BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 11-401

12 JUNE 2003

8TH FIGHTER WING COMMAND
Supplement 1

23 DECEMBER 2003

Flying Operations

AVIATION MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: **http://www.e-publishing.af.mil.**

OPR: HQ USAF/XOOT (Mr. Kyle W. Rensler)

Certified by: HQ USAF/XOO
(Maj Gen Richard A. Mentemeyer)

Supersedes AFI 11-401, 1 October 2001

Pages: 123
Distribution: F

This instruction implements AFPD 11-4, *Aviation Service*, and Department of Defense (DoD) Directive 1340.4, *Proficiency Flying Programs,* July 17, 1972, with Change 1. It established procedures for managing Air Force flying resources and provides guidance that applies to administering aircrew flight management programs. It applies to all US Air Force flight managers, commanders of flying units, and aircrew personnel. Send comments and suggested improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, through channels to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC 20330-1480. Major commands (MAJCOMs), field operating agencies (FOAs), HQ USAF direct reporting units (DRUs), and subordinate organizations may supplement this instruction. Supplements cannot be less restrictive than the basic publication. MAJCOMs, FOAs, and DRUs will coordinate their supplements to this instruction with HQ USAF/XOOT before publication and will forward one copy to HQ USAF/XOOT after publication; subordinate organizations will coordinate their supplements with parent organizations and will furnish one copy of their supplement to the next higher headquarters. This document requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are in Title 10, United States Code (U.S.C.), Section 8013 and Title 37 U.S.C. 301a, Incentive pay: Public Law 92-204 (Appropriations Act for 1973), Section 715; Public Law 93-570 (Appropriations Act for 1974); Public Law 93-294 (Aviation Career Incentive Act of 1974); DoD Directive 7730.57 (Aviation Career Incentive Act) and Executive Order 9397 (Numbering System For Federal Accounts Relating to Individual Persons). The Privacy Act System Number F011 AF XO A, Aviation Resource Management Systems (ARMS) covers required information. Maintain and dispose of records created as a result of processes prescribed in this instruction according to AFMAN 37-139, *Records Disposition Schedule*.

(8FW) This supplement applies to all personnel assigned, attached, or associate units to the 8th Fighter Wing, Kunsan Air Base, Korea.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision includes updated guidance pertaining to Host Aviation Resource Management (HARM) office aviation management actions (aviation/parachutist ARMS management processes); revises **Table 1.1., Orientation/Public Affairs Flight Approval Authorities**, including table notes; deletes the section on the Air Force crew ratio process (incorporated into AFI 11-412); revises the sortie definition to include provision for continuation sorties; adds special Air Battle Manager (ABM) characters to **Table A2.3., Flight Authorization Duty Codes**; revises **Attachment 3, Preparing Aeronautical Orders (AOs)**; adds **Attachment 4, ARMS Aircrew/Mission Flight Data Extract**; revises **AF Form 1887, Aeronautical Order Aviation Service**; revises **AFTO Form 781**, and adds **AF Form 3520, ARMS Aircrew/Mission Flight Data Extract**. The title of this AFI is revised from *Flight Management* to *Aviation Management.*

(8FW) Flight commanders are instructed to forward a list of names of individuals who desire and are authorized Familiarization (FAM) flights IAW para 1.3.1 to their respective group commanders NLT 30 days prior to the end of the quarter. Group commanders should then forward the list of names to the 8 OG/CC and 8 FW/CC for approval NLT 15 days prior to the end of the quarter. 35th Fighter Squadron (35 FS) and 80 FS Commanders may schedule attached personnel for FAM flights at their discretion. 8 OSS/OSCO will maintain a master list containing all names of incentive and FAM flyers on the base network. Prior to flight, the squadron Top 3 on duty will ensure the orientation sortie ground training schedule/checklist has been completed, and is on file with the Squadron Aviation Resource Manager (SARM). An aerospace physiology briefing will be included for orientation flyers who do not have a current AF Form 1274, *Physiological Training*. A bar (|) indicates revision from the previous edition.

(8FW) AFI 11-401, 12 June 2003 and PACAF Supplement 1, 18 July 2003 are supplemented as follows:

Chapter 1—RESPONSIBILITY AND OBLIGATIONS, FLIGHT AUTHORIZATIONS, AND FOREIGN MILITARY FLYING **7**

Section 1A Responsibilities and Obligations 7

1.1. Who Must Comply. 7

1.2. Responsibilities of HQ USAF/XOO. 7

1.3. Responsibilities of MAJCOMs. 7

1.4. Responsibilities of Subordinate Organizations. 7

1.5. Responsibilities of Aircrew Members and Parachutists. 9

1.6. Flying Obligations. 10

1.7. Waiver. 11

Section 1B Flight Authorization 12

1.8. Aircraft Flight Authorizations. 12

1.9. Authorization for Using US Air Force Aircraft. 13
Table 1.1. Orientation/Public Affairs Flight Approval Authorities (by Type of Flight) (Note 1). 15
1.10. Authorization to Perform Inflight Duties in Air Force Aircraft. 18
1.11. Authorization to Perform Inflight Duties in Non-US Air Force Aircraft. 19
1.12. Requirements for Pilots in Dual Controlled Aircraft. 19
Section 1C Flying by Military and Civilian Personnel of Foreign Nations in USAF Aircraft 20
1.13. Air Force Policy. 21
1.14. Flight Authorizations. 21
1.15. Procedures for Processing Requests That Require HQ USAF Approval. 22
1.16. Requests for Exception. 22

Chapter 2—FLIGHT MANAGEMENT POLICIES 24

Section 2A Flying Program 24
2.1. Rated Officer and Career Enlisted Aviator (CEA) Flying Program. 24
Table 2.1. Aircrew Position Indicator (API) Codes. 24
2.2. Flying Activity Codes. 26
Table 2.2. Flying Activity Codes (FAC). 26
2.3. Aviation Service Codes (ASC). 27
Table 2.3. ASC First Character (Entitlement Status Code [ESC], Rated Officers). 28
Table 2.4. ASC First Character (Entitlement Status Code [ESC], Career Enlisted Aviators). .. 31
Figure 2.1. ACIP Entitlement Status, (Rated Officers). 32
Figure 2.2. CEFIP Entitlement Status (Career Enlisted Aviators). 33
Table 2.5. ASC Second Character (Flying Status Code [FSC], Disqualified or Suspended Status). 34
Table 2.6. ASC Second Character (Flying Status Code [FSC], Qualified Active and Inactive Flyer) (See Note 1). 35
2.4. Aviation Service Code (ASC) and Flying Activity Code (FAC) Effective Dates. 36
2.5. Transition Status Codes (TSC). 39
Table 2.7. Transition Status Codes (TSC). 40
Figure 2.3. TSC Timeline Chart. 41
Table 2.8. ACIA/NDAA Requirements. 42
Table 2.9. OFDA Requirements Based on TSC. 43

2.6. Rated Officer and Career Enlisted Aviator Operational Flying Duty. 44
2.7. OFDA Waivers. 47
2.8. Taking Part in Flying by Rated Officers. 50
2.9. Additional Ratings. 51
2.10. Flight Surgeon Flying Policy. 51
2.11. Taking Part in Flying by Career Enlisted Aviators. 51
2.12. Taking Part in Flying by Non-rated Officer and Enlisted Members. 52

Section 2B Supervisory Operational Flying Positions 53

2.13. Supervisory Position Criteria. 53
2.14. Supervisory Flying. 53

Table 2.10. General Officer Operational Flying Positions. 54
2.15. Supervisory Position Limitations. 55
2.16. Flying by Individuals in Inactive Status. 55

Table 2.11. Indoctrination Flying Approval Authority. 56

Table 2.12. Air Staff, OSD, and NGB General Officer Indoctrination Flying Positions 56

Section 2C Flight Management Administration 57

2.17. Host Aviation Resource Management Office. 57

Table 2.13. ARMS Special Category Codes (SCC). 58
2.18. Unit Aviation Resource Management (ARM) Office. 58
2.19. Operational Support Aircraft (OSA) and Aircrew Management. 58

Section 2D Support of Personnel Assigned to Locations or Organizations Lacking Flying Facilities or Aircraft 59

2.20. Attachment for Flying/Parachuting. 59

Section 2E Flying with Reserve Component Units 59

2.21. In addition to the guidance provided in this section 59
2.22. Flying With ANG Units. 59
2.23. AFRC Bases and Facilities. 60
2.24. Coordination Authorization. 60

Chapter 3—FLIGHT DOCUMENTATION 61

Section 3A Records Maintenance 61

3.1. Flight and Jump Records and Aviation Resource Management System (ARMS) Functional Responsibility. 61

Section 3B Logging of Flight Activity (ARMS) 63

3.2. Background Information. 63

3.3. Crediting Flight Time. 63

3.4. Definition of Flight Time Categories. 64

3.5. Flight Condition Time. 67

3.6. Non-rated Flight Time. 68

Section 3C Logging of Flight Activity (General) 68

3.7. Logging Flight Time for Pay. 68

3.8. Logging Flight Time by Rated Officers and Career Enlisted Aviators in Inactive Flying Status. 68

3.9. Non-rated Crewmembers and Operational Support Flight Time. 68

3.10. Flying in Other Than Military Aircraft. 69

3.11. Responsibility of Pilot in Command. 69

3.12. Logging Flight Time in Non-US Air Force Aircraft. 69

3.13. Logging Civilian Flight Time. 69

3.14. Logging Student Time. 69

3.15. Logging Other US Military Time. 69

3.16. Logging Foreign Military Time. 70

3.17. Quarterly General Officer Flying Hour Information Report. 70

3.18. Forms Adopted. 70

3.19. Forms Prescribed. 70

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 71

Attachment 1 (8FW)—8TH FIGHTER WING (8 FW) ORIENTATION FLIGHT PROGRAM 79

Attachment 2—INSTRUCTIONS FOR USING AFTO FORM 781, ARMS AIRCREW/MISSION FLIGHT DATA DOCUMENT 83

Attachment 2 (8FW)—8 OSS ORIENTATION/FAMILIARIZATION SORTIE GROUND TRAINING SCHEDULE 99

Attachment 3—PREPARING AERONAUTICAL ORDERS 102

Attachment 3 (8FW)—SAMPLE FORMAT, GROUP COMMANDER QUARTERLY INCENTIVE FLIGHT NOMINATION 118

Attachment 4—ARMS AIRCREW/MISSION FLIGHT DATA EXTRACT 119

Attachment 4 (8FW)—SAMPLE FORMAT, GROUP COMMANDER QUARTERLY FAM FLIGHT NOMINATION 122

Attachment 5 (Added-8FW)—SAMPLE FORMAT, PHOTOGRAPHY LETTER 123

Chapter 1

RESPONSIBILITY AND OBLIGATIONS, FLIGHT AUTHORIZATIONS, AND FOREIGN MILITARY FLYING

Section 1A—Responsibilities and Obligations

1.1. Who Must Comply. The policies and requirements of this instruction apply to all personnel (both active and inactive aircrew members, operational support members and other authorized personnel) who fly onboard Air Force aircraft. In addition, it provides guidance on the Jump Record Folder (JRF), Aviation Service Codes (ASC), and flight authorization codes in **Table A2.3.** for Air Force parachutists. Further guidance on parachutist policies and requirements can be found in AFI 11-410, *Personnel Parachute Operations.*

1.2. Responsibilities of HQ USAF/XOO. The Director of Operations and Training (HQ USAF/XOO) establishes and monitors the Air Force flying program as outlined in this instruction to ensure effective use of resources.

1.3. Responsibilities of MAJCOMs. MAJCOM commanders, through their staffs, must provide guidance, criteria, and supervision to their subordinate organizations to establish a system to carry out the requirements of this instruction and to meet training and operational needs of the US Air Force. They must prohibit any agency or unit from operating or maintaining an aircraft that does not have an established system program director. For example, aircraft procured through non-DoD resources will not be flown or operated by USAF units without MAJCOM approval.

1.3.1. Interfly Guidance. MAJCOMs will place interfly guidance (if applicable) in their aircraft-specific AFI 11-2MDS, Volume 3.

1.3.2. Ensure that no aircrew member is allowed to remain with a flying status code (FSC) of "S" (**Table 2.6.**) (except Duty Not Involving Flying [DNIF] members) or ASC of "04" (**Table 2.5.**) beyond 180 days without being disqualified for aviation service, returned to flying, or reassigned to non-flying, unless a valid reason has been established and approved by the MAJCOM/DO. Waivers beyond 365 days (total) must be submitted through AF/XOOT to AF/XOO for approval.

1.3.3. Ensure FSC "K" (**Table 2.6.**) is used only for aircrew members assigned to an active Aircrew Position Indicator (API) not authorized to fly due to lack of resources (aircraft, flying hours, etc.). To ensure the requirement for active flying is still valid, each position occupied by the primary incumbent assigned FSC "K" must be revalidated by the MAJCOM/DO at the end of each fiscal year. Upon completion of the revalidation, a letter must be sent to the member's Host Aviation Resource Management (HARM) office authorizing the continuance of the FSC "K."

1.3.3.1. FSC "K" is not authorized when aircrew members double billeted due to PCS, PCA actions.

1.4. Responsibilities of Subordinate Organizations.

1.4.1. Commanders are responsible for compliance with the minimum requirements of this instruction. Commanders will:

1.4.1.1. Issue orders and supervise all personnel assigned or attached to their command for flying duties.

1.4.1.2. Establish procedures to ensure all flights are reviewed for flight feasibility.

1.4.1.3. Ensure compliance with appropriate instructions, and adequate crew preparation for safe conduct of flight.

1.4.1.4. Verify aircrew members are qualified before being assigned to an aircrew position.

1.4.1.5. Notify the HARM office within 10 days of the beginning of any investigations that may affect an aircrew member's aviation service.

1.4.1.6. Ensure aircrew members that have been disqualified for aviation service have the appropriate disqualification aeronautical order (AO) published, even if the member may have already separated or was dismissed from the Air Force.

1.4.1.7. Ensure aircrew members that have been assigned the FSC of "S" and ASC "04" do not exceed the 180-day limit, without obtaining approval from their MAJCOM/DO. If an extension is required, the commander will submit the request for an extension/waiver prior to the 180-day limit expiring. AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges,* provides applicable guidance for suspensions/disqualifications.

1.4.1.8. The OG/CC, deputy, or equivalent will send the servicing HARM office a letter of explanation when to assign FSC "K" and an information copy to the MAJCOM/DO. The HARM processes the AO, with explicit remarks and files the letter of notification permanently on the left side of the FRF. The OG/CC is required to submit a revalidation letter to the MAJCOM/DO no later than 30 days after concluding the fiscal year. The HARM will file the MAJCOM/DO's revalidation letter permanently in the member's FRF upon receipt.

1.4.2. Commanders manage aircrew and parachutist members assigned to their unit and coordinate changes that affect aircrew members' flying and parachutist members' jump status with the HARM.

1.4.2.1. Commanders will ensure all aircrew positions are not double billeted in excess of 90 days, IAW AFI 11-412, *Aircrew Management*.

1.4.2.1.1. Commanders must notify the HARM when staff or flight surgeon flying positions are double billeted and identify which aircrew member to assign inactive flying activity, FSC (J), within 30 days of assignment to the position, IAW **Table 2.1.**, Note 3. When excess aircrew members are identified, HARM offices will contact the applicable commander if notification is not provided. Unless AF/XOO approves authorization of excess crewmembers, the HARM will inactivate aeronautical orders for those flyers in excess of the unit authorization.

1.4.2.2. Commanders will ensure all non-rated aircrew and parachutist positions in excess of total authorized aircrew or jump DAFSC UMD positions IAW AFIs 11-401 and 11-410 are not on active AOs.

1.4.2.2.1. Commanders must notify the HARM when total UMD non-rated aircrew or parachutist authorizations are exceeded, and which aircrew or parachutists will have AOs terminated. Without notification from the commander or HQ USAF/XOOT approval to authorize excess non-rated aircrew or parachutists on status, the HARM must terminate AOs in excess of the total authorized UMD non-rated aircrew or jump positions.

NOTE: Non-rated aircrew student-coded or Special Tactics Advanced Skills Training (AST) student-coded parachutist manpower positions are authorized to be multi-billeted for their period of training only.

1.5. Responsibilities of Aircrew Members and Parachutists.

1.5.1. Safely and effectively use available flying and parachute jump resources.

1.5.2. Accomplish an annual flight or jump records review in the HARM office (except for geographically separated units [GSU]) to validate aviation/parachutist service actions and the record of flying or jump accomplishments during the previous year. HARMs may mail annual record review documents to a GSU for a member's review and certification. Member will complete the review and sign the INDIVIDUAL DATA SUMMARY (IDS) not later than the end of the member's birth month.

1.5.2.1. Certification is acknowledgement by the member that the flying/jump data is correct. Information maintained in the FRF or JRF will not be changed without official source documentation. For example an AFTO Form 781, or AF Form 3520 for missing flights and sorties, AETC Form 240-5 for student hours, an AF Form 922 for missing jumps, Military ID or re-enlistment paperwork for date of separation change and personnel data that did not interface to ARMS, etc. In the absence of source documents, the member may submit a DD Form 149 to the Air Force Board for Corrections to Military Records (AFBCMR) IAW Air Force Pamphlet 36-2607, *Applicant's Guide to the Air Force Board for Correction of Military Records (AFBCMR)*. HARMs must ensure all flying hour corrections (especially to career totals) are accounted for by a source document. A copy of the DD Form 149 or flying hour log book or letter (submitted under previous Air Force policy) must be filed on the left side of the FRF IAW AFI 11-421, *Aviation Resource Management*.

1.5.2.1.1. AF/XOOT is OPR for AFBCMR requests. AF/XOOT may contact HARM offices directly to obtain documents for review/validation, to expedite corrective action if an AFBCMR is received, or expedite corrective action to ARMS data received on the Consolidated Headquarters Aviation Resource Management (CHARM) report.

1.5.2.2. Inactive aircrew/jump personnel must accomplish a records review within 120 days prior to departure and not later than 30 days following their arrival at a new duty station. They are not required to accomplish annual reviews of their FRF/JRF.

1.5.2.3. Aircrew/jump personnel suspended or disqualified for aviation service (does not include DNIF) will accomplish a FRF/JRF review within 30 days. Geographically separated members will sign review and return to HARM office within five duty-days of receipt.

1.5.3. Ensure the HARM office maintaining their FRF or JRF is aware of an impending permanent change of station (PCS) move or temporary duty (TDY). The HARM office must be advised of the proposed departure date, date of last flight or jump before departure, and date the individual will pick up the FRF or JRF. Members must notify the HARM at least five days prior to departure, if applicable.

1.5.3.1. Notify the HARM of flying/jumping TDYs so aviation/parachutists and incentive pay actions can be managed properly during extended TDYs. If assigned to a unit with a Squadron Aviation Resource Management (SARM) or Tenant Aviation Resource Management (TARM) office, the SARM/TARM will establish notification procedures to the HARM via a memorandum to help the HARM manage aviation/parachutist or flight/jump pay issues while the member is TDY.

1.5.3.2. Validate flights or jumps accomplished before departing PCS and sign ARMS generated PCS IDS.

1.5.3.3. Notify the HARM office of any permanent change of assignment (PCA), to include pending PCA moves. Provide gaining unit, effective date of assignment, and position number. The HARM office must be advised if the position will require flying or jumping that will require an update to the Aviation Resource Management System (ARMS) (formerly AFORMS) and the publication of any necessary AOs.

1.5.4. Pick up the FRF or JRF before departing for PCS or flying/jumping TDY (ref. para **3.1.4.1.**). Member must ensure they have a current copy of AO, IDS, and ARMS training summary prior to departure on a jump/flying TDY. Members initiating parachutist status, scheduled to attend jump school, must give the HARM a copy of their TDY orders to process initial AO authorizing jump status at least 5 work-days prior to TDY.

1.5.5. Turn in the FRF or JRF to the proper HARM office within 10 duty-days after arriving at a new duty station (includes flying TDY). FRF/JRF must be reviewed by the member within 30 days after arrival at a new permanent duty station. Inactive aircrew members must also turn in the FRF and Flight Evaluation Folder (FEF) during inprocessing. If a member does not turn in the FRF within the 10 workday limit, aviation career incentive pay (ACIP), career enlisted flyer incentive pay (CEFIP), or hazardous duty incentive pay (HDIP) will be suspended (via a Military Pay Order [MPO]) until receipt of the FRF for validation of qualification.

1.5.5.1. Fliers who become inactive (after a flying assignment) will turn in their FEF to the HARM office within 5 days of assignment to an inactive flying position (i.e. API-6 flyer is placed in an API-3 position, etc.).

1.5.6. Turn in medical records to the flight surgeon's office within 10 duty-days after arriving at new duty station and complete initial clearance prior to first flight or jump.

1.5.7. Maintain physical examination currency by completing a preventive health assessment annually not later than the last day of, but not earlier than five months prior to, the member's birth month.

1.5.8. Members will sign out their AF Form 702, **Individual Physiological Training Record**, and AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty** (copy) from the HARM office prior to attending physiological/centrifuge training. Upon completion of training, return forms to the HARM office within 5 duty days after arrival at home station.

1.5.9. Notify the HARM of all non-flying-jumping TDY assignments (including Air Force Educational Leave of Absence and other classes of academics). The Squadron Aviation Resource Management or Tenant Aviation Resource Management office will establish procedures for aircrew/parachutists to provide the HARM office a copy of TDY orders at least 5 days prior to departure (when possible). If the TDY includes period of flying, ensure TDY orders specify flying/jump periods IAW AFI 11-421.

1.5.9.1. Inactive aircrew members must notify the HARM at least 10 days prior to departing on an authorized flying TDY (includes requalification courses).

1.5.9.2. HARMs will establish procedures to validate flights/jumps performed during non-flying-jumping TDY are not counted toward ACIP, CEFIP, or HDIP.

1.6. Flying Obligations.

1.6.1. **During Time of War.** Commanders (including unit commanders) may order Air Force members on active duty to make flights in any aircraft. They are not entitled to incentive pay unless placed on AOs that require them to perform specific inflight duties on a frequent and regular basis as defined in this instruction. Members are not entitled to such pay if the pay is suspended by the President according to Title 37 U.S.C. 301(d) or 301a(c).

1.6.2. **In Time of Peace.** Commanders (including unit commanders) may order Air Force members on active duty to make official flights when in the best interest of the Air Force. They are not entitled to incentive pay for Operational Flying Duty Accumulator (OFDA) credit unless they are rated, CEA, or nonrated aircrew members on AOs and assigned an active ASC that requires them to perform specific inflight duties on a frequent and regular basis, (e.g., flying a minimum of four hours per month for an active duty nonrated aircrew member or two hours per month for an ARC nonrated aircrew member).

1.6.2.1. Military aircrew members who are properly qualified, meet the criteria of this instruction and AFI 11-402 for initiating aviation service, and are directed to perform specific inflight duties on a frequent and regular basis, will be placed on AOs and a flight authorization. Members who are properly qualified and directed to perform specific inflight non-interference duties will be placed on AOs and the flight authorization but will not be placed on the AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**.

1.6.2.2. Military members not on AOs must fly in passenger status, will be placed on a passenger manifest, and must fly on commercial or military aircraft with adequate facilities for transporting passengers. Refer to paragraph **1.9.4.7.1.**, **2.12.5**, and applicable MDS-Specific guidance for further passenger guidance/restrictions.

1.6.2.3. Commanders (including unit commanders) may detail (by written orders) personnel of their command to take part in aircraft flights operated by any foreign government accredited by the United States, provided the flights do not add additional expense to the US Government, and provided personnel are on AOs that require them to take part in frequent and regular flights.

1.7. Waiver.

1.7.1. For Combat Missions or National Emergencies. MAJCOM commanders may waive any requirements of this instruction when necessary to carry out combat missions or to accomplish missions flown during a state of national emergency. Provide notification to AF/XO with copy to AF/XOOT.

1.7.2. At Other Times. Unless otherwise specified in this instruction, HQ USAF/XOO is the waiver authority for this instruction. Request waivers through applicable channels to MAJCOM/DO, or equivalent level. MAJCOM/DOs will forward request in message or memo format to HQ USAF/XOO, with courtesy copy to HQ USAF/XOOT. Waivers to supplemental guidance will be handled by the MAJCOM agency that generated the supplement.

1.7.3. Administrative Procedures. MAJCOMs may publish HQ USAF waivers in supplements citing the authority (e.g., HQ USAF/XOO memo, date, subject).

Section 1B—Flight Authorization

1.8. Aircraft Flight Authorizations.

1.8.1. Commanders (including unit commanders) issue written authorizations prior to all flights in Air Force aircraft documenting all crewmembers. If forms are required for this process, follow AFI 33-360V2, *Forms Management Program*. A commander's (including unit commanders) verbal authorization may direct aircraft flight only when time constraints or administrative procedures prevent written authorization. Written confirmation of this order must be issued within three duty-days. Once a flight authorization has been signed, changes must be validated by a designated approving authority by placing the approving authority's initials by the element changed. The commander with operational control of the aircraft will publish the flight authorization.

NOTE: Only commissioned officers (e.g., CC/DO/SOF/Flight Commanders) designated (in writing) by the OG/CC or equivalent may sign flight authorizations.

EXCEPTION: Once an aircraft has departed home station, if a change to the crew compliment is required, the aircraft commander will update the flight authorization by making pen and ink changes and initialing each new entry. Upon return to home station, the revised flight authorization will be attached to the original flight authorization.

1.8.1.1. Validation of go-no-go qualification must be accomplished IAW AFI 11-202, Vol 2, *Aircrew Standardization/Evaluation Program,* prior to authorizing members to participate in aircrew or operational support duties, IAW AFI 11-421. Once a flight authorization has been published, aircraft commanders are responsible for validating aircrew or operational support members prior to authorizing them to fly and adding them to the flight authorization. Validation may include ARMS products IAW AFI 11-421 or a letter from the member's unit validating the individual's qualification for authorization to fly on required missions. Once validated, members are added to the aircraft flight authorization for that mission.

1.8.2. The flight authorization, as a minimum, must include:

1.8.2.1. A designated pilot-in-command, or formation flight leader of each flight or flight element.

1.8.2.2. Name, grade, and flight authorization duty code (**Table A2.3.**) of each crewmember, operational support flyer, or any other official personnel (use the position designation established by the MAJCOM) required for the mission or flight.

1.8.2.3. Type, serial number, and call sign of aircraft or formation and mission symbol.

1.8.2.4. Place from which the flight will depart plus "on-or-about" departure date.

1.8.2.5. An itinerary and the phrase "Variations in itinerary authorized."

1.8.2.6. Provisions of AFI 65-103, *Temporary Duty Orders*, apply to temporary duty performed incidental to authorized flights. Include a statement to this effect on the flight authorization.

1.8.3. Flight authorizations will only include personnel on AOs (or contract aircrew personnel on a memorandum of agreement/contract) authorized to perform in-flight duties according to para **1.10.** of this instruction.

NOTE: If the serial number or call sign is unknown at time of flight authorization publication, it must be entered on the file copy of the flight authorization upon confirmation.

1.9. Authorization for Using US Air Force Aircraft.

1.9.1. Commanders (including unit commanders) authorize aircraft flights to support command operations.

1.9.2. Commanders (including unit commanders) must ensure each flight is in the direct interest of government business and does not exceed flying hour allocations without specific approval. Commanders (including unit commanders) must ***not*** authorize flights for personal convenience or recreation.

1.9.3. The transportation of passengers and cargo will be in accordance with DoD 4515.13-R, *Air Transportation Eligibility*. The Deputy Chief of Staff/Installations and Logistics, Director of Transportation, Headquarters U.S. Air Force (HQ USAF/ILG), develops and publishes passenger policy to oversee passenger movement. AFI 24-101, *Passenger Movement,* provides guidance and procedures for arranging official transportation of Air Force personnel. Orientation flights may be approved as provided in DoD 4515.13-R and this instruction.

1.9.4. Commanders (including unit commanders) may use Air Force aircraft under their control to:

1.9.4.1. Perform tactical and combat operations.

1.9.4.2. Train aircrew personnel and evaluate aircrew performance.

1.9.4.3. Allow aircrews to meet the flying requirements of this instruction.

1.9.4.4. Further national health or safety interests, to include saving of human life if a medical officer indicates the situation involves possible loss of life, limb, or sight (DoD 4515.13-R).

1.9.4.5. Cooperate with foreign governments as directed by HQ USAF.

1.9.4.6. Perform other official missions as required.

1.9.4.7. Conduct the Air Force Orientation Flight and Public Affairs Travel Programs according to DoD 4515.13-R; AFI 35-101, *Public Affairs Policies and Procedures*; AFI 48-123, *Medical Examinations and Standards*, this instruction, and MAJCOM guidelines. **Table 1.1.** is a matrix of approval authorities for orientation/public affairs flights.

1.9.4.7.1. The USAF conducts orientation flights to reward and motivate individuals (incentive orientation flights only), ensure a better understanding of a particular weapon system and its role, or when the flight is determined to be in the best interest of the USAF.

1.9.4.7.1.1. Incentive Flights. Provide a visible reward to military personnel for outstanding service and motivate others to similar performance levels.

1.9.4.7.1.2. Distinguished Visitor (DV) Flights. Display USAF weapons systems to individuals so they gain a better understanding of the particular aircraft and mission.

1.9.4.7.1.3. Familiarization Flights. Familiarize individuals who normally have aviation-related responsibilities with USAF aircraft and missions.

1.9.4.7.1.4. Spouse Orientation Flights. Familiarize military spouses with the unit aircraft and mission so as to enhance their understanding of the military member's role and contri-

bution to the Air Force mission. Spouse orientation flights will be limited to retention and recruitment of critical skills and will not be expanded to an all-skills, service-wide program. Spouse orientation flights must adhere to the following guidance:

1.9.4.7.1.4.1. Will be provided within approved flying hour programs.

1.9.4.7.1.4.2. Will not use aircraft requiring routine oxygen breathing equipment, or equipped with ejection seats, or have automatic escape devices requiring special training.

1.9.4.7.1.4.3. Are prohibited from conducting simulated emergency procedures, unusual attitudes, touch-and-go landings, minimum altitude, terrain following profiles, airdrop missions, and other maneuvers/profiles listed in MDS-specific publications as prohibited with passengers on board.

1.9.4.7.1.4.4. Will have a qualified pilot or copilot occupying the seat throughout the flight. Under no circumstances will a spouse be given control of the aircraft. The aircraft commander will brief this restriction prior to each mission.

1.9.4.7.1.4.5. Units with fighter, bomber, and two-seat trainer aircraft may establish an aircraft spouse taxi-ride program. MAJCOM/DO will provide oversight of MAJCOM programs.

1.9.4.7.1.5. Public Affairs Flights. The Air Force conducts Public Affairs flights for prominent US citizens, civic leaders, news media representatives, etc. See DoD 4515.13-R and AFI 35-101 for additional guidance. As a consolidated reference, **Table 1.1.** contains approval authorities for various categories of Public Affairs flights; however, readers should refer to AFI 35-101 as the source document for Public Affairs travel and public affairs flight guidance.

1.9.4.7.2. MAJCOMs, ANG, FOAs, and DRUs will administer this program according to DoD 4515.13-R and the above guidelines. AF/ILGT (Director of Transportation) is the Air Force OPR for DoD 4515.13-R. For approval authorities in **Table 1.1.**, ANG will use equivalent positions, as appropriate.

1.9.4.7.2.1. Maintain appropriate documentation on activity levels and periodically evaluate the program effectiveness.

1.9.4.7.2.2. Units requesting orientation flight support from other MAJCOMs will submit a request through their MAJCOM/DO to the supporting MAJCOM/DO for staffing and approval.

1.9.4.7.3. (Added-8FW) The 8th Fighter Wing routinely conducts orientation flights in both the incentive and familiarization categories. Orientation Flight Program guidance is contained in **Attachment 1** to this supplement.

Table 1.1. Orientation/Public Affairs Flight Approval Authorities (by Type of Flight) (Note 1).

