BY ORDER OF THE COMMANDER
AIR FORCE SPECIAL OPERATIONS COMMAND

AIR FORCE SPECIAL OPERATIONS COMMAND INSTRUCTION 11-102
4 DECEMBER 2013
Certified Current On 3 May 2016

Flying Operations

FLYING HOUR PROGRAM

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFSOC/A3TR

Certified by: AFSOC/A3T (Col Glenn E. Palmer)

Supersedes: AFSOCI11-102, 1 March 2006

Pages: 26

This instruction implements policy and guidance in Air Force Policy Directive (AFPD) 11-1, *Flying-Hour Program* and Air Force Instruction (AFI) 11-101, *Management Reports on the Flying Hour Program*. It governs the Air Force Special Operations Command (AFSOC) flying hour program development, submission, management, and reporting. It applies to all AFSOC units and subordinate units to which aircraft are assigned. This instruction applies to the Air National Guard (ANG). This instruction applies to Air Force Reserve Command (AFRC). Subordinate units may supplement this instruction in accordance with (IAW) **Paragraph 9**. Refer recommended changes and questions about this publication to AFSOC/A3TR, 100 Bartley St., Suite 160W, Hurlburt Field, FL 32544, using the AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate functional chain of command. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This instruction has been substantially revised and must be completely reviewed. Major changes include redefining the definition of the Flying Hour Program which now consists of three separate components (**Paragraph 2.1**). Appointment of the AVUM (**Paragraph 8.5** and **Attachment 6**). Reduction of Flying Hour Program adjustment periods from quarterly to twice per fiscal year (**Paragraph 15.2**). Reporting CLS and SIM hours (**Paragraph 16.1.2**).

Categorization of the annual execution plan (**Attachment 2**). Summarization of monthly deviations reported (**Paragraph 17.2** and **Attachment 3**). Inclusion of the flying hour report suspense chart (**Attachment 5**). Inclusion of the Large Wing allocation adjustment request (**Attachment 7**). Tier requirements have been annotated and are defined in **Paragraph 1.4**.

1. Objectives. Per AFPD 11-1, AFSOC Wings and Groups will plan the FHP based on peacetime, home station training requirements, and execute approved FHP to the maximum extent possible. HQ AFSOC will allocate resources to support the approved FHP. (T-2)

1.1. The mission is to conduct high quality Special Operations Forces (SOF) training and maintain high aircraft mission capability rate. However, staying as close to the programming factors as possible while maintaining SOF mission flexibility is a necessary part of fleet management and programmed allocation (PA) accomplishment. (T-2)

1.2. While it is a planning goal to zero out the annual Flying Hour Program (FHP) by meeting programming factors, it is not the mission. This instruction provides the flexibility to meet mission objectives through effective SOF flying and maintenance planning. (T-2)

1.3. SOF flying hour requirements are met by developing and executing plans that ensure annual utilization (UTE) rates are met as matched against operational and training requirements. Each wing/group is provided with all known factors needed to meet the required UTE rate as portrayed in the AFSOC Flying Hour PA. (T-2)

1.4. . Tier requirements refer to waiver authority based on level of risk.

1.4.1. "Tier 0" (T-0) requirements are reserved for requirements that non-compliance is determined and waived by respective non-Air Force authority.

1.4.2. "Tier 1" (T-1) requirements are reserved for requirements that non-compliance may put airman, mission, or program strongly at risk, and may only be waived by the MAJCOM/CC or delegate with concurrence of publication approver. When multiple MAJCOMs are affected, then T-1 is appropriate.

1.4.3. "Tier 2" (T-2) requirements are reserved for requirements that potentially put the mission at risk or potentially degrade the mission or program, and may only be waived by the MAJCOM/CC or delegate.

1.4.4. "Tier 3" (T-3) requirements are reserved for requirements that non-compliance has a remote risk of mission failure, and may be waived by the Wing/CC but no lower than the OG/CC.

2. Flying Hour Program.

2.1. The AFSOC Flying Hour Program consists of three components: The PA FHP, SIM FHP, and CLS FHP. The flying hour program primarily referred to in this instruction is the Program Allocation (PA) FHP unless otherwise specified. (T-2)

2.1.1. The Programmed Allocation (PA) FHP consists of hours planned and executed by AFSOC variants of the C-130 and the CV-22. (T-2)

2.1.2. The Simulator (SIM) FHP refers to hours planned and executed in AFSOC-funded and approved Aircrew Training Devices (ATD). The SIM FHP applies to units with simulator certification letters and access to SIMs both on and off station. Though managed separately, the SIM FHP compliments the PA FHP for maintaining proficiency. The SIM FHP is to be managed in the same manner as the PA FHP. (T-2)

2.1.3. The Contract Logistic Support (CLS) FHP applies to nonstandard aerial vehicles (NSAv) and remotely piloted aircraft (RPA). Though the CLS FHP is bound by

independent contracts for each NSAv and RPA respectively, executed hours are to be reported in the same manner as the PA and SIM FHPs. (T-2)

2.1.4. The AFSOC FHP ensures sufficient flying hours are available to satisfy annual currency and formal training, maintenance, and operational test requirements. (T-2)

2.2. The development of the FHP begins well in advance of the execution year and necessitates accurate forecasting of future requirements. Future command flying hour requirements are incorporated into the USAF and USSOCOM Program Objective Memorandums (POM) and are included in the USAF Program Document, *Aerospace Vehicles and Flying Hours (PA)*. (T-2)

2.3. Unit Flying Hour Allocations are derived from a combination of factors to include mission tasking, aircrew training requirements, unit equipment, alert commitment, aircrew ratio, staff requirements, maintenance capabilities, etc. Flying hour goals are cumulative values to be achieved by the end of the fiscal year. The planning and execution of individual monthly programs toward this yearly goal is a unit responsibility. The annual flying hour allocation will not be under-flown or over-flown without HQ AFSOC/A3 approval through the adjustment process. (T-2)

3. UTE Rate Development.

3.1. AFSOC's request and USSOCOM's authorization for flying hours factor in training requirements to maintain aircrew currency. Therefore, IAW AFI 21-101 Aircraft and Equipment Maintenance Management, the standard monthly UTE rate formula is: Number of hours per month divided by number of PAI aircraft. (T-2)

