

**BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND**



AIR FORCE INSTRUCTION 11-401

AIR MOBILITY COMMAND

Supplement 1

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Flying Operations

FLIGHT MANAGEMENT (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 11-401, 1 Oct 2001, is supplemented as follows: (This supplement sets procedures for managing AMC and AMC-gained Air Force Reserve Command (AFRC) Associate Units' flying resources and gives guidance that applies to administering flight management programs. It also applies to AFRC Associate unit flight managers, commanders of flying units, and aircrew personnel. It applies to Air Force Reserve Command (AFRC) units and members when published in the AFRCIND 2 and to the Air National Guard (ANG) upon mobilization and when included in the ANGIN 2. The NGR (AFI) 11-401 is the Air National Guard supplement to AFI 11-401, *Flight Management*. Send comments and suggested improvements to this supplement on AF Form 847, Recommendation for Change of Publication, through channels to HQ AMC/DOT, 402 Scott Drive, Unit 3A1, Scott AFB, IL, 62225-5302.

SUMMARY OF REVISIONS

We have made some significant changes to AFI 11-401, AMC Sup 1. First, this supplement is now applicable to Air Force Reserve Command (AFRC) units and members when published in the AFRCIND 2 and to the Air National Guard (ANG) upon mobilization and when included in the ANGIN 2. Secondly, it has been mandated that all AMC aircrew members and parachutists will do a face-to-face annual flight records review except for geographically separated units (GSUs). Third, clarification was provided that ONLY AIRCREW can use the AMC Form 41, Flight Authorization to get paid TDY funds. Non-aircrew members are not authorized payment of TDY funds using the AMC Form 41. Fourth, aircrew members from other commands augmenting Operational Readiness Inspection (ORI)/standardization teams/higher headquarters evaluation teams are authorized to fly in AMC aircraft without HQ AMC/DO approval. Fifth, the term interfly is defined as the exchange and/or substitution of aircrew members and/or aircraft between mobility units to accomplish flying missions. During contingencies, exercises, or designated missions, interfly operations will be conducted according to appropriate OPLAN or CONOPS. See the appropriate AFI 11-2MDS, Vol. 3 publications for interfly requirements. Sixth, the approval authority was changed from WG/CCs or OG/CCs to AMC/DOT to grant waivers to specific family members to be

assigned to airborne duty in same aircraft for a given mission. Seventh, memorandums of attachment will be reaccomplished every 3 years or upon reassignment (PCS/PCA), whichever is earliest. Finally, for an aircrew member to log primary instrument time an instructor or evaluator pilot must occupy a duty station with a set of controls, but does not have to have direct (hands on) control of the aircraft. **A bar (|) indicates a change since the last revision.**

1.3. Aircrew Operations and Training (HQ AMC/DOT) has overall responsibility for coordinating the basic instruction and managing the AMC supplement.

1.4.3. (Added) Ensure one of the top three squadron supervisors (squadron commander, operations officer, or assistant operations officer) is on duty in the squadron during all local flying activities. The person in charge must be immediately available to respond to any current operations issues requiring time-sensitive answers, decisions, and/or actions. In the event the operations officer or assistant operations officer will not be available during any required absence of the commander, the squadron commander must have the approval of the OG/CC (or equivalent) prior to designating highly qualified senior flight commanders to perform squadron supervisory duties.

NOTE: Aeromedical evacuation (AE) squadron commanders may designate an AE operations officer, senior flight nurse, senior aeromedical evacuation technician (AET), or equivalent to perform supervisor duties upon approval of OG/CC (or equivalent).

1.5. In addition to the requirements of the basic instruction and this supplement, crew members assigned or attached to AMC units (including AFRC personnel) flying primary mission aircraft will:

1.5.2. AMC aircrew members and parachutists will do a face-to-face annual flight records reviews except for geographically separated units (GSUs). All GSUs will still review the RIP and send back a signed copy. The aircrew member will review all of the information. If the information is correct the aircrew member will sign and date the individual data summary (IDS) at the HARM. The HARM will update the annual records review date in ARMS and place the signed IDS in the aircrew member's flight record folder. If there are any changes to be made the HARM office will direct the member to the Air Force Board of Corrections of Military Records to make corrections (once this period is over) when they don't have source documents.

1.5.3.3. (Added) AMC crew members will notify the HARM office of any impending flying temporary duty assignment (TDY) in excess of 30 days not in support of operations/deployments or when any retirement/separation action is pending.

1.5.4. Individuals scheduled to depart PCS, TDY (e.g. formal school), separate, or retire will be responsible for notifying the HARM office 5 days prior to the date they desire to pick up their flight record package (FRP). The FRP will also include the individual's flight evaluation folder (FEF). The HARM will then prepare the FRP. The individual will hand-carry the FRP to the next duty station. If member fails to pick-up FRP, the HARM office will obtain the forwarding address of gaining HARM and mail the appropriate records.

1.5.5. Active and inactive flight record folders will be turned-in to the HARM office within 3 duty days after arrival at a new duty station. HARMs will establish local procedures with the military personnel flight (MPF) to ensure flying personnel (active and inactive) are identified and informed of their responsibility to deliver the FRF to the HARM. **NOTE:** Active flying personnel will not be scheduled for flight activity until the HARM receives the FRF.

1.5.10. (Added) Crew members will report to a flight surgeon for medical determination on fitness to fly/jump when an illness or injury puts their fitness to fly/jump in question.

1.6.1. HQ AMC/DO will gain specific AMC/CC approval for waivers for combat or national emergency missions.

1.8. AMC units will use an ARMS (previously AFORMS) computer-generated or typewritten AMC 41, Flight Authorization, for all missions including missions in the local area, including local area VFR flights. The 89 AW may use its locally developed form. AFRC units may use the AFRC Form 9, Flight Authorization. Only commanders, operations officers, standardization and evaluation flight examiners, HQ AMC/DOV and NAF aircrew standardization and evaluation visit (ASEV) team members are authorized flight authorizations valid for more than one mission (jump orders). Jump orders are issued for 90 days or less on an individual basis, i.e., one person per authorization. Small computers may be used to prepare the AMC Form 41 provided the crew data was "downloaded" from ARMS, the data is not being "maintained" on the small computer, the mission information is updated in ARMS upon mission completion, and HQ AMC/DOTF has approved the program. For approval of any computer program that produces flight authorizations, send the program and documentation to HQ AMC/DOTF. When TDY orders that direct individuals to perform specific crew duties are attached to and filed with the flight authorization, they are considered a part of the flight authorization.

1.8.1.1. (Added) AMC Policy for Issuing Aircraft Flight Authorizations. A flight authorization may be used for AMC crew members traveling in an additional crew member (ACM) status to position/deposition for AMC missions IAW AMCI 11-208, *Tanker/Airlift Operations*. If this option is used, local squadron personnel should prepare a new flight authorization for each home station departure. Computer-generated flight authorizations not prepared in accordance with this supplement are not valid.

