.1. NLT the 35 days prior to the next FY quarter, provide the OG/CC, OSS/DOTO, Flying Squadron DOOs, and Maintenance Group Supervision the aircraft availability for each squadron per month by week for the next quarter.

5.2.2.2. Prepare the FY Quarterly Maintenance Plan Checkerboards for each Squadron to include at a minimum:

5.2.2.2.1. Alert Commitments

5.2.2.2.2. Program Depot Maintenance (PDM)/ Conformal Fuel Tank (CFT) Aircraft

5.2.2.2.3. Know Cross Country/Deployment/Higher Headquarters (HHQ) directed missions.

5.2.2.2.4. Periodic (PE)/ Isochronal Inspection (ISO)/Refurbishment Inspections

5.2.2.2.5. Hourly Post flight Inspections

5.2.2.2.6. Aircraft Wash

5.2.2.2.7. Known training requirements

5.2.2.2.8. Known Static Displays

5.2.2.2.9. Special Inspections that will prevent the use of an aircraft for a day

5.2.2.2.10. Time Change Items that will prevent the use of an aircraft for a day

5.2.2.2.11. Time Compliance Technical Orders (TCTO) that will prevent the use of an aircraft for a day.

5.2.2.3. NLT the 14 days prior to the start of the next FY Quarter, during the OG/MXG weekly scheduling meeting:

5.2.2.3.1. Present the FY Quarterly Maintenance Plan Checkerboard for each Squadron.

5.2.2.3.2. Consolidate the Maintenance Checkerboards and OSS/DOTO allocation product.

5.2.2.3.3. Prepare the FY Quarterly Flying/Maintenance Plan Cover sheet for OG/CC, MXG/CC, and WG/CC approvals (Signatures may be obtained during the meeting or by routing the plan for signatures).

5.2.2.4. Maintain/Update the FY Quarterly Maintenance plan.

5.2.3. Aircrew Flight Equipment (434 OSS/AFE) will:

5.2.3.1. Provide PS&D with the Inspection/Time Change listings for Aircrew Flight Equipment (AFE) equipment during the Quarterly Time Change meeting.

5.2.4. Wing Public Affairs (434 ARW/PA) will:

5.2.4.1. NLT 25 days prior to the start of the next FY quarter provide PS&D with the requirements for Static Display Aircraft to support the Wing's Tour Program.

5.2.4.2. Coordinate additional support as necessary.

5.3. Monthly Flying and Maintenance Planning:

5.3.1. OSS/DOTO will:

5.3.1.1. NLT the first OG/MXG weekly scheduling meeting of the month, provide Maintenance Supervision and PS&D with the operational needs for the following month by Squadron, to include:

5.3.1.1.1. Sorties per Day

5.3.1.1.2. Hours per Sortie

5.3.1.1.3. Know or Projected Cross Country/Deployment Information

5.3.1.1.4. Total Sorties/Hours per Week

5.3.1.1.5. Total Sorties/Hours for the month

5.3.1.2. NLT the third OG/MXG weekly scheduling meeting of the month, present the monthly Flying Plan to the OG/CC, MXG/CC, and the WG/CC.

5.3.2. PS&D will:

5.3.2.1. NLT the 35 days prior to the start of the next Monthly Schedule provide the OG/CC, OSS/DOTO, Flying Squadron DOOs, and Maintenance Group Supervision the aircraft availability for each squadron by week for the month being planned.

5.3.2.2. Prepare the Monthly Flying/Maintenance Plan Checkerboards for each Squadron to include at a minimum:

5.3.2.2.1. Detailed Total Flying Hours/Sorties

5.3.2.2.2. Known Cross Country/Deployed Aircraft Destinations/Configurations

5.3.2.2.3. Alert Requirements

5.3.2.2.4. PDM/CFT

5.3.2.2.5. Scheduled Sorties/Turns

5.3.2.2.6. Monthly Maintenance Requirements

5.3.2.2.7. Scheduled Inspections, Time Changes, TCTOs, Engine Changes, Scheduled Delayed

5.3.2.2.8. Discrepancies, Washes, Corrosion Control, Document Reviews, Known Training

5.3.2.2.9. Aircraft, Known Display Aircraft

5.3.2.2.10. Support Equipment scheduled inspections and known TCTOs

5.3.2.2.11. Engine Removal 6 Month Forecast

5.3.2.2.12. Known Special Activities

5.3.2.2.13. Support Requirements

5.3.2.2.14. Aircrew Flight Equipment Inspections

5.3.2.2.15. Known Special Requirements

5.3.2.3. NLT the third OG/MXG weekly scheduling meeting of the month, present the monthly Maintenance plan with flying requirements removed to the OG/CC, MXG/CC, and the WG/CC.

5.3.2.4. Prepare the Monthly Flying and Maintenance Plan Cover sheet for OG/CC, MXG/CC, and WG/CC approvals and include it with the consolidated the Monthly Flying and Maintenance Plan (Signatures may be obtained during the meeting or by routing the plan for signatures).

5.3.2.5. Post a copy of the approved Monthly Flying/Maintenance plan in the MXG/MXG Info\Maintenance Schedule Folder on the LAN.

