

**BY ORDER OF THE COMMANDER
916TH AIR REFUELING WING**

**916TH AIR REFUELING WING
INSTRUCTION 21-165**



28 AUGUST 2013

Maintenance

**STANDARDIZED AIRCRAFT FLYING AND
MAINTENANCE SCHEDULING
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATIONS IS MANDATORY

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(Colonel Kenneth C. Bunting)

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*, and extends the guidance outlined in Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*, AFI 21-101_AFRCSUP_I, *Aircraft and Equipment Management*, *AFRC Supplement*, and Air Force Reserve Command Instruction (AFRCI) 21-165, *Aircraft Flying and Maintenance Scheduling*. This instruction outlines the procedures for the management of the 916th Air Refueling Wing (916 ARW) Aircraft Flying and Maintenance. This instruction is applicable to all 916 ARW personnel. 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*. 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 Air Force Records Information Management System (AFRIMS) *Records Disposition Schedule (RDS)*.

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1. Standardized Flying Window (Airfield Operations and Operations):

1.1. Normal airfield hours 0700L-2300L

2. Flying Rules for the 916th Operations Group (OPS) — includes 916th Operations Support Squadron and both the 77th and 911th Air Refueling Squadrons — and 916th Maintenance Group's 916th Aircraft Maintenance Squadron (AMXS):

2.1. Normal Flying Rules: (OPS and AMXS)

2.1.1. Aircraft utilization will normally not exceed the 916 ARW I-Plan AATS Deployable Aircraft Calculation Matrix (Attachment 3) unless coordinated with both the 916th Operations Group Commander (OG/CC) and the 916th Maintenance Group Commander (MXG/CC).

2.2. Surge Flying Rules: (OPS and AMXS)

2.2.1. Aircraft surge utilization will not normally be scheduled to exceed 85% of available aircraft, unless previously coordinated with both the 916 OG/CC and 916 MXG/CC.

3. Quiet Hours: (Wing Commander and Airfield Operations)

3.1. Normal quiet hours are 2300L to 0600L; during this period, takeoffs, landings, or engine runs above idle power are prohibited (see SEYMOUR JOHNSON AFB INSTRUCTION 11-250, Airfield Operations, paragraphs 1.5 & 1.6).

4. Cross Country Missions: (OPS and AMXS)

4.1. See Attachment 2, Maintenance/Operations Agreement (**paragraph A2.1.8.**).

5. Aircraft Maintenance: (OPS and AMXS)

5.1. See Attachment 2, Maintenance/Operations Agreement (**paragraph A1.1.**) for turn times and crew ready information.

6. Wing Flying and Maintenance Planning:

6.1. Annual Flying and Maintenance Planning: These Fiscal Year (FY) procedures are effective 1 October through 30 September.

6.1.1. Maintenance Analysis (MMA) will:

- 6.1.1.1. No later than 1 June of each year, compute the capabilities for the upcoming FY.
- 6.1.1.2. Provide the capabilities to Maintenance Plans, Scheduling, and Documentation (PS&D).
- 6.1.2. PS&D will:
 - 6.1.2.1. No later than 20 August or within 10 working days upon receipt of the FY flying hour allocation, provide the 916th Maintenance Group Command Support Staff (916 MXG/CSS), 916 AMXS, 916th Maintenance Squadron (916 MXS), 916th Operations Support Squadron Operations Scheduling Office (916 OSS/OSO), 77/911 Air Refueling Squadron Commanders (SQ/CCs) and 916th Operations Support Squadron Commander (916 OSS/CC), 916 ARW Plans Office (CVZ), 916th Standardization and Evaluation Office (OGV) and 916 ARW Public Affairs (PA) with the following factors:
 - 6.1.2.1.1. Aircraft capabilities.
 - 6.1.2.1.2. Aircraft availability by month.
 - 6.1.2.1.3. FY Programmed Depot Maintenance (PDM) Schedule.
 - 6.1.2.2. No later than the last OG/MXG weekly scheduling meeting in September PS&D will:
 - 6.1.2.2.1. Present the FY Annual Maintenance Plan Checkerboard.
 - 6.1.2.2.2. Consolidate the Maintenance Checkerboard and OSO allocation product.
 - 6.1.2.2.3. Prepare the FY Annual Flying/Maintenance Plan Cover sheet for 916 OG/CC, 916 MXG/CC, and 916 ARW/CC approvals (Signatures may be obtained during the weekly scheduling meeting or by routing the plan to their work centers for commander/designated representative signatures).
 - 6.1.2.3. Maintain the approved FY Annual Flying/Maintenance Plan on file.
 - 6.1.2.4. Post a copy of the approved FY Annual Maintenance plan in the 916 MXG\916 MOF\Plans and Schedule Folder on the Local Area Network.
- 6.1.3. 916 OSS/OSO in conjunction with CVZ will:
 - 6.1.3.1. No later than 20 August, or within 10 working days of the receipt of the FY flying hour allocations, provide the 916 MXG/CC, 916 AMXS, 916 MXS, PS&D, Flying SQ/CC's, and the 916 OG Superintendent &/or OGV Boom Operator the following factors:
 - 6.1.3.1.1. Required flying hours/sorties/missions per month.
 - 6.1.3.1.2. Flying days per month.
 - 6.1.3.1.3. Aircraft/aircrew alert requirements.
 - 6.1.3.1.4. Known/projected temporary duty and special mission requirements.
 - 6.1.3.1.5. Known/projected configuration requirements.