3.2. Capability Calculations**.** Capability calculations determine the approximate maximum daily sustained sortie load a unit should normally support to achieve a reasonable balance between operations, training, and maintenance requirements. The operational planning cycle begins with the annual allocation of flying hours and UTE rates. Maintenance schedulers should understand operational needs to determine supportability and operations schedulers should consider maintenance capabilities. The annual plan should be coordinated and consolidated by OSS Current Operations. The plan should be approved by the SOG, MXG and WG commanders. Commanders must recognize that these calculations are only approximations; judgment must be relied upon to determine if maintenance or operations capabilities will be exceeded. To ensure the health of the fleet, the MXG/CC must ensure schedules are developed IAW AFSOCI 21-165 that allow sufficient time to provide for maintenance training and the performance of scheduled and unscheduled maintenance tasks. (T-2)

3.3. Assignment of Flying Hours and Utilization Requirements**.** HQ AFSOC/A3TR allocates flying hours based off programmed flying training (PFT) requirements and continuation training (CT) requirements, with regard to total hours approved by USSOCOM. Units develop and execute monthly plans to accomplish training requirements based upon hours allocated. The annual plan is a contract between the HQ AFSOC/A3 and the wing/group commanders. (T-2)

Note: Only PAI aircraft earn Cost Per Flying Hour (CPFH) monies and personnel. Backup Aircraft Inventory (BAI), attrition reserve and "excess" aircraft do not earn CPFH monies or personnel, thus, the use of aircraft over and above authorized PAI to execute the annual flying

hour program could incur un-programmed additional costs. Contractual organizations determine their manpower requirements based on contract requirements. (T-2)

3.4. Wing/Group/Squadron Coordination**.** Coordination takes place at multiple levels of the organization through the annual, quarterly, monthly and weekly planning and scheduling process. Through these processes commanders ensure the distribution of sorties and hours to meet training and support flying requirements while flying assigned aircraft as close to the annual flying plan as possible. Proper coordination is essential to ensure resources are available to support flying requirements and to adjust future plans. Wing/groups will use procedures outlined in this OI for coordinating and reporting flying hours to HQ AFSOC/A3TR. (T-2)

3.5. Monthly UTE Rate. A monthly UTE rate is a unit's sortie or hourly requirement for a given month. The UTE rate supports and matches the event calendar required to maintain aircrew proficiency and qualification needs and aids in keeping a unit within its projected maintenance and operational capability. **Note:** The monthly UTE does not include aircrew and aircraft attrition. The monthly UTE rate is derived from the monthly portion of the wing/group's annual flying plan and incorporates the wing/group's programmed SOF missions, flying training and maintenance support. (T-1)

3.6. The monthly plan is a contract between the wing/group commander and wing/group personnel ensuring the annual flying hour allocation and UTE rates are met. SOF commanders should minimize deviating from the monthly flying contract while at the same time maintaining flexibility. (T-2)

3.7. Units may re-flow the monthly UTE rate during the active month to accommodate for an increase or decrease in requirements levied by higher headquarters or to account for emergencies e.g., weather evacuations and contingencies. (T-2)

3.8. Monthly planning and execution goals are defined as “plan what to fly and fly what you plan." There may be instances where local training or mission requirements dictate deviating from the monthly programmed utilization after the monthly plan is complete. (T-2)

4. Maintenance Capability. Usually, aircraft availability is the main element in determining maintenance capability. However, there are instances when limiting factors override aircraft availability. For example, crew chief or technician availability or training shortfalls may limit sortie production below aircraft capability. Maintenance determines their maximum supportable flying hours for the next fiscal year using the flying hour model. This model looks at airframe, personnel and facility capabilities, and the limiting variable’s supporting hours that are provided through the MXG/CC to DO to be used in determining next year’s FHP. (T-2)

5. Airframe Capability. The purpose of computing airframe capability is to determine how many flying hours and sorties are supportable while maintaining both scheduled and unscheduled maintenance. When computing airframe capabilities, use only the number of PAI aircraft assigned in your calculations. For further guidance refer to AFSOCI 21-165, *Maintenance Metrics Algorithms.* (T-2)

5.1. In order to maintain a healthy fleet, as well as developing sound flying schedules which meet the needs of maintenance and operations, care must be taken to ensure the correct percentage of Mission Capable (MC) PAI are committed to the flying schedule. Over-committal can be detrimental to the overall health of the fleet, causing a proportional

decreased MC rate and a decrease in average fleet time. Maintenance and operations must agree to limit the percent of MC PAI committed to the schedule. This number should be sufficient to meet the needs of the wing/group's annual UTE plan without jeopardizing its maintenance capability. Scheduling more than the recommended percent of MC aircraft will adversely impact health and ultimately make the flying program tasking not executable. While deviations will occur throughout the year, large deviations from the recommended base line percentages are not encouraged as they will significantly impact your ability to successfully manage the flow of aircraft into scheduled maintenance and your capability to fix higher than expected unscheduled breaks. (T-2)

5.2. Operations Capability**.** Operations capability may be a limiting factor when computing scheduling requirements. Simply stated, operations capability is the maximum number of sorties that can be generated with qualified crewmembers in the number of hours for a given daily flying window, consistent with SOF operational constraints. (T-2)

5.3. Ensure realistic schedules are developed and meet training objectives without jeopardizing fleet health. (T-3)

6. Scheduled Spare Concept. Under this concept, a percentage of first-go launches are provided spare aircraft to avoid non-deliveries. Analysis computes spare aircraft factors based on historical first sortie logistical losses from previous or similar flying months or weeks and provides this information to the maintenance scheduler for use in computing spare requirements for future schedules. This methodology provides the minimum spare requirement. Additional spares are authorized to support higher headquarters taskings and special missions if required by the tasking. Like attrition, the spare rate is a guide for planners to use in the execution of the flying schedule with minimum disruption. Prioritize spare configurations since a spare cannot substitute every line on the schedule. For attritions, spares and deviations refer to AFSOCI 21165, *Maintenance Metrics Algorithms.* (T-2)

7. Year-End Closeout. The goal is to complete the annual flying hour program by flying allocated hours prior to the end of the fiscal year. Stay as close to programmed UTE as possible without degrading mission accomplishment or mismanaging resources. Wing/group commanders may selectively cancel scheduled sorties to manage the end-of-the-year flying hour closeout (last 15 O&M days of the fiscal year). This provision assists wing/groups in gradually closing out flying without creating "Hangar Queens", unintentionally exceeding the UTE rate, or accumulating unwarranted chargeable scheduling deviations. (T-2)

8. Roles and Responsibilities: Any Wing, Operations Group or Maintenance Commander responsibility identified within this instruction may be delegated unless otherwise stated. (T-3)

