

**BY ORDER OF THE SECRETARY  
OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 11-401**

**1 OCTOBER 2001**

**AIR MOBILITY COMMAND**

**Supplement 1**

**1 DECEMBER 2001**

**Flying Operations**

**FLIGHT MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://afpubs.hq.af.mil>.

---

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

Certified by: HQ USAF/XOO  
(Maj Gen Walter E. Buchanan III)

Supersedes AFI 11-401, 15 October 1999

Pages: 115  
Distribution: F

---

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

---

**(AMC) 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 ANGIND 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**

**This document is substantially revised and must be completely reviewed.**

This revision includes the Fiscal Year (FY) 1996 National Defense Authorization Act (NDAA), which modified the required gates rated officers must achieve for ACIP entitlement established by the ACIA of 1989; FY 99 NDAA which changed the way the monthly rate of ACIP is calculated; FY 2000 NDAA that established Career Enlisted Flyer Incentive Pay (CEFIP) and the required gates that must be met to receive continuous CEFIP; the rating of Air Battle Manager (ABM); and the change of Rated Position Indicator (RPI) to Aircrew Position Indicator (API), which establishes alphabetic API codes for Career Enlisted Aviators (CEA). It has also changed the title of Host Operations Systems Management (HOSM) to Host Aviation Resource Management (HARM). This revision incorporates changes to general officer flying positions as specified in AF/CC 30 Jul 01 message.

**(AMC)** 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 ANGIND 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.**

**Chapter 1—RESPONSIBILITY AND OBLIGATIONS, FLIGHT AUTHORIZATIONS, FOREIGN MILITARY FLYING, AND THE AIR FORCE AIRCREW RATIO PROCESS**

	7
Section 1A Responsibilities and Obligations	7
1.1. Who Must Comply. ....	7

1.2. Responsibilities of HQ USAF/XOO. ....	7
1.3. Responsibilities of MAJCOMs. ....	7
1.4. Responsibilities of Subordinate Organizations. ....	7
1.5. Responsibilities of Aircrew Members and Parachutists. ....	8
1.6. Flying Obligations. ....	10
1.7. Waiver. ....	11
Section 1B Flight Authorization	11
1.8. Aircraft Flight Authorizations. ....	11
1.9. Authorization for Using US Air Force Aircraft. ....	16
Table 1.1. Public Affairs/Orientation Flight Approval Authorities (Note 1). ....	19
Table 1.1. (AMC)Public Affairs/ Orientation Flights Travel Approval Authorities. ....	23
1.10. Authorization to Perform Inflight Duties in Air Force Aircraft. ....	23
1.11. Authorization to Perform Inflight Duties in Non-US Air Force Aircraft. ....	25
1.12. Requirements for Pilots in Dual Controlled Aircraft. ....	25
Section 1C Flying by Military and Civilian Personnel of Foreign Nations in USAF Aircraft	26
1.13. Air Force Policy. ....	26
1.14. Flight Authorizations. ....	27
1.15. Procedures for Processing Requests That Require HQ USAF Approval. ....	27
1.16. Requests for Exception. ....	28
Section 1D Air Force Crew Ratio Process	28
1.17. Purpose. ....	28
1.18. Responsibilities. ....	28
<b>Chapter 2—FLIGHT MANAGEMENT POLICIES</b>	<b>30</b>
Section 2A Flying Program	30
2.1. Rated Officer and Career Enlisted Aviator (CEA) Flying Program. ....	30
Table 2.1. Aircrew Position Indicator (API) Codes. ....	30
Table 2.1. (AMC)Aircrew Position Indicator (API) Codes. ....	32
2.2. Flying Activity Codes. ....	32
Table 2.2. Flying Activity Codes (FAC). ....	32
2.3. Aviation Service Codes (ASC). ....	33

Table 2.3.	ASC First Character (Entitlement Status Code [ESC], Rated Officers). .....	33
Table 2.4.	ASC First Character (Entitlement Status Code [ESC], Career Enlisted Aviators). ..	35
Figure 2.1.	ACIP Entitlement Status, (Rated Officers). .....	37
Figure 2.2.	CEFIP Entitlement Status (Career Enlisted Aviators). .....	38
Table 2.5.	ASC Second Character (Flying Status Code [FSC], Disqualified or Suspended Status). .....	38
Table 2.6.	ASC Second Character (Flying Status Code [FSC], Qualified Active and Inactive Flyer) (See Note 1). .....	39
2.4.	Award of Operational Flying Duty Accumulator (OFDA) Credit. ....	40
2.5.	Transition Status Codes (TSC). .....	41
Table 2.7.	Transition Status Codes (TSC). .....	41
Table 2.8.	OFDA Requirements Based on TSC. ....	42
2.6.	Rated Officer and Career Enlisted Aviator Operational Flying Duty. ....	43
Table 2.9.	Professional Qualification Index (PQI) Codes (See Notes). .....	46
2.7.	OFDA Waivers. ....	46
2.8.	Taking Part in Flying by Rated Officers. ....	48
2.9.	Additional Ratings. ....	49
2.10.	Flight Surgeon Flying Policy. ....	49
2.11.	Taking Part in Flying by Career Enlisted Aviators. ....	49
2.12.	Taking Part in Flying by Nonrated Officer and Enlisted Members. ....	50
Section 2B	Supervisory Operational Flying Positions	51
2.13.	Supervisory Position Criteria. ....	51
2.14.	Supervisory Flying. ....	51
Table 2.10.	General Officer Operational Flying Positions. ....	52
2.15.	Supervisory Position Limitations. ....	53
2.16.	Flying by Individuals in Inactive Status. ....	53
Table 2.11.	Indoctrination Flying Approval Authority. ....	54
Table 2.12.	Air Staff, OSD, and NGB General Officer Indoctrination Flying Positions .....	55
Section 2C	Flight Management Administration	55
2.17.	Host Aviation Resource Management Office. ....	55
2.18.	Unit HARM Office. ....	56

2.19. Operational Support Aircraft (OSA) and Aircrew Management. ....	57
Section 2D Support of Personnel Assigned to Locations or Organizations Lacking Flying Facilities or Aircraft	58
2.20. Attachment for Flying. ....	58
2.21. Flying With ANG Units. ....	60
2.22. AFRC Bases and Facilities. ....	60
2.23. Coordination Authorization. ....	60
<b>Chapter 3—FLIGHT DOCUMENTATION</b>	<b>61</b>
Section 3A Records Maintenance	61
3.1. Flight and Jump Records and Air Force Operations Resource Management System (AFORMS) Functional Responsibility. ....	61
Section 3B Logging of Flight Activity (AFORMS)	64
3.2. Background Information. ....	64
3.3. Crediting Flying Time. ....	65
3.4. Definition of Flight Time Categories. ....	66
3.5. Flight Condition Time. ....	69
3.6. Nonrated Flying Time. ....	70
Section 3C Logging of Flight Activity (General)	70
3.7. Logging Flying Time for Pay. ....	70
3.8. Logging Flying Time by Rated Officers and Career Enlisted Aviators in Inactive Flying Status. ....	71
3.9. Nonrated Crewmembers and Operational Support Flying Time. ....	71
3.10. Flying in Other Than Military Aircraft. ....	71
3.11. Responsibility of Pilot in Command. ....	71
3.12. Logging Flying Time in Non-US Air Force Aircraft. ....	71
3.13. Logging Civilian Flying Time. ....	71
3.14. Logging Other US Military Time. ....	72
3.15. Logging Foreign Military Time. ....	72
3.16. Quarterly General Officer Flying Hour Information Report. ....	72
3.17. Forms Prescribed. ....	72
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>73</b>

<b>Attachment 2—INSTRUCTIONS FOR USING AFTO FORM 781, AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT</b>	<b>80</b>
<b>Attachment 3—PREPARING AERONAUTICAL ORDERS</b>	<b>98</b>
<b>Attachment 4 (Added-AMC)—REQUEST ATTACHMENT FOR FLYING</b>	<b>112</b>

## Chapter 1

# RESPONSIBILITY AND OBLIGATIONS, FLIGHT AUTHORIZATIONS, FOREIGN MILITARY FLYING, AND THE AIR FORCE AIRCREW RATIO PROCESS

### *Section 1A—Responsibilities and Obligations*

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

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

**1.3. Responsibilities of MAJCOMs.** MAJCOM commanders, through their staffs, must provide guidance, criteria, and supervision to their subordinate organizations to establish a system to carry out the requirements of this instruction and to meet training and operational needs of the US Air Force. They must prohibit any agency or unit from operating or maintaining an aircraft which does not have an established system program director. For example, aircraft procured through non-DoD resources should not be flown or operated by USAF units.

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

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

1.3.2. Ensure that no aircrew member is allowed to remain with a flying status code (FSC) of “S” or ASC of “04” beyond 180 days without being disqualified for aviation service, returned to flying, or reassigned to non-flying, unless a valid reason has been established and approved by the MAJCOM/DO.

### **1.4. Responsibilities of Subordinate Organizations.**

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

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

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

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

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

1.4.1.5. Notify the Host Aviation Resource Management (HARM) office within 10 days of the beginning of any investigations that may affect an aircrew member's aviation service.

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

1.4.1.7. Ensure aircrew members that have been assigned the FSC of "S" and ASC "04" do not exceed the 180 day limit, without obtaining approval from their MAJCOM/DO.

1.4.1.8. When FSC "K" is assigned, a letter of explanation (signed by the OG/CC, deputy, or equivalent) will be filed on the left side of the FRF. Maintain all FSC "K" letters in the Flight Records Folder (FRF) permanently. Provide an information copy of each letter to the MAJCOM/DO within 30 days of assignment of FSC "K." To ensure the requirement for active flying is still valid, each position occupied by the primary incumbent assigned FSC "K" must be revalidated by the MAJCOM/DO at the end of each fiscal year. The OG/CC is required to submit the revalidation letter to the MAJCOM/DO no later than 30 days after the fiscal year. Upon completion of the revalidation, a letter must be sent to the member's HARM office authorizing the continuance of the FSC "K."

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

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

1.4.2.1.1. Commanders must notify the HARM when staff flying positions are double billeted and which aircrew member to assign inactive flying activity and flying status codes within 30 days of assignment to the position, IAW [Table 2.1.](#), Note 3.

**1.4.3. (Added-AMC)** 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. Responsibilities of Aircrew Members and Parachutists.**

**1.5. (AMC)** 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:

1.5.1. Safely and effectively use available flying resources.

1.5.2. Validate, during the annual flight or jump records review, the record of flying or jump accomplishments during the previous year. Member will sign record and return to the HARM office prior to end of the member's birth month. Once the FRF or JRF has been signed or has been acknowledged by

the member to be correct, information maintained in the FRF or JRF will not be changed, unless official documentation is presented to the HARM office, which is validated by the member's flying or jump unit commander or director of flying or jump operations. Adequate supporting documentation must be provided to substantiate changes.

**1.5.2. (AMC)** 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.

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

1.5.2.2. Aircrew/jump personnel suspended or disqualified for aviation service will accomplish a FRF/JRF review within 30 days. (Does not include DNIF.) Member will sign review and return to HARM office within 5 duty days.

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

1.5.3.1. Validate flights or jumps accomplished before departing PCS and sign AFORMS generated PCS individual data summary (IDS).

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

**1.5.3.3. (Added-AMC)** 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. Pick up the FRF or JRF before departing for PCS or flying/jumping temporary duty (TDY) (ref. para [3.1.4.1.](#)).

**1.5.4. (AMC)** 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. Turn in the FRF or JRF to the proper HARM office within 10 workdays after arriving at a new duty station (includes flying TDY). FRF/JRF must be reviewed by the member within 30 days after

arrival at a new permanent duty station. Inactive aircrew members must also turn in the FRF and Flight Evaluation Folder (FEF). If a member does not turn in the FRF within the 10 workday limit, aviation career incentive pay (ACIP), career enlisted flyer incentive pay (CEFIP), or hazardous duty incentive pay (HDIP) will be suspended until receipt of the FRF.

**1.5.5. (AMC)** 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.

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

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

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

1.5.9. Notify the HARM of all non-flying/jumping TDY assignments (including Bootstrap). Provide HARM office a copy of TDY orders.

**1.5.10. (Added-AMC)** 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. Flying Obligations.

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

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

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

1.6.2.1. Members who are properly qualified and directed to perform specific inflight duties on a frequent and regular basis will be placed on AOs and a flight authorization. Members who are properly qualified and directed to perform specific inflight duties on an infrequent or irregular basis may be ordered to do so using the flight authorization and will not be placed on the AFTO Form 781, **AFORMS Aircrew/Mission Flight Data Document**.

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

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

## 1.7. Waiver.

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

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

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

## Section 1B—Flight Authorization

### 1.8. Aircraft Flight Authorizations.

**1.8. (AMC)** 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. Commanders (including unit commanders) issue written authorizations documenting Air Force aircraft flights. If forms are required for this process, follow AFI 33-360V2, *Forms Management Program*. A commander's (including unit commanders) verbal authorization may direct aircraft flight only when time constraints or administrative procedures prevent written authorization. Written confirmation of this order must be issued within three workdays. Changes to the flight authorization, once it

has been signed, must be validated by a designated approving authority by placing the approving authority's initials by the element changed.. The commander with operational control of the aircraft will publish the flight authorization.

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

**1.8.1.1. (Added-AMC)** 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-AMC)** 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-AMC)** 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. The flight authorization, as a minimum, must include:

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

**1.8.2.1. (AMC)** 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.

1.8.2.2. Name, grade, and crew position of each crewmember, operational support flyer, or any other official personnel (use the position designation established by the MAJCOM) required for the mission or flight.

- 1.8.2.3. Type, serial number, and call sign of aircraft or formation and mission symbol.
- 1.8.2.4. Place from which the flight will depart plus "on-or-about" departure date.
- 1.8.2.5. An itinerary and the phrase "Variations in itinerary authorized."
- 1.8.2.6. Provisions of AFI 65-103, *Temporary Duty Orders*, apply to temporary duty performed incidental to authorized flights. Include a statement to this effect on the flight authorization.

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

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

- 1.8.3.1. (Added-AMC) PREPARED:** Date the flight authorization is prepared.
- 1.8.3.2. (Added-AMC) 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-AMC) 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-AMC) 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-AMC) SCHEDULED DEPARTURE DATE/TIME:** Self-explanatory.
- 1.8.3.6. (Added-AMC) 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-AMC) OPERATING UNIT:** Unit that has operational control of the mission.
- 1.8.3.8. (Added-AMC) AERO VEHICLE:** Type of aircraft used, mission design series (MDS).
- 1.8.3.9. (Added-AMC) NAME:** Enter last name, first name, and middle initial.
- 1.8.3.10. (Added-AMC) GRADE:** Self-explanatory.
- 1.8.3.11. (Added-AMC) SSN:** Self-explanatory.
- 1.8.3.12. (Added-AMC) 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-AMC) 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-AMC)** Do not list individuals on the flight authorization in a duty position higher than their qualifications.

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

**1.8.3.17. (Added-AMC) CREW NUMBER:** As required.

**1.8.3.18. (Added-AMC) 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-AMC) 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-AMC) 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-AMC) 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-AMC) 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-AMC) DATE OF AUTHENTICATION:** Self-explanatory.

**1.8.3.23. (Added-AMC) 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 3<sup>rd</sup> position to define the qualification for individuals in PNAF and uses the 4<sup>th</sup> position to define the qualification for individuals in AR. The crew qualification indicators would be 3<sup>rd</sup> position = C (PNAF), 4<sup>th</sup> position = E (air refueling). (See AMC-MAN 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 5<sup>th</sup> position.

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

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

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

**1.8.3.26.3. (Added-AMC)** 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. Authorization for Using US Air Force Aircraft.**

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

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

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

1.9.3. The transportation of passengers and cargo will be in accordance with DoD 4515.13-R, *Air Transportability Eligibility*. Orientation flights may be approved as provided in DoD 4515.13-R and this instruction.

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

1.9.4.1. Perform tactical and combat operations.

1.9.4.2. Train aircrew personnel and evaluate aircrew performance.

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

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

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

1.9.4.6. Perform other official missions as required.

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

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

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

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

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

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

1.9.4.7.1.4. Spouse Orientation Flights. Familiarize military spouses with the unit aircraft and mission so as to enhance their understanding of the military member's role and contribution to the Air Force mission. Spouse orientation flights will be limited to retention and recruitment of critical skills and will not be expanded to an all-skills, service-wide program. Spouse orientation flights must adhere to the following guidance:

**1.9.4.7.1.4. (AMC)** 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 orienta-

tion flights. An escort official (officer or E-7 and above) will accompany spouses and support personnel at all times.

1.9.4.7.1.4.1. Will be provided within approved flying hour programs.

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

**1.9.4.7.1.4.2. (AMC)** 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.

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

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

**1.9.4.7.1.4.4. (AMC)** 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-AMC)** 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-AMC)** 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.

