

**BY ORDER OF THE COMMANDER,
436TH AIRLIFT WING**



AIR FORCE INSTRUCTION 11-215

**DOVER AIR FORCE BASE
Supplement 1**

13 AUGUST 2003

Flying Operations

FLIGHT MANUALS PROGRAM (FMP)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

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Certified by: 436 OG/OGV (Lt Col Worley)

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AFI 11-215, 11 July 2001, is supplemented as follows:

NOTE: This supplement will be distributed to HQ AMC/21 AF OPRs, as applicable. In addition, it should not be less restrictive than the provisions of this or any other instructions without prior authorization from the appropriate HQ AMC/21 AF OPR.

11.4. (Added) Aircrew Flight Manuals Program.

11.4.1. (Added) **Control and Distribution.** The Manuals Control Program is fully described in the OGV OI 11-4, *Flight Manuals Control Program*. All publications contained in the Flight Crew Information File (FCIF) will be released by 436 OGV through an FCIF upon formal release by the publication OPR. The FCIF will specify how the publication will be distributed (i.e., V-file or pick-up at Manuals Control). Squadron DOV personnel may pick up copies for review prior to release.

11.4.2. (Added) **AF Form 847 Program.** 436/512 OGV is the OPR for their respective AF Form 847 programs. The 436 OGV will appoint a primary and alternate office monitor with a cover letter placed in the AF Form 847 continuity book. (436 OG) Each squadron DOV should have a copy of OGV OI 11-2, *Air Force Form 847 Processing Instruction*, which establishes procedures for processing and tracking AF Forms 847. The 512 OG AF Form 847 program is consolidated at the 512 OGV level.

11.4.3. (Added) **Annual Review.** Flight manual checks are required semiannually as outlined in OGV OI 11-4. Accomplishment of this review is documented on an AF Form 1522, **ARMS Additional Training Accomplishment Report**, input into Aviation Resource Management System (ARMS) and is verified during each crewmember's Flight Evaluation Folder (FEF) review.

11.4.3.1. (Added) (512 OG) OGV will assume the responsibility of establishing a manuals control program for coordinating with 436 OGV, the number of manuals required, and distribution of required publi-

cations. 512 OSF will maintain physical control of the publication inventory. Additionally, the 512 OGV will maintain a complete FCIF file for use by both squadrons in lieu of an individual squadron file.

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