6.1.3.2. No later than the last 916 OG/MXG weekly scheduling meeting in September or within 10 working days of the receipt of the FY flying hour allocations, present the Flying Hour Allocation plan to the 916 ARW/CC.

6.1.4. 916 OSS/OSO will:

6.1.4.1. No later than 1 September, or within 10 working days of the receipt of the planning factors, provide PS&D with the OPS required Annual Cargo Load Training plan dates.

6.1.5. Maintenance Supervision will:

6.1.5.1. Coordinate the response with the 916 MXG/CC.

6.1.5.2. No later than 1 September, or within 10 working days of the receipt of the planning factors, provide PS&D, Flying SQ/CC's, 916 OG Superintendent &/or OGV boom operator, and 916 OSS/OSO with the following factors:

6.1.5.2.1. Aircraft required for training.

6.1.5.2.2. Number of supportable sorties per month.

6.1.5.2.3. Recommended block scheduling pattern.

6.1.5.2.4. Statement of limitations.

6.2. Quarterly Flying and Maintenance Planning:

6.2.1. PS&D will:

6.2.1.1. No later than 5 working days prior to the Allocation Council, provide the 916 OG/CC, 916 OSS/OSO, Flying Squadron Duty Officer (SQ/DO), and MXG Supervision the aircraft availability for each squadron per month by week for the next quarter.

6.2.1.2. Prepare the FY Quarterly Maintenance Plan Checkerboard to include at a minimum:

6.2.1.2.1. Alert commitments.

6.2.1.2.2. PDM/Contract Field Team (CFT) Aircraft.

6.2.1.2.3. Known cross country/deployment/Higher Headquarters (HHQ) directed missions.

6.2.1.2.4. Periodic Inspection (PE)/Major Inspections.

6.2.1.2.5. Hourly Post-Flight Inspections.

6.2.1.2.6. Aircraft wash schedule.

6.2.1.2.7. Known OPS/Maintenance training requirements.

6.2.1.2.8. Known static displays.

6.2.1.2.9. Special Inspections that will prevent the use of an aircraft for a day or more.

6.2.1.2.10. Time Change Items (TCI) that will prevent the use of an aircraft for a

day or more.

6.2.1.2.11. Time Compliance Technical Order (TCTO's) that will prevent the use of an aircraft for a day or more.

6.2.1.2.12. Post Quarterly Flying Plan in the 916MXG\916MOF\Plans and Schedule Folder on the LAN. File will be accessible by OPS and Maintenance.

6.2.2. 916 OSS/OSO will:

6.2.2.1. No later than 25 calendar days prior to the start of the next Quarter, provide the Flying SQ/Operations Officers (DOs), Maintenance Supervision, and PS&D with the flying hour requirements by squadron per month for the quarter to include:

6.2.2.1.1. Sorties per day.

6.2.2.1.2. Hours per sortie.

6.2.2.1.3. Known or projected cross country/deployment information.

6.2.2.1.4. Total sorties/hours per week.

6.2.2.1.5. Total sorties/hours for the month.

6.2.2.2. No later than 1 week prior to the start of the next FY Quarter, during the OG/MXG weekly scheduling meeting, present the flying hour requirements.

6.2.2.3. Publish the Quarterly Flying Plan. (Note: PS&D will post this in the 916MXG\916MOF\Plans and Schedule Folder on the LAN, per 6.2.1.2.12).

