

**BY ORDER OF THE COMMANDER  
SPANGDAHLEM AIR BASE**

**AIR COMBAT COMMAND INSTRUCTION 21-165**



**SPANGDAHLEM AIR BASE  
Supplement**

**12 OCTOBER 2011**

**Maintenance**

**CAF: AIRCRAFT FLYING AND  
MAINTENANCE SCHEDULING  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col Duane T. Creamer)

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**Air Combat Command Instruction (ACCI) 21-165, 22 April 2008, is supplemented as follows.** This supplement applies to all assigned, attached and staff agencies of the 52d Fighter Wing (52 FW) and all associated and tenant units serviced by the 52d Maintenance Group (52 MXG) and 52d Operations Group (52 OG). This supplement prescribes policies and procedures governing aerospace equipment maintenance management in the 52 FW. 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 (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afirms/afirms/afirms/rds/rds\\_series.cfm](https://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, *Recommendation for Change of Publication*; route AF 847s from the field through the appropriate functional's chain of command. The 52d Maintenance Group, Plans Scheduling and Documentation (52 MOS/MXOOP) and the 52d Operations Group, Current Operations Scheduling (52 OSS/OSOS) scheduling offices coordinate annual, quarterly, monthly, and weekly maintenance and flying schedules to ensure compliance with the flying hours allocated by Headquarters Air Combat Command (HQ ACC), coordinate shared resources, and inform support agencies of operational requirements. The schedules are presented to the 52d Maintenance Group (52 MXG) and 52d Operations Group (52 OG) commanders in a series of meetings for approval and signature, and are subsequently distributed to affected agencies. Final approval authority for the annual, monthly and weekly maintenance and flying schedules is the 52d Fighter Wing (52 FW) commander (52 FW/CC). Digital signatures are utilized throughout the approval process. Deviations from the following guidance require 52 OG/CC and 52 MXG/CC approvals.

3.2.1. No later than (NLT) 1 duty-day after 52 OSS/OSOS receives the “Proposed FHP message, a copy will be provided to 52d Maintenance Operations Squadron (52 MOS) Maintenance Operations Flight (MOF) Plans, Scheduling and Documentation (PS&D)

3.4. Annual Maintenance Planning Cycle. 52 MOS/MOF PS&D, in conjunction with 52 OSS/OSO, will establish a timeline to meet the ACCI 21-165 requirements and the required response date of the Proposed FHP message. The timeline will be distributed to all required agencies. An example of the timeline is located in Attachment 2.

3.4.5. (Added) Yearly FHP Execution.

3.4.5.1. (Added) 52 OSS/OSOS is the primary FHP coordinator and will appoint an Aerospace Vehicle Utilization Monitor (AVUM). The AVUM will manage the wing FHP IAW AFI 21-103, Equipment Inventory, Status and Utilization Reporting.

3.4.5.2. (Added) 52 OSS AVUM. The 52 OSS AVUM is the single point of contact (POC) for tracking and reconciling the 52 FW’s flying hour and utilization data and to verify flying hour inputs with the responsible organizations. The AVUM will perform the following functions:

3.4.5.2.1. (Added) Monitor and verify sorties and hours cumulative monthly totals daily with Aircraft Maintenance Unit (AMU) debrief and Flying Squadron (FS) Aviation Resource Management section.

3.4.5.2.2. (Added) Post daily sortie and flying hour data on the 52 OSS/OSOS shared Local Area Network (LAN) drive by 1000L during day flying weeks and by 1400L during night flying weeks. The information will only be accurate for the previous day’s flying. The LAN address is: R:\52oss\OSO\OSOS\02 FHP\Delta Trackers, for monthly flying hour data will be kept at the following LAN address: S:\52oss\external\OSO\OSOS\02 FHP.

3.4.5.2.3. (Added) Ensure daily reconciliation of the 52 FW’s flying activity by compiling Aircraft Utilization Report (AUR) and 781 reconciliation notices or use the daily sortie reconciliation aspect of Maintenance Scheduling Application Tool (MSAT) for each AMU debrief and FS Aviation Resource Management section. Reconciliation notices will include the period reconciled, the total hours & sorties per Mission Design Series (MDS), the person completing the reconciliation and a statement confirming the review is accurate or provide details of any necessary changes.

3.4.5.2.4. (Added) File daily reconciliation notices and the daily AUR or MSAT product until the monthly AUR is reconciled and filed. Fiscal year monthly products will be kept on file for the entire next fiscal year.

3.4.5.2.5. (Added) Ensure all Air Force Technical Order (AFTO) 781 Forms, (local, deployed and off-station) are received from each FS NLT the 3rd calendar day each month.

