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AVIATION RESOURCE MANAGEMENT

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This instruction sets procedures and standards on updating, auditing, and monitoring aviation and parachutist service data in the Aviation Resource Management System [(ARMS) formerly known as Air Force Operations Resource Management System (AFORMS)] to implement AFD 11-4, *Aviation Service*. It also establishes responsibilities for commanders and Aviation Resource Management (ARM) specialists in Squadron Aviation Resource Management (SARM) and Host Aviation Resource Management (HARM) offices.

It applies to all US Air Force aviation managers, commanders of flying units, aircrew personnel, and Air Reserve Components (ARC). Send comments and suggested improvements to this instruction on an AF Form 847, **Recommendation for Change of Publication**, through channels to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC 20330-1480. Any organizational unit may supplement this instruction. Major commands (MAJCOMS), field operating agencies (FOA), and HQ USAF direct reporting units (DRU) will send one copy of their supplement to HQ USAF/XOOT; other commands will furnish one copy each to the next higher headquarters. This document requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain records prescribed in this instruction are indicated below. The systems of records affected by this instruction are:

1. Military Personnel Records System (F036 AF PC C) (Authority: 10 USC 8013), Secretary of the Air Force: Powers and duties; delegation by.
2. Personnel Data System (MILPDS)(F036 AF PC Q) (Authority: 10 U.S.C., various sections).
3. Aviation Resource Management System (ARMS) (F011 AF X OA) (Authority: 37 U.S.C. 301a, Incentive Pay: PL 92-204; PL 93-570; PL 93-294) (Aviation Career Incentive Act (ACIA) of 1974 and the Aviation Career Improvement Act (ACIA) of 1989, and the National Defense Authorization Acts (NDAA) of Fiscal Year (FY) 96, FY 99 and FY 00).

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Chapter 1

AVIATION RESOURCE MANAGEMENT 1C0X2 CAREER FIELD RESPONSIBILITIES

1.1. Purpose. This instruction establishes basic guidelines, duties, and responsibilities of the Air Staff, MAJCOM, Wing/Group, and Squadron/Detachment functional areas of the 1C0X2 career field.

1.2. HQ USAF/XOOT Responsibilities.

1.2.1. Career field management authority for all 1C0X2 career field functions (including AFI 36-2108, *Enlisted Classification*), and the Aviation Resource Management System (ARMS) formerly known as Air Force Operations Resource Management System (AFORMS)].

1.2.2. Standardizes HARM, SARM, and ARM procedures.

1.2.3. Approves the development and maintenance of the 3-, 5-, 7, & 9-skill level technical training schools and Career Development Courses (CDC), 1C0X2 Career Field Education and Training Plan (CFETP), and Computer Based Training (CBT).

1.2.3.1. Reviews Air Force 1C0X2 training course curriculums annually and MAJCOM formal courses periodically to ensure compliance with Air Force Instructions and career field management.

1.2.4. Administers the Air Force ARM Awards Program IAW AFI 36-2807, Chapter 9, *Outstanding Air Force Aviation Resource Management (1C0X2) Awards, Annual Awards Program, DCS Plans and Operations*.

1.2.5. Publishes and OPR for AFPD 11-4; *Aviation Service*, AFI 11-202V1 *Aircrew Training*, AFI 11-202V2 *Standardization and Evaluation*, AFI 11-401, *Aviation Management*, AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, CFETP, and this instruction.

1.2.6. In conjunction with MAJCOMs, develops strategic plans for improving the 1C0X2 career field.

1.2.7. Convenes and chairs workshops or conferences, as required, relating to ARMS, ARM, and 1C0X2 career field to review, improve, and resolve issues.

1.2.8. Establishes 1C0X2 training guidelines and policy for the Air Force.

1.2.9. Designates ARMS Working Group Chairperson (AWG).

1.2.10. Chairs the Air Force ARMS Steering Group (ASG).

1.2.11. The SECAF's OPR for flying/parachutist incentive pay, Operational Flying Duty Accumulator (OFDA) waivers, Air Force Board of Corrections for Military Record requests (flight/jump records), and Congressional Aviation Management issue inquiries.

1.2.12. Disseminates correspondence on career field manning, CMSgt/SMSgt Prioritization Listings, promotion, awards, retention, advising 1C0X2s of short notice special job openings, 1C0X2 training course curriculum change issues, and more to the MAJCOM/FM and formal schoolhouse 1C0X2s.

1.2.12.1. Formal schoolhouses should share career field or ARM policy changes with students at 1C0X2 training classes to ensure all information is received at the same time as the rest of the career field. Schoolhouses may also use validated career field changes to change course curriculum, when applicable.

1.3. MAJCOM Responsibilities.

- 1.3.1. Appoints a MAJCOM Functional Manager (1C092 or 1C000), with at least 3 years experience as a 1C0X2, a current 1C0X2 Special Experience Identifier (SEI) on the MAJCOM staff to address command ARM issues.
- 1.3.2. Provides overall ARMS administration and management.
- 1.3.3. Coordinates proposed ARMS changes with HQ USAF/XOOT.
- 1.3.4. Ensures subordinate units use ARMS according to this instruction, AFI 11-401, *Aviation Management*, AFI 11-402, *Aviation and Parachutist Service*, *Aeronautical Ratings and Badges*, AFI 11-410, *Personnel Parachute Operations*, AFI 11-412, *Aircrew Management*, and AFI 11-202 Volumes 1, *Aircrew Training*, 2, *Aircrew Standardization/Evaluation Program*, and 3, *General Flight Rules*, and AFI 11-2MDS specific.
- 1.3.5. Ensures 1C0X2 work areas are manned according to Air Force Manpower Standards 13C1 and 13D1, and approved variances. (Exception: Does not apply to ARC).
- 1.3.6. Ensures 1C0X2 personnel work within guidelines of the 1C0X2 career field IAW AFMAN 36-2108, *Enlisted Classification*, Attachment 6, or obtain approval from HQ AFPC.
- 1.3.7. Ensures that all Chief, Host Aviation Resource Managers (CHARM) hold a primary AFSC 1C072, 1C092, 1C000, or appropriate civilian qualification, have at least 3 years experience in the ARM career field, and holds a current 1C0X2 066 SEI.
- 1.3.8. Provides Staff Assistance Visits (SAV) or training assistance as requested by units, if funds are available.
- 1.3.9. Ensures all HARM offices control Aviation Career Incentive Pay (ACIP), Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) and are properly trained to interpret and execute current pay policies for entitlement to such pays and are trained on the ARMS Individual Flight Pay Entitlement Worksheet.
- 1.3.10. Provides vital information to HQ USAF/XOOT that will promote and support advancement of the career field.
- 1.3.11. Ensures a comprehensive 1C0X2 training program exists for assigned wing and squadron operations.
- 1.3.12. Ensures a 1C0X2 ARMS Advisory Group and official charter is established at each wing, where applicable.
- 1.3.13. Ensures the wing CHARM or senior 1C0X2 for tenant units (includes AETC and MAJCOM formal schoolhouses) is appointed in writing by the wing Operation Group (OG/CC) or equivalent as the functional manager at the wing/group/tenant unit to manage the 1C0X2 career field to be OPR to work/ disseminate aviation, parachutist, and career field related issues to all 1C0X2s within their control.
- 1.3.14. Manages all levels of ARM (i.e. Current Operations, HARM, SARM, Tenant Aviation Resource Management (TARM), etc.).
- 1.3.15. Provides written guidance and evaluation criteria for 1C0X2 and aviation/parachutist service management and ARM actions.

- 1.3.16. Monitors all aviation/parachutist service actions [e.g. Flying Evaluation Board (FEB) actions; man-year process; Aircrew Evaluation Boards (AEB) actions and initiate aviation service; suspension, disqualification, and requalification actions; and Aeronautical Rating Board (ARB) actions].
- 1.3.17. Acts as MAJCOM office of Office Primary Responsibility (OPR) for ARMS issues and MAJCOM access.
- 1.3.18. Convenes or chairs MAJCOM conferences or working groups as necessary to review and improve flight management policies and procedures. As a minimum, conducts biennial training workshops.
- 1.3.19. Monitors and coordinates on flight management programs. For example: Supervisory of Flying (SOF), Attachment for Flying, Indoctrination/Orientation Flying, General Officer Flying, Mission Essential Ground Personnel (MEGP), and Additional Crewmember (ACM) programs.
- 1.3.20. Administers MAJCOM Annual 1C0X2 Awards Program. Ensures award nominees meet AF Standards (including training requirements). Include SURFS in award nomination packages sent to AF/XOOT.
- 1.3.21. Voting member of the ASG.
- 1.3.22. Appoints a primary and alternate MAJCOM AWG representative.
- 1.3.23. Disseminate AF/MAJCOM correspondence on career field manning, TDYs, PCA assignments, promotion, awards, retention, advising 1C0X2s of short notice special job openings, 1C0X2 training course curriculum change issues, and more to the NAF, Group, or DRU 1C0X2 FMs.
- 1.3.24. Evaluates Wing FM to ensure 1C0X2s are provided an opportunity for career broadening across all 1C0X2 functions. This includes ensuring 1C0X2s do not stagnate more than three years (if manning permits) in the same job and are given equal opportunity to work in other 1C0X2 functions.

1.4. Wing/HARM Responsibilities.

- 1.4.1. Sole approval authority (except for HQ USAF/XOOT) at each flying base that determines entitlement to ACIP, CEFIP, and HDIP for flying and parachute duties adhering to the following IAW **Chapter 5**.
- 1.4.1.1. Interprets and administers public law as it pertains to the above incentive pays along with auditing and reconciliation of the incentive pay type entitlements (not rates).
- 1.4.1.2. Ensures aircrew members meet requirements IAW this instruction, AFI 11-401, AFI 11-402, AFI 11-410 and DOD 7000.14R, *DOD Financial Management Regulation* (DODFMR) before payment can be started/continued.
- 1.4.1.3. All MAJCOM HARMs prepare, process, and maintain Military Pay Orders (MPO) IAW DFAS-DEM 7073 Volumes 1, 2, and 3 and AFIs and process every MPO action in the ARMS database.
- 1.4.1.4. Ensures incentive pay entitlement (type of pay) is validated against the Entitlement Verification Listing or ARC equivalent from the local Accounting and Finance Office (AFO) quarterly (January, April, July, and October). ANG units will follow MAJCOM procedures.
- 1.4.1.5. Notifies aircrew/parachutist members anytime pay entitlement status changes.

- 1.4.1.6. Terminates incentive pay when aircrew/parachutist members receiving conditional pay PCS/PCA to an inactive position, separate, are suspended or disqualified. (Losing HARM)
- 1.4.1.7. Establishes procedures to coordinate aircrew management API changes (AFIs 11-412 and 38-201), suspension/disqualification actions, and FSC "K", "S", and ASC "04" limitation/suspense's IAW AFI 11-401 with unit commanders. CHARM will utilize ARMS' browsers to assist in identification of suspense actions for Unit Commanders, until ARMS automates this process.
- 1.4.2. Ensures the wing OG/CC or equivalent appoints, in writing, the senior or most qualified person, with a primary AFSC of 1C072, 1C092, 1C000, or civilian equivalent with at least 3 years experience in the ARM career field, and a current 1C0X2 SEI as CHARM and/or Wing Functional Manager for the career field, along with the following letters:
 - 1.4.2.1. Appointing AO Authenticating Authority and Issuing Approval Official.
 - 1.4.2.2. Authorization letters for personnel required to sign out or pick-up of FRF/JRFs.
 - 1.4.2.3. Appointing certifying officials for MPOs in writing. Send copy to finance.
 - 1.4.2.4. Authorization letters for 1C0X2 personnel authorized access to the ARMS database.
- 1.4.3. Notifies NAF and MAJCOM on 1C0X2 vacancies, manning requirements, training issues, TDY issues (if applicable) and ensures equitable distribution of assigned personnel.
- 1.4.4. Acts as the wing (base) focal point for aviation/parachutist service actions for upward reporting as well as disseminating information pertaining to ARMS and the 1C0X2 career field to SARM/TARMs.
 - 1.4.4.1. Ensures current information affecting 1C0X2s aviation resource management or career field issues is distributed to base 1C0X2s to ensure information flow through the 1C0X2 chain of command through read file or electronic notification. Group FM may delegate distribution to SARM/TARM 1C0X2 FMs to distribute to 1C0X2s in unit.
- 1.4.5. Ensures all 1C0X2 personnel are trained to perform assigned tasks, duties, mandatory training core tasks, mandatory recurring ARMS, SARM, HARM, and Browser training, and ensures the training is properly documented. Evaluates all training waiver packages for compliance with CFETP and AFI requirements.
- 1.4.6. Ensures a career broadening program is established so 1C0X2s are given an equal opportunity to rotate and perform various 1C0X2 functional areas at least every 3 years (if manning permits) and prevent job stagnation. (EXCEPTION: Does not apply to ARC).
- 1.4.7. Establishes ARMs Advisory Group (AAG) and official charter. (N/A for ANG and any base with one unit.) AAG may include 1C0X2s from SARM, TARM, and HARM on base.
- 1.4.8. Ensures ARMS is used according to this instruction, AFIs 11-401, 11-402, 11-410, 11-412, 11-202V1, V2, V3, 11-2MDS specific and DoD Financial Management Regulation.
- 1.4.9. Develops and maintains written procedures to ensure proper creation and assignment of training profiles, aircrew training requirements/accomplishments, assignment of aircrew position codes, flying hours, FEB, ARB, requalification/disqualification/revalidation actions, interpret incentive pay, and aircraft/jump mishaps.
- 1.4.10. Develops and maintains a self-inspection checklist for SARM and HARM. As a minimum, all applicable items from [Attachment 22](#) will be included.

- 1.4.11. Establishes written procedures for ARMS support at alternate locations for contingencies, deployments, or in the event operations cannot be conducted at home station. If ARMS is non-operational in excess of 24 hours, notify respective squadrons with alternate plan. (Reference **Chapter 4**)
- 1.4.12. Establishes written procedures for timely and accurate updates to ARMS, including initialization of records for newly assigned personnel and developing supplementary forms and instructions.
- 1.4.13. Checks Standard Systems Group (SSG) and MAJCOM web pages, if available, on a daily basis to obtain the most current ARMS system releases, system status, problem reports, workarounds, browsers, and other information that may be necessary for the operation of ARMS.
- 1.4.14. Develops and coordinates a support agreement with tenant units requiring ARMS and ARM support. Coordinate support agreement with MAJCOM Functional Managers prior to final approval.
- 1.4.15. Develops procedures for managing and filing all source documents IAW AFI 37-138, *Records Disposition Procedures and Responsibilities* and AFMAN 37-139, *Records Dispositions*.
- 1.4.16. Coordinates with the wing and squadron aircrew training sections to determine and develop ARMS training profiles. Use USAF/MAJCOM/NAF standardized program codes and descriptions.
- 1.4.17. Provides ARMS generated management reports to staff agencies, as required.
- 1.4.18. Develops procedures for accurate and timely processing of flying hours/jumps and flying/jump training accomplishments into ARMS. Process AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**, AF Form 3520, **ARMS Aircrew/Mission Flight Data Extract**, AF Form 922, **Individual Jump Record**, and Mission Accomplishment Reports (MARs) into ARMS within three workdays from receipt of the form.
- 1.4.19. Ensures Aeronautical Orders (AOs) are prepared and processed IAW AFI 11-401, AFI 11-402, AFI 11-410, and AFI 33-328, *Administrative Orders*. If the validity of an AO is in question, and is not governed under current guidance, contact MAJCOM Functional Manager.
- 1.4.20. Ensures Additional Flying Training Program (AFTP)/Additional Ground Training Program (AGTP) payments are processed correctly, if applicable.
- 1.4.21. Maintains flight/jump record folders (FRF/JRF) for all active/inactive (includes active duty and Air Reserve Component) rated crew members, career enlisted aviators, nonrated crew members, active operational support flyers, parachutists, and members disqualified less than five years assigned to the servicing HARM for that base (or locale).
- 1.4.21.1. The servicing HARM as established by AFI 11-401 is responsible for maintaining all MAJCOM FRF/JRFs assigned to that duty station or locale. Standard Systems Group ARMS database managers issue one ARMS HARM code per base (locale) as approved by HQ USAF/XOOTF. Exceptions to this policy are processed through AF/XOOTF.
- 1.4.22. Coordinates with the MPF on issues such as aircrew assignments, PCA, PCS, TDY, retirements, separations, and reserve assignment actions.
- 1.4.23. Develops a utilization log for operational support fliers indicating man-year/months used and remaining.
- 1.4.24. Ensures the accuracy of aviation/parachutist service data in the ARMS database.
- 1.4.25. Briefs conditional ACIP, CEFIP, and HDIP eligibility requirements to aircrew, upon initial record review or placement into conditional or parachutist status. Files original signed pay briefing

document in FRF/JRF. Additionally, forwards one copy to HQ AFPC/DPAOY (Active Duty) or HQ ARPC/DSMD (Non-EAD Air Reserve officers only) to be included as a permanent document of the Master Personnel Record. (Refer to [Attachment 7](#), [Attachment 8](#), and [Attachment 9](#))

1.4.26. Ensures the daily audits of flying time using the Flying Time Update Summary or an ad hoc query equivalent. Ad hoc queries must contain same data elements as the standard report to meet validation standards.

1.4.27. Produces ARMS reports or develops ad hoc queries to monitor flying/training requirements/accomplishments.

1.4.28. Designates in writing, an ARMS database administrator (if other than the CHARM) who is responsible for the management, security, and accuracy of the ARMS database. The CHARM/designated representative is responsible for the following as a minimum:

1.4.28.1. Issues ARMS user ID to new personnel. Ensure only trained 1C0X2/Government Service (GS) employees operate ARMS.

1.4.28.2. Briefs individuals on database security prior to issuance of user ID.

1.4.28.3. Completes the "Receipt of ARMS user ID" worksheet ([Attachment 23](#)). Retain until member departs PCS or separates.

1.4.28.4. Ensures personnel change password within one calendar day of user ID assignment.

1.4.28.5. Assigns appropriate security levels to each user to ensure security of database.

1.4.28.6. Establishes and maintains window security by setting a security access level for each window.

1.4.28.7. Deletes user IDs for personnel that no longer have a need for access to the database within three calendar days of notification.

1.4.28.8. Maintains the System Management module to ensure base, unit, and CHARM information is current in ARMS.

1.4.29. Conducts SAVs for SARMS at least annually to ensure compliance with Air Force and MAJCOM directives. As a minimum, ensure all applicable items in [Attachment 22](#), Self Inspection Checklist, are in compliance.

1.4.30. Monitors Operations Systems Management Suspense List and notifies respective 1C0X2 squadron personnel of departing aircrew members requiring flight physical and physiological training within three months of departure. It is the aircrew member's responsibility to schedule/accomplish these prior to departure.

1.4.31. Briefs newly assigned OG/CCs, Operations Support Squadron commanders (OSS/CC) and new flying/jump squadron commanders within 30 days of assuming command. As a minimum, the CHARM will brief the following:

1.4.31.1. Rated, Career Enlisted Aviator (CEA), nonrated, operational support, and parachutist force management to include AO request/authorizations and double billeting procedures.

1.4.31.2. Disqualification, suspension, grounding, and FSC S/K actions for aircrew/parachutists.

1.4.31.3. FEB/ARB/AEB procedures.

- 1.4.31.4. Flight/parachutist pay policies and procedures.
- 1.4.31.5. Evaluates SARM pre/post mission paperwork procedure requirements for compliance with AFIs 11-202, 401, 402, and this instruction.
- 1.4.31.6. Criteria for CHARM selection/designation (OG/CC and OSS/CC only).
- 1.4.31.7. 1C0X2 manning, duties, training, and job rotation (career broadening) requirements within group/squadron.
- 1.4.31.8. FRF/JRF record review procedures.
- 1.4.31.9. Staff Assistance Visit (SAV) request.
- 1.4.32. Ensures development and maintenance of office continuity book for HARM functions. (Refer to [Chapter 2](#)).
- 1.4.33. HARMs will develop an FRF/JRF in-processing checklist used to obtain information for input into ARMS IAW [Table 2.1](#). As a minimum, the in-processing checklist must include all items identified in [Attachment 2](#).
- 1.4.34. HARMs will develop an FRF/JRF out-processing checklist. As a minimum, the out-processing checklist must include all items identified in [Attachment 3](#).
- 1.4.35. HARMs will develop an FRF/JRF Audit Checklist. As a minimum, the FRF/JRF checklist must include all items identified in [Attachment 5](#).
- 1.4.36. Upon assignment, new CHARMs will complete a self-inspection checklist and document all discrepancies within 60 days of assignment. Self-inspections should cover the minimum requirements established in [Attachment 22](#). **Submit results to the MFM and OSS/CC.**

1.5. SARM/Detachment (DET)/Squadron Operations Center (SOC) and TARM Responsibilities.

- 1.5.1. Notifies Chief, HARM on 1C0X2 vacancies, manning requirements, training issues, TDY issues (if applicable) and ensures equitable distribution and job rotation of assigned personnel.
- 1.5.2. Acts as the unit focal point for aviation/parachutist service and career field actions for upward reporting as well as disseminating information pertaining to ARMS and the 1C0X2 career field (manning, job assignments, promotion, awards, etc.) through read file or electronic information flow. The Senior 1C0X2 in the SARM is the OPR for all aviation, parachutist, and 1C0X2 FM for career field issues.
 - 1.5.2.1. Ensures SARM 1C0X2s have current information affecting 1C0X2s.
- 1.5.3. Ensures all 1C0X2 personnel are trained to perform assigned tasks, duties, mandatory training core tasks, mandatory recurring ARMS, SARM, HARM, and Browser training. Conducts upgrade, qualification, proficiency, and recurring training and ensures the training is properly documented in the individual's On-the-Job-Training (OJT) Record. Process upgrade and recurring training waiver requests IAW AF 1C0X2 CFETP.
- 1.5.4. Ensures 1C0X2s are given an equal opportunity to rotate and perform duties in various 1C0X2 functional areas at least every 3 years (if manning permits) and prevent job stagnation. (EXCEPTION: Does not apply to ARC).

- 1.5.4.1. Provide HARM training to the IC0X2s not permanently assigned to work in the HARM (when manning permits).
- 1.5.5. Ensure only trained IC0X2/GS employees operate ARMS. Submit waiver requests to HQ USAF/XOOT.
- 1.5.6. Provide SARM/TARM training to IC0X2s that do not work these areas (when manning permits).
- 1.5.7. Manages and maintains the unit's ARMS database.
- 1.5.8. Ensures ARMS is used according to this instruction, AFI 11-401, AFI 11-402, AFI 11-410, AFI 11-412, and AFI 11-202V1, V2, V3 and AFI 11-2MDS specific.
- 1.5.9. Conducts unit self-inspections semiannually.
- 1.5.10. Manages the unit's flying hour program, if applicable.
- 1.5.11. Assists in the management of the unit's aircrew and parachutists training program.
- 1.5.12. Provides ARMS support as directed by the unit operations officer.
- 1.5.13. Ensures ARMS' customers have a general knowledge of ARMS and its reports.
- 1.5.14. Establish written pre/post mission review procedure requirements.
 - 1.5.14.1. Pre-Mission Review Procedures. As a minimum, ensure AOs, initial medical clearance (to a base), physical, altitude chamber (if applicable), emergency egress, and other grounding requirements are validated prior to flight/jump duty.
 - 1.5.14.2. Post-Mission Review Procedures. Ensures source documents are audited IAW AFIs prior to input into the ARMS database. As a minimum, comparison of the Flight Authorization (FA), the AFTO Form 781, and Mission Accomplishment Reports for compliance with AFIs 11-401 and 11-202. Ensures operational support flyers document in-flight duties performed on the back of the AFTO Form 781. Audit all transactions against ARMS source documents to ensure information is updated accurately. Ensure timely updates.
- 1.5.15. Develops procedures to ensure proper assignment of aircrew certification (duty position) codes and training profiles. Assigns training profiles to new aircrew/parachutists prior to first flight/jump, if applicable. The training officer or designated representative will direct the SARM/TARM in writing to assign appropriate training profiles.
- 1.5.16. Ensures aircrew/parachutist members complete and turn in a MAR for each flight/jump (if applicable). Flight/jumps performed on leave, or non-flying/jumping TDY/TAD periods will not be accomplished and entered in ARMS IAW AFI 11-401. When events are not accomplished, the member must indicate, "Events not accomplished" on the form.
 - 1.5.16.1. Each aircrew/parachutist member will have an individual MAR or equivalent folder. Flyers log time on an AFTO Form 781 IAW AFI 11-401. Parachutists log jumps performed on an AF Form 922 IAW AFIs 11-401 and 11-410.
 - 1.5.16.2. Ensures training forms prescribed IAW AFI 11-202, Volume 1 are used. When outside agencies (e.g. Stan/Eval, Life Support) submit AF Form 1522, ensure it is certified by the section training representative (by lining through from the last entry to the bottom of the form and signing) prior to update into ARMS.

- 1.5.16.3. Develops and maintains office continuity book for all SARM/TARM functions. As a minimum procedures will include opening/closing checklists, go/no-go procedures, FA preparation, flight documentation collection, jump documentation, input procedures, auditing, local requirements, and aircraft mishaps.
- 1.5.17. Assists in aircrew scheduling, Standardization/Evaluation (Stan/Eval), and training functions, as manning permits.
- 1.5.18. Prepares unit aircrew Status of Resources and Training System (SORTS) reports Training level (Combat Mission Readiness Status) and aircrew availability, if required.
- 1.5.19. Establish written go-no-go procedures. As a minimum validate aircrew/parachutist member's physical, physiological training, centrifuge training, egress training, current AOs, and any other grounding items.
- 1.5.20. Ensures source documents are filed and maintained IAW AFI 37-138 and AFMAN 37-139.
- 1.5.21. Ensures the proper recording and processing of sonic boom activity. Ensures information is documented and maintained.
- 1.5.22. Provides ARMS training and currency reports or ad hoc query equivalent to aircrew or flight supervisors, as required.
- 1.5.23. Maintains all source documents for proration actions taken for the current and previous training periods.
- 1.5.24. Ensures flying unit commanders or their designated representatives have issued, signed, and written FA to document all aircraft flights. MAJCOM 1C0X2 FMs must approve use of computer generated flight authorizations and only if they meet the criteria established in AFIs.
- 1.5.25. Prepares FAs IAW AFI 11-401 and MAJCOM instructions. Ensures FAs are only published for flying unit's aircraft flights, not for assigned aircrew who flew with other units. Obtain a copy of the original FA if necessary.
- 1.5.26. Maintains FAs in one file, in numerical order, and retain them IAW AFMAN 37-139. Ensures all local and off-station FAs contain a flight order number printed on the form. Issues numbers chronologically, beginning at the start of the Fiscal Year (FY). Develops a local log to track/control FAs.
- 1.5.27. Reconciles flying time and sortie data daily with maintenance to ensure accurate reporting of flying hours.
- 1.5.28. Provides the HARM with a letter of attachment, ARMS product verifying physical and physiological training dates, and any other information required by local policies for attached flyer/parachutists.
- 1.5.29. Audits and maintains ARMS source documents for the current and previous training periods.
- 1.5.30. Ensures daily audits of training accomplishments using the Training Update Audit Report or an ad hoc query equivalent with the minimum standard report data elements.
- 1.5.31. SARM/TARM NCOIC's will complete a self inspection checklist and document all discrepancies within 60 days of assignment to the position. Self-inspections should cover the minimum requirements established in [Attachment 22](#). **Submit results to the CHARM and Unit Commander.**

Chapter 2

OFFICE PROCEDURES

2.1. HARM Office Publications. In addition to this publication, as a minimum, the HARM office must maintain or have access to publications with the applicable supplements listed below, if applicable:

- 2.1.1. AFI 11-202 Volumes 1, *Aircrew Training* and MDS training specific, as required
- 2.1.2. AFI 11-202 Volumes 2, *Aircrew Standardization/Evaluation Program* and MDS training specific, as required
- 2.1.3. AFI 11-202 Volumes 3, *General Flight Rules* and MDS training specific, as required
- 2.1.4. AFPD 11-4, *Aviation Service*
- 2.1.5. AFI 11-401, *Aviation Management*
- 2.1.6. AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*
- 2.1.7. AFI 11-403, *Aerospace Physiological Training Program*
- 2.1.8. AFI 11-404, *Centrifuge Training For High-G Aircrew*
- 2.1.9. AFI 11-410, *Personnel Parachute Operations*
- 2.1.10. AFI 11-412, *Aircrew Management*
- 2.1.11. AFI 33-328, *Administrative Orders*
- 2.1.12. AFI 33-332, *Air Force Privacy Act Program*
- 2.1.13. AFI 34-242, *Mortuary Affairs*
- 2.1.14. AFI 36-2108, *Enlisted Classification*
- 2.1.15. AFI 36-2201, *Developing, Managing, and Conducting Training*
- 2.1.16. AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Air and Space Operations Annual Awards Program*
- 2.1.17. AFI 37-138, *Records Disposition Procedures and Responsibilities*
- 2.1.18. AFI 38-201, *Determining Manpower Standards*
- 2.1.19. AFI 48-123, *Medical Examinations and Standards*
- 2.1.20. AFI 65-503 A36-1, *Authorized Crew Composition Active Forces*
- 2.1.21. AFI 65-503 A37-1, *Authorized Crew Composition Reserve Forces*
- 2.1.22. AFI 65-503 A38-1, *Authorized Crew Composition Guard Forces*
- 2.1.23. AFMAN 37-139, *Records Disposition Schedule*
- 2.1.24. AFMS 13C1 and 13D1, *Air Force Manpower Standards*
- 2.1.25. DOD 7000.14R, *DOD Financial Management Regulation*
- 2.1.26. DFAS-DEM 7073-1, *Joint Military Pay System-Financial System Operations (DJMS- FSO Procedures)*

- 2.1.27. DFAS-DEM 7073-2, *Joint Military Pay System-Active Duty Component (DJMS-Unit Procedures Excluding FSO)*
- 2.1.28. DFAS-DEM 7073-3, *Joint Military Pay System-Reserve/Guard Components*
- 2.1.29. Air Force 1C0X2 CEFTP, *Career Field Education and Training Plan*
- 2.1.30. AFP 36-2607 *Applicant's Guide to the Air Force Board for Correction of Military Records (AFBCMR)*
- 2.1.31. AFI 91-204, *Safety Investigations and Reports*

2.2. SARM/TARM Office Publications. As a minimum, the SARM/TARM office must maintain or have access to publications with the applicable supplements listed below, if applicable:

- 2.2.1. AFI 11-202 Volumes 1, *Aircrew Training* and MDS training specific, as required
- 2.2.2. AFI 11-202 Volumes 2, *Aircrew Standardization/Evaluation Program* and MDS training specific, as required
- 2.2.3. AFI 11-202 Volumes 3, *General Flight Rules* and MDS training specific, as required
- 2.2.4. AFI 11-401, *Aviation Management*
- 2.2.5. AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*
- 2.2.6. AFI 11-410, *Personnel Parachute Operations*
- 2.2.7. AFI 33-332, *Air Force Privacy Act Program*
- 2.2.8. AFI 36-2201, *Developing, Managing, and Conducting Training*
- 2.2.9. AFI 36-2807, *Awards Program*
- 2.2.10. AFI 37-138, *Records Disposition Procedures and Responsibilities*
- 2.2.11. AFI 65-503 A36-1, *Authorized Crew Composition Active Forces*
- 2.2.12. AFI 65-503 A37-1, *Authorized Crew Composition Reserve Forces*
- 2.2.13. AFI 65-503 A38-1, *Authorized Crew Composition Guard Forces*
- 2.2.14. AFMAN 37-139, *Records Disposition Schedule*
- 2.2.15. AFI 91-204, *Safety Investigations and Reports*
- 2.2.16. Air Force 1C0X2 CEFTP, *Career Field Education and Training Plan*

NOTE: Publications may be maintained electronically using AFEPL (CD-ROM), Internet, or local electronic storage. To assist the HARM/SARM in development of local checklists, briefings, letters of acknowledgment, and training aids, examples in [Attachment 2](#) through [Attachment 25](#) and [Attachment 28](#) will serve as a guide in local development. [Attachment 26](#) and [Attachment 27](#) are mandatory. It is the responsibility of the HARM/SARM to develop and implement utilization of like documents to ensure mission accomplishment.

2.3. Flight/Jump Record Folder (FRF/JRF) In-processing.

- 2.3.1. HARM Responsibilities. The following procedures will be used to process FRF/JRF into ARMS:

- 2.3.1.1. Ensures member completes an FRF/JRF In-processing Checklist. (Refer to [Attachment 2](#)).
 - 2.3.1.2. Forwards checklist to either HARM/SARM depending on who initiates the checklist.
 - 2.3.1.3. If member will be actively flying, have member hand carry Flight Evaluation Folder (FEF) to the Stan/Eval office. If member is inactive, maintain last active Individual Training Summary in the FRF (if available) until the member returns to active flying. Process Flight Evaluation Folder (FEF) AFI 11-202, Volume 2, Attachment 4. If FEF is misplaced or lost by member, place a Memo for Record (MFR) signed by the member in the FRF.
 - 2.3.1.4. If the member separated from the Air Force and the electronic record was previously transferred to HARM code NTMU, have NTMU transfer the record to your HARM. Point of Contact is HQ ARPC/DPAF, 6760 East Irvington PL #2600, Denver, Co 80280-2600. DSN: 926-6450/6451 or commercial 1-800-525-0102 ext. 71295.
 - 2.3.1.5. Check ARMS inbound transfer file to ensure member's records were received. If the member has not been transferred, call the losing HARM to transfer records.
 - 2.3.1.6. Once receipt of ARMS records is confirmed, in-process FRF/JRF into ARMS within three workdays upon receipt of all documentation. Forward FRF/JRF and ARMS record transfer acknowledgement letter to the losing HARM within 5 days of update in ARMS. (Refer to [Attachment 4](#)).
 - 2.3.1.7. Confirm record receipt FRF/JRF and ARMS record transfer acknowledgment letter with losing HARM. (Refer to [Attachment 4](#)).
 - 2.3.1.8. Produce "NEW RECORD" Individual Data Summary (IDS) and Flying History Report (FHR) to file permanently in the FRF/JRF.
 - 2.3.1.9. Produce the Individual Flight Record (IFR) and audit against the PCS reports for duplicate or missing flights. (Do not file permanently in the IFR unless necessary to identify discrepancies or there are additional flights from PCS printout. If filed for this purpose, explain in memo for record, sign and date.)
 - 2.3.1.10. Upon receipt of a MILPDS interface, as a minimum, validate Date Assigned, Date Departed Last Duty Station, Effective Date of Duty, Aircrew Position Identifier, and unit position number. This helps ensure AOs processed used correct data.
 - 2.3.1.11. Audit FRF/JRF using Flight Records Audit Checklist. (Refer to [Attachment 5](#)).
 - 2.3.1.12. Schedule initial FRF/JRF review IAW [2.7.4](#).
- 2.3.2. SARM Responsibilities: Complete the in-processing checklist to obtain information for input into ARMS [Attachment 2](#). Completed in-processing checklist will be maintained in the FRF/JRF at the HARM until assignment to next duty station. Accomplish the following when a record has been created in ARMS:
- 2.3.2.1. Assign appropriate aircrew certification (crew position), training levels, training profiles and prorate member IAW AFI 11-202 V1 and AFI 11-2 MDS training instructions, if applicable.
 - 2.3.2.2. Input flying time extracts and training accomplishments.
 - 2.3.2.3. Check aircrew training currencies and take appropriate actions.

