

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



**AIR FORCE INSTRUCTION 11-101**

**1 NOVEMBER 2002**

**AIR FORCE MATERIAL COMMAND  
Supplement 1**

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**Flying Operations**

**MANAGEMENT REPORTS ON THE FLYING  
HOUR PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ USAF/XOOT  
(Lt Col Terry L. Simpson)  
Supersedes AFI 11-101, 8 March 1994.

Certified by: HQ USAF/XOO  
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This instruction implements AFD 11-1, *Flying Hour Program*. It requires major command (MAJCOM) and field operating agency (FOA) flying hour program managers to submit flying hour program reports to HQ USAF. It explains how to prepare and when to submit reports. This instruction does not apply to AFRES or ANG units. MAJCOM/FOAs planning to issue supplements to this instruction must submit drafts of the supplement to HQ USAF/XOOT for approval prior to printing and distribution. During MINIMIZE reports are required (alternate delivery methods may be used). These reports are designated emergency status code C-2. Continue reporting during emergency conditions, precedence normal. Address comments or questions on these procedures to HQ USAF/XOOT, 1480 AF Pentagon, Washington DC 20330-1480.

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**(AFMC)** This supplement implements AFD 11-1, *Flying Hour Program* and AFI 11-101, *Management Reports on the Flying Hour Program*. This supplement expands on guidance provided in AFI 11-101 and applies to all AFMC units and AFMC/AFRC Reserve Associate units. It does not apply to the Air National Guard. Use this instruction with AFI 11-101 as supplemented. Units may further supplement this instruction, as required. If supplemented, send a copy to HQ AFMC/DOO.

### **SUMMARY OF REVISIONS**

This change contains recommended language from the AFAA report 0062005, *Flying Hour Projections Used in Computing Spares Requirements*. Intent of the change is to improve the accuracy of Air Force Flying Hour information and related internal controls.

**(AFMC)** This supplement supersedes AFI 11-101/AFMC Sup 1, 26 Sep 94 and provides guidance to flying units on flying hour reports and format.

(AFMC) AFI 11-101, 1 November 2002, is supplemented as follows:

**1. Flying Hour Update Report (RCS: HAF-XOO[SA]9408).** This report is used by MAJCOM/FOA flying hour program managers to request realignments to the flying hour program.

1.1. The information submitted by MAJCOM/FOA program managers is used to update the USAF Program, Aerospace Vehicles and Flying Hour documents (referred to as the PA series or PA documents) which project the congressionally approved flying hours for all Air Force operations and is the basis for developing support requirements and costs.

1.1.1. (Added-AFMC) All AFMC flying units with Primary Aerospace Vehicle Authorization (PAA) aircraft will submit an annual forecast of flying hours not later than 15 Nov.

1.1.1.1. (Added-AFMC) In October of each year, AFMC/DOOR will provide these units a spread sheet to fill in containing current aircraft and programmed flying hours (example below). Provide projected hours and those that will be flown for Test Pilot School (TPS), Reimbursable Budget Authority (RBA) and Direct Budget Authority (DBA)(not applicable to all AFMC flying units).

**Table 1. (Added-AFMC) Spread Sheet.**

46TW								
65807F	EH	F-16	Block 15					
			Current FH	Updated FH Program Projection				
FY QTR	PAA			RBA FH	DBA	TPS	Total	Total
06	4		180			0		
	4		180			0		
	4		180			0		
	4		180			0		
TOTAL			720					
07	4		185			0		
	4		185			0		
	4		185			0		
	4		185			0		
TOTAL			740					

1.2. MAJCOM/FOA program managers will submit flying hour update reports to HQ USAF/XOOT semiannually not later than 15 February and 15 July via both floppy disc and hard copy. See [Attachment 1](#) for format.

1.3. Use the most current HQ USAF flying hour program PA document information as the baseline for proposed changes.

1.3.1. (Added-AFMC) Special Instructions: Base flying hour requirements on current and forecast test, test support, and other mission-related flying to include flight hours necessary to maintain aircrew mission proficiency.

1.3.2. (Added-AFMC) Adjust requirements to account for programmed depot maintenance (PDM) inspections, modification schedules, aircraft availability, and previously demonstrated usage rates. Flying hour programs based on other requirements, such as adjustments to increase manpower authorizations, are not acceptable. Use the most current actual flying hour information available when determining projections.

1.4. Do not include program change requests in the flying hour update. Use flying levels contained in current PA documents for the report.

1.5. MAJCOM/FOA flying hour program managers will update average sortie duration (ASD) information (which is used to support logistical requirements) when ASDs are projected to change. ASD updates are not required for "E" coded aircraft assigned to Air Force Materiel Command (AFMC). Adjusting a unit's ASD only affects the sortie computer model thereby changing its spare support level requirements. It does not affect the unit's flying hour authorization.

