

Change 2

Headquarters
Department of the Army
Washington, DC, 10 December 2010

Airfield and Flight Operations Procedures

1. Change FM 3-04.300, 12 August 2008, as follows:

Remove old pages:	Insert new pages:
iii and iv	iii and iv
1-5 through 1-8.....	1-5 through 1-8
3-27 and 3-28.....	3-27 and 3-28
6-3 and 6-4.....	6-3 and 6-4
6-7 and 6-13.....	6-7 and 6-13
7-7 through 7-18.....	7-7 through 7-18
8-1 and 8-2.....	8-1 and 8-2
8-9 through 8-29.....	8-9 through 8-29
11-1 and 11-2.....	11-1 and 11-2
References-3 through References-5.....	References-3 and References-4

2. A star (*) marks new, changed, or location of deleted material.

3. File this transmittal sheet in front of the publication.

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	Section II – Mission Scheduling	5-6
	Mission Briefing	5-7
	Section III – Operations Training and Evaluation	5-9
	Training.....	5-9
	Section IV – Aviation Mission Planning System	5-11
	System Objectives.....	5-12
	Levels of Mission Planning.....	5-13
Chapter 6	AVIATION FLIGHT RECORDS MANAGEMENT	6-1
	Section I – Flight Records Automation	6-1
	Centralized Aviation Flight Records System	6-1
	User Roles/Permissions	6-1
	Section II – Individual Flight Records Folder	6-2
	Forms and Records	6-2
	Folder Labeling.....	6-3
	Lost or Damaged Folders.....	6-3
	Folder Disposition.....	6-3
	File Arrangement.....	6-3
	Section III – Flying Status Management	6-8
	Rated Aviator	6-8
	Crewmember/Noncrewmember	6-8
	Flight Physical	6-9
	Minimum Flying Time	6-9
	Section IV – Army Aviator’s Flight Records	6-10
	*DA Form 2408-12 Completion	6-11
Chapter 7	RATED AVIATOR FLIGHT RECORDS	7-1
	Section I – Flying Hour Worksheet	7-1
	Temporary Worksheet.....	7-1
	Consolidation Worksheet.....	7-4
	Section II – Aircraft Closeout Summary	7-6
	*DA Form 759 Closeout (Rated Aviator)	7-11
Chapter 8	CREWMEMBER/NONCREWMEMBER FLIGHT RECORDS	8-1
	*DA Form 759-3.....	8-1
	*DA Form 759-1.....	8-9
	*DA Form 759.....	8-14
PART THREE AIRFIELD OPERATIONS		
Chapter 9	AIRFIELD OPERATIONS	9-1
	Organization	9-1
	Personnel Constraints	9-6

Chapter 10	FLIGHT PLANNING AND OPERATIONS.....	10-1
	Section I – Organization	10-1
	Weather Section.....	10-1
	Airfield Operations Branch	10-2
	Section II – Airfield Management Responsibilities.....	10-5
	Airfield Facility Recreational Use	10-5
	Authorization to Land Foreign Owned/Operated Aircraft at Army Airfields	10-5
	Joint-Use Airfields	10-6
	Airfield Markings.....	10-6
	Section III – Flight Planning Procedures	10-9
	Flight Plans	10-9
Chapter 11	AIRFIELD SERVICES AND SAFETY	11-1
	Section I – Personnel and Responsibilities	11-1
	Personnel	11-1
	Section II – Airfield Safety.....	11-3
	Aircraft Accident Prevention.....	11-3
	Hazardous Materiel.....	11-6
Chapter 12	NATIONAL AIRSPACE SYSTEM REQUIREMENTS.....	12-1
	Section I – National Airspace System Defined	12-1
	Hierarchy of Airspace.....	12-1
	Air Traffic Coordination Requirements.....	12-2
	Section II – Special-Use Airspace	12-3
	Temporary Flight Restrictions	12-4
	Prohibited Areas.....	12-4
	Restricted Areas.....	12-4
	Warning Areas	12-4
	Military Operations Areas.....	12-4
	Alert Areas	12-4
	Victor Airways	12-4
	Military Training Routes	12-5
Appendix A	CONTINGENCY AIRFIELD OPENING CHECKLISTS.....	A-1
Appendix B	AIRCRAFT CHARACTERISTICS	B-1
Appendix C	AIRFIELD LAYOUT PLAN.....	C-1
Appendix D	LETTERS AND MEMORANDUMS	D-1
Appendix E	EMERGENCY PLANS AND PROCEDURES	E-1
	GLOSSARY	Glossary-1
	REFERENCES.....	References-1
	INDEX	Index-1

AIRFIELD HEADQUARTERS/ELEMENTS/SECTIONS

Airfield Management Headquarters

1-16. The airfield management headquarters is made up of a military occupational specialty (MOS) 15B ATC officer and a 15P50 ATC operations sergeant. This headquarters is responsible for—

- Development of local airfield standard operating procedures (SOPs) that govern areas such as:
 - Flight plan filing.
 - Use of airfield services.
 - Joint use of airspace.
 - Airfield facility use.
 - Night operation agreements
 - Noise abatement.
 - Nap-of-the-earth (NOE) training area rules and other special interest areas.
 - Implementation of an airfield advisory council.
 - Expansion and acquisition efforts for the airfield.
 - Synchronization of aviation actions for the senior aviation commander.
- Training and performance of the flight operations branch and the airfield services/petroleum, oil, and lubricants (POL) services branch.
- Development and update of the local hazard map.
- Development of the preaccident plan.
- Development of operations letters (OLs) and letters of agreement (LOAs).
- Flight information publications (FLIPs) availability and currency.
- Coordinates for and acquires additional airfield services such as refuel, weather, engineer support, and firefighting.
- Interfaces with the AC2 system and the combined air operations center's crash rescue center.

*Airfield Services Element

1-17. The airfield services element consists of a 15P20 aviation operations sergeant and a 15P10 aviation operations specialist. The airfield services element controls aircraft manifests and provides limited cargo transportation control. It also reports airfield status and coordinates notice to airman (NOTAM) advisories. The element maintains appropriate flight operation publications and disseminates appropriate airspace coordinating measures (ACMs) to aircrews. The airfield services element coordinates various flight activities in and around the airfield. Flight operations personnel coordinate directly with the airfield headquarters element, ATC, other airfield services organizations, and force protection elements. The airfield services element—

- Provides airspace and local airfield procedures briefings including air tasking order (ATO), airspace control order (ACO), and special instructions (SPINS) concerning local airspace to transient aviators and aviation units operating at the airfield.
- Develops SOPs for notification and dissemination of aircraft emergencies, severe weather warnings, and operations security (OPSEC) violations, and for the airfield services element.
- Initiates and maintains DA Form 1594 (Daily Staff Journal or Duty Officer's Log).

Airfield Safety/Standards Element

1-18. The airfield safety/standards element consists of a 153AB aviation safety officer (SO), 150A air traffic and airspace management officer, and a 15Q40 ATC senior sergeant. It develops and implements a comprehensive accident prevention program to minimize the risk of aviation operations. This element

develops a preaccident plan and works collaboratively with airfield services elements and the aviation community. Airfield safety and standardization personnel coordinate aircraft accident investigations, review operational hazard reports, and publish flight procedures in theater-specific aviation procedure guides (APGs). Additional responsibilities include—

- Serving as a member of the airfield advisory council.
- Coordinating airspace usage agreements for training and airfield operations.
- Conducting initial and followup airfield safety inspections.
- Developing local airfield flight procedures and rules.
- Developing and ensuring currency of a local hazards map.
- Establishing the airfield crash system; coordinating and securing any additional assets needed.
- Reviewing and processing the TERPs data package for completeness and accuracy; requests flight inspections for NAVAIDs.

Flight Dispatch Element

1-19. The flight dispatch element consists of two aviation operation sergeants. The flight dispatch element processes flight plans through the combat airspace system or host nation system; it develops and maintains local checklists, logs, and other required documentation to support functional area responsibilities. The element also provides flight planning services to include current publications, maps and charts, NOTAM display, and weight and balance forms for Class 2 aircraft. Flight dispatch also—

- Develops local instructions for—
 - Inbound and outbound aircraft.
 - Distinguished visitors.
 - Aircraft requiring special handling (such as air evacuation and hazardous cargo).
 - Airfield restrictions (prior permission required [PPR]).
 - Crash alarm system.
 - FLIPs.
 - In-flight advisories.
 - Foreign object damage (FOD) checks of the airfield at least once per shift.
- Provides advisory service in the event of ATC facility closure.
- Develops a training program for newly assigned personnel.
- Ensures airfield advisory procedures are established when required.
- Ensures ground personnel operating near or on taxiways or runways are thoroughly briefed on two-way radio communication procedures and are familiar with the ATC light gun signals contained in the aeronautical information manual and the Federal Aviation Administration Handbook (FAAH) 7110.65.
- Establishes and maintains current flight information developed within the theater.

Air Traffic Control Operations Element

1-20. The ATC operations element is made up of a headquarters, a terminal platoon with a headquarters element, a tower team and ground controlled approach (GCA) team, and an airspace information services platoon. The airspace information services platoon consists of a headquarters, an airspace information center (AIC), and a tactical aviation control team (TACT). The AOB establishes an AIC that interfaces with airfield operations ensuring airspace information management and dissemination within its area of responsibility. The AIC receives airspace information changes and updates through communication links to the elements comprising the Army Air Ground System (AAGS) and the Theater Air Ground System (TAGS).

