

**BY ORDER OF THE COMMANDER,  
PACIFIC AIR FORCES**

**AIR FORCE INSTRUCTION 11-215**



**PACIFIC AIR FORCES  
Supplement 1**

**14 JUNE 2002**

**Flying Operations**

**FLIGHT MANUALS PROGRAM (FMP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Maj Michael S. Smith)  
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(Col Frank J. Strasburger)  
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This supplement provides additional guidance for the use of flight manuals to operate aircraft throughout PACAF. It applies to all aircrew on active flying status. PACAF's supplement applies to PACAF gained Air National Guard (ANG) units when published in the ANGIN 2 and does not apply to the Air Force Reserve Command (AFRC) and units.

### ***SUMMARY OF REVISIONS***

This supplement changed significantly in both content and organization. These changes delete the requirement for units to maintain removed pages of checklists that do not apply to their aircraft, allow the unit's stan/eval function to withhold supplements that do not apply to unit aircraft with OG/CC approval, identify PACAF/DOTV websites/e-mail addresses for reference/correspondence, references directives governing the issue, accounting for and distribution of flight manuals, require unit Quality Assurance to coordinate to ensure maintenance personnel use proper flight publications when required, address the use and approval of electronic T.O. media, significantly affect AF Form 847 completion and submission procedures, and shift required publication reviews from semi-annual to coincide with aircrew periodic evaluations. A "I" indicates revised material since the last edition.

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

2.3.11.1.1. (Added) Submit unit developed checklists to PACAF/DOTV for approval prior to use.

2.3.11.2.1. (Added) Crewmembers may remove pages from aircrew flight manuals and checklists that are not applicable to the model aircraft or engine-type flown. Interim supplements will be posted to all pages that are retained by aircrews. The unit stan/eval function will ensure standardization of all crewmember flight manuals and checklists.

2.3.12.1. (Added) With OG/CC approval, the unit stan/eval function may withhold supplements that do not apply to unit aircraft. Retain supplements that are withheld in a centralized location.

3.4.2. The PACAF Flight Manual Executive Steering Group (FMESG) member/representative position will be staffed by PACAF/DOTV.

6.1.1. (Added) See the PACAF/DOTV homepage "DOTV Roster" (<https://www.cidss.af.mil/dotv/html/dotvroster.html>) for the current PACAF primary/alternate flight manual program manager.

6.2.1.1. (Added) A list of PACAF/DOTV MDS-specific POCs is available on the PACAF/DOTV homepage "DOTV Roster" (<https://www.cidss.af.mil/dotv/html/dotvroster.html>).

6.2.1.2. (Added) The PACAF e-mail address for receiving Flight Manual (FM) publication information (except AF Forms 847) is <mailto:hqpacaf.flightmanual@hickam.af.mil>.

6.2.2.1.1. (Added) The Operation Group Stan/Eval Office (OGV) will review the PACAF/DOTV webpage (<https://www.cidss.af.mil/dotv/homepage.taf?show=dotv>) to ensure that duplicate AF Forms 847 are not submitted. PACAF/DOTV POCs will review all AF Forms 847 regarding their MDS (or MDSs that they are responsible for) and will nonconcur with and return duplicates to the originator.

6.2.2.2.1. (Added) PACAF/DOTV will maintain a list of submitted AF Forms 847 on the PACAF/DOTV website. This list will include general information and the status of each PACAF originated AF Form 847. PACAF/DOTV will forward closed AF Forms 847 back to the originator.

6.2.3.1. (Added) All aircrew issued FM publications are subject to periodic HQ PACAF/DOTV inspections during HQ PACAF Stan/Eval Inspections.

6.2.4.1.1. (Added) Units will issue and account for aircrews' personal copies of FM publications IAW with T.O. 00-5-2 (Technical Order Distribution Systems), AFI 11-2MDS-specific volumes, and other applicable directives. Notify HQ PACAF/DOTV of anticipated shortfalls as soon as possible.

