

**BY ORDER OF THE COMMANDER
12TH FLYING TRAINING WING**



AIR FORCE INSTRUCTION 21-101

**AIR EDUCATION AND TRAINING COMMAND
SUPPLEMENT**

**12TH FLYING TRAINING WING
Supplement**

30 JUNE 2021

Certify Current, 17 January 2024

Maintenance

**AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at <https://www.e-Publishing.af.mil/> for downloading

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 12MXG/MXOO

Certified by: 12MXG/CL
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Supersedes: AETCI21-104_12FTWSUP, 21 May 2014

Pages: 7

This publication implements Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020, and extends the guidance in AFI 21-101_AETCSUP, *Aircraft and Equipment Maintenance Management*, 10 August 2020 and Corrective Actions to both AFI 21-101, and AFI 21-101_AETCSUP. This supplement applies to both maintenance (MX) and operations (OPS) personnel assigned or attached to the 12th Flying Training Wing (12 FTW) at both Joint Base San Antonio (JBSA)-Randolph and Pensacola Naval Air Station (NAS). 12 FTW units shall submit suggested improvements to this instruction using an AF Form 847, *Recommendation for Change of Publication*, to 12 Maintenance Group (MXG)/Maintenance Operations Office (MXOO), 851 Fifth St West, JBSA-Randolph TX 78150. 12 FTW/CC has delegated the waiver approval authority for compliance items in this publication to the 12 MXG/Director of Maintenance (DOM). Units shall request waivers to this supplement through 12 MXG/MXOO. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI (Air Force Instruction) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed.

2.4.41. Scheduling T-1A FCF Training/Currency Sorties. T-1A Functional Check Flight (FCF) training/currency sorties will be coordinated based on 12 Operations Group (OG)/FCF and 12 MXG Aircraft Maintenance Squadron (MXG/MXA) inputs and will be identified on the weekly flying schedule (812 AMXS adds FCFs by AF Form 2407, *Weekly/Daily Flying Schedule Coordination*, due to pilot availability and shared airspace). Full-profile FCF sorties on training/currency flights will only be flown when required and will be minimized.

14.1.4.13.1. (Added) Flying Hour Window. The maximum sustainable flying hour window for MX is 12 hours per mission design series (MDS). Planned deviations (i.e. night flying) will be coordinated/approved by the appropriate OG/CC or FTG/CC and MXG/CL (see 14.1.4.13.8).

14.1.4.13.2. (Added) Surge Rules. Surges will be included in the annual flying hour program and forecast in advance on the monthly flying contracts. Unplanned surges require MXG/CL or Naval Air Station Pensacola (NASP) DOM and appropriate group commander approval. Surges will be accommodated and flown IAW AFI 21-101 procedures.

14.1.4.13.2.1. (Added) Maximum Pilot Availability. Flying Squadrons will ensure they have maximum pilot availability prior to requesting a surge.

14.1.4.13.2.2. (Added) Maximum Maintenance Personnel Availability. Affected Maintenance Support Unit (MSU) will begin twelve-hour shifts on the first day of the surge and continue until the surge ends.

14.1.4.13.2.3. (Added) Aircraft Availability (AA) Break Point. At the break point, surge operations will be halted, and recovery will begin. The break point is the AETC AA standard.

14.1.4.13.2.4. (Added) On-time Crew Shows, On-time Land Times. Flying Squadron Supervisors will ensure crews step on time and land on time to facilitate the surge flow. Deviations will be coordinated with MX Supervisors in a timely fashion.

14.1.4.13.2.5. (Added) Days Of The Week. Plan all surges to start on Mondays.

14.1.4.13.2.6. (Added) Recovery Days. Plan for one recovery day for a one or two day surge and on two recovery days for a surge of three or more days.

14.1.4.13.3. (Added) Quiet Hour Policy. JBSA-Randolph: East/West/South Flight Line quiet hour policies for outdoor events at JBSA-Randolph are addressed in 12 FTWI 13-204, *Air Traffic Control and Airfield Operations*. Requests for quiet hours will be sent via e-mail to the "12 OSS OSOS" distribution list NLT one month prior to the event. 12 OSS/OSOS will vet the event with 12 OG/CC at the weekly scheduling meeting and initiate coordination with affected agencies. NAS Pensacola: Quiet hours are coordinated through 479 OSS/OSOS. 479 OSS/OSOS will vet the event with 479 FTG/CC at the weekly scheduling meeting and initiate coordination with affected agencies.

