

**BY ORDER OF THE COMMANDER  
AIR FORCE GLOBAL STRIKE COMMAND**

**AIR FORCE INSTRUCTION 11-102**



**AIR FORCE GLOBAL STRIKE COMMAND  
SUPPLEMENT**

**1 FEBRUARY 2010**

**Operations**

**FLYING HOUR PROGRAM  
MANAGEMENT**

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(Col Howard A. Shrum, III)  
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This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-102, *Flying Hour Program Management*, dated 29 March 2002. This supplement governs AFGSC flying hour programs, including development and management. It applies to all Air Force Global Strike Command units and subordinate units which aircraft are assigned. Flying hour models can be referenced and downloaded from the CAF Flying Hour Program Community of Practice (CoP) via Air Force Knowledge Now (AFKN) or the Air Combat Command (ACC)/A3TB page on the Air Force Portal. This publication does not apply to Air National Guard or Air Force Reserve Command units and personnel. Contact supporting records managers as required.

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**1.3.1.** HQ ACC/A3TB will:

**1.3.1.1. (Added)** Manage the AFGSC Flying Hour Program (FHP) with close coordination with HQ AFGSC/A3BA.

**NOTE:** (Added) HQ AFGSC/A3IH will manage the FHP for UH-1N aircraft in AFGSC, AFDW and PACAF. See paragraphs **1.3.3 (Added)**, **1.3.4 (Added)** and **1.3.5 (Added)** for responsibilities.

**1.3.1.2. (Added)** Provide AFGSC's recommended FHP to HQ USAF in accordance with AFI 11-101.

**1.3.1.3. (Added)** Coordinate FHPs with other staff agencies for validation.

**1.3.1.4. (Added)** Validate the Reliability and Maintainability Information System (REMIS) data.

**1.3.1.5. (Added)** Monitor individual unit flying hour accomplishments on a monthly basis. Manage records created IAW the AF RDS. Contact local records managers as needed.

**1.3.1.6. (Added)** Coordinate all AFGSC flying hour program change requests through HQ AFGSC/A3B prior to sending to HQ ACC/A3T for approval.

**1.3.1.7. (Added)** Conduct Staff Assistance Visits to each unit as required to be determined by HQ AFGSC/A3B.

**1.3.2. (Added)** (N/A for UH-1) Flying organizations will:

**1.3.2.1. (Added)** Operational Support Squadron commander or designee will appoint primary and alternate Flying Hour POCs who will report flying hours to HQ ACC/A3TB. These individuals will be appointed for a minimum of one year and will receive training at the next ACC Flying Hour Symposium.

**1.3.2.2. (Added)** Ensure flying squadrons plan and execute unit flying hour programs as separate elements of the parent unit's program.

**1.3.2.3. (Added)** Submit an annual FHP in accordance with paragraph **2.3.1. (Added)**

**1.3.2.4. (Added)** Submit RCS: A3TB(M) 7101 to HQ ACC/A3TB as early as the 5th but no later than the 10th calendar day of each month via e-mail.

**1.3.2.5. (Added)** Submit RCS: A3TB(M) 7102 to HQ ACC/A3TB to report monthly flying hours via Flying Hours on Line (FHOL) by the 10th calendar day of each month.

**1.3.2.6. (Added)** The unit's operations officer will ensure completed AFTO 781's are delivered to the Squadron Aviation Resource Manager (SARM) office not later than the morning after the date of flight. SARM's will validate each day's sorties and hours flown with maintenance debrief personnel daily. SARM personnel will validate daily/weekly AUR's and return correct or adjusted AUR's to maintenance debrief. OSS representatives will validate weekly/monthly totals and ensure FHOL is updated. The purpose of the reviews is to identify and correct errors on post mission paperwork (to include inaccurate time and/or mission symbols) and ensure AFTO Form 781 data input into IMDS, ARMS, and FHOL reflects actual data.