3.4.5.2.6. (Added) Compare line by line all AFTO Forms 781 (local, deployed and off-station) to the final monthly AUR NLT the 4th calendar day of each month. Report discrepancies to the appropriate AMU debrief and FS Aviation Resource Management sections for immediate corrections.

3.4.5.2.7. (Added) Compare final monthly hours and sorties with 52 MOS PS&D and 52 MOS Maintenance Management Analysis sections by the 4th calendar day of each month for the previous month's flying.

3.4.5.2.8. (Added) The 52 OSS/AVUM will submit a monthly flying hour report to HQ ACC for the previous month's flying hours and sorties NLT 5th calendar day of the month. Courtesy copies will be sent to, 52 OG/CC, 52 OSS/CC, 480 FS/CC, 81FS/CC, 52 MXG/CC, 52 MOS/MXOOA Maintenance Management Analysis and 52 MOS PS&D.

3.4.5.2.9. (Added) Ensure the monthly flying hour report only includes those hours that were reported and reconciled in Integrated Maintenance Data System (IMDS) as of 2400 hours on the 4th calendar day of the following month. Include any hours or changes after 2400L on the 4th as late time in the following month's report.

3.4.6. (Added) Deployed (off station) operations and maintenance entities must reconcile hours and sorties daily and pass them back to the home station by close of business at the deployed location.

3.4.7. (Added) 52d Aircraft Maintenance Squadron (52 AMXS) AMU debrief will enter off-station flying data into IMDS. They will also ensure accurate information is passed to the maintenance operations center concerning deviations for entry into IMDS and for Daily Operations Maintenance Summary reporting.

3.4.8. (Added) 52 MOS (MXOOA). 52 MOS/MXOOA will provide fighter squadrons with IMDS products to maintain a uniform flying hour/sortie management program. 52 MOS/MXOOA will validate monthly sorties and hours flown with 52 OSS/OSOS prior to sending the monthly ACC 9302 report off base.

3.5.1. FS Schedulers will provide maintenance supervision and AMU scheduling the operational requirement for flying hours, Utilization (UTE) rate, munitions forecasts, alert and other related scheduling data for the next quarter NLT 25 calendar days prior to the effective quarter.

3.5.3. In conjunction with the weekly 52 OG/52 MXG scheduling meeting, a rotating quarterly meeting will be held NLT the 4th Thursday of each month. Review weekly requirements, a squadron three month outlook, a four month consolidated training schedule projection, and a quarterly maintenance plan in the rotating quarterly meeting.

3.5.3.1. (Added) 52 OSS/OSOS will compile, coordinate, and brief the unit's quarterly plan and includes operational requirements, support capability and anticipated difficulties.

3.5.3.2. (Added) Dedicated AMU Schedulers will build a quarterly plan that identifies all maintenance requirements to include calendar inspections that prevent operational utilization for that day's flying schedule, calendar Time Change items (TCI), Time Compliance Technical Order (TCTO) in workable status, Programmed Depot Maintenance (PDM) schedules, training aircraft, cannibalization aircraft, and aircraft phase inspections.

3.5.3.3. (Added) Both the 52 OG/CC and MXG/CC must approve the quarterly plan. Once approved, 52 OSS/OSOS will post the quarterly plan on the S drive as part of the monthly schedule so that it is available to all required parties. Monthly and weekly schedules will modify the quarterly plan.

3.6.1. 52 FW/CC will approve monthly contracts built using the timeline in paragraph 3.5.1. Yearly FHP is the basis of the monthly contract.

## 3.6.2. Monthly Contract Scheduling Timeline.

**Table 3.2. (Added) Monthly Contract Scheduling Timeline**

Action	Tasked	Due Date
Draft monthly contract to Dedicated AMU Scheduler	FS/CC	NLT the first 52 OG/52 MXG scheduling meeting of the preceding month
Draft monthly contract and monthly calendars to 52 OSS/OSOS	FS/CC	NLT the second 52 OG/52 MXG scheduling meeting of the preceding month
Signed monthly contract to 52 OSS/OSOS, 52 MOS/MXOOP, Dedicated AMU Scheduler. Need maintenance (MX) inputs (hard copy and electronic).	FS/CC AMU	Third Tuesday of the preceding month NLT 1600L
Signed monthly contract to 52 MXG/52 CC & OG/CC for review	52 OSS/OSOS	NLT the third 52 OG/52 MXG scheduling meeting of the preceding month
Signed monthly contract to 52 FW/CC	52 MXG CC	NLT than the last 52 FW/CC scheduling meeting of the preceding month
Post monthly contract and monthly calendar slides to 52 OSS/OSOS web site and 52 MOS/MXOO website	52 OSS/OSOS	NLT 5 days prior to the effective month

## 3.6.5.1. (Added) Monthly Contract Execution.

3.6.5.2. (Added) FS Scheduling will coordinate with AMU Supervision prior to submitting updates to the monthly contracts and monthly calendars to 52 OSS/OSOS as they occur. The monthly contract is the source document for all local flying specifics (i.e. turn patterns, munitions requirements), deployments, and exercises, proposed goal days, training days, holidays, no-fly days, night weeks and all pertinent 52 OG training requirements and events.