1-21. The AIC has responsibility for disseminating this information to aviation units operating within the airfield terminal area and throughout the theater. The TACT provides the AOB with the capability of terminal tower operations at a satellite heliport or airfield as required by the operational situation. The coordination of ATC procedures and establishment of air traffic services is the responsibility of the

terminal and airspace information services platoons. These elements provide detailed planning for terminal and en route air traffic services in and out of the area of responsibility by developing aviation flight procedures and incorporating them into the theater airspace plan. ATC elements coordinate directly with the airfield management command group, other airfield services organizations, and force protection elements. The ATC operations element is responsible for—

- Assisting in the development of local airfield procedures.
- Developing a crash rescue plan with all associated procedures.
- Assisting in development and publication of the aviation procedures guide.
- Developing ATC facility training manuals and facility training programs .
- Initiating the TERPs data collection process if necessary or completing any portion of it to include an emergency recovery procedure in conjunction with the combat aviation brigade (CAB) standards officer.
- Securing and disseminating the ATO/ACO and associated SPINS.
- Providing terminal ATC and en route flight following.
- Establishing and maintaining current flight information developed within the theater.

AIRFIELD OPERATIONS BATTALION REQUIRED COMMUNICATIONS

1-22. The AOB requires a robust communication capability to execute its airfield management mission and send and receive critical information regarding current and future operations. These requirements (listed by section) are—

- Flight dispatch element.
 - Dedicated, secure, jam resistant very high frequency (VHF)-Frequency Modulation (FM), VHF-amplitude modulation (AM), and ultra high frequency (UHF)-AM radios.
 - Continuous monitoring VHF-AM and UHF-AM emergency (guard frequencies with guard transmit presets).
 - Secure jam resistant voice and data communications in the HF/single side band with automatic link establishment.
 - UHF-FM satellite communications-demand assigned multiple access for beyond line of sight communication.
 - Direct-voice landline communications to the control tower, airspace information center, Army and joint airspace control authorities, weather station, refueling point, and resident aviation units.
 - Mobile communication console integrating all radio and telephones landline communications providing centralized use.
 - Voice primary crash alarm system with circuit activation capability for five key agencies.
 - Handheld, short-range radio communications in the VHF-AM/FM frequency spectrum.
 - Aviation Mission Planning System (AMPS).
 - Telecommunications equipment to process flight data, flight movement messages.
 - Field telephones and switchboard for mission and routine use.
- Airfield services element.
 - Handheld, short-range radio communications in the VHF-AM/FM frequency spectrum.
 - Direct voice landline communications to the control tower, airspace information center, Army and joint airspace control authorities, weather station, refueling point, and resident aviation units.
 - Field telephones and switchboard for mission and routine use.
- Airfield safety/standards element.
 - Handheld, short-range radio communications in the VHF-AM/FM frequency spectrum.
 - Field telephones and switchboard for mission and routine use.

Communications Section

1-23. The communications section is made up of a 25U20 forward signal support sergeant and a 25U10 signal support systems specialist. The communications section installs, employs, maintains, troubleshoots, and assists users with battlefield signal support systems and terminal devices to include radio, wire, and battlefield automated systems. This section—

- Integrates signal systems and networks.
- Disseminates information service policies.
- Prepares maintenance and supply requests for signal support.

Communication/Navigational Aid Maintenance Section

1-24. The communication/navigational aid (COM/NAV) maintenance section consists of a 94D30 ATC systems maintenance supervisor, an E5 94D20 ATC equipment repairer, two 94D10 ATC equipment repairers, and a 94D ATC equipment repairer. This section is organic to the AOB and maintains equipment maintenance records, authorized spare parts, supply stock, tool lists, and technical manuals and instructional material for repair of ATC communication/navigation systems and equipment. The COM/NAV maintenance section also provides—

- Field-level maintenance to ATC systems.
- Component replacement and limited component repair.
- Installation and troubleshooting of ATC equipment, landing systems, and identification friend or foe/selective identification feature systems.
- Comparison checks on repaired equipment per test standards.
- Intermediate direct support maintenance and installation of ATC communications, NAVAIDs, and landing systems.
- Ground certification of NAVAIDs prior to flight checks.

Lightning Protection

3-87. Lightning protection must be installed on open pads used for manufacturing, processing, handling, or storing explosives and ammunition. Lightning protection systems must comply with DOD Standard 6055.9, AFMAN 88-9/technical manual (TM) 5-811-3, chapter 3, AFI 32-1065, and National Fire Protection Association (NFPA) 780. Aircraft loaded with explosives must be grounded at all times. Aircraft grounding is per applicable weapons systems technical orders.

SECTION V – NAVIGATIONAL AIDS AND FLIGHT INSPECTION

3-88. The potential for a major military contingency or natural disaster underlines the need to respond quickly to a military emergency. This necessitates advanced planning and the definition of operational requirements. In such circumstances, military flight inspection resources become critical in restoration of NAVAIDs. The ability to provide sustained flight inspection support for numerous and diverse requirements that may exist is predicated on the use of abbreviated flight inspection procedures. Flight inspections for restoration and commissioning of NAVAIDs depend greatly on the AOB's airfield management, air traffic, and COM/NAV maintenance support and preparations prior to the flight inspection.

EMERGENCY FLIGHT INSPECTIONS

3-89. The guidance, procedures, and tolerances contained in this section describe minimum facility performance standards for emergency military situations requiring deviation from normal standards. Basic flight inspection requirements and methods of taking measurements apply to the emergencies unless specific guidance or tolerances are given. Operational facilities using these procedures shall be reinspected to normal standards when circumstances permit.

AUTHORITY FOR ABBREVIATED FLIGHT INSPECTION PROCEDURES

3-90. Authority to implement these provisions may be exercised by either the military or FAA. When military authority determines an operational situation dictates application of these procedures and tolerances, the appropriate flight inspection activity and FAA Aviation System Standards Office (AVN) Manager, Flight Inspection Operations Division, AVN-200, shall be notified. Application to civil facilities is determined by appropriate FAA authority, who shall notify both AVN-200 and appropriate military authority. The Flight Inspection Operations Division, AVN-200, is responsible for issuing a General Notice and initiating a NOTAM regarding implementation of abbreviated procedures to provide facilities for emergency use.

TYPES AND PRIORITIES OF EMERGENCY FLIGHT INSPECTION

3-91. Only special and commissioning type flight inspections will be conducted under emergency conditions using the procedures in TM 95-225, section 104. After-accident flight inspections may also be conducted under emergency conditions; however, normal procedures shall be followed. Priorities shall be established by the component commander or his designated representative.

Preinspection Requirements

3-92. Prior to arriving on location, the AOB's airfield management element and COM/NAV section coordinate the following items for the flight inspector:

- Arrival time.
- Emergency operational requirements as defined by the terminal platoon leader.
- Airspace requirements for conducting the flight inspection profile.
- Anticipated support such as refueling and ground transportation for a theodolite operator.

3-93. *The terminal platoon leader accomplishes the following actions prior to arrival of the flight inspection aircraft:

- Makes final determination regarding emergency operational requirements for the facilities and special instrument approach procedures (SIAPs) requiring flight inspection; is prepared to brief changes on initial contact.
- Coordinates airspace requirements and obtains necessary clearances from appropriate airspace control authorities for conducting the inspection.
- If required, designates and briefs the air traffic controller to work the flight inspection aircraft.
- If available, provides current facility data for each facility to be inspected.

3-94. The ATC systems maintenance supervisor—

- Ensures adequate radio communications are available and operational.
- Assigns qualified maintenance personnel to support flight inspection of the equipment being inspected.
- Assists terminal platoon leader in completing appropriate documentation for each facility inspected.
- Arranges ground transportation for the theodolite operator if necessary.

Approach Procedures

3-95. The minimum flight inspection required to certify published SIAPs is inspection of the final and missed approach segments.

3-96. If an approach must be established, the flight inspector may be responsible for establishing final and missed approach procedures. Both segments of the procedure are flown and recorded to establish and document flyability, accuracy, reliability, and obstacle clearance. The flight inspector records the emergency SIAP procedures on the flight inspection report and provides the ATC supervisor with adequate detail for issuance of the NOTAM by the airfield management element.

3-97. The flight inspector determines, through visual evaluation, that the final and missed approach segments provide adequate terrain and obstacle clearance.

Facility Status and Notices to Airmen

3-98. The flight inspector ascertains from ATC the intended operational use of the facility. After completing the inspection, the flight inspector determines the facility status for emergency use and advises the ATC supervisor prior to departing the area.

3-99. The ATC supervisor ensures issuance of a NOTAM by the airfield management element. Unusable SIAPs, or portions thereof, are included in the NOTAM. The NOTAM for a civil facility must be issued as a NOTAM D to ensure information is made available using the most expeditious method.

3-100. NOTAMs that are lengthy and describe emergency-use NAVAIDs in great detail will not be issued. The flight inspector subsequently records the NOTAM text in the remarks section of the applicable flight inspection report.

3-101. The flight inspector has the authority and responsibility for determining whether a NAVAID can safely and adequately support operations intended under emergency conditions. However, the AOB commander has final authority and responsibility for operation of military facilities not part of an existing common system, and may elect to use those facilities for military missions. Additionally, the military may elect to use a military or civil NAVAID, which is part of a common system, even though that NAVAID is considered unusable by the flight inspector. In all such cases, the AOB commander is responsible for issuance of an appropriate NOTAM advising that the NAVAID is in operation "For Military Emergency Use Only" to support emergency operations.

FOLDER LABELING

6-9. Flight records are required to be labeled per Army Records Information Management System (ARIMS), chapter 6 (figure 6-1). Place the personal information label on the top left hand corner and the disposition instructions on the top right hand corner. ARIMS requires the Privacy Act system number found in DA Pam 25-51.

KE 95-1a2. Individual Flight Records Doe, John DOB: 10 FEB 62 123-45-6789 RANK: (optional) Privacy Act Sys A 0095-1aTRADOC	DISPOSITION: Forward with person- nel records on reassignment or change of status. Release to individual upon retirement, discharge, or death.
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Figure 6-1. Sample of folder labeling system

LOST OR DAMAGED FOLDERS

6-10. When an individual's IFRF is lost or destroyed, reconstruct the record by printing documents needed from CAFRS. Contact the individual's last duty station to obtain a 60 day restore file from the unit's database. Once the CAFRS Central Database (CCDB) is online contact the CAFRS help desk for assistance in recovering the file. Information needed prior to the inception of CAFRS should be obtained from the individual's personal copy of the flight records. To prevent loss due to inaccessible or lost baggage, individuals in transit should not carry their personal copy of flight records in the same container as the original copy. Annotate actions taken to locate missing documentation and methods used to verify flight hours on Part IV of DA Form 759.

