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FM 3-04.300
(FM 1-300)

FLIGHT OPERATIONS PROCEDURES

APRIL 2004

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Field Manual
No. 3-04.300 (FM 1-300)

Headquarters
Department of the Army
Washington, DC, 26 April 2004

Flight Operations Procedures

Contents

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*This publication supersedes FM 1-300, 15 July 1998.

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Preface

This manual is designed to focus on the primary aspects of flight operations. While it contains guidelines for commanders and aviators, the manual is intended primarily for use by flight operations personnel. It outlines the organization and services of flight operations and explains personnel qualifications, duties, and responsibilities. In addition, it provides information on the following subjects: flight operations branch; airfield services/petroleum, oils, and lubricants (POL) services branch; aviation unit operations; safety; and flight records.

The proponent of this publication is the U.S. Army Training and Doctrine Command (TRADOC). Send comments and recommendations on DA Form 2028 (*Recommended Changes to Publications and Blank Forms*) directly to Commander, U.S. Army Aviation Center, ATTN: ATZQ-TD-D, Fort Rucker, AL 36362-5263.

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

This publication has been reviewed for operations security considerations.

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Change Summary

The following changes have been made to this field manual since the last printed version:

- Changed "Flight Dispatch Branch" to "Flight Operations Branch" within the Airfield Operations Division (chapters 1 and 2).
- Redefined qualifications and responsibilities (chapters 1 through 4).
- Combined chapters on "Airfield Services Branch" and "POL Services Branch" (chapter 3).
- Added organization and staff structure information (chapter 4).
- Separated flight records instructions into two parts (chapter 6). Broke down aviator records and nonaviator records to show differences.
- Standardized date formats and capitalization used on DA Form 759 series (chapter 6).
- Updated all instructions and forms to reflect corrected and current information (chapter 6).
- Delineated mandatory and standard remarks for flight record closeouts (chapter 6).
- Established requirement to close out records for nonoperational aviators annually (chapter 6).
- Established standards for prior nonaviator time when an individual qualifies as an aviator so nonrated time will not be counted with rated time (chapter 6).
- Removed paragraph on "Automated Flight Record System (AFRS)" and replaced with abbreviated information (chapter 6).
- Changed information on labeling flight records (chapter 6).
- Added time conversion table for partial flight hours (chapter 6).
- Removed appendixes on "airfield management" and "Service B system."
- Rewrote appendix A to correspond with information in FM 3-04.303 (FM 1-303).
- Updated contact information for the rescue coordination centers (appendix B).
- Expanded safety information (appendix B).
- Removed the Gold Book (appendix F).
- Changed standards for monthly exception certificates to incorporate DA Form 4730-R (*Certificate for Performance of Hazardous Duty)* (appendix G).
- Updated flight records checklists to reflect current information (appendixes H and I).
- Changed date format in DA Form 2408-12 to YYYYMMDD to reflect changes to DA Pam 738-751.
- Deleted PAC and replaced it with unit S1 section to reflect human resource doctrinal terminology.
- Changed disposition instructions of flight record upon retirement, discharge, resignation, assignment to U.S. Army Reserve (USAR) control group, or death.
- Removed "AO" for Aeroscout Observer from DA Forms 759 and 759-1.
- Changed month hours drop off on fly-for-pay personnel to ensure that hours are not carried forward beyond the fifth month.
- Further defined status of flight surgeons as rated crewmembers.

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Chapter 1
Airfield Operations

An Army airfield is normally the hub for aviation support operations and tactical aviation training activities of the command. This chapter briefly describes how the airfield is organized and staffed.

ORGANIZATION AND STAFF

1-1. Figure 1-1 shows a recommended airfield organization. The command element has supervisory responsibility for airfield operations and joint responsibility for air traffic control (ATC) operations. The ATC headquarters provides command and support to ATC personnel. Day-to-day operations of the ATC facility are under the control and authority of the airfield chain of command.

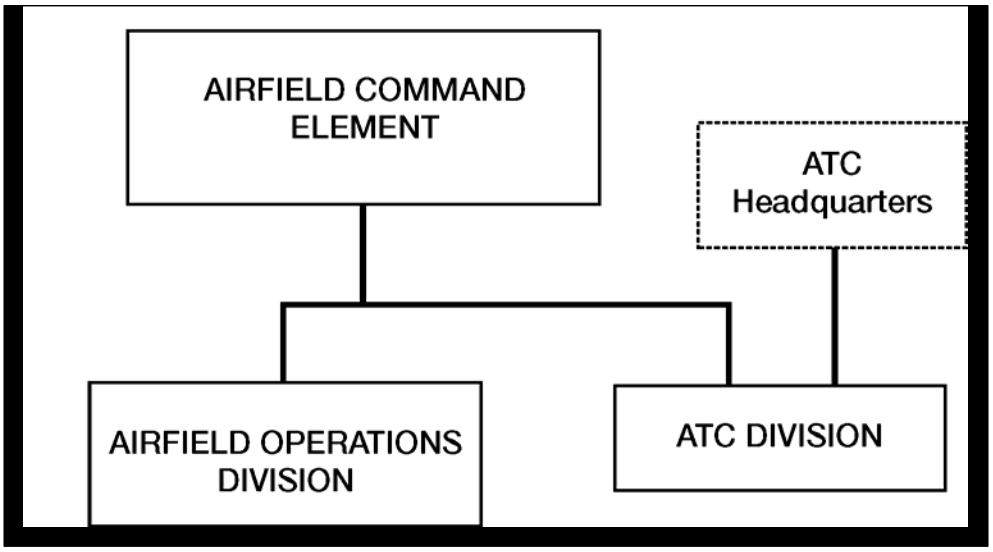

Figure 1-1. Airfield organization

AIRFIELD OPERATIONS DIVISION

1-2. Figure 1-2 shows the airfield operations division. This division consists of a flight operations branch and an airfield services/petroleum, oils, and lubricants (POL) services branch. Chapter 2 discusses the flight operations branch. Chapter 3 discusses the airfield services/POL services branch.

1-3. The staff of the airfield operations division consists of an operations officer, a safety officer, an airfield noncommissioned officer in charge (NCOIC), and an aviation operations specialist. It may include an air traffic and airspace (AT&A) officer.

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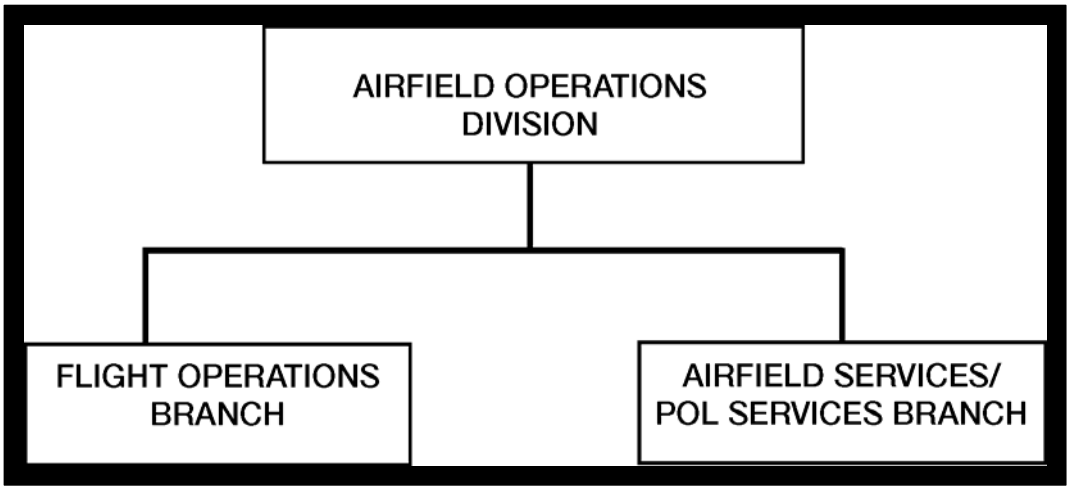

Figure 1-2. Airfield operations division

ATC DIVISION

1-4. The organization of the ATC division (figure 1-3) depends on the number and type of navigational aids (NAVAIDs) and services provided by the airfield. At a minimum, the division includes an ATC section and an ATC maintenance section.

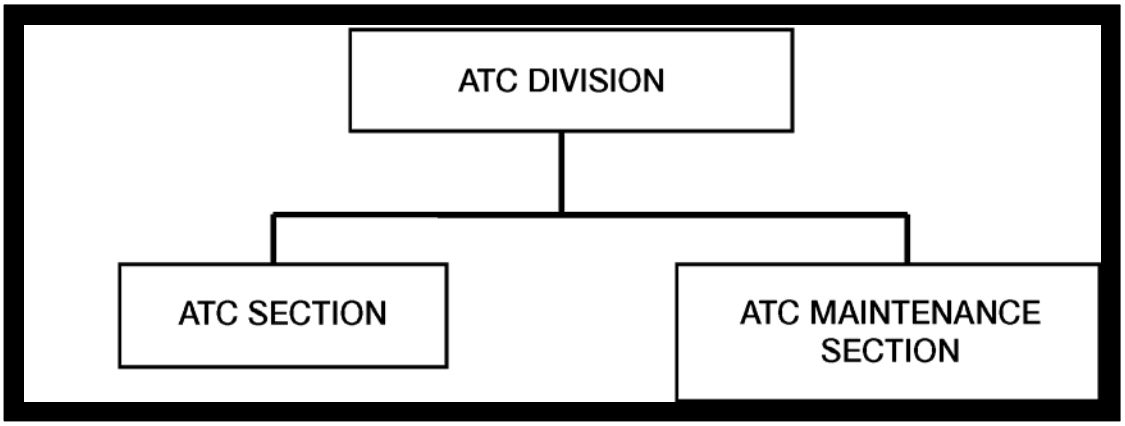

Figure 1-3. ATC division

1-5. Either an ATC officer or an ATC chief/senior sergeant who is the senior facility noncommissioned officer (NCO) supervises the ATC division. Additional staff includes a training NCO and may include clerical support.

1-6. FM 3-04.303 describes section organization and specific duties within the ATC division in more detail. Paragraph 1-11 and 1-12 outline some ATC qualifications and responsibilities.

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PERSONNEL QUALIFICATIONS AND DUTIES

Note: The responsibilities and qualifications listed below are neither all-inclusive nor directive in nature.

AIRFIELD COMMANDER

Qualifications

1-7. The airfield commander—

- Is appointed by the commander of the organization who has controlling authority of the airfield property.
- Is an experienced aviator (civilian or military) with some supervisory or command time.
- Holds a current military pilot rating or is employed as a Department of the Army (DA) Federal Aviation Administration (FAA)-certified civilian pilot with a current FAA airman's medical certificate.

Responsibilities

1-8. The airfield commander—

- Has primary supervisory and management responsibility for the airfield.
- Publishes the local flying rules.
- Attends installation planning committee meetings and provides input on issues that affect the airfield.
- Attends installation flight standardization committee meetings and provides input on issues that affect the airfield and the local flying area.
- Works with local civil authorities, public relations personnel, and liaison officers concerning public relations matters (such as noise complaints, environmental issues, public events, and aircraft accidents or incidents).
- Works with local contracting offices on airfield services that are not provided by permanent airfield facilities or personnel (such as cutting grass, removing snow, painting the airfield, testing electrical grounds, and performing other periodic or routine maintenance). The installation comptroller; Directorate of Engineering and Housing (DEH); Directorate of Plans, Training, Mobilization, and Security (DPTMSEC); and other logistics organizations will be involved in the contracting and hiring process.
- Works with the Directorate of Human Resources (DHR), Civilian Personnel Advisory Center (CPAC), on matters relating to the hiring, termination, transfer, and evaluation of civilian employees.
- Sets airfield policy and provides guidelines for the use of airfield property by tenant organizations (such as parking areas, hours of operation, airfield services, complaint procedures, and inter-organization working agreements).
- Maintains accountability for installation property within the airfield environment.

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- Develops air crash, search, and rescue requirements in coordination with the aviation safety officer, medical personnel, fire fighters, and other appropriate authorities.
- Provides area map coverage.

AIRFIELD OPERATIONS OFFICER

Qualifications

1-9. The airfield operations officer—

- Is appointed by the airfield commander.
- Is an experienced aviator (civilian or military) in one or more of the types of aircraft normally flown at the airfield.

Responsibilities

1-10. The airfield operations officer—

- Provides input to the local flying rules that pertain to aircrew procedures (such as the filing of flight plans, the use of airfield services, the joint use of airspace, airfield facility use, night operation agreements, noise abatement, nap-of-the-earth [NOE] training area rules, and other special interest areas). The input provided by the operations officer is aligned with input provided by the AT&A officer, the ATC chief, and the safety officer.
- Supervises the flight operations branch and the airfield services/POL services branch.
- Ensures that the local hazard map is kept current.
- Ensures that airfield facilities are adequate and kept in good repair.
- Develops a pre-accident plan in cooperation with the ATC chief/senior sergeant, the safety officer, the airfield operations sergeant, flight operations sergeant, and other personnel from responding agencies.
- Reviews personnel training programs for the flight operations branch and airfield services/POL services branch.
- Recommends personnel for appointment to accomplish specific duties that are not covered in the general duty description.

AIR TRAFFIC CONTROL CHIEF/SENIOR SERGEANT

Qualifications

1-11. AR 95-2 outlines the qualification requirements for the ATC chief/senior sergeant.

Responsibilities

1-12. The ATC chief/senior sergeant—

- Supervises all ATC activities on and around the airfield. This includes notifying the flight operations branch of outages in navigational or communication systems so the branch can notify aircrews operating in the area.
- Provides input to the local flying rules on ATC-related matters.
- Writes operations letters, letters of agreement (LOA), and letters of procedure (LOPs) between ATC, flight operations, the weather section, and so forth. These letters establish working agreements between ATC, the flight dispatch section, the weather section, and/or other sections when clear delineation of authority and responsibility

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is necessary. When an LOA or LOP is required, follow the procedures set forth in AR 95-2 and/or this manual. (Appendix A includes a sample operations letter and a sample LOA.)

- Establishes ATC training programs to maintain controller currency. Coordinates with the operations division so aircrews will fly maneuvers needed for ATC currency requirements. Nominates ATC examiners for the ATC facility and a control tower operator (CTO) examiner, when required.
- Assists the operations officer in writing the aircraft (or other) mishap plan. (Appendix B discusses emergency plans and procedures.)
- Maintains accurate air traffic records. These records help personnel investigate aircraft accidents or incidents and operational hazard reports. They also help personnel locate missing aircraft.
- Administers ATC facilities under his jurisdiction per AR 95-2.
- Advises the AT&A officer on airspace matters and assists him in performing his duties.

AIR TRAFFIC AND AIRSPACE OFFICER

1-13. Commanders of units whose mission impacts on the national airspace or host national airspace will designate an installation AT&A officer according to AR 95-2. The appointed person should be a member of the installation planning board.

Qualifications

1-14. AR 95-2 outlines the qualification requirements for the AT&A officer.

Responsibilities

1-15. The AT&A officer—

- Represents the airfield commander on all airspace-related matters. Examples include joint-use airspace (JUA), special-use airspace (SUA), altitude restrictions, restricted areas, range restrictions, training areas, areas of overlapping control for ATC purposes, and joint service agreements.
- Provides input to the local flying rules on airspace-related matters.
- Maintains liaison with local FAA and/or host government agencies.

AIRFIELD SAFETY OFFICER

Qualifications

1-16. The airfield safety officer—

- Holds a current military pilot rating or is employed as a DA FAA-certified civilian pilot with a current FAA airman's medical certificate.
- Is a graduate of the Aviation Safety Officers Course conducted at the U.S. Army Safety Center, Fort Rucker, Alabama, or has completed equivalent training.

Responsibilities

1-17. The airfield safety officer—

- Represents the airfield commander on all safety-related matters.
- Performs duties outlined in AR 385-10, AR 385-40, AR 385-95 DA Pam 385-40, and TC 1-210.

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- Investigates accidents or incidents involving aircraft or airfield personnel or equipment.
- Assists the operations officer in writing the aircraft (or other) mishap plan. (Appendix B discusses emergency plans and procedures.)
- Conducts airfield and safety inspections and advises airfield personnel on safety-related matters.
- Schedules and conducts safety meetings and advises the airfield commander of potential problem areas.
- Provides input to the local flying rules on safety-related matters.

AIRFIELD OPERATIONS SERGEANT

Qualifications

1-18. The airfield operations sergeant—

- Will be a graduate of the Aviation Operations Specialist Basic Noncommissioned Officer Course (BNCOC).
- Should have a working knowledge of flight dispatch procedures.
- Should have completed the Aviation Accident Prevention Course.

Responsibilities

1-19. The airfield operations sergeant—

- Performs airfield NCOIC duties.
- Assists the airfield operations officer and the airfield safety officer in performing their duties.
- Supervises the flight dispatch section.
- Writes standing operating procedures (SOPs) for the airfield operations division and the flight operations branch.
- Assists in the development of operations letters and LOAs.
- Develops and conducts training programs.
- Ensures that required publications are current and available.
- Maintains accountability for installation property in the operations and flight dispatch areas.

PERSONNEL CONSTRAINTS

1-20. Personnel organization and duties performed depend on the size and structure of the airfield and the size of the unit or units that the airfield supports. In some cases, the airfield will not have all the positions outlined in the preceding paragraphs. In those cases in which personnel and positions are not available, some functions will be consolidated.

1-21. A typical consolidation occurs when the airfield does not have positions for both an airfield commander and an operations officer. In this case, an incumbent who meets the qualifications of both positions will accomplish both functions. Likewise, a consolidation of functions occurs when an AT&A officer is not designated. In this case, a regional AT&A officer or possibly an ATC officer who is also an aviator may be able to fulfill two functions.

1-22. Another typical consolidation is to combine the aviation safety NCO function with the airfield operations sergeant function. However, this type of consolidation is recommended only for small airfields.

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1-23. The airfield services branch will be a separate branch only on large airfields. Emergency services are contracted at small- and medium-size airfields, and the airfield operations sergeant assumes responsibility for the transient and very important person (VIP) services capability. The POL services branch accomplishes some airfield maintenance functions when they are within the scope of general maintenance and upkeep. Other duties described in chapter 3 are divided among the personnel who are most qualified to perform them.

1-24. Consolidation of functions can be accomplished only when the size of the airfield and traffic density are compatible with a smaller staff. Overconsolidation can become a hazard to the safe operation of the airfield and can cause a loss of services.

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Chapter 2
Flight Operations Branch

Each branch in the airfield organization has specific responsibilities assigned to it as part of the airfield operations. This chapter discusses the functions and responsibilities of the flight operations branch.

AIRFIELD FLIGHT OPERATIONS BRANCH ORGANIZATION

2-1. The airfield flight operations branch must be located near main aircraft parking areas and runways. Locating flight operations facilities other than near the airfield requires major Army command (MACOM) approval. The local airfield commander is responsible for obtaining approval for locating facilities away from the flight line. All flight operations services normally are located in the same building. They include a flight dispatch section, a weather section, a flight planning area, and a pilots' lounge.

FLIGHT DISPATCH SECTION

2-2. The flight dispatch section is responsible for processing flight plans and other air traffic-related data through national and international air traffic systems. The flight dispatch section is sometimes referred to as the airfield base operations (BASEOPS).

Recommended Equipment

2-3. The recommended equipment for the flight dispatch section includes—

- A frequency modulated (FM), an ultra high frequency (UHF), or a very high frequency (VHF) radio for pilot-to-dispatcher communications.
- Emergency lighting equipment that does not rely on a commercial power source.
- Radios to communicate with personnel operating on the airfield (such as disaster response agencies, civil engineers, and the control tower).
- Telecommunications equipment to process flight data and other air traffic information. (In the United States, the FAA provides the telecommunications equipment.)
- A console with suitable direct voice-line communications to the control tower, radar approach control, FAA agencies, local rescue agencies, airfield flying units, and additional administrative circuits, as required. The console will also include an extension from the primary crash alarm system and a secondary crash alarm system with a circuit activation capability or a suitable Class A telephone.

Facilities

2-4. The flight dispatch section must have access to adequate facilities or capability to store, issue, and receive classified materials.

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Operating Instructions

2-5. A current set of operating instructions and ready reference files must be made available, as required by the airfield commander. These publications must have sufficiently detailed instructions so the aviation operations specialists can complete actions without referring to other directives.

2-6. Flight dispatch personnel must maintain, as applicable, local checklists, logs, or similar documentation to support functional area responsibilities. Local instructions may be for—

- Inbound and outbound aircraft.
- Distinguished visitors.
- Aircraft requiring special handling (such as air evacuation or hazardous cargo).
- Airfield restrictions (such as prior permission required).
- Crash alarm system.
- Flight information publications.
- Weather warnings and advisories.
- In-flight advisories.
- Bird strike hazard responses.

Manning and Procedures

2-7. A minimum of two persons should be on duty during the hours of operation. The MACOM; the National Guard Bureau (NGB); or Headquarters, Department of the Army (HQDA), may modify this requirement during periods of critical manning or as necessary.

2-8. Shift personnel must not be scheduled for additional duties and details outside the scope of the flight dispatch function unless the requirement in paragraph 2-7 above has been met. However, this does not excuse or preclude enlisted personnel from completing military training requirements.

2-9. Each individual working in the flight dispatch section must be assigned two-letter operating initials for use during daily operations.

2-10. During shift changes, flight dispatch personnel being relieved will brief the incoming shift personnel. (Appendix D provides information on shift change briefings and position transfers.)

2-11. Flight dispatch personnel must use DA Form 1594 (*Daily Staff Journal or Duty Officer's Log*) to record significant incidents that occur during each tour of duty. Airfield commanders must specify the items or issues that require documentation and must review each entry. Personnel will not release any information about an accident or incident unless directed to do so by the airfield commander or the operations officer.

Personnel and Responsibilities

2-12. Personnel in the flight dispatch section include, but are not limited to, a flight operations sergeant and aviation operations specialists. The number of aviation operations specialists assigned depends primarily on the services provided, the hours of operation, and the table(s) of organization and equipment (TOE) and table(s) of distribution and allowances (TDA) of the unit. The flight dispatch section provides flight planning and filing services to transient and assigned aircrews. Section organization is influenced to some extent by the physical arrangement of the facilities.

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2-13. The flight operations sergeant—

- Coordinates section activities under the supervision of the airfield operations sergeant/officer.
- Supervises and trains aviation operations specialists in their assigned duties.
- Serves as the assistant airfield operations sergeant.
- Provides flight-planning service to include current publications, maps and charts, a notice to airmen (NOTAM) display, and weight and balance forms on each assigned Class II aircraft.
- Prepares work schedules for aviation operations specialists and ensures adequate coverage during peak periods.
- Ensures that the section SOP provides for immediate notification of the operations officer if an impending or actual emergency or an operations security (OPSEC) violation occurs.
- Processes reports about unidentified flying objects (such as kites, balloons, model airplanes, and drones).
- Develops a training program for newly assigned personnel.
- Ensures that airfield advisory procedures are established according to Federal Aviation Administration Order (FAAO) 7110.10.
- Ensures that ground personnel operating near, or on, taxiways or runways are briefed thoroughly on two-way radio communication procedures and are familiar with the ATC light signals in the Airman's Information Manual and FAAO 7110.65.
- Establishes and maintains a flight information publication (FLIP) account for the airfield according to AR 95-2. (Appendix C contains information on the establishment and maintenance of a Department of Defense [DOD] FLIP account.)

2-14. The aviation operations specialist—

- Posts and disseminates NOTAMs.
- Transmits or records flight data.
- Advises the local control tower on proposed departures and arrivals.
- Notifies the operations sergeant when an arriving flight is overdue, as required by the local SOP and the overdue aircraft procedures in appendix B.
- Notifies airfield services of the estimated times of arrival and departure to ensure the timely servicing of aircraft.
- Notifies the operations sergeant of arriving and departing VIPs so proper honors can be extended.
- Disseminates severe weather warnings to appropriate individuals or agencies according to the local SOP and the emergency plans in appendix B.
- Informs the operations sergeant of any OPSEC violations.
- Inspects the airfield (including runways and taxiways) at least once during the shift for maintenance, police, OPSEC considerations and requirements, and foreign object damage (FOD).
- Provides advisory service according to FAAO 7110.65 when the ATC tower facility is not operational or when an ATC tower facility is not available.

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WEATHER SECTION

2-15. The weather section should be located near the flight dispatch section. Air Weather Service (AWS) facilities should be available to provide weather forecasting or briefing service to aircrews. If local AWS support is not available or is available only part-time, a direct landline or Defense Switching Network (DSN) line to an AWS or other MACOM-approved weather facility will satisfy this requirement. A dedicated phone for weather briefings is provided for aircrew use. National Weather Service (NWS) forecast offices or flight service stations (FSSs)) may be contacted when use of an AWS facility is not practical. The airman's information manual contains additional information on alternate means of obtaining weather briefings.

2-16. Ideally, a weather service should be available either face-to-face or by direct-line telephone to the flight planning or flight dispatch facility. If neither is available, flight dispatch personnel will contact the nearest weather servicing facility to obtain a local area weather report. Flight dispatch personnel will call for an updated report hourly, or sooner if weather conditions occur that were not forecast. Aircrews planning to fly outside the area covered by the report will contact the weather servicing facility for a specialized weather briefing.

2-17. The local area weather briefing will contain the following information:

- Date and valid times in coordinated universal time (UTC).
- Cloud layers in hundreds of feet and sky coverage.
- Visibility (in local format) and obstructions to visibility.
- Surface wind direction and speed.
- Any forecast changes during the valid period, when the changes are expected to occur, and any pertinent remarks.
- Area covered by the report in nautical miles.
- Weather warnings or advisories.
- Maximum surface temperature and pressure altitude.
- Minimum ceiling and visibility.
- Forecast surface turbulence and altitude where turbulence ends.
- Forecast icing at surface or low altitude.
- Forecaster's and flight dispatcher's initials.

2-18. A specialized weather report may be required to provide the following information:

- Wind direction and speed and temperature data at intervals of 1,000 feet from the surface. (This information should be provided up to the highest altitude flown by aircraft operating in the area covered by the report.)
- Freezing level.
- Maximum temperature, pressure altitude, and density altitude in Fahrenheit and Celsius.
- Minimum temperature in Fahrenheit and Celsius.
- Sunrise and sunset times.
- Moonrise and moonset times and percentage of illumination.

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FLIGHT PLANNING AREA

Establishment and Supervision

2-19. The airfield operations officer is responsible for establishing and operating a flight planning room. The flight operations sergeant is responsible for the general appearance, efficient administration, and operation of the flight planning room.

Location and Operation

2-20. The flight planning room should be located near the weather office and flight dispatch desk. A separate area from other work areas and suitable for aircrew briefings and mission planning is recommended. The area should be clean, comfortable, and orderly. It must be equipped with current aeronautical information and facilities to enable aircrews to complete self-briefings and flight planning, as appropriate. Aviation operations specialists should be available to assist pilots, when requested, and to provide briefings on local arrival and departure procedures.

Equipment and Furnishings

2-21. Physical space and equipment availability will dictate how the flight planning room is furnished. The following equipment and furnishings are recommended for a well-equipped flight planning area.

2-22. An installation telephone will be available for the authorized use by aircrews. There will be a direct line to the nearest weather facility so aircrews can find out current weather conditions during off-duty hours. If the airfield has a 24-hour weather service, this telephone line is not required. An installation and a local telephone directory should be near the telephone. A chart listing important telephone numbers (billeting, transportation, mess hall, flight surgeon, maintenance, operations officer, and safety officer) also will be displayed near the telephone. Both duty and after duty numbers should be listed.

2-23. Two clocks are required: one set on UTC and the other set on local time. If only one clock is available, it should indicate UTC. The clocks should be large enough to be readily seen from anywhere in the flight planning room. If possible, they should be 24-hour clocks.

2-24. The flight-planning area must have a flight-planning table large enough to lay out an entire en route chart or sectional navigational chart. The table should be tilted up slightly so aviators do not have to bend excessively during planning. Plexiglas or glass should be mounted on the table and a local area en route chart and sectional chart placed under the glass. Other items that could be placed under the glass for aircrew convenience are sample flight plans, sample weight and balance forms, and other appropriate sample forms. For convenience, the table should be arranged so pilots can work on either side. Flight planning often takes 45 minutes or longer to complete; therefore, stools should be available for pilot comfort. If stools are not available, carpet or rubber matting should be placed on the floor to reduce fatigue. Bins can be built under the edge of the table (as shown in figure 2-1) to store blank forms such as DA Form 2696 (*Operational Hazard Report*), DA Form 3588 (*COMM Card*), DD Form 175 (*Military Flight Plan*), DD Form 175-1 (*Flight Weather Briefing*), DD Form 365-4 (*Weight and Balance Clearance Form F Transport*), and DD Form 1801 (*DOD International Flight Plan*); and performance planning cards. E6B computers and flight

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plotters should be attached to the flight table for aircrew convenience. These should be attached so they can be easily used but not removed from the table.

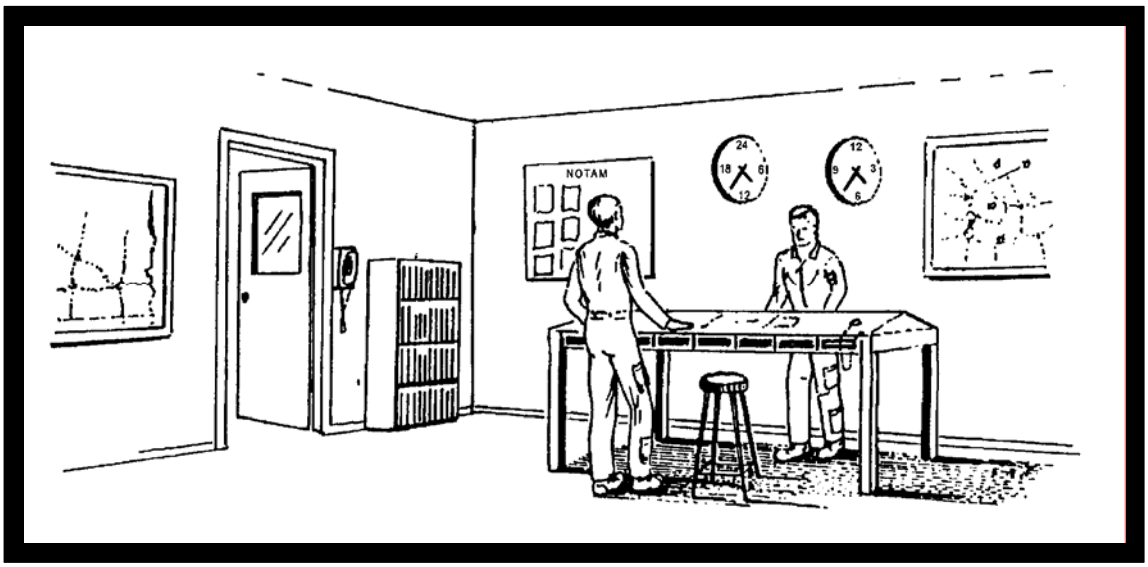

Figure 2-1. Typical flight planning table

2-25. Reference publications should be made available and conveniently located near the flight-planning table. They should include DOD FLIPs, Army regulations, a local airfield SOP, aeronautical charts, airfield reading file, and FAA regulations. Aircrew training manuals (ATMs) and aircraft operator's manuals for each type of aircraft that normally uses the airfield should also be available.

Note: These are only a sample of reference publications. The local operational area may dictate additional materials that should be available.

2-26. Wall displays of planning charts and other aeronautical information pertinent to the airfield and area of operations must be available. Examples of wall displays are—

- Crash rescue map.
- Traffic pattern diagrams.
- Visual flight rules/instrument flight rules (VFR/IFR) planning chart of the continental United States (CONUS).
- Sectional aeronautical chart depicting the local flying area, military operating areas, special VFR corridors and altitudes, and traffic routes to and from other airports that may conflict with local or transient traffic.
- A 1:50,000 map of the local flying area showing range information, flight and wire hazards, and NOE and instrument training areas. (This map should be updated, at a minimum, every 30 days. The latest date that the map was updated should be posted on or near the map.)

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- NOTAM system as prescribed in AR 95-10. (Material on the NOTAM display board must be appropriate to the geographic location and cover the area of airfield clearance responsibility.)
- Large-scale airfield diagram that depicts runway and taxiway information, obstructions, and other pertinent airfield information.
- Planning charts with a cord-type mileage indicator that shows statute and nautical miles.
- Weather briefing, as described in paragraph 2-16, when weather service is not available.

2-27. Charts that depict helpful information should be displayed in a prominent place. The information should include radio frequencies for ground control, tower, approach control, ground-controlled approach, and departure control. Other appropriate information includes field elevation, airfield diagram showing traffic patterns and altitudes, and local non-directional radio beacon (NDB) frequencies for use in radio checks.

2-28. A bulletin board or similar display should be available. It should contain only pertinent flight information and reference material such as local IFR recovery procedures and lost communication procedures for the airfield. A safety bulletin board should also be displayed. This bulletin board should contain current safety-related publications and safety posters.

2-29. Other items that should be included in the flight planning room are an ear protector dispenser and a pencil sharpener. Equipping a well-organized and useful flight planning room is limited only by the imagination of the operations officers and flight operations sergeants.

PILOTS' LOUNGE

2-30. A pilots' lounge should be established in an area easily accessible to the flight planning and dispatch facilities. It should be furnished with comfortable furniture. If a snack bar or an eating facility is not available in the immediate vicinity, food- and drink-dispensing machines should be placed in the lounge. For convenience, a Class A telephone could be made available in the lounge as well as in the flight planning room. Phone numbers of installation facilities should be displayed near the phone.

COMMUNICATIONS CENTER

2-31. Flight dispatch personnel in the communications center are responsible for transmitting flight plan proposals by Service B or Service F (see paragraph 2-32) to the flight service facility that services the airfield. They also are responsible for providing an airfield advisory service to aircraft that use the airfield when the control tower is non-operational. Flight movement messages are transmitted according to AR 95-11 and FAAO 7110.10. (These messages are described in paragraph 2-45.) Airfield advisory information is provided according to FAAO 7110.10.

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Note: Outside the continental United States (OCONUS), flight service requirements may vary depending on the location of airfields and/or heliports. Military and civilian airfields based in CONUS use the FAA communications system. Military airfields and/or heliports based OCONUS may have additional requirements placed on them by host nation air traffic managers. In those cases, a host nation LOA pertaining to air traffic service support may be required.

FLIGHT SERVICE COMMUNICATIONS SYSTEM

2-32. The flight service communications system is a series of microprocessors located at air route traffic control centers (ARTCCs) nationwide. The microprocessors are connected by high-speed circuits to the Aeronautical Fixed Telecommunications Network computer in Kansas City, Missouri. Remote BASEOPS and FSS users are connected to a microprocessor at their host ARTCC. This series of microprocessors is known as Service B. Service B is a part of the National Airspace Data Interchange Network. Service F is a system of interphone circuits used when Service B is inoperative or when a BASEOPS or an FSS does not have a Service B capability. Service B or interphone circuits interconnect all stations. A tie-in FSS services each military airfield. FAAO 7350.6 should be used to determine the tie-in FSSs. The military BASEOPS routes flight movement messages to the appropriate military BASEOPS and/or the tie-in FSS. If necessary, the tie-in FSS relays movement messages to and from the sending BASEOPS.

FLIGHT SERVICE STATIONS

2-33. Flight service stations (FSSs) are operated by the FAA. They perform a number of services for Army aviation personnel. The FSS—

- Receives air traffic control clearances. When filing an IFR flight plan, the dispatcher transmits it by Service B to the ARTCC servicing the departure area. If Service B is not available, the dispatcher transmits the flight plan by telephone to the tie-in FSS or to the ARTCC servicing the departure area. The IFR clearance is then delivered directly by Service B by the host ARTCC to the tower. It may also be delivered indirectly by Service B to the appropriate approach control or FSS who, in turn, will relay the clearance by interphone to the tower or BASEOPS per FAAO 7110.10 and FAAO 7110.65.
- Forwards departure and inbound messages. After the aircraft departs a military installation, the dispatcher transmits the VFR and/or IFR departure message to the appropriate military BASEOPS or the tie-in FSS. If required, the FSS relays the departure and/or inbound message to the destination of intent. Local flights do not require a departure message.
- Initiates overdue actions. The FAA, under the National Search and Rescue Plan, is responsible for initiating overdue actions on all flights for which flight plans are entered into the FAA system. The exception is military flights. The military destination host BASEOPS is responsible for conducting the preliminary communications search. The destination tie-in FSS is responsible for all extended communication search actions. (Appendix B provides additional information on overdue actions.)

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- Receives and coordinates in-flight changes in destination. If a change in the destination is made in flight, the pilot transmits this information to the nearest FSS. The FSS advises the original point of destination, the new point of destination, and the point of departure.

DESTINATION OPERATIONS OFFICE

2-34. The destination operations office acknowledges the receipt of inbound flight messages from the destination FSS or military BASEOPS. It then—

- Transmits the actual arrival time of VFR and/or IFR aircraft to the tie-in FSS, if the destination is not equipped with Service B, so the flight plan may be closed.
- Advises the tie-in FSS, if the destination is not equipped with Service B, that a part of a VFR and/or an IFR stopover flight plan may be closed.
- Notifies the tower of the impending arrival.
- Advises the pilot if, since departure, a hazardous condition has developed at the pilot's destination. The destination operations office for military airports or the FAA for civilian airports initiates an in-flight advisory. For IFR flights, the advisory is sent through ATC en route or terminal facilities to the pilot. For VFR flights, the advisory is sent through the FSS or terminal ATC facilities to the pilot.
- Conducts a local search of all adjacent flight plan area airports and a communications search when an aircraft is overdue.

AUTHORIZED MESSAGES

2-35. Only those messages necessary for ATC or air safety are transmitted.

MESSAGE PRIORITY

2-36. If more than one message is on hand for transmission, they must be transmitted in order of priority. Priority 1 and 2 messages are transmitted within five minutes after receipt of the required information.

- Priority 1—emergency messages include essential information on aircraft accidents or suspected accidents. After an actual emergency, give a lower priority to messages relating to the accident.
- Priority 2—clearance and control messages.
- Priority 3—movement and control messages in the following order: progress reports, departure/arrival reports, flight plans, movement messages on IFR aircraft.
- Priority 4—movement messages on VFR aircraft.

