

26 FEBRUARY 2004



Flying Operations

**MANAGEMENT REPORTS AND GUIDANCE
ON THE FLYING HOUR PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAFE/A3TS
(Maj Stephen T. Johnson)
Supersedes USAFEI 11-101, 26 October 1995.

Certified by: HQ USAFE/A3T
(Col William C. Morgan)
Pages: 10
Distribution: F

This instruction implements policy and guidance in AFD 11-1, *Flying-Hour Program*; AFI 11-101, *Management Reports on the Flying Hour Program*, AFI 11-102, *Flying Hour Program Management*. It governs USAFE Flying Hour Program development, submission, management, and reporting. It applies to all USAFE units to which aircraft are assigned. It does not apply to Air National Guard or Air Force Reserve Command. Send comments and suggested improvements to this instruction on AF Form 847, Recommendation for Change of Publication, through channels, to HQ USAFE/A3TS, UNIT 3050 BOX 15, APO AE 09094-5015, e-mail, <mailto:usafe.dots@ramstein.af.mil>.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction aligns with AFD 11-1, AFI 11-101, and AFI 11-102 and supersedes the requirements, information, and procedures in USAFEI 11-101, 26 October 1995.

1. General:

1.1. **Purpose.** The USAFE flying hour program (FHP) provides aviators the flying hours necessary to meet annual training, experiencing, and aging requirements. Units must plan and execute monthly to meet annual goals and fully execute the allocated hours.

1.2. **Responsibilities:**

1.2.1. HQ USAFE Directorate of Air and Space Operations (HQ USAFE/A3) will establish goals to ensure USAFE units meet these requirements.

1.2.2. HQ USAFE Directorate of Logistics (USAFE/A4) determines the maintenance resources necessary to meet these goals.

1.2.3. HQ USAFE/A3T is the office of primary responsibility (OPR) for the USAFE FHP.

1.2.4. HQ USAFE/A3TS will:

1.2.4.1. Manage the USAFE FHP for USAFE/A3T.

1.2.4.2. Provide USAFE's proposed FHP to HQ USAF in accordance with AFIs 11-101, Management Reports on the Flying Hour Program; 11-102, Flying Hour Program Management, AFPD 11-1, *Flying Hour Program*, and AFPD 11-2, *Flight Rules and Procedures*.

1.2.4.3. Validate Equipment Inventory, Multiple Status, and Utilization Reporting System (EIMSURS) flying hour data.

1.2.4.4. Monitor unit FHP execution monthly.

1.2.4.5. Coordinate all FHP change requests through the appropriate agencies for approval.

1.2.4.6. Conduct staff assistance visits (SAVs) and training assistance.

1.2.4.7. Submit via email, monthly flying hour execution reports to HQ USAF/XOOT not later than (NLT) the 20th of each month for previous months flying hour data.

1.2.4.8. Maintain command-approved Air Force Flying Hour Models (AFFHM).

1.2.5. HQ USAFE/A3TO will provide USAFE training and experiencing goals to units based on Air Force and lead command guidance.

1.2.6. Flying units must plan and execute monthly program to meet annual goals and fully execute the allocated hours. Flying Wing or Group Commanders will submit an annual FHP in accordance with (IAW) Chapter 3. Flying units can effectively achieve optimum execution of the annual FHP by developing and implementing monthly, weekly and daily schedules, IAW USAFEI 21-105, Aircraft Flying and Maintenance Scheduling Procedures.

1.2.7. Operations Group Commanders:

1.2.7.1. Provide USAFE/A3T a validated FHP that addresses their wing's FHP issues.

1.2.7.2. Establish procedures for managing FHPs IAW AFD 11-1, AFI 11-101, AFI 21-103, USAFEI 11-101, and USAFEI 21-105.

1.2.7.3. Submit monthly flying hour reports via email or message by the tenth calendar day of each month for the previous months flying hour execution, IAW Chapter 4, and attachment A2.4.

