

**BY ORDER OF THE COMMANDER
932D AIRLIFT WING**

932D AIRLIFT WING INSTRUCTION 21-165

14 NOVEMBER 2013



Maintenance

**AIRCRAFT FLYING AND MAINTENANCE
SCHEDULING PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Managing Aerospace Equipment Maintenance*; Air Force Reserve Command (AFRC) Supplement AFI 21-101; *Aerospace Equipment Maintenance Management*; and AFRC Instruction 21-165; *Aircraft Flying and Maintenance Scheduling Procedures*. This instruction provides guidance, establishes policies, and assigns responsibility for the operations group (OG), and the maintenance group (MXG) for the management of aircraft flying schedule procedures. This instruction applies to all active duty, Air Reserve Technician, Air Force Reserve, and civilian employees, who manage, fly, service, inspect, maintain, or repair 932d Airlift Wing (AW) aircraft at Scott Air Force Base (AFB) IL. 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/gcss-af61a/afirms/afirms/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. GENERAL RESPONSIBILITY.

1.1. Responsibilities: 932 Operations Support Flight (OSF) Current Operations (OSO) is responsible for coordination, scheduling and tasking processes required to accomplish Higher Headquarters (HHQ)-assigned missions and local training sorties requiring the C-40C. In accordance with these responsibilities, 932 OSF/OSO: (1) schedules training sorties to meet the training needs identified by the flying squadrons (2) processes Office of the Assistant Vice Chief of Staff of the Air Force, Special Air Missions Division (CVAM), Joint Operational Support Airlift Center (JOSAC), and Headquarters Air Force Reserve Command, Directorate of Current Operations, Branch of Air Operations (HQ AFRC/A300) mission requests, (3) assigns CVAM, JOSAC and HQ AFRC/A300 tasked missions to flying squadron's (4) assists 932d Maintenance Group, Plans, Scheduling and Documentation Section (MXG/PS&D) with publishing the Monthly Schedule. The 73d Airlift Squadron (AS) and 54 AS ensure aircrew availability. 932 MXG/ PS&D is the wing's focal point for aircraft availability to meet mission and training sortie taskings and for producing the weekly, monthly and quarterly schedules. The 932 AW and 54 AS organizations share the responsibility of ensuring mission requirements are properly coordinated between supported and supporting agencies.

1.2. Applicability: This publication is applicable to all 932AW and 375AMW personnel responsible for managing, supporting, servicing, maintaining, or operating 932 AW aircraft at Scott AFB, IL.

2. FLYING AND MAINTENANCE SCHEDULING PROCEDURES.

2.1. Annual Flying and Maintenance Planning. The 932 AW annual plan is based upon the following unique factors. The 932 AW mission is short notice customer demand oriented. Typically OSF/OSO will receive only a two week notice for HHQ missions. Additionally, flying mission training in the 932 AW Distinguished Visitor/Very Important Person Special Air Mission (DV/VIPSAM) is normally scheduled during HHQ missions. When HHQ missions cannot support the mission training required, the 73AS and 54AS will generate off station trainer (OST) mission/s to accomplish this mission training. Local sortie/proficiency training is normally scheduled around HHQ missions. Therefore the annual flying and maintenance plan is produced by 932 MXG/PS&D in coordination with 932 OSF/OSO by scheduling programmed maintenance and a straight line planned execution for the year.

2.1.1. Quarterly Scheduling. In coordination with 73AS and 54AS, 932 OSF/OSO will provide planned training requirements and known operational requirements by posting them to the master flying schedule planning document no later than 25 days prior to the next quarter.

2.1.2. Monthly Scheduling. The planning monthly schedule is generated each month by 932 OSF/OSO and 932 MXG/PS&D. Because of the unique mission of the 932 AW, the monthly schedule is a fluid working document managed by both agencies concurrently and published by 932 MXG/PS&D. It is a source document for all flying activity for the 932 AW.

2.1.2.1. The monthly schedule is used to ensure training requirements and programmed flying hours are matched with aircraft and aircrew availability while balancing operational missions and training needs with fleet health requirements. In an effort to increase flexibility and simplify scheduling requirements the 73AS and

54AS agree to the following when submitting the monthly schedule requests through 932 OSF/OSO to 932 MXG/PS&D for publication.

2.1.2.2. 932 OSF, 73AS and 54AS share the responsibility of efficiently identifying training requirements and using available resources to provide a stable monthly training schedule adequate to maintain aircrew currency and proficiency. Prior to the last weekly scheduling meeting of the month prior, 73AS and 54AS will present 932 OSF/OSO with the month's training requests. 932 OSF/OSO will then input the requests in the Ops monthly flight planning document along with all known HHQ mission requests. 932 MXG/PS&D will review the inputs and make any necessary tail swaps to facilitate maintenance requirements.