1.8.1.2. (Added) Units are authorized to make pen-and-ink changes to flight authorizations; the authenticating official must initial each change. Make no more than five changes to any flight authorization. A single flight authorization may be issued for a series of flights for exercises and contingencies (such as VOLANT PINE, operational readiness inspections, etc.), as long as there are no crew member changes. New authorizations must be prepared if crew member changes occur. (This applies to exercises and contingencies only where a single flight authorization is used for a series of flights; this does not apply to missions where crew member changes are authorized.) The NCOIC, Squadron Aviation Resource Management, will set up procedures to ensure the authorizations are published correctly. ***EXCEPTION:*** The aircraft commander shall approve pen-and-ink changes made enroute. File flight authorization pen-and-ink enroute changes with the SARM upon return to home station.

1.8.1.3. (Added) Unit commanders will not authorize any aircrew member to be on a flight authorization who are on leave, permissive tdy, non-flying TDY or who will enplane or deplane en route for leave purposes. Personnel on leave permissive tdy, or non-flying TDY status may not perform aircrew or operational support duties or have flying time annotated on AFTO Form 781, ARMS Aircrew/Mission Flight Data Document. See para 3.3. of the basic AFI.

1.8.2.1. An additional aircraft commander (AC) or AC candidate (during upgrade evaluation) may be in command on specific route segments. Designate the "in-command" change over point for each pilot in the remarks section of the AMC Form 41. Additionally, command of an aircraft (between mission ready ACs or above) can be exchanged anytime during flight; however, all crew members will be notified of the change of command and the off-going AC will thoroughly brief the on-coming AC of the status of the aircraft and mission.

NOTE: Pilot flight examiners and instructors have the authority to take whatever action necessary to preclude an unsafe situation from occurring, including assuming command of the aircraft if conditions warrant such action. This is not intended to be blanket authority to assume command without cause.

1.8.3. (Added) Instructions for preparing AMC Form 41:

1.8.3.1. (Added) PREPARED: Date the flight authorization is prepared.

1.8.3.2. (Added) MISSION: Enter the 12-character AMC mission identifier for the first mission segment for AMC directed or controlled missions. Locals, Functional Check Flights (FCFs), etc., may use locally defined mission numbers of up to 12 characters. For jump orders, enter "observation" or "evaluation" as appropriate. An additional AFRC mission number may be added when AFRC crews fly an AMC mission.

1.8.3.3. (Added) DESTINATION: Enter the mission turnaround point (furthest from departure point) by continent or area, e.g. Europe, South America, Pacific, etc. For missions remaining in the CONUS, enter "CONUS"; and for missions remaining in the local area, enter "LOCAL."

1.8.3.4. (Added) MISSION TYPE: Enter the purpose of the mission, e.g., airlift (AL), training, air refueling (AR), aeromedical evacuation (AE), etc., then a slash (/), followed by the mission symbol. Mission type may be abbreviated and two or more missions may be combined, i.e., AL, AR/T1, and AE.

1.8.3.5. (Added) SCHEDULED DEPARTURE DATE/TIME: Self-explanatory.

1.8.3.6. (Added) SCHEDULED RETURN DATE/TIME: Date and time the mission is scheduled to return. This date is for scheduling purposes only and will not be used to direct the return of the mission or for per diem payment determinations. Mission requirements determine actual mission return time (not more than 90 days from the date of authentication). **NOTE:** For AFRC crews in this block on the form, see AMCI 11-208, *AMC Tanker/Airlift Operations*, Chapter 1.

1.8.3.7. (Added) OPERATING UNIT: Unit that has operational control of the mission.

1.8.3.8. (Added) AERO VEHICLE: Type of aircraft used, mission design series (MDS).

1.8.3.9. (Added) NAME: Enter last name, first name, and middle initial.

1.8.3.10. (Added) GRADE: Self-explanatory.

1.8.3.11. (Added) SSN: Self-explanatory.

1.8.3.12. (Added) CREW POSITION: Enter each individual's flight authorization duty code. Codes are in the basic instruction **Table A2.3**. (first character - aircrew certification code, second character position identifier). Codes will be individuals' qualification levels (i.e. FC, MC, MP, IP, EP); see AFI 11-202V1. Up to four characters may be used: details of the third through fifth characters are MAJCOM unique in paragraph **1.8.3.23. (Added)**

1.8.3.13. (Added) DUTY POSITION: Enter the flight authorization duty code (the qualification level required to perform the mission, i.e., FC, MC, MP, IP, EP). The duty position assists unit commanders in limiting the activities of their crew members.

1.8.3.13.1. (Added) Do not list individuals on the flight authorization in a duty position higher than their qualifications.

1.8.3.13.2. (Added) For crew members performing in the next higher duty position for evaluation purposes use remarks code "C" according to paragraph **1.8.3.14. (Added)**

1.8.3.13.3. (Added) Limit the number of individuals in any given duty position to the minimum essential for mission accomplishment as determined by the unit commander.

1.8.3.14. (Added) REMARKS: For all AMC flight authorizations, use the following codes, as applicable:

A – In-command
B – Noncurrent
C – Acting in next higher qualification for evaluation purposes
D – ACM status, not authorized to log flying time
E – Phoenix Banner certified
F – First pilot qualified
G – Female crew member
H – Instructor or evaluator candidate
I-Z - Plus all numbers and symbols—unit developed

1.8.3.14.1. (Added) Units may develop unit unique codes to meet local needs and overprint them on the reverse side of the flight authorization.

1.8.3.14.2. (Added) Codes for local missions can be listed in a local publication if a reference to the publication is included in the remarks section.

1.8.3.15. (Added) UNIT: Enter the organization (i.e., 20 AS, 43 ARS) to which the individual is assigned or attached for flying purposes. However, this section may be left blank if the member's unit is the same as the operating unit (Block 7). For aircrew standardization and evaluation (Stan/Eval) flight examiners at group level or above, enter the Stan/Eval organization the individual is attached to for flying.

1.8.3.16. (Added) SECURITY CLEARANCE: Indicate the security clearance for each individual. If unknown, enter "UNK."

1.8.3.17. (Added) CREW NUMBER: As required.

1.8.3.18. (Added) REMARKS: Include a legend explaining the remarks codes. Units may overprint standard legends appropriate for their operation in the remarks section and the reverse side of the form, if necessary. Print the legend from the top of the standard AMC Form 41 on all automated flight authorizations for off-station missions. Units may use rubber stamps to satisfy this requirement.