1.2.7.4. Submit monthly flying hour execution data via the Core Automated Maintenance Systems (CAMS) database.

1.2.7.5. Forward all program submissions, revisions and reflows to USAFE/A3T IAW Chapter 2.

1.2.7.6. Provide flying hour data to higher headquarters as requested IAW Chapter 4.

1.3. **Supplements.** Forward proposed supplements to this instruction to HQ USAFE/A3T for approval.

2. Program Submission and Changes:

2.1. **Purpose.** HQ USAFE coordinates program submission inputs with the Program Objective Memorandum (POM), Budget Estimate Submission (BES) and budget year processes.

2.2. **LONG LOOK--Program Year and Out-Year Programs.** HQ USAFE/A3T releases a LONG LOOK request to the wings NLT 15 October each year, with. The LONG LOOK request reviews current programmed hour allocations for the program year and out-years.

2.2.1. The LONG LOOK request will contain programmed hours for each year and known program changes that will affect the FHP (PAA changes, crew ratio changes, mission changes, etc.) HQ USAFE/A3TS will coordinate with Mission Design Series (MDS) program element monitors (PEMs) for any other information that will affect LONG LOOK programming.

2.2.2. Wings will forward LONG LOOK responses to HQ USAFE/A3T, with info copies to their parent Numbered Air Force (NAF), and USAFE/A4M not later than 15 November. USAFE/A3T, in coordination with HQ USAFE/A4M will either approve and forwards the flying hour request to the Headquarters Air Force (HAF) through the Planning, Programming and Budgeting System (PPBS), or inform the unit why the request is untenable. HAF indicates approval by publishing the request within the following year's POM and BES.

2.2.3. Responses to the LONG LOOK will include a Logistics Capability Assessment (LCAP) study, conducted IAW USAFEI 21-105 and USAFE/A4M. If the LCAP indicates logistics shortfalls in meeting the proposed program, HQ USAFE/A4M in concert with the MXG/CCs must identify the resources necessary to execute the FHP via the POM process.

2.2.4. Out-of-Cycle Program Year Change Requests. If changes affect the Program Year after the LONG LOOK message, submit a change request IAW LONG LOOK format on the USAFE/A3T Flying Hour web page. HQ USAFE/A3TS will coordinate the change request through the USAFE staff. The PPBS timeline varies from year to year, but requests made after February cannot be coordinated for incorporation into the BES. Approval for these types of requests is difficult to obtain.

2.3. **FIRST LOOK--Initial Budget Year Plan.** The initial budget year (next FY) is the proposed flying hour allocation plan for the upcoming FY. Units provide inputs to the budget year FHP allocation during the FIRST LOOK process.

2.3.1. HQ USAFE/A3T will release the FIRST LOOK request message NLT 1 March each year. The FIRST LOOK message requests units review programmed hours for the upcoming FY, complete a Logistics Capability (LCAP) assessment IAW USAFEI 21-105 and USAFE/A4M, provide FHP goals for AFFHM application, outline anticipated contingency support, determine factors which will affect the FHP, and provide a draft higher headquarters (HHQ) inspection and deployment schedule.

2.3.1.1. Programmed hour allocations must match approved flying hours from the approved BES. If they do not match the approved BES, units must provide rationale for the difference.

2.3.1.2. HQ USAFE/A3TS, in coordination with USAFE/A3TO, will provide flying hour goals for USAFE units. These goals include hours per crewmember per month (HCM) goals, sorties per crewmember per month (SCM) goals, ready aircrew program (RAP) tasking requirements, aircrew 11-2MDS Vol 1 training requirements, and Air Force standardized utilization (UTE) rates, as applicable.

2.3.1.3. HQ USAFE/A3TS will also provide appropriate AFFHM inputs used to determine

unit FHPs. These inputs include, but are not limited to, 100 percent API-1 manning, basic mission combat (BMC) pilots, staff pilots, RAP requirements, Air Force experiencing goals and any other HHQ directed guidance.