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

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

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

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

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

**Table 1.1. Public Affairs/Orientation Flight Approval Authorities (Note 1).**

<b>Line</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Type of Flight</b>	<b>Authorized Participants</b>	<b>Approval Authority</b>
<b>1</b>	Distinguished Visitor (DV)	Members of the Congress or their staffs (note 2)	SECAF via SAF/LL
<b>2</b>	Orientation flight	Federal and foreign government officials (note 6)	MAJCOM/CC (notes 3, 4, 5)
<b>3</b>		US ambassadors and their senior deputies, within overseas theaters, when invited by the theater or component commander	Overseas MAJCOM/CC (notes 3, 5)
<b>4</b>		Familiarization orientation flight	
<b>5</b>		Foreign civilians (note 6)	See Item 25, "All other"
<b>6</b>		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) (note 6)	MAJCOM/CC (notes 3, 4, 5)
<b>7</b>		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) for requests that do not fall within normal MAJCOM channels (i.e., FOA requests) (note 6)	HQ USAF/XOO
<b>8</b>		Foreign military (Colonel [equivalent] and below or civilian equivalents) (note 6)	MAJCOM/FOA/DRU/CC (notes 3, 4) (may be delegated to NAF/CC and Center/CC)
<b>9</b>		Foreign military during participation in exercises sponsored or directed by CJCS, unified commanders, and USAF component commanders of unified commands, which include combined operations of US and foreign forces. (Ref. DoD 4515.13-R, Chapter 2.) (notes 6a, 7) (note 1 N/A)	MAJCOM/CC (note 3)
<b>10</b>		Foreign military personnel who receive flight training at AF training installations are given flying privileges that correspond to their course of training. (Ref. DoD 4515.13-R, Chapter 2, and AFI 11-401, <b>Chapter 1.</b> ) (note 6a) (note 1 N/A)	Applicable Training Unit Commander

Line	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
11		Foreign military not listed above. (Ref. AFI 11-401, <b>Chapter 1.</b> ) (note 6)	HQ USAF/XOO
12		US citizens, when in direct support of the approving command. (Ref. DoD 4515.13-R, Chapter 10.) (note 8)	MAJCOM/CC (notes 3, 4)
13		Active-duty and Air Reserve Component (ARC) military (all grades) and DoD civilian equivalents (all grades)	MAJCOM/DO (notes 3, 9) (may be delegated but not lower than WG/CC or equivalent level)
14		Service Academy and ROTC cadets and midshipmen (notes 10, 20)	
15		Junior ROTC, Civil Air Patrol, Explorer Scouts	
16		FAA employees (comply with DoD 4515.13-R, Chapter 4.)	
17		Civilian employees of DoD contractors (note 11)	
18	Incentive orientation flight	USAF active-duty and ARC military members	
19	Spouse orientation flight	Spouses of US active-duty and ARC military members	
20	Orientation flights in non-USAF aircraft	USAF active-duty and ARC military members (note 1 N/A)	WG/CC or equivalent level (determines line of duty status)
21	Point-to-point flights		MAJCOM/CC (notes 3, 4, 5); SECAF for Line 1
22	Public Affairs orientation flights	Community relations: civic leaders; community youth programs (note 17); US citizens who, because of position and contacts with various public	Local orientation flight (note 12) WG/FOA/DRU/CC
23		organizations, can make positive contributions to public understanding of the roles and missions of the Air Force (note 18)	Non-local orientation flight (note 13) MAJCOM/CC (notes 3, 4)
24	Media travel/ orientation flight	News media	See AFI 35-101
25	All other orientation flights	Not listed above	HQ USAF/CV (note 19)

**NOTES:**

1. "Orientation flights" are defined as "continuous flights in DoD-owned aircraft that depart and return to the same location without stopping at another location." "Note 1 N/A," means the category of flight is not considered an orientation flight; however, it is included in the table as a consolidated reference source.
2. Requests for point-to-point travel must be specifically addressed and approved by SECAF. Retiring Members of the Congress and retiring congressional staff members may be flown on orientation flights only upon the written approval of the Assistant Secretary of Defense for Legislative Affairs (ASD[LA]). (Ref. DSD Memo, 23 Dec 1996.)
3. When aircraft are "chopped" or assigned to a gaining Commander-in-Chief (CINC), approval authority will be the Commander Air Force Forces (COMAFFOR) or Theater Special Operations Command (SOC) commander.
4. Superintendent is approval authority for USAFA.
5. Inform AF/CC/XO/XOO, if approved.
6. Flights involving foreign nationals must be reviewed for foreign disclosure requirements and political concerns. Note: Foreign military "civilian equivalents" are comparable to DoD "civilian equivalents."
  - a. Ensure foreign disclosure requirements and base visit requests are satisfied according to AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*.
  - b. Coordinate with the country director in the appropriate SAF/IA regional division (three-letter level), before approval, to ensure no political concerns that would prevent the flight.
7. This authorization does not include transportation to or from the exercise area or supporting flights utilized for logistics purposes only.
8. Does not include spouses of government personnel, non-DoD Federal officials, or members of Congress and their staffs.
9. 34 TRW/CC is approval authority for USAFA.
10. For foreign students enrolled in Academy or ROTC programs, ensure foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.
11. This is not intended to allow all Government contractor employees to fly. The contractors must be performing work in direct support of the approving command (aircrew training system and aircraft maintenance contractors are the most frequent participants). Normally, the requirement for familiarization flights should be specified in the government contract. If not otherwise specified in the government contract, point-to-point orientation flights require MAJCOM/CC approval. (Ref. DoD 4515.13-R, Chapter 2.)

12. For public affairs orientation flight purposes, a local orientation flight is a continuous flight originating and ending at the same location aboard aircraft assigned to that location.
13. For public affairs orientation flight purposes, a non-local orientation flight occurs when a flight is requested from a location other than where the aircraft is assigned and returns to that location. This would require MAJCOM/CC approval.
14. Inform MAJCOM/PA.
15. Tenant unit Wing/FOA/DRUs will coordinate with host installation Public Affairs Officer (PAO) and commander.
16. Inform SAF/PA.
17. Eligible categories of community youth programs (and charitable organizations) are listed in DoD 1100.20, *Support and Services for Eligible Organizations and Activities Outside the Department of Defense*, Enclosure 2, paragraph 4.b. and Section 508 of Title 32, United States Code. Parental and/or guardian permission is required and must be approved by SAF/PA.
18. Travel, which is designed to improve relations, increase good will, or serve humanitarian purposes, does not meet the criteria.
19. Requests for exception to policy must be submitted through command channels according to DoD 4515.13-R, Chapter 10. Note: Exception to policy authority delegated from CSAF to AF/CV IAW AFI 24-101, *Passenger Movement*.
20. Cadets and midshipmen are authorized orientation flights while on leave status.

**Table 1.1. (AMC) 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.

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

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

1.10.1. A person may not perform duties in Air Force aircraft unless specifically authorized and physically qualified (member cannot be in Duty Not to Include Flying [DNIF] status) and current in physiological training (if applicable or on an approved waiver). IAW AFI 11-202, Vol 1, individuals will not be scheduled to fly when they are delinquent in physiological training. Unit commanders may restrict individuals from performing inflight duties in the unit assigned aircraft when such performance may adversely impact safety, morale, or mission accomplishment. Commanders (including unit commanders) may authorize the following to perform aircrew and operational support duties onboard Air Force aircraft:

1.10.1.1. Qualified members of US military services who hold a current aeronautical rating, and are on AOs to take part in frequent and regular flights.

**1.10.1.1. (AMC)** 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-AMC) 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.

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

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

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

1.10.1.5. Professionally qualified civilian employees of the US Government. MAJCOM commanders determine individual qualifications. (See paragraph **1.8.**)

1.10.1.6. Qualified employees or prospective employees of a government contractor according to the terms and conditions of a current government contract. (See paragraph **1.8.**)

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

1.10.1.8. US Air Force Academy cadets, Air Force Reserve Officer Training Corps (ROTC) cadets, Uniformed Services University of Health Sciences (USUHS) and Health Professions Scholarship Program (HPSP) students participating in aviation related activities, and Civil Air

Patrol (CAP) cadets are authorized to participate in flying duties as observers, in a special training status, on missions as determined by the MAJCOM. HARM offices will process AOs for such cadets or students. Neither flying incentive pay nor flying duty credit are authorized.

1.10.2. Do not assign family members to fly on the same aircraft for a given mission as aircrew members or as aircrew and passenger. This paragraph does not apply when both members are flying in passenger status. A family member is defined as spouse, brother, sister, parent, or child. MAJCOMs are authorized to waive this prohibition on a case-by-case basis, only when unusual conditions dictate.

**1.10.2. (AMC)** 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*.

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

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

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

### **1.12. Requirements for Pilots in Dual Controlled Aircraft.**

1.12.1. Every flight in a dual-controlled aircraft requires two pilots with current qualification in the type aircraft being flown. Anytime an individual not fully qualified in the specific mission-design-series (MDS) being flown occupies a pilot's seat (with a set of controls); a current and qualified instructor pilot will occupy the other seat. **EXCEPTIONS:**

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

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

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

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

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

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

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

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

**1.12.2.2. (AMC)** See AMCI 11-208 for MEGP requirements.

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

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

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

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

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

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

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

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

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

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

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

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

#### **1.14. Flight Authorizations.**

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

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

1.14.2.1. Foreign military aircrew will be placed in US Air Force Preventive Health Assessment cycle per AFI 48-123. Medical grounding management will be analogous to US Air Force standards. However, per NATO STANAG 3526 AMD and ASCC agreements, NATO and ASCC allies' home nations will maintain waiver authority unless otherwise delegated in a Memorandum of Understanding.

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

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

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

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

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

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

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

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

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

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

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

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

**1.16. Requests for Exception.** Submit requests concerning foreign personnel to take part in flights in USAF aircraft under conditions other than provided in this instruction or DoD 4515.13-R to HQ USAF/XOO. MAJCOM and FOA commanders may approve orientation flights for foreign military or civilian equivalents within their area of responsibility, according to [Table 1.1](#) of this instruction, provided all foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.

### ***Section 1D—Air Force Crew Ratio Process***

**1.17. Purpose.** This section provides guidelines and policy for determining and validating aircrew ratios. It applies only to MAJCOM aircraft where aircrew ratios determine authorized crew complement and manning.

### **1.18. Responsibilities.**

1.18.1. MAJCOMs (including Air Force Reserve Command and ANG) initiate proposed changes to existing aircrew ratios or the establishment of aircrew ratios for new aircraft. MAJCOMs should include a detailed analysis of aircraft mission tasking and associated assumptions. Both wartime and peacetime (funded) aircrew ratios should be addressed. If the peacetime (funded) aircrew ratio is higher than wartime, specific justification should be outlined. This documentation, with rationale for

changing or establishing the aircrew ratio, should be forwarded to HQ USAF/XPP after coordination with other MAJCOMs having like aircraft.

1.18.2. HQ USAF (XPP in coordination with XOO) will forward approval or disapproval to the respective MAJCOM. MAJCOMs should seek funding approval through the normal budget process. HQ USAF/XOOT will use funded aircrew ratios to update peacetime rated requirements. AFI 65-503, *USAF Cost and Planning Factors Guide*, Attachment A36-1, *Authorized Aircrew Composition – Active Forces*.

**1.19. (Added-AMC)** 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-AMC)** 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.

## Chapter 2

### FLIGHT MANAGEMENT POLICIES

#### Section 2A—Flying Program

**2.1. Rated Officer and Career Enlisted Aviator (CEA) Flying Program.** The rated officer and CEA inventory requires close management ensuring a high state of readiness is maintained with available resources. The authorized rated inventory includes lieutenant colonels and below and CEAs. To manage these as well as other aircrew positions, aircrew position indicator (API) codes are assigned to identify these positions. **NOTE:** API 1-0 applies to all officers, and A-Z applies to CEA personnel ([Table 2.1](#)).

**Table 2.1. Aircrew Position Indicator (API) Codes.**

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

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

**NOTES:**

1. APIs 1, 2, and A are for officers and CEAs assigned to line flying positions or assigned to formal flying training programs. The primary duty of these crewmembers is flying.
2. API 3, 4, 6, 8, B, and D identify crewmembers assigned to supervisory or staff positions. These positions require aircrew expertise (API 3, 4, 6, 8, B, and D) and some require active flying (API 6, 8, B, and D).
3. If more than one crewmember is assigned to an API-5, 6, 8, B, and D position, only the primary designated incumbent will be assigned an active FAC code and fly. The MAJCOM/SGPA or higher will determine which flight surgeons are designated as the primary incumbent.
4. If replacement of the primary incumbent is necessary (for example, PCS, permanent change of assignment [PCA], etc.), the replacement may also be authorized an active FAC code, provided the overlap is not more than 30 days.
5. Qualified medical officers assigned to flight surgeon and pilot-physician positions.

6. Officers assigned to flying positions outside of USAF or duties requiring active flying with foreign services.
7. API 0 and Z identify positions not API-coded.
8. API codes C and E are for CEAs assigned to staff positions and not required to fly.

**Table 2.1. (AMC) Aircrew Position Indicator (API) Codes.**

Aircrew Position Indicator (API) Codes	Explanation	Remarks
<b>NOTES:</b>		
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.		

**2.2. Flying Activity Codes.** Flying Activity Codes (FAC) detail the active or inactive flying activity for each duty position occupied by rated officers and CEAs ([Table 2.2.](#)).

**Table 2.2. Flying Activity Codes (FAC).**

Flying Activity Codes (FAC)	Explanation
1	<b>Force.</b> Officers in API 1, 2, 5, & 7 coded positions not associated with formal flying training.
2	Instructors, supervisors, and students (API 1, 2, 6, & 8) assigned to fly "TF" coded aircraft or training aircraft assigned to Formal Training Units or equivalent
3	<b>Operational Supervisor.</b> Officers in API 6, 7, or 8 coded positions not associated with formal flying training who actively fly
4	<b>Rated Supervisor.</b> Officers in API 3 or 4 coded positions assigned and performing aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
5	Officers not assigned to a rated position who perform aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
6	<b>Excepted Assignment.</b> Officers not eligible for FAC 1 through 5, whose current assignments require active temporary (180 days or less) flying. HQ USAF/XOO approves the use of this code.
7	<b>Inactive.</b> Officers in inactive status.
8	<b>Inactive.</b> Officers performing inflight nonrated duties or AVO duties.
9	<b>Other.</b> Reserved for use only when directed by HQ USAF.
0	Rated officers assigned to nonrated duties and not involving flying.
A	<b>Force.</b> CEAs in API A coded positions not associated with formal flying training.
B	Instructors, supervisors, and students (API A, B, or D) assigned to fly "TF" coded aircraft or training aircraft assigned to formal training units or equivalent.

Flying Activity Codes (FAC)	Explanation
C	<b>Operational Supervisor.</b> CEAs in API B or D coded positions not associated with formal flying training who actively fly.
D	CEAs assigned to AETC non-flying formal school position. (API C).
E	<b>Excepted Assignment.</b> CEAs not eligible for FAC A, B, C, or D, whose current assignment requires active temporary (180 days or less) flying. HQ USAF/XOO approves the use of this code.
F	CEAs assigned to OT&E, IOT&E, FMS, AMOG, and TALCE positions (API F).
G	<b>Inactive.</b> CEAs in inactive status (API C and E).
H	<b>Other.</b> Reserved for use only when directed by HQ USAF/XOO.

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

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

Aviation Career Incentive Act of 1974 Entitlement Status (First Character)		Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *	
1	Continuous ACIP (0 to 12 years). A rated or student pilot, navigator, Air Battle Manager (ABM) or observer who has up to 12 years of aviation service.	1*	Continuous ACIP (0 to 12 years). A rated or student pilot, navigator, ABM, or observer who has up to 12 years of aviation service.
2	Continuous ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years aviation service and has performed operational flying duties for at least 6 of the first 12 years of aviation service.	2*	Continuous ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years aviation service and has performed operational flying duties for at least 8 or 9 of the first 12 years of aviation service (See Notes 1 and 2).
3	Continuous ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 11 of the first 18 years of aviation service.	3*	Continuous ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 12 of the first 18 years of aviation service.

