

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439 AIRLIFT WING INSTRUCTION
21-103**



17 JULY 2025

Maintenance

**ACCOUNTING FOR AIRCRAFT
FLYING HOURS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 21-1, *Maintenance of Military Materiel*, 21 February 2024 . It establishes procedures for accounting of aircraft flying hours in the Maintenance Information System (MIS). It applies to the 439th Maintenance Group (439 MXG), 337th Airlift Squadron (337 AS) and the 439th Operations Support Squadron (439 OSS). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, 28 July 2021, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force Form 847, *Recommendation for Change of Publication*; route DAF Form 847 to 439 MXG/MXOS, 350 Hangar Avenue, Box 21, Westover ARB, MA 01022-1771.

SUMMARY OF CHANGES

This publication incorporates minor clerical and technical changes to verbiage and acronyms, to include revision dates. All applicable work centers should review the publication in its entirety.

1. Procedures. After the completion of each sortie generation, the aircraft commander will provide accurate and completed Air Force Technical Order (AFTO) Form 781, *Arms Aircrew/Mission Flight Data Document* to the de-briefer.

1.1. The maintenance de-briefer will review all AFTO Form 781(s) for completeness and identify any missing information or errors for immediate correction. The maintenance de-

briefers will ensure that the pilot has initialed the AFTO 781 in the appropriated block 38. The maintenance de-briefer will deliver the forms to the Maintenance Operations Center (MOC).

1.2. The MOC will enter all required data from the AFTO 781 into the Field Maintenance Command and Control (FMxC2), 9020 program (detailed aircraft flying hour input). Any error on the AFTO 781 will be entered in red on the document.

1.2.1. FMxC2 program 8038 (aircraft flight summary and detail report) will be printed and reviewed against the AFTO 781 for accuracy. Ensure the original AFTO 781, along with the printed copy of FMxC2/ 8038 program, is delivered to or picked up by the Squadron Aviation Resource Management (SARM) office.

1.2.2. Verify all entries loaded into the MIS thru the FMxC2 F9029 (fly hours) via the batch job program F9058. The printed Aircraft Utilization Report (AUR) will be verified to assure that 781 entries match the mission numbers and flight times listed on the AFTO Form 781 from the previous day. The reviewed AUR will be dated, signed, and filed by the reviewer.

1.2.3. 439th Maintenance Group, Plans, Scheduling & Documentation (439 MXG/PS&D) will make available a daily electronic copy of the AUR to debrief section, and Operations Squadron monitor. If a discrepancy exist, Operations Squadron monitor will annotate the differences on the aircraft utilization report with MOC correcting the MIS.

1.3. The SARM office will:

1.3.1. Verify and compare the AFTO 781 with the flight authorization for any differences. When differences occur, the SARM will contact PS&D for confirmation and correction to be accomplished.

1.3.2. Enter and audit the flying hour data utilizing the Aviation Resource Tool Enterprise Mission Information System (ARTEMIS).

1.3.3. Forward a copy of the AFTO 781, along with the 439 AW Form O-14, to Current Operations. The original AFTO 781 will be stored at the SARM per Attachment 2 in DAFMAN11-401_AMCSUP.

1.4. Current Operations Flight Management will:

1.4.1. Compute total flying hours, accrued against the assigned aircraft mission, from the completed AFTO 781.

1.4.2. Validate total flying hours and reconcile with PS&D daily. Hours must be reconciled, and changes must be completed no later than the fourth calendar day of the following month. Any hours accrued after the fourth calendar day will be considered late. Validate, monthly, flying hours with Reliability and Maintainability Information System (REMIS) via Headquarters, Air Force Reserve Command (HQ AFRC).

1.5. PS&D will update <https://usaf.dps.mil/sites/AFRC-A4/A4M/A4MM/Analysis/4thAF> at least monthly with the current flying hour reconciliation.

AMY K. TULLIS, Colonel, USAF
Commander

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

DAFPD21-1, *Maintenance of Military Materiel*, 21 February 2024

DAFI 21-101, AFRC Supplement, *Aircraft and Equipment Maintenance Management*, 16 May 2024

DAFI 21-103, AFRC Supplement, *Equipment Inventory, Status and Utilization Reporting*, 27 July 2023

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

DAFMAN 11- 401, AFRC Supplement, *Aviation Management*, 12 July 2023

T.O. 00-20-1 AFRC Supplement, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 2 February 2023

Abbreviations and Acronyms

AC—Aircraft Commander

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFTO—Air Force Technical Order

ARTEMIS—Aviation Resource Tool Enterprise Mission Information System

AUR—Aircraft Utilization Report

AW—Airlift Wing

CP—Command Post

CTK—Consolidated Tool Kit

DAFI—Department of the Air Force Instruction

DAFPD—Department of the Air Force Policy Directive

EID—Equipment Identification Designator

FMxC2—Field Maintenance Command and Control

FOD—Foreign Object Damage

HAZMAT—Hazardous Material

HQ—Headquarters

LMR—Land Mobile Radio

MEO—Most Efficient Organizations

MEP—Mission Essential Personnel

MIL—Master Inventory List

MIS—Management Information System

MOC—Maintenance Operations Center

NDI—Non-Destructive Inspection

OPR—Office of Primary Responsibility

PPE—Personal Protective Equipment

PS&D—Plans Scheduling & Documentation

RDS—Records Disposition Schedule

REMIS—Reliability and Maintainability Information System

RISO—Regionalized Isochronal Inspection

SARM—Squadron Aviation Resource Management

WWID—World-Wide Identifier

Office Symbols

439 MXG/MXOS—439th Maintenance Group, Maintenance Management

439 MXG/PS&D—439th Maintenance Group, Plans, Scheduling & Documentation

337 AS—337th Airlift Squadron

439 OSS—439th Operations Support Squadron