3.6.5.3. (Added) 52 OSS/OSOS will ensure the monthly contracts and monthly calendars are kept updated and posted on the LAN, R:\52oss\OSO\OSOS\02 FHP\Delta Trackers S:\52oss\external\OSO\OSOS\02 FHP. 52 OSS/OSOS will ensure that FHP status (i.e. monthly and yearly sorties & hours ahead or behind) is based upon updated monthly contracts.

**Table 3.3. Weekly Schedule**

Action	Tasked	Due Date
Input next two week's flying schedule into Patriot Excalibur (PEX) (Turn Pattern, Missions, Standard Configuration Listing (SCL)).	Fighter Squadrons, AMUs, 606 Air Control Squadron (606 ACS)	Each Monday, 1600L (1900L night weeks)
Update next 2 weeks aircraft availability and have one week soft schedule available	AMU scheduling	Each Wednesday NLT 1000
Update all changes in PEX for next two weeks schedule after FS/AMU scheduling meeting	Fighter Squadrons	Each Wednesday, NLT 1500L
Finalize PEX prior to submission to AMU scheduling and consolidation into wing weekly schedule	Fighter Squadrons	Each Thursday, NLT 1000L
AMU Office in Charge (OIC) provides signed copy to AMU scheduler	AMU scheduling	Each Thursday NLT 1200L
The originator of a change to the submitted schedule will generate a 'Pen and Ink' Air Force (AF) Form 2407, Weekly/Daily Flying Schedule Coordination and submit final approved copy to Maintenance Operations Center (MOC)	Requesting agency	NLT 1600L Friday/or last daily production meeting whichever occurs first prior to effective week
Load fully approved schedule, to include Pen and Ink changes, into IMDS	AMU scheduling	As Required after 1600L, Friday the week prior
Enter fully approved Pen & Ink changes into PEX	Fighter Squadrons	As Required NLT

		1600L, Friday the week prior
Enter fully approved Pen & Ink changes in the Weekly Aircraft Utilization & Maintenance Schedule on the LAN	52 MOS/MXOOP	As Required  NLT 1600L, Friday the week prior
Update approved 2407 changes (except pen & ink changes) into IMDS	52 MOS/MXOOM	As Required  NLT 1800L the day prior
Enter approved AF 2407 changes (except pen & ink changes) into PEX	Fighter Squadrons	As Required  NLT 1800L the day prior
Provide 52 OSS/OSOS previous week mission results and next week's controller schedule	606 ACS	Each Wednesday, NLT 1500L
Update the Consolidated Tasking Schedule (CTS) on the 52 FW LAN and provide a copy to 52 MOS/MXOOP	52 OSS/OSOS	Every Thursday, NLT 1400L
Build fighter squadron daily flying schedule slides using PEX data for inclusion in the 52 OG/52 MXG weekly scheduling meeting. Forward a copy to 52 MOS/MXOOP	52 OSS/OSOS	Every Thursday, NLT 1300L
Post 52 OG/52 MXG scheduling slides on 52 OSS/OSOS LAN	52 OSS/OSOS	Every Thurs, NLT 1300L
Prepares and updates 52 FW scheduling meeting slides using slides from 52 OG/52 MXG scheduling meeting	52 MOS/MXOOP	Every Thursday, NLT 1450L
<p><b>Note:</b> If Friday is not a duty day, PEX update is due NLT 1600L on the last duty day of the week. If Friday is not a duty day, pen &amp; ink changes are due on Thursday, NLT 1600L or the last production meeting of the week, whichever occurs first. If the next week's schedule includes an exercise or major holiday a 2-week schedule will be submitted. Pen and Ink changes follow standard time lines.</p>		

3.7.1.1. The 52 OG/52 MXG Scheduling Meeting is held every Thursday, 1400L, or as requested by group leadership, in the 52 MXG or 52 OG Conference room. This meeting disseminates information concerning execution of the flying mission. AMUs forecast aircraft availability for the next two weeks. 52 MOS/MXOOA presents selected aircraft statistical data. 52 OSS/OSOS presents training opportunities, aerial event participation, tasking suspenses, aircraft Coronet and contingency movement status, squadron one month outlook, squadron specific two-week flying schedules, and a current plus one month CTS projection. Inputs to briefing slides are due to 52 OSS/OSOS NLT 1300L, Thursday. 52 OSS/OSOS consolidates the data, builds and posts the 52 OG/52 MXG scheduling brief on the 52 OSS/OSOS LAN site, NLT Thursday, 1345L. The 52 MOS Plans and Scheduling section will incorporate any changes from this meeting and submit updated data for the 52 FW/CC scheduling meeting. Any operations or maintenance changes to the flying schedule after this meeting will be made via AF Form 2407.