FOLDER DISPOSITION

6-11. Forward the IFRF with the individual on reassignment. The records custodian will maintain a log for records that are signed out to individuals for temporary duty, permanent change of station (PCS), or attendance at the Eastern Army Aviation Training Site, Western Army Aviation Training Site, or United States Army Aviation Center of Excellence (USAACE). Charge-out forms will be maintained for records per ARIMS.

6-12. Upon final closeout at unit complete a synchronization with the CCDB to deactivate the record and move it to the CCDB for storage.

FILE ARRANGEMENT

DA FORM 3513

*Supplemental Documents

6-13. Post miscellaneous documents in the supplemental documents section. Items such as 120-day notices, ATP extensions/waivers, National Guard Bureau (NGB)/USAR assignment instructions, and other aviation-related documents designated as required by the commander but that do not fall under any other classification.

Note: For units still on legacy systems include an envelope containing the latest closeout file in the IFRF when the records custodian changes. For units on CAFRS place a PCS companion file disk in the IFRF when the custodian changes. Place this disk on top of the DA Form 201A (Field Personnel File Divider) labeled "Supplemental Documents."

Medical Documents

6-14. Place DA Form 4186 in the IFRF. Enter effective date and expiration date of DA Form 4186 into CAFRS adding all required remarks. Commanders, individuals, and flight surgeons must complete their areas before it is filed in the IFRF, per AR 40-501. File the commander's copy of DA Form 4186 in the IFRF along with any copies of medical suspensions and subsequent up-slips throughout the year. The annual DA Form 4186 for fitness of flying duty after the completion of the member's medical examination should be maintained in the IFRF throughout the entire year. (See table 6-1 for retention of DA Form 4186.)

• **Table 6-1. Retention of DA Form 4186**

• Occurrence		• Retention	
• Completion of annual medical examination		• Until expiration date. Maintained in record for entire year	
• Medical suspension (grounding slip)		• Until completion of the next closeout. Filed on top of the annual 4186.	
• 1-calendar month extension		• Until the end of the month following the birth month. Filed on top of the annual 4186.	
• Termination of medical suspension (up slip)		• Until completion of the next closeout.	
• Medical clearance when individual reports to a new duty station		• Until completion of an annual medical examination.	
• Assignment to an operational flying duty position from a nonoperational flying duty position		• Until completion of an annual medical examination.	
• Medical clearance after an aircraft accident		• Until completion of an annual medical examination.	
• Permanent Suspension		• Until permanent order is received.	
• Issue of waiver for medical disqualification		• Until permanent order is received.	

6-15. Recent guidance for the protection of health information was published under the Health Insurance Portability and Accountability Act (HIPAA). This act requires the safeguard and security of medical information. The retention of medical waivers with personal health information in the IFRF is no longer acceptable. An abbreviated waiver memorandum summarizing the medical waiver, periods of retention, and actions recommended by the medical authority should be filed instead. This memorandum can be obtained from the Flight Surgeon.

Orders

6-16. The following are maintained in the orders section of DA Form 3513 (examples are provided in figure 6-1 (page 6-3) and figure 6-2 (page 6-5):

- Aviation service entry date orders.
- Flying status orders.
- Aeronautical certifications and aircraft qualification course (AQC) certificates.
- Suspension orders (other than for medical disqualification).
- Crewmember/noncrewmember flying status orders.

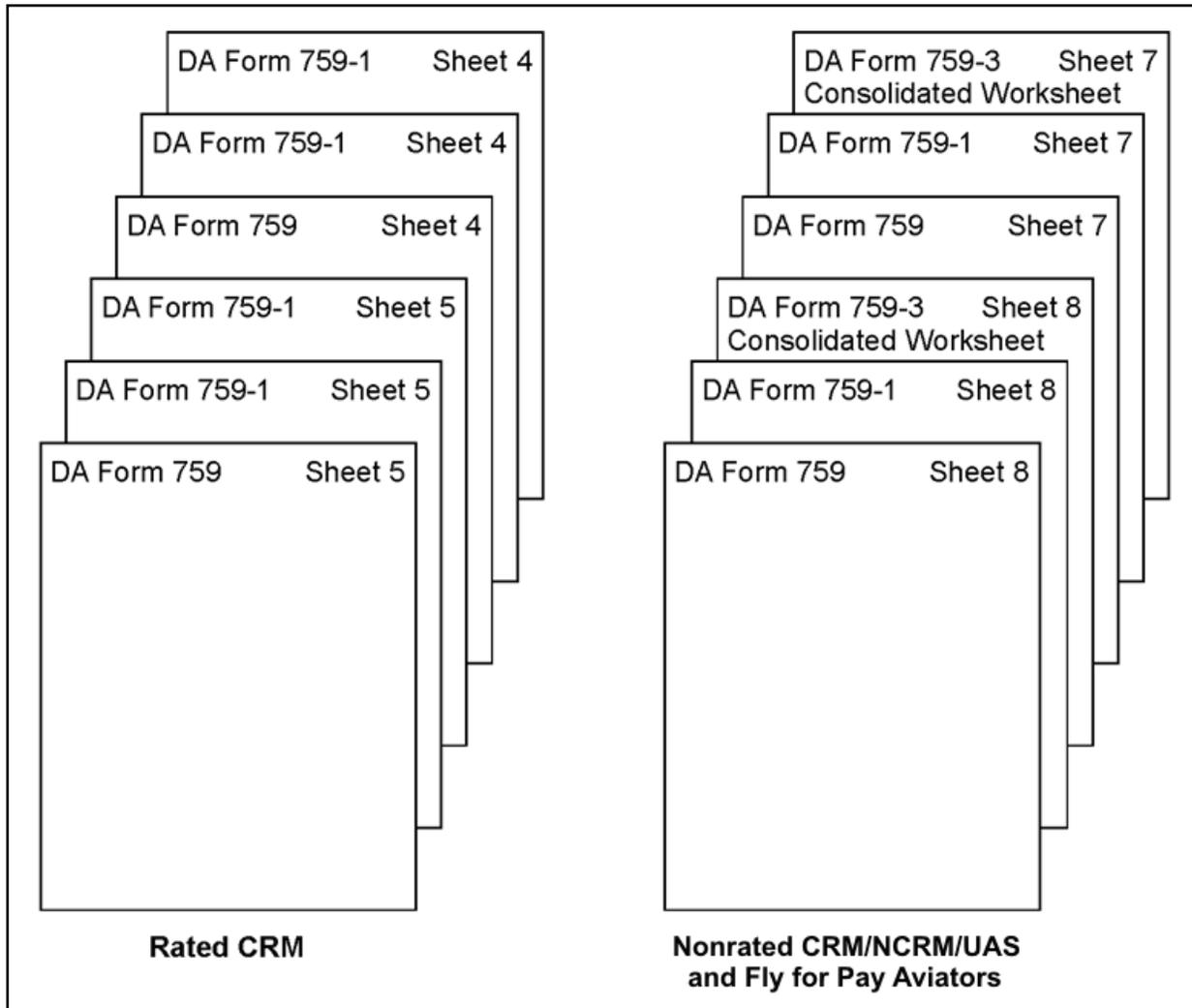


Figure 6-3. Arrangement of DA Form 3513 (right side)

CLOSING FLIGHT RECORDS

6-19. Prepare DA Form 759 and DA Form 759-1 when the flight records are closed. Table 6-3 (page 6-8) shows how closeout forms are distributed. These forms are required for individuals on flight status. Prepare a consolidated DA Form 759-3 when the records of crewmembers/noncrewmembers, UAS operators, and aviators in a fly-for-pay status are closed. Complete a birth month closeout within 10 working days from the end of the birth month and provide a copy to the individual. Close records at the following times:

- End of the birth month (also applies to individuals who are in a nonoperational position).
- Upon a change of assignment or attachment governing flying duty. (A closeout is not required when the flight records custodian does not change.)
- Upon termination of flying status.
- Upon a change of designation (noncrewmember to crewmember or vice versa), change of duty status (operational to nonoperational), or change of aviation service (active or reserve).

- When the aviator attends a skill qualification identifier type school (such as MP, IP Course).
- Upon disqualification from flying status.
- When directed by an aircraft accident investigation board.
- Upon death.

Note: The aviator's flight records will accompany him to the course, so time and remarks at the course can be entered into the records on completion of the course. This will not apply to the ARNG or Reserves unless the aviator is changing stations

6-20. Number each DA Form 759 consecutively; if an individual's records have been closed three times and this is the fourth closeout, the sheet number will be four.

6-21. At the end of the individual's birth month, forward the commander's task list (CTL), with all enclosures, to the flight records custodian. The custodian will use the CTL to assist with completing Parts III and IV of DA Form 759.

6-22. *Upon completion of DA Form 759, the flight records custodian will submit the closeout to the commander for certification. The commander's signature certifies the accuracy of the DA Form 759. The certifying commander is the officer who authorized flight duties on DA Form 7120-R. For units fielded CAFRS the commander must digitally sign the closeout in CAFRS. If the commander is unable to digitally sign the closeout a remark must be added to part IV of the DA Form 759.

6-23. The initial closeout that is imported into CAFRS during fielding may be signed by the flight operations officer or NCOIC. The closeout must be signed by the commander in the legacy system.

TRANSCRIBING FLIGHT TIME

6-24. Transcribe flight time from DA Form 2408-12 to DA Form 759-2 and DA Form 759-3. The PC is responsible for accurately completing DA Form 2408-12. DA Pam 738-751 contains procedures for completing DA Form 2408-12. AR 95-1 defines flying duty, mission, and flight condition symbols used in preparing DA Form 2408-12, DA Form 759, DA Form 759-1, DA Form 759-2, and DA Form 759-3. DA Form 2408-12 will become a permanent record in CAFRS. Units using ULLS-A(E) or ELAS maintenance systems may digitally import DA Form 2408-12s into CAFRS using the download tools of CAFRS.