6.2.3. PS&D will:

6.2.3.1. No later than the 14 days prior to the start of the next FY Quarter, during the OG/MXG weekly scheduling meeting:

6.2.3.1.1. Present the FY Quarterly Maintenance Plan Checkerboard.

6.2.3.1.2. Consolidate the Maintenance Checkerboard and 916 OSS/OSO allocation product.

6.2.3.1.3. Prepare the FY Quarterly Flying/Maintenance Plan Cover sheet for 916 OG/CC, 916 MXG/CC, and 916 ARW/CC approvals (Signatures may be obtained during the weekly scheduling meeting or by routing the plan to their work centers for commander/designated representative signatures).

6.2.3.2. Maintain/Update the FY Quarterly Maintenance plan.

6.2.4. 916 ARW Aircrew Flight Equipment (AFE) will:

6.2.4.1. Provide PS&D with the Inspection/Time Change listings for AFE during the Quarterly Time Change meeting.

6.2.5. 916 ARW/Public Affairs (PA) will:

6.2.5.1. No later than 25 days prior to the start of the next FY quarter provide PS&D with any requirements for static display aircraft to support the Wing's Tour Program.

6.2.5.2. Coordinate additional support as necessary.

6.3. Monthly Flying and Maintenance Planning:

6.3.1. 916 OSS/OSO will:

6.3.1.1. No later than the first OG/MXG weekly scheduling meeting of the month, provide Maintenance Supervision and PS&D with the operational needs for the following month by Squadron, to include:

6.3.1.1.1. Sorties per day (if changed/as required).

6.3.1.1.2. Hours per sortie (if changed/as required).

6.3.1.1.3. Known or projected cross country/deployment information.

6.3.1.1.4. Total sorties/hours per week (if changed/as required).

6.3.1.1.5. Total sorties/hours for the month (if changed/as required).

6.3.1.2. No later than the third OG/MXG weekly scheduling meeting of the month, present the monthly Flying Plan to the 916 OG/CC, 916 MXG/CC, and the 916 ARW/CC.

6.3.2. PS&D will:

6.3.2.1. No later than the 35 days prior to the start of the next monthly schedule provide the 916 OG/CC, 916 OSS/OSO, Flying Squadron DOs, and Maintenance Group Supervision the aircraft availability for each squadron by week for the month being planned.

6.3.2.2. Prepare the Monthly Flying/Maintenance Plan Checkerboard to include at a minimum:

6.3.2.2.1. Detailed total flying hours/sorties.

6.3.2.2.2. Cross country/deployed aircraft destinations/configurations.

6.3.2.2.3. Alert requirements.

6.3.2.2.4. PDM/CFT.

6.3.2.2.5. Scheduled sorties/turns.

6.3.2.2.6. Monthly maintenance requirements.

6.3.2.2.6.1. Scheduled inspections.

6.3.2.2.6.2. TCIs.

6.3.2.2.6.3. TCTOs.

6.3.2.2.6.4. Engine changes.

6.3.2.2.6.5. Delayed discrepancies.

6.3.2.2.6.6. Washes.

6.3.2.2.6.7. Corrosion control.

6.3.2.2.6.8. Document reviews.

6.3.2.2.7. Training aircraft, static display aircraft.

6.3.2.2.8. Support equipment inspections and TCTOs.

6.3.2.2.9. Engine removal forecast.

6.3.2.2.10. Special activities/requirements.

6.3.2.2.11. Support requirements.

6.3.2.2.12. AFE inspections.

6.3.2.3. No later than the third OG/MXG weekly scheduling meeting of the month, present the Monthly Maintenance Plan with flying requirements to the 916 OG/CC, 916 MXG/CC, and the 916 ARW/CC.

6.3.2.4. Prepare the Monthly Flying and Maintenance Plan cover sheet for 916 OG/CC, 916 MXG/CC, and 916 ARW/CC approvals and include it with the consolidated the Monthly Flying and Maintenance Plan (Signatures may be obtained during the weekly scheduling meeting or by routing the plan to their work centers for commander/designated representative signatures).

6.3.2.5. Post a copy of the approved Monthly Flying/Maintenance Plan in the 916MXG/916MOF\Plans and Schedule Folder on the LAN.

