**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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.

*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.

**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.

**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.

**Chapter 3**

**MONTHLY FLYING HOUR EXECUTION REPORT**

**3.1. Monthly Flying Hour Execution Report.** Lead MAJCOM Director of Operations (MAJCOM/A3), or equivelant 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.

**3.2. 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.

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

**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 **HQAFMCFM.FMRA.FHP@us.af.mil** and members of the AF/A3TR readiness generation branch.

**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 reparable 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.

**4.2. 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.

**4.3. Mid-Year Review Realignments.** 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 Froce 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.

**5.3. 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.

## 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.

**7.3.  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.

JOSEPH T. GUASTELLA, Jr., Lt Gen, USAF
Deputy Chief of Staff, 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

*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

**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

**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

*Terms*

**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.

**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 $$$$ | | Adjusted Hours | Adjusted Hours (total) | Adjusted $$$$ |
|--------|----|----------|---------------|--------------|--------------|--|----------------|------------------------|---------------|
| | | | | | | | | | |

**Attachment 3**

**MONTHLY FLYING HOUR REPORT**

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

| EntryFisc alYear | EntryFiscal MonthNu m | FundsHolder | FundsHolder _OAC | PrimaryMAJC OM | MDS | Lead MAJCOM | SUPPORTING | Type | Mission |
|---|---|---|---|---|---|---|---|---|---|

**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 |
|---|---|---|---|---|---|---|---|---|---|