Aviation Career Incentive Act of 1974 Entitlement Status (First Character)		Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *	
4	Continuous ACIP (18 to 22 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 9, but less than 11 years of the first 18 years of aviation service.	4*	Continuous ACIP (18 to 22 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 10, but less than 12 years of the first 18 years of aviation service.
5	Conditional ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years of aviation service and who did not perform operational flying duties for at least 6 of the first 12 years of aviation service. This officer must meet DoDFMR flying requirements to be entitled to receive ACIP.	5*	Conditional ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years of aviation service and who did not perform operational flying duties for at least 8 or 9 of the first 12 years of aviation service. This officer must meet DoDFMR flying requirements to be entitled to receive ACIP. (See Notes 1 and 2)
6	Conditional ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has completed 18 years of aviation service and did not perform operational flying duties for at least 9 of the first 18 years of aviation service; or a pilot, navigator, or observer who has completed 22 years of aviation service and did not perform operational flying duties for at least 11 of the first 18 years of aviation service. This officer must meet DoDFMR flying requirements to be entitled to receive ACIP.	6*	Conditional ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has completed 18 years of aviation service and did not perform operational flying duties for at least 10 of the first 18 years of aviation service; or a pilot, navigator, or observer who has completed 22 years of aviation service and did not perform operational flying duties for at least 12 of the first 18 years of aviation service. This officer must meet DoDFMR flying requirements to be entitled to receive ACIP.
7	Continuous ACIP terminated. A rated officer (other than flight surgeon) who has completed 25 years of aviation service. This officer is not entitled to receive continuous ACIP, but may be entitled to receive conditional ACIP if assigned to operational flying duties and the grade is O-6 or below. General officers assigned to operational flying duties may qualify for HDIP under the DoDFMR flying requirements and <a href="#">Table A2.3</a> .		
8	Conditional ACIP (Medical). A flight surgeon ordered to participate in frequent and regular aerial flights, assigned to duties requiring such participation (API-5 position), and qualifies for conditional ACIP under DoDFMR flying requirements.		

Aviation Career Incentive Act of 1974 Entitlement Status (First Character)		Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *	
9	Conditional HDIP. A nonrated crewmember (officer or enlisted) or operational support member ordered to participate in frequent and regular aerial flights or assigned to parachute duty, and qualifies for conditional HDIP under DoDFMR flying or jump requirements.		
0	Disqualified or Suspended. An individual disqualified or suspended from aviation service according to AFI 11-402.		

**NOTES:**

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

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

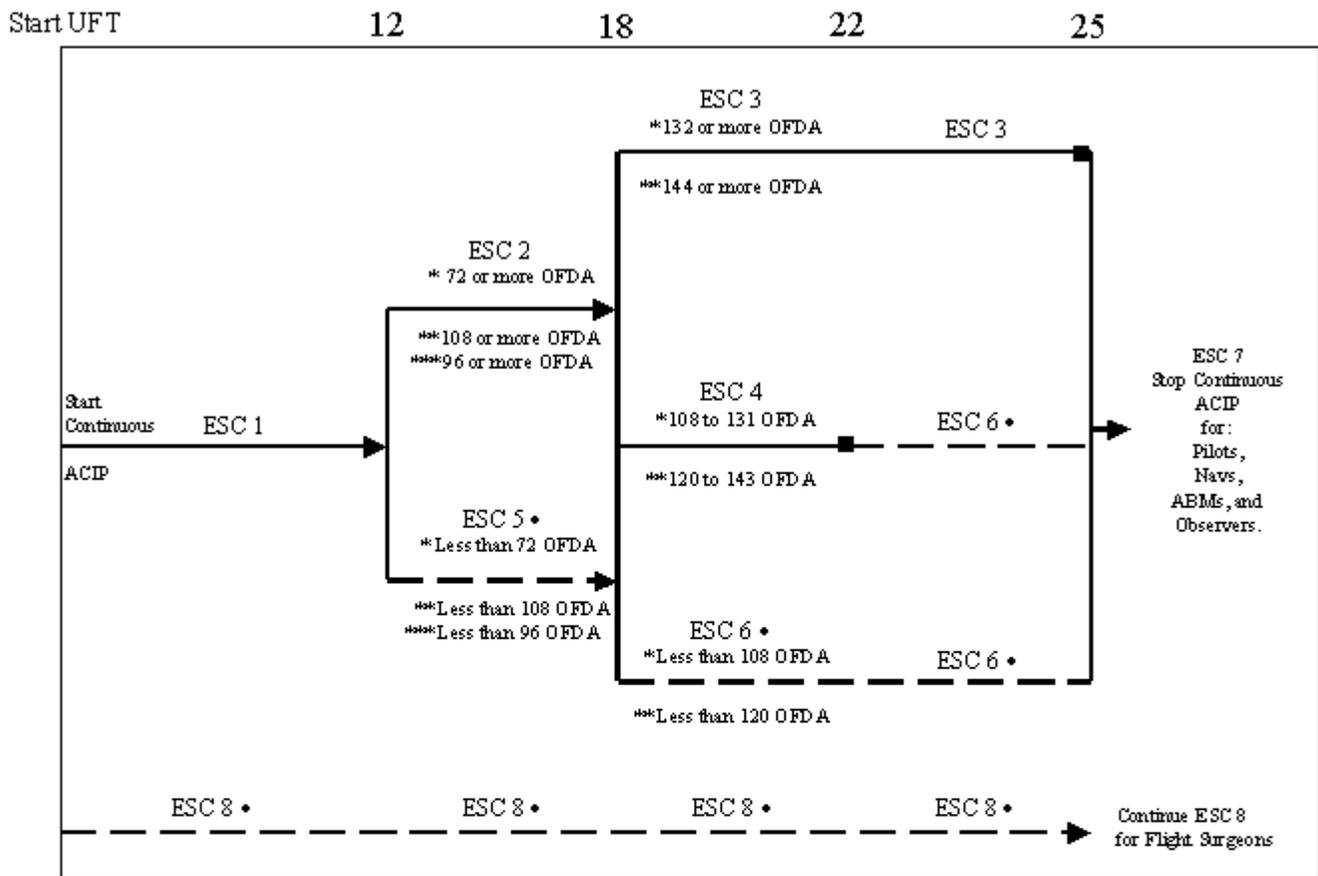
Career Enlisted Flyer Incentive Pay Act of 1999 Entitlement Status Code (First Character)	
A	Continuous CEFIP (0 to 10 years). A CEA who has up to 10 years of aviation service.
B	Continuous CEFIP (10 to 15 years). A CEA who has 10 to 15 years of aviation service and has performed operational flying duties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

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

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

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

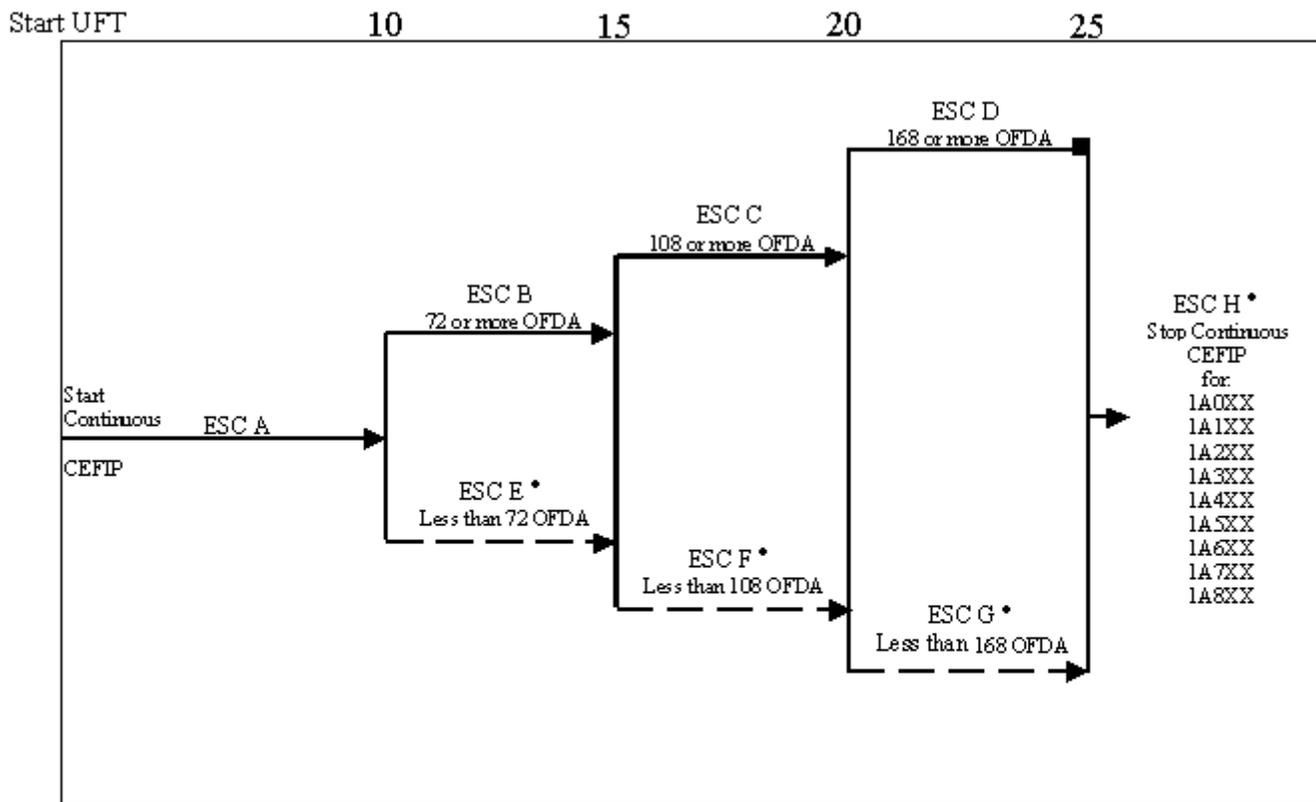
Years of Aviation Service



LEGEND

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

Figure 2.2. CEFIP Entitlement Status (Career Enlisted Aviators).  
Years of Aviation Service



LEGEND

- Continuous CEFIP
- - - Conditional CEFIP • (Must Fly)
- Continuous CEFIP Stopped

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

ASC Second Character--Disqualified or Suspended Status (as defined in AFI 11-402)	
0	<b>Disqualified.</b> Administrative Reasons.
1	<b>Disqualified.</b> Fear of Flying.
2	<b>Suspended.</b> Air Reserve Component assigned rated officer assigned to nonrated duties.
3	<b>Disqualified.</b> Medical disqualification.
4	<b>Suspended.</b> Permanent disqualification action pending. (HARM office will not assign for more than 180 days without MAJCOM approval.)

<b>ASC Second Character--Disqualified or Suspended Status (as defined in AFI 11-402)</b>	
5	<b>Disqualified.</b> Flying Evaluation Board (FEB)/Aircrew Evaluation Board (AEB), or failure of nonrated aircrew member to attain aircrew qualification.
6	Flying or jump requirement terminated.
7	Reserved for future use.
8	<b>Disqualified.</b> Voluntary request.
9	Reserved for future use.

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

A	<b>Active-Operational Flying.</b> A rated officer or CEA assigned to operational flying duties (excluding Undergraduate Flying Training students).
C	<b>Active-Operational Support (Non-crewmember).</b> An individual, other than a rated officer, CEA, or authorized nonrated aircrew member, who performs essential inflight duties which cannot be accomplished by rated, career enlisted aviator, or other nonrated aircrew members.
D	<b>Active-Nonrated Aircrew Member.</b> A nonrated aircrew member authorized to perform aircrew duties IAW AFIs 65-503, 11-401 and 11-402.
E	<b>Active-Parachutist.</b> A nonrated individual ordered to perform parachute jump duty.
G	<b>Active-Grounded.</b> An aircrew member assigned to operational flying duties not involving flying for a period anticipated lasting over 30 days. Assignment to FSC G will not preclude reassigning the individual to FSC S when appropriate. (See Note 2)
J	<b>Inactive-Restricted.</b> An aircrew member restricted from active flying while assigned to non-operational flying positions. (Includes FAC 8 flyers.)
K	<b>Inactive-Lack of Support Capability.</b> A rated officer or CEA who is not flying due to lack of support capability. (See paragraph 1.3.3.)
L	<b>Inactive-School (Academic).</b> A crewmember/parachutist assigned to a course of instruction of 90 days or more, which does not involve flying. Includes individuals in Bootstrap more than 90 days.
P	<b>Inactive-Separated.</b> A rated officer or CEA removed from an active flying position on separation. (See Note 2)
S	<b>Inactive-Nonperformance.</b> A rated officer or CEA assigned to operational flying duties (paragraph 2.4.) who did not perform required OFDA duties. (See Note 3.) Must have MAJCOM approval, if individual remains in "S" status for longer than 180 days (except if member is DNIF).
T	<b>Inactive-Indoctrination Flier.</b> A rated officer or CEA incumbent in a non-operational flying position approved to fly as an indoctrination flier. Authorized 24 mission days per fiscal year.
U	<b>Active-Flying Training Student (Undergraduate).</b> An officer undergoing flying training leading to the award of an aeronautical rating or career enlisted aviator undergoing flying training leading to the award of CEA badge.
W	Reserved for future use.

X	<b>Active-Pipeline.</b> An undergraduate flying training graduate from the date of graduation from pilot, navigator, Air Battle Manager, observer, or CEA training until the sign-in date at the operational duty assignment following completion of formal (Education and Training Course Announcements [ETCA]) primary aircraft training.
Z	<b>Inactive-Air Vehicle Operator.</b> Rated, CEA, or other nonrated member assigned to AVO duties.

**NOTES:**

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

**2.4. Award of Operational Flying Duty Accumulator (OFDA) Credit.**

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

**2.4. (AMC)** 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.

2.4.1. The date that an ASC becomes effective determines when the member's flying or parachute duties, OFDA credit, and incentive pay start or stop. Assign the ASC effective date as follows:

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

2.4.1.2. Use the individual's aviation service date for officers and CEAs entering undergraduate formal flying training or approved local initial qualification training (IQT) flying training courses where flying is part of the course.

2.4.1.3. Use the day after sign-out from the losing organization for a PCS move that requires an ASC change. **EXCEPTIONS:**

2.4.1.3.1. An officer UFT graduate, upon reaching his or her first operational duty assignment following completion of UFT, will change from an ASC "1X" to an ASC "1A" with an effective date the day he or she signs into the operational unit.

2.4.1.3.2. A CEA UFT graduate, upon reaching his or her first operational duty assignment following completion of UFT, will change from an ASC "AX" to an ASC "AA" with an effective date the day he or she signs into the operational unit.

2.4.1.4. Individuals assigned to an operational duty assignment from UFT then directly to formal training leading to initial qualification in their primary aircraft, will retain ASC 1A or AA until completion of training constituted by a flight evaluation, AF Form 8, **Certificate of Aircrew Qualification**, e.g., C-130 initial qualification.

2.4.1.5. Use the duty effective date for a change in duty that does not involve PCS and requires an ASC change.

2.4.1.5.1. For inactive aircrew approved to attend a formal flying qualification/requalification course (FAC 6), the effective date will be the class start date. Reassign an inactive ASC effective one day after the course completion date.

2.4.1.6. Use the effective date of the API code for a change to an API code, which requires an ASC change.

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

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

2.4.1.9. Use the duty effective date for assignment to nonrated flying or parachute duties.

2.4.1.10. Use date as prescribed in AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, for disqualification or suspension.

## 2.5. Transition Status Codes (TSC).

TSCs allow the HARM office to track the OFDA requirements for rated officers, after the Air Force transitioned from the *Aviation Career Incentive Act of 1974* to the *Aviation Career Improvement Act of 1989* and the FY 96 NDAA which subsequently changed the OFDA requirement on 10 Feb 1996. The TSCs became effective on 1 Oct 1991 and will remain in effect until 1 Oct 2003. **Table 2.7.**, defines the TSCs and **Table 2.8.** shows OFDA gate requirements.

**Table 2.7. Transition Status Codes (TSC).**

TSC Codes	Explanation
A	Officers who had less than 6 years of aviation service on 1 October 1991

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

**Table 2.8. OFDA Requirements Based on TSC.**

TSC	ASC (See Note 1)	OFDA Months Required (See Para. 2.6.2.3.)	Aviation Service (AS)	Continuous ACIP Through
A (Note 2)	1Y	96	12 Years	18 Years AS
		120	18 Years	22 Years AS
		144	18 Years	25 Years AS
B (Note 3)	1Y	96 or 108	12 Years	18 Years AS
		120	18 Years	22 Years AS
		144	18 Years	25 Years AS
C (Note 4)	1Y	72 or 96	12 Years	18 Years AS
	Ex. A	120	18 Years	22 Years AS
		144	18 Years	25 Years AS
	Ex. B	108<132	18 Years	22 Years AS
	Ex. B	144	18 Years	25 Years AS
	Ex. C	132	18 Years	25 Years AS
D (Note 5)	2Y	72	12 Years	18 Years AS
		108	18 Years	22 Years AS
		132	18 Years	25 Years AS
E (Note 5)	XY	108	18 Years	22 Years AS
		132	18 Years	25 Years AS

**NOTES:**

1. Under ASC, for ASC "XY", 1, 2, or X is the incentive pay entitlement and Y is the flying or disqualified status.
2. If the rated officer at 12 years of aviation service has less than 96 months of OFDA, HARM offices will place the rated officer in "conditional" status ASC "5Y" until 18 years of aviation service when he or she will again be looked at.