Line	A	B	C
	Type of Flight	**Authorized Participants**	**Approval Authority**
1	Distinguished Visitor (DV) Orientation flight	Members of the Congress or their staffs (Note 2)	SECAF via SAF/LL
2		Federal and foreign government officials (Note 6)	MAJCOM/CC (Notes 3, 4, 5)
3		US ambassadors and their senior deputies, within overseas theaters, when invited by the theater or component commander	Overseas MAJCOM/CC (Notes 3, 5)
4	Familiarization orientation flight	Foreign nationals working for the DoD, when in the commander's overseas area of responsibility, and when the commander has determined that the flight is in the primary interest of the DoD. (Ref. DoD 4515.13-R, Chapter 10.) (Note 6)	
5		Foreign civilians (Notes 6, 14)	HQ USAF/CV (Note 18)
6		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) (Note 6)	MAJCOM/CC (Notes 3, 4, 5)
7		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) for requests that do not fall within normal MAJCOM channels (i.e., FOA requests) (Note 6)	HQ USAF/XOO
8		Foreign military (Colonel [equivalent] and below or civilian equivalents) (Note 6)	MAJCOM/FOA/DRU/ CC (Notes 3, 4) (may be delegated to NAF/CC and Center/CC)
9		Foreign military during participation in exercises sponsored or directed by CJCS, unified commanders, and USAF component commanders of unified commands, which include combined operations of US and foreign forces. (Ref. DoD 4515.13-R, Chapter 2.) (Notes 6a, 7) (Note 1 N/A)	MAJCOM/CC (Note 3)
10		Foreign military personnel who receive flight training at AF training installations are given flying privileges that correspond to their course of training. (Ref. DoD 4515.13-R, Chapter 2, and AFI 11-401, Chapter 1.) (Note 6a) (note 1 N/A)	Applicable Training Unit Commander
11		Foreign military not listed above. (Ref. AFI 11-401, **Chapter 1**.) (Note 6)	HQ USAF/XOO

Line	A	B	C
	Type of Flight	**Authorized Participants**	**Approval Authority**
12		US citizens, when in direct support of the approving command. (Ref. DoD 4515.13-R, Chapter 10.) (Note 8)	MAJCOM/CC (Notes 3, 4)
13		Active-duty and Air Reserve Component (ARC) military (all grades) and DoD civilian equivalents (all grades)	MAJCOM/DO (Notes 3, 9, 15, 16) (may be delegated but not lower than WG/CC or equivalent level)
14		Service Academy and ROTC cadets and midshipmen (Notes 10, 19)	
15		Junior ROTC, Civil Air Patrol, Explorer Scouts	
16		FAA employees (comply with DoD 4515.13-R, Chapter 4.)	
17		Civilian employees of DoD contractors (Note 11)	
18	Incentive orientation flight	USAF active-duty and ARC military members	
19	Spouse orientation flight	Spouses of US active-duty and ARC military members	
20	Orientation flights in non-USAF aircraft	USAF active-duty and ARC military members (Note 1 N/A)	WG/CC or equivalent level (determines line of duty status)
21	Point-to-point flights	Applies to Public Affairs travel only. Point-to-point orientation flights are not authorized (Ref, DoD 4515.13-R, Chapters 3, 4).	MAJCOM/CC (Notes 3, 4, 5); SECAF for Line 1
22	Public Affairs flights	Community relations: US Civic leaders (Note 14); Youth in Congressionally-sanctioned DoD-approved Youth Programs (Notes 15, 16); US citizens who, because of position and contacts with various public organizations, can make positive contributions to public understanding of the roles and missions of the Air Force (Note 15)	Local flight (Note 12) WG/FOA/DRU/CC
23	Public Affairs flights		Non-local flight (Note 13) MAJCOM/CC (Notes 3, 4, 5)
24	Media travel/ orientation flight	News media	See AFI 35-101
25	Exceptions to policy/All other orientation flights	Not listed above	HQ USAF/CV (Note 18)

NOTES:

1. "Orientation flights" are defined as continuous flights performed within the local flying area and terminating at the point of origin (DoD 4515.13-R, Chapter 4). "Note 1 N/A," means the category of flight is not considered an orientation flight; however, it is included in the table as a consolidated reference source.
2. Requests for point-to-point travel must be specifically addressed and approved by SECAF. Retiring members of Congress and retiring congressional staff members may be flown on orientation flights only upon the written approval of the Assistant Secretary of Defense for Legislative Affairs (ASD[LA]). (Ref. DSD Memo, 23 Dec 1996.)
3. When aircraft are "chopped" or assigned to a gaining Combatant Commander, approval authority will be the Commander Air Force Forces (COMAFFOR) or Theater Special Operations Command (SOC) commander.
4. The USAFA Superintendent is the approval authority for USAFA aircraft flights.
5. Inform AF/CC/XO/XOO, if approved.
6. Flights involving foreign nationals must be reviewed for foreign disclosure requirements and political concerns. Note: Foreign military "civilian equivalents" are comparable to DoD "civilian equivalents."
   a. Ensure foreign disclosure requirements and base visit requests are satisfied according to AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*.
   b. Coordinate with the country director in the appropriate SAF/IA regional division (three-letter level), before approval, to ensure no political concerns that would prevent the flight.
7. This authorization does not include transportation to or from the exercise area or supporting flights utilized for logistics purposes only.
8. Does not include spouses of government personnel, non-DoD Federal officials, or members of Congress and their staffs.
9. 34 TRW/CC is approval authority for USAFA.
10. For foreign students enrolled in USAF Academy or ROTC programs, ensure foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.
11. This is not intended to allow all Government contractor employees to fly. The contractors must be performing work in direct support of the approving command (aircrew training system and aircraft maintenance contractors are the most frequent participants). Normally, the requirement for familiarization flights should be specified in the government contract.
12. For public affairs flight purposes, a local flight is a continuous flight originating and ending at the same location aboard aircraft assigned to that location.
13. For public affairs flight purposes, a non-local flight is a flight from one location to another (point-to-point flight).

14. Foreign citizens are not included in DoD 4515.13-R as passengers eligible for orientation flights. "Civic leaders" applies to U.S. civic leaders. See line 25. AF/CV approval is required. (Note 6 applies to flights involving foreign nationals.)
15. For youth in Congressionally sanctioned, DoD-approved Youth Programs, program participants may take part in no more than one orientation flight (Ref DoD 4515.13-R, Chapter 4). Parental and/or guardian permission is required and the flight must be approved by SAF/PA.
16. Passengers on orientation flights under 18 years of age require parental approval in writing.
17. Travel, which is designed to improve relations, increase good will, or serve humanitarian purposes, does not meet the criteria.
18. Requests for exception to policy must be submitted through command channels according to DoD 4515.13-R, Chapter 10, and AFI 24-101. ***NOTE:*** Exception to policy authority delegated from CSAF to AF/CV IAW AFI 24-101.
19. Cadets and midshipmen are authorized orientation flights while on leave status.

1.10. Authorization to Perform Inflight Duties in Air Force Aircraft.

1.10.1. A person may not perform duties in Air Force aircraft unless specifically authorized, physically qualified (member cannot be in DNIF status), and current in physiological training (if applicable or on an approved waiver). IAW AFI 11-202, Vol 1, *Aircrew Training,* individuals will not be scheduled to fly when they are delinquent in physiological training. Unit commanders must restrict individuals from performing inflight duties in the unit assigned aircraft when such performance may adversely impact safety, morale, or mission accomplishment. Commanders (including unit commanders) may authorize the following to perform aircrew (as part of the authorized crew complement IAW AFI 65-503, *U.S. Air Force Cost and Planning Factors*, or required for the mission according to paragraph **3.3.** of this instruction) and operational support duties on board Air Force aircraft:

1.10.1.1. Qualified members of US military services who hold a current aeronautical rating, are on AOs to take part in frequent and regular flights, and are within the authorized crew complement (AFI 65-503) for the aircraft or required for the mission. Aircrew members will perform duty associated with their current aeronautical rating. Flying solely for the purpose of qualifying for incentive pay or Operational Flying Duty Accumulator (OFDA) credit is not authorized. The SARM office will keep a copy of member's military service AO on file.

1.10.1.2. Qualified non-rated officers and enlisted personnel of US military services who are on AOs and who are required to perform mission essential inflight duties on a full time basis as an aircrew member.

1.10.1.3. Operational support fliers who are on AOs and who are required to perform essential specific inflight duties on an occasional basis that cannot be accomplished by regularly assigned crew members, and other non-rated members who fly occasionally to perform specific official inflight tasks.

1.10.1.4. Personnel authorized by competent authority to receive instruction in aircrew duties at Air Force schools.

1.10.1.5. Professionally qualified civilian employees of the US Government. MAJCOM commanders determine individual qualifications.

1.10.1.6. Qualified employees or prospective employees of a government contractor according to the terms and conditions of a current government contract. The Squadron Aviation Resource Management office will keep a copy of contract on file.

1.10.1.7. Foreign nationals according to **Section 1C** of this instruction.

1.10.1.8. US Air Force Academy cadets, Air Force Reserve Officer Training Corps (ROTC) cadets, Uniformed Services University of Health Sciences (USUHS) and Health Professions Scholarship Program (HPSP) students participating in aviation related activities, and Civil Air Patrol (CAP) cadets are authorized to participate in flying duties as observers, in a special training status, on missions as determined by the MAJCOM. HARM offices will process AOs for such cadets or students. Neither flying incentive pay nor flying duty credit are authorized, nor will aviation service dates be established.

1.10.2. Do not assign family members to fly on the same aircraft for a given mission as aircrew members or as aircrew and passenger. This paragraph does not apply when both members are flying in passenger status. A family member is defined as spouse, brother, sister, parent, or child. MAJCOMs are authorized to waive this prohibition on a case-by-case basis, but only when unusual conditions dictate. Four-star general officers and those commanders specified in DoD 4515.13-R, Appendix 2, may approve travel on the same aircraft for their spouses and may fly as aircrew members when spouses are on board if current and qualified in the aircraft, when necessary to fulfill training requirements. This authorization to fly as aircrew members when spouses are on board the aircraft is extended to MAJCOM/CVs and NAF/CCs under the same conditions. Comply with provisions of DoD 4515.13-R, Appendix 2. Spouses must be on approved Invitational Travel Orders (ITOs). Blanket ITOs for spouses may not be approved. Transportation guidance and procedures are contained in AFI 24-101.

1.11. Authorization to Perform Inflight Duties in Non-US Air Force Aircraft.

1.11.1. With MAJCOM approval, aircrew members in active flying positions, and authorized operational support personnel, may perform appropriate duties in non-US Air Force aircraft if it is in the interest of the US Government, approved by the authority who controls the aircraft, and the members are qualified and if applicable, licensed to perform such duties. Prior to authorizing these missions, MAJCOMs will ensure a valid requirement for a USAF aircrew member to operationally fly exists, which cannot be accomplished in USAF aircraft. Requests to fly solely for the purpose of qualifying for incentive pay or Operational Flying Duty Accumulator (OFDA) credit will not be approved.

NOTE: Performing these duties does not remove military personnel from line-of-duty determination status. When aircrew members are not assigned to API 7 or API G coded positions, MAJCOMs must provide the member's HARM office with a letter of justification authorizing the member to perform official aircrew duties in non-US Air Force aircraft and log flying time (See **Table A3.1.**). In addition, Wing/CCs or equivalents must authorize orientation flights in non-USAF aircraft for USAF aircrew members.

1.12. Requirements for Pilots in Dual Controlled Aircraft.

1.12.1. Every flight in a dual-controlled aircraft requires two pilots with current qualification in the type aircraft being flown. Anytime an individual not fully qualified in the specific mis-

sion-design-series (MDS) being flown occupies a pilot's seat (with a set of controls), a current and qualified instructor pilot will occupy the other seat. ***EXCEPTIONS:***

1.12.1.1. If operational, command mission requirements, or MDS-specific instructions dictate that these requirements are not practical.

1.12.1.2. To accommodate training programs for checkout or continuation programs.

1.12.1.3. If the crew composition requires another rated specialty (such as a weapons system officer).

1.12.1.4. To accommodate established programs (for example, indoctrination and orientation programs).

1.12.1.5. Flight surgeons and MAJCOM-designated Flight Test Engineers who take part in flights in dual-controlled aircraft.

1.12.2. At no time will an individual who is not fully qualified in the specific type aircraft being flown occupy any pilot's seat (with a set of controls) with passengers on board the aircraft. ***EXCEPTIONS:***

1.12.2.1. To accommodate training objectives required by formal training programs. This exception allows passengers, when they are an integral part of the overall mission being performed (e.g., Pararescue, Rangers, CCT, SEALs, etc.) and their presence is required by the training syllabus, to be on board the aircraft. During such times, a current and qualified instructor pilot will occupy the other pilot's seat.

1.12.2.2. In order to accommodate training objectives, unqualified pilots, who are authorized to obtain and maintain qualification in a particular MDS aircraft, may occupy a pilot's seat for purposes of conducting training when mission essential ground personnel (MEGP) are on board the aircraft (MEGP or equivalent status are as defined by MAJCOM in MAJCOM supplements to this instruction), and:

1.12.2.2.1. The MEGP perform unique support duties directly related and essential to the particular aircraft or mission being flown, e.g., a flying crew chief or security team required to guard the aircraft at enroute or destination stops.

1.12.2.2.2. The OG/CC (or equivalent) with operational control of the aircraft being flown grants MEGP or equivalent status. MEGP may only fly on aircraft capable of carrying passengers IAW the provisions of DoD 4515.13-R.

1.12.2.2.3. During such times, a current and qualified instructor pilot will occupy the other pilot's seat.

1.12.2.2.4. Pilots who are not authorized to obtain or maintain aircraft qualification will not occupy a seat with a set of controls with passengers or MEGP on board.

1.12.2.3. UH-1 helicopters may be operated with a single pilot on passenger-carrying missions when operational or command mission requirements dictate that two pilots are not practical, and according to the aircraft Dash 1 technical order manual for IMC/VMC flight. In addition, the copilot seat may be used for passengers and/or MEGP as defined and directed by the MAJCOM. Under no circumstances will a passenger or MEGP be given control of the aircraft.

Section 1C—Flying by Military and Civilian Personnel of Foreign Nations in USAF Aircraft

1.13. Air Force Policy. The foreign military personnel listed below are authorized to take part in flights in US Air Force aircraft. Other foreign military personnel (for example, air attachés, other representatives of foreign air forces in Washington, D.C., and Foreign Military Sales [FMS] personnel and Military Assistance Program [MAP] personnel) must be advised to obtain a waiver of flying requirements from their own government for the duration of their tour in the continental United States (CONUS).

1.13.1. Foreign officers who serve in the US Air Force under the exchange program described in AFI 16-107, *International Personnel Exchange Program (PEP)*, and are required to perform frequent and regular flights as part of their duties, are given flying privileges according to this instruction.

1.13.2. Foreign military personnel who receive flight training at Air Force training installations are given flying privileges that correspond to their course of training.

1.13.3. Foreign military personnel assigned or attached to the US Air Force or a joint staff, whose duties require such flights as part of combined operations or exercises.

1.13.4. In overseas commands, subject to approval of the proper commander and following the command administrative procedures, military personnel of friendly foreign nations may take part as aircrew members in flights of US Air Force aircraft operated by the MAJCOM, Defense Intelligence Agency (DIA), US Military Groups (USMILGP), Missions, and Military Assistance Advisory Groups (MAAG) when: the individual is physically, physiologically, professionally, and administratively qualified; a fully qualified US Air Force pilot occupies a pilot position during aircraft operations; and when required by the MAJCOMs, DIA, USMILGP, Missions, or MAAG to help complete their mission.

1.13.5. Flights involving foreign nationals must be reviewed for foreign disclosure requirements, IAW AFI 16-201.

1.13.6. If not otherwise provided for in this instruction, other foreign military personnel stationed at CONUS installations whose duties require them to fly in US Air Force aircraft must request approval according to paragraph **1.16.**.

1.14. Flight Authorizations.

1.14.1. Air Force flying unit commanders may, within the preceding policy, authorize physically, physiologically, professionally, and administratively qualified military personnel of foreign nations to take part as aircrew members according to this instruction. Although foreign military personnel who take part in flying duties in US Air Force aircraft do not serve in command positions, exchange officers, FMS personnel, and MAP trainees may serve as pilot in command of single-place, multi-place, or formations of aircraft provided they qualify according to the standards set for a US Air Force pilot.

1.14.2. Foreign military personnel must have official flying records and medical certifications in their possession when they request flight duties in US Air Force aircraft or report to a flying unit for these duties. After the request for flying is approved, the applicant must fulfill US Air Force physiological training requirements before flying.

1.14.2.1. Foreign military aircrew will be placed in US Air Force Preventive Health Assessment cycle per AFI 48-123. Medical grounding management will be analogous to US Air Force standards. However, per NATO Standardization Agreement (STANAG) 3526 Aeromedical Working Group document (AMD) and Air Standardization Coordinating Committee (ASCC) agreements,

NATO and ASCC allies' home nations will maintain waiver authority unless otherwise delegated in a Memorandum of Understanding.

1.14.3. Flights will be at the minimum level of difficulty consistent with performance of assigned duties. When possible, flights will not exceed either the monthly minimum for pay and currency required by the individual's country or the training level specified in the applicable MDS-specific aircrew training publications, whichever is greater.

1.15. Procedures for Processing Requests That Require HQ USAF Approval.

1.15.1. Except as provided in paragraphs **1.13.** and **1.14.**, foreign military personnel with requirements for frequent flights for career or service status purposes, or operational needs, must submit a written request through the local base flight management activity and the proper MAJCOM to SAF/IAD, International Affairs Division, 1080 Air Force Pentagon, Washington DC 20330-1080, in turn. The letter must include:

1.15.1.1. The name, grade, service identification number, and duty status of the applicant.

1.15.1.2. Certification of flight status, including rating and date of rating.

1.15.1.3. A brief summary of the individual's flight history including types of aircraft and number of hours per type aircraft the applicant has flown, date of last flight, and inclusive dates of last 100 hours of flying time.

1.15.1.4. The minimum monthly and annual flight requirements of his or her country.

1.15.1.5. A statement that the applicant is required by his or her air service to fly in order to keep rated status, to avoid jeopardizing service or career status, and to meet flight requirements for pay purposes, and such flight requirements cannot be waived by the service authorities of his or her country.

1.15.1.6. A statement that US Air Force aircrew members are authorized reciprocal privileges in the applicant's country.

1.15.2. Base flight management activity endorsement must state the applicant's flight records are correct. It should include comments such as the base's resource capability to absorb the applicant within the local flying program.

1.15.3. The MAJCOM reviews the request and sends it to SAF/IAD with comments and recommendations.

1.15.4. SAF/IAD requests the foreign air attaché in Washington, DC to verify the information on the request and the applicant's statement of flying requirements, to advise whether the requirements can be waived, and to affirm reciprocal flying privileges for US Air Force personnel. With this information, SAF/IAD approves or disapproves the request subject to concurrence by the appropriate HQ USAF OPR (based upon type of aircraft), then advises the foreign attaché and the applicant through MAJCOM channels.

1.16. Requests for Exception. Submit requests concerning foreign personnel to take part in flights in USAF aircraft under conditions other than provided in this instruction or DoD 4515.13-R to HQ USAF/XOO. MAJCOM and FOA commanders may approve orientation flights for foreign military or civilian equivalents within their area of responsibility, according to **Table 1.1.** of this instruction, provided all for-

eign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.

Section 1D— Air Force Crew Ratio Process

(Deleted. See AFI 11-412, *Aircrew Management,* for specific guidance on aircrew ratios/composition.)

Chapter 2

FLIGHT MANAGEMENT POLICIES

Section 2A—Flying Program

2.1. Rated Officer and Career Enlisted Aviator (CEA) Flying Program. The rated officer and CEA inventory requires close management at all levels to ensure a high state of readiness is maintained with available resources. The authorized rated inventory includes pilots, navigators and air battle managers in the grade of lieutenant colonel and below. To manage these as well as other aircrew positions, API codes are assigned to identify these positions. ***NOTE:*** API 1-0 applies to all officers, and A-Z applies to CEA personnel (**Table 2.1.**).

2.1.1. Until the Military Personnel Data System (MILPDS) is modified to maintain API effective dates and interface this data to the ARMS database, HARMs will enter the API effective date in ARMS. Upon receipt and validation of MILPDS interface API change, enter the effective date of the API change.

Table 2.1. Aircrew Position Indicator (API) Codes.

Aircrew Position Indicator (API) Codes	Explanation	Remarks
1	Pilot positions used primarily for cockpit duty.	See Note 1
2	Navigator or observer positions used primarily for cockpit duty.	See Note 1
3	Staff or supervisory positions at wing level and below that have responsibilities and duties that require rated expertise but which do not require the incumbent to fly.	See Note 2
4	Staff or supervisory positions above wing level that have responsibilities and duties that require rated expertise but which do not require the incumbent to fly.	See Note 2
5	Flight surgeon positions. This code is restricted to AFSC 48XX, or 40C0C with an additional AFSC of 48XX.	See Notes 3, 4, and 5
6	Staff or supervisory positions at wing level and below that have responsibilities and duties that require the incumbents to actively fly.	See Notes 2, 3 and 4
7	USAF officers not occupying a USAF rated position, but assigned to active flying duties in other than USAF units (exchange officers, etc.).	See Note 6

Aircrew Position Indicator (API) Codes	Explanation	Remarks
8	Staff or supervisory positions above wing level that have responsibilities and duties that require the incumbent to actively fly.	See Notes 2, 3 and 4
9	Air Battle Managers who are required to fly operationally.	Note 1
0	Rated officers assigned to non-rated duties and all non-rated officers.	See Note 7
A	CEA positions used for line flying unit with Primary Mission Assigned Inventory (PMAI) aircraft assigned.	See Note 1
B	Staff or supervisory positions at wing level and below that have responsibilities and duties that require the incumbent to actively fly	See Notes 2, 3, and 4
C	Staff or supervisory positions at wing level and below that have responsibilities and duties that require aircrew expertise but which do not require the incumbent to actively fly.	See Note 2
D	Staff or supervisory positions above wing level that have responsibilities and duties that require the incumbent to fly.	See Notes 2, 3, and 4
E	Staff or supervisory positions above wing level that have responsibilities and duties that require aircrew expertise but which do not require the incumbent to actively fly.	See Note 2
F	Crewmembers assigned to positions for OT&E, IOT & E, FMS, AMOG, and TALCE.	See Note 4
G	CEA not occupying a USAF position, but assigned to active flying duties in other than USAF units (exchange programs, etc.)	See Note 6
Z	Enlisted personnel not assigned to CEA duties and all non-CEA enlisted.	See Note 7

NOTES:

1. APIs 1, 2, 9, and A are for officers and CEAs assigned to line flying positions or assigned to formal flying training programs. The primary duty of these crewmembers is flying.
2. API 3, 4, 6, 8, B, C, D, and E identify crewmembers assigned to supervisory or staff positions. These positions require aircrew expertise (API 3, 4, 6, 8, B, D, and E) and some require active flying (API 6, 8, B, and D).

3. If more than one crewmember is assigned to an API-5, 6, 8, B, and D position, only the primary designated incumbent will be assigned an active FAC/FSC code and fly. The MAJCOM/SGPA or higher will determine which flight surgeons are designated as the primary incumbent.
4. If replacement of the primary incumbent is necessary (for example, PCS, permanent change of assignment, etc.), the replacement may also be authorized an active FAC/FSC code, provided the overlap is not more than 30 days. (Reference para **1.4.2.1.1.**).
5. Qualified medical officers assigned to flight surgeon and pilot-physician, when not assigned to an operational flying squadron as a primary line flier, positions.
6. Officers/CEAs assigned to flying positions outside of USAF or duties requiring active flying with foreign services.
7. API 0 and Z identify non-rated/non-CEA positions.

2.2. Flying Activity Codes. Flying Activity Codes (FAC) detail the active or inactive flying activity for each duty position occupied by rated officers and CEAs and nonrated officers performing non-crew duties (FAC 8) listed below (**Table 2.2.**).

Table 2.2. Flying Activity Codes (FAC).

Flying Activity Codes (FAC)	Explanation
1	**Force.** Officers in API 1, 2, 5, 7, and 9 coded positions not associated with formal flying training.
2	Instructors, supervisors, and students (API 1, 2, 6, 8, and 9) assigned to fly "TF" coded aircraft or training aircraft assigned to Formal Training Units or equivalent.
3	**Operational Supervisor.** Officers in API 6, 7, or 8 coded positions not associated with formal flying training who actively fly.
4	**Rated Supervisor.** Officers in API 3 or 4 coded positions assigned and performing aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
5	Officers not assigned to a rated position who perform aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
6	**Excepted Assignment.** Officers not eligible for FAC 1 through 5, whose current assignments require active temporary (180 days or less) operational flying. HQ USAF/XOO approves the use of this code. ***EXCEPTION:*** Member's HARM office may assign FAC 6 for inactive aircrew approved to attend qualification/requalification training prior to reassignment to active flying (while still assigned to an inactive API).
7	**Inactive.** Rated Officers in inactive status (API 3 or 4). ***EXCEPTION:*** UFT students in API 0 positions.

Flying Activity Codes (FAC)	Explanation
8	**Inactive.** Officers performing inflight non-crew or inactive UAV duties. ***Note:*** FAC 8 is authorized for officers required to perform inflight Air Battle Staff, Airborne Emergency Actions Officer, Mission Crew Commander, and AVO duties. Submit other non-crew officer flying requests, with justification, through the operations support man-year program IAW AFI 11-402.
9	**Other.** Reserved for use only when directed by HQ USAF.
0	Rated officers assigned to non-rated API 0 duties and not involving flying.
A	**Force.** CEAs in API A coded positions not associated with formal flying training.
B	Instructors, supervisors, and students (API A, B, or D) assigned to fly "TF" coded aircraft or training aircraft assigned to formal training units or equivalent.
C	**Operational Supervisor.** CEAs in API B or D coded positions not associated with formal flying training who actively fly.
D	CEAs assigned to AETC non-flying formal school position. (API C).
E	**Excepted Assignment.** CEAs not eligible for FAC A, B, C, or D, whose current assignment requires active temporary (180 days or less) operational flying. HQ USAF/XOO approves the use of this code. ***EXCEPTION:*** Member's HARM office may assign FAC E for inactive aircrew approved to attend qualification/requalification training prior to reassignment.
F	CEAs assigned to OT&E, IOT&E, FMS, AMOG, and TALCE positions (API F).
G	**Inactive.** CEAs in inactive status (API C, E, and Z).
H	**Other.** Reserved for use only when directed by HQ USAF/XOO.

2.3. Aviation Service Codes (ASC).

ASCs are two-character codes that indicate incentive pay entitlement and flying status. The first character of the ASC is the entitlement status code (ESC) (**Table 2.3. and Table 2.4.**) and identifies aviation career incentive pay (ACIP), Career Enlisted Flyer Incentive Pay (CEFIP), or hazardous duty incentive pay (HDIP) entitlement status. The second character is the Flying Status Code (FSC) and identifies the current flying status. The second character is a numeric when the flier is disqualified or suspended (See **Table 2.5.**) or an alpha character for qualified individuals (See **Table 2.6.**). **Figure 2.1.** and **Figure 2.2.** indicate ACIP and CEFIP entitlement status, respectively.

Table 2.3. ASC First Character (Entitlement Status Code [ESC], Rated Officers).

Aviation Career Incentive Act of 1974 Entitlement Status (First Character)		**Aviation Career Improvement Act of 1989 Entitlement Status (First Character) ***	
1	Continuous ACIP (0 to 12 years). A rated or student pilot, navigator, Air Battle Manager (ABM) or observer who has up to 12 years of aviation service.	1*	Continuous ACIP (0 to 12 years). A rated or student pilot, navigator, ABM, or observer who has up to 12 years of aviation service.
2	Continuous ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years aviation service and has performed operational flying duties for at least 6 of the first 12 years of aviation service.	2*	Continuous ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years aviation service and has performed operational flying duties for at least 8 or 9 of the first 12 years of aviation service (See Notes 1 and 2).
3	Continuous ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 11 of the first 18 years of aviation service.	3*	Continuous ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 12 of the first 18 years of aviation service.
4	Continuous ACIP (18 to 22 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 9, but less than 11 years of the first 18 years of aviation service.	4*	Continuous ACIP (18 to 22 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 10, but less than 12 years of the first 18 years of aviation service.
5	Conditional ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years of aviation service and who did not perform operational flying duties for at least 6 of the first 12 years of aviation service. This officer must meet DoDFMR flying requirements to be entitled to receive ACIP.	5*	Conditional ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years of aviation service and who did not perform operational flying duties for at least 8 or 9 of the first 12 years of aviation service. This officer must meet DoDFMR flying requirements to be entitled to receive ACIP. (See Notes 1 and 2)

Aviation Career Incentive Act of 1974 Entitlement Status (First Character)		Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *	
6	Conditional ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has completed 18 years of aviation service and did not perform operational flying duties for at least 9 of the first 18 years of aviation service; or a pilot, navigator, or observer who has completed 22 years of aviation service and did not perform operational flying duties for at least 11 of the first 18 years of aviation service. This officer must meet Department of Defense Financial Management Regulation (DoDFMR) flying requirements to be entitled to receive ACIP.	6*	Conditional ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has completed 18 years of aviation service and did not perform operational flying duties for at least 10 of the first 18 years of aviation service; or a pilot, navigator, or observer who has completed 22 years of aviation service and did not perform operational flying duties for at least 12 of the first 18 years of aviation service. This officer must meet DoDFMR flying requirements to be entitled to receive ACIP.
7	Continuous ACIP terminated (25 years of aviation service, ESC 3 continuous status pay terminates, ESC 6 see below). A rated officer (other than flight surgeon) who has completed 25 years of aviation service. Officers in this status are not entitled to receive continuous ACIP, but may be entitled to receive conditional ACIP if assigned to operational flying duties and the grade is O-6 or below. General officers assigned to operational flying duties may qualify for HDIP under the DoDFMR flying requirements and **Table A2.3.**		
8	Conditional ACIP (Medical). A flight surgeon ordered to participate in frequent and regular aerial flights, assigned to duties requiring such participation (API-5 position), and qualifies for conditional ACIP under DoDFMR flying requirements.		
9	Conditional HDIP. A non-rated crewmember (officer or enlisted) or operational support member ordered to participate in frequent and regular aerial flights or assigned to parachute duty, and qualifies for conditional HDIP under DoDFMR flying or jump requirements.		

Aviation Career Incentive Act of 1974 Entitlement Status (First Character)		Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *	
0	Disqualified or Suspended (No ACIP/HDIP/ CEFIP authorized). An individual disqualified or suspended from aviation/ parachutist service according to AFI 11-402.		

NOTES:

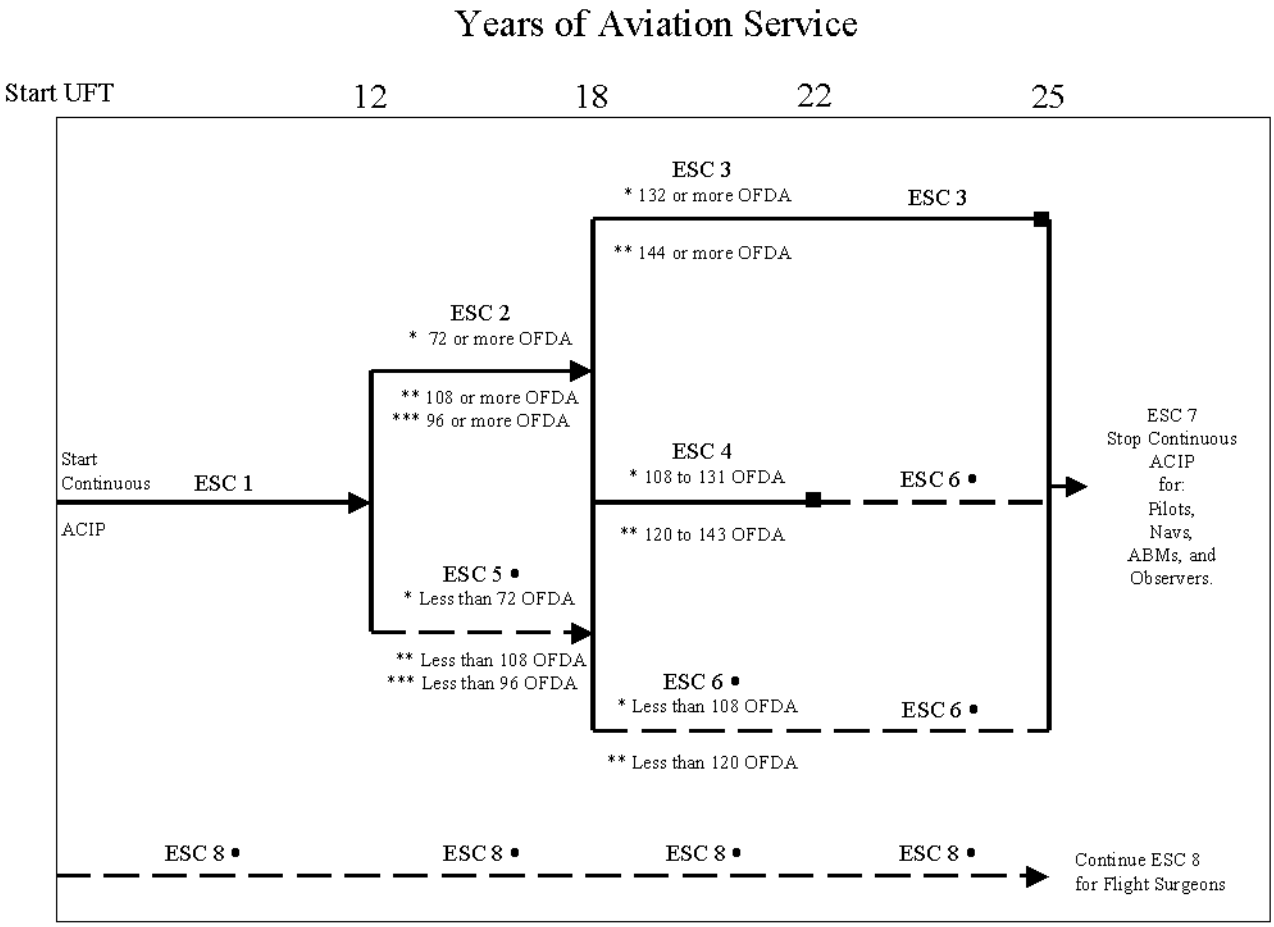
1. IAW FY 96 National Defense Authorization Act (NDAA), any rated officer (except Flight Surgeons) who completed, or will complete, 12 years of aviation service on, or after 10 Feb 1996, must perform 8 years or more of OFDA within their first 12 years of aviation service to qualify for continuous ACIP through 18 years of aviation service.
2. IAW FY 96 NDAA, any rated officer who completed 12 or more years of aviation service prior to 10 Feb 1996 must perform at least 9 years of OFDA within their first 12 years of aviation service to qualify for continuous ACIP through 18 years of aviation service. Rated officers who did not meet the original 9 years of OFDA and are beyond 12 years of aviation service remain entitled to conditional ACIP contingent upon meeting the monthly flying hour requirement. The DoDFMR flight requirement is four hours per month for active duty members and two hours per month for Air Reserve Component (ARC) members or pro rata shares.

