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Operations

**OPERATIONS SYSTEMS MANAGEMENT
(OSM)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 11-4, *Aviation Service*, to establish policy for AMC OSM and applies to all active and associate US Air Force Reserve (USAFR) units. It is not applicable to Air National Guard (ANG) units, however, it may be used for informational purposes by AMC-gained ANG and non-associate USAFR units. The system prescribed by this manual is affected by the Privacy Act of 1974. Each form or report required by this instruction, affected by the Privacy Act, will contain a Privacy Act statement, either incorporated in the body of the document or in a separate statement accompanying the document. The specific statutes authorizing collection of this database are the National Security Act of 1947, 37 U.S.C. 301, PL 92-204, Section 71S, and the Aviation Career Incentive Act of 1974, PL 93-294.

SUMMARY OF REVISIONS

This revision updates technical for the new Air Force construct of publications; includes descriptions of AFORMS courses taught by the AMWC, Fort Dix, New Jersey; and updates the non-US personnel (NIJSIC) codes to be used in AFORMS.

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Chapter 1

SYSTEM ADMINISTRATION

1.1. General. AMC's Operations Resource Management System is the primary tool for managing AMC's aircrews. The system is designed to ensure each aircrew member meets or exceeds minimum requirements for participation in flying duties. The Air Force Operations Resource Management System (AFORMS) is the automated system used to support AMC's OSM mission. AFORMS was developed to store and display the vast amount of information required to manage, maintain, and report unit operational capability. Information is updated via remote computer terminals and optical mark readers (OMR). Output is displayed on remote terminals and computer-printed products. Although certain AFORMS' input forms may be source documents, AFORMS products are not and will be validated against the appropriate source document when AFORMS data is questionable.

1.2. Abbreviations:

ACIP	Aviation Career Incentive Pay
AFOLDS	Air Force Online Data System
AFORMS	Air Force Operations Resource Management System
AM	AFORMS Manager
ASC	Aviation Service Code
AO	Aeronautical Order
BM	Bimonthly
COMSEC	Communication Security
DAR	Data Automation Requirement
DNIF	Duty Not Involving Flying
DIREP	Difficulty Report
DPI	Data Processing Installation
FAC	Flying Activity Categories
HDIP	Hazardous Duty Incentive Pay
HOSM	Host Operations System Manager
IARMS	Integrated Aircrew Resource Management System
MAR	Mission Accomplishment Report
MPO	Military Pay Order
NAF	Numbered Air Force (AMC NAF)
OFDA	Operational Flying Duty Accumulator
OMR	Optical Mark Reader
OPSEC	Operational Security
ORE	Operational Readiness Exercise

ORI	Operational Readiness Inspection
OSM	Operations Systems Management
PQI	Professional Qualification Index
RPI	Rated Position Identifiers
SAN	System Advisory Notice
UDF	User Defined Function
VDT	Video Display Terminal

1.3. AFORMS Objectives:

- Provide aircrew resource managers at all levels with concise, timely, and accurate management information.
- Support daily and long-range scheduling activities with timely and effective automated products.
- Minimize the requirements for database maintenance and manually generated upward reporting.
- Record and display data on all aircrew additional and continuation training required and accomplished.

1.4. AFORMS Management. Efficient management of AFORMS is a function of:

- Accurate and timely update procedures.
- Comprehensive knowledge of AFORMS capabilities and products by all system users.
- Timely identification and correction of system deficiencies.

1.5. Regulation Administration:

1.5.1. Recommendations for improvement to this instruction are encouraged. Send recommended changes through channels to HQ AMC/DOTF, using AF Form 847, **Recommendation for Change of Publication (Flight Publication)**.

1.5.2. AMC numbered air forces (NAF;) and wings may publish supplements to this instruction, as required. Prior HQ AMC/DOTF approval is mandatory for supplements that modify the basic policies or procedures directed by this instruction. Send a draft copy of all proposed supplements to HQ AMC/DOTF for coordination.

1.6. Communications. Send written communications concerning OSM through the normal chain of command. Direct telephonic communication with HQ AMC/DOTF is authorized.

1.7. System Deficiencies. AFORMS program deficiencies fall into two categories:

1.7.1. Those involving programs that do not perform as specified, and

1.7.2. Those involving new requirements which necessitate program modification. Report all deficiencies immediately to wing OSM functional manager who will assist in performing a detailed analysis of the problem. If a solution cannot be determined locally, the wing OSM functional manager will notify the appropriate AMC NAF DOV. Use an AF Form 1815, **B3S00/B263/H800/200 Difficulty Report (DIREP)**, according to AFM 171-190, volume III (phase IV), for programs which do not per-

form as designed. Use a program modification request (PMR), according to AFM 171190, volume III, for establishing a new requirement. The AMC NAF will evaluate the deficiency and, if it is determined to be a valid one, send appropriate documents to HQ AMC/DOTF for approval or action.

Chapter 2

RESPONSIBILITIES

2.1. General. This chapter describes responsibilities to ensure the success of OSM. AFORMS objectives cannot be attained without the support of everyone.