**1.3.2.7. (Added)** Solicit feedback from HQ ACC/A3TB as required.

**1.3.3. (Added)** HQ AFGSC/A3IH will:

**1.3.3.1 (Added)** Provide MAJCOM oversight for UH-1N FHPs in AFGSC, AFDW, and PACAF.

**1.3.3.2. (Added)** Provide AFGSC, AFDW, and PACAF UH-1N recommended FHP to HQ

USAF in accordance with AFI 11-101.

**1.3.3.3. (Added)** Coordinate FHPs with HQ AFGSC/FM and HQ AFGSC/A4/7.

**1.3.3.4. (Added)** Validate the Reliability and Maintainability Information System (REMIS) data in coordination with HQ AFGSC/A4/7.

**1.3.3.5. (Added)** Monitor individual unit flying hour execution on a monthly basis. Forward consolidated UH-1N data to AF/A3O-AT, AFMC/CAM Flying Hours and AFGSC/FM (AFGSC units only).

**1.3.3.6. (Added)** Coordinate UH-1N FHP program change requests through AFGSC/A3 prior to forwarding to AF/A3O-AT for approval.

**1.3.3.7 (Added)** Provide 20th AF/A3H, AFDW/A3O and 374/OSS with required AF/A3O-AT supplied reporting formats

**1.3.4. (Added)** 20th AF/A3H, AFDW/A3O and 374 AW/OSS will:

**1.3.4.1 (Added)** Assist AFGSC/A3IH in oversight of UH-1N flying units in AFGSC, AFDW and PACAF, respectively.

**1.3.4.2 (Added)** Obtain monthly FHP execution data from flying units and forward to AFGSC/A3IH using required formats NLT than the 10th calendar day of each month.

**1.3.5. (Added)** UH-1N Flying units will:

**1.3.5.1 (Added)** Appoint primary and alternate Flying Hour POCs who will report flying hours to the respective oversight organization in paragraph **1.3.4.**

**1.3.5.2. (Added)** Submit monthly execution reports via email in appropriate format to appropriate organization in paragraph **1.3.4.** NLT the 5th calendar day of each month.

**1.5. (Added)** Flying Hour Program (FHP):

**1.5.1. (Added)** The AFGSC FHP represents a considerable fiscal commitment and directly affects the readiness of aircrews in the Combat Air Forces (CAF). Future command flying hour requirements are incorporated into the USAF Program Objective Memorandum (POM) and are included in the USAF Program Document, *Aerospace Vehicles and Flying Hours (PA)*.

**1.5.2. (Added)** Unit flying hour allocations are derived from a combination of factors to include the President's Budget (PB), mission tasking, aircrew training requirements, unit equipment, alert commitment, aircrew ratio, staff requirements, etc. These factors determine a rate of flying necessary to maintain combat capability that is expressed as an aircraft Utilization rate (UTE).

**1.5.3. (Added)** Flying hour goals are cumulative values to be achieved by the end of the fiscal year. The planning and execution of individual monthly programs toward this yearly goal is a unit responsibility. Except for emergencies or Higher Headquarters (HHQ) tasking at year-end (e.g., hurricane evacuations or air sovereignty scrambles), **UNIT FLYING HOUR PROGRAMS WILL NOT BE OVERFLOWN** by more than 20 hours per MDS **WITHOUT PRIOR HHQ APPROVAL**. Unit commanders are not required to "zero out" their annual flying hour program at the end of the fiscal year. The last flying day of the year should be planned and flown as a normal flying day and should not be truncated solely because the annual flying hour contract has been satisfied. Procedures for requesting changes to annual contracts are outlined in

paragraph **2.4. (Added)** and succeeding sub-paragraphs of this supplement.

**1.5.3.1 (Added)** Due to the relatively small size and limited ability to shift hours in the UH-1N FHP, units are not authorized to overfly their programs without AFGSC/A3IH approval.