2.3.1.4. HQ USAFE/A3TO will provides a draft HHQ inspection schedule (from HQ USAFE/IG), exercise schedule (from HQ USAFE/A3X), training deployment schedule and deployment schedule. The draft schedule estimates deployment locations, durations and number of aircraft for FHP planning and is not intended as a final consolidated planning order (CPO) input.

2.3.1.5. HQ USAFE/A4M/A3TO will also provide any additional known factors that may affect the FHP. These include runway closures, PDM or MOD schedules or any other factors that may affect flying hour execution.

2.3.2. Wing Commanders will provide a FIRST LOOK message to HQ USAFE/A3T, with info copies to USAFE/A4M, and their parent NAF, NLT 1 May. Include in the FIRST LOOK message a by-MDS look at flying hour targets, UTE targets, contingency hours, ASD adjustments, LCAP results, and any other factors impacting the flying hour program, not previously discussed with HQ USAFE/A3T/A4M or identified in paragraph [2.3.1.5](#).

2.3.2.1. Units will submit targets that include a desired, minimum and maximum flying hour allocation. The desired allocation should reflect unit training requirements and OPTEMPO limitations. The maximum flying hour target is the maximum number of hours the unit can fully execute. The minimum flying hour target is the minimum number of hours required to meet FHP goals, identified in the FIRST LOOK request message. Units must provide rationale if unable to meet the hours and goals proposed in the USAFE FIRST LOOK request message.

2.3.2.2. If units cannot meet the AF standardized UTE rates, then they must provide alibis, and estimated get-well date.

2.3.2.3. Units will make a formal request, with justification, to deviate from AFFHM inputs that are specified in paragraph [2.3.1.3](#).

2.3.2.4. The unit flying hour allocation consists of both O&M and contingency hours. For months where units are scheduled to deploy to a contingency, USAFE units will identify the hours necessary to meet non-contingency (home station) training and USAFE goals. The unit's contingency pot is the difference between the allocated FHP, and the hours necessary to meet non-contingency training and USAFE goals.

2.3.2.5. While deployed, if a unit over executes the hours in their contingency pot, and cannot execute their home station FHP and or meet MAJCOM directed goals, the unit can request additional hours from HQ USAFE/A3T. HQ USAFE/A3T will initially source the requested additional hours from the same Budget Activity (BA) group within the MAJCOM. If USAFE cannot remedy the situation within the MAJCOM, they will seek Air Staff assistance.

2.3.2.6. While deployed, if a unit under executes the hours in their contingency pot, and cannot execute those hours at home station, they can request relief from HQ USAFE/A3T. HQ USAFE/A3T will initially seek to transfer the hours to another MDS within the same BA group within the MAJCOM. If USAFE cannot remedy the situation within the MAJCOM, they will seek air staff assistance.

2.3.2.7. Units will explain any other factors not previously discussed in the FIRST LOOK

request that may affect their FHP, as well as key assumptions that don't correlate with the FIRST LOOK request message.

2.4. Fully Developed Budget Year Plan - FHP Allocation. This serves as the unit's plan for execution starting 1 October.

2.4.1. Once units forward their FIRST LOOK responses to USAFE/A3T, USAFE/A3TS will review, consolidate and forward a FM/A4 coordinated FHP Allocation Plan to COMUSAFE for approval NLT 1 July. Once COMUSAFE approves the FHP Allocation Plan, USAFE/A3TS will forward the plan to USAFE's flying units. The command allocation plan will include flying hours allocated, Air Force Standardized UTE target and any other HAF or command-directed guidance.

2.4.2. Units will develop an annual FHP based on the FHP allocation plan, and forward it to HQ USAFE/A3T, with info copies to the parent NAF, by 1 September (example, attachment 2, Figure A2.3). The unit will execute this plan beginning on 1 October.

