

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 11-101

22 JUNE 2015



Flying Operations

**MANAGEMENT REPORTS ON THE FLYING
HOUR PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 11-1, *Flying Hour Program*. It requires Lead Major Command (MAJCOM), Air Force Reserve Command and Air National Guard flying hour program managers to submit flying hour program reports to AF/A3OR. (AFMC is exempt from the reporting requirements of this AFI). It explains how to prepare and when to submit reports. MAJCOMs planning to issue supplements to this instruction submit drafts of the supplement to AF/A3OR for approval prior to printing and distribution. 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 in the Air Force Records Information Management System (AFRIMS). 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 Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This change updates office symbols for AF/A33. Specific content changes include frequency change of Flying Hour Execution Reports, modification to out of cycle adjustment guidelines, and modification of the HCM (hours/crew/month) report requirement. Intent of the change is to update report requirements for Flying Hour information and related internal controls. The instruction has been significantly rewritten and must be reviewed in its entirety.

1. Flying Hour Mid-Year Review. Regular Air Force (RegAF) Lead MAJCOMs shall perform a mid-year review and provide execution projections AF/A3OR for the remainder of the fiscal year on or about 15 April of each year. Air Force Reserve Command (AFRC), Air National Guard (ANG), Air Force Special Operations Command (AFSOC) and Air Force Materiel Command (AFMC) will direct mid-year requirements as deemed necessary for each respective program.

1.1. The information submitted by Lead MAJCOM flying hour program managers is used to ensure the AF Flying Hour Program (FHP) is executed in the most effective and efficient manner possible without driving additional costs to the AF during execution year. Additional authorized customers may utilize flying hour data to support a variety of other USAF programs, with operations, maintenance, sustainment, budgetary, etc. impacts.

1.2. Regular Air Force (RegAF) Lead MAJCOMs should realign their President's Budget (PB) flying hours from one Mission Design Series (MDS) to another on a cost-neutral basis without crossing Budget Activity Codes (BAC). Crossing BAC constitutes reprogramming action which must have Congressional approval via SAF/FMB. Under the Centralized Asset Management (CAM) construct, RegAF MAJCOMs no longer manage FHP funding; except, the FHP Government Purchase Card (GPC). The congressionally approved flying hours for all Air Force operations is the basis for developing support requirements and costs for all RegAF Lead MAJCOMs. Additional requirements must be prioritized and coordinated with AF/A3OR and SAF/FMBOO. See [Attachment 2](#) for format.

2. Monthly Flying Hour Execution Report. This report is used to manage the execution year flying hour program, ensure the program is executed within fiscal constraints.

2.1. Initial template will be forwarded by AF/A3OR Flying Hour Team to Lead MAJCOMs, AFRC, and ANG before the first month of the new fiscal year with PB funded hours.

2.2. Submit Monthly Flying Hour Execution Reports no later than the 15th of each month.

2.3. Send reports to USAF Pentagon AF A3-5 Mailbox A3OR Readiness, Exercises and Flying Hours, usaf.pentagon.af-a3.mbx.a3or-readiness@mail.mil, AFMC CAM group email AFMC.CAM.FLYHRS@wpafb.af.mil, and members of the AF/A3OR flying hour team.

2.4. In the top section of the spreadsheet, show a complete breakout of the Operations and Maintenance (O&M) flying hours by Program Element Code (PEC) and MDS. Contingency, Transportation Working Capital Fund (TWCF), and Training, Test and Ferry (TTF) hours and all reimbursable hours are to be separated in different areas of the spreadsheet. A total programs section is to be included.

2.5. All data should be rounded to the nearest tenth of an hour, in accordance with AFTO Form 781 *ARMS Aircrew/Mission Flight Data Document* conventions. See [Attachment 3](#) for format.

2.6. The CAM office will utilize this report as the basis for monthly reimbursements to the Working Capital Fund (WCF) for Depot Level Repairables (DLRs) and Consumables.

3. Out-of-Cycle Program Adjustments. Lead MAJCOMs submit Out-of-Cycle Program adjustment requests during execution year when they desire to adjust their flying hour program.

3.1. Out-of-Cycle Program adjustment requests can be made when conditions prevent flying the entire flying hour program, a requirement for additional flying hours exists or end-of-year flying hour turn-in. Note: MAJCOMs look initially within current program to source additional hours at a zero based cost adjustment.

3.2. Submit to AF/A3OR Workflow Inbox. Requests include BAC, PEC, MDS, hourly adjustment, associated costs, and impact statement rationale.

3.3. AF/A3OR request additional flying hour program end-of-year projections July, August and weekly in the month of September to identify un-executable flying hours.

3.4. Validate and submit MAJCOM overfly projections at the end of each Program Objective Memorandum (POM) cycle and PB submissions to AF/A3OR. AF/A3OR will provide initial and updated overfly hour projections to HQ AFMC's AFSC/LGP (Air Force Sustainment Center Maintenance and Supply Requirements Division), who will enter the validated projections into the D200 Requirements system and to AFLCMC/LP the Director of Propulsion (DoP), for developing engine requirements. Projections will also be provided to the Spares Requirements Review Board (SRRB) community for use in developing spares and engine requirements for CAM (RegAF MAJCOMS), ANG, AFRC, AFSOC, and AMC Transportation Working Capital Fund (TWCF).

4. Hours/Crew/Month (HCM) Requirement Report. AF/A3OR will compute and submit an HCM Requirement Report (as applicable) biannually after completion of the POM submission and President's Budget Review (PBR) and/or as requested by Office of Secretary of Defense Cost Assessment and Program Evaluation (OSD-CAPE) Office.