Priority Interruption

2-37. When transmitting an emergency or control message, use the word "emergency" or "control" to interrupt lower priority messages.

Flight Information Transmission and Receipt

2-38. Flight information will be transmitted according to FAAO 7110.10 and FAAO 7110.65.

OPERATING INITIALS ASSIGNMENT

2-39. Flight dispatch personnel will be assigned two-letter operating initials to use when identification of the individual is necessary. The flight opera-

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tions sergeant will assign the operating initials and maintain a current list. No two people should be assigned the same operating initials. Operating initials are usually based on the first and last letters of the individual's last name.

AIRCRAFT IDENTIFICATION

Military Aircraft

2-40. Identify military aircraft according to FM 44-80 and DOD FLIP General Planning (GP).

Special Mission Aircraft

2-41. When special mission aircraft cannot be identified by their call sign, explain under "REMARKS" in the flight plan. For example, if Air Force Systems Command (AFSC) aircraft are engaged in flight test operations, enter AFSC flight test mission in the remarks section of each flight plan or message.

Military Search and Rescue (SAR) Flights

2-42. When military aircraft are on a search and rescue (SAR) flight, insert the word "Rescue" between the service prefix and the prescribed markings; for example, "Air Force Rescue 12345."

Military Code System

2-43. DOD FLIP GP contains information on flight plan, mission, and service codes.

FLIGHT PLANS

2-44. AR 95-1, paragraph 5-2d. states, "Aircraft will not be flown unless a flight plan (military or civil) has been filed or an operation's log completed. Local commanders will establish policies specifying the flight plans to be used." FAAO 7110.10, the Airman's Information Manual, and DOD FLIP GP provide details on flight plan procedures.

MESSAGE COORDINATION

Flight Movement Messages

2-45. AR 95-11 and FAAO 7110.10 contain information on the transmission of flight movement messages. The specific information to be transmitted depends on the type of flight plan and the agency to receive it. The following information will be sent to the agencies listed when filing a flight plan within CONUS or when sending flight information internationally:

- Proposal to tower.
  - Type of proposal (VFR or IFR).
  - Aircraft identification.
  - Aircraft designation/transmitter distributor (TD) code.
  - Proposed time of departure.
  - Destination.
  - VIP code; pertinent remarks.
  - Operating initials.
- IFR flight plan (proposal) message to ARTCC.
  - Type of message (IFR flight plan).

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- Aircraft identification.
- Aircraft designation/TD code.
- Estimated true airspeed.
- Point of departure.
- Proposed departure time.
- Initial cruising altitude.
- Standard instrument departure and route of flight (first leg only).
- Destination (first stop).
- Estimated time en route.
- Remarks (capabilities and limitations of the aircraft).
- Operating initials.

- Outbound to the FSS.
  - Type of outbound (VFR or IFR).
  - Aircraft identification.
  - Aircraft designation/TD code.
  - Point of departure.
  - Destination.
  - Estimated time of arrival.
  - VIP code, pertinent remarks.
  - Operating initials.
- Outbound with stopover to FSS.
  - Type of outbound (VFR or IFR with stopover).
  - Aircraft identification.
  - Aircraft designation/TD code.
  - Point of departure.
  - Destination (first stopover).
  - Estimated time of arrival for first stopover.
  - Remarks applicable to this leg only.
  - Slant. (This word is interpreted by the FSS that subsequent legs are to follow.)
- On VFR flight plan.
  - Destination (subsequent to first leg).
  - Estimated time en route.
  - Remarks (applicable to this leg, then to the entire flight).
  - Void time (date-time group in six digits).
  - Repeat from the slant as necessary for subsequent VFR legs.
  - Operating initials.
- On IFR flight plan.
  - True airspeed.
  - Point of departure.
  - Proposed departure time.
  - Altitude.
  - Standard instrument departure and route of flight.
  - Destination.
  - Estimated time en route.
  - Remarks (capabilities and limitations of the aircraft).

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- Void time (date-time group in six digits).
- Repeat of IFR steps, to include the slant as necessary, for subsequent IFR legs.
- Operating initials.

- Inbound from the FSS.
  - Type of inbound (IFR or VFR).
  - Aircraft identification.
  - Aircraft designation/TD code.
  - Point of departure.
  - Destination (only if servicing more than one destination).
  - Estimated time of arrival.
  - Remarks.
  - Their operating initials (reply with yours).
- Inbound to tower.
  - Type of inbound (VFR or IFR).
  - Aircraft identification.
  - Aircraft designation/TD code.
  - Point of departure.
  - Estimated time of arrival.
  - VIP code, pertinent remarks.
  - Your operating initials.
- Arrival from tower (of previous inbound).
  - Type of arrival (IFR or VFR).
  - Aircraft identification.
  - Actual time of arrival.
  - Their operating initials (reply with yours).
- Arrival to FSS (of previous inbound).
  - Type of arrival (IFR or VFR).
  - Aircraft identification.
  - Point of departure.
  - Actual time of arrival.
  - Point of arrival.
  - Your operating initials.

Remain Overnight Messages

2-46. **Content.** When transmitting a remain overnight (RON) message to the tie-in FSS, only the following information will be sent in the order shown:

- Base or bases to receive the message (name or location identifier).
- Other addressees at the base of delivery.
- Aircraft identification.
- Aircraft designation.
- Pilot's last name.
- The term "RON."
- Location identifier of base where the aircraft will remain overnight.
- Date or dates.
- Remarks (keep to the absolute minimum).

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2-47. **Delivery.** The FAA transmits RON messages to the BASEOPS. The BASEOPS is responsible for delivering final or multiple RON messages to additional addressees at the same station. RON messages about VIPs require immediate delivery.

Service B Messages

2-48. AR 95-11 and FAAO 7110.10 contain information on the transmission of flight movement messages within both the national and international airspace systems via Service B.

FLIGHTS NEAR SENSITIVE BORDERS

2-49. Commanders who are responsible for flight operations near politically sensitive borders will publish specific and detailed instructions. These instructions will prescribe—

- Procedures for border orientation flights, pilot proficiency qualifications, currency requirements for both visual and instrument flight procedures, and all OPSEC procedures.
- Detailed emergency procedures for all foreseeable contingencies (such as equipment malfunction and pilot disorientation).
- Sufficient map and chart coverage of the general area for the planned flight route.
- Minimum requirements for preflight briefings and flight planning.
- Periodic review of operating instructions in flight information publications, to preclude inadvertent border overflights.
- Publication requirements for instrument and radio navigation.

RESTRICTED AREA USAGE

2-50. Restricted areas may be used when a request is sent through diplomatic or North Atlantic Treaty Organization (NATO) channels by the visiting nation or NATO command, as a result of an in-flight emergency, or through bilateral agreements between NATO nations.

SEARCH AND RESCUE PROCEDURES (VFR AIRCRAFT)

2-51. Appendix B contains overdue aircraft procedures. It also discusses emergency plans, the pre-accident plan, and the National Search and Rescue Plan.

VIP AND TRANSIENT SERVICES

2-52. The operations officer is responsible for ensuring that proper courtesies and services are provided to VIPs visiting the airfield and for supplying services to transient personnel using airfield facilities. The flight operations sergeant is responsible for ensuring that VIP and transient facilities are clean, comfortable, and properly equipped.

2-53. An area should be designated as a VIP lounge to accommodate visiting dignitaries. The lounge should be equipped with furnishings that are comfortable and convenient. Many times VIPs will be required to wait while their aircraft is serviced or until it arrives for their pickup. Regardless of how well the airfield functions, a visitor's most lasting impression of an airfield may be of the available facilities, or the lack of facilities. There are no

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established criteria for a VIP lounge. However, comfort and convenience should be the primary consideration in establishing this facility.

AIRFIELD SERVICE REQUIREMENTS

AIRFIELD CERTIFICATION

2-54. The FAA requires airports in any state, territory, or possession of the United States that serve FAA-certified air carriers to be certified under Federal Aviation Regulation (FAR), Part 139. The exceptions are when—

- The airport has been certified under a grant of exemption issued by the FAA to the DOD.
- The airfield serves as an authorized weather alternate for the air carrier.
- The air carrier is under an exclusive contract to an element of the DOD and is located at a DOD airfield.
- The air carrier is an air taxi operation that is excluded from the requirements of FAR, Part 139.

AIRFIELD CERTIFICATION REQUESTS

2-55. Requests for initial or renewal airfield certification must be completed according to AR 95-2.

INSPECTION AUTHORITY

2-56. The FAA, or an appropriate Army authority, may inspect a certified airfield to determine if it complies with FAR, Part 139, or the grant of exemption. If the airfield fails the inspection, its certification may be revoked.

AIRFIELD AND NAVIGATIONAL AID (NAVAID) ENGINEERING SURVEY

2-57. AR 95-2 outlines the procedures for conducting the airfield and navigational aid (NAVAID) engineering survey.

AIRFIELD OPERATIONS MANUAL

2-58. Airfield commanders are responsible for preparing and maintaining an airfield operations manual. This manual establishes operating procedures, describes facilities and equipment, assigns responsibilities, and contains other pertinent information on operating the airfield. It also must include—

- The lines of succession of airfield operational responsibility.
- Each current exemption issued to the airfield under the provisions of FAR, Part 139.
- Any limitations imposed by the FAA.
- A grid map or other means of identifying locations and terrain features on and around the airfield. This is significant to emergency operations.
- The system of identifying runways and taxiways.
- The location of each obstruction required to be lighted or marked within the airfield area of authority.
- Rules for the placement of obstructions and regulatory requirements regarding the construction of items considered to be obstructions.
- A description of each movement area available for aircraft, its safety areas, and each emergency access road that services it.

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- Procedures for avoiding the interruption or failure of utilities servicing facilities or NAVAIDs that support air carrier operations.
- Procedures for maintaining paved, unpaved, and safety areas.
- A description of, and procedures for maintaining, the marking and lighting systems.
- A snow and ice removal and/or control plan and a grass control plan.
- A description of the facilities, equipment, personnel, and procedures for complying with rescue and firefighting requirements.
- Procedures for complying with the requirements that pertain to hazardous substances and materials.
- A description of, and procedures for maintaining, traffic and wind direction indicators.
- An emergency plan.
- Procedures for conducting the self-inspection program.
- Procedures for initiating airfield and/or heliport engineering surveys according to AR 95-2.
- Procedures for controlling ground vehicles.
- Procedures for protecting NAVAIDs.
- Procedures for removing, marking, or lighting obstructions.
- Procedures for protecting the public.
- A wildlife hazard management plan.
- Procedures for reporting the condition of the airfield.
- Procedures for identifying, marking, and reporting construction and other unserviceable areas.
- Copies of all approved airfield waivers.
- Airfield pavement evaluations.

AIR CRASH, SEARCH, AND RESCUE MAP

2-59. All Army airfields (AAFs) or heliports are required to have and maintain an air crash, search, and rescue (ACS&R) map according to AR 385-95 and AR 420-90. Both air and ground rescue personnel use the map to locate and reach the site of an aircraft accident. All personnel who may assist in the rescue must be familiar with the map and the area depicted.

2-60. The ACS&R map will be marked with concentric circles with a minimum radius of seven nautical miles. An appropriate grid method for navigation reference will be provided as an overlay or overprint with the ACS&R map. The grid overlay or template will be issued for the rapid exchange of information between personnel involved in rescue operations using a common map.

2-61. The ACS&R map will be coordinated with the rescue agencies of adjacent airfields to ensure a compatible design for effective rescue operations. The airfield commander is responsible for ensuring that all agencies that provide emergency assistance are given a standardized map. Failure to provide a standardized scale map to each agency may cause confusion and unnecessary delay when emergency assistance is required. Likewise, an airfield diagram should be sectioned off in the alphanumeric format and provided to each agency for easy airfield reference when personnel respond to emergencies on the airfield.

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FACILITY MEMORANDUMS

2-62. The operations officer and the ATC facility chief issue facility memorandums to regulate or standardize operations within a facility. These memorandums contain instructions on administrative or operational practices and procedures within the facility. Facility memorandums may be of a temporary or an informative nature. If the information in a facility memorandum is of a permanent nature, the memorandum is incorporated into the airfield operations manual. (Appendix A shows a sample facility memorandum.)

LETTERS OF AGREEMENT

2-63. Letters of agreement (LOAs) are established between the U.S. Army and other services, and between centers. They also are established between ARTCCs and airfield towers and between ARTCCs and terminal approach control (radar) facilities on different airfields. When operations are conducted in foreign countries, LOAs are established according to International Civil Aviation Organization (ICAO) rules. If requirements change for any party signing the letter, the change will be written. The coordination requirement is the same as for the original letter. (Appendix A shows a sample LOA.)

2-64. Concerned parties must review and update all LOAs that pertain to their areas of operation at least once annually, beginning with the effective dates of the letters. This ensures timeliness and conformance with current policies and directives. The parties concerned will record the review by signing and dating the letter.

2-65. LOAs define interfacility or interagency responsibility and coordination requirements. They establish or standardize operating procedures and describe special operating conditions or specific ATC procedures. The letters describe procedures or minimum ceiling and visibility criteria that differ from those in FAAO 7110.65 or other pertinent directives that satisfy a military requirement. They also delegate areas of control jurisdiction and establish conditions of area use. This includes establishing procedures for the coordinated control of traffic when traffic patterns of two or more airfields conflict or when airfield traffic areas overlap. These letters describe operations security procedures when an OPSEC incident requires notifying the host country.

OPERATIONS LETTERS

2-66. Operations letters are established between ATC facilities or between ATC facilities and other Army agencies located on the same airfield. (Appendix A shows a sample operations letter.) If the requirements change for any party signing the letter, the change must be written. Coordination and processing are the same as for the original letter. Operations letters—

- Supplement established operational or procedural instructions.
- Describe special operating conditions or specific ATC procedures.
- Establish or standardize operating procedures.
- Establish responsibilities for operating airfield equipment, providing emergency services, and reporting operating limits and hazards.

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JOINT-USE AIRFIELD

2-67. A joint-use airfield is an Army installation where agreements exist between the Army and civil authorities for the civil aviation use of Army airfield facilities. AR 95-2 contains information on the policies and procedures for joint-use airfields.

2-68. Civil aircraft are not permitted to use an Army airfield or land at an Army installation unless they possess an approved Civil Aircraft Landing permit (CALP). AR 95-2 contains the procedures for CALPs.

2-69. Operations personnel should require the pilot of a civil aircraft to fax an approved CALP to operations before granting a prior permission required (PPR). The airfield commander has the authority to approve the first time landing of a civil aircraft for the pilot to complete the CALP documentation.

AIRFIELD FACILITY RECREATIONAL USE

FLYING CLUB

2-70. AR 215-1 prescribes the procedures that govern the participation of Army personnel in sport parachuting. It also describes the required procedures for establishing and operating military sport parachuting clubs.

2-71. When an Army flying club is established at an Army airfield, the airfield operations officer may be responsible for carrying out supervisory and administrative duties. AR 215-1 contains the rules that govern the operation of these clubs. In particular, the operations officer will assist the flying club in establishing local flying rules and safety programs. He also will ensure that FAA rules and regulations are followed. Airfield operations will provide the flying club with automatic distribution of the DOD FLIP, as required, at the level authorized by AR 95-2.

AUTHORIZATION TO LAND FOREIGN-OWNED AND OPERATED AIRCRAFT AT ARMY AIRFIELDS

2-72. All foreign aircraft operators desiring to land on an Army installation in the United States must obtain an aircraft landing authorization number (ALAN) issued by the U.S. Army. (Refer to AR 95-2 for the procedures.) The intent is to ensure security, diplomatic coordination with the State Department, customs control, and liability protection (such as insurance and hold harmless requirements).

2-73. If an unauthorized foreign aircraft lands on an Army installation, the following information is required to be relayed to the U.S. Army Aeronautical Services Agency for coordination with the State Department:

- Type of aircraft.
- Tail number (if known).
- Call sign.
- Name of pilot.
- Total number of personnel in crew.
- Total number of passengers (also identify VIPs or special passengers and any honors or special request).
- Purpose of trip.

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- Aircraft itinerary, estimated time of arrival (ETA), location, and estimated time of departure (ETD) for each shop. (Identify location of customs ship.)
- Hazardous cargo and number of weapons on board for each leg of flight.
- Requirements for fuel or services at each stop.
- Method of payment for fuel and services.
- Additional remarks or special requirements (such as hotel reservations or ground transportation requests).
- Point of contact and telephone number.

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Chapter 3
Airfield Services/POL Services Branch

The airfield services/petroleum, oils, and lubricants (POL) services branch is responsible for the services for aircraft and the inspection and general policing of the airfield and its facilities. The branch is also responsible for operating its assigned vehicles. This chapter briefly discusses the branch responsibilities, the criteria for marking airfields, and airfield maintenance. For more detail about the branch responsibilities, refer to the appropriate regulations.

PERSONNEL AND RESPONSIBILITIES

3-1. The airfield services branch includes a branch chief, shift supervisors, and aircraft service personnel. Personnel organization and duties performed depend on the size and structure of the airfield and the size of the unit or units the airfield supports.

3-2. The branch chief—

- Coordinates branch activities under the supervision of the operations officer.
- Prepares an SOP that outlines the duties and responsibilities of branch personnel.
- Ensures that branch personnel are properly trained and qualified to perform their assigned duties.
- Assigns specific personnel responsibilities and ensures that duty rosters and performance records are properly maintained.
- Ensures that a daily inspection of the airfield is conducted.

3-3. Shift supervisors—

- Inspect the airfield (including runways and taxiways) for maintenance, police, FOD and OPSEC considerations, and requirements, at least once during the shift.
- Supervise and train assigned personnel in their duties.
- Coordinate with other branches concerning VIPs, transient and assigned aircraft, transportation requirements, and airfield conditions.

3-4. Aircraft service personnel—

- Provide and operate vehicles, as required, and perform operator maintenance in compliance with applicable technical manuals.
- Maintain FOD controls while performing their duties.
- Stand fireguard for all aircraft starting, if required.
- Look for, and report, OPSEC violations.
- Serve as aircraft ground guides and marshals.

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POL PERSONNEL AND RESPONSIBILITIES

3-5. The POL services branch includes a branch chief, shift supervisors, and petroleum storage specialists.

3-6. The branch chief—

- Coordinates branch activities under the supervision of the operations officer.
- Prepares an SOP that outlines the duties and responsibilities of branch personnel.
- Ensures that personnel are properly trained and qualified to perform their assigned duties.
- Assigns specific personnel responsibilities and ensures that duty rosters and performance records are properly maintained.
- Ensures that POL handlers are checked semiannually for body contamination.
- Inspects POL facilities daily.
- Ensures that supplies of aviation fuels, oils, and lubricants are adequate to meet current and emergency operational requirements.

3-7. Shift supervisors—

- Inspect POL facilities at least once during a shift.
- Supervise and train assigned personnel in their duties.
- Coordinate with other branches concerning VIPs and assigned and transient aircraft refueling requirements.

3-8. Petroleum storage specialists—

- Provide refueling and other related services for assigned and transient aircraft and ensure that transient aviators complete DD Form 1898 (*Avfuels Into-Plane Contract Sales Slip*) for credit-card purchases.
- Receive, store, and inspect all petroleum products delivered to the storage area.
- Use the appropriate safety equipment specified in FM 10-67-1.
- Perform operator maintenance on lines, tanks, pumps, and valves in the POL storage area.

AIRFIELD MARKINGS

3-9. FAA Advisory Circular 150/5340-1D and TM 5-823-4 contain the criteria for marking airfields. These publications dictate the proper procedure for the layout and marking of a new airfield. This section covers specific information on repainting existing markings.

COLOR MARKINGS

3-10. Runways will be marked with white reflective paint. Taxiways will be marked with yellow reflective paint.

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MARKING MATERIALS

3-11. Paint used to mark or re-mark runway and taxiway pavement will conform to the criteria in TM 5-823-4.

Note: Markings may be outlined in black at least six inches wide on light-colored pavement.

Paint Application

3-12. Markings will be painted on paved areas only after the pavements have been allowed to cure thoroughly. The pavement surface must be dry and clean before the paint is applied.

Snow-Covered Runway Markers and Markings

3-13. Markers and markings will be used to indicate the usable limits of snow-covered runways. Markers will be spaced at intervals of not more than 330 feet and located symmetrically about the axis of the runway along the sides of the usable portion. Sufficient markers will be placed to indicate the runway threshold. Markers must be kept free of snow and grime.

COMPASS-SWINGING BASE

3-14. Compass-swinging bases will be constructed and equipped according to TM 5-823-4. These bases align an aircraft for the precise calibration of all types of air navigation equipment.

Alignment Markings

3-15. The compass-swinging base pad will be marked with precision alignment indicators that are accurate to within 0.25 percent of 1 degree.

Clearances

3-16. A minimum distance of 275 feet will be provided from the center of the compass-swinging base pad to the nearest significant quantity of iron and taxiway or engine runup area. The same distance will be allowed from the center of the pad to the nearest parking area or hardstand for aircraft, vehicles, or equipment.

Marking Materials

3-17. Compass-swinging bases will be painted with nonreflective white paint.

AIR NAVIGATION OBSTRUCTION MARKING AND LIGHTING

3-18. Obstruction marking and lighting will be limited to objects that penetrate the clearance planes and surfaces described in TM 5-823-4 and to objects that, by their nature and position, constitute a hazard to navigation. Obstruction markings should never be placed on objects that are not, in fact, obstructions.

Color Marking and Patterns

3-19. Obstruction marking will be made with aviation surface orange or a combination of aviation surface orange and aviation surface white. Obstruction marking patterns may be solid orange, alternate bands of orange and white, checkerboard pattern, or beach ball pattern. FAA Advisory Circular 70/7460-1 contains specific instructions on which pattern to use.

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Lighting

3-20. Obstruction lighting will be according to TM 5-823-4 and FAA Advisory Circular 70/7460-1.

AIRFIELD AND HELIPORT HAZARDS MARKING

3-21. The following criteria apply to all Army airfields and heliports. They govern the initial marking and re-marking of hazards to the ground movement of aircraft and service vehicles.

Wheel Chocks

3-22. Wheel chocks will be marked on all sides with a yellow reflective paint or tape.

Fire Hydrants

3-23. The barrel of fire hydrants will be painted with nonreflective yellow paint. The tops and nozzles will be painted according to the rated flow of the hydrant. The rated flows and their corresponding colors are as follows:

- Less than 500 gallons per minute—red.
- Between 500 and 1,000 gallons per minute—orange.
- More than 1,000 gallons per minute—green.

Fire Extinguishers

3-24. All fire extinguisher containers will be red or the color required by local fire prevention standards. Each extinguisher will be marked with a symbol designating the class of fire for which it is intended. (Class A, B, C, or D fires will be marked as established in National Fire Protection Association [NFPA] Standard 10.) Multiple symbols will be placed on the extinguisher if it is suitable for more than one class of fire. The symbols must conform to the configurations in NFPA Standard 10. Fire extinguishers placed in an area that has aircraft movement will be marked near the top by a 4-inch-wide strip of reflective tape encircling the extinguisher. If a fire extinguisher is stored in a shelter that adjoins areas used by aircraft or aircraft-servicing vehicles, the shelter will be painted with nonreflective red paint and marked with a 4-inch-wide strip of reflective tape along its length.

AIRFIELD MAINTENANCE

GROUNDS

3-25. Housekeeping of the grounds around the operations building and parking areas will be accomplished to ensure that FOD materials are policed and disposed of properly. The first impression of an airfield is often a lasting impression; therefore, a neat and orderly appearance of the airfield and facilities must be maintained.

FIRE EXTINGUISHERS

3-26. Fire extinguishers should be checked for broken seals and proper charging. They must be taken annually to the firefighting facility for recharging. Other checks will be conducted according to TB 5-4200-200-10.

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AIRCRAFT TIEDOWNS

3-27. Aircraft tiedown ropes and anchors will be inspected periodically for serviceability. Besides securing parked aircraft during periods of high ground winds, these anchors ground the aircraft electrically to preclude fire generated from static sparks. Anchors and grounding rods will be maintained according to FM 10-67-1.

RUNWAYS AND TAXIWAYS

3-28. A plan should be established for the periodic sweeping of runways, taxiways, and the ramp area. This plan should include procedures for mowing grass on the airfield.

SNOW AND ICE

3-29. At installations where snow and ice may constitute a hazard, AR 420-72 requires the establishment of a snow removal and an ice control plan. This plan will include instructions and procedures for—

- Establishing priorities for the prompt removal or control of snow, ice, and slush on each movement area.
- Positioning snow from movement area surfaces so aircraft propellers, engine pods, rotors, and wingtips will clear any snowdrift and snow bank as the aircraft landing gear traverses any full-use portion of the movement area.
- Selecting and applying approved materials for snow and ice control to ensure that they adhere to snow and ice sufficiently to minimize engine ingestion.
- Beginning snow and ice control operations in a timely manner.
- Identifying equipment to be used.
- Listing the quantities and storage location of materials (such as snow fences, chemicals, and abrasives).
- Scheduling the training of equipment operators and supervisors.
- Scheduling preseason operational trial run sessions.
- Ensuring around-the-clock cooperation with weather authorities for notification of forecasts of snow and ice storm intensities and durations.

3-30. Calcium chloride, sodium chloride, and abrasives will not be used on airfield or heliport pavements. Only materials that do not corrode aircraft will be used on airfield or heliport pavements.

AIRFIELD INSPECTION

3-31. A quarterly airfield inspection, along with daily spot inspections, ensures quality service and facility maintenance. Inspection checklists should include those items essential to maintaining a well-organized and functional airfield.

3-32. The checklists should be expanded or modified to suit the airfield. Checklists should be furnished to the branch chiefs to ensure that they fully understand their duties.

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3-33. Engineer personnel should inspect the extended runway centerline annually. They will resolve any disparity between the painted runway numbers and the actual magnetic heading of the extended runway centerline.

3-34. Air traffic facility managers will annually review and update runway centerline heading information. They will also review any local departure procedures that might be affected by heading changes.

RAMP VEHICLES AND DRIVERS

3-35. The movement of vehicles on runways, taxiways, and parking areas is a daily necessity. Therefore, vehicles must be properly used and marked.

VEHICLE MOVEMENT AND MARKINGS

3-36. Vehicle movement on the runway should be held to the minimum required for runway inspection and maintenance. All vehicles should be properly marked.

3-37. All vehicles authorized to operate on the airfield will be painted yellow according to TM 1-1500-204-23-1 and TM 1-1500-204-23-2. When operational necessity and vehicle design dictate, a vehicle with a rotating beacon system affixed to the top of the vehicle may be authorized by the airfield operations officer to operate on the airfield.

3-38. The meaning of ATC light signals should be displayed on the dashboard of vehicles that regularly operate on the airfield.

3-39. The operation of vehicles near POL and aircraft refueling areas should be closely supervised. Sparks from the exhaust systems of these vehicles can create a hazardous situation. FM 10-67-1 describes the use of spark arresters for internal combustion engines.

3-40. The maximum speed limit for a vehicle operating on an airfield ramp or near aircraft will not exceed five miles per hour (excluding emergency situations). The airfield operations officer should establish maximum speed limits, not to exceed 40 miles per hour, for other areas of the airfield.

DRIVER QUALIFICATION

3-41. Drivers of vehicles that operate on ramps, taxiways, or runways should have on file evidence of satisfactorily passing a written examination. The examination should include clearance requirements between aircraft and vehicles, light signals, and radio procedures if vehicles are so equipped.

3-42. All drivers for the airfield services branch should possess the appropriate military driver's license and special authority to operate on the airfield movement area.

GROUND EQUIPMENT

3-43. Equipment other than vehicles may be required by the airfield services branch and will be authorized on the TDA or TOE, as appropriate. Any vehicle that is required and can be justified usually can be obtained for the airfield. Items that may be needed include the following:

- Snow removal equipment.
- Auxiliary ground power units (AGPUs).
- Decontamination equipment.
- Electrical wands.

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- Flashlights.
- Forklift.
- Fuel contamination detector.
- Goggles.
- Ear protectors.
- Magnetic sweeper.
- Portable light sets.
- Radio equipment.
- Runway and taxiway sweeper.
- Maintenance procedures.

3-44. Good preventive maintenance procedures enhance efficient operations. AR 420-70 contains the criteria and responsibilities for initiating and accomplishing preventive maintenance programs.

3-45. TM 1-1500-204-23-1 and TM 1-1500-204-23-2 contains standard inspection and maintenance procedures for auxiliary power units, maintenance work stands, portable air compressors, aircraft jacks, and other ground support equipment.

3-46. All ground support equipment operating on, or around, airfields should be marked with reflective tape.

GROUND HANDLING

3-47. When directing aircraft movements during land operations, aircraft service personnel (guides or marshals) should use the appropriate hand and arm (marshaling) signals in FM 21-60 and NATO Standardization Agreement (STANAG) 3117. When available, signal flags may be used with hand and arm signals during daylight hours. Ground guides or marshals should wear hearing and eye protection when guiding fixed- and rotary- wing aircraft.

Night Signaling

3-48. At night, a ground guide will signal with a lighted baton (wand) in each hand. The intensity of these lights will vary, depending on whether the aircrew is aided or unaided. Signals given with wands will be identical to the day signals unless stated otherwise in FM 21-60. Wands should remain lighted at all times during use. During surface taxiing and parking, the pilot will stop immediately when one or both of the ground guide wands fail.

Flagman and Ground Guide

3-49. When required, a flagman will be stationed so as to be clearly visible to approaching aircraft. This person will direct the pilot to the ground guide. The ground guide will indicate when he is ready to guide the aircraft.

Ground Guide Position

3-50. The position of the ground guide for a fixed-wing aircraft is on a line extending forward of, and at an oblique angle from, the left (port) wing. The pilot's eyes must be visible to the ground guide from this position.

3-51. The position of the ground guide for a rotary-wing aircraft is relatively the same as that for a fixed-wing aircraft. However, the ground guide may be on either side of the aircraft as long as the pilot's eyes are visible to him.

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Communications

3-52. To ensure the safety of aircraft and vehicles on the airfield movement area, two-way radio communication is desirable for tower controllers. The SOP should require pilots and vehicle drivers to obtain tower clearance before they proceed onto the aircraft movement area.

AIRCRAFT REFUELING (SERVICING)

3-53. Normally, refuelers (refueler vehicles) are used to refuel aircraft on the flight line. They should be used when it is more practical to take the fuel to the aircraft than to bring the aircraft to the fuel. Because of the inherent dangers of rapid refueling operations, a refueler is used only in unusual situations. FM 10-67-1 discusses the operating procedures to follow in such a case.

AIRCRAFT FIRE-FIGHTING AND CRASH AND RESCUE SERVICES

3-54. Aircraft fire-fighting and rescue services may be provided by the installation engineers, or personnel and equipment may be assigned under the direct supervision of the airfield operations division. In either case, these are critical functions that must be closely coordinated with the branches of the operations division. AR 420-90 establishes basic procedures and responsibilities for crash and rescue operations at airfields under DA jurisdiction.

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Chapter 4
Aviation Unit Operations

The specific task organization of an aviation unit depends on several factors including the unit's primary mission and whether the unit deploys away from its support base. Operations are the nerve center of an aviation unit. Operations personnel coordinate activities and work directly with adjacent and higher level staff sections. Aviation unit operations control unit missions, daily operations, flight operations, and training. This chapter discusses an aviation battalion operations organization in terms of assigned tasks and responsibilities (FM 101-5 discusses staff responsibilities). Section I discusses garrison operations. Section II contains guidance that can assist the commander in the development of training strategies and unit tactical training procedures.

SECTION I – GARRISON OPERATIONS

ORGANIZATION AND STAFF

4-1. Figure 4-1 depicts a typical battalion aviation unit operations organization. The aviation unit operations approved structure will be determined by the modified table of organization and equipment (MTOE), TDA, or a combination of both.

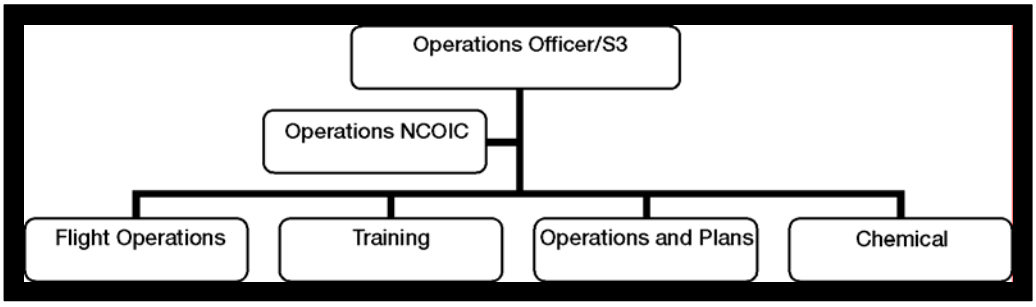

Figure 4-1. Typical aviation unit operations organization

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4-2. The mission determines activities aviation units are to accomplish. These activities, in turn, determine how the commander/operations officer organizes, tailors, or adapts the unit operations to accomplish the unit mission. Each operations officer must use his professional knowledge, experience, and leadership style to develop and organize his staff efficiently and effectively. Several factors influence staff organization, including the—

- Size and diversity of responsibilities.
- Local (unique) requirements.
- Changes in the amount of work the section must routinely perform.
- Amount of information dissemination the section routinely conducts.
- Availability, knowledge, qualifications, and performance of personnel.
- Requirements imposed by the unit, and the location of command posts and headquarters.
- Section mobility requirements.
- Requirement for 24-hour operations.
- Commander's preferences.

PERSONNEL AND RESPONSIBILITIES

OPERATIONS OFFICER OR S3

4-3. The aviation unit commander should choose an experienced, mature, and responsible officer as the operations officer. Preferably, the individual designated should have served as a platoon leader or company commander in a similar unit. He should be familiar with the type of missions flown, the equipment, the personnel, and unit operations.

4-4. The operations officer is the commander's principal staff officer for operations, plans, organization, training, force development, and modernization. The scope of the operations officer's responsibilities influences, or is influenced by, other staff functions. Thus, a high degree of coordination with other staff members is essential.

4-5. The operations officer briefs the commander on the status of the unit. The briefings should include mission readiness, training status, problem areas, and upcoming missions and taskings that affect the readiness of the unit in any critical area. The operations officer relies on his staff to provide information for the briefings. The briefings must be timely, complete, and accurate so appropriate decisions can be made. The commander gives guidance to his staff on his plans and expectations.

4-6. The operations officer or S3 ensures that risk management is applied to all unit operations.

AVIATION OPERATIONS NONCOMMISSIONED OFFICER IN CHARGE

4-7. The operations NCOIC obtains training information, coordinates taskings and training, supervises operations enlisted personnel, and compiles reports. He briefs the operations officer and the unit command sergeant major on the status of the unit enlisted personnel. This briefing is similar to that given to the commander about the overall status of the unit.

4-8. The operations NCOIC may have a training NCO and operations and plans NCO to assist in obtaining training data, scheduling training events, and tracking current and future operations. The operations NCOIC may also

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schedule and oversee range operations and the unit school program, and forecast ammunition requirements.

4-9. The operations NCOIC should be a graduate of the Battle Staff NCO and Joint Firepower Control Courses. The operations NCOIC should be well trained in the military decisionmaking process (MDMP).

FLIGHT OPERATIONS OFFICER

4-10. In a unit with a flight operations section, the flight operations officer coordinates unit flying requirements and briefs the unit commander on the status of flight missions. He also briefs the commander on the status of the unit flying capability based on aircraft availability and on information in flying-hour reports and crew status reports. The flight operations officer should be a master aviator, or at least a senior aviator. Flight operations personnel obtain data, compile reports, maintain records, and provide the physical support necessary to accomplish the mission and assist the flight operations officer.

4-11. The duties of the flight operations officer include—

- Supervise and monitor the unit flying-hour program.
- Accept, process, coordinate, and assign flight missions.
- Review requests for civilian flight time to be added to the individual flight records folder (IFRF).
- Monitor flight requirements for the unit aircrew training program.
- Assist in monitoring the unit crew endurance program.
- Identify hazards to aviation missions, assess their risks, and develop control options for command decisionmaking.

4-12. The flight operations officer has supervisory responsibility for coordinating unit requirements when the unit is deployed away from a flight planning facility or an airfield. This includes coordinating the use of other available facilities in the area in which the unit is deployed. Duties that should be considered include—

- Maintain a unit hazard map.
- Prepare a pre-accident plan and coordinate unit crash and rescue operations.
- Maintain an aircraft status board and publications file.
- Establish flight-following and air traffic procedures when the unit is in an area without an ATC facility.
- Establish procedures for logging flights by using either flight plans or tactical flight logs.
- Establish procedures for obtaining weather information and NOTAMs.
- Establish an aircraft parking/landing plan.
- Implement aviation risk controls into operation plans (OPLANs) and operation orders (OPORDs).

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FLIGHT OPERATIONS SERGEANT

4-13. In a unit with a flight operations section, the flight operations sergeant is concerned with the technical aspects of flight operations. He also acts as the operations platoon sergeant. The duties of the flight operations sergeant are to—

- Assist the flight operations officer.
- Coordinate mission requirements.
- Requisition flight information publications.
- Develop and publish the duty roster for operations personnel.
- Assist aircrews in processing flight plans and manifests.
- Ensure the availability of current flight and weather information.
- Supervise the maintenance of individual flight logs and records and operations maps and charts.
- Ensure that personnel observe OPSEC procedures when using communications equipment.
- Supervise the work of subordinates in installing, operating, and/or maintaining platoon and/or section vehicles and equipment.
- Ensure that the support provided is timely.
- Assist flight operations officer on flying-hour reports.
- Develop a training program for all assigned personnel.

TRAINING OFFICER/NONCOMMISSIONED OFFICER

4-14. In a battalion training section, the training section coordinates the future and current training requirements of the unit. The section is usually manned with a training officer and an aviation operations sergeant. The training officer may also perform the duties as the liaison officer for the unit.

4-15. The duties of the training section include—

- Preparing and supervising the execution of training within the command.
- Preparing the training guidance for the commander's approval and signature.
- Assisting the commander in developing and training the unit mission-essential task list (METL).
- Identifying training requirements, based on the unit METL and training status.
- Ensuring that training requirements orient on conditions and standards of combat.
- Determining requirements for, and allocation of, training resources.
- Organizing and conducting internal schools and obtaining and allocating quotas for external schools.
- Forecasting ammunition requirements for training events.
- Planning and conducting training inspections, tests, and evaluations.
- Maintaining the unit-readiness status of each unit in the command.
- Compiling training records and reports, as appropriate.