Table 2.4. ASC First Character (Entitlement Status Code [ESC], Career Enlisted Aviators).

Career Enlisted Flyer Incentive Pay Act of 1999 Entitlement Status Code (First Character)	
A	Continuous CEFIP (0 to 10 years). A CEA who has up to 10 years of aviation service.
B	Continuous CEFIP (10 to 15 years). A CEA who has 10 to 15 years of aviation service and has performed operational flying duties for at least 6 of the first 10 years of aviation service.
C	Continuous CEFIP (15 to 20 years). A CEA who has 15 to 20 years of aviation service and has performed operational flying duties for at least 9 of the first 15 years of aviation service.
D	Continuous CEFIP (20 to 25 years). A CEA who has 20 to 25 years of aviation service and has performed operational flying duties for at least 14 of the first 20 years of aviation service.
E	Conditional CEFIP (10 to 15 years). A CEA who has from 10 to 15 years of aviation service and who did not perform operational flying duties for at least 6 of the first 10 years of aviation service. This crewmember must meet the DoDFMR flight requirement to be entitled to receive CEFIP. (See note)
F	Conditional CEFIP (15 to 20 years). A CEA who has from 15 to 20 years of aviation service and who did not perform operational flying duties for at least 9 of the first 15 years of aviation service. This crewmember must meet the DoDFMR flight requirement to be entitled to receive CEFIP. (See note)
G	Conditional CEFIP (20 to 25 years). A CEA who has from 20 to 25 years of aviation service and who did not perform operational flying duties for at least 14 of the first 20 years of aviation service. This crewmember must meet the DoDFMR flight requirement to be entitled to receive CEFIP. (See note)
H	Continuous CEFIP terminated. A CEA who has completed 25 years of aviation service. This CEA is not entitled to receive continuous CEFIP, but may be entitled to receive conditional CEFIP if assigned to operational flying duties.

NOTE: The DoDFMR flight requirement is four hours per month for active duty members and two hours per month for Air Reserve Component (ARC) members or pro rata shares.

Figure 2.1. ACIP Entitlement Status, (Rated Officers).



LEGEND

Continuous ACIP
Conditional ACIP • (Must Fly)
* ACIA of 1974 OFDA Requirements
** ACIA of 1989 OFDA Requirements
*** FY 96 National Defense Authorization Act
■ Continuous ACIP Stopped

Figure 2.2. CEFIP Entitlement Status (Career Enlisted Aviators).

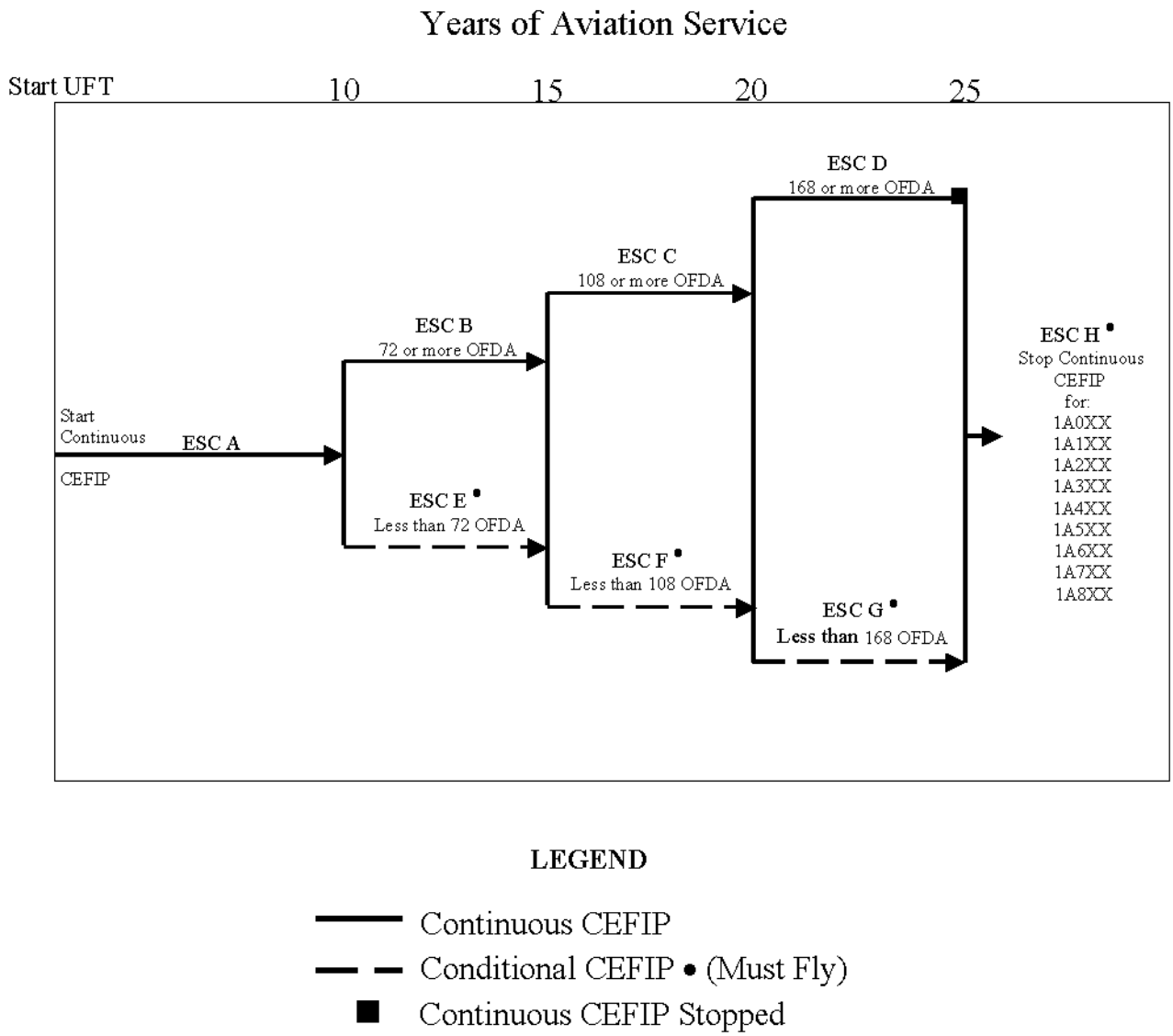


Table 2.5. ASC Second Character (Flying Status Code [FSC], Disqualified or Suspended Status).

ASC Second Character--Disqualified or Suspended Status (as defined in AFI 11-402)	
0	**Disqualified.** Administrative Reasons.
1	**Disqualified.** Fear of Flying.
2	**Suspended.** Air Reserve Component (ARC) rated officer no longer considered a rated assigned or non-EAD ARC officer no longer performing career aviation service. (Note)
3	**Disqualified.** Medical disqualification.
4	**Suspended.** Permanent disqualification action pending. (HARM office will not assign for more than 180 days without MAJCOM approval.)
5	**Disqualified.** Flying Evaluation Board (FEB)/Aircrew Evaluation Board (AEB), or failure of non-rated aircrew member to attain aircrew qualification.
6	Flying (rated/CEA trainee and operational support) or jump requirement terminated.
7	Reserved for future use.
8	**Disqualified.** Voluntary request.
9	Air Force Educational Leave of Absence (AFELOA). (Includes excess leave program [formerly known as “Bootstrap”])

NOTE: HARMs process suspension AOs on Non-EAD ARC officers who are hired to perform rated duties when and if they then transfer to nonrated API 0 duties IAW AFI 11-402, Chapter 3.

Table 2.6. ASC Second Character (Flying Status Code [FSC], Qualified Active and Inactive Flyer) (See Note 1).

A	**Active-Operational Flying.** A rated officer or CEA assigned to operational flying duties (excluding Undergraduate Flying Training students), and aircrew members with approved FAC 4, 5, 6, and E waivers.
C	**Active-Operational Support (Non-crewmember).** An individual required to perform essential in-flight non-crew duties (not considered rated, CEA, or other nonrated aircrew duties) that cannot be performed by an aircrew member in that aircraft's crew complement, IAW AFI 65-503.
D	**Active-Non-rated Aircrew Member.** A qualified non-rated aircrew member authorized to perform aircrew duties IAW AFIs 65-503, 11-401 and 11-402.
E	**Active-Parachutist.** A qualified non-rated individual ordered to perform parachute jump duty.
G	**Active-Grounded.** An aircrew member assigned to operational flying duties not involving flying for a period anticipated lasting over 30 days. Assignment to FSC G will not preclude reassigning the individual to FSC S when appropriate. (See Note 2)
J	**Inactive-Restricted.** An aircrew member restricted from active flying while assigned to non-operational flying positions or members double billeted in excess of 30 days against an active staff API 5, 6, 8, B, and D will have FSC "J" assigned. (Includes FAC 8 fliers) For nonrated aircrew members, this action terminates aviation service/pay entitlement.
K	**Inactive-Lack of Support Capability.** Aircrew member assigned to an active API who is not flying due to lack of support capability. (See paragraphs **1.3.3.** and **1.4.1.8.**)
L	**Inactive-School (Academic).** A crewmember/parachutist assigned to a course of instruction of 90 days or more, which does not require flying/jumping. For nonrated personnel, this action terminates aviation service/pay entitlement.
P	**Inactive-Separated.** An active duty or ARC rated officer or CEA removed from aviation service on separation from his or her respective service. (See Note 4)
R	**Inactive-Retired.** An active duty or ARC rated officer or CEA removed from aviation service on retirement from his or her respective service. (See Note 4)
S	**Inactive-Nonperformance.** A rated officer or CEA assigned to operational flying duties (paragraph **2.4.**) who did not perform required OFDA duties. (See Note 3.) Commanders must have MAJCOM approval for individual to remains in "S" status for longer than 180 days (except if member is DNIF). Copy of approval must be sent to HARM.
T	**Inactive-Indoctrination Flier.** A rated officer or CEA incumbent assigned to an inactive rated API (or rated inventory "P" or "N" prefixed DAFSC) in a non-operational flying position approved to fly as an indoctrination flier. Authorized 24 mission days per fiscal year.
U	**Active-Flying Training Student (Undergraduate).** A medically qualified officer undergoing flying training leading to the award of an aeronautical rating or career enlisted aviator undergoing flying training leading to the award of CEA badge.
V	**Inactive-Air Vehicle Operator.** Pilot, navigator, or ABM assigned to AVO duties (not approved by CSAF for OFDA credit).
W	Reserved for future use.

X	**Active-Pipeline.** An Undergraduate Flying Training (UFT) graduate from the date of graduation from pilot, navigator, Air Battle Manager, CEA, or observer, training until the sign-in date at the operational duty assignment following completion of formal (Education and Training Course Announcements [ETCA]) primary aircraft training.
Z	**Active-Air Vehicle Operator.** Pilot, navigator, or ABM assigned to Predator or Global Hawk operational AVO duties. (CSAF-approved for OFDA credit.)

NOTES:

1. The FSC indicates if a member is assigned to an active or inactive flying position and the reason for inactivity. Rated members assigned to mandatory rated flying duties must fly in an active status if otherwise qualified. If the commander determines that no flying support capability exists for these officers, assign them an inactive FSC. All rated aircrew members assigned to non-flying duties or non-rated flying are restricted from active rated flying. MAJCOMs assign support-flying priorities according to paragraph **2.8.** when adequate resources are lacking.
2. ARMS automatically generates an FSC change for ASC G; no AO is required.
3. Do not process non-performance AOs for rated officers after 18 years of aviation service or CEAs after 20 years of aviation service.
4. HARM offices will process an AO to assign FSC P or R effective the date of the separation or retirement orders, update ARMS, and terminate flight pay (if applicable).

2.4. Aviation Service Code (ASC) and Flying Activity Code (FAC) Effective Dates.

NOTE: HARM offices must verify UMD information to document that aircrew/parachutists are assigned to an authorized flying/jump position prior to publishing AOs. File copy of MilPDS interface data in member's FRF/JRF.

2.4.1. The date that an ASC becomes effective determines when the member's flying or parachuting duties, OFDA credit, and incentive pay starts. Incentive pay terminates the day prior to a member being assigned a suspension, disqualification, or termination (from aviation/parachutist status) ASC. Assign the ASC effective date as follows:

2.4.1.1. Use 1 June 1974 for officers rated before 1 June 1974.

2.4.1.2. Use the individual's aviation service date for medically qualified officers and CEAs entering formal Undergraduate Flying Training (UFT) or approved local initial qualification training (IQT) flying training courses where flying is part of the course. This date cannot be prior to member meeting qualification requirements IAW AFI 11-402.

2.4.1.3. Use the day after sign-out from the losing organization for a PCS move that requires an ASC change. This includes inactive officers who require active AOs to attend formal flying training TDY enroute to PCS to an active flying assignment. ***EXCEPTIONS:***

2.4.1.3.1. An officer/CEA UFT graduate, upon changing base locations to his or her first operational duty assignment following completion of UFT and initial qualification training, will change from an FSC "X" to an FSC "A" with an effective date of the day the member signs into the operational unit at their permanent base.

2.4.1.3.2. An officer/CEA UFT graduate, who attended UFT at their permanent duty station and assigned to their operational duty assignment after UFT, then entered into in-unit formal training leading to initial qualification in their primary aircraft will retain FSC X until completion of training as documented by a flight evaluation, AF Form 8, **Certificate of Aircrew Qualification,** e.g., C-130 initial qualification.

2.4.1.3.3. A previously rated officer or CEA returning to a another UFT course will maintain their current ASC until the UFT class-start date. For example: Captain Lopez, a rated navigator with a current ASC of 1A is selected to attend pilot UFT. Captain Lopez has a PCS assignment to Laughlin AFB to attend UPT and departs Robins AFB on 5 Sep 02. The UFT class-start date is 15 Sep 02. Laughlin HARM changes Captain Lopez ASC from 1A to 1U effective 15 Sep 02.

2.4.1.4. Use the latest UFT graduation date to process the ASC change from 1U to 1X (rated) and AU to AX (CEA). UFT HARM will process the AO.

2.4.1.5. Use the formal jump school training (leading to the basic parachutist rating) class start date as the AO effective date to initiate Air Force parachutist service for members initially assigned to an authorized jump ("J" prefix AFSC or AFSC 1C2X1, 1T2X1, 13DX) UMD position. HARMs may use TDY orders or formal training notification to jump school to process initial AO prior to the member attending training.

2.4.1.5.1. HARMs must publish an AO for parachutists to attend HALO (High Altitude Low Opening) school prior to the member attending school, effective the class start date. Member must be on competent orders for that type of jumping and AOs must specify the type of pay on the AO (HALO). Once the member performs a HALO jump, HALO pay is authorized from effective date of the AO forward (if otherwise qualified). If the member does not complete the course, HALO pay terminates on the day the member is disenrolled from class. A new AO must be published effective the day after disenrollment to reinstate back to the Static Line HDIP (if member returns to previous jump duty) or previous ASC held (prior to the class).

2.4.1.6. Use the duty effective date for a change in duty that does not involve PCS but requires an ASC change (suspension/disqualification actions, flying waivers, etc.). For example: Member assigned to an inactive position approved for a Flying Activity Code (FAC) waiver to support a contingency or date a commander directs suspension/disqualification IAW AFI 11-402.

2.4.1.6.1. For inactive aircrew approved to attend a formal flying qualification/requalification course prior to PCS or PCA to an active flying position, the HARM will publish an AO assigning FAC 6/E and FSC A effective on the class start date (all other uses of FAC6/E must be approved by AF/XOO). HARMs will reassign an inactive FSC/FAC effective one day after the course completion date.

2.4.1.7. For officers required to perform air battle staff, airborne emergency actions officer, or mission crew commandeer duties that do not fall under the operational support program (approved by AF/XOOT), use the effective and termination dates of the duty orders to authorize FAC 8. FAC 8 terminates upon completion of flying duties. Process HDIP IAW AFI 11-421 for the duty period (if otherwise qualified); OFDA and ACIP are not authorized for these duties. For rated officer, ASC remains unchanged; for non-rated officer, assign ASC 9C.

2.4.1.8. Use the effective date of the API code for a change to an API code (inactive to active or vice versa), which requires an ASC change.

2.4.1.9. Rated officers. Use the anniversary date (same month and day) plus 12, 18, 22 (if applicable), and 25-year aviation service date (ASD) when passing a gate.

2.4.1.10. CEAs. Use the anniversary date (same month and day) plus 10, 15, 20, or 25- year ASD, when passing a gate.

2.4.1.11. **Parachutists.** Only individuals assigned to authorized permanent (assigned to a "J" prefix DAFSC or AFSC 1C2X1, and 13DX), temporary, or permissive jump status, or USAFA cadets, are authorized to have AOs published. Commander requests to initiate jump status are processed IAW AFI 11-410. Disqualification requests are processed IAW AFI 11-402.

2.4.1.11.1. Use the effective date the member is assigned to a designated Unit Manpower Document (UMD) position that requires active jump status ("J" prefix DAFSC or AFSC 1C2X1, 1T2X1, 13DX) IAW AFI 11-410 without a PCS change or the date a member is authorized (IAW AFI 11-410) to be attached to another US military unit requiring active parachute duty. The HARM office prepares AOs, assigning ASC 9E or 9D if the member is assigned to duty that requires both aircrew and parachutist qualification IAW AFI 11-401. The AO must specify type of jump duty required and pay authorized.

NOTE: HARMs do not establish ASC 9E for members who already have an ASC assigned. In such cases, include a statement in the remarks section of the AO that member is assigned to parachute duty and a "J" prefixed UMD DAFSC and the type of jumping/pay authorized. Do not assign an ASC to permissive jumpers.

2.4.1.11.2. An officer/enlisted member qualified for parachutist service who is authorized temporary jump status IAW AFI 11-410 will have an AO processed with an effective period established in the commander's request letter and with a termination date not to exceed 180 days. For example a qualified parachutist, currently not assigned to a "J" coded UMD position is approved to provide manning assistance on a Joint Readiness Exercise from 19 Jul 03 through 23 Sep 03. HARM would publish an AO effective 19 July 03, with a termination date of 23 Sep 03. AO remarks would reference approval letter justification.

2.4.1.11.3. An officer/enlisted member authorized for permissive jump status IAW AFI 11-410 will have an AO processed with an effective period established in the commander's request letter and the termination date will not exceed 12 months. An ASC change or HDIP is not authorized.

2.4.1.11.4. Publish a new AO to change a termination date with no change in effective date, providing there was not a break in parachutist service. For example, a non-rated aircrew member or parachutist reenlistment without a break in service. If otherwise qualified, incentive pay and badge creditable months continue through this period.

2.4.1.11.5. Publish a new AO when type of jump duty changes (static/HALO). Type of jump duty is dependent on the member's requirement to perform HALO duties. This includes attending HALO school (as referenced above). If a member is in a HALO required position and goes PCS to a position that does not require HALO jumping, publish a new AO authorizing static jumping/pay only.

2.4.1.11.6. Use the day a member is no longer assigned to an authorized UMD parachutist position ("J" prefix, AFSC or AFSC 1C2X1, 1T2X1, or 13DX) IAW AFI 11-410 to remove the parachutist from parachute duty and assign ASC 06 (Conditional HDIP—Flying/Jump

requirement terminated) at the same duty location**.** This includes members who are assigned to a unit that has no available jump authorizations (in excess of total UMD authorizations).

NOTE: Members who still have flight requirements or have an established ASC (rated/CEA) will have an AO published to reflect termination date of jump requirements only.

2.4.1.11.7. Use the day after departed last duty station or jump school for members who PCS to a base without an available UMD parachutist position ("J" prefix, AFSC or AFSC 1C2X1, 1T2X1 or 13DX) IAW AFI 11-410 to remove the parachutist from parachute duty and assign ASC 06 (Conditional HDIP—Flying/Jump requirements terminated).

2.4.1.11.8. HARMs must publish AOs for USAFA cadets participating in jump related duties as part of the special Airmanship Program. Use the effective date of entry to the USAFA Airmanship Program. The effective period of the AO authorizing parachutist service is limited to the period of training at the USAFA. Do not assign an aviation service code. Leave the ASC section of the AO blank. Neither jump duty credit or jump incentive pay are authorized.

2.4.1.12. **Non-rated aircrew members.** The effective period of an AO authorizing aviation service as a non-rated aircrew member is limited by the member's availability for the requirement. For members initially beginning aviation status, the initial AO becomes effective the date the member is certified for aircrew duty and is entered into a formal school where in-flight duties (not observation) are part of the course curriculum. Example: On 1 Jun 03, a member reports to the base for aircrew duty. On 15 Jun 03, the commander certified eligibility and assigns the member to a UMD aircrew prefix DAFSC; on 1 Jul 03, the member reports TDY to begin formal flying training. The initial AO effective date is 1 July 03. For in-unit initial training, the AO is effective when formal in-flight flying training begins after being assigned to an authorized aircrew position within a unit. For example: On 1 May 03, a member reports to a base for aircrew duty. On 15 May 03, the commander certifies eligibility, assigns the member to the appropriate UMD aircrew prefixed DAFSC, and notifies the HARM of in-flight training start date. On 20 May 03, the member begins formal in-unit flying training. The AO effective date is 20 May 03; however, the initial training must lead toward initial qualification.

2.4.1.12.1. For previous non-rated/non-CEA aircrew members, HARMs will assign ASC 9D (Active Non-rated Aircrew Member) effective one day after member departed last duty station, providing the member is qualified for aircrew duty and is assigned to an authorized non-rated/non-CEA aircrew "X," "K," or "Q" UMD DAFSC position, not occupied by another active flyer. If there was no PCS involved, use the effective date of duty (if otherwise qualified). Reference AFI 11-402 for limitations of exceeding manpower UMD authorizations for non-rated/non-CEA aircrew positions.

2.4.1.12.2. Use the date the non-rated/non-CEA aircrew member is no longer assigned to an authorized aircrew "X," "K," or "Q" prefixed UMD DAFSC to terminate aviation service and assign ASC 9J (Inactive-Restricted).

2.4.1.13. **Operational Support Members** . Use the effective date authorized (IAW AFI 11-402) when man-months are authorized, not to exceed a one-month period.

2.5. Transition Status Codes (TSC).

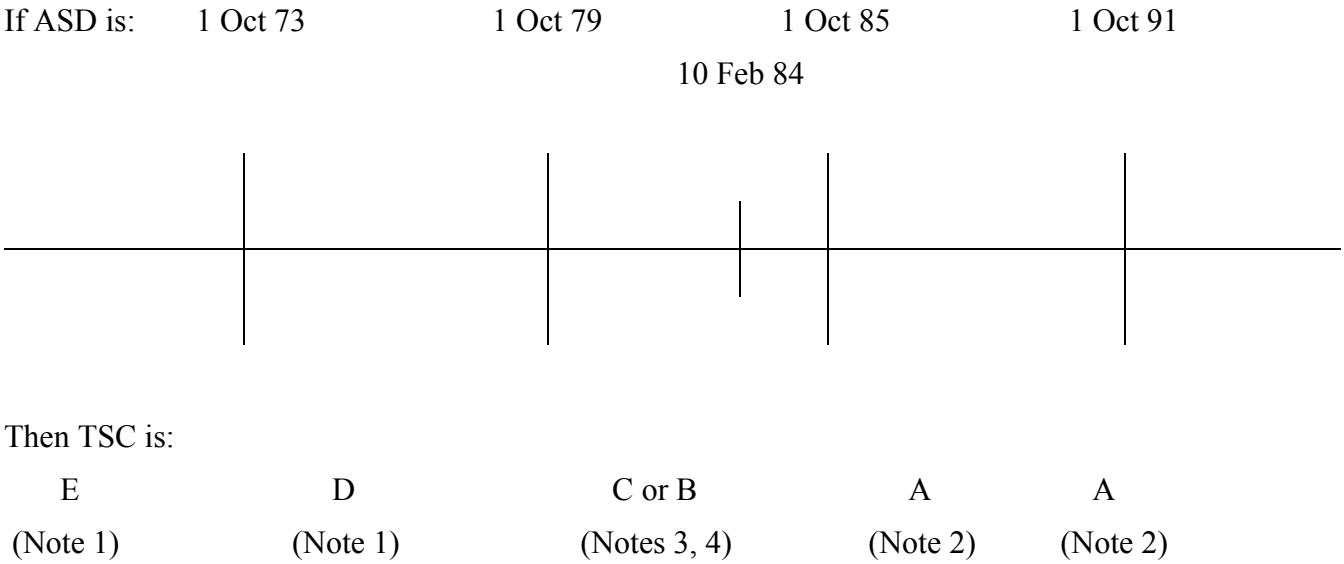
TSCs allow the HARM office to track the OFDA requirements for rated officers, after the Air Force transitioned from the *Aviation Career Incentive Act of 1974* to the *Aviation Career Improvement Act of 1989*

and the FY 96 NDAA which subsequently changed the OFDA requirement on 10 Feb 1996. The TSCs became effective on 1 Oct 1991 and will remain in effect until 1 Oct 2003. **Table 2.7.** defines the TSCs and **Table 2.8.** shows OFDA gate requirements.

Table 2.7. Transition Status Codes (TSC).

TSC Codes	Explanation
A	Officers who had less than 6 years of aviation service on 1 October 1991
B	Officers who had at least 6, but less than 12 years of aviation service and accrued less than 72 months of OFDA on 1 October 1991.
C	Officers who had at least 6, but less than 12 years of aviation service and accrued 72 months or more of OFDA on 1 October 1991.
D	Officers who had at least 12, but less than 18 years of aviation service on 1 October 1991.
E	Officers who had 18 years or more of aviation service on 1 October 1991.

Figure 2.3. TSC Timeline Chart.



Note 1. Aircrew members assigned TSC "D" or "E" are grandfathered under the ACIA of 1974.

Note 2. Aircrew members assigned TSC "A" require 96 months OFDA at 12 years to receive continuous pay until 18 years, and 120 or 144 months OFDA at 18 years to receive continuous ACIP until 22 years or 25 years respectively.

Note 3. Aircrew members with an ASD between 2 Oct 1979 and 1 Oct 1985 inclusive, who accumulated at least 72 months of OFDA as of 1 Oct 1991, are assigned TSC "C".

Example 1. If a member in this status accumulated 72-107 months OFDA as of 1 Oct 1991, he/she is entitled to continuous ACIP until 18 years.

Example 2. If the member accumulated 108-131 months OFDA as of 1 Oct 1991, he/she is entitled to continuous ACIP until 22 years.

Example 3. If the member accumulated at least 132 months OFDA as of 1 Oct 1991, he/she is entitled to continuous ACIP until 25 years.

Example 4. Members assigned TSC "C" with less than 132 months OFDA as of 1 Oct 1991, will be reviewed again at 18 years to determine appropriate incentive pay action.

Note 4. Aircrew members with an ASD between 2 Oct 1979 and 1 Oct 1985 inclusive, who accumulated less than 72 months of OFDA as of 1 Oct 1991, are assigned TSC "B".

Example 1. Members assigned TSC "B", with an ASD of 2 Oct 1979 – 9 Feb 1984 inclusive, require 108 months OFDA at the 12-year gate to receive continuous ACIP until 18 years.

Example 2. Members assigned TSC "B", with an ASD of 10 Feb 1984 or after, require 96 months OFDA at the 12-year gate to receive continuous ACIP until 18 years.

Example 3. Members assigned TSC "B" who did not meet the 12-year gate, but accumulated at least 72 months OFDA at the 12-year gate, will be assigned ASC "5Y" and will be reviewed again at the 15-year point.

Table 2.8. ACIA/NDAA Requirements.

ACIA/NDAA	OFDA/GATE	Entitlement
ACIA OF 1974	72 months (12 yr gate)	Continuous ACIP until 18 yr gate
	108 (18 yr gate)	Continuous ACIP until 22 yr OSD/ASD
	132 (18 yr gate):	Continuous ACIP until 25 yr OSD/ASD
ACIA of 1989	108 months (12 yr gate)	Continuous ACIP until 18 yr gate
	120 (18 yr gate)	Continuous ACIP until 22 yr OSD/ASD
	144 (18 yr gate)	Continuous ACIP until 25 yr OSD/ASD
NDAA of 1996 (ACIP)	96 months (12 yr gate)	Continuous ACIP until 18 yr gate
	120 (18 yr gate)	Continuous ACIP until 22 yr OSD/ASD
	144 (18 yr gate)	Continuous ACIP until 25 yr OSD/ASD

Table 2.9. OFDA Requirements Based on TSC.

TSC	OFDA Months Required (See Para. 2.6.2.3.)	Aviation Service (AS)	Continuous ACIP Through
A	96	12 Years	18 Years AS
	120	18 Years	22 Years AS
	144	18 Years	25 Years AS
B (Note 1)	96 or 108	12 Years	18 Years AS
	120	18 Years	22 Years AS
	144	18 Years	25 Years AS
C (Note 2)	72 <108	12 Years (1 Oct 91)	18 Years AS
Ex. A	120	18 Years	22 Years AS
	144	18 Years	25 Years AS
Ex. B	108<132	18 years (1Oct 91)	22 Years AS
Ex. B	144	18 Years	25 Years AS
Ex. C	132	18 Years (1Oct 91)	25 Years AS
D (Note 3)	72	12 Years	18 Years AS
	108	18 Years	22 Years AS
	132	18 Years	25 Years AS
E (Note 4)	108	18 Years	22 Years AS
	132	18 Years	25 Years AS

NOTES:

1. If at 12 years of aviation service the individual has 72 months of OFDA, but less than 96 or 108 months, his or her ASC will change to "5Y" conditional status until 15 years of aviation service. This will flag in ARMS that the individual needs to be looked at on his or her 15th year of aviation service. If the individual has 96 or 108 months (whichever the member's 12-year gate requirement was) of OFDA by the 15th year of aviation service, he or she will receive continuous ACIP until the 18th year of aviation service and their ASC will change to "2Y." If the individual has less than 96 or108 months (their 12-year gate requirement) of OFDA, he or she will remain in conditional status ASC "5Y" until 18 years of aviation service, where HARM offices will again look at the individual.

2. Individuals in this category will be grandfathered to the OFDA requirements under the ACIA of 1974, although they have not reached the 12th or 18th year of aviation service, if they met the OFDA requirements of 72, 108, and 132 months on 1 October 1991. Otherwise, they must meet the OFDA requirements listed above at 18 years of aviation service. When an individual reaches their 12th or 18th year of aviation service, they will receive the appropriate entitlement status code required at that time. If individuals do not meet the required OFDA for continuous ACIP,

they enter conditional status.

Example A. If an individual has 72 months of OFDA, but less than 108 months on 1 October 1991, he or she will receive continuous ACIP through 18 years of aviation service. However, at the 18th year of aviation service they must meet the revised criteria of 120 and 144 months OFDA under the ACIA of 1989 to be paid continuous ACIP through 22 and 25 years of aviation service.

Example B. If an individual has 108 months of OFDA, but less than 132 months on 1 October 1991, he or she will receive continuous ACIP through 22 years of aviation service. However, at the 18th year of aviation service they must meet the 144 months of OFDA requirement under the ACIA of 1989 to be paid continuous ACIP through 25 years of aviation service.

Example C. If an individual had 132 months of OFDA on 1 October 1991, he or she will receive continuous ACIP until 25 years of aviation service. When an individual reaches their 12th or 18th year of aviation service, they will receive the appropriate entitlement status code required at that time. If individuals do not meet the required OFDA for continuous ACIP, they enter conditional status.

3. Individuals with TSCs D and E are totally grandfathered under the ACIA of 1974 and must meet the requirements above for continuous ACIP. If TSC D and E individuals do not meet the required OFDA for continuous ACIP they will enter conditional status.

2.6. Rated Officer and Career Enlisted Aviator Operational Flying Duty. To control the award of operational flying duty credit required by public law, HARM offices must assign active operational fliers (FSC A) who fail to perform flying duties to a temporary status (FSC S) until: they again meet the requirements of this instruction; are disqualified for Aviation Service; or are reassigned to non-flying duty. Active rated officers and CEAs recommended for DNIF are identified in ARMS by a physical availability date and code. When the DNIF is expected to last more than 30 days or has lasted for 30 days, ARMS automatically reports the member on the Headquarters Operations Resource Information System interface as FSC G. (The FSC G is for reporting purposes only.) Such personnel are entitled to Operational Flying Duty Accumulation (OFDA). An AO change is not necessary. Individuals continue to accumulate operational flying duty credit until FSC S applies.

2.6.1. Operational flying is flying performed in assignments which require an individual to maintain basic aircrew flying skills. Rated officers and CEAs must attain and maintain, as a minimum, basic aircraft qualification in mission or support aircraft. One of the following indicates the need to fly:

2.6.1.1. The assigned API code associated with a specific position.

2.6.1.2. Assignment to a formal course of flying instruction.

2.6.1.3. A case-by-case determination by HQ USAF/XOO when unusual circumstances dictate.

2.6.2. The requirement for the Air Force to track the flying activity of rated members, other than flight surgeons and UFT students, is based upon the Aviation Career Incentive Act (ACIA) of 1974 and the ACIA of 1989, FY 96 NDAA, and FY 99 NDAA. These acts establish the criteria to determine eligibility for ACIP. The requirement to track flight activity of CEAs is based upon the FY 00 NDAA.

2.6.2.1. The 1974 Act sets standards of minimum experience necessary to receive ACIP; these are: at least 72 months (6 years) of operational flying completed prior to the 12th year of aviation service and 108 months (9 years) of flying completed by the 18th year of aviation service. Individuals meeting these gates are, if otherwise qualified (medically and physiologically [if applicable]), entitled to continuous ACIP until the 22nd year of aviation service (using an individual's ASD), without meeting a specific flying performance standard. Members who complete at least 132 months (11 years) of operational flying by the 18th year of aviation service receive, if otherwise qualified, continuous entitlement to ACIP until the 25th year of aviation service. Those who fail to meet the standards are conditionally entitled to ACIP only through a minimum performance standard by flying an average of four hours per month (two hours for ARC members) while assigned to operational flying duties. In addition, rated officers with over 25 years of aviation service (grade O-6 and below) and assigned to operational flying positions may receive conditional ACIP.

