

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND
HEADQUARTERS OPERATING
INSTRUCTION 21-104**

30 June 1995

Maintenance

**DISTRIBUTION AND CONTROL OF
AIRCRAFT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Sue H. Kidd)
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(Brig Gen Alan H. Bruce)
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This instruction implements AFRPD 21-1, *Managing Aerospace Equipment Maintenance*, and outlines responsibilities and duties of Directorates of Logistics (LG) and Operations (DO).

SUMMARY OF REVISIONS

This revision updates references and functional address symbols throughout.

1. Responsibilities:

- 1.1. Directorate of Logistics (LG) and Directorate of Operations (DO) ensure that all matters concerning the allocation, assignment, distribution, and transfer of aircraft are coordinated between the two directorates.
- 1.2. Director of Logistics (LG) establishes an aerospace vehicle distribution office (AVDO), HQ AFRES/LGQRA, which:
 - 1.2.1. Distributes aircraft to units based on requirements furnished by the Director of Operations (DO) and issues all transfer and assignments directives.
 - 1.2.2. Monitors the gains, losses, and termination of aircraft assignment.
 - 1.2.3. On establishment of new projects for assignment of aircraft to the command:
 - 1.2.3.1. Obtains aircraft assignment directives from AFMC.
 - 1.2.3.2. Makes necessary inventory adjustments.
 - 1.2.4. Maintains a current locator file (showing assignment and possession) on all aircraft by type and serial number assigned to this command.

- 1.2.5. Coordinates scheduled delivery of aircraft with AFMC and other MAJCOMs.
- 1.2.6. At the request of Directorate of Operations (DO), makes changes to aircraft assignment codes according to AFI 21-103, and notifies numbered air force (NAF), units concerned, HQ AFMC, and HQ USAF/PES.
- 1.2.7. Coordinates aircraft assignment/movement actions with the appropriate Operations staff office.

1.3. Directorate of Operations (DO):

- 1.3.1. Determines and establishes aircraft requirements for all command activities.
- 1.3.2. Advises Directorate of Logistics (LG) of all approved projects.
- 1.3.3. Arranges for ferry crews when unit to which aircraft is assigned is unable to provide necessary crews.
- 1.3.4. Determines aircraft allocation to units of the command.
- 1.3.5. Upon approval from HQ USAF, advises of any assignment code changes.
- 1.3.6. Establishes command procedures for flying units to request transfer or reassignment of aircraft between units within AFRES. **NOTE:** Submits requests for assignment/reassignment of specific aircraft by aircraft serial number to LGQRA in writing as follows:

MEMORANDUM FOR HQ AFRES/LGQ

FROM:

SUBJECT: Aircraft Assignment/Reassignment Request

Request the following aircraft be reassigned as indicated:

<u>MDS</u>	<u>CODE</u>	<u>S/N</u>	<u>RELEASER</u>	<u>RECIPIENT</u>	<u>EFFECTIVE DATE</u>
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Remarks/Special Instructions

Signature

1.3.7. Advises the Manpower Plans Branch (XPMX) of all revisions to the primary aircraft authorization (PAA) program for specific units when revisions are not reflected in current USAF/AFRES aircraft program documents.

DAVID S. SIBLEY, Brig General, USAFR
Assistant Vice Commander