OPERATIONS AND PLANS OFFICER/NONCOMMISSIONED OFFICER

4-16. In a battalion operations and plans section, the operations and plans officer coordinates the future and current operations of the unit. This section

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is usually manned with an operations and plans officer and an aviation operations sergeant. The operations and plans officer usually serves as the assistant operations officer.

4-17. The duties of the operations and plans section include—

- Preparing, coordinating, authenticating, publishing, and distributing the command SOP, OPLANs, OPORDs, fragmentary orders (FRAGOs), and warning orders (WARNOs) to which other staff sections contribute.
- Planning and coordinating exercises.
- Reviewing plans and orders of subordinate units.
- Synchronizing tactical operations with all staff sections.
- Monitoring the battle.
- Planning troop movements.
- Developing ammunition required supply rate in coordination with the S2 and S4.
- Recommending use of resources to accomplish both maneuver and support.
- Participating in course of action and decision support template development with S2 and fire support coordinator (FSCOORD).
- Recommending the general locations of command posts.
- Recommending task organization and assigning missions to subordinate elements.
- Performing the functions of the airspace management element.

CHEMICAL OFFICER

4-18. A chemical officer (CHEMO), when available, will coordinate nuclear, biological, and chemical (NBC) reporting, protection, and training for the aviation unit. He may be assisted by an NBC NCO, usually a staff sergeant, for battalion-level operations. The NBC NCO—

- Provides NBC unit training.
- Prepares reports.
- Maintains equipment.
- Assists in the setup of decontamination stations.

AVIATION OPERATIONS SPECIALISTS

4-19. The operations NCOIC or the flight operations sergeant supervises the operations of the aviation operations specialist. The duties of the aviation operations specialist are to—

- Update the NOTAM board.
- Interpret and process flight plans.
- Maintain individual flight record folders.
- Post current flight and weather information.
- Maintain the aircrew and aircraft status boards.
- Maintain functional files and type correspondence pertaining to operations.
- Maintain and operate assigned vehicles and equipment.
- Initiate search and rescue procedures for overdue aircraft.

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- Post changes to the aircrew reading file.
- Issue, receive, and inventory items as required by the unit SOP.

COMMUNICATIONS CHIEF

4-20. The communications chief works closely with the operations section to establish and maintain fixed and mobile communications.

4-21. The establishment of communications is vital to mission success. The communications chief must ensure that an adequate number of personnel are trained in the use and care of communications equipment. He also must ensure that equipment is available and in good condition and that the operations officer is briefed on the status of training and equipment. The communications chief may be responsible for coordinating radio frequency use and some portions of communications security and for establishing radio networks, wire, and local area network (LAN) communication.

STANDARDIZATION OFFICER

4-22. The aviation unit commander should choose an experienced, mature, and responsible officer as the standardization officer. Preferably, the individual should have served as an instructor pilot and instrument flight examiner in a similar unit. He should be familiar with the type of missions flown, the equipment, the personnel, and unit operations. The standardization officer works closely with the operations officer during the MDMP.

4-23. The duties of the standardization officer include—

- Supervise and maintain aircrew proficiency and qualification records.
- Supervise the aircrew training program.

MISSION SCHEDULING

4-24. Missions for the unit are normally received from the battalion S3 and assigned to unit elements, as required by the SOP.

MISSION REQUESTS

4-25. The battalion S3 will receive mission requests from the supported units and transmit them to the unit flight operations and tasked unit before close of business each day. Flight operations will maintain a unit flight schedule for all flights. (This time frame will vary, based on the unit SOP).

MISSION ASSIGNMENT

4-26. The battalion S3 will determine which company is best qualified to perform missions. When a mission is assigned, the commander assigns the crew and is responsible for the mission briefing and conduct of the mission. A close working relationship between the company commanders and operations personnel is essential. Flight crew availability for operations is continuously updated, based on crew currency, crew qualifications, and crew rest requirements.

CONDUCT OF THE MISSION

4-27. The commander will review the mission and determine the crew for each mission assigned. The commander will then inform operations of the crew assignments and, in turn, receive the aircraft assignment for each mission. The battalion operations will be responsible for making initial contact

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with the supported unit and obtain mission details (such as point of contact, radio frequencies, and pickup points). The commander or crew will then follow up with the point of contact to complete the preliminary permission coordination. The unit commander, platoon leader, or authorized briefing officer will—

- Conduct a preliminary permission briefing for each crew.
- Analyze missions to identify hazards, assess their risk, and develop control options to reduce risk to the lowest acceptable levels.
- Explain the procedures for aborted missions.
- Keep operations informed of mission progress.

MISSION COMPLETION

4-28. Upon mission completion, the aircrews complete after action reports and the platoon leader gives the reports to operations. The aircrews must fill out the post mission debrief on DA Form 5484-R (*Mission Schedule/Brief*) according to AR 95-1.

DISPATCH FACILITIES

4-29. Unit operations should have a flight dispatch capability to control flights in the local area and to supply necessary flight planning for unit aircrews.

4-30. A flight following log may be used for the flight following of VFR aircraft that remain in the local area. If the flight log is used in lieu of a flight plan, it must include, at a minimum, the following:

- Aircraft designation and call sign.
- Route of flight.
- Point and time of departure.
- Estimated time en route.
- Actual time of arrival.
- Location of passenger and crew manifest, if it is not attached to the flight log.

4-31. If the flight does not meet the criteria of a local flight under VFR conditions, the aviator must file a flight plan with the unit or airfield operations. The operations will forward the flight plan in accordance with AR 95-11 and FAAO 7110.10. (Chapter 2 describes flight movement messages.)

4-32. Unit operations will establish a means of obtaining weather and NOTAM information for aircrews on local flights when the unit operations are not collocated with the airfield weather station or the flight planning room. This information may be obtained by telephone or by radio. If neither method is available, the information may have to be picked up in person. (Chapter 2 discusses weather briefings and flight planning facilities.)

4-33. During non-duty hours, aircrews can obtain weather information by telephoning the FAA weather station or the nearest weather briefing facility identified in the DOD FLIP. They can obtain NOTAM information from the nearest flight briefing facility. The telephone numbers for these facilities should be prominently displayed by the telephone designated for use by aircrews.

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FLIGHT PLANNING AREA

4-34. The flight planning area of the unit operations should be set up similar to the flight planning area of the airfield operations. (Chapter 2 discusses airfield flight planning.) The following items should be available:

- An E6B computer and flight plotters.
- Accurate clocks depicting local time and UTC.
- A flight planning table with a surface large enough to lay out navigational charts.
- A telephone for aircrews to contact the airfield weather station or the FAA flight service station.
- Message boxes in which information for aircrews can be left and picked up by aircrews at their convenience.
- An aircrew bulletin board displaying current flight information.
- Relevant Army regulations, FAA regulations, and flight information publications; the aircrew information reading file; the unit SOP; and other pertinent publications.
- A wall display of the local area depicted on an aeronautical chart. (The chart should depict special VFR corridors, local training areas, NOE training areas, range information, and an updated map showing all hazards to flight operations.)

4-35. The flight planning area can be as well-equipped as the operation requires, but it should be as mobile as possible. When the unit deploys to the field, it should take most of the flight planning equipment.

AIRCREW TRAINING

4-36. The commander is responsible for conducting the aircrew-training program according to TC 1-210. He normally assigns the platoon leaders, instructor pilots, and standardization officer the responsibility for conducting the training. Aircrew training records are maintained by the units and are monitored by the standardization officer. The standardization officer will notify the operations officer if any aircrew member fails to complete or meet their Annual Proficiency and Readiness Test (APART) requirements.

OPERATIONS TRAINING AND EVALUATION

4-37.Aviation operations specialists should be evaluated when they arrive in the unit. This evaluation will determine their ability to perform all tasks in STP 1-93P24-SM-TG and STP 1-93P1SM-TG for the appropriate individual skill level. Tasks that cannot be adequately performed should be incorporated into an individual, formalized on-the-job training program. Each unit should develop programs to comply with STP 1-93P24-SM-TG, STP 1-93P1-SM, STP 21-1-SMCT, and STP 21-24-SMCT.

AIRCRAFT SERVICING

4-38. Unit operations should furnish a copy of the daily flight schedule to the POL section. Aircraft refueling will be accomplished according to this schedule. Transient aircraft requiring fuel will request it through the unit operations or directly from the POL section. Operations will coordinate any other type of aircraft or aircrew service required. This may include, but is not limited to, transient parking or billeting, VIP services, emergency maintenance, or information support and communications.

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SECTION II – TACTICAL OPERATIONS

TRAINING

4-39. Training is essential to the successful accomplishment of any mission. The operations officer and sergeant are responsible for ensuring that assigned operations personnel are adequately trained and competent in all aspects of unit operations in a tactical environment. This training includes but is not limited to cross-training, field operations training, Army airspace command and control (A2C2) training, driver training, guard and gunner training, radio and switchboard training, and generator training and licensing.

CROSS-TRAINING

4-40. Each individual should be cross-trained in the various functions of tactical operations. This will help ensure mission accomplishment in case of personnel shortages.

FIELD OPERATIONS TRAINING

4-41. Unit personnel must be trained in designated duties and responsibilities. The training should be conducted before the unit deploys for training exercises or combat operations.

ARMY AIRSPACE COMMAND AND CONTROL (A2C2) TRAINING

4-42. Selected flight operations personnel should be trained in Army airspace command and control (A2C2) procedures. Training will be according to FM 3-52 and FM 3-100.2. Personnel should also attend the Joint Firepower Control Course at Nellis Air Force Base, Nevada.

DRIVER TRAINING

4-43. At a minimum, drivers and assistant drivers should be trained and licensed in the type of vehicles they will drive. They also should be trained in—

- Safety and management of risk.
- Load plans.
- Vehicle preventive maintenance checks and services (PMCS).
- Radio procedures.
- Convoy operations.
- Ambush procedures.
- Vehicle emplacement.
- Cover and concealment.
- Blackout driving procedures.
- Night vision device (NVD) driving and emergency recovery procedures.
- NBC detection and decontamination procedures.
- Vehicle recovery operations and emergency repairs.

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GUARD AND GUNNER TRAINING

4-44. Guards and gunners should be trained in—

- Range cards.
- Fighting positions.
- Perimeters of fire.
- Air guard procedures.
- Cover and concealment.
- Perimeter guard and tactical operations center (TOC) security.
- Challenge and password procedures.
- Enemy prisoner of war procedures.

RADIO AND SWITCHBOARD TRAINING

4-45. Radio and switchboard operators should be trained in—

- Meaconing, intrusion, jamming, and interference (MIJI) procedures.
- Radio net procedures.
- Antenna setup and siting.
- Radio and equipment PMCS.
- Signal operation instructions and secure equipment usage.
- Switchboard setup and operation (in the absence of communication personnel).

GENERATOR TRAINING AND LICENSING

4-46. After training and licensing, generator operators shall be familiar with—

- Generator PMCS.
- Safety procedures.
- Generator operations.
- Setup and siting procedures.

TACTICAL PLANNING

4-47. Before the unit conducts operations in a tactical environment, the operations sergeant should develop an operations plan based on the unit METL and the tactical SOP. The plan should include vehicle load plans, an assessment of the training strengths and weaknesses, and an assessment of the risk of tactical operating procedures and/or common task training. It should also designate the tactical and/or additional duties for—

- Shift supervisors.
- Guards and gunners.
- Tactical action center (TAC) personnel.
- Generator operators.
- Drivers and assistant drivers.
- Radio and switchboard operators.

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ALERT NOTIFICATION

4-48. Upon receipt of an alert notification, the operations NCOIC ensures that all personnel are performing their duties according to established procedures. This includes submitting readiness reports and maintaining communications with higher headquarters.

DUTIES AND RESPONSIBILITIES

OPERATIONS SERGEANT

4-49. The operations sergeant is responsible for training assigned personnel. Duties include—

- Monitor TOC security.
- Participate in the MDMP.
- Coordinate setup and teardown of the TOC with all assigned personnel.
- Schedule the work flow.
- Ensure that overlays are reproduced.
- Ensure that reports are complete and timely.
- Ensure that missions are reviewed and processed.
- Ensure that missions comply with airspace control measures.
- Ensure proper equipment operation and maintenance.
- Establish and monitor SAR procedures.
- Establish and monitor flight-following activities.
- Monitor and supervise normal administrative flight operations functions.
- Assist the flight operations officer with establishing a pre-accident plan and monitor combat search and rescue (CSAR), medical evacuation (MEDEVAC), crash rescue, and downed aircraft procedures.
- Designate personnel for miscellaneous support (such as water, fuel, meals, trash collection, and courier).
- Designate TOC representative for advance party operations.

SHIFT SUPERVISORS

4-50. Shift supervisors are responsible for the training and conduct of personnel assigned to their shift. Their duties include—

- Maintain DA Form 1594.
- Coordinate flight-following activities.
- Coordinate SAR procedures.
- Maintain noise, light, and litter discipline.
- Ensure that the TOC is in a high state of police.
- Ensure that proper radio operating procedures are used.
- Ensure that flight records are properly maintained.
- Maintain control of the TOC environment by limiting personnel access.
- Ensure that situation and operations maps are posted and updated in a timely manner.

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AVIATION OPERATIONS SPECIALISTS

4-51. Aviation operations specialists—

- Maintain flight records.
- Conduct flight-following activities.
- Make entries on DA Form 1594 as directed.
- Assist with SAR procedures.
- Maintain the TOC in a high state of police.
- Maintain noise, light, and litter discipline.
- Update situation and operations maps in a timely manner.
- Assist with normal administrative flight operations functions.
- Use proper radio operating procedures when transmitting radio messages.
- Ensure that mission briefs and passenger manifests are filed for each flight.

RECORDS AND REPORTS

4-52. Appropriate records, reports, and other documentation are maintained during training exercises and combat operations, per unit SOP. The accuracy and validity of these records and reports are vital because they may be used to record unit activities during armed conflict. Records and reports are usually separated into two categories: those required to establish policy or permanent records and those required daily for current operations. The required reports (and records) include but are not limited to—

- NBC.
- Spot.
- MIJI.
- Weather.
- Closing.
- Stand-to.
- Casualty.
- Mission debriefings.
- Fuel status.
- Combat loss.
- Vehicle status.
- Aircraft status.
- Personnel status.
- Flying hour.
- Logistics status.
- Ammunition status.
- Aircraft accident.
- Section sensitive item.
- Prisoner of war status.
- Unit forward arming and refueling point (FARP) location and status.
- Downed aircraft. For MEDEVAC, SAR, or CSAR, units reporting downed aircraft should verify the grid coordinates before they notify higher headquarters, the rescue coordination center (RCC), and/or the joint rescue coordination center (JRCC).

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4-53. Operations personnel maintain a daily staff journal on DA Form 1594 according to FM 101-5. Radio and wire conversations, spot reports, liaison officer reports, OPSEC violations, and significant activities reports are recorded in this journal.

TACTICAL OPERATIONS CENTER

4-54. Many considerations are involved in setting up, operating, and tearing down a TOC. The operations sergeant supervises the enlisted personnel in this operation. The layout of the TOC is determined by mission, the natural and operational environments, and the unit SOP.

SETUP AND TEARDOWN CONSIDERATIONS

4-55. Setup considerations include—

- Maintaining communications during the setup procedure.
- Locating a suitable area with adequate drainage.
- Performing perimeter security.
- TOC setup.
- Antennas (setup and connections).
- Setting up the work and sleep areas.
- Power for radios in the work area(s) (external).
- Emplacement of vehicles that are not actively used.
- Camouflage and concealment.
- Performance of other duties according to the unit tactical SOP.

4-56. Teardown considerations include—

- Camouflage removal.
- Communications transfer to alternate location.
- Removal of external generator power from emplaced vehicles.
- Disassembly of work and sleep areas, security perimeter, and guard posts.
- Vehicle load plans.
- Area police.
- Preparation for convoy.
- Closing reports.
- Performing other duties per the unit tactical SOP.

OPERATIONAL REQUIREMENTS

4-57. Upon arrival at the TOC site, the supervisor—

- Establishes communications with the next higher (tasking) headquarters.
- Directs emplacement of the TOC.
- Directs setup of the TOC.
- Submits a closing report.
- Monitors safety procedures.
- Establishes and assigns crews and shifts.
- Directs security and perimeter defense for the TOC.

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- Directs the establishment of communications with supported and/or supporting units.
- Directs the setup of the sleep area.

4-58. Once TOC operations are established and functioning properly, the operations sergeant—

- Monitors unit movement orders.
- Updates unit mission requirements.
- Assists in selecting landing areas.
- Establishes a battle rhythm for the TOC.
- Monitors mission-oriented protective posture (MOPP) level alert warnings.
- Monitors the status of predesignated dispersal areas.
- Ensures that equipment is accounted for and properly maintained.
- Ensures that operations are conducted according to the unit tactical SOP.
- Assists in determining the locations of FARPs.
- Assists in the development of OPORDs, WARNOs, FRAGOs, and OPLANs.
- Ensures that the unit quick reaction force (QRF) is organized and rehearsed.

4-59. During normal operations, the supervisor—

- Monitors ongoing current operations.
- Conducts after action reviews, as required.
- Coordinates with the S3 about operational requirements.
- Monitors the duty performance of shift personnel.
- Coordinates with the first sergeant for section support.
- Coordinates with the battalion or brigade S3 for A2C2 measures, as necessary.
- Obtains shift intelligence briefings and briefs subordinates on a need-to-know basis.

4-60. Recovery operations are as important as setup operations. During recovery operations, the supervisor—

- Ensures that drivers are rested before departure.
- Ensures that all starting, reporting, and closing points are met on time.
- Inventories all equipment for accountability, serviceability, and cleanliness.
- Reports all field shortages, losses, or damage to the appropriate sections.
- Ensures that sensitive items are accounted for and turned in and that a closing report is submitted to higher headquarters.

MOVEMENT PREPARATION PHASES

4-61. The operations sergeant or the shift supervisor should periodically check all phases of the preparation for movement. This is accomplished by inspecting vehicle load plans, weapons, MOPP gear, and personal equipment (CTA-50) for maintenance and accountability.

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COMMUNICATIONS

4-62. Successful employment of the TOC within an aviation unit depends on the capability of TOC personnel to communicate with all echelons. The communications section establishes the communications network. Specifically, the section is responsible for operating the installation switchboard and maintaining the internal and external communications system.

4-63. Units can use a variety of methods to communicate on the battlefield. The most widely used method is FM-secure. Successful operations within any communications network depend on reliability, flexibility, and security.

Reliability

4-64. The reliability of the system depends on several factors. They include well-trained and proficient personnel, properly maintained equipment, and an alternate plan for backup communications. High system reliability depends on training, PMCS, and planning.

Flexibility

4-65. Flexibility and reliability are closely related. A flexible system provides more than one means or route to transmit a message. For example, weather reports between major headquarters can be relayed by radio teletype writers, multi-channel networks, or messenger.

Security

4-66. Security for a communication system is essential and can directly affect the outcome of any combat operation. Personnel, special equipment, operating procedures, and equipment emplacement or employment all affect the security of a communication system.

4-67. The communications chief should inventory all communications equipment and check it for serviceability before the unit deploys. He should then assist the operations officer and/or the NCOIC in conducting a map and site reconnaissance to select the most advantageous location for the communications equipment. The communications chief advises the unit commander on proposed communication system plans and deployment procedures. The commander approves the selected site and deployment procedures and ensures that the plan is carried out.

4-68. The communications chief should supervise the loading of all communications equipment onto unit vehicles as outlined in the unit load plan.

4-69. Operations personnel should use landline communications to coordinate and clear tactical flights with the air traffic services element (when available) before the aircraft depart. They also should use landline communications when they communicate with unit elements on the internal wire network. When landline communications are not feasible, personnel should use FM-secure radio channels. Personnel must avoid discussing classified information on any landline system. FM 11-50 describes the specific types of aviation company communications.

TACTICAL ACTION CENTER OPERATIONS

4-70. The tactical action center (TAC) is the forward-deployed element of the main TOC and is the operational command post during movement of the main TOC. It is sometimes referred to as the tactical command post. TAC

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personnel should be trained in all aspects of TOC operations. Because of mission requirements, personnel who require the least amount of supervision should man the TAC. They should be self-sustaining and highly motivated. The unit SOP should outline operating procedures for the TAC.

OPERATIONS AND SITUATION MAPS

4-71. Aviation operations specialists and NCOs are responsible for preparing the unit situation map. They obtain information for preparing the map from combat operation plans or from the S2/S3 or G2/G3. The unit situation map usually has several overlays. The map is a graphic representation of known or suspected enemy and/or friendly locations and activities; it depicts the current tactical, administrative, and logistical situations. FM 101-5-1 specifies the information that will be placed on the map and overlays. Updating the map and its associated overlays requires the joint efforts of all unit operations personnel. Airspace information may be obtained from the division or corps A2C2, the airspace control order (ACO), and/or the air tasking order (ATO). FM 3-52 requires that this information be posted to the airspace overlay to ensure that air traffic does not conflict during aviation operations.

4-72. Tactical situation maps are used to keep unit commanders informed of developments on the constantly changing battlefield. This information helps the commander determine how best to employ aviation assets in a threat environment. Aviation operations personnel maintain the unit situation map for both mission and command briefings. The S3 ensures that situation maps and overlays are properly maintained. The information posted must be accurate, current, and legible.

AIRCREW MISSIONS

4-73. The S3 or assistant S3 receives a WARNO before receiving the mission. He then determines the required course of action.

4-74. To ensure a thorough understanding of assigned missions, briefing officers will use DA Form 5484-R for briefing and post-mission debriefing. (Instructions for completing the DA Form 5484-R are included in appendix E.)

4-75.DA Form 5484-R will be maintained in the unit files for at least 30 days.

4-76. A general debriefing may be given daily to all aircrews to provide pertinent information about tactical operations for the next 24 hours. This briefing reduces the amount of information that must be presented at the preflight briefing.

4-77. The aviation safety officer should be involved in all phases of tactical operations and training. He is an active participant from pre-exercise planning to after action reports, and advises the commander and staff on the management of risk.

COMBAT SEARCH AND RESCUE OPERATIONS

4-78. Army aviation units conduct combat search and rescue (CSAR) operations. Aviation commanders plan for CSAR for all combat missions. In addition, Army aviation can expect to take part in Joint CSAR operations. JP 3-50.2, JP 3-50.21, FM 1-100, FM 3-04.111 (FM 1-111), and FM 1-113 discuss CSAR operations. Appendix B contains information on conducting SAR operations in peacetime.

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Chapter 5
Safety

Commanders and other unit leaders are responsible for managing risk involved in all unit operations. The unit safety officer/NCO must assist the commander and staff by developing and implementing an integrated, imaginative, and comprehensive accident prevention program within the scope of the unit TOE or TDA mission. The risk management process will be used when developing unit operation plans. Plans will ensure the identification of hazards and the implementation of appropriate control measures. This chapter discusses aircraft accident prevention. It describes a pre-accident plan and contingency plans and outlines the requirements for an aircraft accident investigation. It also describes the operational hazard report (OHR), which contains information on how to prevent accidents and lists several safety regulations and procedures for handling hazardous material. Finally, this chapter discusses aircraft firefighting and crash and rescue services.

AIRCRAFT ACCIDENT PREVENTION

5-1. Accident prevention involves identifying and controlling risks in aviation operations.

5-2. Accident prevention is a command responsibility. Commanders must ensure that the safety program involves all personnel and activities of the organization, and establish requirements necessary to ensure the safety of personnel and equipment under their control.

5-3. MACOM, corps, division, aviation brigades, aviation battalions, and companies will have a TOE- or TDA-authorized, full-time position for a qualified aviation safety officer (ASO). The ASO will assist in administering the aviation accident prevention program. A safety-trained NCO will be appointed to assist the ASO at brigade level and below. These appointments will be made according to AR 385-95.

5-4. Commanders will establish a formal process to identify, assess, and control risks in aviation operations. Management of risk is an operations function of a unit.

PRE-ACCIDENT PLAN

5-5. A pre-accident plan lists actions to be taken if an accident occurs. A good plan will include care for injured personnel, security of the accident scene, and procedures for safe airfield operations during a crash rescue/recovery operation. A pre-accident plan will be developed and maintained for each operational Army airfield, heliport, and aviation activity. The ASO is responsible for rehearsing and reviewing the unit pre-accident plan with the operations officer (quarterly, at a minimum). The airfield operations

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officer is responsible for preparing, disseminating, and testing the pre-accident plan. (Appendix B discusses emergency plans and overdue aircraft procedures.)

CONTINGENCY PLANS

EMERGENCY PLANS

5-6. The emergency plans should provide enough guidance to ensure the immediate issue of vital information to personnel who have responsibilities during an emergency. (Appendix B discusses emergency plans.)

HURRICANE AND HIGH WIND PLAN

5-7. During a hurricane evacuation, Army commanders of airfields and flight activities will, at their discretion, evacuate assigned aircraft and impose temporary restrictions on the use of flight facilities under their control. A detailed plan should be outlined in the local SOP and implemented when a hurricane or high wind warning is received. The plan should include but not be limited to—

- The evacuation, storage, or tiedown of aircraft. (Tiedown instructions in the aircraft operator's manual must be followed.)
- The removal of loose objects from parking areas (for example, chocks, fire extinguisher, boarding ramps, toolboxes, FOD containers, and work platforms).
- The protection of window glass and interiors by using prefabricated window covers. (To allow for pressure equalization, the building should not be made airtight.)
- The conduct of checks on backup power sources to ensure efficient operation and availability of required fuel and oil.

DISASTER RELIEF OPERATIONS

5-8. AR 500-60 authorizes disaster relief operations. According to AR 95-1, Army aircraft will be used for official purposes only. The command determines if a use is official. MACOMs are responsible for formulating disaster plans for their areas. Operations officers should know how airfields interface with those plans.

AIRCRAFT ACCIDENT INVESTIGATION

5-9. A successful aircraft accident investigation requires proper planning and organization, a vital part of which is the pre-accident plan. Well-laid plans ensure that personnel and equipment will be effectively used. If a good plan is not in place, the accident scene can quickly become one of complete confusion. See DA Pam 385-40 for the conduct of an aircraft accident investigation.

5-10. Commanders ensure that all Army accidents that result in injury, occupational illness, or property damage are investigated, analyzed, reported, and recorded according to AR 385-40.

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OPERATIONAL HAZARD REPORT

5-11. An operational hazard is any condition or act that affects, or may affect, the safety of Army aircraft or associated personnel and equipment. Use DA Form 2696 (*Operational Hazard Report*) to report a hazard, an unsafe condition, or an unsafe act to the safety officer. AR 385-95 contains information on preventing accidents caused by operational hazards.

5-12. Operational hazards include inadequacies, deficiencies, or unsafe practices in—

- ATC.
- Airways and NAVAIDs.
- Controller procedures and techniques.
- Near midair collisions (NMACs) between aircraft or near collisions between aircraft and other objects in the air or on the ground.
- Aircraft operations.
- Aircraft maintenance or inspection.
- Weather services.
- Airfields and heliports (facilities or services).
- Flight or maintenance training and education.
- Regulations, directives, and publications issued by DOD agencies, the FAA, the ICAO, and host nations.

5-13. Do not submit an OHR after corrective action has been taken or for material failure of aircraft components and ground support equipment. See DA Pam 738-751 for handling these occurrences.

5-14. Commanders will establish procedures for reporting operational hazards and ensure that all such reports are investigated and that hazardous conditions are corrected. All commands will use DA Form 2696 for reporting operational hazards.

5-15. An OHR will be submitted to the ASO or Army flight operations office at the unit or the installation where the hazard was observed. If this is not possible, either the home airfield or the next airfield at which the reporting individual lands should receive the report. The ASO will immediately forward the OHR to the installation concerned. The ASO will thoroughly investigate the report and submit recommendations to the commander. When corrective action cannot be taken at unit level, the report will be forwarded through channels to the command level at which appropriate corrective action can be taken.

5-16. The commander will ensure that procedures are established to manage the OHR system. This includes signing and returning completed OHR to the ASO within 10 working days of the date the report was received. The completed action will be returned to the originator within 20 working days from the date the report was received.

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5-17. Any reports that have worldwide application will be forwarded to Commander, U.S. Army Safety Center, Fort Rucker, Alabama 36362-5363. Information copies of all OHRs not correctable at or below MACOM level and reports that indicate the possible involvement or deficiency of FAA personnel or facilities should also be forwarded to the U.S. Army Safety Center. Copies of OHRs about Army ATC procedures will be forwarded to Commander, U.S. Army Aviation Center, ATTN: ATZQ-ATC Fort Rucker, Alabama 36362-5265.

HAZARDOUS MATERIAL

5-18. Hazardous material is defined as any material that is flammable, corrosive, explosive, toxic, radioactive, nuclear, unduly magnetic, or biologically infective or that acts as an oxidizing agent. It also includes any other material that may endanger human life or property because of its quantity, properties, or packaging. Special storage, use, handling, and shipment safety procedures and protocols must be followed to help protect against accidental exposure. Hazardous materials are specifically identified under Federal law.

TRANSPORT

5-19. Flight operations personnel must comply with special procedures governing the transport of hazardous materials by aircraft. AR 95-27 outlines the operational procedures for aircraft transporting hazardous materials. AR 200-1, AR 420-90, FM 4-01.011, and TM 38-250 contain additional information on the transport of hazardous materials.

SAFETY REGULATIONS

5-20. Before takeoff, the supported unit briefs the aircrew in charge of transporting the cargo on the special handling requirements, when necessary.

5-21. When an aircraft loaded with ammunition or fuel as cargo takes off or lands at an airport, the pilot notifies the ATC facility of that airport about the—

- Quantity and type of load.
- Classification of the load.

Note: If the contents of the aircraft are classified, the pilot informs the ATC tower that he is unable to divulge the aircraft contents because of their sensitive nature. The procedures for handling these aircraft are the same as for any other aircraft carrying hazardous material.

AIRCRAFT FIREFIGHTING AND CRASH AND RESCUE SERVICES

5-22. Aircraft firefighting and rescue services may be provided by the installation engineers. Personnel and equipment may also be assigned under the supervision of the airfield operations division. In either case, these critical functions must be closely coordinated with the branches of the operations division. AR 420-90 establishes basic procedures and responsibilities for crash and rescue operations at airfields under DA jurisdiction. Primarily, these procedures apply to airfields that have a sustained daily average of 40 or more flight activities (takeoffs and landings). To the extent possible, they also apply to airfields with less than 40 daily flight activities and to other airfields with authorized rescue and firefighting facilities.

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5-23. The installation commander having jurisdiction over an airfield is responsible for maintaining an effective organization of trained personnel and adequate and reliable equipment. The commander ensures that the airfield provides emergency protective services for flight activities and the types of aircraft operating at that airfield. These services include publishing detailed emergency firefighting and rescue procedures and procedures that govern hazardous cargo and defueling operations as outlined in AR 420-90. These procedures should be posted at each location where emergency calls are received; all personnel must be familiar with them. (Appendix B contains information on emergency plans and personnel responsibilities.)

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Chapter 6
Flight Records

The management of flight records is a major function of aviation unit operations. These records must be maintained properly. They become permanent DA records for statistical and historical data for all rated aviators and nonrated personnel (crewmembers and noncrewmembers). Rated and nonrated personnel may also use these records as proof of their flight experience.

SECTION I – GENERAL

6-1. DA Form 759-series is used to maintain flight records and provide the unit commander a means to track total hours and monitor compliance with the aircrew training program (ATP). The Automated Flight Record System (AFRS) is designed to assist flight operations personnel in efficiently managing unit records. Use of the current approved version AFRS is mandatory for all active Army, U.S. Army Reserve (USAR), and Army National Guard (ARNG) aviation units. Flight records will be maintained manually only if the situation dictates (unit deployment, computer malfunction). In cases of equipment malfunction, efforts to correct equipment deficiencies will be immediately undertaken to return flight records maintenance to the AFRS system as soon as possible. In some instances (such as date formats, word capitalization), AFRS may vary slightly in appearance from this chapter. Future versions of AFRS will incorporate changes as needed to comply with this chapter.

FORMS AND RECORDS

6-2. Commanders will maintain the individual flight records for all assigned and attached—

- Rated aviators in operational aviation positions.
- All other rated and nonrated crewmembers/noncrewmembers who are authorized to take part in aerial flights, according to AR 600-105 and AR 600-106.
- Aviators in nonoperational aviation positions and those restricted or prohibited by statute from flying Army aircraft. These records will be kept in an inactive file either with operational aviator files or with military personnel records, as specified by MACOM commanders.

Note: Nonoperational aviators must have an annual birth month closeout to track nonoperational assignment time and ensure flight physical requirements are met.

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6-3. The forms and other documents used to maintain flight records are filed in DA Form 3513 (*Individual Flight Records Folder, United States Army*) (IFRF). Paragraph 6-4 discusses folder-labeling procedures for these forms. Figure 6-1 shows the recommended method of labeling. Table 6-1 shows retention requirements for DA Form 4186 (*Medical Recommendation for Flying Duty*). Table 6-2 shows how closeout forms are distributed. The following are used to maintain the IFRF (DA Form 3513)—

- DA Form 759 (*Individual Flight Record and Flight Certificate—Army*).
- DA Form 759-1 (*Individual Flight Record and Flight Certificate—Army*) Aircraft Closeout Summary.
- DA Form 759-2 (*Individual Flight Record and Flight Certificate—Army*) Flying Hours Worksheet.
- DA Form 759-3 (*Individual Flight Record and Flight Certificate—Army*) Flight Record and Flight Pay Worksheet.
- DA Form 201A (*Field Personnel File Divider*).
- DA Form 4186.
- DA Form 7120-R (*Commander's Task List*)(current top page only for each aircraft authorized to fly).
- DA Form 2408-12 (*Army Aviator's Flight Record*).
- Aeronautical designation orders.
- Aviation service entry date (ASED) orders.
- Initial aircrew qualification documentation for instructor pilot (IP), standardization instructor pilot (SP), instrument flight examiner (IE), maintenance test pilot (MP), flight engineer (FE), flight instructor (FI), and standardization flight instructor (SI).
- All flight status orders (issuance/termination/amendments) for active component (AC) nonrated crewmembers and ARNG aircrew members.
- Termination notices (120-day) for crewmembers.
- Aviation special-skill badge orders.
- Other documentation, as required by the commander.
- Requests for orders (RFOs) until actual orders are received.

INDIVIDUAL FLIGHT RECORDS FOLDER

FOLDER LABELING PROCEDURES

6-4. Type or neatly print labels according to AR 25-400-2.

6-5. Label flight records in accordance with AR 25-400-2, chapter 6. For uniformity, label all flight records as shown in Figure 6-1. Place the personal information label on the top left hand corner and the disposition instructions on the top right hand corner. Because of promotions, using rank is optional. AR 25-400-2 requires the Privacy Act system number, found in DA Pam 25-51.

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KE 95-1a2. Individual Flight Records **Jones, Jerry L. DOB: 10 FEB 62** **111-11-1111 RANK: (optional)** **Privacy Act Sys A0095-1aTRADOC**	**DISPOSITION: Forward with personnel records on reassignment or change of status. Release to individual upon retirement, discharge, or death.**

Figure 6-1. Sample IFRF labeled with minimum information

LOST OR DESTROYED FOLDERS

6-6. When an individual's IFRF is lost or destroyed, reconstruct the record through the most accurate means available. Contact the individual's last duty station to obtain a record from the 60-day hold file of the AFRS or the backup diskettes. If this is not possible, generate the record from the individual's personal copy of the flight records. To prevent loss due to inaccessible or lost baggage, individuals in transit should *not* carry their personal copy of flight records in the same container as the original copy. Annotate actions taken to locate missing documentation and methods used to verify flight hours on Part IV of DA Form 759.

FOLDER DISPOSITION

6-7. Forward the IFRF with the individual on reassignment. The records custodian will maintain a log for records that are signed out to individuals for temporary duty (TDY), permanent change of station (PCS), or attendance at the Eastern Army Aviation Training Site (EAATS), Western Army Aviation Training Site (WAATS), or United States Army Aviation Center (USAAVNC). Charge-out forms will be maintained for records according to AR 25-400-2.

6-8. Upon retirement, discharge, resignation, assignment to USAR control group, or death, the transition point will extract the most recent copy of DA Form 759 and forward it to the individual's official military personnel file (OMPF). Copies of flight orders that have not already been placed in OMPF will also be forwarded. The remainder of the individual flight record folder will be given to the soldier for personal records.

FILE ARRANGEMENT

Right Side of DA Form 3513

6-9. Arrange DA Form 759 and DA Form 759-1 for rated crewmembers for permanent file on the right side of the IFRF. Place the most current closeout on top. Also arrange DA Form 759, DA Form 759-1, and DA Form 759-3 for nonrated crewmembers for permanent file on the right side of the folder, with the most current closeout on top. Label all forms included in a given closeout with the series number only. (For example, on the fifth closeout for an individual, label all forms "Sheet No. 5." Do not use 5-1, 5-2, and so on.) Figure 6-2 shows examples of the arrangement of closeout forms.