8.1. **HQ AFSOC/A3TR.**

8.1.1. Manage the current fiscal year PA and SIM flying hour programs. (T-2)

8.1.2. Manage PA FHP and SIM allocations for the upcoming fiscal year. (T-2)

8.1.2.1. With coordination through HQ AFSOC/A3TS, manage SIM allocations for the upcoming fiscal year. (T-2)

8.1.2.2. Receive inputs from units, flying hour model, and the PA flying hour budget from USSOCOM. (T-2)

8.1.2.3. Coordinate with HQ AFSOC/FM, HQ AFSOC/A4, and HQ AFSOC/A8 on determining PA flying hour allocation, finalizing with HQ AFSOC/A3 approval. (T-2)

8.1.2.4. Monitor the execution of the current fiscal year CLS flying hour program. (T-2)

8.1.2.5. Send recommended flying hour information to HQ AFSOC/FM who forwards to USSOCOM. (T-2)

8.1.3. Provide recommended flying hour information to USSOCOM in accordance with AFI 11101. (T-2)

8.1.4. Monitor individual unit flying hour accomplishments on a monthly basis. (T-1)

8.1.5. Coordinate all flying hour program change requests for HQ AFSOC/A3 approval. (T-1)

8.1.6. Manage AFSOC mission symbols. With HQ USAF/A3O-AIF coordination, provide mission symbols for contingencies to the wings/groups/units via message. (T-1)

8.1.7. Act as AFSOC Aerospace Vehicle Utilization Monitor (AVUM). AFSOC/AVUM will accomplish duties as outlined in AFI 21-103 and AFSOC supplements. (T-2)

8.2. **Wing/Group Commanders.**

8.2.1. Wing/group commanders are responsible for UTE rate management. Commanders will approve and forward the wing/group's annual UTE plan and/or any monthly reprograms of the approved annual flying plan to AFSOC/A3TR. (T-2)

8.2.1.1. Submit annual flying hour program requirements in accordance with **Paragraph 10.2**. (T-2)

8.2.1.2. Submit monthly flying hour deviation reports in accordance with **Paragraph 16.2** & **Attachment 3**. (T-2)

8.2.1.3. Operations group commander will appoint a primary and alternate Aerospace Vehicle Utilization Monitor within the Current Operations Section in writing as outlined in AFI 21-103 and AFSOC supplements using the template provided in **Attachment 6**. (T-2)

8.3. **Operations Support Squadron (OSS) Current Operations & Scheduling Flights.**

8.3.1. Submit annual flying hour program requirements in accordance with paragraph 10.3 and adjustments in accordance with paragraph 15. (T-2)

8.3.2. Submit monthly flying hour deviation reports in accordance with **Paragraph 17.2** & **Attachment 3**. (T-2)

8.3.3. Ensure the flying unit schedulers include the proper mission symbols for each scheduled line on the daily schedule. (T-1)

8.3.4. Serve as the Wing/Group level approving official for the authorization of squadron level flying hour reporting procedures. (T-2)

8.3.5. Validate unit’s monthly CLS hours prior to submission to HQ AFSOC/A3TR. (T-2)

8.3.6. Mission symbols will be formatted IAW AFI 11-401, *Aviation Management* and AFI 11401, AFSOCSUP, *Aviation Management*. Mission symbol letter will be coordinated between the AVUM and Aerospace Vehicle Distribution Officer (AVDO) to ensure Aircraft Utilization Codes (AUC) within the Maintenance Information System (MIS) match operations mission symbols after updates are accomplished in the REMIS and EIMSURS databases. (T-2)

8.3.7. Monitor, by unit, the wing/group's progress toward planned monthly and annual UTE rates and flying hour program attainment. (T-2)

8.3.8. Current Operations flight will ensure that the primary and alternate AVUMs have completed the Flying Hours Reconciliation training module in ADLS prior to beginning duties. Submit **Attachment 6** to the OG/CC when completed. When complete, complete the appointment letter required in **Attachment 6** and submit to the Operations Group commander. (T-2)

8.4. **AFSOC Flying Units.**

8.4.1. Establish procedures for managing the flying hour program. Send copies of these procedures to the OSS and HQ AFSOC/A3TR for approval. (T-2)

8.4.2. Use locally approved mission symbols in accordance with AFI 11-401, *Aviation Management* and AFI 11-401, AFSOCSUP, *Aviation Management*, to ensure flying hours are properly reported. (T-1)

8.4.3. Consolidate flying requirements into flying plans and schedules to include annual and quarterly projections, monthly plans, and weekly schedules. (T-2)

8.4.4. Compute operations attrition factors to be used in developing the PA plan that is essential in determining sortie requirements. (T-2)

8.4.5. Submit their annual flying hour program requirements in accordance with **Paragraph 10.3**. (T-2)

8.4.6. Submit monthly flying hour deviation report in accordance with **Paragraph 17.1**. (T-2)

8.4.7. Squadron Aviation Resource Managers. AFSC 1C0X2s who manage the post-mission review process, including verification of the AFTO Form 781, *AFORMS (AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEM) AIRCREW/MISSION FLIGHT DATA DOCUMENT* with their corresponding maintenance debrief offices. (T-2)

8.4.8. SARM offices will ensure that each 1C0X2 who will have a management role in the FHP process completes the Flying Hour Reconciliation web based training course. This must be done prior to working with the FHP. (T-1)

8.4.9. SARM offices will reconcile flight data with maintenance debrief offices on a daily basis. Any disparities will be verified and corrected immediately, and tracked by the SARM and debrief offices until the disparities are able to be corrected. Emphasis should be placed on verifying hours flown and Mission Symbols/Aircraft Utilization Codes (AUC). (T-1)

8.4.10. In accordance with AFI 11-421 **Paragraph 1.5.10**, SARM offices will develop a process to track daily reconciliation. Also in accordance with AFI 11-401 AFSOC Sup Paragraph A2.3.3.2.1, SARM offices will develop a file retention process for storage of the AURs for two fiscal years. (T-2)

8.4.11. Squadron Aviation Resource Managers will submit a monthly Aircraft Utilization Report (AUR) signed by a SARM representative and a maintenance debrief representative to wing/group AVUM NLT the 5th day of the subsequent month. Any changes after the 5th day of the subsequent month that will affect the validity of the submitted monthly AUR requires the submission of a new validated AUR signed by the SARM and maintenance representative. (T-2)

8.5. **Aerospace Vehicle Utilization Monitor (AVUM).**

8.5.1. The duties of the AVUM are outlined in AFI 21-103, *Equipment Inventory, Status and Utilization Reporting,* Paragraphs 2.5.4 and 2.28. Additionally, the AVUM will act as a liaison between their flying units and the AFSOC AVUM. (T-2)