6-25. Flight time from civilian FW or rotary-wing logbooks is authorized after verification by the operations officer. The operations officer is the approving authority in CAFRS for civilian flight hours. Remarks are required on the next closeout when these times are transcribed.

6-26. Flight hours from previous time as an aeroscout observer or crewmember/noncrewmember are not added to flight time as a rated aviator. Personnel attending a flight school will file their historical records, and a new IFRF will be initiated.

SECTION III – FLYING STATUS MANAGEMENT

RATED AVIATOR

6-27. Army aviators and flight surgeons are authorized flying status per AR 600-105. Flight surgeons are rated officers but are not included in the rated inventory of Army aviators. When using CAFRS identify Flight Surgeons as rated aviators- fly for pay.

CREWMEMBER/NONCREWMEMBER

6-28. Crewmembers/noncrewmembers are authorized flying status per AR 600-106. Individuals must meet the criteria outlined in AR 600-106 and pass the appropriate flight physical before orders are requested.

CREWMEMBER/NONCREWMEMBER FLIGHT STATUS POSITIONS

6-29. Operations will maintain a chart reflecting all crewmember/noncrewmember flight slots listed on the modified table of organization and equipment (MTOE) or table of distribution and allowances (TDA), by paragraph and line number. The chart will list individuals in flight positions and contain additional blocks such as—

- Night vision goggles (NVG) qualification.
- Birth month, flight physical.
- PCS date.
- Other information tailored to fit specific unit needs.

6-30. This greatly assists in managing flight slots and replacing outbound individuals. Operations will also work with the S-1 section to ensure the unit manning report reflects individuals filling MTOE or TDA authorized positions.

WRITTEN 120-DAY NOTICE

6-31. A written notice of flight status termination is required for enlisted crewmembers. This notice is given 120 days prior to termination. AR 600-106 discusses requirements for this action. The individual and commander's signature is required prior to placing the notice in the IFRF. Annotate the notification in the remarks section of DA Form 759, part IV, and in the Aviation Personnel Data tab of the Person Editor of CAFRS. If less than 120-days notice is given, file an exception notice stating the reason for the delay.

Note: Only one individual may occupy a paragraph/line number flight position. The 120-day notice is crucial to ensure no crewmember position is "double-slotted." An individual occupies a position until the 120 days has ended. Late notices prevent the commander from using that slot until that time has expired.

FLIGHT PHYSICAL

6-32. Individuals who do not have a current flight physical, or a 1-calendar month extension to complete their annual medical examination documented on DA Form 4186, will be suspended from flying status until medical clearance is given. Commanders will notify the servicing finance and accounting office when personnel are suspended from flight duties.

Note: Valid initial flight physicals may exceed 12 months for personnel completing aviator flight training. AR 40-501 details the frequency and validity of flight physicals and the procedures for completing aircrew member birth month alignments.

MINIMUM FLYING TIME

6-33. Defense Financial Management Regulation (DODFMR) 7000.14-R, volume A outlines the minimum number of monthly flight hours qualifying crewmembers/noncrewmembers for hazardous duty incentive pay (HDIP) and flight surgeons for aviation career incentive pay (ACIP). This regulation also applies to certain fly-for-pay aviators failing to make their 12- or 18-year gate as outlined in AR 600-105. These aviators must qualify monthly to continue receiving ACIP. Flight time is tracked on DA Form 759-3 similar to nonaviators. These times are included at closeout.

6-34. The DOD pay and entitlements manual provides an in-depth discussion of the requirements for HDIP and ACIP and the tracking of flight hours.

6-35. Individual flight records are reviewed each month determining if individuals failed to meet flight requirements or have made up flight requirements from a previous month. DA Form 4730 (Certificate for

Performance of Hazardous Duty) is prepared per AR 37-104-4 and signed by the commander. This certificate is forwarded to finance, and a copy is maintained on file for two years.

SECTION IV – ARMY AVIATOR’S FLIGHT RECORDS

6-36. Information for each flight of an Army aircraft is logged on the flight records. This form contains information about the aircraft, crewmembers, and maintenance information for each flight. DA Pam 738-751 provides guidance for properly filling out DA Form 2408-12. Information includes—

- Aircraft time flown.
- Duty and type of flight performed.

6-37. This information is used to track the amount and type of flying duty crewmembers perform. See example in figure 6-4.

Page _____ of _____

1. DATE 20020707		2. SERIAL NUMBER 9424235		3. MODEL AH-64A		4. ORGANIZATION A Company, 4-229 Avn		5. STATION Illesheim, GE									
6a. FLIGHT 1 DATA		FROM Local				TO											
TIME	FROM	12:30	TO	15:06	FLT HRS	2.6	LDG: STD	6	AUTO	0	STARTS: #1	#2					
MISSION ID	STD	T	CONFIG	LOADS: INTERNAL	EXTERNAL	PASSENGERS	CYC	HSF									
ROUNDS	7.62		20mm	30mm	40mm	ROCKET	TOW	HELLFIRE									
STATUS	7.62		20mm	30mm	40mm	ROCKET	TOW	HELLFIRE									
HIT CHECK	NO. 1 ENGINE	1	NO. 2 ENGINE	1	APU: STARTS	2	HOURS	0.5	HOUR METER HRS								
b. PERSONNEL DATA					c. DUTY SYMBOL/FLIGHT SYMBOL/HOURS/SEAT												
NAME		RANK		PID/SSAN		DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S
Doe, John J.		CPT				PC	D	2.6	B								
Smith, Joe L.		LTC				PI	D	2.6	F								
---LAST ENTRY---																	
7. SERVICING DATA																	
FUEL ADDED (GALLONS)	GRADE	IN TANKS	OIL 1	GRADE	OIL 2	GRADE	APU	GRADE	OXY-GEN	ANTI-ICING	SERVICED BY			LOCATION			
191	JP8	300	7	23699	7	23699	2	23699			B. Chaney			Illesheim, GE			
354	JP8	375	1	23699	1	23699	0	23699			B. Chaney			Illesheim, GE			
545			8		8		2							TOTALS			

DA FORM 2408-12, JAN 1992
EDITION OF JAN 64 IS OBSOLETE

ARMY AVIATOR'S FLIGHT RECORD
For use of this form, see DA PAM 738-751; the proponent agency is DCSLOG APD PE v2.00

***Figure 6-2. Sample DA Form 2408-12 (front)**

6-38. The PC ensures that DA Form 2408-12 is completed properly, and essential information is entered for all crewmembers and noncrewmembers aboard. Passengers will be maintained on a separate manifest.

*DA FORM 2408-12 COMPLETION

6-39. Information contained on DA Form 2408-12 of special interest for the completion of flight records and other reports generated by flight operations is shown in figure 6-4 and listed below:

- **Block 1.** Date. (Entered by pilot.) Date (YYYYMMDD) of the start of the first flight.
- **Block 2.** Serial Number. Serial number of the aircraft.
- **Block 3.** Model. Aircraft model number.
- **Block 4.** Organization. Unit or activity to which the aircraft is assigned.
- **Block 5.** Station. Aircraft home station.
- **Block 6a.** Flight Data. Information that should be checked carefully because of the effect miscalculated hours have on unit status reports and flying-hour reports. On the row marked "TIME," the block "FLT HRS" represents the total time the crewmember or noncrewmember has logged. The "FROM" time is subtracted from the last "TO" time and the result is entered in the "FLT HRS" block. The time represents the total hours placed on the airframe for that flight. See table 6-2 to convert minutes to partial hours.

Table 6-2. Time conversion for partial hours

<i>Minutes</i>	<i>Hours</i>	<i>Minutes</i>	<i>Hours</i>
0	0	31-36	0.6
1-6	0.1	37-42	0.7
7-12	0.2	43-48	0.8
13-18	0.3	49-54	0.9
19-24	0.4	55-60	1.0
25-30	0.5		

- The next row contains the mission ID. The "STD" block will contain a single character for the mission ID (for example, "S" for service mission). The authorized mission IDs used on DA Form 2408-12 can be found in AR 95-1 and are listed in table 6-3.

Table 6-3. Mission IDs

<i>Mission Symbols</i>	<i>Service Missions</i>
A	Acceptance Test Flight
F	Maintenance Flight
S	Service Mission
T	Training Flight
X	Experimental Test Flight
C	Combat Mission
D	Imminent Danger

- **Block 6b.** Personnel Data. Names, ranks, personal identification data will be entered before flight.
- **Block 6c.** Line to the right of the personnel data provides the duty symbol, flight condition, hours, and seat designation blocks for the crewmembers for that portion of the mission. The following are the authorized entries for these blocks:
 - **DS—Duty symbol.** Duty position the crewmember holds during that portion of the flight.
 - **AO—Unmanned aircraft operator (UAS).**
 - **CE—Crew chief, or aircraft mechanic assigned to a crew chief position.**
 - **CP—Copilot.** Used by an aviator who is at a flight crew station but not qualified or current in the aircraft being flown or who is performing copilot duties at other than a

flight crew station and is undergoing training or evaluation conducted by an IP, SP, IE, UT, or ME (for example NOE navigation, instrument navigation).

- **EO**–External operator (UAS).
- **FE**–Flight engineer.
- **FI**–Nonrated crewmember instructor.
- **IE**–Instrument examiner.
- **IO**–Instructor Operator (UAS).
- **IP**–Instructor pilot.
- **MC**–Mission Commander (UAS).
- **ME**–Maintenance evaluator.
- **MO**–Flight surgeon or other medical personnel.
- **MP**–Maintenance pilot.
- **OR**–Aircraft maintenance personnel, technical observer, firefighter, aerial photographer, gunner, or duties requiring flight.
- **PC–Pilot-in-command.** Designated pilot in command who is performing assigned duties as IP, SP, UT, IE, ME, MP, or experimental test pilot (XP) will not use this symbol. In these cases, the specific symbol will be used to indicate the duty being performed by the PC.
- **PI**–Pilot.
- **PO**–Mission payload operator (UAS).
- **SI**–Nonrated crewmember SI.
- **SO**–Standardization instructor operator (UAS).
- **SP**–Standardization pilot.
- **UT**–Unit trainer.
- **XP**–Experimental pilot.