6.3.3. AMXS and MXS Supervision will:

6.3.3.1. Review the operational needs received from OSO.

6.3.3.2. No later than the second OG/MXG weekly scheduling meeting of the month, notify the OSO whether requirements can be met or limitations exist.

6.3.4. 916 ARW/PA will:

6.3.4.1. No later than 25 days prior to the start of the next month, verify with PS&D the Quarterly requirements for static display aircraft to support the Wing's Tour Program.

6.3.4.2. Coordinate additional support as necessary.

6.4. Weekly Flying and Maintenance Planning:

6.4.1. 916 OSS/OSO will:

6.4.1.1. During the weekly Ops/Mx pre-scheduling meeting provide the next weekly flying requirements through the Patriot Excalibur (PEX) scheduling program or local product to PS&D to include:

6.4.1.1.1. Local flying requirements/configurations.

6.4.1.1.2. Cross country/deployment/HHQ missions/PDM/CFT requirements/configurations.

6.4.1.1.3. Off-station sorties.

6.4.1.1.4. Alert lines.

6.4.1.2. Chair the weekly pre-scheduling meeting normally planned for 1000L each Tuesday.

6.4.1.3. Attend/Present the Weekly Flying Schedule during the Thursday OG/MXG weekly scheduling meeting.

6.4.1.4. Publish the approved PEX Flying Schedule no later than 0900L each Friday. This deadline enables PS&D to consolidate all scheduling data into the Wing Flying Schedule no later than 1200L on Friday. NOTE: If a holiday falls on Friday then the deadline moves to the day prior to the holiday.

6.4.2. PS&D will:

6.4.2.1. Prepare the weekly maintenance checkerboard to include all maintenance requirements for the week.

6.4.2.2. Insert the flying requirements into the weekly checkerboard to ensure all maintenance and flying requirements can be met prior to the Tuesday pre-scheduling meeting.

6.4.2.3. Attend the pre-scheduling meeting, and coordinate/discuss issues that affect OPS and Maintenance.

6.4.2.4. Attend/present the Weekly Flying and Maintenance Schedule during the OG/MXG weekly scheduling meeting.

6.4.2.5. Prepare the Weekly Flying and Maintenance Schedule cover sheet for OG/CC and MXG/CC approval.

6.4.2.6. After the OPS Flying Schedule has been published, finalize the combined Weekly Flying and Maintenance Schedule to include:

6.4.2.6.1. Daily Flying Requirements to include:

6.4.2.6.1.1. Line number.

6.4.2.6.1.2. Scheduled aircraft.

6.4.2.6.1.3. Scheduled takeoff.

6.4.2.6.1.4. Scheduled land.

6.4.2.6.1.5. Fuel load.

6.4.2.6.1.6. Duration.

6.4.2.6.1.7. Call sign.

6.4.2.6.1.8. Configuration/remarks.

6.4.2.6.1.9. Spare aircraft.

6.4.2.6.2. Daily scheduled maintenance requirements.

6.4.2.6.3. Daily configuration requirements.

6.4.2.6.4. Daily special meeting requirements as required.

6.4.2.6.5. Weekly Technical Order (TO) distribution listing.

6.4.2.6.6. Aerospace Ground Equipment (AGE) maintenance inspections to include:

6.4.2.6.6.1. Equipment type.

6.4.2.6.6.2. Base ID.

6.4.2.6.6.3. Type inspection.

6.4.2.6.6.4. Due dates.

6.4.2.6.7. Support Equipment inspections to include:

6.4.2.6.7.1. Equipment type.

6.4.2.6.7.2. Base ID.

6.4.2.6.7.3. Type inspection.

6.4.2.6.7.4. Due dates.

6.4.2.6.8. Weekly checkerboard.

6.4.2.6.9. Published PEX schedule.

6.4.2.7. Route the completed combined Weekly Flying and Maintenance Schedule to the WG/CC for approval.

6.4.2.8. Post the approved Weekly Flying and Maintenance Schedule in the 916MXG/916MOF\Plans and Schedule Folder on the LAN. Notify all users when schedule is posted.

6.4.2.9. Maintain/file the completed Weekly Flying and Maintenance Schedule.

6.4.3. 916 ARW/PA will:

6.4.3.1. Normally during the weekly pre-scheduling meeting, provide details of Wing Tours requiring static display aircraft (no later than 1000L each week prior to previously identified tour dates).