2.4. FRF/JRF Record Out-processing

2.4.1. HARM Responsibilities. Upon notification of PCA, PCS, Separation, or Retirement the following procedures will be used to out-process FRF/JRF:

2.4.1.1. Initiate an out-processing checklist. (Refer to [Attachment 3](#)).

2.4.1.2. Establish a FRF/JRF pick up date.

2.4.1.3. Brief active flyers to bring FEF when picking up FRF.

2.4.1.4. Obtain a copy of applicable orders.

2.4.1.5. Contact SARM to ensure all data is input.

2.4.1.6. Assign member to 9999SQDSQ.

2.4.1.7. Order training summaries.

2.4.1.8. Out-process member from ARMS. Use the following procedures to out-process an individual:

2.4.1.8.1. If the individual is going to PCS to another location, out-process member and send electronic records to the appropriate HARM code and print PCS reports. (Note: If you must normalize and make changes to a member's records after they have been PCS'd to the gaining HARM office, you must request the gaining HARM office delete the record before it is resent. The updated record is discarded since there is a record on file already. These same procedures apply when a member is PCS'd to the gaining HARM and then a request to send the record to an enroute training base is received. The gaining HARM must be notified to delete the record since the training HARM will forward the record.)

2.4.1.8.2. If the individual is a rated officer, CEA, or a nonrated member and is separating or retiring, first, separate or retire the individual from ARMS in order to print the proper reports. After required reports have been printed, normalize the individual back into ARMS.

2.4.1.8.2.1. If the individuals listed above are retiring or separating (not going to ARC), Missing In Action (MIA), Prisoner of War (POW), or deceased, electronically transfer their records to HARM code "NTMU".

2.4.1.8.2.2. If the individual is going directly to an ARC unit, follow the procedures in paragraph [2.4.1.8.2.](#), and then transfer their records to the appropriate HARM.

2.4.1.8.2.3. If an ARC individual separates and fills a non-flying Individual Mobilization Augmentee (IMA) position, forward the FRF to HQ ARPC/DPAFF, 6760 E. IRVINGTON PL, #2600, DENVER CO 80280-2600.

2.4.1.9. Prepare FRF/JRF package IAW an out-processing checklist ([Attachment 3](#)).

2.4.1.10. Initiate FRF/JRF and ARMS records transfer acknowledgment letter and post in the FRF.

2.4.1.11. Maintain HARM PCS package on file for 24 months.

2.4.1.12. Prior to releasing FRF ensure member receives a record review, signs acknowledgement, and brief member on the requirement to turn in FRF within 10 workdays of arrival at new duty station.

2.4.2. Ensure FRF/JRF ARMS records transfer acknowledgment letter has been received from gaining HARM confirming transfer either by fax or email prior to record deletion. File and maintain FRF/JRF ARMS records transfer acknowledgment letter with HARM PCS package.

2.4.3. Maintain a logbook for all records out-processed to include name, date record left HARM custody, location, and signature of the flyer or designated representative or date the record was mailed and the forwarding address. **NOTE:** The mailing of FRFs via registered or certified mail is not authorized. FRFs must be sent via first class mail per DODM 4525.8/AF Sup 1, *Official Mail Manual*.

2.4.4. Ensure MPOs are processed for conditional flying aircrew members and jumpers prior to going to inactive duty (Refer to paragraph 5.5.1.). For active duty members, include incentive pay manual trackers. ARC units include AFTPs, pay calendar of active duty days or equivalent in out-processing packages (if applicable).

2.4.5. If member is Duty Not Including Flying (DNIF) upon PCS, ensure the AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, placing the member on DNIF status is filed in the FRF/JRF.

2.4.6. SARM Responsibilities. Ensure all flying and training accomplishments are input into ARMS prior to aircrew member's PCA/PCS/Separation/Retirement. If all flights cannot be input prior to member leaving, prepare certified extracts IAW AFI 11-401.

2.4.7. TARM Responsibilities. Ensure all parachutist AF Form 922s and training accomplishments are input in ARMS. If all jumps cannot be input prior to member leaving, place AF Form 922 in member's JRF.

2.5. Creation of Flight/Jump Record Folders

2.5.1. HARMs will maintain a FRF/JRF for all personnel required to perform frequent and regular aerial flights/jumps.

2.5.1.1. Pilots, Navigators, Air Battle Managers (ABMs), Observers, and CEAs. A FRF is established for each member entering Air Education and Training Command (AETC) or other formal flying courses.

NOTE: When creating a record for members who have met an ARB follow procedures outlined in AFI 11-402. Do not create an official FRF until the Department of the Air Force Aeronautical Rating is received. File ARB application in FRF when approved.

2.5.1.2. Flight Surgeons. The gaining HARM will create a FRF and a record in ARMS for the member. The FRF must contain a copy of the AO issued by the HARM (Lackland AFB, TX) servicing the School for Aerospace Medicine. **NOTE:** For Aviation Service Date (ASD)/Officer Service Date (OSD) follow guidelines in AFI 11-402.

2.5.1.3. Nonrated, parachutists, and non-crew members. HARMs create an FRF/JRF and prepare an AO for nonrated, parachutists and noncrew members (operational support) authorized to perform frequent and regular in-flight or jump duties.

2.5.2. Individual identification data and flight record information. Using Social Security Account Number (SSAN) for identification is mandatory by 10 US Code. Members who decline to provide the information to create or retrieve a flight record will not have their records maintained in ARMS. Members will not engage in flying/jump activities and will not receive incentive pay.

2.5.3. Folder Construction.

2.5.3.1. The FRF will be constructed using the following:

2.5.3.1.1. Pressboard folder, legal (stock # 7530-00-926-8982) or letter (stock # 7530-00-926-8981) size, unless otherwise specified due to storage equipment.

2.5.3.1.2. Pressure-sensitive labels (stock # 7530-00-082-2661). Type the member's last name, first name, and middle initial in capital letters and the SSAN on the label. The label will be placed on the inside left corner.

2.5.3.2. The JRF will be constructed using the following:

2.5.3.2.1. Pressboard folder, legal (continuous tab, stock # ACC16044) unless otherwise specified due to storage equipment.

2.5.3.2.2. Pressure-sensitive labels (stock # 7530-00-082-2661). Type the member's last name, first name, and middle initial in capital letters and the SSAN on the label. The label will be placed on the tab in the upper left corner.

2.5.4. Documents on the right side of the FRF. The following documents are to be filed on the right side of the FRF: Annual/PCS products will be filed with the IDS on TOP, next the FHR, and then the IFR (in that order). All other documents will be filed in their respective chronological position.

2.5.4.1. Individual Data Summary (IDS). Annual, PCS, TDY, and New Record IDS will be permanently maintained in chronological order with the most current on top. The IDSs prepared for the Aviation Career Improvement Act (ACIA) of 1989 and modernized ARMS validation products (before and after conversion) will be marked permanent.

NOTE: Some older records may not contain all IDSs, do not attempt to re-create them. If the IDS prepared for the ACIA of 1989 or the pre/post-conversion to modernized ARMS is missing, prepare a MFR. Include in the MFR for the missing ACIA of 1989 the individual's Transition Status Code (TSC) and the Operational Flying Duty Accumulator (OFDA) as of 30 Sep 91. File MFR on the right side of FRF, chronologically where the IDS would have been.

2.5.4.2. Flying History Report (FHR). Annual, PCS, TDY, and New Record Flying Histories will be permanently maintained in chronological order with the most current on top.

2.5.4.3. Individual Flight Record (IFR). Annual, PCS, and TDY IFRs will be permanently maintained in chronological order with the most current on top.

2.5.4.4. USAF Flight Record (Birth Month) Master. Listings prior to the modernized version of ARMS must be maintained in the FRF. File chronologically with the corresponding IFR for the same period. Maintain permanently.

2.5.4.5. Individual Aviation Service Data and Computation Worksheet (ASDCS) will be permanently filed on top of the June 1974 IFR. (Refer to [Attachment 12](#)).

2.5.4.6. Entitlement Status Letter. Ensure member's signed copy is filed chronologically in the FRF. (Refer to [Attachment 16.1](#) and [16.2](#)).

2.5.4.7. AETC Form 240-5, **Summary Record of Flying Training**, or equivalent form on all Undergraduate Flying Training (UFT) graduates. File chronologically in the FRF.

2.5.4.8. Maintain a copy of all forms, letters, or claims, which authenticate any changed, lost, or unrecorded data.

2.5.4.9. Maintain a copy of certified memo(s) supporting flying hour career total changes or flight logbook copy of those unrecorded hours, prepared IAW paragraph 2.8.1..

2.5.5. Documents on the left side of the FRF. The following documents are to be filed on the left side of the FRF: AF Form 1042, AF Form 702, AF Form 142, AOs, MPOs (with Pay Brief Briefing on top), flight pay entitlement worksheet, and other aviation service documents.

2.5.5.1. HARMs are authorized to develop and print cover sheets to separate and standardize the filing of records. The following is the minimum documentation, which must be attached on the left side of the FRF and filed chronologically within each section with the latest effective date on top. **The first item listed will be filed on top with the remaining documents filed in descending order.**

2.5.5.2. AF Form 1042, **Medical Recommendation for Flying or Special Operational Duties.** Annual flight physical certification and initial medical clearance will be filed until superseded by receipt of next annual flight physical. When disqualification action is required, a copy of the disqualification AF Form 1042 will be filed on top of the most recent flight physical.

2.5.5.3. AF Form 702, **Individual Physiological Training Record.** File the original AF Form 702 or other service equivalent that indicates currency of physiological requirements IAW AFI 11-403. Forms reflecting previous training must be kept as a permanent record.

2.5.5.4. AF Form 142, **Aviation Service Audit Worksheet.** The AF Form 142 will be used to audit a rated (except flight surgeons) and CEA flyer's OFDA. The AF Form 142 **must** be manually (hand-written) updated and audited during in/out-processing and annually to ensure accuracy). The ARMS Aviation Audit Worksheet may be used to assist in auditing the AF Form 142 but will not be filed in lieu of the manual AF Form 142 in the FRF.

NOTE: AF Form 142 created for CEAs as a result of the **National Defense Authorization Act (NDAA)** of FY00 and ABMs as a result of the change directed by Chief of Staff of the Air Force (CSAF) will be permanently filed IAW **paragraph 2.10.1.2..**

2.5.5.5. Aeronautical Orders. A copy of each AO will be filed chronologically by effective date of the aviation/parachutist action. Revoked/revocation AOs will not be kept in this section. The revoked AO may however, be moved to other Aviation Service Documents (with revoked annotated on the left border of the AO) if it served as a dual purpose MPO.

2.5.5.6. Military Pay Orders (MPO)/Pay Briefing. A copy of **every** MPO will be filed chronologically by effective date. There is no requirement to make copies of a dual purpose AO (AO with a pay action). File a copy of the signed pay briefing in this section on top of MPOs.

2.5.5.7. AF Form 1520, **ARMS Individual Flight Pay Entitlement Worksheet.** These will be accomplished and filed permanently in FRF to cover a non-rated aircrew member's whole career. HARM may keep in a suspense file to perform monthly audit; however, move to member's record prior to PCS.

2.5.5.8. Other Documents. Letters of attachment (current assignment only), 120 day notification letter, Privacy Act documents indicating record of disclosure IAW AFI 33-332, *Air Force Privacy Act Program*, missing documentation memos, documents supporting ASD & OSD corrections

from HQ AFPC/HQ ARPC, NDAA of FY 99 for rated officers only, OFDA waiver letters, CSAF Policy Letter for OFDA credit for Unmanned Aerial Vehicles, training reports for inactive flyers and documents initially entering a member in ARMS. Also, file any documents that support USAF or prior service, or change to aviation history.

2.5.6. JRF Construction.

2.5.6.1. HARMs are authorized to develop and print cover sheets to separate and standardize the filing of records. The following is the minimum documentation that must be filed in the 4-part folder chronologically within each part with the latest effective date on top. **The first item listed in each part will be filed on top with the remaining documents filed in descending order.**

2.5.6.2. Part 1.

2.5.6.2.1. AF Form 1042 **Medical Recommendation for Flying or Special Operational Duties**. Annual jump physical certification and initial clearance will be filed until superseded by receipt of next annual jump physical. When disqualification action is required, a copy of the disqualification AF Form 1042 will be filed on top of the most recent jump physical.

2.5.6.2.2. AF Form 702, **Individual Physiological Training Record**. File the original AF Form 702 or other service equivalent that indicates currency of physiological requirements IAW AFI 11-403. Forms reflecting previous training must be kept as a permanent record.

2.5.6.2.3. AF Form 142, **Aviation Service Audit Worksheet** or computer generated form 142 (only applies to rated officers (except flight surgeons) and CEAs, who are also on jump status). AF Form 142 or computer-generated form 142 is used to audit a rated and CEA flyer's OFDA. (The AF Form 142 or computer-generated form 142 will be handwritten and manually audited during in/out-processing and annually to ensure accuracy).

NOTE: AF Form 142 or computer generated form 142 created for CEAs as a result of the NDAA of FY00 and ABMs as a result of the change directed by CSAF will be permanently filed IAW paragraph 2.10.1.2.

2.5.6.2.4. Aeronautical Orders. A copy of each AO will be filed chronologically by effective date of the aviation/parachutist action. Revoked/revocation AOs will not be kept in this section. The revoked AO may however, be moved to other Aviation Service Documents (with revoked annotated on the left border of the AO) if it served as a dual purpose MPO.

2.5.6.2.5. Military Pay Orders (MPO)/Pay Briefing. A copy of each MPO, Rule 3 and Rule 4 letter requests will be permanently filed chronologically by effective date. MPOs must have required Rule 3 or 4 statement certified by the commander. There is no requirement to make copies of a dual purpose AO (AO with a pay action). File a copy of the signed pay briefing in this section. **Note:** Pararescue members qualified to perform both flight and jump duties will have both pay briefings.

2.5.6.2.6. AF Form 1521, **ARMS Individual Jump Pay Entitlement Worksheet**. These will be accomplished and filed permanently in JRF to cover a parachutist's whole career. HARM may keep in a suspense file to perform monthly audit; however, move to member's record prior to PCS.

2.5.6.2.7. Other Documents. New parachutist request letter, PCS orders requiring the member to perform parachute jump duty, parachutist rating application letters, training reports for inac-

tive jumpers, letters of attachment (current assignment only), Privacy Act documents indicating record of disclosure IAW AFI 33-332, missing documentation memos. Also, file any documents that support USAF or prior service, or change to parachutist history.

NOTE: Rated officers and CEAs, who are also on jump status, may also file the following other documents in this part of the JRF. Letters of attachment, 120 day notification letters, documents supporting ASD & OSD corrections from HQ AFPC/HQ ARPC, NDAA of FY 99 for rated officers only, OFDA waiver letters, training reports for inactive flyers and documents initially entering a member in ARMS. Also, file any documents that support USAF or prior service, or change to aviation history.

2.5.6.3. Part 2.

2.5.6.3.1. Individual Data Summary (IDS). Annual, PCS, TDY, and New Record IDSs will be permanently maintained in chronological order with the most current on top. IDSs prepared before and after the conversion to modernized ARMS will be marked permanent. Maintain rated officers who are also on jump status IDS prepared for the ACIA of 1989.

NOTE: Some older records may not contain all IDS', do not attempt to re-create them. If the IDS' prepared for the pre/post-conversion to modernized ARMS is missing, prepare a MFR. If a rated officer, who is also on jump status, is missing the ACIA of 1989 IDS, prepare a MFR. Include in the MFR for the missing ACIA of 1989 the individual's Transition Status Code (TSC) and the Operational Flying Duty Accumulator (OFDA) as of 30 Sep 91. File MFRs in Part 2, chronologically where the IDS' would have been.

2.5.6.3.2. The following documents are filed for rated officers and CEAs, who are also on jump status:

2.5.6.3.2.1. Flying History Report (FHR). Annual, PCS, TDY, and New Record Flying Histories will be permanently maintained in chronological order with the most current on top.

2.5.6.3.2.2. Individual Flight Record (IFR). Annual, PCS, and TDY IFRs will be permanently maintained in chronological order with the most current on top.

2.5.6.3.2.3. USAF Flight Record (Birth Month) Master. Listings prior to the modernized version of ARMS must be maintained in the FRF. Listings dated prior to 1 Jan 1979 will be filed chronologically or with the IFR certified during that annual record review and must be maintained in the JRF permanently.

2.5.6.3.2.4. Individual Aviation Service Data and Computation Worksheet (ASDCS) will be permanently filed on top of the June 1974 IFR. (Refer to [Attachment 12](#)).

2.5.6.3.2.5. Entitlement Status Letter. Ensure member's signed copy is filed chronologically in the JRF. (Refer to [Attachment 16.1.](#) and [16.2.](#)).

2.5.6.3.2.6. AETC Form 240-5, **Summary Record of Flying Training**, or equivalent form on all Undergraduate Flying Training (UFT) graduates. File chronologically in the JRF.

2.5.6.3.2.7. Maintain a copy of all forms, letters, or claims, which authenticate any changed, lost, or unrecorded data.

2.5.6.3.2.8. Maintain a copy of certified memo(s) supporting flying hour career total changes or flight logbook copy of those unrecorded hours, prepared IAW paragraph [2.8.1.](#)

2.5.6.4. Part 3. The following documents are to be filed on the inside left side of the JRF: certificates of training in chronological order. Static line, Jumpmaster, and freefall.

2.5.6.4.1. Parachutist Formal Training Certificates. Any service recognized course including but not limited to the basic parachutist, freefall or jump master course. HARMs publish AOs prior to attendance of courses to static line and freefall course to authorize type of jump duty and pay entitlement authorized, if otherwise qualified. Jumpmaster AO is published after completion of course. If parachutist does not pass the course, terminate AO. If previously static line qualified, publish AO authorizing static line only (if otherwise qualified).

2.5.6.5. Part 4.

2.5.6.5.1. AF Form 922, **Individual Jump Record**, will be filed for each month (including months where no jumps were made) this form must be certified by the unit commander or designated official.

2.5.6.5.2. ARMS Quarterly Jump Record or consolidated quarterly AF Form 922 (prior to modernized ARMS). This record is mandatory and serves as a cover sheet for that quarter's jump totals.

2.5.7. Procedures To Be Used When A Required Document Is Missing or Recreating a Flight/Jump Record. The required action depends upon the type, date, and extent of missing documentation. Use the following steps in acquiring missing documentation:

2.5.7.1. Contact the member to see if duplicate documents are available. If the member is unable to provide the documents, attempt to determine when, where, and by whom the missing document was prepared, and the names of any other individuals on the same document.

2.5.7.2. If a document pertained to another member in the same organization, check that member's record for a copy that may be duplicated.

2.5.7.3. Contact the member's previous unit for any documentation that may be on file.

2.5.7.4. Other offices that may be contacted for copies are:

2.5.7.4.1. For Aeronautical Orders (active duty personnel): HQ AFPC/DPSAMP, 550 C St West Suite 19, Randolph AFB, TX 78150-4733, DSN: 665-2450/2451/2242.

2.5.7.4.2. For Aeronautical Orders (ARC personnel): HQ ARPC/DPSSA, 6760 East Irvington Place #3800, Denver, CO 80280-3800, Voice DSN: 926-6528, Fax DSN: 926-6298.

2.5.7.4.3. For active duty and ARC permanent records within 90-120 days after discharge, retirement, or death on active duty a written request must be sent to: HQ AFPC RECORDS RETIREMENT, HQ AFPC/DPSAMP, 550 C ST West Ste 21, Randolph AFB TX 78150-4723, DSN: 665-2450/2451/2242.

2.5.7.4.4. For active duty and ARC permanent records after 120 days after discharge, retirement, or death on active duty a written request must be sent to: NATIONAL PERSONNEL RECORDS CENTER, 9700 Page Ave, St. Louis, MO 63132-5100, Commercial Phone: (314) 538-4243/4218, Web page: <http://www.nara.gov/regional/mpr.html>.

2.5.7.4.5. For AF Form 1042, contact the local flight surgeon's office for copies.

2.5.7.4.6. To obtain an original AF Form 702, contact the base where the training was accomplished for a duplicate form.

2.5.7.4.7. To verify military pay actions, contact the local finance office for a pay history.

2.5.7.5. For rated officers, career and mission design series (MDS) totals prior to March 1995 can be recovered from the National Personnel Records Center, 9700 Page Ave, St. Louis, MO, 68153 by sending a memo requesting the appropriate individual's data. Provide the appropriate identifying information in your request (e.g. Name, SSAN, MDS, and inclusive dates requested).

2.5.7.6. If all reasonable efforts fail to locate the missing document, prepare a memo for record detailing the actions taken and reasons, if known, that the document is missing. File the memo for record in the FRF/JRF where the missing document would have been.

2.5.8. FRF/JRF Maintenance and Disposition.

2.5.8.1. Maintain FRFs/JRFs at the HARM office for:

2.5.8.1.1. Each USAF rated, CEA, nonrated aircrew members, parachutists, active operational support flyers and inactive members. Exception: Aviation Service Code (ASC) 06 inactive (maintain inactive parachutists) and disqualified over 5 year, who are:

2.5.8.1.1.1. Assigned or attached for flying or jump duties to an AF organization serviced by the HARM.

2.5.8.1.1.2. Assigned or attached with another US or foreign military service in an area supported by the HARM.

2.5.8.1.2. Any qualified non USAF individual assigned or attached to a serviced USAF unit for flying or jump duty when a written requirement for establishing and maintaining a FRF/JRF is provided by the unit's commander.

2.5.8.2. The 98th Flying Training Squadron will maintain JRFs on all USAF Academy parachutists.

2.5.8.3. Documentation and disposition will be IAW AFMAN 37-139. Transfer custodial responsibility IAW **Table 2-1/2-2** for PCS or TDY. Transfer of custodial responsibilities includes FRF/JRF, transfer file, transfer reports, FRF/JRF and ARMS record transfer acknowledgement letter, and FEF, if required.

NOTE: Records on separating, retiring, deceased, incarcerated, and POW/Missing in Action (MIA) members, see Table 2-1.

2.6. Disclosure of Data From FRF/JRFs. (IAW AFI 11-401)

2.7. FRF/JRF Records Review.

2.7.1. FRF/JRFs validate the information maintained in the ARMS database. The increasing importance of ARMS as a source of information, upon which to make decisions, requires the active participation of each member to ensure accurate and complete records. The FRF/JRF contains key source documents, which help to determine a member's assignment potential, and to manage flying resources at all levels. ARMs must ensure all aircrew/parachutists are aware of their responsibility to notify their HARMs of apparent errors in their system products. To ensure that FRF/JRFs accurately reflect career data for each member, periodic records reviews are required to permit the HARM to validate each member's records and to enable the member to question any entries or documentation. ARMS must establish procedures for these reviews.

2.7.2. HARMs will establish procedures to notify members to accomplish their annual FRF/JRF record review. The record review will be accomplished within four months preceding the end of the birth month. UFT wings are exempt from conducting student annual record reviews.

2.7.2.1. HARMs must establish procedures for requesting the appropriate reports. ARMS does not automatically produce any reports when members enter their eligibility period for annual record reviews. Prior to filing the annual reports in the members FRF, ARMs must calculate the OFDA for rated and CEAs since the last record review on their AF Form 142 IAW with paragraph [2.10.1.3.](#)

2.7.2.2. If annual reports are mailed or e-mailed for certification, a copy of the annual reports will be maintained in the FRF/JRF until signed reports are returned and replaced in the FRF/JRF.

2.7.3. Flight/Jump record reviews will be accomplished in conjunction with PCS, separation, retirement, suspension, or disqualification. These reviews will be accomplished at the HARM office.

2.7.3.1. "New Record" flight/jump record reviews will be accomplished within 30 days after in-processing with HARM for aircrew/parachutist members and 120 days for inactive members.

2.7.4. Brief member that the information displayed on the reports is current as of the request date. When conducting a face-to-face record review, cover the following minimum items:

2.7.4.1. INDIVIDUAL DATA SUMMARY (IDS)

2.7.4.1.1. PERSONAL DATA

2.7.4.1.1.1. Name

2.7.4.1.1.2. Social Security Number (SSAN)

2.7.4.1.1.3. Office Symbol

2.7.4.1.1.4. Physical Availability Date

2.7.4.1.1.5. Physical Due Date

2.7.4.1.1.6. Physiological Training Date

2.7.4.1.1.7. Physiological Due Date

2.7.4.1.2. JUMP STATUS Date Assigned Jump Status

2.7.4.1.3. AIRCRAFT ASSIGNMENT DATA

2.7.4.1.3.1. Primary Aircraft

2.7.4.1.3.2. Flight Duty Certification Code

2.7.4.1.4. AVIATION DATA

2.7.4.1.4.1. Aviation Service Code (ASC)

2.7.4.1.4.2. Effective Date

2.7.4.1.4.3. Prior ASC

2.7.4.1.4.4. Effective Date

2.7.4.1.4.5. Officer Service Date (OSD)

- 2.7.4.1.4.6. Aviation Service Date (ASD)
- 2.7.4.1.4.7. Transition Status Code (TSC)
- 2.7.4.1.4.8. Aviation Position Indicator (API)
- 2.7.4.1.4.9. Effective Date
- 2.7.4.1.4.10. Flying Activity Category (FAC)
- 2.7.4.1.4.11. PRE-ACIA OFDA
- 2.7.4.1.4.12. OFDA Gate 12
- 2.7.4.1.4.13. OFDA Gate 18
- 2.7.4.1.4.14. OFDA to Date
- 2.7.4.1.4.15. OFDA Waiver
- 2.7.4.1.5. INCENTIVE PAY DATA
 - 2.7.4.1.5.1. Last MPO Date
 - 2.7.4.1.5.2. Last MPO Reason
 - 2.7.4.1.5.3. Pay Stop Date
 - 2.7.4.1.5.4. Last Productive Flight Date
 - 2.7.4.1.5.5. Previous Productive Flight Date
- 2.7.4.1.6. AERONAUTICAL RATING/AVIATION BADGE
 - 2.7.4.1.6.1. Aeronautical Rating or Badge
 - 2.7.4.1.6.2. Effective Date

NOTE: Calculate when the next rating/badge is due and ensure member signs and dates the second page.

- 2.7.4.2. FLYING HISTORY REPORT (FHR)
 - 2.7.4.2.1. Aircraft Totals
 - 2.7.4.2.2. Break out of each aircraft flown
 - 2.7.4.2.3. Date first and last flight flown
 - 2.7.4.2.4. Hours flown in each aircraft
 - 2.7.4.2.5. Career Totals
 - 2.7.4.2.6. Total hours of all aircraft
 - 2.7.4.2.7. Student Time
 - 2.7.4.2.8. Civilian Time
 - 2.7.4.2.9. Other US Military
 - 2.7.4.2.10. Foreign Time
 - 2.7.4.2.11. Grand Total

2.7.4.3. INDIVIDUAL FLIGHT RECORD REPORT (IFR)

2.7.4.3.1. List of all flights flown since the last records review product

2.7.4.3.2. Hours and sorties for each of the flight categories

2.7.4.4. AF Form 922, **Individual Jump Record**. Ensure completion IAW provisions outlined in **AFI 11-410**.

2.8. Lost or Unrecorded Flight Time/Jump Accomplishments.

2.8.1. Aircrew/parachutists members must identify errors for correction during their annual records review. The member must submit a valid AFTO Form 781 (flying hour changes) or AF Form 922 (jump activity changes). Other substantiated errors within ARMS identified during annual records review will be corrected within five workdays.

2.8.2. Other Corrections. The HARM office **will not** process requests for correction to the FRF/JRF without substantiating source documents (AFTO Form 781, AF Form 922s, or flying hour log book). The aircrew/parachutist member may file an application (with supporting justification) to the AFB-CMR IAW AF Pamphlet 36-2607. AF/XOOT may contact HARM office directly to obtain documents for review/validation, to expedite corrective action if an AFBCMR is received from the SAF office.

2.8.2.1. HARMs will provide AF/XOOT any source documents requested. Normally IDS, FHR, IFR, AOs, and AF Form 142s are key source documents needed.

2.9. Civilian/Other U.S. Military/Foreign Time. Update civilian/other US military/foreign military time IAW AFI 11-401 and this instruction.

2.10. AF Form 142, Aviation Service Audit Worksheet documentation procedures.

2.10.1. Aviation Service Audit Procedure. Aviation service information maintained in ARMS may be verified by comparing it with information from a variety of source documents. ARMS is required to record the number of OFDA months until completion of 18 years of aviation service for rated officers and 20 years of aviation service for CEAs (Refer to **Attachment 11.1, 11.2, 11.3, 11.4, and 11.5**). Records must be audited annually during the member's annual record review period and until completion of 18 years of aviation service for rated officers and 20 years of aviation service for CEAs. The audit helps identify errors and validate member's AO ASC changes match AF Form 142 and total months of OFDA are correct. The following guidelines will not only help audit, but can help to verify, or reconstruct information maintained in ARMS.

2.10.1.1. Rated Officer Computation. Complete an AF Form 142 using information from the ASDCS and AOs published after the ACIA of 1974, which was implemented on 1 June 1974. **Attachment 11.1** illustrates a completed AF Form 142 and **Attachment 12** the ASDCS.

2.10.1.1.1. For rated officers who performed aviation duties prior to 1 June 1974, the ASD, OSD, and OFDA as of 1 Jun 1974 are obtained from the ASDCS (Refer to **Attachment 12**). The ASDCS should be located on the right side of the FRF filed with the June 1974 IFR. This information is entered in the appropriate blocks of the "Aviation Service Sheet Information" section of the worksheet.

2.10.1.1.2. Rated officers who completed more than 18 years of aviation service after 1 June 1974 and prior to 1 September 1977 may have documents in their FRF indicating OFDA

accrued after the 18-year point. Subsequent to 1 September 1977, modifications were made to stop OFDA accumulation after 18 years of aviation service are complete.

2.10.1.1.3. The first line entry contains the ASD to 31 May 1974 under the “inclusive dates” column (column B) with appropriate totals listed under columns D, E, and F (an entry is not required in column C). To obtain the total for column D, subtract the OFDA (column E) from the total number of months between the ASD and 31 May 1974. (Prior to 1 June 1974, each month is creditable towards OFDA regardless of the number of days on active status) (e.g. Inclusive dates listed in column B are from 19 Oct 72– 31 May 74, but individual had only 12 months OFDA listed on the ASDCS dated 01 Jun 74. The total number of months in column B equals 20 months. Therefore, the member had 8 months inactive. List the 8 months in column D, 12 months in column E, and 20 months in column F).

2.10.1.1.4. Enter each change of ASC to ensure proper OFDA credit is applied. There should be only one entry for an ASC with the following exceptions:

2.10.1.1.4.1. The ACIA of 1989 established new OFDA requirements for rated officers and introduced TSCs providing a grandfather clause for members that met requirements under the ACIA of 1974 and became effective 01 Oct 1991. The months of OFDA accumulated and the number of years of aviation service as of 30 Sep 1991 determined the TSC for an individual (Reference AFI 11-401, Table 2.7). Calculate the months of OFDA accumulated as of 30 Sep 91 and enter the number of months accumulated at this point in the designated section of the form. For individuals in TSC “B” see AFI 11-401 for guidance to determine eligibility requirements.

2.10.1.1.4.2. If an individual was disqualified during a gate change, annotate the appropriate termination date for the current gate and the beginning of the next gate. (Refer to **Attachment 11.3**).

2.10.1.1.4.3. Annotate the number of months accumulated as of 30 Sep 99 to establish rated service for ABM and CEA status for qualified enlisted nonrated aircrew members. Enter the number of months accumulated at this point in the OFDA as of 01 Oct 99 designated block in the “Aviation Service Sheet Information” section of the form.

2.10.1.1.4.4. The NDAA of FY96 established the Gate Reduction Act. If a rated officer completed 12 years of aviation service on or after 10 Feb 96, the member must perform at least 96 months of OFDA within their first 12 years to qualify for continuous ACIP through 18 years of aviation service. Annotate “Y” in the NDAA of FY96 block on the AF Form 142 if the member qualifies for the gate reduction.

2.10.1.2. CEA and ABM Computation. Prior to 1 October 1999, CEAs and ABMs were nonrated aircrew members and OFDA was not accumulated. The NDAA of FY00 established the CEFIP Program and awarded certain enlisted AFSCs as CEAs. An AF Form 142 was created for all CEAs and ABMs annotating each nonrated ASC date and the number of active/inactive months of flying accrued prior to 1 October 1999 (Refer to **Attachments 11.2 and 11.4**). This form was used to establish the ASD. This AF Form 142 is marked as a permanent record copy and filed in the FRF. The ASD for ABMs is the date the member entered training at one of five FTU sites (Tinker, Robins, Keesler, Davis-Monthan, and Geilenkirchen AB) assigning the member an ASC of “9W”. To determine the ASD for CEAs use the effective date the member was initially assigned ASC “9D” in a qualified CEA career field. A second AF Form 142 is accomplished utilizing the appro-

appropriate gate system beginning with ASC "1A" for ABMs and ASC "AA" for CEAs (Refer to **Attachments 11.3 and 11.5**). Complete the AF Form 142 utilizing the appropriate gate rules. After 01 Oct 99 the ASD is established by the date the member entered training at a HQ USAF approved FTU site.

2.10.1.3. The information for the OFDA Computation Data Section is obtained from the AOs issued after 31 May 1974. The remaining line entries correspond to each change of ASC as reflected by AOs. (To properly give credit for operational flying duties, use guidance in AFI 11-401.) Only one month of OFDA is creditable per month (15 days active and 15 days inactive) in favor of active duty days. List the total number of months in the column, which corresponds to the ASC, and list the cumulative total of operational flying duties in column F. The last line entry contains the totals from the effective date of the current ASC to the as-of-date of the IDS being verified. The first total line contains the totals for columns C, D, and E. Note the total of column E should equal the last entry in column F. The grand total line indicates the total number of months covered by the inclusive date from the ASD to the as-of-date on the IDS. The number of months for the period of audit equals the totals of columns C, D, and E.

NOTE: If assigned to FSC "B" for 15 or more days, members do NOT receive credit for operational flying duties during that month. FSC "B" was deleted from publication in 1975; however, it may still be listed in a member's record.

NOTE 1: Ensure the data entered on the AF Form 142 matches the AO and OFDA information on the IDS.

NOTE 2: For rated officers with Other US Military Service, enter the inclusive dates of prior service on the first line and enter the number of months of OFDA (active and inactive) for that time period and annotate the branch of service in the left margin (e.g., Army, Navy). Enter the appropriate ASC based on ASD on the next line entry. Do not process AOs prior to time in the Air Force. HARMs will need to manually update prior service active/inactive periods in ARMS to get the OFDA calculation correct. Use the member's ARB application letter to document these periods. If missing, member must produce official prior service official service documentation. HARMs may access sister service aviation service publications from the official Web Page (if needed) to validate official source documentation services (example: BUPERS-Navy, Army Regulations-ARMY) use equivalent to ARMS/FRF data. Most services are set up like the Air Force site <http://www.airforce.mil> (<http://www.army.mil>, <http://www.marines.mil>, and <http://www.navy.mil>) for their Web addresses.

