

Quick Reference Guide for AIRRS Quarterly Hours in Life

Message DTG Statement

Per COMNAVAIRFOR message DTG 080025ZSEP08, reporting of Aircraft Accounting Audit Reports (AAARs) is no longer required. Beginning October 2008, a new requirement to report Aircraft Hours in Life on a quarterly schedule replaces reporting of AAARs.

Submit Aircraft Hours in Life by the fifth of the month following each End of Quarter (EOQ) month: EOQ month = December, report due **January 5**; EOQ month = March, report due **April 5**, EOQ month = June, report due **July 5**; and EOQ month = September, report due **October 5**.

Important!

Before inputting Quarterly Hours in Life, ensure all XRAYs with an action code of "A", "F", "G", "R", or "Y" *and* an action date equal to (=) or less than (<) the quarter for which you are reporting hours are posted.

Part I - Verify BUNOs Assigned to Your PUC in AIRRS

1. After logging on to AIRRS, select the following menu options, beginning on the Reports Menu: AdHoc>Create New>Latest Aircraft Info (Daily). See Figure 1.

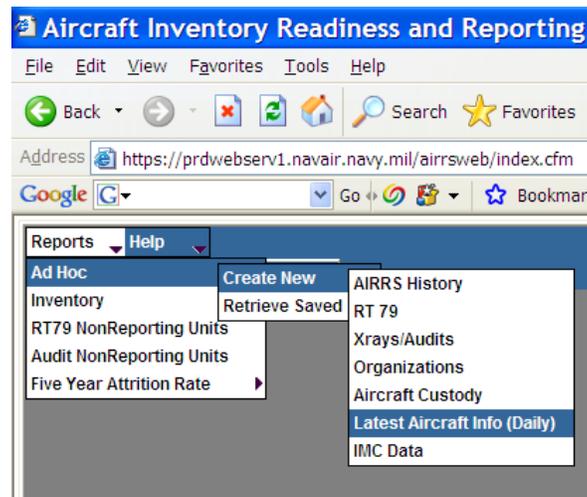


Figure 1 - Navigating to the Adhoc Query Form - Latest Aircraft Info Daily Page

2. When the Adhoc Query Form - Latest Aircraft Info Daily Page opens (Figure 2), click each of the following check boxes to enter a check mark for selecting data types. After making selections, click **Select**. (Figure 2 shows check marks for six of the seven entries.)

- (B) PUC (C) Act Date (D) Act Code Report Date
(E) Status (A) BUNO (F) Type Model Series

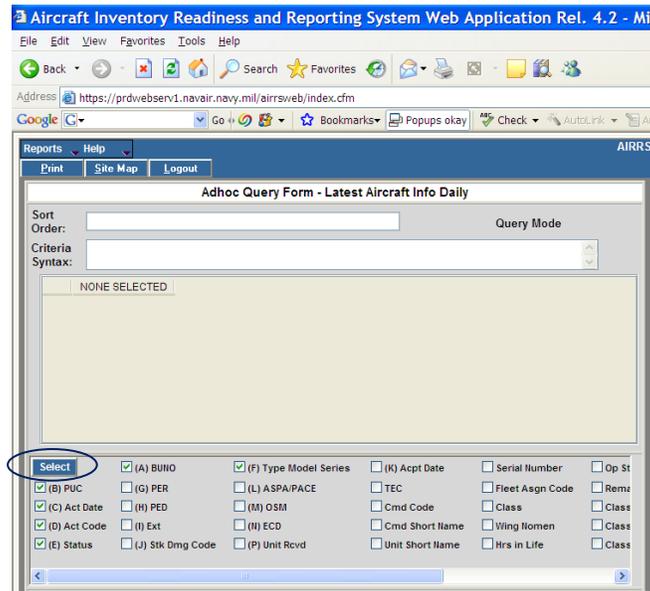


Figure 2 - Adhoc Query Form - Latest Aircraft Info Daily Page

3. Clicking **Select** submits your data type selections. In the “query results” portion of the page, the system will display column headings representing your selections. See Figure 3.