14.1.4.13.4. (Added) Cross Country (XC) Takeoffs and Returns. XC sorties will depart and return during airfield operating hours. Sunday XC returns will return within the Sunday window published on the 12 FTW Calendar. Weekday XC sorties may decrease available front lines by the number of aircraft off station at the beginning of each day and subsequent lines that follow, i.e., T-6 with 3 Go's per day, if you launch an XC in the AM, the PM launches also go away.

14.1.4.13.5. **(Added) Minimum Turn Times (Landing to Takeoff).** For planning purposes, the following minimum turn times will be used by 12 FTW aircraft: T-1: 2 hours ground time; T-6: 1 hour 30 minutes ground time; T-38: 1 hour 30 minutes ground time. Chock time for 12 FTW aircraft is takeoff time plus 15 minutes to each aircraft specific average sortie duration (ASD).

14.1.4.13.6. **(Added) Crew Ready Times.** T-1: 1 hour, T-6/38: 30 minutes prior to takeoff time. MX Expediter/Maintenance Operations Center (MOC) notifies OPS Duty Desk when aircraft are crew ready.

14.1.4.13.7. **(Added) Daily Flying Time Accounting for MX Debrief and Squadron Aviation Resource Management Specialists (SARMS).** To ensure timely and accurate flying hour and sortie accounting, the Flying Squadron's SARMS and debriefing sections will reconcile sorties and hours flown on the Aircraft Utilization Report (AUR) daily.

14.1.4.13.8. **(Added) Night Flying.** Project night flying requirements NLT the month prior. Flying Squadrons will notify 12 OSS/OSOS or 479 OSS/OSOS about future night fly dates for inclusion on the 12 OG and 479 OSS calendar and remarks on the appropriate monthly contract. This allows for timely coordination with Airfield Operations, 12 MXG/CL, 479 OG/CC, and 12 OG/CC at the weekly 12 OG Scheduling meeting.

14.1.4.13.9. **(Added) Weekend Flying.** Weekend local flying must be pre-coordinated between 12 OG/CC and 12 MXG/CL. Due to the costs involved, it will only be considered in extreme circumstances (excessive student timeline deficiency) and after all other options (XC flying, surges, 4-go days, etc.) have been exhausted.

14.1.4.13.10. **(Added) AETC Family Day Flying.** Flying on an AETC Family Day, although much less costly than Weekend Flying, will only be considered after all other options (XC flying, surges, 4 go days, etc.) have been exhausted and an excessive student timeline deficiency still exists.

14.5.1.5.8. **Coordinating Schedule Requirements.** Schedule requirements are first coordinated via the annual flying hour program (FHP). The annual FHPs are used to create monthly flying contracts (AETC Form 206, *Monthly Flying Coordination*), which are reviewed at the weekly scheduling meeting the month prior. The monthly contracts are the basis for the weekly contracts (AETC Form 206A, *Weekly Flying Contract*) which become the weekly schedules. These are reviewed at the weekly scheduling meeting the week prior. The weekly schedules are continuously coordinated with applicable agencies as changes occur (i.e., aircraft breaks and no longer able to use as planned, time change parts not available, aircraft availability, etc.). Finally, schedule requirements are coordinated in a Tuesday shared resource meeting via AF 2407.

14.5.3.3.2. **Airframe Capability (Maximum Front Lines).** The maximum front lines available for 12 OG aircraft will be determined by 12 MXG/CL.

14.5.5.1. **Monthly Planning Cycle.** Monthly planning begins with the annual plan and ends with reporting monthly sorties/hours flown. Monthly Flying/Fighter Training Squadron scheduling suspense's are as follows: Provide the following information to 12 OSS/OSOS or 479 OSS/OSOS each month by the Second Duty Day: Monthly sorties/hours flown for the previous month based on Zulu time and reconciled with MX. Additionally, provide any alibis NLT Fifth Calendar Day of the month, if more than 5% deviation from planned sorties/hours. Finally, on the Tenth Calendar Day: Provide monthly flying contracts and estimated daily turn plans for the following month.

14.5.5.2.1. **Monthly Contract Forms.** 12 FTW schedulers will utilize AETC 206 (see AFI 21-101, AETC Sup, Attachment 12 for instructions on completing). Estimated Daily turn plans will be included with the AETC 206.