3. If at 12 years of aviation service the individual has 96 months of OFDA, but less than 108 months, his or her ASC will change to "5Y" conditional status until 15 years of aviation service. This will flag in AFORMS that the individual needs to be looked at on his or her 15th year of aviation service. If the individual has 108 months of OFDA by the 15th year of aviation service, he or she will receive continuous ACIP until the 18th year of aviation service and their ASC will change to "2Y." If the individual has less than 108 months of OFDA, he or she will remain in conditional status ASC "5Y" until 18 years of aviation service, where HARM offices will again look at the individual.
4. Individuals in this category will be grandfathered to the OFDA requirements under the ACIA of 1974, although they have not reached the 12th or 18th year of aviation service, if they met the OFDA requirements of 72, 108, and 132 months on 1 October 1991. Otherwise, they must meet the OFDA requirements listed above at 18 years of aviation service. When an individual reaches their 12th or 18th year of aviation service, they will receive the appropriate entitlement status code required at that time. If individuals do not meet the required OFDA for continuous ACIP, they enter conditional status.

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

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

Example C. If an individual had 132 months of OFDA on 1 October 1991, he or she will receive continuous ACIP until 25 years of aviation service. When an individual reaches their 12<sup>th</sup> or 18<sup>th</sup> year of aviation service, they will receive the appropriate entitlement status code required at that time. If individuals do not meet the required OFDA for continuous ACIP, they enter conditional status.
5. Individuals with TSCs D and E are totally grandfathered under the ACIA of 1974 and must meet the requirements above for continuous ACIP. If TSC D and E individuals do not meet the required OFDA for continuous ACIP they will enter conditional status.

## **2.6. Rated Officer and Career Enlisted Aviator Operational Flying Duty.**

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

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

2.6.1.2. Assignment to a formal course of flying instruction.

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

2.6.2. The requirement for the Air Force to track the flying activity of rated members, other than flight surgeons and UFT students, is based upon the Aviation Career Incentive Act of 1974 and the Aviation Career Improvement Act of 1989, FY 96 NDAA, and FY 99 NDAA. These acts establish the

criteria to determine eligibility for ACIP. The requirement to track the flying activity of CEAs is based upon the FY 00 NDAA.

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

**NOTE:** An officer's ASD is normally the date he or she began UFT.

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

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

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

2.6.4. The FY 00 NDAA set standards of minimum experience necessary for CEAs to receive CEFIP and these are: at least 72 months (6 years) of operational flying completed prior to the 10<sup>th</sup> year of aviation service and 108 months (9 years) of flying completed by the 15<sup>th</sup> year of aviation service, and 168 months (14 years) completed by the 20<sup>th</sup> year of aviation service. Individuals meeting these gates are, if otherwise qualified (medically and physiologically [if applicable]), entitled to continuous CEFIP until their 25<sup>th</sup> year of aviation service and without meeting a specific flying performance standard. Those members who fail to meet the standards are entitled to conditional CEFIP only through a

minimum performance standard by flying an average of four hours per month (two hours for ARC members) while assigned to operational flying duties until they reach their next gate.

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

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

2.6.5.2. Be assigned to FSC A, U, or X for at least 15 days within each calendar month that he or she received operational flying credit.

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

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

**NOTE:** This paragraph applies to CEAs that were on active flying status as of 1 Oct 99. They are considered “initially assigned to flying duties (FSC A) per this paragraph.

2.6.5.5. When individuals who are actively flying do not perform by the end of the third month following the month in which flying duties were last performed, change FSC to “S” and stop OFDA credit. The FSC becomes A when flying begins effective on the date of flight. Do not award retroactive credit. **EXAMPLE:** An individual flew on 14 May and did not fly again until 18 November: FSC becomes S on 1 September. Credit OFDA for May, June, July, and August. Change FSC to “A” on 18 November. There is no OFDA credit for November because assignment to FSC A was less than 15 days.

2.6.5.6. MAJCOMs have the option to assign professional qualification index (PQI) codes and dates for flying personnel required to attain and maintain qualification status as defined by AFI 11-202, Volume 1, *Aircrew Training*. However, if PQIs are used, listed below are alpha/numeric characters to be used. The PQI code has three digits showing the current training level of each aircrew member, the requirement status at the end of the last unit training period, and an explanation code for prorated or incomplete status according to [Table 2.9.](#) MAJCOMs will use [Table A2.4., Standard Training Event Identifiers](#), for all training descriptions/items listed in the table.

**Table 2.9. Professional Qualification Index (PQI) Codes (See Notes).**

First Character		Second Character		Third Character	
A	Mission Ready/Combat Mission Ready	1	Met all requirements - no proration	A	Non-availability of aircraft - maintenance
B	Basic Mission Capable or Mission Support	2	Met all requirements - prorated	B	Non-availability of aircraft - other
C	Basic Aircraft Qualification	3	Incomplete requirements - continue flying	C	Lack of flying aptitude
D	Mission Qualification	4	Incomplete requirements - discontinue flying or evaluate	D	Medical restriction
E	Initial Qualification			E	PCS or TDY
				F	Failure to use available opportunities
				G	Authorized waiver (See paragraph 1.7.)
				W	Pilot Weapon System Officer
				Y	None (Qualification Status 1 only)
				Z	Other

**NOTES:**

1. First Character--Training level shows aircrew member's current status.
2. Second Character--Requirements status indicates each individual's compliance with the prescribed standards of applicable aircrew training publications or this instruction during the preceding training period.
3. Third Character--The reason for pro rata or for incomplete training requirements.
4. Change the PQI training level (first character) and PQI date anytime the commander assigns the flier a new training level. The requirement status and reason (second and third characters) reflects the end of the last training period.
5. Ensure PQIs for active fliers are current. Inactive fliers' PQIs should reflect their last active flying qualification and training date.

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

- 2.7.1. Rated officers assigned TSCs A, B, C, and CEAs are eligible for flying gate waivers. Because TSC D and E rated officers were grandfathered to the pre-ACIA of 1989 OFDA requirements, they

are not eligible for flying gate waivers. Candidate rated officers must have at least 72 months (6 years) of OFDA credit. Candidate CEAs must have at least 60 months (5 years) of OFDA credit.

2.7.2. MAJCOM commanders may submit OFDA waiver nominations only when the member failed to achieve gates due to reasons beyond his or her control. For example: banked UPT graduates, extended DNIFs, individuals assigned to deactivating/draw down flying units or Air Liaison Officer assignments who cannot be placed into another flying position, and rated officers assigned to non-flying duties necessary to comply with the requirements of the Goldwater-Nichols Act (joint duty schools/follow-on tours) or the Acquisition Public Law.

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

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

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

2.7.6. Normally, OFDA waivers will not apply to individuals who voluntarily turn down a flying opportunity or elect to move to a non-flying position, which would preclude the possibility of meeting their OFDA requirements.

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

2.7.8. Each January, MAJCOM commanders will forward OFDA waiver nominations to AFPC/DPA (include brief, individual narratives and provide info copy to HQ USAF/XOOT).

2.7.9. Submit OFDA waiver requests during the year prior to loss of flight pay.

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

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

2.7.10. After AFPC/DPA verifies that the above criteria were met, AFPC/DPA, HQ USAF/XOOT, and HQ USAF/DPFFF representatives will review and forward nominations to SECAF for approval.

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

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

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

2.7.12.2. Must comply with provisions of para 2.7., above.

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

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

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

2.8.1. Flying duties are assigned in the following precedence:

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

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

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

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

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

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

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

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

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

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

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

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

**2.9. Additional Ratings.** The pilot rating is the primary aeronautical rating for personnel who possess the additional aeronautical rating of navigator, ABM, or observer. The pilot or navigator is the primary aeronautical rating for personnel who possess the additional rating of ABM. These officers comply with pilot or navigator requirements of this instruction and applicable Air Force aircrew training publications.

### **2.10. Flight Surgeon Flying Policy.**

2.10.1. A flight surgeon who has an additional pilot or navigator rating, and is assigned flight surgeon position (API 5), flies only as a flight surgeon, unless selected and approved as a pilot-physician IAW AFI 11-405. (See paragraph **2.10.3.**) HQ USAF/XO authorizes exceptions upon request, with complete justification from the Surgeon General (HQ USAF/SG). Flight surgeons who hold valid pilot or navigator ratings are entitled to only conditional ACIP and OFDA credit is not authorized.

2.10.2. Flight surgeons must be medically and physiologically (if applicable) qualified, and maintain flight medicine credentials before being authorized active flying status. In addition, they must be assigned to an API 5 position with Duty Air Force Specialty Code (DAFSC) 48XX, or 40C0C with an additional AFSC of 48XX, or O4XXX with additional AFSC of 48XX (O prefix signifying flight surgeon required) to receive conditional ACIP. When assigned to other positions, they must be placed in an inactive flying status. Inactive flight surgeons may be authorized to fly and log time without ACIP on a noninterference basis with unit training and flying schedules. Flight surgeons flying under this category will log only "Other" flight time on the AFTO Form 781. Paragraphs **2.16.3.** through **2.16.5.** apply.

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

### **2.11. Taking Part in Flying by Career Enlisted Aviators.**

2.11.1. Flying duties are assigned in the following precedence:

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

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

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

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

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

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

## **2.12. Taking Part in Flying by Nonrated Officer and Enlisted Members.**

2.12.1. Qualified personnel assigned designated aircrew positions established in AFI 65-503 are shown as nonrated aircrew members (FSC D). These individuals' primary full-time duties are to be onboard the aircraft to accomplish the primary mission. They will maintain flying class III physicals.

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

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

2.12.1.2.1. When a nonrated officer fills a position as a Commander (C prefix) and as an aircrew member (X prefix), remark on the individual's aeronautical order "member occupies an X prefix position."

2.12.1.2.2. When a nonrated officer fills a position as a Squadron Operations Officer (B prefix) and as an aircrew member (X prefix), remark on the individual's aeronautical order "member occupies an X prefix position."

2.12.1.2.3. FSC J (Inactive) or L (TDY School) identifies nonrated crewmembers not assigned to active flying positions.

2.12.2. FSC C (Ops Support) identifies nonrated personnel required to perform essential inflight duties which cannot be accomplished by rated officers, CEAs or nonrated aircrew members. Operational Support flyers may be required to fly on an occasional basis. However, their assigned full-time duties do not require them to be onboard the aircraft to accomplish its assigned primary mission. When their requirement to fly terminates, flight record responsibility ends.

2.12.3. Aerospace physiologists (DAFSC 43AX) and Human Performance Training Teams (DAFSC 4M0X1) are authorized to participate in flying duties as observers on a noninterference basis. HARM offices will publish AOs according to this instruction and MAJCOM directives. Neither flying incentive pay nor flying duty credit are authorized, with the exception of personnel who fly as operational support on high altitude airborne (HALO) missions. Paragraphs [2.16.3.](#) through [2.16.5.](#) apply. Personnel who fly in support of the HALO missions will comply with AFI 11-402, Chapter 6.

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

4515.13-R, which restricts passenger travel in aircraft, such as, but not limited to, fighter aircraft, which are not designed or normally configured for passenger carrying capability).

**2.12.4. (AMC) 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."

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

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

***Section 2B—Supervisory Operational Flying Positions***

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

**2.14. Supervisory Flying.**

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

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

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

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

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

**Table 2.10. General Officer Operational Flying Positions.**

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

Commander, AFFTC	AFMC
Commander, AMWC	AMC
Commander	AFOTEC
<b>The following AFRC positions are designated as general officer operational flying positions.</b>	
Director of Operations	AFRC
Numbered Air Force Commander	
Wing Commander	
<b>The following ANG positions are designated as general officer operational flying positions.</b>	
Numbered Air Force Commander	ANG
Wing Commander	

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

**2.14.3.3. Lieutenant Colonel and Below.** MAJCOMs designate rated officers Lt Colonel and below and CEA positions for supervisory positions that require active flying. MAJCOMs may approve changes from API 3 to API 6 and API C to B. Send AF Forms 480 involving conversion of API 4 to 8 and API E to D to HQ USAF/XOOT. MAJCOMs will ensure these positions are kept to a minimum. Should positions not warrant full-time flying there may be justification for the individual to participate in the indoctrination flying program.

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

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

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

**2.16.1. (AMC)** 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-AMC)** 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. MAJCOM commanders must approve the use of command aircraft resources for personnel outside their commands.

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

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

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

**2.16.4. (AMC)** 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.

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

**Table 2.11. Indoctrination Flying Approval Authority.**

<b>Approval Authority</b>	<b>for positions in:</b>
HQ USAF/XO	Air Staff, OJCS, OSD, DoD Agencies, Joint Commands, Non-Air Force General or Flag Officers, and FOAs
MAJCOM	MAJCOMs
ACC	USCENTCOM, USJFCOM, and USSOUTHCOM
PACAF	PACOM
USAFE	NATO and EUCOM

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

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

**Section 2C—Flight Management Administration**

**2.17. Host Aviation Resource Management Office.** The host command designates within the operations group a HARM function to be the base OPR for AFORMS and to accomplish the requirements of these instructions. The Wing/Group Chief, HARM office, will be the senior or most qualified person, with a primary AFSC of 1C072, 1C092, 1C000, or civilian equivalent, with at least three years experience in the Operations Resource Management career field. The HARM office will be manned according to Air Force Manpower Standard (AFMS) 13C1. Only qualified 1C0X2 personnel will operate AFORMS.

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

2.17.2. Maintain all FRFs/JRFs according to this instruction, AFI 11-410, *Personnel Parachute Operations*, and AFMAN 37-139, *Records Disposition Schedule*. Maintain all active, inactive (except ASC 6) and disqualified aircrew member FRFs/JRFs at the Air Force HARM office nearest to where the aircrew member maintains their personnel and finance records. Request exceptions to this procedure from HQ USAF/XOOT.

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

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

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

**2.17.3.1. (AMC)** 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.

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

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

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

**2.17.7. (Added-AMC)** 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. Unit HARM Office.** Commanders of flying units and organizations within operations will designate a HARM function to accomplish the requirements of this instruction.

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

**2.18.1.3. (Added-AMC)** 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-AMC)** 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-AMC)** 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-AMC) 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-AMC)** 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-AMC)** Item 11, Resource MDS and Crew Position. Use N/A to indicate no change is required. Enter crew qualification code (1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> 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-AMC)** 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-AMC)** 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-AMC) SECTION III: SQUADRON ITEMS .** Used to track unit unique ARMS inputs.

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

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

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

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

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

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

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

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

### **2.20. Attachment for Flying.**

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

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

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

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

**2.20.2.2. (Added-AMC)** 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-AMC)** 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-AMC)** 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-AMC)** 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-AMC)** 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. Mem-

orandums of attachment are reaccomplished every 3 years or upon reassignment (PCS/PCA), whichever is earliest. See [Attachment 4 \(Added\)](#).

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

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

**2.20.4.1. (Added-AMC)** 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-AMC)** 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.

## **2.21. Flying With ANG Units.**

2.21.1. The Director, ANG, and the respective State Adjutant General must concur on all active duty flying with ANG units. Flying is restricted to Air Force advisors and aircrews who inspect, standardize, evaluate, augment, or assist in unit conversion.

2.21.2. Except for flights authorized under MAJCOM/ANG interfly agreements, active duty aircrew members require ANG/DO by-name authorization to fly with ANG units. By 15 January each year, MAJCOMs must submit a composite list to ANG/DOV, info HQ USAF/XOOT, requesting approval for aircrew members requiring support. MAJCOMs should update this list as changes occur. Requests will include: name and rank, office symbol (e.g., 9 AF/DOV), primary aircraft MDS (e.g., F-16C, C-130E), and aircrew position (e.g., IP, IN).

2.21.3. Active duty aircrew members authorized to fly ANG aircraft in accordance with paragraph [2.21.2.](#) may coordinate sortie support directly with the unit. Members must provide the supporting unit operations group commander with a source for verifying currencies, egress training, flight qualification, etc., before flying. The supporting unit operations group commander is the final authority for determining when active duty aircrew may fly unit aircraft.

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

**2.22. AFRC Bases and Facilities.** Except for Air Force advisors to reserve units, rated officers on extended active duty (EAD) are not attached for flying to AFRC bases or facilities that do not have operational support aircraft. Send requests for flying support and requests for exception to HQ AFRC/DOT, Robins AFB GA 31098-5000, with an information copy to HQ USAF/XOOT.

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

## Chapter 3

### FLIGHT DOCUMENTATION

#### *Section 3A—Records Maintenance*

**3.1. Flight and Jump Records and Air Force Operations Resource Management System (AFORMS) Functional Responsibility.** The individual flight or jump record folders are the official source documents for determining incentive entitlement, current flying or jump status, and total experience. HARM offices will maintain FRFs/JRFs of aircrew members whose personnel records are maintained by the unit military personnel flight (MPF), or FRFs/JRFs will be maintained by the Air Force HARM office closest to the member's MPF. Dispose of Air Force records according to AFMAN 37-139 and this instruction.

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

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

**3.1.2. (AMC)** 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. The HARM office supported by the standard AFORMS keeps FRFs/JRFs for all flying and jump personnel.

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

**3.1.2.1.1. (AMC)** Maintain FRFs for attached fliers IAW paragraph **2.20.1.** of this supplement.

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

**3.1.2.1.2. (AMC)** FRFs for inactive operational support members will be returned to the individual.

3.1.3. Initiate a Military Pay Order (MPO) (except for ANG members not on extended active duty and non-USAF members) when:

**3.1.3. (AMC)** 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.

3.1.3.1. Any member initially meets or fails to meet flight or entitlement requirements for pay.

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

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

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

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

**3.1.4.1.1. (Added-AMC)** 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-AMC)** 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.