9. Supplements. Units may satisfy local requirements with supplements that amplify or refine this instruction. To ensure AFSOC mission operations remain standardized throughout the command, supplements must not change the basic policies or procedures prescribed here. Send HQ AFSOC/A3TR an info copy of any supplement. (T-2)

10. Initial PA and SIM Program Submissions. (FIRST LOOK)

10.1. HQ AFSOC/A8PE is responsible for managing and the AFSOC Flying Hour Model and funding position to the AFSOC Corporate Structure and to SOCOM during the programming cycle. (T-2)

10.2. AFSOC/A3TR will request Wing/Group flying hour requirements for the following fiscal year NLT 31 May. (T-2)

10.3. Wings/Groups will consolidate and forward flying hour requirements to HQ AFSOC/A3TR no later than 15 Jun. (T-2)

10.4. HQ AFSOC/A3TR will coordinate flying hour requests with HQ AFSOC/FM/A4/A8 prior to HQ AFSOC/A3 approval. (T-2)

10.5. NLT 1 Aug, HQ AFSOC/A3TR forwards the HQ AFSOC/A3 approved plan to USSOCOM as AFSOC's recommended flying hour program for the upcoming fiscal year. This program represents command projected capabilities/requirements. (T-2)

10.6. HQ AFSOC/A3TR will distribute a copy of flying hour allocations via message to AFSOC wings/groups, and applicable Guard and Reserve units by 01 Sep of each year. (T-1)

11. Annual Planning. The AFSOC programmed allocation (PA) is the basis for executing the annual plan. The wing/group will develop an execution plan to accomplish the annual UTE rate and annual flying hour program. (T-1)

11.1. The flying units will identify any limiting factors in support of the annual flying hour plan and notify the OSS. The OSS will consolidate and coordinate these to the wing/group commander, jointly through operations and maintenance supervision and ensure the annual projection is coordinated with all affected activities; e.g., engine management.

Wings/Groups develop annual FHP plans. Take the following factors into consideration when building the plan. (T-1)

11.1.1. Number of O&M days. Identify holidays, exercises, and other "no-fly" days. Wing/Group AVUM and AVDO offices must coordinate together to ensure that both offices are working PA calculations with the same number of O&M days each month within the fiscal year. (T-2)

11.1.2. Monthly historical attrition provided by maintenance analysis. (T-2)

11.1.3. Annual scheduled sorties to include projected known Functional Check Flights (FCF), Operational Check Flights (OCF), and ferry sorties/missions. (T-2)

11.1.4. Sorties and hours required for scheduled/tasked deployments. (T-1)

11.1.5. Average scheduled sorties required per O&M day. (T-2)

11.1.6. Available unrestricted daily hours. (T-2)

11.1.7. Anticipated aircraft gains and transfers. (T-2)

11.1.8. Projected number of special qualifications. (T-2)

11.1.9. Estimated munitions usage. (T-2)

11.1.10. Support sorties (i.e. PDM inputs, aircraft swaps). (T-2)

11.1.11. Maintenance manning levels. (T-2)

11.1.12. Instructors, evaluators and programmed upgrades. (T-2)

11.2. Wings/Groups; Forward a copy of the annual plan to HQ AFSOC/A3TR by 15 Sep. Use the format described by **Attachment 2** when forwarding annual flying plans and reflows of flying programs. The annual plan must reflect the monthly PAI, sortie or hourly requirement, UTE rate and ASD. Separate hours used for formal training (i.e., 19 SOS, WIC, etc.) and Overseas Contingency Operations (OCO). Total annual hours and sorties for each MDS must match the PA document. In addition to, and separate from the plan for executing the PA allocation, identify any flying hour disconnects (shortfall or excess) that could impact upgrades and continuation training for the affected fiscal year. HQ AFSOC/A3TR will work to resolve these disconnects prior to the first scheduled adjustment, to the extent resources permit. (T-2)

11.3. When HQ AFSOC changes planned requirements, as reflected in the PA, re-flow the un-flown portion of the annual plan for the remaining months (**Attachment 2**). Changes in the PA may change the ASD or UTE rate for the remainder of the fiscal year. (T-2)

12. Quarterly Plan.

12.1. The quarterly plan (sometimes referred to as a long-range plan) is a refinement of the annual plan (**Paragraph 11**). It establishes a sound basis for the remaining phases of the scheduling process. (T-2)

12.2. Maintenance scheduling will develop a new plan that reflects the current and next 2 months. Along with the requirements outlined in AFI 21-101, initial maintenance requirements will normally be limited to known major actions such as PDMs or ISO inspections; aircraft gains and losses; washes, paints, technical order (TO) special

inspections, TCIs, TCTOs, engine changes; deferred discrepancies requiring extensive maintenance; and any other local requirements. (T-1)

12.3. Although all of the data needed to build this plan will not be available at the beginning of its development, as requirements become known, they will be added. Periodic adjustments will be made to ensure the most economical use of resources, while ensuring supportability of the operational requirements. (T-2)

12.4. A proactive quarterly plan will result in the development of an accurate and useful monthly plan. (T-3)

13. Monthly Planning.

13.1. Monthly aircraft maintenance and utilization planning is a refinement of the quarterly adjustments, based upon the current annual plan. (T-2)

13.2. The first work week of the preceding month, provide AMU supervision and AMU/MX PS&D with the operational needs for the following month. The tentative flying plan must provide as much detail as possible and is designed to ensure annual UTE and monthly UTE requirements are met. As a minimum, the plan includes both the required and scheduled number of daily sorties and sortie configuration requirements. Other impacting events such as safety days, training days, Wingman days, scheduled exercises, TDYs, etc., are also included. Units will include the following/group information in their monthly plan: (T-2)

13.2.1. Annual UTE position data compared to the wing/group's current annual plan (**Attachment 2**). (T-2)

13.2.2. Operational and training projected trends. (T-2)

13.2.3. Percentage of attrition. (T-2)

13.2.4. Total sorties and hours required listed in wing/group's annual plan (Attachment 2). (T-2)

13.2.5. Total sorties and hours scheduled. (T-2)

13.2.6. Number of aircraft required to support the schedule. (T-2)

13.2.7. Anticipated configurations in accordance with SOF mission requirements. (T-2)

14. Weekly Schedule. Weekly planning verifies progression towards the monthly contract and is a refinement of the monthly plan. Use monthly plans as a guide for building weekly schedules. Make adjustments to the monthly plan, as required, to accommodate unforeseen maintenance or operations problems, higher or lower than forecasted attrition, uncompleted maintenance actions and short notice requirements. Maintenance and operations schedulers must coordinate regularly when developing the weekly schedule to ensure all essential utilization and maintenance requirements are supportable. The planning week is 0001 local time Monday through 2400 local time Sunday. Once signed by the wing and group commanders, the weekly schedule executes the monthly contract and becomes the basis for deviation reporting. (**Note:** Weekly planning and deviation accounting also applies to deployed units if they have parent maintenance support and are flying hours from the HQ AFSOC/PA.) (T-2)