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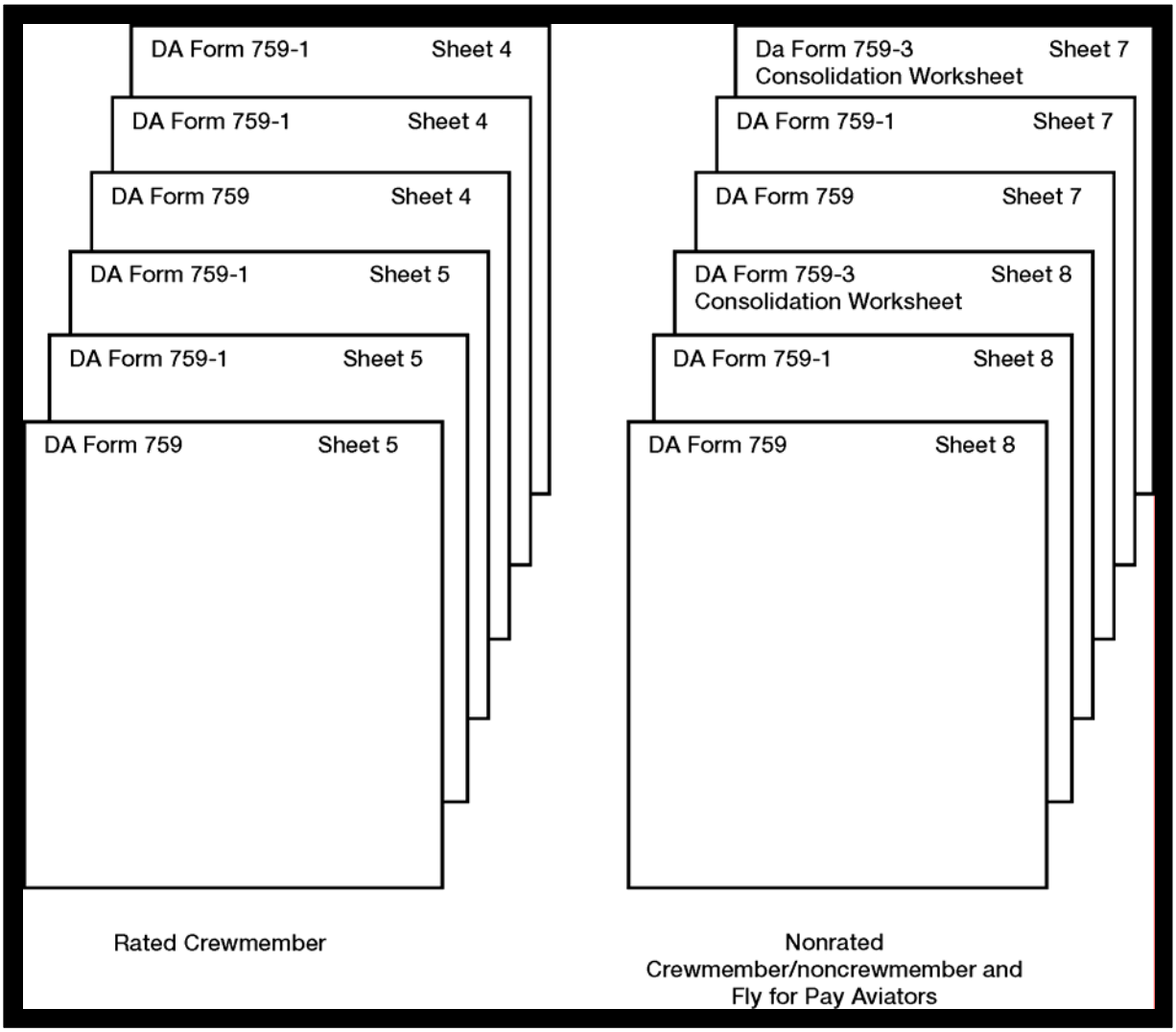

Figure 6-2. Arrangement of DA Form 3513 (right side)

Left Side of DA Form 3513

6-10. Separate subject areas with DA Forms 201A labeled "Supplemental Documents," "Medical," and "Orders." Arrange documents on the left side of the IFRF in chronological order, most recent on top. Figure 6-3 shows examples of the arrangement of documents on the left side of the folder.

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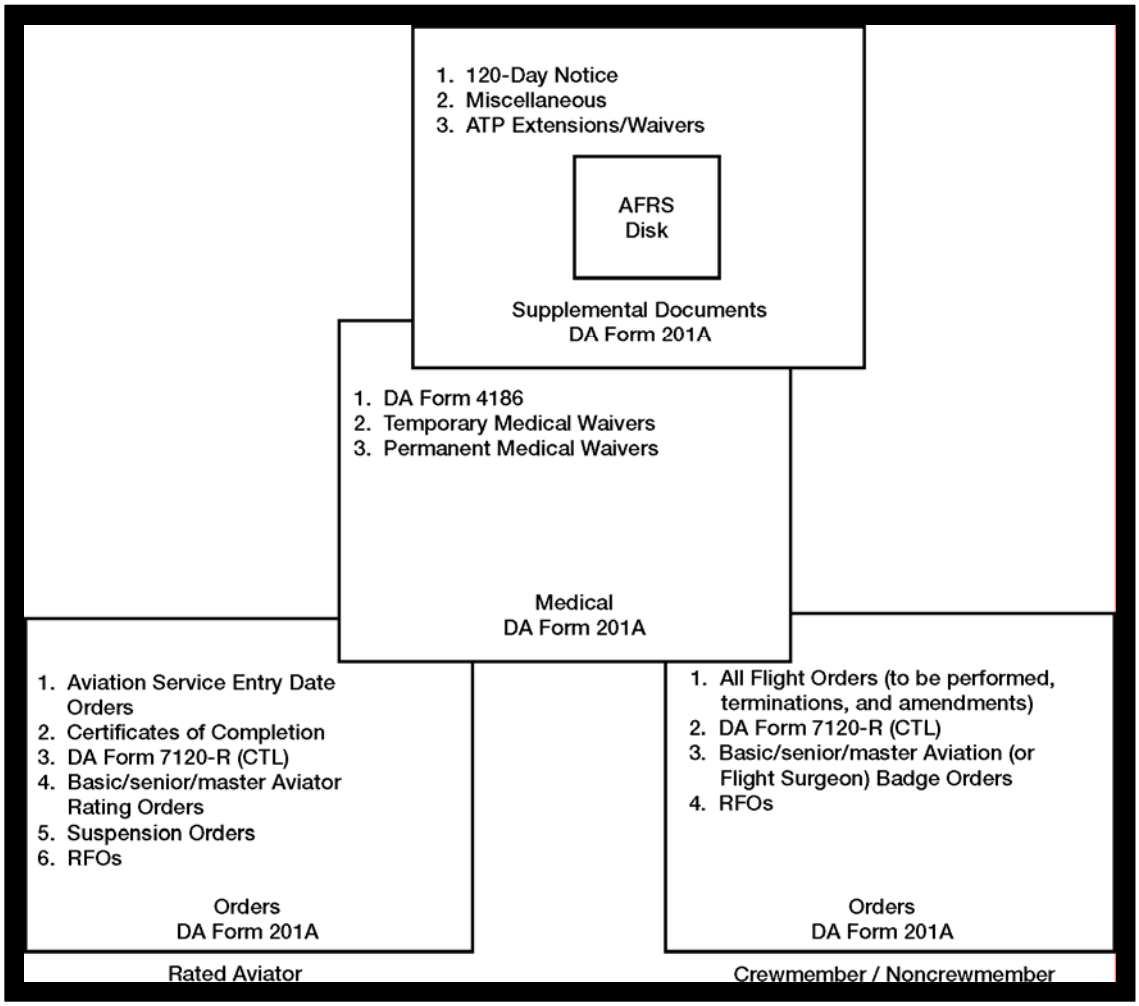

Figure 6-3. Arrangement of DA Form 3513 (left side)

Supplemental Documents

6-11. Post miscellaneous documents in the supplemental documents section. Items such as 120-day notices, ATP extensions/waivers, NGB/USAR assignment instructions, and other aviation-related documents designated as required by the commander but that do not fall under any other classification.

Note: Include an envelope containing a 3 ½-inch diskette copy of the latest AFRS closeout in the IFRF when the records custodian changes. Place this diskette on top of the DA Form 201A labeled "Supplemental Documents."

Medical

6-12. Place DA Form 4186 (*Medical Recommendation for Flying Duty*) in the IFRF, as specified in table 6-1. The commander, the individual, and the flight surgeon must complete their areas of the form before it is filed in the IFRF, according to AR 40-501. File the commander's copy of DA Form 4186 in the IFRF.

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6-13. File copies of medical suspensions or waivers, with clearly stated periods of retention, for any action recommended by the flight surgeon. (See table 6-1 for retentions requirements of DA Form 4186.)

Table 6-1. Retention of DA Form 4186

Occurrence	*Retention*
Completion of annual medical examination.	Until expiration date.
Medical suspension (grounding slip).	Until closeout of DA Form 759.
30-day extension.	Until closeout of DA Form 759.
Medical suspension still in effect during closeout period.	Until closeout of DA Form 759.
Termination of medical suspension (up slip).	Until closeout of DA Form 759.
Medical clearance when individual reports to a new duty station.	Until closeout of DA Form 759.
Assignment to an operational flying duty position from a nonoperational flying duty position.	Until closeout of DA Form 759.
Medical clearance after an aircraft accident.	Until closeout of DA Form 759.

Note: Individual aviators may be temporarily medically suspended for up to 365 consecutive days.

Orders

6-14. Place copies of the aviation service or flying status orders, aeronautical certification (certificates of completion), and suspension orders (other than for medical disqualification) in the orders section. Retain all copies of crewmember/noncrewmember flying status orders (to be performed and to be terminated).

6-15. Place certificate of course completion for instructor pilot (IP), instrument flight examiner (IE), maintenance test pilot (MP), nonrated crewmember instructor (FI), and nonrated crewmember standardization instructor (SI) in this section. When a certificate of course completion is not available, use DA Form 1059 (*Service School Academic Evaluation Report*) until a replacement certificate can be obtained.

6-16. Place a copy of the most current DA Form 7120-R, top page only, in this section. This form outlines the duties authorized by the commander. Ensure that signatures of both the commander and crewmember are on DA Form 7120-R before placing it in the flight records folder.

6-17. Place basic/senior/master aviator badge orders for rated aviators in this section. AR 600-105 contains the procedures for determining eligibility criteria for aeronautical ratings (senior or master Army aviator). Compute an aviator's total operational flying duty credit (TOFDC) from his flight records using the definition of TOFDC in AR 570-4. Request a copy of the officer records brief (ORB) from the unit S1 section.

6-18. Place basic/senior/master aviation (or flight surgeon) badge orders for crewmembers/noncrewmembers in this section. AR 600-106 contains the procedures for determining eligibility criteria for aeronautical ratings (senior or master aviation/flight surgeon badge). AR 600-8-22 contains eligibility criteria for these badges.

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6-19. Place RFOs in this section and maintain them in this section until the actual orders are received; then remove the RFOs. (RFOs are not considered valid flight orders.) Approval from the commander is required for an individual to perform flight duties before receipt of flight orders.

Note: Appendixes H and I contain examples of flight record checklists for rated aviators and crewmembers/noncrewmembers, respectively. These checklists help maintain the flight records and may be modified as needed.

CLOSING FLIGHT RECORDS

6-20. Prepare DA Form 759 and DA Form 759-1 when the flight records are closed. These forms are required for all individuals on flight status. Prepare a consolidated DA Form 759-3 when the records of crewmembers/noncrewmembers and aviators in a fly-for-pay status are closed. Complete a birth month closeout within 10 working days from the end of the birth month and provide a copy to the individual. Close records at the following times:

- At the end of the birth month. (This also applies to individuals who are in a nonoperational position.)
- Upon a change of assignment or attachment governing flying duty. (A closeout is not required when the flight records custodian does not change.)
- Upon termination of flying status.
- Upon a change of designation (noncrewmember to crewmember or vice versa), change of duty status (operational to nonoperational), or change of aviation service (active or reserve).
- When the aviator attends a skill qualification identifier (SQI) type school (such as MTP, Instructor Pilot Course).

Note: The aviator's flight records will accompany him to the course, so time and remarks at the course can be entered into the records on completion of the course. This will not apply to the ARNG or Reserves unless the aviator is changing stations.

- Upon disqualification from flying status.
- When directed by an aircraft accident investigation board.
- Upon death.

6-21. Number each DA Form 759 consecutively. For example, if an individual's records have been closed three times and this is the fourth closeout, the sheet number will be 4.

6-22. At the end of the individual's birth month, forward the commander's task list (CTL), with all enclosures, to the flight records custodian. The custodian will use the CTL to assist with completing Parts III and IV of DA Form 759.

6-23. Upon completion of DA Form 759, the flight records custodian will forward the closeout to the individual's commander for signature. The commander's signature certifies the accuracy of the DA Form 759. (See table 6-2 for distribution of closeout forms.)

6-24. The certifying commander is the officer who authorized flight duties on DA Form 7120-R.

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Table 6-2. Distribution of flight record forms on closeout			
Personnel categories	***Original***	***First Copy***	***Second Copy***
Operational active duty, ARNG aviators, crewmembers, noncrewmembers or flight surgeons who accomplish or fail to accomplish required minimums.	Retain in the IFRF.	To the individual.	Not required.
Other personnel on active duty who qualify for incentive pay.	Retain in the IFRF.	To the individual.	Not required.
Army Reserve aviators, flight surgeons, or medical officers in aviation service but not on extended active duty who accomplish the required annual minimums.	Retain in the IFRF.	To the individual.	Forward to Commander, Reserve Component Personnel and Administrative Center, ATTN: DARP-OPC-AV/ ATSS, St. Louis, Missouri 63132-5000, for file in the individual's personnel records.
Other Army Reserve crewmembers in aviation service but not on extended active duty who qualify for incentive pay.	Retain in the IFRF.	To the individual.	Not required.
Note: Individuals must retain a copy of their flight records. For PCS, the losing unit will also maintain a copy of the last closeout. This facilitates reconstruction of flight records if the records are lost or destroyed.			

TRANSCRIBING FLIGHT TIME

6-25. Transcribe flight time from DA Form 2408-12 to DA Form 759-2, and DA Form 759-3. The pilot in command (PC) is responsible for accurately completing DA Form 2408-12. DA Pam 738-751 contains procedures for completing DA Form 2408-12. AR 95-1 defines flying duty, mission, and flight condition symbols used in preparing DA Form 2408-12, DA Form 759, DA Form 759-1, DA Form 759-2, and DA Form 759-3.

6-26. Retain DA Form 2408-12 for three calendar months by unit operations, according to DA Pam 738-751.

6-27. Flight time from civilian fixed-wing (FW) or rotary-wing (RW) logbooks is authorized after verification by the operations officer. When new time is transcribed, add a remark to the next closeout.

6-28. Do not add flight hours from previous time as an aeroscout observer (AO) or crewmember/noncrewmember to flight time as a rated aviator. When personnel attend a flight school, file historical records and initiate a new IFRF at flight school.

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FLYING STATUS MANAGEMENT

RATED AVIATOR

6-29. Army aviators and flight surgeons are authorized flying status according to AR 600-105.

Note: Flight surgeons are rated officers but not included in the rated inventory of Army aviators, according to AR 600-105.

CREWMEMBER/NONCREWMEMBER

6-30. Crewmembers/noncrewmembers are authorized flying status according to AR 600-106. Individuals must first meet the criteria outlined in AR 600-106 then pass the appropriate flight physical, according to AR 40-501, before orders are requested.

Request for Orders

6-31. Submit an RFO according to AR 600-8-105 and local procedures. Retain a copy of the signed RFO in the IFRF in the "Orders" section, until the approved orders placing the individual on flying status are received.

Crewmember/Noncrewmember Flight Status Positions

6-32. Operations will maintain a chart reflecting all crewmember/noncrewmember flight slots listed on the MTOE or TDA, by paragraph and line number, and individuals that fill those positions. The chart may also list additional blocks such as night vision goggles (NVG) qualification, birth month, flight physical, PCS date, and/or other information tailored to fit specific unit needs. This will greatly assist in managing flight slots and replacing outbound individuals. Operations will also work with their unit personnel administration center (PAC) to ensure that the unit manning report (UMR) reflects slotted individuals by the MTOE or TDA.

Written 120-Day Notice

6-33. Give a written notice to enlisted crewmembers before termination from flight status (noncrewmembers do not require a notice) at least 120 days before termination (notice may be given earlier). AR 600-106 discusses requirements for this action. After the individual and the unit commander sign the notice, place it in the IFRF under "Supplemental Documents." Annotate the notification in the remarks section of DA Form 759, Part IV. (See appendix G for an example of a 120-day notice.) If less than 120 days' notice is given, file an exception notice stating the reason the notice was given at less than 120 days from termination.

Note: Only one individual may occupy a paragraph/line number flight position. The 120-day notice is crucial to ensure that no crewmember position is "double-slotted." An individual occupies a position until the 120 days has ended. Giving a late 120-day notice prevents the commander from using that slot until this time has expired.

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FLIGHT PHYSICAL

6-34. Individuals who do not have a current flight physical or a flight physical extension will be suspended from flying status until medical clearance is given, according to AR 600-106. Commanders will notify the servicing finance and accounting office (FAO) when crewmembers/noncrewmembers are suspended from flying status.

MINIMUM FLYING TIME

6-35. For the minimum number of monthly flight hours qualifying crewmembers/noncrewmembers for hazardous duty incentive pay (HDIP) and flight surgeons for aviation career incentive pay (ACIP), see Department of Defense Financial Management Regulation (DODFMR) 7000.14-R, Volume 7A. This regulation also applies to certain fly-for-pay aviators who have failed to make their 12- or 18-year gate (as outlined in AR 600-105). These aviators must qualify monthly to continue receiving ACIP and will be tracked on DA Form 759-3 similar to other nonaviators, which will be included at closeout.

6-36. The DOD pay and entitlements manual provides an in-depth discussion of the requirements for HDIP and ACIP and the tracking of flight hours.

6-37. Review individual flight records each month to determine if any individuals have failed to meet that month's flight requirements or have made up flight requirements for a previous missed month. Prepare DA Form 4730-R (*Certificate for Performance of Hazardous Duty*) according to AR 37-104-4. The unit commander or designated representative will sign the form. (Include commander's Social Security number [SSN] in the signature block.) Forward the form to the local finance office. (See appendix G.) This form must be submitted no later than the tenth of the month to ensure action occurs on that month's pay period. Maintain a copy on file for two years.

ARMY AVIATOR'S FLIGHT RECORD (DA FORM 2408-12)

6-38. Information for each flight of an Army aircraft is logged on the DA Form 2408-12. This form has information about the aircraft and crewmembers who flew in the aircraft and other maintenance information for each flight. DA Pam 738-751 provides guidance for properly filling out DA Form 2408-12.

6-39. Aircraft time flown, duty, and type of flight performed by the aviator and crewmembers are recorded on DA Form 2408-12. This information is used to track the amount and type of flying duty crewmembers perform for input into their flight records. See example at figure 6-4.

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Page _____ of _____

1. DATE	2. SERIAL NUMBER	3. MODEL	4. ORGANIZATION	5. STATION
20020707	9424235	AH-64A	A Company, 4-229 AVN	Illesheim, GE

6a. FLIGHT	1	DATA	FROM	Local	TO		TO				
TIME	FROM	12:30	TO		TO	15:06	FLT HRS	2.6	LDG: STD	6	AUTO 0 STARTS:#1 #2
MISSION ID	STD	T	CONFIG		LOADS: INTERNAL		EXTERNAL		PASSENGERS		CYC HSF
ROUNDS	7.62		20mm		30mm		40mm		ROCKET		TOW HELLFIRE
STATUS	7.62		20mm		30mm		40mm		ROCKET		TOW HELLFIRE
HIT CHECK	NO. 1 ENGINE	+1	NO. 2 ENGINE	+1	APU: STARTS	2	HOURS	0.5	HOUR METER HRS		

b. PERSONNEL DATA			c. DUTY SYMBOL/FLIGHT SYMBOL/HOURS/SEAT															
NAME	RANK	PID/SSAN	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S
Brown, C.	CPT	123-45-6789	PC	D	2.6	B												
Steinert, D.	LTC	567-89-1234	PI	D	2.6	F												
----------LAST	ENTRY---																	

7. SERVICING DATA

FUEL ADDED (GALLONS)	GRADE	IN TANKS	OIL 1	GRADE	OIL 2	GRADE	APU	GRADE	OXY-GEN	ANTI-ICING	SERVICED BY	LOCATION
191	JP8	300	7	23699	7	23699	2	23699			B. Chaney	Illesheim, GE
354	JP8	375	1	23699	1	23699	0	23699			B. Chaney	Illesheim, GE
545			8		8		2					TOTALS

DA FORM 2408-12, JAN 92
EDITION OF JAN 64 IS OBSOLETE

ARMY AVIATOR'S FLIGHT RECORD USAPPC V2.00
For use of this form, see DA PAM 738-751; the proponent agency is DCSLOG

Figure 6-4. Sample of DA Form 2408-12 (*Army Aviator's Flight Record*) – front

6-40. The pilot in command (PC) ensures that DA Form 2408-12 is completed properly and essential information is entered for all crewmembers and non-crewmembers aboard, for each flight. Passengers will be maintained on a separate manifest.

6-41. Information contained on DA Form 2408-12 of special interest for the completion of flight records and other reports generated by flight operations is shown in figure 6-4 and listed below.

- Block 1. Date. (Entered by pilot.) Date (YYYYMMDD) of the start of the first flight.
- Block 2. Serial Number. Serial number of the aircraft.
- Block 3. Model. Aircraft model number.
- Block 4. Organization. Unit or activity to which the aircraft is assigned.
- Block 5. Station. Aircraft home station.

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- Block 6a. Flight Data. Information that should be checked carefully because of the effect miscalculated hours have on unit status reports (USRs) and flying hour reports (FHRs).
  - On the row marked "TIME," the block "FLT HRS" represents the total time the crewmember or noncrewmember has logged. The "FROM" time is subtracted from the last "TO" time and the result is entered in the "FLT HRS" block. The time represents the total hours placed on the airframe for that flight. See table 6-3 to convert minutes to partial hours.

Table 6-3. Time conversion for partial hours

Minutes	*Hours*	*Minutes*	*Hours*
0	0	31-36	0.6
1-6	0.1	37-42	0.7
7-12	0.2	43-48	0.8
13-18	0.3	49-54	0.9
19-24	0.4	55-60	1.0
25-30	0.5		

  - The next row contains the mission ID. The STD block will contain a single character for the mission ID (for example "S" for service mission). The authorized mission IDs used on DA Form 2408-12 can be found in AR 95-1 and are listed below—
    - A—acceptance test flight.
    - F—maintenance flight.
    - S—service mission.
    - T—training flight.
    - X—experimental test flight.
    - C—combat mission directly against the enemy within a designated combat zone.
    - D—imminent danger. Applies when imminent danger special pay is authorized according to DODFMR.
- Block 6b. Personnel Data. Names, ranks, personal identification data (PID)/Social Security account numbers (SSAN) of the crew will be entered before flight.
- Block 6c. Line to the right of the personnel data provides the duty symbol (DS), flight condition (FS), hours (HR), and seat designation (S) blocks for the crewmembers for that portion of the mission. The following are the authorized entries for these blocks:
  - DS (duty symbol). Duty position the crewmember holds during that portion of the flight.
    - CE—crew chief, or aircraft mechanic assigned to a crew chief position.
    - CP—copilot. Used by an aviator who is at a flight crew station but not qualified or current in the aircraft being flown or who is performing copilot duties at other than a flight crew station and is undergoing training or evaluation conducted by an IP, SP, IE, UT, or ME (for example NOE navigation, instrument navigation).
    - FE—flight engineer.
    - FI—nonrated crewmember instructor.

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- IE—instrument flight examiner.
- IP—instructor pilot.
- ME—maintenance test pilot evaluator.
- MO—flight surgeon or other medical personnel.
- MP—maintenance test pilot.
- OR—aircraft maintenance personnel, technical observer, fire fighter, aerial photographer, gunner, or duties requiring flight.
- PC—pilot in command. Designated pilot in command who is performing assigned duties as IP, SP, UT, IE, ME, MP, or experimental test pilot (XP) will not use this symbol. In these cases, the specific symbol will be used to indicate the duty being performed by the PC.
- PI—pilot.
- SI—nonrated crewmember standardization instructor.
- SP—standardization instructor pilot.
- UT—unit trainer.
- XP—experimental test pilot.

Note: The only duty symbols that may be logged simultaneously by more than one rated aviator at the controls are MP or XP when authorized by the commander.

- FS (Flight condition). Each crewmember will use only one of the following symbols to identify the condition or mode of flight for any time.
  - AA—air to air.
  - D—day. Between the hours of official sunrise and sunset.
  - DS—day vision system. Night vision system installed on aircraft used during the day, also logged when two or more devices are used.
  - H—hooded instrument flight/simulated instrument meteorological condition (IMC). Vision of the person flying the aircraft is artificially limited from viewing the horizon or earth surface. Aircraft must be controlled using aircraft instruments. An observer is required for all hooded flights.
  - N—night. Between the hours of official sunset and sunrise.
  - NG—night goggles. Night vision goggles used during the night.
  - NS—night system. Night vision system installed on aircraft used during the night, also logged when two or more devices are used simultaneously.
  - W—weather instrument flight. Actual weather conditions that do not permit visual contact with the horizon or earth surface. Aircraft attitude must be controlled using aircraft instruments.
- HR (Hours). Amount of time spent in the duty position.
- S (Seat designation). In an aircraft requiring designation of seat occupied, the stations will be annotated F for front seat or B for back seat.

- The reverse of the form has two more sets of Block 6 for subsequent flights and /or crew changes. An example is shown at Figure 6-5.

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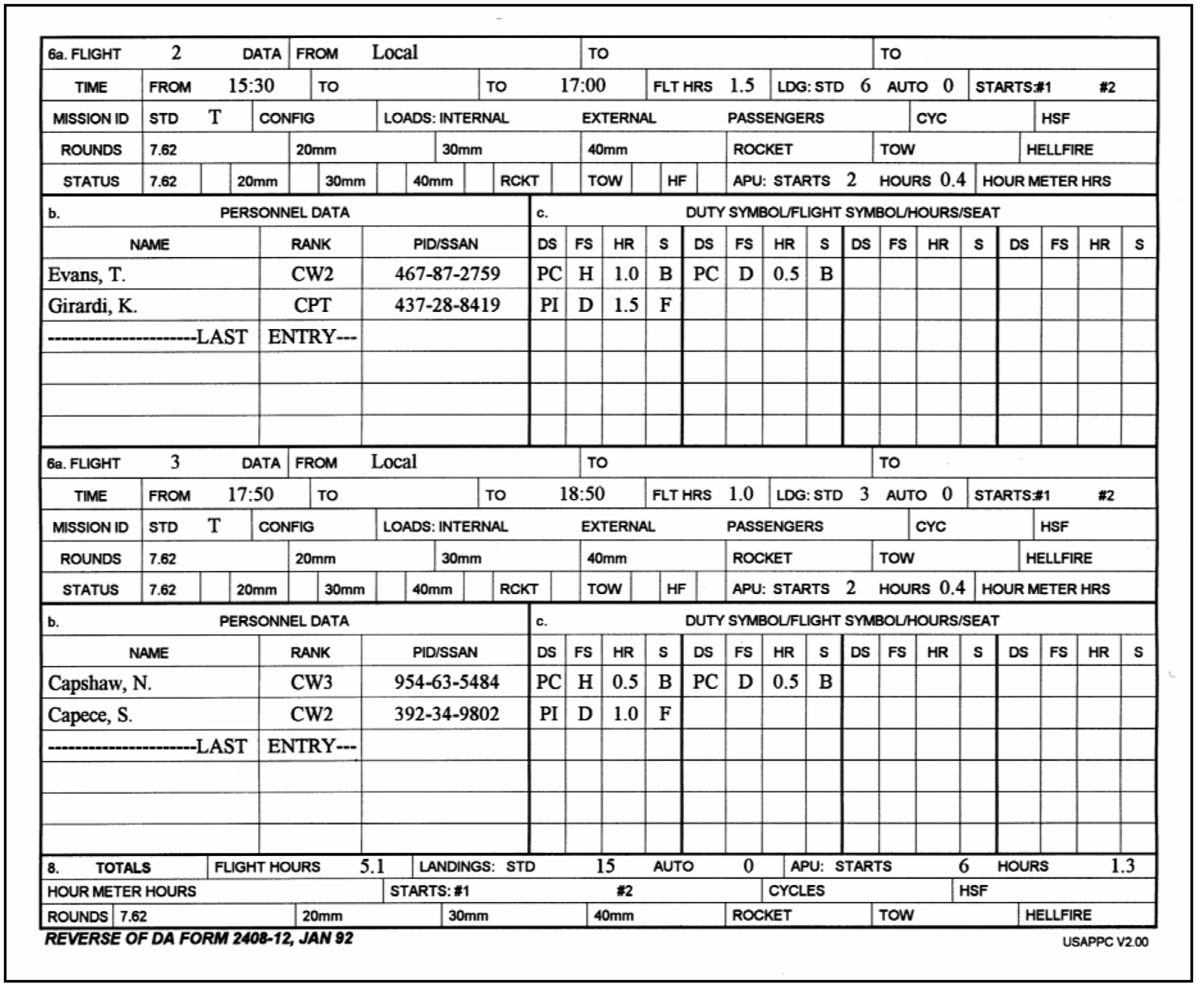

6a. FLIGHT 2 DATA	FROM Local	TO	TO													
TIME	FROM 15:30	TO	TO 17:00	FLT HRS 1.5	LDG: STD 6 AUTO 0	STARTS:#1 #2										
MISSION ID	STD T	CONFIG	LOADS: INTERNAL	EXTERNAL	PASSENGERS	CYC	HSF									
ROUNDS	7.62	20mm	30mm	40mm	ROCKET	TOW	HELLFIRE									
STATUS	7.62		20mm		30mm		40mm		RCKT		TOW		HF		APU: STARTS 2 HOURS 0.4	HOUR METER HRS

b. PERSONNEL DATA			c. DUTY SYMBOL/FLIGHT SYMBOL/HOURS/SEAT															
NAME	RANK	PID/SSAN	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S
Evans, T.	CW2	467-87-2759	PC	H	1.0	B	PC	D	0.5	B								
Girardi, K.	CPT	437-28-8419	PI	D	1.5	F												
----------------------LAST	ENTRY---																	

6a. FLIGHT 3 DATA	FROM Local	TO	TO													
TIME	FROM 17:50	TO	TO 18:50	FLT HRS 1.0	LDG: STD 3 AUTO 0	STARTS:#1 #2										
MISSION ID	STD T	CONFIG	LOADS: INTERNAL	EXTERNAL	PASSENGERS	CYC	HSF									
ROUNDS	7.62	20mm	30mm	40mm	ROCKET	TOW	HELLFIRE									
STATUS	7.62		20mm		30mm		40mm		RCKT		TOW		HF		APU: STARTS 2 HOURS 0.4	HOUR METER HRS

b. PERSONNEL DATA			c. DUTY SYMBOL/FLIGHT SYMBOL/HOURS/SEAT															
NAME	RANK	PID/SSAN	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S
Capshaw, N.	CW3	954-63-5484	PC	H	0.5	B	PC	D	0.5	B								
Capece, S.	CW2	392-34-9802	PI	D	1.0	F												
----------------------LAST	ENTRY---																	

8. TOTALS	FLIGHT HOURS 5.1	LANDINGS: STD 15	AUTO 0	APU: STARTS 6	HOURS 1.3		
HOUR METER HOURS	STARTS: #1	#2	CYCLES	HSF			
ROUNDS	7.62	20mm	30mm	40mm	ROCKET	TOW	HELLFIRE

REVERSE OF DA FORM 2408-12, JAN 92

USAPPC V2.00

Figure 6-5. Sample of DA Form 2408-12 (*Army Aviator's Flight Record*) – reverse

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SECTION II – RATED AVIATOR

TEMPORARY WORKSHEET (DA FORM 759-2) (RATED AVIATOR)

6-42. Use DA Form 759-2 as both a temporary worksheet and a consolidation worksheet. When used as a temporary worksheet, record the daily flights of rated aviators. Figures 6-6 and 6-7 show a sample temporary worksheet. Table 6-4 contains general information for completing the temporary worksheet.

6-43. Arrange DA Form 759-2 in three sections (A, B, and C). This allows entries for three types of aircraft, flight simulators, and/or seat designations. If an individual flies more than three different aircraft and/or flight simulators during an annual period, use an additional temporary worksheet.

6-44. Take information for the temporary worksheet from DA Form 2408-12. Make entries in pencil. A single line may be used when the date, aircraft, flying duty symbol, flight condition symbol, and mission symbol are the same. The hours flown for these like entries may be combined or listed as separate entries. When any of this information is not the same, use a separate line. Mission symbols containing "C" (combat) and "D" (imminent danger) are the only mission symbols to be used in the mission symbol column.

6-45. Make as many entries on the form as space allows for both daily and monthly use. A new form for each month is not required. Leave a blank line after each month's entries.

6-46. Enter flight time in hours and tenths of hours.

6-47. Do not file the temporary worksheet with DA Form 759 and DA Form 759-1 when the rated aviator's flight records are closed. The unit commander or operations officer determines how long the worksheets are retained (90 days is recommended).

6-48. Initiate a new temporary worksheet each time flight records are closed.

6-49. A manual DA form 759-2 does not have to be kept when using AFRS. However, it is recommended to help recover information in case of automation crashes.

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Table 6-4. Instructions for completing DA Form 759-2 temporary worksheet (rated aviator)

Item	***Instructions***
Block 1	Enter the last name, first name, and middle initial.
Block 2	Enter the rank.
Block 3	Enter the SSN.
Block 4	Enter the period covered. (DD MMM YY – leave end date open until closeout). Example – (1 JUL 02 – 30 JUN 03)
Note: All references to period covered on all DA Forms 759 will be in this format. The first date will represent either the first day the forms were initiated or the first day after the last DA Form 759 closeout. The second date will represent the last day of the closeout period. Birth-month closeouts will be dated the last day of the birth month.	
Sections A, B, and C	Enter the aircraft mission, type, design, and series or flight simulator and, if applicable, the seat designation. (Example: AH-64A(FS), 2B40(BS)).
Note: Complete columns a through e using information from DA Form 2408-12.	
Column a	Enter the date of flight. The first entry in a month will be the month, followed by the day in the space underneath.
Column b	Enter the duty symbol.
Column c	Enter the flight condition symbol.
Column d	Enter mission symbols containing a C (combat) or D (imminent danger) only. For all other mission symbols, leave blank.
Column e	Enter the hours and tenths of hours for each individual entry on DA Form 2408-12. Flights with the same date, duty symbol, flight condition, and mission symbol (if used) may be consolidated into one entry for one day's flights only.

Notes:

1. If no time was flown in an aircraft or flight simulator listed in Section A, B, or C for an entire month, enter the month in column a and the comment "No Time Flown" across columns b through d.
2. Enter flight simulator time (military) in the same manner as a separate type of aircraft.
3. Aircraft and flight simulator entries logged by seat designation (DA Form 2408-12, block 6c) will be logged using the appropriate letters. Use a separate section on DA Form 759-2 for each designated (FS, BS) seat position. Example: AH-64A(FS), 2B40(BS).

