

**BY ORDER OF THE
COMMANDER HQ 62D AIRLIFT WING
(AMC) MCCORD, WA**

62D AIRLIFT WING INSTRUCTION 11-4

6 JULY 1999

Flying Operations

**OPERATIONS SYSTEMS MANAGEMENT
(OSM) FLYING TIME DOCUMENT
PROCESSING**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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1. GENERAL

1.1. Purpose. This Airlift Wing Instruction (AWI) describes processing procedures for individual flying time documentation, to include the AFTO Form 781, Air Force Operations Resource Management System (AFORMS) Aircrew/Mission Flight Data Document, and the AF Form 3520, Aircrew/Mission Flight Data Extract. The 62d Operations Support Squadron, Flight Records Office (62 OSS/OSTM) is responsible for the contents and revision of this AWI. Any discrepancies or changes required in this document must be brought to the attention of 62 OSS/OSTM. This AWI is to be used in conjunction with AFI 11-401, Flight Management, AFI 21-103, Equipment Inventory, Status, and Utilization Reporting, and Air Mobility Command (AMC) supplements to these publications.

1.2. Objectives. The specific objective of this AWI is to outline the basic policies and procedures used to process individual flying time documentation for members whose Flight Records are maintained at McChord AFB.

1.3. Compliance. All military and civilian personnel either assigned or attached to the 62d Airlift Wing and 446th Airlift Wing whose work or functional duties require processing of individual flying time documentation are obligated to follow this AWI.

1.4. Updates. This AWI will be reviewed/updated annually in July; recommendations for change must be forwarded for consideration to 62 OSS/OSTM by the first week in June. Out of cycle recommendations for change will be coordinated through 62 OSS/OST for approval.

1.5. Processing Goals. See [Attachment 1](#).

1.6. Process Charts. See Attachment 2.

2. AFI 21-103 REPORT

2.1. General. The AFI 21-103 Report is used to audit the inputs made to GO81 by Maintenance Debrief. These inputs are made using the information entered on the AFTO Form 781, Part I.

2.2. Daily Routine Reports. Each day, an AFI 21-103 Report, Routine, is provided by Maintenance Debrief with the AFTO Forms 781 to each unit when they pickup their forms. This Routine report will be used as the primary document for auditing the Part I information and coordinating corrections with Maintenance Debrief. After the audits and corrections are verified and annotated on the appropriate source documents, the report and AFTO 781s will be forwarded to 62 OSS/OSTM (Flight Records). Flight Records will audit reports and AFTO Forms 781 before and after input into AFORMS, coordinate corrections with operating unit, and GO81, and file the AFTO Forms 781 for 13 months.

2.3. Weekly Processing. Maintenance Plans and Scheduling will provide a weekly electronic data summary of all GO81 inputs to 62 OSS/OSTM. AFORMS and GO81 data will be reconciled by OSTM using a browser to ensure all AFTO Forms 781 have been received and processed correctly.

3. AFTO FORM 781, AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT

3.1. General. The AFTO Form 781 is the primary source for documenting individual flying time. It must be completed IAW AFI 11-401 and the 62 AW AFTO Form 781 Completion Guide. To be completely processed, the information on the form must be entered into the maintenance database, via GO81, and into the AFORMS database.

3.2. Processing. Processing begins when the AFTO Form 781 is completed and certified by the aircraft commander after a flight. Multiple day missions require a separate form for each day's missions and/or AFI 11-401 requirements. The following describes each step in the process for data verification, system input, audit, and filing.

3.3. Maintenance Debrief. Upon completion and certification by the aircraft commander, the AFTO Form 781 is given to the debrief section for update in GO81. Debrief personnel will make and audit the inputs in GO81 and initial AFTO 781 block 34. A joint mission review will be conducted by Maintenance Debrief, Current Operations, and Reports & Analysis prior to AFTO 781's being released to each squadron. After mission review has been conducted, the AFTO 781 and daily AFI 21-103 Report, Routine will be placed in separate boxes for each squadron to pick up. Maintenance Debrief is open 24 hour, 7 days per week

3.4. Squadron Operations Systems Management (SOSM). 62d AW, SOSM personnel will pickup the forms from Maintenance Debrief, (446 AW SOSM personnel will develop their own procedures for pick up and delivery of forms) and verify the AFTO 781 Part I and II against the Flight Authorization (FA). Ensure members' name, SSAN and duty position matches the FA, and the mathematical flight time calculations are correct. Errors will be identified and corrected on AFTO 781, the form will be initialed in block 37 and turned into Flight Records with attached AFI 21-103 Report, Routine.