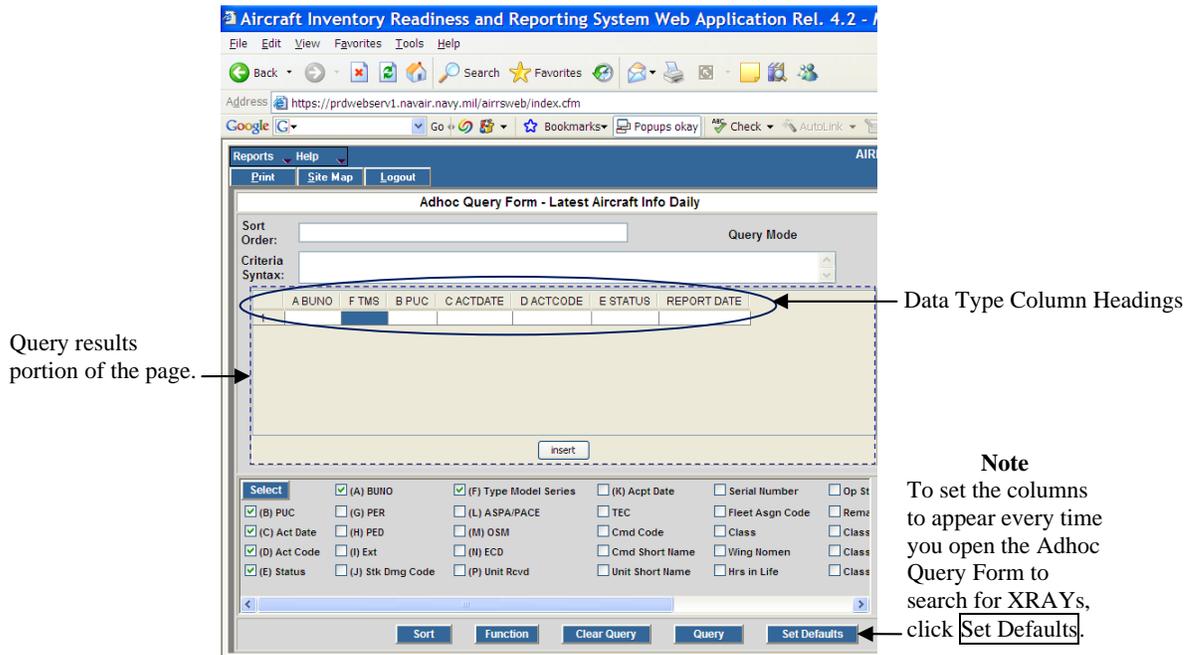


Figure 3 - Data Type Columns Returned

4. Enter the PUC you want to see under the B PUC column and press **Enter**. Figure 4 shows we entered “001843” for our example.

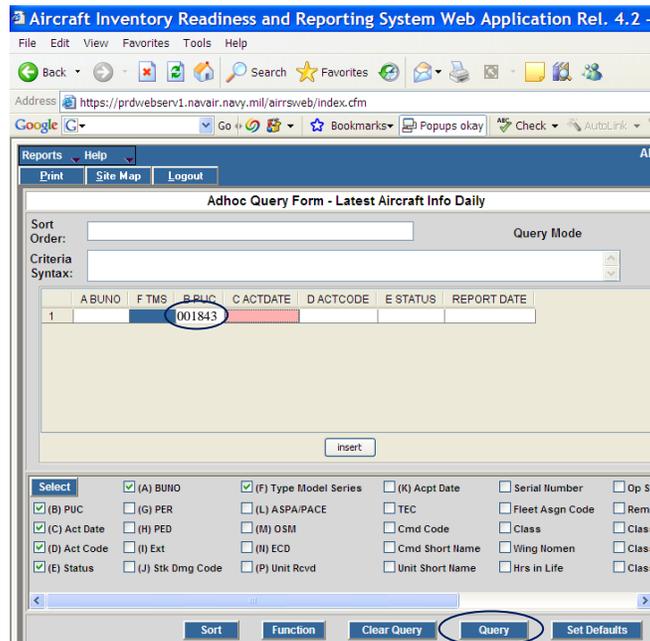


Figure 4 - Entering B PUC

5. Next, click **Query** to execute the search for your data. The system searches for your data and returns it to the query results portion of the page. See Figure 5.

The data returned reflects per BUNO the posted XRAY data available in AIRRS as of 0730 EST (as indicated by the Report Date).

If the XRAY data shown does not reflect the latest XRAY information you submitted, the XRAY status may be invalid or it could be valid but not posted.