6.4.3.2. Coordinate additional support as necessary.

GREGORY S. GILMOUR, Colonel, USAFR
Commander

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

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

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

AFI 21-101_AFRCSUP_I, *Aircraft and Equipment Maintenance Management*, 13 January 2011

AFRCI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*, 07 February 2011

AFMAN 33-363, *Management of Records*, 01 March 2008

SEYMOURJOHNSONAFBII1-250, *Airfield Operations*, 07 May 2007

AMCI10-202V6, *Mission Management and Reliability Reporting System (MMRRS)*, 15 March 2011

Adopted Forms

AF IMT 2407, *Weekly/Daily Flying Schedule Coordination*

DD Form 365-3, *Chart C, Basic Weight and Balance Record*

Abbreviations and Acronyms

AATS—Aircrew Aircraft Tasking System

AC—Aircraft Commander

AFE—Aircrew Flight Equipment

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AGE—Aerospace Ground Equipment

AMXS—Aircraft Maintenance Squadron

ARW—Air Refueling Wing

CC—Commander

CD—Deputy Commander

CP—Command Post

CSS—Command Support Staff

CVZ—Plans

CFT—Contract Field Team

DO—Director of Operations
ERCC—Engine Running Crew Change
FCF—Functional Check Flight
FY—Fiscal Year
HHQ—Higher Headquarters
IP—Instructor Pilot
K—Thousand
MMA—Maintenance Analysis
MOC—Maintenance Operations Center
MOI—Maintenance Operating Instruction
MRRS—Mission Reliability Reporting System
MXG—Maintenance Group
MXS—Maintenance Squadron
OCF—Operational Check Flight
OG—Operations Group
OGV—Standardization and Evaluation Office
OPR—Office of Primary Responsibility
OPS—Operations Squadron
OSO—Operations Scheduling Office
OSS—Operations Support Squadron
PA—Public Affairs
PDM—Programmed Depot Maintenance
PE—Periodic Inspection
PEX—Patriot Exalibur
Pro Super—Production Superintendent
PS&D—Plans, Scheduling and Documentation
QA—Quality Assurance
RDS—Records Disposition Schedule
SARM—Squadron Aviation Resource Management Office
SQ—Squadron
STAN EVAL—Standardization and Evaluation
TCI—Time Change Items

TCTO—Time Compliance Technical Order

TO—Technical Order

UTA—Unit Training Assembly

Attachment 2**MAINTENANCE/OPERATIONS AGREEMENT**

A2.1. The Maintenance Group will: Provide mission ready aircraft to support the orderly execution of the unit's flying hour program consistent with operational requirements and maintenance capabilities, while ensuring proper and effective use of maintenance resources.

A2.1.1. The Aircraft Maintenance Squadron (AMXS) will:

A2.1.1.1. Provide aircraft daily in accordance with the following preferred/scheduled local sortie arrangement (in addition to off station departures, alerts and any HHQ tasking

A2.1.1.1.1. Monday: 2 turn 3

A2.1.1.1.2. Tuesday: 3 turn 3

A2.1.1.1.3. Wednesday: 3 turn 3

A2.1.1.1.4. Thursday: 3 turn 3

A2.1.1.1.5. Friday: 3 turn 0

A2.1.1.1.6. UTA Saturday: (As mission dictates)

A2.1.1.1.7. UTA Sunday: (As mission dictates)

A2.1.1.1.8. Down days: No local flying and limit off stations. (Maintenance Training Day is normally the first Friday following the Unit Training Assembly (UTA) Weekend)

A2.1.1.2. Ensure aircraft, including spare(s), are crew ready, with all exceptional releases signed and a crew chief at the aircraft, prior to scheduled crew show. Production Superintendent (Pro Super)/Expediter will notify Maintenance Operations Center (MOC) if the aircraft will not be crew ready on time. MOC will notify Command Post (CP) of crew-ready status or any expected delays.

A2.1.1.3. Decision for using the spare for other than local sorties will be coordinated through the OPS Duty Instructor Pilot (Duty IP), MXG/CC and the Pro Super. Coordination should be accomplished through the 916 ARW Command Post. If not coordinated through the command post then immediately notify the command post controller of any changed to the published schedule.

A2.1.1.4. All after hours coordination will be accomplished through the Command Post.

A2.1.1.5. Ensure aircraft are properly configured for each scheduled mission based on signed flying schedule.

A2.1.1.5.1. All configuration requirements will come from Operations, based on mission need and chosen from the standard established in the weight and balance program.