3.7.1.2. The proposed schedule for the following week is presented to the 52 FW/CC at the 52 FW Scheduling Meeting for approval. During the 52 FW/CC Scheduling Meeting held every Thursday in conjunction with Wing Stand-up, the weekly schedule and all related data is reviewed. In accordance with AFI 21-101, *Aircraft and Equipment Maintenance Management*, and ACCI 21-165, the schedule must be distributed NLT 1200 on Fridays. If Friday is not a duty day, Pen and Ink AF Form 2407 changes are due the last duty day of the week, NLT the scheduled production meeting, or 1600L. Any further changes are coordinated by the initiator of the change and approved using the AF Form 2407 procedures outlined in paragraph 9. of this instruction. Changes to names, call-signs, mission type, and Supervisor of Flight (SOF) names do not require an AF 2407. 52 OSS/OSOS consolidates and submits this data to 52 OG and 52 MXG leadership, and the MOC prior to this meeting. After this meeting, 52 OSS/OSOS will firm the schedule in PEX.

3.7.6. Print the next day's schedule and load into IMDS once notified by the FS that the Air Tasking Order (ATO) (if applicable) has been finalized in PEX.

3.7.6.1. Sortie line number assignment. The following line numbers are assigned for use by each AMU PS&D for wing flying operations.

**Table 3.4. (Added) Sortie Sequence Numbers**

	Functional Check Flight (FCF) and Operational Check Flight (OCF) LINES	LOCAL LINES	DEPLOYED LINES	ALERT&STRIKE LINES	EXERCISE LINES	Cross Country Return (XCR) LINES
480 FS	151-175	401-450	451-499	751-765	601-650	001-025
81 FS	176-199	501-550	551-599	781-799	701-750	076-099

3.7.6.1.1. (Added) Cross country missions originating from home station will be flown out using local line numbers. If take off times are known they will be printed on the flying page.

3.7.6.1.2. (Added) Missions executed while away from home station will use the most accurate line number as represented in the above table.

3.7.6.1.3. (Added) Cross country return missions will be flown home using XCR line numbers. The lines will be printed on the flying page. Times will be "As required" (A/R).

3.7.6.1.4. (Added) Configurations. Aircraft will not be reconfigured within the execution week without prior 52 OG/CC and 52 MXG/CC approval. Multiple configurations must be kept to a minimum. Spares are based on 20 percent of first go or 1 spare per required configuration in accordance with ACCI 21-165. To minimize the impact to maintenance, variations to spare configuration standard may be scheduled based upon training needs and approval of the 52 MXG/CC or designated representative.

3.7.6.1.5. (Added) Turn Times. The minimum turn time scheduled for both F-16 and A-10 aircraft will be 2hr +30 minutes from scheduled land time to next scheduled take-off time. For aircraft configured with live ordnance, the minimum turn time will be 3 hours. If aircraft land later than 2hr+15 minutes prior to the next scheduled take-off time for operations reasons, and the subsequent take-off is late, operations will be charged with the deviation.

3.7.6.1.6. (Added) Hot Pit Operations. Standard turn times for pit-n-go operations is 50 minutes for a 2-Ship and 1 hour for a 4-Ship. For all flights, stagger turn times by 15 minutes for each 2-ship. Late take-offs following pit operations are chargeable deviations. If a squadron is hot pitting, both arms of that squadron's hot pits will be open when possible. If both squadrons are hot-pitting, four arms will be open when possible.

3.7.6.1.7. (Added) Standard Fly Window. 52 OSS/OSOS will schedule airspace, take-off and land times so that 52 FW fly window does not exceed 10 hours during non-surge operations. Last land time and next day's first go time will allow for 12 hour turn. Scheduling outside this fly window requires 52 OG/CC and 52 MXG/CC approvals.

3.7.6.1.8. (Added) Crew show will be 1 hour prior to the printed take off time. Failure to meet this timeline may result in late takeoff deviations due to red ball maintenance being charged to Operations. The 52 MXG/CC will determine if sufficient time for the red ball maintenance was hampered due to late crew step.

3.7.6.1.9. (Added) Proposed Goal Days. Fighter squadron's will schedule sorties on goal days, but will not plan contract sorties on Proposed Goal Days.