15. Adjustment/Program Changes during Execution Year.

15.1. Units will submit a program adjustment request if they fall behind or get ahead of the FY FHP allocation due to maintenance, weather, operations, contingency operations etc. See **Attachments 2** and **4** for request formats. (T-1)

15.2. Operations, with coordination through maintenance, will submit midyear and 4th quarter requests by the 30th calendar day of March and July. Late requests will not be processed until the next scheduled adjustment. A detailed explanation for the request must be provided to include justification to support the request (attrition, quota cancellations, ineffective sorties or missions, etc). This assessment will evaluate the unit's ability to fulfill their flying hour contract. If justification is not provided, an adjustment may not be granted. (T-1)

15.3. Program changes require Wing/Group commander approval and should be addressed to the HQ AFSOC/A3TR with full justification. HQ AFSOC/A3TR will coordinate the request with HQ AFSOC/A4, and HQ AFSOC/FM prior to HQ AFSOC/A3 approval. (T-1)

15.4. HQAFSOC/A3TR will send out the changed allocation via message to the units, HQ AFSOC/FM, HQ AFSOC/A4, HQ USSOCOM, ANG/A3OM, and HQ AFRC/A3TF. (T-1)

15.5. Changes to a unit's program allocation constitutes a new "contract" with the unit. Units requesting a change to their annual flying hour program will receive a confirmation message when the proposed change is approved by HQ AFSOC/A3. Units will fly their current contract until the requested change is approved. (T-1)

15.6. In some circumstances, units may request an out-of-cycle special adjustment. These requests should be rare and limited to situations beyond the unit's control. (T-3)

16. Flying Hour Reporting.

16.1. PA, CLS, and SIM monthly Flying Hour reports are due to HQ AFSOC/A3TR NLT COB of the 5th day of the subsequent month. (T-2)

16.1.1. PA FHP Reporting**.** The monthly utilization report of the Equipment Inventory, Multiple Status, and Utilization Reporting System (EIMSURS) subsystem of the Reliability and Maintainability Information System (REMIS) is the official USAF flying hour report IAW AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*; and AF Computer Systems Manual (AFCSM) 21-565 Volume 2, *Integrated Maintenance Data System (IMDS) Central Database (CDB)*. The importance of accurate and timely flying hour utilization reporting through IMDS, EIMSURS, and REMIS cannot be overemphasized. Erroneous and late reporting may result in the loss of required funding, personnel authorizations, and supplies. Units who have problems with flying hour reporting in IMDS may request assistance from the parent wing/group. PA hours are reported to HQ AFSOC/A3TR via reports retrieved by HQ AFSOC/A3TR from the REMIS database NLT the 5th day of the subsequent month. (T-2)

16.1.2. CLS and SIM FHP Reporting. The Aviation Resource Management System (ARMS) through Oracle Discoverer or other approved method is used to track and report both CLS and SIM hours. Wing/Group AVUMs serve as the validating officials for these hours submitted to HQ AFSOC/A3TR. CLS and simulator hours will be reported with monthly deviation reports (see **Attachment 3**). (T-2)

16.1.3. Wing/Group AVUMs serve as the approving officials for locally generated methods used track and report flying hours. HQ AFSOC/A3TR reserves the right to exercise authority over the approval of all reporting methods. (T-2)

16.2. Flying units will audit the Aircraft Utilization Report or the Monthly Utilization Report (PCN SG 105-31P) to ensure accuracy of both the ARMS and Maintenance databases. (T-2)

16.3. AVUMs must ensure operations monthly totals match the monthly totals in the MIS as stated in AFI 21-103 AFSOC Sup 1 *Equipment Inventory, Status And Utilization Reporting*. If the totals do not match then the discrepancies/errors must be found and corrected as soon as possible. (T-1)

16.4. Emphasis should be placed on verifying hours flown and the mission symbols used. (T-2)

16.5. Use mission symbols in accordance with AFI AFI 11-401, *Aviation Management* and AFI 11-401, AFSOCSUP, *Aviation Management* to ensure flying hours are properly reported. (T-1)

16.6. The monthly report will only include those hours that were reported and reconciled in the MIS as of 2400 on the 4th calendar date of the following month. Any hours or changes reported after that will be included as late time in the following months report. (T-2)

17. Flying Hour Deviation Report.

17.1. The following Flying Hour Deviation report suspenses must be met for timely updates to AFSOC/CC. The Flying Hour Program will be briefed based upon AFSOC/CC directives**.** (T-2)

17.2. Units will submit the Flying Hour Deviation Report (see **Attachment 3**) to their AVUM NLT the 5th day of the subsequent month. Units will justify all over-fly and under-fly monthly deviations of plus or minus 2 percent from the annual execution plan (reference **Paragraph 11.2**) to HQ AFSOC/A3TR. Deviations will be categorized and reported based on the options listed in the notes in **Attachment 3**. The end goal remains for the units to zero out their PA. (T2)

17.3. The applicable group/wing AVUM will forward this information to AFSOC/A3TR by the 7th day of the subsequent month. (T-2)

THEODORE A. CORALLO, Col, USAF
Director of Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 11-1, *Flying Hour Program,* 10 August 2004

AFI 11-101, *Management Reports on the Flying Hour Program,* 01 November 2002

AFI 11-401, *Aviation Management,* 10 December 2010

AFI 11-401, AFSOCSUP, *Aviation Management,* 19 January 2012

AFI 11-202 V2, *Aircrew Standardization /Evaluation Program,* 13 September 2010

AFI 21-101, *Aerospace Equipment Maintenance Management,* 26 July 2010

AFI 21-103, *Equipment Inventory, Status and Utilization Reporting,* 26 January 2012

AFI 21-103 AFSOC Sup 1, *Equipment Invetory, Status, and Utilization Reporting,* 1 December 2007

AFSCM 21-565, *Integrated Maintenance Data System Central Database*

AFSOCI 21-165, *Maintenance Metrics Algorithms*

USSOCOM D37-16, *USSOCOM Flying Hour Program,* 15 January 08

AFRIMS, *Air Force Records Disposition Schedule*

Prescibed Forms

There are no prescribed forms in this publication.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication,*