2.5. Program Changes-Revisions and Reflows.

2.5.1. A FHP revision is a unit change that adjusts the year-end command-directed goals for each MDS. A unit is either requesting relief from their annual program, or requesting additional hours. Units must complete a FHP revision if they've requested to either increase or decrease their FHP because of under or over executing at a contingency. HQ USAFE/A3T will coordinate revision packages with HQ USAFE/A4M/FMA. HQ USAFE/A3 is the approving agency for all revisions. Request revisions IAW format on the USAFE/A3T webpage.

2.5.2. A FHP reflow is an internal change to the program that does not affect established year-end goals. If a unit under executes or over executes their FHP, and wishes to adjust monthly execution to meet the same year-end goal as established in the command FHP allocation plan, they can reflow their FHP internally. Units may reflow their program at their own discretion. However, units must reflow if they fall behind their annual FHP goals by 10 percent or more. In either case, units must provide reflow data to HQ USAFE/A3T within 30 days of the reflow.

2.5.3. When a HHQ directive results in a FHP change, subsequent revisions and reflows are due to HQ USAFE/A3T within 15 days of unit notification.

2.5.4. HQ USAFE/A3T must receive FHP changes not generated by HHQ NLT 5 days before the first duty day of the first month affected by the change. The unit will use actual EIMSURS data for previously completed months and estimate flying hour data for the month in which the change is submitted. USAFE will continue to track the initial and any revised plans for months unaffected by the change.

2.6. Accounting--Wing OSS's and HQ USAFE/A3TS will keep all FH related correspondence to include LONG LOOK, FIRST LOOK, Fully Developed Budget Year Plan, and any revisions and reflows for 5 years after executing their program.

3. Programming Factors:

3.1. BA Groups. HQ USAF assigns flying hours and funds to HQ USAFE under one of three BAs: Operating Forces (BA01-fighter), Mobility Operations (BA02-airlift), and Administration and Service-wide Support (BA04-rotary wing). Within each BA, flying hours are allocated by mission design series (MDS) and program element code (PEC). Each MDS and PEC combination is assigned a separate account managed by USAFE and reported to HQ USAF.

3.1.1. Units may not transfer hours and funding from one BA group to another without MAJCOM approval.

3.1.2. Units with flying hours in more than one PEC will manage each flying hour account separately. Units may not transfer flying hours from one PEC to another without HQ USAFE approval. HQ USAFE requires HAF approval to transfer flying hours from one PEC to another.

3.1.3. Units will only use and report their flying time under the PECs assigned to them by HQ USAFE. Units will ensure aircraft utilization codes and their corresponding PECs are loaded in CAMS correctly.

3.2. Aircraft Authorizations:

3.2.1. HQ USAF specifies the PAA for each USAFE unit. PAA is found in the unit Designed Operational Capability (DOC) statement.

3.3. UTE Rate:

3.3.1. HAF determines the type of standardized UTEs that units report against, based on inputs from the lead MAJCOMs. HQ USAFE/A3T publishes the HAF standardized UTE during the LONG LOOK, FIRST LOOK, and Fully Developed Budget Year Plan. USAFE units report against standardized UTE rate established for their MDS in the Fully Developed Budget Year Plan, unless HQ USAFE/A3T subsequently publishes a different standard. The following equations apply:

3.3.1.1. Monthly Sortie UTE = sorties flown in a month/
Primary Aircraft Available (PAA).

3.3.1.2. Annual Sortie UTE = sorties flown FY to date/ months executed/
PAA.

3.3.1.3. Monthly Hourly UTE = hours flown in a month/PAA.

3.3.1.4. Annual Hourly UTE = hours flown FY to date/months executed/PAA.

3.4. **Flying Hour Computation.** Compute an annual FHP using the AFFHM as described in AFI 11-102. USAFE will publish model inputs and methodology during the LONG LOOK process.