3.7.6.1.10. (Added) Quiet Hours. In addition to quiet hour policies annotated in SABI 21-101, 6.2.2.28.15.1, the following guidance has been established by the 52 FW/CC:

3.7.6.1.11. (Added) Quiet hours for Change of Command for Group Commanders are limited to one hour.

3.7.6.1.12. (Added) Quiet hours for Change of Command for Squadron Commanders are limited to half an hour.

3.8.1.1. The deadline for changes to next week's schedule is 1000L Thursday for the upcoming week. After this deadline, non-chargeable AF Form 2407 Pen and Inks may be coordinated and submitted to MOC until 1600L Friday or the final daily maintenance Production meeting of the

week, whichever happens first. Pen and Ink changes are authorized for minor changes and should not be used as an opportunity to rewrite the schedule. All changes to the printed Weekly Aircraft Utilization & Maintenance Schedule will be coordinated and approved with an AF Form 2407 IAW ACCI 21-165 paragraph 3.8.1. The table below outlines required routing and level of coordination. A 'Coord' agency must be personally contacted (e-mail does not suffice unless the 'Coord' agency responds back) to ensure supportability of the requested change. Approval will not be granted unless all 'Coord' agencies are contacted. An 'Info' agency must only receive a copy of the approved AF Form 2407, but is not a prerequisite for approval.

**Table 3.5. (Added) AF Form 2407 Matrix**

Agency	Reason					
	Add or delete Tail numbers	Add or delete lines	Change T/O or Land Times	Configuration changes	Change Schedule Maint – Internal to AMU	Change Sched Maint – External to AMU
Initiator	Name, Office	Name, Office	Name, Office	Name, Office	Name, Office	Name, Office
Dedicated AMU Scheduler	Coord	Coord	Coord	Coord	Coord	Coord
Pro-Super	Coord	Coord	Coord	Coord	Coord	Coord
AMU SUP	Coord	Coord	Coord	Coord	Approval	Coord
FS OPS SUP	Coord	Coord	Coord	Coord		
Wing PS&D	Coord	Coord	Coord	Coord	Coord	Coord
52 CMS	Info	Info	Info	Coord		Coord
52 EMS	Info	Info	Info	Coord		Coord
52 EMS/MXMW Maintenance Munitions	Info	Info	Info	Coord (for Muns changes)		
52 AMXS SUP	Coord	Coord	Coord	Coord	Coord	Coord
MOC	Info	Info	Info	Info	Info	Info
52 OSS/OSOS	Info	Info	Info	Info	Info	Info
52 OG/CC rep	Approval	Approval	Approval	Approval		
52 MXG/CC rep	Approval	Approval	Approval	Approval	Coord	Approval

**Note:** If an AF Form 2407 extends the flying window it must be coordinated with 52 OSS/OSOS for airfield operations support.

3.8.1.2. AF Form 2407s will be coordinated, signed and distributed NLT the daily production meeting for the next day's flying schedule (Exception: NLT 1600L Friday or the last production meeting of the week, whichever occurs first, for Pen & Ink changes). Only fully coordinated and 52 OG/CC and 52 MXG/CC approved AF Form 2407s will be accepted. The completed AF Form 2407 will be sent to all affected agencies by the initiator. If faxed, the initiator will follow up with a phone call to ensure receipt. Changes will be posted to the weekly utilization & flying schedule located on the LAN by 52 FW PS&D, in PEX by the affected FS, and in IMDS by MOC. Deviation reporting will be instituted.

3.8.2. Procedures. Initiating, coordinating, and distributing an AF Form 2407.

3.8.2.1. AF Forms 2407 will be initiated, coordinated and distributed by the agency requesting the change (FS scheduling for OPS and Higher Headquarters (HHQ) changes, AMU supervision for MX changes, AMU scheduling for tail number additions/deletions).

3.8.2.2. AF Form 2407 entries will contain specifics and avoid generalizations. For example: "A0123, Add Line 511, T.O. 0900, LND 1100, Config. TB2, (Reason: Weather add due to exceeding weather attrition for the month)". Attachment 3 is the approved wing template for AF Form 2407s and includes examples of the required level of detail.

3.8.2.3. The initiator will:

3.8.2.3.1. (Added) Complete the AF Form 2407 with all pertinent information to include:

3.8.2.3.1.1. (Added) Rank, name, phone number, and squadron/AMU of initiator. Identify as "Pen & Ink" as needed, number of pages, and date/time initiated.

3.8.2.3.1.2. (Added) Tail number (For Adds, FS schedulers will get this from the Dedicated AMU Scheduler or Pro-Super during the coordination process. For all other changes, use data in the printed weekly schedule, for the affected line).

3.8.2.3.1.3. (Added) Change type and effective date using pull-down menus in the "Charge to" block. IMDS deviation is left blank for use by MOC.