2.2. HQ AMC/DO Responsibilities:

2.2.1. Provides overall system administration and management.

2.2.2. Coordinates proposed system changes with US Air Force agencies, AMC staff agencies, and subordinate units.

2.2.3. Establishes priorities for system implementation, programming, and maintenance.

2.2.4. Coordinates and publishes all changes to this instruction. Ensures subordinate units use AFORMS according to this instruction.

2.2.5. Publishes required AFORMS input forms and instructions for each user-defined function developed by HQ AMC/SC.

2.2.6. Manages all AMC-assigned military and civilian OSM specialists and provides an OSM specialist training outline for each AMC NAF to use as the basis for their training program. (See [Attachment 1](#).)

2.2.7. Provides a resource manager training outline for each AMC NAF to use as a basis for their training programs. (See [Attachment 2](#))

2.2.8. Reviews all requests by agencies for aircrew information.

2.2.9. Exercises these responsibilities through HQ AMC/DOTF.

2.3. HQ AMC/SC Responsibilities:

2.3.1. Designs, develops, and implements AFORMS additions and revisions unique to AMC.

2.3.2. Provides materials and computer time required for AFORMS processing and development.

2.3.3. Maintains and updates the AMC-Unique AFORMS programs.

2.3.4. Sends AMC-unique AFORMS system advisory notices (SAN) for information concerning program difficulties to all users.

2.3.5. Provides technical assistance and direction, as required by HQ AMC/DO.

2.4. AMC NAF DO Responsibilities:

2.4.1. Manages the OSM functions within their NAFs.

2.4.2. Ensures efficient system use by subordinate units.

2.4.3. Coordinates system requirements and proposed enhancements with subordinate units, other AMC NAFs, and HQ AMC/DOTF.

2.4.4. Develops and manages the OSM specialist and resource manager training programs for subordinate units.

2.4.5. Exercises these responsibilities through their NAF DOVs.

2.5. AMC NAF DOV Responsibilities:

2.5.1. Manage all OEM functions, and develop the respective NAF OEM specialist and resource manager training programs.

2.5.2. Designate the senior OSM specialist in writing as the functional manager for all IC0X2 specialists and OSM matters.

2.5.3. Designate the most knowledgeable IC0X2 in AFORMS matters in writing as the AFORMS manager (AM) to be responsible for all its issues.

2.6. AMC NAF Functional Manager Responsibilities:

2.6.1. Be the single point of contact (POC) and manager for all matters concerning IC0X2 specialists within NAFs.

2.6.2. Resolve differences between the AMC NAFs when problems concerning OSM specialists involve more than one NAF.

2.6.3. Manage OSM specialist positions to assure equitable distribution of rank and experience among subordinate units.

2.6.4. Supplement Air Force and publications as necessary.

2.6.5. Perform staff assistance visits, within budget restraints, to subordinate units. Provide HQ AMC/DOTF with a summary of findings within 90 days of the visit. Sanitize each report—Do not make references to the unit visited, personnel contacted, etc.

2.7. AMC NAF AFORMS Manager Responsibilities:

2.7.1. Provide AFORMS OSM specialist and resource manager training program guidelines to subordinate units. (Send one copy of training guidelines and changes or revisions to HQ AMC/DOTF.)

2.7.2. Be the single POC for all AFORMS matters within their NAFs.

2.7.3. Supplement regulations, manuals, and AMC supplements, as necessary.

2.7.4. Perform staff assistance visits, within budget restraints, to subordinate units. Provide HQ AMC/DOTF with a summary of findings within 90 days of the visit. Sanitize each report--do not make references to the unit visited, personnel contacted, etc.

2.8. Wing and Operations Group Commander Responsibilities: (Includes ANG wing and group commanders)

2.8.1. Provide overall base-level AFORMS administration.

2.8.2. Ensure wing and squadron managers use available AFORMS products in lieu of manually-prepared reports and listings unless AFORMS product is deficient and the deficiency is documented according to this publication.

2.8.3. Ensure small computers are not used to duplicate or circumvent AFORMS. AFORMS data may be downloaded, using emulator programs (CHI, Step, Pep, etc.) and the data used to enhance existing unit programs. ANG, units may use small computers to complement AFORMS, i.e. MAPPER, ADOTS, ASAF, etc.

2.8.4. Manage all OSM specialists assigned to the wing.

2.8.5. Exercise these duties through the OSM functional manager.

2.8.6. Appoint the senior military OSM specialist in writing as functional manager to manage assignments and training of 1C0X2 personnel.

2.8.7. Appoint the most knowledgeable 1C0X2 in AFORMS within the operations group in writing as functional manager for AFORMS matters within the wing.

2.8.8. Support OSM recurring training. Ensure subordinate unit operations officers send all 1C0X2s to the training required in [Chapter 6](#).

2.9. Chief, HOSM, and AMC OSM Responsibilities:

2.9.1. Be responsible to the operations group commander for the overall operation of AFORMS.

2.9.2. Ensure all assigned OSM specialists and resource managers are trained and the training is documented according to [Chapter 6](#). Exercise this function through the wing AFORMS manager.