Note: The only duty symbols that may be logged simultaneously by more than one rated aviator at the controls are MP or XP when authorized by the commander.

- **FS–Flight condition.** Each crewmember will use only one of the following symbols to identify the condition or mode of flight for any time.
 - **AA**–Air to air.
 - **D–Day.** Between the hours of official sunrise and sunset.
 - **DS–Day vision system.** Night vision system installed on aircraft used during the day, also logged when two or more devices are used.
 - **H–Hooded** instrument flight/simulated instrument meteorological condition. Vision of the person flying the aircraft is artificially limited from viewing the horizon or earth surface. Aircraft must be controlled using aircraft instruments. An observer is required for all hooded flights.
 - **N–Night.** Between the hours of official sunset and sunrise.
 - **NG–Night goggles.** Night vision goggles used during the night.
 - **NS–Night system.** Night vision system installed on aircraft used during the night, also logged when two or more devices are used simultaneously.
 - **W–Weather instrument flight.** Actual weather conditions that do not permit visual contact with the horizon or earth surface. Aircraft attitude must be controlled using aircraft instruments.
 - **HR –Hours.** Amount of time spent in the duty position.

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Table 7-3. Instructions for completing DA Form 759-1 aircraft closeout summary (rated aviator)

<i>Item</i>	<i>Instructions</i>
Note: To check the total, add columns a through j across on line 18. This total should agree with the total of column m on line 18.	
Line 19 columns a through j	From the corresponding consolidated DA Form 759-2, total the mission symbols containing combat hours for all like entries, according to flying duty symbols. Enter these totals in the corresponding columns on line 19.
Line 20, columns a through j	From the corresponding consolidated DA Form 759-2, total the mission symbols containing imminent danger hours for all like entries, according to flying duty symbols. Enter these totals in the corresponding columns on line 20.
Lines 19 and 20, column k	Add across columns a through j and enter the total in the corresponding block in lines 19 and 20, column k .
Lines 19 and 20, column l	From the previous DA Form 759-1, enter the totals from lines 19 and 20, column m into the corresponding block in lines 19 and 20, column l .
Lines 19 and 20, column m	Add the totals across in columns k and l and enter the totals into the corresponding block in lines 19 and 20, column m .

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY For use of this form, see AR 95-1, AR 95-23 and FM 3-04.300; the proponent agency is DCS, G-3/5/7.														
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No.	4		
2. Name				3. Rank			4. Period				5. Act/Fit Sim			
Doe, John J.				CPT			1 Nov 06-31 Oct 07				AH-64D(BS)			
FLIGHT COND SYM	FLYING DUTY SYMBOL											k. Total This Sheet	l. From Sheet No. 3	m. Total
	a. CP/CE/EO	b. PI/OR/AO	c. PC/PO	d. UT/MO	e. IP/FE/IO	f. IE/FI	g. SP/SI/SO	h. MP	i. ME	j. XP				
6. D			30.5									30.5	150.5	181.0
7. N													40.0	40.0
8. H													10.0	10.0
9. W														
10. NG			1.0									1.0	45.0	46.0
11.														
12. NS			1.0									1.0	34.0	35.0
13. DG/DS														
14. TR														
15. AA														
16. Total this Sheet			32.5									32.5		
17. From Sheet No. 3	50.0	150.0	80.0										280.0	
18. Total	50.0	150.0	112.5											312.5
19. Combat														
20. Imminent Danger			5.0									5.0		5.0

DA FORM 759-1, AUG 2008

PREVIOUS EDITION OF APR 1998 IS OBSOLETE.

APD PE v1.01

*Figure 7-3. Sample AH-64A (FS) DA Form 759-1 aircraft closeout summary (rated aviator)

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY														
For use of this form, see AR 95-1, AR 95-23 and FM 3-04.300; the proponent agency is DCS, G-3/5/7.														
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No.			
											4			
2. Name					3. Rank			4. Period			5. Act/FIT Sim			
Doe, John J.					CPT			1 Nov 06-31 Oct 07			AH-64D(FS)			
FLIGHT COND SYM	FLYING DUTY SYMBOL											k. Total This Sheet	l. From Sheet No. 3	m. Total
	a. CP/CE/EO	b. PI/OR/AO	c. PC/PO	d. UT/MO	e. IP/FE/IO	f. IE/FI	g. SP/SI/SO	h. MP	i. ME	J. XP				
6. D		1.05										10.5	200.0	210.5
7. N		4.0										4.0	55.0	59.0
8. H													10.0	10.0
9. W														
10. NG		4.0										4.0	30.5	34.5
11.														
12. NS		4.0										4.0	5.5	9.5
13. DG/DS														
14. TR														
15. AA														
16. Total this Sheet		22.5										22.5		
17. From Sheet No. 3	100.0	150.0	51.0										301.0	
18. Total	100.0	172.5	51.0											323.5
19. Combat														
20. Imminent Danger														

DA FORM 759-1, AUG 2008

PREVIOUS EDITION OF APR 1998 IS OBSOLETE.

APD PE v1.01

*Figure 7-4. Sample AH-64(FS) DA Form 759-1 aircraft closeout summary (rated aviator)

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY For use of this form, see AR 95-1, AR 95-23 and FM 3-04.300; the proponent agency is DCS, G-3/5/7.													
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 4		
2. Name Doe, John J.				3. Rank CPT			4. Period 1 Nov 06-31 Oct 07				5. Act/Fit Sim 2B-64D(FS)		
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 3	m. Total
	a. CP/ CE/ EO	b. PI/ OR/ AO	c. PC/ PO	d. UT/ MO	e. IP/ FE/ IO	f. IE/ FI	g. SP/ SI/ SO	h. MP	i. ME	j. XP			
6. D													
7. N													
8. H		2.0									2.0		2.0
9. W		7.0									7.0	55.5	62.5
10. NG													
11.													
12. NS													
13. DG/ DS													
14. TR													
15. AA													
16. Total this Sheet		9.0									9.0		
17. From Sheet No. 3		55.5										55.5	
18. Total		64.5											64.5
19. Combat													
20. Immi- nent Danger													

DA FORM 759-1, AUG 2008

PREVIOUS EDITION OF APR 1998 IS OBSOLETE.

APD PE v1.01

*Figure 7-5. Sample 2B-64D (FS) DA Form 759-1 aircraft closeout summary (rated aviator)

DA FORM 759 CLOSEOUT (RATED AVIATOR)

7-18. Prepare DA Form 759 for all individuals on flying status when closing flight records. Detailed instructions for completing DA Form 759 are in table 7-4. At closeout, arrange flight record forms in the DA Form 3513, as shown in figure 6-2 (page 6-6).

7-19. DA Form 759 contains four parts; all parts must be completed and all entries must be typed. The individual's commander must sign and date the form to certify the accuracy of the closeout data. If the individual's commander is not the certifying officer who authorized flight duties on DA Form 7120-R, the certifying officer authorizing flight duties will sign and date the closeout to certify the accuracy of the closeout data. The DA Form 759 must be digitally signed in CAFRS. If the commander is unable to digitally certify within CAFRS a remark must be added to part IV of the DA Form 759.

***Table 7-4. Instructions for completing DA Form 759 closeout (rated aviator)**

Item	Instructions
Part I. Biography/Demographic	
Note: All required dates on all DA Forms 759 will be in the DD MMM YY format (15 JUN 03).	
Block 1thru 4	Enter the appropriate information from blocks 1 through 4 of current DA Form 759-1.
Block 5	Enter the date of birth.
Block 6	Enter the aviation service entry date (the date the aviator received his initial aeronautical certification orders or certificate of completion and aviator wings).
Block 7	Enter the branch of service.
Block 8	Enter the component designation, as shown in table 6-9.
Block 9	Enter the unit of assignment.
Block 10	Enter the duty MOS. The duty MOS may be obtained from the unit S1 section or modification table of organization and equipment/table of distribution and allowances (MTOE/TDA). DA Pam 600-3 lists commissioned officer MOSs and DA Pam 600-11 lists MOSs for warrant officers. Include additional skill and special qualification identifiers when reflected on MTOE/TDA documentation.
Block 11	Enter the assigned duty position.
Block 12	Indicate if the individual is in an operational flying duty position (yes or no). If yes, place date assigned to that position in block.
Part II. Flight Hours	
Section A. Qualifications	
Column a	Aircraft. The specific DOD aircraft in which the individual is qualified to operate (regardless of whether the individual currently flies) in order by date the individual qualified. The aircraft will be listed by mission, type, design, and series. For each aircraft in which the individual has logged time while using an NVD or night vision system (NVS), enter night system (NS) on the line directly below the aircraft entry in which the NS or DG/DS time was logged. Do not include DG/DS as a separate line entry. For aircraft in which the individual has logged time while using night vision goggles, enter NG on the line directly below NS or the aircraft entry in the absence of NS time.
	Compatible Flight Simulator. List, in the same order as the aircraft, the compatible flight simulator the individual has flown. (AR 95-1 lists the compatible flight simulators.) Leave a blank line between aircraft and flight simulator listings.
	Other Flight Simulators. List any other flight simulators the individual has flown that are not compatible with the aircraft operated.
	*Other Aircraft. Any aircraft flown in which the individual is not qualified to operate and for which a DA Form 759-1 has been completed will be listed following the other flight simulators category. List this time as "RW" for rotary wing or "FW" for fixed-wing. Leave a blank line between flight simulator and other aircraft listings.

