



**EQUIPMENT INVENTORY, STATUS, AND
UTILIZATION REPORTING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 21-103, 3 September, 2003 is supplemented as follows: (only paragraph 2-25 and referenced MESLs apply to Air National Guard and to United States Air Force Reserve when published in AFRCR 0-2, volume 2.)

1.3. **Offices of Responsibility.** The AMC office of primary responsibility (OPR) for AFI21-103 and this supplement is HQ AMC/A44X, Scott AFB IL 62225-5308. The office of collateral responsibility (OCR) for aerospace vehicle utilization is HQ AMC/A37TR, Scott AFB IL 62225-5308 and HQ AMC/A44QA, Scott AFB, IL 62225-5308.

2.1.2. The quality assurance representative (QAR) for all contract logistics support (CLS) for C21 units will ensure that HQ AMC/A44KC is furnished a copy of contractor generated forms for reporting end of month inventory and utilization of aircraft.

2.5.2.12. (Added) For G081 units, inputting inventory transactions into G081 is a timely process. With G081 sending hourly transactions to REMIS, it is very important to input the inventory transactions timely and correctly. Changing of past inventory transactions must be kept to a minimum due to the changes that they cause to status records. Coordinate late inventory transactions with the MAJCOM AVDO to insure that the data already in G081 will continue to flow correctly.

2.8.1. (Added) C-21 aircraft will change possession between AMC units whenever another unit's aircraft is used to complete a mission. For example, if a mission is being flown and an aircraft breaks before it returns to home station or completes the mission and borrows another unit's C-21 to complete the mission, the possession of the new aircraft will change to the unit tasked with the mission. If Peterson is flying a sortie and lands at Wright Patterson and breaks, Wright Patterson loans Peterson an MC aircraft to complete the mission, and then Peterson will gain possession of the loaned aircraft. The loaned aircraft will be returned to Wright Patterson as soon after the mission is completed as possible. This does not also mean that the broken aircraft changes possession.

2.10.2.3.1. (Added) AMC units to include Guard and Reserves will add the following addresses to all aircraft transfer messages: AMC/RSS-LGSP.

2.10.3. (Added) At Little Rock Air Force Base, there are two C130E aircraft that are specially configured to support Credible Cat sorties. These aircraft will be possessed in possession code ZB. These aircraft are not taskable for missions outside of Credible Cat and should not be included in availability computations. There is a backup aircraft also in the inventory and can be possessed in ZB.

2.11.6. (Added) When gaining or losing possession of an aircraft to another unit or depot maintenance, AMC units may use possession purpose code BT for up to 72 hours to cover the time required for acceptance and transfer inspections. This time period will not be extended to accomplish scheduled maintenance (e.g., time compliance technical orders, isochronical inspections (ISO), etc.). HQ AMC/A44X will be contacted to extend any BT time beyond the 72 hours.

2.11.6.1. (Added) Aircraft in BT possession purpose code will reflect an NMC status condition code upon landing from depot and/or preparation for depot delivery. Units will use support general acceptance and transfer inspection WUC's when a hard WUC is not available, for status reporting purposes.

2.13.2.6. (Added) Possession no longer changes to deployed locations. All flying hours are allocated to the unit for the purpose of the deployment. G081 must be used when available at the deployed location or arrangements must be made to get the data into G081 at an available G081 location or to home station in a timely manner, not to exceed 7 days after the flight. The data needed, in a timely manner, is flying hours (AFTO Form 781), but not limited to flying hours. All maintenance data needs to be entered into G081, as G081 becomes available in the location of the flying.

2.13.4. AMC units performing corrosion control, refurbishment or other major command directed maintenance (e.g., QUEEN BEE) on other units' aircraft are authorized to use possession code BK for the time they possess the aircraft.

2.13.6. (Added) For KC135 aircraft that deployed to Southwest Asia, these aircraft will not transfer possession but rather stay possessed to the home station unit. Flying hours for the flight over to Southwest Asia belongs to home station. Flying hours for the return flight belong to the home station. If aircraft transit Mildenhall, possession will not change to the USAFE unit at Mildenhall. C-21 and KC-10 aircraft do not change possession when deployed to SWA. Possession remains with the home station. Flying hours must be reported back to the home station for these deployed C-21 and KC-10 aircraft for input to CAMS for C-21s and G081 for KC-10s.

2.15.1. For intracommand transfers (within AMC), aerospace vehicle possession changes will require only one message that will be submitted by the gaining organization.

The gain message will be submitted according to attachment 11 of AFI 21-103.

