

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

**LUKE AIR FORCE BASE
INSTRUCTION 21-103**



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Maintenance**

**STATUS AND UTILIZATION
REPORTING OF EQUIPMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 21-103, *Equipment Inventory, Status and Utilization Reporting*, and AFI 21-103_AETCSUP, *Equipment Inventory, Status and Utilization Reporting*. This instruction 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 56th Fighter Wing (FW). 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS).

1. Flying Hour Program.

1.1. Serve as points of contact (POCs) for flying time reporting for their fighter squadrons and notify the aircraft maintenance unit (AMU) debrief on all Integrated Maintenance Data

Systems (IMDS) and Autonomic Logistics Information System (ALIS) errors discovered by the flying time monitor.

1.2. Compare screen #174 (F-16), Daily Recap (F-35) provided by AMU debrief and Maintenance Data Systems Analysis (MDSA) daily, against the operations scheduling computer, and Graduate Training Integration Management System (GTIMS) aircraft histories file, that has been updated with data taken directly from AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*. The Fighter Squadron (FS) flying time monitor will notify debrief of changes made to AFTO Form 781 after initial IMDS input. All errors will be reconciled with AMU debrief at the end of each fly day.

1.2.1. 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.

1.3. The GTIMS 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 GTIMS as required.

1.4. Weekend flying activity inputs will be included in the GTIMS daily sortie report created on the first fly day of the following week. Deployments that return on the first fly day of the week will have their data included on that day's report.

1.5. Review on-line IMDS product (F-16) Daily Recap (F-35) for the previous week's flying for errors. They will also coordinate with the AMU debrief section to correct IMDS errors (F-16) coordinate with MDSA to correct Daily Recap (F-35). After review, the FS flying time monitor will keep the IMDS product on file until that month's flying data has been verified as correct by 56th Operations Support Squadron (OSS) Current Operations Flight. Flying time monitors will complete this weekly review before 1600 hours on the second duty day of the following week.

1.6. Review the monthly Aircraft Utilization Report (AUR) (F-16) Daily Recap (F-35) for the previous month's hours and sorties for accuracy prior to 0900L the first workday of the current month. After review is complete, file the AUR until the next month's review (F-16).

2. Aerospace Vehicle Utilization Reporting Overview.

2.1. 56th Operations Support Squadron (56 OSS) Flight will:

2.1.1. Serve as the wing POC for flying hour reporting.

2.1.2. Receive the flying hour reconciliation spreadsheet daily from 56th Maintenance Operations Flight (MOF) Plans, Scheduling, and Documentation (PS&D) Aerospace Vehicle Distribution Officer (AVDO.)

2.1.3. Forward the reconciliation spreadsheet to the FS flying time monitors to fix in their applicable Maintenance Information System (MIS).

2.1.4. Reply to 56 MOF PS&D AVDO when corrections have been made from the FS flying time monitors.

2.1.5. Maintain a file of monthly AURs (F-16) Daily Recaps (F-35), to verify monthly flying hour close-out figures with 56 MOF PS&D. This verification uses the flying squadron's operations recap figures (based on AFTO Form 781 data) retrieved from GTIMS at the end of the month. Prepare the monthly close-out slide for approval of the

FW/CC by 1200L the first day of the month and send to appropriate agency for incorporation into the 1500 production meeting.

2.1.6. Submit a monthly flying hour report received from 56 MOF PS&D AVDO to the major command (MAJCOM) for the previous month's flying hours.

2.2. 56 MOF PS&D Aerospace Vehicle Distribution Officer (AVDO) will:

2.2.1. Ensure the completeness and accuracy of flying hours; however, the MIS flying hour data is the official reporting source for F-16s.

2.2.2. Check maintenance MIS reports (F-16) Daily Recaps (F-35) daily for the previous day's flying hours to ensure the data is correct, and coordinate any necessary changes between the 56 OSS Current Operations Flight and debrief and MDSA personnel.

2.2.3. Submit a monthly flying hour report to the 56 OSS Current Operations Flight for the previous month's flying hours.

2.2.4. The monthly flying hour report will only include those hours that were reported and reconciled in the MIS (F-16) Daily Recap (F-35) as of 2400 on the 4th calendar day of the following month. Any hours or changes reported after that will be included as late time in the following months report.

2.3. AMU Debrief will:

2.3.1. Reconcile with FS flying time monitor daily to ensure flying hours and sorties match.

2.3.2. Print screen #174 (F-16), Daily Recap (F-35) after all debriefs have been input into the MIS (F-16) Daily Recap (F-35), add up the flying hours and sorties and email the screen #174 (F-16), Daily Recap (F-35) to the FS flying time monitor to make sure they match.

2.3.3. Receive the flying hour reconciliation spreadsheet daily from 56 MOF PS&D AVDO, if errors are found. Identify and correct errors before the next duty day.

2.3.4. Perform end of month sortie reconciliation to ensure all errors are corrected between GTIMS and MIS (F-16) Daily Recaps (F-35) no later than the 3rd day of the following month.

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

AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*, 30 April 2020

AFI 21-103_AETCSUP, *Equipment Inventory, Status and Utilization Reporting*, 28 July 2020

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

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

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

ALIS—Autonomic Logistics Information System

AMU—Aircraft Maintenance Unit

AUR—Aircraft Utilization Report

AVDO—Aerospace Vehicle Distribution Officer

IMDS—Integrated Maintenance Data System

FS—Fighter Squadron

GTIMS—Graduate Training Integration Management System

HHQ—Higher Headquarters

MDSA—Maintenance Data Systems Analysis

MIS—Maintenance Information System

MOF—Maintenance Operations Flight

MOS—Maintenance Operations Squadron

PS&D—Plans, Scheduling, and Documentation

TASAMS—Tactical Aircrew Scheduling and Airspace Management System