1.8.3.18.1. (Added) REMARKS for missions that depart the CONUS: Annotate the remarks with the following statement: "All crew members listed have received required level 1 antiterrorism training to include AOR specific information as directed by the theater CINC of the intended area of travel." Aircraft commanders are responsible for ensuring that this statement is true prior to mission departure. Additionally, aircraft commanders should ensure all crew members are familiar with and have in their possession the "Antiterrorism Individual Protective Measures" folding wallet card and JS Guide 5260, "Service Member's Personal Protection Guide."

1.8.3.19. (Added) ACCOUNTING CLASSIFICATION: Use the appropriate accounting classification if the flight authorization will be used for per diem collection (AUTHORITY: 37 USC 404(e)); otherwise, leave blank. AUTHORITY: 37 USC 404(e) only allows the flight authorization to be used for payment of per diem. Any other special requirement e.g. rental cars, commercial airline tickets or travel related

expenses must be authorized on DD Form 1610, Request and Authorization for Travel of DOD Personnel. AFRC will fund the TDY for AFRC associate crew members required in excess of a basic crew (mission specified crew augmentees); if within AFRC training requirements and by AMC headquarters if the augmentation is beyond prescribed AFRC training (AMCI 36-2601, *Air Mobility Command and Air Reserve Component Policy and Advisory Council*). Include the appropriate AMC or AFRC TDY fund cite on the flight authorization.

1.8.3.20. (Added) DISTRIBUTION: Minimum distribution is:

1 - File copy (original with full SSNs).
2 - As required—each crew member (only last four digits of SSN).
3 - As required—each mission kit (only last four digits of SSN).
4 - The aircraft commander may be provided a copy, with full SSNs listed, and is responsible for compliance with the Privacy Act of 1974.

1.8.3.21. (Added) AUTHENTICATION NUMBER: Numbers will be in the following format: fiscal year, followed by a dash and four numbers, e.g., the first flight authorization published on 1 Oct 99 would be 99-0001. Number flight authorizations sequentially and track in a logbook or computer file, beginning with the number 0001. Renumbering will begin on the first day of each fiscal year. Do not use separate numbering systems for local and line missions.

1.8.3.22. (Added) DATE OF AUTHENTICATION: Self-explanatory.

1.8.3.23. (Added) CREW QUALIFICATION INDICATORS: These indicators further define the individual crew member's qualifications shown in CREW POSITION; see paragraph 1.8.3.12. (Added), e.g., the unit uses the 3rd position to define the qualification for individuals in PNAF and uses the 4th position to define the qualification for individuals in AR. The crew qualification indicators would be 3rd position = C (PNAF), 4th position = E (air refueling). (See AMCMAN 10-602, Volume 2, AMC-Unique Aviation Resource Management System (ARMS): A002A/CH User's Manual). For PACER CRAG qualified aircrew members, use a "P" in the 5th position.

1.8.3.24. (Added) DESIGNATION AND LOCATION OF AUTHORIZING ACTIVITY: Enter issuing unit, base, and location.

1.8.3.25. (Added) SIGNATURE ELEMENT OF AUTHENTICATING OFFICIAL: **The OG will designate authenticating officials for each squadron in writing.** Do not designate unit schedulers as authenticating officials. Authenticating officials must be assigned to that squadron or within the squadron's chain of command.

1.8.3.26. (Added) When non-aircrew members and aircrew members are on the same AMC Form 41 ONLY AIRCREW will be paid using the flight authorization. Non-aircrew members are not authorized payment of TDY funds using the AMC Form 41. When including non-aircrew members on AMC Form 41, use the following procedures:

1.8.3.26.1. (Added) Type a line of dashes under the last authorized aircrew member name on AMC Form 41.

1.8.3.26.2. (Added) Below this line, type "Individuals listed below are not authorized payment under this authorization."

1.8.3.26.3. (Added) All non-aircrew members and all crew members performing duties under another flight authorization may be listed after this statement.

NOTES:

1. These procedures will be used on all funded flight authorizations.
2. All non-aircrew members listed on the flight authorization will have TDY orders.

1.9.2. HQ AMC/DOT is approval authority for exceeding flying hour allocations (*not applicable for AFRC*).

1.9.4.7. With the hosting wing/group commander's approval, USAFA and AFROTC cadets participating in the summer training program, and officers in the Awaiting PCS Training (APT) program, have blanket approval to be placed on point-to-point and local orientation flights. IAW AMC/CC's policy letter, dated 3 July 97, individuals on point-to-point orientation flights will be considered Mission Essential Ground Personnel (MEGP) (see AMCI 11-208) and listed accordingly on the unit's flight authorization. On local orientation flights, USAFA and AFROTC cadets will be manifested as passengers. APT officers will accompany the aircrew and will not be required to process through the passenger terminal. USAFA and AFROTC cadets in the summer training program will follow all passengers handling processing procedures. NOTE: This is not a blanket waiver for all cadets.

NOTE: USAFA and AFROTC cadets not in the summer training program who are seeking travel must go through their respective airlift validators and request opportune airlift. This request will be routed through USTRANSCOM and TACC.

1.9.4.7.1.2. Use Mission Mobility Observer (MMO) status. See AMCI 11-208 for requirements.

1.9.4.7.1.4. Administer spouse orientation flights in conjunction with aircrew training flights. Do not exceed available training hours to accommodate spouse orientation flights. Unit commanders have the discretion to offer spouse orientations and determine the frequency of flights. Orientations will include mission briefing, debriefing, and any other briefing (at commander discretion). Orientation flights for unit-assigned support personnel and their spouses will be on a space available basis during aircrew spouse orientation flights. An escort official (officer or E-7 and above) will accompany spouses and support personnel at all times.

1.9.4.7.1.4.2. Training maneuvers, restricted during passenger carrying missions, will not be accomplished on orientation flights. Training aircraft will be equipped IAW applicable Dash 21 Technical Orders. Seats with proper restraints will be available for all passengers.

1.9.4.7.1.4.4. The crew complement must be appropriate and composed of fully qualified crew members for passenger missions.

1.9.4.7.1.4.4.1. (Added) The AC, designated representative, or servicing aerial port facility will complete AF Form 96, Passenger Manifest and send a copy to local passenger processing personnel.

1.9.4.4.1.4.4.2. (Added) The on-loading or off-loading of spouses to or from aircraft will be IAW the aircraft flight manuals and appropriate AFI 11-2MDS Vol3 publications.

Table 1.1. Public Affairs/ Orientation Flights Travel Approval Authorities.

*All requests for orientation flights requiring approval above wing level must be coordinated with NAF/CC. Once approved, the requests are forwarded to HQ AMC/DOTF. Requests requiring AMC/CC approval must reach HQ AMC/DOTF no later than 10 working days before the flight OR no later than 20 workdays for those requests requiring USAF approval.

