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Flying Operations

**RECORD KEEPING PROCEDURES FOR
FLYING ACTIVITIES**

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This instruction implements AFD 11-2, *Aircraft Rules and Procedures*. It establishes guidelines and procedures to be used by supervisory personnel to ensure that proper review, approval, and documentation of all flying activities within the 419th Fighter Wing (419 FW) are accomplished. This will ensure that a maximum amount of training will be accomplished for flying hours expended and that supervisory personnel are aware of such training. This instruction is only applicable to the 419 FW and 466th Fighter Squadron (466 FS) at Hill AFB, Utah.

SUMMARY OF REVISIONS

Changed requirement to have the on-call SOF or duty officer notify the operations group commander for approval of any changes (paragraph **1.2.15**). A bar (|) indicates revision from the previous edition.

1. Cross-Country Navigation Proficiency Flights.

1.1. The objective of this instruction is to enhance the wings instrument training program and increase the navigational proficiency training of wing pilots. Cross-country flights may be authorized on a case-by-case basis. The fighter squadron operations duty officer (DO) or commander (CC) will consider unit requirements, pilot experience and look back, and quality of training accomplished when authorizing cross-country flights.

1.2. Requirements:

1.2.1. 419 FW Form 2, **Request for Cross-Country Flight**, will be completed, in detail, for each flight.

1.2.2. Maximum navigation and instrument training will be accomplished in each flight.

1.2.3. Ready aircrew program (RAP) training that will be accomplished on each flight (such as dissimilar air combat training (DACT), low altitude training (LOWAT), low-level flight, and dry surface attack tactics) will be explained in detail in the remarks section of 419 FW Form 2.

- 1.2.4. Pilots will normally plan to use F-16 bases every other stop on their cross-country flights.
- 1.2.5. Fighter squadron operations officer and operations group commander will screen each cross-country request for training to be accomplished to ensure aircraft is not used for personal convenience, real or perceived.
- 1.2.6. Normally, a pilot will not request to conduct cross-country flight training at locations near the individual's airline domicile, place of employment (airline or otherwise), or the home of record. The only exception to this rule will be if the wing or group commander can personally justify the training based on unit and/or command needs. When such an exception is made (which should be rare), the 10 AF commander will be notified.
- 1.2.7. Cross-country flights will be approved only when appropriate training can be accomplished. Aircraft will not remain over night (RON) on consecutive nights unless local daily training is being conducted or the pilot is conducting official Air Force Reserve business at that location. When local flight training is being conducted at a cross-country location a duty officer or supervisor of flying (SOF) requirement will be complied with as prescribed by AFI 11-418/419FW Sup 1, *Operations Supervision*. A 419 FW Form 3, **419 FW Local Flight Clearance/Daily Flight Order Authorization** and 419 FW Form 10, **Weekly/Daily Flying Schedule (Operations) and AFRC Viper Orm Sheet**, will be accomplished for local flight training with two or more aircraft at a cross country location. Also submit to flight operations personnel upon return to home station.
- 1.2.8. Deviations from the approved cross-country request will be added to the file copy of the flight order and signed by the operations group commander.
- 1.2.9. Single ship crosscountry flights may be approved.
- 1.2.10. Pilot will arrange for proper aircraft security at non-USAF or non-active duty bases.
- 1.2.11. Pilots will follow procedures in the in-flight guide for maintenance and transient alert requirements.
- 1.2.12. Mission identifiers (MI) are initiated by fighter squadron's chief of scheduling and forwarded to the operations group commander for approval from 10 AF/DO and HQ AFRES/DOOM.
- 1.2.13. Squadron operations personnel will provide flight orders. Flight orders will include names and itinerary of attached flying personnel who may be authorized to fly the aircraft during the cross-country trip.
- 1.2.14. In all cases in which itinerary/flying personnel deviations are required, approval will be obtained by contacting the on call SOF/duty officer for verbal approval.
- 1.2.15. The on-call SOF/duty officer will notify the operations group commander for approval of any changes.
- 1.2.16. Flight orders will be amended, as necessary, by squadron operations personnel upon notification from the on call SOF/duty officer that approval has been granted for deviation.
- 1.2.17. Scheduler will notify maintenance operation center (MOC) of intended cross-country flight process through normal scheduling, so they can coordinate the preparation of joint oil analysis program (JOAP) records and aircraft forms.

1.2.18. When JOAP capability exists at a transient location and a sample is required, the aircrew should make every attempt possible to obtain sample results before departure. Pilots will ensure the aircraft will not be flown more than twice without the status of the JOAP samples. Any abnormal JOAP sample will require the pilot to call operations group commander, fighter squadron commander, or operations officer for instructions.

2. Flight Training for Attached Personnel.

2.1. Higher headquarters (HHQ) personnel that are in authorized flying positions, current in the F-16, and who are assigned to the wing will be supported with aircraft and flying time to fulfill flying requirements.

2.2. Requirements:

2.2.1. Attached HHQ pilots will be flown at the mission support rate.

2.2.2. Every effort will be made for attached personnel to perform training at the attached unit or at a deployed location.

2.2.3. Cross-country requests for HHQ personnel will be handled the same as for unit pilots.

3. Aircrew Continuation Training:

3.1. The objective is to ensure that training requirements are properly accomplished and recorded in Air Force Operations Resource Management System (AFORMS).

3.2. Requirements:

3.2.1. Flight management personnel will provide a computer printout of training accomplished and remaining.

3.2.2. Flight leads will use the training printout for mission planning to ensure that maximum training requirements are accomplished during each mission and currencies are maintained.

3.2.3. Pilots will complete 419 FW Form 6, **466 FS AFORMS Input Training Form**, during debriefing after each flight. Flight lead will ensure correct completion.

3.2.4. Training officer and AFORMS manager will ensure that a completed 419 FW Form 6 accompanies each sortie. Computer inputs are only made from the completed form. 419 FW Form 6 will be maintained as a source document.

4. Forms prescribed. 419 FW Form 2 and 419 FW Form 10.

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Commander