1.6. MAJCOM/FOA program managers will ensure flying hour updates include changes to the program covered in the budget year (next FY) and out years.

1.7. Negative reports are required.

1.8. Flying hour updates will reflect how the program will be flown during the upcoming budget year. This forms the baseline for submittal of MAJCOM/FOA financial plans.

1.9. MAJCOM/FOA program managers will refine out-year programs to ensure that the programming process provides proper support for spares and other related support resources. Adjustments to the budget year program should be relatively small.

1.10. Flying hour updates are based on mission requirements or sortie generation capability, whichever is lower. Reports must consider logistical, manpower and financial factors in determining projected flying hour realignments.

1.11. Changes in flying hour allocations are done on a zero dollar balance transfer (ZBT) basis. When the requested dollar value for hours exceeds those in the PA documents, cost offsets must be provided from within the MAJCOM/FOAs flying hour program or operations and maintenance (O&M) resources.

**2. Quarterly Flying Hour Execution Report (RCS: HAF-XOO[Q]9409).** This report is used to manage the execution year flying hour program, ensure the program is executed within fiscal constraints, and to validate REMIS data.

2.1. Submit Quarterly Flying Hour Execution Reports no later than **35 calendar days** following the end of each fiscal quarter.

2.1.1. (Added-AFMC) All AFMC flying units will submit a quarterly flying hour utilization report by message or e-mail on all aircraft possessed by AFMC (or other requested aircraft) to HQ AFMC/DOO no later than 15 days after the end of each fiscal quarter. For example, the report for the first quarter of the fiscal year (Oct-Dec), will be submitted NLT 15 Jan. AFMC/DOO consolidates these reports and submits a quarterly command utilization report to AF/XOOT. At the end of

the FY, quarterly reports are again consolidated to show the annual hours flown by AFMC possessed aircraft.

2.1.1.1. (Added-AFMC) The quarterly report will be broken down monthly and show flying hours under each mission symbol for each MDS. Use the following example format as a basis. HQ AFMC/DOO may request additional columns to show other distinctions if applicable, or require more frequent reports (e.g. Speckled Trout). Units will separate PAA from those aircraft on loan or possessed temporarily.

**Table 2. (Added-AFMC) Example Quarterly Report**

**OCTOBER**

MDS	03	04	05	06	07	08	T1/2 Time	Total Time	RBA	DBA
F-16C	.3	9.4	2.1	3.4	.4	1.0	3.0	19.6	10.6	9.0
F-16D	.7	10	2.9	4.3	2.4	3.1	9.0	32.4	20	12.4

2.1.1.2. (Added-AFMC) All hours flown in aircraft possessed by AFMC must be entered into the Core Automated Maintenance System/Reliability and Maintainability Information System (CAMS/REMIS). The DFO will establish a process to validate flying hours entered into CAMS/REMIS.

2.1.1.3. (Added-AFMC) Field units must establish a process to obtain and report accurate flying hour data for those aircraft that for one reason or another are not part of CAMS/REMIS.

2.2. Send report to HQ USAF/XOOT and SAF/FMBOM with an information copy to HQ Air Force Materiel Command, Infrastructure Planning Division (HQ AFMC/XPX). For format see [Attachment 2](#).

2.2.1. Quarterly Execution Reports are not required for "E" coded aircraft flying in program element code (PEC) 65807f.

2.3. In Part I show a complete breakout of the flying hour program by budget activity code (BAC); PEC; mission design series (MDS); PA program; funded program; first, second, and third quarter programs (or actual hours flown); cumulative adjustments; and a derived fourth quarter program (actual hours).

Validate actual hours flown against REMIS and resolve any discrepancies between the two.

Revalidate prior quarters with REMIS to account for late data.

Treat each BAC as a separate allocation. After the last PEC/MDS listing show that BAC total. At the end show a grand total of all BAC data.

Make all adjustments against the programmed fourth quarter hours. Proper program execution is accomplished by observing fourth quarter values and ensuring that units only fly that amount. Derive fourth quarter numbers by subtracting the first, second, and third quarter values from the annual program and then applying the net adjustment to that figure. A negative value in the fourth quarter indicates that a MAJCOM is overflying their program without offsets.

MAJCOM/FOAs with aircraft supported by mixed funding will include a category breakout by O&M and reimbursable hours.

- 2.4. In Part II summarize all adjustments to the applicable quarters report. See [Attachment 2](#) for format.
- 2.5. In Part III summarize contingency hours (if applicable) broken out by MDS, PEC, and contingency supported.
- 2.6. All data should be rounded to the nearest whole number.

**3. Out-of-Cycle Program Adjustments.** MAJCOM/ FOAs submit Out-of-Cycle Program adjustments when they desire to adjust their flying hour program based on:

AFPD 11-1 and AFPD 11-2, *Flight Rules and Procedures*.

When conditions prevent flying the entire flying hour program.