Line	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
8			Delegated to NAF/CC
13			Delegated to WG/CC or comparable level
14			Delegated to WG/CC or comparable level
15			Delegated to WG/CC or comparable level
16			Delegated to WG/CC or comparable level
17			Delegated to WG/CC or comparable level
18			Delegated to WG/CC or comparable level
19			Delegated to WG/CC or comparable level
22			Route all "public affairs" orientation flights through the local Public Affairs Office
23			Route all "public affairs" orientation flights through the local Public Affairs Office
24			Route all "public affairs" orientation flights through the local Public Affairs Office
25			Route all "public affairs" orientation flights through the local Public Affairs Office

1.10.1.1. Rated officers of other MAJCOMs or services may perform aeronautical duties (non-interfly) in AMC aircraft only when operationally required and after obtaining HQ AMC/DO approval. Send request for approval through channels to arrive at HQ AMC/DOTF at least 5 days before the proposed flight. As

a minimum, include name, rank, SSN, qualification in the aircraft requested, date of last flight, and point of contact. An instructor pilot occupying a position with a set of controls will accompany pilots not current in the aircraft. If the reason for performing duty in AMC aircraft is for interfly duties, follow the directions below. **EXCEPTIONS:** Air Force flight surgeons from other commands may perform flight surgeon duties on AMC aircraft without HQ AMC/DO approval, paragraph 2.20.1.1.2. (Added) of this supplement applies. Aircrew members from other commands augmenting Operational Readiness Inspection (ORI)/standardization teams/higher headquarters evaluation teams are authorized to fly in AMC aircraft without HQ AMC/DO approval. (*AFRC units comply with the AFRC supplement to the basic instruction.*)

1.10.1.1.1. (Added) Interfly . For purposes of this supplement, interfly is defined as the exchange and/or substitution of aircrew members and/or aircraft between mobility units to accomplish flying missions. During contingencies, exercises, or designated missions, interfly operations will be conducted according to appropriate OPLAN or CONOPS. See the appropriate AFI 11-2MDS Vol3 publications for interfly requirements.

1.10.2. On a case-by-case basis when unusual conditions dictate, AMC/DOT may grant a waiver to specific family members to be assigned to airborne duty in same aircraft for a given mission. Squadron commanders will endorse waiver requests. Family members will be briefed on the provisions of AFI 36-2110, paragraph 2.19 (Dependent Care) *Officer and Enlisted Assignments*.

1.12.2.2. See AMCI 11-208 for MEGP requirements.

1.19. (Added) AMC Headquarters Waivers. Publish waivers to AMC supplements that are of a relatively permanent nature in subordinate unit supplements IAW AFI 33-360, Volume 1, *Publications Management Program*, within 90 days of waiver receipt; cite the authority in your supplement, e.g., HQ AMC/DOT letter, date, subject.

1.20. (Added) Unit Supplements. Supplements to the basic instruction are authorized for subordinate units down to and including wing and group level. Supplements will not change the intent of the basic instruction or this supplement. Send HQ AMC/DOT one copy of the supplement.

Table 2.1. Aircrew Position Indicator (API) Codes.

Aircrew Position Indicator (API) Codes	Explanation	Remarks
NOTES:		
2. Permanently disqualified individuals will not be placed in API 6, 8, B or D positions.		
3. Permanently disqualified individuals will not be placed in API 6, 8, B or D positions.		

2.4. Do not use FSC "S" instead of an appropriate aviation service code. HARMs will identify in writing to the unit OG/CC any individual who remains in FSC "S" for six months. If FEB action is not recommended, the WG/CC will notify HQ AMC/DOT why the individual should not meet an FEB under the provisions of AFI 11-402, paragraph 4.3.5. Include supporting documentation. HQ AMC/DOT will make the final recommendation concerning FEB actions if not recommended by the wing. AFRC units will notify HQ AFRC/DOT, who will in-turn make the final FEB recommended actions. AFRC units will send an information copy to HQ AMC/DOT.

2.12.4. Publish aeronautical orders (AOs) IAW.

Item	Enter
1	(OTHER) "Specific official tasks."
2	(HDIP) (NOT AFFECTED)
4	(NO)
7	"Enter actual or estimated date that requirement for the specific official task ends, the projected permanent change of station (PCS) departure date or date of separation."
15	"N/A"
16	"N/A"
17	"N/A"
18	"Member has current physical and physiological training. Neither flying incentive pay nor flying duty credit is authorized."

2.14.3.1. HQ AMC/DOTF publishes the CONUS C-21 OSA general officer flying list.

2.16.1. Send requests with rationale through channels to HQ AMC/DOTF at least five days prior to the proposed flight (AFRC units comply with the AFRC supplement to the basic instruction).

2.16.1.1. (Added) NAFs are authorized to place Individual Mobilization Augmentees (IMAs) on indoctrination flying status in support of NAF Standardization Evaluation and Flying Training Program. Notify HQ AMC/DOTF and AFRC/DO of IMAs placed in indoctrination flying status.

2.16.2. HQ AMC/DO is the approval authority for flights by inactive flyers of other commands; HQ AFRC/DO is approval authority for AFRC aircraft.

2.16.3.1. (Added) Indoctrination fliers do not have any currency requirements, but must have been previously qualified in the weapons system. Individuals not previously qualified must submit requests for training to HQ AMC/DOTF (AFRC units comply with the AFRC supplement to the basic instruction).

2.16.3.2. (Added) An instructor will accompany personnel authorized to participate in flights (by the above paragraphs) when performing pilot duties.

2.16.4. Due to limited crew member training opportunities and flying hours, it is essential for commanders to personally review each request to ensure it is in the best interest of the command.

2.17.3.1. The HARM will establish procedures with the servicing flight medical facility to confirm daily changes in the medical status of assigned or attached personnel, i.e. physical, DNIF actions, etc.

2.17.5. (Added) The HARM office must establish procedures with the servicing finance office to receive the entitlement verification listing on a quarterly basis to audit compatibility of incentive pay qualification and actual type of pay authorized.

2.17.6. (Added) The HARM office will ensure the member is qualified for conditional flight/jump pay before submitting the military pay order.

2.17.7. (Added) All AMC units will review and audit all training accomplishments, flight and jump documentation forms for accuracy before updating the ARMS database (example: side by side comparison of Flight Authorizations, MARs, AF Form 922 (for jumpers), and AFTO Form 781, as well as any other applicable mission paperwork by ARMS, operations, scheduling, and training personnel).

2.18.1. (Added) ARMS Record of Upgrade. All AMC units will use AMC Form 46, ARMS Record of Upgrade (PA). AMC Form 46 guidelines are as follows:

2.18.1.1. (Added) Purpose. This form is the source document for recording changes of aircrew qualification or upgrades into ARMS and gives the ARMS user a worksheet to ensure all required entries are completed. It also serves as the record of transactions input to ARMS.

2.18.1.2. (Added) Scope. These instructions apply to all AMC personnel who document aircrew upgrades and input aircrew upgrades into ARMS.

