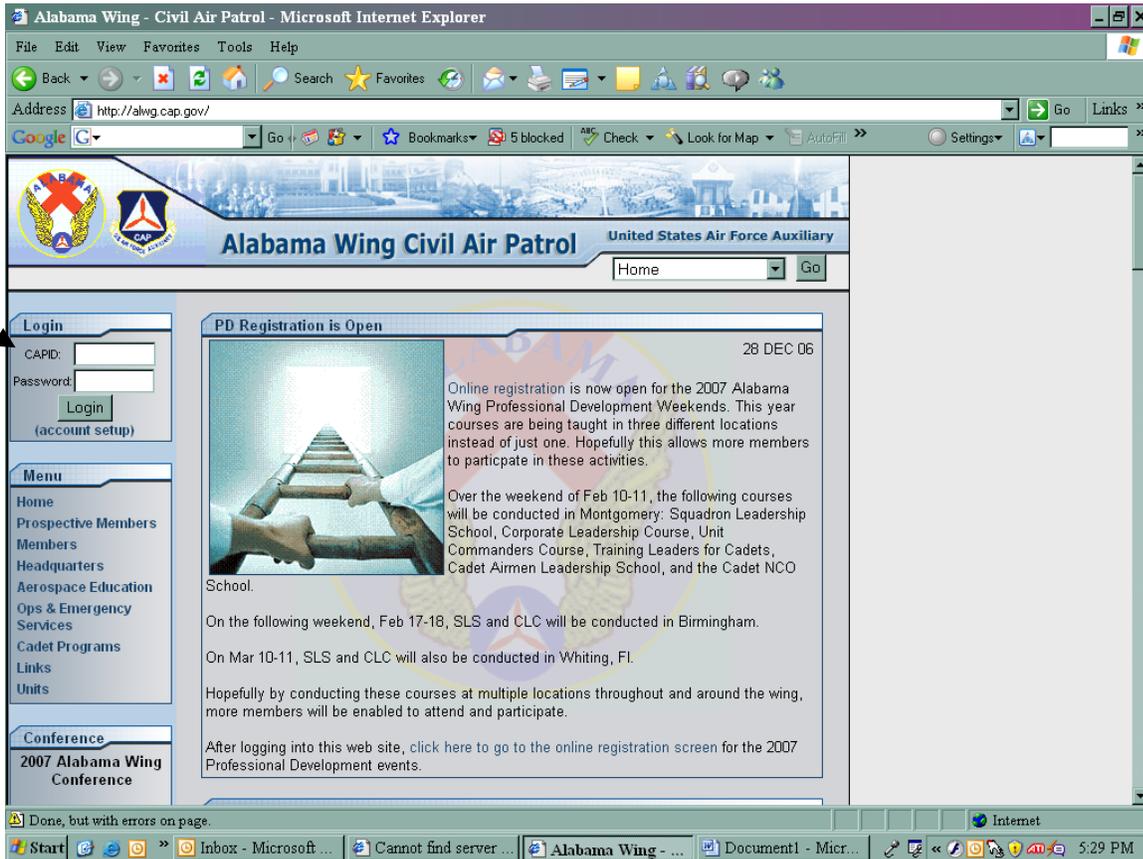


Alabama Wing Flight Tracking System

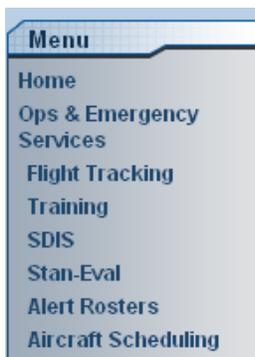
Version 1.0, 1 Jan 07

User's Manual

In order to enter your flights into the Alabama Wing Flight Tracking System (AFTS), you will need to be logged on as yourself to the Alabama Wing Web Page.



Click on **(account setup)** to set your account and obtain your password. Once you are logged on, click on **Ops & Emergency Services** link.



