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SECRETARY OF THE AIR FORCE**

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Flying Operations

**MANAGEMENT REPORTS ON THE
FLYING HOUR PROGRAM**



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This publication implements Department of the Air Force Policy Directive (DAFPD) 11-1, *Flying Hour Program*, and is consistent with DAFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*. It explains how to prepare and when to submit reports. This publication applies to all civilian employees and uniformed members of the Regular Air Force (RegAF), Air Force Reserve and Air National Guard (ANG) that manage and support the flying hour program. This publication does not apply to Air Force Materiel Command (AFMC), Air Force Special Operations Command and the United States Space Force. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. 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 Forms 847 from the field through the appropriate functional chain of command. Major Commands (MAJCOMs) may supplement this manual. Supplements cannot be less restrictive than the basic publication. MAJCOMs will coordinate supplements to

this manual with Headquarters Air Force, Training and Readiness Division (AF/A3TR) before publication and forward one copy to AF/A3TR after publication. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers using a completed AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Commanders or equivalent may waive non-tiered requirements, but must send a copy of the approved waiver to the publication OPR within 30 days of approval for situational awareness and process improvement considerations.

(AFGSC) This supplement implements and extends the guidance of Air Force Manual (AFMAN) 11-101, *Management Reports on the Flying Hour Program*. This supplement explains how to prepare and when to submit flying hour reports. This supplement applies to all Air Force Global Strike Command (AFGSC) Regular Air Force units. It does not apply to Air Force Reserve, United States Space Force (USSF) and Air National Guard (ANG) units that are tenants on AFGSC bases or when mission gained by AFGSC under Title 10 USC authority. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW 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 (DAF) Form 847, *Recommendation for Change of Publication*. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, T-2, T-3”) following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers using a completed DAF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Commanders or equivalent may waive non-tiered requirements in this supplement but must send a copy of the approved waiver to the publication OPR within 30 days of approval for situational awareness and process improvement considerations. 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.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include clearly defining MAJCOM reporting requirements as well as updating office symbols for Air Force Director of Training and Readiness (AF/A3T) and the directed reduction of abbreviations and acronyms.

(AFGSC) This document has been substantially revised and needs to be completely reviewed. Major changes include clearly defining reporting requirements as well as updating publication

type, office symbols, and the directed reduction of abbreviations and acronyms. A margin bar (|) indicates newly revised material.

Chapter 1

FLYING HOUR OVERVIEW

1.1. Roles and Responsibilities.

1.1.1. **Headquarters role.** The office of the Deputy Chief of Staff for Operations, Director of Training and Readiness (AF/A3T) is the office of primary responsibility for the Total Air Force flying hour program and has oversight for programming, execution and reporting.

1.1.2. **MAJCOM role.** Lead MAJCOMs, as defined in DAFPD 10-9, are responsible for MAJCOM level flying hour programming, execution and reporting to AF/A3T.

1.1.2. **(AFGSC)** The Air Force Global Strike Command office of Training, Test and Stan Eval Division (AFGSC/A3T) is the office of primary responsibility for the AFGSC flying hour program and has oversight for programming, execution, and reporting to AF/A3T.

1.1.2.1. **(Added-AFGSC)** AFGSC/A3T will provide Lead MAJCOM flying hour program responsibility for AFDW UH-1N units.

1.1.2.2. **(Added-AFGSC)** Coordinate FHPs with AFGSC/A4 for validation.

1.1.3. **(Added-AFGSC)** Wing/Unit role. The wing/unit will coordinate on the next Fiscal Year (FY) Coordination document, mid-year and end-of-year reflows and other FHP requests from HAF or AFGSC FHP Managers.

1.1.3.1. **(Added-AFGSC)** Appoint a primary and alternate Flying Hour Program (FHP) Manager.

1.1.3.2. **(Added-AFGSC)** Provide monthly execution summaries to AFGSC FHP Managers no later than the 10th of the month for the previous months data; to include sorties and hours and justification for under or over execution, if required.