2.18.1.3. (Added) Responsibilities. ARMS training personnel will ensure an adequate supply of this form is readily available to wing, group, squadron, and Stan/Eval personnel who document aircrew upgrades.

2.18.1.4. (Added) Complete and turn in form to SARM personnel within three duty days after an aircrew evaluation changes the individual's qualification status (e.g., upgrade from flight qualified to mission qualified, copilot to pilot, instructor to evaluator, etc.). Individuals who receive a Q3 on a flight evaluation will not be downgraded in ARMS. In this case, limit the crew member's crew and duty position on the flight authorization as appropriate, i.e., UC, UP, MPO, etc. **EXCEPTION:** Downgrade an individual if the commander determines the examinee must complete a formal, including in-unit, requalification training course and requires recertification.

2.18.1.5. (Added) The individual who completes the form is responsible for its accuracy and legibility. All requests for changes to an aircrew member's qualification will originate at the unit standardization and evaluation section to ensure unit source documents agree with the individual's FEF and is updated in the ARMS database.

2.18.1.6. (Added) SECTION II: SQUADRON AVIATION RESOURCE MANAGEMENT (SARM) ACTIONS . The SARM completes items 10 through 15D prior to making entries into the computer to show what actions are to be taken. Complete the ARMS update certification blocks (items 15A through 15D) as those actions are accomplished.

2.18.1.7. (Added) Item 10, Resource Flyer--Flyer Type. Enter the basic crew position (second position of the crew qualification code) if changed. Use N/A to indicate no change is required.

2.18.1.8. (Added) Item 11, Resource MDS and Crew Position. Use N/A to indicate no change is required. Enter crew qualification code (1st, 3rd, 4th, or 5th position) that changed as appropriate. AMCI 10-602, Vol2, lists 3rd and 4th position codes. Use certification dates to indicate qualification in the basic weapon system only. Do not use for special qualifications such as air refueling, airdrop, PNAF, etc.

2.18.1.9. (Added) Item 13, Resources Formal Training. The MAJCOM qualification code is the area of qualification being upgraded, e.g. 01=airland, 02=airdrop vis., 03=air refueling, etc. MAJCOM qualification value is the actual qualification to which the individual is upgraded, e.g. 1=flight examiner, 2=instructor, etc. AMCI 10-602, Vol. 2, lists code and values. Enter the effective date of course completion.

2.18.1.10. (Added) Item 14, Profile Training Assignment. List the training profiles that will be assigned to the individual being upgraded and the effective date of the training profile. Indicate the months of the six-month training period that will be prorated.

2.18.1.11. (Added) SECTION III: SQUADRON ITEMS . Used to track unit unique ARMS inputs.

2.20.1. Flight Record Folders for AMC attached fliers in the grade of O-5 and below will be maintained at the AMC HARM where the individual is attached for flying. FRFs for AMC fliers in the grade of O-6

and above will be maintained at the AMC HARM where the individual is assigned. The unit of attachment will maintain FEF (except as noted in AFI 11-202V2, AMC1, Aircrew Standardization/Evaluation Program), aircrew qualification training, and continuation training records. **Email the memorandum of attachment to expedite the approval process.** In cases where it is not possible to maintain attached flyer FRFs (O-6 and above or non-AMC bases/personnel), AMC HARMs will build “dummy records” in ARMS to track training accomplishments according to the following guidelines (AFRC units will comply with procedures outlined in AFRC supplement to the basic instruction):

2.20.1.1. (Added) Build a 9-digit identification code in place of the SSN. The first three numbers are based on the MAJCOM the member is assigned to, as follows: ACC = 870, AMC = 871, AFMC = 872, AFSOC = 873, USAFE = 874, PACAF = 875, AFSPC = 876, ANG = 877, AFRC = 878, AETC = 879. The fourth and fifth numbers are based on the HARM the member is attached to for flying: Andrews = 01, Charleston = 02, Dover = 03, Dyess = 04, Fairchild = 05, Grand Forks = 06, Little Rock = 07, MacDill = 08, McChord = 09, McConnell = 10, McGuire = 11, Pope = 12, Robins = 13, Scott = 14, Travis = 15. (Note: C-21 units, other than the 457 AS at Andrews AFB, will use 14 as the fourth and fifth numbers.) The final four numbers will be assigned by the individual HARM office and will begin with 0001. “Dummy records” must be built in ARMS as foreign military, using a service category of “F.” Prior to building “dummy records” in ARMS, the HARM must receive a copy of the individual’s AF FORMS 1042 and 702. Additionally, the aircrew member must provide the HARM with a copy of their most recent Individual Data Summary and Flying History Report to ensure the data built into the “dummy record” is accurate.

2.20.1.1.1. (Added) EXCEPTION. Aircrew members attached to flying units within the same wing or group, and located on the same base do not require memorandums of attachment. **EXAMPLE:** Individual assigned to the group Stan/Eval function and attached to local squadron for flying or flight surgeons assigned to local Medical Group (same wing, same base).

2.20.1.1.2. (Added) Cross-command attachments must be coordinated by the requesting member’s MAJCOM prior to arriving at HQ AMC/DOTF. Additionally, HQ AMC/DOTF must coordinate on AMC flyers seeking attachment to another MAJCOM’s flying unit. **EXCEPTION:** Flight surgeons of other commands, in valid API 5 positions, may be attached to AMC units without memorandums of attachment provided such support is addressed in a memorandum of agreement between the flight surgeon’s base/command and the AMC unit owning the aircraft. All such memorandums of attachment will be forwarded to HQ AMC/DOTF and kept on file. Memorandums of attachment are reaccomplished every 3 years or upon reassignment (PCS/PCA), whichever is earliest. See **Attachment 4 (Added)**.

2.20.2. (Added) EXCEPTION: HQ AMC/DOV personnel will have their Flight Evaluation Folders (FEFs) maintained in the HQ AMC/DOV office.

2.20.2.1. (Added) Provide name, rank, crew position (i.e., MP, MN, ML), and SSN.

2.20.2.2. (Added) Provide the training level (flying A, B, C, D, or E and ground 1, 2, 3, or 4--according to operation training series publications) the unit is capable of supporting. The unit of attachment may change this to meet their needs.

2.20.2.3. (Added) As a minimum, the fact sheet must provide the information in paragraph **2.20.1.** of the basic instruction. For non-rated flyers and career enlisted aviators, include position number and duty AFSC.

2.20.2.4. (Added) Forward the request to the desired unit of attachment (to expedite matters send an E-mail for request and coordination).

2.20.2.5. (Added) The CC or DO from the requested squadron of attachment and the OG/CC (or equivalent) will endorse the request, approve or disapprove the attachment. The approved request will then be forwarded to HQ AMC/DOTF.