Then click on **Flight Tracking** link.

AFTS

The Alabama Flight Tracking System was brought online to help fix the problem of inaccurate and tardy flight time reporting in the Alabama Wing. The system was designed to collect information on each hour of flight time put on each of the Wing's aircraft in regard to what type of mission was flown, the duration of the flight, and the funding status of that mission.

The AFTS works very similar to how information is entered onto the ALWG Form 1 "Aircraft Flight Log." The idea is that after a flying "session" (a session may consist of more than one sortie), a member will enter the beginning/ending hobbs/tach time of the flight(s) and the mission symbol of those flights. If multiple missions symbols encompass a single flight (for example, flying the plane home from the shop then immediately flying cadet o-rides), "multiple" types of missions may be selected then split out in another screen.

This system brings several huge advantages to both members of the Wing as well as Wing HQ. First, it eliminates the need for members to do math in summing up the months total flight hours and hours by mission. In the case where flight time is either duplicated or not counted, an error flag is raised denoting the entry error.

At the end of the month, the AFTS automatically calculates how much the squadron owes the Wing Maintenance Fund. Once the squadron commander (or his designee) certifies the previous month's data, the amount owed can automatically be transferred from the squadrons account into the maintenance fund by the Wing Director of Finance.

Please direct any suggestions, questions, or comments regarding the AFTS to the Wing IT Officer.

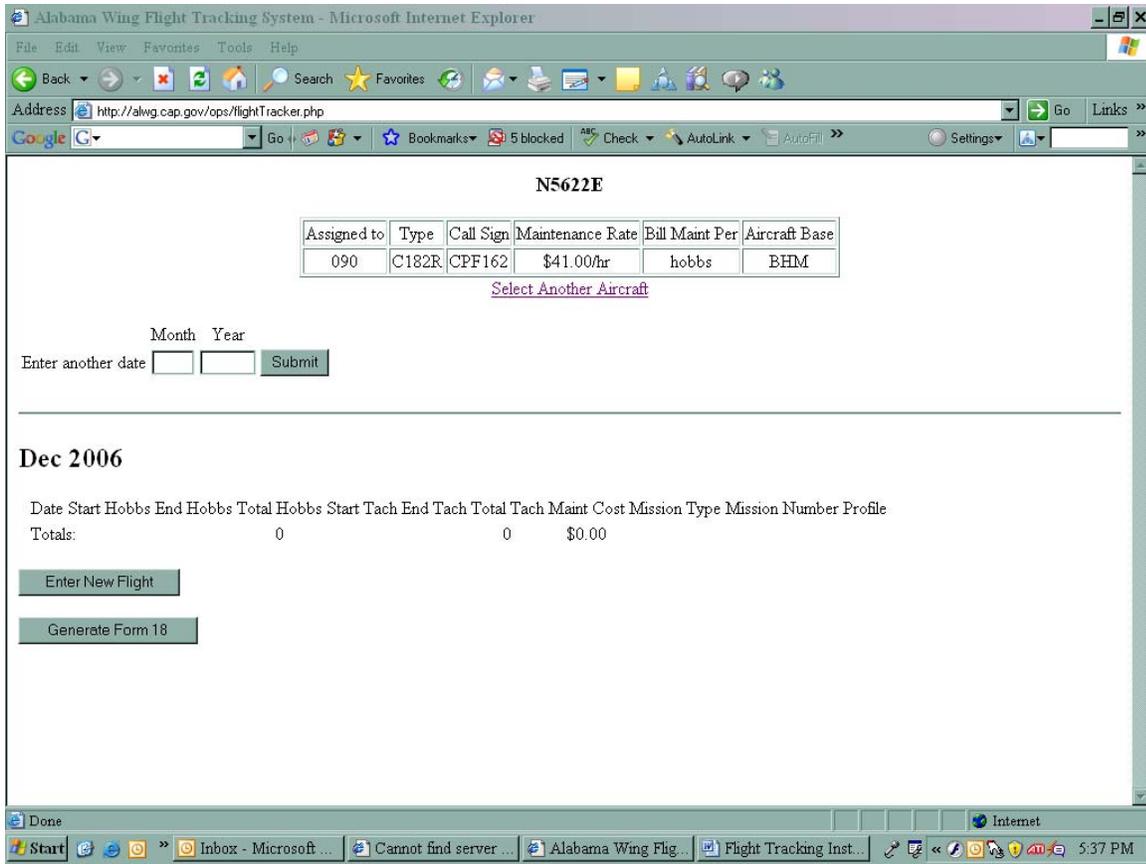
- [Open Alabama Flight Tracking System](#)

