BY ORDER OF THE COMMANDER 442D FIGHTER WING

442D FIGHTER WING INSTRUCTION 21-165

7 AUGUST 2013

Maintenance

STANDARDIZED AIRCRAFT SCHEDULING AND FLYING HOUR ACCOUNTABILITY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 442 MXG/CC
(Colonel James P. Brock, Jr)

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. It extends the guidance of Air Force Instruction (AFI) 21-101, Air Force Reserve Supplement, *Aircraft and Equipment Maintenance Management*, AFI 21-103, Air Force Reserve Supplement, *Equipment Inventory, Status and Utilization Reporting*, and Air Force Reserve Command Instruction (AFRCI) 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*. It outlines procedures for management of the Wing's Standardized Scheduling Procedures. This instruction applies to all 442d Fighter Wing personnel. Supervisors, Superintendents, and flight chiefs are responsible for ensuring compliance with this instruction. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

1. GENERAL: This instruction standardizes scheduling practices and establishes procedures for accounting of aircraft flying hours for the wing for the assigned A-10C mission design series aircraft. Minimum topics include standardized flying windows, specific surge rules, quiet hours, cross country take-offs and returns, minimum turn times, crew ready times, local schedule input and publishing deadlines.

1.1. The flying schedule will be published using the local time at Whiteman Air Force Base (AFB).

1.2. The normal flying window is from 0930 to 2300.

1.3. Long duration sorties with a scheduled land time after 2300 requires 442 FW/CC approval and will not be scheduled to land after 0200.

1.4. During Unit Training Assemblies (UTA), the first take-off time should not be scheduled earlier than 0900 and last land should not be later than 1400.

1.5. After night flying the previous day, the first take-off will be scheduled no earlier than 1000.

1.6. After a non-UTA weekend, the first take-off will be scheduled no earlier than 1100.

2. Minimum Turn Time.

2.1. The recovery time between scheduled land and scheduled take-off will be no less than 2.5 hours.

2.2. The normal turn pattern will not exceed 10X8. Exceptions will be coordinated at the monthly and/or weekly scheduling meetings.

3. Quiet Hours. Quiet hours are established IAW Whiteman AFB Instruction 11-1, *WAFB Wing Scheduling*.

4. Cross country missions.

4.1. Cross-country missions will be printed in the weekly flying schedule. Cross country sorties will not be counted in the local schedule for the days not on station.

4.2. Return sorties will be included in the weekly schedule with estimated take-off and land times but will be considered flown as scheduled. To avoid unnecessary deviations, off-station/cross-country not returning to Whiteman AFB will not be loaded in the Integrated Maintenance Data System (IMDS).

5. Surge rules. Sortie surge operations will be coordinated and approved as part of the scheduling process. The surge rate will not exceed more than 125% of the War Mission Plan-5 rate.

6. Crew ready aircraft.

6.1. The Aircraft Maintenance Squadron (AMXS) expediter/production supervisor will notify Maintenance Operations Control (MOC) when aircraft are crew ready and MOC will notify the Supervisor of Flying (SOF).

6.2. The standard crew ready time is 1 hour before scheduled take-off time. Crew show times at the aircraft will be 50 minutes before scheduled take off time.

7. Local schedule publishing and input deadlines.

7.1. In order to de-conflict takeoff and land times, verify proper sortie sequence numbers, fuel loads, configuration codes, tail numbers and spares; all weekly schedule inputs are due to Plans, Scheduling and Documentation (PS&D) by close of business on Tuesday.

7.2. Weekly draft schedule and briefing slides are due to the FW/CC, MXG/CC, OG/CC, no later than (NLT) 1200 Thursday.

8. Flying hour accountability.

8.1. Responsibilities.

8.1.1. The Debriefing Section will be responsible for the completeness of the Air Force Technical Order (AFTO) Form 781, *ARMS Aircrew/Mission Flight Data Document*, and loading the pertinent information into IMDS.