***Table 7-4. Instructions for completing DA Form 759 closeout (rated aviator)**

Item	Instructions
	*Other Aircraft. Any aircraft flown in which the individual is not qualified to operate and for which a DA Form 759-1 has been completed will be listed following the other flight simulators category. List this time as "RW" for rotary wing or "FW" for fixed-wing. Leave a blank line between flight simulator and other aircraft listings.
Column b	Transcribe, from the previous DA Form 759 closeout, the date the aviator qualified in the aircraft and/or NS or night goggles (NG) listed. Also, enter the date of any new qualifications and a corresponding comment in Part IV. Leave this column blank for flight simulators and aircraft designated as "Other Aircraft."
Note: Obtain the dates for new aircraft and NVD or NVS qualification from the aviator's aircrew training record.	
Column c	Enter the date the individual completed his most recent flight in the aircraft or simulator and the NS or NVGs used (information from DA Form 759-2, temporary worksheet). Leave this column blank for aircraft designated as "Other Aircraft."
Column d	Aircraft (in which qualified). Enter the total hours flown from line 18, column m , of each DA Form 759-1 on the line that corresponds to the aircraft flown. NS: Enter the total hours flown from lines 12 (NS) and 13 (DG/DS), column m , of each DA Form 759-1 on the line that corresponds to the NS hours. NG: Enter the total hours flown from line 10 (NG), column m , of each DA Form 759-1 on the line that corresponds to the NG hours. NS and NG totals will not be included when the total number of flight hours is calculated in Part II Section B.
	*Compatible Flight Simulator. Enter the total hours flown from line 18, column m , of each DA Form 759-1 on the line that corresponds to the flight simulator flown. Add from DA Form 759-2 any hours flown in an aircraft the individual is not qualified in to the RW or FW time (Part II, Column a) of the previous DA Form 759. Enter the total hours flown.
*Notes: 1. When the aviator becomes qualified in the aircraft, subtract hours previously logged in the flight records under "FW" or "RW" from that category at the next closeout and enter as indicated above as a qualified aircraft.	
Columns e through n	Enter the total hours flown from line 18, columns a through j , of each DA Form 759-1 in the blocks that correspond to the duty position and aircraft or flight simulator flown. Ensure you carry forward aircraft and simulators from previous DA Forms 759 that were not flown during current period.
Section B. Total Hours	
Note: Section B is a compilation of total aircraft time and does not include flight simulator time. NS time is a part of each respective airframe total hours; therefore, NS time from Part II, Section A, column d , is not added to obtain total hours. Blocks in Section B are updated at each closeout of the individual's flight records. Block g , "Historical Hours," is never updated and always remains the same.	
Block a	Enter the cumulative totals of combat hours flown from all DA Forms 759-1, line 19, column m . (The total in this block will be updated each closeout only if combat time was flown during the period covered.)
Block b	Enter the cumulative totals of imminent danger hours flown from all DA Forms 759-1, line 20, column m . (The total in this block will be updated each closeout only if imminent danger time was flown during the period covered.)
Blocks c and e	The operations officer will verify new civilian flight hours from civilian logbooks. Once verified, add these hours to the total entered on the previous DA Form 759. Explain the verification and the change in hours in Part IV, Remarks.
Block d	Add all military rotary-wing aircraft totals, to include RW, in Section A, column d , and enter the total in this block. Do not include NS, NG, or flight simulator time.
Block f	Add all military FW aircraft totals, to include FW, in Section A, and enter the total in this block. Do not include NS, NG, or flight simulator time.

***Table 7-4. Instructions for completing DA Form 759 closeout (rated aviator)**

Item	Instructions
Block g	Transcribe the historical hours from the previous DA Form 759 closeout to this block. The historical hours block is used to track time prior to 1987 when the change in format of DA Form 759-series became effective.
Block h	Add the hours in blocks c through g and enter the total in hours and tenths of hours in this block.
Page 2, DA Form 759, Blocks 1 through 4	Transcribe information from Part I, blocks 1 through 4 to this section.
Part III. Aircrew Training Program (ATP)	
Note: ATP requirements include hours, tasks, and iterations identified in the appropriate aircrew training manuals, readiness level progression, and the APART. Failure of an individual to complete any portion of the ATP requires a comment in Part IV, Remarks. The individual's DA Form 7120-R, with enclosures, will be used to assist the flight records clerk with the completion of this section.	
Block 1	Enter flight activity category.
Block 2	For maintenance test pilots (MP, ME), enter the most recent date of the maintenance test pilot's flight evaluation/re-evaluation.
Block 3	Enter the date of the most recent flight physical. If the individual is on a one calendar month extension, use the date from the previous DA Form 759 and make the appropriate remark in Part IV. On the next closeout, annotate in Part IV when the flight physical was completed. The physical examination is an annual requirement according to AR 95-1 and is not considered part of the APART.
Blocks 4 and 5	Enter the date of the most recent training, if applicable.
Block 6	Enter the date the individual completed all Annual Proficiency and Readiness Test (APART) requirements. (This will be the latest date that corresponds to the standardization flight evaluation [Block 9], instrument evaluation [Block 10], or -10 test, which is not shown on the reverse of DA Form 759).
Note: If the individual fails to complete the APART successfully, leave block 6 blank and enter the appropriate comment in Part IV.	
Block 7	Enter the primary aircraft mission symbol, type, design, and series.
Note: TC 1-210 defines the Flight Activity Category. Do not enter seat designation as "FS" or "BS," for example; AH-64A (FS) should be entered as AH-64A.	
Block 8	Enter the appropriate readiness level for the individual's primary aircraft.
Block 9	Enter the date of the most recent standardization flight evaluation for the individual's primary aircraft, if applicable.
Block 10	Enter the date of the most recent instrument evaluation for the individual's primary aircraft.
Block 11	Enter the individual's alternate aircraft, if designated. (For example, if the aviator's primary aircraft is rotary wing, his/her alternate aircraft would be fixed wing, if he/she were rated in both fixed and rotary wing aircraft. If not rated in both, leave blank.)
Block 12	Enter the appropriate readiness level for the individual's alternate aircraft, if designated. Note: TC 1-210 defines flight readiness levels.
Block 13	Enter the date of the most recent standardization flight evaluation for the individual's alternate aircraft, if designated.
Block 14	Enter the date of the most recent instrument evaluation for the aviator's alternate aircraft, if designated.
Block 15	Enter the individual's additional aircraft, if designated.
Block 16	Enter the appropriate readiness level for the individual's additional aircraft, if designated.

***Table 7-4. Instructions for completing DA Form 759 closeout (rated aviator)**

<i>Item</i>	<i>Instructions</i>
	Enter a historical narrative of the individual's flying status, qualifications, and proficiency if they are not stated elsewhere on the form. Use the remarks in table 6-8 to ensure consistency.
Commander's signature and date	The individual's commander must sign and date the form to certify the accuracy of the closeout data. If the individual's commander is not the certifying officer who authorized flight duties on DA Form 7120-R, the certifying officer authorizing flight duties will sign and date the closeout to certify the accuracy of the closeout data. The DA Form 759 must be digitally signed in CAFRS. If the commander is unable to digitally certify within CAFRS a remark must be added to part IV of the DA Form 759.
Notes: 1. Commander's signature block contains name, rank, and branch only. 2. For ARNG and U.S. Army Reserves only, the commander's designated representative may sign the commander's block. This individual must be under assumption of command orders to be designated the commander's representative.	

7-20. Mandatory and standard remarks used to complete DA Form 759, part IV, are given in table 7-5.

***Table 7-5. Examples of mandatory and standard remarks (rated aviator)**

MANDATORY REMARKS
Note: The following remarks are mandatory for every closeout.
1. Records closed (date) (reason).
2. Aviator has completed _____ months of total operational flying duty credit. Note: Aviator's TOFDC can be verified by requesting a copy of his officer records brief (ORB) through the unit S1 section.
3a. Aviator has completed ATP requirements.
3b. Aviator has not completed ATP requirement(s). (Explain what ATP requirements have not been completed and the actions that have been taken.)
3c. Aviator has no ATP requirements due to _____. (State reasons individual has no requirements.) Note: When an individual completes or fails to complete ATP requirements, a remark will be annotated on the next DA Form 759 closeout of the result as shown below.
3d. Aviator completed previous ATP requirements on (date).
3e. Previous ATP requirements waived by (as appropriate) commander on (date).
3f. Aviator failed to complete ATP requirements within the additional timeframe. (State action(s) taken.)
*4a. ACT-E initial qualification complete.
*4b. ACT-E annual sustainment training complete.
*4b. ACT-E trainer qualification complete.
STANDARD REMARKS
Note: When a standard remark applies to a closeout, that remark becomes mandatory. If a situation arises that is not explained in a standard remark, it will be explained in easy-to-understand language.
1. Aviator is temporarily suspended from flying duty from (date) to (date) because of (reason). (This usually is used to explain temporary medical grounding, but may be used for other reasons.)
2. Aviator awarded senior or master aviator badge under provisions of (issuing authority), (date).
3. Aviator completed (type) NVG training on (date).
4. Aviator qualified in (mission, type, design, and series) aircraft on (date). Added (number) hours to this aircraft previously logged under "RW" (or FW) time on DA Form 759.