NOTE: An officer's ASD is normally the date he or she began UFT. (See AFI 11-402 for additional guidance.)

2.6.2.2. The 1989 Act modified the required gates rated officers must achieve for ACIP entitlement. The new law established revised OFDA requirements of 9, 10, and 12 years from earlier requirement of 6, 9, and 11 years. The effective date for the new criteria was 1 October 1991. On 1 October 1991, the USAF began transition to the new gate structure and rated members were assigned Transition Status Codes (TSC) in order to determine their gate requirements. Rated officers with ASDs of 1 October 1985 and later were required to meet the 9, 10, and 12-year OFDA requirements under the ACIA of 1989. However, the FY96 NDAA again modified the required gate requirements.

2.6.2.3. The FY 96 NDAA modified the required gates rated officers must achieve for ACIP entitlement established by the 1989 Act. The new law established revised OFDA requirements for rated members who completed, or will complete, 12 years of aviation service on, or after, 10 Feb 1996. Rated members with the TSC of A must perform 8 years or more of OFDA within their first 12 years of aviation service to qualify for continuous ACIP through 18 years of aviation service. Rated members who completed 12 or more years of aviation service prior to 10 Feb 1996 must have performed at least 9 years of OFDA within their first 12 years of aviation service to qualify for continuous ACIP through 18 years of aviation service. Rated members who did not meet the original 9 years of OFDA and are beyond 12 years of aviation service remain entitled to conditional ACIP contingent upon meeting the monthly flying hour requirement.

2.6.2.4. The FY 99 NDAA changed the way ACIP was computed for all rated officers. Previously, eligibility was based on the anniversary of the Officer Service Date (OSD). The FY 99 NDAA changed the eligibility to the anniversary of the ASD. This change did not apply to those fliers who had passed their 22 or 25 years of OSD and had their ACIP terminated under the ACIA of 1974.

2.6.2.5. The FY 00 NDAA set standards of minimum experience necessary for CEAs to receive CEFIP: at least 72 months (6 years) of operational flying completed prior to the 10th year of aviation service and 108 months (9 years) of flying completed by the 15th year of aviation service, and 168 months (14 years) completed by the 20th year of aviation service. Individuals meeting these gates are, if otherwise qualified (medically and physiologically [if applicable]), entitled to continuous CEFIP until their 25th year of aviation service and without meeting a specific flying perfor-

mance standard. Those members who fail to meet the standards are entitled to conditional CEFIP only through a minimum performance standard by flying an average of four hours per month (two hours for ARC members) while assigned to operational flying duties until they reach their next gate.

2.6.3. In accordance with Title 37, U.S. Code, Section 301a and AFI 36-2110 paragraph 2.9, it is Air Force policy that as many members as possible complete at least 10 years of operational flying (second gate) by the 18th year of aviation service, however not all officers will fulfill the requirements to receive ACIP through 25 years of aviation service (third gate).

2.6.4. OFDA Computations. To receive credit for a month of OFDA, an individual must:

2.6.4.1. Be assigned to primary or corollary duties that require flying and perform valid flying duties.

2.6.4.2. Be assigned to rated/CEA in-flight or similar AVO duties in an FSC A, U, X, or Z for at least 15 days within each calendar month that he or she received operational flying credit.

2.6.4.3. Have no more than 18 years of aviation service for rated officers and 20 years of aviation service for career enlisted aviators.

2.6.4.4. Individuals initially assigned to flying duty (FSC A) or returning to such duty from a disqualified or inactive status, other than FSC S, receive OFDA credit from the date of assignment of an active FSC. If such individuals do not fly within three months of that date, retroactively change the active FSC to FSC S, effective the day following the date of initial assignment of the active FSC. Deduct OFDA credit (which began accruing with assignment of the original active FSC) and terminate OFDA credit. Assign an active FSC when flying begins, effective two months before the date of the first flight. OFDA credit begins from that date. ***EXAMPLE:*** Captain Wiggins is assigned FSC A on 19 December but first flies on 17 April: On 20 March, the HARM changes the FSC A to an S, effective 20 December. Captain Wiggins accumulated three months OFDA credit for January, February, and March. (Do not credit December because less than 15 days was in an active ASC during that month.) The FSC S action deducts the three months credited and stops further accumulation. On 17 April, change the FSC S to FSC A, effective 17 February. This retroactive change restarts OFDA credit. Do not award OFDA credit for February (less than 15 days assigned), but do award credit for March and April. Credit continues to accumulate until the individual fails to perform for a period greater than three months.

NOTE: Non-performance does not apply to CEAs prior to 1 Oct 99; however, CEAs who were on active flying status as of 1 Oct 99 are considered "initially assigned to flying duties (FSC A)" effective 1 Oct 99. The guidance in this paragraph applies. For example, SSgt Harris, a flight engineer, was on 9D status from 5 Sep 94 through 30 Sep 99. Effective 1 Oct 99, her ASC was changed from 9D to AA. Her first flight after initial assignment to FSC A was 15 Feb 00. Therefore, the HARM office processed an AO to change her ASC from AA to AS (Inactive-Nonperformance) effective 2 Oct 99, the day after her initial assignment to FSC A. The HARM office then processes a subsequent AO to change SSgt Harris' FSC from S to FSC A effective 15 Dec 99, two months prior to the date of her first flight.

2.6.4.5. When aircrew members who are actively flying prior to reaching 18 years (rated) and 20 years (CEA) of aviation service do not perform by the end of the third month following the month in which flying duties were last performed, change FSC to "S" and stop OFDA credit. The FSC becomes A when flying begins effective on the date of flight. Do not award retroactive credit. ***EXAMPLE:*** Lt Ostrowski flew on 14 May and did not fly again until 18 November: The HARM

assigns FSC S on 1 September. Credit OFDA for May, June, July, and August. The HARM changes the FSC back to "A" on 18 November. There is no OFDA credit for November because assignment to FSC A was less than 15 days.

2.7. OFDA Waivers. The Aviation Career Improvement Act of 1989 authorized the Secretary of the Air Force (SECAF) to waive OFDA requirements for rated officers and CEAs who are unable to meet their flying gates due to reasons beyond their control. Each year, MAJCOM commanders submit nominations for Lieutenant Colonels and below to AFPC/CC, or for Colonels and above to HQ USAF/AFSLMO for staffing to SECAF. To implement this program the following procedures apply:

NOTE: IAW AFI 36-2110, Assignments, it is Air Force policy that as many members as possible perform at least 10 years of operational flying duty by the 18th year of aviation service. However, not all officers will fulfill the requirements to receive ACIP through 25 years of officer service. Refer to AFI 36-2110 for specific assignment criteria.

2.7.1. Rated officers assigned TSCs A, B, C, and CEAs are eligible for flying gate waivers. Because TSC D and E rated officers were grandfathered to the pre-ACIA of 1989 OFDA requirements, they are not eligible for flying gate waivers. Candidate rated officers must have at least 72 months (6 years) of OFDA credit. Candidate CEAs must have at least 60 months (5 years) of OFDA credit prior to the gate the waiver is being submitted for.

2.7.1.1. For retroactive gate waivers which are approved by SECAF, for rated officers who obtain 72 months or CEAs who obtain 60 months of OFDA credit after their 12 or 10 years of aviation service respectively, members will be authorized continuous AOs from the month in which they completed 72 or 60 months credit. (Members are not qualified for continuous entitlement prior to meeting qualification requirements). For example: Major Blinn reached her 12 year flying gate on 18 January 00 and only accumulated 60 months of OFDA, 36 months short of the 12 year gate requirement and was assigned ASC 5A, conditional entitlement status. On 17 January 01 she accumulated 72 months of OFDA and applied for a waiver of her 12 year gate requirements on that date. SECAF approved a 24-month OFDA waiver on 15 April 01 and Major Blinn's HARM was directed to publish an AO changing Major Blinn's ASC from 5A to 2A effective 17 January 01 and start continuous ACIP.

2.7.1.2. For gate waivers submitted from the MAJCOM or equivalent, and approved by SECAF prior to loss of continuous pay, members will be authorized continuous AOs from the gate anniversary date (if otherwise qualified).

2.7.1.3. For gate waivers submitted from the MAJCOM or equivalent, and approved by SECAF after the loss of continuous pay, members will be authorized continuous AOs from the date the member submitted to the MAJCOM or equivalent (if otherwise qualified).

NOTE: Members are not qualified for continuous entitlement prior to meeting qualification requirements therefore the continuous AO effective date will not be prior to the month in which the requirements were met.

2.7.2. MAJCOM commanders may submit OFDA waiver nominations only when the member failed to achieve gates due to reasons beyond his or her control. For example: banked UPT graduates, extended DNIFs, individuals assigned to deactivating/draw down flying units or Air Liaison Officer assignments who cannot be placed into another flying position, and rated officers assigned to non-fly-

ing duties necessary to comply with the requirements of the Goldwater-Nichols Act (joint duty schools/follow-on tours) or the Acquisition Public Law.

2.7.2.1. Officers and CEAs selected for highly competitive and nominative assignments that are decided at AF/AFPC/MAJCOM central selection boards, such as the School of Advanced Aerospace Studies or other services' equivalent schools and command positions, merit OFDA waiver consideration, when those assignments are specifically responsible for rated officers and CEA missing an OFDA gate. It is in the best interests of the Air Force to assign selected individuals to certain specific assignments following Professional Military Education (eg. joint duty schools and joint tours) or AFIT completion. Should such assignments jeopardize the achievement of OFDA gates, place appropriate documentation in the member's personnel record. Documentation will include reasons why the member was assigned to a non-flying position (see paragraph **2.7.7.**.

2.7.3. Rated officers receiving acquisition bonus monies may not be eligible for OFDA waivers.

2.7.4. Lost OFDA months due to time spent under flying status code K (inactive--lack of support) does not meet this criteria unless the officer or CEA was assigned to a unit undergoing draw down or conversion to an aircraft where the individual's specialty was not required (i.e., an F-4 navigator assigned to a unit converting to single-place fighters), or when the unit aircraft was operationally grounded. Individuals must meet both K code and draw down, conversion, or grounding criteria to be considered for a waiver.

2.7.5. Individuals who received an OFDA waiver are not eligible for a second waiver.

2.7.6. OFDA waivers will not apply to individuals who voluntarily turn down a flying opportunity or elect to move to a non-flying position, which would preclude the possibility of meeting their OFDA requirements (except as provided for in paragraph **2.7.2.1.**. When an individual declines an opportunity to fly and is selected for a non-flying assignment, document this action in the member's personnel record, as specified in paragraph **2.7.7.** Reference the flying assignment that was declined.

2.7.7. AFPC/DPA or HQ USAF/AFSLMO will document that the above situations existed at the time of assignment to establish an audit trail. (MAJCOMs will verify flying status code K criteria.) This may then be used to verify why OFDA waiver candidates were unable to achieve their flying gates.

2.7.8. MAJCOM commanders will forward OFDA waiver nominations to AFPC/DPA for Lieutenant Colonels and below, or to HQ USAF/AFSLMO for Colonels and above (include brief, individual narratives, and individual's current Aviation Audit worksheet).

2.7.9. Submit OFDA waiver requests no earlier than the year prior to loss of flight pay. Submissions will be to the servicing HARM office and staffed to the MAJCOM. As a minimum, the submission will include the member's request, Aviation Service Worksheet, justification for OFDA request, Military Personnel Data System duty history, and any other documents to support justification.

2.7.9.1. HARMs will review the package for accuracy and validate eligibility criteria is IAW this instruction. Review ARMS data/member's FRF to validate TSC code. Do not forward TSCs not authorized OFDA waivers (TSC D and E).

2.7.9.2. Commanders ensure waivers are submitted within the year prior to the applicable gate member submitted a waiver of requirements for.

2.7.9.2.1. If the rated officer requests waiver of the first gate, submit their name during the officer's 11th year of aviation service; the 17th year of aviation service for a waiver of the second gate; and the 21st year of aviation service for a waiver of the third gate?

2.7.9.2.2. If the CEA requests a waiver of the first gate, submit their name during the individuals 9th year of aviation service; the 14th year of aviation service for a waiver of the second gate; and the 19th year of aviation service for a waiver of the third gate.

2.7.10. Eligibility criteria for Air Battle Manager gate waivers. In order to be considered, the ABM must meet all of the following criteria.

2.7.10.1. In addition to using existing criteria in rated directives, an ABM must be eligible for Aviation Career Incentive Pay as specified in HQ USAF/XO message dated 2 Oct 99 (Subj: Rating Air Battle Managers), and have an established Aviation Service Date.

2.7.10.2. Must comply with provisions of para **2.7.**, above.

2.7.10.3. The following ABM duties that commenced after the establishment of the ASD and prior to 1 Oct 99, including ABM duties in which the individual was serving an uninterrupted assignment beyond 1 Oct 99 may count toward an OFDA waiver on a month-to-month equivalent (not to exceed the minimum gate month requirement) if the member was assigned and performed primary duties as a mission ready Air Weapons Director, Senior Director, Air Surveillance Officer, Interface Control Officer, or Mission Crew Commander at a Ground Theater Air Control System or Air Defense unit that had an operational wartime mission (Designed Operational Capability) or was formally attached to one of these line units and counted toward its SORTS rating.

2.7.10.4. After the ASD and prior to 1 Oct 99, an ABM on aviation orders and receiving Hazardous Duty Incentive Pay may credit the entire month if the individual performed ABM primary operational flying duty at least one day within that same month (not to exceed the minimum gate month requirement).

2.7.11. After AFPC/DPA or HQ USAF/AFLSMO verifies that the above criteria were met, HQ USAF/XO and HQ USAF/DP representatives will review and forward nominations to SECAF for approval of an OFDA waiver (not to exceed minimum gate month requirement).

2.7.12. MAJCOMs are responsible to ensure each individual eligible for an OFDA waiver is considered for a waiver.

2.7.12.1. The MAJCOM OFDA waiver process must include Operations Staff (DO) and Personnel Staff (DP) to ensure compliance with all regulations and laws. Prior to MAJCOM/CC approval, each waiver may be sent to AFPC/DPAOY for an informal review. Each submitted package must include a Staff Summary Sheet stating the case, any correspondences written by the individual and/or their chain of command, a current Aviation Audit worksheet for the individual (obtained from individual's HARM), current ARMS IDS, and any other relevant background information on the case.

2.7.12.2. AFPC/DPAOY will provide a written recommendation to the submitting MAJCOM staff stating their assessment of the validity of each case. This assessment will be used by the MAJCOM staff to decide whether to forward a formal package.

2.7.13. AFRC and ANG will develop initial MAJCOM procedures for reviewing OFDA waiver packages. AFRC/ANG packages are not submitted to AFPC. Following MAJCOM/CC approval, forward OFDA waiver packages to AF/DPZ for processing and final action.

2.8. Taking Part in Flying by Rated Officers. Public law and DoD directives restrict active rated flying to officers in positions that require maintaining flying skills. If certain SECAF approved mission requirements are more than the number of such officers locally assigned, a minimum number of other qualified members of the authorized rated inventory may also be assigned rated aircrew duties.

2.8.1. Flying duties are assigned in the following precedence:

2.8.1.1. API 1 or 2 officers assigned to support the weapon system crew ratio.

2.8.1.2. Student officers assigned to a formal course of flying training.

2.8.1.3. Officers assigned to positions coded API 6 or 8.

2.8.1.4. Officers assigned to positions at MAJCOM or FOA level or below coded API 3 or 4, or non-rated (API 0). Assign such officers to rated aircrew duties on the basis of the most recent aviation service date, if:

2.8.1.4.1. Their assignments provide at least 24 months of local flying availability (12 months at short tour bases) from the date they were first qualified.

2.8.1.4.2. The flying assignment is to an approved operational support mission specifically designated by HQ USAF.

2.8.1.5. Crewmembers cannot perform flight duties while on leave, permissive TDY, non-flying TDY, or participating in an orientation flight, unless required to perform their official aircrew duties.

2.8.2. Special Circumstances.

2.8.2.1. If special circumstances require active temporary (180 days or less) operational flying that is not according to paragraph **2.8.1.**, HQ USAF/XOO may approve exceptions on an individual case basis (FAC 6/E waiver).

2.8.2.2. If special circumstances require rated officers to perform temporary in-flight non-rated or non-crew (operational support duties) duties, HARMs change the member's FAC to an 8 in ARMS. For rated officers who were in inactive status, publish an AO, with the FAC 8, FSC J, and document in remark section of AO: "Rated Officer assigned to perform in-flight non-rated (or non-crew) duties". Officers performing non-rated duties log aircrew certification code "Z" on the AFTO Form 781 and flight time does not count towards OFDA or ACIP entitlement.

NOTE: Members in conditional ACIP entitlement status code 5, 6, or 7 not currently receiving ACIP, may credit time towards conditional HDIP, providing DoD FMR requirements are met.

2.8.3. Do not assign active flying duties to members who are scheduled for an academic instruction course of 90 days or more. Member will be assigned an FSC L.

2.8.4. Reserve officers not on extended active duty (EAD) may be placed in inactive status when assigned to rated duty positions where flying experience, but not current flying, is required.

2.8.4.1. Send requests for removing Reservists from flying to HQ AFRC/DOTS (with copies to HQ USAF/REO and HQ USAF/XOOT) for approval.

2.8.4.2. Send requests for removing ANG personnel from flying to NGB/CF (with a copy to HQ USAF/XOOT) for approval.

2.9. Additional Ratings. Aircrew personnel will comply with requirements of this instruction and applicable Air Force aircrew training publications that pertain to their current aeronautical rating.

2.10. Flight Surgeon Flying Policy.

2.10.1. A flight surgeon who has an additional pilot or navigator rating, and is assigned flight surgeon position (API 5), flies only as a flight surgeon, unless selected and approved as a pilot-physician or navigator-physician IAW AFI 11-405. Pilot-physicians/navigator-physicians assigned to active flying positions (API 1/2) fly as line pilots/navigators. HQ USAF/XO authorizes exceptions upon request, with complete justification from the Surgeon General (HQ USAF/SG). Flight surgeons who hold valid pilot or navigator ratings are entitled to only conditional ACIP and OFDA credit is not authorized, even when assigned to API 1/2 positions.

2.10.2. Flight surgeons must be medically and physiologically (if applicable) qualified, and maintain flight medicine credentials before being authorized active flying status. In addition, they must be assigned to an API 5 unit manpower document (UMD) position with Duty Air Force Specialty Code (DAFSC) 48XX, or 40C0C with an additional AFSC of 48XX to receive conditional ACIP. When assigned to other positions, they must be placed in an inactive flying status. Inactive flight surgeons may be authorized to fly and log time without ACIP on a noninterference basis with unit training and flying schedules. Flight surgeons flying under this category will log only "Other" flight time and document remarks on the reverse side of AFTO Form 781. Paragraphs **2.16.3.** through **2.16.5.** apply.

2.10.3. Pilot-Physician Procedures. AFI 11-405, *The Pilot Physician Program*, prescribes procedures for the US Air Force Pilot-Physician Program. Pilot-physicians remain conditional fliers for ACIP entitlement and do not earn OFDA credit. Active flying pilot-physicians will be assigned ASC 8A, FAC 9, and API 5, and hold the DAFSC of 48VX. Retain them in ESC 8 beyond 25 years of aviation service. Credit flight time logged as a pilot towards advanced pilot and flight surgeon ratings (only when member is assigned a FAC 9) and ACIP entitlement.

2.11. Taking Part in Flying by Career Enlisted Aviators.

2.11.1. Flying duties are assigned in the following precedence:

2.11.1.1. API A or B CEAs assigned to support the weapon system crew ratio, flying training instruction duty, operational test and evaluation functions, Foreign Military Sales (FMS), etc.

2.11.1.2. Students assigned to a formal course of flying training.

2.11.1.3. Career enlisted aviators assigned to positions coded API B or D.

2.11.1.4. Career enlisted aviators assigned to positions at MAJCOM or FOA level or below coded API C or E. Assign career enlisted aviators API C or E aircrew duties on the basis of the most recent aviation service and be careful not to cause the member to fall short of meeting OFDA credit.

2.11.2. Do not assign active flying duties to members who are scheduled for an academic instruction course of 90 days or more.

2.11.3. Crewmembers cannot perform flying duties while on leave, permissive TDY, non-flying TDY, or participating in an orientation flight, unless required to perform their official aircrew duties.

2.11.4. If special circumstances require active temporary (180 days or less) flying that is not IAW paragraph **2.11.1.**, HQ USAF/XOO may approve exceptions on an individual case basis (FAC E waiver).

2.12. Taking Part in Flying by Non-rated Officer and Enlisted Members.

2.12.1. Qualified personnel assigned to designated aircrew positions established in AFI 65-503 are shown as non-rated aircrew members (FSC D). Non-rated aircrew members are included onboard flights when their presence is required for the aircraft to accomplish its primary tasked mission. This is their full-time duty. When a full-time presence is not required, operational support flying may be applicable (see paragraph **2.12.2.**). Non-rated aircrew members will maintain flying class III physicals.

2.12.1.1. Enlisted aircrew members require an aircrew prefix of X (Basic Aircrew), K (Instructor), or Q (Evaluator).

2.12.1.2. Non-rated officer aircrew members may be assigned to duty positions with an AFSC prefix of X (Basic Aircrew), B (Squadron Operations Officer), C (Commander), F (Flight Test), K (Instructor), or Q (Evaluator).

2.12.1.2.1. When a non-rated officer is assigned to an authorized "X" or "J" coded UMD position which is also a Commander (C prefix) position, the "C" prefix takes precedent over the "X" and "J"; however, in such cases, the "C" prefix does not eliminate the authorization to fly or jump. Therefore, place a remark on the individual's AO "member occupies an X (or "J" coded) UMD prefix position."

2.12.1.2.2. When a non-rated officer fills a position as a Squadron Operations Officer (B prefix) that is also authorized as an aircrew or parachutist (X or J UMD position), place a remark on the individual's AO "member occupies an X (or J coded) UMD prefix position."

2.12.1.2.3. FSC J (Inactive) or L (TDY School) identifies non-rated crewmembers not assigned to active flying positions. AOs terminate authorization to fly and entitlement to incentive pay.

2.12.2. FSC C (Ops Support) identifies non-rated personnel required to perform essential inflight duties which cannot be accomplished by rated officers, CEAs or non-rated aircrew members. Operational Support fliers may be required to fly on an occasional basis. However, their assigned full-time duties do not require them to be onboard the aircraft to accomplish its assigned primary mission. When their requirement to fly terminates, flight record responsibility ends. Process requests for operational support flying IAW AFI 11-402. Authorized man-months are required prior to issuance of AOs.

2.12.3. Aerospace physiologists (DAFSC 43AX) and Human Performance Training Teams (DAFSC 4M0X1) are authorized to participate in flight duties as observers on a noninterference basis. HARM offices will publish AOs according to this instruction and MAJCOM directives. Neither aviation career incentive pay nor flying duty credit are authorized, with the exception of personnel who provide high altitude airdrop mission support. Paragraphs **2.16.3.** through **2.16.5.** apply. Personnel who fly in support of high altitude airdrop missions will comply with AFI 11-402.

2.12.4. Other non-rated members who fly occasionally to perform specific tasks (e.g., administrative duties, evaluation of equipment, maintenance, passenger escort, security for classified documents, crew chiefs who perform duties on the ground at the final destination or points enroute and other duties not authorized as operational support IAW AFI 11-402) may have AOs published according to this instruction and MAJCOM directives. Paragraphs **2.16.3.** through **2.16.5.** apply. Members who fly occasionally to obtain familiarity with the flying environment or directed to perform specific inflight duties on an infrequent or irregular basis (Commanders [including unit commanders], Operations Officers, and supervisory personnel) may do so under the guidelines of paragraph **1.6.** Individuals in these categories will fly on a non-interference basis; neither flying incentive pays nor OFDA credit are authorized; and flying is restricted to aircraft with adequate facilities for transporting passengers (reference DoD 4515.13-R, which restricts passenger travel in aircraft, such as, but not limited to, fighter aircraft, which are not designed or normally configured for passenger carrying capability).

2.12.5. Aircrew members not formally entered into Initial Qualification Training (e.g., Pre-Initial Qualification Training) will do so under orientation flight guidelines of paragraph **1.9.4.7.**

2.12.6. Crewmembers will not perform flying duties while on leave, permissive TDY, non-flying TDY, or participating in an orientation flight, unless required to perform their official aircrew duties.

Section 2B—Supervisory Operational Flying Positions

2.13. Supervisory Position Criteria. To conserve available resources, clearly identify rated officers and CEA supervisory positions where the incumbent must actively fly in API 6, 8, B, and D positions to perform assigned duties.

2.14. Supervisory Flying.

2.14.1. Rated officers and CEA supervisory flying is necessary to ensure that appropriate rated staff officers maintain a current and comprehensive background in the overall flying operations of the organization. Although occasional indoctrination flights normally maintain inactive rated staff officers and career enlisted aviators at an acceptable level of experience for their jobs, it is Air Force policy that key supervisors closely involved in their organization's flying mission must maintain their basic flying skills sufficiently to provide them with expert awareness of most aspects of their unit’s mission.

2.14.2. Supervisory flying should be performed to the maximum extent possible in primary mission aircraft inventory (PMAI) associated with the position. However, in the interest of fiscal responsibility, when PMAI resources are not available or not practical to use, and maintenance of flying skills is mandatory, supervisory flying may be performed in the most cost-effective aircraft available.

2.14.3. Commanders (including unit commanders) authorized to designate rated and CEA supervisory positions must minimize the impact of such flying and only those positions where active flying is essential are designated as API 6, 8, B, or D. Designating authorities are:

2.14.3.1. **General Officer.** The Chief of Staff designates general officer operational flying positions. MAJCOMs are not authorized to make adjustments without the Chief of Staff's approval (See **Table 2.10.**).

Table 2.10. General Officer Operational Flying Positions.

The following general officer joint positions are authorized to be operational flying positions when filled by USAF general officers. General officers in these positions are requested to advise AF/XO should they elect to maintain operational flying status.	
Duty Title	**Organization**
Chairman	Joint Chiefs of Staff
Vice Chairman	
Commander	Unified Commands
Deputy Commander	
Special Operations Component Commanders Assigned to Unified Commands (SOCCENT, SOCEUR, SOCJFCOM, SOCPAC, SOCSOUTH)	
SWA/CC	USCENTCOM
USMTM/CC Saudi Arabia	USCENTCOM
CTF-NW/CC	USEUCOM
NAEWF/CC	SHAPE
The following are designated as USAF general officer operational flying positions.	
Chief of Staff	HQ USAF
Vice Chief of Staff	
DCS/Air and Space Operations	
Commander, Vice Commander, and Director of Operations	ACC, AETC, AFMC, AFSOC, AFSPC, AMC, PACAF, USAFE
Superintendent, 34 TRW/CC, and Dean of Faculty	USAFA
Numbered Air Force Commander, Vice Commander	ACC, AMC, PACAF, USAFE
Wing Commander	
Numbered Air Force Commander, AU/CC (AU/CV when AU/CC is not a rated officer)	AETC
Wing Commander	
Commander, AFFTC	AFMC
Commander, AMWC	AMC
Commander	AFOTEC
The following AFRC positions are designated as general officer operational flying positions.	
Director of Operations	AFRC
Numbered Air Force Commander	
Wing Commander	
The following ANG positions are designated as general officer operational flying positions.	
Numbered Air Force Commander	ANG
Wing Commander	

2.14.3.2. **Colonel.** MAJCOMs designate colonel active flying positions (API 8) by forwarding AF Form 480, **Aircrew AFSC/Active Flying Justification**, for review and approval to HQ USAF/XOOT (see AFI 38-201, *Determining Manpower Requirements*). Colonel flying positions should only be for individuals who directly supervise aircraft flying operations, flight safety, standardization/evaluation programs, and operational readiness inspection programs. Should positions not warrant full time flying, there may be justification for the individual to participate in the indoctrination flying program.

2.14.3.3. **Lieutenant Colonel and Below.** In coordination with AF/XOOT, MAJCOMs designate Lt Colonel-and-below rated officer and CEA positions that require active flying. MAJCOMs may approve API code changes that reflect converting flying positions to non-flying (e.g. from API 6 to API 3); however, any changes from non-flying to flying positions require AF/XOOT coordination and approval. If the position requires an AF Form 480, provide justification for flying on the form. Normally, API 8 positions are only authorized above wing level (NAF/FOA/DRU/MAJCOM) in safety, inspector general, and standardization/evaluation functional areas in which flying is a requirement associated with the position. On occasion, justification may exist for an aircrew member to fly while in inactive status; see paragraph **2.16.**

2.15. Supervisory Position Limitations. MAJCOMs will establish procedures to review API 6, 8, B, and D supervisory flying positions whose incumbents are assigned FSC K (lack of support) when adequate support will not be available within six months. Where practical, return such positions to API 3, 4, C or E.

2.16. Flying by Individuals in Inactive Status. Occasionally, a rated officer or CEA in inactive status may be required to perform operational flying on a temporary basis to complete a specific official task (for example, to evaluate an operational flying procedure, review flying training effectiveness, take part in a flying exercise or test program, or become familiar with a specific operational weapon system and procedure). The following policy applies:

2.16.1. MAJCOMs (or MAJCOM equivalents) select and authorize rated staff and CEA positions for indoctrination flying. Indoctrination flying allows inflight observations of mission equipment or procedures that will benefit the organization. Incumbent must request to fly. Take a conservative approach in designating these positions. MAJCOMs (or MAJCOM equivalents) will establish procedures for approval of indoctrination flying in accordance with **Table 2.11.** Limit incumbents to 24 missions per fiscal year. For this purpose, a mission is all sorties performed in a single calendar day. MAJCOMs will identify the incumbent by FSC T.

2.16.2. MAJCOM commanders must approve the use of command aircraft resources to support indoctrination flying for personnel outside their commands.

2.16.3. MAJCOMs must ensure individuals complete, before flight, adequate training on emergency procedures, life support equipment, and aircraft systems. Individuals must be physically and, where required, physiologically qualified.

2.16.4. Indoctrination flights in inactive status are not operational flying duty for aviation career (flying gate) or incentive pay purposes and do not allow authority to change ASCs except to assign FSC T. MAJCOMs will ensure indoctrination flying does not impact on unit training, and will not increase command flying hour allocations.

2.16.5. Obtaining or maintaining aircraft qualification while in inactive status is not authorized. Document flights on the AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**. Individuals flying in inactive status may not act as pilot in command and flights in single-place aircraft are specifically prohibited.

Table 2.11. Indoctrination Flying Approval Authority.

Approval Authority	for positions in:
HQ USAF/XO	Air Staff, OJCS, OSD, DoD Agencies, Joint Commands, Non-Air Force General or Flag Officers, and FOAs
MAJCOM	MAJCOMs
ACC	CENTCOM, JFCOM, and SOUTHCOM
AFSPC	SPACECOM
AMC	TRANSCOM
PACAF	PACOM
USAFE	NATO and USEUCOM

Table 2.12. Air Staff, OSD, and NGB General Officer Indoctrination Flying Positions

The following positions are designated as general officer indoctrination flying positions.	
Duty Title	**Organization**
CVA	HQ USAF
DP	
IL	
SE	
SG (When filled by a designated pilot physician)	
XP	
XOO	
SAF/AQ	OSAF
SAF/IG	
Chief, NGB (When filled by a USAF general officer)	NGB
Director, ANG	

Section 2C—Flight Management Administration

2.17. Host Aviation Resource Management Office. The host command of the Air Force base designates within the operations group a HARM function to be the base OPR for ARMS and for FRF/JRF management of all aircrew/parachutists on base or in the locale (regardless of MAJCOM) to accomplish the requirements of these instructions. The Wing/Group Chief, HARM office, will be the senior or most qualified person, with a primary AFSC of 1C072, 1C092, 1C000, or civilian equivalent, with at least three years experience in the Aviation Resource Management career field and who has obtained/maintained a Chief, HARM Special Experience Identifier qualification. The HARM office will be manned according to Air Force Manpower Standard (AFMS) 13C1, OFPP Policy Letter 92-1, and the Defense Reform Initiative Directive (DRID) 20. HARM positions are inherently governmental and only qualified 1C0X2 personnel (and government equivalent) will operate ARMS, process aviation/parachutist service entitlement service actions, and monitor and validate entitlement to flight/parachutist incentive pay.

2.17.1. Prepare AOs according to **Attachment 3** of this instruction and AFI 11-402.

2.17.2. Maintain all FRFs/JRFs according to this instruction, AFI 11-410, *Personnel Parachute Operations*, AFI 11-421, *Aviation Resource Management*, and AFMAN 37-139, *Records Disposition Schedule.* Maintain all active, inactive and disqualified (except ASC 06) aircrew member (including ARC personnel) FRFs/JRFs at the Air Force base HARM office nearest to where the aircrew member maintains their personnel, finance, and if possible, medical records. All records maintained by the HARM will be entered in the ARMS database. Request exceptions to this procedure from HQ USAF/XOOT. Exception: Inactive parachutists, ASC 06 FRFs will be maintained in the HARM and ARMS database until the ARMS database provides capability to enter a parachutists' career history, without having to do a line by line entry.

NOTE: The individual, the member's commander, SARM/NCOIC, or mishap investigation boards may temporarily sign out FRFs/JRFs.