2.9.3. Conduct staff assistance visits, within budget restraints, during inspection cycles (*not applicable for ANG*).

2.9.4. Coordinate all special AFORMS requirements with the base network communications center for:

- Preparation of product requests and schedules
- Online, offline, processing schedule
- Procedures to ensure timely data input
- AFORMS computer processing and peripheral equipment
- AFORMS support during operational readiness inspections and other contingencies
- AFORMS support at another AFORMS installation in the event of a prolonged computer outage (48 hours or longer)

2.9.5. Establish and control update procedures for timely and accurate database maintenance. This includes:

- Ensuring all AFORMS source documents are audited prior to being updated
- Initialization of records for newly assigned personnel
- Developing supplementary forms and instructions, as necessary, for AFORMS
- Assisting subordinate units when their input requirements exceeds their input capabilities

2.9.6. Develop procedures to manage and file all data source documents according to AFR 4-20, volume 2 (to be AFMAN 37-139) and [Attachment 3](#).

2.9.7. Establish a responsive computer product distribution system.

2.9.8. Control the AFOLDS retrieval system within operations.

- 2.9.9. Ensure proper use of AF Forms 1815, 1773, and 3215.
- 2.9.10. Ensure all required support is included in any host-tenant agreement.
- 2.9.11. Establish non-US identification codes (NUSIC) for non-US personnel maintained in AFORMS according to [Attachment 4](#).
- 2.9.12. Establish AFORMS aerospace vehicle identifiers according to [Attachment 5](#).

NOTE:

Paragraphs [2.9.4](#) through [2.9.12](#) apply only to HOSMs or AMC OSMs that are also HOSM for the base.

2.10. Group OSM Functional Manager Responsibilities:

- 2.10.1. Manage the assignment of OSM specialists within the wing or group.
- 2.10.2. Coordinate OSM assignment actions (PCA and PCS inbounds) with MPF.
- 2.10.3. Coordinate assignment actions (PCA or PCS) with each NAF that affect more than one NAF (*not applicable to ANG*). (See note below.)
- 2.10.4. Ensure all assigned OSM specialists and resource managers are trained and the training is documented according to [Chapter 6](#). Exercise this function through the wing AFORMS manager.

NOTE:

Differences that cannot be resolved by the NAFs will be elevated to HQ AMC/DOTF.

2.11. Group AFORMS Manager Responsibilities:

- 2.11.1. Assist all users with system problems, including preparing documentation to identify system deficiencies.
- 2.11.2. Be point of contact between the wing or group and NAF (*not applicable to ANG*).
- 2.11.3. Develop and manage the training programs for OSM specialists and resource managers using the guidelines from their NAF.
- 2.11.4. Provide all users with copies of all releases and SANs.

2.12. Squadron and Detachment Operations Officer Responsibilities:

- 2.12.1. Monitor all OSM and AFORMS training provided by the HOSM or AMC operations systems manager to unit OSM personnel and resource managers.
- 2.12.2. Ensure small computers are not used to duplicate or circumvent AFORMS. AFORMS data may be downloaded, using emulator programs (CHI, STEP, PEP, etc.) and the data used to enhance existing unit programs.
- 2.12.3. Appoint the senior OSM specialist as the squadron or detachment AFORMS manager.

2.13. Squadron and Detachment AFORMS Manager Responsibilities:

- 2.13.1. Ensure all OSM specialists assigned are being trained.

- 2.13.2. Ensure only people who are trained (or in training) operate AFORMS equipment.
- 2.13.3. Coordinate unit AFORMS and 1C0X2 requirements with the parent wing.
- 2.13.4. Validate unit AFORMS products and report all difficulties to the host or group AFORMS manager.
- 2.13.5. Provide AFORMS support to all aircrew members, as directed by the unit operations officer.
- 2.13.6. Ensure prompt and accurate input of all AFORMS data. Report any abnormal delay in entering data that may affect the reliability of the database to the host or group OSM AM. Audit all input transactions against AFORMS source documents to ensure accurate database update.
- 2.13.7. Develop procedures for managing and filing data source documents according to AFR 4-20 and [Attachment 3](#).
- 2.13.8. Ensure all computer equipment is kept clean and neat.
- 2.13.9. Protect sensitive and critical information in the system according to all Air Force and AMC guidelines.
- 2.13.10. Ensure unlisted telephone numbers are not entered into AFORMS.

2.14. Unit Training Responsibilities:

- 2.14.1. Use AFORMS products to assist in monitoring aircrew training.
- 2.14.2. Audit AFORMS products for erroneous information and ask the AFORMS section to correct any errors.
- 2.14.3. Coordinate all AFORMS requirements with the squadron or detachment AM.
- 2.14.4. Ensure all training events are entered into the AFORMS database in a timely manner.