Now, click on [Open Alabama Flight Tracking System](#) link.

MAIN MENU - Select Aircraft to work with

Choose Aircraft

You are now at the Main Menu. Use the drop-down arrow to locate the aircraft you have just landed. Then click the button.



This screen gives you several bits of information as well as several options.

- You will see the aircraft tail number at the top of the screen. The details about that aircraft are immediately below this providing the following information:
 - Unit aircraft is assigned to
 - Type of aircraft
 - CAP Flight call sign
 - Maintenance fund rate paid to Wing. (Note: This may not be the same as what you pay to the squadron to fly the aircraft).
 - Whether the Maintenance Rate is based on Hobbs time or Tach time.
 - The airport at which the aircraft is based or parked.
- Next, you will see a link [Select Another Aircraft](#) that takes you back to the Main Menu so you may select a different aircraft.
- This screen defaults to display the current month. You have the option of viewing the flights for a different month by entering the month and year that you wish to view. For example, if I wanted to see Nov 2006, I would enter 11 in the month field and 06 in the year field and press the **Submit** button.
- In this screen shot, you see Dec 2006 below the horizontal line with no flights being logged for this aircraft for this month.
- To enter your flight, click on the **Enter New Flight** button.

Dec 2006

Date	<input type="text" value="2006-12-30"/>	(YYYY-MM-DD)
Start Hobbs	<input type="text" value="935.2"/>	hours
End Hobbs	<input type="text"/>	hours
Start Tach	<input type="text" value="1009.6"/>	hours
End Tach	<input type="text"/>	hours
Mission Type	<input type="text" value="Multiple types of missions flown"/>	
Mission Number	<input type="text"/>	
Mission Profile	<input type="text"/> (enter this if B12 Currency mission is selected)	
100% Funded Mission?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

- The system will default with the current date. You may change this date if necessary. Be sure to follow the example format of YYYY-MM-DD.
- Enter your End Hobbs and End Tach times.
 - Normally, the Start Hobbs and Start Tach times will already be in these fields. However, if this is the first entry for this aircraft, you will need to enter these times. After the first flight is entered this should not be necessary unless you find a discrepancy.
 - If the Start times do not match what the aircraft had when you flew it, change these times. The system will post an alert if there are missing hours (see below).
- Enter the Mission Type by using the drop-down list. This is the A5, B12, C17, etc.
 - If multiple types of missions were flown, leave the Mission Type as is. You will enter the different missions later.
- Enter the Mission Number for Air Force assigned missions.
- Enter the Mission Profile flown. This is only required for B12 Mission Types.
- Click the appropriate radial button whether this flight was a funded mission.
 - If the maintenance costs of the flight(s) flown are covered by the USAF or wing maintenance fund, select “Yes” next to the “funded mission” prompt. If the pilot or squadron will be responsible for the maintenance costs, select “No.”
- Click for the data to be saved. This will take you back to the previous screen and you will be able to see your flight.
- Click to discard your entry and return to the previous screen. No data will be saved.

- If you get an error alert as seen here, verify your Hobbs/Tach times.

ERROR! The entered starting Hobbs or starting Tach time does not coincide with the last entry's ending Hobbs or Tach Time.