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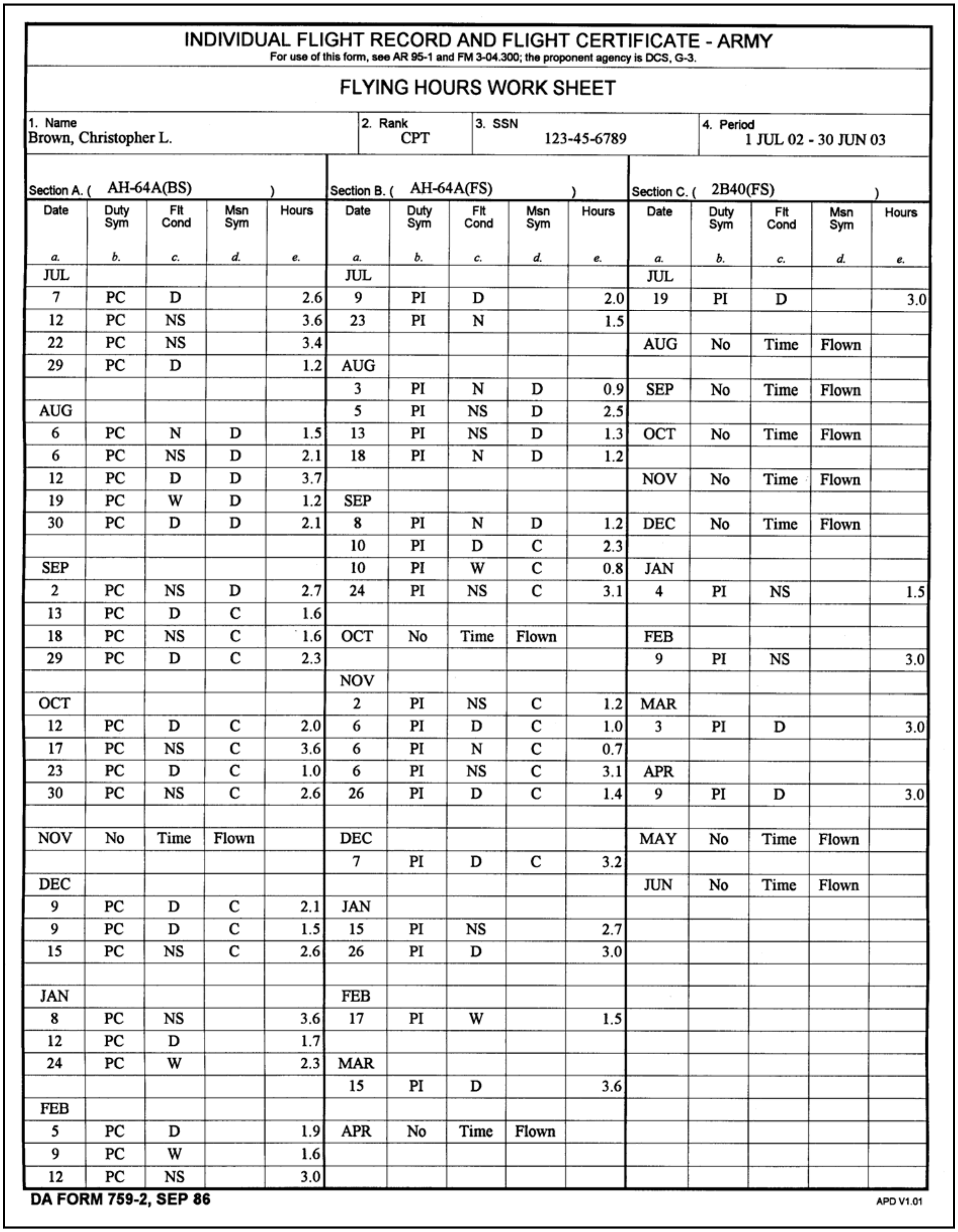

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

FLYING HOURS WORK SHEET

1. Name: Brown, Christopher L.
2. Rank: CPT
3. SSN: 123-45-6789
4. Period: 1 JUL 02 - 30 JUN 03

Section A. (AH-64A(BS))					Section B. (AH-64A(FS))					Section C. (2B40(FS))				
Date a.	Duty Sym b.	Flt Cond c.	Msn Sym d.	Hours e.	Date a.	Duty Sym b.	Flt Cond c.	Msn Sym d.	Hours e.	Date a.	Duty Sym b.	Flt Cond c.	Msn Sym d.	Hours e.
JUL					JUL					JUL				
7	PC	D		2.6	9	PI	D		2.0	19	PI	D		3.0
12	PC	NS		3.6	23	PI	N		1.5					
22	PC	NS		3.4						AUG	No	Time	Flown	
29	PC	D		1.2	AUG									
					3	PI	N	D	0.9	SEP	No	Time	Flown	
AUG					5	PI	NS	D	2.5					
6	PC	N	D	1.5	13	PI	NS	D	1.3	OCT	No	Time	Flown	
6	PC	NS	D	2.1	18	PI	N	D	1.2					
12	PC	D	D	3.7						NOV	No	Time	Flown	
19	PC	W	D	1.2	SEP									
30	PC	D	D	2.1	8	PI	N	D	1.2	DEC	No	Time	Flown	
					10	PI	D	C	2.3					
SEP					10	PI	W	C	0.8	JAN				
2	PC	NS	D	2.7	24	PI	NS	C	3.1	4	PI	NS		1.5
13	PC	D	C	1.6										
18	PC	NS	C	1.6	OCT	No	Time	Flown		FEB				
29	PC	D	C	2.3						9	PI	NS		3.0
					NOV									
OCT					2	PI	NS	C	1.2	MAR				
12	PC	D	C	2.0	6	PI	D	C	1.0	3	PI	D		3.0
17	PC	NS	C	3.6	6	PI	N	C	0.7					
23	PC	D	C	1.0	6	PI	NS	C	3.1	APR				
30	PC	NS	C	2.6	26	PI	D	C	1.4	9	PI	D		3.0
NOV	No	Time	Flown		DEC					MAY	No	Time	Flown	
					7	PI	D	C	3.2					
DEC										JUN	No	Time	Flown	
9	PC	D	C	2.1	JAN									
9	PC	D	C	1.5	15	PI	NS		2.7					
15	PC	NS	C	2.6	26	PI	D		3.0					
JAN					FEB									
8	PC	NS		3.6	17	PI	W		1.5					
12	PC	D		1.7										
24	PC	W		2.3	MAR									
					15	PI	D		3.6					
FEB														
5	PC	D		1.9	APR	No	Time	Flown						
9	PC	W		1.6										
12	PC	NS		3.0										

DA FORM 759-2, SEP 86

APD V1.01

Figure 6-6. Sample DA Form 759-2 temporary worksheet (rated aviator)

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

FLYING HOURS WORK SHEET

1. Name	2. Rank	3. SSN	4. Period
Brown, Christopher L.	CPT	123-45-6789	1 JUL 02 - 30 JUN 03

Section A. (2B40(BS))					Section B. (AH-64A(BS))					Section C. (AH-64A(FS))				
Date	Duty Sym	Flt Cond	Msn Sym	Hours	Date	Duty Sym	Flt Cond	Msn Sym	Hours	Date	Duty Sym	Flt Cond	Msn Sym	Hours
a.	b.	c.	d.	e.	a.	b.	c.	d.	e.	a.	b.	c.	d.	e.
JUL					FEB					MAY				
20	PC	NS		3.0	26	PC	D		2.6	2	PI	NS		2.7
										12	PI	D		1.3
AUG	No	Time	Flown		MAR	No	Time	Flown		21	PI	D		2.1
SEP	No	Time	Flown		APR					JUN				
					2	PC	NS		1.9	5	PI	D		1.3
OCT	No	Time	Flown		16	PC	D		2.7	15	PI	D		3.2
					19	PC	D		3.1	15	PI	NS		2.6
NOV	No	Time	Flown		22	PC	N		1.2	26	PI	D		3.1
					22	PC	NS		1.1					
DEC	No	Time	Flown											
					MAY									
JAN					7	PC	D		0.9					
13	PC	D		3.0	13	PC	NS		2.7					
					17	PC	W		1.1					
FEB					27	PC	D		2.1					
1	PC	NS		3.0										
17	PC	D		1.5	JUN									
					1	PC	D		1.6					
MAR					7	PC	N		1.1					
6	PC	NS		3.0	7	PC	NS		2.3					
					12	PI	D		3.2					
APR					12	PI	N		0.6					
1	PC	D		3.0	24	PI	D		1.9					
					24	PI	NS		2.6					
MAY														
9	PC	NS		3.0										
JUN														
3	PI	D		3.0										

DA FORM 759-2, SEP 86 APD V1.01

Figure 6-7. Sample DA Form 759-2 temporary worksheet (rated aviator)

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CONSOLIDATION WORKSHEET (DA FORM 759-2) (RATED AVIATOR)

6-50. Table 6-5 contains detailed information for completing a DA Form 759-2 as a consolidation worksheet. Figures 6-8 and 6-9 show sample consolidation worksheets. The following are general instructions.

6-51. Maintain a monthly consolidation worksheet for the aircraft/flight simulator a rated aviator flies during the period covered by DA Form 759-2 temporary worksheet. Arrange the consolidation worksheets in the same order as the temporary worksheets. Complete the consolidation worksheet in pencil.

6-52. Obtain the information needed to complete the consolidation worksheet from the temporary worksheet. At the end of each month, consolidate all like entries in each section (A, B and C) of the temporary worksheet to the consolidation worksheet. Enter the consolidated information as a one-line entry to the consolidation worksheet.

6-53. Consolidate the time by aircraft/simulator type, flying duty, flight condition, and mission symbol. The mission symbol column will be used only for mission symbols containing a “C” (combat) or “D” (imminent danger) flights. All times will be in hours and tenths of hours.

6-54. Be sure the period covered for all entries appearing on the consolidation worksheet is accurately reflected in block 4.

6-55. Leave a blank space between each month’s entries on the consolidation worksheet. For the months in which no hours were recorded, enter the month in column a, and the comment "No Time Flown" across columns b through d.

6-56. A manual DA Form 759-2 does not have to be kept when using AFRS. However, it is recommended to help recover information in case of automation crashes.

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Table 6-5. Instructions for completing DA Form 759-2 consolidated worksheet (rated aviator)

Item	*Instructions*
Block 1	Enter the last name, first name, and middle initial.
Block 2	Enter the rank.
Block 3	Enter the SSN.
Block 4	Enter the period covered (DD MMM YY – leave end date open until closeout).
Column a	Enter the month that covers the applicable set of entries to be consolidated from the temporary worksheet.
Columns b, c, d and e	At the end of each month, total the number of hours flown for each group of like flights (same duty, flight condition, and mission symbol [only combat and imminent danger] used from the temporary worksheet). On the consolidation worksheet, make a one-line entry for each group of like flights. Flights that cannot be consolidated will be transferred to the consolidation worksheet as is.

Notes:

1. Procedures for transferring flight simulator time (military) to the consolidation worksheet are the same as those for aircraft flight time.
2. Aircraft and flight simulator entries that are logged by seat designation (DA Form 2408-12, block 6c) will be logged using the appropriate letters. Use a separate section on DA Form 759-2 for each designated (FS, BS) seat position. Example: AH-64A(FS), 2B40(BS).

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

FLYING HOURS WORK SHEET

1. Name	2. Rank	3. SSN	4. Period
Brown, Christopher L.	CPT	123-45-6789	1 JUL 02 - 30 JUN 03

Section A. (AH-64A(BS))					Section B. (AH-64A(FS))					Section C. (2B40(FS))				
Date	Duty Sym	Flt Cond	Msn Sym	Hours	Date	Duty Sym	Flt Cond	Msn Sym	Hours	Date	Duty Sym	Flt Cond	Msn Sym	Hours
a.	b.	c.	d.	e.	a.	b.	c.	d.	e.	a.	b.	c.	d.	e.
JUL	PC	D		3.8	JUL	PI	D		2.0	JUL	PI	D		3.0
	PC	NS		7.0		PI	N		1.5					
										AUG	No	Time	Flown	
AUG	PC	D	D	5.8	AUG	PI	N	D	2.1					
	PC	N	D	1.5		PI	NS	D	3.8	SEP	No	Time	Flown	
	PC	NS	D	2.1										
	PC	W	D	1.2	SEP	PI	N	D	1.2	OCT	No	Time	Flown	
						PI	D	C	2.3					
SEP	PC	NS	D	2.7		PI	NS	C	3.1	NOV	No	Time	Flown	
	PC	D	C	3.9		PI	W	C	0.8					
	PC	NS	C	1.6						DEC	No	Time	Flown	
					OCT	No	Time	Flown						
OCT	PC	D	C	3.0						JAN	PI	NS		1.5
	PC	NS	C	6.2	NOV	PI	D	C	2.4					
						PI	N	C	0.7	FEB	PI	NS		3.0
NOV	No	Time	Flown			PI	NS	C	4.3					
										MAR	PI	D		3.0
DEC	PC	D	C	3.6	DEC	PI	D	C	3.2					
	PC	NS	C	2.6						APR	PI	D		3.0
					JAN	PI	D		3.0					
JAN	PC	D		1.7		PI	NS		2.7	MAY	No	Time	Flown	
	PC	NS		3.6										
	PC	W		2.3	FEB	PI	W		1.5	JUN	No	Time	Flown	
FEB	PC	D		4.5	MAR	PI	D		3.6					
	PC	NS		3.0										
	PC	W		1.6	APR	No	Time	Flown						
MAR	No	Time	Flown		MAY	PI	D		3.4					
						PI	NS		2.7					
APR	PC	D		5.8										
	PC	N		1.2	JUN	PI	D		7.6					
	PC	NS		3.0		PI	NS		2.6					
MAY	PC	D		3.0										
	PC	NS		2.7										
	PC	W		1.1										
JUN	PC	D		1.6										
	PC	N		1.1										
	PC	NS		2.3										

DA FORM 759-2, SEP 86

APD V1.01

Figure 6-8. Sample DA Form 759-2 consolidation worksheet (rated aviator)

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

FLYING HOURS WORK SHEET

1. Name	2. Rank	3. SSN	4. Period
Brown, Christopher L.	CPT	123-45-6789	1 JUL 02 - 30 JUN 03

Section A. (2B40(BS))					Section B. (AH-64A(BS))					Section C. ( )				
Date	Duty Sym	Flt Cond	Msn Sym	Hours	Date	Duty Sym	Flt Cond	Msn Sym	Hours	Date	Duty Sym	Flt Cond	Msn Sym	Hours
a.	*b.*	*c.*	*d.*	*e.*	*a.*	*b.*	*c.*	*d.*	*e.*	*a.*	*b.*	*c.*	*d.*	*e.*
JUL	PC	NS		3.0	JUN	PI	D		5.1					
						PI	N		0.6					
AUG	No	Time	Flown			PI	NS		2.6					
SEP	No	Time	Flown											
OCT	No	Time	Flown											
NOV	No	Time	Flown											
DEC	No	Time	Flown											
JAN	PC	D		3.0										
FEB	PC	D		1.5										
	PC	NS		3.0										
MAR	PC	NS		3.0										
APR	PC	D		3.0										
MAY	PC	NS		3.0										
JUN	PI	D		3.0										

DA FORM 759-2, SEP 86 APD V1.01

Figure 6-9. Sample DA Form 759-2 consolidation worksheet (rated aviator)

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AIRCRAFT CLOSEOUT SUMMARY (DA FORM 759-1) (RATED AVIATOR)

6-57. Use DA Form 759-1 as a record of flight time by flying duty and flight condition for each aircraft and/or flight simulator an individual flies during the closeout period. Do not prepare DA Form 759-1 for aircraft not flown during the period covered. Table 6-6 contains instructions for completing DA Form 759-1 as an aircraft closeout summary. See samples provided in figures 6-10 through 6-13. General information for completing the aircraft closeout summary follows.

6-58. File DA Form 759-1 with DA Form 759 when an individual's flight record is closed. Type all entries.

6-59. Prepare DA Form 759-1 for each aircraft or simulator listed on the individual's consolidation worksheet (Sections A, B, and C). Total all like entries from the worksheet, by aircraft or flight simulator. Carry the totals forward to DA Form 759-1 when the individual's flight record is closed.

6-60. Number DA Forms 759-1 the same as DA Form 759 and arrange them in the IFRF according to paragraph 6-9. (See figure 6-2.)

Table 6-6. Instructions for completing DA Form 759-1 aircraft closeout summary (rated aviator)

Item	*Instructions*
Note: All required dates will be in the DD MMM YY format. (11 MAR 03)	
Block 1	Enter the chronological sheet number.
Blocks 2 through 5	Enter the appropriate information from blocks 1 through 4 of DA Form 759-2.
Block 6	Enter the aircraft mission, type, design, and series or flight simulator and, if applicable, the seat designation.
Lines 7 through 16 and columns a through j	From the corresponding consolidated DA Form 759-2, total the hours for all like entries according to flying duty and flight condition symbols. Enter the totals, in hours and tenths of hours, on the appropriate line in the correct column.
Notes: 1. NV (night vision) time is no longer tracked and has been deleted from DA Form 759-1. Row 12 is reserved for future use and will remain blank. Time in row 12 was previously moved and added into the times in row 11. 2. TR (terrain) time is no longer tracked as a flight condition according to AR 95-1. Times on line 15 will remain as is.	
Column k	Total the hours across lines 7 through 16 for each flight condition. Enter the totals in hours and tenths of hours in the corresponding lines of column k. Add hours in column k downward and place this total in the block on line 17, column k.
Column l	Enter the sheet number of the previous DA Form 759-1 at the top of this column. Then enter the totals from column m of the previous DA Form 759-1 for the same aircraft mission, type, design, and series or flight simulator and, if applicable, the seat designation.
Column m	Add columns k and l across on lines 7 through 16, and enter the new totals in the corresponding lines of column m (in hours and tenths of hours). Add hours in column m together and place this total in the block on line 19, column m.

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Table 6-6. Instructions for completing DA Form 759-1 aircraft closeout summary (rated aviator)	
Item	***Instructions***
Line 17	Total the hours downward in columns a through j. Enter the totals in hours and tenths of hours, in the corresponding column on line 17.
Note: To check the total, add columns a through j across on line 17. This total should agree with the total of column k on line 17.	
Line 18	Enter the same sheet number at the beginning of this line as that entered at the top of column l. Enter the totals from line 19 of the previous DA Form 759-1 to the corresponding columns on this line.
Line 19	Add lines 17 and 18 downward, and enter the totals in hours and tenths of hours, in the corresponding blocks on this line.
Note: To check the total, add columns a through j across on line 19. This total should agree with the total of column m on line 19.	
Line 20 columns a through j	From the corresponding consolidated DA Form 759-2, total the mission symbols containing combat hours for all like entries, according to flying duty symbols. Enter these totals in the corresponding columns on line 20.
Line 21, columns a through j	From the corresponding consolidated DA Form 759-2, total the mission symbols containing imminent danger hours for all like entries, according to flying duty symbols. Enter these totals in the corresponding columns on line 21.
Lines 20 and 21, column k	Add across columns a through j and enter the total in the corresponding block in lines 20 and 21, column k.
Lines 20 and 21, column l	From the previous DA Form 759-1, enter the totals from lines 20 and 21, column m into the corresponding block in lines 20 and 21, column l.
Lines 20 and 21, column m	Add the totals across in columns k and l and enter the totals into the corresponding block in lines 20 and 21, column m.

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

AIRCRAFT CLOSEOUT SUMMARY

1. Sheet No. 9

2. Name	3. Rank	4. SSN	5. Period	6. Acft/Flt Sim
Brown, Christopher L.	CPT	123-45-6789	1 JUL 02 - 30 JUN 03	AH-64A(BS)

FLIGHT COND SYM	FLYING DUTY SYMBOL a. CP/CD	b. PI/OR	c. PC	d. UT/MO	e. IP/FE	f. IE/FI	g. SP/SI	h. MP	I. ME	J. XP	k. Total This Sheet	l. From Sheet No. 8	m. Total
7. D		5.1	36.7								41.8	121.4	163.2
8. N		0.6	3.8								4.4	12.2	16.6
9. HO\H												1.0	1.0
10. W			6.2								6.2	6.3	12.5
11. NG													
12.													
13. NS		2.6	36.8								39.4	58.9	98.3
14. DG/DS													
15. TR													
16. AA													
17. Total this Sheet		8.3	83.5								91.8		
18. From Sheet No. 8		43.6	156.2									199.8	
19. Total		51.9	239.7										291.6
20. Combat			20.9								20.9		20.9
21. Immi-nent Danger			13.3								13.3		13.3

DA FORM 759-1, JUL 2003 EDITION OF APR 98 IS OBSOLETE APD V1.00

Figure 6-10. Sample AH-64A (BS) DA Form 759-1 aircraft closeout summary (rated aviator)

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

AIRCRAFT CLOSEOUT SUMMARY

1. Sheet No. 9

2. Name	3. Rank	4. SSN	5. Period	6. Acft/Flt Sim
Brown, Christopher L.	CPT	123-45-6789	1 JUL 02 - 30 JUN 03	AH-64A(FS)

FLIGHT COND SYM	FLYING DUTY SYMBOL a. CP/CD	b. PI/OR	c. PC	d. UT/MO	e. IP/FE	f. IE/FI	g. SP/SI	h. MP	I. ME	J. XP	k. Total This Sheet	l. From Sheet No. 8	m. Total
7. D		27.5									27.5	151.6	179.1
8. N		5.5									5.5	63.2	68.7
9. HO\H												5.7	5.7
10. W		2.3									2.3	7.0	9.3
11. NG													
12.													
13. NS		19.2									19.2	98.6	117.8
14. DG/DS													
15. TR													
16. AA													
17. Total this Sheet		54.5									54.5		
18. From Sheet No. 8		326.1										326.1	
19. Total		380.6											380.6
20. Combat		16.8									16.8		16.8
21. Immi-nent Danger		7.1									7.1		7.1

DA FORM 759-1, JUL 2003 EDITION OF APR 98 IS OBSOLETE APD V1.00

Figure 6-11. Sample AH-64A (FS) DA Form 759-1 aircraft closeout summary (rated aviator)

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

AIRCRAFT CLOSEOUT SUMMARY

1. Sheet No. 9

2. Name	3. Rank	4. SSN	5. Period	6. Acft/Flt Sim
Brown, Christopher L.	CPT	123-45-6789	1 JUL 02 - 30 JUN 03	2B40(BS)

FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 8	m. Total
	a. CP/ CD	b. PI/ OR	c. PC	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	I. ME	J. XP			
7. D		3.0	7.5								10.5	36.0	46.5
8. N												1.5	1.5
9. HO\ H													
10. W												3.0	3.0
11. NG													
12.													
13. NS			12.0								12.0	23.0	35.0
14. DG/ DS													
15. TR													
16. AA													
17. Total this Sheet		3.0	19.5								22.5		
18. From Sheet No. 8		22.5	41.0									63.5	
19. Total		25.5	60.5										86.0
20. Combat													
21. Immi-nent Danger													

DA FORM 759-1, JUL 2003 EDITION OF APR 98 IS OBSOLETE APD V1.00

Figure 6-12. Sample 2B40 (BS) DA Form 759-1 aircraft closeout summary (rated aviator)

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

AIRCRAFT CLOSEOUT SUMMARY

1. Sheet No. 9

2. Name	3. Rank	4. SSN	5. Period	6. Acft/Flt Sim
Brown, Christopher L.	CPT	123-45-6789	1 JUL 02 - 30 JUN 03	2B40(FS)

FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 8	m. Total
	a. CP/ CD	b. PI/ OR	c. PC	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	I. ME	J. XP			
7. D		9.0									9.0	37.5	46.5
8. N													
9. HO\ H													
10. W												9.0	9.0
11. NG													
12.													
13. NS		4.5									4.5	36.0	40.5
14. DG/ DS													
15. TR													
16. AA													
17. Total this Sheet		13.5									13.5		
18. From Sheet No. 8		82.5										82.5	
19. Total		96.0											96.0
20. Combat													
21. Immi-nent Danger													

DA FORM 759-1, JUL 2003 EDITION OF APR 98 IS OBSOLETE APD V1.00

Figure 6-13. Sample 2B40 (FS) DA Form 759-1 aircraft closeout summary (rated aviator)

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CLOSEOUT (DA FORM 759) (RATED AVIATOR)

6-61. When closing flight records, prepare DA Form 759 for all individuals on flying status. Detailed instructions for completing DA Form 759 are in table 6-7. At closeout, arrange flight record forms in the DA Form 3513 (IFRF), as shown in figure 6-2. Examples of completed DA Forms 759 are shown in figures 6-14 and 6-15.

6-62. DA Form 759 contains four parts; all parts must be completed and all entries must be typed. The individual's commander must sign and date the form to certify the accuracy of the closeout data. If the individual's commander is not the certifying officer who authorized flight duties on DA Form 7120-R, the certifying officer authorizing flight duties will sign and date the closeout to certify the accuracy of the closeout data.

Table 6-7. Instructions for completing DA Form 759 closeout (rated aviator)

Item	*Instructions*
Part I. Biography/Demographic	
Note: All required dates on all DA Forms 759 will be in the DD MMM YY format (15 JUN 03).	
Block 1	Enter the sheet number.
Block 2	Enter the last name, first name, and middle initial.
Block 3	Enter the rank.
Block 4	Enter the SSN.
Block 5	Enter the period covered.
Block 6	Enter the date of birth.
Block 7	Enter the aviation service entry date (the date the aviator received his initial aeronautical certification orders or certificate of completion and aviator wings).
Block 8	Enter the branch of service.
Block 9	Enter the component designation, as shown in table 6-9.
Block 10	Enter the unit of assignment.
Block 11	Enter the duty military occupational specialty (MOS). The duty MOS may be obtained from the unit S1 section or modification table of organization and equipment/table of distribution and allowances (MTOE/TDA). DA Pam 600-3 also lists commissioned officer MOSs and DA Pam 600-11 lists MOSs for warrant officers.
Block 12	Enter the assigned duty position.
Block 13	Indicate if the individual is in an operational flying duty position (yes or no). If yes, place date assigned to that position in block.
Part II. Flight Hours	
Section A. Qualifications	
Column a	***Aircraft.*** The specific DOD aircraft in which the individual is qualified to operate (regardless of whether the individual currently flies) in order by date the individual qualified. The aircraft will be listed by mission, type, design, and series. For each aircraft in which the individual has logged time while using a night vision device (NVD) or system (NVS), enter NS on the line directly below the aircraft entry in which the NVD or NVS time was logged.

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Table 6-7. Instructions for completing DA Form 759 closeout (rated aviator)	
Item	***Instructions***
	Compatible Flight Simulator. List, in the same order as the aircraft, the compatible flight simulator the individual has flown. (AR 95-1 lists the compatible flight simulators.) Leave a blank line between aircraft and flight simulator listings. ***Other Flight Simulators***. List any other flight simulators the individual has flown that are not compatible with the aircraft operated. ***Other Aircraft***. Any aircraft flown in which the individual is not qualified to operate and for which a DA Form 759-1 has been completed will be listed following the other flight simulators category. List this time as "RW" for rotary wing or "FW" for fixed wing. Also, list time flown in aircraft that have been removed from the Army inventory under this category. Leave a blank line between flight simulator and other aircraft listings.
Column b	Transcribe, from the previous DA Form 759 closeout, the date the aviator qualified in the aircraft and/or NVD or NVS listed. Also, enter the date of any new qualifications and a corresponding comment in Part IV. Leave this column blank for flight simulators and aircraft designated as “Other Aircraft.”
Note: Obtain the dates for new aircraft and NVD or NVS qualification from the aviator’s aircrew training record.	
Column c	Enter the date the individual completed his most recent flight in the aircraft or simulator and the NVD or NVS used (information from DA Form 759-2, temporary worksheet). Leave this column blank for aircraft designated as “Other Aircraft.”
Column d	***Aircraft (in which qualified).*** Enter the total hours flown from line 19, column m, of each DA Form 759-1 on the line that corresponds to the aircraft flown. ***NS.*** Enter the total hours flown from lines 11, 13, and 14, column m, of each DA Form 759-1 on the line that corresponds to the NVD or NVS used. (The totals under NS tell the commander that, of the total hours flown in an aircraft, this many NVD or NVS hours have been flown. These hours will not be included when the total number of flight hours is calculated for the period.) ***Compatible Flight Simulator***. Enter the total hours flown from line 19, column m, of each DA Form 759-1 on the line that corresponds to the flight simulator flown. ***Other Aircraft (not qualified or retired from Army inventory).*** Add from DA Form 759-2 any hours flown in an aircraft the individual is not qualified in to the RW or FW time (Part II, Column a) of the previous DA Form 759. Enter the total hours flown.
Notes: 1. When the aviator becomes qualified in the aircraft, subtract hours previously logged in the flight records under “FW” or “RW” from that category at the next closeout and enter as indicated above as a qualified aircraft. 2. When aircraft are removed from the Army inventory, update DA Form 759 at the next closeout. Remove those aircraft from Part II, Section A. Total hours and add to either “FW” or “RW,” as noted under “Other Aircraft” above. Do not add time to historical hours.	
Columns e through n	Enter the total hours flown from line 19, columns a through j, of each DA Form 759-1 in the blocks that correspond to the duty position and aircraft or flight simulator flown. Ensure you carry forward aircraft and simulators from previous DA Forms 759 that were not flown during current period.

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Table 6-7. Instructions for completing DA Form 759 closeout (rated aviator)	
Item	***Instructions***
Section B. Total Hours	
Note: Section B is a compilation of total aircraft time and does not include flight simulator time. NS time is a part of each respective airframe total hours; therefore, NS time from Part II, Section A, column d, is not added to obtain total hours. Blocks in Section B are updated at each closeout of the individual's flight records. Block g, "Historical Hours," is never updated and always remains the same.	
Block a	Enter the cumulative totals of combat hours flown from all DA Forms 759-1, line 20, column m. (The total in this block will be updated each closeout only if combat time was flown during the period covered.)
Block b	Enter the cumulative totals of imminent danger hours flown from all DA Forms 759-1, line 21, column m. (The total in this block will be updated each closeout only if imminent danger time was flown during the period covered.)
Blocks c and e	The operations officer will verify new civilian flight hours from civilian logbooks. Once verified, add these hours to the total entered on the previous DA Form 759. Explain the verification and the change in hours in Part IV, Remarks.
Block d	Add all military rotary-wing aircraft totals, to include RW, in Section A, column d, and enter the total in this block. Do not include NS or flight simulator time.
Block f	Add all military fixed-wing aircraft totals, to include FW, in Section A, and enter the total in this block. Do not include NS or flight simulator time.
Block g	Transcribe the historical hours from the previous DA Form 759 closeout to this block. The historical hours block is used to track time prior to 1987 when the change in format of DA Form 759-series became effective.
Block h	Add the hours in blocks c through g and enter the total in hours and tenths of hours in this block.
Page 2, DA Form 759, Blocks 1 through 5	Transcribe information from Part I, blocks 1 through 5 to this section.
Part III. Aircrew Training Program (ATP)	
Note: ATP requirements include hours, tasks, and iterations identified in the appropriate aircrew training manuals, readiness level progression, and the APART. Failure of an individual to complete any portion of the ATP requires a comment in Part IV, Remarks. The individual's DA Form 7120-R (CTL), with enclosures, will be used to assist the flight records clerk with the completion of this section.	
Block 1	Enter flight activity category (FAC).
Note: TC 1-210 defines the three flight activity categories.	
Block 2	For maintenance test pilots (MP, ME), enter the most recent date of the maintenance test pilot's flight evaluation/re-evaluation.
Block 3	Enter the date of the most recent flight physical. If the individual is on a 30-day extension, use the date from the previous DA Form 759 and make the appropriate remark in Part IV. On the next closeout, annotate in Part IV when the flight physical was completed. The physical examination is an annual requirement according to AR 95-1 and is not considered part of the APART.
Blocks 4 and 5	Enter the date of the most recent training, if applicable.

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Table 6-7. Instructions for completing DA Form 759 closeout (rated aviator)	
Item	***Instructions***
Block 6	Enter the date the individual completed all APART requirements. (This will be the latest date that corresponds to the standardization flight evaluation [Block 9], instrument evaluation [Block 10], or -10 test, which is not shown on the reverse of DA Form 759).
Note: If the individual fails to complete the APART successfully, leave block 6 blank and enter the appropriate comment in Part IV.	
Block 7	Enter the primary aircraft mission symbol, type, design and series. If applicable enter seat designation (FS, BS).
Block 8	Enter the appropriate readiness level for the individual's primary aircraft.
Block 9	Enter the date of the most recent standardization flight evaluation for the individual's primary aircraft, if applicable.
Block 10	Enter the date of the most recent instrument evaluation for the individual's primary aircraft.
Block 11	Enter the individual's alternate aircraft, if designated. (For example, if the aviator's primary aircraft is rotary wing, his alternate aircraft would be fixed wing if he were rated in both fixed and rotary wing aircraft. If not rated in both, leave blank.)
Block 12	Enter the appropriate readiness level for the individual's alternate aircraft, if designated.
Block 13	Enter the date of the most recent standardization flight evaluation for the individual's alternate aircraft, if designated.
Block 14	Enter the date of the most recent instrument evaluation for the aviator's alternate aircraft, if designated.
Block 15	Enter the individual's additional aircraft, if designated.
Block 16	Enter the appropriate readiness level for the individual's additional aircraft, if designated.
Block 17	Enter the date of the most recent standardization flight evaluation for the individual's additional aircraft, if designated.
Note: If the individual has more than one alternate or additional aircraft designated, list second and subsequent entries, in Part IV in the same format as the corresponding categories in Part III.	
Part IV. Remarks	
Enter a historical narrative of the individual's flying status, qualifications, and proficiency if they are not stated elsewhere on the form. Use the remarks in table 6-8 to ensure consistency.	
Commander's signature and date	The individual's commander must sign and date the form to certify the accuracy of the closeout data. If the individual's commander is not the certifying officer who authorized flight duties on DA Form 7120-R, the certifying officer authorizing flight duties will sign and date the closeout to certify the accuracy of the closeout data.
Notes: 1. Commander's signature block contains name, rank, and branch only. 2. For ARNG and U.S. Army Reserves only, the commander's designated representative may sign the commander's block.	

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6-63. Mandatory and standard remarks used to complete DA Form 759, Part IV are given in table 6-8.

Table 6-8. Examples of mandatory and standard remarks (rated aviator)
MANDATORY REMARKS
Note: The following remarks are mandatory for every closeout.
1. Records closed (date) (reason).
2. Aviator has completed _____ months of total operational flying duty credit.
Note: Aviator's TOFDC can be verified by requesting a copy of his officer records brief (ORB) through the unit S1 section.
3a. Aviator has completed ATP requirements.
3b. Aviator has not completed ATP requirement(s). (Explain what ATP requirements have not been completed and the actions that have been taken.)
3c. Aviator has no ATP requirements due to _____. (State reasons individual has no requirements.)
Note: When an individual completes or fails to complete ATP requirements, a remark will be annotated on the next DA Form 759 closeout of the result as shown below.
3d. Aviator completed previous ATP requirements on (date).
3e. Previous ATP requirements waived by (as appropriate) commander on (date).
3f. Aviator failed to complete ATP requirements within the additional timeframe. (State action(s) taken.)
STANDARD REMARKS
Note: When a standard remark applies to a closeout, that remark becomes mandatory. If a situation arises that is not explained in a standard remark, it will be explained in easy-to-understand language.
1. Aviator is temporarily suspended from flying duty from (date) to (date) because of (reason). (This usually is used to explain temporary medical grounding, but may be used for other reasons.)
2. Aviator awarded senior or master aviator badge under provisions of (issuing authority), (date).
3. Aviator completed (type) night vision goggles (NVG) training on (date).
4. Aviator qualified in (mission, type, design, and series) aircraft on (date). Added (number) hours to this aircraft previously logged under "RW" (or FW) time on DA Form 759.
5. Aviator has successfully completed the U.S. Navy Underwater Egress 9D5A Device Training conducted at (location) on (date).
6. Error sheet (sheet #), Part (part #) (give a detailed description of the error) is incorrect. Reads "(say what is incorrect)," should read "(enter corrected data)." Corrected this sheet.
7. Logging of combat or imminent danger time is authorized under provisions of (issuing authority), (date).
Note: This remark will be used only when adjustments to combat (C) or imminent danger (D) time have been made for the closeout period.
8. Aviator completed, disqualified from, or relieved from (type of aviation course) on (date).
9. Violation of (regulation) on (date). (Briefly describe the violation and the action taken.)
10. Aviator involved in (Class A, B, or C) accident on (date) in (type of aircraft) as (pilot duty station).

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Table 6-8. Examples of mandatory and standard remarks (rated aviator)
Note: If the accident classification is upgraded or downgraded, an entry will be made on the next closeout to reflect the change.
11. Aviator has completed aircrew coordination training on (date) according to U.S. Army Aviation Center (USAAVNC) Aircrew Coordination Exportable Training Package. 12. Aviator reassigned under provisions (issuing authority) orders number____, dated_____. Reassigned to (unit and station). 13. Medical waiver granted effective (date) for (summarize medical condition waived). 14. Aviator must wear corrective lenses when performing duties as a crewmember. 15. Suspension from flying duty on (date) under provisions (authority) for (purpose). 16. Aviator placed before a flying evaluation board for (reason) on (date). (State determination of board.) 17. Operations officer verified (number) hours of civilian (fixed- or rotary-wing) hours flown from (date) to (date). 18. Added (number) hours to “RW” (or FW) time on DA Form 759. (Aircraft) removed from the Army inventory effective (date). 19. Flight record lost on (date). (Enter action to locate missing records) Records reconstructed from ____ on (date). 20. (Aircraft) designated as individual’s second (third and so on) additional aircraft effective (date). 21. Aviator has completed initial physiological training prescribed in FM 3-04.301 including hypobaric (low-pressure/high-altitude) chamber qualification on (date). 22. Aviator has completed refresher physiological training including hypobaric (low-pressure/high-altitude) chamber qualification on (date).

6-64. Table 6-9 shows the service component designations for Part I, block 9.

Table 6-9. Service component category codes

Code	*Component*
RA	Regular Army.
USAR	United States Army Reserve.
ARNG	Army National Guard.
DAC	Department of the Army civilian employed for flying in military aircraft.
CIV	Civilian employed by contractor for flying duty in Army aircraft under a specific contract.
FGN	Foreign military student or rated pilot.
OTHER	All other components.

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

PART I. BIO/DEMOGRAPHIC

1. Sheet No. 9			
2. Name: Brown, Christopher L.	3. Rank: CPT	4. SSN: 123-45-6789	
5. Period: 1 JUL 02 - 30 JUN 03	6. DOB: 1 JUN 75	7. ASED: 21 SEP 97	8. Branch: AV
9. Component: RA	10. Unit: A Co, 4th Bn, 229th Avn Regt, APO AE 09140		11. DMOS: 15A
12. Duty Position: Company Commander	13. Operational Position: Yes 15 MAR 01		

PART II. FLIGHT HOURS
SECTION A. QUALIFICATIONS

a. Acft System	b. Date Qual	c. Last Flight	d. Total Time	e. CP/CE	f. PI/OR	g. PC	h. UT/MO	i. IP/FE	j. IE/FI	k. SP/SI	l. MP	m. ME	n. XP
TH-67A	10 OCT 97	10 OCT 97	34.0		34.0								
AH-64A(BS)	13 MAR 98	24 JUN 03	291.6		51.9	239.7							
NS	13 MAR 98	24 JUN 03	98.3										
AH-64A(FS)	13 MAR 98	26 JUN 03	380.6		380.6								
NS	13 MAR 98	15 JUN 03	117.8										
2B40(BS)		3 JUN 03	86.0		25.5	60.5							
2B40(FS)		9 APR 03	96.0		96.0								

SECTION B. TOTAL HOURS

a. Combat: 37.7	b. Imminent Danger: 20.4	c. Civilian RW	e. Military RW: 706.2
e. Civilian FW: 40.0	f. Military FW	g. Historical Hours	h. Total Hours: 746.2

DA FORM 759, JUL 2003 EDITION OF APR 98 IS OBSOLETE APD V1.00

Figure 6-14. Sample DA Form 759 closeout (rated aviator)

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INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE -- ARMY For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.			1. Sheet No. 9
2. Name Brown, Christopher L.	3. Rank CPT	4. SSN 123-45-6789	5. Period 1 JUL 02 - 30 JUN 03

PART III. ATP

1. FAC	2. MTFE	3. Phys Exam	4. Ejection Seat	5. Alt Chamber	6. APART Completed
1		18 JUN 03			24 JUN 03

7. Primary Acft	8. RL	9. Std Flt Eval	10. Inst Eval
AH-64A(BS)	1	12 JUN 03	24 JUN 03
11. Alternate Acft	12. RL	13. Std Flt Eval	14. Inst Eval
15. Additional Acft	16. RL	17. Std Flt Eval	
AH-64A(FS)	1	5 JUN 03	

PART IV. REMARKS

1. Records closed 30 JUN 03 for annual birth month closeout.
2. Aviator has completed 105 months Total Operational Flying Duty Credit.
3. Aviator has completed ATP requirements.
4. Logging of Imminent Danger time is authorized under provisions of HQDA message 02-07-056, DTD 151300ZJUL02.
5. Logging of Combat time is authorized under provisions of HQDA message 02-09-011, DTD 111500ZSEP02.
6. Error sheet 7, Part II, Section A, Block b, Lines 2 and 3 (AH-64A(BS) and NS) are incorrect. Reads "1 MAR 98", should read "13 MAR 98". Corrected this sheet.
7. Operations Officer verified 40.0 civilian fixed-wing hours from 15 APR 00 to 12 JAN 01.