2.2. Weekly Scheduling

2.2.1. Each week, 932 MXG/PS&D will present a "weekly schedule" for signature to the 932 AW/CC, 932 MXG/CC and 932 OG/CC. This weekly schedule will finalize the upcoming week's schedule and present an updated plan for the following week. After the weekly schedule is published on Friday prior to the execution week, it becomes active.

2.2.2. 932 AW will submit ground training request inputs to the weekly schedule no later than two days prior to the weekly scheduling meeting. Inputs to the schedule will be as follows:

2.2.2.1. Ground Training requests requiring the use of 932 AW aircraft for MQTP, MXS, and fire department training will be submitted to PS&D using the 932 MXG EIM website. PS&D will schedule all training requests and notify the requesting agency if the training cannot be scheduled due to mission requirements or conflicting requests. Ground Training requests for pilots and flight attendants will be submitted through 932 OG/Scheduling to 932 OSF/OSO for placement on the master flying schedule.

2.2.3. Technical Order Revisions will be provided by 932 Maintenance Group/Quality Assurance (MXG/QA) and will be posted to the 932 MXG Enterprise Information Management (EIM) website.

2.2.4. Flying schedule and job control numbers. All CVAM missions will be input into AviSource by CVAM. JOSAC missions will be input into AviSource by 932 OSF/OSO. 932 OSF/OSO will coordinate with JOSAC to ensure Joint Air Logistics Information Systems (JALIS) and AviSource information matches. AFRC missions will be input into AviSource and Single Mobility System (SMS) by 932 OSF/OSO. All missions should be input into Global Decision Support System II (GDSS II) by 932 OSF/OSO no later than two working days prior to execution in order to allow the flying squadrons to input crewmembers. Flying squadrons should input crewmembers into GDSS II for missions and locals no later than (NLT) 1200 hours the work day prior to execution.

2.3. Changes to the weekly schedule. Changes to the weekly schedule require an AF Form 2407. Changes occurring after the first crew ready time of the day do not require a 2407 and should be coordinated through the Scott AFB Command Post (SCP) to the 932 Maintenance Operations Control (MOC). Crew Ready will be determined as during maintenance operations hours. Once the MOC is active for the work day changes to that day mission

details will be conducted by phone and radio through the MOC rather than the AF Form 2407.

2.4. AF Form 2407 Procedures. The AF Form 2407 will be used to coordinate schedule changes to the weekly schedule. The agency generating the change initiates the AF IMT 2407 using the appropriate preformatted templates on the 932 MXG/PS&D EIM website. Refer to AFI 21-101 AFRC SUPI and AFRC 21-165 for guidance on 2407s. The form will clearly state the required change and the specific reason for the change.

2.4.1. AF Form 2407 Approval Authority. IAW AFRCI 21-165 when sorties are added the OG/CC and MXG/CC or their designated representative will approve the 2407. The term "increase the flying window" is interpreted to mean any flying which will require maintenance presence during non-duty hours. Duty hours are inclusive of UTA weekends. This allows action officer coordination for all mission/sortie changes which do not require overtime. All other operations 2407s will be initiated, coordinated and approved by 932 OSF/OSO personnel on behalf of the flying squadrons.

2.5. Local Scheduling Practices. Sortie additions & changes to the final approved document. Flying training activity is based on the number of aircraft available for training and validated training requirements. Additional training sortie requests are considered on a case-by-case basis.

2.5.1. If an aircraft encounters extended troubleshooting or repair time prior to or during the launch sequence of events (SOE), the 932 MXS Production Superintendent will provide an accurate pacing Estimated Time In Commission (ETIC) and a plan of action to return aircraft to mission capable (MC) status to the MOC which will in turn inform the SCP. The Production Superintendent must take into consideration MX manpower availability, parts availability, cannibalization (CANN) options, weather, hangar space availability, etc. The MOC will pass this information to SCP.

2.5.2. Sortie Duration, Scheduled Return and Ground Times: Sortie duration time includes all planned breaks in flying training. The "BLOCK" time is the "Land/End" time published on the weekly flying schedule. Aircrews will block-in +/-15 minutes of scheduled block-in time unless coordinated with the SCP/MOC. Deviations, which occur after crew ready time, to the scheduled departure and/or landing times must be coordinated through the SCP to the MOC then to the Production Superintendent. Any difference from the scheduled return time constitutes a schedule deviation.