2.15. Unit Resource Manager Responsibilities:

- 2.15.1. Use AFORMS to supervise, monitor, and report an aircrew member's qualification, training, and currency, whenever possible.
- 2.15.2. Audit AFORMS products for erroneous information and ask the appropriate agency or agencies to correct the errors.
- 2.15.3. When possible, use AFORMS to manage an aircrew member's productivity.
- 2.15.4. Ensure data on all unit upward reports is accurate and complete. Manually correct reports that are not properly prepared by AFORMS and ask the AFORMS specialist to document the system errors according to this instruction.

2.16. Aircraft Commander Responsibilities. Aircraft commanders will ensure all AFORMS events are correctly recorded for each mission.

2.17. Aircrew Member Responsibilities. Aircrew members will correctly record all training events accomplished on the appropriate AFORMS forms. They will ensure all data in their individual AFORMS record is accurate and complete. Ask the squadron or detachment AFORMS section to correct any errors.

2.18. Base Network Communications Center (BNCC) Responsibilities:

- 2.18.1. Provide AFORMS computer processing and peripheral equipment.
- 2.18.2. Coordinate online, offline, and processing schedules with the wing AFORMS manager.
- 2.18.3. Prearrange AFORMS support at another AFORMS installation in case of a prolonged computer outage (48 hours or longer).
- 2.18.4. Coordinate system advisory notices and system releases with the wing AFORMS manager prior to implementation.

Chapter 3

AIRCREW TRAINING

3.1. General. AFORMS is designed to assist aircrew managers in monitoring the vast amount of data needed to ensure individual crew members maintain constant readiness. Computer files are maintained to record training events required and accomplished. Training events required by AFI 11-401 and MCI 10-202, volumes 1 through 9, will be tracked using AFORMS. Other training events which support operations resource management may be tracked.

3.2. Continuation and Additional Training. Continuation and additional training events tracked in AFORMS using training programs and UDFs, which provide local control of standardized event names and identifiers for each weapon system, are stored in the training file. Requirements may be specified monthly, quarterly, semiannually, annually, or for a given number of days.

3.2.1. Grouping events by category into separate tables, such as airland, airdrop, air refueling, etc.

3.2.2. Individually-assigned requirements may be waived or prorated according to MCI 10-202, volume 1.

3.3. Input Forms. On completion of a flight mission, the aircrew member completes an AFORMS computer update form for all events accomplished for input into the AFORMS database. AF Form 3526, **AFORMS OMR Event Accomplishment Report**, may be used by units equipped with an optical mark reader (OMR). For units without an OMR use AF Form 3526 or AF Forms 1520, **AFORMS Mission/Multicrew Member Scheduled Event Input**; 1521, **AFORMS Individual Scheduled Event Input**; and 1522, **AFORMS Additional Training Accomplishment Input**. Local overprinting of the AF Form 3526 by data processing is authorized.

3.3.1. Crewmembers' knowledge of AFORMS forms completion requirements is critical to the timely update of AFORMS.

3.3.2. Retain all AFORMS input forms in accordance with AFR 4-20 and [Attachment 3](#).

Chapter 4

AIRCREW SCHEDULING

4.1. General. Aircrew scheduling products support daily operations and enhance scheduling programs. The daily products are intended to provide squadron schedulers and squadron or wing managers with information required for making accurate and timely decisions. Several products have a local sort selection capability to adapt them to the users' needs. All AFORMS-produced scheduling products are listed in AFM 171-190, volume IIIH, *Scheduling Assistance Users Manual*.

4.2. Scheduled Event Record. AFORMS stores scheduled event information on both individual crew members and unit mission. Up to 24 chronological events can be stored on each aircrew member. Information contained in this file includes the event description, date, time, duration, ect. The description can be any combination of 12 letters or numbers. A nearly unlimited number of unit missions can be stored in the AFORMS system. The unit mission file tracks mission identifier, squadron, date, time, and crew members assigned. Information in these files is used to produce the scheduling aids and various management and upward reports. All activities which make a crew member nonproductive must be entered into AFORMS.

4.3. Scheduled Event Updates. Scheduled event additions, changes, and deletions are accomplished through the use of specific AFORMS UDFs. See AFR 171-190, volume IIK, for an explanation of each.

4.4. Scheduling Aids. AFORMS produces a variety of products designed to satisfy specific requirements outlined in AFM 171-190, volume IIIH.

4.4.1. Daily Status Report. Lists up to six scheduled events, plus descriptions of each, with start and stop date information. It shows both productive and nonproductive events. This product is designed to reduce the probability of scheduling two or more events in the same tame period.

4.4.2. Training Requirements Remaining and Accomplished. Provides schedulers, resource managers, and commanders with either training remaining or training accomplished for specified events. A maximum of 17 events can be requested if a display of the percentage remaining or accomplished is desired. The format can easily be tailored to meet the needs of the user by referring to the instructions in AFM 171-190, volume JIG.

4.4.3. Unit Currency Summary. A detailed listing of all personnel due or overdue an additional training event.

Chapter 5

OSM AMC-UNIQUE UPWARD REPORTS

5.1. General. AMC-unique automated reports are created from the AFORMS database to provide aircrew resource information required by HQ USAF, HQ AMC, AMC NAFs and each wing.