4.1. A3OR will submit API-1 HCM requirement in hours per month for the following CC, CA, and IF coded aircraft (B-1, B-2, B-52, A-10, F-15, F-15E, F-16, F-22, F-35, KC-10, KC-135, KC-46, C-5, C-17, C-130, E-3, E-4, EC-130, HH-60, HC-130 and UH-1) based on programmed hours. A3OR will project HCM requirement for the budget year and the next 5 fiscal years. A3OR will maintain methodology used in determining HCM.

4.2. Fiscal, logistical, or manpower limitations will not be considered when computing requirements. Pass MAJCOM HCM program data to OSD for budget documentation purposes.

5. Flying Hour Requirement Report. Lead MAJCOMs will compute and submit Regular Air Force (RegAF) flying hour requirements to AF/A3OR for submission to SAF/FMBOO and OSD-CAPE for budget documentation biannually after completion of the POM submission and PBR and/or as requested by SAF/FMBOO and OSD-CAPE. National Guard Bureau for ANG and AF/RE for AFRC will provide documentation to OSD-CAPE via equivalent component FM communities.

5.1. Lead MAJCOMs, ANG and AFRC will submit flying hour requirements to A3OR and will maintain methodology used in determining requirements based on AF Single Flying Hour Model (SFHM). A3OR will maintain requirements submissions from Lead MAJCOMs, ANG and AFRC.

5.2. Fiscal, logistical, or manpower limitations will not be considered when computing requirements. Pass MAJCOM requirement versus MAJCOM program data to OSD for comparison purposes.

5.3. During MINIMIZE, reports are mandatory (alternate delivery methods may be used). These reports are designated emergency status code C-2. Continue reporting during emergency conditions, precedence normal.

TOD D. WOLTERS, Lt Gen, USAF
Deputy Chief of Staff, Operations

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

AFPD 11-1, *Flying Hour Program*, 10 Aug 04

Adopted Form

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 09

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*, 11 Sep 08

Abbreviations and Acronyms

BAC—Budget Activity Code

CAM—Centralized Asset Management

DLR—Depot Level Repairable

FHP—Flying Hour Program

FSDM—Force Structure Data Management

GPC—Government Purchase Card

HCM—Hours per Crew per Month

MAJCOM—Major Command

MDS—Mission Design Series

O&M—Operations and Maintenance

OSD—Office of the Secretary of Defense

PB—President's Budget

PBR—President's Budget Review

POM—Program Objective Memorandum

PEC—Program Element Code

SRRB—Spares Requirements Review Board

TWCF—Transportation Working Capital Fund

TTF—Training Test and Ferry

WCF—Working Capital Fund

Attachment 2

FLYING HOUR REFLOW TEMPLATE

Table A2.1. Flying Hour Reflow Template.

BAC	MAJCOM	PE	Aircraft	FY12 CPFH	PB & PCR Hours	Adj Hrs Request	\$\$s
1	ACC	11113F	B-52H	\$20,000	1,000	200	\$4,000,000
1	PACAF CAF	27130F	F-15C	\$20,000	1,000	-100	\$2,000,000
1	USAFE CAF	27131F	A-10C	\$20,000	1,000	200	\$4,000,000
2	AMC O&M	41115F	C-130E	\$20,000	1,000	200	\$4,000,000
2	PACAF MAF	41130F	C-17A	\$20,000	1,000	-200	\$4,000,000
2	USAFE MAF	27223F	KC- 135R	\$20,000	1,000	200	\$4,000,000
1	AETC	27224F	HC-130J	\$20,000	1,000	200	\$4,000,000
1	AFGSC	11235F	UH-1N	\$20,000	1,000	200	\$4,000,000

Attachment 3

MONTHLY FLYING HOUR REPORT

Table A3.1. Monthly Flying Hour Report.

FY12 Flying Hour Execution								
O&M Programs								
PE	MDS	PB	Adjustments	UH-1N Program	OCT Flown	NOV Flown	DEC Flown	
AFGSC								
11113F	B-52H	11,323.0	1,447.0	12,770.0	979.1	1,198.6	798.1	
11127F	B-2A	3,584.0	1,633.9	5,217.9	464.5	419.0	338.0	
11235F	UH-1N	8,500.0	(8,500.0)	0.0	897.0	675.5	959.6	
	TOTAL O&M	23,407	(5,419)	17,988	2,341	2,293	2,096	
AFDW								
41314F	UH-1N	7,000.0	0.0	7,000.0	567.0	551.5	497.4	
PACAF								
41314F	UH-1N	1,050.0	0.0	1,050.0	107.2	84.1	86.2	
Incremental Contingency Flying Hour Execution (excludes TWCF hours flown)								
				FY	OCT	DEC	1QTR	JAN
	MDS	MSN	PEC	FLOWN	FLOWN	FLOWN	FLOWN	FLOWN
	B-2A	OND	11127F	0.0	0.0	0.0	0.0	0.0
	B-52H	OND	11113F	0.0	0.0	0.0	0.0	0.0
				Total OND	0.0	0.0	0.0	0.0
	B-2A	OEF	11127F	0.0	0.0	0.0	0.0	0.0
	B-52H	OEF	11113F	0.0	0.0	0.0	0.0	0.0
				Total OEF	0.0	0.0	0.0	0.0
				OND + OEF	0.0	0.0	0.0	0.0
Narrative on flying hour program adjustments:								