AFTO Form 781, *AFORMS (Air Force Operations Resource Management System) Aircrew/Mission Flight Data Document*

Abbreviations and Acronyms

AFSOC—Air Force Special Operations Command

ASD—Average Sortie Duration

ATD—Aircrew Training Device (aka Simulator)

AUR—Aircraft Utilization Report

AVDO—Aerospace Vehicle Distribution Officer

AVUM—Aerospace Vehicle Utilization Monitor

BAI—Backup Aircraft Inventory

CLS—Contracted Logistic Support

CPFH—Cost Per Flying Hour

FCF—Functional Check Flight

FHP—Flying Hour Program

IMDS—Integrated Maintenance Data System

MC—Mission Capable

MDS—Mission Design Series

MIS—Maintenance Information System

NSAv—Non-Standard Aerial Vehicle

O&M—Operation and Maintenance

OCF—Operational Check Flight

OS—Operations Scheduling

OSS—Operations Support Squadron

PA—Program Allocation

PAA—Primary Aerospace Vehicle Assigned

PAI—Primary Aircraft Inventory

POM—Program Objective Memorandums

REMIS—Reliability and Maintainability Information System

SIM—Simulator (aka ATD)

SOF—Special Operations Forces

UTE—Utilization

Terms

Additions—Sorties or aircraft flown, but not printed, on the weekly utilization and maintenance schedule for a given day. Not a deviation if not flown.

Adjustment—A formally coordinated change to a unit's annual flying hour program. An adjustment changes the total annual allocation and usually results in a reflow.

Attrition (aircraft)—Excess to PAI requirements procured to ensure aircraft fleet size remains the same, both at the beginning and end of the life cycle. No operating resources are allocated for these aircraft in the defense budget.

Attrition (sorties)—Losses expected based on historical data. Sorties added by maintenance scheduling to a unit's sortie contract to allow for expected losses due to maintenance, operations, supply, air traffic control, sympathy, HHQ, other cancels, and weather cancels. Attrition sorties are not substitutes for capability shortfalls; they are added to the contract to ensure mission goals are met.

Attrition Rate (hours/sorties)—Percent of scheduled hours/sorties that are cancelled (log zero time) for any reason (OPS, maintenance, weather, other).

Average Daily Sortie Rate—The number of sorties planned for that month from the annual plan divided by the number of O&M days in that month.

Average Sortie Duration (ASD)—The average time flown per sortie by type of aircraft, determined by dividing total hours flown by total sorties flown. HQ AFSOF/CC establishes the annual planning ASD. The ASD is not used as a flying objective.

Backup Aircraft Inventory (BAI)—Aircraft over and above the PAI to permit scheduled and unscheduled Depot level maintenance, modifications, inspections, and repair without a reduction of aircraft for the operation tasking. No operating resources are allocated for these aircraft in the defense budget.

Deviation—A departure from the printed weekly utilization and maintenance schedule.

Deployed Sortie—Sortie(s) launched in any overseas area of responsibility (AOR) that is designated as a combat/combat support mission.

Ferry Sortie—Sortie used to support unscheduled depot input and return, transfer, etc. When sortie requirements are known prior to printing the flying schedule, include these sorties in the weekly schedule, identifying the type sortie in the applicable remarks column.

Ineffective Sortie—A sortie that did not complete minimum training requirements, determined by the aircraft commander, therefore another sortie is required to complete the original training objective.

Local Sortie—Sorties launched at the home station or a deployed location launched and recovered by parent maintenance support. Includes deployed sorties flown geographically away from home base or simulated isolated areas on home base.

Maintenance Attrition Rate—Average percentage of scheduled sorties not flown due to maintenance non-deliveries.

Mission—A mission is defined as a primary objective for which an aircraft is operated and which may consist of an increment of one or more sorties. For example, a mission may involve two sorties or several missions may be accomplished in one sortie (AFI 11-401).

Mission Symbols—Also referred to as Aircraft Utilization Codes.

Monthly Flying and Maintenance Plan—The combination of planned monthly sorties and maintenance events planned in support of those sorties that will be performed during the effective month. A systematic approach of matching operational requirements to maintenance capabilities (AFI 21-101 and the AFSOC Supplement).

Monthly Sortie Contract—A written agreement approved by the wing/group commanders, which specifies the number of sorties and hours to be flown during the monthly period designated. The contract does not include attrition sorties nor are attrition sorties substitutes for capability shortfalls. The contract is based on mission requirements, UTE rates, and instructor and maintenance capabilities.

Off—Station Sortie—All sorties launched from other than the home station and (or) auxiliary field not supported by the parent maintenance support.

Operation and Maintenance (O&M) Days—The number of calendar days in a year, month, or week minus Saturdays, Sundays, federal holidays, and other declared “no-fly” days.

Operations Attrition Rate—Average percentage of scheduled sorties not flown for operational reasons (for example, aircrew non-availability).

Operations Squadron—This term is synonymous with a flying squadron.

Other Attrition Rate—Average percentage of scheduled sorties not flown due to factors beyond the control of the unit (for example, air traffic control or higher headquarters).

Out and Back (O&B) Mission—A mission scheduled to depart and return on the same day, consisting of at least one off-station launch.

Primary Aircraft Inventory (PAI)—Aircraft assigned to meet the primary aircraft authorization for performance of the operational and support mission to include wing/group-level maintenance requirements. Forms the basis of the allocation of operating resources to include manpower, support equipment, and flying hour funds.

Prime Flyers—Number of aircraft committed to the daily schedule excluding spare aircraft, aircraft required for FCFs, and aircraft required for ferry sorties/missions.

Reflow—A reallocation of program elements (hours, sorties, ASD, UTE) carried out across the remainder of the month or year that does not change the total annual allocation. Reflows will always accompany a flying hour adjustment. Reflows of execution deviations may or may not be applied to execution models.

Required Sorties/missions—Number of sorties to be flown to meet wing/group objectives. These are the numbers of sorties that ensure training and proficiency requirements are met as reflected in the AFSOC PA. Includes refly sorties/missions. For an hourly UTE rate, required hours/sorties are the number of hours/sorties that ensure training and proficiency requirements are met by achieving the annual goal reflected in the AFSOC PA.

Scheduled Sorties—Sum of required and attrition sorties.

Scheduled Take—Off—The take-off time printed in the daily portion of the weekly schedule for each sortie line number.

Sortie—An operational flight by one aircraft (AFI 11-401). A sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. A sortie ends after airborne flight when the aircraft returns to the surface and any of the following/group conditions occur:

a. The engines are stopped or the aircraft is on the surface for five minutes, whichever occurs first; or,

b. A change is made in the crew which enplanes a crew member; or,

c. A refuel (actual or simulated) operation is performed.

d. In addition, the following/group requirements of a sortie apply:

(1) A series of practice landings (touch and go's) will be debriefed as one sortie.