A requirement for additional flying hours exists.

End-of-year flying hour turn-in.

3.1. Submit to HQ USAF/XOOT and SAF/FMBOM, with an information copy to HQ AFMC/XPX. The request must include BAC, PEC, MDS, hourly adjustment, associated O&M costs, and impact statement rationale. Associated O&M costs will include AVPOL, system support, general support, replenishment spares (depot level repairables), and depot maintenance.

3.1.1. (Added-AFMC) Most AFMC flying hours are RDT&E funded and adjustments are not required. However, O&M programs must submit out-of-cycle adjustment (i.e., additional flying hour requests or end of year flying hour turn in) request to HQ AFMC/DOO via message or e-mail with PEC, MDS, and hourly adjustment information.

3.2. Telephonically advise HQ USAF/XOOT not later than 1 September of intent to turn-in flying hours. Submit written request not later than 10 September.

3.2.1. (Added-AFMC) Intent to turn in end-of-year O&M flying hours will be submitted to HQ AFMC/DOO via message or e-mail not later than 1 September.

3.3. MAJCOM overfly projections will be validated and submitted at the end of each POM cycle to HQ USAF/XOOT, SAF/FMBO, and HQ USAF/ILPY, with an information copy to HQ AFMC/XPX. HQ USAF/ILPY will provide initial and updated overfly hour projections to HQ AFMC/LG, who will enter the validated projections into the D200A system.

**4. Hours/Crew/Month (HCM) Requirement Report (RCS: HAF-XOO [A] 9410).** MAJCOMs will submit an HCM Requirement Report (as applicable) annually to arrive at HQ USAF/XOOT not later than 15 April.

4.1. Organizations possessing the following CC, CA, and IF coded aircraft (B-1, B-2, B-52, A-10, F-15, F-15E, F-16, F-111, EF-111, F-117, KC-10, KC-135, C-5, C-17, C-141, and C-130) must submit an unconstrained RPI-1 HCM requirement in hours per month. Project HCM requirement for the budget year and the next 5 fiscal years. Include methodology used in determining HCM.

4.2. Do not consider any fiscal, logistical, or manpower limitations when computing requirements. Data will ultimately be passed to OSD as a comparison of MAJCOM requirement versus MAJCOM program.

BUSTER C. GLOSSON, Lt General, USAF  
DCS/Plans and Operations

## Attachment 1

## FLYING HOUR UPDATE REPORT FORMAT (RCS: HAF-XOO[SA]9408)

Prepare report as follows:

Position	Instruction (Submit all entries using lower case characters only.)
1-3	Enter MAJCOM identifier (example: paf)
4-10	Enter appropriate Mission Design Series (example: f016c)
11-14	Enter configuration ID (example: fk)
15-19	Enter Program Element Code (PEC) (example: 27133)
20-21	Enter Assignment Code (example: cc)
22	Enter PA Group Identifier (example: h)
23	Leave Blank
24-26	Enter Beginning Fiscal Quarter (example: 921)
27	Leave Blank
28-43	Enter Quarterly Flying Hour Rate (example: 68, 69, 69, 69 or 69x4; Entries must be integers not more than three characters. Use stipulated hours to account for any hours not accounted for by the rate)
44	Leave Blank
45-67	Enter Stipulated Hours (Separate fiscal quarters with commas. If there are no stipulated hours, leave this field blank.)
68	Leave Blank
69-84	Enter ASD (example: 127,127,127,127 or 127x4 represents an ASD of 1.27 for 4 quarters. Do not use a decimal point.)
96	Asterisk (designates file termination)

Sample: (Due to column limitations on this page, asterisks have been excluded)

paff016c	fh	27133ccb	901	0,0,0,1	127x4
68,69,69,69					
paff016c	fh	27130ccb	911	0,0,0,0	800,750,700,600
					129,130,131,132

**Attachment 2****QUARTERLY FLYING HOUR EXECUTION REPORT FORMAT  
(RCS: HAF-XOO[Q]9409)****Prepare the report as follows:****Part I. Program Status**

BAC 301

		PA	Funded	1st Qtr	2nd Qtr	3rd Qtr	Cum	4th Qtr
PEC	MDS	Program	Program	Flown*	Program*	Program*	Adj	Program*

**Part II. Quarterly Adjustment Summary**

PEC	MDS	ADJUSTED HRS	AUTHORIZATION REFERENCE
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**Part III. Summary of Contingency Hours Flown by MDS, PEC, and Operation supported. (If Applicable)****NOTE:** \*Quarterly information displayed in the execution report represents either programmed data or actual hours flown. The title of the column should be changed accordingly.

**Attachment 3**

**IC 2002-1 TO AFI 11-101, MANAGEMENT REPORTS ON THE FLYING HOUR PROGRAM**

1 NOVEMBER 02

**SUMMARY OF REVISIONS**

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