

**BY ORDER OF THE COMMANDER
COLUMBUS AIR FORCE BASE**



**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 21-103**

**AIR EDUCATION AND TRAINING
COMMAND
COLUMBUS AIR FORCE BASE
Supplement**

**23 JULY 2024
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Maintenance**

**EQUIPMENT INVENTORY, STATUS
AND UTILIZATION REPORTING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 21-1, *Air and Space Maintenance* and AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*. This instruction establishes procedures for aircraft utilization reporting. These procedures apply to all 14 OG and 14 MX personnel who document, record or report aircraft utilization. This publication applies to Air Force Reserve Command (AFRC) units. This publication does not apply to the Air National Guard (ANG). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route the DAF Form 847 from the field through major command (MAJCOM) publications/forms managers. 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* and disposed of in accordance with the 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 supplement updates the abbreviations and acronyms list. It establishes policies and procedures to validate sorties and hours flown daily.

2.28.1. **(COLUMBUSAFB)** Operations Squadron (OS) personnel will input AFTO Forms 781 into GTIMS prior to the start of the next “go” for home station sorties. The Aircraft Maintenance Contractor Debrief Section shall review AFTO Form 781 in GTIMS for errors. If no errors exist, Debrief will enter flying hours from AFTO Form 781 from GTIMS into IMDS. If errors are identified, they shall be brought to the attention of the respective Operations Squadron (OS) for reconciliation. After validation has been accomplished and all necessary corrections are made Debrief will enter flying hours from AFTO Form 781 from GTIMS into IMDS.

2.28.1.1. **(Added)** T-1 O&B AFTO Forms 781 will be entered into GTIMS after the last return. For aircraft away from home station, the AFTO Forms 781 should be electronically sent to home station NLT the following duty day for sorties/hours flown off-station. Aircrews will ensure AFTO Forms 781 are forwarded to the Operations Duty Desk to be inputted into GTIMS promptly.

2.28.1.2. **(Added)** Once the utilization data is entered into MIS by the Debrief Section, the AFTO Forms 781 shall be verified against the MIS Debriefing Sortie Recap, MIS screen 174, to verify that all the sorties have been entered. OS personnel review all AFTO Forms 781 to verify that all sorties have been entered into GTIMS.

JAMES J. BLECH, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-322, *Records management and information Governance Program*

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

GTIMS—Graduate Training Integration Management System