2.10.1.4. The AF Form 142 must be retained in the FRF and used as a worksheet to record new entries. It will be maintained after an individual passes the 18 or 20-year gates respectively. However, do not update the form after an individual has passed the 18 (Rated) or 20-year gate (CEA).

2.10.1.5. Ensure all rated officers and CEA flight records contain a clear audit trail establishing the initial OFDA and subsequent accrued OFDA increases.

2.11. AF Form 1042 Procedures.

2.11.1. When an AF Form 1042, is received placing an individual on DNIF, update the following information:

2.11.1.1. Update the member's Physical Availability Code to D effective the date found in the block labeled "Actual Date Found DNIF" on the AF Form 1042.

2.11.1.2. Place the AF Form 1042 in a suspense file until a new AF Form 1042 removing the member from DNIF status is received or disqualification action is required. Do not place the DNIF AF Form 1042 in the FRF. **(EXCEPTION: If the member is PCS'd while DNIF, the AF Form 1042 will be filed in the member's FRF.)**

2.11.1.3. When the member is recertified for flying duty, update the member's physical availability code to A (B for waiver) effective the date found in the block labeled "Actual date found medically cleared" on the AF Form 1042. Remove the DNIF AF Form 1042 from the suspense file, and then destroy both forms.

2.11.1.4. When a disqualification action is required IAW AFI 11-402, publish disqualification order and annotate on the AF Form 1042 the AO number that disqualified the member. Use the AF Form 1042 as a source document.

2.11.1.5. Place a copy of the disqualification AF Form 1042 on top of the most recent flight physical in the FRF.

2.11.2. When an AF Form 1042, is received certifying a member's Initial Base Clearance, update the physical availability date with the date the Flight Surgeon signed the form.

2.11.3. When an AF Form 1042, is received certifying Annual Medical Certification, update the flight physical and physical availability date with the date the Flight Surgeon signed the form. (Exception: Do not update the physical availability date when the member remains DNIF when an annual clearance has been granted.) Verify with the FSO if necessary.

2.11.3.1. When an AF Form 1042, is received certifying Medical Certification with a waiver from AF/SG, use the date the Flight Surgeon signed the form as long as it is not earlier than the date AF/SG approved the waiver.

2.11.3.2. Categorical Flying Waivers. HARMs must ensure categorical flying waiver codes are entered in ARMS when noted on an AF Form 1042.

2.12. Aircraft/Jump Mishap Procedures. Refer to AFI 91-204, *Safety Investigations and Reports* for more information.

2.12.1. The HARM (or equivalent) will as a minimum:

2.12.1.1. Impound the FRF/JRF and secure from unauthorized access.

2.12.1.2. Contact the flying/jump squadron to ensure all outstanding AFTO Form 781s, AF Form 922s and training accomplishment reports for the members involved were updated in ARMS.

NOTE: Do not process the mishap sortie/jump documentation. (Example: If the aircraft mishap occurred during the fourth sortie of the mission, load all sorties except the fourth if the documentation is available.)

2.12.1.3. Ensure the following ARMS reports are printed:

2.12.1.3.1. Individual Data Summary (IDS)

2.12.1.3.2. Flying History Report (FHR)

2.12.1.3.3. Individual Flight Record (IFR)

2.12.1.3.4. Jump Record (JR)

2.12.1.3.5. Aircraft Accident Investigation Report (N/A for jumpers)

2.12.1.4. Gather and ensure all required documentation (including the FEF if not already provided) for the Accident Investigation Board is released only to the appropriate team president or interim board president. Make a copy of most recent ARMS documents (including training data and mishap flight/jump authorization) and keep in a suspense folder until FRF/JRF is returned.

2.12.1.5. Accomplish SARM duties listed below if your office performs HARM/SARM duties simultaneously.

2.12.2. The SARM/TARM (or equivalent) will as a minimum:

2.12.2.1. Update all outstanding AFTO Form 781s, AF Form 922s, and training accomplishment reports for the member(s) involved into ARMS. Do not process the mishap sortie/jump documentation.

2.12.2.2. Print ARMS training summaries, and obtain a copy of the signed flight authorization.

2.12.2.3. Gather all required documentation for the HARM.

2.12.2.4. Accomplish HARM duties listed above if your office performs HARM/SARM duties simultaneously.

2.13. End-of-Month (EOM) Reports. The following is a list of required EOM reports. Units will determine if additional requirements are warranted. (Refer to [Attachment 21](#).)

2.13.1. Headquarters Operations Resource Information System (HORIS) Report Audit List (If the HORIS Report contains errors that cannot be corrected, contact the MFM for approval to request a Special HORIS Report. This is a Higher Headquarters Report.) (See [Table 2.3](#), [Table 2.4](#), [Table 2.5](#), [Table 2.6](#), [Table 2.7](#), [Table 2.8](#).)

2.13.2. Individual Data Summary

2.13.3. Flying History Report

2.13.4. Individual Flight Record

2.13.5. Aviation Service Suspense List

2.13.6. Entitlement Status Letters (ACIP, CEFIP)

2.13.7. Operations System Management Suspense List (All parts)

2.13.8. Flying Pay Control Document

2.13.9. ASC Conditional Flying Hours

2.13.10. 120 Day Notification

2.13.11. Jump Record

2.13.12. FSC S/K (over 160 day flag) Status Browser Report (access from ARMS web page).

2.13.13. ASC 04 (over 160 day flag) Status Browser Report (access from ARMS web page).

2.13.14. Double Billeting Browser Report (access from ARMS web page).

2.14. Establish SSAN for Non-US Citizens and Attached Flyers. For creating a non-US citizen or a dummy record for attached flyers in ARMS, a special Non-US Identity Code (NUSIC) has been estab-

lished in lieu of a SSAN. The first three digits indicate the command of the unit (ACC-870, AMC-871, AFMC-872, AFSOC-873, USAFE-874, PACAF-875, AFSPC-876, ANG-877, AFRC-878, AETC-879). The next two digits are assigned by the MAJCOM. The base will sequentially assign the remaining four digits. Where non-US citizens have been issued a US SSAN, identify them in ARMS using the US SSAN. **Do not change a NUSIC or US SSAN code once issued.**

2.15. Disclosure of Information from ARMS. ARMS is an unclassified system; however, data in ARMS is subject to the provisions of the Privacy Act of 1974 (Public Law 93-579) and AFI 33-332, and must be safeguarded from unlawful release. The release of data to any person within the DoD, is not authorized without the written consent of the subject or as specifically allowed by the Privacy Act. Persons willfully releasing ARMS individual data in any manner to any person or agency not authorized under the Privacy Act to receive it may be guilty of a misdemeanor and subject to a fine of not more than \$5,000.

2.16. ARMS.

2.16.1. ARMS is the primary automated system for use in all aviation management offices. ARMS gives flying unit/group/MACJOM commanders, aircrew supervisors, and managers accurate and timely aircrew information to monitor, track, and schedule flight operations. ARMS will only be used to track aircrew, operational support, and parachutist personnel.

2.16.2. ARMS will be used/updated for all information pertaining to aviation flight management flying/training requirements.

2.16.3. ARMS contains six modules. They are:

2.16.3.1. System Management: This module contains all system security and administration functions pertaining to aircraft description, installation names, assigned units, authorized aircraft, crew positions, crew information, man-month allocations, and Optical Mission Accomplishment Report (OMAR).

2.16.3.2. Resource: This module contains all actions concerning aviation service entitlements, pay actions, aircrew data, flyer/parachutist availability, jump activity, and personal information on any given flyer/parachutist.

2.16.3.3. Training: This module contains all system functions pertaining to aircrew training task requirements, training profiles, and training programs. The training module maintains training programs for each individual required to perform frequent and regular flights/jumps.

2.16.3.4. Flying Hours: This module contains all functions pertaining to individual and aircraft flight activity.

2.16.3.5. Reports: This module contains all standard ARMS reports for Resource, Training, Flying Hours, Interfaces, System Management, etc.

2.16.3.6. Interfaces: This module contains the exchange of information between ARMS and three external systems:

2.16.3.6.1. Military Personnel Data System (MILPDS) to ARMS

2.16.3.6.2. ARMS to MILPDS

2.16.3.6.3. ARMS to HORIS

2.16.4. System Connectivity and Problems.

2.16.4.1. Check the SSG Web Page to see if the problem has been identified. If the problem has been identified and is being worked by SSG, no other action is required. If not, follow the procedures developed by the HARM to determine the appropriate course of action.

2.16.4.2. The CHARM will track and validate ARMS problems identified by users. If not solved locally provide supporting document actions to the MAJCOM ARMS Working Group (AWG) representative. After AWG validation, notify your MAJCOM Functional Manager.

Table 2.1. FRF/JRF Management.

I T E M	A	B	C
	When the member	The member will	And the HARM will
1	Arrives at a new duty station. (This includes members in TDY status when flight/jump record responsibility is changed. Refer to Table 2.2.)	<ol style="list-style-type: none"> 1. Deliver the Flight / Jump Records Package to the HARM within 10 workdays. 2. Complete incoming flight/jump physical requirements IAW AFI 48-123 prior to participation in flying/ jump duties. 3. If required, complete physiological training IAW AFI 11-403 prior to participation in flying/ jump duties. 4. Complete incoming record review. 	<ol style="list-style-type: none"> 1. Review flight/jump records package to ensure receipt of: <ol style="list-style-type: none"> a. Individual FRF/JRF with the documents specified in paragraph 2.5.4., 2.5.5., 2.5.6.2., 2.5.6.3., 2.5.6.4. , and 2.5.6.5. (If applicable) b. The FEF, if applicable. Required for inactive members. The FEF will be filed in FRF for inactive members. c. If records are incomplete notify the losing HARM and request duplicate copies of missing documents. 2. Brief inbound record's review requirements. (Refer to paragraph 2.7.4.) This review may be used to satisfy the annual requirement when accomplished within the record's review eligibility period. 3. In-process record. 4. When the MILPDS interface data is received, or Personnel Data confirmed: <ol style="list-style-type: none"> a. Publish AOs (as necessary IAW AFIs 11-401/402/410.) b. Process MPO if required IAW DOD 7000.14-R, DFAS-DEM 7073-1, 2, 3, AFIs 11-401/402/410, and this instruction. (See paragraph 2.3.1.6.) 5. Forward the FRF/JRF and ARMS record transfer acknowledgement letter to the losing HARM within 5 days of update in ARMS.

I T E M	A	B	C
2	Is to depart PCS and notice is received from MILPDS		<ol style="list-style-type: none"> 1. Review ARMS IDS: <ol style="list-style-type: none"> a. Determine flight physical and physiological training requirements. (IAW AFI 11-202, Vol 1) b. For active flyers, notify the SARM of projected PCS actions. 2. Monitor for receipt of orders and process IAW Table 2.1., Item 3.
3	Is to depart PCS and orders are received. (This includes members in TDY status when flight/jump record responsibility is changed (Refer to Table 2.2.)	<ol style="list-style-type: none"> 1. Provide the HARM two copies of the PCS/TDY orders and any amendments or ARC equivalent. 2. Establish a departure date to pick up the FRF/JRF. 3. Complete as required: <ol style="list-style-type: none"> a. Flight physical. b. Physiological training. 4. Pick up flight/jump record package from HARM. Ensure package includes: <ol style="list-style-type: none"> a. FRF/JRF. b. FEF (if applicable.) 5. Sign IDS, Out-processing logbook, and FRF/JRF and ARMS transfer acknowledgement letter. 	<ol style="list-style-type: none"> 1. Complete all actions from item 2. 2. Establish date for member to pick up records. 3. Process MPO (DD Form 114) to stop conditional incentive pay for individuals who depart PCS/PCA to a non-flying or non jump position IAW AFI 11-401/402/410 and this instruction. 4. Process all outstanding AFTO Forms 781, AF Forms 3520, AF Forms 922, training accomplishment data, and any other required aviation management actions. 5. Transfer electronic records to the appropriate HARM. 6. Inventory the flight/jump records package with the member. Obtain a signature on the PCS IDS; Out-Processing logbook and FRF/JRF transfer acknowledgment. 7. If the HARM is unable to comply with all of item 3, column C, prior to the member's departure, release the FRF/JRF/FEF to member and forward the remaining documents to the gaining HARM. 8. Retain a separate copy of member PCS/PCA orders or ARC equivalent, out-processing checklist, IDS, FHR, IFR, ARMS training reports, and returned FRF/JRF and ARMS transfer acknowledgment letter for two years. 9. Delete electronic file from ARMS when FRF/JRF and ARMS transfer acknowledgement letter is received from gaining HARM.

I T E M	A	B	C
4	Departs TDY and flight/jump record responsibility does not change.	<ol style="list-style-type: none"> 1. Provide the HARM a copy of TDY orders and any amendments. 2. Establish a departure date and an expected date of return. 3. If flying/jump duties are performed at TDY location, ensure flying time extracts and AF Form 922s are sent IAW AFI 11-401. 	<ol style="list-style-type: none"> 1. Review TDY orders to determine aircrew and parachutist qualification requirements won't expire prior to completion of TDY. (As a minimum check physical, physiological, and centrifuge training). 2. Publish AO IAW AFIs 11-401/402/410, if required. 3. Refer to Table 2.2., Rules 4 and 7.
5	Returns from TDY	Turn in all AFTO Forms 781, AF Form 3520, and AF Form 922.	Ensure all outstanding AFTO Forms 781, AF Form 3520, and AF Form 922 are processed.
6	Has flying/jump requirements terminated (Ops Support, UFT, etc.)	Pick up records from HARM.	<ol style="list-style-type: none"> 1. Process all outstanding AFTO Forms 781, AF Form 3520, and AF Form 922. 2. Publish AO IAW AFIs 11-401/402/410. 3. Initiate an MPO action to stop pay effective upon change of status. (Enter MPO effective date and reason into ARMS.) 4. Prepare the Flight/Jump Records Package and process IAW paragraph 2.4.1. 5. Delete records from ARMS when no longer needed. Exception: Do Not delete jump records from ARMS.
7	Is disqualified or suspended	<ol style="list-style-type: none"> 1. Not participate in flying/jump duties. (Note: A member disqualified from performing rated/CEA duties may be qualified to perform nonrated flying duties.) 2. Complete record review upon disqualification. 	<ol style="list-style-type: none"> 1. Upon receipt of source documents requiring disqualification or suspension, publish AOs IAW AFIs 11-401/402/410. 2. Process MPO to stop appropriate incentive pay action and update ARMS as required. 3. Produce record review reports, ITS, and conduct record review.

I T E M	A	B	C
8	Is removed from disqualification or suspension	<ol style="list-style-type: none"> 1. Inform the HARM immediately if disqualification is removed. 2. Complete record review upon return to active status. 	<ol style="list-style-type: none"> 1. Upon receipt of source documents requiring removal of disqualification or suspension, prepare AOs IAW AFIs 11-401/402/410. 2. Process MPO to start appropriate incentive pay action and update ARMS. 3. Produce record review reports and conduct record review upon return to status.
9	Is disqualified for more than 5 years	Pickup FRF/JRF	<ol style="list-style-type: none"> 1. Follow out-processing procedures IAW paragraph 2.4.1. 2. Release FRF/JRF IAW AFMAN 37-139.
10	Is to retire or separate	<ol style="list-style-type: none"> 1. Provide the HARM with 2 copies of orders and any amendments. 2. Establish departure date. 3. Provide HARM with FEF (if applicable). 4. Pick up the Flight/Jump Records Package from the HARM. 	<ol style="list-style-type: none"> 1. Obtain two copies of orders. 2. Establish pickup date for FRF/JRF/FEF. 3. Validate member's conditional entitlement to incentive pay through date of retirement or date of separation. 4. Follow out-processing procedures IAW paragraph 2.4.1.
11	Is to retire or separate (member does not pick up records)		<ol style="list-style-type: none"> 1. Obtain copy of orders from Retirement/Separations. 2. Follow out-processing procedures IAW paragraph 2.4.1. 3. Mail complete package to member's home of record. 4. If all attempts fail, maintain record for 5 years and then dispose.
12	Is POW or MIA		<ol style="list-style-type: none"> 1. Use ARMS to electronically out-process flight/jump records to HARM code "NTMU". 2. Follow out-processing procedures IAW paragraph 2.4.1. 3. Seal package and forward IAW paragraph 2.3.1.4. Ensure package is marked "POW/MIA".

I T E M	A	B	C
13	Is deceased		<ol style="list-style-type: none"> 1. Follow out-processing procedures IAW paragraph 2.4.1. 2. Forward the Flight/Jump Records Package IAW AFI 34-242, <i>Mortuary Affairs</i>.
14	Is incarcerated		<ol style="list-style-type: none"> 1. If disqualification action is pending, maintain record until action is resolved. 2. Once disqualification action is complete, update ARMS with the disqualification action and follow out-processing procedures IAW paragraph 2.4.1. 3. Delete member's record from ARMS. 4. Mail records to HQ AFSFC/SFCI, 1720 Patrick Street, Lackland AFB, TX 78326-5526 if member is still incarcerated. <p>NOTE: If disqualification AO is received after the member has been released from incarceration, mail completed package to the individual.</p>

Table 2.2. Flight/Jump Record Custodial Responsibility During Periods of Temporary Duty.

R U L E	A	B	C
	If the TDY is	And the member	Then the Flight/Jump Record Folder custodial responsibility will:
1	Accomplished enroute to PCS assignment (Refer to Note 2)	Will be flying/jumping	Change to TDY HARM
2		Will not be flying/jumping	Change to PCS HARM
3		Is disqualified	
4	Less than 30 days or less than 20 sorties	Will be flying/jumping	Refer to Note 1
5		Will not be flying/jumping	No change
6		Is disqualified	
7	Over 30 days or over 20 sorties	Will be flying/jumping	Refer to Notes 1 and 2.

NOTES:

1. Transfer of records during such periods is an option of the losing unit (unit that owns the FRF/JRF). However, the records should be transferred only when possession of the records is essential for management of resources at the TDY station. If records are not transferred, forward with member copies of IDS, FHR, and ITS to the TDY HARM.
2. When records are transferred and TDY is 30 days or longer, item 1, [Table 2.1.](#) applies.

Table 2.3. Nonrated Flying Status Code Edit.

RULE	If grade is	And entitlement status code is:	And flying status code is:	Then DAFSC prefix or DAFSC must be:
1	01 – 10	9	D / L	B/F/K/Q/X
2	31 – 39			K/Q/X
3	Valid		E	J or DAFSC 1C2X1, 1T2X1, or 13DX
4	01 – 10		C	Not = B/F/K/Q/X
5	31 – 39			Not = K/Q/X
6	01 – 10		J (See Note)	Not = B/F/K/Q/X
7	31 - 39			Not = K/Q/X

NOTE: Prior FSC must be “D”.

Table 2.4. HORIS Logic Table – ESC.

ESC	Description	Valid For:			
		Rated	Surgeon	CEA	Other
1	Continuous (0-12 year gate)	X			
2	Continuous (12-18 year gate)	X			
3	Continuous (18-25 year gate)	X			
4	Continuous (18-22 year gate)	X			
5	Conditional (12-18 year gate)	X			
6	Conditional (18-25 year gate)	X			
7	Continuous ACIP terminated (over 25 years aviation service) if applicable. Conditional may continue if ASC is 6A, going to 7A.	X			
8	Conditional ACIP	X	X		
9	Conditional HDIP				X
0	Disqualified/suspended	X	X	X	X
A	Continuous CEFIP (0-10 years)			X	
B	Continuous CEFIP (10-15 years)			X	
C	Continuous CEFIP (15-20 years)			X	
D	Continuous CEFIP (20-25 years)			X	
E	Conditional CEFIP (10-15 years)			X	
F	Conditional CEFIP (15-20 years)			X	
G	Conditional CEFIP (20-25 years)			X	
H	Continuous CEFIP terminated (over 25 years aviation service) if applicable. Conditional may continue if ASC is GA, going to HA			X	

Table 2.5. HORIS Logic Table – FSC.

FSC	Description	Valid For:		
		Rated	CEA	Other
A	Active operational flying (includes FAC waivers)	X	X	
C	Active operational support (non-crew)			X
D	Active non-rated aircrew member			X
E	Active parachutist			X
G	Active grounded	X	X	
J	Inactive restricted	X	X	X
K	Inactive lack of support capability	X	X	
L	Inactive school 90-days or more	X	X	X
P	Inactive separated	X	X	X
S	Inactive nonperformance	X	X	
T	Inactive indoctrination flyer	X	X	
U	Active flying training student (nonrated/non-CEA)	X	X	
W	Reserved for future use			
X	Active pipeline	X	X	
Z	Unmanned aerospace vehicle	X	X	X
0	Disqualified - administrative reasons	X	X	X
1	Disqualified - fear of flying	X	X	X
2	ARC rated officers assigned to nonrated duties (API 0) (except "P" or "N" prefixed or 01C0 DAFSC)	X	X	X
3	Disqualified - medical disqualification	X	X	X
4	Suspended - disqualification action	X	X	X
5	Disqualified - flying evaluation board and failure of nonrated aircrew members to attain aircrew qualification	X	X	X
6	Flying or jump requirement terminated	X	X	X
7	Reserved	X	X	X
8	Disqualified - voluntary request	X	X	X
9	Air Force Educational Leave Of Absence program	X	X	X

Table 2.6. HORIS Logic Table – ASC.

ESC	FSC	Modified
1	A, G, J, K, L, P, S, T, U, X, or Z	
2	A, G, J, K, L, P, S, T, U, X, or Z	
3	A, G, J, K, L, P, T, U, X, or Z	
4	A, G, J, K, L, P, T, U, X, or Z	
5	A, G, J, K, L, P, S, T, U, X, or Z	
6	A, G, J, K, L, P, T, U, X, or Z	
7	A, G, J, K, L, P, T, U, X, or Z	
8	A, J, T, K, L, or Z	
9	C, D, E, G, J, L, W, or Z	
0	0-9, or Z	
A	A, G, J, K, L, P, S, T, Z, U, X, or Z	D, W
B	A, G, J, K, L, P, S, T, Z, U, X, or Z	D, W
C	A, G, J, K, L, P, S, T, Z, U, X, or Z	D, W
D	A, G, J, K, L, P, T, Z, U, X, or Z	D, W
E	A, G, J, K, L, P, S, T, Z, U, X, or Z	D, W
F	A, G, J, K, L, P, S, T, Z, U, X, or Z	D, W
G	A, G, J, K, L, P, T, Z, U, X, or Z	D, W
H	A, G, J, K, L, P, T, U, X, or Z	

Table 2.7. HORIS Logic Table – ASC/Flyer Type.

ESC	FSC	Valid Flyer Type
1	A, G, J, K, L, P, S, T, U, or X	Rated Officer
2	A, G, J, K, L, P, S, T, U, or X	Rated Officer
3	A, G, J, K, L, P, T, U, or X	Rated Officer
4	A, G, J, K, L, P, T, U, or X	Rated Officer
5	A, G, J, K, L, P, S, T, U, or X	Rated Officer
6	A, G, J, K, L, P, T, U, or X	Rated Officer
7	A, G, J, K, L, P, T, U, or X	Rated Officer
8	A, J, T, K, or L	S
9	C	Z (Op's Support/Non-crew)
	D	A, H, J, or Z
	E	D or J
	G	
	J	A, H, J, or Z
	L	A, H, J, or Z
	W	A
0	0-9	
A	A, G, J, K, L, P, S, T, Z, U, or X	CEA
B	A, G, J, K, L, P, S, T, Z, U, or X	CEA
C	A, G, J, K, L, P, S, T, Z, U, or X	CEA
D	A, G, J, K, L, P, T, Z, U, or X	CEA
E	A, G, J, K, L, P, S, T, Z, U, or X	CEA
F	A, G, J, K, L, P, S, T, Z, U, or X	CEA
G	A, G, J, K, L, P, T, Z, U, or X	CEA
H	A, G, J, K, L, P, T, U, X, or Z	CEA

Table 2.8. HORIS Logic Table – API, FAC, FSC.

API	FAC	FSC
1	1	A, G, K, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	2	A, G, K, P, S, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	7	J, K, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	8	J, K, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	9	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
2	1	A, G, K, P, S, Z, X, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	2	A, G, K, P, S, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	7	J, K, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	8	J, K, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	9	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
3	4	A, G, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	6	A, G, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	7	J, P, T, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	8	K, L, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	9	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
4	4	A, G, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	6	A, G, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	7	J, P, T, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	8	K, L, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	9	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
5	1	A, G, K, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	7	J, K, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	9	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
6	2	A, G, K, P, S, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	3	A, G, K, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	7	J, K, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	8	J, K, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	9	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
7	1	A, G, K, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	3	A, G, K, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9

API	FAC	FSC
	7	J, K, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	8	J, K, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
7	9	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
8	2	A, G, K, P, S, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	3	A, G, K, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	7	J, K, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	8	J, K, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	9	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
9	1	A, G, K, P, S, Z, X, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	2	A, G, K, P, S, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	7	K, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	8	J, K, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	9	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
0	0	J, L, P, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	5	A, G, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	6	A, G, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	7	U
	9	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
A	A	A, G, K, L, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, U, or X
	B	A, G, K, L, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, U, or X
	H	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
B	B	A, G, K, L, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, U, or X
	C	A, G, K, L, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, U, or X
	H	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
C	E	J, K, L, P, T, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	D	J, K, L, P, T, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	G	J, K, L, P, T, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	H	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
D	C	A, G, K, L, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, U, or X
	H	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
E	E	J, K, L, P, T, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9

API	FAC	FSC
	G	J, K, L, P, T, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	H	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
F	F	A, G, K, L, P, S, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, U, or X
	H	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
Z	C	J, K, L, P, T, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	E	J, K, L, P, T, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	G	J, K, L, P, T, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9
	H	A, G, J, K, L, P, S, T, U, X, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9

Chapter 3

AVIATION RESOURCE MANAGEMENT (ARM) AFSC 1C0X2 TRAINING

3.1. Purpose. This chapter outlines specific training duties for 1C0X2 training managers and supervisors at all levels in the ARM career field.

3.2. MAJCOM Responsibilities. Develop Quality Training Packages (QTPs) for MAJCOM-unique requirements. Provide copies of QTPs to HQ USAF/XOOT for inclusion in the CFETP.

3.3. Wing/Group Chief, Host Aviation Resource Manager/Senior 1C0X2 Responsibilities. Ensure personnel plan, conduct, and evaluate training IAW AFI 36-2201, *Developing, Managing, and Conducting Training* and ensure personnel, including development of civilian (1C0X2) work plans, use the 1C0X2 CFETP to:

3.3.1. Manage Training.

3.3.2. Identify position qualification and skill-level upgrade requirements.

3.3.3. Coordinate on 1C0X2 training waiver packages IAW 1C0X2 CFETP (Refer to [Attachment 28](#)).

NOTE: The 1C0X2 CFETP is the primary document for 1C0X2 training. It identifies life-cycle education and training requirements and it serves as a road map for career progression and outlines requirements that must be satisfied at critical career phase points. It also specifies the mandatory task qualification requirements for award and maintenance of AFSCs. The 1C0X2 CFETP assists individuals in planning, conducting, evaluating, and documenting of education and training.

3.3.4. Ensure personnel document training requirements as outlined in the 1C0X2 CFETP.

3.3.5. Ensure trainers and task certifiers are appointed in writing and meet all requirements IAW the CFETP.

3.3.6. Will appoint a 1C0X2 as the 1C0X2 career field Training Manager with the following minimum qualifications: (if current manning situations do not permit appointment of a Training NCO, the NCOIC of the section will assume those duties).

3.3.6.1. Staff sergeant or higher or civilian equivalent with at least 3 years in the 1C0X2 career field.

3.3.6.2. Meet trainer and task certifier qualifications.

3.4. Supervisor Responsibilities.

3.4.1. Review the training program annually and make corrections as needed.

3.4.2. Review individual training records quarterly to ensure effectiveness of the program.

3.4.3. Conduct task evaluations as necessary.

3.4.4. Make entries on the AF Form 623a, On-The Job Training Record Continuation Sheet, regarding the trainees' upgrade progression, training interruptions, and training problems encountered. Auto-

mated reports may also be used (e.g. spreadsheets, databases, or word processing software). (Refer to [Attachment 18](#), [Attachment 19](#), and [Attachment 20](#)).

3.4.5. Submit training waiver request letters IAW 1C0X2 CFETP (Refer to [Attachment 28](#)).

3.4.6. Additional mandatory supervisor responsibilities can be found in AFI 36-2201.

3.4.7. Complete the Graduate Assessment Survey (GAS).

3.5. Initial Training Evaluation.

3.5.1. An initial evaluation validates task certifications and establishes duty position training requirements. [Attachment 17](#) provides an example checklist with the minimum required elements to document the evaluation IAW AFI 36-2201.

3.5.1.1. Review AF Form 623, CFETP, Specialty Training Standard (STS), Air Force Job Qualification Standard (AFJQS), and Additional Task List (e.g. AF Form 797, **Job Qualification Standard Continuation/Command JQS**).

3.5.1.2. Review past certifications, determine present training requirements, and verify previously certified tasks.

3.5.1.3. Match duty position requirements to qualifications of the individual. Consider all tasks performed in the duty position and how they compare to the overall work center requirements.

3.5.2. Determine the level of training the individual needs to become duty position qualified. Include mandatory qualification and experience requirements listed in AFMAN 36-2108, *Enlisted Classification*.

3.5.3. Identify contingency, mobility, and other required additional duty training.

3.5.4. For technical school graduates, review the CFETP or STS to determine the quality of training they received.

3.5.4.1. Evaluate trainee to verify knowledge and determine the amount of additional training required.

3.5.4.2. Report all training deficiencies to customer service information line (CSIL) 597-4566. The address and phone number can be found in CFETP. This replaced the AF Form 1284.

3.5.5. As a minimum, brief trainee on the following topics:

3.5.5.1. Career Development Course (CDC) requirements.

3.5.5.2. Duty position tasks in CFETP, STS, AFJQS, and additional tasks found on the AF Form 797.

3.5.5.3. Explain sequence of training according to your training plan.

3.5.5.4. Supervisor, trainer, and trainee responsibilities.

NOTE: Initial newcomers briefing documentation will be filed in the AF Form 623. (Refer to [Attachment 17](#)).

3.6. Task Evaluations. Task evaluations are required for individuals in upgrade and qualification training. Work center certifiers will document evaluation reports on an AF Form 803, **Report of Task Evaluation** or automated reports. Use the following guidelines:

- 3.6.1. Upgrade Trainees (3 Level/DDA). 10% of all technical tasks.
- 3.6.2. Upgrade Trainees (5 Level). 10% of all technical tasks.
- 3.6.3. Upgrade Trainees (7 Level). 10% of all technical.
- 3.6.4. Qualification Trainees. 2 technical task items.
- 3.6.5. File evaluation in the OJT record and send a copy to the Unit Education and Training Manager (UETM).
- 3.6.6. Complete the GAS, if applicable.

3.7. Master Task Listing (MTL).

3.7.1. The MTL is a document within the office that identifies all tasks performed in the work center. This includes core, critical, position qualification, and wartime tasks.

3.7.2. Factors to consider when identifying MTL tasks.

3.7.2.1. Mission Requirements - Work center requirements are strongly considered when identifying training tasks. Not all CFETP items apply to one particular work center. Frequently required training items not listed in the CFETP are placed on AF Form 797 or computerized training form.

3.7.2.2. Special Requirements - Additional duties and periodic procedures pertaining to the work center, but not occurring on a day-to-day basis, are listed on the AF Form 797.

3.7.2.3. Mandatory AFMAN 36-2108 requirements - Identify these requirements in the MTL.

AFMAN 36-2108 requirements are, or should be identified within the 1C0X2 CFETP. Core task items not pertaining to work center requirements are included.

3.7.2.4. Recurring Training (e.g. Oracle Browser, SARM, HARM training) - Use AF Form 1098 to list any task requiring periodic retraining.

3.7.3. Documenting the MTL - The following coding procedures will help documenting your work centers MTL.

3.7.3.1. Identify the items pertaining to your work center. Remember, not all CFETP or STS items are required for a particular duty position. Circle the applicable CFETP or STS items. List local requirements on AF Form 797 and recurring training on AF Form 1098, or a computerized training form.

3.7.3.2. The next step is to determine which items require training at the five and seven skill levels. An effective method is to identify items according to each job position. Task identification by duty position is better than skill level certification in determining training items.

3.8. JQS Documentation.

3.8.1. The CFETP part II or AFJQS becomes a JQS for OJT when placed in AF Form 623 and used according to AFI 36-2201. When used as a JQS, identify duty position requirements by circling, in pencil, the subparagraph number next to the task statement.

3.8.2. As a minimum, complete the following columns in Part II of the 1C0X2 CFETP.

3.8.2.1. Training start date.

3.8.2.2. Training completion date.

3.8.2.3. Trainee Initials.

3.8.2.4. Trainer Initials (if applicable).

3.8.2.5. Certifier initials (if applicable).

3.8.2.6. Trainers may sign off non-core and non-critical tasks by initialing the trainer's column.

3.8.3. Only upon the approval of the 1C0X2 Air Force Career Field Manager (AFCFM) may you use an AFJQS in lieu of Part II of the 1C0X2 CFETP (STS).

3.8.4. The 1C0X2 AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for the 1C0X2 career field.

3.8.5. 1C0X2 CFETPs are used, when available, to identify and certify all past and current qualifications (unless an AFJQS has been mandated):

3.8.5.1. Upon completion of the transcription process, give the old 1C0X2 CFETP to the member.

3.8.5.2. New core tasks not previously identified, as result of a new 1C0X2 CFETP, member must be trained and certified in that core item.

Chapter 4

DEPLOYMENT OPERATIONS

4.1. Purpose. This chapter provides standardized procedures for 1C0X2-deployed operations.

4.1.1. ARMS will be used on all deployments greater than seven consecutive days unless communication support is not available.

4.1.2. All units with mobility requirements must develop and maintain deployment continuity procedures. As a minimum, these procedures will address all criteria outlined in this chapter.

4.2. Pre-deployment Requirements.

4.2.1. Determine ARMS connectivity at deployed location. Network connectivity is essential to the operation of ARMS at deployed locations. Normally, network communication exists at most deployed locations, however, the Office of Primary Responsibility (OPR) may be from another DOD service component, NATO, U.S. Allies or be the result of a contractual agreement approved by the deployment commander. The following items will be used to facilitate connectivity at the deployed location:

4.2.1.1. Attend pre-deployment meetings to identify support requirements.

4.2.1.2. Coordinate assignment on advanced echelon (ADVON) team to establish ARMS connectivity and other mission requirements in assigned work area.

4.2.1.3. Contact the Base Network Control Center (BNCC) project officer or NCO to establish support requirements. If local BNCC personnel are not deploying, contact the OPR at the deployed location to establish support requirements.

4.2.1.4. For locations where network communication is not available, submit a request to the local BNCC to establish a Remote Access Server (RAS) account NLT 45 days prior to deployment when possible. This method will allow connectivity to ARMS via telecommunication lines.

4.2.1.5. Use existing forward deployed bases infrastructure whenever possible. If deploying to a base with a HARM, contact the local CHARM for assistance and support.

