

**BY ORDER OF THE COMMANDER
DOVER AIR FORCE BASE**

DOVER AIR FORCE BASE

INSTRUCTION 21-205



19 OCTOBER 2009

Certified Current on 24 July 2014
Maintenance

FLYING HOUR AFTO FORM 781 PROCESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 436 MOS/MXOOP

Certified by: 436 MXG/CC
(Colonel Dennis E. Daley)
Pages: 4

Dover Air Force Base Instruction (DAFBI) 21-205, *Flying Hour AFTO Form 781 Process:* Developed to establish management procedure, in accordance with (IAW) Air Force Instruction (AFI) 21-103, *Equipment Inventory, Status and Utilization Reporting*, AFI 21-101, *Aircraft and Equipment Maintenance Management*, and AFI 11-401, *Aviation Management*, for accomplishing the Air Force Technical Order (AFTO) Form 781, *AFORMS Aircrew/Mission Flight Data Documents*, data input, tracking, and reconciling, on aircraft assigned to Dover Air Force Base. This instruction applies to both 436th and 512th organizations and staff agencies under the direction of the Maintenance Group Commander (436 MXG/CC) and the Operations Group Commander (436 OG/CC).

Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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 the appropriate functional's chain of command. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

1. General Policy. All Dover aircraft terminating at Dover Air Force Base (DAFB) will be debriefed (missions and locals). Current Operations, Plans and Scheduling, and Debrief will

hold a Tri-audit meeting Monday through Friday at 0800, except holidays. Current Operations and Plans, Scheduling & Documentation (PS&D) will conduct a monthly reconciling meeting by the fourth calendar day of every month. The Aviation Unit Maintenance (AVUM) office and Aerospace Vehicle Distribution Office (AVDO) will ensure Management Information Systems (MIS) are accurate. Most importantly, maintenance and operations personnel must accurately enter data into the MIS to ensure database integrity.

2. Procedures. Current Operations and PS&D will ensure all AFTO Form 781(s) are accurate and verify the appropriate MIS(s) are updated. Once the audit(s) is complete the AFTO Form 781(s) will be hand-carried to the Flying Squadron representative(s) at the Operations 0930 meeting. Flying Squadron representative(s) will hand carry to the Host Aviation Resource Management (HARM) office.

3. Responsibilities. All affected MXG and OG agencies will ensure personnel comply with this instruction. In addition, personnel involved in tracking AFTO Form 781(s) and flying hour programs should be familiar with AFI 21-103, AFI 21-101, AFI 11-401, and Technical Order (T.O.) 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*.

3.1. Aircraft Commander(s) will:

3.1.1. Complete AFTO Form 781(s), parts one and two.

3.1.2. Hand carry AFTO Form 781 to Debriefing trailer or section.

3.1.3. Remain at Debriefing trailer or section and participate in verification of data and correct any discrepancies identified.

3.2. Debrief will:

3.2.1. Debrief all terminating Dover aircraft, locals, and missions.

3.2.2. Update G081 with the AFTO Form 781(s) first, while the pilot waits in debrief.

3.2.3. The next duty day, hand-carry the AFTO Form 781(s) and the MIS audit list of the previous day's returning aircraft, to the Tri-Audit meeting.

3.2.4. Participate in the verification of data and correct any discrepancies identified.

3.3. PS&D will:

3.3.1. Attend the Tri-Audit meeting.

3.3.2. Verify the MIS is accurate and assist with any corrections.

3.3.3. Participate in the monthly reconciliation meeting with Current Operations.

3.3.4. File daily and monthly MIS reports.

3.4. Current Operations will:

3.4.1. Attend the Tri-Audit meeting.

3.4.2. Verify the data on the AFTO Form 781(s) and assist with any corrections.

3.4.3. Daily, hand-carry the AFTO Form 781(s) to Flying Squadron(s) representatives at the daily Operations meeting.

3.4.4. Participate in the monthly reconciliation meeting with PS&D.

3.5. Flying Squadron(s) will:

3.5.1. Verify the AFTO Form 781(s) is accurate.

3.5.2. Correct any discrepancies not later than the current duty day.

3.5.3. Hand carry the AFTO Form 781 to the HARM section not later than the current duty day.

3.6. The Operations Aircrew Resource Management Office will:

3.6.1. Perform a final verification and input into the appropriate MIS.

3.7. Maintenance Systems Data Analysis will:

3.7.1. Perform periodic statistical sampling to track the timeliness and accuracy of the AFTO Form 781 process.

3.7.2. Periodically present data to Dover leadership.

4. Prescribed and Adopted Forms.

4.1. Prescribed Forms. No forms prescribed.

4.2. Adopted Forms. AFTO Form 781s, *AFORMS Aircrew/Mission Flight Data Documents*.

MANSON O. MORRIS, Colonel, USAF
Commander, 436 Airlift Wing

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

AFI 11-401, *Flight 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

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

T.O. 00-20-1, *Aerospace Equipment Maintenance General Policy and Procedures*, 30 April 2003

Abbreviations and Acronyms

AF— Air Force

AFI— Air Force Instruction

AFMAN— Air Force Manual

AFRIMS— Air Force Records Information Management System

AFTO— Air Force Technical Order

AVDO— Aerospace Vehicle Distribution Office

AVUM— Aviation Unit Maintenance

DAFB— Dover Air Force Base

DAFBI— Dover Air Force Base Instruction

G081— IMDS for Mobility

HARM— Host Aviation Resource Management

IAW— In Accordance With

MIS— Management Information Systems

MXG— Maintenance Group

OG— Operations Group

OPR— Office of Primary Responsibility

PS&D— Plans, Scheduling and Documentation

TBD— To Be Determined

T.O.— Technical Order

USAF— United States Air Force