The gaining unit must verify the actual time of transfer from the Air Force 781 or by contacting the losing organization. Gain and loss times must match to the minute in order to avoid REMIS errors.

A loss and gain message will be required on all intercommand movements (outside AMC including programmed depot maintenance and contract facilities). In these instances, the losing organization must include the reason for movement.

The base fuels management office, of both the gaining and losing organizations, will be informational addressees on all possession changes (gain or loss) and termination action so record of aviation fuels in management accounting systems may be updated.

2.15.1.1. (Added) HQ AMC/RSS – LGSP is responsible for ensuring the transfer of back-order and on hand aircraft assets changes to the correct Department Of Defense Activity Address Code (DODAAC). To ensure correct accountability all AMC units, to include Guard and Reserves, will add the following addresses to all AFI 21-103 aircraft gain/loss transfer/possession change messages, using the defense message system (dms): AMC/RSS-LGSP AND AMC/RSS-LGSM. For E-mail messages: ensure RSS is notified by adding the following E-mail address to your message: AMC/RSS-Suspenses.

2.15.2. (Added) For intra-command possession changes (between AMC units), when an AMC unit (unit x) flies another AMC unit's (unit y) aircraft to perform a mission that has been assigned to them (unit x), possession must be changed to the tasked unit (unit x). The possession change is required for accountability of flying hours, fuel used, and DLR parts. When the mission is completed and the borrowed aircraft is returned, possession will return to the original unit. (for example, if Dover is tasked by HQ AMC/TACC to fly a mission, but all their available aircraft are either scheduled to fly or not mission capable and a Travis mission capable aircraft is sitting on the Dover ramp, the Travis aircraft can be used to fly the tasked mission after coordination. Dover will gain this aircraft in G081 for the completion of the mission. After the mission is completed, Travis will gain the aircraft back in G081.) This applies to any situation within AMC when this condition occurs. The unit tasked with the mission will have possession of the aircraft, regardless of which unit the aircraft is assigned to.

2.15.3. (Added) When aircraft are deployed for Aerospace Expeditionary Force (AEF) or other joint operating locations when command interfly is approved, the aircraft and aircrew are available as a pool and can be jointly used without changing possession of the aircraft being flown. All data will be loaded into G081 against the possessing organization. The original AFTO Form 781 will stay with the aircraft that flew the mission. If a neutral crew flew the aircraft then a copy/extract may be made of the AFTO Form 781 for the aircrew.

NOTE: During interfly conditions, home station aircrews and aircraft are interchangeably used and unit/aircrew flying hour accountability is not critical. Aircraft unit of possession in G081 accomplishes unit flying hour reporting to AF/XOOT. Aircrews can be composed from multiple commands and bases. Aircrews receive flying hour credit in the Aviation Resource Management System (ARMS), via the copy/extract of the AFTO Form 781.

2.15.4. (Added) For interfly at a CONUS locations, aircraft will not change possession and the flying hours will be loaded against the aircraft on which the sortie was flown. Normally, AMC crews will fly an AMC possessed aircraft and use an AMC mission symbol. If an associate AFRC crew flies an AMC aircraft, the associate AFRC mission symbol will be entered on the AFTO Form 781. For Enduring Freedom

missions flown at CONUS locations during interfly, the aircraft involved will not change possession to the unit at the location of the interfly. However, the unit possessing the aircraft being flown will report the hours flown.

2.16. Gain Message (RCS: HAF-ILM(AR)9480, Aerospace Equipment Possession Change Report). Follow the local time with the equivalent Zulu time in parenthesis.

2.22.2. AMC aircraft performance and reliability standards will be computed using only CA, CC, CF, ZA, ZB, and IF possession purpose identifiers.

2.23.9. Any aircraft undergoing Home Station Check (HSC), Isochronal inspection (ISO), phase inspection, manufacture inspections or refurbishment (Refurb) will use a scheduled maintenance status code (i.e., NMCMS) if applicable and the WUC for the appropriate inspection being performed. This applies to the above listed inspections only. The appropriate inspection WUC will be used from the beginning of the inspection through completion of the fix phase. After completion of the inspection, if a condition still exists which causes the aircraft to be NMC, then the status code and WUC will be changed to reflect the appropriate system failure.