2.5.3. Departure Deconfliction: Local training sortie launches are normally planned no earlier than 0930L on a standard workday with at least 30 minutes of separation to assist launch reliability. If coordinated in advance with 932 MXG/PS&D this time can be reduced to meet mission requirements. Local training sortie launches and off-station mission departures should be scheduled to avoid simultaneous departure times and historical periods of restricted weather conditions. Local training sortie launches will normally be scheduled to depart not earlier than 1200L following a non-maintenance three day weekend or earlier than 1000L on any non-maintenance two day weekend to allow adequate time for preparation of the aircraft from the beginning of the maintenance production shift.

2.5.3.1. Aircraft Turn Times: Provide a minimum of two hours for aircraft turning from locals to locals and off-station trainers. Turn times between any sortie and a JOSAC or AFRC mission will be planned for no less than 24 hours. Turn times between any sortie and a CVAM mission will be planned for no less than 48 hours. Any deviation of required turn times will require 932 MXG/CC and 932 OG/CC or their designated representative's approval.

2.6. Training Mission Profiles. 932 OSF/OSO schedules local training sortie durations based on aircraft availability and sortie training requirements. Aircraft commanders and instructor pilots are responsible for managing sortie profiles to allow accomplishment of specific training requirements. Requests to extend the sortie duration should be made at least one duty day prior to the flight. Aircrews will request approval for a late landing through SCP prior to departure if possible (i.e. as a result of a late takeoff or additional training requirements) to ensure proper coordination with MX.

2.7. Static Displays. All organizations desiring an official static display/aircraft tour (which includes DVs or groups larger than 10 people) will be routed through the 932 Airlift Wing Public Affairs (932 AW/PA) office. 932 AW/PA will approve/disapprove and route a staff summary sheet utilizing the preformatted template and instructions on the 932 MXG EIM Website, Hangar 1 tab. In addition to aircraft requirements the 54 AS/73 AS flying squadrons may be asked to provide briefer(s) and/or escorts for the static display.

2.8. Quiet Hour Requests. Periodically throughout the year events such as Change of Command Ceremonies, Dedication Ceremonies, etc. warrant quiet hours. Quiet hour request potentially impact Team Scott's mission or training capability. Requests should be submitted as early as possible to ensure approval (7 days minimum). After coordinating and/or de-conflicting the request through 932 OSF/OSO, forward the staff summary sheet (see [attachment 2 para A2.2](#)) to 375 OSS/Airfield Operations with an info copy to 932 AW/PA. It is essential to confirm receipt of request by Airfield Operations.

2.9. Public Affairs (PA) Flights (REF AFI 11-401_AFRCSUP1). All public affairs flights (Boss Day, Civic Leaders, etc) will be originated by 932 AW/PA and coordinated via staff summary sheet (see Attachment 2 para A2.1) by a POC responsible for coordinating the approval requirements. 932 AW Current Operations will coordinate the missions through Air Force Reserve Command (AFRC/A300).

2.10. Orientation Flights (REF AFI 11-401_AFRCSUP1). All Orientation (DV, Familiarization, Incentive, Spouse) flights requests will be originated by the entity (organization/office/unit) desiring the flight via staff summary sheet (see [Attachment A2.1](#)).

2.11. Aircraft Fueling Requirements. Standard Ramp Fuel Loads (SRFLs) are not used at Scott AFB; MX will refuel aircraft once they are scheduled to fly. Fuel loads for all missions will come from current operations and will be annotated on the weekly schedule by 932 MXG/PS&D.

2.12. Launch Sequence of Events (SOE). Use [Table 1](#) and [2](#) to determine the appropriate launch sequence for initial home station mission and local sortie launches. The single point of contact for all mission coordination before the day of execution (DOE) is OSF/OSO. On the DOE all mission coordination is accomplished through SCP.

Table 1. HOME-STATION MISSION SEQUENCE OF EVENTS.

OPR	EVENT	TIME TO T/O
MX	MX PREFLIGHT COMPLETE	2+45
MX	POWER ON AIRCRAFT	2+15
MX	ACFT INSP 4 FLEET SERVICE	2+15
CP	POT WTR PILLOWS BLANKETS	2+00
CP/AC	CONFIRM SEAT RELEASE/FUEL LOAD	2+00
MX	FUEL COMPLETE	1+45
OPS	FA SHOW @ AIRCRAFT	1+45
OPS	PILOT SHOW ACFT	1+00
MX	EXCEPTIONAL RELEASE	0+45
OPS	BLOCK OUT	0+15
OPS	DEPARTURE	0+00

Table 2. LOCAL SORTIE SEQUENCE OF EVENTS.