6.2.4.1.2. (Added) Units will distribute FM publications to aircrews IAW T.O. 00-5-2 (Technical Order Distribution Systems), AFI 11-2MDS-specific volumes and other applicable directives. Units will ensure that supplements, changes, and revisions to aircrew issued FM publications are addressed in unit Go/No-Go procedures.

6.2.4.2.1. (Added) OG/CC will establish minimum aircrew T.O. requirements IAW AFI 11-2MDS-specific volumes and other applicable directives. All active aircrews will maintain in-flight FM publications applicable to the aircraft and crew position. Unit requirements will be described in the unit supplement to this instruction.

6.2.4.3.1. (Added) All FM publications issued to aircrew will be reviewed for currency during required periodic evaluation publication checks. This may require aircrew to submit FM publications for inspection in addition to those already required by AFI 11-MDS Specific Volumes 2.

6.2.5.1. (Added) Unit Quality Assurance (QA) or LG (for ANG) will coordinate with OGV to ensure maintenance personnel use the proper sections of flight manuals and flight crew checklists to operate aircraft systems and engines during ground maintenance operations, if required.

6.2.7.1. (Added) HQ PACAF/DOTV will notify the appropriate units of impending FMRCs at least 60 days prior. OGV will ensure all AF Forms 847 that are being processed are received by HQ PACAF/DOTV at least 10 days before the FMRC. Note: Only those AF Forms 847 received by the FMM 60 days prior to the FMRC will be included on the FMRC's agenda. Others will be addressed as additional items at the end of the FMRC if time permits (see AFI 11-215, para 5.3.2.4.)

6.2.9.1. (Added) OGV will forward all publication errors not reportable by AF Form 847 to PACAF/DOTV using the PACAF/DOTV 847 organizational e-mail address: <mailto:pacaf.dotv.847s@hickam.af.mil>. PACAF/DOTV will consolidate and forward to the appropriate Flight Manual Manager (FMM).

8.1.1.1. (Added) Use of any Personal Electronic Device (PED)/Personal Flight Manual Device (PFMD) will be approved by PACAF/DO (NGB/DO for ANG) prior to use. Submit requests through PACAF/DOTV (or NGB channels for ANG).

8.1.2.3.1. (Added) Until an approved Air Force PFMD (or e-tool) is acquired, up-to-date paper copies of FM publications will be carried on board each aircraft when those FM publications are required to be carried in flight. When an approved Air Force PFMD (or e-tool) is acquired, units will maintain up-to-date paper copies of FM publications when they are required to be on hand.

8.4.1. (Added) Printing of flight manuals from digital files will be accomplished only when required and controlled by the unit TODO.

9.2.1.1. (Added) Submit AF Forms 847 recommending changes to FM publications directly to HQ PACAF/DOTV. Submit all AF Form 847s electronically as packaged forms (FPK) to the PACAF/DOTV 847 organizational e-mail address: <mailto:pacaf.dotv.847s@hickam.af.mil>. AF Forms 847 will be submitted individually (one per e-mail) using the PACAF control number and affected MDS as the e-mail's subject [i.e. - "PACAF 51-02-01 (F-16)"]. If an AF Form 847 does not address a particular MDS, reference the affected publication in place of the MDS [i.e. - "PACAF 374-02-12 (AFI 11-202V3)"]. Attached electronic AF Forms 847 will be labeled with the PACAF control number without the "PACAF" designation or dashes (i.e. - 510201.fpk).

9.2.1.2. (Added) OGV is the primary OPR for AF Form 847, Recommendation for Change of Publication (Flight Publications) at and below the wing level. Unit procedures will be described in the unit supplement to this instruction. OGV will maintain an AF Form 847 file (electronic or hardcopy), monitor the status of open 847s, and advise originators of actions taken on their recommendations.

9.2.1.3. (Added) Separate AF Forms 847 are not required and will not be processed when recommendations affect both the flight manual and related aircrew checklist.

9.2.2.1. (Added) Final closing action on AF Forms 847 recommending changes to FM publications is non-concurrence by HQ PACAF/DOTV or the FMM, or approval by the FMM.

