

**BY ORDER OF THE COMMANDER
919TH SPECIAL OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING
INSTRUCTION 21-114**



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Maintenance

AIRCRAFT FLYING HOUR ACCOUNTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. This instruction extends the guidance of Air Force Instruction (AFI) 21-103, *Equipment Inventory, Status and Utilization Reporting*. This is the initial publication of 919th Special Operations Wing Instruction (919SOWI) 21-114. It provides guidance and procedures for the management of the aircraft flying hour accounting program. It applies to maintenance and operations personnel assigned to the 919th Special Operations Wing (919 SOW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 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 Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

1. Overview. Maintenance Operations Flight (MOF) in conjunction with the 919th Operations Squadron Current Operations (919 OSS/OSO) is responsible for managing and reporting flying hours for the 919 SOW. The 711th Special Operational Squadron (711 SOS) is responsible for ensuring the Air Force Technical Order (AFTO) Form 781, *ARMS Aircrew/Mission Flight Data Document*, is completed accurately, accounted for and processed in a timely manner. The 711 SOS Flight Management (711 SOS/DOTF) and Debrief will conduct daily and monthly verifications of flying hour data. Expedient input of the flight/data into the Integrated Maintenance Data System (IMDS)/Aviation Resource Management System (ARMS) database is critical to meeting the daily and monthly flying hour report suspense.

2. MOF Responsibilities.

- 2.1. Debrief will run an Aircraft Utilization Report (AUR) from IMDS. Using the AUR, Debrief will conduct flying hour/data verifications with the Aerospace Vehicle Utilization Monitor (AVUM) ensuring that flight data entered during debrief the previous day is accurate.
- 2.2. Debrief ensures disparities are corrected in IMDS by close of business on the day of notification.
- 2.3. Debrief ensures that Engine Management is notified of any daily corrections made to flying hours in IMDS.
- 2.4. The Aerospace Vehicle Distribution Officer (AVDO) will send the monthly AUR to the AVUM for verification monthly. The AVDO ensures monthly flying hour verification is completed by the 4th calendar day of the following month. The AVDO will file the monthly AUR, signed by the AVUM.
- 2.5. The AVDO will notify Engine Management of any flying hour corrections in IMDS.

3. Operations Squadron AVUM Responsibilities.

- 3.1. The AVUM will verify daily flying hours utilizing the AFTO Form 781 and Daily AUR supplied by Debrief. AVUM will review the product within 24 hours of receipt; validate accuracy using the AFTO Forms 781 as the source document. The AVUM will highlight corrections and attach a copy of the AFTO Form 781 with highlighted areas that need to be corrected in IMDS. The AUR and AFTO Form 781's will be delivered to the debrief section for corrections.
- 3.2. The AVUM will accomplish monthly verifications using the same procedures as the daily process. A signed copy of the monthly AUR flying hour verification will be forwarded to the AVDO no later than the 3rd calendar day of the following month.

4. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

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

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Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 21-103, *Equipment Inventor, Status and Utilization Reporting*, 14 December 2005

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

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

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFTO—Air Force Technical Order

ARMS—Aviation Resource Management System

AUR—Aircraft Utilization Report

AVUM—Aerospace Vehicle Utilization Monitor

AVDO—Aerospace Vehicle Distribution Officer

DOTF—Flight Management

IMDS—Integrated Maintenance Data System

MOF—Maintenance Operations Flight

OPR—Office of Primary Responsibility

OSS—Operations Squadron Current Operations

RDS—Air Force Records Disposition Schedule

SOS—Special Operations Squadron

SOW—Special Operations Wing