3.4.1. Flying hour requirements are based on the number of aircrew members who need to be trained and their annual flying training requirements. Units must account for all requirements listed in paragraph 2.3.1.3. HQ USAFE/A3TS will maintain an AFFHM tool for assisting unit calculations. The following formulas apply:

3.4.1.1. Average Sortie Duration (ASD). HQ USAFE/A3TS provides a proposed ASD during FIRST LOOK using a 5-year execution history with contingency hours included for mobility aircraft, and without contingency hours for fighters. Units may request a change to the ASD in their FIRST LOOK response.

3.4.1.2. Sorties or Hours per Crewmember per Month (SCM-HCM). HQ USAFE/A3TS will provide HCM-SCM goals during the LONG LOOK process. Units must ensure that they can meet the established SCM and or HCM goals when calculating their FHPs and when providing monthly reports using the following equations:

3.4.1.3. Sorties per Crewmember per month (SCM) = (sum of API 1 sorties)/(sum of API 1

pilots)

3.4.1.4. Sorties per inexperienced Crewmember per month (SICM) = (sum of API 1 and API 6 INEXP sorties)/(sum of API 1 and API 6 INEXP pilots).

4. Program Monitoring and Reporting:

4.1. The official USAF flying hour report is the monthly utilization report of the EIMSURS subsystem of the Reliability and Maintainability Information System (REMIS), IAW AFI 21-103, Equipment Inventory, Status, and Utilization Reporting, and AFM 66-279V1, Core Automated Maintenance Systems (CAMS). HQ USAFE/A3TS must provide HQ USAF/XOOT the USAFE sortie UTE and flying hour execution data by MDS NLT 20th of each month for the previous month.

4.2. Monthly Reporting. Units will provide validated monthly and annual CAMS hours and sorties data to HQ USAFE/A3TS via e-mail or message NLT the 10th calendar day of the following month IAW attachment A2.4. Report any changes, updates or late inputs (made after 2400L on the fourth calendar day of the next month) in the following month's flying hour data. This report will also include monthly alibis per attachment A2.4.

4.3. HQ USAFE/A3TS will reconcile the EIMSURS database with the CAMS data as reported by each wing, and submit a monthly flying hour execution report to HAF. Once the monthly EIMSURS message is submitted, this becomes the official hours flown for a given month. Units can review their flying hour data on the USAFE/A3T web page or obtain the information from HQ USAFE/A3TS.

CHARLES N. SIMPSON, Major General, USAF
Director of Air and Space Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 11-1, *Flying Hour Program*

AFPD 11-2, *Flight Rules and Procedures*

AFI 11-101, *Management Reports on the Flying Hour Program*

AFI 11-102, *Flying Hour Program Management*

AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*

USAFEI 21-105, *Aircraft Flying and Maintenance Scheduling Procedures*

Abbreviations and Acronyms

AFFHM—Air Force Flying Hour Model

API—Aircrew Position Identifier

ASD—Average Sortie Duration

BA—Budget Activity

BES—Budget Estimate Submission

CAMS—Core Automated Maintenance System

CPO—Consolidated Planning Order

DOC—Designed Operational Capability

EIMSURS—Equipment Inventory, Multiple Status, and Utilization Reporting System

FHP—Flying Hour Program

FY—Fiscal Year

HAF—Headquarters Air Force

HCM—Hours per Crewmember per Month

HHQ—Higher Headquarters

IAW—In Accordance With

LCAP—Logistics Capability Assessment

MAJCOM—Major Command

MDS—Mission, Design, and Series

MOD—Modification

NAF—Numbered Air Force

NLT—Not Later Than

O&M—Operations and Maintenance

OPR—Office of Primary Responsibility

PA—Program Authorization, USAF Program Document, Aerospace Vehicles and Flying Hours

PDM—Programmed Depot Maintenance

PEC—Program Element Code

PEM—Program Element Monitor

POM—Program Objective Memorandum

PPBS—Planning, Programming, and Budgeting System

RAP—Ready Aircrew Program

REMIS—Reliability and Maintainability Information System

SAV—Staff Assistance Visit

SCM—Sorties per Crewmember per Month

USAFE—United States Air Forces in Europe

UTE—Utilization

Terms

Aircraft Available—Aircraft available for training missions (possessed aircraft minus contingency aircraft not to exceed PAA).