A2.1.1.5.2. Maintenance requests an OGV Boom Operator (or designated representative) be present on non-standard configurations. Non-standard requirements must be pre-determined 1-day prior to allow sufficient time for the Boom Operator to calculate weight and balance.

A2.1.1.6. Fuel loads will be based on the signed flying schedule. Fuel loads for spare aircraft will be coordinated at the weekly scheduling meeting and included with the committed flying schedule. Changes to fuel loads for the second sortie of the day will be submitted prior to the scheduled land time of the previous sortie on the affected aircraft. Fuel loads for the next flying day (morning sorties) will be coordinated and approved before 1500L of the current flying day. Due to host-base resource constraints, 5K (thousand) pound or greater defuels will only be accomplished if time and manpower permit and mission dictates.

A2.1.1.7. Schedule one maintenance training down day per month with no local departures; limit off station when possible. (Normally the Friday immediately following the UTA)

A2.1.2. AGE will be provided (10-15 minutes prior to crew show) as indicated below, unless unavailable:

A2.1.2.1. Heating units will be provided/utilized at temperatures of 35 degrees Fahrenheit or less. These will be placed at the aircraft no later than the scheduled crew show time.

A2.1.2.2. Air conditioning units will be provided at temperatures projected above 85 degrees Fahrenheit ambient. These will be placed at the aircraft no later than the scheduled crew show time.

A2.1.2.3. Air stairs will be positioned at aircraft no later than crew show time when required for passengers, locally assigned O-6 or aircraft arriving/departing with a filed/Command Post identified Distinguished Visitor/VIP Code (see FLIP General Planning Chapter 4, pages 16-18), static displays, and when requested at the weekly scheduling meeting. All other requests will be met when manpower and equipment are available.

A2.1.3. Off-station support is coordinated by Flight Chiefs or designated representative who can be reached at (919) 722-2514/2814. Flight Chiefs are responsible for scheduling a sufficient number of maintenance personnel to support off-station missions, and will contact the combined Squadron Aviation Resource Management Office (SARM) (919) 722-2888/2034 to provide required information.

A2.1.4. Plans and Scheduling will produce the weekly flying schedule and, when signed, becomes a binding contract between Operations and Maintenance.

A2.1.5. Will provide one training aircraft for ground training per day.

A2.1.6. Quality Assurance will provide PS&D at least 72 hours notice of any requirement to perform an aircraft Operational Check Flight (OCF) or Functional Check Flight (FCF). PS&D will notify OPS & OGV of the requirement for the OCF or FCF.

A2.1.7. The AMXS Maintenance Operations Officer will monitor compliance with this agreement.

A2.2. The 916 OG/CC will: Schedule and fly aircraft in support of higher headquarters operational tasking and unit training requirements consistent with this agreement.

A2.2.1. 916 OSS/OSO will:

A2.2.1.1. Make every effort to schedule local flying to occur within the following windows:

- A2.2.1.1.1. Mondays: 0900 - 2230
- A2.2.1.1.2. Tuesday to Friday: 0830 - 2230
- A2.2.1.1.3. UTA weekend: 1000 - 1600
- A2.2.1.1.4. First duty day after three day weekend: 0900 - 2230

A2.2.1.2. Schedule no more than 27 local flying sorties per work week, unless coordinated.

A2.2.1.3. Make every effort to utilize the aircraft to the maximum extent possible to adhere to the published Flight Schedule..

A2.2.1.4. Establish takeoff and landing times to accommodate a minimum turn time (land time to takeoff time) of 4 hours unless the affected aircraft is scheduled for an Engine Running Crew Change (ERCC) or does not require fuel between sorties. Shorter turn times, based on unforeseen circumstances, will be coordinated with the Pro Super as far in advance as possible, but if agreed to will be identified as an “as required” takeoff.

A2.2.1.5. Allow provisions to cancel local sorties in lieu of Higher Headquarters Directed sorties, when commitment rate exceeds charted AATS accessibility (see attachment 3).

A2.2.1.6. Schedule one maintenance training down day per month with no local departures; limit off station when possible. (Normally the Friday after the UTA)

A2.2.1.7. Notify and coordinate with PS&D on changes to the signed flying schedule.