2.17.3. Work closely with the servicing flight medical facility to ensure immediate and accurate exchange of flight management and flight medical data. As a minimum, this means:

2.17.3.1. The Flight Surgeon Office (FSO) will provide the initial flight surgeon notification to the HARM office when required periodic physical examinations have been carried out, or when changes occur in an individual's medical status that affect flying availability. Suspense is one duty day.

2.17.3.2. Send completed medical examination results (AF Form 1042, **Medical Recommendations for Flying or Special Operational Duty**) to the HARM office within 10 duty-days. If the medical examination is incomplete due to reasons beyond the member's control, the appropriate medical waiver authority may extend certification to cover administrative processing. The FSO must inform the HARM office via AF Form 1042 if an aircrew member has had their medical certification extended by the applicable waiver authority. The official date of the AF Form 1042 will be the date of the flight surgeon's signature.

2.17.4. Work closely with the local finance office to validate entitlement to flying/jump incentive pays.

2.17.5. Work closely with the unit orderly room to validate personnel data changes. Contact the MPF as necessary. As a minimum, this includes DAFSC, API, effective date of duty, unit manning position numbers and active duty (AGR) or non-EAD status for ARC personnel.

2.17.6. Continually monitor and ensure the proper FAC and ASC are assigned for all assigned and attached fliers.

2.17.7. Ensure the Special Category Codes are updated in ARMS according to **Table 2.13.** when an aircrew member's status changes to one of the categories listed below.

Table 2.13. ARMS Special Category Codes (SCC).

The following codes identify aircrew in the special categories listed below	
Code	**Category of Aircrew Members**
AG	Active duty pilots (Title 10) assigned to ANG Units (see note)
AR	Active duty Pilots (Title 10) assigned to AFRC units (see note)
AT	Active duty rated officers who must retain currency for follow-on ARC position
DR	Active duty rated officer with established date of retirement
DS	Active duty rated officer with established date of separation
GA	ANG rated officers on extended active duty (Title 10 and AGR Title 32)
NR	AFRC Non-EAD, Traditional
NG	ANG Non-EAD, Traditional
RA	AFRC rated officers on extended active duty (Title 10)
TR	Staff aircrew members (rated/CEA) with AF/XOO double billeting flying waiver

NOTE: Do not assign these codes to the ANG or AFRC active duty advisor assigned to ANG/AFRC unit

2.18. Unit Aviation Resource Management (ARM) Office. Commanders of flying/parachutist units and organizations within operations groups will designate an ARM function to accomplish the requirements of this instruction and AFI 11-421, *Aviation Resource Management*. Designate this function as SARM (Squadron) or TARM (Tenant--applies to tenant squadrons and other tenant units) IAW AFI 11-421.

2.19. Operational Support Aircraft (OSA) and Aircrew Management.

2.19.1. The operational support aircraft and aircrew manager must provide all personnel assigned or attached for flying the opportunity to complete annual flying requirements. Attached personnel must be responsive to scheduling requirements. In line with aircrew requirements, attached personnel are used as aircraft commanders, instructors, flight examiners, and as aircrews to perform assigned missions.

2.19.2. If TDY is authorized solely to perform aircrew duties, budgeting and funding for TDY travel of aircrew members assigned or attached for flying is the responsibility of the unit to which the aircrew member is assigned.

2.19.3. For Security Assistance and Defense Attaché aircraft and aircrews:

2.19.3.1. Support aircraft for Security Assistance are assigned to HQ AFMC and placed on loan to Defense Security Assistance Agency (DSAA).

2.19.3.2. Support aircraft for Defense Attachés are assigned to HQ AFMC and placed on loan to the Defense Intelligence Agency (DIA).

2.19.3.3. Using organizations must comply with the theater air command/AMC rules and instructions that pertain to aircraft operations. Crew qualification, currency, training, and evaluations are the responsibility of the theater air component commander/AMC commander, as applicable, and will be conducted according to HQ USAF guidance and theater requirements. Operational control (as it pertains to the missions and purposes for which these aircraft are operated) and scheduling of aircraft remains within the using organization.

Section 2D—Support of Personnel Assigned to Locations or Organizations Lacking Flying Facilities or Aircraft

2.20. Attachment for Flying/Parachuting.

2.20.1. Aircrew/parachutist members who are assigned by PCS/PCA orders, in active flying/parachutist positions, to US Air Force units and organizations without flying facilities or aircraft may be attached for flying/parachuting to flying/parachute units. Individuals must request (in writing) attachment for flying/jumping through their chain of command to their MAJCOM/DO (***EXCEPTION:*** Request for attachment for flying/parachuting is not required if flying/parachuting support is addressed by a host-tenant agreement). This request must include: Individual's name, rank, Social Security Number (SSN), aviation service date (ASD), aviation service code (ASC), aeronautical rating (or badge), expected duration of attachment, date of separation (DOS)/expiration of term of service (ETS), assigned duty position title/position number/API code, aircraft last qualified in, date last flown, current AO, current AF Form 1042, and requested unit of attachment and point of contact. Parachutists only need information listed above, applicable to parachuting. Individuals should coordinate flying/parachute qualification, currency and attachment with requested units prior to submitting formal request. For attachments outside an individual's MAJCOM, submit request to both MAJCOMs for coordination. MAJCOMs will develop their own procedures for attachments within their own MAJCOM.

2.20.2. Attachment units must provide resources necessary to complete and maintain the minimum training requirements established in the applicable aircrew/parachutist training publications (this includes TDY cost to formal training courses). However, the unit to which the member is assigned is responsible for the TDY cost for the member's travel to the attached unit to meet normal training requirements. The attached unit is also responsible for maintaining the FEF.

Section 2E—Flying with Reserve Component Units

2.21. In addition to the guidance provided in this section, aircrew personnel must comply with Total Force Absorption Program (TFAP) guidance contained in AFI 11-412, *Aircrew Management.*

2.22. Flying With ANG Units.

2.22.1. The ANG Wing Commander must concur on all active duty flying with ANG units. Flying is restricted to Air Force advisors and aircrews who support unit training objectives, contingencies, or operational missions to include those aircrew that inspect, standardize, augment, or assist in unit conversion. (Individuals will not be listed on the ANG web page since they are not formally attached to

an ANG unit for the purpose of obtaining continuation training.) Active duty aircrew attached to Air Warrior, Combat Archer and Combat Hammer are authorized to fly with ANG units with concurrence of the deployed commander's approval.

2.22.2. Active duty flying with ANG units for the sole purpose of continuation training (CT) is prohibited without concurrence from the individual's MAJCOM/DO and ANG/XO (Future Total Force [FTF] wings excepted). Forward all requests for CT flying with appropriate MAJCOM/DO and ANG Wing Commander concurrence to ANG/XOOS for ANG/XO approval. Requests will include: name and rank, office symbol (e.g., 9 AF/DOV), primary aircraft MDS (e.g., F-16C, C-130E), and aircrew position (e.g., IP, IN), along with the reason training cannot be accomplished at the member's current location. Active duty aircrew who fly CT sorties with the ANG will be listed on the ANG web page at **https://airguard.ang.af.mil/do/hhqfly/hhqflying.htm** for authorized fliers with the ANG for CT with the ANG unit as specified.

2.22.3. Active duty aircrew members authorized to fly ANG aircraft in accordance with paragraph **2.22.2.** may coordinate sortie support directly with the unit. Members must provide the supporting unit operations group commander with a source for verifying currencies, egress training, flight qualification, etc., before flying. The supporting unit operations group commander is the final authority for determining when active duty aircrew may fly unit aircraft.

2.22.4. All flying will be conducted in accordance with applicable US Air Force, MAJCOM, and ANG instructions.

2.23. AFRC Bases and Facilities. Active duty rated aircrew members, except for active duty Air Force advisors to AFRC units and active duty aircrew members assigned/attached to AFRC units under TFAP, will send requests for flying support and requests for exceptions to policy to HQ AFRC/DOT, Robins AFB GA 31098-5000, with an information copy to HQ USAF/XOOT.

2.24. Coordination Authorization. Direct communication with MAJCOMs, ANG, and AFRC concerning attachment of rated personnel is authorized.

Chapter 3

FLIGHT DOCUMENTATION

Section 3A—Records Maintenance

3.1. Flight and Jump Records and Aviation Resource Management System (ARMS) Functional Responsibility. The individual flight or jump record folders are the official source documents for determining incentive entitlement, current flying or jump status, and total experience. HARM offices will maintain and enter in the ARMS database all aircrew/parachutist members' FRFs/JRFs whose personnel records are maintained by base Military Personnel Flight (MPF), Accounting Finance Office, (AFO), and base flight surgeon office. FRFs/JRFs will be maintained by the Air Force HARM office closest to the member's MPF and AFO. Dispose of Air Force records according to AFMAN 37-139 and this instruction.

NOTE: The HARM must establish contact with the member's MPF and AFO to obtain listings to validate personnel or flight/jump pay information against a member's FRF/JRF AOs, assignment data, and flight/jump accomplishments. Contacts facilitate addressing personnel and pay issues.

3.1.1. Use these records as the basis for USAF flying resource inventory reporting (RCS: HAF-XOO[M&AR]7103). This report provides essential individual flying information to HQ USAF and MAJCOMs. HARM offices ensure the report is transmitted not later than the 10th of each month (or as soon as possible for special reports). Continue to report during emergency conditions, precedence delayed (Emergency Status Code C-3). Continue reporting during MINIMIZE.

3.1.2. The HARM office is the sole approval authority (except for HQ USAF/XOOT) at each flying base that determines entitlement and the starting and stopping of Aviation Career Incentive Pay (ACIP), Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for flying and parachute duties. The HARM office interprets public law as it pertains to these incentive pays along with auditing, reconciliation, and waivers of these incentive pays; is the single point of contact for ARMS; and is responsible for the following procedures:

3.1.2.1. The HARM office, supported by the standard ARMS, keeps FRFs/JRFs for all flying (active and inactive) and jump personnel in the assigned HARM code established for that base. The Standard Systems Group ARMS program manager will allocate one HARM code per base.

3.1.2.1.1. Base HARM offices keep the FRFs/JRFs for all assigned tenant and attached personnel ordered to take part in regular and frequent flights as aircrew, operational support members, and parachutists. This includes all active duty and ARC active and inactive aircrew members, active operational support members, and parachutists.

3.1.2.1.2. Base HARM offices will combine the FRF and JRF into one four-part folder for dual qualified aircrew and parachutist members. File documents IAW AFI 11-421.

3.1.2.1.3. The FRFs/JRFs for disqualified aircrew members (entitlement status 0) are kept for five years after such designation. After five consecutive years, return the individual's FRF/JRF to the member.

3.1.3. Initiate a Military Pay Order (MPO) (except for non-USAF members) when:

3.1.3.1. Any aircrew/parachutist member initially meets or fails to meet flight/jump entitlement requirements for pay.

3.1.3.2. Flight/jump requirements for pay have been met after a period of failing to meet minimum flight/jump requirements (or a period of suspension disqualification has been removed), or an individual otherwise regains entitlement to incentive pay.

3.1.3.3. An individual in conditional entitlement status (ESC 5, 6, 7, 8, 9, E, F, G, or H) departs PCS to a non-flying or non-jump position.

3.1.3.4. A parachutist enters in a 12-month Rule 3 waiver period IAW DODFMR and AFI 11-421, *Aviation Resource Management*. HARM will terminate pay until jump requirements are met.

3.1.4. Release the FRF to individual custody only after the HARM receives:

3.1.4.1. Official PCS orders or TDY orders indicating a TDY with another USAF activity for a period of 30 days or more. (Units have the option to transfer records to the gaining HARM office for TDYs.)

3.1.4.2. Official retirement or separation orders.

3.1.4.3. Notice that the aircrew member has been disqualified for more than five consecutive years.

3.1.4.4. MAJCOMs will establish temporary sign-out procedures.

3.1.5. Release of Data from Flight/Jump Records.

3.1.5.1. Information maintained in the FRF/JRF is subject to the provisions of the Privacy Act of 1974. HARM offices have a legal obligation to safeguard these records from unlawful disclosure. Standard ARMS reports or ad hoc queries which contain personal data will have the symbol "(PA)" in the product title and contain the statement "Personal Data - Privacy Act of 1974."

3.1.5.2. The disclosure of information, for any purpose, to other than those AF activities with an official need, for which the record was created, without expressed written consent of the member concerned, is not authorized.

3.1.5.3. Data may not be disclosed to agencies, except where allowed by law, outside the Department of Defense. Reference AFI 33-332, *Air Force Privacy Act Program.* Maintain a record of each disclosure to include name and address of the person or agency receiving the data, date, nature and purpose of each disclosure.

3.1.5.3.1. A copy of disclosure is retained on file as part of the FRF/JRF. Prior to releasing the FRF/JRF, the HARM office will remove all records disclosures. Retain the disclosure accounting on file for five years or the life of the record, whichever is longer.

3.1.5.4. The Pilot Records Improvement Act of 1996 requires that before the airlines hire a pilot, the air carrier must request and receive certain records from "any carrier or other persons that has employed the individual at any time during the preceding five years." Before any information is released to an agency based on this Act, HARM offices must receive a written release of information statement from the applicant via the agency or applicant. This statement confirms the applicant agrees to the release of their records to the air carrier. If the requester does not supply this statement, the HARM office will not release any information. HARM offices must release information within 30 days of receipt of the request. Additionally, the releaser must provide notice to

the applicant that a release request has been received and inform the applicant of their right to receive a copy of the records. The HARM office will provide the ARMS products listed below and documents (preceding five years from the date of employment application of the member) contained in the member's Flying Evaluation Folder (FEF) if maintained by the HARM office. If the member's FEF is maintained in another location the HARM office must obtain copies and provide to the requesting agency.

3.1.5.4.1. Individual Flight Record (IFR).

3.1.5.4.2. Flying History Report (FHR)

3.1.6. The FRFs/JRFs of personnel assigned or attached to other than USAF activities must be kept by the base designated by:

3.1.6.1. The parent command for individual aircrew members or parachutists on duty with other US military services.

3.1.6.2. The MAJCOM with geographical cognizance over the area or country to which the individual is assigned or attached for duty with an allied service or on duty with non-US military agencies.

3.1.6.3. If the individual's FRF/JRF is required at the crewmember's or parachutist's duty station, a duplicate copy of the FRF/JRF will be provided to the flier's duty station. The master record will be kept at the HARM office designated by the MAJCOM.

3.1.6.4. Notify the member's parent MAJCOM prior to the FSC "S" or "4" exceeding the 180-day limit.

NOTE: MAJCOM notification is not required for members assigned to FSC S due to extended DNIF.

Section 3B—Logging of Flight Activity (ARMS)

3.2. Background Information. This section explains the conditions under which personnel are authorized to log flight activity into ARMS. ARMS will be used for tracking and management of all aircrew and operational support flight activity.

3.2.1. Flight data must be recorded and accumulated accurately to provide commanders with meaningful flight experience information to ensure resources are used effectively, and only qualified personnel receive incentive pay. Units will follow AFI 33-360V2, *Forms Management Program,* to develop local training accomplishment forms for entering training data into ARMS.

3.2.2. The Air Force flying program must be designed to ensure that each individual actively engaged in performing airborne duties maintains at least the basic professional skills necessary to perform in member's aircrew specialty. This requires accurately logged flight and simulator activity to record and monitor the accumulation of experience.

3.3. Crediting Flight Time. To credit flight activity, personnel must be physically qualified (member cannot be in DNIF status), physiologically qualified (if applicable), under AOs to take part in frequent and regular flights as aircrew or operational support members (AFI 11-402), and under an approved aircrew certification code and aircrew position identifier (**Table A2.3.**) designated on a flight authorization. They must also be part of the crew complement (AFI 65-503) authorized to perform aircrew duties in that aircraft to obtain and maintain aircrew qualification or be required for the mission. Individuals required for

the mission that are not part of the crew complement may only log flying time when specifically authorized to augment the crew or perform mission-related observation or evaluation duties. (Written authorization is required to be on file with HARM office prior to the mission. The commander with operational control of the aircraft will issue the authorization, to include justification.) Flights in any other capacity are to be considered familiarization and/or incentive orientation flights (logging flight time on AFTO Form 781 is not authorized). Crewmembers and parachutists cannot credit flights/jumps while on leave, permissive TDY, or nonflying/nonjumping TDY/Temporary Assignment Duty (TAD), regardless of duration. Aircrew members cannot log flying time when the purpose for flying is to make a proficiency sustaining jump.

3.4. Definition of Flight Time Categories. The references in this paragraph to aircraft also apply to synthetic training devices categorized in AFPAM 36-2211, *Management of Air Force Training Systems*, as operational flying trainers or weapon system trainers. Log flight time only on the AFTO Form 781, Attachment 2**,** and AF Form 3520, **ARMS Aircrew/Mission Flight Data Extract**, Attachment 4, and use only the approved Flight Authorization Duty Codes listed in **Attachment 2**, **Table A2.3.**

3.4.1. **Primary Flight Time.** Time logged by a member occupying a designated duty station identified in AFI 65-503, and actively performing the duty associated with their aircrew specialty. Only qualified aircrew members, aircrew members obtaining qualification in the aircraft, and operational support members can log primary time.

3.4.1.1. **EXCEPTIONS:**

3.4.1.1.1. Pilots in inactive status who are authorized to fly under the provisions of paragraph **2.16.** and commanders and key supervisors under the provisions of paragraph **3.7.1.** will log primary time only when actually controlling the aircraft.

3.4.1.1.2. Pilots who maintain qualification in single-place aircraft when completing instrument training or the instrument flight check in similar dual-place aircraft.

3.4.1.1.3. Graduates of a military test pilot school (Air Force Test Pilot School, Navy Test Pilot School, etc.) are considered qualified and may log primary flight time using FP, FN, or FW as the flight authorization duty code while actively flying qualitative or approved short-term aircraft tests or evaluations. This does not authorize Test Pilot School graduates to perform duties on other missions requiring qualified aircrew members at the controls of the aircraft (e.g. functional check flights).

3.4.1.2. For pilots, primary time is time actively controlling the aircraft excluding hands-on-time flown while instructing and evaluating (log such time under instructor or evaluator). It is not predicated on which set of controls is being used (multi-place aircraft), or on the duty position indicated on the flight authorization. Pilots receiving instruction while controlling the aircraft will log primary time.

3.4.1.3. Astronauts performing duties in the space shuttle may log primary time in accordance with the preceding paragraphs, for their rated specialty. Astronauts accomplishing space station duties may log time for the duration of space station activity (primary time). For space station duty, use Aircrew Position Identifier (Second Character) “A” from **Attachment 2, Table A2.3.**

3.4.1.4. For other aircrew specialties, log primary flight time only when performing duties at a duty position established for that specialty. Where more than one station is established for the same specialty, one member at each such station may log primary time while actually performing

the duties associated with that station (for example, multiple Air Surveillance Operator positions on a single aircraft). (MAJCOMs will specify which AFI 65-503, *US Air Force Cost and Planning Factors,* authorized crew duty station(s) flight test engineers may occupy during test functions. During periods when the flight test engineer is not actively performing his or her evaluation/test duties, other time will be logged.) Except under conditions in this paragraph, the total primary time for any specific aircrew specialty must not exceed the total flight time.

NOTE: Due to the broad nature of flight surgeon duties, each position which another aircrew member occupies (as defined in AFPD 11-4, e.g., pilot, navigator, ABM, observer, or CEA personnel), may be considered as a flight surgeon station/position (i.e., a KC-135 with a pilot, copilot, navigator, and boom operator would be authorized four flight surgeons). If there are more flight surgeons onboard than aircrew stations, the total primary time must be split between those flight surgeons onboard by logging primary and other time. When the number of flight surgeons on board is less or equal to the number of occupied aircrew stations, all flight surgeons are authorized to log primary time for the total mission.

3.4.1.5. Aeromedical Evacuation Crewmembers (AECM) must fly one mission as a primary crewmember each quarter. As long as an AECM flies one mission as a primary crewmember in the previous quarter, qualified AECMs may log secondary time when performing simulated patient duties or Mission Clinical Coordinator duties during aeromedical readiness missions. During periods when the AECM is non-current, only other flight time will be logged when performing simulated patient or Mission Clinical Coordinator duties.

3.4.2. **Secondary Flight Time.** Flight time logged by a crewmember who is performing inflight duties related to the crewmember's specialty, but who is not controlling the function of that specialty.

3.4.2.1. The member must be maintaining or obtaining qualification in the aircraft to log secondary time. ***EXCEPTION***: Crewmembers designated in AFI 65-503; and tasked to perform their primary duties on aircraft other than their assigned aircraft (e.g., Flight Attendants tasked by TACC or HHQ to support Silver Bullet or DV missions) will log secondary time as long as crewmembers maintain currency in their primary aircraft.

3.4.2.2. For pilots, log secondary time while occupying a duty position having a set of flight controls, yet not actively controlling the aircraft, instructing, or evaluating.

3.4.2.3. For other aircrew specialties, log secondary time when actually performing inflight duties of the specialty, but not at the primary duty station established for that specialty (for example, second navigator during airdrop missions) when dictated by mission requirements.

3.4.2.4. Except as provided for in AFI 65-503, the total secondary time logged in each specialty may not exceed the total flight time.

3.4.3. **Instructor Flight Time.** Flight time logged by a designated and qualified member while actively performing authorized instructional duties. (Includes "hands on" time during demonstration activities which are part of instructional duties.) The member does not have to be occupying a primary duty station established for that specialty but must be actually performing instructor duties. Except as provided for in AFI 65-503, the total instructor flight time for each aircrew specialty may not exceed the total flight time.

NOTE: Member must be current and qualified in the aircraft to log instructor time.

3.4.3.1. Instructors may log instructor time while accomplishing unlike specialty training instruction (e.g., an instructor navigator training pilots/boom operators for the three-person crew or third

pilots in the navigator seat). Only the amount of time used to train a specific event may be logged as instructor time. If more than one instructor of like specialty are on the aircraft, to provide simultaneous instruction of different specialties, both instructors may log instructor time (e.g., two instructor navigators are on the same aircraft, one is instructing a student navigator and the other is instructing a boom operator). In this case, total instructor time logged may exceed total flight time logged. A remark must be entered on the back of the AFTO Form 781 explaining rationale.

3.4.3.2. Two instructors (to include FTU) of the same specialty may fly together and each log instructor time; however, total instructor time logged may not exceed total flight time logged. (e.g., A new FTU instructor is flying with a student crew and a more experienced FTU instructor flies with the new FTU instructor; instruction can occur between the new FTU instructor and student or between the experienced FTU instructor and new instructor, but not both simultaneously. Therefore, the total instructor time logged may not exceed total flight time).

3.4.3.3. Qualified instructor pilots may log instructor time when participating in missions where AFI 11-202V1 senior officer qualification and performance requirements apply.

3.4.3.4. Instructors will log primary, secondary, or other time, depending on their activity, when not performing instructor duties.

3.4.3.5. Log simulator console time as instructor time if the crewmember is qualified as an instructor in the aircraft. When MAJCOMs authorize crewmembers to be instructors in the simulator only, they may log simulator console time as instructor time. MAJCOMs will determine which types of simulators qualify for this approval, e.g., operational flight trainers, weapon system trainers, etc. Otherwise, log console time as other time for those simulators which do not qualify.

3.4.4. **Evaluator Flight Time.** Flight time flown by a designated and certified flight evaluator while actively performing authorized flight evaluation duties. (Includes "hands on" time if coincident with performance of flight evaluator duties.) The member does not have to be occupying a primary duty station established for that specialty, but must be actually performing evaluator duties. Evaluators will also log instructor, primary, secondary, or other time, depending on their activity, when not performing evaluator duties.

NOTE: Member must be current and certified in the aircraft to log evaluator time. When flight evaluators conduct flight evaluations on aircraft they are not qualified, IAW AFI 11-202V2, then members must log “O” or “X” as their first character per **Table A2.3.**, Flight Authorization Duty Codes.

3.4.5. **Other Flight Time** . Flight time flown by members who are on the flight authorization, but not occupying a designated duty station or conforming to the requirements of primary, secondary, instructor, or evaluator time. For example: additional or extra crewmembers taking part in the flight, required for the mission to augment the crew or perform mission-related observation or evaluator duties (not qualified in the aircraft).

3.4.6. **Combat and Combat Support Flight Time.**

3.4.6.1. Combat. Aerial activity, engagements, or attacks conducted by aircraft against an enemy of the US or an opposing foreign force when there is risk of exposure to hostile fire. Aerial activity in support of forces engaged in combat when there is risk of exposure to hostile fire.

3.4.6.1.1. Once a combat zone is established, the Commander Air Force Forces (COMAFFOR) will identify which portion constitutes hostile airspace, based on risk of exposure to hostile fire. To prevent an interruption in accurate aircrew documentation the COMAFFOR must

do this as soon as possible. For the purposes of logging combat time the aerial activity must be accomplished in a designated combat zone within hostile airspace as defined by the COMAFFOR. (***EXCEPTION*:** In cases of aircrews that employ standoff weapons, the COMAFFOR under extraordinary circumstances can make an exception to allow aircrews to log combat time.) COMAFFOR will publish guidelines specifying which aircraft missions may log combat/combat support flight time as well as identify the inclusive dates that the hostile airspace is activated for logging time. During contingencies where a combat zone is not designated but the use of force is authorized, COMAFFOR will coordinate with HQ USAF/XO to establish hostile airspace criteria and guidelines for logging combat/combat support flight time. ***NOTE:*** COMAFFOR must issue new guidance and procedures every two years to ensure all Air Force units are aware of the current policy.

3.4.6.2. Combat Support. Aerial activity, engagements, or attacks conducted by aircraft against an enemy of the US or an opposing foreign force that operate outside the designated hostile airspace. Aerial activity directly supporting forces engaged in combat or directly supporting those who are actively supporting combat when the aerial activity occurs outside the designated hostile airspace. Hostile airspace is determined as described above under combat time.

3.4.6.2.1. Combat or combat support time will be logged from takeoff to landing when an individual meets the requirements of combat/combat support flight time, occupies a designated duty station, actively performs the duty associated with the aircrew specialty, and is required for the mission IAW paragraph **3.3.**of this instruction. Do not combine mission symbols; use one symbol for the entire flight.

3.5. Flight Condition Time. The categories listed in paragraph **3.4.** are the basis for accumulating flying experience for all flying personnel. Record all flying time accrued on a mission in the appropriate category. Provisions have been made to record, for historical purposes, a breakout of flight time by flight condition: night, instrument, and simulated instrument. Primary time flown in more than one condition simultaneously (for example, night and instrument) would result in entries under both of these categories on the form. The type of time logged must be consistent with the flight condition actually encountered or procedure accomplished. MAJCOMs may further restrict logging combinations that are inconsistent with command policy or procedures. Use the following rules in logging flight condition time:

NOTE: To log primary night/instrument time, an instructor or evaluator pilot must occupy a duty station with a set of flight controls, but does not have to actively (hands-on) control the aircraft. All other instructor or evaluator crew positions having night requirements must occupy their duty station for that specialty before logging primary night time.

3.5.1. **Primary Night Time.** That portion of primary, instructor, or evaluator flight time logged between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac. If a proportionate share of annual flight requirements is prescribed (for example, removal from active flying, PCS, etc.), night requirements are waived. For personnel assigned at latitudes above 60 degrees north (May through August) or below 60 degrees south (November through February), night requirements are waived when removal from active flying or PCS occurs during the summer months. Pilots, navigators, flight surgeons, and other crewmembers having night training requirements (includes wear of NVG) specified by Air Force or MAJCOM aircrew training publications will log this time.

3.5.2. **Primary Instrument Time.** The portion of primary, instructor, or evaluator flight time logged when external conditions require that the aircraft attitude be maintained primarily by reference to the flight instruments. Pilots only will log this time when performing duties in this flight condition.

3.5.3. **Primary Simulated Instrument Time.** The portion of primary, "hands-on" instructor, or "hands-on" evaluator time logged by an individual controlling the aircraft attitude primarily by reference to the flight instruments. Pilots only will log this time when performing duties in this flight condition.

3.5.4. **Night Vision Goggle Time.** The portion of time logged by an aircrew member wearing night vision goggles. Pilots, navigators, flight surgeons, and other crewmembers having NVG training requirements specified by Air Force or MAJCOM aircrew training publications will log this time when performing these duties.

3.6. Non-rated Flight Time. Non-rated aircrew members must log flying time, using the proper flight authorization duty code. Log time only when authorized on AOs and when actively performing specific inflight duties as designated by flight authorization orders (paragraph **3.9.**). Aeromedical evacuation crewmembers log time only when listed on the flight authorization and actively engaged in operational air evacuation or air rescue missions; aeromedical research and development inflight; or air evacuation training missions that require AECMs in a crew position, being instructed, or being evaluated or as listed in paragraph **3.4.1.4.** above.

Section 3C—Logging of Flight Activity (General)

3.7. Logging Flight Time for Pay. Credit only flight time logged according to paragraph **3.3.** toward incentive pay requirements (***NOTE:*** See **Attachment 2, Table A2.3.**). (***EXCEPTION***: Air Technicians [AT] and Air Reserve Technicians [ART] must be in military status to log time for incentive pay. This Air Force Instruction and MAJCOMs define the inflight duties, which qualify individuals for ACIP, CEFIP, or HDIP.)

3.7.1. **Logging Flight Time by Rated Officers Who are Qualified in One Aircraft and Not Other Types of Aircraft Assigned to Their Units.** Commanders (including unit commanders) and key supervisors (API 6 and API 8) who are qualified and maintain currency in one type aircraft, but have other types assigned to their units, may be authorized to fly in a primary crew position in assigned aircraft in which they are not qualified. Individuals will be under the supervision of an instructor for the applicable crew position. The crewmember will log an “O” or “X” as per **Table A2.3.**. Flight time flown in “O” or “X” status does not entitle the member to OFDA credit, ACIP or HDIP.

3.8. Logging Flight Time by Rated Officers and Career Enlisted Aviators in Inactive Flying Status. Personnel in such status do not log flying time in their specialty in US Government aircraft except as provided in FAC waivers listed in **Table 2.2.**, paragraphs **2.8.2.2.**, **2.10.2.** and **2.16.** In all such cases, inactive crewmembers must maintain physical and physiological qualification for aviation service.

3.9. Non-rated Crewmembers and Operational Support Flight Time. The inflight duties as authorized by and MAJCOM and Air Force instructions determine the proper flying duty or position symbol for logging flight time on AFTO Form 781. This flying time is accomplished by officers and enlisted members when actively performing inflight duties as follows:

3.9.1. **Non-rated Crewmember Duty.** When on AOs and properly assigned to an authorized non-rated aircrew position as part of the regularly constituted crew IAW AFIs 11-401, 11-402, and 65-503.

3.9.1.1. The principal duties require an individual to perform inflight on a frequent and regular basis.

3.9.1.2. The approved duties are essential to operating the aircraft systems and associated equipment used for completing a mission successfully.

3.9.2. **Operational Support (Noncrew Member) Duty.** These members are placed on orders for a specified time and must be properly authorized to perform inflight duties not prescribed in AFI 65-503 and to supplement a regularly constituted aircrew. They are occasionally on flight status for limited periods to perform essential and specific in-flight duties. Refer to AFI 11-402 for guidance.

3.10. Flying in Other Than Military Aircraft. Flight time logged according to paragraph **3.3.** in other than military aircraft is credited toward annual flying requirements only when directed by competent Air Force AOs and such flying is inherent in the primary duty assignment of the person concerned. Aircrews must document flight time on an AFTO Form 781 or AF Form 3250 and, except for CAP-USAF missions, be in aircraft with 450 or more horsepower.

3.11. Responsibility of Pilot in Command. Enter and credit flight time on an individual's flight record only when flown according to this instruction and properly logged on AFTO Form 781 or AF Form 3250. The pilot designated, as "in command" of the aircraft is responsible for making sure the appropriate form is dated and properly completed. These forms provide an accurate record of pertinent flight data for personnel authorized to take part in the flight and to receive ACIP, CEFIP, or HDIP.

3.12. Logging Flight Time in Non-US Air Force Aircraft. Only members performing inflight duties authorized by paragraph **1.11.** may log flying time in non-Air Force aircraft for credit towards OFDA requirements or incentive pay. Otherwise only other flight time can be credited in an individual's flight records.

3.13. Logging Civilian Flight Time. Total career flight time acquired in civilian aircraft of over 450 rated horsepower, when verified by logbook or other official record certified by authorized persons. (These authorized persons are operations officers of military aviation activities; suitable agents of commercial aviation companies; operating managers of fields from which the reported flying was performed, if in privately owned aircraft; and officials of recognized civil flight schools.) This time will be entered into ARMS in the civilian hour block.

3.14. Logging Student Time. Total career flight time acquired by rated trainees in USAF undergraduate flight training prior to attaining a rating. This time will be entered into ARMS in the student time hour block.

3.15. Logging Other US Military Time. Total career flight time obtained in the service of other US military agencies when not officially directed by the Air Force, and when verified by logbook or other official records certified by authorized persons. This time will be entered into ARMS in the Other US Military hour block. Time obtained in other US military aircraft is not included in this category if per-

formed in an official capacity (e.g., directed by competent Air Force order); such time is recorded as Air Force rated time.

3.16. Logging Foreign Military Time. Total career flight time obtained in the service of other governments when not officially directed by the Air Force, and when verified by logbook or other official record certified by authorized persons. This time will be entered into ARMS in the Foreign Military hour block.