5.2. Aircrew Qualification Report, RCS: AMC-DOT(M)7104. This report is used by wings, AMC NAFs, and AMC headquarter for preparation by all AMC flying units including AMC-gained associate USAFR flying units (*EXCEPTIONS*: 89 AW, AMC gained non-associate USAFR and ANG units). The report will assist each level of command in monitoring progress of aircrew training and provide information to help detect problem areas affecting operational capability.

5.2.1. Preparation:

5.2.1.1. The report will normally be prepared automatically from the Air Force Operational Resource Management Systems (AFORMS) database. The unit will request the report by using the AFORMS AMC-unique frame "Q0RCT In the event AFORMS is not capable of preparing the report, the unit will provide a manual report.

5.2.1.2. Each squadron or detachment, not collocated with its parent wing, will prepare and submit this report. They will prepare and submit a wing summary by type aircraft for all subordinate units.

5.2.2. Frequency. Prepare the report monthly, current as of the last day of the month, for each unit. **NOTE:** This report is designated emergency status code D. Immediately discontinue reporting data requirements during emergency conditions. Discontinue electronic reporting during *MINIMIZE*. The OSS training office will ensure report accuracy and sent to reach HQ AMC/DOTF not later than the 10 days after each report is completed.

- Distribute reports as follows:

ORGANIZATION	DISTRIBUTION
All Units	1 Copy to HQ AMC/DOTF
Aeromedical Units	1 Copy to HQ AMC/SGROV
All NAF subordinate units	1 Copy AMC NAF DOVT
All wing subordinate units	1 Copy to Operations Support Squadron OST
All AFRES units	1 Copy to HQ AFRES/DOT
All subordinate associate units	1 Copy to HQ AFRES/DOORA

5.2.3. Terms Explained. The following terms are explained for the Purpose of the report:

5.2.3.1. Line crewmember (Line). A crewmember assigned to a squadron to fly unit assigned aircraft. Line authorizations are a function of crew ratio and the number of PAA aircraft.

5.2.3.2. Administrative (Admn). Squadron assigned staff officers in RPI 6 positions only. No enlisted authorized.

5.2.3.3. Attached (Atch). Any crewmember attached to the squadron for flying.

5.2.4. Explanation of Report:

5.2.4.1. Heading:

- Prepared. Date requested.
- Unit. Self-explanatory.
- Unit Equipment (UE). Extracted from the Unit Information Record. Shows type and number of aircraft covered by the report.
- As Of. Self-explanatory.

5.2.4.2. Part I—Summary of the crew members authorized and assigned and their training status.

5.2.4.3. Part II—Summary, by crew position, of the number of crew members in each qualification for each of the missions requested.

5.2.4.4. Part III—Summary of projected upgrades and losses in the unit for the next 30, 60, and 90 days.

5.2.5. Manual Aircrew Qualification Report Report.

5.2.5.1. This report is designed to provide limited reporting in the event the AFORMS-generated report is not available. Units that have not generated an automated report by the 2nd work day of the month will notify their NAF DOVT immediately. The manual report is to be used only with the concurrence of HQ AMC/DOTF.

5.2.5.2. This report may be sent via letter or message using **Figure 5.1** format. Additional crewmembers not shown in **Figure 5.1** should be added to part I and part II as required. These crewmembers may include positions such as flight surgeons, flight nurses, medical technicians, and communications specialists.

5.2.5.3. Units with special missions, such as Brigade D, special-operations low-level (SOLL) II, or special operations employment (SOE), will attach a listing of the number of required crews and qualified crews broken down by: line assigned, administrative, attached for each mission. If any unit is less than 100 percent of required crews per mission, include a written summary of the problem and the projected get-well date.

5.2.5.4. This report will be prepared and mailed or transmitted so as to arrive at HQ AMC/DOTF not later than the 10th calendar day of each month.

5.2.6. Automated or Manual Report:

5.2.6.1. All data on either the automated or manual report will be checked and corrected prior to forwarding to higher headquarters.

5.2.6.2. If any crew position is less than 85 percent qualified in the unit's primary mission, include a written summary of the problem with the projected get-well-date.

5.3. Integrated Aircrew Resource Management System (IARMS), RCS: AMC-DOT (M) 7701.

The HOSM or AMC Operations System Manager will ensure that program QCHI00 is run on the 15th of each month using AMC-unique frame IORCT. IARMS selects portions of the database for transmission to HQ AMC/DOTF. The data serves as a foundation for decisions directly affecting aircrew management, assignment actions, and operating policies and procedures. To ensure the IARMS was transmitted, the AFORMS manager should contact his or her monitor and get the date-time-group of the transmission.

NOTE: This report is designated emergency status code C2. Continue reporting during emergency conditions, priority precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports. Continue electronic reporting during *MINIMIZE*.

Figure 5.1. Format for Manual Aircrew Qualification Report.