9.2.2.2. (Added) Replies considered unacceptable to the originator may be resubmitted with additional justification and rationale.

10.2.1.1. (Added) Submit AF Forms 847 recommending changes to Air Force, PACAF, and other MAJ-COM publications directly to HQ PACAF/DOTV. Submit IAW para **9.2.1.1. (Added)** above.

10.2.1.2. (Added) Submit AF Forms 847 recommending changes to other publications (NAF, wing, group, ACCR, etc.), which require the use of AF Form 847, directly to the OPR.

10.2.3.1. (Added) Final closing action on AF Forms 847 recommending changes to other than FM publications is non-concurrence by HQ PACAF/DOTV or the OPR, or approval by the OPR.

10.2.3.2. (Added) Replies considered unacceptable to the originator may be resubmitted with additional justification and rationale.

11.1.1. (Added) OGVs will submit local supplements to PACAF/DOTV within 30 days of publication.

11.1.2. (Added) For units that do not supplement this instruction, items that must be supplemented/addressed per this PACAF supplement will be included in other written local guidance (i.e. - AFI 11-202V2, Chapter 7). In this case, comply with para 11.2. of the parent instruction.

**Atch 3, Block 2.** For Safety Investigation Board (SIB) generated AF Forms 847, enter the mishap event number. For all other AF Forms 847, OGV will enter a control number consisting of command, unit, calendar year, and sequence number (i.e. - "PACAF 18-02-01" for 18 WG's first AF Form 847 in CY02). Skip over sequence numbers not used for SIB generated AF Forms 847 in Block 2 (for example, if "PACAF 3-02-01" is followed by two SIB generated AF Forms 847, the next non-SIB generated AF Form 847 will be "PACAF 3-01-04"). Unless an AF Form 847 is SIB generated, Block 2 and Block 3 (see below) will always be the same.

**Atch 3, Block 3.** The submitting OGV will enter a PACAF control number. PACAF control numbers will consist of command, unit, calendar year, and sequence number (i.e. - "PACAF 18-02-01" for 18 WG's first AF Form 847 in CY02) regardless of whether or not the AF Form 847 was generated as a result of an SIB.

**Atch 3, Block 5.** If submitting an SIB generated or Emergency AF Form 847 (must be processed within 48 hours), in addition to marking the "Yes" box, preface rationale/comments in Block 17 and the title of the e-mail containing the file with "SIB/EMERGENCY AF FORM 847- PROCESS IMMEDIATELY." If later downgraded to routine, PACAF/DOTV will remove these entries before forwarding.

**Atch 3, Block 19.** For AF Forms 847 that do not allow this field to be accessed, enter "//signed//" after the individual's name/rank in Block 18. If "//signed//" won't fit in box Block 18, enter it in Block 17 directly above Block 19.

**Atch 3, Section 1.** Do not submit AF Forms 847 to PACAF/DOTV that lower echelon endorsers do not concur with. For AF Forms 847 that do not allow the signature field to be accessed, enter "//signed//" after the individual's name/rank or title in the preceding block. If "//signed//" won't fit in the preceding block, enter it in the remarks block directly above the signature block.

**Atch 3, Section 2.** PACAF NAFs do not have a Stan/Eval function. This section will be completed by the submitting OG/CC. Do not submit AF Forms 847 to PACAF/DOTV that lower echelon endorsers do not concur with. For AF Forms 847 that do not allow the signature field to be accessed, enter "//signed//" after the individual's name/rank or title in the preceding block. If "//signed//" won't fit in the preceding block, enter it in the remarks block directly above the signature block.

**Atch 3, Section 3.** For AF Forms 847 that do not allow the signature field to be accessed, enter "//signed/" after the individual's name/rank or title in the preceding block. If "//signed/" won't fit in the preceding block, enter it in the remarks block directly above the signature block.

GARRY R. TREXLER, Maj Gen, USAF  
Director of Air and Space Operations