(2) Helicopter sorties with multiple landings and takeoffs will be documented as one sortie (line #) unless a, b, or c above occurs.

(3) Multiple helicopter takeoffs and landings involving FCF requirements will be documented as one sortie.

EXCEPTIONS: On missions where some crewmembers deplane and the remaining crew from the original takeoff relaunches, this is considered an extension of the original sortie. C—130 aircraft may be shut down to upload/download paratroopers or passengers (does not include crew members).

Spare Aircraft—An aircraft designated as a spare on the printed flying and maintenance schedule. Spares can also be aircraft printed in the weekly flying and maintenance schedule, for that day that have canceled or aborted, aircraft flown in an earlier sortie, or an aircraft released after FCF/OCF.

Support Sorties—Sorties required in support of the mission by AFI 11-401, *Aviation Management* and AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*.

Turnaround Time—Time from takeoff to takeoff for the same aircraft.

UTE Rate—The average number of required sorties or hours flown (planned or actual) per PAA aircraft for a specific timeframe. HQ AFSOC/A4 establishes the annual maximum sustainable UTE rate. The monthly UTE rate is calculated as monthly sorties or hours flown divided by PAA. The annual UTE rate is calculated as annual sorties or hours flown divided by PAA divided by 12 months.

Weather Attrition Rate—Average percentage of scheduled sorties not flown due to weather.

Attachment 2

ANNUAL EXECUTION PLAN EXAMPLE

Figure A2.1. Annual Execution Plan Example.

ANNUAL EXECUTION PLAN

MEMORANDUM FOR HQ AFSOC/A3/A4

FROM: WING/GROUP//CC//

UNCLAS FOUO

SUBJECT: FY(XX) UTE AND FLYING HOUR PROGRAM (UNIT) (MDS)

1. The following program submission or update is forwarded for review and approval:

Month	PAI	UTE	Sorties	ASD	PFT Hrs	CT Hrs	OCO Hrs	Total Hrs	SIM HRS
OCT	XX	XX.X	XXX	X.X	XXX	XXX	XXX	XXX	XXX
NOV	XX	XX.X	XXX	X.X	XXX	XXX	XXX	XXX	XXX
DEC	XX	XX.X	XXX	X.X	XXX	XXX	XXX	XXX	XXX
JAN	XX	XX.X	XXX	X.X	XXX	XXX	XXX	XXX	XXX
FEB	XX	XX.X	XXX	X.X	XXX	XXX	XXX	XXX	XXX
MAR	XX	XX.X	XXX	X.X	XXX	XXX	XXX	XXX	XXX
APR	XX	XX.X	XXX	X.X	XXX	XXX	XXX	XXX	XXX
MAY	XX	XX.X	XXX	X.X	XXX	XXX	XXX	XXX	XXX
JUN	XX	XX.X	XXX	X.X	XXX	XXX	XXX	XXX	XXX
JUL	XX	XX.X	XXX	X.X	XXX	XXX	XXX	XXX	XXX
AUG	XX	XX.X	XXX	X.X	XXX	XXX	XXX	XXX	XXX
SEP	XX	XX.X	XXX	X.X	XXX	XXX	XXX	XXX	XXX

NOTE: Use only sorties and ASD based on your flying operation.

Wing/Ops Group CC Name, Rank, USAF

Duty Title

Attachment 3

MONTHLY FLYING HOUR DEVIATION REPORT EXAMPLE

Figure A3.1. Monthly Flying Hour Deviation Report Example.

MONTHLY FLYING HOUR Deviation REPORT
(EXAMPLE)

The following monthly data is submitted for Month /Year:

UNIT	MDS	PLANNED	FLOWN	HRS DEVIATED	SIM	REMARKS
4 SOS	AC130U	501.0	454.3	46.7	41.2	1, 2, 4
15 SOS	MC130H	350.0	349.0	1.0	35.7	N/A (less than 2%)

1– 39.1 hours lost due to contingency cancellations.

2– 6.6 hours lost due to MX CNXs

4 – 1.0 hour lost due to OPS CNXs

Notes: 1 – Contingency Operations
2 – Maintenance Cancellations
3 – Weather Cancellations
4 – Ops Cancellations
5 – Other (explain)
N/A – FHP flown as planned

Attachment 4

REQUEST FOR FLYING HOUR PROGRAM ALLOCATION ADJUSTMENT EXAMPLE

Figure A4.1. Request For Flying Hour Program Allocation Adjustment Example.

MEMORANDUM FOR AFSOC/A3

FROM: WING/GROUP//CC//

SUBJECT: Request for Flying Hour Program (FHP) Allocation Adjustment

1. Request the following FHP allocation adjustment/s:

Unit	Original Allocation	PFT Adjustment	CT Adjustment	OCO Adjustment	Total Adjustment	Revised Allocation
4 SOS	5,000	0	-50	+650	+600	5,600
15 SOS	4,000	0	+200	-700	-500	3,500

2. Justification/s: (Provide full justification for each adjustment)
   a. 4 SOS – Decrease 50 CT hours due to numerous maintenance/weather problems as reported in previous monthly deviation reports. Increase 650 OCO hours to fulfill additional real-world tasking.
   b. 15 SOS – Increase 200 CT hours to compensate OCO hours lost. Decrease 700 OCO hours due to cancelled real-world tasking.
3. Please contact (POC and DSN) if you have any questions.

(Wing/Group Commander's signature)

(Wing/Group Commander's signature block)

Note to Wing/Group Current Ops Offices: Use Summary Memorandum format to add together all flying unit components. See **Attachment 7** as an example for format.

Attachment 5

SUSPENSE CHART

Table 5.1. Suspense Chart.

Flying Hour Program	Suspense	Report To	OPR	Ref
Initial Program Submission Notification	31 MAY	Wing/Group	AFSOC/A3TR	10.2.
Initial Program Submission Request	15 JUN	AFSOC/A3TR	Wing/Group	10.3.
Initial Program Submission	01 AUG	USSOCOM	AFSOC/A3TR	10.5.
Initial Flying Hour Program Allocation	01 SEP	Wing/Group	AFSOC/A3TR	10.6.
Midyear Re-allocation Request	30 MAR	AFSOC/A3TR	Wing/Group	15.2.
Final Re-allocation Request	30 JUL	AFSOC/A3TR	Wing/Group	15.2.