Aircrew Position Identifier—A code used to identify aircrew positions to manage rated officers and career enlisted aviators.

Average Sortie Duration—The average duration of sorties, taken over a certain period, usually a month or year.

Backup Aerospace Vehicle Authorized (BAA)—Aircraft authorized over and above the PAA to allow for scheduled and unscheduled depot level maintenance, modifications, inspections and repairs, and certain other mitigating circumstances without reduction of aircraft available for the assigned mission. Other mitigating circumstances may include specialized maintenance requirements (e.g. RAM replacement on the F-117), medium duration home station modifications, and unique squadron sizing and location.

Backup Aerospace Vehicle Inventory (BAI)—Aircraft assigned to meet the BAA.

Budget Year—The year following the current FY.

Collateral Sorties—Sorties not directly related to combat employment training but necessary for accomplishment of unit training programs, such as ferry flights, deployments, non-effective RAP sorties, etc.

Core Automated Maintenance System—The standard Air Force base-level automated maintenance information system capable of supporting all base-level maintenance activities. Used to input and track aircraft hours and sorties flown.

Equipment Inventory, Multiple Status, and Utilization Reporting System Data—Monthly hours and

sorties that have been transmitted to REMIS.

Execution Phase—The flying phase of the FHP. This phase begins on 1 October of the FY of the plan and ends on 30 September. It may include planning of program changes if circumstances dictate.

Execution Year—The current FY.

Flying Hour Program—A goal oriented flying program. It provides a tool by which unit leaders can effectively organize their program to obtain maximum productivity from unit resources to achieve a maximum degree of readiness.

In-years—A 2-year period comprised of the execution year and the budget year.

Mission, Design, and Series—An acronym for aircraft mission, design, and series. For example: B052H or F015C.

Out-years—The 5-year period following the in-years.

Overfly Authority—Hours approved by HAF above the normal. Overfly authority is coordinated through HQ USAFE.

Planning Phase—The phase of a FY FHP in which the yearly plan is developed. The planning phase for a given FY begins with the out-year program submission in which that FY is included for the first time, and continues through 30 September of the execution year.

Possessed Aircraft—Aircraft under a wing commander's operational control and responsibility IAW AFI 21-103.

Primary Aerospace Vehicle Authorized (PAA)—Aircraft authorized for performance of the unit's mission (e.g. Combat, Combat Support, Training, Test and Evaluation, etc). The PAA forms the basis for the allocation of operating resources to include labor, support equipment, and flying hour funds. The operating command determines the PAA required to meet their assigned missions.

Primary Aerospace Vehicle Inventory (PAI)—Aircraft assigned to meet the PAA.

Program Authorization—Number of flying hours authorized and funded by Air Staff and allocated by USAFE to a unit for the year of execution defined in the USAF Program Document, Aerospace Vehicles and Flying Hours.

Program Change—A change in the unit FHP. A program change will be either a revision or reflow.

Program Element—The PE is the smallest unit of military output controlled at the DOD level. It is identified by a six-digit alphanumeric PEC.

Program Year—FY following the Budget Year. The second year following the current FY.

Ready Aircrew Program—Continuation Training regulated under the AFI 11-2MDS volume sets for aircrews assigned to units primarily flying fighter, bomber, and certain rescue PMAI. The most current RAP tasking can be obtained from HQ USAFE/A3TO.

Reflow—An FHP internal change to the program in that does not affect established year-end goals.

Revision—An FHP change that adjusts the year-end command directed goals.