**1.5.4. (Added)** REMIS is the official USAF flying hour report IAW AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*; and AFM 66-279V1, *Core Automated Maintenance System (CAMS)*. The importance of accurate and timely flying hour utilization reporting through CAMS and REMIS cannot be overemphasized. Erroneous reporting may result in the loss of required funding, personnel authorizations, and supplies.

**2.1.1. (Added)** Aircraft Authorizations:

**2.1.1.1. (Added)** HQ USAF specifies the Primary Mission Aircraft Inventory (PMAI) for each AFGSC unit in the USAF Programs: PA, *Aerospace Vehicles and Flying Hours*; and PD, *Bases, Units, and Priorities*.

**2.1.1.2. (Added)** Units projected to possess less aircraft than authorized may be assigned a revised PMAI, or Chargeable Aircraft Authorization (CHRG) for Utilization (UTE) and flying hour computations. The CHRG will be displayed for each applicable unit in ACC's allocation messages.

**2.3.1. Flying Hour Program Development and Management.**

**2.3.1.1. (Added)** Budget Activity (BA) Group. Flying hours and funds (except UH-1) are assigned to HQ ACC by HQ USAF under two BAs; Operating Forces (BA01), and Administrative and Service-wide Activities (BA04). Within each BA, flying hours are allocated by MDS and Program Element Code (PEC). Each MDS and PEC combination is assigned a separate account managed by ACC and reported to HQ USAF. Hours and funding may not be transferred from one BA to another without HQ USAF approval. HQ AFGSC is the advocate for UH-1 flight hours.

**2.3.1.2. (Added)** Units with flying hours in more than one PEC will manage each account separately. Only HQ ACC (N/A for UH-1) has the authority to transfer flying hours between PECs in the same BA. Units will only use and report flying time under the PECs assigned to them by HQ ACC. Coordination will be established in the above mentioned MOA between the Operations and the CAMS Data Base Managers to ensure the utilization codes are loaded against the correct PEC in the CAMS database. HQ AFGSC will execute/manage the UH-1 flying hour program. As with other flying hour programs, HQ AFGSC will manage the UH-1 program through CAMS.

**2.3.1.3. (Added)** UTE Requirements. HQ ACC coordinating with HQ AFGSC will determine an annual Sortie UTE to each flying hour program. The UTE is expressed in sorties per aircraft per month. The UTE requirement may vary for each unit and MDS depending on each unit's situation.

**2.3.1.3.1 (Added)** UTE is not applicable to UH-1N units.

**2.3.1.4. (Added)** Average Sortie Duration (ASD). ASD is used to convert sorties to flying hours and vice versa. HQ ACC/A3TB uses the unit's last programmed ASD when initially determining flying hour programs for the current and future years. Units will update their ASDs annually to reflect the unit's best estimate of the optimum sortie duration after considering historical

experience, changes in missions or mix of missions, distance to ranges, deployments, etc.

**2.3.1.4.1 (Added)** ASD is not applicable to UH-1N units.

**2.3.1.5. (Added)** Initial Program Submission. By the end of May HQ ACC/A3 will provide the units a projection for the upcoming fiscal year inputs through a "Proposed FHP" message. HQ ACC/A3TB will formulate the next year's projected allocation for each unit and MDS using information from ACC and AFGSC staff agencies, PB, historical unit flying data, the ACC Flying Hour Program Model and unit-specific inputs. Additionally, information such as Programmed Flight Training (PFT), staff training, and test requirements, will be identified and included in the initial program build. Formal Training Units (FTUs), test units, and other ACC aircraft not under the Ready Aircrew Program (RAP) will project their flying hour programs based on historical data, PFT, test schedules, etc.

**2.3.1.5.1. (Added)** Upon receipt of the "Proposed FHP", units will review and provide HQ AFGSC/A3BA and HQ ACC/A3TB with any projected changes and rationale for the change. Units will respond by submitting total requested sorties/hours for their annual flying hour programs to HQ ACC/A3TB. Units submitting projected sorties/hours more than one percent in variance from the HQ ACC/A3 "Proposed FHP" message will provide documentation staffed through Operations Group Commander (OG/CC). Units unable to meet "Proposed FHP" flying hour projections due to maintenance concerns or limitations will submit documentation coordinated through HQ AFGSC/A4/7.