14.5.6.1. **Weekly Flying/Fighter Training Squadron Scheduling Suspense's.** Provide the following information to 12 OSS/OSOS or 479 OSS/OSOS each week: Tuesday by 0900L: Weekly OPS recap report. Tuesday by 1600L: Weekly OG slides and squadron schedule shells (local format daily schedule details).

14.5.6.2. **12 FTW Weekly Scheduling Process.** Tuesday NLT 1500L: OPS schedulers coordinate draft weekly AETC 206A with MX(see AFI 21-101, AETC Sup, Attachment 13 for instructions on completing). Wednesday: 12 OSS/OSOS sends weekly AETC 206As to MX Plans, Scheduling, and Documentation (PS&D). Thursday: Weekly scheduling meeting conducted, Director of Maintenance (12 MXG/CL and NASP/DOM) and Group Commanders (12 OG/CC and 479 FTG/CC) approve/sign weekly contracts. MX PS&D conveys the approved contracts to 12 FTW/CC for signature. Friday: 12 FTW/CC approved contracts distributed by MX PS&D. NLT 1500L: The approved contract is placed in SharePoint for distribution.

14.5.6.3.8.1. **AF 2407 Justification.** Flying Squadrons will strive to limit changes submitted via AF 2407. Changes requested by the squadrons will include adequate justification (i.e., “behind student timeline” or “unforeseen requirements” constitute adequate justification; “Instructor Pilot (IP) availability” or “lack of scheduled crew rest” do not).

14.5.6.3.8.1.1. **Schedule Changes.** Weekly schedule changes will be verbally coordinated between OPS (Squadron Scheduler or Top 3) and MX (Production Superintendent) prior to 1300L the day prior. The initiator will follow up with an AF 2407 via e-mail to OG/CC (for e-sign/approval, if required), then e-mailed to MX Production Superintendent, MX Scheduler, and MOC NLT 1400L at JBSA-Randolph and NAS Pensacola. AF 2407 changes will be approved at the daily MX scheduling meeting. The approved AF 2407 will be received by MOC and distributed as necessary. T-38 pattern only sorties will be identified on an AF 2407 NLT the day prior to the flight (MX does not refresh tires for T-1/T-6 pattern only rides). Pattern only sorties coordinated on the day of execution may not provide enough time for MX to ensure aircraft tires are suitable for this kind of mission.

14.5.6.7.3.2.2. **12 FTW Aircraft Non-Delivery.** Ground abort with aircrew that cannot accept a spare aircraft based on the inability to successfully complete the mission or make the scheduled takeoff time + 15 minutes will be classified as an OPS non-delivery. Therefore, it is incumbent on OPS to build a schedule that enables the acceptance of a spare aircraft for a reasonable period of time. Ground abort on the original aircraft and spare aircraft with aircrew unable to go to a third aircraft will be classified as a MX non-delivery.

SCOTT ROWE, Colonel, USAF
Commander

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020, Corrective Actions applied on 15 September 2020

AFI 21-101_AETCSUP, *Aircraft and Equipment Maintenance Management*, 10 August 2020, Corrective Action 02 October 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

12FTWI 13-204, *Air Traffic Control and Airfield Operations*, 23 June 2014, Certified Current 21 February 2019

Prescribed Forms

None

Adopted Forms

AETC Form 206, *Monthly Flying Coordination*

AETC Form 206A, *Weekly Flying Contract*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2407, *Weekly/Daily Flying Schedule Coordination*

Abbreviations and Acronyms

AA—Aircraft Availability

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

ASD—Average Sortie Duration

AUR—Aircraft Utilization Report

DOM—Director of Maintenance

FCF—Functional Check Flight

FHP—Flying Hour Program

FTG—Flying Training Group

FTW—Flying Training Wing

IAW—In Accordance With

IP—Instructor Pilot

JBSA—Joint Base San Antonio

MDS—Mission Design Series

MOC—Maintenance Operations Center

MX—Maintenance

MXA—Aircraft Maintenance Squadron

MXG—Maintenance Group

MXG/CL—Maintenance Group Civilian Leader

MXOO—Maintenance Operations Office

MSU—Maintenance Support Unit

NAS—Naval Air Station

NASP—Naval Air Station Pensacola

NLT—not later than

OG—Operations Group

OPS—Operations

OSOS—Operations Support Operations Scheduling

OSS—Operations Support Squadron

PS&D—Plans, Scheduling & Documentation

RDS—Records Disposition Schedule

SARMS—Squadron Aviation Resource Management Specialist

XC—Cross Country