3.1.4.2. Official retirement or separation orders.

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

3.1.4.4. MAJCOMs will establish temporary sign-out procedures.

**3.1.4.4. (AMC)** 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.

3.1.5. Release of Data from Flight/Jump Records.

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

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

3.1.5.3. Data may not be disclosed to agencies, except where allowed by law, outside the Department of Defense without approval from the Judge Advocate's Office. Maintain a record of each disclosure to include name and address of the person or agency receiving the data, date, nature and purpose of each disclosure.

3.1.5.3.1. A copy of disclosure is retained on file as part of the FRF/JRF. Prior to releasing the FRF/JRF, the HARM office will remove all records disclosures. If the disclosure is less than five years old, retain it on file until completion of the five-year period. If disclosure is over five years old, destroy it.

3.1.5.4. The Pilot Records Improvement Act of 1996 requires that before the airlines hire a pilot, the air carrier must request and receive certain records from "any carrier or other persons that has employed the individual at any time during the preceding five years." Before any information is released to an agency based on this Act, HARM offices must receive a written release of information statement from the applicant via the agency or applicant. This statement confirms the applicant agrees to the release of their records to the air carrier. If the requester does not supply this statement, the HARM office will not release any information. HARM offices must release information within 30 days of receipt of the request. Additionally, the releaser must provide notice to the applicant that a release request has been received and inform the applicant of their right to receive a copy of the records. The HARM office will provide the following AFORMS products below and documents (preceding five years from the date of employment application of the member) contained in the member's Flying Evaluation Folder (FEF) if maintained by the HARM office. If the member's FEF is maintained in another location the HARM office must obtain copies and provide to the requesting agency.

3.1.5.4.1. Individual Flight Record (IFR).

3.1.5.4.2. Flying History Report (FHR)

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

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

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

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

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

**3.1.7. (Added-AMC)** 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-AMC)** 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.

### ***Section 3B—Logging of Flight Activity (AFORMS)***

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

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

**3.2.1. (AMC)** 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-AMC)** 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-AMC)** 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-AMC)** 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-AMC)** 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.

3.2.2. Design the Air Force flying program so that each individual actively engaged in performing airborne duties maintains at least the basic professional skills necessary to perform in his or her flying specialty. This requires accurately logged flight and simulator activity to record and monitor the accumulation of experience.

**3.3. Crediting Flying Time.** To credit flying activity, personnel must be physically qualified (member cannot be in Duty Not to Include Flying [DNIF] status) and physiologically qualified (if applicable), under AOs to take part in frequent and regular flights as aircrew or operational support members (AFI 11-402) and under an approved aircrew certification code and aircrew position indicator, and be designated on a flight authorization. They must also be part of the crew compliment (AFI 65-503) or required for the mission. Individuals that are required for the mission not part of the crew compliment can only log flying time when specifically authorized to augment the crew or perform mission-related observation or evaluation duties (written authorization is required to be on file with HARM office prior to mission). Flights in any other capacity are to be considered familiarization and/or incentive orientation flights (logging of flying time is not authorized). Crewmembers cannot credit flying time while on leave, permissive TDY, or nonflying TDY.

**3.3. (AMC)** Crew members will log simulator time in the following ATDs :

<b>MDS</b>	<b>Device</b>
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
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. Definition of Flight Time Categories.** The references in this paragraph to aircraft also apply to synthetic training devices categorized in AFPAM 36-2211, *Management of Air Force Training Systems*, as operational flying trainers or weapon system trainers. Log flying time only on the AFTO Form 781 and AF Form 3520, **Aircrew/Mission Flight Data Extract**, and use only the approved aircrew certification codes and aircrew position indicators as listed in **Attachment 2, Table A2.1.** and **Table A2.3.**

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

**3.4.1.1. EXCEPTIONS:**

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

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

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

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

**3.4.1.2. (AMC)** 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 complement 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.

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

**NOTE:** Due to the broad nature of flight surgeon duties, each position which another aircrew member occupies (as defined in AFD 11-4, e.g., pilot, navigator, ABM, observer, or CEA personnel), may be considered as a flight surgeon station/position (i.e., a C-141 with a pilot, copilot, flight engineer, and loadmaster would be authorized four flight surgeons). If there are more flight surgeons onboard than aircrew stations, the total primary time must be split between those flight surgeons onboard by logging primary and other time. When the number of flight surgeons on board is less or equal to the number of occupied aircrew stations, all flight surgeons are authorized to log primary time for the total mission.

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

**3.4.1.4. (AMC)** 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.

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

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

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

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

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

**3.4.3. Instructor Flight Time.** Flying time logged by a designated and qualified member while actively performing authorized instructional duties. (Includes "hands on" time during demonstration activities which are part of instructional duties.) The member does not have to be occupying a primary

duty station established for that specialty but must be actually performing instructor duties. Except as provided for in AFI 65-503, the total instructor flight time for each aircrew specialty may not exceed the total flight time.

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

3.4.3.1. Instructors may log instructor time while accomplishing unlike specialty training instruction (e.g., an instructor navigator training pilots/boom operators for the three-person crew or third pilots in the navigator seat). Only the amount of time used to train a specific event may be logged. If more than one instructor of like specialty is on the aircraft, to allow simultaneous instruction of different specialties, both instructors may log instructor time (e.g., two instructor navigators are on the same aircraft, one is instructing a student navigator and the other is instructing a boom operator). In this case, total instructor time logged may exceed total flight time logged. A remark must be entered on the back of the AFTO Form 781 explaining rationale.

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

3.4.3.3. Qualified instructor pilots may log instructor time when participating in missions required by AFI 11-202V1, paragraph 2.8.

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

**3.4.3.4. (AMC)** 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-AMC)** 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-AMC)** 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.

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

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

also log instructor, primary, secondary, or other time, depending on their activity, when not performing evaluator duties.

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

**3.4.4. (AMC) 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).**

**3.4.5. Other Flight Time.** Flying time flown by members who are on the flight authorization, but not occupying a designated duty station or conforming to the requirements of primary, secondary, instructor, or evaluator time. For example: additional or extra crewmembers taking part in the flight but not required for the mission.

**3.4.6. Logging of Combat and Combat Support Flying Time.** See [Table A2.2.](#), **Authorized Mission Symbols**, for definitions of combat and combat support flying time. Once a combat zone is established, the Commander Air Force Forces (COMAFFOR) will identify which portion constitutes hostile airspace, based on risk of exposure to hostile fire. For the purposes of logging combat time (O1) the aerial activity must be accomplished in a designated combat zone within hostile airspace as defined by the COMAFFOR. (**Exception:** In cases of aircrews that employ standoff weapons, the COMAFFOR under extraordinary circumstances can make an exception to allow aircrews to log O1 combat time). COMAFFOR will publish guidelines specifying which aircraft missions may log O1/O2 flying time as well as identify the inclusive dates that the hostile airspace is activated for logging time (see [Table A2.2.](#)). During contingencies where a combat zone is not designated but the use of force is authorized, COMAFFOR will coordinate with HQ USAF/XO to establish hostile airspace criteria and guidelines for logging O1/O2 flying time in accordance with [Table A2.2.](#) Combat and combat support time will be logged from takeoff to landing when an aircrew member meets the requirements of O1/O2 flying time (see [Table A2.2.](#)) and occupies a designated duty station and actively performs the duty associated with the aircrew specialty.

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

**3.5.1. Primary Night Time.** That portion of primary, instructor, or evaluator flight time logged between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac. If a proportionate share of annual flying requirements is prescribed (for example, removal from active flying, PCS, etc.), night requirements are waived. For personnel assigned at latitudes above 60 degrees north (May through August) or below 60 degrees south (November through February), night requirements are waived when removal from active flying or PCS occurs during the summer months. Only pilots, navigators, flight surgeons, and other crewmem-

bers having night training requirements specified by Air Force or MAJCOM aircrew training publications may log this time.

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

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

**3.5.2. Primary Instrument Time.** The portion of primary, instructor, or evaluator flight time logged when external conditions require that the aircraft attitude be maintained primarily by reference to the flight instruments. Only pilots may log this time.

**3.5.2. (AMC)** 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.

**3.5.3. Primary Simulated Instrument Time.** The portion of primary, "hands-on" instructor, or "hands-on" evaluator time logged by an individual controlling the aircraft attitude primarily by reference to the flight instruments. Only pilots may log this time.

**3.5.4. Night Vision Goggle Time.** The portion of time logged by an individual wearing night vision goggles.

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

### ***Section 3C—Logging of Flight Activity (General)***

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

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

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

Personnel in such status do not log flying time in their specialty in US Government aircraft except as provided for in paragraphs 2.10.2. and 2.16. In all such cases, inactive crewmembers must maintain physical and physiological qualification for aviation service.

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

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

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

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

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

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

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

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

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

**3.14. Logging Other US Military Time.** Total career flying time obtained in the service of other US military agencies when not officially directed by the Air Force, and when verified by logbook or other official records certified by authorized persons. Time obtained in other US military aircraft is not included in this category if performed in an official capacity (e.g., directed by competent Air Force order); such time is recorded as Air Force rated time. This time will be entered into AFORMS in the Other US Military hour block.

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

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

- 3.16.1. Name/position.
- 3.16.2. Aircraft/aircrew status.
- 3.16.3. Flight Authorization Duty Codes.
- 3.16.4. Aircrew Position Identifier Code/Aviation Service Code.
- 3.16.5. Total flying hours/sorties in all aircraft by flight time category.

**3.17. Forms Prescribed.** AFTO Form 781, **AFORMS Aircrew/Mission Flight Data Document** and AF Form 3520, **Aircrew/Mission Flight Data Extract**.

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

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

ROBERT H. FOGLESONG, Lt General, USAF  
DCS, Air and Space Operations

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

Title 10, United States Code, Section 653

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

DoD Directive 1300.13, *Enlisted Crew Member Flying Duty*

DoD Directive 1340.4, *Proficiency Flying Programs*

DoD 4515.13-R, *Air Transportability Eligibility*

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

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

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

AFI 24-101, *Passenger Movement*

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

AFI 38-201, *Determining Manpower Requirements*

AFI 48-123, *Medical Examinations and Standards*

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

AFI 33-360V2, *Forms Management Program*

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

AFMAN 37-139, *Records Disposition Schedule*

***Abbreviations and Acronyms***

**ABM**—Air Battle Manager

**ACC**—Air Combat Command

**ACIP**—Aviation Career Incentive Pay

**AEB**—Aircrew Evaluation Board

**AECM**—Aeromedical Evacuation Crewmember

**AETC**—Air Education Training Command

**AFCAT**—Air Force Catalog

**AFMC**—Air Force Material Command

**AFMS**—Air Force Manpower Standard

**AFORMS**—Air Force Operations Resource Management System

**AFRC**—Air Force Reserve Command

**AFSOC**—Air Force Special Operations Command  
**AFSPC**—Air Force Space Command  
**AMC**—Air Mobility Command  
**AMOG**—Air Mobility Operations Group  
**ANG**—Air National Guard  
**API**—Aircrew Position Indicator  
**ARC**—Air Reserve Component  
**AS**—Aviation Service  
**ASC**—Aviation Service Code  
**ASD**—Aviation Service Date  
**CAP**—Civil Air Patrol  
**CCT**—Combat Crew Training  
**CEA**—Career Enlisted Aviators  
**CEFIP**—Career Enlisted Flyer Incentive Pay  
**CINC**—Commander in Chief  
**CJCS**—Chairman Joint Chief of Staff  
**COMAFFOR**—Command Air Force Forces  
**CONUS**—Continental United States  
**DIA**—Defense Intelligence Agency  
**DNIF**—Duty Not Including Flying  
**DoD**—Department of Defense  
**DoDFMR**—Department of Defense Financial Management Regulation  
**DRU**—Direct Reporting Units  
**DSAA**—Defense Security Assistance Agency  
**DV**—Distinguish Visitor  
**ESC**—Entitlement States Code  
**EUCOM**—European Command  
**FAC**—Flying Activity Code  
**FEB**—Flying Evaluation Board  
**FMS**—Foreign Military Sales  
**FOA**—Field Operating Agencies  
**FRF**—Flight Record Folder

**FSC**—Flying Status Code  
**FSO**—Flight Surgeon Office  
**FY**—Fiscal Year  
**HDIP**—Hazardous Duty Incentive Pay  
**HARM**—Host Aviation Resource Management  
**HPSP**—Health Professions Scholarship Program  
**IOT&E**—Initial Operational Test and Evaluation  
**JRF**—Jump Record Folder  
**MAAG**—Military Assistance Advisory Group  
**MAJCOM**—Major Command  
**MAP**—Military Assistance Program  
**MCC**—Mission Clinical Coordinator  
**MDS**—Mission Design Series  
**MEGP**—Mission Essential Ground Personnel  
**MPF**—Military Personnel Flight  
**NATO**—North Atlantic Treaty Organization  
**NDAA**—National Defense Authorization Act  
**OFDA**—Operational Flying Duty Accumulator  
**OMR**—Optical Mark Reader  
**OSA**—Operational Support Aircraft  
**OSD**—Officer Service Date  
**OT&E**—Operational Test and Evaluation  
**PACAF**—Pacific Air Forces  
**PACOM**—Pacific Command  
**PAO**—Public Affairs Officer  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**PEP**—Personnel Exchange Program  
**PMAI**—Primary Mission Assigned Inventory  
**PQI**—Professional Qualification Index  
**ROTC**—Reserve Officer Training Corps  
**RPI**—Rated Position Indicator

**SDI**—Special Duty Identifier

**SEAL**—Sea Air and Land

**SECAF**—Secretary of the Air Force

**SOC**—Special Operation Commander

**TALCE**—Tanker Airlift Control Element

**TDY**—Temporary Duty

**TSC**—Transition Status Code

**U.S.C.**—United States Code

**UAV**—Unmanned Aerial Vehicle

**UFT**—Undergraduate Flying Training

**UPT**—Undergraduate Pilot Training

**USACOM**—United States Atlantic Command

**USAFA**—United States Air Force Academy

**USAFE**—United States Air Forces in Europe

**USAF**—United States Air Force

**USCENTCOM**—United States Central Command

**USCINCEUR**—United States Commander in Chief Europe Command

**USCINCPAC**—United States Commander in Chief Pacific Command

**USMILGRP**—United States Military Group

**USSOUTHCOM**—United States Southern Command

**USUHS**—Uniformed Services University of Health Sciences

### ***Terms***

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

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

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

**Aviation Service Date (ASD).**—Effective date of the first order to perform 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 he or she will receive flight training leading to an aeronautical rating (for example, entry date of SUPT, SUNT, or UPT-H class or Weapons Systems Training) or date of commission, whichever is later. For flight surgeons, the ASD equals the date all requirements for the flight surgeon rating were met, which is normally the date Course 50BY9351 or equivalent was completed. 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 career enlisted aviators, the ASD is set when the member first reports, on competent orders, to the aviation activity that has aircraft in which he or she will receive flight training leading to career enlisted aviator status.

**Authentication.**—The process that makes an administrative order official. Evidenced by proper signature or seal that a document is genuine and official.

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

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

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

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

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

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

**Continuation Training.**—Training in which personnel already qualified in their respective aircrew positions maintain their assigned level of proficiency.

**Deadhead Time.**—Time computed while traveling in passenger status.

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

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

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

**Host Aviation Resource Manager.**—The sole approval authority (except for HQ USAF/XOOT) at each

flying base, that determines entitlement and the starting and stopping of Aviation Career Incentive Pay (ACIP), Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for flying and parachute duties; interprets public law as it pertains to these incentive pays along with auditing and reconciliation of these incentive pays; is the single point of contact for AFORMS.

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

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

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

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

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

**Mission Crew.**—The total complement of personnel (officer and enlisted), other than the flight crew, required for airborne operation of mission systems or for airborne duties essential to completing the aircraft's mission. Mission crewmembers must be on aeronautical orders and assigned to a valid crew position IAW AFI 65-503.

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

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

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

**Operational Support Flyer.**—Any individual whose primary, full-time duty does not require flying; however, the Air Force may require these individuals to fly on an infrequent or irregular basis in order to perform a specific, essential in-flight duty which a regularly assigned primary or mission crewmember cannot perform. Duties may include, but are not limited to, in-flight test, operation or maintenance of aircraft systems or installed equipment. Commanders (including unit commanders) must authorize and request the local HARM office to place operational support flyers on AOs, if the requirements established in AFI 11-402, Chapter 6, are met, in order to receive hazardous duty incentive pay.

**Orientation Flight.**—Continuous flights in DoD-owned aircraft that depart and return to the same location without stopping at another location.

**Point-to-Point.**—When used in reference to orientation flights, point-to-point means flights that takeoff from one location and land at a different location. Such flights require MAJCOM/CC or SECAF approval as specified in [Table 1.1](#) of this instruction.