**2.3.1.5.2. (Added)** Upon completion and review of all unit responses to the "Proposed FHP" message, HQ ACC/A3TB will submit a proposed flying hour program for COMACC approval. HQ ACC/A3 will provide each unit with its final tasking for the next fiscal year in the "Baseline Allocation" message. Units receiving baseline allocations different from their flying hour proposal should submit a flow plan based on the new program to HQ ACC/A3TB prior to the beginning of the fiscal year.

**2.3.1.5.3. (Added)** HQ AFGSC/A3IH will forward upcoming UH-1N FHPs to HQ 20th AF/A3H, HQ AFDW/A3O and 374 AW/OSS as soon as information becomes available.

**2.3.1.6. (Added)** Contingency Planning. Since the flying hours and associated funds provided to ACC by Congress through HQ USAF are allocated for aircrew training, maintenance of combat capability, test functions, and higher headquarters tasking; contingency operations may require additional funding by national command authorities. Because there is some inherent training that occurs while participating in contingency operations, the actual funding and programming for contingency operations requires resources allocated to support the unit's home station flying hour program along with additional flying hours/funds supplemented by the HQ USAF.

**2.3.1.6.1. (Added)** The unit's contribution to the contingency operation will be those hours the deployed aircraft/crew ratio would have flown at home station in their normal training profiles. HQ ACC/A3TB will reprogram the hours from the home station training account and place them into a specific contingency account for the unit to fly. Due to higher ASDs in theater, this account will normally have fewer hours than the total hours required, necessitating contingency supplemental hours from HQ USAF.

**2.3.1.6.2. (Added)** Deployed units will fly all tasking assigned by the theater commander. HQ ACC/A3TB is responsible for ensuring the unit obtains the flying hours required to fulfill theater

requirements and will supplement the account with additional flying hours, by authority received from HQ USAF. However, to ensure the optimum use of the overseas contingency operations budget, the unit must provide accurate and timely execution data from their deployed forces. Units execute the hours in their contingency operation account beginning when their aircraft takeoff from home station deploying to the theater and continue to use them until their aircraft land back at home station on redeployment. Units are not accountable for all the hours that are in their contingency accounts.

**2.3.2.4. Operational Missions.** AFGSC UH-1N units have an on-going and continuous requirement to fly operational missions in support of AFGSC Missile Wing operations. These requirements include, but are not limited to:

**2.3.2.4.1. (Added) Emergency Security Force Response.** UH-1Ns are a primary means of transport for Security Forces responding to security situations throughout AFGSC missile field AORs.

**2.3.2.4.2. (Added) Nuclear Convoy Escort/Surveillance.** Nuclear weapon movements in the missile field require helicopter escort with on-board Security Forces when the weapon is outside the main operating base.

**2.3.2.4.3. (Added) Standard Security Operations.** Patrolling in the missile field complex with on-board Security Forces.

**2.4. Program changes and reflows during execution year.** Program Change requests to unit flying hour programs will only be submitted when the unit's total flying hour requirement changes for the year. Program changes should be made from the unit OG/CC or higher and should be addressed to HQ ACC/A3T and HQ AFGSC/A3B. HQ ACC/A3TB will staff the request for approval. Requested changes must be fully justified. Units are required to submit a memo for flying hour change approval (**Attachment 8 (Added)**) and a revised program reflow (**Attachment 9 (Added)**).