Commander's Typed Name, Rank, Branch	Signature	Date
DERYK E. STEINERT LTC, AV		7 JUL 03

DATA REQUIRED BY THE PRIVACY ACT OF 1974

1. **AUTHORITY:** Section 301, 5 U.S.C.; Section 3013, 10 U.S.C.: E.O. 9397
2. **PURPOSE:** To record the flying experience and qualification data of each aviator, crew member, noncrew-member, and flight surgeon in aviation service.
3. **ROUTINE USE:** DA Forms 759, 759-1, and 759-3 (Individual Flight Record and Flight Certificate-Army); DA Form 4186 (Medical Recommendations for Flying Duty); and DA Form 4187 (Personnel Action) requesting routine actions may be disclosed to the Federal Aviation Administration, the National Transportation Safety Board, or official aircraft accident investigation teams upon request.
4. **DISCLOSURE:** Disclosure of the SSN for the aviator, crew member, noncrew-member, or flight surgeon is voluntary; However failure to provide the information requested may result in an unnecessary delay when processing personal actions.

DA FORM 759 (BACK), JUL 2003 APD V1.00

Figure 6-15. Sample DA Form 759 closeout (rated aviator)

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SECTION III – CREWMEMBER/NONCREWMEMBER

TEMPORARY WORKSHEET (DA FORM 759-3) (CREWMEMBER/NONCREWMEMBER)

6-65. The flight record and flight pay worksheet (DA Form 759-3) is used as both a temporary worksheet and a consolidation worksheet for flights performed by a crewmember/noncrewmember (CRM/NCRM). It incorporates the requirements in AR 37-104-4 to help flight records personnel manage monthly flight requirements for entitlement to HDIP. Table 6-10 contains instructions for completing DA Form 759-3 as a temporary worksheet. Figure 6-16 shows a sample temporary worksheet. The following are general instructions.

6-66. Take information for the temporary worksheet from DA Forms 2408-12. A single line may be used when the date, aircraft, flying duty symbol, and mission symbol are the same. The hours flown for these like entries may be combined or listed as separate entries. When any of this information is not the same, use a separate line.

6-67. Make as many entries on the form as space allows for daily use. A new form for each month is not required. Leave a blank line after each month's entries.

6-68. Enter flight time with pencil, in hours and tenths of hours.

6-69. For the months in which no hours were recorded, enter the month in column a and the comment "No Time Flown" across columns b through d.

6-70. Do not file the temporary worksheet with DA Form 759, DA Form 759-1, and DA Form 759-3 when the crewmember/ noncrewmember's flight records are closed. The unit commander or operations officer determines how long the worksheets are retained (90 days are recommended).

6-71. Initiate a new temporary worksheet each time the flight records are closed.

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Table 6-10. Instructions for completing DA Form 759-3 temporary worksheet (CRM/NCRM)	
Item	***Instructions***
Note: All required dates will be in the DD MMM YY format (11 MAR 03).	
Block 1	Leave blank (sheet number not required).
Block 2	Enter the last name, first name, and middle initial.
Block 3	Enter the rank.
Block 4	Enter the SSN.
Block 5	Enter the period covered (DD MMM YY—leave end date open until closeout).
Block 6	Enter the type of flying status (CRM/NCRM).
Block 7	Enter the effective date from the flight orders.
Column a	Enter the date of flight. The first entry will be the month, followed by the day in the space underneath. (See figure 6-16.)
Column b	Enter the aircraft mission, type, design, and series recorded on DA Form 2408-12.
Column c	Enter the flying duty symbol recorded on DA Form 2408-12.
Column d	Enter the flight condition symbol recorded on DA Form 2408-12.
Column e	Enter the mission symbol recorded on DA Form 2408-12.
Note: Mission symbols are necessary to ensure the hours recorded on DA Form 2408-12 are consistent with the duties performed as described in the original flight orders. ***Example:*** A maintenance supervisor should not expect HDIP for hours logged with a mission symbol other than “F.” (See AR 600-106.)	
Column f	Enter the hours flown in hours and tenths of hours.
Column g through k,	Leave blank. These blocks will be completed at the end of the month on the consolidation worksheet.
Blocks 8 through 16	Leave blank.

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

FLIGHT RECORD AND FLIGHT PAY WORK SHEET

1. Sheet No.

2. Name: Capece, Scott A.

3. Rank: CPT

4. SSN: 456-78-9123

5. Period: 1 MAR 03 - 30 NOV 03

6. Flying Status: CRM

7. Effective Date: 1 MAR 03

Date/ Month	Acft	Flying Duty Sym	Fit Cond Sym	Msn Sym	Hours Flown	Entitle-ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks
								This Month	Accum	
a	*b*	*c*	*d*	*e*	*f*	*g*	*h*	*i*	*j*	*k*
MAR										
7	UH-60A	MO	N	T	1.9					
18	UH-60A	MO	D	T	4.4					
27	CH-47D	MO	D	T	1.7					
APR										
13	CH-47D	MO	D	T	2.0					
26	CH-47D	MO	D	T	1.9					
MAY	No	Time	Flown							
JUN										
2	UH-60A	MO	D	T	2.8					
14	CH-47D	MO	N	T	2.7					
21	CH-47D	MO	D	T	1.5					
27	UH-60A	MO	D	T	1.2					
JUL	No	Time	Flown							
AUG										
12	UH-60A	MO	D	T	2.7					
21	CH-47D	MO	N	T	1.5					
SEP	No	Time	Flown							
OCT										
15	UH-60A	MO	D	T	6.3					
NOV										
2	CH-47D	MO	N	T	4.8					

Total Hours This Sheet	8.	Hours From Sheet No.	11.	Total Hours to Date	14.
Total Combat Hours This Sheet	9.	Combat Hours From Sheet No.	12.	Total Combat Hours to Date	15.
Total Imminent Danger Hours This Sheet	10.	Imminent Danger Hours From Sheet No.	13.	Total Imminent Danger Hours to Date	16.

DA FORM 759-3, AUG 93 EDITION OF AUG 92 IS OBSOLETE APD V2.00

Figure 6-16. Sample DA Form 759-3 temporary worksheet (flight surgeon)

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CONSOLIDATION WORKSHEET (DA FORM 759-3) (CREWMEMBER/ NONCREWMEMBER)

6-72. The flight record and flight pay worksheet (DA Form 759-3) will also be used as the consolidation worksheet for flights performed by a crewmember/noncrewmember. Table 6-11 contains instructions for completing DA Form 759-3 as a consolidation worksheet. Figures 6-17, 6-25, and 6-26 show examples of consolidation worksheets. The following is general information for completing the consolidation worksheet.

6-73. File DA Form 759-3 consolidated worksheet with DA Form 759 and DA Form 759-1 when an individual's flight records are closed.

6-74. Number the consolidated worksheet the same series as the DA Form 759. For example, if this is the fifth closeout, label the consolidated worksheet sheet number 5.

6-75. Maintain DA Form 759-3 and calculate flight entitlements throughout the period. When the flight records are closed, type the information in the form using the temporary worksheets that pertain to the period covered and the previous DA Form 759-3 consolidation worksheet or worksheets.

6-76. For each month, consolidate the time by aircraft, flying duty symbol, flight condition symbol and, for any combat or imminent danger entries, mission symbol. Enter the total time in hours and tenths of hours.

6-77. Type all entries. Make as many entries to the form as space allows. Leave a blank line after each month's entries.

6-78. For the months in which no hours were recorded, enter the month in column a and the comment "No Time Flown" across columns b through d.

Table 6-11. Instructions for completing DA Form 759-3 consolidation worksheet (CRM/NCRM)

Item	*Instructions*
Note: All required dates will be in the DD MMM YY format (11 MAR 03).	
Block 1	Enter the chronological sheet number.
Blocks 2 through 7	Transcribe information to these blocks from the individual's temporary worksheet.
Column a	Enter the month that covers each set of entries to be consolidated from the temporary worksheet.
Columns b through f	At the end of each month, total the number of hours flown for each group of like flights from the temporary worksheet or worksheets. Enter the totals in these columns. Column e will be filled out only if it pertains to the mission symbols containing a "C" or "D."
Column g	For each month in which the minimum flight requirements have been met, enter "Yes." If the flight requirements have not been met and excess hours are not sufficient to meet these requirements, enter "No."
Note: Excess time from the previous 5 months starting with the fifth previous month may be used to qualify for entitlement of HDIP for the month in which minimum hours were not met. If time cannot be recovered from the previous 5 months, a 3-month grace period will start. (Refer to DODFMR 7000.14-R, Volume 7A for further information on 90-day grace periods.)	

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Table 6-11. Instructions for completing DA Form 759-3 consolidation worksheet (CRM/NCRM)	
Item	***Instructions***
Column h	Leave blank if individual qualified for HDIP during that month. If excess hours are needed to qualify for entitlement to HDIP, enter the month or months and the number of excess hours used from each month to meet that requirement.
Column i	Enter any excess flight time, in hours and tenths of hours, for the current month. If there is no excess time, leave blank.
Column j	Enter any accumulated excess flight time, in hours and tenths of hours. Determine accumulated hours as follows: 1) If column i is used, add it to the previous month's accumulated time. If there is any excess time remaining from the fifth previous month, subtract it from the new total. 2) If column h is used, subtract the amount used from the previous month's accumulated time. If there is any excess time remaining from the fifth previous month, subtract it from the new total. 3) If columns h and i are not used, subtract any excess time remaining from the fifth previous month from the previous month's accumulated time.
Note: This block is used to quickly determine an individual's amount of excess time available for the next month.	
Column k	Explain any adjustments made to the total in column j. Use "for" to note hours used for another month. Use "from" to note where hours are taken from to be used this month and to note that excess time from the fifth previous month, which can no longer be used, has been subtracted. (See examples in figures 6-17, 6-25, and 6-26) Also, explain any temporary restriction from flying duty in which flight hours or entitlement is affected.
Note: It is not necessary to list hours brought forward from previous closeouts in column k. Instead, add these hours to column j, as necessary. (See figure 6-25 for an example of carrying hours forward from a previous closeout.)	
Block 8	Total the hours in column f, and enter the total in this block.
Note: When the consolidation worksheet requires two or more pages, place the cumulative total in block 8 of the last sheet.	
Block 9	Total the hours in column f with the mission symbols containing a "C" (combat) and place total in this block.
Block 10	Total the hours in column f with the mission symbols containing a "D" (imminent danger) and place total in this block.
Block 11	Enter the total hours from block 14 of the previous consolidated DA Form 759-3. Indicate the sheet number of the previous consolidated DA Form 759-3 in the space provided.
Block 12	Enter the total hours from block 15 of the previous consolidated DA Form 759-3. Indicate the sheet number of the previous consolidated DA Form 759-3 in the space provided.
Block 13	Enter the total hours from block 16 of the previous consolidated DA Form 759-3. Indicate the sheet number of the previous consolidated DA Form 759-3 in the space provided.
Block 14	Add block 8 to block 11. Enter the total in hours and tenths of hours.
Block 15	Add block 9 to block 12. Enter the total in hours and tenths of hours.
Block 16	Add block 10 to block 13. Enter the total hours and tenths of hours.

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

FLIGHT RECORD AND FLIGHT PAY WORK SHEET			1. Sheet No. 5
2. Name Capece, Scott A.		3. Rank CPT	4. SSN 456-78-9123
5. Period 1 MAR 03 - 30 NOV 03		6. Flying Status CRM	7. Effective Date 1 MAR 03

Date/ Month	Acft	Flying Duty Sym	Fit Cond Sym	Msn Sym	Hours Flown	Entitle-ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks
								This Month	Accum	
a	*b*	*c*	*d*	*e*	*f*	*g*	*h*	*i*	*j*	*k*
MAR	UH-60A	MO	N		1.9	YES		4.0	4.0	-0.1 for APR
	UH-60A	MO	D		4.4					-3.9 for MAY
	CH-47D	MO	D		1.7					
APR	CH-47D	MO	D		3.9	YES	MAR 0.1		3.9	
MAY	No	Time	Flown			YES	MAR 3.9		0.0	
							JUN 0.1			
JUN	UH-60A	MO	D		4.0	YES		4.2	4.1	-0.1 for MAY
	CH-47D	MO	N		2.7					-4.0 for JUL
	CH-47D	MO	D		1.5					
JUL	No	Time	Flown			YES	JUN 4.0		0.1	
AUG	UH-60A	MO	D		2.7	YES		0.2	0.3	
	CH-47D	MO	N		1.5					
SEP	No	Time	Flown			NO			0.3	
OCT	UH-60A	MO	D		6.3	YES		2.3	2.6	
NOV	CH-47D	MO	N		4.8	YES		0.8	3.3	-0.1 from JUN

Total Hours This Sheet	8. 35.4	Hours From Sheet No. 4	11. 246.5	Total Hours to Date	14. 281.9
Total Combat Hours This Sheet	9.	Combat Hours From Sheet No.	12.	Total Combat Hours to Date	15.
Total Imminent Danger Hours This Sheet	10.	Imminent Danger Hours From Sheet No.	13.	Total Imminent Danger Hours to Date	16.

DA FORM 759-3, AUG 93 **EDITION OF AUG 92 IS OBSOLETE** APD V2.00

Figure 6-17. Sample DA Form 759-3 consolidated worksheet (flight surgeon)

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AIRCRAFT CLOSEOUT SUMMARY (DA FORM 759-1) (CREWMEMBER/NONCREWMEMBER)

6-79. Use DA Form 759-1 as a record of flight time, by flying duty and flight condition, for each aircraft (and/or flight simulator for flight surgeons) in which an individual performs duties during the closeout period. Table 6-12 provides detailed instructions. See figures 6-18, 6-19, and 6-24 for examples. The following are general instructions for completing the aircraft closeout summary.

6-80. File DA Form 759-1 with a DA Form 759 when an individual's flight record is closed. Type all entries.

6-81. Prepare DA Form 759-1 for each aircraft (and/or flight simulator for flight surgeons) listed on the individual's DA Form 759-3 consolidation worksheet. Total all like entries from the worksheet, by aircraft. Carry the totals forward to DA Form 759-1 when the individual's flight record is closed.

6-82. Number DA Forms 759-1 the same as DA Form 759 and arrange them in the IFRF according to paragraph 6-9. (See figure 6-2.)

Table 6-12. Instructions for completing DA Form 759-1 aircraft closeout summary (CRM/NCRM)

Item	*Instructions*
Note: All required dates will be in the DD MMM YY format (11 MAR 03).	
Blocks 1 through 5	Enter the appropriate information from blocks 1 through 5 of DA Form 759-3, consolidated worksheet.
Block 6	Enter the aircraft mission, type, design, and series.
Lines 7 through 16 and columns a through g	From the corresponding consolidated DA Form 759-3, total the hours for all like entries according to flying duty and flight condition symbols. Enter the totals in hours and tenths of hours on the appropriate line in the correct column.
Notes: 1. Columns c and h through j are reserved for aviators. 2. HO (Hands-On) and TR (Terrain) time are no longer logged on DA Form 2408-12 or DA Form 759-1 as a flight condition, according to AR 95-1. Previous time logged on lines 9 and 15 of DA Form 759-1 will remain as is. 3. NV (Night Vision) time is no longer tracked and has been deleted from DA Form 759-1. Row 12 will remain blank, reserved for future use. Time in row 12 was previously moved and added into the times in row 11.	
Column k	Total the hours across lines 7 through 16 for each flight condition, and enter the totals in hours and tenths of hours in the corresponding lines of column k. Add hours in column k downward, and place this total in the block on line 17, column k.
Column l	Enter the sheet number of the previous DA Form 759-1 at the top of this column. Then enter the totals from column m of the previous DA Form 759-1 for the same aircraft mission, type, design, and series or flight simulator.
Column m	Add columns k and l across on lines 7 through 16, and enter the new totals in the corresponding lines of column m (in hours and tenths of hours). Add hours in column m together and place this total in the block on line 19, column m.
Line 17	Total the hours downward in columns a through g. Enter the totals in hours and tenths of hours in the corresponding column on line 17.

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Table 6-12. Instructions for completing DA Form 759-1 aircraft closeout summary (CRM/NCRM)	
Item	***Instructions***
Note: To check the total, add columns a through g across on line 17. This total should agree with the total of column k on line 17.	
Line 18	Enter the sheet number (same as that entered at the top of column l) at the beginning of this line. Enter the totals from line 19 of the previous DA Form 759-1 to the corresponding columns of this line.
Line 19	Add lines 17 and 18 downward, and enter the totals (in hours and tenths of hours) in the corresponding blocks on this line.
Note: To check the total, add columns a through g across on line 19. This total should agree with the total of column m on line 19.	
Line 20, columns a through g	From the corresponding consolidated DA Form 759-3, total the mission symbols containing combat hours for all like entries, according to flying duty symbols. Enter these totals in the corresponding columns on line 20.
Line 21, columns a through g	From the corresponding consolidated DA Form 759-3, total the mission symbols containing imminent danger hours for all like entries, according to flying duty symbols. Enter these totals in the corresponding columns on line 21.
Lines 20 and 21, column k	Add across columns a through g and enter the total in the corresponding block in lines 20 and 21, column k.
Lines 20 and 21, column l	From the previous DA Form 759-1, enter the totals from lines 20 and 21, column m into the corresponding block in lines 20 and 21, column l.
Lines 20 and 21, column m	Add the totals across in columns k and l and enter the totals into the corresponding block in lines 20 and 21, column m.

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

AIRCRAFT CLOSEOUT SUMMARY

1. Sheet No. 5

2. Name	3. Rank	4. SSN	5. Period	6. Acft/Flt Sim
Capece, Scott A.	CPT	456-78-9123	1 MAR 03 - 30 NOV 03	UH-60A

FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 4	m. Total
	a. CP/ CD	b. PI/ OR	c. PC	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	I. ME	J. XP			
7. D				17.4							17.4	98.9	116.3
8. N				1.9							1.9	64.3	66.2
9. HO\ H													
10. W													
11. NG													
12.													
13. NS													
14. DG/ DS													
15. TR													
16. AA													
17. Total this Sheet				19.3							19.3		
18. From Sheet No. 4				163.2								163.2	
19. Total				182.5									182.5
20. Combat													
21. Immi-nent Danger													

DA FORM 759-1, JUL 2003 EDITION OF APR 98 IS OBSOLETE APD V1.00

Figure 6-18. Sample UH-60A DA Form 759-1 aircraft closeout summary (flight surgeon)

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

AIRCRAFT CLOSEOUT SUMMARY

1. Sheet No. 5

2. Name	3. Rank	4. SSN	5. Period	6. Acft/Flt Sim
Capece, Scott A.	CPT	456-78-9123	1 MAR 03 - 30 NOV 03	CH-47D

FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 4	m. Total
	a. CP/ CD	b. PI/ OR	c. PC	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	I. ME	J. XP			
7. D				7.1							7.1	56.2	63.3
8. N				9.0							9.0	27.1	36.1
9. HO\ H													
10. W													
11. NG													
12.													
13. NS													
14. DG/ DS													
15. TR													
16. AA													
17. Total this Sheet				16.1							16.1		
18. From Sheet No. 4				83.3								83.3	
19. Total				99.4									99.4
20. Combat													
21. Immi-nent Danger													

DA FORM 759-1, JUL 2003 EDITION OF APR 98 IS OBSOLETE APD V1.00

Figure 6-19. Sample CH-47D DA Form 759-1 aircraft closeout summary (flight surgeon)

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CLOSEOUT (DA FORM 759) (CREWMEMBER/NONCREWMEMBER)

6-83. Prepare a DA Form 759 when closing flight records of all individuals on flying status. Detailed instructions for completing DA Form 759 are in table 6-13. At closeout, arrange flight record forms in the DA Form 3513 (IFRF), as shown in figure 6-2. Examples of completed DA Forms 759 are shown in figures 6-20 and 6-21. Figures 6-22 through 6-26 show an example of a completed closeout for a crewmember.

6-84. DA Form 759 contains four parts; complete all parts. Type all entries. The DA Form 759 must be signed by the individual's unit commander to be valid.

6-85. Mandatory and standard remarks used to complete Part IV of DA Form 759 are given in table 6-14.

6-86. Table 6-9 shows the service component designations for Part I, block 9.

Table 6-13. Instructions for completing DA Form 759 closeout (CRM/NCRM)

Item	*Instructions*
Part I. Biography/Demographic	
Note: All required dates on DA Form 759 will be in the DD MMM YY format (15 JUN 03).	
Block 1	Enter the sheet number.
Block 2	Enter the last name, first name, and middle initial.
Block 3	Enter the rank.
Block 4	Enter the SSN.
Block 5	Enter the period covered.
Block 6	Enter the date of birth.
Block 7	Enter the date the individual was awarded his original aviation badge (or flight surgeon badge) from the individual's basic aviation badge orders, maintained in the orders section in the IFRF. Operations personnel will use this date to determine eligibility for senior and master aviation badges.
Block 8	For flight surgeons and other officers, enter the branch of service. For all others, leave blank.
Block 9	Enter the component designation, as shown in table 6-9.
Block 10	Enter the unit of assignment.
Block 11	Enter the duty military occupational specialty (MOS). The duty MOS may be obtained from the unit S1 section or modification table of organization and equipment/table of distribution and allowances (MTOE/TDA).
Block 12	Enter the assigned duty position.
Block 13	Leave blank.
Part II. Flight hours	
Section A. Qualifications	
Column a	***Aircraft.*** Enter the specific DOD aircraft in which the individual is qualified to perform duties (regardless of whether the individual currently flies) in order by date the individual qualified. List the aircraft by mission, type, design, and series. For each aircraft in which the individual has logged time while using a night vision device (NVD) or system (NVS), enter NS on the line directly below the aircraft entry in which the NVD or NVS time was logged.

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Table 6-13. Instructions for completing DA Form 759 closeout (CRM/NCRM)	
Item	***Instructions***
Note: When aircraft are removed from the Army inventory, update DA Form 759 at the next closeout. Then remove those aircraft from Part II, Section A. Total hours and add to either "FW" or "RW" as noted for aviators in table 6-7. Do not add time to historical hours.	
	Compatible Flight Simulator (flight surgeons only). List, in the same order as the aircraft, the compatible flight simulator that the individual has flown. (AR 95-1 lists the compatible flight simulators.)
Column b	***For nonrated crewmembers:*** Enter the date the individual qualified to perform his duty position or was progressed to RL 1. This date reflects the first time the nonrated crewmember attained RL 1 in a particular aircraft. Also, enter the date of any new qualifications and a corresponding comment in Part IV. ***For flight surgeons:*** This date will reflect the date the flight surgeon was placed on aviation service orders by The Surgeon General (TSG); Commander, U.S. Army Personnel Center (ARPERCEN); or Chief, National Guard Bureau (CNGB).
Notes: 1: The dates for new aircraft and NVD qualification are obtained from the individual's aircrew training record. 2: This action will enable Automated Flight Record System (AFRS) to differentiate aircraft.	
Column c	Enter the date the individual completed the most recent flight in the aircraft and the NVD used (information taken from the DA Form 759-3 [temporary worksheet]).
Column d	***Aircraft.*** Enter the total hours flown from line 19, column m, of each DA Form 759-1 on the line that corresponds to the aircraft flown. ***NS.*** Enter the total hours flown from lines 11, 13, and 14, column m, of each DA Form 759-1 on the line that corresponds to the NVD used. (The totals under NS tell the commander that, of the total hours flown in an aircraft, this many NVD hours have been flown. These hours will not be included when the total number of flight hours is calculated for the period.) ***Compatible Flight Simulator (flight surgeons only).*** Enter the total hours flown from line 19, column m, of each DA Form 759-1 on the line that corresponds to the flight simulator flown.
Columns e through k	Enter the total hours flown from line 19, columns a through j, of each DA Form 759-1 in the blocks that correspond to the duty position and aircraft flown.
Section B. Total hours	
Note: Section B is a compilation of total aircraft time and does not include flight simulator time. NS time is already a part of each respective airframe total hours. NS time from Part II, Section A, column d is not added to total hours. Blocks in Section B are updated at each closeout of the individual's flight records.	
Block a	Enter the cumulative total combat hours flown from DA Form 759-3 (consolidation worksheet), block 15. (The total in this block will be updated each closeout only if combat time was flown during the period covered.)
Block b	Enter the cumulative total imminent danger hours flown from DA Form 759-3 (consolidation worksheet), block 16. (The total in this block will be updated each closeout only if imminent danger time was flown during the period covered.)
Blocks c and e	Leave blank.
Block d	Add all military rotary-wing aircraft totals, to include RW, in Section A, column d, and enter the total in this block. Do not include NS or simulator time.

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Table 6-13. Instructions for completing DA Form 759 closeout (CRM/NCRM)	
Item	***Instructions***
Block f	Add all military fixed-wing aircraft totals, to include FW, in Section A, column d, and enter the total in this block. Do not include NS or simulator time.
Block g	Transcribe the historical hours from the previous DA Form 759 closeout to this block. The historical hours block is used to track time prior to 1987 when the change in format of the DA Form 759 series became effective.
Block h	Add the hours in blocks d, f, and g and enter the total in hours and tenths of hours in this block.
Page 2, DA Form 759, Blocks 1 through 5	Transcribe information from Part I, blocks 1 through 5 to this section.
Part III. Aircrew Training Program (ATP)	
Note: ATP requirements include hours, tasks, and iterations identified in the appropriate aircrew training manuals, readiness level progression, and the APART). Failure of an individual to complete any portion of the ATP requires a comment in Part IV, Remarks. The individual's DA Form 7120-R (CTL) with enclosures will be used to assist the flight records clerk with the completion of this section. Flight surgeons do not have APART requirements. The only block that applies to a flight surgeon in Part III is Block 3, Physical Exam.	
Block 1	Leave blank.
Block 2	Leave blank.
Block 3	Enter the date of the most recent flight physical. If the individual is on a 30-day extension, use the date from the previous DA Form 759 and make the appropriate remark in Part IV. On the next closeout, annotate in Part IV when the flight physical was completed. The physical examination is an annual requirement according to AR 95-1 and is not considered part of the APART.
Blocks 4 and 5	Enter the date of the most recent training, if applicable.
Block 6	Enter the date the individual completed all APART requirements, if applicable.
Note: If the individual fails to complete APART successfully, leave block 6 blank and enter the appropriate comment in Part IV.	
Block 7	Enter the primary aircraft mission symbol, type, design and series.
Block 8	Enter the appropriate readiness level for the individual's primary aircraft, if applicable.
Block 9	Enter the date of the most recent standardization flight evaluation for the individual's primary aircraft, if applicable.
Block 10	Leave blank.
Block 11	Enter the individual's alternate aircraft, if designated.
Block 12	Enter the appropriate readiness level for the individual's alternate aircraft, if designated.
Block 13	Enter the date of the most recent standardization flight evaluation for the individual's alternate aircraft, if designated.
Block 14	Leave blank.
Block 15	Enter the individual's additional aircraft, if designated.
Block 16	Enter the appropriate readiness level for the individual's additional aircraft, if designated.

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Table 6-13. Instructions for completing DA Form 759 closeout (CRM/NCRM)	
Item	***Instructions***
Block 17	Enter the date of the most recent standardization flight evaluation for the individual's additional aircraft if designated.
Part IV. Remarks	
Enter a historical narrative of the individual's flying status, qualifications, and proficiency if they are not stated elsewhere on the form. See table 6-14 for examples of mandatory and standard remarks, to ensure consistency.	
Commander's signature and date	The individual's commander must sign and date the form to certify the accuracy of the closeout data. If the individual is a commander, the ATM commander must verify and sign the flight records.
Notes: 1: Commander's signature block contains name, rank and branch only. 2. For ARNG and U.S. Army Reserves only, the commander's designated representative may sign the commander's block.	

Table 6-14. Examples of mandatory and standard remarks (DA Form 759 closeout)
MANDATORY REMARKS
Note: The following remarks are mandatory for every closeout. 1. Records closed (date) (reason). 2. Individual has completed (total) months flying duty. 3a. Individual has completed all ATP requirements. 3b. Individual has not completed ATP requirement(s). (Explain what ATP requirement(s) have not been completed and the actions that have been taken.) 3c. Individual has no ATP requirements due to _____. (State reasons why individual has no requirements.) ***Note***: When an individual completes, or fails to complete, ATP requirements, annotate the results with a remark on the next DA Form 759 closeout. The following are example remarks. 3d. Individual completed previous ATP requirements on (date). 3e. Previous ATP requirements waived by (as appropriate) commander on (date). 3f. Individual failed to complete ATP requirements within the additional timeframe. (State action(s) taken.)
STANDARD REMARKS
Note: When a standard remark applies to a closeout, that remark becomes mandatory. If a situation arises that is not explained in a standard remark, explain it in easy-to-understand language. 1. Individual is temporarily suspended from flying duty from (date) to (date) because of (reason). (This is usually used to explain temporary medical grounding, but may be used for other reasons.) 2. Individual awarded senior or master aviation badge under provisions of (issuing authority), (date). 3. Individual completed (type) night vision goggles (NVG) training on (date). 4. Individual mission qualified in (mission, type, design, and series) aircraft on (date). 5. Individual has successfully completed the U.S. Navy Underwater Egress 9D5A Device Training conducted at (location) on (date). 6. Error sheet (sheet #), Part (part #), (give a detail description of the error) is incorrect. Reads "(say what is incorrect)," should read "(enter corrected data)," corrected this sheet.

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Table 6-14. Examples of mandatory and standard remarks (DA Form 759 closeout)
7. Logging of combat or imminent danger time is authorized under provisions of (issuing authority), (date). ***Note***: This remark will be used only when adjustments to combat (C) or imminent danger (D) time have been made for the closeout period. 8. Individual completed, disqualified from, or relieved from (type of aviation course) on (date). 9. Individual reassigned under provisions (issuing authority) orders number____, dated_____. Reassigned to (unit and station). 10. Medical waiver granted effective (date) for (summarize medical condition waived). 11. Individual must wear corrective lenses when performing as a crewmember/noncrewmember. 12. Individual terminated from flying status on (date) under provisions (authority) orders number_____, dated_____, effective date_____. 13. Added (number) hours to “RW” (or FW) time on DA Form 759. (Aircraft) removed from the Army inventory effective (date). 14. Flight record lost on (date). (Enter action to locate missing records) Records reconstructed from ____ on (date). 15. Individual placed on (crewmember/noncrewmember) flying status under provisions (issuing authority) orders number ___, dated ____, effective date ____. 16. 120-day notice for removal from flight status given on (date). 20. (Aircraft) designated as individual’s second (third and so on) additional aircraft effective (date). 21. Individual has completed aircrew coordination training on (date) according to U.S. Army Aviation Center (USAAVNC) Aircrew Coordination Exportable Training Package. 22. Suspension from flying duty on (date) under provisions (authority) for (purpose).

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

PART I. BIO/DEMOGRAPHIC

1. Sheet No. 5			
2. Name: Capece, Scott A.	3. Rank: CPT	4. SSN: 456-78-9123	
5. Period: 1 MAR 03 - 30 NOV 03	6. DOB: 13 NOV 70	7. ASED: 21 JUN 99	8. Branch: MC
9. Component: RA	10. Unit: HHT, 2nd Sqd, 17th Cav Regt, Fort Campbell, KY 42223		11. DMOS: 61N9C
12. Duty Position: Flight Surgeon	13. Operational Position		

PART II. FLIGHT HOURS
SECTION A. QUALIFICATIONS

a. Acft System	b. Date Qual	c. Last Flight	d. Total Time	e. CP/CE	f. PI/OR	g. PC	h. UT/MO	i. IP/FE	j. IE/FI	k. SP/SI	l. MP	m. ME	n. XP
UH-60A	21 JUN 99	15 OCT 03	182.5				182.5						
CH-47D	21 JUN 99	2 NOV 03	99.4				99.4						

SECTION B. TOTAL HOURS

a. Combat	b. Imminent Danger	c. Civilian RW	e. Military RW: 281.9
e. Civilian FW	f. Military FW	g. Historical Hours	h. Total Hours: 281.9

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Figure 6-20. Sample DA Form 759 closeout (flight surgeon) - front

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INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE – ARMY For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.			1. Sheet No. 5
2. Name Capece, Scott A.	3. Rank CPT	4. SSN 456-78-9123	5. Period 1 MAR 03 - 30 NOV 03

PART III. ATP

1. FAC	2. MTFE	3. Phys Exam 14 NOV 03	4. Ejection Seat	5. Alt Chamber	6. APART Completed

7. Primary Acft	8. RL	9. Std Flt Eval	10. Inst Eval
11. Alternate Acft	12. RL	13. Std Flt Eval	14. Inst Eval
15. Additional Acft	16. RL	17. Std Flt Eval	

PART IV. REMARKS

1. Records closed 30 NOV 03 for annual birth month closeout.
2. Individual has completed 53 months flying duty.
3. Individual has no ATP requirements due to flight surgeon status.
4. Individual must wear corrective lenses when perfoming as a crewmember.

Commander's Typed Name, Rank, Branch	Signature	Date
CHRISTOPHER L. BROWN CPT, AV		3 DEC 03

DATA REQUIRED BY THE PRIVACY ACT OF 1974

1. **AUTHORITY:** Section 301, 5 U.S.C.; Section 3013, 10 U.S.C.; E.O. 9397
2. **PURPOSE:** To record the flying experience and qualification data of each aviator, crew member, noncrew-member, and flight surgeon in aviation service.
3. **ROUTINE USE:** DA Forms 759, 759-1, and 759-3 (Individual Flight Record and Flight Certificate-Army); DA Form 4186 (Medical Recommendations for Flying Duty); and DA Form 4187 (Personnel Action) requesting routine actions may be disclosed to the Federal Aviation Administration, the National Transportation Safety Board, or official aircraft accident investigation teams upon request.
4. **DISCLOSURE:** Disclosure of the SSN for the aviator, crew member, noncrew-member, or flight surgeon is voluntary; However failure to provide the information requested may result in an unnecessary delay when processing personal actions.

DA FORM 759 (BACK), JUL 2003 APD V1.00

Figure 6-21. Sample DA Form 759 closeout (flight surgeon) - back

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

PART I. BIO/DEMOGRAPHIC

1. Sheet No. 9			
2. Name: Roth, Jeffrey A.	3. Rank: SSG	4. SSN: 987-65-4321	
5. Period: 1 DEC 02 - 30 NOV 03	6. DOB: 16 NOV 76	7. ASED: 13 DEC 95	8. Branch
9. Component: RA	10. Unit: A Co, 5-158 Avn Regt, APO AE 09182	11. DMOS: 67T3F	
12. Duty Position: UH-60L Crewchief	13. Operational Position		

PART II. FLIGHT HOURS
SECTION A. QUALIFICATIONS

a. Acft System	b. Date Qual	c. Last Flight	d. Total Time	e. CP/CE	f. PI/OR	g. PC	h. UT/MO	i. IP/FE	j. IE/FI	k. SP/SI	l. MP	m. ME	n. XP
UH-60A	7 JUN 96	4 MAR 99	311.6	311.6									
NS	7 JUN 96	4 MAR 99	103.6										
UH-60L	16 AUG 99	12 NOV 03	490.8	490.8									
NS	16 AUG 99	12 NOV 03	141.4										

SECTION B. TOTAL HOURS

a. Combat	b. Imminent Danger	c. Civilian RW	e. Military RW: 802.4
e. Civilian FW	f. Military FW	g. Historical Hours	h. Total Hours: 802.4

DA FORM 759, JUL 2003 EDITION OF APR 98 IS OBSOLETE APD V1.00

Figure 6-22. Example of a DA Form 759 in complete closeout (crewmember/noncrewmember)

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INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE -- ARMY For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.			1. Sheet No. 9
2. Name Roth, Jeffrey A.	3. Rank SSG	4. SSN 987-65-4321	5. Period 1 DEC 02 - 30 NOV 03

PART III. ATP

1. FAC	2. MTFE	3. Phys Exam 16 NOV 03	4. Ejection Seat	5. Alt Chamber	6. APART Completed 2 NOV 03

7. Primary Acft UH-60L	8. RL 1	9. Std Flt Eval 2 NOV 03	10. Inst Eval
11. Alternate Acft	12. RL	13. Std Flt Eval	14. Inst Eval
15. Additional Acft	16. RL	17. Std Flt Eval	

PART IV. REMARKS

1. Records closed 30 NOV 03 for annual birth month closeout.
2. Individual has completed 85 months flying duty.
3. Individual has completed all ATP requirements.
4. Individual awarded Senior Aviation Badge under provisions of 35th PSB orders 02-111, dated 15 DEC 02.

Commander's Typed Name, Rank, Branch	Signature	Date
CHRISTOPHER L. BROWN CPT, AV		3 DEC 03

DATA REQUIRED BY THE PRIVACY ACT OF 1974

1. **AUTHORITY:** Section 301, 5 U.S.C.; Section 3013, 10 U.S.C.: E.O. 9397
2. **PURPOSE:** To record the flying experience and qualification data of each aviator, crew member, noncrew-member, and flight surgeon in aviation service.
3. **ROUTINE USE:** DA Forms 759, 759-1, and 759-3 (Individual Flight Record and Flight Certificate-Army); DA Form 4186 (Medical Recommendations for Flying Duty); and DA Form 4187 (Personnel Action) requesting routine actions may be disclosed to the Federal Aviation Administration, the National Transportation Safety Board, or official aircraft accident investigation teams upon request.
4. **DISCLOSURE:** Disclosure of the SSN for the aviator, crew member, noncrew-member, or flight surgeon is voluntary; However failure to provide the information requested may result in an unnecessary delay when processing personal actions.