A2.2.1.8. Ensure crew show prior to takeoff adhere to the following standards

- A2.2.1.8.1. Single-Ship local sorties: 1:15 hours
- A2.2.1.8.2. Multi-Ship local sorties: 1:30 hours
- A2.2.1.8.3. Off-station departures: 1:30 hours
- A2.2.1.8.4. Deployment departures 1:30 minutes
- A2.2.1.8.5. NOTE: Advance pre-flights crew will reduce primary crew show time
- A2.2.1.8.6. NOTE: Crew shows any time after crew ready up to 2 hours prior are acceptable
- A2.2.1.8.7. NOTE: Notify MX 1 day prior if a crew show time greater than 2 hours prior is warranted

A2.2.2. Aircraft Configurations: qualifications, training, proficiency, deployments and off station sorties.

A2.2.2.1. Upon request, provide a Boom Operator to assist with actual configuration of the non-standard configuration of the aircraft.

A2.2.2.2. The Boom Operator will be responsible to ensure aircraft returns to home station configured in accordance with home station departure load plan worksheet.

A2.2.2.3. The 916 OSS/CC will monitor compliance with this agreement.

A2.3. Weekly/Daily Flying Schedule Coordination (AF Form 2407) Procedures (AFRCI21-165 Para 2.9.):

A2.3.1. The agency initiating a change to the signed flying schedule is responsible for coordinating with the opposite agency in the “Decision” section of the 2407 and then generating the 2407. See also Section 2.3.2. below. Until coordination is complete a 2407 should not be approved or distributed. The name/agency coordinated with will be annotated on the 2407.

A2.3.2. The 2407 will list names of the OG/MXG personnel that have coordinated the change in the following blocks of the “Decision” section: OSO and Pro Super.

A2.3.3. During normal duty hours, changes should be routed between the offices via a digitally signed e-mail. See 2.3.6. for after-hours coordination and approval.

A2.3.4. Day to day scheduling changes such as take off/land times, fuel loads, configurations, call sign, etc., must be approved by the affected Squadron CC or designated representative; however, coordination with the offices is required prior to approval of a 2407.

A2.3.5. Day to day maintenance change requests for tail interchanges (“Swaps”) can be approved by the affected Squadron CC or designated representative as long as the aircraft satisfies all requirements in the printed schedule (e.g., configuration/fuel). Any maintenance change requests other than tail interchanges should be coordinated thru the 916 OSS/OSO in advance of approving a 2407.

A2.3.6. After-hours coordination: The Aircraft Commander (AC) (with Duty IP and OG/CC coordination, if necessary) and the Pro Super will make all decisions on after-hours changes utilizing the MOC and CP to communicate the necessary changes. The Pro Super will annotate a 2407 with the identifier “After Hours” under the affected tail number and transmit it via e-mail distribution. This “after the fact” 2407 is required to ensure that record copies of the flying schedule are annotated with all changes on the next duty day.

A2.3.7. Additions/deletions of sorties and major changes, after the schedule has been signed, must be approved and coordinated at the Squadron CC level or designated representative. Note: Changes that significantly impact scheduled maintenance, PE/Wash/Major TCTO’s/Off-Station missions, etc, or exceed the AATS commitment rate (see attachment 3), should be considered major changes and prior coordination with PS&D should be accomplished prior to initiation of the change whenever possible.

A2.3.8. Outside agencies requesting changes to the printed flying schedule should be referred to OSO or PS&D for assistance in initiating a change to the schedule.

A2.4. The OG and the MXG will: Mutually accept responsibility to comply with the provisions set forth in this agreement. The group commanders or designated representatives must approve all deviations. Both groups further agree to review the provisions of the agreement semi-annually or when group commanders change out, in order to allow for continuous improvements to the quality of support established hereby. No section of this agreement shall be constructed to limit aircraft generation to meet the needs of operational necessity.

Attachment 3

AIRCREW AIRCRAFT TASKING SYSTEM (AATS)

Possessed Aircraft	AMC Deployment Accessible Aircraft	Committable Aircraft	TACC Accessible Aircraft	AFRC Accessible Aircraft	Training Accessible Aircraft
16	2	10	3	2	5
15	2	9	2	2	5
14	2	9	2	2	5
13	2	8	2	1	5
12	2	7	1	1	5
11	2	6	1	0	5
10	2	6	1	0	5
9	2	5	0	0	5
8	2	4	0	0	4
7	1	4	0	0	4
6	1	3	0	0	3
5	1	3	0	0	3
4	1	2	0	0	2
3	1	1	0	0	1
2	0	0	0	0	0
1	0	0	0	0	0
0	0	0	0	0	0