2.20.2.6. (Added) HQ AMC/DOTF will verify the individual is in an active flying position and finalize the attachment with an endorsement. HQ AMC/DOTF will maintain all attachment memos and send copies to the OG/CC, each HOSM office concerned, and the individual. Attachments will expire 3 years from the date of DOTF endorsement. Those that require attachment beyond the 3-year point must reapply. Follow the same coordination chain as listed above. Memorandums of attachment are reaccomplished every 3 years or upon reassignment (PCS/PCA), whichever is earliest. See [Attachment 4 \(Added\)](#).

2.20.3. (Added) Send all requests for attachment to HQ AMC/DOTF prior to participating in any flights.

2.20.4. (Added) Support for Air Force Material Command (AFMC) test units:

2.20.4.1. (Added) Designated individuals assigned to the 412th Test Wing (TW) (AFMC), Edwards AFB, California, are authorized to maintain Air Force, AMC, and AFMC currency in AMC aircraft. These individuals must be current and qualified for a specified type of flight IAW flying and operations training series publications. An instructor will accompany noncurrent or unqualified AFMC crew members. TDY orders for these individuals will contain a remark stating whether the individual is AMC qualified, AMC current, AFMC qualified, and AFMC current. The 412 TW will maintain training records to ensure compliance with all AMC flying requirements.

2.20.4.2. (Added) Each September, the 412 TW will send a list of crew members needing AMC flying support to HQ AMC/DOTF. Include the information from the basic paragraph [2.20.1.](#) and this supplement, as well as a brief explanation of why flying support is required. Send list changes to HQ AMC/DOTF as needed. Each October, HQ AMC/DOTF will send the names of the individuals designated to fly under this paragraph to units tasked to provide flying support.

3.1.2. AMCI 11-402, *Operations Systems Management* (OSM), lists additional responsibilities. The aviation resource manager (ARM) will be organizationally the highest AMC HARM on a base and is designated as the flight records custodian. The HARM will provide MARs, currency summaries, and other products as requested by crew members.

3.1.2.1.1. Maintain FRFs for attached fliers IAW paragraph [2.20.1.](#) of this supplement.

3.1.2.1.2. FRFs for inactive operational support members will be returned to the individual.

3.1.3. Send a copy of the AO placing an individual in entitlement status code "0" with the required MPO to accounting and finance within 5 days of assignment of this entitlement status code. A copy of this AO will also be sent to HQ AMC/DOTF.

3.1.4.1.1. (Added) While attending formal school, students will document all continuation training events they complete on AF Form 3526, ARMS OMR Event Accomplishment Report, a personal flight log, or any suitable substitute. After returning to their duty station, students will turn in training documentation to their unit to update the individuals ARMS record.

3.1.4.1.2. (Added) Do not release the FRF for TDY to contingency, tanker task force or other similar type operations. Do not release the FRF to individuals in a suspended (ASC 04) aviation service status.

3.1.4.4. AMC HARM offices and those maintaining AMC records will establish a sign-out log. As a minimum, the log will provide name, rank, organization, estimated duration, signature block, and a suspense

block. WG/CCs, OG/CCs, squadron commanders, and members of inspection teams may temporarily sign out FRFs to perform official duties.

3.1.7. (Added) HARM will grant the deployed ARM access to ARMS during deployments for the purpose of updating flying and training requirements.

3.1.7.1. (Added) Deploying HARM managers will identify/coordinate with the required HARM to gain access to ARMS. Every attempt should be made to identify/coordinate ARMS access requirements before the deployment. At the end of the deployment they must notify the HARM to terminate their access to ARMS.

3.2.1. AMC personnel will log flying time on AF Form 3520, Aircrew/Mission Flight Data, and AFTO Form 781. References in this supplement to AFTO Form 781 also include AF Form 3520. The aircrew member will ensure copies of his or her MAR and AFTO Form 781 extracts are submitted to the HARM office at the unit of assignment for ARMS processing. See paragraph 3.1.4.1.2. (Added) of this supplement. During deployments/contingency operations where there is no access to ARMS, forward the original AFTO Forms 781 back to the aircraft's home station at least weekly.

3.2.1.1. (Added) In addition to their authorized primary aircraft, it may be advantageous for some commanders and senior supervisors to fly and log time in additional aircraft under their control.

3.2.1.1.1. (Added) Category 1: (O-6 and above). Authorized to perform aircrew duties (must meet requirements outlined in AFI 11-202V1, *Aircrew Training*, paragraph 2.8). Individuals must have completed the appropriate aircrew course (senior officer course where appropriate) according to the appropriate training-series publication. If a supervisory course is not prescribed by training-series publication, the individual must complete local training. As minimum, training must include egress, aircraft systems, simulator (attend aircrew training device (ATD) refresher course, as a minimum), and flying to a safe and acceptable level of proficiency. A current and qualified instructor or flight examiner must accompany category 1 flyers. These individuals will use ARMS qualification code of "O" (OP, ON, etc.) and log primary, secondary, or other time, as appropriate.

3.2.1.1.2. (Added) Category 2: (O-5 and below). Flying is limited to observer status only. These individuals will use the ARMS qualification code of "X" (XP, XN, etc.).

3.2.1.1.3. (Added) Category 3: (AMC Senior Leadership) AMC senior leadership includes AMC/CC/CV/DO, NAF/CC/CV/DO, WG/CC and CV (must meet requirements outlined in AFI 11-202V1, *Aircrew Training*, paragraph 2.8). Except for NAF/CC, who may log "EP" time, AMC senior leadership will log "FP" flight authorization duty code in the AFTO Form 781.

3.3. Crew members will log simulator time in the following ATDs :

MDS	Device
SMK010A	KC-10 ATD
SMK135A/R	KC-135 Flight Simulator
SMC005B	C-5B Flight Simulator
SMC017A	C-17 Flight Simulator
SPC017A	C-17 Cockpit Procedural Trainer (CPT)
SMC130E/H/J	C-130 Flight Simulator

MDS	Device
SMC141B	C-141B Flight Simulator
SPC141B	C-141B CPT
SMC135B	C-135B Flight Simulator
SMC009A/C	DC-9 Flight Simulator
SMC137B/C	B-707 Flight Simulator
SMC012A	C-12 Flight Simulator
SMC012F	Super King Air B200 Flight Simulator
SMC019A	B747 Flight Simulator
SMC020A	Gulfstream 3 Flight Simulator
SMC021A	Lear 35A Flight Simulator
SPK010A	KC-10 CPT
SPC005B	C-5B CPT
SPC141B	C-141B CPT
SRC005B	Air Refueling Part Task Trainer (ARPTT), configured as C-5B
SRC141B	ARPTT, configured as C-141B
Crew members will not log time in the following training devices:	
Celestial Training Device (CTD)	
Special Function Trainer (SFT)	

3.4.1.2. Flight nurses, AETs, in-flight passenger specialists will only log primary time when they are part of the crew complement and performing required duties. Other crew positions (flight engineers, loadmasters, etc.) will log primary time only when they are part of the crew composition in AFI 65-503, table A36-1, Table A38-1 (AFRC), or crew compliment in AFI 11-2MDSV3, *Operations Procedures*. *EXAMPLE*: The C-141 is authorized two loadmasters, depending on the mission; therefore, two loadmasters may log primary time when the mission requirements dictate. Operational support flyers will also log primary time when required for the mission.