Are you sure you want to submit the following times?

Last Flight's ENDING Hobbs	123.7	Last Flight's ENDING Tach	1517.2
Submitted STARTING Hobbs	124.2	Submitted STARTING Tach	1518.9

- If you are sure your data is correct, override the error message by clicking on .
- If the data is not correct, click on to go back and correct your data.
- Once you're time is entered either alert someone of the discrepancy or take actions to figure out why there is time missing and/or duplicated in the system. ALL ERRORS must be rectified before the end of months reports can be verified.

This is an example of the screen once several flights have been entered.

Date	Start Hobbs	End Hobbs	Total Hobbs	Start Tach	End Tach	Total Tach	Maint Cost	Mission Type	Mission Number	Profile
2006-11-02	100	102.5	2.5	1500	1502	2	\$105.00	C17		
2006-11-02	102.5	106	3.5	1502	1504.3	2.3		multiple		
2006-11-02			2			1.31	\$0.00	C17		
2006-11-02			1.5			0.99	\$0.00	C9		
2006-11-04	106	107	1	1504.3	1505	0.7	\$0.00	A3	06-CD165	
2006-11-04	107.5	108.9	1.4	1505.3	1506	0.7	\$0.00	C911		
2006-11-04	108.9	110	1.1	1506	1507.1	1.1	\$0.00	B10	07-F478	
2006-11-07	110	111	1	1507.1	1508	0.9		multiple		
2006-11-08	111	112	1	1508	1509	1	\$42.00	C17	NA	
Totals:			11.5			8.7	\$147.00			

Red highlighted flights have not been split amongst multiple missions/members properly

Yellow highlighted flights indicate non-contiguous flight hours (ie start time(s) not equal to previous flight's end time(s))

Notice the yellow highlighted line. This indicates that there are missing hours on the aircraft that have not been entered on the AFTS. These discrepancies must be resolved before generating the Form 18.

Notice the red highlighted line. This indicates a flight with multiple mission types. If this is your flight, click on the date link on this red line so you can split the multiple mission types.

To split multiple mission types:

Displaying information on AL090 - N5622E, C182S
[Select Another Aircraft](#)

Nov 2006

Date	Start Hobbs	End Hobbs	Total Hobbs	Start Tach	End Tach	Total Tach	Maint Cost	Mission Type	Mission Number	Profile
2006-11-07	110	111	1	1507.1	1508	0.9	\$0.00	multiple		
Sum of Split Flights' Hobbs			0							
Remaining time to Split			1							

Enter number of HOBBS to split off

Select mission type for split hours

Funded Mission? Yes No

Mission Number

Mission Profile (enter this if B12 Currency mission is selected)

The system will give you the flight time that must be accounted for. Enter the Hobbs time for the first mission type. Then enter the Mission Type, Mission Number, Mission Profile (if appropriate), and whether this portion of the flight was a funded mission. Then click the button.

The system will update this screen and wait for you to enter the next portion of the flight. This will continue until all of the Hobbs time has been accounted for. Then when you click the button, you will return to the flight log screen.

CONGRATULATIONS! You have finished entering your flight time.

To Generate Monthly Form 18

While logged into the AFTS, first make sure you have the correct month displayed.

Then, click on the button.

How many days was this plane grounded this month?

Why was plane grounded?

- Enter the number of days the aircraft was grounded during this calendar month.
- Enter the reason why the aircraft was grounded.
- Click on the button.

The Monthly Form 18 will display (see below). Throughout the month, and again at the end of the month, this electronic Form 18 should be checked against the logbook located in the aircraft and against the aircraft's Hobbs and Tach meters. Any discrepancies should be corrected immediately.

A member of the Wing Staff will generate the Form 18s for all aircraft no later than the 5th of each month. It is the responsibility of the squadron commander to ensure the data is accurate before this report is generated. A check from the squadron will be written using the Wing Banking Solution for the maintenance fees.