1.1.3.3. **(Added-AFGSC)** Review monthly products produced by AFGSC FHP Managers for accuracy against the units FHP.

Chapter 2

FLYING HOUR PROGRAM EXECUTION GUIDANCE MEMO

2.1. Flying Hour Program Execution Guidance Memo. AF/A3T will release an annual execution guidance memo. The annual memo provides guidance and procedures for the execution of the Air Force flying hour program. The memo includes dates for deliverables identified in the instruction as well as approved overseas contingency operations and other missions approved for reimbursement to the Air Force Reserve and ANG.

2.1. (AFGSC) Flying Hour Program Execution Guidance Memo. AFGSC will release an annual execution guidance memo staffed by AFGSC/A3T. The annual memo provides guidance and procedures for the execution of the AFGSC flying hour program. The memo includes AFGSC specific guidance, actual dates for deliverables as well as any current updates to flying hour requirements which take precedence when there are discrepancies with other AFGSC Supplements.

Chapter 3

MONTHLY FLYING HOUR EXECUTION REPORT

3.1. Monthly Flying Hour Execution Report. Lead MAJCOM Director of Operations (MAJCOM/A3), or equivalent Air Force Reserve Command Air, Space and Information Operations (AFRC/A3) and Director of Air Operations, National Guard Bureau (NGB/A2/3/6/10) shall submit monthly reports to manage the execution year flying hour program and ensure the program is executed within fiscal constraints to the maximum extent possible. The standard format for the monthly report is provided in **Figure A3.1** and continued in **Figure A3.2**. See **Attachment 3** for format.

3.1. (AFGSC) Monthly Flying Hour Execution Report. AFGSC/A3T shall submit monthly reports to manage the execution year flying hour program and ensure the program is executed within fiscal constraints to the maximum extent possible. AFGSC flying units shall submit monthly flying hour execution reports that have been reconciled by operations and maintenance.

3.2. Flying Hour Template. The AF/A3T Division for Readiness (AF/A3TR) flying hour team will forward an initial template to lead MAJCOMs, AFRC, and ANG before the first month of the new fiscal year with the President's budget hours. **Note:** The Office of the Deputy Chief of Staff for Operations (AF/A3) is currently working on expanding flying hours online. MAJCOMs will continue accounting for flying hours using existing methods until flying hours online can effectively automate data importation and provide an official operational source for flying hour tracking and reporting.

3.2. (AFGSC) Flying Hour Template. Flying units will submit monthly execution reports IAW with AFGSC guidance or by using existing methods until flying hours importation can be effectively automated. **(T-2)** At a minimum, units will submit a reconciled total number of monthly sorties and hours executed by mission (OPS/TNG/WIC/TES and BTF/C2C etc.) and, if 5% or more below planned monthly execution, submit reason/alibi for flying below program allocation. **(T-2)**

3.3. Frequency. Monthly flying hour execution reports will be submitted to the AF/A3TR no later than the 15th of each month.

3.3. (AFGSC) Frequency. Monthly flying hour execution reports will be submitted to AFGSC/A3T no later than the 10th of each month for the previous month. **(T-2)**

3.4. Submission. Submit reports to USAF Pentagon AF-A3 Mailbox A3TR Workflow af.a3tr.workflow@us.af.mil, AFMC centralized asset management group email AFMC.CAM.FLYHRS@wpafb.af.mil, AFMC Working Capital Fund group email HQAFCFM.FMRA.FHP@us.af.mil and members of the AF/A3TR readiness generation branch.

3.4. (AFGSC) Submission. Monthly reports will be submitted via Flying Hours Online (FHOL). **(T-2)** If the system is down or there are extenuating circumstances, submissions will be sent via email to AFGSC FHP Manager(s) or via the current AFGSC approved digital process. Mid-Year and End-of-Year (EOY) reporting will be in accordance with annual AF/A3T and AFGSC FHP Execution Guidance Memorandum. **(T-2)**

3.5. Format. In the top section of the spreadsheet, show a complete breakout of the operations and maintenance flying hours by program element code and mission design series. Contingency, transportation working capital fund, training, test and ferry hours, and all reimbursable hours are to be separated in different areas of the spreadsheet. All flying hours submitted must clearly identify the mission supported with a totals section included.