4.2.1.6. If all attempts to establish ARMS connectivity failed, contact the Field Assistance Branch (FAB), DSN 596-5771.

4.2.2. Ensure deployment computers meet the following specifications:

4.2.2.1. Pentium Processor

4.2.2.2. 32MB of RAM

4.2.2.3. Internal or External Modem (RAS capability only)

4.2.2.4. Current version of ORACLE run-time and ARMS software. **NOTE:** A separate copy of the software will be hand carried to the deployment location should computer damage occur.

4.2.3. Personnel. Supervisors will ensure deploying 1C0X2 personnel meet minimum skill-level requirements to accomplish deployment responsibilities. **NOTE:** No other AFSC will be used to substitute for 1C0X2 taskings, unless waived by the MAJCOM Functional Manager.

4.2.4. Aircrew support requirements. Aircrew personnel will hand carry proof of aircrew qualification to the deployed location when 1C0X2 support is not required, otherwise, this will be a 1C0X2 responsibility. As a minimum, include the following items:

4.2.4.1. Current IDS and FHR

4.2.4.2. Current training report (used to verify Go/No-Go)

4.2.4.3. Current Flying Time Maximum Report or equivalent (Maximum flying hour limits must be monitored)

4.2.4.4. Current blank MARs (Sufficient to cover length of deployment)

4.2.4.5. Aircrew must have a FA for deployment and redeployment

4.2.5. Units will sign out a block of FA numbers (example 200-300) to cover the deployment period. Upon return to home station, the FA numbers used will be incorporated into the home station log. For unused numbers, annotate the FA log accordingly (example 273-300 not used) and place a memorandum in the record set. If the original block of FA numbers has been exhausted, contact home station and request an additional block of numbers.

4.2.5.1. Under unusual circumstances e.g. rainbow deployments (where more than one unit is temporarily assigned to the same wing during the deployment); it may be necessary to create a new log for the provisional unit. If this situation occurs, seek MAJCOM guidance.

4.2.6. In addition to this instruction, the following as a minimum will be deployed:

4.2.6.1. AFI 11-401 and applicable MAJCOM Sups

4.2.6.2. AFI 11-402 and applicable MAJCOM Sups

4.2.6.3. AFI 11-403 and applicable MAJCOM Sups

4.2.6.4. AFI 11-410 and applicable MAJCOM Sups

4.2.6.5. AFI 11-202, Volumes 1, 2, and 3 along with applicable MAJCOM Sups

4.2.6.6. MDS specific AFI 11-2 MDS Specific Volumes 1, 2, and 3 training instructions

4.2.6.7. AFI 48-123

4.2.6.8. AFI 65-503 Attachment A36-1, A37-1, A38-1

4.2.7. Evaluate requirements for UHF/VHF communication and connectivity, if applicable.

4.2.8. Evaluate requirements for secure storage (Air Tasking Orders, mission tapes, COMSEC, etc.), if applicable.

4.2.9. Coordinate with other HARMs, if applicable, to obtain user Ids to process flying time and training accomplishments of aircrew deployed from their base. This is required when 1C0X2s provide support to aircrew from another base. This will ensure deployed commanders and staff have the most current information.

4.2.10. Develop manual back-up procedures for network and telecommunication outages. As a minimum, develop procedures for preparing FAs, tracking and computing aircrew currencies, flying time maximums, report generation, and MAJCOM or unit specific requirements.

4.3. Deployed Location Requirements.

4.3.1. Operations conducted at the deployed location is an extension of home station operations. In addition to normal home station operations, the following must be accomplished if applicable:

4.3.1.1. Prepare Situation Reports (SITREP) reports as applicable.

4.3.1.2. Reconcile flying time and sortie data daily with maintenance debrief. Report data to home station as required.

4.3.1.3. Coordinate physical and physiological waivers as required.

4.3.1.4. Coordinate with Command Air Forces (COMAFFOR) staff to obtain established Combat/Combat Support criteria for operations involving hostilities.

4.3.2. The following procedures will be used for documentation management:

4.3.2.1. When manual operations are required, it may be necessary to fax or mail all post mission paperwork to the home station for processing.

4.3.2.1.1. When fax is available, forward documentation to home station daily.

4.3.2.1.2. If mailing is required, mail all flight documents to home station weekly. Every attempt must be made to ensure documentation arrives at the home station prior to the end of month for report purposes. Copy all source documents prior to mailing and maintain them in a suspense file until home station acknowledges their receipt.

4.3.2.1.3. Before mailing source documents to home unit for processing, ensure original documents are forwarded to the base that owns the aircraft IAW AFI 11-401. Verify HARM or SARM address prior to mailing.

4.4. Operational Control. Deployed personnel should understand the functional/operational control at the contingency or deployed location. SORTS reporting will normally indicate what command the unit is chopped to. Is the unit chopped to another command? For example, whom does your unit report to or work for while deployed (e.g. USAFE, PACAF, 16 AEW, 16 EOG, COMAFFOR, etc.). If chopped, all ARM actions and clarification will be routed through the chopped command structure.

Chapter 5

AIRCREW INCENTIVE PAY

5.1. Terms.

5.1.1. ACIP (IAW DODFMR).

5.1.1.1. Rated officers must be entitled to basic pay, hold a current aeronautical rating or be enrolled in training leading to an aeronautical rating, and be qualified for aviation service according to AFIs 11-401 and 11-402 to receive continuous or conditional ACIP. Duty positions entitled to ACIP: Pilot, Navigator, Observer, Flight Surgeon and ABM.

5.1.1.1.1. Pilot-Physician Procedures are IAW AFI 11-401.

5.1.1.1.2. Air Battle Staff. Rated General Officers may be entitled to ACIP until 25 years of Aviation Service. Inactive members currently performing non-crew member duties are entitled to HDIP provided they are not receiving ACIP and must log non-crew member time (crew position FZ) IAW AFI 11-401. HARMs must publish an AO reflecting the type of incentive pay authorized IAW DODFMR. In the remark section of the AO cite "FAC 8: member is performing in-flight noncrew member Air Battle Staff duties". Do not establish a new ASC for members performing Air Battle Staff.

5.1.2. CEFIP.

5.1.2.1. CEAs must be entitled to basic pay, hold a 1AXXX AFSC or be enrolled in formal flying training leading to designation as a CEA, and be qualified for aviation service according to AFIs 11-401 and 11-402.

5.1.3. HDIP (IAW DODFMR).

5.1.3.1. Nonrated officers enter into aviation service when rated officers are not available or qualified to accomplish specific in-flight duties. A nonrated officer is qualified for aviation service according to AFIs 11-401 and 11-402.

5.1.3.2. Nonrated enlisted members enter into aviation service when they are assigned to duty in the Airman Aircrew Operations career field. An enlisted aircrew member is qualified for aviation service according to AFIs 11-401 and 11-402. The DAFSC required for the position will have a prefix of "X", "K", or "Q" assigned.

5.1.3.3. Operational support flyers are personnel required to perform in-flight duties on an occasional basis that cannot be accomplished by rated, CEAs or nonrated aircrew members IAW with AFIs 11-401 and 11-402.

5.1.4. Crediting Criteria (IAW AFI 11-401).

5.1.4.1. Non-crediting Criteria (IAW AFI 11-401).

5.1.4.1.1. Other time and simulator time will not be used to meet the minimum flight time requirements IAW AFI 11-401.

5.1.5. Aerial flight (IAW DODFMR).

5.1.5.1. Flights in military aircraft or spacecraft and flights in nonmilitary aircraft when required by competent orders to fly such aircraft.

5.1.6. Flight Activity.

5.1.6.1. A member who is performing in-flight hazardous duty while obtaining or maintaining proficiency IAW AFIs 11-202 Volume 1 and 11-401 and 11-2 MDS Specific.

5.1.7. Minimum Flight Time Requirement (IAW DODFMR).

5.1.7.1. Aerial flight time required to qualify a member for that particular month's flying hour requirement. Minimum flight time applies to officers and enlisted members entitled to conditional ACIP, conditional CEFIP, or HDIP.

5.1.8. Fractions of a Calendar Month (IAW DODFMR).

5.1.8.1. Flight requirements may be prorated (reduced) when the member is placed on flying status for part of the month or removed from flying status before the end of the month. Use the AO effective date or AO termination date to determine the number of days the member was on flying status for a fraction of a month. (Refer to the Fractions of a Calendar Month table in DODFMR) To use the table correctly, calculate the number of days from the AO effective date to the end of the month or the number of days from the first of the month to the day of AO termination date.

5.1.8.2. Example 1: A member placed on status effective 3 February (AO effective date). Begin calculating the number of days the member was on flying status starting with the effective date of the AO. The member is available for 26 of the 28 days in February. Therefore, the flying hour requirement for February is 3.5 hours.

5.1.8.3. Example 2: A member placed on status effective 16 September (AO effective date). Begin calculating the number of days the member was on flying status starting with the effective date of the AO. The member is available for 15 of the 30 days in September. Therefore, the flying hour requirement for September is 2.0 hours.

5.1.8.4. Example 3: A member placed on status effective 18 January (AO effective date). Begin calculating the number of days the member was on flying status starting with the effective date of the AO. The member is available for 14 of the 31 days in January. Therefore, the flying hour requirement for January is 1.9 hours.

5.1.8.5. Example 4: A member is removed from status 15 Dec (AO effective date). Calculate days on status from 1 Dec through 14 Dec (period member was still on AOs, with a requirement to fly). The member is available for 14 of the 31 days in December. Therefore, the flying hour requirement for December is 1.9.

5.1.8.6. Suspension. When a member's AOs are terminated as a result of suspension, pending disqualification action, HARMs must wait until action is complete to determine if member qualified for a proportionate share of a month competent AOs were in effect. Requirements may change, and a proportionate share may no longer be applicable. Member is suspended 19 Jul 01, with 3.4 in the bank as of 1 Jul 01. Do not pay member using the banked time until disqualification is finalized. If suspension is removed, follow normal rules of application for a full month's requirement.

5.1.9. Excess Flight Time (IAW DODFMR)

5.1.9.1. Flight time over the minimum hours required to qualify a member for a particular month.

5.1.9.2. Example A: Member required to fly 4 hours for the month of June. The member flies 6.0 hours. The additional 2.0 hours flown are excess flight time.

5.1.9.3. Example B: Member placed on status 5 September is required to fly 3.5 hours. The member flies 6.0 hours. The additional 2.5 hours flown are excess flight time.

5.1.10. Insufficient time (Unused time).

5.1.10.1. Flight time flown that is insufficient to qualify a member for a particular month's flight time requirement.

5.1.10.2. Example C: Member is required to fly 4.0 hours for the month of July. The member flies 1.5 hours. The 1.5 hours are insufficient time.

5.1.11. Banked Time.

5.1.11.1. A combination of excess and insufficient hours available to be used for meeting later months' (current month plus 5 succeeding months') flight pay requirements.

5.1.11.2. Example: Using examples A and C from above, there are 3.5 banked hours. June: 2.0 hours (**Excess**) + July: 1.5 hours (**Insufficient**) = 3.5 **Banked Time**.

NOTE: Do not use banked hours towards entitlement to pay for a portion of a month a member was suspended, until the suspension/disqualification action is completed (if otherwise qualified). For example: Captain Walter Martin had 1.6 hours in the bank and was suspended from flying 3 Jan 02, pending a disqualification action. Although hours in the bank are enough to cover 1-2 January, the HARM will not pay the member until the disqualification action is finalized. The member's suspension may be revoked and a full 4.0 requirement would be in effect for the month of January. If disqualification is approved, the disqual AO will have the same effective date as the original suspension AO, then at that time the HARM may pay the member for 1-2 Jan 02.

5.1.12. Grace Period (IAW DODFMR)

5.1.12.1. A *maximum* 3-month period which a crewmember attempts to meet flight requirements. The intent is to enable the member to receive entitlement when flight activity occurred.

5.1.13. Aviation Accident (IAW DODFMR)

5.1.13.1. A member in conditional flying status who is injured or otherwise incapacitated while performing in-flight or other hazardous duty in which they are ordered, shall be considered to have met flight requirements while incapacitated, but not longer than 3 months. If member has met requirements for the month in which the injury occurred, entitlement begins the first day of the month following the month in which the injury occurred. Any hours flown in excess of the required hours used to qualify the member for pay, may be banked and used under the rules of application. However, if member has not met requirements for the month in which the injury occurred, entitlement begins the first day of the month in which the injury occurred. If member flew during a month, that insufficient hours did not qualify the member; however the mishap did, hours may be banked and carried forward up to 5 months under rules of application. If member returns from incapacity during the 3-month, they only get paid through the month returned, not to exceed allowable three months.

5.1.13.2. Example: A flyer is injured in January while performing hazardous duty, and has not met requirements for January; the member is entitled to pay for January through March (or up to month re-qualified, whichever is earlier). Insufficient hours are banked.

5.1.13.3. Example: A flyer is injured in January while performing hazardous duty and has met requirements for January; the member is entitled to pay for January through April (or up to month re-qualified, whichever is earlier). Hours that qualified member for January are not banked because they were used to qualify member for pay and establish three month period after January.

NOTE: Keep in mind; if the member is qualified to fly and has enough hours to bank forward, the member may receive pay entitlements over the 3-month period. For example, the member is injured in Feb. The member met the flight requirement for Feb and has 8 hours in the bank. The member will receive pay entitlements for Feb, Mar, Apr, May, Jun, and Jul. Mar, Apr, and May's requirements are automatically met because of the accident. Jun and Jul are met because of the hours in the bank. The order of application, which includes banking rules, is covered in greater detail refer to in paragraph 5.2.

5.2. Order of Application for Conditional Entitlement (IAW DODFMR) Order of Application for Conditional Entitlement (IAW DODFMR) The order of application below **MUST** be followed and may not be switched around. For example: If no hours are in the bank prior to starting a grace period, excess hours flown in a given month within the grace period must be used first (using para 5.2.2. guidance) to meet requirements of the grace period, prior to applying unused (insufficient) hours forward from within the same grace period (See example in paragraph 5.4.1.1.).

5.2.1. Rule 1: First, hours flown in a month. Must be applied to the current month to qualify the member for the current month's flight time requirement.

5.2.2. Rule 2: Next, excess time (Within a grace period). Excess time flown within a grace period will be applied to the previous month or months to meet grace period requirements as applicable. If the full grace period requirement is not met, excess hours will only apply to months in which flight activity (hazardous duty) was performed. (Refer to paragraphs 5.3. and 5.4.1.)

5.2.3. Rule 3: Next, banked time (including insufficient hours). Must be applied to the first, second, third, fourth and fifth succeeding months only to the extent the member fails during each month. Use oldest hours first.

Month	1	2	3	4	5	6	7
Req	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Flown	15.5	1.3	2.7	3.0	1.5	2.0	2.0
Pay	Yes	Yes	Yes	Yes	Yes	Yes	No

Assume for purpose of this example, that the member had no excess flight time from the prior months. There is 11.5 excess time from month 1. 2.7 banked time from month 1, entitles the member to flight pay for month 2 leaving 8.8 hours in the bank. 1.3 banked time from month 1, entitles the member to flight pay for month 3 leaving 7.5 hours in the bank. 1.0 banked time from month 1, entitles the member to flight pay for month 4 leaving 6.5 hours in the bank. 2.5 banked time from month 1, entitles the member to flight pay for month 5 leaving 4.0 hours in the bank. 2.0 banked time from month 1, entitles the member to flight pay for month 6 leaving 2.0 hours in the bank. 2.0 banked time from month 1, cannot be used to meet flight requirements for month 7; 2.0 is lost time.

5.3. Grace Periods (IAW DODFMR)

5.3.1. Regardless of the effective date of an AO, a grace period begins; the first month a member has flight requirements, but does not meet those flight requirements and there are no banked hours to cover the current month's requirements.

5.3.2. The 3-month period begins with the first month in which flight requirements are not met

5.3.2.1. The grace period will either end at the end of the second month provided the total flight requirements have been met, otherwise the period extends through the third month. In order to receive flight pay for the entire three-month period, the total flight requirements for that period must be met.

Month	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Req	4.0	4.0	4.0	4.0
Flown	4.0	0.0		
Pay	Yes			

Start Grace Period

5.3.3. A member enters a grace period when the member is initially placed on status.

5.3.3.1. A member was placed on status after the first of the month (8 Jul) and does not meet flight requirements; a grace period begins the month the individual was placed on status (8 Jul).

Month	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Req	3.2	4.0	4.0	
Flown	0.0			
Pay	TBD			

Start Grace Period

5.3.4. As long as the previous grace period requirements were met .

5.3.4.1. When a member is in a grace period and met the flight requirements of the entire grace period, a new grace period will begin with the first month flight requirements are not met.

Month	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Req	4.0	4.0	4.0	4.0	4.0	4.0
Flown	0.0	0.0	12.0	0.0		
Pay	Yes	Yes	Yes	TBD		

Grace Period met

Start new grace period

5.3.5. When the member fails the previous grace period.

5.3.5.1. When a member is in a grace period and fails to meet the entire grace period's flight requirements, a new grace period cannot begin until the member meets one month's flight requirements outside the grace period. **NOTE:** If a member flies 4 hours in the last month of grace period it does not mean the member is eligible to start a new 3 month grace period the following month.

Month	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Req	4.0	4.0	4.0	4.0	4.0	4.0
Flown	0.0	4.0	4.0	1.2	5.0	1.5
Pay	No	Yes	Yes	No	Yes	
	Grace Period was not met			Start new grace period		

5.3.6. No flight activity performed in the first month

5.3.6.1. When a member does not fly during the first month of a 3-calendar-month period and, in the second-month, flies at least 4 hours but less than 8 hours (the two months flight requirement), the member is entitled to pay for the second month only.

Month	<u>1</u>	<u>2</u>	<u>3</u>
Req	4.0	4.0	4.0
Flown	0.0	5.0	0.0
Pay	No	Yes	No
	Grace Period was not met		

5.3.7. No flight activity performed in the first two months

When a member does not fly during the first two months of a 3-calendar-month period, the member must meet the total aerial flight requirement by the end of the third month (including banked time prior to grace period) to be entitled to pay for all three consecutive months. If the member performs 4 or more hours, but less than the total requirement (including banked time), the member is entitled to pay for the third month only, because the member did not perform flight activity in the first and second months. When no flight activity is performed the first two months of a grace period, banked time (prior to grace period) may only be used if the entire three-month requirement is met.

5.4. Application of Terms

5.4.1. Excess time (IAW DODFMR). Excess hours includes hours flown in excess of a month's requirement and insufficient hours (within a grace period) not used. Banked excess hours (over a month's requirement within a grace period) may be used up to 2 months backward within a grace period. These hours must be used (if available), prior to using insufficient hours from that grace period. Excess hours from the bank (prior to a grace period) may be used up to five months forward. Apply banked excess hours (within a grace period) to the earliest month before using insufficient hours (within a grace period) towards succeeding months.

Insufficient hours, within a grace period may be used, providing excess hours (above a month's requirement within that grace period) are not available to be applied.

NOTE: Excess hours may be applied providing the member is on the same orders/pay type the hours were flown. For example: hours flown in conditional ASC 5A/ACIP to conditional ASC 6A/ACIP is OK; however, 7A conditional ACIP to non-crew/nonrated duty cannot count towards HDIP or vice versa.

5.4.1.1. Example (Using excess time backward first, prior to using insufficient)

Month	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Req	4.0	4.0	4.0	4.0	4.0
Flown	1.0	3.0	5.0	3.0	0.0
Pay	No	Yes	Yes	Yes	No
Excess			+1.0		

NOTE: Member is entitled to pay for the second month using 1.0 excess hours from month 3 (order of application rule 2), the third month based on hours flown (rule 1), and the fourth month using insufficient hours from month 1 (rule 3). The member has zero hours in the bank in month 5.

5.4.1.2. Example (Using excess time forward)

Month	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Req	4.0	4.0	4.0	4.0	4.0
Flown	7.4	6.5	0.0	6.0	2.0
Pay	Yes	Yes	Yes	Yes	Yes
Excess	+3.4	+2.5		+2.0	

NOTE: Member is entitled to pay for the third month using 3.4 hours from the first month and 0.6 hours from the second month. Member is entitled to pay for the fifth month using 1.9 hours from the second month and 0.1 hours from the fourth month. The member has 1.9 hours available (banked) in the fourth month.

5.4.1.3. Example (Using excess time backward)

Month	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Req	4.0	4.0	4.0	4.0	4.0
Flown	4.0	0.0	4.0	10.0	2.0
Pay	Yes	Yes	Yes	Yes	Yes

Start New Grace Period

Excess				+6.0	
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NOTE: Member's grace period starts in the second month and is entitled to pay using 4.0 hours backward from the fourth month. The member is also entitled to pay for the fifth month using the remaining excess hours (2.0) from the fourth month.

5.4.2. Insufficient time (Unused)

5.4.2.1. Insufficient time can be applied forward for a period of up to 5 months. This time may only be used **forward** (if excess hours have been exhausted first within that grace period) and **cannot** be applied to preceding month or months.

5.4.2.2. Example (Using insufficient time)

Month	<u>1</u>	<u>2</u>	<u>3</u>
Req	4.0	4.0	4.0
Flown	2.0	2.0	4.0
Pay	No	Yes	Yes
Insufficient	2.0	2.0	

NOTE: Member's grace period started in the first month and ended in the third month resulting in the member not meeting grace period requirements. The member loses pay for the first month, but is entitled to pay for the second and third months by applying 2.0 hours forward from first month to the second month. There were no excess hours in bank or flown within the grace period to use.

5.4.2.3. Example (Using insufficient time)

Month	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Req	4.0	4.0	4.0	4.0	4.0	4.0
Flown	0.0	4.0	4.0	1.2	3.0	1.5
Pay	No	Yes	Yes	No	Yes	
	Start Grace Period					
Insufficient				1.2		

NOTE: Member's grace period started in the first month and ended in the third month resulting in the member not meeting grace period requirements. The member loses pay for first month, but is entitled to pay for the second and third months. Since a new three month window cannot begin (failed grace period), member's 1.2 hours from the fourth month is insufficient and can be applied forward to meet the fifth month's requirements.

5.4.3. Moving time into a grace period (IAW DODFMR)

Month	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Req	4.0	4.0	4.0	4.0
Flown	6.0	4.0	1.0	5.0
Pay	Yes	Yes	Yes	Yes
Excess	+2.0			+1.0

NOTE: Member's grace period started in the third month and ended with the fourth month resulting in the member meeting grace period requirements. Member's 2.0 hours from the first month and 1.0 hours from the fourth month entitles the member to pay for the third month.

5.4.4. Moving time within a grace period (Fraction of a month) (IAW DODFMR)

Month	<u>1</u>	<u>2</u>	<u>3</u>
Req	0.8	4.0	4.0
Flown	0.6	2.7	4.3

Pay	Yes	No	Yes
Excess			+0.3
Insufficient		2.7	

NOTE: Member's grace period started in the first month and ended in the third month resulting in the member not meeting grace period requirements. Apply 0.2 hours from the third month to the first month and bank the leftover 0.1 from the third month and 2.7 hours in the second month. Member met requirements for the first and third month.

5.4.5. Moving time within a grace period (IAW DODFMR)

5.4.5.1. Example A

Month	<u>1</u>	<u>2</u>	<u>3</u>
Req	4.0	4.0	4.0
Flown	1.0	0.0	7.0
Pay	Yes	No	Yes
Excess		+3.0	
Insufficient	1.0		

NOTE: Member's grace period started in the first month and ended in the third month resulting in the member not meeting requirements. Member met requirements for both the first and third month by applying 3.0 from the third month.

5.4.5.2. Example B

Month	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Req	4.0	4.0	4.0	4.0
Flown	0.6	3.1	4.3	5.0
Pay	No	Yes	Yes	Yes
Excess			+0.3	
Insufficient		3.1		

NOTE: Member's grace period started in the first month and ended in the third month resulting in the member not meeting grace period requirements. Apply 0.6 from the first month and 0.3 hours from the third month to the second month. Member met requirements for the second and third month. The 3.1 hours from the second month is insufficient time and cannot be moved backward. Also, the 0.3 hours from the third month is not enough to meet the first month's requirements.

5.4.6. Moving time out of a grace period (IAW DODFMR)

5.4.6.1. Example (Using excess and insufficient time)

Month	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Req	4.0	4.0	4.0	4.0
Flown	0.0	1.0	6.0	1.2

Pay	No	No	Yes	Yes
Excess			2.0	
Insufficient		1.0		

NOTE: Member's grace period started in the first month and ended in the third month resulting in the member not meeting grace period requirements. The member loses pay for the first and second months, but is entitled to pay for the third month. Member's 1.0 hours from the second month and 1.8 from the third month can be applied forward to meet the fourth month's requirements.

5.4.7. Military operations or nonavailability of aircraft (IAW DODFMR).

5.4.7.1. When an member is unable to meet normal flight requirements due to military operations (combat or otherwise) or aircraft are unavailable (all aircraft are deployed or fleet is grounded for a three month period) in order to complete such requirements, the member may comply with the minimum flight requirements by performing 24 hours of aerial flight over a period of 6 consecutive calendar month waiver period. The squadron commander will certify in writing (waiver) the justification that prevented the member from completing normal flight requirements for the **initial** three-month period. Once the initial 3-month period is over, the HARM must process an MPO to terminate pay and collect previous months requirements that were not met. Once the 6-month waiver period is over, if member qualified for whole period, HARM may pay the member for the initial 3-month period.

5.4.7.1.1. When a member fails a 3-calendar-month grace period due to military operations or aircraft non-availability prevents fulfillment of flight requirements, then the 6-calendar-month waiver period for meeting the 24-hour flight requirement under this subparagraph begins on the first day of the initial 3-month grace period.

Month	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Req	4.0	4.0	4.0	4.0	4.0	4.0
Flown	2.1	1.0	0.0	2.5	9.0	9.4
Pay	Yes	Yes	Yes	Yes	Yes	Yes
Excess					5.0	5.4
Insufficient	2.1	1.0		2.5		

NOTE: Member entered a grace period in the first month (insufficient hours flown or in bank). During the first month of the grace period all available aircraft were deployed for contingency operations, and member could not meet flight requirements. Applying the above paragraph the member met the 24.0 hours flight requirement for the six-month waiver period and is entitled to pay for the entire period.

5.4.7.1.2. When a member is not in a 3-calendar-month grace period, then the first month, in which military operations or aircraft non-availability prevents fulfillment of flight requirements, is the beginning of the 6-calendar-month waiver period for meeting the 24-hour flight requirement under this subparagraph.

Month	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
Req	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Flown	4.0	1.5	0.0	0.0	6.5	10.1	7.5

Pay	Yes						
Excess					2.5	6.1	3.5
Insufficient		1.5					

NOTE: Commander submits a letter specifying aircraft were deployed for 120 day AEF rotation deployment effective 15 March (1st month). Member flew a 4-hour flight on 3 March and met flight requirement for month 1. The member enters a six-month grace period starting with month 2. Member met the 24.0 hours flight requirement for the six-month period and is entitled to pay for the entire period. Member now has 1.6 hours of banked time to move forward.

5.4.7.1.3. When a member enters a 3-calendar-month grace period due to military operations or aircraft non-availability preventing fulfillment of flight requirements, then the 6-calendar-month waiver period for meeting the 24-hour flight requirement under this subparagraph begins on the first day of the 3-month grace period. The letter is not submitted until the initial 3-month period requirement is not met due to military operations or aircraft non-availability.

Month	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Req	4.0	4.0	4.0	4.0	4.0	4.0
Flown	0.0	0.0	0.0	20.0	2.0	0.0
Pay	No	No	No	Yes	Yes	Yes
Excess				16.0		

NOTE: The 6-month waiver period ends in month 6 and a new 3-month grace period can begin in month 8 since excess hours could be used in month 7 (meeting one month's requirement outside the waiver period). The member flew 20 hours in month 4. Therefore, the member qualifies for flight pay in month 4. The excess 16 hours may NOT be used in months 1, 2, or 3 since the member failed the initial 3-month grace period, and the entire 6-month waiver period was not met. When the entire 6-month waiver period is not met, normal rules of application are used for pay entitlement and excess hours are applied forward not back in to the initial 3-month failed grace period. Apply the 16 hours to the succeeding five months to the extent they may be available and required.

5.4.7.1.4. At the end of the 6-month waiver period, monthly (conditional) ACIP/HDIP/CEFIP may be paid for missed months in the period to the extent that the remaining hours flown are applicable. Excess hours are applied forward; however, may not be applied back in to the initial 3-month failed grace period unless the whole period is met. The HARM received a letter from the commander for a 6-month waiver period for the case below, because aircraft for off station for three months Dec, Jan (month 1), and Feb (month 2). **In the case below, a 6-month waiver period would not be applicable because the 3-month grace period was met in month 3 and no waiver was required.** HARM would return the letter to the commander and explain it was not necessary.

Month	1	2	3	4	5	6
Req	4.0	4.0	4.0	4.0	4.0	4.0
Flown	0.0	0.0	20.0	0.0	2.0	0.0
Pay	Yes	Yes	Yes	Yes	Yes	TBD
Excess			16.0			

NOTE: During the grace period, the member flew the 20 hours in month 3. The excess hours may be applied to months 1, 2 through 8 to the extent excess hours are available and required to meet the month's flight requirements. The 3-month grace period ends in month 3 and a new three-month grace period begins in month 4.

5.5. Pay Management

5.5.1. Military Pay Order (MPO).

5.5.1.1. MPO Preparation. AF Form 1887, **Request For Aeronautical Orders**, or the computer-generated AO (See [Attachment 13](#)) will be used as the principal form for flying/jump pay MPOs. A DD Form 114, (See [Attachment 14](#)) may be used when a related AO is not required. Use the following guidelines when handling all flying/jump incentive pay actions:

5.5.1.1.1. Prepare an AF Form 1373, **MPO Document Control Log- Transmittal**, (3 copies) for each group of MPOs submitted.

5.5.1.1.2. Forward the AF Form 1373 and 3 copies of the MPO to the Accounting and Finance Office (AFO). AFO will certify receipt on one copy and return to ARM member to file in the HARM MPO suspense file.

5.5.1.1.3. Retain one copy of each MPO and a signed copy of the AF Form 1373 acknowledging receipt from finance in a suspense file.

5.5.1.1.4. Establish a suspense date to allow five working days for AFO processing IAW DFAS-DEM 7073-1.

5.5.1.1.5. This suspense file includes a copy of each MPO submitted during the fiscal year (FY) which were not verified against the Joint Uniform Military Pay System (JUMPS) transaction input report or filed in the member's FRF/JRF.

5.5.1.1.6. Maintain an MPO log for all AF Form 1373 transactions processed through AFO based on FY, identifying source code and transmittal number. The identifying source code (e.g.

EN) is assigned by the servicing AFO IAW DFAS DEM 7073-2. The transmittal number begins with 001 each FY.

5.5.1.2. MPO Validation. The reason for verifying the JUMPS Transaction Input (JTI) is two-fold. First, to provide a check against the system to ensure all MPO transactions were processed. Second, to provide an audit trail of MPO transactions in case a problem arises at later date.

5.5.1.2.1. HARMs must use the MPOs in the suspense file to validate that each MPO transaction was processed correctly. If an MPO was not processed, was processed incorrectly, or was rejected, HARMs must coordinate with the AFO for necessary corrective action. Processed transactions will be verified on the MPO/DD Form 114 or equivalent as follows: (See [Attachment 13](#), [Attachment 14](#), and [Attachment 15](#)).

5.5.1.2.1.1. Enter the Processing Verification

5.5.1.2.1.2. Enter JTI Transaction Number.

5.5.1.2.1.3. Enter the Accounting Dispersal Station Number (ADSN).

5.5.1.2.1.4. Enter the Cycle Numbers.

5.5.1.2.1.5. Enter the "Prepared Date".

5.5.1.2.1.6. When a DD Form 114 is used, the above annotation will be listed in the "Reason for Change" column.

5.5.1.3. File MPO documentation according IAW AFMAN 37-139.

5.5.1.4. Enter MPO date (the date pay was started/stopped) and reason into ARMS using the "Incentive Pay" window for a comprehensive MPO history. All MPOs must be entered in ARMS.

5.5.1.5. File a copy of the validated MPO in the FRF.

5.5.1.6. Include a copy of any MPO processed to stop or withhold pay in the member's FRF during out-processing for a PCS. This will assist the gaining HARM in determining when to start or release pay for a member, whose entitlement continues through PCS. Include this even if the MPO was validated. Once validation is received, forward information to the gaining HARM.

5.5.2. Flight/Jump Pay Entitlement Verification

5.5.2.1. Purpose:

5.5.2.1.1. Although DFAS-DEM 7073 Volume I requires a twice a year comparison of the Defense Joint Military Pay System (DJMS) and ARMS to detect differences in entitlements and pay related information of aircrew personnel. HARM offices will request an Entitlement Verification Report (EVR) in January, April, July and October. Notify AFO of any discrepancies you identify in the report. This AF/XOOT policy change went in effect 26 June 2001. ANG units will follow MAJCOM procedures.

5.5.2.2. Entitlement Verification Report (EVR)

5.5.2.2.1. The EVR is a computer-generated product provided by the AFO. This report consists of the names, grades, dates, amounts, and organizational codes of all personnel in you local AFO's DJMS currently being paid flight pay and parachute pay. This report may be used to ensure personnel receive the correct type of incentive pay entitlement.

5.5.2.3. Performing the audit

5.5.2.3.1. Use ARMS reports to monitor entitlement to flight/jump pay for all individuals identified by finance receiving ACIP, CEFIP, or HDIP. As a minimum, review member's name, ASD, ASC, type of pay received, and jump qualification to compare against the EVR.

5.5.2.3.2. Systematically (top to bottom, right to left) check each member's type of flight pay entitlement with your flight management query listing. Identify and annotate error(s) on the EVR with an explanation of your corrective action; after research and necessary corrections have been made.

5.5.2.3.3. The CHARM's signature is required at the bottom of the report, which is sent back to the AFO indicating the type of pay entitlement for each individual verified. HARMs must correct discrepancies within ten workdays after completing the audit. Maintain the four most current certified EVRs.

5.5.3. Monthly Entitlement Verification.

5.5.3.1. The ARMS Flying Pay Control Document will be used in conjunction with the AF Form 1520 ([Attachment 27](#)) to monitor monthly entitlement to conditional ACIP, CEFIP, and HDIP IAW DODFMR for active duty members. For ARC personnel, utilize the ASC Conditional Entitlement Flying Hours Report to ensure members have sufficient active and inactive flying hours to qualify them for pay. Maintain IAW AFMAN 37-139.

5.5.3.2. The AF Form 1520 will be complete IAW the instructions on the reverse side and will be maintained as a permanent part of the FRF.

5.5.4. Entitlement Status Letter

5.5.4.1. The Entitlement Status Letter is a tool used to notify rated officers and CEAs of incentive pay termination or a change in the members' pay entitlement status.

5.5.4.2. The CHARM will forward a signed copy of the Entitlement Status Letter to the member for review and signature three months prior to a change in entitlement status. The member will return the signed copy to the HARM office and it will be filed as a permanent part of the member's FRF IAW with [Chapter 2](#).

5.5.5. 120 Day Notification Letter

5.5.5.1. AFI 11-402 requires a minimum 120-day notification be given to enlisted aircrew (non-CEA members) to lessen the impact of immediate financial loss. According to DODFMR, enlisted aircrew members who are involuntarily removed from flying duties are entitled to HDIP for the duration of their aeronautical orders or 120 days from the official notification of removal, whichever occurs first.