8.1.2. The 303 FS/Aviation Resource Management (ARM) office is responsible for the accuracy of the AFTO Form 781 and auditing such information against the daily IMDS report. Once audited, the debriefing section will make changes to IMDS.

8.2. Procedures.

8.2.1. Debrief will verify the AFTO Form 781 for completeness and accuracy and will document in IMDS. The de-briefer will ensure all blocks on AFTO Form 781 matches IMDS. Original AFTO Form 781's are the responsibility of the pilots and will be turned into the ARM office.

8.2.2. PS&D will post an electronic copy of the Maintenance Scheduling Application Tool (MSAT) product or Aircraft Utilization Report (AUR) daily to the mutual folder on the local area network (LAN) drive in the 303FS folder and notify both debrief and ARM once accomplished. The preferred method will be to use the daily sortie reconciliation aspect of MSAT when possible. If not, an AUR will be used. A date/time stamp will be provided on the daily reconciliation. If the date time/stamp is after the current flying window the daily product will include that days flying hours.

8.2.3. ARM monitors/Debrief will use the AUR/MSAT product to audit the AFTO Form 781 for accuracy and completeness. If disparities exist, debrief will coordinate with ARM, annotate disparities on the AUR and correct IMDS if required. If an agreement cannot be made on the disparity, ARM will coordinate with the Operational Group Aerospace Vehicle Utilization Monitor for resolution. Debrief will digitally sign the AUR/MSAT product IAW 21-103, and post to the mutual folder on the LAN.

8.2.4. Signed daily AURs/MSAT products will be maintained by ARM for three months IAW AFI 21-103.

8.2.5. Flying hours will be reconciled every Monday for monthly cumulative hours/sorties using the same daily process.

8.2.6. Debrief will ensure that all hours and sorties are debriefed by the 2nd calendar day of the month. PS&D will post the monthly AUR/MSAT product for validation once all flying hours and sorties have been debriefed for the previous month.

8.2.7. Upon closing out the month, the ARM office will forward a signed copy of the monthly AUR/MSAT product flying hour verification no later than the 4th calendar day of the following month to the Aerospace Vehicle Utilization Manager and PS&D. The previous month's flying hours will be reported and reconciled in IMDS NLT 2400 hours on the 4th calendar day of the month.

HUBERT C. HEGTVEDT, Colonel, USAFR
Commander, 442d Fighter Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 21-101, Air Force Reserve Supplement, *Aircraft and Equipment Maintenance Management,* 13 January 2011

AFI 21-103, Air Force Reserve Supplement, *Equipment Inventory, Status and Utilization Reporting,* 20 January 2011

AFMAN 33-363, *Management of Records,* 1 March 2008

AFPD 21-1, *Air and Space Maintenance,* 25 February 2003

AFRCI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures,* 7 February 2011

WAFB 11-1, *WAFB Wing Scheduling*, 1 November 2005

Prescribed Forms

No forms are prescribed by this instruction

Adopted Forms

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

AFTO 781, *ARMS Aircrew/Mission Flight Data Document,* 11 September 2008

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRCI—Air Force Reserve Command Instruction

AFRIMS—Air Force Records Information Management System

AFTO—Air Force Technical Order

AMXS—Aircraft Maintenance Squadron

ARM—Aviation Resource Management

AUR—Aircraft Utilization Report

CC—Commander

FW—Fighter Wing

IAW—In Accordance With

IMDS—Integrated Maintenance Data System

LAN—Local Area Network

MOC—Maintenance Operations Center

MSAT—Maintenance Scheduling Application Tool

MXG—Maintenance Group

NLT—No Later Than

OG—Operations Group

OPR—Office of Primary Responsibility

PS&D—Plans, Scheduling and Documentation

RDS—Records Disposition Schedule

SOF—Supervisor of Flying

UTA—Unit Training Assembly