

**BY ORDER OF THE COMMANDER  
459TH AIR REFUELING WING**

**459TH AIR REFUELING WING  
INSTRUCTION 21-106**



**3 FEBRUARY 2014**

***Maintenance***

***AIRCRAFT FLYING HOUR  
ACCOUNTABILITY AND RECONCILIATION***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(SMSgt Tony R. Bright)

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This instruction implements Air Force Instruction (AFI) 21-101, Aircraft and Equipment Maintenance Management. This instruction establishes 459th Air Refueling Wing procedures to be used in conjunction with the basic instruction. This supplement applies to all personnel assigned to the 459th Air Refueling Wing. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Forms 847 from the field through the appropriate functional chain of command.

**1. Responsibilities.**

- 1.1. The Maintenance Group is responsible for entering and verifying AFTO Form 781 flying hour information into the G081 program.
- 1.2. The Operations Group is responsible for entering flight hours into the Automated Records Management System (ARMS.)

**2. Daily Accountability and Reconciliation Procedures.**

2.1. Maintenance Operations Center (MOC) enters flying hours information from the AFTO Form 781 into the G081 program.

2.2. The Plans, Scheduling, and Documentation section (PS&D) verifies flying hour data in G081.

**3. Monthly Reconciliation Procedures.**

3.1. PS&D sends the following information to Current Operations for monthly review via e-mail.

3.1.1. Aircraft monthly utilization report (G081 program 9025B)

3.1.2. Aircraft Flying Hour Detail Report (G081 program 8038, option "Y")

3.2. If corrections are needed, the Current Operations Chief will notify PS&D, who will make the necessary corrections in G081 and resend the reports to Current Operations.

WILLIAM H. MASON, Colonel, USAFR  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI21-101\_AFRCSUP\_I, Aircraft and Equipment Maintenance Management, 13 January 2011

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

***Adopted Forms***

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

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFTO**—Air Force Technical Order

**ARMS**—Automated Records Management Systems

**MOC**—Maintenance Operations Center

**PS&D**—Plans, Scheduling, and Documentation