3.17. Quarterly General Officer Flying Hour Information Report. MAJCOMs will submit Quarterly GO Flying Hour Information Report (RCS: HAF-XOO(Q)9724) via message to HQ USAF/XO, with HQ USAF/XOO/XOOT as message info addresses, by the 15th of the month following each calendar quarter. This report is designated emergency status code C-3. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Continue reporting during emergency conditions, delayed precedence. Submit by nonelectronic means, if possible. Discontinue reporting during MINIMIZE. The report will include the following:

3.17.1. Name/position.

3.17.2. Aircraft/aircrew status.

3.17.3. Flight Authorization Duty Codes.

3.17.4. Aircrew Position Indicator Code/Aviation Service Code.

3.17.5. Total flight hours/sorties in all aircraft by flight time category.

3.18. Forms Adopted. DD Form 149, **Application for Correction of Military Record Under the Provision of Title 10, U.S. Code, Section 1552**, AF Form 8, **Certificate of Aircrew Qualification,** AF Form 702, **Individual Physiological Training Record**, AF Form 922, **Individual Jump Record**, AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, AFTO Form 781A, **Maintenance Discrepancy and Work Document**, AFTO Form 781F, **Aerospace Vehicle Flight Report and Maintenance Document**, AFTO Form 781G, **General Mission Classification-Mission Symbols**, AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance Document**, AFTO Form 781M, **Status Symbols and Functional System Codes.**

3.19. Forms Prescribed. AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**, AF Form 1887, **Aeronautical Order Aviation Service**, and AF Form 3520, **ARMS Aircrew/Mission Flight Data Extract**.

RONALD E. KEYS, Lt General, USAF
DCS/Air & Space Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, United States Code, Section 653

Title 37, United States Code, Sections 205, 301a, and 301b

DoD Directive 1300.13, *Enlisted Crew Member Flying Duty*

DoD Directive 1340.4, *Proficiency Flying Programs*

DoD 4515.13-R, *Air Transportability Eligibility*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 11-405, *The Pilot-Physician Program*

AFI 11-412, *Aircrew Management*

AFI 11-421, *Aviation Resource Management*

AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*

AFI 24-101, *Passenger Movement*

AFI 33-332, *Air Force Privacy Act Program*

AFI 35-101, *Public Affairs Policies and Procedures*

AFI 38-201, *Determining Manpower Requirements*

AFI 48-123, *Medical Examinations and Standards*

AFI 65-503, *US Air Force Cost and Planning Factors*

AFI 33-360V2, *Forms Management Program*

AFPAM 36-2211, *Guide for Management of Air Force Training System*

AFPAM 36-2607, *Applicant's Guide to the Air Force Board for Correction of Military Records (AFB-CMR)*

AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

ABM—Air Battle Manager

ACC—Air Combat Command

ACIP—Aviation Career Incentive Pay

AEB—Aircrew Evaluation Board

AECM—Aeromedical Evacuation Crewmember

AETC—Air Education Training Command

AFMC—Air Force Material Command

AFMS—Air Force Manpower Standard

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AMC—Air Mobility Command

AMOG—Air Mobility Operations Group

ANG—Air National Guard

API—Aircrew Position Indicator

ARC—Air Reserve Component

ARM—Aviation Resource Management

ARMS—Aviation Resource Management System

AS—Aviation Service

ASC—Aviation Service Code

ASD—Aviation Service Date

AVO—Air Vehicle Operator

CAP—Civil Air Patrol

CCT—Combat Crew Training

CEA—Career Enlisted Aviators

CEFIP—Career Enlisted Flyer Incentive Pay

CJCS—Chairman of the Joint Chief of Staff

COMAFFOR—Commander Air Force Forces

CONUS—Continental United States

DIA—Defense Intelligence Agency

DNIF—Duty Not Involving Flying

DoD—Department of Defense

DoDFMR—Department of Defense Financial Management Regulation

DRU—Direct Reporting Units

DSAA—Defense Security Assistance Agency

DV—Distinguish Visitor

ESC—Entitlement States Code

FAC—Flying Activity Code

FEB—Flying Evaluation Board

FMS—Foreign Military Sales

FOA—Field Operating Agencies

FRF—Flight Record Folder

FSC—Flying Status Code

FSO—Flight Surgeon Office

FTF—Future Total Force

FY—Fiscal Year

GSU—Geographically Separated Unit

HARM—Host Aviation Resource Management

HDIP—Hazardous Duty Incentive Pay

HPSP—Health Professions Scholarship Program

IOT&E—Initial Operational Test and Evaluation

JRF—Jump Record Folder

MAAG—Military Assistance Advisory Group

MAJCOM—Major Command. For the purposes of this AFI, ANG and USAFA are considered MAJCOMs.

MAP—Military Assistance Program

MDS—Mission Design Series

MEGP—Mission Essential Ground Personnel

MPF—Military Personnel Flight

NATO—North Atlantic Treaty Organization

NDAA—National Defense Authorization Act

OFDA—Operational Flying Duty Accumulator

OMR—Optical Mark Reader

OSA—Operational Support Aircraft

OSD—Officer Service Date

OT&E—Operational Test and Evaluation

PACAF—Pacific Air Forces

PACOM—Pacific Command

PAO—Public Affairs Officer

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

PEP—Personnel Exchange Program

PMAI—Primary Mission Aircraft Inventory

ROTC—Reserve Officer Training Corps

SARM—Squadron Aviation Resource Management

SDI—Special Duty Identifier

SEAL—Sea-Air-Land Team

SECAF—Secretary of the Air Force

SOC—Special Operations Command

TAD—Temporary Additional Duty

TALCE—Tanker Airlift Control Element

TARM—Tenant Aviation Resource Management

TDY—Temporary Duty

TFAP—Total Force Absorption Program

TSC—Transition Status Code

UAV—Unmanned Aerial Vehicle

UFT—Undergraduate Flying Training

UMD—Unit Manpower Document

UPT—Undergraduate Pilot Training

USACOM—United States Atlantic Command

USAF—United States Air Force

USAFA—United States Air Force Academy

USAFE—United States Air Forces in Europe

U.S.C.—United States Code

USCENTCOM—United States Central Command

USEUCOM—United States European Command

USMILGP—United States Military Group

USSOCCOM—United States Special Operations Command

USSOUTHCOM—United States Southern Command

USUHS—Uniformed Services University of Health Sciences

Terms

Aircrew—The total complement of crewmembers (primary crewmembers and mission crewmembers) required to operate an aircraft and to complete an assigned mission. AFI 65-503 lists authorized aircrew composition.

Air Force Aircraft—US Government aircraft under US Air Force jurisdiction.

Authentication—The process that makes an administrative order official. Evidenced by proper signature or seal that a document is genuine and official. The only seal authorized on AOs is on Department of the Air Force (DAF) orders (For example: A DAF order that the CSAF awarded a pilot rating).

Authorized Aircrews—Aircrews authorized according to AFI 65-503, *USAF Cost and Planning Factors,* Attachment A36-1 *(*Authorized Aircrew Composition Active Forces), Attachment A37-1 (Authorized Aircrew Composition Reserve Forces), and Attachment A38-1, (Authorized Aircrew Composition Guard Forces).

Aviation Career Incentive Pay (ACIP)—Incentive pay for rated officers in an aviation career as authorized in the Aviation Career Incentive Act of 1974, the Aviation Career Improvement Act of 1989, and the FY 96 National Defense Authorization Act.

Aviation Service Date (ASD)—Effective date of the first order to perform flight duties. For rated officers, this date is set when the member first reports, on competent orders, to the aviation activity that has aircraft in which he or she will receive flight training leading to an aeronautical rating (for example, entry date of SUPT, SUNT, or UPT-H class or Weapons Systems Training) or date of commission, whichever is later. For flight surgeons, the ASD equals the date all requirements for the flight surgeon rating were met, which is normally the date Course 50BY9351 or equivalent was completed. (***EXCEPTION:*** medical students who have completed Course 50BY9351 will be the date post graduate medical training, an unrestricted medical license is attained, AFSC 48XX is awarded, and flight surgeon rating is assigned.) For Air Battle Managers, the ASD is the date the crewmember enters formal ABM flying training. For career enlisted aviators, the ASD is set when the member first reports, on competent orders, to the aviation activity that has aircraft in which he or she will receive flight training leading to career enlisted aviator status. Rated ASD and CEA ASDs are established separately. See also AFI 11-402.

Career Enlisted Aviator (CEA)—Personnel in AFSCs 1AXXX and 8A000.

Career Enlisted Flier Incentive Pay (CEFIP)—Incentive pay for career enlisted aviators in an aviation career as authorized in the FY 00 NDAA.

Civil Air Patrol - United States Air Force (CAP-USAF)—CAP-USAF is the Air Force agency that coordinates or approves use of the Civil Air Patrol to carry out non-combat missions of the Air Force (IAW AFI 10-2701).

Commander—When used in this instruction, "commander" refers to a wing commander (or comparable level), or any level higher within the chain of command, of a flying unit to which an individual is assigned or attached for flying. If an individual is geographically separated from the wing, authority may be delegated to a group or squadron level.

Conditional Entitlement—The requirement for any aircrew member in an aviation status or career to meet monthly flight requirements to receive ACIP, CEFIP, and HDIP.

Continuation Training—The continuation training program provides crew members with the volume, frequency, and mix of training (flying and ground training) necessary to maintain proficiency in the assigned qualification level. This training must be maintained in the ARMS database.

Continuous Entitlement—The condition under which rated officers and career enlisted aviators in an aviation career are entitled to receive ACIP or CEFIP without regard to flight activity.

Deadhead Time—Time computed while traveling in passenger status.

Flight—For the purpose of this instruction only, a flight is synonymous with a mission.

Flight Authorization—A single document used to identify all aircrew and operational support members who are qualified and authorized to perform duties on specific aircraft for a scheduled mission.

Frequent and Regular—"Frequent and regular" is a DoD 7000.14-R, Volume 7A, Part Two, term which establishes the minimum monthly flight requirements to be entitled to conditional Aviation Career Incentive Pay (ACIP), Career Enlisted Flight Incentive Pay (CEFIP), or Hazardous Duty Incentive Pay (HDIP). DoD 7000.14-R, Volume 7A, Part Two, sets the minimum at four hours for active duty (DoDFMR, Part Two) and two hours for Air Reserve Components (ARC) per calendar month, or a prorated share for lesser periods. By itself, the requirement to fly frequently and regularly is not justification to assign an individual to aircrew or operational support flier status. There must be a need to perform inflight duties.

Gate—Identifies a point in a rated officer's or CEA's aviation career at which utilization is measured according to the Aviation Career Incentive Act, the Aviation Career Improvement Act, the FY 96 National Defense Authorization Act, or the FY 00 National Defense Authorization Act. Utilization is measured at the 12th and 18th year of aviation service for rated officers, and 10th, 15th, and 20th years of aviation service for CEAs. A transition period is in effect for rated officers until 1 October 2003.

Government Aircraft—An aircraft owned, operated, or leased by the US Government.

Hazardous Duty Incentive Pay (HDIP)—Incentive pay authorized for personnel required to perform flight duties on a frequent and regular basis.

Host Aviation Resource Management Office—The office responsible for determining entitlement to ACIP, CEFIP, and HDIP and the ARMS along with flight and jump record management.

Host Aviation Resource Manager—The sole approval authority (except for HQ USAF/XOOT) at each flying base, that determines entitlement and the starting and stopping of Aviation Career Incentive Pay (ACIP), Career Enlisted Flier Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for flying and parachute duties; interprets public law as it pertains to entitlement to these incentive pays along with auditing and reconciliation of these incentive pays; is the single point of contact for ARMS. These positions are inherently governmental.

Instrument Flight—Flight conducted when external conditions require that the aircraft attitude be maintained primarily by reference to the flight instruments.

Intent—For the purpose of publishing an Aeronautical Order, the intent of an AO validates individual qualification for aviation and parachutist service, authorizes and directs frequent and regular participation in aerial flight or parachute duties; and establishes or terminates individual entitlement to ACIP, CEFIP, and HDIP. Intent also includes the effective date of the AO.

Interfly—The exchange and/or substitution of aircrews and aircraft between MAJCOMs.

Mission—For the purpose of this instruction only, mission is defined as a primary objective for which an aircraft is operated (see Mission Symbols) and which may consist of an increment of one or more sorties. For example, a mission may involve two sorties, or in the case of an inflight refueling, several missions may be accomplished in one sortie.

Mission Crew—The total complement of personnel (officer and enlisted), other than the flight crew, required for airborne operation of mission systems or for airborne duties essential to completing the aircraft's mission. Mission crewmembers must be on AOs and assigned to a valid crew position IAW AFI

65-503.

Mission Essential Ground Personnel—A category of passenger as defined by MAJCOMs in MAJCOM Supplements to this instruction.

Officer Service Date (OSD)—Effective date of service as a commissioned, warrant, or flight officer, whether or not served on extended active duty. This is usually equivalent to total federal commissioned service date backdated by any period served as a warrant or flight officer. For flight surgeons, the OSD includes constructive service granted medical officers in the computation of creditable service for basic pay.

Operational Flying—Flying performed under competent orders by rated and CEA personnel (primarily for mission, support, or training purposes) while serving in an assignment where basic flying skills usually are maintained for performing assigned duties.

Operational Support Flyer—Any individual whose primary, full-time duty does not require flying; however, the Air Force may require these individuals to fly on an infrequent or irregular basis in order to perform a specific, essential in-flight duty which a regularly assigned primary or mission crewmember cannot perform. Duties may include, but are not limited to, in-flight test, operation or maintenance of aircraft systems or installed equipment. Prior to issuing AOs, flying unit commanders must request operational support man-months from HQ USAF/XOOT, through the local HARM office IAW AFI 11-402.

Orientation Flight—Continuous flights in DoD-owned aircraft performed within the local flying area and terminating at the point of origin.

Point-to-Point—Public Affairs travel. Point-to-point means flights that takeoff from one location and land at a different location. Such flights require MAJCOM/CC or SECAF approval as specified in **Table 1.1.** of this instruction. Point-to-point orientation flights are not authorized.

Primary Aircrew Member—Personnel whose primary duty is to fly the unit assigned aircraft.

Sortie—An operational flight by one aircraft. A sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. It ends after airborne flight when the aircraft returns to the surface and either of the following conditions occur: a) the engines are stopped, or the aircraft is on the surface for five minutes, whichever occurs first; or, b) a change is made in the crew which enplanes or deplanes a crewmember. On missions where some crewmembers deplane and the remaining crew from the original takeoff relaunch, this is considered to be a continuation of the original sortie. MAJCOMs will establish MDS-specific crew requirements and procedures for continuation sorties.

STANAG 3526 AMD—Interchangeability of NATO Aircrew Medical Categories.

Supervisory Aircrew or Staff Member—Personnel in supervisory or staff positions (API 6, 8, B, and D) who actively fly; or in positions (API 3, 4, C, and E) that require aircrew expertise but individuals are not required to fly.

Training Level—Assigned to individuals based on the continuation training aircrew status (basic aircraft qualification, basic mission capable, or mission ready/combat mission ready) they are required to maintain.

Training Period—Any training period determined by the MAJCOM or Wing in which training requirements are performed.

Unit Commander—When used in this instruction, “unit commander” refers to the squadron commander (or comparable level) or higher level within the chain of command.

Attachment 1 (8FW)

8TH FIGHTER WING (8 FW) ORIENTATION FLIGHT PROGRAM

A1.1. (8FW) Orientation Flight Program General Guidance. There are two primary types of 8 FW orientation sorties: Incentive Flights and Familiarization (FAM) flights. Incentive Flights are dedicated missions for the passenger, generally as a reward for superior performance and continued motivation. FAM flights are normal 8 FW training sorties in which a passenger rides along to observe and become more knowledgeable about the 8 FW's flying operations and combat mission. FAM flights are for personnel who directly contribute to flying operations. FAM flights are not dedicated missions. They are flown as regular missions on a non-interference basis as aircraft and schedules permit.

A1.1.1. (8FW) Authorization and guidance for orientation flights is IAW AFI 11-401. The 8th Fighter Wing Commander (8 FW/CC) is the approving authority for all incentive flights. This supplement serves as 8 FW/CC approvals for FAM flights for personnel qualified under the listed categories in paragraph **A1.3.** below.

A1.1.2. (8FW) Experienced flight leads will fly all incentive and FAM flights. Weather minimums are pilot weather category.

A1.1.3. (8FW) Incentive flight passengers will not have more than one orientation ride during their tour at Kunsan AB.

A1.1.4. (8FW) To conduct incentive or FAM flights while deployed off station, a list of nominees must be approved by the 8 FW/CC through the 8 OG/CC prior to deployment. Blanket approvals for deployments may be submitted and should be forwarded to the 8 OG/CC NLT two weeks prior to the deployment date.

A1.1.5. (8FW) Supervisors will make every effort to allow award winners to receive their flights when scheduled. Orientation flights may not be able to be flown at a later date if cancelled. If a flight must be cancelled, notify 8 OSS/OSCO as soon as possible.

A1.1.6. (8FW) Orientation flyers must familiarize themselves with this supplement and all pre-flight requirements and coordinate his, or her, own schedule to be available for the flight.

A1.2. (8FW) Incentive Flights are Normally Offered to 8 FW Yearly and Quarterly Award Winners. The 8 FW's four quarterly award winners (CGO, SNCO, NCO and Airman) and annual award winners are eligible to receive incentive flights as long as they have not had any F-16 flight during this tour at Kunsan AB. Additionally, 8 MSG/CC and 8 MXG/CC may nominate four additional people for incentive flights per quarter, and the 8 FW/CC, 8 OG/CC and 8 MDG/CC may nominate two additional people per quarter. Also, Echo and Foxtrot Batteries can nominate one individual per half in using sample format (See **Attachment 3**). Other requests for incentive flights require an AF Form 1768, *Staff Summary Sheet*, routed through the GP/CC, 8 OG/CC to the 8 FW/CC for approval. After 8 FW/CC approval the package will be sent back to 8 OSS Wing Scheduling (8 OSS/OSCO) for scheduling and tracking purposes. It is incumbent upon the groups to submit their nominees in ample time to schedule their flight. As a general rule, this means an incentive flight nomination package should be completed at least one month prior to the individual's DEROS.

A1.2.1. (8FW) **Incentive flights take priority over FAM flights.** Though every attempt will be made to accomplish all incentive flights, sorties are not guaranteed due to aircraft availability, pilot

training requirements, exercise requirements, or other operational constraints. Incentive flights will normally be scheduled on Fridays. FAM flights are flown on a non-interference basis normally on days other than Fridays.

A1.2.2. (8FW) **The process for incentive flights is:**

A1.2.2.1. (8FW) Group commanders send the names of their nominees to 8 OG/CC and 8 FW/CC for approval no later than 15 days before the end of the quarter. If the individual is PCSing earlier, the nomination letter must reach the 8 OSS/OSCO at least one month prior to the anticipated DEROS. Every effort will be made to accommodate group commander nominees, however the process takes time. Do not wait until the last minute to nominate someone.

A1.2.2.2. (8FW) Group Commander nominees will normally fly during the quarter immediately following their nomination. If they are "short," every effort will be made to fly those individuals prior to their PCS.

A1.2.2.3. (8FW) The 8 FW's four quarterly award winners (CGO, SNCO, NCO and Airman) and annual award winners (if they have not already received a flight for a quarterly award) are eligible to receive incentive flights. 8 FW/CCE will provide names of award winners desiring a flight to 8 OSS/OSCO IAW **Attachment 3** to be scheduled.

A1.2.2.4. (8FW) 8 OSS/OSCO will monitor names submitted to ensure quotas are not exceeded.

A1.2.2.5. (8FW) 8 OSS/OSCO will prioritize and schedule the incentive flights. 8 FW award winners will be given priority over group nominees. Further priority will be determined by date of award/nomination, then by DEROS.

A1.2.3. (8FW) Incentive flight profiles should be tailored to the individual's desires and may include the following:

A1.2.3.1. (8FW) Afterburner or military power takeoff.

A1.2.3.2. (8FW) Max performance climb.

A1.2.3.3. (8FW) Cruise to working area; formation work as desired.

A1.2.3.4. (8FW) Supersonic run IAW applicable restrictions.

A1.2.3.5. (8FW) Demonstration of aircraft handling and acrobatic performance. Maneuvers selected and flown are planned and tailored to meet the flight objectives. At no time will the comfort level or the "G" tolerance of the back seat occupant be exceeded.

A1.2.3.6. (8FW) Low level navigation (at or above 1, 000 feet AGL), level simulated weapons delivery, intercepts versus non-maneuvering target. Defensive reactions are limited to wing rocks only.

A1.2.3.7. (8FW) Practice emergency procedures of any kind (e.g., simulated flame out patterns) are not permitted.

A1.2.3.8. (8FW) Variations must be approved by 8 OG/CC.

A1.3. (8FW) FAM flights: FAM flights are offered to individuals who normally have flying-related responsibilities within the 8 FW. The goal of the FAM flight program is to educate FAM flyers on the Wolf Pack's flying mission. Squadron commanders should carefully scrutinize each of these sorties and adhere to the maximum sortie guidelines listed. FAM flights will be flown on a non-interference basis at

the discretion of the 35 FS and 80 FS/CCs. These flights will not take precedence over 8 FW award winner incentive flights. 8 OSS/OSCO will be notified after each FAM flight for tracking purposes. FAM flight recipients will complete the checklist in **Attachment 2**.

A1.3.1. (8FW) **FAM flights are pre-approved for personnel listed below.**

A1.3.1.1. (8FW) Intelligence: Stress Air-to-Air and Air-to-Ground target ID, ground map radar interpretation, and targeting pod interpretation.

A1.3.1.2. (8FW) Ground Liaison Officer: Stress CAS and A-G mission coordination/execution.

A1.3.1.3. (8FW) Squadron Aviation Resource Management (HARM/SARM) personnel. Maximum of one sortie per individual per tour.

A1.3.1.4. (8FW) Aircraft maintainers: Stress importance of FMC aircraft. Maximum of one sortie per individual, per tour.

A1.3.1.5. (8FW) Weather personnel: Stress importance of accurate forecast information and Electro-Optical Tactical Decision Aids (EOTDA). Maximum of one sortie per individual per tour.

A1.3.1.6. (8FW) RAPCON and Tower Controllers: Stress instrument/pattern work and pilot-controller interface. Maximum of one sortie per controller per tour.

A1.3.1.7. (8FW) Life Support (LS): Stress capabilities/limitations of LS equipment and exposure to the tactical flying environment. Maximum of one sortie per individual per tour.

A1.3.1.8. (8FW) Weapons load crew of the quarter winners. Maximum of one sortie per individual per tour.

A1.3.1.9. (8FW) All 8 FW Squadrons, Group and Deputy Group Commanders. Maximum of one sortie per individual per tour.

A1.3.1.10. (8FW) FAM rides are also authorized for the following 607th Air Support Operations Group personnel: Ground Forward Air Controllers, ETACs, and Air and Ground Liaison Officers. Maximum of one sortie per individual per tour.

A1.3.1.11. (8FW) Flight commanders send the names of individuals who desire a FAM flight to their respective group commanders no later than 30 days prior to the end of the quarter. Group commanders then send the names to 8 FW/CC for approval no later than 15 days before the end of the quarter in the format in **Attachment 4**.

A1.3.2. (8FW) 35 FS and 80 FS/CCs may schedule personnel attached to the squadron for FAM flights at their discretion. 35 FS and 80 FS will notify 8 OSS/OSCO one week prior to flying assigned personnel.

A1.3.3. (8FW) Any profile may be flown on FAM flights. 18,000 feet MSL will not be exceeded unless the passenger has a current AF Form 1274.

A1.4. (8FW) Orientation Flight Program Scheduling:

A1.4.1. (8FW) 8 OSS/OSCO manages, coordinates, and tracks ALL incentive and FAM flights to meet the requirements of this supplement.

A1.4.1.1. (8FW) 8 OSS/OSCO will maintain a master list containing all names of incentive and FAM flyers on the base network.

A1.4.2. (-8FW) Each 35 FS and 80 FS will schedule available D-model aircraft every non-PENN CERE/CERE Friday. Two D-models from each squadron are desired for each turn on Fridays.

A1.4.2.1. (8FW) Each 35 FS and 80 FS will inform 8 OSS/OSCO the week prior when they have open D-model aircraft that can be scheduled for incentive/FAM sorties.

A1.4.3. (8FW) 8 OSS/OSCO will provide each participating individual a locally developed orientation sortie ground training schedule/checklist no later than close of business on the Monday prior to their scheduled flight (See **Attachment 2**).

A1.4.4. (8FW) The individual incentive flyer is responsible for completion of the checklist and accomplishment of all required training prior to flight. If the individual fails to accomplish required ground training and submit the completed checklist to the SARM, he/she may be removed from the scheduled flight list.

A1.4.5. (8FW) Prior to flight, the squadron Top 3 on duty will ensure the orientation sortie ground training schedule/checklist has been completed and is on file with the SARM.

A1.4.6. (8FW) Pilots will use the crew coordination/passenger brief from the 8 FW In Flight Guide to thoroughly brief all passengers on normal and emergency procedures.

1.4.7. (8FW) Aerospace Physiology, flight surgeons, aircrew life support technicians, and egress trainers will conduct required briefings, examinations and training for passengers, and document their completion on the orientation sortie ground training schedule/checklist.

A1.4.8. (8FW) Squadron SARMs will inform 8 OSS/OSCO of all completed FAM/incentive flights by forwarding the completed incentive/orientation checklist to 8 OSS/OSCO NLT 48 hours after completion of the flight.

Attachment 2

INSTRUCTIONS FOR USING AFTO FORM 781, ARMS AIRCREW/MISSION FLIGHT DATA DOCUMENT

A2.1. Purpose. The AFTO Form 781-series provides maintenance, inspection, service configuration, and flight operations records for weapon or support systems. AFTO Form 781 is the source document for recording and reporting operational flight or training device information for each individual authorized to take part in a mission. This form is the primary record of both personnel and aerospace vehicle flying hours. It is the official record to validate flight pay eligibility for rated, CEA, and other non-rated officer and enlisted members required to fly. The original AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**, must be maintained in the HARM office that services the unit to which the aircraft is assigned.

A2.2. Scope. These instructions apply to all rated, CEA, and other non-rated officer and enlisted members authorized to log flight or training device time in an airborne duty or position for the purpose of maintaining an official Air Force Individual Flight Record.

A2.3. Responsibilities. The AFTO Form 781 is established by TO 00-20-5. Maintenance personnel are responsible for distributing and collecting these forms. Completing AFTO Form 781 and other forms in that series is a joint responsibility of maintenance personnel and the pilot in command.

A2.3.1. The crew chief or alternate ensures a sufficient number of copies of AFTO Form 781 are onboard the aircraft and completes items 2 through 5 on a sufficient number of copies to fulfill mission requirements.

A2.3.2. The pilot in command ensures the AFTO Form 781 is dated and properly completed to show all pertinent flight data and the flight time for all personnel who are authorized to take part in the flight. The pilot in command:

A2.3.2.1. Before flight, reviews the aircraft status as indicated on AFTO Forms in the 781-series and then signs the exceptional release, if not previously signed by maintenance.

A2.3.2.2. Documents all discrepancies observed before, during, and after flight on AFTO Form 781A, **Maintenance Discrepancy and Work Document**.

A2.3.2.3. After the flight is completed, fills in the required entries in item 10, Flight Condition Data (AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance Document**) and initials item 38 of AFTO Form 781.

A2.3.3. The completed AFTO Form 781 must be removed from the AFTO Form 781 binder after the information is entered at the maintenance debriefing and the form hand-carried to either the SARM or maintenance plans and scheduling office (MAJCOM option) and after ARMS update is hand-carried to the HARM.

A2.3.4. Each unit operations officer:

A2.3.4.1. Gives to the maintenance organization that services the aircraft assigned to that unit the necessary organization and location information to be entered in items 4 and 5 of AFTO Form 781. This ensures completed forms are sent to the proper SARM or HARM for entry into ARMS.

A2.3.4.2. Ensures a responsible individual audits the unit's AFTO Forms 781 for accuracy and legibility and initials in item 39 of the form in the before sending it to the HARM. Where local procedures establish the HARM as the auditing agency, the responsible individual from that office initials the form in item 39.

A2.3.4.3. The original copy of the AFTO Form 781 must be returned to the HARM that services the unit to which the aircraft is assigned no later than 5 days after the end of the month following the month the flights were performed. For example a flight flown in March 02, must be turned in to the HARM NLT 5 April 02.

Table A2.1. AFTO Form 781 Entries According to TO 00-20-5.

Item	Enter
2	MDS designator from AFTO Form 781F, item 3. Example F016A.
3	Enter the aircraft serial number. You must enter in ARMS, the year (first two digits), then the last four digits of the tail number. Example: 83-0142.
4	Organization to which the aircraft is assigned. Show command designation in parentheses (for example, 52 FW (USAFE) and the four-letter code of the HARM which serves that organization (obtain from the unit HARM/SARM Office). This will be the HARM that processes and files the original forms.
5	The base of the unit of aircraft assignment.
AFTO Form 781 Entries (Certified by the Pilot in Command)	
1	Date. Use numerical digits for year, month, and day. The date must be the Greenwich Mean Time (GMT) date. Example- 20020325
6	Mission number assigned for this leg of the mission (MAJCOM option).
7	Authorized mission symbol for each flight. Aircrew may enter all flights on the same GMT date on a single AFTO Form 781.
8	International Civil Aviation Organization (ICAO) code for the base or airport where the aircraft takes off. If a flight is continued from a previous entry, enter "INFL."
9	Base ICAO code for the base or airport where the aircraft lands. If a flight is terminated without landing for a change in mission symbol, enter "INFL."
10	24-hour GMT clock time. The takeoff time is when the aircraft begins to move forward on takeoff roll.
11	24-hour GMT clock time. The landing is when the aircraft is on the ground after being airborne and any of the following conditions occur: (a) The engines are stopped and shutdown occurs at or before five minutes after touchdown. (b) The aircraft has been on the ground for five minutes after touchdown; however, a series of practice landings is considered one flight. (c) A change is made in the crew where a crewmember enplanes or deplanes. ***NOTE:*** When a flight starts before 2400 GMT and ends after GMT midnight (2400Z), record and report the flight on the date of takeoff. A separate AFTO Form 781 is not necessary.

Item	Enter
12	Subtract takeoff time from landing time, convert to hours and tenths, and enter the result. The conversion table for minutes to tenths of an hour is on the reverse of the form.
13	Number of touch-and-go, full stop, and total landings.
14	Number of sorties accomplished. A sortie covers a flight from first take off to landing as described in block 11; however, if any flight entry is split (INFL), the sortie will be recorded on the flight that lists final landing.
15	Specified by MAJCOM.
16	Unit designated to perform this mission (MAJCOM option).
TOTALS	Total flight time, landings, and sorties at the end of the mission or day.
17	Four-digit unit number to which the crewmember is assigned/attached for flying. Use leading zeros when the unit number has fewer than four digits.
18	SSN of the crewmember. An error in this entry will result in time being lost or credited to another crewmember.
19	Crewmember's last name (printed).
20	Flight Authorization (FA) Duty Code assigned on the FA to the crewmember for this mission. This code cannot be higher than the individual's current qualification or what the individual crewmember will be performing on the mission. For example, if the individual is an IP, but is scheduled to perform MP duties on a mission, the individual will be listed as an MP on the Flight Authorization. Refer to **Table A2.3.** for a complete list of duty codes. ***NOTE:*** The only time the FA code will not match the scheduled duties on the FA is for extenuating circumstances. The AC must document the reason in the remarks of the AFTO Form 781. For example, a pilot was scheduled to perform IP duties in conjunction with upgrade training for a second pilot; however, the upgrading individual was DNIF and did not fly, so the pilot only performed primary duties. MP is logged with primary time and the AC documents the reason in the remarks section. When using the FA more than one day, log FA Duty Code actually performed and annotate in remarks if different from the FA.
21-26	Times in hours and tenths for each category as defined in **Chapter 3** of this instruction. The total time in item 26 cannot exceed the grand total in item 12 column and total of items 21 through 25 cannot exceed item 26.
27	Total number of sorties for this crewmember. Entry is normally the grand total (14).
28-30	Hours and tenths of time performed in night, instrument, or simulated conditions, as defined in **Chapter 3** of this instruction.
31	Hours and tenths of time performed while wearing night vision goggles.
32	Air Reserve Component Flight Duty Status Code for the crewmember, if applicable. If used: 1=Active Duty, 2=Inactive Duty, 3=Flying Training Period, 4=Civilian Technician.
33	Log Combat Time in hours/tenths for each category as defined in **Chapter 3**.

Item	Enter
34	Number of Combat Sorties flown that meet requirements as defined in this instruction, **Chapter 3**.
35	Log Combat Support Time in hours and tenths for each category as defined in **Chapter 3** of this instruction.
36	Number of Combat Support Sorties flown that meet requirements as defined in **Chapter 3** of this instruction.
37	Initials of maintenance personnel at the debriefing who reviewed the form.
38	Initials of the pilot in command who certifies form accuracy. For multiple sorties, the pilot in command initials for each sortie.
39	Initials of the unit operations officer or Aviation Resource Manager (ARM) who verifies the accuracy and legibility of the form prior to entry into ARMS.
40	Eight-digit date and initials of the ARM who processed and audited form.

Figure A2.1. Sample AFTO Form 781, ARMS Aircrew/Mission Flight Data Document.