Monthly FHP Report	Suspense	Report To	OPR	Ref
Monthly Flying Hour Report (PA, CLS, & SIM)	5th day of subsequent month	AFSOC/A3TR	Wing/Group	16.1.

Monthly Flying Hour Deviation Report	Suspense	Report To	OPR	Ref
Monthly Deviation Report	5th day of subsequent month	Wing/Group	Flying Unit	17.2.
Monthly Deviation Report	7th day of subsequent month	AFSOC/A3TR	Wing/Group	17.3

Flying Hour Program	Suspense	Report To	OPR	Ref
Initial Program Submission Notification	31 MAY	Wing/Group	AFSOC/A3TR	10.2.
Initial Program Submission Request	15 JUN	AFSOC/A3TR	Wing/Group	10.3.
Initial Program Submission	01 AUG	USSOCOM	AFSOC/A3TR	10.5.
Initial Flying Hour Program Allocation	01 SEP	Wing/Group	AFSOC/A3TR	10.6.
Midyear Re-allocation Request	30 MAR	AFSOC/A3TR	Wing/Group	15.2.
Final Re-allocation Request	30 JUL	AFSOC/A3TR	Wing/Group	15.2.

Monthly FHP Report	**Suspense**	**Report To**	**OPR**	**Ref**
Monthly Flying Hour Report (PA, CLS, & SIM)	5th day of subsequent month	AFSOC/A3TR	Wing/Group	16.1.

Monthly Flying Hour Deviation Report	**Suspense**	**Report To**	**OPR**	**Ref**
Monthly Deviation Report	5th day of subsequent month	Wing/Group	Flying Unit	17.2.
Monthly Deviation Report	7th day of subsequent month	AFSOC/A3TR	Wing/Group	17.3

Attachment 6

AVUM APPOINTMENT EXAMPLE

Figure 6.1. AVUM Appointment Example.

19 Apr 12

MEMORANDUM FOR AFSOC/A3TR

FROM: xx SOG/CC

SUBJECT: Appointment of xx SOG Aerospace Vehicle Utilization Monitor (AVUM)

1. IAW AFI 21-103, paragraph 2.5.1.3, I appoint the following individual(s) as the xx SOG AVUM. The individual(s) have completed minimum Flying Hour Reconciliation training conducted on the USAF Expeditionary Center website.

Primary	Name/Grade:	Teir C.R. La Chapelle / E-5
	Email:	teir.lachapelle@xx.af.mil
	DSN:	000-0000
	Office:	xx SOSS/xxx
	DAFSC:	1C0X2
	Date of Training:	31 Mar 12
Alternate	Name/Grade:	Frederick H. Fabian III / E-7
	Email:	Frederick.fabian@xx.af.mil
	DSN:	000-0000
	Office:	xx SOSS/xxx
	DAFSC:	1C0X2
	Date of Training:	9 Apr 12

2. The POC for this appointment is CMSgt Shawn W. Bitton, 1C0X2 Functional Manager, xx SOSS/xxx, DSN 000-0000.

NAME, Colonel, USAF
Commander

cc: xx SOSS/CC
(OG/Wing Current Ops office symbol)
(MXG PS&D office symbol)

Attachment 7

REQUEST FOR FLYING HOUR PROGRAM ALLOCATION ADJUSTMENT, LARGE WINGS WITH 3 OR MORE AIRCRAFT (SUMMARY MEMORANDUM EXAMPLE)

Figure 7.1. Request for Flying Hour Program Allocation Adjustment, Large Wings with 3 or More Aircraft (Summary Memorandum Example) (Page 1 of 2).

23 Mar 12

MEMORANDUM FOR HQ AFSOC/A3

FROM: (Group/Wing Current Ops, or Signing Authority office/symbol)

SUBJECT: XX SOW FYXX Request for Flying Hour Program (FHP) Allocation Adjustment

1. Request the following FHP allocation adjustments:

Unit	Original Allocation	CT/PFT Adjustment	OCO Adjustment	SIM Adjustment	Total Adjustment	Revised Allocation
4 SOS	8,157.0	(2,747.0) +222.0	(4,741.0) 0.0	(669.0) -80.0	+142.0	8,299.0
6 SOS (C-130E/P)	837.0	(801.0) 0.0	(0.0) 0.0	(36.0) -36.0	-36.0	801.0
6 SOS (UH-1)	1,102.0	(1,050.0) 0.0	(0.0) 0.0	(52.0) -52.0	-52.0	1,050.0
8 SOS	5,448.0	(1,996.0) 0.0	(1,080.0) 0.0	(2,372.0) -1,817.0	-1,817.0	3,631.0
9 SOS	2,847.0	(1,791.0) 0.0	(960.0) +1,734.0	(96.0) -58.0	+1,676.0	4,523.0
15 SOS	6,544.0	(2,024.0) +193.0	(4,020.0) -976.0	(500.0) -260.0	-1,043.0	5,501.0
TOTAL	24,935.0	(10,409.0) +415.0	(10,801.0) +758.0	(3,725.0) -2,303.0	-1,130.0	23,805.0

Note: Values identified in ( ) are the original FY12 FHP allocations, per category. The bottom row is the adjustment request for each squadron.

2. Justification:

a. 4 SOS requests an additional 222 CT hours and a return of 80 OCO hours. (*Justification*)

b. 6 SOS requests to return all 88 simulator hours for the C-130E and UH-1. (*Justification*)

c. 8 SOS requests additional 20 CT hours. (*Justification*)

d. 9 SOS request an additional 1,734 OCO hours and a return of 58 simulator hours. (*Justification*)

e. 15 SOS requests an additional 193 CT hours, and a return of 976 OCO hours and 260 simulator hours. (*Justification*)

3. Please contact the XX SOG Flying Hour Program manager, MSgt Fred Fabian at DSN 000-0000, or the XX SOG Chief of Current Ops, Capt Brandon Thornton at DSN 000-0000 if you have any questions.

NAME, Rank, USAF
Duty Title

Figure 7.1. Request for Flying Hour Program Allocation Adjustment, Large Wings with 3 or More Aircraft (Summary Memorandum Example) (Page 2 of 2).

1st Ind to (Group/Wing Current Ops), 23 Mar 12, XX SOW FYXX Request for Flying Hour Program (FHP) Allocation Adjustment

XX SOG/CC
MEMORANDUM FOR XX SOMXG/CC
Recommend Approve/Disapprove

NAME, Rank, USAF
Commander

2d Ind, XX SOMXG/CC
MEMORANDUM FOR XX SOW/CC
Recommend Approve/Disapprove

NAME, Rank, USAF
Commander