MANUAL RCS: AMC-DOT (M) 7104

Date Prepared: Aircraft: WG/SQ: as of:

PART I

CREW	AUTHORIZED	ASSIGNED	TRAINING
POSITION	LINE ADMIN	LINE/ADMN/ATCH	LINE/ADMIN/ATCH

PILOTS

COPILOTS

NAVIGATORS

FLT ENGINEERS

LOADMASTERS/BOOM OPERATOR

PART II QUAL	AIRLAND	AIRDROP	AIR REFUELING
CREW	QUALIFIED	QUALIFIED	QUALIFIED
CREW POS	LINE/ADMN/ATCH	LINE/ADMN/ATCH	LINE/ADMN/ATCH

PILOTS

EXAM

INSTRUC

MSN QUAL

COPILOTS

NAVIGATOR

EXAM

INSTRUC

MSN QUAL

FLT ENGINEER

EXAM

INSTRUC

MSN QUAL

FLT QUAL

LOADMASTER AND BOOM OPERATOR

EXAM

INSTRUC
MSN QUAL
FLT QUAL
MAPS
LOADMASTERS

Chapter 6

AFORMS RECURRING TRAINING

6.1. General. AMC has transferred three funded instructor positions to the Air Mobility Warfare Center (AMWC) at Fort Dix, New Jersey. Their charter is to develop and teach AFORMS recurring training courses to operations system management personnel. Authorized personnel are 1-MSgt, 1-TSgt, and 1-SSgt and will be assigned to T prefix DAFSCs. AMC will approve the course content. The current courses that are being offered at AMWC are HOSM, SOSM, and OSM manager courses. We recommend all newly assigned 1C0X2 attend the appropriate course. These courses are designed to meet specialized requirements for areas where 1C0X2s will be assigned.

6.1.1. HOSM Course. This is a comprehensive course of instruction designed to train personnel assigned to HOSM or Tenant Operations System Management (TOSM) offices. It provides the base 1C0X2 functional manager with a continuation training program that supplements the career field education and training plan (CFETP) and local training programs. The curriculum concentrates on those areas and tasks most often found to be difficult to teach in the normal environment. It provides training in the following areas: publications, system control files, Operations Resource System Management Report, aeronautical rating upgrade list, aviation service code upgrade list, auditing of Headquarters Operations Resource Information System (HORIS) Report, updates to the master reconciliation errors listing, publishing aeronautical orders, aeronautical ratings and badges, flight record folder (FRF), in- and out-processing, proper flight records review, conditional and continuous aviation career incentive pay (ACIP), different types of conditional hazardous duty incentive pay (HDIP), updating and auditing flight time and operational flying data accumulator (OFDA).

- **Prerequisites**-Noncommissioned officers (NCO), airmen, and civilians assigned to HOSM or TOSM office. With supervisory recommendation, individuals with a DAFSC of 1C0X2 and civilian equivalents may attend this course. 4F0X1 may attend on a standby basis only. Complete the prerequisite checklist before attending the course.
- **Special Instructions**-The uniform will be any combination of blue service uniform. Civilian attire will be comparable to military blue service uniform.
- **Course Length**-2 weeks.

6.1.2. Squadron OSM. This is a comprehensive course of instruction designed to train personnel assigned to Squadron Operations System Management (SOSM) or TOSM offices. It provides the base 1C0X2 functional manager with continuation training that supplements the CFETP and local training programs. The curriculum concentrates on those areas and tasks most often found to be difficult to teach in the normal environment. Provides training in the following areas: Publications, requirements for FRF, in- and out-processing, proper flight records review, requirement for conditional ACIP, different type of conditional HDIP, updating and auditing flight time, OFDA, building training tables, training requirements, training prorated tables, assigning training tables to individuals, building and ordering selective training reports, training management report, schedule individuals for upgrade, ordering training and resource products, updating training events and upgrading individuals using an AMC Form 46, and AMC 7104 report.

- **Prerequisites**-NCOs, airmen, and civilians assigned to SOSM or TOSM offices. Individuals with a DAFSC of 1C0X2 and civilian equivalents may attend this course with supervisor rec-

ommendation. 4F0X1 may attend on a standby basis only. Complete the prerequisite checklist before attending the course

- **Special Instruction**-Uniform will be any combination of blue service uniform. Civilian attire will be comparable to military blue service uniform.
- **Course Length**-2 weeks

6.1.3. OSM Manager. This is a course of instruction designed to give the OSM managers, at any level, a better overall view of their responsibilities to AMC, NAF, their commanders and subordinates. It is also designed to be scenario-based allowing students to study real-world problems and develop workable solutions. The course emphasizes providing the IC0X2 managers with a wide base of experience in the Operations Resource Management arena. The following areas will be covered in detail: support arrangements, aeronautical rating board and flight evaluation board procedures, higher headquarters reports, IC0X2 training management, AFORMS troubleshooting, mishap procedures, office and manning concerns. Guest speakers provide real world experiences to students.

- **Prerequisite**-NCOs and civilians assigned to HOSM, SOSM, or TOSM offices. Individuals with a DAFSC of IC0X2 and civilian equivalents may attend this course with supervisor recommendation. Complete the prerequisite checklist before attending the course
- **Special Instruction**-Uniform will be any combination of blue service uniform. Civilian attire will be comparable to military blue service uniform.
- **Course Length**-2 weeks.