DA FORM 759 (BACK), JUL 2003 APD V1.00

Figure 6-23. Example of a DA Form 759 in complete closeout (crewmember/noncrewmember)

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

AIRCRAFT CLOSEOUT SUMMARY

1. Sheet No. 9

2. Name	3. Rank	4. SSN	5. Period	6. Acft/Flt Sim
Roth, Jeffrey A.	SSG	987-65-4321	1 DEC 02 - 30 NOV 03	UH-60L

FLIGHT COND SYM	FLYING DUTY SYMBOL a. CP/CD	b. PI/OR	c. PC	d. UT/MO	e. IP/FE	f. IE/FI	g. SP/SI	h. MP	I. ME	J. XP	k. Total This Sheet	l. From Sheet No. 8	m. Total
7. D	28.0										28.0	276.3	304.3
8. N	2.0										2.0	43.1	45.1
9. HO\H													
10. W													
11. NG	17.9										17.9	123.5	141.4
12.													
13. NS													
14. DG/DS													
15. TR													
16. AA													
17. Total this Sheet	47.9										47.9		
18. From Sheet No. 8	442.9											442.9	
19. Total	490.8												490.8
20. Combat													
21. Immi-nent Danger													

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Figure 6-24. Example of a DA Form 759-1 in complete closeout (crewmember/noncrewmember)

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

FLIGHT RECORD AND FLIGHT PAY WORK SHEET

1. Sheet No. 9

2. Name: Roth, Jeffrey A.

3. Rank: SSG

4. SSN: 987-65-4321

5. Period: 1 DEC 02 - 30 NOV 03

6. Flying Status: CRM

7. Effective Date: 1 MAY 02

Date/ Month	Acft	Flying Duty Sym	Fit Cond Sym	Msn Sym	Hours Flown	Entitle-ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks
								This Month	Accum	
a	*b*	*c*	*d*	*e*	*f*	*g*	*h*	*i*	*j*	*k*
DEC	UH-60L	CE	D		3.6	YES		3.7	5.6	-0.5 for APR
	UH-60L	CE	N		1.4					-3.2 for MAY
	UH-60L	CE	NG		2.7					
JAN	UH-60L	CE	D		5.4	YES		1.4	7.0	-0.8 for MAY
										-0.4 for JUN
FEB	UH-60L	CE	D		0.9	YES	NOV 1.9		5.1	
	UH-60L	CE	NG		1.2					
MAR	UH-60L	CE	D		1.2	YES		1.4	6.5	-0.1 for AUG
	UH-60L	CE	N		0.6					
	UH-60L	CE	NG		3.6					
APR	UH-60L	CE	D		2.3	YES	DEC 0.5		6.0	
	UH-60L	CE	NG		1.2					
MAY	No	Time	Flown			YES	DEC 3.2		2.0	
							JAN 0.8			
JUN	UH-60L	CE	D		1.1	YES	JAN 0.4		1.4	-0.2 from JAN
	UH-60L	CE	NG		2.5					
JUL	UH-60L	CE	D		3.9	YES		1.3	2.7	
	UH-60L	CE	NG		1.4					
AUG	UH-60L	CE	D		1.3	YES	MAR 0.1		1.3	-1.3 from MAR
	UH-60L	CE	NG		2.6					
SEP	UH-60L	CE	D		2.7	YES	JUL 1.3		0.0	

Total Hours This Sheet	8.	Hours From Sheet No.	11.	Total Hours to Date	14.
Total Combat Hours This Sheet	9.	Combat Hours From Sheet No.	12.	Total Combat Hours to Date	15.
Total Imminent Danger Hours This Sheet	10.	Imminent Danger Hours From Sheet No.	13.	Total Imminent Danger Hours to Date	16.

DA FORM 759-3, AUG 93 EDITION OF AUG 92 IS OBSOLETE APD V2.00

Figure 6-25. Example of a DA Form 759-3 in complete closeout (crewmember/noncrewmember)

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INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY

For use of this form, see AR 95-1 and FM 3-04.300; the proponent agency is DCS, G-3.

FLIGHT RECORD AND FLIGHT PAY WORK SHEET			1. Sheet No. 9
2. Name Roth, Jeffrey A.		3. Rank SSG	4. SSN 987-65-4321
5. Period 1 DEC 02 - 30 NOV 03		6. Flying Status CRM	7. Effective Date 1 MAY 02

Date/ Month	Acft	Flying Duty Sym	Fit Cond Sym	Msn Sym	Hours Flown	Entitle-ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks
								This Month	Accum	
a	*b*	*c*	*d*	*e*	*f*	*g*	*h*	*i*	*j*	*k*
OCT	No	Time	Flown			YES	NOV 4.0		0.0	
NOV	UH-60L	CE	D		5.6	YES		4.3	0.3	-4.0 for OCT
	UH-60L	CE	NG		2.7					

Total Hours This Sheet	8. 47.9	Hours From Sheet No. 8	11. 754.5	Total Hours to Date	14. 802.4
Total Combat Hours This Sheet	9.	Combat Hours From Sheet No.	12.	Total Combat Hours to Date	15.
Total Imminent Danger Hours This Sheet	10.	Imminent Danger Hours From Sheet No.	13.	Total Imminent Danger Hours to Date	16.

DA FORM 759-3, AUG 93 **EDITION OF AUG 92 IS OBSOLETE** APD V2.00

Figure 6-26. Example of a DA Form 759-3 in complete closeout (crewmember/noncrewmember)

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Appendix A

Letters of Agreement, Operations Letters, and Facility Memorandums

Each branch of the airfield organization shall maintain a file of administrative correspondence. This correspondence should include letters of agreement (LOA), operations letters, and facility memorandums with which each branch is involved.

LETTERS OF AGREEMENT

A-1. Letters of agreement (LOA) may apply to a specific facility, a group of facilities, or all facilities within a designated geographical area. LOAs are prepared between the U.S. Army and other services or a host nation. They are also prepared between centers and towers, centers and terminal radar facilities, or ATC facilities located on the same or different airfields. An LOA shall be prepared to—

- Delegate the areas of control jurisdiction and the conditions of use.
- Define special operating conditions or specific ATC procedures.
- Define interfacility or interagency responsibilities and coordination requirements.
- Describe procedures or minima that deviate from, or are not contained in, FAA Handbook 7110.65, this manual, or other pertinent directives.

A-2. The branch responsible for developing an LOA shall—

- Confine the material in each LOA to a single subject or purpose.
- Ensure that the LOA is properly prepared.
- Describe the responsibilities and procedures that apply to each facility and organization involved.
- Attach charts or other visual presentations, as appropriate, to depict the conditions of the agreement.
- Delegate responsibility for air traffic control. Describe the area in which the responsibility is delegated and define the conditions governing the use of that area. Specify and explain the control, communications, and coordination procedures.
- Coordinate the LOA with the appropriate facilities, agencies, and authorities.
- Coordinate the letter with the United States Army Aeronautical Services Detachment, Europe (USAASD-E)/Eighth United States Army (EUSA)/Department of the Army Regional Representative (DARR) before an LOA with a host country is signed.
- Forward all proposed LOAs to the appropriate DARR. The DARR shall review and coordinate each LOA, then return it to the originator with comments.

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- Establish the effective date of the LOA at 30 days after its distribution. This will give the participants time to familiarize their personnel with the agreement and to revise directives and flight charts.
- Prepare the letter in final form.
- Obtain the required signatures.
- Distribute copies of the signed LOA according to the distribution stated in the letter.

A-3. A change in the requirements of either party signing the agreement will create the need to rewrite or amend the letter. Revisions, attachments, or supplements to the LOA shall be processed as page replacements. They shall be coordinated the same as the original letter. Revisions shall be marked as follows:

- Place an asterisk to the left of each new or revised paragraph or section to signify that it is new material.
- Identify page revisions by the revision (REV) number (for example, REV 1). Enter the effective date in the lower right corner of each revised page.

A-4. To ensure timeliness and conformance to current policies and directives, the branch chief shall review all facility LOAs annually no later than the anniversary date of the original document. He shall also sign and date the annual reviews. Figure A-1 shows a sample format for an FAA or a U.S. Army LOA.

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(Name) Air Route Traffic Control Center and (Name) FAA (Name) Approach Control and (Name)

LETTER OF AGREEMENT

EFFECTIVE: (Date)

SUBJECT: Special VFR Operations Within (Name) Airport Surface Area

1. PURPOSE: (List responsibilities, and describe necessary coordination.)

2. CANCELLATION: (Use as required.)

3. SCOPE: (Specify areas having ATC responsibility and names and types of facilities.)

4. RESPONSIBILITIES: (Specify responsibilities.)

5. PROCEDURES:

a. ATC-assigned airspace. (List the procedures for requesting and authorizing airspace, handling aircraft to and from airspace, and notifying ATC when the airspace is no longer required.)

b. Transfer of control. (Specify transfer procedures.)

c. Departures. (Specify the required advance time for filing flight plans, and outline additional items required in the flight plan. For example, list the type of departure and the control transfer points.)

d. En route. (Include in the information that ATC is responsible for effecting separation in assigned airspace when nonparticipating aircraft are cleared to operate within that airspace.)

e. Arrivals. (Outline handoff procedures and special instructions.)

f. General. (Include, if appropriate, missed-approach procedures, special VFR operations, and provisions for handling movement of national-defense aircraft in emergencies.)

6. ATTACHMENTS: (List, as required, such items as a chart of ATC-assigned airspace areas and common reference or handoff points.)

Airfield Commander, (Name) AAF Chief, (Name) ARTCC

Chief, (Name) ATC Facility Director, (Name) Region

(Name and title of appropriate authority)

Figure A-1. Sample format for an FAA or a U.S. Army LOA

OPERATIONS LETTERS

A-5. Operations letters apply between ATC facilities and other U.S. Army agencies, or units located on the same airfield or heliport (such as ATC towers and base operations or fire station). Operations letters shall be prepared to—

- Supplement established operational or procedural instructions.
- Establish or standardize operating methods.

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- Establish responsibilities to—
  - Operate airport equipment.
  - Provide emergency services.
  - Exchange braking action reports with the airport management. (As a minimum, procedures shall cover the prompt exchange of reports indicating runway-braking conditions have deteriorated to "poor" or "nil" or have improved to "good.")
  - Report operating limitations and hazards.
- Define the responsibilities of the tower and the airport management or other authority for movement and nonmovement areas.

Note: Operations letters are not written between ATC facilities; these actions require an LOA.

A-6. Appropriate subjects of operations letters between the tower and airport management/aircraft operator include—

- Airport emergency service.
- Airport lighting operation.
- Airport condition reporting.
- Vehicular traffic control on airport movement areas.

A-7. The branch responsible for developing an operations letter shall—

- Confine the material in each letter to a single subject or purpose.
- Ensure that the operations letter is properly prepared.
- Describe the responsibilities and procedures that apply to the facility and organization involved.
- Attach charts or other visual presentations to depict the conditions or circumstances stated in the letter.
- Coordinate the letter with the airfield commander before initiating any other coordination.
- Coordinate the letter with the appropriate facilities, agencies, or authorities.
- Obtain approval of the operations letter.
- Establish an effective date that allows time for participating facilities and agencies to familiarize their personnel with the contents of the letter and to complete other pre-implementation actions.
- Prepare the letter in final form.
- Sign the letter and obtain other required signatures.
- Distribute copies of the signed letter to the appropriate facilities or agencies.

A-8. All parties concerned shall retain a copy of the operations letter and review it annually, no later than the anniversary date of the original document. The branch chief shall date and sign the annual review. Figure A-2 shows a sample format for a control tower or an airfield operations letter.

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A-9. A change in the requirements of any party signing the operations letter will create the need to rewrite or revise the letter. However, a change in key personnel does not require a rewrite or revision. Rewrites or revisions shall be processed as page replacements and coordinated the same as the original letter. Revisions shall be marked as follows:

- Place an asterisk to the left of each new or revised paragraph or section to signify that it is new material.
- Identify page revisions by the REV number (for example REV 1). Enter the effective date in the lower right corner of each revised page.

Operations Letter Between __(Name)__Airfield Operations and ___(Name)____Control Tower _____(Name)_____Airfield Operations Letter No ___(Name)_____Control Tower Letter No____

SUBJECT: (Write a short statement to describe the contents of the letter.)

EFFECTIVE: (Enter the effective date of the letter and the number of cancelled letters.)

(Write a paragraph to outline the text of the letter. Give enough details to preclude a misunderstanding of the intended procedures and responsibilities and required coordination.)

_____(Signature)_____	_____(Signature)_____
Airfield Operations Officer	ATC Chief/ATC SR SGT/PSG/ATC Facility Chief, Tower Airfield

DISTRIBUTION: (as appropriate)

Figure A-2. Sample format for a control tower or an airfield operations letter

MEMORANDUMS

A-10. The branch chief shall issue memorandums when internal facility operations must be regulated and standardized. Facility memorandums will contain instructions on the administrative or operational practices and procedures within the facility. The chief may issue a memorandum as a joint document when it applies to two or more ATC facilities under his jurisdiction.

A-11. Facility memorandums will follow the standard Army memorandum format and be numbered in sequence (for example, 03-1, 03-2, meaning the first/second memorandum for 2003). They will be limited to one subject, operation, or procedure; enclosures and attachments may be included. Facility memorandums shall be reviewed for currency annually no later than the anniversary date of the original document. The branch chief shall date and sign the annual review.

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Appendix B

Emergency Plans and Procedures

Aviation operations involve inherently higher risk (higher probability of accidents and more severe consequences) than most ground operations. Historically, when deployed to combat theaters, Army aviation has suffered more losses to accidents than to enemy action. Aviation accidents in combat are typically the same type experienced in peacetime. Therefore, commanders of units involved in aviation operations must emphasize the safety component of protecting the force. Commanders, supervisors, and safety managers at all levels must comply with certain policies regarding the aviation safety component, for protecting the force.

Each Army airfield and aviation unit is required to publish, maintain, and test its emergency plans. The plans should provide sufficient guidance to reduce the probability of personal injury and property damage on the airfield or to unit aircraft should an actual emergency occur. This appendix discusses emergency plans, the pre-accident plan, and the National Search and Rescue Plan.

EMERGENCY PLANS

PERSONNEL RESPONSIBILITIES

Airfield commander

B-1. The airfield commander—

- Coordinates the emergency plan with law enforcement personnel, rescue and firefighting personnel, medical personnel, principal airfield tenants, and other personnel who have responsibilities under the plan.
- Conducts a full-scale exercise of the emergency plan at least every 3 years.

Operations Officer

B-2. The airfield operations officer—

- Ensures the participation of law enforcement personnel, rescue and firefighting personnel, medical personnel, principal airfield tenants, and other personnel who have responsibilities under the plan.
- Ensures that all airfield personnel having responsibilities under the plan are familiar with their assignments and are properly trained.
- Rehearses and reviews the adequacy of the unit emergency plan annually.

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CONTENTS

Response Instructions

B-3. The emergency plan contains instructions for responding to—

- Aircraft accidents and incidents.
- Bomb incidents, including designated parking areas for the aircraft involved.
- Structural fires.
- Natural disasters.
- Radiological/biological incidents.
- Sabotage, hijack incidents, and other unlawful interference with airfield operations.
- Power failure for movement area lighting.
- Water rescue situations.
- Hazardous material spills.
- Ammunition handling procedures.

Notification Procedures

B-4. The emergency plan includes procedures for notifying appropriate personnel about—

- The location of the emergency.
- The number of personnel involved in the emergency.
- Other information they will need to carry out their responsibilities as soon as that information is available.

Medical/Emergency Provisions

B-5. The emergency plan must—

- Provide for medical services for the maximum number of persons who can be carried on the largest aircraft that the airfield reasonably can be expected to serve.
- Provide the name, location, telephone number, and emergency capability of each medical facility and the business address and telephone number of medical personnel who have agreed to provide medical services.
- Provide the name, location, and telephone number of each rescue squad, ambulance service, and government agency that has agreed to provide medical services.
- Include provisions for inventorying surface vehicles and aircraft that are available to transport injured and deceased persons to locations on the airfield and in the communities it serves.
- Identify hangars or other buildings that can be used to accommodate uninjured, injured, and deceased persons.

Related Emergency Functions

B-6. The emergency plan must provide for—

- Crash alarm systems.
- Removal of disabled aircraft.
- Coordination of airfield and control tower functions relating to emergency actions.

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- Marshaling, transportation, and care of uninjured and ambulatory injured accident survivors.
- Crash site security.
- Accident board members to be trained and equipped to deal with composite and blood-born hazards.

Water Rescue Provisions

B-7. The emergency plan should provide for the rescue of aircraft accident victims from significant bodies of water or marshlands that are crossed by aircraft.

Crowd Control

B-8. The emergency plan specifies the name and location of each safety or security agency that has agreed to provide assistance for crowd control in case of an emergency on the airfield.

Disabled Aircraft Removal

B-9. The emergency plan includes the names, locations, and telephone numbers of personnel who have disabled aircraft removal responsibilities.

PRE-ACCIDENT PLANS

B-10. Commanders will ensure—

- In the event of an Army aircraft accident (Classes A through C and selected Class D), that all crewmembers, and any other personnel who may have contributed to the accident, are promptly moved by medical evacuation assets (aeromedical or ground ambulance, whichever is fastest and safest) to facilities where physical examinations and blood and urine testing will be accomplished under the provisions of AR 40-8, AR 40-21, AR 40-501, AR 600-105, and DA PAM 385-40. Apparent absence of injury is not a factor in determining how or when to move personnel to medical facilities. The dynamics involved in an aircraft accident may produce injuries that are found only with a detailed medical examination. Post accident flight evaluations will be in accordance with AR 95-1.
- The development of detailed, written, pre-accident plans specifying duties, responsibilities, and immediate actions for personnel involved in accident notification procedures, search and rescue, accident investigation, and equipment recovery. The unit operations officer develops and administers the pre-accident plan with the technical assistance of the unit ASO.
- All operations personnel must be familiar with the pre-accident plan and know what to do if an accident occurs.

B-11. The pre-accident plan is coordinated with all commanders and appropriate personnel. Emergency personnel must be familiar with the crash alarm system and the pertinent provisions of AR 385-40 and AR 385-95. All responsible personnel must be ready to respond to an emergency at any time.

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B-12. Pre-accident plans will—

- Interface with airfield/installation and higher headquarters plans. Units/facilities on non-Army and non-DOD airfields will ensure that plans are coordinated with appropriate local authorities to ensure compliance with applicable Army and DOD requirements.
- Focus on organized rescue of personnel, protection of property, preservation of the accident scene, and notification of appropriate personnel.
- Address both garrison and field/deployment operations.
- Address actions for both aviation and ground accidents.
- Include a crash alarm system, a crash rescue plan, and a means of notifying board members who will investigate the accident, to include the flight surgeon. (AR 385-95 discusses the crash rescue plan in detail.) (See figure B-1.)
- Ensure that an air crash, search, and rescue map of the local area is provided to, and maintained by, each activity listed for the primary crash alarm systems.
- Direct that wreckage is not disturbed or moved except for purposes of rescue and/or firefighting until released by the president of the aircraft accident investigation board. DA Pam 385-40 contains guidance on the preservation of wreckage.
- Be systematically rehearsed and reviewed for adequacy quarterly (at a minimum).
- Require a daily test of the primary and secondary crash alarm systems. See figure B-1 for an example of a unit aviation primary and secondary crash alarm plan.
- Ensure that rehearsal of plans is coordinated in accordance with AR 420-90. Frequent non-tenant user flight crews will be fully knowledgeable of the host installation pre-accident plan.

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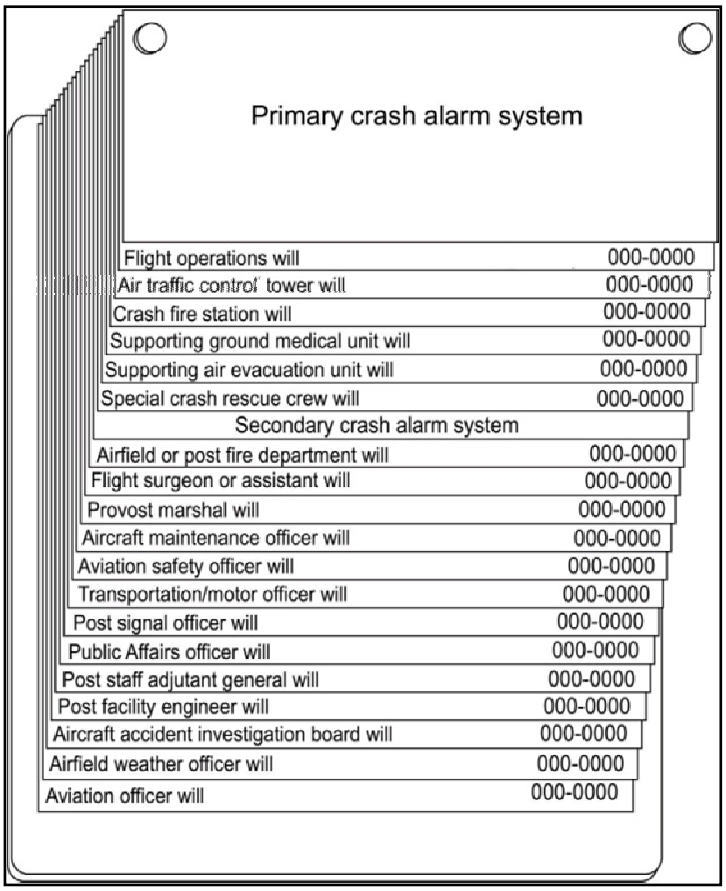

Figure B-1. Sample primary and secondary crash alarm system

NATIONAL SEARCH AND RESCUE PLAN

B-13. Search and rescue (SAR) are a lifesaving services provided by the Federal agencies signatory to the National Search and Rescue Plan and agencies responsible for search and rescue within each state. Operational resources are provided by the United States Coast Guard (USCG); DOD components; Civil Air Patrol; Coast Guard auxiliary; state, county, and local law enforcement and other public safety agencies; and private volunteer organizations.

RESPONSIBILITIES

B-14. Overdue aircraft communications search responsibility is shared between the DOD and FAA. The destination host base operations is responsible for preliminary communication search activities, and the FAA destination tie-in flight service station (FSS) is responsible for all extended communication search actions.

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DESTINATION BASE OPERATIONS

B-15. If an inbound aircraft (including aircraft flying locally and round-robin) has not arrived or communications cannot be established within 30 minutes after estimated time of arrival (ETA), the destination host base operations will initiate the following preliminary communications search actions:

- Contact local air traffic control agencies. (This action frequently resolves questions regarding instrument flight rules [IFR] aircraft.)
- Initiate a ramp check.
- Check adjacent airports.

B-16. If the above procedures fail to ascertain the aircraft's whereabouts, begin the electronic communications search procedures currently in use (for example Service B or Aeronautical Information System [AIS]) and according to FAAO 7110.10, chapter 8.

B-17. Notify the destination tie-in FSS, by voice, of the overdue aircraft and the preliminary communications search actions taken.

RESCUE COORDINATION CENTERS

B-18. Table B-1 lists the telephone numbers of rescue coordination centers.

Table B-1. Rescue coordination centers

Center	*Phone*	*Center*	*Phone*
USCG Rescue Centers			
Boston, Massachusetts	(617) 223-8555	Alameda, California	(510) 437-3700
Portsmouth, Virginia	(757) 398-6231	Seattle, Washington	(206) 220-7001
Miami, Florida	(305) 415-6800	Juneau, Alaska	(907) 463-2000
New Orleans, Louisiana	(504)-589-6225	Honolulu, Hawaii	(808) 541-2500
Cleveland, Ohio	(216) 902-6118	San Juan, Puerto Rico	(787) 729-6770
Air Force Rescue Coordination Centers for the 48 contiguous states			
Langley AFB, Virginia	Commercial Toll Free DSN	(757) 764-8112 (800) 851-3051 574-8112	
Alaskan Air National Guard			
Elmendorf AFB, Alaska	Commercial Toll Free DSN	(907) 428-7230 (800) 420-7230 (317) 384-6726	
Honolulu Joint USAF/USCG			
Honolulu, Hawaii	Commercial DSN	(808) 531-1112/1507 (315) 448-6665/6666	

PILOT RESPONSIBILITY

B-19. ARTCCs and FSSs)alert the SAR facilities when information is received from any source that an aircraft is in difficulty, overdue, or missing. A filed flight plan is the most timely and effective indicator that an aircraft is overdue. Flight plan information is invaluable to SAR forces for the planning and execution of search activities.

B-20. Before departing on a flight, local or otherwise, the pilot advises someone at the departure point of his destination and flight route, if it is not

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direct. Search efforts are often wasted and rescue is often delayed because pilots thoughtlessly take off without telling anyone where they are going.

B-21. The life expectancy of an injured survivor decreases as much as 80 percent during the first 24 hours. The chance of survival for uninjured personnel rapidly diminishes after the first three days.

HAZARDOUS AREA SEARCH AND RESCUE SERVICES

B-22. When lake, island, mountain, or swamp reporting service has been established and a pilot requests the service, contact is made every 10 minutes—or at designated position checkpoints—with the aircraft while it is crossing a hazardous area. If contact with the aircraft is lost for more than 15 minutes, SAR facilities are alerted.

Note: Hazardous area reporting service and chart depictions are published in the Airman's Information Manual (AIM), basic flight information publications, and local ATC publications.

SEARCH AND RESCUE PROTECTION

B-23. Military and civilian pilots are required to file a VFR flight plan with the airfield base operations or at an FAA FSS. For maximum protection, the pilot should file only to the point of first intended landing and refile for each leg to the final destination. When a lengthy flight plan is filed with several stops en route and an estimated time en route (ETE) to the final destination, a mishap could occur on any leg of the flight. Unless other information is received, a search will be initiated only after 30 minutes have elapsed after the aircraft's ETA at the final destination.

Note: The AIM contains more information about the emergency services available to pilots.

EMERGENCY LOCATOR TRANSMITTERS

B-24. Emergency locator transmitters (ELTs) are battery operated and emit a distinctive downward swept audio tone on 121.5 megahertz (MHz) and 243.0 MHz. When "armed" and subjected to crash-generated forces, they are designed to activate automatically and continuously emit these signals. ELTs will operate continuously for at least 48 hours over a wide temperature range. A properly installed and maintained ELT can expedite search and rescue activities.

B-25. FAR, Part 91, authorizes the operational ground testing of ELTs during the first five minutes of each hour. If operational tests must be conducted outside this time frame, coordination must be made with the base operations or the control tower. Tests should be no longer than three audible sweeps.

B-26. Caution should be exercised to prevent the inadvertent activation of ELTs in the air or while ELTs are being handled on the ground. Accidental or unauthorized activation will generate an emergency signal that cannot be distinguished from the real thing, leading to expensive and frustrating searches. The AIM and FAAO 7110.10 contain additional information on ELTs.

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Appendix C

Flight Information Publications and Related Aeronautical Products

Aircrews must have current flight information publications to operate safely and according to Army regulations. However, it is not Army policy to provide each aviator with his own set of flight information publications (FLIPs). In addition, DOD cannot afford to provide every organization with worldwide coverage for contingency or deployment purposes. The quantities and selection of publications must be limited to that required to meet realistic mission needs. Procedures are available for unusual or short-notice situations that require the use of additional flight information publications on an as-needed basis.

RESPONSIBILITIES OF THE FLIP ACCOUNT MANAGER

C-1. The operations element must ensure that required publications are available for use by aircrews. The publications must be available not only for normal, everyday operations but also for unusual situations to include deployments. The unit FLIP account manager function normally is assigned as an additional duty. To effectively perform this duty, the unit FLIP account manager must become familiar with AR 95-2; the National Imagery and Mapping Agency (NIMA) catalog of maps, charts, and related products, Part 1, aerospace products, Volume I; and the DOD FLIP GP. If the FLIP account supports an air traffic control (ATC) unit, the account manager also must become familiar with FM 3-04.303.

DISTRIBUTION CYCLES

C-2. The distribution frequency for most FLIPs is based on a 56-day cycle. Some change notices to basic publications are issued every 28 days. However, some basic products are published every four weeks and others are only published every 32 weeks. Although the publication cycle for FLIPs is subject to change, it does not happen often. FLIP GP, chapter 11, provides an easy-to-read, quick reference guide to the publication and distribution cycles for all FLIPs. Critical changes to FLIPs that require immediate distribution to the field are published in urgent change notices (UCNs). UCNs are published only as needed and are sent to account holders automatically.

C-3. United States sectionals (maps) and terminal area charts are scheduled for publication on an 180-day cycle. Other maps and charts may be published on different cycles. The FLIP account manager must know the scheduled effective date of products used by the unit. All publications should be received before their effective date. Shipment discrepancies, such as shortages, must be reported immediately to the appropriate automatic distribution (AD) account manager so replacement publications can be sent as soon as possible. Direct contact with a National Imagery and Mapping Agency (NIMA) office is not authorized.

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ESTABLISHMENT OF A FLIP ACCOUNT

C-4. The process used to establish a FLIP account is the same as that used to accomplish the required annual validation of an account. The following steps are used in the process:

- The organization's normal geographical area of operations is defined. This does not include scheduled or anticipated deployments to training areas such as the National Training Center (NTC). It refers only to the area where the unit routinely flies to accomplish its mission.
- Each section of the NIMA catalog of aeronautical products is reviewed to identify the FLIP and FLIP-related products needed by the unit. The operations officer can assist in identifying the requirements. If classified publications are required, a statement by the unit security manager that describes the classified storage level must accompany the request. Figure C-1 shows a sample of this memorandum.
- The quantities of FLIP and FLIP-related products authorized are established according to the basis of issue (BOI) in AR 95-2. The BOI table and figures are calculated on the basis of the following criteria:
  - The number of operations/flight planning areas to be supported.
  - The number of assigned instrument flight rules (IFR)- and visual flight rules (VFR)-rated aircraft to be supported. Of these, the number of aircraft that require low-altitude and high-altitude products.
  - The number of instrument flight examiners authorized.
  - The number and type of ATC elements supported and the number of controllers assigned. FM 3-04.303 lists the publications required by each type ATC facility.
  - The number of aviators authorized. (This number is used only to establish the requirement for flight information handbooks.)
- Once the requirements have been established by product and quantity, a memorandum is submitted to the appropriate AD account manager for review and approval. Figure C-2 is a sample memorandum. All information required by AR 95-2 is included in the memorandum. Normally, the establishment of a new account should be forwarded to the AD account manager 90 to 120 days before activation of the FLIP account. Requested changes to established FLIP accounts should also follow this guidance, if possible. The AD manager can be contacted by telephone, message, or memorandum for assistance in establishing a FLIP account.

C-5. Once a FLIP account has been established, NIMA will provide a printout. The printout lists the unit activity address code and the products required. Figure C-3 is a sample printout of FLIP products extract. The printout should be reviewed immediately to ensure that required products are listed and the quantities are correct.

C-6. The NIMA reviews each account annually to revalidate FLIP and FLIP-related requirements. The same process described above is used to confirm or change requirements and quantities. AR 95-2 has detailed guidance on when and how to complete the survey.

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DEPARTMENT OF THE ARMY
Headquarters, 1st Battalion Aviation Regiment
Fort Rucker, Alabama 36362-5112

ATZQ-AV 28 September 2003

MEMORANDUM FOR Director, U.S. Army Aeronautical Services Agency,

ATTN: MOAS-AI, 9325 Gunston Road, Fort Belvoir, VA 22060-5582

SUBJECT: Classified Material Storage

1. Our organization has the capability to store classified material up to and including SECRET.

2. The POC is SSG Steinert, DSN: 558-9677.

FOR THE COMMANDER:

JEFFREY A. ROTH
MAJ, AV
S-3

Figure C-1. Sample classified material storage memorandum

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DEPARTMENT OF THE ARMY
Headquarters, 1st Battalion, 210th Aviation Regiment
Fort Rucker, Alabama 36362-5112

ATZQ-AV 1 October 2003

MEMORANDUM FOR Director, U.S. Army Aeronautical Services Agency,
ATTN: MOAS-AI, 9325 Gunston Road, Fort Belvoir, VA 22060-5582

SUBJECT: Request to Establish a Flight Information Publication (FLIP) Automatic Distribution (AD) Account

1. We request that a FLIP and FLIP-related products AD account be established for our organization.

2. The following information is submitted according to AR 95-2:

a. The POC is SSG Chris Brown, Commercial: (334) 255-9677; DSN: 558-9677.

b. 1st Battalion, 210th Aviation Regiment
ATTN: ATZQ-AV
Fort Rucker, Alabama 36362-5112

c. Two UH-60 Black Hawks, three OH-58D Kiowas, and eight AH-64 Apaches.

d. Southeastern United States, Caribbean, and South America.

e. Stock numbers and quantities are enclosed.

f. The inability to pass publications from one crew position to the other in the AH-64 necessitates two sets of publications for each of our eight AH-64s.

g. This organization's contingency mission may require deployment to foreign countries. Therefore, the security information in the classified supplement to the foreign clearance guide is required to accomplish our mission successfully. A memorandum signed by our security officer is enclosed to verify our capability to store up to and including SECRET material.

h. The overseas items requested are for contingency planning purposes only, as the quantities requested indicate.

i. This account will support one tactical ATC tower and one tactical ground-controlled approach (GCA) with a total of 25 controllers assigned.

j. We are authorized two instrument flight examiners and 28 aviators.

3. Our organization will begin operations on or about 1 December 2003. We are requesting initial distribution and activation of our account no later than (NLT) 15 November 2003.

FOR THE COMMANDER:

Encls
as

JEFFREY A. ROTH
MAJ, AV
S-3

Figure C-2. Sample request to establish a FLIP account

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PRODUCT	QUANTITY	PRODUCT	QUANTITY
CATP1VOL1	1	FAATP711010	3
CATP3VOL1	1	FAATP711065	8
CATP1CHUM	1		
		FAATP734001	2
TERPS MANUAL	1	FAATP735005	2
		FAATP740002	2
FAAIMALL	1		
FAAIMFLTINFO	4	FAATP820001	1
FAAIMNOTAM		FAATP826003	1
FCGXXNSA	1	FAFARPT065	2
FCGXXCSALL	1	FAFARPT091	1
		FAFARPT093	1
		FAFARPT105	1
OTHERS:			
AIRALMANAC	1		
TERPS	1		
	SECTIONALS		
	QUANTITY		QUANTITY
SECXXATLANTA	10	SECXXHOUSTON	10
SECXXBROWNSVILLE	10	SECXXJAXSONVILLE	45
SECXXCHARLOTTE	10	SECXXMEMPHIS	10
SECXXMIAMI	45	SECXXSANANTONIO	10
SECXXNEWORLEANS	2		
	TERMINAL AREA CHARTS		
	QUANTITY		QUANTITY
VFRTAATLANTA	10	VFRTAMIAMI	45
VFRTANEWO	10	VFRTATAMPORLAND	45

Figure C-3. Sample FLIP products printout extract

ONE-TIME REQUESTS

C-7. One-time requests for FLIP and FLIP-related products should be submitted to the appropriate Army AD account manager in sufficient time to ensure the availability and receipt of the publications. Requests are submitted for additional publications at least 60 to 90 days before a unit's scheduled deployment. Figure C-4 is a sample one-time request for FLIP products. Requests received within 30 days of a unit's deployment are considered emergency requests and should be avoided. Emergency requests are expensive and do not guarantee the availability of all publications in the time required.

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C-8. The information listed below is provided to the appropriate AD account manager. It must be complete and accurate to ensure that the required publications are received as requested.

- The organization's activity address code.
- The date the organization requires the publications for mission planning.
- The scheduled deployment date and scheduled date of return to home station.
- The total number of aircraft deploying, by type.
- A list of publications by NIMA stock number and the quantities required. (Only those publications and quantities that are not already being received through automatic distribution are listed.)
- Point of contact with telephone numbers.

DEPARTMENT OF THE ARMY
Headquarters, 1st Battalion, 210th Aviation Regiment
Fort Rucker, Alabama 36362-5112

ATZQ-AV 6 January 2003

MEMORANDUM FOR Director, U.S. Army Aeronautical Services Agency,
ATTN: MOAS-AI, 9325 Gunston Road, Fort Belvoir, VA 22060-5582

SUBJECT: One-Time Request for Flight Information Publication (FLIP) Products

1. We request that a one-time shipment of FLIP products arrive at our location NLT 8 March 2003 for mission planning. The following information is provided:

a. Our account number is AC1234.

b. We will be self-deploying one UH-60 Black Hawk, two OH-58D Kiowas, and six AH-64 Apaches on 15 March 2003 with a scheduled redeployment date of 21 April 2003.

c. In addition to what we are already receiving, we need the publications and quantities listed below.

Defense Mapping Agency Stock Number	Quantity
SECXXMEMPHIS	9
SECXXDALLASFTW	16
SECXXATLANTA	9
SECXXNEWORLEANS	9
ENRXXUSLCHT13	9
TERMXUSLIAPV05	16

2. The POC is SSG Brown, Commercial: (334) 255-9677; DSN: 558-9677.

FOR THE COMMANDER:

JEFFREY A. ROTH
MAJ, AV
S-3

Figure C-4. Sample one-time request for FLIP products

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Appendix D

Position Responsibility Transfer

Transfer position responsibility according to this appendix and the appropriate facility directives. This appendix describes the step-by-step process for conducting a position-relief briefing and transferring position responsibility from one specialist to another.

DISCUSSION

D-1. The increase in traffic density and the need to move air traffic quickly without compromising safety makes the position-relief process vitally important. The contents, methods, and practices used to conduct the position relief and position-relief briefing vary among personnel; therefore, pertinent information is often forgotten or incomplete. Major problems occur when personnel rely on memory rather than established routines or systematic reminders.

D-2. Position relief increases the workload of specialists at the time the relief is conducted. The intent of this appendix is to make the process of transferring position responsibility and information smooth and complete. The method described takes advantage of a self-briefing concept. To begin the relief process, the relieving specialist obtains needed information from the status information areas. Up-to-the-minute flight service information requires the specialists to communicate verbally during the relief process. This method also specifies the time when the transfer of position responsibility will occur.

TERMS

D-3. The terms used in this appendix are defined as follows:

- *Status information areas*—manual or automatic displays of the current status of position-related equipment and operational conditions or procedures.
- *Written notes*—manually recorded items of information about the position of operation that are kept at designated locations (an element of status information areas).
- *Checklist*—an ordered list of items covered during a position relief.

PRECAUTIONS

D-4. Specialists involved in the position-relief process should not rush or be influenced to rush. During the position operation, each item of status information that is, or may be, an operational factor for the relieving specialist should be recorded as soon as possible. Extra care should be taken when more than one specialist relieves, or is relieved, from a position at the same time.

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RESPONSIBILITIES

D-5. The specialist being relieved is responsible for ensuring that any pertinent status information of which he is aware is relayed to the relieving specialist. He must ensure that this information is accurately displayed in the status information areas for which he has responsibility, or that it is relayed to the position responsible for accurately displaying it.

D-6. Before the relieving specialist accepts responsibility for the position, he must ensure that all problems pertaining to the operation of the position are resolved. The relieving specialist and the specialist being relieved share equal responsibility for the completeness and accuracy of the position-relief briefing. The specialists engaged in a position relief will conduct the relief process at the position being relieved unless other procedures have been established and authorized by the facility air traffic manager.