5.5.5.2. The notification date is determined by the following rules:

5.5.5.2.1. The day when verbally advised by the commander that aviation service is to be terminated, or

5.5.5.2.2. The date the aircrew member acknowledges notification of assignment selection to duties not requiring qualification for aviation service.

Chapter 6

HAZARDOUS DUTY INCENTIVE PAY (PARACHUTIST DUTY)

6.1. Purpose of Chapter. This chapter establishes Air Force specific policy for management of Hazardous Duty Incentive Pay (HDIP) for Parachute Duty and supplements provisions of DODFMR 7000.14R Volume 7A Chapter 24.

6.2. Entitlement to HDIP for Parachutists. Members must meet the provisions of AFI's 11-401, 11-402, 11-410, DODFMR, DFAS-DEM 7073 Volumes 1, 2 and 3 and this instruction as they pertain to parachutists entitlement to HDIP.

6.2.1. Entitlement is authorized when the member meets the following prerequisites:

6.2.1.1. Competent Orders. Qualified members must have a current AO authorizing performance of parachute duty. When a member becomes High Altitude Low Opening (HALO) qualified, an AO will be published authorizing HALO duties and parachute duty (Type 2) HDIP. The effective date of the AO is the basis for determining entitlement to pay. Permissive, inactive, or disqualification AOs are not competent orders and member in this status is not entitled to HDIP.

6.2.1.2. Valid UMD authorizations. Member is assigned to a valid "J" prefix position, or DAFSCs 1C2X1, 1T2X1, 13DX. IAW AFI 11-410 only one person per UMD position will be authorized incentive pay. **NOTE:** Student positions and those waived by HQ USAF/XOOT are the exception.

6.2.1.3. Formal Training Schools. Members who entered into or graduate from a formal course of instruction leading to the award of Basic Parachutist rating identified in AFI 11-410.

6.2.2. Entitlement is not authorized for:

6.2.2.1. Parachute jumps performed while on leave or PCS.

6.2.2.2. Parachute jumps performed while on Temporary Duty (TDY) or Temporary Assignment Duty (TAD) and not required as essential part of duty of the TDY/TAD. Temporary assignment is when the member remains on base to perform temporary duty, TDY is off station.

6.2.2.3. Parachute jumps performed while in permissive parachutist status.

NOTE: Dual purpose TDY orders must specify specific periods jumping is required as essential to the TDY. For example: MSgt Rollout, a qualified jump master parachutist from HQ ACC went TDY to Hurlburt Field to attend an Intro to Middle East Course at the Air Force Special Operations School for the week of 18-22 Jan. The 720 STG had pre-coordinated a manning assistance for MSgt Rollout to perform instruction and jump with a special tactics team from 23-24 Jan. MSgt Rollout's TDY orders must specify the dual TDY dates in order for jumps performed to count for entitlement to pay. If the manning assistance was not requested and MSgt Rollout performed the jumps on his own accord (because he realized he didn't jump in the past 3-months), the jumps would not be authorized to be logged on an AF Form 922 for entry in ARMS or entitle jump pay. Rationale: jumping was not essential (required) to the purpose of the TDY.

6.3. Authorization of HDIP for Parachutists. IAW DoD FMR 7000.14R Vol. 7A Chapter 24 and as further defined in DFAS-DEM 7073-1 Chapter 23. There are two types and rates of pay.

6.3.1. Static line (Type 1). Authorized for parachute jumps from an aircraft in aerial flight where static line procedures are utilized.

6.3.2. HALO (Type 2). Authorized for parachute jumps from an aircraft in aerial flight, provided members are in training or completed Military Freefall (MFF) School, and are performing freefall operations where parachute deployment by the jumper occurs without the use of a static line. Members must be specifically required by an AO to perform HALO duties.

6.3.3. Performance Requirements. Member must meet performance requirements of the DODFMR 7000.14R Volume 7A Chapter 24 Table 24-3 and the provisions of this instruction in order to receive incentive pay. Performance requirements must be met prior to initiating incentive pay action (i.e. a qualifying jump must be performed). Jumps in excess of the minimum monthly requirement will not be used for pay purposes unless member is in Rule 3 (i.e. no banking jumps).

6.3.3.1. Certified documentation (AF Form 922) of all jumps performed in a given month must be submitted to the HARM by the 5th workday of the following month. HARMs must validate SARMs documented periods of permissive, leave, Non-jumping TDY/TADs on the form, so HDIP is not authorized for these periods.

6.3.3.2. Definition of DODFMR Table 24-3 Rules. In every case parachute duty requirements must be met before payment is made.

6.3.3.2.1. Rule 1 . Member is entitled to pay for a consecutive 3-month period based on one jump performed. Credit the member for a qualifying jump for the month it was performed and:

6.3.3.2.1.1. The 2 preceding months or...

6.3.3.2.1.2. The 2 succeeding months or...

6.3.3.2.1.3. One preceding month and one succeeding month.

6.3.3.2.2. Rule 2 . Is a continuation of Rule 1, which initiates a new 3-consecutive month period when performance requirements are met for 2 consecutive months.

Example: A member performs a qualifying jump in January, entitling parachute duty pay for January, February and March. A jump in February extends the 3-consecutive month period to April.

6.3.3.2.3. Rule 3 . Member may qualify for parachute duty pay for a 12 consecutive month period, based upon the performance of 4 qualifying jumps during a 9 month period, following a 3 month period where the member did not qualify for parachute duty pay due to military operations of the command or absence of jump equipment or aircraft.

6.3.3.2.3.1. The start date of Rule 3 is the first day of the 3-month period where the member was unable to perform a qualifying jump as outlined in paragraph **6.3.3.2.1**.

Example: A member does not perform a qualifying jump for the 3-month period of February, March, and April due to military operations of the command. The member enters Rule 3 effective 1 February and must perform 4 jumps before 31 January (1 May to 31 January = 9 months).

6.3.3.2.3.2. HALO parachutists who fail to meet minimum HALO jump requirements for a 3-consecutive month period, but were able to perform a static line jump during the same period, may qualify for Rule 3 if commander certification stipulates non-availability of

HALO equipment or operations of the command prevented the member from performing HALO requirements.

6.3.3.2.3.3. To be placed in Rule 3, the qualifying criteria (paragraph 6.3.3.2.3.) must be met for the *entire* 3-consecutive month period.

6.3.3.2.3.4. To place a member under the provisions of Rule 3, a letter certified by either USAF Chief of Staff, MAJCOM Commander, or Commander of an Airborne/Parachute unit, must be submitted to the servicing HARM (**Attachment 24**). Rule 3 letters must be submitted no later than 15 working days after completion of the 3-consecutive month period when operations or lack of jump equipment precluded jumps performed. Specific reasons why members were unable to perform jumps must be listed.

NOTE: TDY to schools (such as Professional Military Education (PME) and conferences) are not valid reasons to begin a Rule 3 period.

6.3.3.2.3.5. During the Rule 3 period the HARM may submit a MPO to authorized payment for any periods the member met minimum requirements by performing a qualifying jump. If at the end of the Rule 3 period the member met the entire requirement by completing four jumps, the HARM then submits an MPO to authorize payment for the remaining months the member was not paid.

Example: The member is entered in Rule 3 effective 1 January and jumps twice in June, and once in July. The HARM will process an MPO to authorize parachute duty pay for April, May, and June for the jump performed in June, and July, August and September for the jump performed in July. If the member later performs one more jump the HARM will process an MPO to authorize payment for the remaining months of the Rule 3 period that the member was not already paid.

6.3.3.2.3.6. If upon completion of a Rule 3 period, the member failed to meet the minimum 4-jump requirement, revert to Rule 1 and process an MPO authorizing payment for any qualifying period(s) not already paid.

Example: If the member does not perform 4 jumps in the 12-month period, but performs 3 jumps in June, the member is entitled to parachute duty pay for April through June only.

6.3.3.2.3.7. Jumps in excess of the 4 required to meet Rule 3 criteria can be carried forward out of the 12 consecutive month Rule 3 period for the purpose of meeting minimum jump requirements in later months, providing that months' jump (s) were not used to meet the Rule 3 period.

Example: Member is entered into Rule 3 effective 1 February 01 and completes 4 jumps in November 01 and an additional jump in December. The Rule 3 requirement would be met by the 4 jumps performed in November and the member would be authorized parachute duty pay for the entire 12-month period. A new 3-month period begins upon termination of the original 12-month period; therefore the jump performed in December is within that 3-month period, was not used for a previous jump pay entitlement and may be applied for February (if needed). Member's pay entitlement for the period of 1 Feb 01 through 31 Jan 02 was secured by 4 jumps performed in November. Therefore, jump in December may still be applied two months forward, entitling the member to pay for the month of February 02.

6.3.3.2.3.8. Rule 3 periods may only be superseded by Rule 4 when paragraph [6.3.3.2.4](#) applies. The member will revert back to Rule 3 criteria upon completion of Rule 4 activity. The Rule 3 minimum 4-jump requirement will be prorated based on the length of the Rule 4 period. Use the following chart to determine allowable credit.

Table 6.1. Jump Proration (Rule 3 with qualifying Rule 4 credit).

Months in Rule 4	Prorate Number of Jumps
3 months	1
6 months	2
9 months	3
12 months	4

6.3.3.2.4. Rule 4 . Minimum jump requirements may be waived if a member is unable to perform a jump by reason of being engaged in combat operations in a hostile fire area. For each month that jump requirements are waived the member will be entitled to parachute duty pay at the highest rate the member was qualified to receive during the same period.

6.3.3.2.4.1. To place a member under the provisions of Rule 4, a letter certified by either USAF Chief of Staff, MAJCOM Commander, or Commander of an Airborne/Parachute unit, must be submitted to the servicing HARM indicating inclusive dates of the member's engagement in combat operations in a hostile fire area ([Attachment 25](#)). ***Ensure TDY/deployment orders are included as an attachment.*** The letter must be submitted to the HARM as soon as possible after determining member meets criteria of Rule 4.

6.3.3.2.4.2. The HARM will type month(s) (provided in the Rule 4) letter on the DD Form 114 that the waiver applies to inclusive dates and a certifying statement for the Unit Commander to sign prior to submission to finance. For a member engaged in combat operations in a hostile fire area for one day in a given month and jump requirements were not already met, waive requirements for that month. For each additional month that the member is still engaged in combat operations in a hostile fire area, waive jump requirements for the additional month(s). HARMs may process one DD Form 114 a month when parachutist is in a combat area for the commander to certify that month. A new three-month requirement period begins the month following return from the hostile fire area, and minimum jump requirements must then be met in order to receive parachute duty pay for the new period. Commanders may submit letters during the Rule 4 period (to keep pay going) or upon return. Member will not be paid until receipt of the letter validating waiver criteria.

Example: A member did not meet jump requirements for January and deploys to a hostile fire area from 20 January to 5 March. Upon return from the deployment the HARM received a letter from the member's commander validating the Rule 4. Minimum jump requirements were waived for January, February, and March entitling the member to parachute duty pay based on Rule 4. The servicing HARM will process an MPO with a pay start effective of 1 January and a pay stop of 31 March. The member must perform a jump in April, May, or June to receive parachute pay for later months months.

6.3.3.2.5. Rule 5 . The month a member is entered into training or reports for duty regardless of the date is considered the first month of the 3-consecutive month period. **NOTE:** The amount of pay will be prorated proportionally to the number of days on status.

6.4. Incentive Pay Effective Dates.

6.4.1. The start date for parachute duty pay will be based on the ASC effective date and:

6.4.1.1. No earlier than the class start date for those placed on orders to attend a formal training course leading to the award of the parachutist badge. **NOTE:** Members will be entitled to HALO (Type 2) pay on the class start date of Military Freefall School provided HALO performance requirements are met.

6.4.1.2. No earlier than the effective date of the AO when performance requirements are met within 3-consecutive months of the effective date. HARMS must first apply jumps back towards the start date of an AO/requirement, regardless of how many days the member is on status in a month.

Example: Member is placed on status 15 January and performs a jump by the end of March. The effective date of the MPO is 15 January. HARM cannot pay the member Feb, Mar, and Apr to give the member three full months. Later jumps may be applied to that period. AFI 11-401 establishes criteria on AO effective dates and when the entitlement begins.

6.4.1.3. The first eligible month the member qualified for pay for a jump performed when the first jump is not performed within the initial 3-consecutive month period.

Example: Member is placed on status 15 January and performs the first jump in April. The effective date of the MPO will be 1 February.

6.4.1.4. Rule 3. The member will not receive incentive pay for the entire 12-month period until all requirements (4 qualifying jumps) have been met. **NOTE:** Member may be paid for separate 3-month periods when performance requirements are met, and the remaining month paid upon completion of the 4-jump requirement; however, do not pay back into the initial 3-month period the member used to submit the Rule 3 waiver on. Upon completion of the fourth jump, all periods may be paid. If not, then apply jumps using Normal rules 1/2 application.

Example: Member is placed in Rule 3 on 1 March and performed a jump on 15 June. HARM may pay the member for 1 Jun-31 Aug based on that jump. Member then performed 3 more jumps on 15 October. The HARM may pay the initial period (1 Mar – 31 May) and then the remainder of the 12-months not already paid (1 Sep – 28 Feb). The HARM must list inclusive periods member was previously paid during the 12-month period on the final MPO.

6.4.1.5. Rule 4. Effective the first day of the month of deployment to hostile fire area.

6.4.1.6. When a HALO qualified parachutist performs HALO jumps to qualify for parachute duty pay (Type 2) for a period that the member was previously paid parachute duty pay (Type 1), the member will be entitled to the difference of the two rates.

6.5. Incentive pay will terminate for:

6.5.1. Individuals that fail to meet minimum performance requirements.

Example: A member was placed on status 15 January and performed one jump qualifying the member for a 3-consecutive month period (January - March). If the member does not perform a qualifying jump during the months of February through June, by 5 July the HARM must process an MPO to stop pay effective 31 March and restart pay 1 May. HARM will review jump performance each month for monthly collections (if necessary). See grace period rules below.

6.5.2. Individuals that are removed from a jump position. The HARM must take action to stop pay effective the last day the individual is assigned a valid jump position. A stop pay action, provides payment to the member through midnight of the pay stop date. For example, HARM processes an AO assigning ASC 06 Effective 15 Jun. AO no longer authorizes HDIP, therefore, the pay stop effective date will be 14 June. **NOTE:** Individuals should be given as much notice as possible prior to being removed from a valid jump position. The 120-Day Notification Policy prescribed in AFI 11-402 does not apply to parachutists.

6.5.3. Members placed in Rule 3. The HARM must take action to stop pay effective the last day of the 12 consecutive month period.

6.5.4. The HARM must take action to stop pay effective the day prior to the AO disqualifying, suspending or assigning ASC 06. If a member was suspended and the suspension was later revoked, the member may be entitled to incentive pay if qualifying jumps would cover the suspension period.

6.6. Conditions of Entitlement.

6.6.1. Incapacitation. When incapacity occurs as a result of performing hazardous duty and minimum jump requirements have been met for the month, the member is entitled to parachute duty pay for a 3-consecutive month period beginning the month following the month in which the incapacity occurred.

6.6.1.1. When incapacity occurs as a result of performing hazardous duty and minimum jump requirements have **not** been met for the month, the member is entitled to parachute duty pay beginning the first day of the month in which the incapacity occurred and two succeeding months.

6.6.1.2. When a member receiving incentive pay, as a result of incapacity resulting from hazardous duty is ordered to PCS, parachute duty pay continues through the end of the 3-consecutive month period.

6.6.2. Concurrent Entitlement. Pararescue personnel, assigned to a flying position (ASC 9D), may be entitled to HDIP for both parachute duty and flying duty. Rated officers assigned to a valid jump position may be authorized both ACIP and parachute duty pay. Members must meet requirements for each entitlement separately.

6.7. HARM Procedures.

6.7.1. Jump Pay Entitlement Verification. HARM personnel will use AF Form 1521 ([Attachment 26](#)), to determine eligibility for parachute duty pay each month. The worksheet will be permanently filed in Jump Record Folder (JRF).

6.7.1.1. HARM personnel will enter parachutists who fail to meet minimum performance requirements for a given month into a 3-month grace period. If at the end of the 3-month grace period performance requirements were met to cover the first month no pay action is required. However if at the end of the 3-month grace period performance requirements were not met, pay action is

required to collect (stop and start) parachute duty pay for the first month (month requirement can no longer be met) only. A new 3-month grace period will begin the next month that the member did not meet requirements within a 3-month period.

Example: Member fails to meet performance requirements for January. The member is entered into a 3-month grace period. If at the end of March the member has not performed a qualifying jump, pay action is taken to collect pay for the month of January. HARM office will process an MPO stopping pay 31 Dec and starting pay back 1 Feb (thus collecting January's payment). February begins the member's new 3-month grace period, and member must meet performance requirements by the end of April. HARM will repeat stop and start actions for each month a jump requirement that a member can no longer meet by jump performance under the rules of application (outside 3-month application window). See **Table 6.2. Parachute Duty Pay Examples Involving 3-Month Grace Periods**, for additional examples.

6.7.1.2. Parachutists' who fail to meet a 3-month grace period due to military operations of the command, or unavailability of aircraft or equipment may be entered into a Rule 3 period. Upon receipt of a qualifying Rule 3 letter, HARM personnel will ensure parachute duty pay is stopped effective the day prior to entry into Rule 3. The member may be paid for qualifying jumps performed during the Rule 3 period, see paragraph **6.3.3.2.3.5**.

6.7.2. TARM (jump units) or parachutist members (when not assigned to a TARM) must ensure the AF Form 922s are completed (IAW AFI 11-410) and submitted to the HARM office NLT 5 workdays after a month. Failure to provide these forms to the HARM prevents validation of entitlement and may cause an interruption in jump pay. An AF Form 922 must be submitted, whether jumps were performed or not. Document the AF Form 922 with a remark when no jumps are performed IAW AFI 11-410.

6.7.3. The HARM will establish written procedures to ensure collection, documentation of AF Form 1521, and monthly validation of every parachutists' AF Form 922s for entitlement to jump pay.

Table 6.2. PARACHUTE DUTY PAY EXAMPLES INVOLVING 3-MONTH GRACE PERIODS.

Month	Example 1		Example 2		Example 3		Example 4	
	Jumps	Entitled	Jumps	Entitled	Jumps	Entitled	Jumps	Entitled
Jan	2	Yes (note 2)	0	Yes (notes 1-5)	1	Yes (notes 2-11)	0	Yes (notes 8-9)
Feb	0	Yes (note 3)	1	Yes (note 2)	0	Yes (note 12)	0	Yes (note 8-9)
Mar	0	Yes (note 4)	0	Yes (note 3)	0	Yes (note 12)	0	Yes (note 8-9)
Apr	0	Yes (notes 1-6)	0	No (note 1)	0	No (note 12)	0	Yes (note 9-10)
May	0	Yes (note 5)	0	No (note 1)	0	No (note 1)	0	Yes (note 9)
Jun	3	Yes (note 2)	0	Yes (note 1-6)	0	Yes (note 1-6)	2	Yes (note 9)
Jul	1	Yes (note 2)	0	Yes (note 5)	0	Yes (note 5)	0	Yes (note 9)
Aug	1	Yes (note 2)	1	Yes (note 2)	2	Yes (note 2)	0	Yes (note 9)
Sep	0	Yes (note 3)	0	Yes (note 1-6)	0	Yes (note 11-12)	0	Yes (note 9)
Oct	0	Yes (note 4)	0	Yes (note 5)	0	Yes (notes 12)	0	Yes (note 9)
Nov	0	Yes (note 7)	1	Yes (note 2)	0	Yes (note 12)	0	Yes (note 9)
Dec	0	Yes (note 7)	1	Yes (note 2)	1	Yes (note 2)	3	Yes (note 9)

NOTES:

1. Begins a 3-month grace period (no pay action is taken until completion of the 3-month period)
2. Entitled to parachute duty pay based on that month's jump
3. Entitled to parachute duty pay based on jump performed in previous month
4. Entitled to parachute duty pay based on jump performed in 2nd previous month
5. Entitled to parachute duty pay based on jump performed in succeeding month
6. Entitled to parachute duty pay based on jump performed in 2nd succeeding month
7. Entitled to parachute duty pay due to engagement in combat operations in a hostile fire area (Rule 4)

8. No jumps performed due to military operations of the command or unavailability of aircraft or equipment (Rule 3)
9. Entitled to parachute duty pay based on completion of 4 jumps during qualified Rule 3 period
10. Pay stopped effective the day prior to entering a Rule 3 period. Pay action taken after the 3-month grace period ends
11. Injured in parachute accident
12. Entitled to parachute duty pay due for parachute accident

6.8. Forms Prescribed. AF Form 142, **Aviation Service Audit Worksheet**, AF Form 1520 **ARMS Individual Flight Pay Entitlement Worksheet**, and AF Form 1521 **ARMS Individual Jump Pay Entitlement Worksheet**.

CHARLES F. WALD, Lt General, USAF
DCS/Air & Space Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 11-4, *Aviation Service*

AFI 11-202 Vol 1, *Aircrew Training*

AFI 11-202 Vol 2, *Aircrew Standardization/Evaluation Program*

AFI 11-202 Vol 3, *General Flight Rules*

AFI 11-301, *Life Support*

AFI 11-401, *Aviation Management*

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

AFI 11-403, *Aerospace Physiological Training Program*

AFI 11-404, *Centrifuge Training For High-G Aircrew*

AFI 11-410, *Personnel Parachute Operations*

AFI 11-412, *Aircrew Management*

AFI 33-328, *Administrative Orders (PA)*

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

AFI 34-242, *Mortuary Affairs*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 36-2807, *Awards Program*

AFI 37-138, *Records Disposition Procedures and Responsibilities*

AFI 48-123, *Medical Examinations and Standards*

AFI 65-503 A36-1, *Authorized Crew Composition Active Forces*

AFI 65-503 A37-1, *Authorized Crew Composition Reserve Forces*

AFI 65-503 A38-1, *Authorized Crew Composition Guard Forces*

AFMAN 36-2108, *Enlisted Classification*

AFMAN 37-139, *Records Disposition Schedule*

DOD 7000.14R, *DOD Financial Management Regulation*

DFAS-DEM 7073, Volume 1, *Joint Military Pay System-Financial System Operations (DJMS- FSO Procedures)*.

DFAS-DEM 7073, Volume 2, *Joint Military Pay System-Active Duty Component (DJMS-Unit Procedures Excluding FSO)*

DFAS-DEM 7073, Volume 3, *Joint Military Pay System-Reserve/Guard Components*

DODM 4525.8/AF Sup 1, *Official Mail Manual*

1C0X2 CEFTP, Career Field Education and Training Plan

10 US Code Section 8012

Aviation Career Incentive Act of 1974

Aviation Career Improvement Act of 1989

National Defense Authorization Acts of Fiscal Years 96, 99, and 00

Abbreviations and Acronyms

ABM—Air Battle Manager

ACM—Additional Crewmember

ACC—Air Combat Command

ACIA of 1974—Aviation Career Incentive Act of 1974

ACIA of 1989—Aviation Career Improvement Act of 1989

ACIP—Aviation Career Incentive Pay

ADSN—Accounting and Dispersing Station Number

AEB—Aircrew Evaluation Board

AECM—Aeromedical Evacuation Crewmember

AFPD—Air Force Policy Directive

AETC—Air Education Training Command

AFI—Air Force Instruction

AFMC—Air Force Material Command

AFORMS—Air Force Operations Resource Management System

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AFTP—Additional Flying Training Period

AFJQS—Air Force Job Qualification Standard

AGTP—Additional Ground Training Period

AMC—Air Mobility Command

AMOG—Air Mobility Operations Group

ANG—Air National Guard

AO—Aeronautical Order

API—Aircrew Position Indicator

ARB—Aeronautical Rating Board

ARC—Air Reserve Component (includes both ANG and AFRC)

ARM—Aviation Resource Management

ARMS—Aviation Resource Management System (formerly know as AFORMS)

AS—Aviation Service

ASC—Aviation Service Code

ASD—Aviation Service Date

ASDCS—Aviation Service Data and Computation Worksheet

AT—Annual Tour

AWG—ARMS Working Group

BNCC—Base Network Control Center

CDC—Career Development Course

CEA—Career Enlisted Aviator

CEFIP—Career Enlisted Flyer Incentive Pay

CFETP—Career Field Education and Training Plan

DAFSC—Duty Air Force Specialty Code

DBA—Data Base Administrator

DDA—Direct Duty Assignment

DDLDS—Date Depart Last Duty Station

DET—Detachment

DNIF—Duty Not Including Flying

DOD—Department of Defense

DODFMR—Department of Defense Financial Management Regulation

DOS—Date of Separation

ESC—Entitlement Status Code

FA—Flight Authorization

FAC—Flying Activity Code

FEB—Flying Evaluation Board

FEF—Flight Evaluation Folder

FHR—Flying History Report

FRF—Flight Record Folder

FSC—Flying Status Code
FSO—Flight Surgeon Office
FTU—Flying Training Unit
FY—Fiscal Year
GAS—Graduate Assessment Survey
GTP—Ground Training Period
HARM—Host Aviation Resource Management
HDIP—Hazardous Duty Incentive Pay
HHQ—Higher Headquarters
HORIS—Headquarters Operations Resource Information System
IAD—Inactive Active Duty
IAW—In Accordance With
IDS—Individual Data Summary
IFR—Individual Flight Record
ITS—Individual Training Summary
JQS—Job Qualification Standard
JRF—Jump Record Folder
JTI—JUMPS Transaction Input
JUMPS—Joint Uniform Military Pay System
MAJCOM—Major Command
MAR—Mission Accomplishment Report
MDS—Mission Design Series
MEGP—Mission Essential Ground Personnel
MFM—MAJCOM Functional Manager
MFR—Memo for Record
MIA—Missing in Action
MILPDS—Military Personnel Data System
MPA—Military Personnel Act
MPF—Military Personnel Flight
MPO—Military Pay Order. MPOs to Stop and Start ACIP, CEFIP, or HDIP.
MTL—Master Task List
NAF—Numbered Air Force

NDAA—National Defense Authorization Act
NUSIC—Non-US Identity Code
OFDA—Operational Flying Duty Accumulator
OJT—On the Job Training
OMAR—Optical Mission Accomplishment Report
OPR—Office of Primary Responsibility
OSD—Officer Service Date
PACAF—Pacific Air Forces
PAS Code—Personnel Accounting System Code
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PMAI—Primary Mission Assigned Inventory
POW—Prisoner of War
PQI—Professional Qualification Index
QTP—Qualification Training Packages
RAS—Remote Access Site
ROIJT—Report of Individual Jump Training
RPA—Reserve Personnel Appropriations
SA—System Administrator
SARM—Squadron Aviation Resource Management
SAV—Staff Assistance Visit
SDI—Special Duty Identifier
SOC—Squadron Operations Center
SOF—Supervisor of Flying
SORTS—Status of Resources and Training System
SSAN—Social Security Account Number
SSG—Standard Systems Group
Stan/Eval—Standardization/Evaluation
STS—Specialty Training Standard
TA—Training Assembly
TAFMS—Total Active Federal Military Service
TARM—Tenant Aviation Resource Management

TDY—Temporary Duty
TQR—Training Quality Report
TSC—Transition Status Code
UETM—Unit Education and Training Manager
UFT—Undergraduate Flying Training
UNT—Undergraduate Navigator Training
UPT—Undergraduate Pilot Training
U.S.C.—United States Code
USAFE—United States Air Forces in Europe
USAF—United States Air Force
UTA—Unit Training Assembly
UTC—Unit Type Code

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.

Aviation Career Incentive Pay (ACIP)—Incentive pay authorized for rated officers (regular and reserve) in an aviation career as defined by the ACIA of 1974, the ACIA of 1989, and the NDAs of FY 96 and FY 99 (see AFI 11-401).

Aviation Service Date (ASD)—Effective date of the first order to perform flying 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 the officer will receive flight training leading to an aeronautical rating (e.g. 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. For Air Battle Managers, the ASD is the date the crewmember enters training at one of five FTU sites (Tinker, Robins, Keesler, Davis-Monthan, and Geilenkirchen AB). For CEAs, the ASD is set when the member first reports, on competent orders, to the aviation activity that has aircraft in which the member will receive flight training leading to CEA status.

Authentication—Evidence by proper signature or seal that a document is genuine and official.

Authorized Aircrews—Aircrews authorized according to AFI 65-503, Attachments A36-1, A37-1, and A38-1.

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

Career Enlisted Flyer Incentive Pay (CEFIP)—Incentive pay for CEAs in an aviation career as authorized in the NDAA of FY 00 (see AFI 11-401).

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

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

Continuation Training—The continuation-training program provides crew members with the volume, frequency, and mix of training (flying and ground) necessary to maintain proficiency in the assigned qualification level. Training in which personnel already qualified in their respective aircrew positions maintain their assigned level of proficiency IAW AFI 11-202 and MDS Specific Instructions.

Flight—For the purpose of this instruction only, a flight is synonymous with a 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 ACIP, CEFIP, or HDIP. Chapters 22 and 24 set the minimum at four hours for active duty and Chapters 56 and 57 set the minimum at two hours for 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 flyer status. There must be a need to perform in-flight duties.

Gate—Identifies a point in a rated officer's or CEA's aviation career at which utilization is measured according to the ACIA of 74, the ACIA of 89, or NDAA of Fys 96, 99, and 00. Utilization is measured at the 12th and 18th year of aviation service for rated officers, and 10th, 15th, and 20th year 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, to include general officers with over 25 years of aviation service, required to perform in-flight duties on a frequent and regular basis. Entitlement is conditional.

Instrument Flight—For the purpose of this instruction only, instrument flight is defined as a flight conducted in conditions that do not permit visual reference to the horizon, ground, clouds or water.

Mission—For the purpose of this instruction only, mission is defined as a primary objective for which an aircraft is operated (see Mission Symbols in AFI 11-401, Attachment 2) and may consist of an increment of one or more sorties. For example, a mission may involve two sorties, or in the case of an in-flight refueling, several missions may be accomplished in one sortie.

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 are usually 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 occasional 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. Commanders must authorize and request the local HARM to place operational support flyers on aeronautical orders, if the requirements established in AFI 11-402, Chapter 6, are met in order to receive hazardous duty incentive pay.

Primary Aircrew Member—Personnel whose primary duty is to fly the unit equipped 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 5 minutes, whichever occurs first; or, B) a change is made in the crew which enplanes or deplanes a crewmember.

Supervisory Aircrew or Staff Member—Personnel in supervisory or staff positions (API 6, 8, B, and D) who actively fly; or (API 3, 4, C, and E) which requires aircrew expertise, but is not required to fly. They include, but are not limited to, unit commanders, operations officers, flying safety, and stan/eval officers.

Tenant Aviation Resource Management (TARM)—For this purpose of the instruction, a Tenant Unit includes AETC and MAJCOM formal schoolhouses which are OPR for 1C0X2 course of instructions for the Air Force and MAJCOM

Training Level—Assigned to individuals based on the continuation training aircrew status (basic aircraft qualification, basic mission capable, mission ready, or 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 2

FLIGHT/JUMP RECORD IN-PROCESSING CHECKLIST

A2.1. Flight/Jump Record In-Processing Checklist.

FLIGHT/JUMP RECORD IN-PROCESSING CHECKLIST				
Name:		Rank:		SSAN:
Duty Phone:		PAS Code:		
Date of Birth:	Date of Rank:	TAFSMD/Pay Date:	DOS:	
DAFSC:	DDLDS:	Date Signed in:	Unit Manning Position #:	
Crew Position:	Assigned Unit:	Attached Unit:	Office Symbol:	
Date of Last Flight/Jump:	Active or Inactive (circle one)	AO Needed: Yes or No	ASC:	Eff Date:
I am aware that it is my responsibility to review my FRF, obtain an initial clearance prior to first flight/jump, and maintain a current physical to be entitled to incentive pay. Active – 30 days upon arrival, also annually within 4 months of my birth month. Inactive – 120 days upon arrival and 120 days before departure.			Signature:	
FOR HARM/SARM USE Validate the following:				
Requirements	Initials or N/A	Requirements	Initials or N/A	
Copy of Orders		CC's Letter		
Initial Clearance to Base		Complete History of AF Form 922		
Current Physical		Complete History of Quarterly Jump Record		
Original AF Form 702		Create Training Folder		
Complete History of AOs		Letter of Attachment (If applicable)		
FEF		Input 781 Extracts (If applicable)		
Entitlement Pay Brief		Input Training (If applicable)		
Jump/HALO School Certificates		PQI Updated (If applicable)		
REMARKS				
STAN/EVAL INFORMATION				
CREW POSITION	EFFECTIVE DATE	STAN/EVAL REPRESENTATIVE'S INITIALS		
TRAINING INFORMATION				
GROUND TRAINING LEVEL	FLYING TRAINING LEVEL	TRAINING REPRESENTATIVE'S INITIALS		
TRAINING ASSIGNMENT WINDOW				
PGM CODE	PROFILE NAME	EFF DATE	MTH(S) PRORATED	UPDATE CERT
FORMAL TRAINING WINDOW				
COURSE TITLE	COURSE NUMBER	DATE COMP	UPDATE CERT	
AIRCREW DATA WINDOW				
CREW ARRIVAL CODE	ASSIGNED FILGHT	ASSIGNMENT CODE	UPDATE CERT	
HARM INPUT/DATE			SARM INPUT/DATE	

AUTHORITY: 10 USC 8013; 44 USC 3101; and EO 9397. PRINCIPLE PURPOSE: Source document for recording aviation service information into the Aviation Resource Management System [(ARMS) formerly know as Air Force Operations Resource Management System (AFORMS)]. ROUTINE USES: None. DISCLOSURE IS VOLUNTARY: It is necessary to update aviation/parachutist data and incentive pay standards. Failure to provide the information and SSAN could result in loss of records with consequent loss of aviation service and incentive pay entitlement.

Attachment 3

EXAMPLE FLIGHT/JUMP RECORD OUT-PROCESSING CHECKLIST

A3.1. Example Flight/Jump Record Out-Processing Checklist.

PERSONAL DATA – PRIVACY ACT OF 1974

FLIGHT/JUMP RECORD OUT-PROCESSING CHECKLIST			
Name/Rank:		Projected: Active or Inactive	
SSAN:		AO Needed: ASC: Effective Date:	
PCS PCA TDY Separate Retire (Circle One)		Departure Date From Base:	Pick up Date:
Projected Base/PCA Office Symbol:	Projected HARM Code:	Date of last Flight/Jump:	
HARM USE			
Extract(s) is included in FRF package.			Yes or N/A
AO/MPOs action required			Yes or N/A
NTMU action required			Yes or N/A
Logged member into Out-processing Book			Yes or N/A
AO Cut:	MPO cut:	Transfer Completed on:	HARM Initials:
PREPARING THE FRF/JRF PACKAGE			
Include in FRF Package		File in HARM	
PCS Individual Data Summary		PCS Individual Data Summary	
“ Flying History Report		“ Flying History Report	
“ Individual Flight Record		“ Individual Flight Record	
Individual Training Summary/Quarterly Jump Record (QJR)		Individual Training Summary	
Individual Training Report		Individual Training Report	
For active duty, send Fly Pay Control Document for the individual or manual trackers. For ARC, send ASC Conditional Entitlement Flying Hours, AFTP/AGTP Report, Pay Calendar or equivalent or manual trackers. (Conditional flyers only)		Copy of PCS/TDY/Separate/Retired Orders	
Current AF Form 702/AF Form 1042		FRF/JRF and ARMS Record Transfer Acknowledgement Letter	
DNIF AF Form 1042 (If currently DNIF)			
Copy of PCS/TDY/Separate/Retired Orders			
FEF			
REMARKS:			
HARM Initials/Date:			

AUTHORITY: 10 USC 8012; 44 USC 3101; and EO 9397. PRINCIPLE PURPOSE: Source document for recording aviation service information into the Aviation Resource Management System [(ARMS) formerly known as Air Force Operations Resource Management System (AFORMS)]. ROUTINE USES: The SSAN is used for identification of individuals and records. DISCLOSURE IS MANDATORY: Individuals must furnish the information to meet aviation and incentive pay standards. Failure to provide the information and SSAN could result in loss of records with consequent loss of aviation service and incentive pay entitlement

Attachment 4

**FLIGHT/JUMP RECORD FOLDER AND ARMS
RECORD TRANSFER ACKNOWLEDGEMENT LETTER**

A4.1. Example Flight/Jump Record Folder and ARMS Record Transfer Acknowledgement Letter.

