

**BY ORDER OF THE COMMANDER  
920TH RESCUE WING**

**920TH RESCUE WING INSTRUCTION  
21-101**



**13 SEPTEMBER 2012**

**Maintenance**

**GUIDANCE FOR ACCOUNTING OF  
FLYING HOURS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 920 RQW/CC  
(Colonel Jeffrey L. Macrander)

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This instruction implements AFPD 21-1, Air and Space Maintenance, and establishes guidance for accounting of flying hours in accordance with AFI 21-101, Aircraft and Equipment Maintenance Management and AFI 21-103. Coordination/approval at the 920 RQW will be accomplished by an electronically signed AF Form 673, *Air Force Publication/Form Action Request* (AF Form 673). Do not use e-mails for final coordination/approval, but all e-mails will be maintained as part of the record set. 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 Form 847s from the field through Major Command (MAJCOM) publications/forms managers. 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) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

**1. Responsibilities.**

1.1. Supervisors and managers are responsible to ensure compliance of this instruction for both home station and deployed aircraft.

**2. Procedures.**

2.1. Daily the AVUM (Aviation Resource Management) will contact the MOC and verify the previous days flying hours and reconcile any uncompleted sorties.

2.2. Weekly or as requested by Aviation Resource Management, maintenance Data System Analysis will provide MIS reports to the AVUM and AVDO. (Analysis will send an AUR report from IMDS over e-mail)

2.2.1. Aviation Resource Management will make sure the data on the AUR matches their records. If there are discrepancies they will get with the debrief section for corrections.

2.3. After the last flying day of the month the MOF PS&D will send an electronic copy of the MSAT product or the AUR to the MOCAMU debriefing section, and Aviation Resource Management. MOC and Aviation Resource Management will reconcile sorties and hours flown on the AUR. If a disparity exists, the debriefer/Aviation Resource Management annotates the difference on the AUR with the debriefer correcting the MIS. Aviation Resource Management will either sign the AUR or verify over e-mail that the information on the MSAT product/ AUR is correct.

2.3.1. All corrections to flying times must be updated by the debrief section by the 4<sup>th</sup> calendar day of the following month.

2.4. The AVUM and AVDO will compare the flying hours in the MIS (REMIS or GCSS Air Force Data Services) with flying hours in the MAJCOM sanctioned flying hour program database monthly to ensure the data in the MIS represents hours flown

JEFFREY L. MACRANDER, Colonel, USAFR  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 21-101, *Aerospace Equipment Maintenance Management*

AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*

AFMAN 37-123, *Management of Records*

AFPD 21-1, *Air and Space Maintenance*

**Adopted Forms**

AF Form 847, Recommendation for Change of Publication

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AUR**—Aircraft Utilization Report

**AVDO**—Aerospace Vehicle Distribution Officer

**AVUM**—Aerospace Vehicle Utilization Monitor

**CC**—Commander

**GCSS**—Global Combat Support System

**IMDS**—Integrated Maintenance Data System

**MAJCOM**—Major Command

**MIS**—Maintenance Information System

**MOC**—Maintenance Operations Center

**MOF**—Maintenance Operations Flight

**MSAT**—Maintenance Scheduling Application Tool

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

**REMIS**—Reliability and Maintainability Information System

**RQW**—Rescue Wing