3.4.1.4. AECMs must be fully qualified on at least one of the following aircraft; C-9, C-17, C-130, or C-141, and are then authorized to log primary flight time while performing duties on AE missions on any aircraft in which they are certified. Before being utilized as certified AECM on other aircraft, AECMs must receive training as directed in AFI 11-2AE, Vol 1, *Aeromedical Evacuation (AE) Aircrew Training and document the training IAW AFI 11-2AE, Volume 1*. 3.4.2.3. Secondary time for navigators is authorized only during that portion of a mission when two navigators are required to perform duties at a duty station (e.g. airdrop, grid, pathfinder or SOLL II, and those missions or portions of missions where two navigators are actively engaged in maintaining positive course guidance or terrain following). Second boom operators required for passenger and cargo missions will log secondary time. Annotate specific mission requirements on AFTO Form 781 in the remarks section to support secondary time logged. Non-rated aircrew instructor or evaluator candidates will log secondary time while performing instructor or evaluator candidate duties.

3.4.3.4. Instructors performing primary or secondary duties while instructing will log instructor time. When an instructor pilot is performing primary duties while instructing (demonstrating a maneuver), the pilot in the other seat will log secondary time.

3.4.3.4.1. (Added) Log instructor and flight examiner time only when performing appropriate duties and designated as "I" or "E" on flight authorizations. When instructor or examiner duties are terminated, log primary, secondary, or other time, as appropriate. When an instructor is required to instruct an unlike specialty (i.e. a navigator instructing a pilot) instructor time will be logged.

3.4.3.4.2. (Added) On an initial or requalification evaluation, examinees will log time in the crew position currently qualified; e.g. an instructor upgrade candidate will not log instructor time.

3.4.4. Flight examiners, conducting evaluations on aircraft in which they are not qualified, may log flight time. They will use qualification code "X" (e.g. XP, XN), log "other" time, and enter an "E" in the reserve status block (block 32).

3.5.1. Crew members logging night training requirements must log night time on the AFTO Form 781.

3.5.2. To log primary instrument time an instructor or evaluator pilot must occupy a duty station with a set of controls, but does not have to have direct (hands on) control of the aircraft.

3.17. AMC Form 41, Flight Authorization and AMC Form 46, ARMS Record of Upgrade.

3.18. Forms Prescribed. AMC Form 41, Flight Authorization and AMC Form 46, ARMS Record of Upgrade Worksheet.

A2.2. These instructions also pertain to the AF Form 3520.

A2.3.2. Ensure the original AFTO Form 781 is complete, including all information under Section II, Aircrew Data. The unit of aircraft assignment will maintain the original form. Ensure all AFTO Form 781 extracts are completed IAW paragraph A2.4 of the basic instruction.

A2.3.3. To ensure hours flown are properly reported, AMC units will comply with the following:

A2.3.3.1. (Added) Conduct a daily mission review. Representatives from maintenance and operations will review all flying hours entered into CAMS/GO81. The purpose of this review is to correct errors on mission paperwork (to include inaccurate time and/or mission symbols) and ensure AFTO Form 781 data input into CAMS/GO81 reflects what is on the original form.

A2.3.3.2. (Added) After the AFTO Form 781 has been input into CAMS/GO81 and ARMS, complete audits IAW procedures outlined in AFI 21-103, AMC1. The AFTO Form 781 and the CAMS/GO81 audits will be sent to the HARM to be filed and maintained.

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

Item	Enter
6	Enter the mission identifier from AMC Form 41.
7	Use mission symbols listed later in this attachment or as assigned by TACC/XOO (in mission directive).
9	Enter "INFL" also if a new line is used due to mission symbol change in-flight
12	New lines or forms are not required if a flight begins on a Zulu date and terminates on the next Zulu date, except for missions at the end of the fiscal year. A new form is required for the next leg of the mission that begins on a new Zulu day
16	Enter engine cycles for C-141 aircraft. Enter landing gear cycles for C-5s
17	Enter the flying organization that published the authorization for the flight.
21	Enter the duty position of the actual duties performed. The AMC Form 41 must be changed to reflect the duty code entered on the AFTO Form 781 if it is different

Table A2.2. HQ AMC/LG and TACC/XOO develop the third position for mission symbols used on AFTO Form 781. HQ AMC will provide the full four-position mission symbols, with nomenclature, as changes occur. Not all MDSs are affected by new mission symbols. *NOTE:* For GO81 users, a complete listing of the available mission codes is located in screen 9055. For CAMS, use the aircraft utilization code screen (screen 475) to load the mission symbols into CAMS. The fourth position, which is placed in the PEID (item 8) on the AFTO Form 781, is generally used to designate the type of unit that flew the sortie, e.g. A—active duty, G—ANG, R—AFRC.

Table A2.2. Authorized Mission Symbols.

Aircraft Mission Classifications	
Msn Sym	Explanation
C1 - C9	Contingency. Codes are 3 characters in length beginning with "C" and specific to each mission.
M6	Special Assignment:
M6A	For special assignment airlift missions (SAAM) in which the special purpose is airdrop, whether or not airdrop is completed.
M6B	For SAAM positioning and depositioning flights
M6C	For all other SAAMs
M8	Joint Airborne and Air Transportability Training (JA/ATT). For airlift aircraft:
M8A	For airlift aircraft when conducting JA/ATT airdrop training, whether or not airdrop is completed
M8B	For airlift aircraft when positioning and depositioning from JA/ATT airdrop training
M8C	For airlift aircraft for all other JA/ATT missions
M8BA	For tanker aircraft when positioning and depositioning from JA/ATT missions
M8CA	For tanker aircraft for all other JA/ATT missions
M8DA	For tanker aircraft for dual role (airlift and air refueling)
M8EA	For tanker aircraft for dual role positioning and depositioning missions
N2	Tactical Training:
N2A	For unilateral training missions if airdrop training is scheduled, whether or not airdrop is completed
N2B	For positioning and depositioning from tactical airdrop training activity
N2C	For all other unilateral tactical training missions
N2G	Operational Readiness Inspection (Deployment, Employment, and Redeployment) for units receiving ORI
NOTE: Active duty AMC tanker units performing airlift missions are authorized to use mission symbols beginning with "C," "M," and "N" for TWCF missions. The primary reason for mission generation will dictate the type symbol to be used.	