**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 five minutes, whichever occurs first; or, b) a change is made in the crew which enplanes or deplanes a crewmember.

**STANAG 3526 AMD.**—Interchangability of NATO Aircrew Medical Categories.

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

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

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

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

## Attachment 2

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

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

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

**A2.2. (AMC)** These instructions also pertain to the AF Form 3520.

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

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

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

**A2.3.2. (AMC)** 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.

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

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

A2.3.2.3. After the flight is completed, fills in the required entries in item 10, Flight Condition Data (AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance Document**) and initials item 35 of AFTO Form 781.

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

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

**A2.3.3.1. (Added-AMC)** 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-AMC)** 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.

A2.3.4. Each unit operations officer:

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

A2.3.4.2. Ensures a responsible individual audits the unit's AFTO Forms 781 for accuracy and legibility and initials in item 36 of the form before sending it to the HARM. Where local procedures establish the HARM as the auditing agency, the responsible individual from that office initials the form in item 36.

A2.3.4.3. The original copy of the AFTO Form 781 must be returned to the HARM that services the unit to which the aircraft is assigned.

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

<b>Item</b>	<b>Enter</b>
2	MDS designator from AFTO Form 781F, item 3.
3	Full aircraft serial number (year and six digits).
4	Organization to which the aircraft is assigned. Show command designation in parentheses (for example, 388 FW (ACC) and the four-letter code of the HARM which serves that organization (obtain from the unit operations). Use the HARM which processes and files the original forms.
5	The base of the unit of aircraft assignment.
<b>AFTO Form 781 Entries the Pilot in Command Certifies</b>	
1	Date. Use numerical digits for year, month, and day. The date must be the Greenwich Mean Time (GMT) date.
6	Mission number assigned for this leg of the mission (MAJCOM option).
7	Authorized mission symbol for each flight. Fliers may enter all flights on the same GMT date on a single AFTO Form 781.
8	PEID. N/A.
9	International Civil Aviation Organization (ICAO) code for the base or airport where the aircraft takes off. If a flight is continued from a previous entry, enter "INFL."
10	Base ICAO code for the base or airport where the aircraft lands. If a flight is terminated without landing for a change in mission symbol, enter "INFL."
11	24-hour GMT clock time. The takeoff time is when the aircraft begins to move forward on takeoff roll.
12	24-hour GMT clock time. The landing is when the aircraft is on the ground after being airborne and any of the following conditions occur: a. The engines are stopped and the shutdown occurs at or before five minutes after touch down. b. The aircraft has been on the ground for five minutes after touchdown. However, a series of practice landings is considered as one flight and this information does not apply. c. A change is made in the crew which enplanes or deplanes a crewmember. NOTE: When a flight starts before 2400 GMT and ends after Zulu midnight (2400Z), record and report the flight on the date of takeoff. A separate AFTO Form 781 is not necessary.
13	Subtract takeoff time from landing time, convert to hours and tenths, and enter the result. The conversion table for minutes to tenths of an hour is on the reverse of the form.
14	Number of touch-and-go and full stop landings, and the total of both.
15	Number of sorties accomplished on each flight. A sortie covers a flight from first take off to final landing. However, if any flight entry is split, the sortie must be recorded on the flight that lists the actual point of final landing.
16	Specified by MAJCOM.

Item	Enter
17	Unit designated to perform this mission (MAJCOM option).
TOTALS	Total flight time, landings, and sorties at the end of the mission or day.
18	Four-digit unit number of the organization to which the crewmember is assigned for flying. Use leading zeros when the unit number has fewer than four digits.
19	SSN of the crewmember. Any error in this entry will result in time being lost or credited to another crewmember.
20	Crewmember's last name (printed).
21	Flight Authorization Duty Code assigned on the Flight Authorization to the crewmember for this mission. This code cannot be higher than the individual's current qualification and what the individual crewmember will be performing on the mission. For example, if the individual's highest crew position is an instructor pilot, but the individual is not scheduled or required to perform instructor duties on a mission, the individual's highest crew position will not be listed on the Flight Authorization; a lower crew position will be listed to indicate what duties the individual was scheduled to perform ( <a href="#">Table A2.3</a> ).
22-27	Times in hours and tenths for each category as defined in this instruction, <a href="#">Chapter 3</a> . The total time in item 27 cannot exceed the grand total in item 13 column and total of items 22 through 26 cannot exceed item 27.
28	Total number of sorties for this crewmember. This entry is normally the total of item 15 column.
29-31	Hours and tenths of time performed in night, instrument, or simulated conditions, as defined in this instruction, <a href="#">Chapter 3</a> .
32	Hours and tenths of time performed while wearing night vision goggles.
33	Air Reserve Component Flight Duty Status Code for the crewmember, if applicable. If used: 1=Active Duty, 2=Inactive Duty, 3=Flying Training Period, 4=Civilian Technician.
34	Initials of maintenance personnel at the debriefing who reviewed the form and the Identifier for the aircraft entered in item 35.
35	Supplied at maintenance debriefing. This entry will be used to send the aircraft flying time update to maintenance from AFORMS (if used).
36	Initials of the pilot in command who certifies form accuracy.
37	Initials of the unit operations officer or operations resource management technician who verifies the accuracy and legibility of the form prior to entry into the data system.
38	Six-digit date, local time of input, and signature. The AFORMS input operator completes this item. Use this information to audit and troubleshoot data entries into AFORMS.

**Table A2.1. (AMC) AFTO Form 781 Entries According to TO 00-20-5.**

<b>Item</b>	<b>Enter</b>
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

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

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

MISSION DATA																
1. DATE	2. NOS	3. SERIAL NUMBER	4. UNIT CHARGED FOR RY HOURS/ISSM CODE		5. LOCATION		6. FLIGHT TIME		7. SORTIES		8. SPECIAL USE					
20010720	MH053M	83-000674	16SOW (AFSOC) / FTEV		HURLBURT FIELD, FL 32544		4.0		15		1					
9. MISSION NO	10. MISSION SYMBOL	11. PED	12. FROM ICAO	13. TO ICAO	14. TAKE OFF TIME (Z)	15. LAND TIME (Z)	16. FLIGHT TIME	17. TOUCH AND STOP	18. ROLL STOP	19. TOTAL	20. SORTIES	21. SPECIAL USE				
1	JJB2000PF201	T3M	A	KHRT	KHRT	0230	0630	4.0	0	5	5	1				
2																
3																
4																
5																
6																
7																
8																
17. OPERATING UNIT								TOTALS	4	0	5	5	1			
20 SOS																
AIRCREW DATA																
FLYING (99M)	SSN	LAST NAME	RT	ALTY DUTY CODE	FLIGHT TIME				TOTAL	FIT CONDITIONS				RESERVE STATUS		
					PRIMARY	SECONDARY	RESTRICTION	EVALUATOR		OTHER	PRIMARY	PRIMARY	PRIMARY		AVG	
0020	578-09-7867	JONES	IP		22	23	24	25	26	27	28	29	30	31	32	33
0020	655-23-8756	MELENDEZ	MC		8	2			3.0	4.00	1	4.0				.8
0020	773-24-1951	SEWELL	UC		3.0				1.0	4.00	1	3.0	1.0			2.0
0020	668-43-0098	PLYLE	MF		4.0					4.00	1	4.0				2.8
0020	009-98-4312	MARTIN	FS		4.0					4.00	1	4.0				
0020	221-67-8723	WATSON	FS		4.0					4.00	1	4.0				
0020	443-90-7658	BERGERON	FS		4.0					4.00	1	4.0				
0020	678-90-6780	PROWELL	FS		2.0					4.00	1	2.0				
0020	445-23-9800	BOUCHEE	FS		2.0					4.00	1	2.0				

34. MAINT REVIEW *AR* 35. PILOT REVIEW *ST* 36. OPS REVIEW *CB* 37. DATE AND TIME *20010722* 38. SIGNATURE *Dave J. Randall* 39. DEVICE IDENT *444*

AFTO Form 781, 19990629 (IE-V2) PREVIOUS EDITION IS OBSOLETE AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT

A2.4. Extract AFTO Form 781. Each individual on the form whose flight records are maintained by another HARM prepares a data extract copy of the original AFTO Form 781 to be sent, usually within five

workdays, to that member's HARM. If more than one individual named on the form is serviced by the HARM, a single data extract copy may be used.

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

A2.4.2. The data extract AFTO Form 781 must include all heading information from blocks 1 through 15 and all individual entries from columns 18 through 33 of the original AFTO Form 781.

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

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

A2.4.5. The AF Form 3520 is an authorized replacement for the extract form when appropriately filled in and certified. These forms may be used when flights occur in more than one aircraft or calendar day.

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

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

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

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

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

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

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

**Table A2.2. Authorized Mission Symbols.**

<b>Authorized Mission Symbols</b> ( <i>NOTE:</i> Only mission symbols listed in this table are valid. In AFORMS the mission symbol is a five-character field. The first two characters must be IAW this table. MAJCOMs may assign additional characters as required (see notes 1 and 2 at end of table).	
<b>CA (Outside of Combat Environment), Air Rescue CF Coded Aircraft Missions, and TF Coded Aircraft Missions as applicable</b>	
A1	<b>Scheduled Flights.</b> Missions where the main goal is to move cargo or passengers on a scheduled frequency.
A2	<b>Scheduled Air Evacuation Flights.</b> Missions where the main goal is to move patients on a scheduled frequency.
A3	<b>Nonscheduled Air Evacuation Flights.</b> Missions where the main goal is to move patients who require immediate evacuation to the proper treatment facility.
A4	<b>Nonscheduled Logistics.</b> Missions where the main goal is to move cargo or passengers on other than scheduled flights.
A5	<b>Positioning or Repositioning.</b> The nonproductive part of a flight that is required to locate an aircraft at a station for onloading or returning an aircraft to home station.
A6	<b>Tactical Training.</b> Missions where the main goal is joint airlift that includes personnel and equipment or supply drops.
A7	<b>Other.</b> Classified or other special missions.
A8	<b>Contingency Operations.</b> Contingency missions directed by HQ USAF.
A9	<b>United Nations (UN) Missions.</b> Missions in support of UN operations, as directed by HQ USAF.
<b>SUPPORT MISSIONS (CA and Z coded operational support aircraft only)</b>	
S1	<b>Administrative.</b> Missions in which the main purpose is aerial transportation of personnel accomplishing executive and administrative functions. These include staff or command ordered flights. Also includes Air Reserve Officer Training Corps (ROTC), Air Explorers, and Civil Air Patrol (CAP) indoctrination and similar flights.
S2	<b>Personnel.</b> Missions in which the main purpose is to move personnel by air. This symbol includes courier flights. It does not include flights by Air Mobility Command (AMC) common user passenger or cargo transports completing single manager operations for airlift services.
S3	<b>Material and Supplies.</b> Missions in which the main purpose is to move material and supplies by air. Does not include flights by AMC common user passenger or cargo transports completing single manager operations for airlift services.

S4	<b>Logistics.</b> Missions in which the main purpose is to move personnel, material, and supplies by air. This symbol includes flights in direct support of combat and combat support unit operations. Does not include flights by AMC common user passenger or cargo transport.
<b>SUPPORT MISSIONS (CA and Z coded operational support aircraft only) (Continued)</b>	
S5	<b>Special.</b> Missions in which the main purpose is to complete specific special activities of the Air Force and other governmental agencies, such as: target missions for air defense purposes, tow missions for defense and tactical forces, local search and rescue, civil relief, mercy missions and air demonstration flights.
S6	<b>Navigational Aids (NAVAIDS) Check.</b> Missions in which the main purpose is to flight-check radar and NAVAIDS.
S7	<b>Aircrew Qualification.</b> Missions in which aircrew members who occupy aircrew or designated instructor crew positions complete standardization and instrument check flights as well as qualification and currency flights.
S8	<b>Support Training.</b> Missions in which the main purpose is to meet semiannual flying requirements (including instrument and qualification checks) as prescribed by this instruction. This symbol is used by "behind-the-line" aircrews who are not assigned to designated aircrew positions.
<b>TRAINING MISSIONS (NOTE: T mission symbols used by force structure aircraft in assignment codes CB, CC, CF, CA, and TF.)</b>	
T1	<b>Student Training.</b> Missions where the main goal is to instruct and train pilots and aircrew under the direction of Air Education and Training Command (AETC) or other USAF Activities engaged in formal student instruction (include flying of instructors in the course of student training).
<b>CA (Outside of Combat Environment), Air Rescue CF Coded Aircraft Missions, and TF Coded Aircraft Missions as applicable</b>	
T2	<b>Formal Major Weapon System (MWS) Training.</b> Instruction and training of pilots and crews undergoing initial MWS crew training in designated Formal Training Units.
T3	<b>Operational Training.</b> Missions where the main goal is gunnery, bombing, reconnaissance, navigation, instrument, target missions for air defense purposes, towing targets, search and rescue, transportation of cargo or personnel (excludes flights of AMC common user passenger or cargo transports accomplishing single manager operations for airlift service), and continuation training.
T4	<b>Special.</b> Missions in which the main purpose is the direct support of nonmilitary activities such as civil relief, mercy missions, health, communications, public works, and others contributing to the economic and social well-being of the nation.
T5	Reserved for future use
T6	LOW LEVEL MISSIONS (defined by MAJCOMs).
T7	Reserved for future use

T8	<b>Tanker Task Force Support.</b> Missions flown by TDY (deployed) tanker aircrews in support of regional tanker task forces (excluding counter narcotics).
T9	Reserved for future use.
<b>OPERATIONS MISSIONS</b>	
O1	<b>Combat.</b> Aerial activity, engagements, or attacks conducted by aircraft against an enemy of the US or an opposing foreign force when there is risk of exposure to hostile fire. Aerial activity in support of forces engaged in combat when there is risk of exposure to hostile fire. Once a combat zone is established, the Commander Air Force Forces (COMAFFOR) will identify which portion constitutes hostile airspace, based on risk of exposure to hostile fire. For the purposes of logging combat time (O1) the aerial activity must be accomplished in a designated combat zone within hostile airspace as defined by the COMAFFOR. ( <b>EXCEPTION:</b> In cases of aircrews that employ standoff weapons, the COMAFFOR under extraordinary circumstances can make an exception to allow aircrews to log O1 combat time). COMAFFOR will publish guidelines specifying which aircraft missions may log O1/O2 flying time as well as identify the inclusive dates that the hostile airspace is activated for logging time. During contingencies where a combat zone is not designated but the use of force is authorized, COMAFFOR will coordinate with HQ USAF/XO to establish hostile airspace criteria and guidelines for logging O1 flying time. <b>NOTE:</b> COMAFFOR must issue new guidance and procedures every two years to ensure all Air Force units are aware of the current policy.
O2	<b>Combat Support.</b> Aerial activity, engagements, or attacks conducted by aircraft against an enemy of the US or an opposing foreign force that operate outside the designated hostile airspace. Aerial activity directly supporting forces engaged in combat or directly supporting those who are actively supporting combat when the aerial activity occurs outside the designated hostile airspace. Hostile airspace is determined as described above under O1.
O3	<b>Aircraft Delivery.</b> Aircraft delivery flights under the control of Air Combat Command (ACC), including inter-command transfers; US Air Force, Navy, or other pilots attached to ACC for purposes of delivering aircraft delivery organizations as well as "borrowed" crews. Also includes aircraft deliveries other than under ACC control.
O4	<b>Test.</b> Missions where the main goal is engineering testing of aerospace vehicles (including the airframe, propulsion units, and components that are integral parts of the vehicle being tested).
O5	<b>Direct Test Support.</b> Missions which are performed in direct support of research, development, test or engineering program for data acquisition. Includes flights to and from test locations.
O6	<b>Indirect Test Support.</b> Missions in which the main goal is to accomplish simulated mission profiles in preparation for approved test programs. Included in this category are missions in E, D and CB coded aircraft in which the main goal is proficiency flying training, initial checkout, requalification, annual instrument and proficiency check, etc.

