

**BY ORDER OF THE COMMANDER  
94TH AIRLIFT WING**

**94TH AIRLIFT WING INSTRUCTION 21-204**



**20 APRIL 2008**

Certified Current on 27 January 2012  
**Maintenance**

**AIRCRAFT FLYING HOUR  
RECONCILIATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 11-401, *Aviation Management*, and AFI 21-101, *Aircraft and Equipment Maintenance Management*. It establishes procedures for timely collection, processing and reporting of flying hour data to both local and higher headquarters. The provisions of this instruction are applicable to all squadrons and staff agencies under the direction of the 94<sup>th</sup> Airlift Wing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form) 847, *Recommendation for Change of Publication*; route AF 847 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 Instruction 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/gcssaf61a/afirms/afirms>.

**1. Responsibilities.** The 94th Operations Group Commander, the 94th Maintenance Group Commander, flying squadron operations officers, Aircraft Maintenance Supervision, and the Maintenance Operations Flight Supervision will ensure compliance with the provisions of this Instruction.

**2. Specific Procedures:**

2.1. Aircrew will:

2.1.1. The aircrew will initiate and complete the AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document* (originals only, no copies will be utilized). The aircraft commander is responsible for certifying the AFTO Form 781 by initialing block

38. The aircraft commander must ensure accurate and legible flight data entries have been recorded.

2.1.2. The aircraft commander will leave the original AFTO Form 781 with the Maintenance Operations Center (MOC) after the formal debrief.

2.1.3. In the event an aircraft returns after normal hours, the original AFTO Form 781's will remain with the aircraft forms (Mission essential ground personnel (MEGP's) will be responsible for ensuring this happens) until a formal debrief can be performed.

2.2. Maintenance Operation Center (MOC) will:

2.2.1. Be responsible for entering the aircraft flying hours into the Maintenance Information System (MIS/GO81). Once complete, the MOC controller will initial block 37 and file until the next duty day (ensure Privacy Act cover is attached).

2.2.2. Take the originals AFTO 78 1's down to the flying squadron after PS&D has reviewed them.

2.2.3. Develop procedures to ensure that all aircraft flying hours are accounted for within a reasonable time (refer to AFT 21-101, chapter 4, section 4.8.3). **Note: All flying time must be accounted for in the month in which it is flown.**

2.3. Aircraft Maintenance Plans & Scheduling (P&S) will:

2.3.1. Run two copies (copy 1- for Plans, Scheduling and Documents (PS&D) and copy 2-for the Aviation Vehicle Utilization Manager (AVUM) of the AFI 21-103, Daily Flying Hour Audit (67034) and review entries with each original AFTO Form 781 for accuracy.

2.3.2. The following areas will be reviewed:

2.3.2.1. Block 3 – Serial Number (Aircraft tail number will be in this block)

2.3.2.2. Block 6 - Mission number

2.3.2.3. Block 7 - Mission symbol

2.3.2.4. Block 8 - FROM ICAO

2.3.2.5. Block 9 - TO ICAO

2.3.2.6. Block 10 - Takeoff time

2.3.2.7. Block 11 - Landing time

2.3.2.8. Block 12 – Flighttime (Total sortie duration)

2.3.2.9. Block 13 – Landings (Touch and go, full stop, and total landings)

2.3.3. Any needed corrections will be highlighted and will not be updated in the MIS until the signed copy of the Flying Hour Audit has been returned (with the exception of touch and go, full stop, and total landings). If aircraft flying time is corrected, notify the Production Superintendent and the Engine manger so that the forms can be updated. Attach the AVUM's copy to the (PS&D) copy and file.

2.3.4. Attach the second copy of the flying hour audit to the original AFTO Forms 781's for review by the AVUM.

2.3.5. Brief the monthly flying time and prepare slides for the OPS/MX Scheduling Weekly meeting that is held on Wednesday.

2.3.6. At the end of the month (NLT the 2<sup>nd</sup> calendar day of the new month), the AVUM will email a monthly spreadsheet with the aircraft flying times by day and aircraft tail number. PS&D will run 2 copies of the 67034 for the month (1 copy for PS&D and 1 copy for the AVUM). Use the totals from both the 67034 and the product from the AVUM to audit the monthly flying hours. Make any corrections, update the MIS, and file. Forward the other copy to the AVUM. The total hours and sorties from both products should match. The overall reconciliation process must be complete NLT 4<sup>th</sup> calendar day of the preceding month.

2.3.7. Review the final "Flying Hour" spreadsheet located on the HQ AFRC website (Current Operations-A3) on the 9<sup>th</sup> calendar day of the preceding month. If times from the spreadsheet do not agree, PS&D will notify the Chief of Current Operations at HQ AFRC/A3 to reconcile data reported in GO81 and REMIS monthly tracking slide on the AFRC page.

2.4. Aerospace Vehicle Utilization Monitor (AVUM) will review all 781 s daily (Monday through Friday, except holidays).

2.4.1. The AVUM will verify the information from the All-Up-Round (AUR) (6703) is accurate.

2.4.2. The following areas will be reviewed:

2.4.2.1. (1) Aircraft tail number

2.4.2.2. (2) Mission number

2.4.2.3. (3) Mission symbol

2.4.2.4. (4) TO TCAO

2.4.2.5. (5) FROM ICAO

2.4.2.6. (6) Takeoff time

2.4.2.7. (7) Landing time

2.4.2.8. (8) Total sortie time. **Note: Any errors will be corrected in Red ink/pencil.**

2.4.3. After the review, the corrected copy of the MIS (67034) will be placed in the box for PS&D distribution box located with the 700<sup>th</sup> AS. The AVUM will keep a copy for his/her files.

2.4.4. For the monthly review, the AVUM will email a copy of a locally devised flying hour tracking sheet. This sheet will be verified with the monthly audit from GO81.

2.5. Current Operations: The Chief of Current Operations is responsible for ensuring flying hours are effectively managed and all allocated hours are flown by the completion of the fiscal year.

**3. Special Circumstances:** This area will provide guidance on areas not covered above.

3.1. In the event of GO81 system failure, the MOC will make copies of the original AFTO 781 (original will be given back to the aircrew). Once GO81 is restored, the MOC will enter the flying hours into the MIS and give all copies of the AFTO 781's to P&S. P&S will perform the audit as usual.

3.2. In the event an aircraft returns after normal hours, the original AFTO Form 781's will remain with the aircraft forms and will be locked in the battery compartment (MEGP's will be responsible for ensuring this happens) until a formal debrief can be performed.

#### **4. Adopted Forms.**

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

Heath Nuckolls, Colonel USAFR  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

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

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

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

***Abbreviations and Acronyms***

**AUR**— All-Up-Round

**AVUM**— Aerospace Vehicle Utilization Monitor

**MEGP**— Mission essential ground personnel

**MIS/GO81**— Maintenance Information System

**MOC**— Maintenance Operations Center

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