**FLIGHT/JUMP RECORD FOLDER AND ARMS
RECORD TRANSFER ACKNOWLEDGEMENT LETTER**

(LOSING HARM INFORMATION)

Squadron

Squadron's Mailing Address

VOICE DSN: XXX-XXXX

FAX DSN: XXX-XXXX

POC: _____ E-Mail: _____

AIRCREW MEMBER ACKNOWLEDGEMENT

IAW AFI 11-401, Aviation Management all aircrew members and parachutists (ACTIVE or INACTIVE) must turn in their Flight or Jump Record Folder to the proper HARM office within 10 workdays after arriving at a new duty station and maintain a current physical to be entitled to incentive pay.

Printed Name/Rank: _____

Signature: _____ Date: _____

GAINING HARM ACKNOWLEDGEMENT

Gaining HARM, please complete the information below and RETURN this acknowledgement via fax or regular mail to the losing HARM above. Or, e-mail the losing HARM your name, DSN number, and the name of the individual in-processing.

Base Name/HARM Code: _____

Date Member In-processed at HARM: _____

Date New Record In-Processed in ARMS: _____

POC: (Printed Name/Rank): _____

DSN: _____ E-Mail: _____

Attachment 5

FLIGHT/JUMP RECORD FOLDER AUDIT CHECKLIST

A5.1. Flight/Jump Record Folder Audit Checklist.

FLIGHT/JUMP RECORD AUDIT CHECKLIST	
AF Form 1042	Ensure current AF Form 1042 for Periodic or Initial Medical Exam is filed. Ensure name is correct; IDS Physical date matches doctor's signature date, and expiration date is end of birth month (unless waived/extended). Initial physical for UFT students are valid for up to two years from initial exam. If member has a waiver, use the waiver approval date or date doctor signed form, whichever is later. Maintain Categorical flying waiver 1042s.
	If the physical is from another base, ensure Initial Clearance from current base is filed on top of physical. Destroy upon receipt of next periodic physical. Initial Clearance date should match physical availability date unless member changed status.
	Disqualification - ASC "03", form should match physical avail date & physical avail code should be "C". Ensure a copy of the disqualification AO is filed.
AF Form 702	Ensure the original AF Form 702 is on file and current, for active flyers and freefall parachutists. Ensure name and grade are correct.
	If the AF Form 702 is signed out, place a MFR or sign out form in record until the member returns from the altitude chamber.
	Ensure the altitude chamber date on the original AF Form 702 matches the date on the IDS.
AF Form 142	Ensure the FRF contains the most current AF Form 142 and it is handwritten, correct, and up to date. Compare the IDS at all gate changes IAW ACIA of 1974 & 1989 and NDAA of FY96, FY99, and FY00 to ensure OFDA months are calculated correctly. Ensure all entries match AO's and Total OFDA equals total on current IDS.
	Ensure permanent AF Form 142's are filed for all CEAs and ABMs.
	For rated officers with other US military service, all line entries will be marked as "Prior U.S. Military Service." Do not use ASC 1U or 1X unless the member attends a formal UFT course.

FLIGHT/JUMP RECORD AUDIT CHECKLIST		
Aeronautical Orders (AO)	Termination Dates should match the next gate for rated officers and CEAs, 25 years from ASD for flight surgeons, DOS/DEROS for nonrated enlisted, and DOS or 3 years out if no DOS for nonrated officers IAW with AFI 11-402.	
	Audit each AO for errors and <i>Amend</i> or <i>Revoke</i> as required. Common errors: Incompatible ASC/FAC, invalid TSC, incorrect OSD/ASD, and incorrect effective/termination date. AO's should not be <i>Amended</i> or <i>Revoked</i> if the order was published correctly IAW applicable guidance at the time of publication.	
	Rated & CEA	Compare all AOs against the AF Form 142 and ensure all ASC changes are documented correctly.
	Nonrated	Ensure all AOs are on file from the initial "9D"/"9E" to present. All ASC changes must be logged in AFORMS.
	Note: Ensure AOs are filed in chronological order by effective date, and amended orders are annotated on the left border of the order IAW AFI 11-401.	
Aeronautical Orders (Ratings & Badges)	Ensure aeronautical ratings & badges are awarded IAW AFI 11-402 and AFI 11-410. Use applicable guidance at time of publication.	
Military Pay Orders (MPO)	Ensure all MPOs are retained to validate a members pay history. If any MPOs are missing, contact AFO for a pay history or the losing HARM for JTI information. Verify the date and reason code on the IDS are correct.	
	Ensure most current MPO match the last MPO date and reason on the IDS.	
	Compare MPO effective date against the effective date of first AO and hours flown (if applicable) to ensure pay was started correctly	
	Compare all MPO actions with pay start/stops in ARMS	
Pay Briefing	Verify conditional pay briefing is filed for all members who are receiving conditional ACIP/HDIP/CEFIP in the MPO section.	
Individual Data Summary (IDS)	All Annual, TDY, PCS, New Record, pre/post modernized ARMS, and ACIA of 1989 IDS are filed chronologically (current on top). If the ACIA of 1989 or the pre-conversion to modernized ARMS IDS is missing, accomplish a MFR. On MFR for ACIA of 1989 include the TSC as of 30 Sep 91.	
Flying History Report (FHR)	All Annual, TDY, PCS, New Record FHR (current on top).	
	Total hours/sorties for each aircraft should equal all IFR totals.	
	Delete aircraft/simulators the individual has not flown or will not fly	

FLIGHT/JUMP RECORD AUDIT CHECKLIST		
Individual Flight Record (IFR)	All Annual, TDY, PCS, New Record IFR (current on top). Prior to AFORMS conversion individual flights flown on TDY & PCS printouts are not included on annual printouts. After AFORMS conversion, TDY/PCS IFR accomplishments are included on the next annual printout. (Be careful when manually computing hours).	
	Entries duplicated on subsequent IFRs due to PCS, TDY should be lined through. Include a statement on the IFR and adjust IFR totals.	
Individual Aviation Service Data and Computation Sheet	Individual Aviation Service Data and Computation Sheet dated 1 Jun 74 (pre-ACIA). If missing, type up a memo and log Pre-ACIA OFDA months and have member certify this memo.	
Flying Hour Corrections	Ensure that any letters requesting flying hour corrections are filed on right side of FRF. Logbooks and certified MFR supporting change(s).	
Flight Evaluation Folder (FEF)	FEFs are kept in the flight record folder for inactive members. Place MFR in FRF signed by the member if FEF is missing.	
The following applies to the JRF only:		
AF Form 922	Filed for each month (including months where no jumps were made), must be certified by the unit commander or designated official.	
Ensure the following permanent documents are filed correctly in FRF/JRF:		
Right Side of the FRF	IDS, FHR, IFR, USAF Flight Record (Birth Month) Master, Individual Aviation Service Data and Computation Worksheet (ASDCS), Entitlement Status Letter, and AETC Form 240-5, all forms, letters, or claims, which authenticate any changed, lost, or unrecorded data, and copies of certified memo(s) (AFBCMR) supporting flying hour career total changes or flight logbook copy of those unrecorded hours, prepared IAW paragraph 2.8.1 .	
Left Side of the FRF	AF Form 1042, AF Form 702, AF Form 142, Aeronautical Orders, Military Pay Orders (MPO)/Pay Briefing and Other Documents IAW paragraph 2.5.5.5 .	
Part 1 of the JRF	AF Form 1042, AF Form 702, AF Form 142, Aeronautical Orders, Military Pay Orders (MPO)/Pay Briefing, and Other Documents IAW paragraph 2.5.6.2 .	
Part 2 of the JRF	IDS, FHR, IFR, USAF Flight Record (Birth Month) Master, Individual Aviation Service Data and Computation Worksheet (ASDCS) Entitlement Status Letter AETC Form 240-5, all forms, letters, or claims, which authenticate any changed, lost, or unrecorded data, and copies of certified memo(s) supporting flying hour career total changes or flight logbook copy of those unrecorded hours, prepared IAW paragraph 2.8.1 .	
Part 3 of the JRF	Parachutist Formal Training Certificates.	
Part 4 of the JRF	AF Form 922 and ARMS Quarterly Jump Record or consolidated quarterly AF Form 922.	

Attachment 6

EXAMPLE AF FORM 3215

A6.1. Example AF Form 3215.

C4 SYSTEMS REQUIREMENTS DOCUMENT		DATE: 25 MAY 99	CSO CONTROL NUMBER
REQUIREMENT TITLE: REPORT OF INDIVIDUAL JUMP ACTIVITY		REQUESTING AGENCY POINT OF CONTACT <i>(Organization, Office, Name, Grade, Telephone Number)</i> Air Force ARMS Working Group (AWG) TSgt Jane Doe, HQ AMC/DOTF DSN: 867-5309	
DATE NEEDED:	MISSION OR SYSTEM SUPPORTED: ARMS		
REQUIREMENT: Create a Report of Individual Jump Training (ROIJT) listing individual jumps with a total on the bottom for use by units. Example is attached. - Have capability to order ROIJT for a unit off standard resources report (just like ROIFT) -- Sort by name - Have capability for an individual request (when inquiring on "one" parachutist). - Have a start date and an end date (up to 13 months)			
JUSTIFICATION: Bring our jump report system online with the IFR. That unit or member is a customer too. Gives jump units capability to have printouts to capture a particular time period for one individual or unit. Eliminates having to leave squadron to access JRFs located in Wing Flight Management, if they can print this report at their unit. If unit is deployed and has access to ARMS, but not records, it provides current products for the unit or individual.			
TECHNICAL SOLUTION AND COSTING			
CSO'S PROPOSED SOLUTION ALTERNATIVES:			
TECHNICAL SOLUTION AUTHORITY			
THIS SOLUTION MEETS ARCHITECTURAL REQUIRMENTS <i>(Name, Organization, Telephone Number):</i>		TECHNICAL REFERENCES USED:	
APPROVAL AUTHORITY			
RECORDS MANAGEMENT APPROVAL AUTHORITY <i>(Name, Title, Organization):</i>		APPROVED	
		DISAPPROVED	
REQUESTER APPROVAL AUTHORITY <i>(Name, Title, Organization):</i>		FUNDS AVAILABLE	
		UNFUNDED	
		APPROVED	
		DISAPPROVED	
HOST BASE APPROVAL AUTHORITY <i>(Name, Title, Organization):</i>		APPROVED/FUNDED	
		APPROVED/UNFUNDED	
		DISAPPROVED	
MAJCOM APPROVAL AUTHORITY <i>(Name, Title, Organization):</i>		APPROVE	
		VALIDATE	

AF FORM 3215, AUG 95 (EF-V5)(PerFORM PRO) PREVIOUS EDITIONS ARE OBSOLETE

Attachment 7

ACTIVE DUTY FLIGHT PAY BRIEFING

A7.1. Flight Pay Briefing.

ACTIVE DUTY CONDITIONAL INCENTIVE FLIGHT PAY BRIEFING

REQUIREMENT: Members receiving conditional ACIP, HDIP, or CEFIP must be on active flying status and meet requirements IAW DoDFMR. Minimum flying time required for entitlement to conditional flight pay is 4 hours a month, excluding other time. **EXCEPTION:** Fractional hours are applied to members who are placed on status other than the first of the month. You are not entitled to pay when you transfer to inactive status. You have a responsibility to ensure your pay is stopped.

HOURS APPLIED: Flying time is first applied to the month flown. Excess hours may be used back two months if you are in a grace period, but not after the 3-month window has terminated. Unused (insufficient and excess) time may be used up to five months forward. Insufficient time can only be used forward and not backward. HARM will wait until a three-month period has ended to apply unused hours. (Jan 1.0, Feb 3.0, and Mar 4.0—we pay you for Feb based on unused time carried forward from Jan).

GRACE PERIOD: When you do not meet minimum requirements for a given month and do not have unused hours in the bank, a grace period begins. You have the following two months to make up flying hours to qualify for the 3-month period before a loss in pay occurs. If you fly enough hours in the second month to qualify for the first and second month of the grace period, the grace period ends. If you do not fly enough hours in the 2nd month to qualify for both months, you have the 3rd month to make up for the first 2 months.

If you do not fly for the first and second month of the grace period and have 0 hours in the bank, 12 hours must be flown in order to qualify for all three months. Anything more than 4, but less than 12 only qualifies you for the third month of the grace period. Therefore if you have no hours for Jan, no hours for Feb, and 11.9 in March—you only qualified for March.

If you attempt to fly in the first month and do not fly in the second month, you must fly a total of 12 hours by the third month to qualify for all three months. If the member flies 2.0 in Jan, 0 in Feb, and 8.0 in Mar. The member can receive pay for Jan and Mar. 2.0 hours from Mar can be brought back to Jan. Since the member did not fly at all in Feb the excess 4 hours from Mar cannot go back and pay Feb. If member flew 10 hours in Mar, totaling 12 hours during the 3-month period, member qualifies for pay for entire 3-month period.

Keep in mind if you fail to meet requirements for the entire 3-month period, flight pay is taken and the grace period is terminated. You will not enter another grace period until you fly 4 hours for one month after the 3-month period. You may not apply hours back to qualify for pay once a 3-month period has passed. If you fly 2 hours in Jan, 2 hours in Feb, 4 hours in Mar, and 15 hours in Apr—you earned pay for Feb (based on insufficient time from Jan carried forward), Mar (based on Mar hours), and Apr (based on Apr hours). 11 hours from Apr go in bank. You cannot take April hours back into a 3-month window.

STARTING ACIP/HDIP/CEFIP FOR NEW MEMBERS

When you are first placed on orders, you are required to meet DoDFMR requirements before flight pay is started. Flight requirement begins on the effective date of the AO. If this day is not the first of the month, refer to DoDFMR Vol. 7A, Table 22-2 for the proportionate amount required for that month. Conditional ACIP members cannot count hours flown prior to the effective date of AO assigning conditional status. Regardless of how many hours you fly prior, if your AO is effective 5 Jan and you do not fly prior to the end of March, you failed your grace period. Even if you fly 30 hours in April, your pay will not start until 1 April.

If you are placed in conditional status effective 15 Jan, you have a flight requirement for 17 days of that month (2.3 hours). If you fly 2.3 or more in Jan—your pay will start 15 Jan. If you do not fly 2.3 in Jan, you enter a grace period. You must fly at least a 10.3 before the end of Mar to qualify for pay from the beginning of the grace period. Same rules apply as listed above under grace period.

Example 1			Example 2			Example 3			Example 4		
Month	Hours	Met Req									
Jan	0.0	No	Mar	1.0	No	May	0.0	No	Jul	0.5	No
Feb	5.9	Yes	Apr	3.0	Yes	Jun	0.0	No	Aug	0.5	No
Mar	6.0	Yes	May	2.0	No	Jul	0.0	No	Sep	2.0	No
Apr	4.0	Yes	Jun	2.0	Yes	Aug	16.0	Yes	Oct	1.0	Yes

I understand my requirements for entitlement to conditional ACIP/HDIP/CEFIP and change to inactive status terminates my pay entitlement. I further understand I am responsible for reading/complying with AFIs 11-401, 402, 410, and the DOD FMR Volume 7A, Chapter 22 requirements.

Member's Signature: _____ Date: _____
 Briefer's Signature: _____ Date: _____

Attachment 8

JUMP PAY BRIEFING

A8.1. Jump Pay Briefing.

JUMP PAY BRIEFING

The DOD Financial Management Regulation (DODFMR) Volume 7A, Chapter 24, and AFI 11-410 require parachutists be **assigned to a valid jump billet, be on competent orders (Aeronautical Orders) and meet minimum jump requirements specified in DODFMR Volume 7A**, to be entitled to parachute duty pay. New AOs must be processed authorizing HALO jumping/HALO pay IAW DOD FMR, para 240201B. AFI 11-410 governs who is authorized jump AOs, and specifically prohibits AF members, not on AOs from jumping on military or military contract aircraft. Additionally, DOD FMR para 240202.A1 does not authorize jumps performed while on leave, PCS or TDY/TAD not requiring jumping as essential part of duty. Check course curriculum or TDY agendas (if needed) to determine if jumping is required. For Dual purpose TDYs, specify dates jumping is required (i.e. Conference 3-6 May, jumping 7/8 May). You must provide the HARM a copy of TDY orders; unless otherwise specified in a Host Tenant Agreement may specify other notifications of operational (unit) TDYs.

Parachutists will receive pay when all requirements are met IAW DFAS-DEM 7073-1. Static jumps qualify a parachutist for regular jump pay. Freefall jumps qualify parachutists for HALO pay. To be authorized freefall jumping, a parachutist must be on HALO AOs for entering training, or once completed Military Freefall Parachutist School and be physiologically qualified (current AF Form 702). HALO parachutists who perform static line jumps will only receive regular parachute pay.

Certified AF Forms 922 must be submitted to the HARM monthly IAW DFAS-DEM 7073, Volume 1 and AFI 11-410 for verification of entitlement to pay, before a payment (MPO) may be processed. DODFMR Volume 7A Chapter 24:

Rule 1: When a jump is performed in any calendar month, the member qualifies for parachute duty pay for that month and 1 preceding and succeeding month; or that month and 2 preceding months; or that month and 2 succeeding months **NOTE:** Multiple jumps in a month does not qualify the member for additional 3 month periods.

Rule 2: When jumps are made in 2 or more consecutive months, a new 3-consecutive-calendar-month period starts with each month a jump is made, except when rule 3 applies.

Rule 3: When a member is unable to perform a jump because of military operations of the command, or the absence of jump equipment or aircraft in a 3-month period, the member may qualify for parachute duty pay on a 12-month basis. He or she may qualify for the 3-month period plus the following 9 consecutive calendar months by performing four jumps any time during the 9-month period. Military operations, combat operations in a hostile fire area, or absence of jump equipment are the only authorized reasons for not complying with requirements over a 3-month period. This is certified by Chief of Staff, USAF, MAJCOM commander, or commander of a parachute unit. **NOTE:** During the Rule 3 period the member may be authorized payment for any periods minimum requirements are met by performing a qualifying jump, (except the initial period). If at the end of the Rule 3 period the member met the entire requirement by completing four jumps, the HARM then submits an MPO to authorize payment for the remaining months (including initial period) the member was not paid. Revert back to Rule 1 (rules of application) if 4 jumps are not completed.

Rule 4: When a member is unable to perform a jump by reason of being engaged in combat operations in a hostile fire area the minimum jump requirements may be waived by the member's commanding officer. Commanders need to list inclusive periods in notification to the HARM for inclusion on the MPO authorizing payment.

Rule 5: When a member begins parachute training or reports for duty with a parachute unit in a fractional part of a month, the training or duty begins the first month of the 3-consecutive-calendar-month period.

I understand I must meet jump requirements before being paid IAW DODFMR and submit a certified AF Form 922 monthly before I can be paid. I further understand I am responsible for reading/complying with AFIs 11-401, 402, 410, and the DOD FMR Volume 7A, Chapter 24 requirements.

Member's Signature: _____ Date: _____

Briefer's Signature: _____ Date: _____

Attachment 9

ARC FLIGHT PAY BRIEFING

A9.1. Flight Pay Briefing.

**AIR RESERVE COMPONENT (ARC)
INCENTIVE FLIGHT PAY BRIEFING**

1. **REQUIREMENTS:** There are two types of incentive flight pay for ARC members on flying status, Inactive Duty Status (IAD) and Active Duty Status (AD). Each month is based on 30 days. Incentive pay is determined by the number of active duty days performed during the month. For example, if you perform 4 days of active duty, the requirement would be 0.6 for AD (based on 4/30 of 4.0) and 1.8 for IAD (based on 26/30 of 2.0) for a total of 2.4 hours. See DODFMR Volume 7A, Table 22-2 for a table of computations.

Note 1. AD status must be covered in the month the duty is performed.

Note 2. Flying time logged as 'Other' cannot be used for flight pay Qualification.

Note 3. Flying time logged in Air Reserve Technician (ART) status cannot be used for flight pay qualification.

2. **INACTIVE STATUS:** IAD status is duty performed during Unit Training Assembly (UTA) (reserve status code 2), Active Flying Training Periods (AFTP) (reserve status code 3) and Ground Training Periods (GTP).

3. **ACTIVE STATUS:** AD status is duty performed during Reserve Personnel Appropriations (RPA), Military Personnel Act (MPA), and Annual Tours (AT) (reserve status code 1).

4. **ARC TECHNICIAN STATUS:** ART status is duty performed in a civilian capacity (reserve status code 4).

5. **IAD FLYING HOURS:** Flying time must be logged as primary, secondary, instructor, or evaluator with a reserve code status of 2 (UTA) or 3 (AFTP).

6. **AD FLYING HOURS:** Flying time must be logged as primary, secondary, instructor, or evaluator with a reserve code status of 1.

7. **ARC TECHNICIAN FLYING HOURS:** Flying time must be logged as primary, secondary, instructor, or evaluator with a reserve code status of 4.

8. **APPLICATION OF FLYING HOURS:** **Active duty requirements must be satisfied in the month that the duty is performed.** Banked time cannot be used. Active duty flying hours can be used to satisfy active and inactive requirements only in the month flown. Inactive duty flying hours can be used to satisfy both inactive and active duty. However, inactive requirements must be satisfied first. If there is not enough time flown to satisfy both IAD and AD requirements, the AD requirement is satisfied first. Inactive status can be satisfied by inactive banked time.

9. **BANKING RULES:** Active duty flying hours bank only when on continuous orders for more than 30 days. Inactive duty hours carried up to 5 months forward and 2 months back (during a grace period, only).

10. **GRACE PERIODS:** A grace period begins in the first month that you do not qualify for flight pay and may continue for another two months for a total of three months. If the member flies enough time in the second month to cover the first and second months, then the period ends with the second month. If not, the period extends through the third month. Banked time cannot be used and flight pay will not begin again until you qualify for a month.

I understand my requirements for entitlement to conditional ACIP/HDIP/CEFIP and change to inactive status or assignment to a nonrated position not in the rated inventory IAW AFIs 11-401, 11-402, and 11-412 terminates my pay entitlement. I further understand I am responsible for reading/complying with AFIs 11-401, 402, 410, and the DOD FMR Volume 7A requirements.

Member's Signature: _____ Date: _____

Briefer's Signature: _____ Date: _____

Attachment 10

AF FORM 142 COMPLETION INSTRUCTIONS

A10.1. AF Form 142 Completion Instructions IAW paragraph 2.12.

AF FORM 142 COMPLETION INSTRUCTIONS	
Aviation Service Audit Worksheet Section	
Item	Enter appropriate information as follows:
Name	Member's name
SSAN	Member's Social Security Account Number
As of Date	Enter the date of last OFDA calculation. Should match the latest ASC change, annual or PCS or in-processing records review (whichever is later).
Aviation Service Sheet Information Section	
Aviation Service Date	Enter member's ASD (rated officers and CEAs).
Officer Service Date	Enter OSD (rated officers only).
Operational Flying Duty Accumulator (OFDA) as of 1 Jun 74.	Enter appropriate number of months of OFDA accumulated as of 31 May 1974. This information is found on the ASDCS dated 01 Jun 74 and is annotated on the first line of the OFDA Computation Data section. Note: Applies to rated officers only.
Transition Status Code (TSC)	Enter appropriate TSC based on the number of months of OFDA and the number of years of aviation service accumulated as of 30 Sep 91. Note: Applies to rated officers only.
NDAA of FY96 (Y/N)	Enter "Y" if member has completed or will complete 12 years of aviation service on or after 10 Feb 96. Member must perform at least 96 months of OFDA within their first 12 years to qualify for continuous ACIP through 18 years of aviation service. Enter "N" if member does not fall in this category. Note: Applies to rated officers only.
Operational Flying Duty Accumulator (OFDA) as of 30 Sep 91.	Enter appropriate number of months of OFDA accumulated as of 30 Sep 91. This information is utilized to establish member's TSC. The OFDA accumulated as of 30 Sep 91 is calculated in the OFDA Computation Data section. Duplicate ASCs may be annotated on the form to show computation of OFDA as of this date. Note: Applies to rated officers only.

Operational Flying Duty Accumulator (OFDA) as of 01 Oct 99.	Enter appropriate number of months of OFDA accumulated as of 30 Sep 99. This data is used to determine ASC for CEAs and ABMs. The OFDA accumulated as of 30 Sep 99 is calculated in the OFDA computation Data section. Duplicate ASCs may be annotated on the form to show computation of OFDA as of this date. Note 1. Applies to ABMs and CEAs only. Note 2: The Pre-CEA and ABM worksheet totals as of 01 Oct 99 may differ from the Post CEA and ABM worksheets if member has completed 18 or 20 years of aviation service.
Other US Military OFDA	Enter total number of creditable (active) months of OFDA from ARB application letter.
TAFMSD	Total Active Federal Military Service Date for active duty personnel and pay date for ARC personnel.
DAFSC	Duty Air Force Specialty Code. Note: Applies to ABMs and CEAs only.
OFDA Computation Data Section	
Column A - Aviation Service Code (ASC)	<p>Enter each ASC assigned to member.</p> <p>a. Enter "N/A" for rated officers with inclusive dates prior to 01 Jun 74. Use ASC established on the ASDCS dated Jun 74 for the next ASC. (See Attachment 12).</p> <p>b. For rated officers with other US Military Service, enter the branch of service (e.g. Army, Navy, etc) instead of ASC. Annotate inclusive dates in column B. On the next line entry, enter appropriate ASC based on ASD after receiving AF aeronautical rating.</p> <p>c. Do not use the same ASC consecutively except for the following reasons:</p> <p>(1). To establish the number of months accumulated on 30 Sep 91 and 01 Oct 99 (See AFI 11-401). Annotate totals in OFDA as of 30 Sep 91 and 1 Oct 99 respectively.</p> <p>(2). If a member is disqualified when member reaches a specific gate (See Attachment 11c).</p>
Column B - Inclusive Dates of Aviation Service Code	<p>Enter effective date of ASC through termination date of ASC except for the following:</p> <p>a. For rated officers with aviation service prior to 01 Jun 74, enter the inclusive dates through 31 May 74 (See Attachment 11a).</p> <p>b. Appropriate ASC through 30 Sep 91 to establish TSC.</p> <p>c. Appropriate ASC through 30 Sep 99 to establish new ASCs for ABMs and CEAs.</p>

Column C – Months Proficiency Flying	Enter months member was performing proficiency flying (FSC “B”) unless member was performing proficiency flying in the T039, CT039, or T043/T033 (when in support of the Air Force Academy) aircraft, then enter the aircraft (See Attachment 11a). If flying in one of the aircraft listed above, the OFDA accumulated is annotated in Column E and added to Column F.
Column D – Months Inactive	Enter number of months member was not performing active flying (FSC “J”, “K”, “L”, “P”, “S”, “T”, “Z”) or (ESC “0”)
Column E – Months Operational Flying	For rated officers prior to 01 Jun 74, enter the number of Months of OFDA credited from the ASDCS dated Jun 74. Note: Prior to 1 Jun 74, each month is creditable towards OFDA regardless of the number of days on active status. Enter number of months member performed active flying (FSC “A”, “U”, “X” and “B” if member was performing proficiency flying in the T039, CT039, or T043/T033 (when in support of the Air Force Academy)).
Column F – Cumulative Months Operational Flying	<p>a. Add the number of months operational flying from column “E” to previous line entry in this column to determine cumulative totals for the time period listed.</p> <p>b. When the member completes 18 years of aviation service for rated officers and 20 years of aviation service for CEAs, OFDA is no longer accumulated.</p>
Totals	<p>a. Add the total number of months in each of columns C, D, and E.</p> <p>b. The total in column E should equal the last entry in Column F.</p>
Grand Totals	
From (Date)	Enter ASD from the Aviation Service Section Information section block labeled “Aviation Service Date”.
Thru (Date)	Enter as of date from the first section of the form block labeled “As of Date”.
Equals (Months)	Compute the total number of months accumulated using the “From” date to the “Thru” date. The total number of months computed will equal the combined total number of months in columns C, D, and E. Exception: Rated officers with aviation service prior to 01 Jun 1974 may have an extra month of OFDA because the 15 day requirement for OFDA credit did not apply.

Attachment 11

EXAMPLE AF FORM 142

A11.1. Pre – ACIA of 1974 Example.

AVIATION SERVICE AUDIT WORKSHEET (This Form is Subject to the Privacy Act of 1974)					
NAME (LAST, FIRST, MIDDLE INITIAL)		SSAN	AS OF DATE		
GANT, JULIET M		888-88-8881	15 OCT 1991		
AVIATION SERVICE SHEET INFORMATION					
AVIATION SERVICE DATE		OFFICER SERVICE DATE *	OPERATIONAL FLYING DUTY ACCUMULATOR(OFDA) AS OF: 1 JUN 74 *		
15 OCT 73		05 JUN 73	8		
TRANSITION STATUS CODE		NDAA OF FY96 (Y/N) *	OPERATIONAL FLYING DUTY ACCUMULATOR(OFDA) AS OF: 30 SEP 91 *		
E		N	120		
TAFMSD**		DAFSC*	OPERATIONAL FLYING DUTY ACCUMULATOR(OFDA) AS OF: 01 OCT 99 **		
N/A		N/A	N/A		
* COMPLETE FOR RATED ONLY					
** COMPLETE FOR NONRATED ONLY					
OFDA COMPUTATION DATA					
AVIATION SERVICE CODE	INCLUSIVE DATES OF AVIATION SERVICE CODE	MONTHS PROFICIENCY FLYING	MONTHS INACTIVE	MONTHS OPERATIONAL FLYING	CUMULATIVE MONTHS OPERATIONAL FLYING
A	B	C	D	E	F
N/A	15 OCT 73 – 31 MAY 74	0	0	8	8
1U	01 JUN 74 – 14 OCT 74	0	0	4	12
1A	15 OCT 74 – 14 OCT 75	0	0	12	24
1B	15 OCT 75 – 31 NOV 75	2	0	0	24
1A	01 DEC 75 - 31 OCT 76	0	0	11	35
1B	01 NOV 76 - 11 NOV 80	(T033)	0	48	83
1J	12 NOV 80 – 05 NOV 83	0	36	0	83
1K	06 NOV 83 – 14 OCT 85	0	23	0	83
2K	15 OCT 85 – 10 OCT 86	0	12	0	83
2A	11 OCT 86 – 31 OCT 89	0	0	37	120
2S	01 NOV 89 – 13 FEB 90	0	3	0	120
2L	14 FEB 90 – 30 SEP 91	0	20	0	120
2L	01 OCT 91 – 14 OCT 91	0	0	0	120
4L	15 OCT 91 -----	LAST OFDA ENTRY - COMPLETED			
		18 YEARS AVIATION SERVICE			
TOTALS		2	94	120	
GRAND TOTALS	FROM (DATE)	THRU (DATE)	EQUALS (MONTHS)		
	15 OCT 73	15 OCT 91	216		

A11.3. Post – CEA Example.

AVIATION SERVICE AUDIT WORKSHEET (This Form is Subject to the Privacy Act of 1974)					
NAME (LAST, FIRST, MIDDLE INITIAL) FRYZLEWICZ, THEODORE		SSAN 888-88-8882	AS OF DATE 30 SEP 99		
AVIATION SERVICE SHEET INFORMATION					
AVIATION SERVICE DATE 15 AUG 77		OFFICER SERVICE DATE * N/A	OPERATIONAL FLYING DUTY ACCUMULATOR(OFDA) AS OF: 1 JUN 74 * N/A		
TRANSITION STATUS CODE N/A		NDAA OF FY96 (Y/N) * N/A	OPERATIONAL FLYING DUTY ACCUMULATOR(OFDA) AS OF: 30 SEP 91 * N/A		
TAFMSD** 4 FEB 77		DAFSC** X1A200	OPERATIONAL FLYING DUTY ACCUMULATOR(OFDA) AS OF: 01 OCT 99 ** 145 * COMPLETE FOR RATED ONLY ** COMPLETE FOR NONRATED ONLY		
OFDA COMPUTATION DATA					
AVIATION SERVICE CODE A	INCLUSIVE DATES OF AVIATION SERVICE CODE B	MONTHS PROFICIENCY FLYING C	MONTHS INACTIVE D	MONTHS OPERATIONAL FLYING E	CUMULATIVE MONTHS OPERATIONAL FLYING F
AA	15 AUG 77 – 10 MAR 85	0	0	91	91
AJ	11 MAR 85 – 14 AUG 87	0	29	0	91
BJ	15 AUG 87- 12 FEB 88	0	6	0	91
BA	13 FEB 88 – 15 FEB 90	0	0	25	116
03	16 FEB 90 – 14 AUG 92	0	29	0	116
03	15 AUG 92 – 18 SEP 92	0	2	0	116
CJ	19 SEP 92 – 25 FEB 95	0	29	0	116
CA	26 FEB 95 – 14 AUG 97	0	0	29	145
GA	15 AUG 97 -----	LAST OFDA ENTRY - COMPLETED			
		20 YEARS AVIATION SERVICE			
TOTALS		0	95	145	
GRAND TOTALS	FROM (DATE) 15 AUG 77	THRU (DATE) 15 AUG 97		EQUALS (MONTHS) 240	

A11.5. Post -ABM Example.