6.2. Group Recurring Training. All AMC IC0X2s should attend recurring training monitored by the HOSM or AMC OSM. Recurring training enhances and expands the unit's IC0X2 enlisted specialty training (EST) program. We recommend monthly recurring training. AFORMS trainers should schedule recurring training with no more than 3 months between classes. HOSMs or AMC OSM or other individuals knowledgeable in training subject matter should teach recurring training.

6.2.1. Schedule recurring training so every IC0X2 has an opportunity to attend. A primary and an alternate training period should be scheduled.

6.2.2. Because personnel attending the class will be from several different work areas (current ops, HOSM, etc.), vary the training so it will not be limited to one specialty area.

6.2.3. AFORMS managers will maintain accurate records of each training session to include at least class announcements, attendance records, the instructor's name, and a summary of the training conducted.

6.2.4. The AFORMS manager (AM) will ensure that the training conducted is entered into the individual's enlisted specialty training (EST) record (AF Form **623, OJT Record**) using either the AF Form 623A, **OJT Continuation Sheet**, or the AF Form 1098, .

6.3. Training Databases. Each HOSM should build a small database used for AFORMS training and problem solving. If the following guidelines are used, the database will produce the normal AFORMS products (including HORIS report errors); however, no interface of data will occur.

6.3.1. Create a dummy unit number with a HOSM code of "XXXX."

6.3.2. Limit the number of training tables to 10. Training tables will be labeled "AFORMS TNG-XX" (XX = the table number). We recommend the HOSM establish a block of training tables reserved for AFORMS training only.

6.3.3. Limit the number of training events to approximately 100. All event IDs created for AFORMS training will have the 14th and 15th characters of "-Z."

6.3.4. Each 1C0X2 is authorized to create themselves in the training database. Initial creation (RS-AO, RS-AF, etc.) of the record should be done with HOSM supervision. Individuals will use their own SSNs except that the first number of the SSN will be changed to a "9." Delete the record (RS-OP) prior to departing the duty station (PCS, retirement, etc.).

NOTE:

Tenant unit AMC OSM should coordinate with HOSM to establish training database.

ROBERT E. DAWSON, Colonel, USAF
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Attachment 1

AMC OSM SPECIALIST TRAINING GUIDELINES

Each OSM specialist must be trained on initial assignment to the unit. Training is tailored to individual experience levels and abilities. In addition, a recurring training program must be established to ensure maintenance of a high level of proficiency. On completion of the initial training and annually thereafter, a 50-question examination, written by the HOSM or AMC OSM, should be administered to all OSM specialists assigned at or below wing-level to measure the effectiveness of the wing training program. If a passing score is not obtained, the examinee should be placed in remedial training in the deficient areas. Use the following guidelines as the basis for establishing your training program; they may be expanded as necessary to meet your requirements.

Operations Resource Management Specialist Training Outline

- I. Career Progression (AFMAN 36-2108, *Airman Classification*)
 - A. Progression in career field ladder I C0X2
 - B. Duties of AFSC IC0X2
- II. Security
 - A. Communications Security (COMSEC); AFI 31 401, *Managing the Information Security Program*; AFI 71-101, volume 1, *Criminal Investigations, Counterintelligence, and Protective Service Matters*; and AFR 207-1(Confidential)
 - B. Operations Security (OPSEC) (AFR SS-30)
- III. Publications Orientation
 - F. AFI 11-401, *Flight Management*
 - G. AF1 11-402, *Aviation Service, Aeronautical Ratings, and Badges*
 - E. AF1 11-403, *Air Force Aerospace Physiological Training Program*
 - C. AFI 37-128, *Administrative Orders*
 - D. AFI 37-132, *Air Force Privacy Act Program*
 - A. AFDIR 37-135, *Air Force Directory*
 - H. AFI 48-123, *Medical Examination and Medical Standards*
 - B. AFR 4-20, volume 2, *Disposition of Air Force Documentation*
 - I. AFR 171-177, Volume II, *Air Force On line Data System (AFOLDS) System Command Language*
 - J. AFM 171-.190, Volume IIG, H, K, *Air Force Operations Resource Management System (Users' Manual)*
 - K. AMCI 11-402, *Operations Resource Management (OSM)*
- IV. Resource Management
 - A. Aviation Service (both rated and nonrated)
 - (1) Operational Flying Duty Accumulator (OFDA)

- (2) Aviation Service Codes (ASC)
- (3) Flying Activity Categories (FAC)
- (4) Professional Qualification Index (PQI)
- (5) Rated Position Identifiers (RPI)
- (6) Aeronautical Orders (AO)

B. Incentive Pay

- (1) Aviation Career Incentive Pay (ACIP)
- (2) Hazardous Duty Incentive Pay (HDIP)
- (3) Military Pay Orders (MPO)

C. Physical Qualification

- (1) AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**
- (2) Duty Not Involving Flying (DNIF)
- (3) Flight Physical Requirements
- (4) Medical Waivers

D. Physiological Qualification

- (1) AF Form 702, Individual Physiological Training Record
- (2) Physiological Requirements