(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - SEE REVERSE)

MISSION DATA

1. DATE	2. MDS	3. SERIAL NUMBER	4. UNIT CHARGED FOR FLY HOURS/HOSM CODE	5. LOCATION
20020325	C005A	83-0142	436AMW (AMC)/PRQE	Dover AFB DE, 67002

FLT NO	MISSION NUMBER 6	MISSION SYMBOL 7	FROM (ICAO) 8	TO (ICAO) 9	TAKE OFF TIME (Z) 10	LAND TIME (Z) 11	FLIGHT TIME 12	13. LANDINGS TOUCH AND GO	FULL STOP	TOTAL	SORTIES 14	SPECIAL USE 15
1	8PH6000ZT201	T3M	KDOV	KDOV	0230	0630	4.0	2	1	3	1	
2												
3												
4												
5												
6												
7												
8												
16 0009						TOTALS	4.0	2	1	3	1	

AIRCREW DATA

FLYING ORGN 17	SSN 18	LAST NAME 19	FLT AUTH DUTY CODE 20	FLIGHT TIME PRIM 21	SEC 22	INSTR 23	EVAL 24	OTHER 25	TOTAL 26	SORTIES 27	FLIGHT CONDITIONS PRIMARY NIGHT 28	PRIMARY INST 29	SIM INST 30	NVG 31	RESERVE STATUS 32	COMBAT TIME 33	SORTIES 34	COMBAT SPT TIME 35	SORTIES 36
0009	124654321	Taylor	IP	4.0					4.0	1	4.0								
0009	777658889	Owings	UP					4.0	4.0	1									
0009	666354287	Bultman	MC		4.0				4.0	1									
0009	912576894	Cab	IF			4.0			4.0	1	4.0								
0009	832946571	Sobolewski	MF					4.0	4.0	1									
0009	556879563	Bouchee	UF	4.0					4.0	1	4.0								
0009	267869867	C. George	EL				4.0		4.0	1									
0009	333554444	Schierholtz	IL			4.0			4.0	1									
0009	444786354	Voss	ML	2.0	2.0				4.0	1	2.0			1.0					
0009	968742541	Barroner	ML	2.0	2.0				4.0	1	2.0			1.0					
0436	129657489	Sewell	FZ	2.0				2.0	4.0	1									
0069	356982147	Kealy	FS	4.0					4.0	1	4.0								

37. MAINT REVIEW	38. PILOT REVIEW	39. OPS REVIEW	40. ARMS PROCESSING COMPLETED			
MLT	PT	DLS	INPUT DATE 20020327	INITIALS LEB	AUDIT DATE 20020328	INITIALS jd

AFTO Form 781, 20020320 (EF-V1) PREVIOUS EDITION IS OBSOLETE ARMS AIRCREW/MISSION FLIGHT DATA DOCUMENT

(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - SEE REVERSE)

MISSION DATA

AUTHORITY: 10 U.S.C. 8012; 44 U.S.C. 3101; and EO 9397

PRINCIPAL PURPOSE: Source document for recording individual flying time, sorties and or events for input into the Aviation Resource Management System (ARMS) and Flying Hour Reporting System

ROUTINE USES: Validation of accomplishment of flying requirements needed to attain or maintain professional standards. Validation of hourly flying accomplishments where necessary to authorize payment of flying incentive pay. Provide basic record of each flight of USAF aircraft, reason for mission, duration, crew members and duty positions. Used as a source document for determining number of hours of operating time on airframes and power plants. The SSN is used for identification of individuals and records.

DISCLOSURE IS MANDATORY: Individuals must furnish the information to meet qualification and incentive pay standards. Failure to provide the information and SSN could result in loss of records with consequent loss of professional qualification and incentive pay entitlement.

FLYING ORGN	SSN	LAST NAME	FLT AUTH DUTY CODE	FLIGHT TIME						SORTIES	FLIGHT CONDITIONS				RESERVE STATUS	COMBAT		COMBAT SPT	
				PRIM	SEC	INSTR	EVAL	OTHER	TOTAL		PRIMARY NIGHT	PRIMARY INST	SIM INST	NVG		TIME	SORTIES	TIME	SORTIES
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36

REMARKS OTHER THAN FLIGHT DISCREPANCIES: Captain Taylor was scheduled to perform Instructor duties, however Capt Owings (UP) did not perform any upgrade duties due to illness she incurred during flight. MSgt Sobolewski did not perform any duties due to Instructor/student needing full 4.0. Ops support member: Life Support Tech SMSgt Sewell performed NVG testing and proper equipment fitting for 2.0 hours, did not perform duties during critical phases of flight.

CONVERSION TABLE

1 OR 2 MIN	-	.0 HR
3 THRU 8 MIN	-	.1 HR
9 THRU 14 MIN	-	.2 HR
15 THRU 20 MIN	-	.3 HR
21 THRU 26 MIN	-	.4 HR
27 THRU 33 MIN	-	.5 HR
34 THRU 39 MIN	-	.6 HR
40 THRU 45 MIN	-	.7 HR
46 THRU 51 MIN	-	.8 HR
52 THRU 57 MIN	-	.9 HR
58 THRU 60 MIN	-	NEXT WHOLE HOUR

AFTO Form 781, 20020320 (EF-V1)

A2.4. Extract AFTO Form 781. Each individual on the form whose flight records are maintained by another HARM prepares a data extract copy of the original AFTO Form 781 to be sent, usually within five duty-days, to that member's HARM. If more than one individual named on the form is serviced by the HARM, a single data extract copy may be used. For example Captain Grengs, a pilot from Minot AFB, flew a mission at Grand Forks AFB. A copy of the AFTO Form 781 is made, certified, and sent to the HARM office at Grand Forks. Extracts at the same base for aircrew members serviced by the same HARM are not authorized.

A2.4.1. Individuals whose flight records have been closed out, to transfer custody must prepare a data extract form for each authorized flight during that period.

A2.4.2. The data extract AFTO Form 781 must include all heading information from blocks 1 through 15 and all individual entries from columns 18 through 36 of the original AFTO Form 781.

A2.4.3. For each line entry of the data extract form, a line must be lightly drawn through the corresponding line entry on the original form.

A2.4.4. The data extract form is so identified and certified, either by a commissioned officer (preferably the pilot in command), or by the HARM Chief/Superintendent.

A2.4.5. See **Attachment 4** for an extract authorized for non-operational, long TDYs.

A2.5. Privacy Act Advisement for AFTO Form 781. Personnel who furnish personal information for completing the AFTO Form 781 are advised to read the Privacy Act Statement on the back of the form.

A2.6. AFTO Forms 781-Series. The AFTO Form 781 is used to record operational flight data. Other forms in the series, important to the pilot, give detailed information that concern the status, servicing, and configuration of the aircraft or list symbols needed to properly complete other forms in the series. Although explained in detail in TO 00-20-5, these forms are briefly reviewed to assist aircrew personnel.

A2.6.1. **AFTO Form 781A, Maintenance Discrepancy and Work Document.** Used to document each discrepancy discovered by the pilot, other crewmembers, or maintenance personnel. It must be checked by the pilot before flight to provide a general status review of the aircraft. Use this form to enter any discrepancies discovered and not previously reported.

A2.6.2. **AFTO Form 781F, Aerospace Vehicle Flight Report and Maintenance Document.** The cover sheet for AFTO Form 781-series folder or binder in each aircraft. The face gives information that concerns the vehicle including MDS, serial number, organization and location, station code, servicing, and inventory data. The reverse of the form has valid airborne duty and position codes authorized by this instruction.

A2.6.3. **AFTO Form 781G, General Mission Classification-Mission Symbols.** Lists the valid US Air Force mission symbols specified in **Table A2.2.**

A2.6.4. **AFTO Form 781H, Aerospace Vehicle Flight Status and Maintenance Document.** Used for transcribing operational flight data needed by maintenance. Maintenance status and servicing information are documented to provide operating personnel with a ready reference as to the status of the aircraft or air launched missile. It shows the status and history of inspections related to the daily flight activity of the day involved. It is used by the pilot to document aerospace vehicle time, full stop and total landings, cartridge starts, and engine cycles for each flight. It is also used by the pilot to report functional check flights and to record flight condition data. The pilot in command must make

sure the date entered in parts of AFTO Form 781H that apply to each flight agree with AFTO Form 781 data for the corresponding flight line entry.

A2.6.5. **AFTO Form 781M, Status Symbols and Functional System Codes.** Contains the system numbers, general grouping, and system title codes used by maintenance and aircrews that are required to complete other forms in the AFTO Form 781-series.

Table A2.2. Authorized Mission Symbols.

Authorized Mission Symbols (***NOTE:*** Only mission symbols listed in this table are valid. In ARMS the mission symbol is a five-character field. The first two characters must be IAW this table. MAJCOMs may assign additional characters as required (see notes 1 and 2 at end of table).	
CA (Outside of Combat Environment), Air Rescue CF Coded Aircraft Missions, and TF Coded Aircraft Missions as applicable	
A1	**Scheduled Flights**. Missions where the main goal is to move cargo or passengers on a scheduled frequency.
A2	**Scheduled Air Evacuation Flights.** Missions where the main goal is to move patients on a scheduled frequency.
A3	**Nonscheduled Air Evacuation Flights.** Missions where the main goal is to move patients who require immediate evacuation to the proper treatment facility.
A4	**Nonscheduled Logistics.** Missions where the main goal is to move cargo or passengers on other than scheduled flights.
A5	**Positioning or Repositioning.** The nonproductive part of a flight that is required to locate an aircraft at a station for onloading or returning an aircraft to home station.
A6	**Tactical Training.** Missions where the main goal is joint airlift that includes personnel and equipment or supply drops.
A7	**Other.** Classified or other special missions.
A8	**Contingency Operations.** Contingency missions directed by HQ USAF.
A9	**United Nations (UN) Missions.** Missions in support of UN operations, as directed by HQ USAF.
SUPPORT MISSIONS (CA and Z coded operational support aircraft only)	
S1	**Administrative.** Missions in which the main purpose is aerial transportation of personnel accomplishing executive and administrative functions. These include staff or command ordered flights. Also includes Air Reserve Officer Training Corps (ROTC), Air Explorers, and Civil Air Patrol (CAP) indoctrination and similar flights.
S2	**Personnel.** Missions in which the main purpose is to move personnel by air. This symbol includes courier flights. It does not include flights by Air Mobility Command (AMC) common user passenger or cargo transports completing single manager operations for airlift services.

S3	**Material and Supplies.** Missions in which the main purpose is to move material and supplies by air. Does not include flights by AMC common user passenger or cargo transports completing single manager operations for airlift services.
S4	**Logistics.** Missions in which the main purpose is to move personnel, material, and supplies by air. This symbol includes flights in direct support of combat and combat support unit operations. Does not include flights by AMC common user passenger or cargo transport.
SUPPORT MISSIONS (CA and Z coded operational support aircraft only)	
S5	**Special.** Missions in which the main purpose is to complete specific special activities of the Air Force and other governmental agencies, such as: target missions for air defense purposes, tow missions for defense and tactical forces, local search and rescue, civil relief, mercy missions and air demonstration flights.
S6	**Navigational Aids (NAVAIDS) Check.** Missions in which the main purpose is to flight-check radar and NAVAIDS.
S7	**Aircrew Qualification.** Missions in which aircrew members who occupy aircrew or designated instructor crew positions complete standardization and instrument check flights as well as qualification and currency flights.
S8	**Support Training.** Missions in which the main purpose is to meet semiannual flight requirements (including instrument and qualification checks) as prescribed by this instruction. This symbol is used by "behind-the-line" aircrews who are not assigned to designated aircrew positions.
TRAINING MISSIONS (*NOTE:* T mission symbols used by force structure aircraft in assignment codes CB, CC, CF, CA, and TF.)	
T1	**Student Training.** Missions where the main goal is to instruct and train pilots and aircrew under the direction of Air Education and Training Command (AETC) or other USAF Activities engaged in formal student instruction (include flying of instructors in the course of student training).
CA (Outside of Combat Environment), Air Rescue CF Coded Aircraft Missions, and TF Coded Aircraft Missions as applicable	
T2	**Formal Major Weapon System (MWS) Training.** Instruction and training of pilots and crews undergoing initial MWS crew training in designated Formal Training Units.
T3	**Operational Training.** Missions where the main goal is gunnery, bombing, reconnaissance, navigation, instrument, target missions for air defense purposes, towing targets, search and rescue, transportation of cargo or personnel (excludes flights of AMC common user passenger or cargo transports accomplishing single manager operations for airlift service), and continuation training.
T4	**Special.** Missions in which the main purpose is the direct support of nonmilitary activities such as civil relief, mercy missions, health, communications, public works, and others contributing to the economic and social well-being of the nation.
T5	Reserved for future use

T6	LOW LEVEL MISSIONS (defined by MAJCOMs).
T7	Reserved for future use
T8	**Tanker Task Force Support.** Missions flown by TDY (deployed) tanker aircrews in support of regional tanker task forces (excluding counter narcotics).
T9	Reserved for future use.
OPERATIONS MISSIONS	
O1/ O2	As directed by HQ USAF.
O3	**Aircraft Delivery.** Aircraft delivery flights under the control of Air Combat Command (ACC), including inter-command transfers; US Air Force, Navy, or other pilots attached to ACC for purposes of delivering aircraft delivery organizations as well as "borrowed" crews. Also includes aircraft deliveries other than under ACC control.
O4	**Test.** Missions where the main goal is engineering testing of aerospace vehicles (including the airframe, propulsion units, and components that are integral parts of the vehicle being tested).
O5	**Direct Test Support.** Missions which are performed in direct support of research, development, test or engineering program for data acquisition. Includes flights to and from test locations.
O6	**Indirect Test Support.** Missions in which the main goal is to accomplish simulated mission profiles in preparation for approved test programs. Included in this category are missions in E, D and CB coded aircraft in which the main goal is proficiency flying training, initial checkout, requalification, annual instrument and proficiency check, etc.
O7	**Special (Air Force Materiel Command [AFMC] use only).** Missions performed in E and CF coded aircraft that do not fall within the categories explained above and missions in B or D coded unairworthy aircraft to relocate a damaged aircraft to a repair facility. Includes missions such as search and rescue, demonstrations, record attempts, flight inspections, traffic control and landing system (TRACALS) evaluations, and air traffic control operational evaluations.
O8	**Maintenance Tests.** Missions where the main goal is to perform functional check flights after completing inspections or maintenance to make sure that the aircraft is airworthy and capable of mission accomplishment. This symbol applies to aircraft in all assignment codes.
CA (Outside of Combat Environment) and Air Rescue CF Coded Aircraft Missions	
O9	**Operational Reconnaissance.** Aerial activity or engagements conducted by committed units or aircraft that have as a main goal higher headquarters directed reconnaissance missions that do not fall in the other categories explained above. This symbol applies to peacetime air defense scrambles.
P1-P5	As directed by HQ USAF (See Note 1).

P6	Counter-Narcotics Support. Missions flown in support of Counter-Narcotics operations.
P7-P9	As directed by HQ USAF (See Note 1).
R1-R9	As directed by HQ USAF (See Note 1).
C1	AIRBORNE ALERT MISSIONS (defined by MAJCOMs).
C2-C9	As directed by HQ USAF (See Note 1).
A - Z	Mission symbol letters not listed are to be used as directed by HQ USAF. Units must receive permission from HQ USAF/XOOT prior to using mission symbols not specified in this table.

OPERATIONS NOTES:

1. For the P, R, and C mission symbols, use the following third character suffixes to identify missions flown by specific MAJCOM: AMC use A, B, C; ACC use D, E, F; USAFE use G, H, I, J; PACAF use K, L, M; AFSOC use N, O, P; ANG use Q, R, S; and AFRC use T, U, V; AETC use W, X, Y and AFMC use Z. Guard and Reserve units will coordinate with their gaining MAJCOM to determine if the Guard/Reserve or active duty MAJCOM suffix will be used. MAJCOMs will provide HQ USAF/XOOT a copy of directives on the use of these mission symbols.

2. For all missions flown in designated combat areas, make the third character an A to differentiate those combat missions where aerial delivery/recovery of airborne forces/ equipment, ordnance expended, or direct exposure to hostile fire occurred. The suffix B is used on designated combat missions established by HQ USAF that result in personnel tour curtailment or other personnel actions.

INDUSTRIAL FUNDED AIRCRAFT MISSION CLASSIFICATIONS (L, M, and N for force structure aircraft in assignment codes CA, CC, TF, and IF)	
L1-L8	**Contingency.** Special transport missions that support contingency plans and test exercises. HQ AMC assigns symbol in the operation order (OPORD). If no OPORD is written, AMC's Tanker Airlift Control Center (TACC) assigns symbol to be used.
M1	**Cargo.** Scheduled transport missions where the main goal is to move cargo.
M2	**Passenger or Patients.** Scheduled transport missions in which the main goal is to move passengers or patients. Suffix "L" is reserved for patient flights. Suffix "P" is reserved for passenger flights.
M3	**Cargo or Passengers.** Scheduled transport missions in which the main goal is to move mixed loads (cargo or passengers).
M4	**Positioning for Channel.** Locating an aircraft at a station for channel traffic onloads. This includes missions from the offload station of a special assignment airlift mission (SAAM) or contingency mission to the onload station of a channel traffic mission.
M5	**Depositioning for Channel.** Returning an aircraft to home station from channel traffic offload station and to return an aircraft to backup position from an offload or termination point of any mission where backup equipment has been used.

M6	**Special Assignment.** Transport missions in which the main goal is to complete special assignment airlift missions. These missions include hours logged from the time the aircraft departs home station or is diverted from channel traffic (scheduled mission) until the aircraft returns to channel traffic operations.
M7	**Non-revenue.** Nonscheduled missions operated in support of the airlift force other than exercises.
M8	**Joint Airborne or Air Transportability Training.** Transport missions where the main goal is joint airborne training.
N1	**Training and Standardization.** Training and standardization evaluation flights for personnel assigned or attached to a tactical or transport unit.
N2	**Tactical Training.** Unilateral tactical training other than joint airborne training. This includes airdrop, formation flying, and low-level navigation training missions.
N3	**Search.** Industrially funded aircraft diverted to perform search missions. Symbol is used starting with time of diversion until aircraft returns to normal mission.
CA (Outside of Combat Environment) and Air Rescue CF Coded Aircraft Missions	
N4-N8	**Reserved for Future Use.** These symbols are used to complement the contingency mission symbols as assigned by TACC.
SIMULATOR TRAINER CLASSIFICATIONS	
Q1	**Student Training.** Instruction and training of pilots and crews under the direction of AETC or other US Air Force activities engaged in formal student instruction.
Q2	**Mission Training.** Synthetic trainer or simulator missions where the main goal is training tactical and support aircrews.
Q3	**Maintenance Tests.** Performance of functional check flights.
Q5	**Simulator Test.** Missions to acquire data or verify simulator performance, handling qualities, and systems.
SIMULATOR NOTES: 1. Suffix "E" is reserved for engineering tests (hardware, software design, or development). 2. Suffix "F" is reserved for human factors research missions.	

A2.6.6. **Flight Authorization Duty Codes.** Flight authorization duty codes identify the aircrew member's flight duty status. They are four letter codes and MAJCOMs have the option to specify the third and fourth characters (except for ABMs).

Table A2.3. Flight Authorization Duty Codes.

Aircrew Certification Codes (First Character)		Valid to allow aircrew members to meet requirements for OFDA, ACIP, CEFIP, or HDIP
E	Evaluator qualified	Yes
F	Qualified in basic weapon system	Yes
I	Instructor qualified	Yes
M	Mission qualified in weapon system	Yes
O	Crewmembers (active or inactive) in aircraft in which they are not qualified (grades Colonel and above)	No
S	Student enrolled in Undergraduate Flying Training	Yes
U	Obtaining initial qualification or requalification in the weapon system	Yes
X	Crewmembers (active or inactive) in aircraft in which they are not qualified (grades Lt Colonel and below)	No
Aircrew Position Identifier (Second Character)		
A	Astronaut (rated) or Other Aircrew Member (nonrated)	Yes
B	Boom Operator	Yes
C	Copilot	Yes
D	Parachutist	Yes
E	Electronic Warfare Officer or Defensive System Operator	Yes
F	Flight Engineer	Yes
G	Aerial Gunner	Yes
H	Flight Nurse	Yes
I	Combat Controller	Yes
J	Pararescue Member	Yes
K	Airborne Communications System	Yes
L	Loadmaster or Dropsonde	Yes
M	Airborne Mission Systems/Specialist	Yes
N	Navigator	Yes
O	Air Battle Manager	Yes
P	Pilot	Yes
Q	Airborne Linguist	Yes
R	Navigator-Bombardier or Offensive Systems Operator	Yes

Aircrew Certification Codes (First Character)		Valid to allow aircrew members to meet requirements for OFDA, ACIP, CEFIP, or HDIP
S	Flight Surgeon	Yes
T	Flight Attendant	Yes
U	Air Vehicle Operator	Yes (note 5)
V	Airborne Battle Management Systems (Sensor Operator)	Yes
W	Weapon System Officer	Yes
Z	Operational Support, Airborne Battle Staff, Airborne Emergency Actions Officer, Mission Crew Commander authorized non-crew in-flight duty	Yes
Third Character (ABM Only)		
S	AWACS	
L	ABL	
D	Air Defense	
T	GTACS	
J	JSTARS	
Fourth Character (ABM Only)		
A	Air Surveillance Officer	
B	ACE Team/Element Members	
C	Electronic Combat Officer	
J	Joint Interface Control Officer	
M	Mission crew Commander	
O	Sensor Management Officer	
S	Senior Director	
W	Air Weapons Officer	

NOTES:

To meet OFDA, ACIP, CEFIP, or HDIP requirements, aircrew members must:

1. Log their flight time using both an aircrew certification code and position identifier valid to credit time (a "yes" in column 3).
2. Log primary, secondary or instructor flight time. Evaluator flight time is also creditable when the evaluator is current in the aircraft. Otherwise the evaluator should use the aircrew certification code O or X.
3. Be attaining or maintaining qualification in the aircraft.

4. Operational support fliers must log primary time to meet the requirement for HDIP. When not performing primary duties, they will log other time.
5. Inactive UAV time does not count towards OFDA and ACIP.

A2.6.7. **Standard Training Event Identifiers.** Table A2.4. shows the training event identifiers to use for all Air Force personnel in ARMS.

Table A2.4. Standard Training Event Identifiers.

Identifier	Description
AA01	Qualification Evaluation
AA02	Qualification Evaluation, Simulator
AA11	Instrument Evaluation
AA12	Instrument Evaluation, Simulator
AA21	Combined Qualification and Instrument Evaluation
AA22	Combined Qualification and Instrument Evaluation, Simulator
CC01	On Scene Commander Training
FF00	Total Flight Surgeon Sorties
FF01	Total Day Flight Surgeon Sorties
FF02	Total Night Sorties, Flight Surgeon
FF11	Primary Aircraft Day Flight Surgeon Sortie
FF12	Primary Aircraft Night Flight Surgeon Sortie
FF21	Non-Primary Aircraft Day Flight Surgeon Sortie
FF22	Non-Primary Aircraft Night Flight Surgeon Sortie
LL01	Life Support Familiarization Training
LL02	Emergency Egress Training -Ejection Seat
LL03	Emergency Egress Training -Non Ejection Seat
LL04	Aircrew Chemical Defense Training (ACDT)
LL05	Egress Training with ACDE
LL06	Life Support Equipment Training
PP12	Centrifuge Training
SS01	Local Area Survival
SS02	Combat Survival Training (CST)
SS03	Conduct After Capture (CAC)
SS04	Non-combat Survival Training (NCST)
SS05	Water Survival Training (WST)
SS07	Contingency SERE Indoctrination (CSI)

Identifier	Description
SS20	Combat Survival Training (CST), Wartime Level C (S-V80-A)
SS21	Combat Survival Training, Wartime Level B
SS22	Combat Survival Training, Wartime Level C Top Off
SS23	Combat Survival Training, USAFA Wartime Level B
SS24	Survival Training, Governmental Detention Level C (S-V83-A)
SS25	High Risk Survival Training, Govern. Detention Level C (S-V91-A)
SS26	Governmental Detention, Level B
SS27	Hostage Survival Training, Level C (S-V93-A)
SS28	Hostage Survival Training, Level B
SS29	Survival Training (S-V82-A)
SS30	Underwater Egress Training (S-V84-A)
SS31	Water Survival Training, Parachuting (S-V86-A)
SS32	Water Survival Training, Non-Parachuting (S-V90-A)
SS33	Arctic Survival Training (S-V87-A)
SS34	Medical SERE Training (B3AZYBLMD-000)
VV01	Night Vision Goggle

NOTE: Duplicate double letters (AA through ZZ) identify Air Force specified training events. AF/XOOTF establishes and authorizes the use of Air Force duplicate double letter codes. Other letter and/or number combinations (such as AB), are authorized for events identified in other publications.

Attachment 2 (8FW)

8 OSS ORIENTATION/FAMILIARIZATION SORTIE GROUND TRAINING SCHEDULE

NAME: SSgt. Who R. You 8 OSS/OSCO/POC: 782-5202

ORGANIZATION: 35 FS ALTITUDE CHAMBER CARD: Yes/No (Circle One)

A2.1. Congratulations. You have been selected for an incentive flight with the Wolf Pack. This is a once in a lifetime opportunity and will, without a doubt, be an exciting experience. It is however, going to require you as the individual to take charge of your own training to ensure all the requirements are met prior to your flight. If any of the listed requirements are not complied with and documented properly, the flight may be cancelled. This schedule will ensure that you are ready to go on the day you fly in an F-16. All appointments will be completed in uniform.

A2.2. AFI 11-301/PACAF Sup 1, requires all people flying in ejection seat aircraft to fly with leather sided combat or flight boots. Ensure that you obtain these for your flight. Jungle boots not made of 100% leather are not authorized. Also, according to CSAF policy, you must be between 103 – 245 lbs to fly in an ejection seat aircraft.

A2.3. Required Actions:

A2.3.1. Coordinate with your supervisor and work center for time to attend required training and the scheduled flight. The flying squadron you are assigned is the best source of information regarding your schedule.

A2.3.2. **Aerospace Physiology Training:** Normally conducted on Mondays 0900 Bldg 902, 782-1819. N/A if you have a current AF Form 1274.

Date/Time Scheduled: 1 December 200X/0800-1100

Aerospace Physiologists' Signature: _____

A2.3.3. **Medical Exam/Briefing:** **Good for 90 Days**. Make sure you attach your AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*, to this schedule. Appointments are normally Monday thru Thursday at 1700, by appointment only. Call in advance to confirm the time at 782-4734.

Date/Time Scheduled: 2 December 200X/1200-1400

Flight Surgeon's Signature: _____

A2.3.4. **Egress/Hanging Harness:** **Complete within 72 hours of flight.** Report to Bldg 902, Wing Life Support, Certified Life Support training personnel must teach egress/hanging harness training.

Date/Time Scheduled: 3 December 200X/0800-1500

Support Instructor: MSgt. Larry R. Smith

Date/Time Scheduled LSO: 3 December 200X/0800-1600

Signature: _____

A2.3.5. **Flight Gear Fitting:** Report to the squadron you are flying with to be fitted in mask, G-suit, survival vest, harness, flight gloves and anti-exposure suit as required. Expect to be fitted the day prior to your flight. **Call 782-4303 for your fitting time and date**. A line badge or escort is required to get to the fighter squadron. Coordinate ahead of time for an escort if you do not have a line badge.

Date/Time Scheduled: 4 December 200X/0800-1600

Fitting Accomplished By (Signature): _____

A2.4. Photo Request: Cameras are NOT permitted in the cockpit with you, however if you want pictures on the flight line the day of your flight, you must prepare a Memorandum Letter (See **Attachment 5**). The Memorandum Letter must be signed by the 35 FS/CC, 80 FS/CC or designated representative. Once you have all the appropriate signatures, carry it with you when you take pictures. Coordinate with your assigned squadron if there are any questions.

A2.5. Scheduling Your Flight: Contact squadron scheduling for details concerning your flight: 80 FS, 782-4485/5100 and 35 FS, 782-4703/4709.

Date of Flight: 5 December 200X Show Time: 0800 A.M. Brief Time: 1300 P.M.

Pilot's Name: Capt. Larry A. Brown

A2.6. Prior To Flight (Day of or Day Prior To Your Flight): Before you actually go fly, your status must be confirmed. Turn in this schedule and your AF Form 1042 to the squadron you will fly with. At the squadron duty desk, have the Squadron Top 3 verify your paperwork; especially your AF Form 1042 to make sure all is in order.

Verification Performed By (Signature): _____(Squadron Top 3)

1C0X2 Verification Flight was accomplished.

Member Flew/Did not Fly.

Reason: Xxxx xxx xxx.

_____ 1C's Init: _____

Attachment 3

PREPARING AERONAUTICAL ORDERS

A3.1. Purpose Explained. AOs are:

A3.1.1. Published on AF Form 1887, or on an approved computer output format, AOs or ARMS AO are used to validate individual qualification for aviation and parachutist service; to authorize and direct individual performance of duty that involves frequent and regular participation in aerial flight or parachute duties; and to establish or terminate individual entitlement to aviation career incentive pay (ACIP), career enlisted flyer incentive pay (CEFIP), and hazardous duty incentive pay (HDIP). HDIP for parachutists must specify static or HALO jump requirement authorized to perform and type of HDIP entitlement authorized. AOs initiating and authorizing aviation/parachutist service cannot be effective prior to being medically qualified.

NOTE: ARMS AOs are not considered "computer-generated" as stated in AFI 33-328, Administrative Orders. HARMs evaluate products and process required changes in ARMS and an Aviation Resource Manager generates the AO. ARMS no longer produces computer-generated AOs.

A3.1.2. Maintained in individual FRFs/JRFs to provide a complete chronological history of each individual's aviation career. A record set will be maintained in the HARM office file system until moved to staging area.

A3.1.3. Distributed according to **Table A3.2.**

A3.1.4. Completed according to **Table A3.1.** through **Table A3.4.** (See **Figure A3.1.** for completed sample).

A3.1.5. Signed by the wing Host Aviation Resource Manager (HARM). The wing HARM must be an Aviation Resource Management NCO (E-7 or above/civilian equivalent [GS-6] or E-7/GS-7 or above for ANG) with a seven (7) skill level, at least three years experience in the 1C0X2 career field, and a current CHARM qualification; and must have been awarded a CHARM SEI 066. Waiver to this requirement must be submitted to HQ USAF/XOOTF with full justification, proof of member's qualification (copy of 1C0X2 training record AO task certification), and expected get well date.

A3.1.5.1. The assistant CHARM may sign in the absence of the CHARM; however, the same qualification requirements above apply. Additionally, the statement "Signed for" must be written or typed above the signature block and the assistant CHARM signs their own name above the CHARM's signature block.

NOTE: The only authentication stamp authorized is the CSAF on Department of the Air Force AOs.

A3.2. AOs Publication. Publish AOs for:

A3.2.1. Officers and CEAs qualified for an aviation career (restricted to rated officers, officers in flying training leading to award of an aeronautical rating, and the CEA designation) to:

A3.2.1.1. Start or end the member's requirement to perform operational flight/jump duty.

A3.2.1.2. Direct and record changes to ASC and incentive pay entitlement. When the AO initiates or terminates flight/jump pay at the same time as the ASC change, the bottom portion of the AO is

completed and serves as a Military Pay Order (MPO) to start and stop flight/jump incentive pay. HARMs will use a DD Form 114 to start and stop past or future entitlements based on qualifications or actions not applicable to the current AO.

A3.2.1.3. Establish the TSC for rated officers.

A3.2.2. Members (officer and enlisted) not qualified for an aviation/parachutist career to:

A3.2.2.1. Initiate or terminate member's requirement to perform regular and frequent flight (or jump) as a crewmember, parachutist, or operational support duties.

A3.2.2.2. Direct and record changes to ASC, FAC 4, 5, 6, 8, and E duties and incentive pay entitlement.

A3.2.2.3. Establish or terminate member's requirement to perform frequent and regular parachute jump duties as a parachutist member.

A3.2.3. Award basic and advanced authorized ratings and badges. AOs that award aeronautical ratings, aircrew member badges, and parachutist ratings are single-action orders.

NOTE: AOs will not be published for qualified other US military or foreign service (unless in UFT) members, professionally qualified civilian employees or government contractors to perform inflight duties. These individuals will be placed on the unit's flight authorization. (See paragraph **1.8.**) Validate US military and foreign service members have competent orders (AOs) from their respective service in order to perform flying duties. HARMs may enter other US military, foreign service, or government civilians members in ARMS for the purpose of tracking aircrew training and physical/physiological qualifications, when the member will perform flying duties on a frequent basis.

A3.3. General Instructions.

A3.3.1. The HARM office prepares AOs IAW this instruction and inputs from unit HARMs, commanders (including unit commanders) and HQ USAF/XOOT.

A3.3.1.1. Number AOs in sequential order, starting with number one for each fiscal year. Cite, above the heading of the first order of a year, the number of the last order published the previous year. For example: FY02 Last AO was 1975.

A3.3.1.1.1. A record set of AOs contains all orders published during a fiscal year, to include regular, amendment and revocation orders. Each order number must be accounted for (log required), from the first order through the last order published for that fiscal year. Multiple logs and numbers (with letters added) are not authorized.

A3.3.1.1.2. A separate file of background material (from official sources), which supports each order's publication, must be maintained for each fiscal year IAW AFMAN 37-139. Annotate (in ink) the background material in the lower right-hand corner (bottom margin of page) to show the order number to which it pertains. For example: Supporting document (or background material) for AO # 0469, dated 15 Dec 2002.

A3.3.1.1.2.1. Source documents are from personnel database interfaces, military identification cards, finance system documents, re-enlistment papers, etc. Do not use documents that transferred dates or information from one source document to another—use the source. If using information logged on a member's in-processing or out-processing check-

list, for example DDLDS or Effective Date of Duty to process AOs, the HARM must request a MILPDS interface and validate the data for processing the AO.

A3.3.1.1.3. Post each amendment or revocation to the HARM record set and FRF/JRF (amendment only) copy. Post in ink on the left margin of the original order. For example: Revoked by AO #2424, dated 18 Sep 02.