2.24.1. Two work unit codes (WUC) have been established for tracking cannibalization (CANN) status time only (not for MDC documentation). Use WUC 03750 as the grounding item WUC for an aircraft when it is the CANN aircraft. Use WUC 03755 as the grounding item WUC for an aircraft when it starts CANN recovery. The following rules apply for proper use of these WUCs:

a) Use WUC 03750 to document the status downtime when an aircraft is considered the CANN aircraft. This will be coded as NMCS (reason code E). There must be at least one valid 1A MICAP against the aircraft to use NMCS.

b) Use WUC 03755 to document the status downtime when aircraft is being recovered from CANN status. This WUC will be coded as either NMCB (reason code B) or NMCM (reason code D). Use NMCB when the CANN aircraft is being readied for return to the flying schedule, but not all required parts are available to return it to Mission Capable (MC) status. Use NMCM when all parts to return the CANN aircraft to MC status are available. Treat this CANN recovery action as a "Scheduled" event.

c) Use the above CANN WUCs only for aircraft designated as the CANN aircraft -- do not use them for aircraft that have a one-time CANN action. For one-time only CANN discrepancy actions use the CANN'ed item WUC to document status downtime. Due to contract provisions, these WUC reporting procedures do not apply to KC-10A aircraft.

2.24.1.1. (Added) The use of the correct WUC for the part causing the condition for the aircraft NMC or PCM condition must be meaningful. Use of system WUC does not provide what component is causing the downtime. For aircraft that have several series (i.e. C005A, C005B and C005C), use the WUC for the right series aircraft. Using a C005A WUC on a C005B aircraft will cause an error in REMIS.

2.25.1. All AMC MESLs will be maintained and distributed by the respective weapons system manager at HQ AMC/A44X. MESLs will be published under the authority of this paragraph. MESLs will either be distributed as an attachment to a coordinated transmittal letter signed by the appropriated directorate of the affected command, or posted at a selected web site for access by personnel with the need to know and correct access or in the MAJCOM supplement. For the AMC C-17A, C-130, KC-135, KC-10 and C-141 aircraft, the MESLs are located on the HQ AMC/LG web site. The URL for these MESLs is

<https://amcgl.scott.af.mil/cgi-bin/index.pl?ti=LG+Home+Page> and MESL icon. After reaching that site, select the type aircraft that you are interested in and the MESL for that aircraft will appear on the screen. Other aircraft MESLs will be added to this web site, as they become available.

2.27.1.1. (Added) . Aircraft status at deployed locations and home station will be reported IAW the appropriate MESL. Aircraft status at en route or transient locations will be reported IAW the weapon system Minimum Equipment List (MEL) (if applicable).

2.27.6. The maintenance and supply conditions do not have to be related to the same system for “both” conditions to exist. However, each must fit the criteria by itself for the establishing PMC or NMC status as applicable.

2.27.6.1. Except as noted in appropriate MESL, all systems listed in the MESL must be operational before aircraft assumes alert. For an aircraft on alert, discrepancies on systems listed in the MESL required for that alert line that renders it inoperative must be corrected (even though the weapons system may be temporarily in a PMCM condition while being repaired if the aircraft is to remain on alert). If these discrepancies can be repaired within “launch able” time frames, there is no requirement to degrade the aircraft.

2.28. **Flying Hour Program.** For flying hour reconciliation, unit flying hour monitors will be identified by letter with a copy sent to Wing Plans, Scheduling and Documentation.

2.28.4. (FOR CAMS UNITS) Plans and Scheduling (**QARs for C-21s**) /**Debrief** will provide the Flight Records or Current Operations with a daily operational utilization report, a monthly utilization report on the first duty day of each week, and another when monthly generation occurs. Plans and Scheduling **or QARs** will also provide Flight Records or Current Operations other reports to manage the flying hour program, as required.

2.28.4.1. The Chief of **Aircrew Scheduling and Support Division** (i.e., **Current Operations**, flying hour management) is the operations function responsible for verifying the accuracy of CAMS aircraft utilization data.

2.28.4.2. (Added) Flight Records or Current Operations will determine the accuracy of CAMS aircraft utilization data as recorded on the AFTO Form 781 or TDY utilization message. Annotate discrepancies on the daily utilization reports, including correct takeoff and landing times. The Chief of Flight Records or designated representative will sign the validation statement on the daily operational utilization report. Flight Records or Current Operations will coordinate with maintenance debriefing to ensure required corrections were made to the CAMS database.

NOTE: In cases where a daily operational utilization report (PCN SG054-31D) is not received, Flight Records will request a monthly utilization report (PCN SG054-31C) with the next available daily report. To ensure utilization data has been correctly input, compare (aircraft by aircraft) the "31C" report with the last daily listing. Units will ensure procedures are established to monitor AFTO Forms 781 or TDY utilization messages until entry into CAMS can be verified.