E. Man-Year Management: Operational Support Fliers

F. Individual Flight Records

- (1) Creation
- (2) Maintenance
- (3) Review

V. AFORMS

A. Purpose of AFORMS.

- (1) Reduction of administrative workload
- (2) Management of aircrew readiness, capability, and experience
- (3) On-line support for unit schedulers, operations officers, and commanders
- (4) Near real-time update, inquiry, and retrieval capability for base-level managers
- (5) Upward reporting of aircrew information

B. System Configuration

- (1) Equipment used
- (2) System control

(3) Files layout

(4) System updating

(5) Products creation and usage

VI. Local Procedures

Attachment 2**RESOURCE MANAGER TRAINING GUIDELINES**

Each resource manager must be knowledgeable in the capabilities, limitations, and products available from OSM. Each AMC NAF and wing must develop a resource manager's training plan, using the guidelines provided here, to include any unique items applicable to the organization. Tailor this training to the maximum extent possible to the resource manager's needs and experience.

Resource Manager Training Outline**I. OSM Overview**

- A. Organization and purpose of the OSM Career Field
- B. Duties of AFSC ICOX2
- C. Responsibilities of each level of organization

II. AFORMS Overview

- A. Basic System Design
- B. AMC-Unique System Design
- C. Products available
 - (1) Purpose
 - (2) Interpretation of data presented
 - (3) Options available
 - (4) Limitations
- D. Error Correction Procedures

Attachment 3**AFORMS AND AMC-UNIQUE PRODUCT RETENTION**

As a minimum, the HOSM or AMC operations system manager and squadron operations system manager will maintain the following in accordance with AFR 4-20, volume 2.

A. Training Products

- (1) Training Event Master Table List
- (2) Training Table Assignment List
- (3) Crew Resource Report (Tankers Only)
- (4) Unit Training Status Summary, maintain end-of-training period

B. Resource Management Products

- (1) AFORMS Processing Schedule
- (2) AFORMS Processing Report
- (3) AFORMS System Control File Report
- (4) AFORMS Record Deletion Summary
- (5) AFORMS to BLMPS Interface Summary
- (6) BLMPS and AFORMS HOSM Information
- (7) BLMPS to AFORMS Update List
- (8) Daily OPS SYS MGT Suspense List, current month
- (9) Monthly OPS SYS MGT Suspense List
- (10) Aviation Service Period Suspense List
- (11) Aeronautical Rating Upgrade List
- (12) AFORMS Transaction Audit Report
- (13) Flying Time Update Summary
- (14) Daily HORIS Report Audit List, current month
- (15) Monthly HORIS Report Audit List
- (16) Flying Pay Control Document
- (17) ASC Conditional Entitlement Flying Hours (if responsible for USAFR units)
- (18) Aeronautical Orders (Record Set)
- (19) US Air Force Flight Record Master, permanently in individuals FRF
- (20) List of Base Input Transactions Processed by ADF, current and 11 previous months
- (21) Master Update Reconciliation Error Listing, current and 11 previous months

Attachment 4

NON-US PERSONNEL IN AFORMS CODES (NUSIC)

All non-US personnel will be identified via a 9-digit number code. NUSIC is divided into three subareas: A, B, and C. Subarea A—first 3-digits are MAJCOM identifier; AMC is 820. Subarea B—next 2 digits are HOSM identifier. Subarea C—final 4-digits are the individual identifier. The number will be assigned by the unit in sequential order starting with 0001 (*EXAMPLE*: NUSIC code for Charleston AFB would be 820-04-0001).

MAJCOM	820
Unit Identifier	
89 AW, Andrews AFB, Maryland	03
437 AW, Charleston AFB, South Carolina	04
436 AW, Dover AFB, Delaware	05
43 ARG, Malmstrom AFB, Montana	08
62 AW, McChord AFB, Washington	10
305 AMW, McGuire AFB, New Jersey	11
375 AW, Scott AFB, Illinois	14
60 AMW, Travis AFB, California	15
92 ARW, Fairchild AFB, Washington	16
19 ARW, Robins AFB, Georgia	17
319 ARW, Grand Forks AFB, North Dakota	18

Attachment 5**AFORMS AEROSPACE VEHICLE IDENTIFIERS**

Code	Aircraft
A	C-19, C-23, KC-135A' and KC-10
B	HH-60D and H-60A
C	C-200ther
D.	HH-3 and CH-3
E	C-130E and EC-135
F	WC-130 and C-26
G	C-5
H	C-130
I	HC-130
J	HH-53, CH-53, and TM-53A
K	WC-135, C-17, and KC-135R
L	C-140 and C-27
M	AC-130 and T-37
N	C-9 and CT-43
O	C-6andC-12
P	C-123 and CV-22
Q	MC-130 and CV-25
R	T-43 and C-29
S	C-141 and T-38
T	C-25
U	UH-1N, UH-1H, UH-1F, UH-1P, and HH-1H
V	C-135, C-137, and EC-137D
W	C-21
X	X-22
Y	Nonstandard
Z	Other