3.8.2.3.1.4. (Added) Notification section (see paragraph 9.1). Designate agencies as 'Coord' or 'Info'. Mark 52 OG/CC and 52 MXG/CC blocks not applicable (N/A) as needed.

3.8.2.3.2.1. (Added) Telephone each 'Coord' agency in the notification section and inform them of the requested changes. Email may be used for coordination/approval of AF Form 2407, as long as a confirmation reply is obtained.

3.8.2.3.2.1. (Added) Enter name/rank of person contacted and time/date of notification.

3.8.2.3.2.2. (Added) Email or hand carry the AF Form 2407 to the proper approval authorities for signature. Email may be used for coordination/approval of AF Form 2407s as long as a confirmation reply or digital signature is obtained (requesting a read receipt does not constitute confirmation).

3.8.2.3.2.3. (Added) Email, Fax or hand-carry approved AF Form 2407 to all agencies in the notification section NLT 1700L the day prior. The best forum to coordinate changes to the next day's schedule is the maintenance scheduling/production meeting. Pen & Ink changes must be completed NLT than the last production meeting of the week prior to be counted as non-chargeable deviations. Pen & Ink AF Form 2407s not completed by this meeting will be recorded as chargeable deviations.

3.8.2.3.3. (Added) 52 MOS/MXOOP.

3.8.2.3.3.1. (Added) Notify initiator of errors found on AF Form 2407 so corrections can be made.

3.8.2.3.3.2. (Added) Enter all AF Forms 2407 in the Weekly Aircraft Utilization & Maintenance Schedule on the LAN NLT 1800L the day prior to the affected date. Enter Pen & Ink changes NLT 1600L Friday or NLT one hour after the last production meeting of the week, whichever occurs first.

3.8.2.3.4. (Added) FS scheduling. Enter all fully coordinated and approved AF Forms 2407 in PEX NLT 1800L the day prior to the affected date. Enter Pen & Ink changes NLT 1600L Friday, or the last production meeting of the week, whichever comes first.

3.8.2.3.5. (Added) MOC. Enter all fully coordinated and approved AF Forms 2407 in IMDS NLT 1800L the day prior to the affected date. Enter Pen & Ink changes NLT 1600L Friday.

3.8.3.1. The 52 OG/CC and 52 MXG/CC (or CDs) or a designated representative will approve the following AF 2407 changes, to include Pen & Inks and exercise termination revisions:

3.8.3.1.1. (Added) Line number and tail number adds or deletes.

3.8.3.1.2. (Added) Take-off and land times.

3.8.3.1.3. (Added) Configuration changes.

3.8.3.1.4. (Added) Cancellation, delay, or acceleration of scheduled maintenance that requires support by agencies outside the AMU (52 MXG/CC(CD) only).

3.8.3.1.5. (Added) If the AMU SUP is the approval authority, 52 MXG/CC(CD) will appear in the notifications container. Use 52 MXG/CC approval block for AMU SUP signature approval.

4.3.1. The 52 FW primary source document for executing and recording deviations is the signed weekly aircraft utilization and maintenance schedule. 52 MOS/MXOOM is the primary POC for charging and reporting deviations IAW ACCI 21-165. 52 MOS/MXOOP are the Subject Matter Experts for interpreting the instruction. Only reportable deviations will be tracked and charged in accordance with ACCI 21-165 and ACCI 21-118, *Logistics Maintenance Performance Indicator Reporting Procedures*. All reportable deviations will be coordinated and agreed upon daily between FS Top-3 and the applicable AMU and be annotated in the Daily Operations Summary, before being finalized. If an agreement cannot be made between the FS and AMU, 52 OG/CC or deputy commander (52 OG/CD) and 52 MXG/CC (52 MXG/CD) will resolve the conflict.

4.6.8. (Added) Dedicated AMU Scheduler will:

4.6.8.1. (Added) Annotate “scheduled exercise” on the applicable flying pages on days that units plan to exercise.

4.6.8.2. (Added) Delete the affected days’ schedules from IMDS if an unannounced exercise is initiated.

4.6.8.3. (Added) FS scheduling section will:

4.6.8.3.1. (Added) NLT 2 hours after the ATO has been received, load the ATO and any applicable local flying in PEX ensuring that line numbers are in sequential and take-off order.

The first line number used for the day will be the next available line number from the original schedule. (Example: if last line number on original schedule was 840, then the first line number on the new schedule would be 841). **Note:** Line numbers will be assigned IAW this instruction.

4.6.8.3.2. (Added) Notify Dedicated AMU Scheduler and 52 OSS/OSOS once schedule is loaded in PEX.