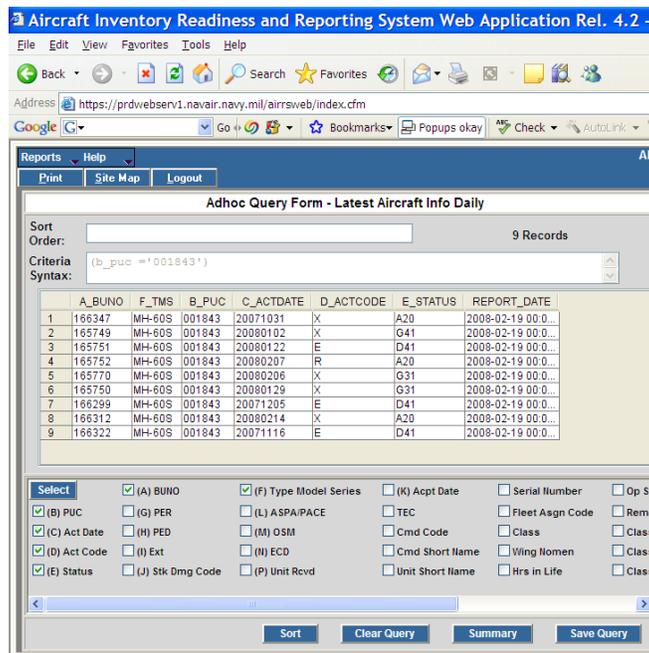


Figure 5 - B PUC Data Returned

6. To verify XRAY status, select the following menu options, beginning on the Reports Menu: Reports>AdHoc>Create New>XRAYS/Audits. See Figure 6.

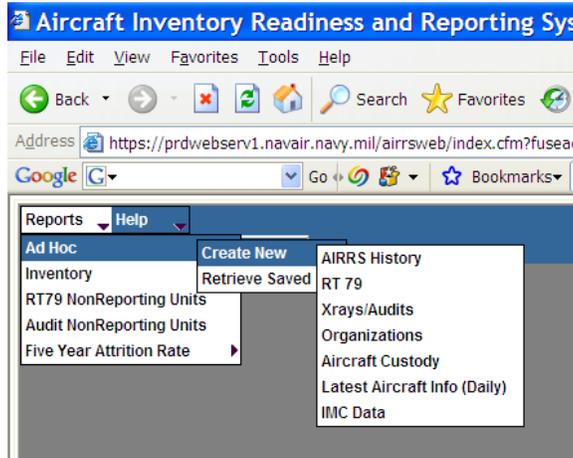


Figure 6 - Navigating to the Adhoc Query Form - XRAY/Audits Page

7. When the Adhoc Query Form - XRAYS/Audits Page opens (Figure 7), click each of the following check boxes to enter a check mark for selecting data types. After making selections, click **Select**. (Figure 7 shows check marks for six of the nine entries.)

- (B) PUC
- (C) Date of Action
- (D) Action Code

- (E) Acft Stat Code
- (A) BUNO
- (F) Type Model Series

- Stat Flag
- Audit Indicator
- MSG DTG

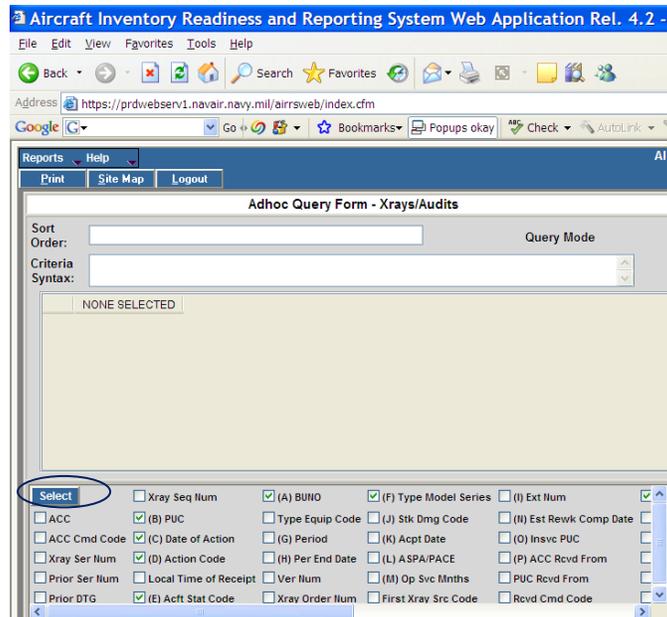


Figure 7 - Adhoc Query Form - XRAY/Audits Page

8. Clicking **Select** submits your data type selections. In the “query results” portion of the page, the system will display column headings representing your selections. See Figure 8.