NOTE: Form 18 information is still due to Wing Staff by the day prescribed. Late and incorrect reports will not be tolerated. With this system, there is no excuse for any unit to be late or turn in an incorrect report.

Sample Form 18:

Alabama Wing
Monthly Aircraft Utilization Report

UNIT: AL090 MONTH OF: Nov 2006 AIRCRAFT N5622E

Airport ID: BHM AC was grounded 5 days this month for 100-hr inspection

AFRCC SAR Missions	A1	0.7	07-SER-9999,
AFNSEP mission	A2	0	
Counterdrug Mission	A3	1	06-CD165,
CD Training Mission	A4	0	
SAR/DR Training/Evaluation Missions	A5	0	
AFROTC Orientation Flights (inc ferry)	A6	0	
CAPP's 5 & 91 Evals, NCPS Course, CAPR 60-11	A7	0	
CAP Cadet Orientation Flights IAW CAPP 52-7	A15	0	
Homeland Security Missions	A18	0	
Glider Tow Plane Flights IAW 52-7	A20	0	
Approved AF Missions	A99	0	
Prompt Action Missions	A911	0	
Red Cross Missions	B9	0	
FEMA Missions	B10	1.1	07-F478,
NOAA & NWS Missions	B11	0	
Mission Pilot Proficiency IAW CAPR 60-1 (INCLUDE PROFILE)	B12	0.3	07-T-1234,
Profiles flown: 2,			
Other Federal Relief Agency with AF MOU	B13	0	
State, County, Local Agencies with Approved AF MOU	B14	0	
CAP Cadet Orientation Flts IAW Program Syllabus	B15	0	
CAPP's 5 & 91 Evaluations, NCPSC, & clinics under AFAM No.	B17	0	
Homeland Security Missions	B18	0	
Glider tow plane operations supporting CAPP 52-7	B20	0	
Others missions specifically approved by the USAF	B99	0	
Flights To & From Official Meetings	C8	0	
Maintenance Flights	C9	1.5	
Support to state, county, and local agencies not on AFAM	C14	0	
Cadet Flights: training, flight encampments, encampments	C16	0	
CAPP's 5 & 91 Evaluation, Proficiency, and Training not AFAM	C17	5.5	NA,
Homeland Security Missions not designated as AFAM	C18	0	
Orientation Flights for Aerospace Education Members	C19	0	
Glider tow plane flights for non-AFAM	C20	0	
Other missions approved by the Nat'l, Region, or Wing	C99	0	
Missions requiring prompt action to save lives	C911	1.4	
USAF liaison personnel flying	L1	0	

Total Flight Hours 11.5

Beginning Hobbs 100 Ending Hobbs 112 Total Hobbs 11.5

Beginning Tach 1500 Ending Tach 1509 Total Tach 8.7

Maintenance Rate Billable Hours Total Maintenance Cost

45 5.8 \$147.00

[Return to Flight Tracker](#)

Pocket How-To Card

Print and cut along the outer lines then fold down middle line to produce a pocket sized how-to card on entering your flight data.

Enter Flight Data	Generate Form 18
<p>Log onto Wing website Click: OPS & Emergency Services Flight Tracking Open Alabama Flight Tracking Select aircraft – Submit Click Enter New Flight Verify correct Date, Start Hobbs, & Start Tach Type in: End Hobbs time End Tach time Mission Type Mission Number Mission Profile Select funding status Submit To split multiple mission types: Click on date link Hobbs time first portion of flight Mission Type Funding status Mission Number Mission Profile Submit Repeat as needed. Log off</p>	<p>Log onto Wing website Click: OPS & Emergency Services Flight Tracking Open Alabama Flight Tracking Select aircraft – Submit Click Generate Form 18 Type in: Days grounded Reason grounded Submit Verify information generated against aircraft logbook and Hobbs/Tach meters Correct any discrepancies Log off</p>