4.6.8.4. (Added) 52 OSS/OSOS scheduling will:

4.6.8.4.1. (Added) Ensure the schedule is loaded in PEX by the FS's. Note: Must be loaded NLT 2 hours after the ATO has been received.

4.10.1. A Surge day is defined as 50% more than the normal turn pattern reflected on the flying hour contract (i.e. 12 x 10 daily schedule requires 33 lines to qualify as a surge day). Surges will be de-conflicted to the maximum extent possible.

4.10.1.1.2. (Added) If conducted, Squadron 4-day surges will be limited to a maximum of 2 in one month. However, two squadrons may do a 4-day surge simultaneously, thus allowing both FSs to surge once a month if desired. Each squadron will be given one airspace priority week per month, which will coincide with planned surges.

4.10.1.3. Only first go take off and land times need to be published as all subsequent goes are considered flown as scheduled. All printed lines must be flown.

CHRISTOPHER P. WEGGEMAN, Colonel, USAF  
Commander

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 5 June 2009

ACCI 21-165, *Aircraft Flying Maintenance Scheduling Procedures*, 22 April 2008

AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*, 9 April 2010

ACCI 21-118, *Logistics Maintenance Performance Indicator Reporting Procedures*, 28 November 2006

**Adopted Forms**

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 2407, *Weekly/Daily Flying Schedule Coordination*, 1 June 1972

***Abbreviations and Acronyms***

**ACC**— Air Combat Command

**ACS**— Air Control Squadron

**AFTO**— Air Force Technical Order

**AMXS**— Aircraft Maintenance Squadron

**AMU**— Aircraft Maintenance Unit

**ATO**— Air Tasking Order

**AUR**— Aircraft Utilization Report

**A/R**— as required

**CC**— Commander

**CD**— Deputy Commander

**CMS**— Component Maintenance Squadron

**CTS**— Consolidated Tracking Schedule

**EMS**— Equipment Maintenance Squadron

**FHP**— Flying Hour Program

**FS**— Fighter Squadron

**FW**— Fighter Wing

**HHQ**— Higher Headquarters

**IAW**— In Accordance With

**IMDS**— Integrated Maintenance Data System

**LAN**— Local Area Network

**LRS**— Logistics Readiness Squadron  
**MDS**— Mission Design Series  
**MOC**— Maintenance Operation Center  
**MX**— Maintenance  
**MXG**— Maintenance Group  
**MXOOM**— Maintenance Operations Center  
**MXOOP**— Plans Scheduling and Documentation  
**MOS**— Maintenance Operation Squadron  
**NLT**— No later than  
**N/A**— Not Applicable  
**OG**— Operations Group  
**OSS**— Operations Support Squadron  
**PDM**— Programmed Depot Maintenance  
**PEX**— Patriot Excalibur  
**POC**— Point of Contact  
**PS&D**— Plans Scheduling and Documentation  
**SCL**— Standard Configuration Listing  
**TCI**— Time Change Item  
**TCTO**— Time Compliance Technical Order  
**USAFE**— United States Air Forces in Europe  
**UTE**— Utilization  
**WG**— Wing  
**XCR**— Cross Country Return  
**XPI**— Wing Inspections

**Attachment 2**  
**FHP TIMELINE**

**Table A2.1. FHP Timeline**

Action	Tasked	Due Date
52 OSS/OSOS provides yearly calendar shell to 52 OG/CC with all No-Fly Holiday's annotated	52 OSS/OSOS	1 July
52 FW/XPI (Wing Inspections) with coordination through 52 OG/CC and 52 MXG/CC provides 52 OG/CC exercise training schedule types/dates	52 FW/XPI	1 July
52 FW/DS (Director of Staff) provides 52 OG/CC any known 52 FW event dates that drive wing no-fly days	52 FW/DS	1 July
52 OG/CC & 52 MXG/CC determine night weeks, Training Days and Proposed Goal Days	52 OG/CC 52 MXG/CC	12 July
52 OG/CC provides FS, Dedicated AMU Scheduler, 52 OSS/OSOS, and 52 MOS/MXOOP completed yearly calendar shell	52 OG/CC	12 July
FS/CCs, in coordination with Dedicated AMU Schedulers, develop yearly FHP Monthly Contracts (Attachment 3) to 52 MOS/MXOOP for capabilities review	FS/CCs & DEDICATED AMU SCHEDULER	24 July
52 MOS/MXOOP provides 52 MXG/CC capabilities review results	52 MOS/MXOOP	1 Aug
52 OG/CC and 52 MXG/CC coordinate on any capabilities review issues and provide re-flow direction to FS/CCs and AMU if required	52 OG/CC 52 MXG/CC	As Required
FS/CCs in coordination with AMU Supervision reflow/revise yearly FHP Waterfall and Monthly Contracts if required	FS/CCs & AMU Supervision	As Required
FHP due to 52 OG/CC and 52 MXG/CC for final review	FS/CCs & DEDICATED AMU SCHEDULER	8 Aug
52 OG/CC sends finalized yearly FHP to 52 FW/CC for approval	52 OG/CC	15 Aug
52 OG/CC sends approved FHP Waterfall to USAFE and FHP Waterfall and Monthly Contracts to 52 MXG/CC, FS/CCs, AMU, 52 OSS/OSOS and 52 MOS/MXOOP	52 OG/CC	1 Sep
FS/CCs develop entire year Monthly Calendars (Attachment 3) and send to 52 OSS/OSOS	FS/CCs	15 Sep
52 OSS/OSOS posts final FHP yearly monthly contracts and monthly calendar's on 52 OSS/OSOS FHP LAN	52 OSS/OSOS	1 Oct