***Table 7-5. Examples of mandatory and standard remarks (rated aviator)**

5. Aviator has successfully completed the U.S. Navy Underwater Egress 9D5A Device Training conducted at (location) on (date).
6. Error sheet (sheet #), Part (part #) (give a detailed description of the error) is incorrect. Reads "(say what is incorrect)," should read "(enter corrected data)." Corrected this sheet.
7. Logging of combat or imminent danger time is authorized under provisions of (issuing authority), (date).
Note: This remark will be used only when adjustments to combat (C) or imminent danger (D) time have been made for the closeout period.
8. Aviator completed, disqualified from, or relieved from (type of aviation course) on (date).
9. Violation of (regulation) on (date). (Briefly describe the violation and the action taken.)
10. Aviator involved in (Class A, B, or C) accident on (date) in (type of aircraft) as (pilot duty station).
Note: If the accident classification is upgraded or downgraded, an entry will be made on the next closeout to reflect the change.
11. Aviator reassigned under provisions (issuing authority) orders number____, dated____. Reassigned to (unit and station).
12. Medical waiver granted effective (date) for (summarize medical condition waived).
13. Aviator must wear corrective lenses when performing duties as a crewmember.
14. Suspension from flying duty on (date) under provisions (authority) for (purpose).
15. Aviator placed before a flying evaluation board for (reason) on (date). (State determination of board.)
16. Operations officer verified (number) hours of civilian (fixed- or rotary-wing) hours flown from (date) to (date).
17. Flight record lost on (date). (Enter action to locate missing records) Records reconstructed from ____ on (date).
18. (Aircraft) designated as individual's second (third and so on) additional aircraft effective (date).
19. Aviator has completed initial physiological training prescribed in FM 3-04.301 including hypobaric (low-pressure/high-altitude) chamber qualification on (date).
20. Aviator has completed refresher physiological training including hypobaric (low-pressure/high-altitude) chamber qualification on (date).
21. Commander is unable to digitally certify DA Form 759 due to_____.

7-21. Table 7-6 provides service component category codes.

Table 7-6. Service component category codes

Code	Component
RA	Regular Army.
USAR	United States Army Reserve.
ARNG	Army National Guard.
DAC	Department of the Army civilian employed for flying in military aircraft.
CIV	Civilian employed by contractor for flying duty in Army aircraft under a specific contract.
FGN	Foreign military student or rated pilot.
OTHER	All other components.

7-22. Examples of completed DA Forms 759 are shown in figure 7-6 (page 7-17) and figure 7-7 (page 7-18).

INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE -- ARMY (Cont'd)					1. Sheet No.	
For use of this form, see AR 95-1, AR 95-23 and FM 3-04.300; the proponent agency is DCS, G-3/5/7.					4	
2. Name DOE, JOHN D.			3. Rank CPT		4. Period 1 NOV 06-31 OCT 07	
PART III. ATP						
1. FAC 1		2. MTFE		3. Phys Exam 01 NOV 2006	4. Ejection Seat	5. Alt Chamber
7. Primary Acft AH-64D		8. RL 1		9. Std Fit Eval 20 OCT 2007		10. Inst Eval 20 OCT 2007
11. Alternate Acft		12. RL		13. Std Fit Eval		14. Inst Eval
15. Additional Acft		16. RL		17. Std Fit Eval		
PART IV. REMARKS						
<p>1. Records closed 31 OCT 2007 due to end of birth month.</p> <p>2. Aviator has completed 23 months of total operational flying duty credit.</p> <p>3. Aviator has completed ATP requirements.</p> <p>4. ACT-E annual sustainment training complete.</p>						
Commander's Typed Name, Rank, Branch SMITH, ROBERT A. CPT, AV			Signature 		Date (YYYYMMDD) 20071220	

DA FORM 759, AUG 2008

Page 2 of 2
APD PE v1.02ES

*Figure 7-7. Sample DA Form 759 closeout (rated aviator) (back)

Chapter 8

Crewmember/Noncrewmember, Fly for Pay Aviators, and Unmanned Aircraft System Personnel Flight Records

This chapter details flight records management procedures for personnel performing duties as crewmembers/noncrewmembers, UAS personnel, and rated aviators who do not qualify for continuous aviation career incentive pay (ACIP), commonly referred to as fly for pay aviators. It remains imperative that these records be comprehensively and accurately maintained. Personnel completing flight records should follow the procedures contained within this chapter and refer to the appropriate pay regulations when reporting flight time for pay incentives.

*DA FORM 759-3

TEMPORARY WORKSHEET

8-18. DA Form 759-3 is used as both a temporary worksheet and a consolidation worksheet for flights performed by a CRM/NCRM, UAS personnel, and fly for pay aviators. It incorporates requirements from AR 37-104-4 to manage monthly flight hours.

8-19. Flight records personnel manage monthly flight requirements for entitlement to HDIP. Table 8-1 (page 8-2) contains instructions for completing DA Form 759-3 as a temporary worksheet. Figures 8-1 (page 8-3) and 8-2 (page 8-4) depict a sample temporary worksheet.

8-20. Take information for the temporary worksheet from DA Forms 2408-12. A single line may be used when the date, aircraft, flying duty symbol, flight conditions, and mission symbol are the same. The hours flown for these like entries may be combined or listed as separate entries. When any of this information is not the same, use a separate line.

8-21. Make as many entries on the form as space allows for daily use. A new form for each month is not required. Leave a blank line after each month's entries.

8-22. Enter flight time with pencil, in hours and tenths of hours.

8-23. For the months in which no hours were recorded, enter the month in column **a** and the comment "No Time Flown" across columns **b** through **d**.

8-24. Do not file the temporary worksheet with DA Form 759, DA Form 759-1, and DA Form 759-3 when the crewmember/noncrewmember's, UAS personnel's, and fly for pay aviator's flight records are closed. The unit commander or operations officer determines how long the worksheets are retained (90 days are recommended). Initiate a new temporary worksheet each time the flight records are closed.

Contents	
DA Form 759-3	8-1
DA Form 759-1	8-9
DA Form 759	8-14

**Table 8-1. Instructions for completing DA Form 759-3 temporary worksheet
(crewmember/noncrewmember, and unmanned aircraft personnel)**

<i>Item</i>	<i>Instructions</i>
Note: All required dates will be in the DD MMM YY format (11 MAR 03).	
Block 1	Leave blank (sheet number not required).
Block 2	Enter the last name, first name, and middle initial.
Block 3	Enter the rank.
Block 4	Enter the period covered (DD MMM YY—leave end date open until closeout).
Block 5	Enter the type of flying status (CRM/NCRM).
Block 6	Enter the effective date from the flight orders.
Column a	Enter the date of flight. The first entry will be the month, followed by the day in the space underneath. (Figure 6-16.)
Column b	Enter the aircraft mission, type, design, and series recorded on DA Form 2408-12.
Column c	Enter the flying duty symbol recorded on DA Form 2408-12.
Column d	Enter the flight condition symbol recorded on DA Form 2408-12.
Column e	Enter the mission symbol recorded on DA Form 2408-12.
Note: Mission symbols are necessary to ensure the hours recorded on DA Form 2408-12 are consistent with the duties performed as described in the original flight orders. Example: A maintenance supervisor should not expect HDIP for hours logged with a mission symbol other than "F." (See AR 600-106.)	
Column f	Enter the hours flown in hours and tenths of hours.
Column g through k,	Leave blank. These blocks will be completed at the end of the month on the consolidation worksheet.
Blocks 7 through 15	Leave blank.

***DA FORM 759-1**

AIRCRAFT CLOSEOUT SUMMARY

8-15. Use DA Form 759-1 as a record of flight time, by flying duty and flight condition, for each aircraft (and/or flight simulator for flight surgeons) in which an individual performs duties during the closeout period. Table 8-3 provides detailed instructions. Figure 8-5 (page 8-11), figure 8-6 (page 8-12), and figure 8-7 (page 8-13) provide examples. The following are general instructions for completing the aircraft closeout summary.

8-16. File DA Form 759-1 with a DA Form 759 when an individual's flight record is closed. Type all entries.

8-17. Prepare DA Form 759-1 for each aircraft (and/or flight simulator for flight surgeons) listed on the individual's DA Form 759-3 consolidation worksheet. Total all like entries from the worksheet, by aircraft. Carry the totals forward to DA Form 759-1 when the individual's flight record is closed.

Number DA Forms 759-1 the same as DA Form 759 and arrange them in the IFRF according to figure 6-2 (page 6-6).

Table 8-3. Instructions for completing DA Form 759-1 aircraft closeout summary (crewmember/noncrewmember and unmanned aircraft system personnel)

<i>Item</i>	<i>Instructions</i>
Note: All required dates will be in the DD MMM YY format (11 MAR 03).	
Blocks 1 through 4	Enter the appropriate information from blocks 1 through 5 of DA Form 759-3, consolidated worksheet.
Block 5	Enter the aircraft mission, type, design, and series.
Lines 6 through 15 and columns a through g	From the corresponding consolidated DA Form 759-3, total the hours for all like entries according to flying duty and flight condition symbols. Enter the totals in hours and tenths of hours on the appropriate line in the correct column.
Notes: 1. Columns c and h through j are reserved for aviators. 2. HO (Hands-On) and TR (Terrain) time are no longer logged on DA Form 2408-12 or DA Form 759-1 as a flight condition, according to AR 95-1. Previous time logged on lines 9 and 15 of DA Form 759-1 will remain as is. 3. NV (Night Vision) time is no longer tracked and has been deleted from DA Form 759-1. Row 11 will remain blank, reserved for future use. Time in row 11 was previously moved and added into the times in row 10.	
Column k	Total the hours across lines 6 through 15 for each flight condition, and enter the totals in hours and tenths of hours in the corresponding lines of column k . Add hours in column k downward, and place this total in the block on line 16, column k .
Column l	Enter the sheet number of the previous DA Form 759-1 at the top of this column. Then enter the totals in hours and tenths of hours from column m of the previous DA Form 759-1 for the same aircraft mission, type, design, and series or flight simulator.