3.6. Flying Hour Reporting. All data shall be rounded to the nearest tenth of an hour, in accordance with Air Force Technical Order (AFTO) Form 781 *ARMS Aircrew/Mission Flight Data Document* conventions. See [Attachment 3](#) for format.

3.7. Report usage. The centralized asset management office will utilize this report as the basis for monthly reimbursements to the Air Force working capital fund for depot level repairable and consumable items. The report will also be utilized as supporting documentation for aviation fuel purchases in support of the flying hour program.

Chapter 4

FLYING HOUR MID-YEAR REVIEW

4.1. Flying Hour Mid-Year Review. Lead MAJCOM/A3s, AFRC/A3 and NGB/A2/3/6/10 shall perform a mid-year review and provide execution projections to AF/A3T for the remainder of the fiscal year no later than 22 April of each year.

4.1. (AFGSC) Flying Hour Mid-Year Review. AFGSC flying units shall perform a mid-year review and provide execution projections to AFGSC/A3T for the remainder of the fiscal year as directed in the AF/A3T and AFGSC FHP Execution Guidance Memorandum. **(T-2)**

4.2. Mid-Year Review submission. The information submitted by lead MAJCOMs, AFRC and ANG flying hour program managers is used to ensure the total force flying hour program, as defined in DAFPD 11-1, is executed in the most effective and efficient manner possible without driving additional costs to each appropriation during the execution year. **Note:** Additional authorized customers may utilize flying hour data to support a variety of other Air Force programs including operations, maintenance, sustainment and budgetary impacts.

4.2. (AFGSC) Mid-Year Review submission. All units will reflow their programs per HAF guidance. **(T-2)** October through the previous full month will reflect actual sorties/hours flown. The remainder of the year will be the hours/sorties the unit plans to fly. If an allocation adjustment is requested, units will submit an Ops/Mx coordinated memo signed by the WG/CC (or equivalent) to AFGSC/A3/6 with justification and the new plan. **(T-2)** If not requesting to adjustment the initial allocation (returning hours or requesting more hours), then the total number of hours should equal the initial plan (allotment/contract). All mid-year plans will re-baseline their program. **(T-2)** The standard format for the mid-year review is provided in [Attachment 2](#).

4.3. Mid-Year Review Realignment. Lead MAJCOMs should realign their President's budget flying hours from one mission design series to another on a cost-neutral basis. Under the centralized asset management construct, Regular Air Force MAJCOMs no longer manage flying hour program funding, except the cost per flying hour program government purchase card governed by AFI 64-117, *Government Purchase Card Program*. The President's budget approved flying hours for all Air Force operations is the basis for developing support requirements and costs for all MAJCOMs. Additional requirements must be prioritized and coordinated with AF/A3T and Secretary of the Air Force, Financial Management & Comptroller for Budget (SAF/FMB). The standard format for the mid-year review is provided in [Figure A2.1](#). See [Attachment 2](#).

Chapter 5

OUT-OF-CYCLE PROGRAM ADJUSTMENTS

5.1. Out-of-Cycle Program Adjustment Requests. Out-of-cycle program adjustment requests may be made when conditions prevent flying the entire flying hour program, a requirement for additional flying hours is identified, or to support end-of-year flying hour projection. **Note:** MAJCOMs will initially look within the current MAJCOM program execution to source additional hours at a zero based cost adjustment flying hour program.

5.2. Out-of-Cycle Program Adjustment Submissions. Lead MAJCOM/A3s submit out-of-cycle program adjustment requests to AF/A3T workflow inbox and members of AF/A3TR readiness generation branch during the execution year when they desire to adjust their flying our program.