2.28.4.2.1. (Added) As a minimum, Flight Records or Current Operations will verify the following items on the daily operational utilization report or the detailed operational events listing against the AFTO Form 781 or TDY utilization message:

Utilization Date. NOTE 1.

Mission Design Series (MDS).
 Equipment ID (Acft Serial No.).
 Aircraft Utilization Code (AUC).
 Takeoff time (local). NOTE 1 and 2.
 Landing time (local). NOTE 1 and 2.
 Duration. NOTE 1.
 Total landings. NOTE 1.
 Total hours this month.
 Number of sorties.

NOTES:

1. Any flight that starts before 2400GMT and ends after 2400GMT is recorded and reported to the date of takeoff on one AFTO Form 781/TDY utilization message. All flying time, sorties, and landings are charged to the Zulu date of takeoff.
2. Convert GMT takeoff and landing times shown on the AFTO Form 781/TDY utilization to local time before verifying against the daily operational utilization report or the detailed operational events listing.
3. Cross check the mission ID with the mission symbol on the AFTO Form 781 to ensure they are compatible.

2.28.4.2.2. (Added) It is optional to use and maintain the monthly operational utilization report (PCN SG054-31M).

2.28.4.2.3. (Added) The monthly utilization report (PCN SG054-31C), created with the end of month tape generation, reflects official data to MAJCOMs. Flight records will maintain a log by aircraft and mission symbol to verify the following items on this report.

Aircraft serial number

MDS

Organization

Command code (possessing CMD: AMC)

Station location code

Possession identifier (verify against basic assigned status, item 7)

Basic asgn status (block 5, AFTO Form 781)

Basic command or OSI (assignment CMD)—if different than item 4, verify accuracy with job control

Utilized program element code (PEC): see NOTE

Aircraft utilization code (AUC) (mission symbol)

Flying hours, sorties, and landings (in preceding PEC and AUC)

Summary data.

NOTE: Verify against PECs cited in quarterly flying hour allocation documents.

2.28.4.2.4. (Added) Wing Plans and Scheduling and Flight Records will maintain copies of the validated operational utilization reports according to AFM 37-139, table 21-1, rules 13 and 14, as follows:

PCN	Title	Retention
SG054-31P	Monthly utilization report	2 years
SG054-31P	Daily report (if used)	3 months
SG054-49P	Detailed operational events listing (if used)	3 months

NOTE: Retention for above reports will be current month plus time period required.

2.28.4.3. (Added) Unit DOT will notify HQ AMC/A3TR by any electronic means (telephone, fax or email) on discovering discrepancies that will require MAJCOM intervention.

2.28.4.4. (Added) . AMC units will submit as a backup monthly recapitulation by mission symbol of aircraft utilization via email to HQ AMC/A44QA (flying hour manager) not later than the 5th of the month following the as-of month. For G081 users, this is the AUC PEC DA report. AMC units using CAMS will submit the pages of the end of month aircraft utilization report (AUR-C) showing cumulative totals by mission symbol. The AUR may be telefaxed to DSN 576-5544, ATTN: HQ AMC/A44QA.

2.28.5. (Added) (FOR G081 UNITS) Plans and Scheduling /Debriefing will give the host Flight Records or Current Operations flying hour audit list, an aircraft PEC summary report on the first duty day of each week and another when monthly generation occurs. Plans and Scheduling will also provide Flight Records with other reports to manage the flying hour program as required.

2.28.5.1. (Added) The Chief of the Aircrew Scheduling and Support Division (i.e. Current Operations, flying-hour management) is the operations function responsible for verifying the accuracy of G081 aircraft utilization data.

2.28.5.2. (Added) Flight Records or Current Operations will determine the accuracy of G081 aircraft utilization data as recorded on AFTO Form 781 or TDY utilization message. Annotate discrepancies on the daily utilization reports, including correct takeoff and landing times. The Chief of Flight Records or designated representative will sign the validation statement on the flying hour audit list. Flight Records or Current Operations will coordinate with debriefing to ensure required corrections were made to the G081 database.

NOTE: In cases where a flying hour audit list (screen 67034) is not received, Flight Records or Current Operations will request an aircraft PEC summary report (screen 67168) with the next available daily report. To ensure utilization data has been correctly input, compare (aircraft by aircraft) the aircraft PEC summary report with the last daily listing. Units will ensure procedures are established to monitor AFTO Form 781 or TDY utilization messages until entry into G081 can be verified.