POSITION RELIEF PROCESS

POSITION REVIEW

D-7. The relieving specialist—

- Follows the checklist and reviews the status information areas. (This step may be replaced by an authorized preposition briefing if an equivalent review of the checklist items is completed.)
- Observes the position equipment, the operational situation, and the work environment.
- Listens to voice communications and observes other operational actions.
- Observes current and pending aircraft and vehicular traffic and correlates that information with flight and other movement information.
- Indicates to the specialist being relieved that the position has been previewed and that the verbal briefing may begin.

VERBAL BRIEFING

D-8. The specialist being relieved will brief the relieving specialist about the status of items not displayed in the status information areas. He also will brief the relieving specialist about any items of special interest that require a verbal explanation or an additional discussion. The specialist being relieved will brief the relieving specialist about the traffic, if applicable. The relieving specialist may ask questions to ensure a complete understanding of the situation, and the specialist being relieved must provide complete answers to these questions.

POSITION RESPONSIBILITY ASSUMPTION

D-9. The relieving specialist will make a statement or otherwise indicate to the specialist being relieved that position responsibility has been assumed. Then the specialist being relieved will release the position to the relieving specialist.

D-10. The relieving specialist—

- Signs onto the position unless a facility directive authorizes the specialist being relieved to perform this function.
- Checks, verifies, and updates the information obtained in paragraphs D-7 and D-8.

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D-11. The specialist being relieved—

- Reviews the checklist, status information areas, written notes, and other sources of information, and advises the relieving specialist of known omissions, updates, or inaccuracies.
- Observes the overall position operation to determine if assistance is needed.
- Provides or summons assistance, if needed.
- Advises the appropriate position regarding known status information area omissions, updates, or inaccuracies.
- Signs the relieving specialist onto the position, if appropriate.
- Signs off of the position according to existing directives or otherwise indicates that the relief process is complete.

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Appendix E

Mission Schedule/Briefing

This appendix gives instructions for completing mission schedule/brief (DA Form 5484-R) and shows a sample of a completed DA Form 5484-R (figure E-1).

INSTRUCTIONS FOR COMPLETING MISSION SCHEDULE/BRIEF (DA FORM 5484-R)

E-1. The mission brief may be accomplished by telephonic or other means, provided all key elements are addressed and recorded by both parties to the brief. The briefer ensures that all key mission elements noted on the mission schedule/brief are briefed according to AR 95-1. He documents completion of the briefing on the mission schedule/brief. (Briefing officers for mission briefings will normally be members of the chain of command, not lower than platoon leader or operations officer.)

FRONT SIDE

- ***Item 1:*** Date.
- ***Item 2:*** AC number – Enter aircraft tail number.
- ***Item 3:*** PC – Enter name of the pilot and seat designation, and, if appropriate, the designation as air mission commander.
- ***Item 4:*** PI – Enter name of the pilot and seat designation.
- ***Item 5:*** Crewmembers – Enter names of nonrated crewmembers.
- ***Item 6:*** FC – Enter authorized flight condition codes for the mission, as described in AR 95-1.
- ***Item 7:*** Mission – Enter assigned mission number and/or title.
- ***Item 8:*** ETD/ETE – Enter estimated time of departure and estimated time en route.
- ***Item 9:*** PC – Pilot-in-command's initials. Initials are the PC's acknowledgment that he has been briefed by the chain of command on key elements of the mission and has briefed back key elements of the mission briefing.
- ***Item 10:*** Briefer – Initials of the commander or a qualified briefing officer, with designated risk management authority, constitute authorization for the flight. Initials indicate that—
  - Chain of command has briefed all key mission elements.
  - Risk assessment procedures have been completed.
  - Identified risk has been reduced to the lowest acceptable level.
- ***Item 11:*** RAV – Risk assessment value, calculated risk level for mission based on unit risk management program.

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- ***Item 12:*** MS – Mission status, to be completed by the PC at the end of the mission using the following codes:
  - MC – Mission completed as briefed.
  - NC – Mission was not completed as briefed; see remarks on the back of the schedule.
  - CX – Mission canceled.
- ***Item 13:*** Remarks – For local use as desired, continue on the back if required.

Note: Items 1 through 12 are mandatory for all flights.

REVERSE SIDE

E-2. The reverse side of the mission schedule is used to document necessary mission status remarks. (For example: 9 Nov 93, Msn 03-09-04, mission canceled by S3, 1/20 Arty, initials M.S.)

Notes:

1. The mission schedule/brief is used to document the completion of required briefings. As a minimum, it is retained in the unit file for at least 30 days.

2. The mission schedule/brief is provided for the commander's use. Unit developed forms may be used as long as all mandatory items are covered.

3. Information contained on the mission schedule/brief does not relieve aircrewmembers from the requirement to know and adhere to applicable regulations, SOPs, and policies.

4. Supporting and supported unit commanders coordinate and designate command relationships to execute mission briefings when aircrews are separated from their parent unit.

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MISSION SCHEDULE/BRIEF

For use of the form, see AR 95-1; the proponent agency is DCSOPS

DATE*	AC#*	PC*	PI*	CREWMEMBERS*	FLIGHT* COND	MISSION*	ETD /* ETE	INITIALS		RAV*	MS*	REMARKS
								PC	BRIEFER			
1 SEP 03	26489	Brown	Steinert	Roth/Webster	D	09-03/APART	0900/2+00			L	MC	

LEGEND

FLIGHT CONDITION		MS		* MANDATORY FOR ALL FLIGHTS
1. DAY	4. IMC/SIM IMC	MISSION STATUS	CX-CANCELED	
2. NIGHT	5. MULTI A/C	MC-MSN COMPLETE		
3. ND	6. TERRAIN FLT	NC-NOT COMPLETE AS BRIEFED; SEE REMARKS		

DA FORM 5484-R, FEB 96 PREVIOUS EDITIONS ARE OBSOLETE USAPPC V1.00

Figure E–1. Sample of a completed DA Form 5484–R

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Appendix F

Manuals Used Daily

This appendix is a guide to operations personnel in performing their day-to-day operations. Most units maintain a huge library of publications and reference manuals that may or may not be kept up-to-date. This appendix contains a list of critical publications that must be kept in flight operations. It gives a brief description of the contents of each publication pertaining to aviation operations. The operations sergeant is responsible for ensuring that these manuals are readily accessible. He must see that his soldiers know where to find the information and ensure that they understand the information. The descriptions list only subjects of major importance to operations personnel.

AR 25-50

F-1. AR 25-50 covers—

- Memorandum format.
- Mail procedures.
- Labels.
- Model authority lines and signature blocks.
- Style practices.

AR 25-400-2

F-2. AR 25-400-2 outlines the procedures and requirements for labeling and filing documentation maintained by the flight operations. Files included are—

- Flight records.
- Aircrew training manual (ATM) records.
- Aircrew training program (ATP) waivers/extensions.
- Flight pay certificates.
- DA Form 2408-12.
- Flight plans.
- Aircrew mission briefings.
- Passenger manifests.
- Flight logs.
- Other documentation as prescribed by regulatory requirements or at the discretion of the commander.

AR 37-104-4

F-3. AR 37-104-4 establishes the requirement and outlines procedures for completing the monthly flight pay exception certificate. It also prescribes the proper pay codes for nonrated crewmembers and noncrewmembers who are posted to any flight status issuance order.

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AR 40-8

F-4. AR 40-8 explains the temporary restriction to flying duties due to exogenous (external) factors affecting aircrew efficiency.

AR 40-501

F-5. AR 40-501 outlines the medical requirements for personnel on flying status. Major subjects of interest to flight operations personnel include—

- Completion of annual flying duty medical examinations (FDMEs).
- Requirements for completion of DA Form 4186.
- Disposition of personnel on extended temporary medical suspensions and personnel who are permanently medically disqualified from aviation service.

AR 70-50

F-6. AR 70-50 covers guidance and procedures for aircraft designation symbols.

AR 95-SERIES

F-7. The AR 95-series of regulations covers many aspects of Army aviation.

AR 385-95

F-8. AR 385-95 covers—

- Command responsibilities.
- Unit pre-accident plan.
- Operational hazard reports (OHRs).
- Foreign object damage (FOD) prevention.

AR 420-90

F-9. AR 420-90 covers and defines aircraft rescue firefighting.

AR 600-8-22

F-10. AR 600-8-22 governs requirements for the basic, senior, and master aircraft crewmember badges.

AR 600-8-105

F-11. AR 600-8-105 covers policy and procedures for preparing and issuing orders for military personnel and units. It prescribes movement designator codes (MDCs) for use in certain permanent change of station (PCS) orders.

AR 600-105

F-12. AR 600-105 contains eligibility for award of aeronautical ratings and badges for aviators and flight surgeons. It addresses—

- Requirements for continuous and conditional aviation career incentive pay (ACIP).
- Temporary and nontemporary medical suspensions.
- Medical disqualifications.
- Flying evaluation board (FEB) selection procedures and conduct.
- Flight surgeon minimum semiannual/annual ATP requirements.

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AR 600-106

F-13. AR 600-106 gives the commander authority to place selected military occupational specialty (MOS) qualified personnel on crewmember or non-crewmember flying status based on—

- The organization's manning document (MTOE/TDA) and the number of aircraft assigned to the unit.
- Noncrewmember density positions based on assigned aircraft.
- Procedures for publishing and terminating flying status orders.
- ATP completion requirement and 120-day advance removal from flight status of nonrated crewmembers.

DA PAM 600-3

F-14. DA Pam 600-3 defines MOSs and skill identifiers for commissioned officers.

DA PAM 600-11

F-15. DA Pam 600-11 defines MOSs and skill identifiers for warrant officers.

DA PAM 738-751

F-16. DA Pam 738-751 covers the correct completion of DA Form 2408-12.

TC 1-210

F-17. TC 1-210—

- Defines flight activity categories (FACs) and readiness levels (RLs).
- Lists the respective semiannual minimum flight requirements.
- Contains guidance for developing the unit ATP and risk management procedures.
- Contains procedures for formulating the unit flying-hour program.

FM 101-5

F-18. FM 101-5 describes basic doctrine of the roles, relationships, organization, and responsibilities of staffs in the U.S. Army.

FM 101-5-1

F-19. FM 101-5-1 sets forth procedures for the U.S. Army in the use of land-based warfighting symbology. The manual is a dictionary of operational terms and military graphics. It is designed for commanders and staffs from company through corps to communicate instructions to subordinate units. This manual describes basic doctrine of the roles, relationships, organization, and responsibilities of staffs in the U.S. Army.

TM 5-823-4

F-20. TM 5-823-4 provides criteria for marking Army airfields, heliports, and obstructions to air navigation at Army installations within the United States. For marking of Army airfields, heliports, and obstructions to air navigation located in foreign countries, it serves as the basic reference consistent with host country criteria.

SC 6210-97-CL-E02

F-21. SC 6210-97-CL-E02 describes airfield/runway specifications.

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STP 1-93P1-SM-TG

F-22. STP 1-93P1-SM-TG identifies the individual MOS training requirements for soldiers in MOS 93P, Skill Level 1.

STP 1-93P24-SM-TG

F-23. STP 1-93P24-SM-TG identifies the individual MOS training requirements for soldiers in MOS 93P, Skill Levels 2, 3, and 4. Commanders, trainers, and soldiers should use it to plan, conduct, and evaluate individual training in the units. It is the primary MOS reference to support self-development and training of every soldier.

GUIDE TO AVIATION RESOURCES MANAGEMENT FOR AIRCRAFT MISHAP PREVENTION

F-24. The *Guide to Aviation Resources Management for Aircraft Mishap Prevention* is an excellent planning tool in developing an overall unit safety and standardization program. This publication is available from the U.S. Army Aviation Center, Aviation Branch Safety Office, ATTN: ATZQ-S, Fort Rucker, Alabama 36362. It may also be obtained from the Fort Rucker Aviation Branch link on the United States Army Safety Program Web site at http://safety.army.mil.

DOD 7000.14-R

F-25. DOD 7000.14-R governs—

- Hazardous duty incentive pay (HDIP) for crewmembers and noncrewmembers, three-month grace period.
- Change in status from crewmember to noncrewmember, six-month grace period under conditions of aircraft unavailability.
- ACIP for rated aviators.

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Appendix G

Monthly Exception Certification

Personnel who are required to fly a monthly minimum must have their flight hours verified and signed by the unit commander. This verification is called a monthly exception certificate. Personnel who become incapacitated because of an aircraft accident must have a certificate of incapacitation prepared and signed by the appropriate medical authority. DOD 7000.14-R explains hazardous duty incentive pay (HDIP) requirements. This appendix provides samples of two certificates: a monthly exception certificate (figure G-1) and a certificate of incapacitation (figure G-2). It also provides a sample of a 120-day advance notice of removal from flight status (figure G-3). AR 37-104-4 provides more information on the two certificates and the use of DA Form 4730-R.

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CERTIFICATE FOR PERFORMANCE OF HAZARDOUS DUTY

For use of this form, see AR 37-104-4/AR 37-104-10; the proponent agency is SAFM

1. ORGANIZATION	2. PERIOD	
HHC 1-210th Aviation Regiment	FROM	TO
3. LOCATION	1 JAN 04	31 JAN 04
Fort Rucker, AL 36362		

TO Finance and Accounting Officer:

Fort Rucker, AL

This certificate is furnished pursuant to AR 37-104-4 and/or AR 37-104-10. It is applicable to all soldiers named hereon and for the period stated above unless otherwise indicated below.

4. NAME *(Last, First, MI)*	5. SSN	6. TYPE OF PAY	7. PERIOD *(if other than above)*
All personnel in an authorized flying status have qualified for flight pay for the month of January 2004, except the following:			
Smith, Bill A., SPC	111-22-3333	Crewmember	
Forbes, Chris E., SFC	444-55-6666	Crewmember	
Capece, Scott A., SSG	777-88-9999	Noncrewmember	
The following personnel have met flight requirements to qualify for flight pay for the months shown:			
Steinert, Deryk E., SFC	555-44-3333	Crewmember	DEC 2003
Roth, Jeffrey A., SFC	123-45-6789	Noncrewmember	NOV-DEC 2003
----------Nothing Follows----------			

COMMANDER'S STATEMENT

For the period for which additional pay may be due, each soldier whose name appears hereon, has while in duty status performed hazardous duty as shown above, by orders of competent authority, sufficient to meet the requirements of DODPM for part two, chapter 3 or part eight, in accordance with applicable service regulations.

8. TYPED NAME AND GRADE OF COMMANDER	9. SIGNATURE OF COMMANDER	10. DATE
CHRISTOPHER L. BROWN, CPT, AV		4 FEB 04

DA FORM 4730-R, MAR 94 REPLACES DA FORM 4730-R; FEB 88, WHICH IS OBSOLETE USAPPC V2.00

Figure G-1. Sample monthly exception certificate

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DEPARTMENT OF THE ARMY
Alpha Company, 1st Battalion, 210th Aviation Regiment
Fort Rucker, Alabama 36362-5112

OFFICE SYMBOL DATE:

MEMORANDUM FOR Finance and Accounting Office, ATTN: Military Pay Section

SUBJECT: Certificate of Incapacitation

1. Capece, Scott A., SSG, 123-45-6789, A Company, 1/210 Aviation Regiment, is incapacitated physically to perform flying duties as a result of a Class B UH-60 aircraft accident and such incapacity resulted from participation in flying duty. This incapacity originated on 18 January 2003. During the period from 18 January 2003 to 28 February 2003, the soldier continued to be incapacitated.

2. SSG Capece is entitled to incentive pay during the period of incapacitation as outlined in DOD Military Pay and Allowances Entitlements Manual.

3. The POC for this action is SFC Jeffrey Roth, DSN: 558-9677.

Medical Authority's Signature Block

Figure G-2. Sample certificate of incapacitation

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DEPARTMENT OF THE ARMY
A Company, 1st Battalion, 210th Aviation Regiment
Fort Rucker, Alabama 36362-5112

OFFICE SYMBOL DATE:

MEMORANDUM FOR Individual, SSN

SUBJECT: 120-day Advance Notice of Removal from Flight Status

1. Because of (Reason), you will be removed from flight status on (Effective Date) and your flight pay will be terminated on (Date Additional Pay Terminated). It is important that you financially prepare for the loss of the hazardous duty incentive pay.

2. The point of contact for this action is SFC Steinert, DSN: 558-9677.

Unit Commander's Signature Block

OFFICE SYMBOL (preparing office) 1st End no.

Action officer/typist's initial/phone

Example: SFC Steinert/jls/7272

I acknowledge the receipt of this 120-day advanced notice of my pending removal from flight status. I further understand that I will lose the hazardous duty incentive pay associated with that flight status.

Individual's Signature Block

Figure G-3. Sample 120-day advance notice of removal from flight status

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Appendix H

Aviator Flight Record Checklist

This appendix provides an example aviator flight record checklist. It may be used as a guide for maintaining or inspecting flight records. This checklist (table H-1) is only a guide and may be modified to suit the unit's needs.

Table H-1. Aviator flight record checklist

NAME: Brown, Christopher L **RANK:** CPT

UNIT: A/4-229th Avn Regt **DOB**: 1 JUN 75 FLYING STATUS: CRM

	YES	NO	NA
1. DA Form 3513 Individual Flight Record Folder (IFRF)			
a. Is the IFRF labeled as preferred by FM 3-04.300, Chapter 6?	√		
b. Are the labels completed according to AR 25-400-2?	√		
2. Part I. – Biography/Demographic			
a. Is the sheet number correct?	√		
b. Is the aviation service entry date (ASED) correct?	√		
c. Does the duty position correctly match The Army Authorization Documents System (TAADS) document?	√		
d. Is block 13 properly completed to indicate that the aviator is in an operational or nonoperational position?	√		
3. Part II – Flight Hours, Section A. – Qualifications			
a. Are aircraft qualifications for the aircraft listed properly within the record?	√		
b. Are aircraft night system qualifications properly documented?	√		
c. Is the aviator logging the correct duty symbols for the type of duties for which qualified?	√		
d. Has the aviator logged flight time in aircraft not qualified in? If so, is the aircraft listed in column a as rotary wing (RW) or fixed wing (FW)?		√	
e. Is the last flight date properly annotated?	√		
f. Do total hours flown in each aircraft match DA Forms 759-1 posted to the aviator's record?	√		
4. Part II – Flight Hours, Section B. – Total Hours			
a. Do the historical hours (block g) match the historical hours of the previous DA Form 759?	√		
b. Are the cumulative totals of combat and imminent danger hours correct?	√		
c. Are the military rotary wing (RW) and fixed wing (FW) total hours correct?	√		
d. Has the flight operations officer verified civilian flight hours? If so, has a remark been added to Part IV?	√		
e. Do the totals in blocks c through g match the total hours in block h?	√		
5. Part III – ATP			

Sample

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Table H-1. Aviator flight record checklist

NAME: Brown, Christopher L **RANK:** CPT

UNIT: A/4-229th Avn Regt **DOB**: 1 JUN 75 FLYING STATUS: CRM

	YES	NO	NA
a. Is the aviator an MP or ME? If so, is block 2 annotated with the correct date of the examination? If none was performed, has the data from the previously closed out DA Form 759 been brought forward as required in block 2?		√	
b. Was the aviator required to complete an Annual Proficiency and Readiness Test (APART)?	√		
c. If the aviator was required to complete an APART, is the date correct?	√		
d. If the aviator was not required to complete an APART, was the information in blocks 9 and 10 brought forward from the previous closeout as required?			√
e. If the aviator was not required to complete an APART, was the information in block 6 left blank and a remark annotated in Part IV, Remarks?			√
f. Is the primary aircraft FAC/RL correct?	√		
g. Is the alternate or additional aircraft listed and RL annotated (if applicable)?	√		
6. Part IV – Remarks			
a. Are errors found during record audit procedures properly annotated?	√		
b. Are aircraft qualification course completions annotated to the closeout?			√
c. Are all mandatory remarks annotated?			
d. Is any aircraft accident in which the aviator was involved annotated to the closeout?			√
e. Are temporary medical suspensions and lifting of those suspensions annotated to the closeout?			√
f. Was Flight Evaluation Board (FEB) action warranted?		√	
g. Was FEB action taken? If so, was it annotated in the remarks?			√
h. Did the aviator complete all aircrew training program (ATP) task iteration requirements?	√		
i. If (h) is "no," did the aviator receive an extension or waiver for those uncompleted tasks?			√
j. Is the mandatory remark posted to the closeout stating that the aviator has not completed all ATP requirements and why?			√
k. Is this a flight activity category (FAC) 3 aviator?		√	
l. If (k) is "yes," has the aviator completed the synthetic flight training systems (SFTS) requirements and the standardization flight evaluation?			√
m. Is this a non-operational aviator?		√	
n. If (m) is “yes,” has the aviator completed the annual physical requirement?			√
7. Medical			
a. Is the aviator newly assigned to the unit?		√	
b. If (a) is "yes," does the aviator have a report to new duty station DA Form 4186 posted to the flight record?			√
c. Does the aviator have a valid FDME posted to the flight record?		√	

Sample

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Table H-1. Aviator flight record checklist

NAME: Brown, Christopher L **RANK:** CPT

UNIT: A/4-229th Avn Regt **DOB**: 1 JUN 75 FLYING STATUS: CRM

	YES	NO	NA
d. If (c) is "no," did the flight surgeon grant a one-time extension to complete the examination?			√
e. Was the FDME completed before the end of the extension (if applicable)?			√
f. Are all the blocks of the DA Form 4186 properly completed and readable?	√		
g. Has the aviator signed the DA Form 4186, as required?	√		
h. Has the unit commander signed the DA Form 4186 as required?	√		
i. Are any medical waivers posted to the flight record?		√	
j. Are waivers, temporary medical suspensions and return to flight duty DA Form 4186 marked with clearly stated periods of retention, as required? If so, is a remark annotated in Part IV, Remarks?			√
k. Is the unit commander's copy of all DA Forms 4186 posted to the record per AR 40-501?	√		
8. Orders			
Are the following orders and course completion certificates posted to the aviator's flight record?			
a. Aviation service entry date orders.	√		
b. Flight school completion/aviator badge designation.	√		
c. Senior aviator designation (if applicable).			√
d. Master aviator designation (if applicable).			√
e. Instructor pilot (if applicable).			√
f. Instrument flight examiner (if applicable).			√
g. Maintenance test pilot (if applicable).			√
h. Is the current copy of the DA Form 7120-R outlining the duties authorized by the commander posted?	√		
i. Does the DA Form 7120-R have both the commander's and crewmember's signatures?	√		
j. Are any RFOs posted in the IFRF (if applicable) until original orders arrive?			√
9. Supplemental Documents			
a. Are any supplemental documents requested by the commander posted?			√
b. Are copies of ATP extensions/waivers posted?			√
10. Remarks			
Note: Add a remark to annotate deficiencies found and actions taken to correct noted deficiencies			
7c. DA Form 4186 missing from individual's flight record. DA Form 4186 located in flight operations posting box and posted to aviator's flight record.			

Sample

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Appendix I

Crewmember/Noncrewmember Flight Record Guide

This appendix provides an example nonrated crewmember flight record guide. This guide may be used for maintaining or inspecting flight records. Table I-1 is only a guide and may be modified to suit the unit's needs.

Table I-1. Crewmember/Noncrewmember flight record checklist

NAME: Roth, Jeffrey A . **RANK**: SSG

UNIT: A/5-158th Avn Regt **DOB**: 16 NOV 76 **FLYING STATUS**: CRM

	YES	*NO*	*NA*
1. DA Form 3513 (IFRF)			
a. Is the IFRF labeled as preferred by FM 3-04.300, Chapter 6?	√		
b. Are the labels completed according to AR 25-400-2?	√		
2. Part I. – Biography/Demographic			
a. Is the sheet number correct?	√		
b. Is the original aviation badge orders awarded date annotated under block 7?	√		
c. Does the duty position correctly match The Army Authorization Documents System (TAADS) document?	√		
d. Is block 8 completed for flight surgeons or nonrated officers only?			√
3. Part II – Flight Hours, Section A. – Qualifications			
a. Are aircraft qualifications for the aircraft listed properly documented within the record?	√		
b. Are aircraft night systems qualifications properly documented?	√		
c. Is the individual logging the correct duty symbols for the type of duties for which qualified?	√		
d. Is the last flight date properly annotated?	√		
e. Do total hours flown in each aircraft match DA Forms 759-1 and DA Forms 759-3 posted to the individual's record?	√		
4. Part II – Flight Hours, Section B. – Total Hours			
a. Do the historical hours (block g) match the historical hours of the previous DA Form 759?	√		
b. Are the cumulative totals of combat and imminent danger hours correct?	√		
c. Are the military rotary wing (RW) and fixed wing (FW) total hours correct?	√		
d. Do the totals in blocks d, f, and g match the total hours in block h?	√		

Sample

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Table I-1. Crewmember/Noncrewmember flight record checklist

NAME: Roth, Jeffrey A . **RANK**: SSG

UNIT: A/5-158th Avn Regt **DOB**: 16 NOV 76 **FLYING STATUS**: CRM

	YES	*NO*	*NA*
5. Part III – ATP			
a. Was the individual required to complete an Annual Proficiency and Readiness Test (APART)?	√		
b. If the individual was required to complete an APART, is the date correct?	√		
c. If the individual was not required to complete an APART, was the information in block 9 brought forward from the previous closeout as required?			√
d. If the individual was not required to complete an APART, was the information in block 6 left blank and a remark annotated in Part IV. Remarks?			√
e. Is the appropriate readiness level annotated, if required?	√		
f. Is the alternate or additional aircraft listed and RL annotated (if applicable)?			√
g. Is the individual a flight surgeon? If so, has the individual completed the semi-annual and annual flying hour requirements according to AR 600-105?		√	
6. Part IV – Remarks			
a. Are errors found during record audit procedures properly annotated?			√
b. Are all mandatory remarks annotated?	√		
c. Are temporary medical suspensions and lifting of those suspensions annotated to the closeout?			√
d. Did the individual complete all aircrew training program (ATP) task iteration requirements if required?	√		
e. If (d) is "no," did the individual receive an extension or waiver for those uncompleted tasks?			√
f. Is the mandatory remark posted to the closeout stating that the individual has not completed all ATP requirements and why?			√
g. If a 120-day notice was required, was a remark annotated?			√
7. Medical			
a. Does the individual have a valid FDME posted to the flight record?	√		
b. If (b) is “no,” did the flight surgeon grant a one-time extension to complete the examination?			√
c. Was the FDME completed before the end of the extension (if applicable)?			√
d. Are all the blocks of the DA Form 4186 properly completed and readable?	√		
e. Has the individual signed the DA Form 4186 as required?		√	
f. Has the unit commander signed the DA Form 4186 as required?	√		
g. Are any medical waivers posted to the flight record?			√
h. Are waivers, temporary medical suspensions, and return to flight duty (DA Form 4186) marked with clearly stated periods of retention, as required? If so, is a remark annotated in Part IV. Remarks?	√		
i. Is the unit commander’s copy of all DA Forms 4186 posted to the record per AR 40-501?	√		

Sample

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Table I-1. Crewmember/Noncrewmember flight record checklist

NAME: Roth, Jeffrey A . **RANK**: SSG

UNIT: A/5-158th Avn Regt **DOB**: 16 NOV 76 **FLYING STATUS**: CRM

	YES	*NO*	*NA*
8. Orders			
a. Are the following orders and course completion certificates posted to the aviator's flight record?			
1. Initial qualification badge designation.	√		
2. All performance orders.	√		
3. All termination orders.	√		
4. Senior aviation badge orders (if applicable).	√		
5. Master aviation badge orders (if applicable).			√
b. Is the current copy of DA Form 7120-R outlining the duties authorized by the commander posted?	√		
c. Does DA Form 7120-R have both the commander's and crewmember's signatures?	√		
d. Are any RFOs posted in the IFRF (if applicable) until original orders arrive?			√
9. Supplemental Documents			
a. Are any supplemental documents requested by the commander posted?			√
b. Are copies of ATP extensions/waivers posted?			√
10. Remarks			
Note: Add a remark to annotate deficiencies found and actions taken to correct noted deficiencies.			
7e. DA Form 4186 not signed by individual. DA Form 4186 given to individual and signed.			

Sample

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Glossary

A	acceptance test flight
AA	air to air
A2C2	Army airspace command and control
AAF	Army airfield
AC	active component
ACIP	aviation career incentive pay
ACO	airspace control order
ACP	air control point
ACS&R	air crash, search, and rescue
AD	automatic distribution
admin	administrative
AFB	Air Force base
AFRCC	Air Force rescue coordination center
AFRS	Automated Flight Record System
AFSC	Air Force Systems Command
AFTN	Aeronautical Fixed Telecommunications Network
AGPU	auxiliary ground power unit
AH	attack helicopter
AIM	Airman's Information Manual
AIS	Aeronautical Information System
AL	Alabama
ALAN	aircraft landing authorization number
ALNOT	alert notice
alt	altitude
AME	airspace management element; aviation medical examiner
AO	aeroscout observer
APART	Annual Proficiency and Readiness Test
APG	Aberdeen Proving Ground
APU	auxiliary power unit
AR	Army regulation
ARAC	Army radar approach control
ARIMS	Army Records Information Management System
ARNG	Army National Guard
ARPERCEN	Army Personnel Center
ARTCC	air route traffic control center
ASED	aviation service entry date
ASO	aviation safety officer

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ASR	airport surveillance radar
AT&A	air traffic and airspace
ATO	air tasking order
ATC	air traffic control
ATM	aircrew training manual
ATP	aircrew training program
ATS	air traffic services
attn	attention
auto	automatic
AV	aviation
avn	aviation
AWS	Air Weather Service
BASEOPS	base operations
bio	biographical
blk	block
BNCOC	Basic Noncommissioned Officer Course
BOI	basis of issue
BS	backseat
C	combat
CALP	Civil Aircraft Landing permit
cat	category
cav	cavalry
cdr	commander
CE	crew chief
CH	cargo helicopter
CHEMO	chemical officer
civ	civilian
CNGB	Chief, National Guard Bureau
cnld	canceled
co	company
comm	communications
COMUSARCENT	Commander, U.S. Army Central Forces Command
cond	condition
config	configuration
CONUS	continental United States
CP	copilot
CPAC	Civilian Personnel Advisory Center
CPT	captain

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CRM	crewmember
CSAR	combat search and rescue
CTA	common table of allowances
CTL	commander's task list
CTO	control tower operator
ctrl	control
cx	cancelled
cyc	cycle
D	day; imminent danger
DA	Department of the Army
DAC	Department of the Army Civilian
DA Pam	Department of the Army Pamphlet
DARR	Department of the Army Regional Representative
DC	District of Columbia
DCSLOG	Deputy Chief of Staff of Logistics
DCSOPS	Deputy Chief of Staff for Operations and Plans
DD	day
DEH	Directorate of Engineering and Housing
det	detachment
DG	night vision goggles daylight filter
DHR	Directorate of Human Resources
DMOS	duty military occupational specialty
DOB	date of birth
DOD	Department of Defense
DODAAC	Department of Defense activity address code
DODFMR	Department of Defense Financial Management Regulation
DPTMSEC	Directorate of Plans, Training, Mobilization, and Security
DS	day vision system; duty symbol
DSN	Defense Switching Network
DTG	date-time group
DPTMSEC	Directorate of Plans, Training, Mobilization, and Security
DPW	Directorate of Public Works
DVFR	defense visual flight rules
EAATS	Eastern Army Aviation Training Site
eject	ejection
ELT	emergency locator transmitter
ETA	estimated time of arrival
etc.	etcetera

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ETD	estimated time of departure
ETE	estimated time en route
EUSA	Eighth United States Army
eval	evaluation
exam	examination
F	maintenance test flight
FAA	Federal Aviation Administration
FAC	flight activity category
FAAO	Federal Aviation Administration Order
FAO	finance and accounting office
FAR	Federal Aviation Regulation
FARP	forward arming and refueling point
FDME	flying duty medical examination
FE	flight engineer
FEB	flying evaluation board
fgn	foreign
FHR	flying hour report
FI	nonrated crewmember instructor
FL	Florida
FLEXHA	fuel exhaustion time
FLIP	flight information publication
flt	flight
FM	field manual; frequency modulated
FOD	foreign object damage
FRAGO	fragmentary order
FS	front seat, flight symbol
FSCOORD	fire support coordinator
FSS	flight service station
FW	fixed wing
fwd	forward
G2	Assistant Chief of Staff, G2 (Intelligence)
G3	Assistant Chief of Staff, G3 (Operations and Plans)
GA	Georgia
GCA	ground-controlled approach
GP	general planning
GPS	global positioning system
GS	general support

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H	hooded instrument flight
HDIP	hazardous duty incentive pay
HF	high frequency
HHC	headquarters and headquarters company
HO	hands on
HQDA	Headquarters, Department of the Army
hr	hour
ICAO	International Civil Aviation Organization
ID	identification
IE	instrument flight examiner
IFR	instrument flight rules
IFRF	individual flight records folder
ILS	instrument landing system
IMC	instrument meteorological condition
info	information
INREQ	information request
IP	instructor pilot
JP	jet petroleum
JRCC	joint rescue coordination center
JUA	joint-use airspace
LAN	local area network
LOA	letter of agreement
LOP	letter of procedure
LZ	landing zone
m	meter
MACOM	major Army command
maint	maintenance
MAJ	major
MC	mission completed
MDC	movement designator code
MDMP	military decisionmaking process
ME	maintenance test pilot evaluator
med	medical
MEDEVAC	medical evacuation
METL	mission essential task list
METT-T	mission, enemy, terrain, troops, and time available

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MFR	memorandum for record
MHz	megahertz
MI	military intelligence
MIJI	meaconing, intrusion, jamming, and interference
MIL	military specification
mm	millimeter
MMM	month
MO	flight surgeon or medical personnel
MOPP	mission-oriented protective posture
MOS	military occupational specialty
MP	maintenance test pilot
MS	mission status
MSE	mobile subscriber equipment
msg	message
msn	mission
MTFE	maintenance test flight evaluation
MTOE	modified table of organization and equipment
MTP	maintenance test pilot
MWA	military weather advisory
N	night
NA	not applicable
NATO	North Atlantic Treaty Organization
nav	navigation
NAVAID	navigational aid
NBC	nuclear, biological, and chemical
NC	not completed
NCO	noncommissioned officer
NCOIC	noncommissioned officer in charge
NCRM	noncrewmember
NDB	nondirectional radio beacon
neg	negative
NFPA	National Fire Protection Association
NG	night goggles
NGB	National Guard Bureau
NIMA	National Imagery and Mapping Agency
NLT	no later than
NMAC	near midair collision
no	number
NOE	nap-of-the-earth

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nonoper	nonoperational
NOTAM	notice to airmen
NS	night system
NTC	National Training Center
NV	night vision
NVD	night vision device
NVG	night vision goggles
NWS	National Weather Service
OCONUS	outside the continental United States
ODCSOPS	Office of the Deputy Chief of Staff for Operations and Plans
OF	optional form
OD	olive drab
OH	observation helicopter
OHR	operational hazard report
OMPF	official military personnel file
OPCON	operational control
oper	operational
OPLAN	operation plan
OPORD	operation order
OPSEC	operations security
OR	aircraft maintenance personnel, technical observer, fire fighter, aerial photographer, gunner, or duties requiring flight
ORB	officer record brief
OVR	overcast
PAC	personnel administration center
PAR	precision approach radar
PC	pilot in command
PCS	permanent change of station
PERSCOM	United States Army Total Personnel Command
PI	pilot
PID	personnel identification data
PIREP	pilot report
PMCS	preventive maintenance checks and services
POB	personnel on board
POC	point of contact
POL	petroleum, oils, and lubricants
PPR	prior permission required

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QRF	quick reaction force
RA	Regular Army
RAV	risk assessment value
RCC	rescue coordination center
rckt	rocket
regt	regiment
rev	revision
RFO	request for orders
RL	readiness level
RON	remain overnight
RW	rotary wing
rwy	runway
S	seat designation
S1	Personnel Officer (U.S. Army)
S2	Intelligence Officer (U.S. Army)
S3	Operations and Training Officer (U.S. Army)
S4	Logistics Officer (U.S. Army)
SAR	search and rescue
SARCC	search and rescue coordination center
sec	sectional
SF	standard form
SFC	sergeant first class
SFTS	synthetic flight trianing systems
SGT	sergeant
SI	nonrated crewmember standardization instructor
SM	soldier's manual
SMCT	soldier's manual of common tasks
SOP	standing operating procedure
SP	standardization instructor pilot
SQI	skill qualification identifier
SSAN	Social Security account number
SSN	Social Security number
sta	station
STANAG	standardization agreement
std	standard
STP	soldier training publication
SUA	special-use airspace
sym	symbol

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T	training
TAADS	The Army Authorization Documents System
tac	tactical
TAC	tactical action center
TACOPS	tactical operations
TAMMS-A	The Army Maintenance Management System—Aviation
TAS	true airspeed
TB	technical bulletin
TC	training circular
TD	transmitter distributor
TDA	table(s) of distribution and allowances
TDY	temporary duty
term	terminal
TERPS	terminal instrument procedures
TG	trainer's guide
TM	technical manual
tng	training
TOC	tactical operations center
TOE	table(s) of organization and equipment
TOFDC	total operational flying duty credit
TOW	tube-launched, optically tracked, wire-guided missile
TR	terrain
TRADOC	United States Army Training and Doctrine Command
TSG	The Surgeon General
USAASD-E	United States Army Aeronautical Services Detachment, Europe
UASSD	USAREUR Aviation Safety and Standardization Detachment
UCN	urgent change notice
UH	utility helicopter
UHF	ultra high frequency
UMR	unit manning report
UP	under provisions of
U.S.	United States (of America)
USAAVNC	United States Army Aviation Center
USAF	United States Air Force
USAMC	United States Army Materiel Command
USAR	United States Army Reserve
USAREUR	United States Army Europe
USCG	United States Coast Guard

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USR	unit status report
UT	unit trainer
UTC	coordinated universal time
VFR	visual flight rules
VHF	very high frequency
VIP	very important person
VMC	visual meteorological condition
vol	volume
VOR	VHF omnidirectional radio range
W	weather instrument flight
WAATS	Western Army Aviation Training Site
WARNO	warning order
X	experimental test flight
XP	experimental test pilot
YY	year

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15 March 2004

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