5.2. (AFGSC) Out-of-Cycle Program Adjustment Submissions. AFGSC flying units shall submit out-of-cycle program adjustment requests to AFGSC/A3/6 during the execution year when they desire to adjust their FHP (no earlier than mid-year). **(T-2)** Units requiring an adjustment will follow the steps in [paragraph 4.2](#).

5.3. End-of-Year Projections. Lead MAJCOMs submit flying hour program end-of-year projections after submission of the execution reports in July, August and September to identify planned end-of-year flying hours execution. **Note:** AF/A3T will provide the official timeline in the annual flying hour program execution guidance memo.

5.3. (AFGSC) End-of-Year Projections. AFGSC flying units shall submit end-of-year projections in accordance with annual AF/A3T and AFGSC FHP Execution Guidance Memorandum to identify planned end-of-year flying hours execution. **(T-2)**

Chapter 6

HOURS AND CREW MONTHLY REPORT

6.1. Hours/Crew/Month Report. AF/A3T, NGB and the Chief of Air Force Reserve (AF/RE) for AFRC will project and submit an hours per crew per month report (as applicable) annually based on programmed flying hours after completion of the president's budget review and/or as requested by office of the Secretary of Defense (OSD). The hours per crew per month reports are critical in assessing readiness of the fleet. The programmed hours per crew per month will be used to compare against minimum training requirements and to assess how flying hour program execution is taking place at the pilot level. **Note:** The hours per crew per month report is not the requirement but is a simple calculation based on programmed hours, assigned primary aircraft authorization and approved crew ratio.

6.2. Hours/Crew/Month Report Projections. AF/A3T will submit aircrew position indicator - 1 hour per crew per month for the following combat coded, combat support, and industrial fund coded aircraft (B-1, B-2, B-52, A-10, F-15, F-15E, F-16, F-22, F-35, KC-10, KC-135, KC-46, C-5, C-17, and C-130) based on programmed hours. ANG/A3 and AF/RE will project hours per crew per month for the budget year and the next 5 fiscal years. Each component will maintain this methodology used in determining hours per crew per month.

6.3. Hours/Crew/Month Report Submission. The hours per crew per month report submitted is based solely on programmed hours. All limiting factors to flying hour execution will be considered in programming. Limiting factors include operational tempo, logistics and manpower constraints.

Chapter 7

FLYING HOUR REQUIREMENT REPORT

7.1. Flying Hour Requirement Report. Lead MAJCOMs will compute and submit flying hour requirements as defined in AFI 11-102, *Flying Hour Program Management*, to AF/A3T for submission to SAF/FMB and OSD for budget documentation biannually after completion of the program objective memorandum submission and President's budget review and/or as requested by SAF/FMB and OSD. ANG/A3 and AF/RE will provide documentation to OSD via equivalent financial management communities. The flying hour requirement reports are ultimately reviewed by congressional staffers in assessing programming towards attaining and maintaining operational readiness.

7.2. Flying Hour Requirement Submission. Lead MAJCOM/A3s, NGB/A2/3/6/10 and AFRC/A3 will submit flying hour requirements to AF/A3T and will maintain methodology used in determining requirements based on AF single flying hour model. AF/A3TR will maintain requirements submissions from lead MAJCOMs, ANG and AFRC.

7.2. (AFGSC) Flying Hour Requirement Submission. The intent of the AFGSC FHP Coordination document is to determine each unit's flying training requirements and maintenance generation capabilities by using the Air Force single flying hour model and maintenance production model, as appropriate. The model assumes the unit is at home station for the entire 12 months of the fiscal year (e.g. is not adjusted for AFFORGEN phased scheduling / deployment scheduling). In addition, units will submit their actual requested hours/sorties for the next FY. (T-2)

7.3. Flying Hour Requirement Determination. Fiscal, logistical or manpower limitations will not be considered when computing the optimum requirements to train and maintain aircrew proficiency based on approved aircrew ratio, primary aircraft authorization and training requirements. Aircrew authorizations will be validated per DAFMAN 11-401, *Aviation Management*, and AFI 11-412, *Aircrew Management*. Data will ultimately be passed to OSD.