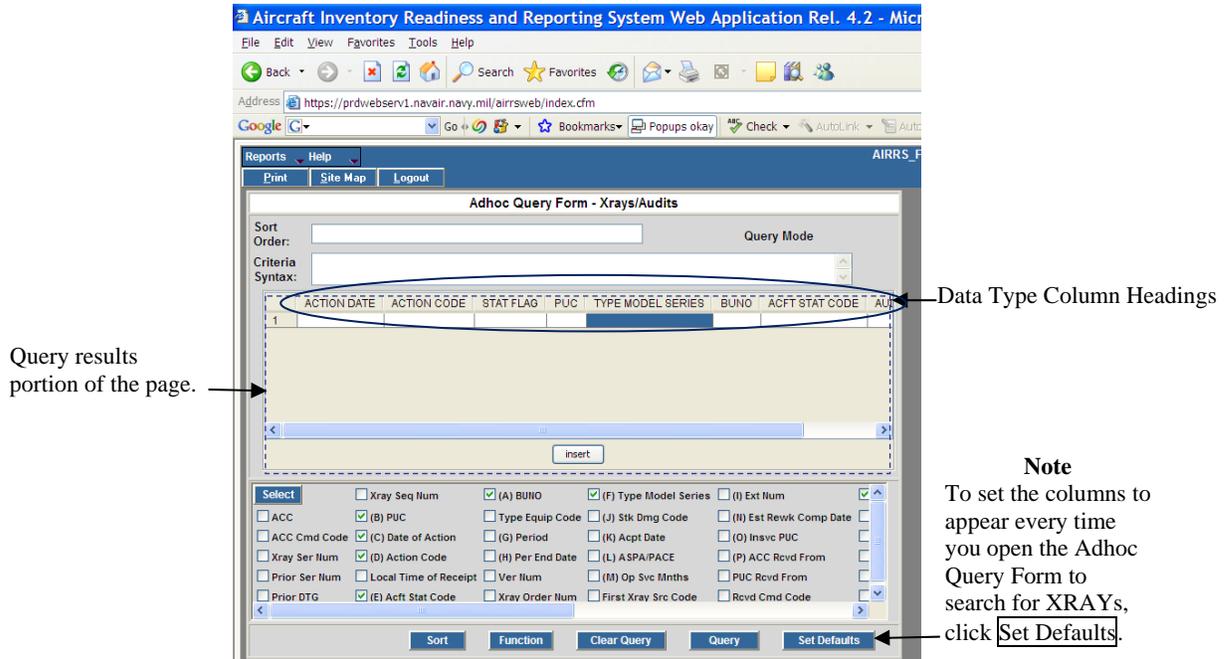


Figure 8 - Data Type Columns Returned

- Next, you can query the data to see all XRAYs against a specific BUNO and its status. Enter the BUNO you want to see under the BUNO column. Figure 9 shows we entered “166845” for our example. You also need to type an “X” in the Audit Indicator column. This will ensure you will only query XRAY data, not Audit data. Press **Enter** after making these entries.

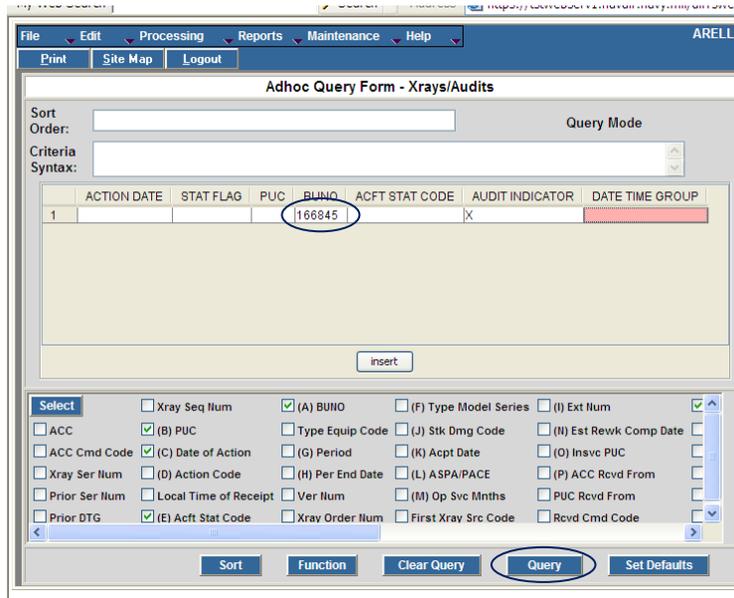


Figure 9 - Entering BUNO and Audit Indicator

10. Next, click **Query** to execute the search for your data. The system searches for your data and returns it to the query results portion of the page (see Figure 10).

The data returned is in "ACTION_DATE" order, beginning with the most recent XRAY.

STAT_FLAG Codes:
D = Deleted
I = Invalid
P = Posted
V = Valid
W = Waiting (There is an XRAY with a prior Action Date that is invalid.)

XRAYs need to have a STAT_FLAG of "P" so the BUNO displays automatically when you enter the PUC.

	ACTION_DATE	STAT_FLAG	PUC	BUNO	ACFT_STAT_CODE	AUDIT_INDICATOR	DATE_TIME_GROU
1	20080625	I	000020	166845	A10	X	261900ZJUN08
2	20080313	I	000647	166845	C10	X	131724ZMAR08
3	20080313	D	000306	166845	A60	X	141724ZMAR08
4	20080313	P	000306	166845	A60	X	141724ZMAR08
5	20071010	P	000647	166845	VF0	X	101650ZCOT07

Figure 10 - BUNO Data Returned

11. Check the STAT_FLAG column for each record returned. If an XRAY has a STAT_FLAG of "I" or "W" and the Action Date is equal to (=) or less than (<) the Quarterly Hours in Life Reporting Date, you will need to contact the Wing about correcting the XRAY before reporting Quarterly Hours in Life. When all XRAYs have a STAT_FLAG of "P," you may enter Quarterly Hours in Life.

