

**BY ORDER OF THE COMMANDER
482D FIGHTER WING**

**482D FIGHTER WING INSTRUCTION
21-100**



10 OCTOBER 2012

Maintenance

**MAINTENANCE ACCOUNTING OF FLYING
HOURS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This 482d Fighter Wing Instruction (482 FWI) incorporates procedures for the accounting of flying hours in the appropriate Maintenance Information Systems (MIS) in accordance with (IAW) Air Force Instruction (AFI) 21-103, *Equipment Inventory, Status & Utilization reporting* and provides guidance for daily reconciliation with the MIS and operations IAW AFI 21-101, *Aerospace Equipment Maintenance Management*. It assigns responsibilities, directs action and prescribes procedures. Commanders and supervisors are responsible for ensuring personnel comply with the provisions of this instruction. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847 (AF Form 847), *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This document was revised due to AFI 21-101 revision and must be reviewed in its entirety.

1. General. The following procedures will be followed by all 482d Aircraft Maintenance Squadron (482 AMXS) Debrief Section, 93d Fighter Squadron Scheduling (93 FS/DOF) and 482d Maintenance Operations Flight (MOF) Plans Scheduling & Documentation (482 MOF/PS&D).

2. Responsibilities. The 482 AMXS/Debriefing Section will be responsible for the completeness of the Air Force Technical Order (AFTO) Form 781, *A Forms Aircrew/Mission Flight Data Document* transcribing this information on to the Automated Debriefing Worksheet and loading the pertinent information into the MIS. The 93 OSS is responsible for the accuracy of the AFTO Form 781 and auditing such information against the daily MIS report. Once audited, the 482 MOF/PS&D will make changes to the Maintenance Information System (MIS).

3. Procedures: Each section involved will coordinate closely with each other to accomplish the tasks set forth in this operational instruction.

3.1. The 482 AMXS/Debrief will:

3.1.1. Check the AFTO Form 781 for completeness and accuracy, transcribe the pertinent information on to the Automated Debriefing worksheet; blocks 2, 11, 15, 16, 17, 18, 19 and 20 must be completed.

3.1.2. The information from the Automated Debriefing Worksheet will be loaded into the MIS. The debriefer will check block 17 against the duration time in the MIS for accuracy. If the time in block 17 is incorrect, the debriefer will make that change and inform the 93FS/OSS duty desk of the error on the AFTO Form 781.

3.2. The 93d Fighter Squadron (93 FS) Squadron Avionics Resource Manager (SARM) Technician will:

3.2.1. Audit the AFTO Form 781 for accuracy and completeness. Any discrepancy found, will be relayed to debrief for correction and corrected on the same day.

3.3. Audit the daily Accomplished Utilization Report (AUR) against the AFTO Form 781 for accuracy.

3.3.1. If an error exists, notify debrief and ensure the changes are made in Integrated Maintenance Data System (IMDS) in a timely manner.

3.4. Request a new AUR from the Document Clerk to ensure that all corrections have been made.

3.5. Inform the Documentation Clerk of any cross-country sorties that were not maintenance debriefed

4. At the beginning of each month, and no later than the 4th, the Documentation Clerk will request a Monthly Utilization Report. A copy of this report will be forwarded to the Operations Technician, for final analysis.

4.1. The final report will be verified by the Operations Technician and Documentation clerk not later than (NLT) the 5th of the month who will in turn forward the final corrected report to Air Force Reserve Command (AFRC) and 482d Fighter Wing Budget Analysis (482 FW/FMB).

5. The 482 MOF/PS&D Documentation Clerk will:

5.1. Provide Operations Technician and Debrief with daily AUR for reconciliation.

5.2. Audit Monthly AUR against flying schedule for aircraft utilization only. Once audited, provide Operations Technician and Debrief with monthly report for further verification and signatures.

5.3. File the agreed upon AUR (with signatures) for one year.

DONALD R. LINDBERG, Colonel, USAFR
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, *Aircraft and Equipment Maintenance Management*. 26 Jul 2010

AFI 21-103, *Equipment Inventory, Status & Utilization Reporting*, 26 January 2012

Forms***Prescribing Forms***

AF Form 673, *Air Force Publication/Form Action Request*

AFTO Form 781, *A Forms Aircrew/Mission Flight Data Document*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AMXS—Aircraft Maintenance Squadron

AUR—Accomplished Utilization Report

CC—Commander

DOF—Squadron Scheduling Office

e-Publishing—e-Publishing website (www.e-Publishing.af.mil)

FMB—Financial Management Board

FW—Fighter Wing

MIS—Maintenance Information System

MOF—Maintenance Operations Flight

MXG—Maintenance Group

MXOP—Cost Per Flying Hours/DLR Analyst Office

MXS—Maintenance Squadron

OPR—Office of Primary Responsibility

OSS—Operations Squadron Scheduling

PDM—Programmed Depot Maintenance

PS&D—Plans and Scheduling

RDS—Records Disposition Schedule

SARM—Squadron Avionics Resource Manager

USAF—United States Air Force