3.5. AFORMS Input. Flight records personnel will audit the AFTO 781 against the attached GO81 report, and the Flight Authorization. Errors will be annotated on the AFTO 781 and Maintenance Debrief will be contacted for corrections to GO81. Data from Part I and II of the AFTO 871 will be input into AFORMS as soon as the form is verified correct. Information from the form will be input exactly as it appears.

3.5.1. AFORMS Audit. On a daily basis the AFORMS Flying Time Update Audit Report will be printed to audit flying time inputs from the previous day. Each entry on the printed product must match the AFTO Form 781 information exactly; errors will be corrected as soon as possible. Corrections will appear on the next day's audit listing.

3.5.2. Filing. Once Flight Records Section personnel complete the AFTO Form 781 audit against GO81 and AFORMS, it is filed IAW AFMAN 37-139. All forms will remain in the Flight Records Section's files for a total of 13 months and then will be destroyed.

3.6. AFTO Form 781 Extracts. When an aircrew member flies on an aircraft not based at McChord AFB, the flying time should be extracted to ensure proper credit is made to the member's experience totals. The AFTO Form 781 can be used to meet this need and must be completed IAW AFI 11-401 and the 62 AW AFTO Form 781 Completion Guide. These forms must be certified by the aircraft commander at the time of flight, or may be certified as correct by the member's operations officer or the Flight Records Superintendent. Completed and certified forms will be forwarded to Flight Records Section for input to AFORMS.

4. AF FORM 3520, AIRCREW/MISSION DATA EXTRACT

4.1. General. When an aircrew member arrives from Altus AFB after training, or flies for an extended period with another unit or on an aircraft not based at McChord AFB, the flying time can be extracted to an AF Form 3520 to ensure proper credit is made to the member's experience totals. Entries on the AF Form 3520 must be completed IAW AFI 11-401 for each flight. This form is provided as a convenience for recording multiple flights for one person. These forms must be certified at the location where the flights were made or by the Flight Records Superintendent. Completed and certified forms will be forwarded to Flight Records Section for input to AFORMS.

4.2. AFORMS Input. Each entry on the AF Form 3520 must be input to AFORMS as a separate transaction. Otherwise, the information is treated the same as other flying time inputs.

4.3. AFORMS Audit. Inputs using the AF Form 3520 as the source document must be audited according to the same procedures established for the AFTO Form 781.

4.4. Filing. The AF Form 3520 will be filed with the unit's AFTO Forms 781 using the last entry and the date for filing and retention purposes.

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Attachment 1

FLYING TIME DOCUMENTATION PROCESSING GOALS

Process	Goal
Maintenance Debrief: Input AFTO Forms 781 part I into GO81. Audit GO81 using 103 Report and AFTO 781. Initial block 34 of Form 781. Place AFTO 781 and 103 Report in Operating Units box for pickup.	1 day
Corrections, if necessary, coordinated/updated/audited	2 days
Operating Unit: Audit AFTO Form 781, Part I / II, against the Flight Authorization. Initial block 37 of Form 781. Deliver AFTO 781 and 103 Report to Flight Records.	1 day
Corrections, if necessary, coordinated/updated/audited	2 days
Flight Records: Audit AFTO Form 781, Part I against 103 Report and contact Maintenance Debrief for required corrections. Input part I and II into AFORMS. Date and sign block 38 of Form 781, and place in audit file.	1 day
Audit previous days Form 781 using AFORMS Flying Time Update Audit Report. File Form 781 in storage cabinet for 13 months.	1 day
<u>AFTO Forms 781 Completely Processed</u>	
Best Case Total	4 days
Worst Case Total	6 days