

**BY ORDER OF THE COMMANDER  
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION  
21-165**



**26 AUGUST 2013**

**Maintenance**

**439TH WING STANDARD SCHEDULING  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and Forms are available for downloading or ordering on the e-publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil)

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 439MXG/MXOO

Certified by: 439 MXG/CC  
(Col Kerry L. Kohler)

Pages: 4

---

This instruction implements Air Force Reserve Command Instruction AFRCI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*, WAFB 13-201, *Airfield Operations and Local Flying Procedures*. This instruction establishes procedures for the 439th Wing (AW) to comply with AFRCI 21-165, Paragraph 1.7 to develop a wing instruction standardizing scheduling practices for the wing and each assigned mission design series aircraft and applies to all Westover personnel involved with scheduling of aircraft. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. 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/MXQ, 350 Hangar Avenue, Box 21, Westover ARB, MA 01022-1771.

**1. SCHEDULING STANDARDS:**

1.1. The standard flying window is:

1.1.1. Monday:

1.1.1.1. First takeoff no earlier than 1000L

1.1.2. Tuesday – Friday:

1.1.2.1. First takeoff no earlier than 0900L

1.1.2.2. Last land no later than 2300L

1.1.2.3. First workday following a Holiday:

1.1.2.4. First takeoff no earlier than 1000L

1.1.2.5. All exceptions will be approved by the 439th OG/CC and 439th MXG/CC or designated representative.

1.2. Airfield operational hours are:

1.2.1. 0700L – 2300L Monday – Friday

1.2.2. 0700L—2300L Saturday – Sunday (Includes Unit Training Assemblies)

1.2.3. Cross country takeoff and returns will be during approved airfield operation hours. All exceptions will be approved by the 439th OG/CC and 439<sup>th</sup> MXG/CC. or designated representative.

1.3. Minimum turn times from landing to takeoff for normal home station flying: TH BPO  
C5B 4.5 Hours Cargo/Refuel 8 Hours. 3.5 Hours Refuel

1.4. Standard aircrew ready times are as follows:

1.4.1. Called Crew Ready Aircrew Show Time

1.4.2. C5B 8 Hours Prior 3.15 Hours Prior

1.5. Standard sortie duration for normal home station flying: C5B-Two, 4.0 Hours Periods

1.6. Standard aircraft configuration for normal home station flying:

1.6.1. Configuration C5B. CP-1, CP-2 and CP-3

1.7. Standard Home Station Check inspections days will be scheduled as follows: Working Days HSC. Every 160 days from last due date. Includes 1day pre-dock, 1day look, 1day fix and 1day scheduled maintenance. Washed to be linked to HSC pending contractor availability

**2. AIRCRAFT AVAILABILITY:**

2.1. When determining daily commitment rate, each of the following items will be deducted from the available aircraft.

2.1.1. a) Depot coded aircraft

**3. SPARES:**

3.1. 439th MXG will identify a spare no later than noon Friday/ by noon Sunday of the UTA.

3.1.1. 439<sup>th</sup> MXG Plans & Scheduling (P&S) and Production Superintendents (Pro Supers) will allocate one spare aircraft for the upcoming week of flying.

3.1.1.1. If the spare aircraft requires Non-Mission Capable maintenance actions during its allocated period... reallocate new spare through use of 2407 process per AFI21-101 and AFRCI21-165

3.1.2. All exceptions will be approved by the OG/CC and MXG/CC. or designated representative.

3.2. Pro Supers will release the spare aircraft to operations the morning of the flying day to allow for mission requirements to be met.

**4. TACC SUPPORT:**

4.1. For each TACC requested mission, 439<sup>th</sup> OG/CC and MXG/CC will make every attempt to support TACC taskings as maintenance and operations commitments will allow.

**5. NIGHT FLYING:**

5.1. 439th Current Ops will identify to P&S and Pro Supers any night missions that will be flown outside the normal flying window during the Tuesday scheduling meeting.

**6. CROSS COUNTRY SORTIES:**

6.1. All cross country missions should have MEP support from maintenance if possible. MXG will identify and allocate MEP support as needed for the mission.

Steven D. Vautrain, Colonel, USAFR  
Commander

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

AFRCI21-165, *Aircraft and Flying Maintenance Scheduling Procedures*, 7 February 2011

AFI21-101, *Aerospace Equipment Maintenance Management*, 26 July 2010

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009.

AF Form 4097, *Aircraft Identification*, 14 April 2003

AFTO Form 781A, *Maintenance Discrepancy and Work Document*, 8 January 2008

AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance Document*, 15 September 2010