Attachment 3

OPERATIONS MONTHLY CALENDAR

Figure A3.1. Ops Monthly Calendar

SORTIES		Scheduled		HOURS		ATTRITION:		UTE		ASD added with Tanker													
381		Scheduled		530.6		23.9%		12.08333															
290		Contacted		399.6		Avg Sched ASD:		50.0%		0.7													
DAY	Local Turns			XC	TDY Turns			Scheduled	Attrition	Program	ASD			Tanker Attrition			Scheduled	Program	Remarks				
November	1st	Pit	2nd	Pit	3rd	DPT	RIN	1st	2nd	3rd	Sorties	Program	Sorties	LCL	XC	TDY	1st	2nd	3rd	Hours	Hours		
01 Monday											0	0.0	0	0.00							0.0	0.0	All Saints Day
02 Tuesday	10		10								20	15.2	15	1.25							30.6	21.6	Election Day, Nights
03 Wednesday	10	6	10								26	19.8	20	1.25							38.1	27.8	Nights
04 Thursday	10	6	10								26	19.8	20	1.25							38.1	27.8	Nights
05 Friday	6	7					4				17	13.9	14	1.15	1.50						21.0	17.5	TLP Departure/Incentive
06 Saturday											0	0.0	0	0.00							0.0	0.0	
07 Sunday											0	0.0	0	0.00							0.0	0.0	
08 Monday	8	8	6				4				26	19.8	20	1.37	1.35						35.5	27.3	
09 Tuesday	8	8	6				4				26	19.8	20	1.37	1.35						35.5	27.3	
10 Wednesday	8	8	6				4				26	19.8	20	1.37	1.35						35.5	27.3	
11 Thursday							4				4	3.0	3	1.60	1.35						5.4	3.8	Veterans Day
12 Friday	7	8					4				19	14.5	14	1.35	1.35						26.6	18.9	Incentive
13 Saturday											0	0.0	0	0.00							0.0	0.0	
14 Sunday											0	0.0	0	0.00							0.0	0.0	
15 Monday	6	4	6				4				20	15.2	15	1.43	1.35						28.2	21.1	Night Week
16 Tuesday	6	4	6				4				20	15.2	15	1.43	1.35						28.2	21.1	
17 Wednesday	6	4	6				4				20	15.2	15	1.43	1.35						28.2	21.1	
18 Thursday	6	4	6				4				20	15.2	15	1.43	1.35						28.2	21.1	
19 Friday							4				4	3.0	3	1.32	1.35						5.4	4.1	
20 Saturday											0	0.0	0	0.00							0.0	0.0	
21 Sunday											0	0.0	0	0.00							0.0	0.0	
22 Monday	6	6	4				2	4			22	17.2	17	1.37	3.50	1.35					34.3	27.4	F/S Input
23 Tuesday	6	6	5					4			21	16.0	16	1.32	1.35						27.8	21.2	Incentive
24 Wednesday	6	6						4			16	12.2	12	1.32	1.35						21.2	16.0	
25 Thursday								4			4	3.0	3	1.60	1.35						5.4	3.8	Thanksgiving Day
26 Friday								4			4	3.0	3	1.60	1.35						5.4	3.8	USAFE Family Day
27 Saturday											0	0.0	0	0.00							0.0	0.0	
28 Sunday											0	0.0	0	0.00							0.0	0.0	
29 Monday	6	6	4					4			20	15.2	15	1.32	1.35						26.5	19.9	
30 Tuesday	6	6	4					4			20	15.2	15	1.32	1.35						26.5	19.9	
Totals	Local Sorties			XC	TDY	Scheduled Sorties			Programmed Sorties	RAP Sorties	Hours BEFORE Attrition	Hours AFTER Attrition	Configuration ASD's										
Totals	307			6	68	381			290	296	530.6	399.6											

