



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 7310.1F

N43

6 Sep 07

OPNAV INSTRUCTION 7310.1F

From: Chief of Naval Operations

Subj: REPORT OF FLYING HOURS AND RELATED COSTS

Ref: (a) DOD 7000.14-R (Department of Defense Financial Management Regulations)  
(b) NAVSO P-3013 (Fleet and Finance Accounting Manual)  
(c) MCO 3125.1A (Marine Corps Flying Hour Program Management)  
(d) CNAF 3500.1B CH-1 (Squadron Training and Readiness)

Encl: (1) OPNAV 7310-3A Flying Hour Cost Report (FHCR) Guidelines

1. Purpose. To establish procedures for:

a. Reporting baseline and incremental contingency flying hours, maintenance and aviation depot level repairable (AVDLR) costs;

b. Fuel consumption rates to the Chief of Naval Operations (OPNAV) (N43);

c. To permit monitoring of the Flying Hour Program (FHP);

e. To allow for the development of planning factors to be used in FHP projections during the Program Objective Memorandum (POM)/Program Review (PR) Planning, Programming, Budgeting, and Execution (PPBE) phases. This instruction has been administratively revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 7310.1E and all other FHCR submission guidance.

3. Reporting requirements

a. This instruction applies to Flying Hour Program data consolidated and forwarded to OPNAV (N43) by the Commander Naval Air Forces Atlantic (COMNAVAIRLANT), Commander Naval Air Forces

Pacific (COMNAVAIRPAC), and Commander Naval Air Forces Reserve (COMNAVRESFORCOM). Subordinate units will continue reporting flying hours and related cost information per Type Commander directives and references (a) and (b).

(1) The Flying Hour Cost Report (FHCR). OPNAV 7310-3A Reports will be submitted by those commands outlined in paragraph 3(a) using the format outlined in enclosure (1).

(2) Hours to be Reported. Incremental Contingency, Training, Operational, and Support flying hours by Type/Model/Series with Type Equipment Code (TEC) detail will be reported in accordance with enclosure (1). Flying hours reported must represent only those hours for which Operations and Maintenance funds (Navy/Marine Corps) have been allocated.

(3) Reporting and Audit

(a) Monthly Reporting. Reporting responsibility rests with the major funding commands. OPNAV 7310-3A FHCR reports shall be prepared for each fiscal month beginning with the first month of the fiscal year. Each subsequent month shall contain cumulative fiscal year-to-date totals or rates as applicable. Incremental contingency flight hours shall be reported on a cumulative fiscal year-to-date basis. The report shall be forwarded in sufficient time to reach OPNAV (N43) no later than the 15<sup>th</sup> of the month following the month being reported, or the next business day if that day falls on a weekend. OPNAV (N43) shall consolidate data from OPNAV 7310-3A reports, and issue an OP-20 exhibit each month outlining actual flight hours, associated costs and consumption rates. OPNAV (N43) and each command specified in paragraph 3(a) will ensure the OP-20 exhibit accurately reflects their data. Discrepancies shall be reported to OPNAV N432D for correction.

(b) Annual Reporting. In accordance with reference (a) the fiscal year close-out FHCR shall be submitted to OPNAV (N43) no later than 15 November, or the next business day if that day falls on a weekend. The 13<sup>th</sup> month FHCR shall be submitted to OPNAV (N43) no later than thirty days following the fiscal year close-out FHCR or the next business day if that day falls on a weekend. The 13<sup>th</sup> month FHCR shall remove cost of war expenses and non-recurring demand data. A draft OP-20 Budget Exhibit reflecting an entire year of actual data will be

published by OPNAV Code N432D and reviewed by each command specified in paragraph 3(a). Discrepancies shall be reported to OPNAV N432D for correction and a final OP-20 Budget Exhibit will be published.