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Deputy Chief of Staff, Operations

(AFGSC)

GLENN T. HARRIS, Brig Gen, USAF
Director of Operations

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

AFI 11-102, *Flying Hour Program Management*, 8 December 2020

AFI 11-412, *Aircrew Management*, 23 September 2020

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

AFI 64-117, *Government Purchase Card Program*, 22 June 2018

DAFI 33-360, *Publications and Forms Management*, 7 August 2020

DAFMAN 11-401, *Aviation Management*, 27 October 2020

DAFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 24 July 2020

DAFPD 11-1, *Flying Hour Program Management*, 8 December 2020

Prescribed Forms

(Added-AFGSC) None

Adopted Forms

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

Abbreviations and Acronyms

AF/A3—Headquarters Air Force, Deputy Chief of Staff, Operations

AF/A3T—Headquarters Air Force, Directorate of Training and Readiness

AF/A3TR—Headquarters Air Force, Readiness Division, Readiness Generation Branch

(Added-AFGSC) AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AF/RE—Chief of Air Force Reserve

AFMC—Air Force Materiel Command

AFRC—Air Force Reserve Command

AFRC/A3—Air Force Reserve Command, Director of Air, Space and Information Operations

AFTO—Air Force Technical Order

ANG—Air National Guard

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DAFPD—Department of the Air Force Policy Directive

(Added-AFGSC) FHOL—Flying Hours Online

MAJCOM—Major Command

MAJCOM/A3—Major Command Director of Operations

NGB—National Guard Bureau

NGB/A2/3/6/10—National Guard Bureau Director of Air Operations

OPR—office of primary responsibility

OSD—Office of Secretary of Defense

RegAF—Regular Air Force

SAF/ FMB—Secretary of the Air Force, Financial Management & Comptroller for Budget

Office Symbols

(Added-AFGSC) AFGSC/A3T—Air Force Global Strike Command Training, Test, Stan Eval Division

Terms

(Added-AFGSC) /—END GLOSSARY

Aircrew Position Indicator—Management codes used to identify positions for rated officers and career enlisted aviators.

Centralized Asset Management—The management and execution of flying hour program funding by one Air Force process owner. Applies to RegAF only.

(Added-AFGSC) Figure A2.2. (Added) Mid—Year Flying Hour Program Review Example.

(Added-AFGSC) Flying Hours Online—Automated data importation and accounting for flying hours providing an official operational source for flying hour tracking and reporting.

Hours per Crew Per Month—Calculations of hours gained by Aircrew Position Indicator one (API1) crewmembers as programmed each program objective memorandum year.

Lead Command—Headquarters Air Combat Command, Headquarters Air Mobility Command, Headquarters Air Education & Training Command and Headquarters Air Force Global Strike Command.

Attachment 2

FLYING HOUR REFLOW TEMPLATE

Figure A2.1. Flying Hour Reflow Template.

MAJCOM	PE	Aircraft	CPFH (FS XXX)	FYX PB Hours	FYXX PB SSSS		Adjusted Hours	Adjusted Hours (total)	Adjusted SSSS
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Attachment 3

MONTHLY FLYING HOUR REPORT

Figure A3.1. Monthly Flying Hour Report Format Lay-out.

EntryFiscal aYear	EntryFiscal MonthNum	FundsHolder	FundsHolder _OAC	PrimaryMAJCOM	MDS	Lead MAJCOM	SUPPORTING	Type	Mission
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Figure A3.2. Monthly Flying Hour Report Format Lay-out Continued.

PE	Associate/Class ic	Assoc Descripti on	PB	Hours Adjustments (+/-)	MAJCOM Revised Allocation	TotalFYFlyHours	Oct	Nov	Dec
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