- Continue to Part II of this reference guide if you have a Non-TYCOM Role.
- Continue to Part III of this reference guide if you have a TYCOM role.

Part II - Enter Quarterly Hours in Life (Non-TYCOM Role)

1. After logging on to AIRRS, select the following menu options, beginning on the Processing Menu: Processing>Qtrly Hours in Life. See Figure 11.



Figure 11 - Navigating to the Quarterly Hours in Life Input Page

2. When the Quarterly Hours in Life Input Page opens (Figure 12), use the following guidelines to make entries:
 - The Reporting Quarter defaults to the current quarter. Accept this value.
 - Enter a PUC in the field next to the **Submit PUC** button, and then click **Submit PUC**. Figure 12 shows we entered PUC “000020”.

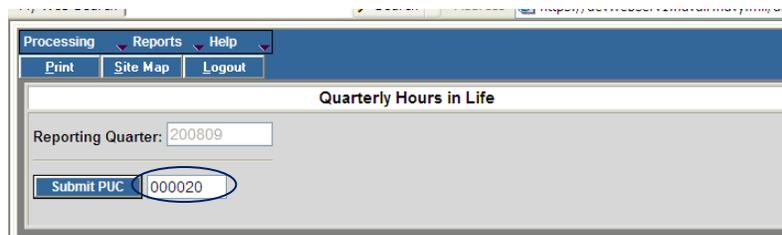


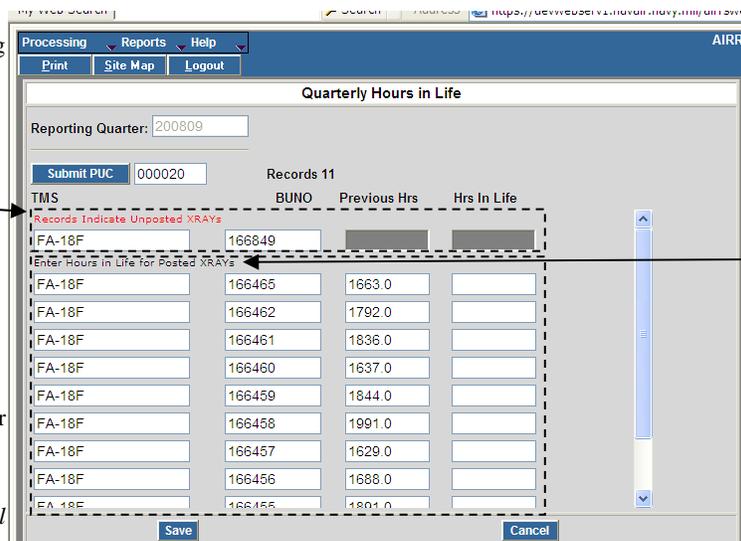
Figure 12 - Entering and Submitting a PUC

3. The Quarterly Hours in Life Page opens with BUNOs for the specified PUC (provided there are no invalid XRAY ACTION Codes (i.e., “A”, “F”, “G”, “R”, or “Y”). See Figure 13.

The page contains two sections showing the status of the XRAYs for the BUNOs associated with the PUC:

The “Records Indicate Unposted XRAYs” section shows BUNOs that will need invalid XRAYs corrected and posted before any hours can be entered. Contact your Wing for assistance.

If no invalid XRAYs exist, this section will not appear on the page.



The “Enter Hours in Life for Posted XRAYs” section shows the BUNOs and hours associated with the specified PUC.

Figure 13 - Understanding the Quarterly Hours in Life Page

- Figure 14 shows a Quarterly Hours in Life Page for PUC 000020. At this point in time, no invalid XRAYs exist, so only the “Enter Hours in Life for Posted XRAYs” section of the page displays. Enter hours in life (using tenths) for each aircraft in the Hrs in Life field to report the end of the Reporting Quarter (31 Dec, 31 Mar, 30 Jun, and 30 Sep) hours. After entering hours, click **Save**.

Note
If you entered a PUC and there are missing BUNO(s) it may be that the BUNO(s) are assigned to a detachment PUC. Enter the PUC of the detachment.

TMS	BUNO	Previous Hrs	Hrs In Life
FA-18F	166849		
FA-18F	166465	1683.0	1685.1
FA-18F	166462	1792.0	1790.2
FA-18F	166461	1836.0	1888.7
FA-18F	166460	1637.0	1654.5
FA-18F	166459	1844.0	
FA-18F	166458	1991.0	
FA-18F	166457	1629.0	
FA-18F	166456	1688.0	
FA-18F	166455	1801.0	

Enter hours in life (using tenths) for each aircraft in the Hrs in Life field to report the end of the Reporting Quarter (31 Dec, 31 Mar, 30 Jun, and 30 Sep) hours.

