



**ACCOUNTING FOR AIRCRAFT FLYING
HOURS**

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. It establishes procedures for accounting of aircraft flying hours in the Maintenance Information System (MIS/ G081). It applies to the 439th Maintenance Group, 337th Airlift Squadron and the 439th Operations Support Squadron. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. 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 to 439 MXG/MXOOS, 350 Hangar Avenue, Box 21, Westover ARB, MA 01022-1771.

SUMMARY OF CHANGES

This publication changes technical references to AFI 21-101, *Maintenance Plans, Scheduling and Documentation* and AF Form 4097, *Aircraft Identification Sheet*. It also incorporates technical references AFI 21-401, *Flight Documentation* and T.O. 00-20-1, *AFTO Form 781 Series*. It further removes any reference to Maintenance Data Systems Analysis requirements. A margin bar indicates newly revised material.

1. Procedures. After the completion of each sortie generation, the aircraft commander will provide accurate and completed AFTO Form 781, *Arms Aircrew Flight Data Document* along with an AF Form 4097, *Aircraft Identification Sheet* to the de-briefer.

1.1. The maintenance de-briefer will review all AFTO Forms 781 and AF Forms 4097 for completeness and identify any missing information or errors for immediate correction. The maintenance de-briefer will ensure that the pilot has initialed the AFTO 781 in the appropriated block 38. The maintenance de-briefer will deliver the forms to the Maintenance Operations Control Center (MOCC). The MOCC, in turn, after further review, will deliver the forms to Plans, Scheduling and Documentation (P, S & D).

1.2. P, S & D Section will:

1.2.1. Enter all required data from the AFTO 781 into the MIS- G081 system, 9020 program (automated debriefing subsystem). PS&D will initial the appropriate block 37 along with placing a G081 processing stamp on the AFTO Form 781.

1.2.2. Verify all entries loaded into the MIS thru the batch job program 67034. The printed 67034 will be verified to assure that the Aircraft Utilization Report matches the mission numbers and flight times listed on the AFTO Form 781 from the previous day. Any error on the AFTO 781 will be entered in red and then corrected. The reviewed 67034 will be dated, signed, and filed by the reviewer.

1.2.3. Duplicate the AFTO 781 and file the copy in the appropriate aircraft 781 jacket file. Ensure the original AFTO 781, along with a printed copy of G081/ 8038 program, Aircraft Flight Status Data, is delivered to or picked up by Resource Operations.

1.3. Resource Operations will:

1.3.1. Verify and compare the AFTO 781 with the flight authorization for any differences. When differences occur, Resource Operations will contact PS&D for confirmation and correction to be accomplished.

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

1.4. Aviation Records will audit reports entered into the Aircraft Resource Management System and file the original AFTO 781.

1.5. Current Operations Flight Management will:

1.5.1. Compute total flying hours, accrued against the assigned aircraft mission, from the completed AFTO 781.

1.5.2. Validate total flying hours and reconcile with PS&D on a daily basis. Hours must be reconciled and changes must be completed no later than the fourth calendar day of the following month. Any hours accrued after the fourth calendar day will be considered late.

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Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 21-101, 3 Feb 2007, Chapter 7, *Maintenance Plans, Scheduling and Documentation*.

AFI 21-103, 15 Sep 2006, Chapter 2, *Aerospace Vehicle Distribution Officer Responsibilities*.

AFI 21-401, 1 Mar 2005, Chapter 3, *Flight Documentation*

T.O. 00-20-1, 30 Apr 2003 Chapter 5, *AFTO Form 781 Series*.