O7	<b>Special (Air Force Materiel Command [AFMC] use only).</b> Missions performed in E and CF coded aircraft that do not fall within the categories explained above and missions in B or D coded unairworthy aircraft to relocate a damaged aircraft to a repair facility. Includes missions such as search and rescue, demonstrations, record attempts, flight inspections, traffic control and landing system (TRACALS) evaluations, and air traffic control operational evaluations.
O8	<b>Maintenance Tests.</b> Missions where the main goal is to perform functional check flights after completing inspections or maintenance to make sure that the aircraft is airworthy and capable of mission accomplishment. This symbol applies to aircraft in all assignment codes.
<b>CA (Outside of Combat Environment) and Air Rescue CF Coded Aircraft Missions</b>	
O9	<b>Operational Reconnaissance.</b> Aerial activity or engagements conducted by committed units or aircraft that have as a main goal higher headquarters directed reconnaissance missions that do not fall in the other categories explained above. This symbol applies to peacetime air defense scrambles.
P1-P5	As directed by HQ USAF (See Note 2).
P6	Counter-Narcotics Support. Missions flown in support of Counter-Narcotics operations.
P7-P9	As directed by HQ USAF (See Note 2).
R1-R9	As directed by HQ USAF (See Note 2).
C1	AIRBORNE ALERT MISSIONS (defined by MAJCOMs).
C2-C9	As directed by HQ USAF (See Note 2).
<b>OPERATIONS NOTES:</b>	
<p>1. For all missions flown in designated combat areas, the suffix A is used to differentiate those O-1 missions where aerial delivery/recovery of airborne forces/equipment, ordnance expended, or direct exposure to hostile fire occurred. The suffix B is used on designated combat missions established by HQ USAF that result in personnel tour curtailment or other personnel actions.</p> <p>2. For the P, R, and C mission symbols, use the following third character suffixes to identify specific MAJCOM usage: AMC use A, B, C; ACC use D, E, F; USAFE use G, H, I, J; PACAF use K, L, M; AFSOC use N, O, P; ANG use Q, R, S; and AFRC use T, U, V; AETC use W, X. Guard and Reserve units will coordinate with their gaining MAJCOM to determine if the Guard/Reserve or active duty MAJCOM suffix will be used. MAJCOMs will provide HQ USAF/XOOT a copy of directives on the use of these mission symbols.</p>	
<b>INDUSTRIAL FUNDED AIRCRAFT MISSION CLASSIFICATIONS (L, M, and N for force structure aircraft in assignment codes CA, CC, TF, and IF)</b>	
L1-L8	<b>Contingency.</b> Special transport missions that support contingency plans and test exercises. HQ AMC assigns symbol in the operation order (OPORD). If no OPORD is written, AMC's Tanker Airlift Control Center (TACC) assigns symbol to be used.
M1	<b>Cargo.</b> Scheduled transport missions where the main goal is to move cargo.

M2	<b>Passenger or Patients.</b> Scheduled transport missions in which the main goal is to move passengers or patients. Suffix "L" is reserved for patient flights. Suffix "P" is reserved for passenger flights.
M3	<b>Cargo or Passengers.</b> Scheduled transport missions in which the main goal is to move mixed loads (cargo or passengers).
M4	<b>Positioning for Channel.</b> Locating an aircraft at a station for channel traffic onloads. This includes missions from the offload station of a special assignment airlift mission (SAAM) or contingency mission to the onload station of a channel traffic mission.
M5	<b>Depositioning for Channel.</b> Returning an aircraft to home station from channel traffic offload station and to return an aircraft to backup position from an offload or termination point of any mission where backup equipment has been used.
M6	<b>Special Assignment.</b> Transport missions in which the main goal is to complete special assignment airlift missions. These missions include hours logged from the time the aircraft departs home station or is diverted from channel traffic (scheduled mission) until the aircraft returns to channel traffic operations.
M7	<b>Non-revenue.</b> Nonscheduled missions operated in support of the airlift force other than exercises.
M8	<b>Joint Airborne or Air Transportability Training.</b> Transport missions where the main goal is joint airborne training.
N1	<b>Training and Standardization.</b> Training and standardization evaluation flights for personnel assigned or attached to a tactical or transport unit.
N2	<b>Tactical Training.</b> Unilateral tactical training other than joint airborne training. This includes airdrop, formation flying, and low-level navigation training missions.
N3	<b>Search.</b> Industrially funded aircraft diverted to perform search missions. Symbol is used starting with time of diversion until aircraft returns to normal mission.
<b>CA (Outside of Combat Environment) and Air Rescue CF Coded Aircraft Missions</b>	
N4-N8	<b>Reserved for Future Use.</b> These symbols are used to complement the contingency mission symbols as assigned by TACC.
<b>SIMULATOR TRAINER CLASSIFICATIONS</b>	
Q1	<b>Student Training.</b> Instruction and training of pilots and crews under the direction of AETC or other US Air Force activities engaged in formal student instruction.
Q2	<b>Mission Training.</b> Synthetic trainer or simulator missions where the main goal is training tactical and support aircrews.
Q3	<b>Maintenance Tests.</b> Performance of functional check flights.
Q5	<b>Simulator Test.</b> Missions to acquire data or verify simulator performance, handling qualities, and systems.
<b>SIMULATOR NOTES:</b>	
1. Suffix "E" is reserved for engineering tests (hardware, software design, or development).	
2. Suffix "F" is reserved for human factors research missions.	

(AMC) 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. (AMC) Authorized Mission Symbols.**

<b>Aircraft Mission Classifications</b>	
<b>Msn Sym</b>	<b>Explanation</b>
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
<b>NOTE:</b> 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.	

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

**Table A2.3. Flight Authorization Duty Codes.**

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

Aircraft Certification Codes (First Character)		Valid to allow aircrew members to meet requirements for OFDA, ACIP, CEFIP, or HDIP
S	Flight Surgeon	Yes
T	Flight Attendant	Yes
U	UAV Operator	No
V	Airborne Battle Management Systems	Yes
W	Weapon System Officer	Yes
Z	Operational Support or Airborne Battle Staff	Yes

**NOTES:**

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

1. Log their flight time using both an aircrew certification code and position identifier valid to credit time (a "yes" in column 3).
2. Log primary, secondary or instructor flight time. Evaluator flight time is also creditable when the evaluator is current in the aircraft. Otherwise the evaluator should use the aircrew certification code O or X.
3. Be attaining or maintaining qualification in the aircraft.
4. Operational support fliers must log primary time to meet the requirement for HDIP. When not performing primary duties, they will log other time.
5. **(Added-AMC).** "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."

Table A2.3. (AMC) Flight Authorization Duty Codes.

Code	Remarks	
<b>1<sup>st</sup> Character</b>	<b>Aircrew Certification Code</b>	Identifies individual's qualification in unit's aircraft.
<b>2<sup>nd</sup> Character</b>	<b>Position Identifiers</b>	Aircrew Position Identifier code.
<b>3<sup>rd</sup> and 4<sup>th</sup> Character</b>	<b>Expanded Aircrew Position Identifier (third and fourth characters)</b>	
	Unit Defined MAJCOM qualification. 3d, 4 <sup>th</sup> , and 5 <sup>th</sup> aircrew position identifiers must be identified on the AMC Form 41 (also see AMCM 10-602, Volume 2)	
<b>N</b>	<b>4<sup>th</sup> Character: NSO (KC-135).</b>	
<b>5<sup>th</sup> Character</b>	<b>Flight Management System (FMS) Qualified KC-10 Pilots, Co-pilots, and Flight Engineers.</b>	
<b>A</b>	INS Only	
<b>B</b>	GPS Only	
<b>C</b>	GPS and INS	
<b>5<sup>th</sup> Character</b>	<b>Second Engineers</b>	
<b>2</b>	C-5 and C-141	
<b>If 2<sup>nd</sup> character is A or Z, (basic table)</b>	<b>Third character will be as follows:</b>	
<b>A</b>	Information management support (A prefix only)	
<b>B</b>	Passenger specialist	
<b>C</b>	Reserved for future use	
<b>D</b>	Drop zone operator	
<b>E</b>	Electronic system operator	
<b>G</b>	Gunner (in-flight weapons mechanic)	
<b>M</b>	Aeromedical evacuation technician	
<b>O</b>	Crew chief	
<b>P</b>	Aerial photographer	
<b>V</b>	Photo interpreter	
<b>W</b>	Weather officer (Aerial Recon)	
<b>Z</b>	Flight mechanic	

Code	Remarks
If 2 <sup>nd</sup> character is J	The third character will be as follows:
A	AGOS
P	PJ
W	Weather

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

**A2.6.7. (AMC)** 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.

**Table A2.4. Standard Training Event Identifiers.**

Identifier	Description
AA01	Qualification Evaluation
AA02	Qualification Evaluation, Simulator
AA11	Instrument Evaluation
AA12	Instrument Evaluation, Simulator
AA21	Combined Qualification and Instrument Evaluation
AA22	Combined Qualification and Instrument Evaluation, Simulator
LL01	Life Support Familiarization Training
LL02	Emergency Egress Training -Ejection Seat
LL03	Emergency Egress Training -Non Ejection Seat
LL04	Aircrew Chemical Defense Training (ACDT)
LL05	Egress Training with ACDE
LL06	Life Support Equipment Training
PP12	Centrifuge Training
SS01	Basic Survival
SS20	Combat Survival Training, Level C (S-V80-A)
SS21	Combat Survival Training, Level B
SS22	Combat Survival Training, Level C Top Off
SS23	Combat Survival Training, USAFA Level B
SS24	Survival Training (S-V83-A)
SS25	High Risk Survival Training, Level C (S-V91-A)

Identifier	Description
SS26	Peacetime Governmental Detention, Level B
SS27	Hostage Survival Training, Level C (S-V93-A)
SS28	Hostage Survival Training, Level B
SS29	Survival Training (S-V82-A)
SS30	Underwater Egress Training (S-V84-A)
SS31	Water Survival Training, Parachuting (S-V86-A)
SS32	Water Survival Training, Non-Parachuting (S-V90-A)
SS33	Arctic Survival Training (S-V87-A)
WW01	Water Survival
VV01	Night Vision Goggle

**NOTE:** Double letters identify Air Force specified training events.

### Attachment 3

## PREPARING AERONAUTICAL ORDERS

### A3.1. Purpose Explained. Aeronautical orders (AO) are:

A3.1.1. Published on AF Form 1887, **Request and Authorization for Aeronautical Orders**, or on an approved computer output format to validate individual qualification for aviation and parachutist service; to authorize and direct individual performance of duty that involves frequent and regular participation in aerial flight or parachute duties; and to establish or terminate individual entitlement to aviation career incentive pay (ACIP), career enlisted flyer incentive pay (CEFIP), and hazardous duty incentive pay (HDIP).

A3.1.2. Maintained in individual FRFs/JRFs and provide a complete chronological history of each individual's aviation career.

A3.1.3. Distributed according to [Table A3.2](#).

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

A3.1.5. Signed by the wing Host Aviation Resource Manager (HARM). The wing HARM must be an Operations Resource Management NCO (E-7 or above/civilian equivalent [GS-6] or E-7/GS-7 or above for ANG) with a seven (7) skill level and at least three years experience in the 1C0X2 career field. Waiver to this requirement must be submitted to HQ USAF/XOOT with full justification and expected get well date.

### A3.2. Aeronautical Orders Publication. Publish AOs for:

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

A3.2.1.1. Start or end the member's requirement to perform operational flying duty.

A3.2.1.2. Direct and record changes to aviation service code (ASC) and incentive pay entitlement.

A3.2.1.3. Establish the transition status code (TSC).

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

A3.2.2.1. Establish or terminate member's requirement to perform regular and frequent flight as a crewmember or on operational support duties.

A3.2.2.2. Direct and record changes to ASC, and incentive pay entitlement.

A3.2.2.3. Establish or terminate member's requirement to perform parachute jump duties.

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

**NOTE:** AOs will not be published for professionally qualified civilian employees or government contractors to perform inflight duties. These individuals will be placed on the unit's flight authorization. (See paragraph [1.8](#).)

### A3.3. General Instructions.

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

A3.3.1.1. Number AOs in sequential order, starting with number one for each fiscal year. Cite, above the heading of the first order of a year, the number of the last order published the previous year.

A3.3.1.1.1. A record set of AOs contains all orders published during a fiscal year, to include regular, amendment and revocation orders. Each order number must be accounted for (log required), from the first order through the last order published for that fiscal year.

A3.3.1.1.2. A separate file of background material (from official sources), which supports each order's publication, must be maintained for each fiscal year. Annotate the background material in the lower right-hand corner to show the order number to which it pertains.

A3.3.1.1.3. Post each amendment or revocation to the HARM and FRF/JRF record sets. Post in ink on the left margin of the original order.

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

A3.3.2. Units may use AF Form 1887, **Request and Authorization for Aeronautical Orders**, or letter to request actions that originate at the unit level. The unit must complete the proper items and send the form to the HARM. (When required, the unit routes the form through the MPF for verification [see paragraph [A3.4.](#)]).

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

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

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

A3.3.6. Use the AF Form 1887 or AFORMS generated memo format to amend or revoke a previous AO.

A3.3.6.1. Amend AOs to correct minor administrative errors (erroneous SSN), improper grade, etc.), if the intent of the original order is unaffected by the correction. The amendment order should contain only the required identifying data and the amended data. Underline amended items. (An amendment makes the amended order read as it should have initially.) Each AO requiring correction must have a separate amendment. HARM offices are authorized to amend other HARM offices' AOs (provide copy to original office).

**NOTE:** Copies of the amended AO must be sent to the originating HARM office for filing, if that HARM office is still active.

A3.3.6.2. Do not rescind AOs. Action taken on a later AO supersedes only the same item on previous orders. Previously awarded items on an order maintain the same effective date. Example: MSgt Jones', (ASC 9D) aeronautical order (AO) will terminate 1 June 20XX. However, MSgt Jones reenlists on 24 May 20XX, and is to remain on active flying status. An AO must be printed to reflect the new termination date based on the new DOS; the **effective date of the AO will remain the same** as the AO that placed MSgt Jones on flying status.

A3.3.6.3. Revoke an order when it is void and without effect from the beginning. (A revocation deletes the order from the chronological history in the member's FRF or JRF.) However, the revoked AO must be filed with the record set of AOs that supports the AO being published. When an AO is revoked, it no longer exists as an official document. Do not revoke a revocation; instead, publish a new order.

**A3.3.6.4. (Added-AMC)** 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. Restrictions on Publication.**

**A3.4. (AMC)** 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:

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

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

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

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

A3.4.4.1. The AO confirms an ASC change as a result of PCS/PCA. In this case, the effective date is the day after the member signs out from the losing organization, as provided by the MPF. A retroactive statement is not necessary for this action.

A3.4.4.2. The AO involves circumstances where a directive establishes an effective date. Use the directive established date as the AO effective date and cite the governing directive that applies as authority.

Figure A3.1. Sample Aeronautical Order and Instructions.

REQUEST AND AUTHORIZATION FOR AERONAUTICAL ORDERS					
<i>(If more space is needed use reverse of form and identify by item number)</i>					
1. INITIATE AVIATION SERVICE PERIOD <input checked="" type="checkbox"/> CHANGE AVIATION SERVICE CODE FROM <u>N/A</u> ESTABLISHES ASD <input checked="" type="checkbox"/> OTHER (Specify) <u>ESTABLISHES TSC A</u>			2. ENTITLEMENT STATUS ENTITLEMENT <input checked="" type="checkbox"/> TO ACIP <input type="checkbox"/> TO HDIP <input checked="" type="checkbox"/> IS AUTHORIZED <input type="checkbox"/> IS TERMINATED <input type="checkbox"/> IS NOT AFFECTED		
3. THE FOLLOWING INDIVIDUAL(S)					
NAME		GRADE	SSN	ORGANIZATION AND LOCATION	
CARTIER, BRENDA P.		2LT	123-45-1843	450 FTF (ATC) Mather AFB, Ca 95655	
			YES	NO	
4. REQUIRED TO PERFORM FREQUENT AND REGULAR FLIGHT			<input checked="" type="checkbox"/>		
5. REQUIRED TO PERFORM PARACHUTE JUMP DUTIES				<input checked="" type="checkbox"/>	
RATED INFORMATION (8-14)			EFFECTIVE DATE		TERMINATION DATE
			19920602		20040601
8. STATUS		A. AERO RATING	B. ASC	9. FAC CODE, ETC.	
POSSESS(ES)		NAVIGATOR	IU		
IS/ARE AWARDED BASIC					
<input checked="" type="checkbox"/> IS/ARE IN TRAINING FOR BASIC				FAC 7	
10. AND POSSESS(ES) ADDITIONAL					
11. IS/ARE AWARDED THE RATING		12. ASD	13. OSO	14. OFDA	
		19920602	19920408		
NON-RATED INFORMATION (15-17) (Only flying time logged (AW AFI 11-401 in aircraft authorized in Item 17 is creditable for incentive pay entitlement.)					
15. AIRBORNE DUTY/POSITION CODE			16. ASC	17. AIRCRAFT MD/IS	
18. REMARKS					
OFFICER LISTED IS A MEMBER OF CLASS 92-13, AND IS ASSIGNED TO COURSE S-V8N-C AT MATHER AFB CA					
19. ORDERS ISSUING/APPROVING OFFICIAL			20. SIGNATURE		
NOEMI ESCALANTE, A1C, USAF			<i>Noemi Escalante</i>		
21. AUTHORITY					22. DATE
AFR 60-13, PARA 3.5 (Now AFI 11-402, paragraphs 3.4 and 3.11.1)					19920606
23. DESIGNATION AND LOCATION OF HEADQUARTERS			24. AERO ORDER NO.	25. DATE	
DEPARTMENT OF THE AIR FORCE 323D FTW (ATC), MATHER AFB, CA 95655			0465	19920608	
26. DISTRIBUTION			27. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL		
A			FOR THE COMMANDER <i>Darcy L. Standish</i> DARCY L. STANDISH, CMSgt USAF Chief, HARM		
MPO SECTION					
28. <input checked="" type="checkbox"/> ACIP <input type="checkbox"/> HDIP		29. ACTION		30. EFFECTIVE DATE	
		<input checked="" type="checkbox"/> START (01) <input type="checkbox"/> STOP (02)		19920602	
32. DATE		33. MPO CERTIFYING SIGNATURE		31. TERMINATION DATE	
19920606		<i>Mona Bass</i>		20040601	
			34. TRANSACTION NO.		35. ADSN
			36. TRANSMISSION NO.		37. DROT DATE