Figure 14 - Entering Hours in Life Updates

- After clicking **Save**, a message appears to confirm the hours you entered were saved to the database. See Figure 15.

Any hours entered that are less than (<) the hours shown in the Previous Hours column will appear with an error indicator, as shown in this example. If the hours you entered are correct (even though they are lower), you will need to notify the Wing/TYCOM. The hours flagged with the error indicator **have not** been saved to the database. The responsible TYCOM will need to log on to AIRRS to perform an “Override” before the hours are saved. Part III of this reference guide explains TYCOM Override entries.

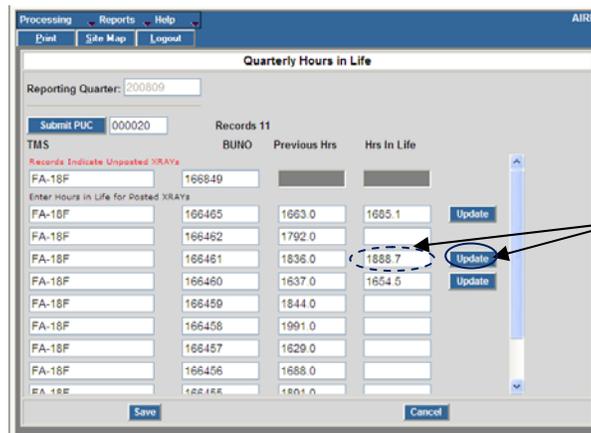
BUNO	HOURS
BUNO 166465	1685.1
BUNO 166462	Current Hours 1790.2 Less than Previous 1792.0
BUNO 166461	1888.7
BUNO 166460	1654.5

Figure 15 - Confirmation Message for Reported Life in Hours Entries

- Click **Return to PUC Entry** to close this message (Figure 15) and return to the Quarterly Hours in Life Input Page.
- When the Quarterly Hours in Life Input Page opens (Figure 16):
 - Accept the default value in the Reporting Quarter field.
 - Reenter the PUC 000020. Select the Submit PUC.

Figure 16 - Reentering and Submitting the PUC

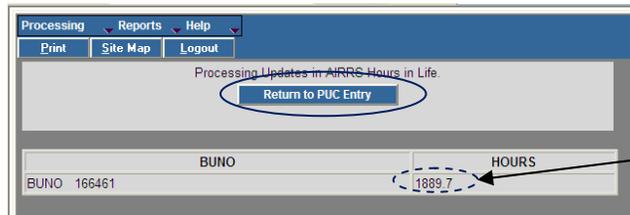
- The Quarterly Hours in Life Page opens with BUNOs for the specified PUC. There will be **Update** buttons located to the right of the Hours in Life column.



If any hours are incorrect, make the change by replacing the current number of hours. Our example will show that we changed the hours for BUNO 166461 from 1888.7 to 1889.7).

Figure 17 - Updating Quarterly Hours in Life

- After changing a quarterly hours in life value, click the **Update** button to the right of row for the BUNO. See Figure 17.
- A message appears to confirm the update and that the hours you entered were saved to the database. See Figure 18.



This confirmation message shows we successfully changed the hours for BUNO 166461 from 1888.7 to 1889.7).

Figure 18 - Update Confirmation Message

Part III - Enter Quarterly Hours in Life (TYCOM Role)

The example in this scenario is designed to demonstrate how to perform an override when the hours entered are less than (<) those previously reported. TYCOMs would need to perform this procedure when notified that hours less than previously reported need to be entered into the database for a specific BUNO.

1. After logging on to AIRRS, select the following menu options, beginning on the Processing Menu: Processing>Qtrly Hours in Life. See Figure 19.

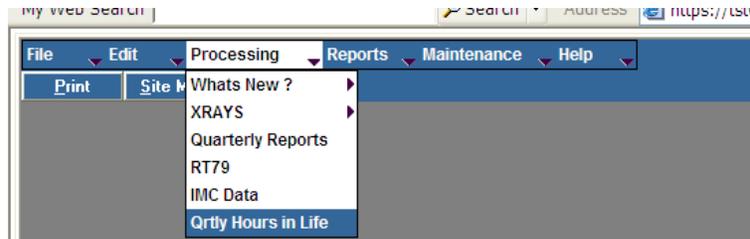


Figure 19 - Navigating to the Quarterly Hours in Life Input Page

2. When the Quarterly Hours in Life Input Page opens (Figure 20), use the following guidelines to make entries:
 - The Reporting Quarter defaults to the current quarter. Accept this value.
 - Enter a PUC in the field next to the **Submit PUC** button, and then click **Submit PUC**. Figure 20 shows we entered PUC “000020”.