2.28.5.2.1. (Added) As a minimum, Flight Records will verify the following items on the flying hour audit list against the AFTO Form 781 or TDY utilization message:

Utilization date: NOTE 1.
 Mission design series (MDS).
 Equipment ID (aircraft serial number.)
 Takeoff time (local): NOTE 1 and 2.
 Landing time (local): NOTE 1 and 2.
 Duration: NOTE 1
 Total landings: NOTE 1
 Total hours this month
 Number of sorties.

NOTES:

1. Any flight that starts before 2400GMT and ends after 2400GMT is recorded and reported to the date of takeoff on one AFTO Form 781 or TDY utilization message. All flying time, sorties, and landings are charged to the Zulu date of takeoff.
2. Convert GMT takeoff and landing times shown on the AFTO Form 781 or TDY utilization to local time before verifying against the flying hour audit list.
3. Cross check the mission ID with the mission symbol on the AFTO Form 781 to ensure they are compatible.
4. An edit now exists in G081 that compares the mission ID with the mission symbol. The Help screen will provide the compatibility edits to be use to determine why an error may have been encountered. If an error occurs, send the AFTO Form 781 back to OPS with a note stating this form has not been entered in G081 and the reason. OPS will research and correct the form, then return it to maintenance debriefing for input into G081. The edit is used to ensure that both the mission identifier and the mission symbol agree and describe the sortie that was flown. This edit will cause this process to occur and the flying hours entered into G081 will identify what was really flown. Also, this edit should help maintenance and operations work together to get correct data entered into G081.

2.28.5.2.2. (Added) Aircraft PEC summary report created at the end of month reflects official data sent to MAJCOMs. Flight Records will maintain a log by aircraft and mission symbol to verify the following items on this report:

Aircraft serial number
 MDS
 Organization
 Command code. (Possessing CMD: AMC)
 Station location code.
 Possession identifier (verify against basic assigned status, item 7)

Basic asgn status (block 5, AFTO Form 781)

Basic command or OSI (assignment CMD). If different than item 4, verify accuracy with MOC

Utilized PEC: NOTE

Aircraft Utilization Code (AUC): Mission symbol

Flying hours, sorties, and landings: in preceding PEC and AUC

Summary data

NOTE: Verify against PEC cited in quarterly flying hour allocation documents.

2.28.5.2.3. (Added) Wing Plans and Scheduling and Flight Records will maintain copies of the validated flying hour audit list according to AFM 37-139, table 21-1, rules 13 and 14, as follows.

PCN	Title	Retention
67168	Aircraft PEC summary report	5 years
67034	Flying hour audit list	2 years

NOTE: Retention for above reports will be current month plus time period required.

2.28.5.2.4. (Added) When Flight Records or Current Operations detects discrepancies in reports or when AFTO Forms 781 or TDY utilization messages arrive after monthly generation, the unit DOT will identify that utilization data to HQ AMC/A44QA/ A37TR by message not later than the 8th calendar day following the report month. Also, send a copy of this message to your local FM office for inclusion into their Fuels Accounting Management System (FAMS). Messages will provide the following information:

Identify the affected month of the flying hour report discrepancy.

State the cause of the reporting problem.

State the corrective actions taken, if applicable, and why action was not taken to correct the discrepancy prior to monthly generation.

To enable AMC headquarters to input the correct utilization data, identify the aircraft MDS, complete tail number, PEC, mission symbol, required adjustments to hours, sorties, landings and total hours, sorties and landings. Indicate if data will be reported as late time in the following month's G081 report.

NOTE: Unit DOTF will notify HQ AMC/A37TR by telephone (DSN 779-3625) on discovery of discrepancies that will require MAJCOM intervention.

2.28.5.2.5. (Added) All updates must be completed by the fourth calendar day of the month to be included in the data transmitted to REMIS. The G081 utilization data is transmitted to REMIS on a daily basis. Data entered for the previous month after the fourth calendar day will be transmitted with the next month's data and considered as late reported data.

2.28.6. (Added) For G081 units, a current list of valid mission codes for reporting aircraft flying hours to higher headquarters is available in screen 9055 - Mission Symbol Update/Reports. HQ AMC/A44QA

updates this listing, as new mission codes become available. Review this list on a regular basis for any updates.

2.28.7. (Added) For full Contract Logistics Support (CLS) aircraft, the QAR will enter the flying hours into the MIS system used by their base. The unit current operations will verify the flying hours at least monthly. The CLS unit will work with the host unit to get access to the MIS system for input of the flying hours and have reports provided.

2.28.8. (Added) Personnel at deployed locations must contact HQ AMC/A37TF (DSN 779-4323) or HQ AMC/A44QA (DSN 779-2487 for the current mission symbol guidance. Personnel must provide POC at deployed location to HQ AMC.

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