**2.4.1. (Added) Adjustments to flying hour programs affect Operations and Maintenance (O&M) funding at the unit.** Because unit commanders have the fiduciary responsibility for all activities at their unit, all flying hour related O&M dollars are allocated to the unit level. Therefore, a unit requiring additional flying hours for additional training requirements will require the O&M dollars to support the hours. Conversely, if a unit does not intend to fly all their flying hours, the funds to support them are not required at that unit. ACC policy (AFGSC policy for UH-1 units is identical) is that O&M dollars follow hours, and all changes to a unit's annual flying hour program will be followed by a corresponding change to the unit's O&M funding. In cases where actual costs per flying hour exceed funded levels (due to increased spare parts usage, etc.), only the difference between the allocation funding and the amount absorbed by the unit for the increased costs, if any, will be withdrawn. Under executed hours or funding will not be withdrawn until the middle of the fourth quarter or later in order to give units every opportunity to fly the program.

**2.4.2. (Added) A program reflow of a unit's flying hour program is basically the same as developing the yearly program.** Additionally, CHRG aircraft should remain constant for the months already flown. The remaining hours and sorties are allocated month by month for the remainder of the year. Computations are based on unit needs; adjusting sorties, flying hours, ASD, and UTE as required ensuring the net total hours already flown plus the additional

requirement equals the unit's total flying hour "contract". For example, a revision requested in May must show the actual data flown from Oct - Apr and re-computed data from May - Sep. This request must be formatted as shown in **Attachment 9 (Added)** and received NLT the 10th calendar day of the month to be applicable for that month. The main reason for a re-flow will be due to a change in contingency tasking.

**2.4.3. (Added) (UH-1)** Changes to UH-1 unit flying hour programs should be addressed to HQ AFGSC/A3IH with a short justification for forwarding to Air Staff through HQ AFGSC/A3. Upon approval units must submit an updated flow plan with their next monthly execution report.

**NOTE:** Changes to a unit's program constitute a new "contract" with the unit. Units requesting a change to their annual flying hour program will receive a confirmation response once the proposed change is approved.

**2.5.** ACC/A3TB and AFGSC/A3TO will determine the number of sorties required to train aircrews to AFGSC/CC-directed readiness levels and maintain aircrew manning and experience levels (AFI 11-2MDS volume sets and RAP tasking). Total sorties / 12 months / Primary Aircraft Authorized (PAA) = Sortie UTE Rate (SUTE). Sorties X ASD = Flying Hours.

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

***References***

AFI 13-213, *Airfield Management*, 29 January 2008

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

***Abbreviations and Acronyms***

**ACC**—Air Combat Command

**AFGSC**—Air Force Global Strike Command

**AFRC**—Air Force Reserve Command

**AOR**—Area of Operations

**API**—Aircrew Position Indicator

**ASD**—Average Sortie Duration

**AUR**—Aircraft Utilization Report

**BA**—Budget Activity

**CAF**—Combat Air Forces

**CAMS**—Core Automated Maintenance System

**FHOL**—Flying Hours On Line

**FHP**—Flying Hour Program

**FTU**—Formal Training Unit

**GCC**—Graduated Combat Capability

**O&M**—Operations and Maintenance

**OSS**—Operations Support Squadron

**PEC**—Program Element Code

**PMAI**—Primary Mission Aircraft Inventory

**POM**—Program Objective Memorandum

**REMIS**—Reliability and Maintainability Information System

**SCM**—Sorties per Crew per Month

**USAF**—United States Air Force

**UTE**—Utilization

***Terms***

**Backup Aircraft Inventory (BAI)**—Aircraft above the PMAI to permit scheduled and unscheduled maintenance, modifications, inspections and repair without reduction of aircraft available for operational missions.

**Change**—A recompilation of a unit's month-by-month flying hour plan, this is required when the unit's flying hour allocation changes.

**Chargeable Aircraft (CHRG ACFT)**—The number of aircraft against which units should build their programs. Except in cases where possessed aircraft is forecast to be significantly different from the PMAI such as in building or downsizing units, chargeable aircraft will normally equal the unit's PMAI, PTAI, or PDAI, as applicable. In these cases, HQ ACC/DO/LG will assign a chargeable aircraft accountability for the unit in the ACC Flying Hour First Look and Baseline Messages.

**Mission, Design, and Series (MDS)**—An acronym for aircraft mission, design, and series. For example: B052H, F015C, etc.