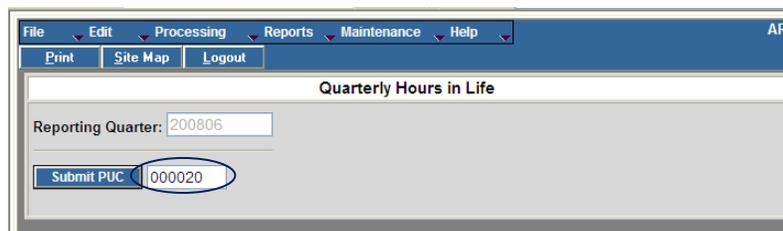
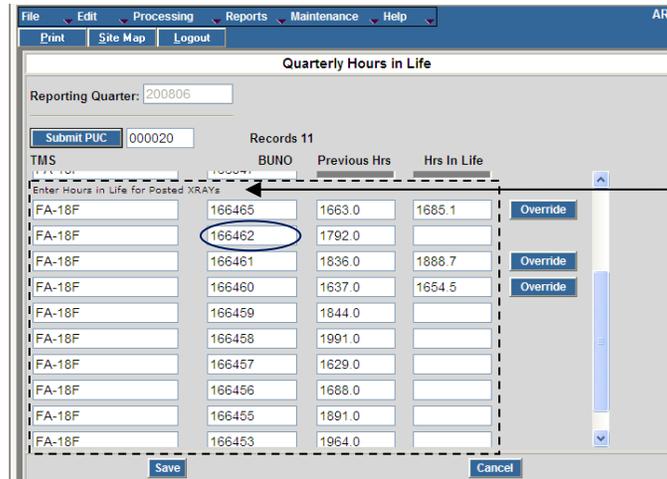


Figure 20 - Entering and Submitting a PUC

3. The Quarterly Hours in Life Page opens with BUNOs for the specified PUC (provided there are no invalid XRAY ACTION Codes (i.e., “A”, “F”, “G”, “R”, or “Y”). See Figure 21.

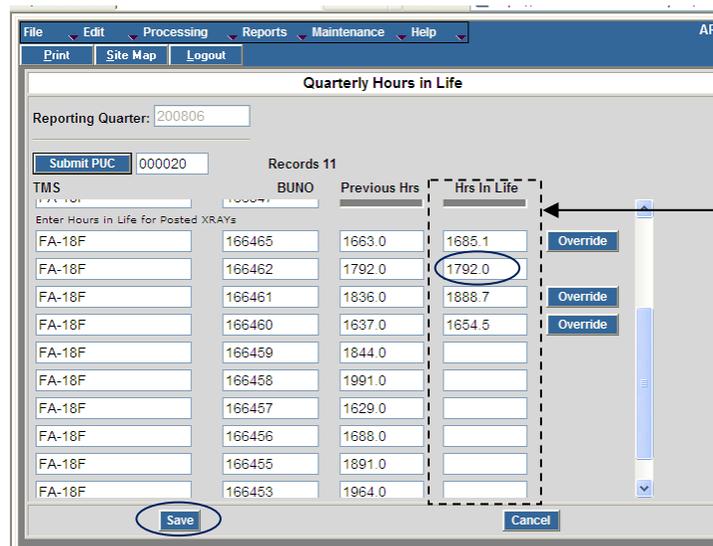


The "Enter Hours in Life for Posted XRAYs" section shows the BUNOs and hours associated with the specified PUC.

Figure 21 - Quarterly Hours in Life Page for Specified PUC

4. Locate the BUNO for which you need to enter hours. For this example, we are using BUNO 166462 (see Figure 21). You will first enter the previous hours for this BUNO (this is done so the **Override** button displays for the BUNO when you return to the page after saving the hours you enter). Figure 22 shows we entered 1792.0 hours for BUNO 166462. After entering hours, click **Save**.

Note
If you entered a PUC and there are missing BUNO(s) it may be that the BUNO(s) are assigned to a detachment PUC. Enter the PUC of the detachment.



Enter hours in life (using tenths) for aircraft in the Hrs in Life field to report the end of the Reporting Quarter (31 Dec, 31 Mar, 30 Jun, and 30 Sep) hours.

Figure 22 - Entering Hours in Life

5. After clicking **Save**, a message appears to confirm the hours you entered were saved to the database. See Figure 23.