#### 4. Definitions

a. Training Hours: Those Primary Mission Area (PMA) hours flown to satisfy unit aircrew training requirements as specified in references (c) and (d). This also includes overhead hours flown in support of unit training.

b. Operational Hours: Marine Corps hours as defined by reference (c). Includes all sorties specifically tasked by commands outside of the squadron when aircrew T&R credit is not being received. If aircrew T&R syllabus training is conducted in accordance with operational flights, log any non-T&R producing time as operational once T&R requirements have been satisfied or if there is significant non-T&R transit or loiter time.

c. Service Support Hours: Those non-PMA hours flown in response to tasking. Service support hours are required for the following:

- (1) Ship/other aircrew training
- (2) Logistics
- (3) Orange Air
- (4) Test and Evaluation

d. Incremental Contingency Hours: Those hours flown above the baseline flight hour allotment (budgeted OP-20 hours) in support of contingency operations. Contingency hours may include, but are not limited to, hours flown in support of humanitarian missions, such as tsunami relief or hurricane relief, and those flown in support of combat operations and the Global War on Terrorism (GWOT).

5. Action. Reporting responsibility rests with Commander Naval Air Forces Atlantic, Commander Naval Air Forces Pacific, and

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Commander Naval Air Forces Reserve. The above major claimants shall issue reporting guidance for units under their cognizance.

6. Reports. The reporting requirement contained in paragraph 1a(1) has been assigned symbol OPNAV 7310-3A and is approved for three years from date of this directive.



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Distribution:

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OPNAV 7310-3A FLYING HOUR COST REPORT (FHCR) GUIDELINES

<u>DATA ELEMENT</u>	<u>PLACES</u>	<u>POSITION</u>	<u>EXAMPLE</u>
CLAIMANT CODE	1	01	A
FILLER	6	02-07	SPACES
TYPE EQUIPMENT CODE (TEC)	4	08-11	ATFE
FILLER	17	12-28	000000000000000000
INCREMENTAL CONT. HRS	6	29-34	123456
TRAINING FLIGHT HOURS	6	35-40	123456
OPERATIONAL FLIGHT HOURS	6	41-46	123456
SUPPORT FLIGHT HOURS	6	47-52	123456
TOTAL FLIGHT HOURS	6	53-58	123456
FISCAL MONTH	2	59-60	01
FISCAL YEAR	4	61-64	2007
PROGRAM ELEMENT	8	65-72	0201456N
FUEL CONSUMPTION RATE	7(4.3)	73-79	0000740
HOURLY MAINTENANCE COST (FM)	9(7.2)	80-88	123456789
HOURLY DLR COST (FA)	9(7.2)	89-97	123456789
HOURLY CONTRACT COST (FW)	9(7.2)	98-106	123456789
FLYING HOUR OTHER COST (FO)	9	107-115	123456789

(1) The following funding command codes will be used in record position 1 of the data record format:

- A COMNAVAIRLANT
- B COMNAVAIRPAC
- D COMNAVRESFORCOM

(2) Program Elements reported will include only those approved elements contained in the Congressional OP-20 Exhibit promulgated by OPNAV N432D for the year being reported.

(3) Type Equipment Code (TEC) reported will reflect only those Type Model Series (TMS) aircraft (or funding lines for fleet ferry and drug interdiction) contained in the program element as reported above and contained in the Congressional OP-20 exhibit promulgated by OPNAV N432D for the year being reported. TECs aircraft not contained in the aforementioned OP-20 exhibit or reported in the wrong program element will be rejected.

(4) Incremental Contingency flight hours will be reported on a cumulative fiscal year-to-date basis and are the flight hours flown above the baseline flight hour allotment in support of contingency operations.

(5) Flight hours reported will be cumulative fiscal year-to-date totals.

(6) Costs and rates reported will be cumulative fiscal year-to-date totals and include all organizational and intermediate level maintenance costs, administrative support costs and any prorated contract maintenance support (e.g., UC-12, CT-39, F-5, etc.)

(7) Fiscal year month reported will be 01 through 13 as appropriate.

(8) Flying Hour, Other (FO) data reported will be cumulative fiscal year-to-date totals. These totals are to be entered in whole dollars, not CPH. No TEC is required so filler is required for positions 2 through 58 and 73 through 106.

(9) Forward via E-mail to Chief of Naval Operations (OPNAV) Code N432D and Naval Sea Logistics Center (NAVSEALOGCEN) Code 05121.