**Table A3.1. Instructions for Preparation of the AF Form 1887, Request and Authorization for Aeronautical Orders.**

Item #	Check appropriate blocks(s) and enter information as follows:
Item 1	<p><b>(Initiate Aviation Service Period).</b> When this item is checked for rated officers (except flight surgeons), include in item 14 the total number of months of operational flying as of the effective date of the order (item 6). An aviation service period is initiated on entry into flying training that leads to an aeronautical rating and at each subsequent aviation career phase point (12 and 18 years aviation service).</p> <p><b>(Change Aviation Service Code From).</b> If member had no aviation service code before the date of this order, enter "NA."</p> <p><b>(Aircraft Assignment Action).</b> No longer used.</p> <p><b>(Other).</b> All other reasons for publishing the AO must be specified in the space provided and may be continued in item 18 if necessary. This block must be checked for all nonrated members who enter a course of instruction leading to pilot or navigator rating or being awarded a flight surgeon rating, and the following statement must be entered. "Establishes ASD." When AF Form 1887 is used to amend or revoke a previous AO, the "other" item must be checked, the action taken indicated, and the previous AO number referenced. For example: "Amend AO 322." "Revoke AO 247," etc. Complete item 18 as required. For cadets in special training status enter: "authorized temporary flying duty." <b>NOTE:</b> HARMs are not required to publish aircraft assignment AOs. However, a letter of justification is required from the member's MAJCOM to fly in non-USAF aircraft, IAW paragraph 1.11. The letter must be permanently filed on the left-hand side of the member's FRF. This letter will serve as the authorizing aircraft assignment action for the member.</p>
Item 2 - Entitlement Status	<p>An entry is required in this item for all AOs.</p> <p>a. Indicate the type of incentive pay to which the action relates: ACIP, CEFIP, or HDIP. <i>Do not check multiple blocks.</i></p> <p>b. If the individual's entitlement to incentive pay is affected by publishing the AO, so indicate by checking the appropriate block, authorized or terminated.</p> <p>c. Check the "not affected" block when the specific actions on the order do not result in a change in the entitlement status of the individual.</p>

Item #	Check appropriate blocks(s) and enter information as follows:
Item 3 - (Name)	<p>Enter the name, grade, SSN, organization, and location for each member affected by the AO. If additional space is required, type "See reverse" under the last name in item 3 and continue on reverse side. The following additional instructions apply:</p> <ul style="list-style-type: none"> <li>a. All items on the AO except name, grade, and items 6, 7, and 12 through 14 must apply equally to each member listed on the order.</li> <li>b. If items 6, 7, and 12 through 14 apply, enter only one name in item 3, and list the other names and items 7 and 12 through 14 on the reverse side of the order.</li> <li>c. For non-EAD members of AFRC, enter "AFRC (NON- EAD)" after member's name.</li> <li>d. For group orders, do not include information protected by the Privacy Act of 1974 (e.g., SSNs).</li> </ul>
Item 4 - (Required to Perform Frequent and Regular Flight)	<p>Complete on initial assignment to aviation service or duties and for all ASC changes. <b>NOTE:</b> A rated member is required to perform frequent and regular flights as long as a valid rating is held. Item will be marked "NO" only in cases where a member is disqualified or suspended for aviation service.</p>
Item 5 - (Required To Perform Parachute Jump Duties)	<p>Complete only if parachute jump status changes.</p>
Item 6 - (Effective Date)	<p>This is the effective date of the AO and cannot be before the member meets all eligibility requirements.</p>
Item 7 - (Termination Date)	<p>This is the last day the AO will be effective.</p> <ul style="list-style-type: none"> <li>a. For rated officers (except flight surgeons) and officers in training that leads to an aeronautical rating, enter the next aviation career phase point; for example, the date the officer will accrue 12, 18, or 25 years of aviation service, whichever occurs first, unless an earlier termination date is known. For officers in entitlement status 4, enter the date the officer will accrue 22 years of aviation service.</li> <li>b. For CEAs enter the next aviation career phase point; for example, the date the CEA will accrue 10, 15, 20, or 25 years of aviation service, whichever occurs first, unless an earlier termination date is known.</li> <li>c. For flight surgeons, enter the date officer will complete 25 years of aviation service.</li> <li>d. For nonrated enlisted members, the termination date will be the Date of Separation (DOS). For nonrated officers, the termination date will be the DOS, if known. If DOS is not known, the termination date will not exceed three years. If the member is notified of a follow-on flying assignment, change the termination date to reflect the follow-on assignment flying tour completion.</li> </ul>

Item #	Check appropriate blocks(s) and enter information as follows:
	<p>e. For operational support personnel, occasional in flight duty will be on a monthly basis or earlier. (Termination will be the last day of month).</p> <p>f. Enter "NA" on all AOs awarding aeronautical ratings or aviation badges, and disqualifying or terminating aviation service.</p> <p>g. For individuals who complete 25 years of aviation service, enter the DOS. If indefinite, enter "NA."</p>
Items 8 through 14 - (Rated/CEA Information)	<p>Complete, as appropriate, when the order: changes a rated officer's/CEA's ASC; awards a basic aeronautical rating to a graduate of a flying training course or flight surgeon rating to a graduate of course 50BY9351; or initiates an aviation flying service period for an officer or CEA entering undergraduate flying training.</p> <p>a. Item 9. Not Used.</p> <p>b. Item 10. Enter any additional aeronautical rating held even though the officer does not perform duty in that aeronautical career field (a pilot who has a navigator rating, a flight surgeon who has a pilot rating).</p> <p>c. Item 11. Enter the advanced rating awarded and cite the appropriate paragraph in item 21.</p> <p>d. Items 12 and 13. Complete these items only on AOs that first establish an aviation service career; for example, when entering formal training that leads to an aeronautical rating.</p> <p>e. Item 14. Leave blank when the order pertains to flight surgeons or nonrated airborne duties.</p>
Items 15 through 17 - (Nonrated Information)	<p>Complete if order directs member (rated, CEA, or nonrated) to perform other than rated airborne duties. For example:</p> <p>a. (Nonrated Officer-Other Than Flying Training Student). In item 15, enter a brief description of the airborne duty or position (for example, weather reconnaissance officer, flight nurse), followed by the appropriate code used to record time on AFTO Form 781, (see <a href="#">Attachment 2</a>, this instruction). Enter ASC in item 16. Leave item 17 blank.</p> <p>b. (Enlisted Crewmembers). Complete items 15 and 16. Leave item 17 blank.</p> <p>c. (Rated Officer). Although performance of nonrated airborne duty may not affect an officer's rated status or pay entitlement, an order is published to authorize and record performance of such duties. Item 16 will be "NA"</p> <p>d. (Cadets in special training status or nonrated members who perform specific official tasks). Enter NA in each item.</p>
Item 18-(Remarks)	<p>If necessary, continue this item on the reverse of the form.</p> <p>a. <b>(Undergraduate Flight Training)</b>. Include course name, class number or designator, and school location.</p>

Item #	Check appropriate blocks(s) and enter information as follows:
	<p>b. <b>(Awarding Aeronautical Rating).</b> When awarding a basic aero-nautical rating, enter name of course completed, class designation or number, date of completion, and school location.</p> <p>c. <b>(For Nonrated Crewmembers: Officer and Enlisted, and Members on Jump Status).</b> Enter UMD DAFSC with prefix. Parachute jumps are authorized from any jump deployable military or military contract aircraft for pay qualification. Item 17 does not apply.</p> <p>d. <b>(Initiation or Removal of a Disqualification [Administrative, Medical Disqualification, etc.]).</b> Enter reason and authority according to AFI 11-402, AFI 11-410, and this instruction, or if any action was directed or confirmed by HQ USAF/XOOT. If for medical reasons, enter date of medical incapacitation shown in AF Form 1042.</p> <p>e. <b>(Revalidating Flying Status of Rated Officer/CEA).</b> Include statement that member's previous aviation service status terminated on (appropriate date) and reason member is being returned to aviation duty. For example, "Officer is assigned to a position in the Reserve force requiring a rated officer as prescribed by AFI 38-201."</p> <p>f. <b>(Disqualification or Requalification).</b> Indicate action being taken and reason. For example:</p> <ol style="list-style-type: none"> <li>(1) Termination of requirement to perform aviation service. State the reason and cite the aeronautical order that previously ordered the member to aviation duties.</li> <li>(2) Disqualification in one or more ratings of dual-rated member. Specify the rated specialty or specialties in which disqualified and the reason. If member is to continue an aviation career in another rating, so state.</li> <li>(3) Prohibited from wearing aviation badge. When disqualification results from flying evaluation board (FEB) action that further directed that member not to be permitted to wear aviation badge, include: "Member is prohibited from wearing the aviation badge."</li> <li>(4) Disqualification for medical incapacitation. Include date of original incapacitation to document that the proper grace period has been given.</li> <li>(5) Removing medical disqualification. Include date member is re-certified "medically qualified" and authority.</li> </ol> <p>g. <b>(Retroactive Orders).</b> When date in item 6 is before date of order (item 25), include a statement validating the issuance of a retroactive order.</p> <p>h. <b>(Award of Badges).</b> Include the statement: "is awarded flight nurse badge, aircrew member badge, advanced aircrew member badge, or parachute badge," citing authority outlined in AFI 11-402. For the basic badge, include name of course; class number and designation, and location of school that qualified the member. For the advanced badge, cite the specific criteria attained that justified the award.</p>

Item #	Check appropriate blocks(s) and enter information as follows:
	<p>i. <b>(Changes to Orders)</b>. If the order amends or revokes a previous order, include a statement of action; including AO number, publishing organization, and date of the order being amended or revoked.</p> <p>j. <b>(Cadets in Special Training Status)</b>. Enter: "The above named individual(s) (is)(are) authorized to participate in flying duties as (a) cadet observer(s) in a special training status for the duration of the Advanced Training Program. Member(s) (is)(are) not entitled to ACIP/HDIP."</p> <p>k. <b>(Operational Support Members-ASC 9C)</b>. Includes the statement: "Member's ASC will change automatically to "06" the day after AO termination."</p> <p>l. <b>(Other Nonrated Members Who Fly Occasionally to Perform Specific Official Tasks)</b>. Member has current physical and physiological training. Neither Hazardous Duty Incentive Pay nor flying duty credit is authorized.</p>
Item 19 and 20 - (Orders Issuing/ Approval Official and Signature)	Designated individual within the squadron aviation resource management (SARM) office except as shown in paragraph <a href="#">A3.1.5</a> this attachment.
Item 21 - (Authority)	Include letter, message, or appropriate directive with applicable paragraph.
Item 22 - (Date)	Date the AO was requested by the orders issuing or approval official.
Item 23 Through 25	Completed by the authenticating official.
Item 26 - (Distribution)	See <a href="#">Table A3.2</a> for distribution.
Item 27 - (Signature Element of Orders Authenticating Official)	Will normally be signed by the Chief, Host Aviation Resource Management Office. This responsibility may be delegated to a Non-commissioned officer in the grade of master sergeant (E-7)/GS-6 civilian equivalent (GS-7 for ANG) or above. Waiver requests to this requirement must be submitted to HQ USAF/XOOT.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 28 through 32 - (Military Pay Order (MPO) Section)	<p>This section is completed to take an MPO action only after the AO is authenticated.</p> <p>a. Item 28--Check type pay affected by the MPO action.</p> <p>b. Item 29 through 31--Check the appropriate action requested (only one action per form) and enter appropriate date as outlined below:</p> <p>(1) Start--Use effective date block-enter desired start payment.</p> <p>(2) Stop--Use termination date block-enter desired stop date.</p> <p>(3) Report--Use both blocks-enter start and stop dates requested (limited to one month).</p> <p>(4) Change--Use effective date of change (usually applies only to crew status changes).</p> <p>(5) Cancel--If MPO cancels an erroneous start, enter in the effective date block the start date of the MPO being canceled. If MPO cancels a stop, enter termination date from MPO being canceled in termination date block. If MPO cancels MPO report, enter both dates from the report being canceled.</p> <p><b>NOTE:</b> The termination date (block 31) should be filled out for all MPO actions. This date will be the actual date when incentive pay terminates, if known, or the termination date of the AO.</p>
Item 32--(Date).	Enter date of request.
Item 33 - (Signature)	HARM or designated representative.
Item 34 Through 37 - (Processing Verification)	After the MPO has been processed by the AFO, verify processing by transcribing the transaction information from the daily record of transactions (DROT) or JUMPS data collection input (JDCI) in these blocks.

**Table A3.2. Required Distribution of Aeronautical Orders.**

RULE	Explanation
1	Establishes or terminates an aviation career for officers (establishes or terminates an aviation service date). Use distribution code A.
2	Reserved.
3	Applies to officers and affects actions other than those in Rule 1. Use distribution code C.
4	Applies to airmen. Use distribution code D.
CODE#	# of Copies in Parenthesis
A	Individual (1) Unit of Assignment (1) HARM of unit member is assigned to for flying (1) HARM issuing the order (5) Unit maintaining the member's flight evaluation folder (1) BEMO/EMO of unit to which member is assigned (1) HQ AFPC/DPSAMI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723 (1--Active Duty only) HQ ARPC/DSFR, Denver CO 80280-4100 (1--Non-EAD Air Reserve Component officers only)
B	Reserved
C	Individual (1) Unit of Assignment (1) HARM of unit member is assigned for flying (1) HARM issuing the order (5) Unit maintaining the member's flight evaluation folder (1) BEMO/EMO of unit to which member is assigned (1) AFGOMO, Washington DC 20330-1040 (1--General Officers only) HQ AFPC/DPSAMI, 550 C. Street West Suite 21, , Randolph AFB TX 78150-4723 (1--Active Duty only) HQ ARPC/DSMD, Denver CO 80280-4400 (1--Non-EAD Air Reserve officers only) MPF/DPM (2) (See Note 4)

RULE	Explanation
D	Individual (1) Unit of Assignment (1) HARM issuing the order (2) Unit maintaining the member's flight evaluation folder (1) IEU of unit to which member is assigned (1) MPF/DPM (3) (See Note 4) HQ AFPC/DPSAMI, 550 C. Street West Suite 21, , Randolph AFB TX 78150-4723 (1--Active Duty only) (See Note 5) HQ ARPC/DSMD, Denver CO 80280-4400 (1-ARC only) (see Note 5)

**NOTES:**

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

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

If the rated member's or CEA's duty will be	RULE					
	1	2	3	4	5	6
	and the AO will make the member's status					
	Active					Inactive
	Career	Flying	Student	Support	Parachutist	
A. Aircrew Member	Yes		Yes			Yes
B. Flight Surgeon	Yes					
C. Nonrated Duty		Yes		Yes	Yes	
<b>then complete AF Form 1887</b>						
D. Item 5, required to perform parachute duties					X	X
E. Items 8-14, Rated Information (N/A for Flight Surgeons and CEAs)	X			X		X
F. Items 15-17, CEA Information		X		X		
G. Item 18, Remarks (Include the CEA's ASD and total OFDA)			X	X	X	X
H. Item 21, Authority			X		X	X

**Table A3.4. Items to Complete on AF Form 1887, Nonrated Members.**

If the member's duty will be	RULE				
	1	2	3	4	5
	and the AO will make the member's status				
	Active				Disqualified or Terminated
	Flying	Student	Support	Parachutist	
A. Aircrew Member	Yes	Yes			Yes
B. Operational Support			Yes	Yes	
<b>then complete AF Form 1887</b>					
C. Item 5, required to perform parachute jump duties				X	X
D. Items 15-17, Nonrated Information	X	X	X	X	

If the member's duty will be	RULE				
	1	2	3	4	5
	and the AO will make the member's status				
	Active				Disqualified or Terminated
	Flying	Student	Support	Parachutist	
E. Item 18, Remarks	X	X	X	X	X
F. Item 21, Authority		X	X		X

**Attachment 4 (Added-AMC)****REQUEST ATTACHMENT FOR FLYING**

**A4.1. (AMC) 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. (AMC) 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

1<sup>st</sup> Ind, (Flying Squadron)/CC

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

(Signature block of SQ commander)

2<sup>nd</sup> Ind, (Operations Group)/CC

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

(Signature block OG commander)

3<sup>rd</sup> 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.

**ROUTINE USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DOD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

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

**DISCLOSURE:** Voluntary. However, failure to provide the requested information may result in you not being considered for the position; not being notified in case of emergency; or information not being correctly updated in the Aviation Resource Management System, etc.