AVIATION SERVICE AUDIT WORKSHEET (This Form is Subject to the Privacy Act of 1974)					
NAME (LAST, FIRST, MIDDLE INITIAL) OLIVER, JOHN		SSAN 888-88-8883	AS OF DATE 30 SEP 99		
AVIATION SERVICE SHEET INFORMATION					
AVIATION SERVICE DATE 15 OCT 82		OFFICER SERVICE DATE * 13 NOV 77	OPERATIONAL FLYING DUTY ACCUMULATOR(OFDA) AS OF: 1 JUN 74 * N/A		
TRANSITION STATUS CODE C		NDA OF FY96 (Y/N) * N/A	OPERATIONAL FLYING DUTY ACCUMULATOR(OFDA) AS OF: 30 SEP 91 * 98		
TAFMSD** 13 NOV 77		DAFSC** B013B3B	OPERATIONAL FLYING DUTY ACCUMULATOR(OFDA) AS OF: 01 OCT 99 ** 152 * COMPLETE FOR RATED ONLY ** COMPLETE FOR NONRATED ONLY		
OFDA COMPUTATION DATA					
AVIATION SERVICE CODE A	INCLUSIVE DATES OF AVIATION SERVICE CODE B	MONTHS PROFICIENCY FLYING C	MONTHS INACTIVE D	MONTHS OPERATIONAL FLYING E	CUMULATIVE MONTHS OPERATIONAL FLYING F
1A	15 OCT 82 – 09 FEB 89	0	0	76	76
1J	10 FEB 89 – 16 DEC 89	0	10	0	76
1A	17 DEC 89 – 30 SEP 91	0	0	22	98
1A	01 OCT 91 – 19 MAY 93	0	0	20	118
1J	20 MAY 93 – 14 OCT 94	0	16	0	118
2J	15 OCT 94 – 30 JUL 96	0	22	0	118
2A	31 JUL 96 – 14 JUN 99	0	0	34	152
2J	15 JUN 99 – 30 SEP 99	0	4	0	152
2J	01 OCT 99 -				
TOTALS		0	52	152	
GRAND TOTALS	FROM (DATE) 15 OCT 82	THRU (DATE) 30 SEP 99		EQUALS (MONTHS) 204	

Attachment 12

AVIATION SERVICE DATE AND COMPUTATION WORKSHEET

A12.1. Example Aviation Service Date and Computation Worksheet.

PERSONAL DATA – PRIVACY ACT OF 1974 (5 USC 552a)
 AVIATION SERVICE DATA AND COMP WORKSHEET
 (AVIATION SERVICE WORKSHEET)

PREPARED: 74 MAY 17

AS OF 74 MAY 31 PCH H352074

59 APR 15 THROUGH 74 MAY 31

NAME: LOPEZ-VELAZQUEZ, PHILLIS

FLY- ORGN: 0032

HOSM CODE: PNQS

SSAN: 123-45-6789

GRADE: LTC

PAS CODE: B700FNL7

AVIATION SERVICE DATE: 59 APR 15

OFFICER SERVICE DATE: 70 AUG 22

INCLUSIVE DATES OF NONRATED
 AFSC FROM PERSONNEL FILES

INCLUSIVE DATES OF NONOPERATIONAL
 FLYING FROM FLIGHT RECORD FOLDER

SUPPORTING
 DOCUMENTS

START DATE END DATE
 YY MMM DD YY MMM DD

START DATE
 YY MMM DD

END DATE
 YY MMM DD

61 JUN 10 61 OCT 01
 62 JAN 01 62 FEB 01
 62 JUN 15 62 JUL 10
 64 DEC 29 65 SEP 30
 65 DEC 01 65 DEC 31
 68 MAR 01 68 APR 30
 69 MAY 20 69 AUG 12
 71 OCT 01 71 DEC 31
 72 APR 15 72 JUL 10
 73 NOV 12 74 FEB 09

59 JUN 01 59 JUL 31
 59 SEP 01 59 NOV 30
 60 JAN 03 60 MAR 31
 60 MAY 01 60 JUL 31
 60 SEP 01 60 OCT 31
 60 NOV 01 60 DEC 31
 62 APR 01 62 MAY 31
 63 JAN 01 63 JAN 31
 63 MAR 01 63 APR 30
 63 JUN 01 63 AUG 31
 63 OCT 01 63 DEC 31
 64 MAR 31 64 MAY 31
 64 AUG 01 64 AUG 31
 64 NOV 01 64 NOV 30
 66 MAR 01 66 MAY 31
 66 SEP 01 66 NOV 30
 67 JAN 01 67 FEB 28
 67 APR 01 67 APR 30
 67 JUL 01 67 AUG 31
 67 DEC 01 68 JAN 31

TOTAL NUMBER OF MONTHS OF OPERATIONAL FLYING DUTIES AS OF: 74 JUN 01 **115**

AVIATION SERVICE CODE (ASC): (2A) AS OF 74 JUN 01

I CONCUR (). SIGNATURE:

DATE:

I DO NOT CONCUR (). SIGNATURE:

DATE:

FLIGHT MANAGER CERTIFICATION. SIGNATURE:

DATE:

Attachment 13

EXAMPLE COMPUTER GENERATED MILITARY PAY ORDER

A13.1. Example ARMS Military Pay Order.

PERSONAL DATA - PRIVACY ACT OF 1974 (5 USC 552A)

AERONAUTICAL ORDER (PA)
AVIATION SERVICE

CHANGE ASC FROM 03 TO 1J

ENTITLEMENT: ACIP IS AUTHORIZED

NAME: CARTIER, BRENDA

GRADE: MAJ

SSAN: 999-12-3456

CREW POSITION: PILOT

WING: 0319ARFWG

ORGANIZATION: 0912ARFSQ

OFFICE SYMBOL: DOGC

LOCATION: GRAND FORKS AFB ND 58205-6622

REQUIRED TO PERFORM FREQUENT AND REGULAR FLIGHT: Y

REQUIRED TO PERFORM PARACHUTIST DUTIES: N

ASC: 1J

FAC: 7

TSC: A

ASD: 26 APR 89

OSD: 24 JUN 88

OFDA: 88

REMARKS: MEMBER IS REQUALIFIED BASED ON WAIVER GIVEN BY HQ AFMOA/SFPA ON 26 JUN 2000.
ADMINISTRATIVE PROCESSING PREVENTED TIMELY PUBLICATION OF ORDER.

EFFECTIVE DATE: 26 JUN 00

TERMINATION DATE: 25 APR 01

AUTHORITY: AFI 11-402/ PARA 3.8.1.2

REQUEST DATE: 12 JUL 00

SIGNATURE ELEMENT OF ORDERS AUTHENTICATION OFFICIAL:
FOR THE COMMANDER*Michael R. Taz*MICHAEL R. TAZ, CMSGT, USAF
CHIEF, HOST AVIATION RESOURCE MGTDEPARTMENT OF THE AIR FORCE
319 AIR REFUELING WING
GRAND FORKS AFB ND 58205-6622

DISTRIBUTION: C

AERONAUTICAL ORDER NUMBER: 0044

MPO SECTION

ACIP START: 26 JUN 00

STOP: F.O.

REPORT:

CHANGE:

CANCEL:

PROCESSING VERIFICATION: UH584CA08

TRANSACTION NO: 0548

ADSN: 5054

CYCLE: 123

PREPARED: 15 JUL 00

DATE: 15 JUL 00

MPO CERTIFYING SIGNATURE:

*Michael J. Leblanc*MICHAEL J. LEBLANC, SMSGT, USAF
SUPT, AVIATION RESOURCE MGT

Attachment 14

EXAMPLE DD FORM 114 MILITARY PAY ORDER

A14.1. Example DD Form 114 Military Pay Order.

MILITARY PAY ORDER			MILITARY PAY ORDER NO. EN-50	
ORGANIZATION AND STATION 1 OSS/OSTF LANGLEY AFB VA 23665			DATE 02 JUN 00	
TO DISBURSING OFFICER: YOU ARE HEREBY AUTHORIZED TO OPEN, CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW.				
SERVICE NUMBER AND SSAN	LAST NAME - FIRST NAME - MIDDLE INITIAL	REASON FOR CHANGE	YEAR	
			FROM -	TO -
999-45-6789	WIESEN, CHRISTINE M. ////////////////////////////////////LAST PROCESSING VERIFICATION: UH099CA04 TRANSACTION NO: 0608 ADSN: 4057 CYCLE NO: 64 PREPARED DATE: 07 JUN 00	START ACIP ASD: 01 MAY 00 OSD: 19 NOV 99 ITEM////////////////////////////////////	2000 01 MAY	F.O.
SYMBOL NO. (Entered by D.O)	TYPED NAME AND GRADE OF CERTIFYING OFFICER	SIGNATURE OF CERTIFYING OFFICER		
	PENNY CONNELLY, MSGT CHIEF, HOST AVIATION RESOURCE MGT	<i>Penny Connelly</i>		

Attachment 15

EXAMPLE JUMPS TRANSACTION INPUT (JTI) - FORMERLY THE DAILY REGISTER OF TRANSACTION (DROT)

A15.1. Example JUMPS Transaction Input (JTI).

PERSONAL DATA- PRIVACY ACT OF 1974 (5 USC 552a)										
Page: 1			Daily Register of Transactions (UH099CA04)					Unit: Unknown		
ADSN: 4057 – Updates: 07-09 to 07-10										
Source Code: EN										
Status	SSAN	Name	FID	Variable Data	Errors	DTR	Date	Cycle	Number	
=====										
Reject	123456789	DELRO	1501 000601	12	EDD	07-10	00/07/13	64	EN0043	
Reject	123456789	DELRO	1202 000630	11	ZFE	07-10	00/07/13	64	EN0044	
Processed	888888888	MAY K	1202 000620	11		07-10	00/07/13	64	EN0045	
Processed	987654321	LARSE	1203 00080100083011720113			07-10	00/07/13	64	EN0046	
PERSONAL DATA- PRIVACY ACT OF 1974 (5 USC 552a)										

Attachment 16**ACIP ENTITLEMENT STATUS LETTER****A16.1. Example ACIP Entitlement Status Letter.**

PERSONAL DATA – PRIVACY ACT OF 1974 (5 USC 552a)

PREPARED 22 MAR 2001 11:53 ENTITLEMENT STATUS LETTER AS OF 22 MAR 2001 PCN SA036-A10

FROM: HQ 81ST TRAINING WING/OSOF
 SUBJECT: ACIP ENTITLEMENT STATUS (ES)

TO: LTC MOLINA LUCY

1. BASED UPON INFORMATION IN THE AVIATION RESOURCE MANAGEMENT SYSTEM (ARMS), YOUR ENTITLEMENT TO ACIP IS PROJECTED TO CHANGE TO “CONDITIONAL ENTITLEMENT”.

2. TO QUALIFY FOR ACIP WHILE IN “CONDITIONAL ACIP ENTITLEMENT STATUS” (ES “5”, “6”, OR “7”) YOU MUST BE IN THE GRADE OF “06” OR BELOW, BE ASSIGNED TO OPERATIONAL FLYING DUTIES (FLYING STATUS CODE “A” OR “U”) AND MEET THE FLYING HOUR REQUIREMENTS OF THE DEPARTMENT OF DEFENSE PAY MANUAL (DODPM).

3. THIS LETTER IS BASED ON THE FOLLOWING DATA IN YOUR AFORMS MASTER RECORD:

A. AVIATION SERVICE DATE (ASD)	24 APR 79
B. OFDA AT 12 YEAR GATE	60
C. OFDA AT 15 YEAR GATE	92
D. OFDA AT 18 YEAR GATE	128
E. OFDA TO DATE	175
F. AVIATION SERVICE CODE (ASC)	4A
G. TRANSITION STATUS CODE	D

4. YOUR ACIP ENTITLEMENT WILL REMAIN “CONDITIONAL ACIP ENTITLEMENT” IF THE REQUIREMENTS IN PARAGRAPH 2 ARE MET.

Doris Brewster

DORIS BREWSTER, CMSGT, USAF
 CHIEF, HOST AVIATION RES MGT

LTC MOLINA, LUCY
 1234 HAYWIRE RD
 LUCKY, NJ

A16.2. Example CEFIP Entitlement Status Letter.

PERSONAL DATA – PRIVACY ACT OF 1974 (5 USC 552a)

PREPARED 22 MAR 2001 11:53 ENTITLEMENT STATUS LETTER AS OF 22 MAR 2001 PCN SA036-A10

FROM: HQ 81ST TRAINING WING/OSOF

SUBJECT: CEFIP ENTITLEMENT STATUS (ES)

TO: SMSGT TAMMY PROWELL

1. BASED UPON INFORMATION IN THE AVIATION RESOURCE MANAGEMENT SYSTEM (ARMS), YOUR ENTITLEMENT TO CEFIP IS PROJECTED TO CHANGE TO “CONDITIONAL ENTITLEMENT”.

2. TO QUALIFY FOR CEFIP WHILE IN “CONDITIONAL CEFIP ENTITLEMENT STATUS” (ES “E”, “F”, “G”, OR “H”) YOU MUST BE ASSIGNED TO OPERATIONAL FLYING DUTIES (FLYING STATUS CODE “A” OR “U”) AND MEET THE FLYING HOUR REQUIREMENTS OF THE DEPARTMENT OF DEFENSE PAY MANUAL (DODPM).

3. THIS LETTER IS BASED ON THE FOLLOWING DATA IN YOUR AFORMS MASTER RECORD:

A. AVIATION SERVICE DATE (ASD)	10 MAY 1975
B. OFDA AT 10 YEAR GATE	120
C. OFDA AT 15 YEAR GATE	180
D. OFDA AT 20 YEAR GATE	240
E. OFDA TO DATE	299
F. AVIATION SERVICE CODE (ASC)	DA

4. YOUR CEFIP ENTITLEMENT WILL REMAIN “CONDITIONAL CEFIP ENTITLEMENT” IF THE REQUIREMENTS IN PARAGRAPH 2 ARE MET.

DIANE STEPHENS, CMSGT, USAF
CHIEF, HOST AVIATION RES MGT

SMSGT PROWELL, TAMMY.
3421 GUMBY LANE
ROLLOUT TX 39537

Attachment 17

EXAMPLE INITIAL SUPERVISOR/OJT BRIEFING CHECKLIST

A17.1. Example Initial Supervisor/OJT Briefing Checklist.

CHECKLIST FOR INITIAL OJT EVALUATION			
1. OFFICE SUPERVISOR: _____			
ITEM	BRIEFER'S INITIALS	ITEM	BRIEFER'S INITIALS
a. AFMAN 36-2618, Attachment 6, Enlisted Force Structure		k. Publications and TO's	
b. AFMAN 36-2108, Attachment 6, Enlisted Classification		l. Appointment Policies and Procedures	
c. Quality Control Function and Wing QAP		m. Reporting Procedures for:	
d. Job Safety Standards (e.g. AF Form 55)		(1) Hospital Emergency Care	
e. Reporting Official		(2) On and off Base Accidents and Incidents	
f. Duty Hours		n. Leave Policies	
g. Work Area		o. Hazardous Sporting Activities	
h. Work Habits		p. Special Training (Base Ed Office, FTD, PME, etc)	
i. Security		q. Squadron/Wing Key Personnel	
j. Shop Equip Systems		r. Winter/Inclimate Weather Gear Issued	
2. IMMEDIATE SUPERVISOR/TRAINER: _____			
a. AFMAN 36-2903, <i>Dress and Appearance</i>		e. Upgrading and Promotion	
b. Job Position and Description		f. Proficiency and Qualification Training	
c. OJT Responsibilities and Training Requirements		g. Previous Duties and Evaluations	
d. AF Forms 623 and STS/JPG AF Form 797 Review and Briefing			
3. INITIAL TRAINING AND EVALUATIONS:			
a. Skill Level Test		c. Tech School Training Evaluation (AF Form 1284)	
b. Initial Systems Safety Training		d. Driver's License	
4. REVIEW ABOVE ITEMS WITH INDIVIDUAL TO ANSWER AND CLARIFY ANY REMAINING QUESTIONS.			
Office Supervisor's Signature _____			
5. I ACKNOWLEDGE RECEIPT AND UNDERSTAND THE ABOVE BRIEFING AND EVALUATIONS.			
Trainee's Signature: _____ Date: _____			

Attachment 18

EXAMPLE OJT TRAINING TRACKER

A18.1. Example OJT Training Tracker.

	Name ROSARIO	Name COLBY	Name RORIE	Name FULLEN	Name MALAVE	Name PORTER
Current Skill Level	7	5	5	5	3	3
In Upgrade: 5, 7, NA	N/A	7	7	N/A	5	5
Date entered trng:	N/A	1-Sep-97	1-Sep-98	N/A	14-Jan-98	17-Jul-98
Max training time		Sep-99	1-Sep-00		15-Jul-99	13-Jan-00
3 Level Tech School: grad date or NA	N/A	Aug-89	May-95	Aug-95	Jan-98	Jul-98
ARMS-Mid (5) LVL: Base/Grad MMYY	Dyess, TX Oct-97	N/A	N/A	Dyess, TX May-99	N/A	N/A
7 Level Tech School: grad date or NA	N/A			N/A	N/A	N/A
Browser trng: Base #days trng/MMYY	Dyess, TX (2)Oct97	Dyess, TX (5) May 99	N/A	N/A	N/A	N/A
Trainer/Certifier Trng MMYY	Oct-97 Mar-87	scheduled	scheduled	N/A	N/A	N/A
Trainer?=Y	Y					
Certifier?=Y	Y					

Attachment 19

EXAMPLE OJT CORE TASK TRACKER

A19.1. Example OJT Core Task Tracker.

BASIC CORE TASKINGS				
INDIVIDUAL	PUBLICATIONS	AIRCREW RESOURCE MNGMT	FLYING HR MNGMT	HOSM
SRA NINA JOHNSON	8.1 USE OF AF Pubs (B)	11.1.1 RATED (B)	12.1 AUDIT 781/3520 (C)	14.5 NETWORK ARCHITECTURE (B)
in 5 Lvl upgrade	8.5 DOD 7000.14R FINANCIAL MANAGEMENT (B)	11.1.2 NONRATED (B)	12.2 INPUT 781/3520 (C)	14.6 MAINTAIN ARMS SYSTEM MANAGEMENT (b)
		11.4 PHYSICAL QUALIFICATION (B)	12.3 AUDIT FLYING TIME SUMMARY (b)	14.7.1 HEADQUARTERS OPERATIONS RESOURCE INFORMATION SYSTEM (HORIS) (B)
		11.6 PHYSIOLOGICAL TRNG (B)	12.4.1 REQUEST (C)	14.7.2 PERSONNEL DATA SYSTEM (MILPDS) (B)
Legend:		11.7 CONDUCT INDIVIDUAL FLIGHT RECORDS CERTIFICATION (C)	12.4.2 AUDIT (b)	
Green = 5L core task non duty		11.8.1 REQUEST (C)	12.4.6 FLYING HOUR UTILIZATION (B)	
Pink = 7L core task non duty		11.8.2 AUDIT (b)		
Blue = duty task		11.8.4 COMPILE ACFT ACCIDENT INFO (b)		
lined thru = task signed off				

Attachment 20

EXAMPLE OJT LETTER OF X'S

A20.1. Example OJT Letter of X's

66 RQS OPS PERSONNEL	CURRENT QUALIFICATION LEVEL	REVIEWED 623	SQD/SEC INBRIEF (POLICIES)	ARMS (RESOURCES)	ARMS (TRAINING)	ARMS (FLYING)
GOODWIN	5	YES	P	N	X	X
<i>GET WELL DATE</i>		C	C	Dec-00	C	C
MARTIN	7	YES	P	N	X	X
<i>GET WELL DATE</i>		C	C	Dec-00	C	C
MORENO	3	YES	P	N	X	X
<i>GET WELL DATE</i>		C	C	Dec-00	C	C
DAIS	5	YES	P	N	X	X
<i>GET WELL DATE</i>		C	C	Dec-00	C	C
OLIVER	5	YES	P	N	X	X
<i>GET WELL DATE</i>		C	C	Dec-00	C	C
SPELLER	5	YES	P	N	X	X
<i>GET WELL DATE</i>		C	C	Dec-00	C	C

(Legend)

X = Qualified in Event

P = Proficient but Needs Refresher

T = In Training

N = Non-Current (Has not accomplished Task in 3 Months)

C = Complete

Attachment 21

ARMS REPORT MANAGEMENT

A21.1. ARMS Report Management.

Report Name	When To Order	Report Management	Retention (See NOTE)
Standard Resource Reports			
Flying Pay Control Document	1ST of month	This product provides a tool for monitoring active duty AF flying requirements for flight pay in accordance with the DODFMR and Chapter 5 of this instruction. The program logic used is NOT sufficient to serve other than as an aid to the HARM in determining flight pay qualification. This product doesn't identify whether the time was logged as O or X.	
HORIS Report Audit List			
HORIS Report Audit List	1ST of month and daily	The HORIS Report is an ARMS interface. This report provides key aviation service data to HQ USAF/XOOT. The HORIS Report Audit List is used to check the validity of the HORIS Report interface data. To ensure the HORIS Report runs correctly, correct errors using Table 2.3. , Table 2.4. , Table 2.5. , Table 2.6. , Table 2.7. , and Table 2.8. Print copy and file. Check daily for possible errors.	
ASC Conditional Entitlement Flying Hours			
ASC Conditional Entitlement Flying Hours	1ST of month	Use as management tool to validate if Guard/Reserve conditional flyers met requirements for pay.	
HQ Allocation Recap			
HQ Allocation Recap	1ST of month	Use to verify utilization of man-months for operational support flyers. Used monthly and as a recap of man-month utilization report to MAJCOM semi-annually.	

Aviation Service Suspense List	1ST of month	This product provides information needed to administer the ACIA of 74, ACIA of 89, NDAA of 96, NDAA of 99, and NDAA of 00. The report edits each rated officer's and CEA's ASC for compatibility with requirements for ACIP and CEFIP. The Valid Records part lists individuals whose aviation service period will terminate within the following four months. Place in suspense file and audit daily for possible changes to individual's aviation service. New AOs should be generated for each individual assigning a new ASC on/after their projected effective date.	
Individual Data Summary	1ST of month	This report shows personnel data, system management data, aircraft assignment data, ACIA/ACIP/CEFIP data, incentive pay data, training & qualification status, and jump status. Include with the FHR and IFR for annual records review.	
Aviation Service Audit Worksheet	1ST of month or when ASC change occurs	Audit the computer generated product against the manual AF Form 142 for accuracy of OFDA.	
Entitlement Status Letter	1ST of month	This document is used to notify rated officers and CEAs of incentive pay entitlement status termination or a change in entitlement status (from continuous to conditional or conditional to continuous). CHARM signs and sends one copy to the member for signature and retains a copy in the FRF until signed copy from the member is returned.	
120 Day Notification Letter	1ST of month	Print out and use as authorization to cut AO and MPO.	

MILPDS Interface Summary	Daily	This report is used to view and import data files from MILPDS. Audit the interface summary for possible changes to aircrew status. Make necessary corrections. Use a copy of this document for back ground material if an AO is required.	
Ops System Management Suspense List	Daily	The Ops System Management Suspense List report is designed to identify errors in a member's ARMS records. It also provides a detailed list of suspense actions required by the HARM office. Audit daily for possible errors. The different parts of this listing are as follows:	
*Part 0- Errors		The individuals listed on this part are either flight surgeons who have not flown within the time period prescribed in AFI 11-202, Volume 1 (60 days), or one or more of the following action item dates has expired or no date in the system for that item: member's AO termination date, DOS, Pay Stop Date, Physical Due Date, Altitude Chamber Due Date, and Records Review date. Make corrections or annotate on report what is being done	
*Part 1- ASC 06		This part highlights operational support flyers and parachutists, whose flying or jump requirement has been terminated and assigned an ASC of 06. You should review each ops support individual to determine if they will be assigned an active ASC in the near future. If they will be in inactive status for an extended period of time, you should remove them from the system and return their FRF to them.	

*Part 2- DNIF/Suspended		This part lists all members who are in DNIF or suspended status. You want to closely monitor the individuals in this section. Ensure the individuals listed match the DNIF log and AOs have been cut for suspensions.	
*Part 3- Disqualification Action		This part lists members whose physical availability code is D, L, G, or M and who do not have an ASC 03 assigned. D = DNIF less than 30 days without a waiver. L = DNIF less than 30 days with a waiver. G = DNIF more than 30 days without a waiver. M = DNIF more than 30 days with a waiver. Unless they are given a medical clearance to fly, these members require an AO to place them in disqualified status on the indicated projected date according to AFIs 11-402 and 48-123.	
*Part 4- Reassignment Pending		MILPDS indicates a reassignment action for the individuals listed. Review member's status and complete actions required by AFIs 11-401, 11-402, and 11-403, and Chapter 2 of this instruction.	
*Part 5- Inbound		This part indicates the members who were out-processed by a member's losing HARM using the Flyer window with your HARM code listed as the projected HARM. Ensure individual is actually arriving at your unit and send the FRF/JRF and Record Transfer Acknowledgment Letter to the losing HARM upon receipt.	
*Part 6- Acknowledgement Report		No longer valid	
*Part 7- Aircrew Rating		This part of the report is used to monitor the award of advanced aeronautical ratings. Further, use it as a reference to publish an AO and to update a member's records.	

*Part 8- Withhold OFDA Credit		This part lists the rated officers and CEAs who have not flown an OFDA creditable flight during the last 3 months. An AO is required to change their FSC to an S IAW with AFI 11-401. This action terminates OFDA credit until the crewmember resumes flying.	
*Part 9- ASC Change for OFDA Credit		This part highlights members with an FSC of S, who have performed an operational flying duty event. You should review the member's flight records and establish the date for the new ASC IAW AFI 11-401. Then prepare an AO - to document the new ASC and update the member's record.	
Sonic Boom Transmittal List	As required	The Sonic Boom Reporting System (SBRS) is to record supersonic flight activity and to provide information covering reported disturbances of such activity. Supersonic flights must be reported to give the Air Force a means of providing data to its investigating agencies. Normally, the investigating agent is the Staff Judge Advocate at the base that has received a complaint of disturbance or a claim of damage. Once data is received from the pilot, the SARM updates ARMS on the Sonic Boom Activity Window. The HARM office is responsible for processing the sonic boom transmittal list and filing in the HARM.	
Jump Record	1ST of month	This report/form is the computer generated AF Form 922. Use to ensure jump pay requirements have been met according to pay manual.	
Standard Training Reports			

Training Profile Master List	Each training cycle	This report provides a list of the tasks assigned to each individual profile and the requirements assigned to each task per the applicable AFI 11-2 (MDS Specific) regulation. Review the training profiles against MDS specific regulations.	
Training Update Audit List	Daily	This report produces a list of all training update transactions input by the user, and any scheduled tasks lost or not logged. Audit for mistakes and make necessary corrections to the database.	
Individual Training Summary	As required	This report reflects the currency status on a flyer. For each task, the requirements, accomplishments, percent remaining, along with the dates last accomplished, in phase, and due are listed. Use as a management tool for individual participation and accomplishment.	
Individual Training Report	As required	This report displays the training required, accomplished, and remaining for a specific flyer. Like the Unit Training Status Summary, this report provides the task volume required, accomplished, and remaining for each of the following time periods: current month, current quarter, current semi-annual, and annual. Use as a management tool for individual participation and accomplishment.	
Weapons Statistics	As required	Use as a management tool to compile the number of weapon attempts and hits accomplished by an individual or group of individuals.	

Training Profile Assignment List	As required	This report provides a summary of what profiles each individual is assigned. Review the profiles assigned to each individual when crew position or training level changes and make the changes accordingly.	
Unit Training Status Summary	As required	This report prints the monthly, quarterly, and semi-annual for each task requirement, accomplishment, training remaining and training schedule data for all units, crew positions, and training levels. Use as a management tool on unit's training progress.	
Unit Currency Summary	As required	This report provides a six-month forecast for planning purposes. The report lists all individuals due within the next six months, overdue, and those individuals without a date in the system. Use as a management tool on unit's currency progress within a six- month time frame.	
Aircrew RAP Summary	As required	Use as a management tool to monitor proficiency levels of aircrew.	
Optical Mark Accomplishment Report	Not applicable	Currently not available.	
Mission Accomplishment Report	Not applicable	Currently not available.	
Standard Flying Hour Reports			

Individual Flight Record	1ST of month	The IFR shows the number of hours a particular person spends on each kind of flying, such as type of aircraft, simulator, instructor, instrument, or night. It displays all flying hours logged into the system since the last annual or transfer IFR. The ARMS IFRs, Flight Management Data System (FMDS) IFRs and AF Form 5/5A/5S provide a complete history of a member's flying career. Include with IDS and FHR for annual records review.	
Individual Flight Data	As required	The Individual Flight Data Report display, total hours flown by the MDS for the aircraft, and the total hours by day flown in all aircraft for the last 30, 60, and 90 days. Divided into two parts and can be ordered for all personnel or unit requests.	
Flying History Report	1ST of month	This report provides the Flying History for an individual. This report lists career totals and dates that activities were last accomplished, by aircraft type in a particular rating/ crew position, for each individual on flying status. Include with IDS and IFR for annual records review.	
Flying Time Maximums	As required	The Flying Time Maximum Report provides aircrew supervisors a means of ensuring aircrew members do not exceed the limits of 125 hours per 30 consecutive days and 330 hours per 90 consecutive days. This report provides a seven-day forecast so supervisors may select crewmembers with knowledge of their flying hour situation.	

Flying Time Update Summary	Daily	The primary purpose of the Flying Time Update Summary is to provide an audit trail for individual flying hours. You should audit each entry on the product by comparing it against each entry on the source document (AFTO Form 781 or AF Form 3520). Audit for mistakes and make necessary corrections to the database.	
Individual Flying Time Summary	Upon request	The Individual Flying Time Summary will display the flying history, by individual flights, for up to 13 months (current month and previous twelve months).	
Aircraft Accident Investigation	As required	This report is used to verify flying hour data for an individual involved in an aircraft accident. Run after all inputs for affected aircrew have been made and place in FRF until Chief of Accident Investigation Team requests folder.	
Aircrew Experience Report	As required	Used to determine aircrew experience in a specific aircraft and crew position. Currently used for fighter aircraft.	
Other Reports			
Unit Training Request	As required	This report provides unit's training accomplishments, remaining, accomplishment dates, due dates, in-phase dates, % accomplished, % remaining for any program code for up to ten Task Ids for the current training period of the program code. Used to provide a detailed report showing training accomplished and remaining by selected training tasks.	

Individual Training Request	As required	This report provides the capability of requesting individual training accomplishments, remaining, accomplishment dates, due dates, in-phase dates, % accomplished, % remaining for any or all program codes and for any or all Task IDs per individual. Used to request training status report for a specific individual.	
Aeronautical Order	End of fiscal year	May be utilized as AO listing for FY orders. A manual AO log may be used instead.	

NOTE: See governing directives for retention of reports (e.g. AFMAN 37-139).

Attachment 22

SELF-INSPECTION CHECKLIST

A22.1. Self-Inspection Checklist.

	Reference	YES	NO	N/A	REMARKS
HARM OPERATIONS					
<u>FLIGHT RECORDS OPERATIONS</u>					
Has the CHARM been appointed in writing?	AFI 11-421				
Have AO Authenticating Authority and Issuing Approval Official been appointed in writing?	AFI 11-421				
Are authorization letters maintained for personnel required to sign out or pick-up of FRFs?	AFI 11-421				
Have certifying officials for MPOs been appointed in writing?	AFI 11-421				
Are ACIP/CEFIP entitlement status notification letters signed by the CHARM with one copy sent to the member and a copy filed chronologically in the FRF?	AFI 11-421				
Does the CHARM follow up to ensure the ACIP/CEFIP entitlement status letter was received by the member?	AFI 11-421				
Does the HARM distribute AOs correctly?	AFI 11-401				
Does the HARM stage AOs?	AFMAN 37-139				
Does the HARM maintain a separate file of background material that supports each AO published? Is this file maintained for current and previous fiscal year?	AFI 11-401				
Does the HARM number AOs sequentially starting with the number one for each fiscal year?	AFI 11-401				
Is there a statement on the first AO of the new fiscal year that annotates the last number of the previous fiscal year?	AFI 33-328, AFI 11-401				

Does the HARM file and account for each AO published for that fiscal year, to include regular, amendments, and revocations?	AFI 11-401				
Does the HARM maintain a log to account for each AO number published?	AFI 11-401				
Was the nonrated enlisted aircrew member provided the required 120-day notification prior to removal from flying status?	AFI 11-402				
Does each aircrew member have a complete chronological aviation history in his or her FRF?	AFI 11-401				
Are man-month allocations verified prior to publishing AOs for operational support flyers?	AFI 11-402				
Does the HARM include in the remarks section of operational support members AO the following statement "Member's ASC will change automatically to 06 the day after AO termination"?	AFI 11-401				
Is the signature block of the AO that of the CHARM? Is the CHARM in the grade of Master Sergeant or above, if civilian in the grade of GS-6 or above? If not, has waiver been applied for?	AFI 11-401				
Are the proper remarks for the amendment AOs marked on the left border of the order?	AFI 11-401				
Does the HARM prepare and publish AOs according to the individual flying assignments, parachute duty, rating, or designation, and periods of aviation service or flight pay entitlement status?	AFI 11-401				
Does the HARM publish one AO affecting several members provided the actions are exactly the same for each member?	AFI 11-401				
Does the HARM ensure the HORIS Report is error free?	AFI 11-401				

Does the HARM ensure that AOs published directing several actions on an individual have the same effective and termination dates?	AFI 11-401				
Does the HARM publish AOs with the effective date the member met all eligibility requirements?	AFI 11-401				
Does the HARM assign AO termination dates to nonrated aircrew members correctly?	AFI 11-402				
Does the HARM include the required remarks on AOs?	AFI 11-401, AFI 11-402, AFI 11-410				
Are USAF aeronautical ratings awarded accordingly?	AFI 11-402				
Does the HARM ensure military flight time (including student time) logged and OFDA in an aviation specialty is only creditable towards an advance rating in that particular specialty?	AFI 11-402				
If medical recertification for nonrated individuals is not done within 120 days following the date of suspension, does the HARM initiate disqualification action?	AFI 11-402				
When the period of the AO expires, does the HARM ensure that an operational support flyer is assigned an ASC 06?	AFI 11-402				
For rated officers and CEAs. If medical recertification is not accomplished within 180 days, has the OG Commander been notified in writing that member is subject to an FEB?	AFI 11-402				
<u>MAN-YEAR MANAGEMENT</u>					
Does the unit ensure sufficient justification and utilization statistics are provided with each man-month allocation request?	AFI 11-402				
Are annual requests for the fiscal year operational support man-months submitted to MAJCOM NLT 15 Jun?	AFI 11-402				

Does the HARM submit the supplemental requests for additional fiscal year operational support man-months to the appropriate MAJCOM in a timely manner?	AFI 11-402				
Does the HARM consolidate all excess man-months from the previous fiscal year and forward them to the appropriate MAJCOM to arrive NLT 15 Oct?	AFI 11-402				
Does the HARM have a program established to track operational support flyer man-months/years?	AFI 11-402				
Does the HARM ensure all hours flown on operational support members are recorded prior to the closeout of the fiscal year?	AFI 11-402				
Are all man-months accounted for prior to 30 Sep?	AFI 11-402				
If operational support flying hours are reported for payment after fiscal year closeout, is USAF/XOOT notified?	AFI 11-402				
<u>REPORT MANAGEMENT</u>					
Are daily and monthly ARMS reports reviewed and monitored for accuracy?	AFI 11-401				
Is incorrect data on ARMS reports corrected within time limits?	AFI 11-421				
Does the HARM use the Operations System Management Suspense List to ensure the accuracy of the database?	AFI 11-421				
<u>ACIP/CEFIP/HDIP</u>					
Does the HARM validate each MPO transaction against the MPO file?	AFI 11-421				
Does the HARM have adequate procedures for verification of correct flight/jump pay type for all aircrew, parachutist, and operational support members?	AFI 11-421				