MX	MX PREFLIGHT COMPLETE	2+45
MX	POWER ON AIRCRAFT	2+15
CP/AC	CONFIRM FUEL LOAD	2+00
MX	FUEL COMPLETE	1+45
OPS	PILOT SHOW ACFT	1+00
MX	EXCEPTIONAL RELEASE	0+45
OPS	BLOCK OUT	0+15
OPS	DEPARTURE	0+00

NOTE: In the event of inclement weather 932 OSF/OSO will determine the proper SOE NLT entry into crew rest for a given sortie the day prior to execution and will notify squadron schedulers of the expected show times. Squadron Schedulers will ensure crews are set up for the correct Legal for Alert (LFA) time. An additional 30 minutes may be provided for sorties in order to compensate for deicing requirements.

LUPENSKI, ALBERT V, Col, USAFR
Commander

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

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

AFRCI 21-165 Aircraft flying and Maintenance Scheduling Procedures 07 Feb 2011

AFI 11-401/AFRCISUP1_I Aviation Management 01 Mar 2005

Adopted Forms

AFIMT 847, *Recommendation for Change of Publication*

AFIMT 2407, *Weekly/Daily Flying Schedule Coordination*

Abbreviations and Acronyms

ACFT—Aircraft

AF IMT—Air Force Information Management Tool

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRCI—Air Force Reserve Command Instruction

AFRIMS—Air Force Records Information Management System

AMW—Air Mobility Wing

AS—Airlift Squadron

AW—Airlift Wing

CANN—Cannibalization

CC—Commander

COL—Colonel

COORD—Coordinate

CVAM—Office of the Assistant Vice Chief of Staff of the Air Force, Special Air Missions Division

DOE—Day of Execution

DV—Distinguished Visitor (Military O-6/equivalent or higher)

GDSS II—Global Decision Support System II

EIM—Enterprise Information Management

ETIC—Estimated Time in Commission

FA—Flight Attendant

HHQ—Higher Headquarters

HQ AFRC/A300—Headquarters Air Force Reserve Command, Directorate of Current Operations, Branch of Air Operations

INFO—Information

INSP—Inspect

JALIS—Joint Airlift Logistics Information System

LFA—Legal For Alert

JOSAC—Joint Operational Support Airlift Center

MAJCOM—Major Command

MC—Mission Capability

MOC—Maintenance Operations Center

MQTP—Maintenance Quality Training Program

MX—Maintenance

MXG—Maintenance Group

NLT—No Later Than

OG—Operations Group

OPR—Office of Primary Responsibility

OSF—Operations Support Flight

OSO—Current Operations

OST—Off Station Trainer

PA—Public Affairs

POC—Point of Contact

POT—Potable

PS&D—Plans Scheduling and Documentation

QA—Quality Assurance

RDS—Records Disposition Schedule

REF—Reference

SCP—Scott Command Post

SMS—Single Mobility System

SOE—Sequence of Events

SRFL—Standard Ramp Fuel Load

SSS—Staff Summary Sheet

SUP—Supplement

USAFR—United States Air Force Reserve

UTA—Unit Training Assembly

VIPSAM—Very Important Person Special Air Mission

WTR—Water

Attachment 2

STAFF SUMMARY SHEET (SSS) ROUTING

A2.1. Orientation / PA Flight Requests. For flights ref AFI 11-401/AFRC Supp 1

A2.1.1. Requesting Entity and 932 AW/PA	INTIATE/COORD
A2.1.2. 932 OSF/OSO	COORD
A2.1.3. 932 OSF/OSO SCHEDULING	INFO
A2.1.4. 932 OG/OGV	COORD
A2.1.5. 932 OG/CD	COORD
A2.1.6. 932 OG/CC	COORD
A2.1.7. 932 MXS/CC	COORD
A2.1.8. 932 MXG/CC	COORD
A2.1.9. 932 WG/CC	APPROVAL
A2.1.10. 932 OSF/OSO	SCHEDULE

A2.2. Quiet Hour Requests.

A2.2.1. 932 OSF/OSO	COORD
A2.2.2. 932 OG/OGV	COORD
A2.2.3. 932 OG/CD	COORD
A2.2.4. 932 OG/CC	COORD
A2.2.5. 932 MXS/CC	COORD
A2.2.6. 932 MXG/CC	COORD
A2.2.7. 375 OSS/OSAA	APPROVE