Table A2.3. Flight Authorization Duty Codes.

Code	Remarks	
1st Character	Aircrew Certification Code	Identifies individual's qualification in unit's aircraft.
2nd Character	Position Identifiers	Aircrew Position Identifier code.
3rd and 4th Character	Expanded Aircrew Position Identifier (third and fourth characters)	

Code	Remarks
	Unit Defined MAJCOM qualification. 3d, 4 th , and 5 th aircrew position identifiers must be identified on the AMC Form 41 (also see AMCM 10-602, Volume 2)
N	4th Character: NSO (KC-135).
5th Character	Flight Management System (FMS) Qualified KC-10 Pilots, Co-pilots, and Flight Engineers.
A	INS Only
B	GPS Only
C	GPS and INS
5th Character	Second Engineers
2	C-5 and C-141
If 2nd character is A or Z, (basic table)	Third character will be as follows:
A	Information management support (A prefix only)
B	Passenger specialist
C	Reserved for future use
D	Drop zone operator
E	Electronic system operator
G	Gunner (in-flight weapons mechanic)
M	Aeromedical evacuation technician
O	Crew chief
P	Aerial photographer
V	Photo interpreter
W	Weather officer (Aerial Recon)
Z	Flight mechanic
If 2nd character is J	The third character will be as follows:
A	AGOS
P	PJ
W	Weather

Table A2.3. NOTE 5 (Added). "F" code (qualified in basic weapon system) is defined for AMC personnel as "individuals who are maintaining basic qualification training profiles according to the appropriate operations training series publication." The "M" code (mission qualified) is defined for AMC personnel as

"individuals who are qualified and are maintaining mission qualification training profiles according to the appropriate operations training series publication."

A2.6.7. HQ AMC/DOTA and DOTK will monitor all standard event identifiers for continuation and additional (ground) training for AMC. MDS-unique training event identifiers will be responsibility of the operations training series OPR.

A3.3.6.4. (Added) If an AO is published for an ASC of 04, use a DD FORM 114, Military Pay Order, to stop an individual's flight pay. When an AO of ASC 04 is revoked, use a DD Form 114 to start an individual's flight pay retroactive to the original date of suspense.

A3.4. When individuals fall into the category described in paragraph [2.12.4](#) of the basic instruction, ensure blocks are checked in the appropriate items and contain information as indicated below:

Attachment 4 (Added)

REQUEST ATTACHMENT FOR FLYING

A4.1. Attachment for Flying. Individuals requesting attachment to a unit other than their assigned unit, for the purpose of flying, will do so using the following templates or format.

| A4.2. Attachment for Flying (*sample letter*):



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR MOBILITY COMMAND (AMC)

(Date)

MEMORANDUM FOR *(Flying Squadron of Attachment)/CC*
(Operations Group of Attachment)/CC
HQ AMC/DOTF
IN TURN

FROM *(Unit of Assignment)*

SUBJ Attachment for Flying

1 Request the individual listed is attached to the *(Unit)*, *(base)*, for flying He/she is assigned as *(duty title)*, at *(base)*

<u>NAME</u>	<u>RANK</u>	<u>CREW POSITION</u>	<u>ORGANIZATION</u>
-------------	-------------	----------------------	---------------------

2 Specific information concerning *(individual)* can be found on the attached letter

3 Member(s) will maintain *(type of qualification that has been approved by unit of attachment)* IAW AFI 11-2(MDS) specific vol He/She ___ will maintain training level ___ *(A,B,C,D,E)* requirements for flying, and training level ___ *(1,2,3,4)* requirements for ground training

4 Please refer questions to *(point of contact)*

(Signature block of your commander or section

chief)

Attachment
Fact sheet

1st Ind, (Flying Squadron)/CC

Approve/Disapprove (may be coordinated via e-mail)

(Signature block of SQ commander)

2nd Ind, (Operations Group)/CC

Approve/Disapprove (may be coordinated via e-mail)

(Signature block OG commander)

3rd Ind, HQ AMC/DOTF (Fax number is DSN 576-2773, voice is DSN 229-4423)

This attachment expires 3 years from the date of AMC/DOTF approval or upon PCS/PCA, whichever is earliest.

Approve/Disapprove (may be coordinated via e-mail)

ATTACHMENT FOR FLYING FACT SHEET

RATED / ENLISTED / NON-RATED

NAME: _____ RANK: _____ SSN: _____
 ORGANIZATION/OFFICE SYMBOL/PAS CODE: _____ / _____ / _____
 DATE OF BIRTH: _____ DUTY PHONE: (DSN) _____

 ASSIGNED DUTY POSITION TITLE/POSITION NUMBER/API CODE: _____ / _____ / _____
 AVIATION SERVICE DATE (ASD): _____ AVIATION SERVICE CODE (ASC): _____
 OFFICER SERVICE DATE (OSD): _____ AERONAUTICAL RATING / BADGE: _____
 MONTHS OPERATIONAL FLYING DUTY ACCUMULATOR (OFDA): _____
 DATE OF SEPARATION (DOS): _____ AIRCRAFT LAST QUALIFIED: _____
 PRIMARY AIRCRAFT: _____ HOURS IN PRIMARY AIRCRAFT: _____
 DATE LAST FLOWN: _____ CREW POSITION (CP): _____
 (APPROVED BY THE UNIT) TOTAL HOURS: _____
 QUALIFICATION CHECK EXPIRATION: _____
 PHYSIOLOGICAL TRAINING ACCOMPLISHED (AF Form 702)/EXPIRATION: _____ / _____
 FLIGHT PHYSICAL ACCOMPLISHED (AF Form 1042)/EXPIRATION: _____ / _____
 CURRENCY EXPIRATION: _____ DATE OF LAST FLIGHT: _____
 LAST UNIT OF ASSIGNMENT: _____ REQUESTED UNIT OF ATTACHMENT: _____
 DURATION OF ASSIGNMENT: _____

AUTHORITY: 37 U.S.C. 301a, Incentive pay: Public Law 92-204 (Appropriations Act for 1973), Section 715; Public Law 93-570 (Appropriations Act of 1974), Public Law 93-294 (Aviation Career Incentive Act of 1974; Air Force Instruction 11-401, Flight Management and E.O. 9397 (SSN).

PURPOSE(s): The AFORMS provides information and automated data processing capabilities used to manage and administer Air Force operations such as aircrew training and evaluation, flight scheduling functions, flying safety and related functions needed to attain and maintain combat or mission readiness. All information is entered into the system at the air base level. This information is then processed for use by aviation resource managers at all levels through periodic computer product reports or automated systems interfaces.

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The "Blanket Routine Uses" published at the beginning of the Air Force's compilation of record system notices apply to this record system.

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ROGER A. BRADY, Major General, USAF
Director of Operations