

**BY ORDER OF THE COMMANDER  
47TH FLYING TRAINING WING**

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



**1 NOVEMBER 2022**

**LAUGHLIN AIR FORCE BASE  
Supplement**

**24 JANUARY 2025**

**Maintenance**

**EQUIPMENT INVENTORY, STATUS  
AND UTILIZATION REPORTING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 21-1, *Air and Space Maintenance*. It establishes procedures for tracking, reconciling and reporting the aircraft flying hours. The Training Status and Sortie Utilization Report are used for manpower and flying hour programming, as well as Higher Headquarters (HHQ) reporting. Accurate data is imperative to forecast future manning requirements and flying hour allocations. This instruction establishes policies and procedures to streamline aircraft utilization reporting through efficient coordination of wing operating agencies, and better use of existing maintenance and operation computer networks. It applies to all USAF aircraft assigned to the 47th Flying Training Wing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS)

### ***SUMMARY OF CHANGES***

This document has been supplemented IAW MAJCOM direction to develop a local guidance for the Flying Hour Reporting program.

2.23.3.5. **(LAUGHLINAFB)** In the occurrence that required Functional Check Flights (FCFs) cannot be performed by operations personnel due to lack of pilots or another ops related issue and no further action is required to return the aircraft to a mission capable status (i.e., no Red X conditions exist), maintenance status stops when all maintenance actions leading up to the FCF are complete. Document the required operational check in accordance with TO 00-20-1, Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures.

2.29.1.2. **(LAUGHLINAFB)** 47 OSS Wing Programming will:

2.29.1.2.1. **(LAUGHLINAFB)** Appoint Flying Hour Program (FHP) point of contact (POC) in writing IAW this instruction [Para 2.6.1.3](#).

2.29.1.2.2. **(LAUGHLINAFB)** Review the flying hour reconciliation spreadsheet daily from 47MXO Maintenance Analysis Section and Unit SARM.

2.29.1.2.3. **(LAUGHLINAFB)** Send an email to all FHP monitors when corrections have been made.

2.29.1.2.4. **(LAUGHLINAFB)** Maintain a process to keep track of the daily and monthly AURs, to verify monthly flying hour close-out. This verification uses the flying squadron's operations recap (based on AFTO Form 781 data) retrieved from G/TIMS at the end of the month. Prepare the End of Month (EOM) for approval of the FTW/CC by 1200L the ninth business day of the month and send to appropriate agency for incorporation into the 1430 production meeting.

2.29.1.3. **(LAUGHLINAFB)** SARM's will:

2.29.1.3.1. **(LAUGHLINAFB)** Serve as points of contact (POCs) for flying time reporting for the flying squadrons and notify the aircraft debrief section on all MIS errors discovered by the flying time monitor.

2.29.1.3.2. **(LAUGHLINAFB)** The daily process of data entry, review, and reconciliation is important and shall be repeated until the daily flying times and deviation explanations are correct.

2.29.1.3.3. **(LAUGHLINAFB)** The TIMS daily sortie report is a tool for daily accounting of sortie/hour utilization. The operations officer or designated representative will review the daily sortie report for accuracy, resolve conflicts, and update TIMS as required.

2.29.1.3.4. **(LAUGHLINAFB)** Weekend flying activity inputs will be included in the TIMS daily sortie report created on the first fly day of the following week.

2.29.1.3.5. **(LAUGHLINAFB)** Review on-line MIS product for the previous week's flying for errors. They will also coordinate with the debrief section to correct IMDS errors. After review, the flying time monitor will keep the IMDS product on file until that month's flying data has been verified as correct by 47th Wing Programming. Flying time monitors will complete this weekly review before 1600 hours on the second duty day of the following week.

2.29.1.3.6. **(LAUGHLINAFB)** Review the monthly Aircraft Utilization Report (AUR) for the previous month's hours and sorties for accuracy prior to 0900L the first business day of the current month. After review is complete, file the AUR until the next month's review.

2.29.1.4. **(LAUGHLINAFB)** Aircraft Maintenance Unit (AMU) Debrief will:

2.29.1.4.1. **(LAUGHLINAFB)** Identify and correct errors in the MIS before the next business day.

2.29.1.4.2. **(LAUGHLINAFB)** Perform end of month sortie reconciliation to ensure all errors are corrected between TIMS and MIS NLT the 3<sup>rd</sup> day of the following month. MIS data is input NLT midnight on the fourth calendar day of the following month and any flying time reported after the 4th calendar day will be reported in the next month's data in the MIS. **(T-2)**. The reporting period is based on Greenwich Mean Time (GMT). The first day of the new GMT month, the flying hours are reported for the new month. Command utilization data automatically updates in REMIS.

3.3.2.1. **(LAUGHLIN)** Be designated as the primary POCs for aerospace vehicle inventory and status reporting within their organization.

TYLER J. ELLISON, Colonel, USAF  
Commander, 47th Flying Training Wing

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

**(LAUGHLINAFB)** DAFI 21-103, *Equipment Inventory, Status and Utilization Reporting*, 31 January 2024

**(LAUGHLINAFB)** AFPD 21-1, *Air and Space Maintenance*, 25 February 2003 AFPD 21-1, *Maintenance of Military Materiel*, 1 Aug 2018

***Adopted Forms***

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

***Abbreviations and Acronyms***

**(LAUGHLINAFB)** **ALIS**—Autonomic Logistics Information System

**(LAUGHLINAFB)** **AMU**—Aircraft Maintenance Unit

**(LAUGHLINAFB)** **AUR**—Aircraft Utilization Report

**(LAUGHLINAFB)** **GTIMS**—Graduate Training Integration Management System

**(LAUGHLINAFB)** **HHQ**—Higher Headquarters

**(LAUGHLINAFB)** **MOS**—Maintenance Operations Squadron

**(LAUGHLINAFB)** **TASAMS**—Tactical Aircrew Scheduling and Airspace Management System