5.3.3. Maintenance Supervision will:

5.3.3.1. Review the operational needs received from OSS/DOTO.

5.3.3.2. NLT the second OG/MXG weekly scheduling meeting of the month, notify the OSS/DOTO whether requirements can be met or limitations exist.

5.3.4. Wing Public Affairs (434 ARW/PA) will:

5.3.4.1. NLT 25 days prior to the start of the next Month, verify with PS&D the Quarterly requirements for Static Display Aircraft to support the Wing's Tour Program.

5.3.4.2. Coordinate additional support as necessary.

5.4. Weekly Flying and Maintenance Planning:

5.4.1. OSS/DOTO will:

5.4.1.1. NLT 1200 each Tuesday provide the next weekly flying requirements through the GDSS scheduling program or local product to PS&D to include:

5.4.1.1.1. Local Flying requirements/configurations

5.4.1.1.2. Cross Country/Deployment/HHQ Missions/PDM/CFT requirements/configurations

5.4.1.1.3. Known Off Station Sorties

5.4.1.1.4. Alert Lines

5.4.1.2. Chair the weekly pre-scheduling meeting at each Tuesday.

5.4.1.3. Attend/Present the Weekly Flying Schedule during the Thursday OG/CC, MXG/CC weekly scheduling meeting.

5.4.1.4. Publish the approved GDSS Flying Schedule NLT 1600 each Thursday.

5.4.2. P/S&D will:

5.4.2.1. Prepare the weekly maintenance checkerboards for each Squadron to include all maintenance requirements for the week.

5.4.2.2. Insert the flying requirements into the weekly checkerboards to ensure all maintenance and flying requirements can be met prior to the Tuesday pre-scheduling meeting.

5.4.2.3. Attend the Tuesday pre-scheduling meeting, and coordinate/discuss issues that affect Operations and Maintenance.

5.4.2.4. Attend/Present the Weekly Maintenance Schedule during the Thursday OG/CC, MXG/CC weekly scheduling meeting.

5.4.2.5. Prepare the Weekly and Maintenance Plan Cover sheet for OG/CC and MXG/CC approval.

5.4.2.6. After the Operations Flying Schedule has been published, finalize the combined Weekly Flying and Maintenance Schedule to include:

5.4.2.6.1. Daily Flying Requirements to include Line number, Scheduled Aircraft, Scheduled Takeoff, Scheduled Land, Fuel Load, Duration, Call Sign, Pilot, Configuration/Remarks, and receiver information

5.4.2.6.2. Spare Aircraft

5.4.2.6.3. Daily Scheduled Maintenance Requirements

5.4.2.6.4. Daily Configuration Requirements

5.4.2.6.5. Daily Special Meeting Requirements

5.4.2.6.6. Weekly Technical Order Distribution Listing

5.4.2.6.7. AGE Maintenance Inspections to include Equipment Type, Base Identification (ID), Type Inspection, and Due Dates

5.4.2.6.8. Support Equipment Inspections to include Equipment Type, Base ID, Type Inspection, and Due Dates

5.4.2.6.9. Weekly Checkerboards for each Squadron

5.4.2.6.10. Published GDSS Schedule

5.4.2.7. Route the completed combined Weekly Flying and Maintenance Schedule to the WG/CC for approval.

5.4.2.8. Post the approved Weekly Flying and Maintenance Schedule in the MXG/MXG Info\Maintenance Schedule Folder on the LAN. Notify all users when schedule is posted.

5.4.2.9. Maintain/File the completed Weekly Flying and Maintenance Schedule.

5.4.3. Wing Public Affairs (434 ARW/PA) will:

5.4.3.1. Provide details of Wing Tours requiring a Static Display Aircraft NLT 1200L each Tuesday the week prior to previously identified Tour Dates.

5.4.3.2. Coordinate additional support as necessary.

DONALD R. BUCKLEY, Colonel, USAFR
Commander

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

AFI 21-101/AFI 21-101, AFRC Supplement *Aircraft and Equipment Maintenance Management*
AFRCI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*.

Abbreviations and Acronyms

AF—Air Force

AFE—Aircrew Flight Equipment

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AMXS—Aircraft Maintenance Squadron

CC—Commander

CFT—Conformal Fuel Tank (CFT) Aircraft

DOO—Duty Officer

GDSS—Global Decision Support System

HHQ—Higher Headquarters

ID—Identification

ISO—Isochronal Inspection

LAN—Local Area Network

MAJCOM—Major Command

MMA—Maintenance Analysis

MXG—Maintenance Group

MXG/CC—Maintenance Group Commander

MXS—Maintenance Squadron

NLT—No Later Than

OG/CC—Operations Group Commander

OPR—Office of Primary Responsibility

OSS/AFE—Aircrew Flight Equipment

OSS/DOTB—Operations Support Squadron In Flight Refueling Program Manager

OSS/DOTO—Operations Scheduling Office

P/S&D—Plans Scheduling and Documentation

PDM—Programmed Depot Maintenance

PE—Periodic

RDS—Records Disposition Schedule

TCTO—Time Compliance Technical Order

TDY—Temporary Duty

UTA—Unit Training Assembly