**Possessed Aircraft**—Aircraft under a wing commander's operational control and responsibility IAW AFI 21-103.

**Primary Aircraft Inventory (PAI)**—Aircraft assigned to meet the primary aircraft authorization (includes PDAI, PMAI, POAI, PTAI). PMAI will not change except when approved by HQ USAF.

**Primary Development/Test Aircraft Inventory (PDAI)**—*Formerly CB or Test.* Aircraft assigned primarily for the test of the aircraft or its components for purposes of research, development, test and evaluation, operational test and evaluation, or support for testing programs.

**Primary Mission Aircraft Inventory (PMAI)**—*Formerly CC/CA PAA Coded Aircraft.* Aircraft assigned to a unit for performance of its wartime mission.

**Primary Other Aircraft Inventory (POAI)**—*Formerly ZA, ZB.* Aircraft required for special missions not elsewhere classified.

**Primary Training Aircraft Inventory (PTAI)**—*Formerly TF.* Aircraft required primarily for technical and specialized training for crew personnel or leading to aircrew qualification.

**Program Element (PE)**—The PE is the smallest unit of military output controlled at the DOD level. It is identified by a six-digit alphanumeric program element code (PEC). The sixth character, "F", identifies the PE with the Air Force.

**Program Element Code (PEC)**—The six digit alphanumeric code used to identify the Program Element (see definition above).

**Ready Aircrew Program (RAP)**—Continuation Training regulated under the AFI 11-2MDS volume sets for aircrews assigned to units primarily flying fighter, bomber, and LDHD PMAI. The AFGSC and ACC flying hour program centers around unit RAP taskings and the associated flying hours derived using the flying hour program models.

**Reflow**—An update of a unit's month-by-month flying hour plan, this is required when the unit changes its monthly flow plan without changing allocated hours.

**Total Active Inventory (TAI)**—Aircraft assigned to operating forces for mission, training, test, or maintenance functions (includes primary aircraft inventory, backup aircraft inventory, attrition, and reconstitution reserve).

**UTE Remaining**—A measurement of the UTE required to accomplish a unit's remaining flying hours with assigned aircraft over the remaining months of the fiscal year.

**Utilization Rate (UTE)**—the UTE is expressed in the number of Sorties flown per Aircraft per Month.

**Attachment 8 (Added)**  
**PROGRAM CHANGE REQUEST**

MEMORANDUM FOR ACC/A3T

FROM: Unit OG/CC

SUBJECT: XX Wing Flying Hour Program Change # XX

1. XX Wing requests a (decrease/increase of XXXX sorties and XXXX hours for the FY XX flying hour program.
2. Changes are as follows (ensure each MDS and mission are listed separately): MDS Mission  
PEC Old Program New Program Delta X-XXX Ops XX Srts/Hrs Srts/Hrs Srts/Hrs
3. Monthly reflow starting from the beginning of the year (**Attachment 9 (Added)**)
4. "Justification for the Change"
5. This is an Operations/Logistics coordinated memo.
6. POC is XXXXX, DSN XXX-XXXX, E-Mail xxxxxxxxxxxx.

TIMOTHY M. RAY  
Brigadier General, USAF  
Director of Operations

**Attachment 9 (Added)**  
**PROGRAM REFLOW OR NEW PROGRAM SUBMISSION**

MEMORANDUM FOR ACC/A3T

FROM: Unit OG/CC

SUBJECT: XX Wing Flying Hour Reflow # XX of Program Change Request # XX

1. Reflows are as follows (Ensure each MDS and mission are listed separately):

2.	MDS		PEC		MISSION	
	X-XXX		XXXXX		Ops/Tng/Test	
MONTH	ACFT		SORTIES	ASD	UTE	HOURS

(List months Oct - Sep with appropriate data and include total row at the bottom)

3. This is an Operations/Logistics coordinated memo.

4. POC is XXXXX, DSN XXX-XXXX, E-Mail xxxxxxxxxxxx.