

**BY ORDER OF THE COMMANDER
910TH AIRLIFT WING**

**910TH AIRLIFT WING INSTRUCTION
21-204**



19 JULY 2011

Maintenance

AIRCRAFT UTILIZATION PROGRAM

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.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 910 MOF/MXOS

Certified by: 910 MXG/CC
(Col Jane L. Kitchen)

Pages: 3

This instruction implements Air Force Instruction (AFI) 21-101, paragraph 15.2.2.2., *Aircraft and Equipment Maintenance Management*, AFI 21-103 paragraph 2.28, *Maintenance Standardization and Evaluation Program*; AFI 21-101 paragraph 3.8, *Aircraft and Equipment Maintenance Management*; AFI 11-401 A2.3, *Aviation Management*. It documents the process to be used to record and verify aircraft utilization. Refer recommended changes and questions about this publication to 910 MOF/MXOS using the AF Form (AF) 847, *Recommendation for Change of Publication*; route AF 847s 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/>.

- 1. Expeditor or designated debrief personnel will review and initial AFTO Form 781, ARMS Aircrew/Mission Flight Data Document, at sortie termination during debrief.**
- 2. Debrief/crew chief will forward the original AFTO Form 781 to Maintenance Operations Center (MOC) for sortie length input into the Maintenance Information System (MIS), no later than the next duty day after occurrence.**
- 3. On the next working day, the Squadron Aviation Resource Monitor (SARM) and Director of Operations (DO) will review all AFTO Forms 781 and correct any errors.**
- 4. Maintenance Operations Center (MOC):** Will input all utilization data into the Maintenance Information System (G081), annotate current flying time and initial in block 39. Will reconcile all AFTO Forms 781 and AFTO Forms 781H, *Aerospace Vehicle Flight Status*

and Maintenance, against the weekly flying schedule to account for all sorties flown. MOC will hand-carry forms to Plans Scheduling and Documentation.

5. Plans Scheduling and Documentation: Validates MOC inputs by loading utilization data into the Excel spreadsheet (V:/MAINTPLA/FLYING TIME/FY 20XX FLYING TIME.XLS) and verifies spreadsheet daily against G081 reports (67034, 67035 and FTWCFHRS). Any errors found will be resolved with the appropriate SARM and coordinated through MOC to correct the current 781H in the aircraft forms binder.

6. SARM will load data into the AFTO 781 and compare against the Flying Time excel spreadsheet daily. A monthly reconciliation is not required when the same review is accomplished daily.

STEPHEN J. LINSENMEYER, Col, USAFR
Commander

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 29 Jun 2006

AFI 21-103, *Maintenance Standardization and Evaluation Program (MSEP)*, 4 Oct 2005

AFI 11-401, *Aviation Management*, 7 Mar 2007

Prescribed Forms

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

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

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

Abbreviations, acronyms, and terms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFTO—Air Force Technical Order

ARMS—Automated Records Management System

DO—Director of Operations

MIS—Maintenance Information System

MOC—Maintenance Operations Center

SARM—Squadron Aviation Resource Monitor