A3.3.1.2. Confirm verbal orders (in writing) within three duty-days. Include in the written order the date and by whom the verbal order was issued and, if flying/jump status or aeronautical ratings/badges were affected, a statement why written orders were not issued earlier. For example, "The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance."

A3.3.2. Unit commanders send a letter to the HARM to request aviation or parachutist service actions that originate at the unit level. For example: Initiating aviation/parachutist service, non-interference flying, or operational support requests.

A3.3.3. The host base Information Management (IM) office makes reproduction facilities available for publishing AOs when these facilities are not available within the HARM.

A3.3.4. HARMs may publish a single aeronautical order affecting several members providing the action is exactly the same for each member. For group orders, mask information protected under the Privacy Act of 1974 (SSNs) to prevent unauthorized disclosure.

A3.3.5. A single AO may be published directing several actions that pertain to an individual, provided all actions have the same effective and termination dates. (***EXCEPTION:*** AOs awarding basic or advanced aeronautical ratings or badges do not contain other actions.)

A3.3.6. Use the AF Form 1887 or ARMS AO to amend or revoke a previous AO.

A3.3.6.1. Amend AOs to correct minor administrative errors (erroneous SSN, improper grade, termination date, misspelled name, etc.), if the intent of the original order is unaffected by the correction. The amendment order should contain only the required identifying data (name, grade, SSAN, and organization) and the amended data. Underline amended items. (An amendment makes the amended order read as it should have initially.) Each AO requiring correction must have a separate amendment. Do not publish an amendment order to another amendment order. Revoke the incorrect amendment and publish a single correct amendment. HARM offices are authorized to amend other HARM offices' AOs (provide copy to original office). Amending a termination date is authorized, except on an AO published to change a termination date. In this case, the AO's intent was incorrect from the beginning. When amending an AO, document on amending information on the lower left-hand side margin of the AO (record set and FRF) being amended in ink. For example: Amended by AO # 13, dated 13 Dec 02

NOTE: Copies of the amending/revoking AO must be sent to the HARM that processed the original AO being amended/revoked for posting if it is within two years of the request date and the HARM office is still active.

A3.3.6.2. Do not rescind AOs. Action taken on a later AO supersedes only the same item on previous orders. Previously awarded items on an order maintain the same effective date. Example: MSgt Jones', (ASC 9D) aeronautical order (AO) will terminate 27 December 2003. However, MSgt Jones reenlists on 15 Dec 2003, and is to remain on active flying status. An AO must be

printed to reflect the new termination date based on the new DOS; **the effective date of the AO will remain the same** as the AO that placed MSgt Jones on flying status.

A3.3.6.3. Revoke an order when it is void and without effect from the beginning. (A revocation deletes the order from the chronological history in the member's FRF or JRF.) However, the revoked AO must be filed with the record set background material of AOs to support the AO being published. When an AO is revoked, it no longer exists as an official document. Do not revoke a revocaton; instead, publish a new order. For Example: When the HARM publishes AO #2424 to revoke AO #444. Remove AO #444 from the FRF and file AO #2424 in the HARM record set. Document revoked information on the lower left-hand side margin of the record set AO being revoked. For example: Revoked by AO #167, dated 18 Jan 03. HARMs must send a copy of both AOs to the member and HQ AFPC/DPMAOY. HQ AFPC/DPMAOY maintains a permanent file in member's historical file to show all aviation service actions processed.

NOTE: If a revoked AO is the MPO source document, it may be moved to the MPO section of the FRF; however, it will not be filed in the chronological AO portion of the FRF.

A3.4. Restrictions on Publication.

A3.4.1. Do not publish an AO to authorize Air Force Reserve Command (AFRC) or Air National Guard (ANG) personnel to take part in flight activity during short periods of EAD. ***EXCEPTION:*** AOs will be published for AFRC and ANG personnel while attending the Flight Screening Program.

A3.4.2. The AO effective date cannot be before the date the member met all eligibility requirements.

A3.4.3. Prior to publication of the AO terminating aviation service for non-CEA enlisted aircrew members, the HARM must ensure the member was given a 120-day notification before removal from aviation service. Receipt of assignment notification documentation from the MPF, as directed by AFI 36-2102, *Base-Level Relocation Procedures*, verbal orders of the member's unit commander (written confirmation must be received within three duty-days), or any official documentation received from HQ USAF/XOOT constitutes certification and will be noted in remarks of the published order. Place MPFs on distribution for all such AOs.

A3.4.4. AOs should not be published later than the effective date if the action changes, initiates, or terminates incentive pay entitlement or OFDA, unless:

A3.4.4.1. The AO confirms an ASC change as a result of PCS. In this case, the effective date is the day after the member signs out from the losing organization, as provided by the MPF. A retroactive statement is not necessary for this action. HARMs will verify DDLDS documented on the member's in-processing sheet with MILPDS data.

A3.4.4.2. The AO involves circumstances where a directive establishes an effective date of AO. Cite the governing directive that applies as authority.

Figure A3.1. Sample Aeronautical Order and Instructions.

AERONAUTICAL ORDER (PA) AVIATION SERVICE

1. AO Action Change ASC From 7J to 7A	2. Entitlement Authorization ACIP: ; CEFIP: ; HDIP: X; JUMP: ; HALO: X			X Is Authorized Is Not Authorized Is Not Affected
3. Name (Last, First, Middle Intial) Sullard, Teresa	4. Grade Gen	5. SSAN 444-24-444	6. Organization/Location Headquarters AFSOC, Hurlburt AFB 32544-5273	

7.

X Yes	No	Required to perform frequent and regular flights
X Yes	No	Required to perform parachute jump duties

8. Crew Position Pilot	9. DAFSC J011B1	10. Aviation Service Date 18 Jan 75

11. ASC 7A	12. API 8	13. FAC 3	14. TSC D	15. OFDA 144

16. Remarks

Rated Officer Permanently Changed Assignment to an active API 8 flying position and a J011B1 DAFSC which requires Static Line and HALO jumping. Member is HALO qualified. Parachute jumps are authorized from any jump deployable military or military contract aircraft for pay qualification. Administrative delays accessing personnel data caused delays in publishing this AO by the effective date. This order is retroactive.

17. Request Date 15 Sep 01	18. Effective Date 5 Sep 01	19. Termination Date 27 Dec 04
20. Authority AFI 11-401, para 2.4.1.6. & 2.4.10.	21. Distribution C	22. AO Number 0222

23. Authenticating Official Signature Block (For the Commander) Rupert G. Richards RUPERT G. RICHARDS, SMSgt, USAF Chief, Host Aviation Resource Management	24. Headquarters Information DEPARTMENT OF THE AIR FORCE 16 SPECIAL OPERATIONS WING HURLBURT FIELD FL 32547

MPO ACTION

25. Pay Type

[ ] ACIP [ ] CEFIP [X] HDIP [ ] JUMP [ ] HALO

26. Start 5 Sep 01	27. Stop 27 Dec 04	28. Authenticating Official Michael R. Taz Michael R. Taz

PROCESSING INFORMATION

29. Transaction No.	30. ADSN	31. Transmission No.	32. DROT Date

AF FORM 1887, 20020110 (EF-V3) Previous Edition is Obsolete

Table A3.1. Instructions for Preparation of the AF Form 1887, Aeronautical Order Aviation Service.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 1 (AO Action)	**(Initiate Aviation Service Period.)** When this item is entered for rated officers who were previous fliers (except flight surgeons), include in item 15 the total number of months of operational flying as of the effective date of the order (item 18). An aviation service period is initiated for rated officers and CEA's on entry into flying training that leads to an aeronautical rating or badge and at each subsequent aviation career phase point (10, 12, 15, 18, and 20 years aviation service). **(Change Aviation Service Code From.)** If member had no aviation service code before the date of this order, enter "NA." **(Revoke/Amend.)** When AF Form 1887 is used to amend or revoke a previous AO indicated the action taken, and the previous AO number referenced. For example: "Amend AO 444." "Revoke AO 222," etc. Complete item 16 as required. **(Establish ASD.)** Used for all non-rated members who enter a course of instruction leading to pilot, navigator, flight surgeon, or CEA rating. **(Authorized Temporary Flying Duty.)** Used for cadets in special training status. **(Authorized Noninterference Flying Duty.)** Used for non-rated members required to perform official specific tasks (more than once) who do not meet the criteria to qualify for aircrew or operational support status. **(Other.)** Used for all other reasons. Complete item 16 as required. ***NOTE:*** HARMs are not required to publish aircraft assignment AOs. For officers not assigned directly to a flying unit (for example: wing or group), at a base with multi-type aircraft, a letter approving attachment for flying (coordinated through unit CC, DO, or DOV) documenting the member's primary aircraft to obtain/maintain aircrew qualification is needed to process or validate active AOs. Letters approving crew augmentation or authorization to perform mission-related observation or evaluation duties in and aircraft (s) an aircrew member is not in crew complement or obtaining/ maintaining qualification in must also be filed in the FRF in order to log time in an aircraft (IAW para **3.3.**). Additionally, a letter of justification is required from the member's MAJCOM to fly in non-USAF aircraft, IAW paragraph **1.11.** Letter (s) if applicable must be permanently filed on the left-hand side of the member's FRF. The letter will serve as the authorizing aircraft assignment action for the member.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 2 (Entitlement Status)	An entry is required in this item for all AOs. a. Indicate the type of incentive pay to which the action relates: ACIP, CEFIP, HDIP, or JUMP/HALO. Do not circle more than one flight pay type; however, flight and jump may both be applicable. b. If the individual's entitlement to incentive pay is affected by publishing the AO, so indicate by checking the appropriate block, "is authorized" or "is not authorized." c. Check the "is not affected" block when the specific actions on the order do not result in a change in the entitlement status of the individual.
Item 3 (Name)	Enter the name for each member affected by the AO. If additional space is required, type "See reverse" and continue on reverse side. The following additional instructions apply: a. All items on the AO except name, grade, SSN and items 8 thru 16 must apply equally to each member listed on the order. b. If items 8 through 16 apply, enter only one name in item 1, and list the other names and items 8 and 16 on the reverse side of the order. c. For non-EAD members of AFRC, enter "AFRC (NON-EAD)" after member's name. d. For group orders, do not include information protected by the Privacy Act of 1974 (e.g., SSNs).
Item 4 (Grade)	Enter the grade for each member affected by the AO.
Item 5 (Social Security Number)	Enter the Social Security Number (SSN) for each member affected by the AO.
Item 6 (Organization)	Enter the organization/location.
Item 7 (Required to Perform Frequent and Regular Flight Required to Perform Parachute Jump Duties)	Complete on initial assignment to aviation service or duties and for all ASC changes. ***NOTE:*** A rated member and a CEA member are required to perform frequent and regular flights as long as a valid rating is held. Item will be marked "NO" only in cases where a member is disqualified, suspended, separated, or retired from aviation service.
Item 8 (Crew Position)	Enter member's crew position. For example: Pilot, navigator, flight engineer, etc.
Item 9 (DAFSC)	Enter member's DAFSC.

Item #	Check appropriate blocks(s) and enter information as follows:
Items 10 through 15	Complete, as appropriate, when the order: changes a rated officer's /CEA's ASC; awards a basic aeronautical rating to a graduate of a flying training course or flight surgeon rating to a graduate of course 50BY9351; or initiates an aviation flying service period for an officer or CEA entering undergraduate flying training. Item 10. Complete this item only on AOs that first establish an aviation service career; for example, when entering formal training that leads to an aeronautical rating. Item 10. Enter Aviation Service Date Item 11. Enter ASC Item 12. Enter API code Item 13. Enter current FAC. ***NOTE:*** Do not publish AOs for changes in FAC only. (For example FAC 1 to FAC 3 doesn't require an ASC change) Item 14. Enter TSC code for rated officers only. Item 15. Leave blank when the order pertains to flight surgeons or officers performing non-rated airborne duties.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 16 (Remarks)	If necessary, continue this item on the reverse of the form. a. **(Undergraduate Flight Training.)** Include course name, class number or designator, and school location. b. **(Awarding Aeronautical Rating.)** When awarding a basic aeronautical rating, enter name of course completed, class designation or number, date of completion and school location. For helicopter-only rated pilots, AO remarks will reflect "Member is awarded helicopter-only pilot rating." Graduation from UFT or fixed wing qual constitutes award of fixed wing rating. c. **(For Non-rated Crewmembers: Officers and Enlisted, and Members on Jump Status.)** Enter UMD DAFSC with prefix. Parachute jumps are authorized from any jump deployable military or military contract aircraft for pay qualification. d. **(Initiation or Removal of a Disqualification [Administrative, Medical Disqualification, etc.].)** Enter reason and authority according to AFI 11-402, AFI 11-410, and this instruction, or if any action was directed or confirmed by HQ USAF/XOOT. If for medical reasons, enter date of medical incapacitation shown in AF Form 1042. e. **(Revalidating Flying Status of Rated officer/CEA.)** Include statement that member's previous aviation service status terminated on (appropriate date) and reason member is being returned to aviation duty. For example, "Officer is assigned to a position in the Reserve force requiring a rated officer as prescribed by AFI 38-201." f. **(Disqualification or Re-qualification.)** Indicate action being taken and reason. For example: (1) Termination of requirement to perform aviation service. State the reason and cite the aeronautical order that previously ordered the member to aviation duties. (2) Disqualification in one or more ratings of dual-rated member. Specify the rated specialty or specialties in which disqualified and the reason. If member is to continue an aviation career in another rating, so state. (3) Prohibited from wearing aviation badge. When disqualification results from flying evaluation board (FEB) action that further directed that member not to be permitted to wear aviation badge, include: "Member is prohibited from wearing the aviation badge." (4) Disqualification for medical incapacitation. Include date of original incapacitation to document that the proper grace period has been given. (5) Removing medical disqualification. Include date member is re-certified "medically qualified" and authority.

Item #	Check appropriate blocks(s) and enter information as follows:
	NOTE: Include statement: "Time while disqualified does not count toward advanced ratings/badges." g. **(Retroactive Orders.)** When date in item 18 (effective date) is before request date (item 17), include a statement validating the issuance of a retroactive order. Not necessary for PCS ASC changes. h. **(Award of Badges.)** Include the statement: "is awarded flight nurse badge, aircrew member badge, advanced aircrew member badge, or parachute badge," citing criteria met IAW AFI 11-402 or AFI 11-410. For the basic badge, include name of course; class number and designation, and location of school that qualified the member. For the advanced badge, cite the specific criteria attained that justified the award. i. **(Changes to Orders.)** If the order amends or revokes a previous order, include a statement of action; including AO number, publishing organization, and date of the order being amended or revoked. j. **(Cadets in Special Training Status.)** Enter: "The above named individual (s) (is) (are) authorized to participate in flight (or jump) duties as (a) cadet observer (s) in a special training status for the duration of the Advanced Training Program (or USAFA Airmanship Program). Member(s) (is)(are) not entitled to ACIP/HDIP." k. **(Operational Support Members-ASC 9C.)** Includes the statement: "Member's ASC will change automatically to '06' the day after AO termination." l. **(FAC 4, 5, and 6 Waivers-inactive APIs, assign FSC "A.")** Include statement: "Inactive aircrew member approved to fly in support of SECAF (or AF/XOO) missions, per SECAF (or AF/XOO) message (or letter) dated YYMMDD." Letter will be filed permanently in FRF. m. **(Rated officer/CEA assigned to inactive positions.)** "Member assigned to an API 0 or Z, non-rated or CEA UMD DAFSC," or "Member assigned to an inactive rated or CEA inactive position." HARMs must look at the API and use appropriate statement associated with that API. n. **(Other Non-rated Members Who Fly Occasionally to Perform Specific Official Tasks.)** Member has current physical and physiological training. Neither Hazardous Duty Incentive Pay nor flight duty credit is authorized. o. **(Pilot-physician.)** Officer is approved by AF/XO (or AF/XOO or MAJCOM/DO) to perform Pilot-physician duties, while assigned to UMD position #, DAFSC 48VXX or 11XXX., API 5 or 1. p. **(Separation or Retirement.)** Aviation Service terminated. Time while aviation service is terminated does not count toward advanced ratings or badges.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 17 (Request Date)	Date the AO was requested by the orders issuing or approval official.
Item 18 (Effective Date)	This is the effective date of the AO and cannot be before the member meets all eligibility requirements. ***NOTE:*** If the request date is after effective date "Circumstances prevented written orders in advance" should be included in the remarks (item 16).
Item 19 (Termination Date)	This is the last day the AO will be effective. a. For rated officers (except flight surgeons) and officers in training that leads to an aeronautical rating, enter the next aviation career phase point; for example, the date the officer will accrue 12, 18, or 25 years of aviation service, whichever occurs first, unless an earlier termination date is known. For officers in entitlement status 4, enter the date the officer will accrue 22 years of aviation service. b. For CEAs entering the next aviation career phase point; for example, the date the CEA will accrue 10, 15, 20, or 25 years of aviation service, whichever occurs first, unless an earlier termination date is known. c. For flight surgeons, enter the date officer will complete 25 years of aviation service. d. For non-rated enlisted members, the termination date will be the Date of Separation (DOS). For non-rated officers, the termination date will be the DOS, if known. If DOS is not known, the termination date will not exceed three years. If the member is notified of a Follow-on flying assignment, change the termination date to reflect the follow-on assignment flying tour completion. e. For operational support personnel, occasional in flight duty will be on a monthly basis or earlier. (Termination will be the last day of month). f. For noninterference flying approved to perform specific tasks, the termination date will be one year from the effective date. For example: AO effective 1 Jan 03, the termination date will be 31 Dec 03. g. For permissive temporary jump status, the termination date will be one year from the effective date (unless a lesser period is specified). For example: AO effective 1 Jan 03, the termination date will be 31 Dec 03. h. For temporary FAC 6/E waivers, the termination date cannot exceed 180 days. For requalification school, use the graduation date of the course as the termination date. i. Enter "NA" on all AOs awarding aeronautical ratings or aviation badges, and disqualifying or terminating aviation service. j. For individuals who complete 25 years of aviation service, enter the DOS. If indefinite, enter "NA."
Item 20 (Authority)	Include letter, message, or appropriate directive with specific paragraph.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 21 (Distribution)	See **Table A3.2.** for distribution chart of A.O.
Item 22 (AO number)	Completed by the authenticating official.
Item 23 (Authenticating Official Signature Block).	Will normally be signed by the Chief, Host Aviation Resource Management in the HARM office. This responsibility may be delegated to a non-commissioned officer in the grade of master sergeant (E-7)/GS-6 civilian equivalent (GS-7 for ANG) or above. Waiver to this requirement must be submitted to HQ USAF/XOOTF with full justification, proof of member's qualification (copy of 1C0X2 training record with AO task certification), and expected get well date.
Item 24 - (Headquarters Information)	Enter designation and location of headquarters.
Item 25 through 28 (MPO Action)	This section completed to take an MPO action only after the AO is authenticated. a. Item 25 – Check type pay affected by the MPO action. b. Item 26 – Enter desired start date of payment. c. Item 27 – Enter desired stop date of payment. d. Item 28 – HARM or designated representative. ***NOTE:*** The termination date (item 27) will be filled out for all MPO actions. This date will be the actual date when incentive pay terminates, if known, or the termination date of the AO. Pay is terminated the day prior to the effective date of a disqualification, suspension, or termination from aviation/parachutist service action. This is because payment is through midnight of the pay-stop date. For example: ASC 03 effective 15 Jan 03, pay stop must be 14 Jan 03.
Item 29 through 32	After the MPO has been processed by the AFO, verify processing by transcribing the transaction information from the daily record of transactions (DROT), or Joint Uniform Military Pay System (JUMPS) data collection input (JDCI), or JUMPS Transaction Inputs (JTI) in these blocks.

Table A3.2. Required Distribution of AOs.

RULE	Explanation
1	Establishes or terminates an aviation career for officers and CEAs (establishes or terminates an aviation service date). Use distribution code A.
2	Reserved.
3	Applies to officers and affects actions other than those in Rule 1. Use distribution code C.
4	Applies to non-rated personnel. Use distribution code D.
CODE#	# of Copies in Parenthesis NOTES 1,2,3 APPLY TO ALL.
A	Individual (1) SARM of unit member is assigned/attached to for flying (1) HARM issuing the order (4) (3-Finance/FRF/original to record set) Equipment Management Office (EMO) (1) HQ AFPC/DPSAMI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723 (1--Active Duty only) HQ ARPC/DSFR, Denver CO 80280-4100 (1—Non-EAD Air Reserve Component officers only)
B	Reserved
C	Individual (1) SARM of unit member is assigned/attached to for flying (1) HARM issuing the order (4) (See Note 6) EMO of unit to which member is assigned (1) AFSLMO, 1040 AF Pentagon, Suite 4E212, Washington DC 20330-1040 (1-General Officers, Colonels and CMSgts) HQ AFPC/DPSAMI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723 (1--Active Duty only) HQ ARPC/DSMD, Denver CO 80280-4400 (1--Non-EAD Air Reserve officers only) MPF/DPM (2) (See Note 4)

RULE	Explanation
D	Individual (1) SARM of unit member is assigned/attached to for flying (1) HARM issuing the order (4) (See Note 6) EMO of unit to which member is assigned (1) AFSLMO, 1040 AF Pentagon, Suite 4E212, Washington DC 20330-1040 (1-General Officers, Colonels and CMSgts) HQ AFPC/DPSAMI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723 (1--Active Duty only) (Non-rated aircrew and parachutists see Note 5) HQ ARPC/DSMD, Denver CO 80280-4400 (1-ARC only) (see Note 5) MPF Classification and Training Office (3) (See Note 4)

NOTES:

1. At least one of the distribution codes must be shown on the order. Additional coded distribution will be shown as "plus;" for example, "A plus D."
2. In all cases, each individual must receive one copy. For the remaining distribution, increase the number of copies if the order applies to more than one individual. For example, the HARM gets 20 copies if the order is for four individuals.
3. Enclose all orders imposing or revoking a suspension in a US Government Messenger Envelope or a sealed envelope, before placing it in distribution channels.
4. Forward orders disqualifying an individual from aviation service or removing one from parachute jump status.
5. Forward orders awarding the aircrew member badge and orders that medically or permanently disqualify for aviation service only.
6. AOs used as MPOs to start and stop pay are forwarded to finance.

Table A3.3. Items to Complete on AF Form 1887, Rated Members and CEAs.

If the rated member's or CEA's duty will be	**RULE**					
	1	2	3	4	5	6
	and the AO will make the member's status					
	Active					**Inactive**
	Career	**Flying**	**Student**	**Support**	**Parachutist**	
A. Aircrew Member	Yes		Yes			Yes
B. Flight Surgeon	Yes					
C. Non-rated Duty		Yes		Yes	Yes	
then complete AF Form 1887						
D. Item 7, required to perform parachute duties					X	X
E. Items 8-15, Rated Information (N/A for Flight Surgeons)	X	X		X		X
F. Item 16, Remarks			X	X	X	X
G. Item 20, Authority			X		X	X

Table A3.4. Items to Complete on AF Form 1887, Non-rated Members.

If the member's duty will be	**RULE**				
	1	**2**	**3**	**4**	**5**
	and the AO will make the member's status				
	Active				**Disqualified or Terminated**
	Flying	**Student**	**Support**	**Parachutist**	
A. Aircrew Member	Yes	Yes			Yes
B. Operational Support			Yes	Yes	
then complete AF Form 1887					
C. Item 7 required to perform parachute jump duties				X	X
D. Item 16, Remarks	X	X	X	X	X
E. Items 17-19, Non-rated Information	X	X	X	X	
F. Item 20, Authority		X	X		X

Attachment 3 (8FW)

SAMPLE FORMAT, GROUP COMMANDER QUARTERLY INCENTIVE FLIGHT NOMINATION

(Use Group Letterhead)

MEMORANDUM FOR 8 OG/CC 1 December 200X
8 FW/CC
8 OSS/OSCO
IN TURN

FROM: 8 XG/CC

SUBJECT: F-16 Flight Request

I nominate the following individuals for incentive flights:

Rank	Name	Work Center	Last 4	Duty Phone	DEROS
MSgt.	Jane D. Doe	8 CES/CEX	1234	782-4923	4 Oct 01
SrA	John D. Doe	8 MSS/CCE	5678	782-5311	27 Sep 01

WHO R. YOU, Colonel, USAF
Commander

1st Ind, 8 OG/CC 2 December 200X

MEMORANDUM FOR 8 FW/CC

Recommend Approval/Disapproval.

XXXX X. XXXXX, Colonel, USAF
Commander

2d Ind, 8 FW/CC 3 December 200X

MEMORANDUM FOR 8 OSS/OSCO

Approved/Disapproved.

XXXX X. XXXXX, Colonel, USAF
Commander

Attachment 4

ARMS AIRCREW/MISSION FLIGHT DATA EXTRACT

A4.1. Purpose. The AF Form 3520 is the source document for recording and reporting flight training and space shuttle/space station information for each individual authorized to take part in missions. This form is an alternate method to record individual flying hours for a member who is TDY and performs several missions, in different aircraft, for different days, away from home unit/duty station. It is an official record to validate flight pay eligibility for rated, CEA, and other non-rated officer and enlisted members required to fly and use this extract to log time while TDY. The original AF Form 3520, **ARMS Aircrew/Mission Flight Data Extract**, must be maintained in the HARM office that services the unit to which the member is assigned.

A4.2. Scope. The instructions listed on the reverse side of the AF Form 3520 apply to all rated, CEA, and other non-rated officer and enlisted members authorized to log flight time while attending training to attain qualification in an aircraft or training device and to log authorized flights in non-USAF aircraft (includes space shuttle and space station) for the purpose of maintaining an official Air Force Individual Flight Record. Source documents used to transfer flight data from non-USAF aircraft are maintained as source documents IAW AFMAN 37-139.

A4.3. Responsibilities. SARM/HARM personnel are responsible for distributing and collecting these forms. Completing the AF Form 3520 is a responsibility of the aircrew member.

Figure A4.1. Sample ARMS Aircrew/Mission Flight Data Extract.

ARMS AIRCREW/MISSION FLIGHT DATA EXTRACT

(RETURN THIS FORM TO THE HOST AVIATION RESOURCE MANAGEMENT OFFICE UPON RETURN TO HOME STATION. SEE INSTRUCTIONS ON REVERSE)

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; AND EO9397
PRINCIPAL PURPOSE: Source document for recording individual flying time, sorties and or events for input into the Air Force Aviation Resource Management System (ARMS) and to help validate accomplishment of flying requirements needed to attain or maintain professional standards. The SSN is used for identification of individuals and records.
ROUTINE USES: No disclosures of this information are made outside DoD.
DISCLOSURE IS VOLUNTARY: Individuals furnish the information to meet qualification and incentive pay standards. Failure to provide the information and SSN could result in loss of records with consequent loss of professional qualification and incentive pay entitlement.

CONVERSION TABLE

01-02 min = .0 HR	34-39 min = .6 HR
03-08 min = .1 HR	40-45 min = .7 HR
09-14 min = .2 HR	46-51 min = .8 HR
15-20 min = .3 HR	52-57 min = .9 HR
21-26 min = .4 HR	58-60 min = 1.0 HR
27-33 min = .5 HR	

1. LAST NAME	2. SSAN	3. HOME UNIT	4. LOCATION
George, Carmen	444-22-3333	74 FS	Pope AFB, N.C.

DATE (DD MMM YYYY)	TAKEOFF TIME (Z)	MDS	SERIAL NUMBER	FLT AUTH DUTY CODE	MISSION SYMBOL	FLIGHT TIME						SORTIES	FLIGHT CONDITIONS				RES STAT
						PRI	SEC	INST	EVAL	OTHER	TOTAL TIME		PRIMARY NIGHT	PRIMARY INST	PRIMARY SIM INST	NVG	
01 MAY 2002	1300	SA010A	70-0001	UP	Q1	2.9					2.9	1					
02 MAY 2002	1545	SA010A	70-0001	UP	Q1	2.7					5.7	1					
02 MAY 2002	2015	A010A	69-3366	UP	T2A	1.3					1.3	1		.5			
03 MAY 2002	1330	A010A	70-2578	UP	T2A	3.9					3.9	1		1.3			
06 MAY 2002	2200	A010A	69-0007	UP	T2A	3.5					3.5	1	3.5	1.2			
07 MAY 2002	1400	A010A	69-0007	UP	T2A	2.5					2.5	1		1.0			
08 MAY 2002	1200	A010A	70-2578	UP	T2A	4.7					4.7	2					
09 MAY 2002	1745	A010A	69-3366	FP	T3A	3.5					3.5	1	1.0				

I CERTIFY THIS SUMMARY AS A TRUE EXTRACT.	5. PRINT OR TYPE NAME AND GRADE OF PERSON CERTIFYING EXTRACT (First, Middle Initial Last)	6. SIGNATURE OF PERSON CERTIFYING EXTRACT	7. DATE
	DARCY L. STANDISH, CMSgt, USAF, CHARM	Darcy L. Standish	10 May 2002

ARMS PROCESSING

8. DATE AND TIME INPUT	9. NAME OF PERSON PROCESSING EXTRACT	10. DATE AND TIME AUDITED	11. NAME OF PERSON AUDITING EXTRACT
11 MAY 2002/1600	SSgt Ritva Rivera	12 May 2002/0800	MSgt Laurie A. Freeman

AF FORM 3520, 20020501 (EF-V1) PREVIOUS EDITION IS OBSOLETE

INSTRUCTIONS FOR COMPLETING ARMS AIRCREW/MISSION FLIGHT DATA EXTRACT
(This form will not be used for flights involving combat/combat support operations)

Fill this form out in the same way as AFTO Form 781 instructions listed in AFI 11-401, except make only one entry per flight on the extract

1. Last name.

2. Social Security Number.

3. Home Unit. Unit from which you are TDY/or gaining unit.

4. Location. Location of your Home Unit/or gaining unit.

   Flight Information:
   Date: Date of the flight, the date must be the Greenwich Mean Time (GMT) date. Use DD MMM YYYY (e.g. 18 JAN 2002)
   Takeoff Time: 24-hour GMT clock time.
   MDS (Mission Design Series): Type of aircraft or simulator flown.
   Serial Number: Enter the Tail Number of the aircraft flown.
   Flight Authorization Duty Code: Enter the Duty Code (crew position) assigned for each mission.
   Mission Symbol: Enter the authorized mission symbol.
   Flight Time: Enter times in hours and tenths for each flight time category as defined in AFI 11-401 Flight Management Chapter 3.
   Sorties: Total number of sorties flown.
   Flight Conditions: Enter times in hours and tenths for each flight condition as defined in AFI 11-401 Chapter 3
   Reserve Status: Air Reserve Component flight duty status code (applies to ARC personnel only).

5. Name and Grade of Person Certifying Extract: Person certifying the extract must be a commissioned officer (preferably the pilot in command), or the HARM Chief/Superintendent. Include duty title if not signed by the pilot in command.

6. Signature of Person Certifying Extract: Legible signature of person identified in block 5.

7. Date: Date of certification.

8 - 11. ARMS Processing: Used by Aviation Resource Management personnel to indicate date and time of ARMS input and audit.

NOTE: This form is primarily used for aircrew members attending qualification school. Do not use this form for Real-World operations.

AF FORM 3520, 20020501 (REVERSE) (EF-V1)

Attachment 4 (8FW)

SAMPLE FORMAT, GROUP COMMANDER QUARTERLY FAM FLIGHT NOMINATION
(Use Group Letterhead)

MEMORANDUM FOR 8 OG/CC 1 December 200X
8 FW/CC
8 OSS/OSCO
IN TURN

FROM: 8 XG/CC

SUBJECT: F-16 FAM Flight Request

I request the following individuals be added to the list of FAM flyers:

Rank	Name	SQ	Intel/GLO/ N/A	If Intel/GLO, Date Last Flown	Last 4	Duty Phone	DEROS
MSgt.	Jane D. Doe	8 MXS	N/A	N/A	1234	782-4923	04 Oct 01
AlC	John D. Doe	8 OSS	Intel	3 Jul 03	5678	782-5311	27 Sep 01

WHO R. YOU, Colonel, USAF
Commander

1st Ind, 8 OG/CC

MEMORANDUM FOR 8 FW/CC

Recommend Approval/Disapproval.

XXXX X. XXXXX, Colonel, USAF
Commander

2d Ind, 8 FW/CC

MEMORANDUM FOR 8 OSS/OSCO

Approved/Disapproved.

XXXX X. XXXXX, Colonel, USAF
Commander

Attachment 5 (8FW)

SAMPLE FORMAT, PHOTOGRAPHY LETTER

(Use Group Letterhead)

MEMORANDUM FOR 8 SFS/SFOS 1 December 200X

FROM: 35 FS/80 FS/CC

SUBJECT: Flight Line Photography

1. The person(s) listed below will be videotaping and/or taking photos:

Name: SSgt. Who R. You
Location: Kunsan Air Base
Restricted Area Badge Areas Authorized: Flight Line
Organization and Duty Phone: 35 FS Scheduling, 782-3333
Date: XX Feb 200X
Time: 0800 - 1600

2. All photography is to be conducted on a non-interference basis. Photos are to be used for official USAF business. Photos containing sensitive, compromising, or classified materials will not be taken.

3. Possession of this letter in no way excuses bearers from securing proper flight line credentials or a qualified escort. **Members are responsible for bringing this letter to Bldg No. 2834 to be authenticated by 8 SFS/SFOS in person, PRIOR TO TAKING PHOTOS.** The bearer is responsible for contacting Wolf Pack Security at 782-4021 immediately prior to taking photos. (Verify place and time with squadron personnel at the duty desk. SOSM will relay information to Law Enforcement Desk). The bearer(s) must have a copy of this letter with them while taking the photos/videotape.

XXXX X. XXXXX, Colonel, USAF

35 FS/80 FS Commander