Does the HARM initiate an MPO to stop flight pay for members in ESC 5, 6, 7, 8, 9, E, F, G, or H departing PCS to a nonflying/jump position?	AFI 11-401				
Does the HARM include a copy of any MPOs to stop or withhold pay in the member's FRF during out-processing for PCS?	AFI 11-421				
Does the HARM ensure all MPOs are filed on the left side of the FRF and Part 1 of JRF and entered in ARMS?	AFI 11-421				
Has the HARM established a program for correctly processing MPOs?	DFAS DEM 7073-1				
Does the HARM input all MPOs in ARMS?	AFI 11-421				
Does the HARM prepare three copies of AF Form 1373, MPO Document Control Log Transmittal, for each group of MPOs submitted to finance?	AFI 11-421				
Is one copy of the AF Form 1373 and MPO retained in a suspense file until verification of AFO processing?	AFI 11-421				
Did the Finance Office provide the HARM verification of MPOs processed within five working days?	AFI 11-421				
Is the authorized crew position/flying hour requirement for members who receive conditional ACIP, CEFIP, or HDIP being monitored?	DODFMR 7000.14-R V7A, Ch 22, 24, 56, and 57				
Does the HARM ensure general officers on active flying status over 25 years of aviation service receive conditional HDIP?	DODFMR 7000.14-R V7A, Ch 22, 24, 56, 57				
Does the HARM stop flight pay when an aircrew member is disqualified/suspended from aviation service?	DODFMR 7000.14-R V7A, Ch 22, 24, 56, and 57				
Does the HARM have procedures for monitoring flight pay for operational support flyers?	AFI 11-402				
Does the HARM report pay if an operational support flyer meets flight requirements?	AFI 11-402				

Does the HARM collect flight pay paid to a member who did not complete minimal requirements?	DODFMR 7000.14-R V7A, Ch 22, 24, 56, and 57				
Does the HARM apply grace periods and excess time correctly?	DODFMR 7000.14-R V7A, Ch 22, 24, 56, and 57				
Does the HARM record the following on the AO with MPO actions: JIT transaction number, ADSN, cycle letters, and prepared date.	AFI 11-421				
Does the HARM, when using a DD Form 114, record required information listed above in the "reason for change" column?	AFI 11-421				
<u>AFTO FORMS 781 MANAGEMENT</u>					
Are AFTO Form 781s audited for accuracy prior to input?	AFI 11-401				
Are the original AFTO Form 781s maintained in the HARM?	AFI 11-401				
Does an inactive flight surgeon log other time on the AFTO Form 781?	AFI 11-401				
Are the AFTO Form 781s filed in the HARM for 25 months prior to forwarding to the staging area for 56 years?	AFI 11-401 and AFMAN 37-139				
Is there a remark on the AFTO Form 781 documenting: Non-interference flight surgeon flyers? Operational Support Duties performed? Changes in scheduled duty positions?					
Are aircrew who flew from other bases extracted off properly on the AFTO Form 781s?	AFI 11-401				
<u>FRF/JRF</u>					
Is the flight/jump record folder audited (e.g. aeronautical orders, flight pay, annual/availability physical, training accomplishments, OFDA, pay briefings, etc.) for accuracy? Audited and corrected prior to in-processing or out-processing records review in its entirety?	AFI 11-421 and 11-410				

Are JRF/FRFs created and maintained for all active or inactive aircrew/active parachutist members?	AFI 11-401				
Do all FRFs for rated officers who were assigned to aviation duties prior to 1 Jun 74 contain an Individual Aviation Service Data and Computation Worksheet permanently filed on top of the Jun 74 IFR?	AFI 11-421				
Is documentation in the FRF/JRF maintained in the prescribed sequence?	AFI 11-421				
Is a copy of AF Form 1042 that shows the last annual physical and (where applicable) initial clearance for newly arrived members filed in the FRF/JRF?	AFI 11-421				
Is a letter of attachment on file in the aircrew member's FRF to formally attach an aircrew member who is not assigned to the base or to an installation-flying unit?	AFI 11-401				
Are letters of attachment for flying prepared and endorsed by the MAJCOM/DO or designee?	AFI 11-401				
Does the unit of attachment provide the HARM with verification of attached flyer's physical and altitude chamber dates?	AFI 11-421				
Does the HARM dispose of FRF/JRFs accordingly?	AFMAN 37-139				
Does the HARM ensure parachutists receiving HALO pay or free fall jump have a current altitude chamber?	AFI 11-410				
Does the HARM office create and maintain JRFs and enter data in ARMS for all parachutists?	AFI 11-410				
Does the parachutist provide the HARM certified copies of signed AF Form 922 after jumps were performed?	AFI 11-410				

Does each parachutist JRF contain all required documents (e.g. AOs, assignment orders, current AF Form 1042, certificate of completion of parachutist school, AF Form 702 for high altitude qualified jumper, pay briefing)?	AFI 11-410				
Are AF Forms 922 audited for accuracy by the HARM?	AFI 11-401				
Is parachutist training maintained in the ARMS database?	AFI 11-410				
Do parachutists apply for an AF parachutist badge, bronze star, and Jump Master AO?	AFI 11-402 and AFI 11-410				
<u>MEDICAL QUALIFICATION</u> <u>(AF FORM 1042)</u>					
Are procedures established between the flight surgeon's office (FSO) and the HARM to exchange medical status of aircrew members on flying status daily?	AFI 48-123 and AFI 11-401				
Does the FSO notify the HARM within one workday when there is a change in the individual's medical status that affects flying availability?	AFI 11-401				
If a rated officer or CEA's medical certification expires (assume member lost medical fitness), does the HARM publish an AO assigning ASC 04?	AFI 11-402				
If examination cannot be completed due to reasons beyond the member's control, does the FSO notify the HARM via AF Form 1042 stating the member's medical status?	AFI 11-401				
Does the FSO send a copy of the AF Form 1042 to the HARM on members who fail to remain medically qualified?	AFI 11-401				
Is a copy of the member's current annual flight physical filed on the left side of the member's FRF and Part 1 of the JRF?	AFI 11-421				
Is the date the FS signed the AF Form 1042 or the date waiver was approved the same date entered into ARMS?	AFI 11-421				

Are DNIF AF Form 1042's entered into ARMS, placed in a suspense file, and appropriate aviation action taken at the proper time?	AFI 11-421				
When disqualification action is required, is the AF Form 1042 annotated with the AO number and used as background material?	AFI 11-421				
Is a copy of the disqualifying AF Form 1042 filed on top of the most recent flight physical on the left side of the member's FRF and Part 1 of the JRF?	AFI 11-421				
<u>PHYSIOLOGICAL TRAINING</u> <u>(AF Form 702)</u>					
Is the date on the AF Form 702, physiological training completion dates updated into ARMS within three workdays?	AFI 11-421				
Does physiological training completed on or after 1 Oct 98 reflect the five-year expiration date?	AFI 11-403				
Does the HARM notify members who are going PCS to a flying position of the requirement to complete physiological training prior to PCS, if he or she is within 3 months of the due date?	AFI 11-202				
<u>MANNING and AUTHORIZATIONS</u>					
Is only one individual assigned an active FAC/FSC per rated API 5, 6, 8, and staff CEAs API B, D or F?	AFI 11-401 and AFI 11-412				
Is only one individual assigned to a position number with an active FAC/FSC using the wing UMD except student authorizations?	AFI 11-401 and AFI 11-412				
Does the HARM have authorization in writing to over man billets?	AFI 11-401 and AFI 11-412				
Are active rated aircrew members assigned to an authorized API number?	AFI 11-401 and AFI 11-412				

Pseudo position numbers (888888) are not authorized for members assigned to active aviation service codes. Does the unit have anyone assigned to a pseudo position number?	AFI 11-401 and AFI 11-412				
Are active nonrated aircrew members assigned to an authorized position?	AFI 11-401 and AFI 11-412				
Are ARC rated officers assigned to nonrated DAFSCs assigned ASC 02 Note: Not applicable to "P", "N" prefixed DAFSCs, or 10C0 DAFSC					
Has each aircrew member's position title and number been updated in ARMS?	AFI 11-401 and AFI 11-412				
<u>INDOCTRINATION FLYING</u>					
Are inactive flyers flying in indoctrination status identified with a "T" flying status code?	AFI 11-401				
Does the HARM track the flying of officers and CEAs in indoctrination flying status and notify them when they approach a total of 24 missions in a fiscal year?	AFI 11-401				
Does the HARM have on file current copies of approved indoctrination letters? Not applicable if MAJCOM/HQ USAF already has positions approved in supplement.	AFI 11-401				
ATTACHED AIRCREW					
Does the HARM ensure a letter of attachment is placed in each member's FRF?	AFI 11-401				
Does the unit in which the member is attached maintain the member's aircrew qualification and continuation and ground training?	AFI 11-401				

<u>SYSTEM MANAGEMENT OPERATIONS</u>					
Does the HARM maintain and review the system management windows to ensure data is current?	AFI 11-421				
Are checklists for in-processing and out-processing established?	AFI 11-421				
Does the HARM have procedures for MILPDS and ARMS interfaces?	AFI 11-421				
Does the HARM monitor the MILPDS/ ARMS interface?	AFI 11-421				
Are procedures for an alternate data processing site established?	AFI 11-421				
<u>1C0X2 OJT</u>					
Are all civilian and military 1C0X2 personnel trained IAW 1C0X2 CFETP?	AFI 36-2201, 1C0X2 CFETP				
Is training documented for civilian and military personnel?	AFI 36-2201, 1C0X2 CFETP				
<u>SARM OPERATIONS</u>					
Is ARMS used to manage aircrew training and resource data?	AFIs 11-401, 11-421 and AFI 11-202				
Do the training task IDs assigned to the training profiles agree with the task IDs outlined in specific MDS training regulations?	AFI 11-202				
Does the training volume and currency date calculations in the ARMS training profiles agree with the volume and currency dates?	AFI 11-2 MDS Specific				
Does the unit provide ARMS support as directed by the unit operations officer?	AFI 11-421				
Have aircrew in multiple qualification status been designated a primary aircraft?	AFI 11-202 V1				
Does the flight surgeon complete 50% of required training in their primary mission assigned inventory (PMAI)?	AFI 11-202 V1/AFI 11-2 MDS Specific				

Have individuals been prorated correctly?	AFI 11-202 V1/AFI 11-2 MDS Specific				
Does the SARM monitor flight surgeon training requirements?	AFI 11-202 V1				
Does the SARM maintain ARMS training reports IAW with AFMAN 37-139?	AFM 37-139				
Does the SARM audit source documents and maintain for the current and previous training periods?	AFI 11-421				
<u>MEDICAL QUALIFICATION</u> <u>(AF Form 1042)</u>					
Does the SARM have written procedures to manage aircrew medical status?	AFI 11-401, AFI 11-202 V1				
Does the SARM have procedures established to ensure that aircrew members who are DNIF or who have expired flight physicals are not allowed to perform flying duties?	AFI 11-401, AFI 11-202 V1				
<u>PHYSIOLOGICAL TRAINING</u> <u>(AF Form 702)</u>					
Does the SARM have procedures established to ensure that aircrew members whose physiological training has expired are not allowed to perform flying duties?	AFI 11-202 V1				
Does the SARM have procedures in place to ensure aircrew members hand carry their AF Form 1042 and AF Form 702 when they attend the altitude chamber?	AFI 11-403				
Does the SARM ensure these forms are returned to the HARM office immediately after completion of training?	AFI 11-421				
<u>ATTACHED AIRCREW</u>					
Is an aircrew member who is not assigned to the base, flying unit, or MAJCOM formally attached by letter to the unit?	AFI 11-401				

Are letters of attachment for flying prepared and endorsed by the MAJCOM/DO or designee?	AFI 11-401				
Are physicals, altitude chamber dates, and AOs verified for attached flyers and jumpers prior to first flight?	AFI 11-421				
Does the SARM maintain the attached flyer's or jumper's aircrew training in ARMS?	AFI 11-421				
Does the SARM prepare an extract AFTO Form 781, AF Form 3520, or AF Form 922 for attached flyers and jumpers?	AFI 11-401				
<u>AFTO Form 781s</u>					
Are AFTO Form 781s audited for accuracy prior to input?	AFI 11-401				
Does the information annotated on the AFTO Form 781 reflect what was authorized on the flight authorization and mission accomplishment reports?	AFI 11-401				
Is the original AFTO Form 781 completed correctly and returned to the HARM office in which the aircraft is assigned?	AFI 11-401				
<u>FLIGHT AUTHORIZATION MANAGEMENT</u>					
Have personnel been designated in writing to approve flight authorizations?	AFI 11-401				
Does the flight authorization contain the minimum requirements IAW instructions and MAJCOM sups?	AFI 11-401				
Is each flight documented by an approved flight authorization?	AFI 11-401				
Are flight authorizations maintained in numerical order for each fiscal year and kept on file for one year?	AFMAN 37-139				
<u>MANNING and AUTHORIZATIONS</u>					
Is only one individual assigned an active FAC per rated API 5, 6, 8, and staff CEAs API B, D or F?	AFI 11-401 and AFI 11-412				

Is only one individual assigned to a position number with an active ASC using the wing UMD except student authorizations?	AFI 11-401				
Does the HARM have authorization in writing to over man billets?	AFI 11-412				
Are active rated aircrew members assigned to an authorized aviation position indicator (API) number?	AFI 11-401				
Pseudo position numbers (888888) are not authorized for members assigned to active aviation service codes. Does the unit have anyone assigned to a pseudo position number?	AFI 11-401				
Are active nonrated aircrew members assigned to an authorized position? Pseudo position numbers are not authorized.	AFI 11-401				
Has each aircrew member's position title and number been updated in ARMS?	AFI 11-401				

Attachment 23

RECEIPT FOR ARMS USER ID

A23.1. Receipt of ARMS USER ID.

*****FOR OFFICIAL USE ONLY*****

RECEIPT OF AVIATION RESOURCE MANAGEMENT SYSTEM (ARMS) USER ID.

TO (USER NAME): _____ SECURITY CLEARANCE: _____

ORG: _____ OFFICE SYMBOL: _____ PHONE: _____

- 1. I hereby acknowledge receipt of an ARMS USER ID issued for the purpose of accessing the ARMS database.
- 2. I will be responsible for creating a PASSWORD for the USER ID issued to me.
- 3. I understand and agree to abide by the following guidelines:
 - a. The USER ID is "FOR OFFICIAL USE ONLY" and will be protected as such.
 - b. I will not give my USER ID and PASSWORD to any individual.
 - c. I will notify the ARMS Database Administrator (DBA) immediately in the event of an actual or suspected security violation or compromise of my USER ID/PASSWORD.
 - d. I will not use the ARMS database for other than official business.
 - e. I accept full responsibility for all actions taken within the system under my assigned USER ID.
 - f. I will notify the ARMS DBA upon notification of PCS, change of duty, or any action, which eliminates my need for access to the ARMS database.
 - g. I understand the only person authorized to alter the USER ID is the ARMS DBA.

TYPED/PRINTED NAME AND GRADE

SIGNATURE

DATE

SIGNATURE OF ARMS DBA

SECURITY CLEARANCE VERIFIED/DATE

USER ID: _____

*****FOR OFFICIAL USE ONLY*****

(Sample)

Attachment 24

EXAMPLE PARACHUTIST RULE 3 REQUEST LETTER

A24.1. Example Parachutist Rule 3 Request Letter.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 720th SPECIAL TACTICS GROUP (AFSOC)

1 Apr XX

MEMORANDUM FOR: (Servicing HARM office)

FROM: Chief Staff of the Air Force, MAJCOM CC, or CC of Airborne Unit (As applicable)

SUBJECT: Parachutist Rule 3 Request.

1. Request the following individual be placed in Rule 3 status IAW DoDFMR Vol 7A Chapter 24 Table 24-3 effective (i.e. 1 January 01)

Name: Gwen Hicks-Humphrey

Grade: CMSgt

SSAN: 123-45-6789

Pay: (Specify Type 1 or Type 2)

2. (Enter reason for non-completion)

3. Member has been advised that he/she must complete the required 4 qualifying jumps prior to 31 December 01 incentive pay will not begin until this requirement has been met.

4. Unit POC is SMSgt Dave G. Boseman, 720 STG/DOOO, 884-3714.

(Commanders Signature Block)

Cc: Member

Note: Reason for non-completion must cover three consecutive months, beginning with the first month of no jump qualifying pay entitlement. Request must outline specific reason why the member was unable to jump over the three-month period.

For example:

January 3 Jumps cancelled for weather (non-availability of aircraft) and deployed on Operational TDY without jump equipment - 5 February through 28 March

Attachment 25**EXAMPLE PARACHUTIST RULE 4 REQUEST LETTER****A25.1. Example Parachutist Rule 4 Request Letter.**

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 720th SPECIAL TACTICS GROUP (AFSOC)

1 Mar XX

MEMORANDUM FOR: (Servicing HARM)**FROM:** Chief Staff of the Air Force, MAJCOM CC, or CC of Airborne Unit (As applicable)**SUBJECT:** Parachutist Rule 4 Request

1. IAW DoDFMR Vol 7A Chapter 24 Table 24-3/Rule 4, request minimum jump requirements be waived for the following individual for the period of (effective months). TSgt Scott was unable to perform a qualifying jump due to operations in a combat zone/hostile fire area.

Name: Jason Scott

Grade: TSgt

SSAN: 123-45-6789

Pay: (Specify Type 1 or Type 2)

Deployment dates:

NOTE: Must attach a copy of TDY orders to the memorandum.

2. Unit POC is MSgt Steve Farrell, 720 STG/DOOO, 884-3714.

(Commanders Signature Block)

Cc: Member

*Mary Schierholtz*Attachment:
TDY OrdersMARY SCHIERHOLTZ, Col, USAF
Commander

Attachment 26**INSTRUCTIONS FOR USING AF FORM 1521, INDIVIDUAL JUMP PAY ENTITLEMENT WORKSHEET**

A26.1. Purpose. The AF Form 1521 is used to track individual entitlement to parachute duty incentive pay. It enables HARM personnel to determine if minimum jump requirements were met and/or waived for each month the member is on parachute duty status.

A26.2. Scope. These instructions apply to all USAF parachutist authorized by AO to perform parachute duties and receive parachute duty incentive pay.

A26.3. Responsibilities. HARM's must maintain an AF Form 1521 for each active parachutist record maintained by the HARM. Members on permissive jump status are not entitled to parachute duty incentive pay, and will not have permissive jumps annotated on AF Form 1521.

A26.3.1. Each AF Form 1521 must be updated on a monthly basis in order to determine if pay action is necessary.

A26.3.2. Ensure each parachutist member's AF Form 1521 is filed in the JRF during out-processing, and a copy is retained in the HARM PCS package for 24 months.

Figure A26.1. Sample AF Form 1521, ARMS Individual Jump Pay Entitlement Worksheet (Front) .

ARMS INDIVIDUAL JUMP PAY ENTITLEMENT WORKSHEET																										
(SEE INSTRUCTIONS ON REVERSE)																										
LAST NAME - FIRST NAME- MIDDLE INITIAL				GRADE		UNIT		ASC		ASC EFFECTIVE DATE		JUMP TYPE CODES		PAY TYPE CODES		PAY ACTION CODES										
JONES, SHAWN R.				E-5		720 STG		9E		05 SEP 01		S - STATIC H - HALO N - NO JUMP		S - STATIC H - HALO NP - NO PAY		>> - APPLIED FORWARD << - APPLIED BACK ^^ - APPLIED TO MONTH OF JUMP										
YEAR	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC			
1998	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE										
	--	N	R5	S	R1	N	R1	N	R5	H	R2	H	R1	N	R1	N	R1	N	R3	N	R3	N	R3	N		
	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION								
	NP	--	S	^^	S	>>	S	>>	H	^^	H	^^	H	>>	H	>>	NP	--	H	>>	H	>>	H	>>	H	>>
REMARKS: START STATIC PAY 05 FEB 98 (CLASS START DATE). START HALO EFFECTIVE 10 MAY 98 (HALO CLASS START DATE) NO PAY 01 MAY - 09 MAY 98. NO PAY FOR SEP 98. RULE 3 EFFECTIVE 1 OCT 98.																										
YEAR	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC			
1999	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE										
	R3	S	R3	2H	R3	2H	R3	S	R3	N	R3	N	R3	N	R3	H	R3	N	R1	N	R1	N	R1	N		
	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION								
	H	>>	H	>>	H	>>	H	>>	H	>>	H	>>	H	>>	S	<<	H	<<								
REMARKS: MEMBER MET RULE 3 REQUIREMENTS. HALO JUMP IN AUG 99 APPLIES FOR OCT REQUIREMENTS. MEMBER DID NOT PERFORM A HALO JUMP TO QUALIFY FOR HALO PAY IN NOV, STATIC JUMP PERFORMED IN JAN 00 QUALIFIES NOV 99 FOR STATIC PAY ONLY.																										
YEAR	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC			
2000	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE										
	R1	S	R1	H	R2	H	R1	N	R1	N	R4	N	R4	N	R4	S	R1	N	R1	N	R1	N	R1	H		
	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION								
	H	<<	H	^^	H	^^	H	>>	H	>>	H	>>	H	>>	H	>>	S	>>	H	<<	H	<<	H	^^		
REMARKS: MEMBER DEPLOYED TO HOSTILE FIRE AREA 10 JUN - 15 AUG 00, RULE 4 APPLIED IAW COMMANDERS LETTER. MEMBER ENTITLED TO STATIC PAY ONLY FOR SEP 00 BASED ON STATIC JUMP PERFORMED IN AUG 00.																										
YEAR	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC			
2001	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE										
	R2	N	R1	H	R1	N	R1	H	R1	N	R1	N	R1	N	R1	N	R5	N	R1	H	R2	H	R1	N		
	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION	PAY TYPE	PAY ACTION								
	H	<<	H	^^	H	>>	H	^^	H	>>	H	>>	H	>>	NP	--	H	<<	H	^^	H	^^	H	>>		
REMARKS: MEMBER INJURED IN JUMP ACCIDENT 5 APR 01 ENTITLED TO PAY FOR MAY - JUL 01. MEMBER ASSIGNED ASC 03 EFFECTIVE 3 AUG 01, NO PAY AUTHORIZED. ASSIGNED ASC 9E EFFECTIVE 5 SEP 01, START HALO BASED ON JUMP PERFORMED IN OCT 00.																										

Figure A26.2. Sample AF Form 1521, ARMS Individual Jump Pay Entitlement Worksheet (Reverse) .

INSTRUCTIONS FOR COMPLETING ARMS INDIVIDUAL JUMP PAY ENTITLEMENT WORKSHEET
This form is used to track individual entitlement to static line and High Altitude Low Opening (HALO) incentive pays.

1. Verify individual is on aeronautical orders requiring the member to perform frequent and regular parachute jumps, and has completed the appropriate training course to qualify for parachute duty incentive pay. (i.e. Military Free Fall school to qualify for HALO)
2. Enter Name, Grade, Unit, Aviation Service Code (ASC), and Effective date into the appropriate fields.
3. Enter calendar year in which parachute jumps were performed into the year field.
4. For each month at least one parachute jump was performed enter the appropriate DOD pay manual rule into the Rule field.
5. For each month that a parachute jump was performed enter the appropriate jump type code in the Type field. A jump performed will always apply first to the month it was performed in. If more than one jump is performed in a given month only one jump is entered unless member is in Rule 3, then enter the number of jumps and the jump type code.
6. Annotate the type of pay entitlement for each month in the pay type field and apply pay action forward or backward to corresponding months depending on the rule that applies. Minimum performance requirements must be met prior to receiving parachute duty incentive pay.

DOD Pay Manual Rules:

Rule 1 A jump is performed in any calendar month then member qualifies for parachute duty pay for that month and one preceding and succeeding month; or that month and 2 preceding months; or that month and 2 succeeding months.

Rule 2 Jumps are made in 2 or more consecutive months then a new 3-consecutive-calendar-month period starts with each month a jump is made, except when rule 3 applies.

Rule 3 A member is unable to perform a jump because of military operations of the command or the absence of jump equipment or aircraft in a 3-month period then member may qualify for parachute duty pay on a 12-month basis. He or she may qualify for the 3-month period plus the following 9 consecutive-calendar-months by performing four jumps any time during the 9-month period. Rule 3 begins the first month the member does not qualify for pay, provided the requirements of note 1 are met. (see note 1)

Rule 4 A member is unable to perform a jump by reason of being engaged in combat operations in a hostile fire area then minimum jump requirements may be waived by the member's commanding officer. (see note 1)

Rule 5 A member begins parachute training or reports for duty with a parachute unit in a fractional part of a month then month the training or duty begins becomes the first month of the 3-consecutive-calendar-month period.

Note 1: Military operations, combat operations in a hostile fire area, or absence of jump equipment are the only authorized reasons for not complying with requirements. Must be certified by Chief of Staff USAF, MAJCOM Commander, or Commander of parachute or airborne units.

Attachment 27**INSTRUCTIONS FOR USING AF FORM 1520, INDIVIDUAL FLIGHT PAY ENTITLEMENT WORKSHEET**

A27.1. Purpose. The AF Form 1520 is used to track individual entitlement to conditional flying incentive pay for rated, CEA, and non-rated flyers. It enables HARM personnel to determine if minimum flight requirements were met for each month and take appropriate action if necessary.

A27.2. Scope. These instructions apply to all rated, CEA, and other non-rated officer and enlisted members authorized by AO to fly and log time for conditional flying incentive pay.

A27.3. Responsibilities. HARM personnel must maintain an AF Form 1520 for each crewmember in a conditional pay entitlement status.

A27.3.1. Each AF Form 1520 must be updated on a monthly basis in order to determine if pay action is necessary.

A27.3.2. Ensure each crewmember's AF Form 1520 is filed in the FRF during out-processing, and a copy is retained in the HARM PCS package for 24 months.

Figure A27.1. Sample AF Form 1520, ARMS Individual Flight Pay Entitlement Worksheet (Front).

ARMS INDIVIDUAL FLIGHT PAY ENTITLEMENT WORKSHEET													
(SEE INSTRUCTIONS ON REVERSE)													
LAST NAME - FIRST NAME- MIDDLE INITIAL			GRADE		UNIT		ASC		ASC EFFECTIVE DATE		ENTITLEMENT		
OWINGS, KRYSZYNA L.			E-5		16 SOS		EA		15 MAY 2000		ACIP - CEFIP - HDIP		
MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
MAY 00	2.3	0	0	2.3	JUL	0	-	-	-	-	-	Y	Req 2.3 / Start GP
JUN 00	4.0	3.2	0	.8	JUL	0	0	-	-	-	-	Y	
JUL 00	4.0	13.8	9.8			0	0	6.7	-	-	-	Y	End Grace Period
AUG 00	4.0	9.4	5.4			0	0	6.7	5.4	-	-	Y	
SEP 00	4.0	7.8	3.8			0	0	6.7	5.4	3.8	-	Y	
OCT 00	4.0	0	0	4.0	JUL	0	0	2.7	5.4	3.8	0	Y	
NOV 00	4.0	0	0	2.7 / 1.3	JUL / AUG	0	0	0	4.1	3.8	0	Y	
DEC 00	4.0	0	0	4.0	AUG	0	0	0	.1	3.8	0	Y	
JAN 01	4.0	0	0			0	0	0	.1	3.8	0	N	Start Grace Period
FEB 01	4.0	1.2	0	2.8	SEP	0	0	0	0	1.0	0	Y	
MAR 01	4.0	6.0	2.0			0	0	0	0	2.0	0	Y	End Grace Period
APR 01	4.0	0	0			0	0	0	0	2.0	0	N	
MAY 01	4.0	4.0	0			0	0	0	0	2.0	0	Y	
JUN 01	4.0	0	0			0	0	0	0	2.0	0	N	Start Grace Period
JUL 01	4.0	0	0			0	0	0	0	2.0	0	N	6 month GP per CC
AUG 01	4.0	2.0	0	2.0	MAR	0	0	0	0	0	0	Y	
SEP 01	4.0	1.5	0	2.5	NOV	0	0	0	0	0	0	Y	
OCT 01	4.0	3.0	0	1.0	NOV	0	0	0	0	0	0	Y	
NOV 01	4.0	14.0	10			6.5	0	0	0	0	0	Y	End Grace Period
DEC 01	4.0	1.0	0	3.0	NOV	3.5	0	0	0	0	0	Y	
JAN 02	4.0	0	0	3.5 / .5	NOV / FEB	0	0	0	0	0	0	Y	Start Grace Period
FEB 02		4.5	.5			0	0	0	0	0	0	Y	End Grace Period

AF FORM 1520

Figure A27.2. Sample AF Form 1520, ARMS Individual Flight Pay Entitlement Worksheet (Reverse).

INSTRUCTIONS FOR COMPLETING INDIVIDUAL FLIGHT PAY ENTITLEMENT WORKSHEET

This form is used to track individual entitlement to conditional flying incentive pay for Rated, CEA, and non-rated flyers.

1. Verify individual is on valid aeronautical orders requiring frequent and regular flying duty in conditional flight pay status.
2. Enter Name, Grade, Unit, Aviation Service Code (ASC), and ASC effective date into the appropriate fields. Circle correct incentive pay member is qualified to receive (Aviation Career Incentive Pay, Career Enlisted Flying Incentive Pay, or Hazardous Duty Incentive Pay). Enter first month member was placed on aeronautical orders, or next month if continuing from previous worksheet, in the Month column.
3. Enter total hours required for the month to qualify for conditional incentive pay. Minimum requirements for a one calendar month are 4.0 hours of aerial flight. For fractional months see DoD Financial Management Regulation Volume 7A Table 22-2 for the fractional amount of aerial flight required
4. Enter the total hours flown for that month in the Hours Flown column. The first four hours (or fractional, if applicable) flown in a month must be applied to the current month flown in. Only flying time logged as primary, instructor, or evaluator is creditable for entitlement to incentive pay. Member must be attaining or maintaining qualification in the aircraft. Flying time as "O" or "X" aircrew certification, indoctrination or non-interference flying status does not count.
5. Enter the excess time in the Monthly Excess column. Any flight time above minimum hours required to qualify a member for a particular month are excess hours. Excess hours may be applied back 2 months when in a grace period (see below) or to the next 5 succeeding months if flight requirements for the specific month are not met, providing the member is not outside the 3-month window. Once 3-month grace periods ends, unless on a 6-month waiver (and 24 hours is flown) hours cannot be applied backwards.

Grace Periods start the first month the member fails to meet flight requirements, provided the member met the flight requirements for the preceding month. Exception: individuals initially placed on aeronautical orders are considered to have met requirements and may start a grace period the first month they fail to meet requirements. A grace period can be a two or three consecutive month period in which the member must meet flight requirements of the entire period to qualify for pay for the entire period. For example, if the member does not meet requirements in the first month, but flies enough hours in the second month to cover the first and second month's flight requirements the grace period ends. If the member did not fly enough in the second month the grace period would continue and the member would then have to fly enough hours in the third month to qualify for the entire period. If the member failed a grace period a new grace period cannot begin until flight requirements have been met for one month after the failed grace period.

NOTE: Remember in order for excess time to be applied to meet a specific month's flight requirements, the member must attempt to fly during that month or meet the entire grace period requirements.
6. Enter the excess hours used to meet the current month's flight requirements and the month the hours were taken from in the Borrowed Hours and Borrowed Month columns, if applicable. Remember to subtract the hours from the Excess Hours Bank column, if applicable. (See step 6 below)
7. Enter any banked time in the appropriate Excess (includes unused) Hours Bank (use the field with the upper and right darkened border, columns A through F). Banked time is a combination of excess and insufficient time. Insufficient (unused) time is flying time that is insufficient to meet flight requirements for the month it is flown. Although considered as excess time, insufficient time can only be applied forward, not backwards.
8. The darkened borders of the Excess Hours Bank indicate the months that excess hours may be applied; hours cannot be carried beyond the darkened borders. If excess hours are used in the Borrowed Hours column remember to subtract them and enter the remaining hours in the next row. If excess hours are not used in the Borrowed Hours column remember to carry the hours to the next row.

NOTE: If banked time is used to meet another month's flight requirements, remember to subtract the hours from this column.
9. After hours are applied annotate pay entitlement in the Pay (Y/N) column to indicate if they did or did not qualify for that month. Enter any remarks, which may deal with a particular month's flight requirement (i.e. 'Start grace period' or 'End grace period').

Attachment 28**EXAMPLE TRAINING WAIVER LETTER****A28.1. Example Training Waiver Letter**

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 16th SPECIAL OPERATIONS WING (AFSOC)

1 May 01

MEMORANDUM FOR 16 OSS/DOTF
96 MSS/DPEET
HQ AFSOC/DOTM
HQ AF/XOOT
IN TURN

FROM: 9 SOS/CC

SUBJECT: Waiver of 21-Month Training Requirement (A1C Michael McArty)

1. Request approval to extend A1C McArty 's maximum allowed training date from 2 May 2001 to 30 June 2001 IAW the 1C0X2 Air Force Career Field Education Training Program (CFETP).
2. Justification for A1C McArty's extension request is: A1C McArty is currently 58 percent complete with her 5-level core and duty tasks. Approval of our request will allow A1C McArty to complete training on 18 core tasks and 17 duty tasks. Additional time is required, since A1C McArty was unable to receive one-on-one training due to deployments operations, availability of qualified trainers and task certifiers (while deployed and at home) from Aug 99 to Jan 00. A1C McArty deployed to Saudi Arabia from 15 Sep 99 - 15 Dec 99, to Turkey from 10 Mar - 31 May 00 and again from 5 Dec 00 - 20 Feb 01. A1C McArty's trainer deployed three times during this period and the NCOIC went to the NCO Academy in Mar 01. In addition, the previous NCOIC failed to be proactive on the training program, thus the trainee was not at fault. In January 2001 a new NCOIC was assigned and initiated proper, quality training. The additional 60 days will allow A1C McArty to receive quality training. The unit has established new procedures to ensure upgrade training is accomplished IAW the 1C0X2 CFETP.
3. A1C McArty is a total professional, eager to learn, and with new leadership has not missed a beat in his training. We cannot afford the loss of this fine airman from our unit or our career field.
4. If you have any questions, please contact SSgt Blauvelt, DSN 333-4444.

//signed//

VERNON R. SMITH, Lt Col, USAF
Commander

- 4- Attachments
- 1- Trainer Letter
- 2- Supervisor Letter
- 3- Group 1C0X2 Functional Manager Letter
- 4- STS Extracts

1st Ind/16 OSS/DOTF

TO: 96 MSS/DPEET

I have reviewed the max training date waiver request on A1C McArty and agree the delay in training was not the member's fault. Although both the trainee and trainer were deployed for short periods, the training program at the unit was deficient. The new NCOIC has initiated changes to the program and improved the process 100% in less than 3 months. Please consider approval of this waiver to allow our unit an opportunity to complete training and take advantage of this sharp airman's skills.

//signed//

EDWIN VASQUEZ, CMSgt, USAF
Group, 1C0X2 Functional Manager

2nd Ind/96 MSS/DPEET

TO: HQ AFSOC/DOTM

Please consider the waiver request on A1C McArty. I have reviewed the AF Form 623 and member is progressing through his training and should be able to complete training within the requested extension period.

//signed//

ALBERT PEREZ, MSgt, USAF
Training Manager

3rd Ind/HQ AFSOC/DOTM, waiver request on A1C Pile

TO: HQ USAF/XOOT

We have reviewed the waiver request and feel the extension is warranted. We will ensure all base 1C0X2 training programs are complied with in the future, to prevent situations like this.

//signed//

DENNIS WILLIAMS, CMSgt, USAF
Command 1C0X2 Functional Manager