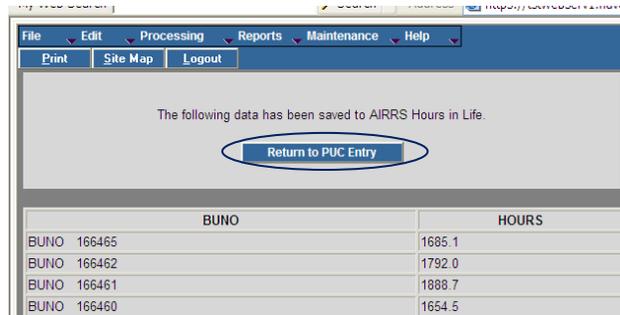


Figure 23 - Confirmation Message for Reported Life in Hours Entries

6. Click **Return to PUC Entry** to close this message (Figure 23) and to return to the Quarterly Hours in Life Input Page.
7. When the Quarterly Hours in Life Input Page opens (Figure 24):
 - Accept the default value in the Reporting Quarter field.
 - Re-enter the PUC (000020) in the PUC field, and click **Submit PUC**.

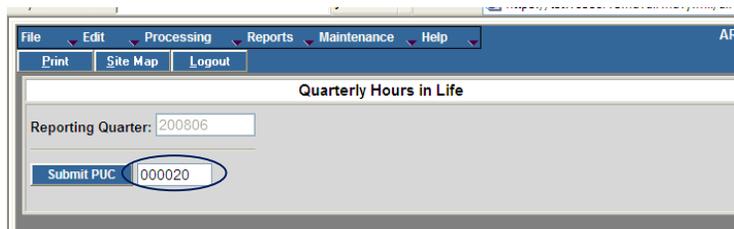


Figure 24 - Reentering and submitting the PUC

8. The Quarterly Hours in Life Page opens with BUNOs for the specified PUC. The **Override** button appears to the right of the 166462 BUNO row. See Figure 25.

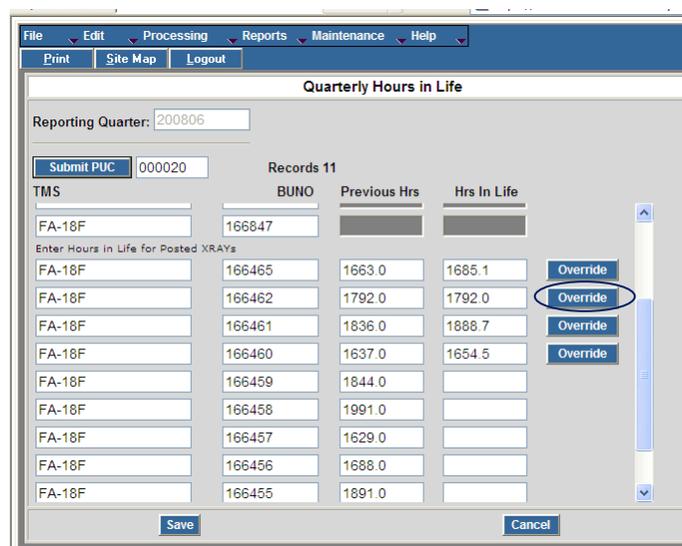


Figure 25 - Quarterly Hours in Life Page for Specified PUC

9. Enter new Hours in Life for the same BUNO. Our example shows we are entering 1790.2 (these hours are less than the previously reported hours of 1792.0). After making your entry, click the **Override** button to the right of the row for BUNO 166462. See Figure 26.

TMS	BUNO	Previous Hrs	Hrs In Life	Override
FA-18F	166847			
FA-18F	166465	1683.0	1685.1	Override
FA-18F	166462	1792.0	1790.2	Override
FA-18F	166461	1836.0	1888.7	Override
FA-18F	166460	1637.0	1654.5	Override
FA-18F	166459	1844.0		
FA-18F	166458	1991.0		
FA-18F	166457	1629.0		
FA-18F	166456	1688.0		
FA-18F	166455	1891.0		

Figure 26 - Entering Hours in Life That Are Less Than Previously Reported Hours

10. A message appears to confirm the override and that the hours you entered were saved to the database. See Figure 27.

BUNO	HOURS
166462	1790.2

Figure 27 - Override Confirmation Message

11. Click **Return to PUC Entry** to close this message (Figure 27) and to return to the Quarterly Hours in Life Input Page.

Document Management Statement

The information in this *Quick Reference Guide for AIRRS* will be incorporated into the *User Manual (UM) for AIRRS* (Document Number 0776). The next scheduled release of the UM will be available in PDF format the first week of December 2008.

You can obtain the UM and this quick reference guide from the AIRRS Web site. The AIRRS Web address is: <https://prdwebserv1.navair.navy.mil/airrsweb>. A link to the AIRRS application can also be found at: <http://logistics.navair.navy.mil/products.cfm>.

POC Statement

If you have questions or concerns, please direct them to:

Title: NAVAIR 6.8.4 Customer Support
Phone: 800-624-6621
Email: naldahlp@logistics.navair.navy.mil