Table 8-3. Instructions for completing DA Form 759-1 aircraft closeout summary (crewmember/noncrewmember and unmanned aircraft system personnel)

<i>Item</i>	<i>Instructions</i>
Column m	Add columns k and l across on lines 6 through 15, and enter the new totals in the corresponding lines of column m (in hours and tenths of hours). Add hours in column m together and place this total in the block on line 18, column m .
Line 16	Total the hours downward in columns a through g . Enter the totals in hours and tenths of hours in the corresponding column on line 16.
Note: To check the total, add columns a through g across on line 16. This total should agree with the total of column k on line 16.	
Line 17	Enter the sheet number (same as that entered at the top of column l) at the beginning of this line. Enter the totals (in hours and tenths of hours) from line 18 of the previous DA Form 759-1 to the corresponding columns of this line.
Note: To check the total, add columns a through g across on line 17. This total should agree with the total of column l and 17.	
Line 18	Add lines 16 and 17 downward, and enter the totals (in hours and tenths of hours) in the corresponding blocks on this line.
Note: To check the total, add columns a through g across on line 18. This total should agree with the total of column m on line 18.	
Line 19, columns a through g	From the corresponding consolidated DA Form 759-3, total the mission symbols containing combat hours for all like entries, according to flying duty symbols. Enter these totals (in hours and tenths of hours) in the corresponding columns on line 19.
Line 20, columns a through g	From the corresponding consolidated DA Form 759-3, total the mission symbols containing imminent danger hours for all like entries, according to flying duty symbols. Enter these totals (in hours and tenths of hours) in the corresponding columns on line 20.
Lines 19 and 20, column k	Add across columns a through g and enter the total (in hours and tenths of hours) in the corresponding block in lines 19 and 20, column k .
Lines 19 and 20, column l	From the previous DA Form 759-1, enter the totals (in hours and tenths of hours) from lines 19 and 20, column m into the corresponding block in lines 19 and 20, column l .
Lines 19 and 20, column m	Add the totals across in columns k and l and enter the totals (in hours and tenths of hours) into the corresponding block in lines 19 and 20, column m .

Crewmember/Noncrewmember, Fly for Pay Aviators, and Unmanned Aircraft System Personnel Flight Record

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY														
For use of this form, see AR 95-1, AR 95-23 and FM 3-04.300; the proponent agency is DCS, G-3/5/7.														
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No.			
2. Name Doe, James D.											3. Rank CPT	4. Period 1 Nov 06-31 Oct 07	5. Act/Flt Sim UH-60L	
FLIGHT COND SYM	FLYING DUTY SYMBOL											k. Total This Sheet	l. From Sheet No. 3	m. Total
	a. CP/CE/EO	b. PI/OR/AO	c. PC/PO	d. UT/MO	e. IP/FE/IO	f. IE/FI	g. SP/SI/SO	h. MP	i. ME	j. XP				
6. D				29.0								29.0	100.0	129.0
7. N														
8. H														
9. W														
10. NG														
11.														
12. NS														
13. DG/DS														
14. TR														
15. AA														
16. Total this Sheet				29.0								29.0		
17. From Sheet No. 3				100.0									100.0	
18. Total				129.0										192.0
19. Combat														
20. Imminent Danger				11.0								11.0		11.0

DA FORM 759-1, AUG 2008

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***Figure 8-5. Sample UH-60L DA Form 759-1 aircraft closeout summary (flight surgeon)**

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY														
For use of this form, see AR 95-1, AR 95-23 and FM 3-04.300; the proponent agency is DCS, G-3/5/7.														
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 81			
2. Name Smith, John A.				3. Rank SFC			4. Period 1 Nov 06-31 Oct 07				5. Act/Fit Sim RQ-7B			
6. FLIGHT COND SYM	FLYING DUTY SYMBOL											k. Total This Sheet	l. From Sheet No. 71	m. Total
	a. CP/CE/EO	b. PI/OR/AO	c. PC/PO	d. UT/MO	e. IP/FE/IO	f. IE/FI	g. SP/SI/SO	h. MP	i. ME	J. XP				
6. D		4.8	3.3			14.1						22.2	35.3	57.5
7. N														
8. H														
9. W														
10. NG														
11.														
12. NS														
13. DG/DS														
14. TR														
15. AA														
16. Total this Sheet		4.8	3.3			14.1						22.2		
17. From Sheet No. 71		8.5	6.8			20.0							35.3	
18. Total		13.3	10.1			34.1								57.5
19. Combat														
20. Imminent Danger														

***Figure 8-6. Sample RQ-7B DA Form 759-1 aircraft closeout summary (unmanned aircraft system crewmember)**

Crewmember/Noncrewmember, Fly for Pay Aviators, and Unmanned Aircraft System Personnel Flight Record

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY													1. Sheet No.	
For use of this form, see AR 95-1, AR 95-23 and FM 3-04.300; the proponent agency is DCS, G-3/5/7.													82	
AIRCRAFT CLOSEOUT SUMMARY											5. Act/Fit Sim			
2. Name Smith, John A.				3. Rank SFC			4. Period 1 Nov 06-31 Oct 07				RSQ-7B			
FLIGHT COND SYM	FLYING DUTY SYMBOL											k. Total This Sheet	l. From Sheet No. 71	m. Total
	a. CP/ CE/ EO	b. PI/ OR/ AO	c. PC/ PO	d. UT/ MO	e. IP/ FE/ IO	f. IE/ FI	g. SP/ SI/ SO	h. MP	i. ME	j. XP				
6. D		9.4					7.3					16.7	87.5	104.2
7. N			7.2				5.6					12.8	64.6	77.4
8. H														
9. W														
10. NG														
11.														
12. NS														
13. DG/ DS														
14. TR														
15. AA														
16. Total this Sheet		9.4	7.2				12.9					29.5		
17. From Sheet No. 71		28.7	22.5		82.4		18.5						152.1	
18. Total		38.4	29.7		82.4		31.4							181.6
19. Combat														
20. Immi- nent Danger														

DA FORM 759-1, AUG 2008

PREVIOUS EDITION OF APR 1998 IS OBSOLETE.

APD PE v1.01

*Figure 8-7. Sample RQS-7B DA Form 759-1 aircraft closeout summary (unmanned aircraft system crewmember)

DA FORM 759

CLOSEOUT

8-18. Prepare a DA Form 759 when closing flight records of all individuals on flying status. Detailed instructions for completing DA Form 759 are in table 8-4. At closeout, arrange flight record forms in the DA Form 3513, as shown in figure 6-2 (page 6-6). Examples of completed DA Forms 759 are shown in figure 8-8 (page 8-19) and figure 8-9 (page 8-20). Figure 8-10 (page 8-21), and figure 8-11 (page 8-22) show examples of a completed closeout.

8-19. DA Form 759 contains four parts; complete all parts. Type all entries. The DA Form 759 must be signed by the individual's unit commander to be valid.

***Table 8-4. Instructions for completing DA Form 759 closeout
(crewmember/noncrewmember)**

<i>Item</i>	<i>Instructions</i>
Part I. Biography/Demographic	
Note: All required dates on DA Form 759 will be in the DD MMM YY format (15 JUN 03).	
Block 1 thru 4	Enter the appropriate information from blocks 1 through 4 of current DA Form 759-1 sheet number.
Block 5	Enter the date of birth.
Block 6	Enter the date the individual was awarded his original aviation badge (or flight surgeon badge) from the individual's basic aviation badge orders, maintained in the orders section in the IFRF. Operations personnel will use this date to determine eligibility for senior and master aviation badges. For non-aviation personnel such as door gunners that have not been awarded an aviation badge enter the effective date of their flight orders.
Block 7	For flight surgeons and other officers, enter the branch of service. For all others, leave blank.
Block 8	Enter the component designation, as shown in table 6-9.
Block 9	Enter the current unit of assignment.
Block 10	Enter the duty MOS. The duty MOS may be obtained from the unit S1 section or modification table of organization and equipment/table of distribution and allowances (MTOE/TDA). Include additional skill and special qualification identifiers when reflected on MTOE/TDA documentation.
Block 11	Enter the current assigned duty position.
Block 12	Leave blank.
Part II. Flight hours	
Section A. Qualifications	
Column a	Aircraft. Enter the specific DOD aircraft in which the individual is qualified to perform duties (regardless of whether the individual currently flies) in order by date the individual qualified. List the aircraft by mission, type, design, and series. For each aircraft in which the individual has logged time while using an NVD or NVS, enter NS on the line directly below the aircraft entry in which the NVD or NVS time was logged. For aircraft in which the individual has logged time while using night vision goggles, enter NG on the line directly below NS or the aircraft entry in the absence of NS time.
	Compatible Flight Simulator (flight surgeons only). List, in the same order as the aircraft, the compatible flight simulator that the individual has flown. (AR 95-1 lists the compatible flight simulators.)

***Table 8-4. Instructions for completing DA Form 759 closeout (crewmember/noncrewmember)**

<i>Item</i>	<i>Instructions</i>
Column b	For nonrated crewmembers/noncrewmembers: Enter the date the individual qualified to perform his duty position or was progressed to RL 1. This date reflects the first time the nonrated crewmember attained RL 1 in a particular aircraft. Also, enter the date of any new qualifications and a corresponding comment in Part IV. For flight surgeons: This date will reflect the date the flight surgeon was placed on aviation service orders by The Surgeon General; Commander, U.S. Army Personnel Center; or Chief, National Guard Bureau .
Note: The dates for new aircraft and NVD qualification are obtained from the individual's aircrew training record.	
Column c	Enter the date the individual completed the most recent flight in the aircraft and the NVD used (information taken from the DA Form 759-3 [temporary worksheet]).
Note: all time will be entered in hours and tenths of hours	
Column d	Aircraft. Enter the total hours flown from line 18, column m , of each DA Form 759-1 on the line that corresponds to the aircraft flown. NS: Enter the total hours flown from lines 10 and 13, column m , of each DA Form 759-1 on the line that corresponds to NS hours. NG: Enter the total hours flown from line 13, column m , of each DA Form 759-1 on the line that corresponds to NG hours. NS and NG totals will not be included when the total number of flight hours is calculated in Part II Section B. Compatible Flight Simulator (flight surgeons only). Enter the total hours flown from line 18, column m , of each DA Form 759-1 on the line that corresponds to the flight simulator flown.
Columns e through k	Enter the total hours flown from line 18, columns a through j , of each DA Form 759-1 in the blocks that correspond to the duty position and aircraft flown.
Section B. Total hours	
Note: Section B is a compilation of total aircraft time and does not include flight simulator time. NS time is already a part of each respective airframe total hours. NS time from Part II, Section A, column d is not added to total hours. Blocks in Section B are updated at each closeout of the individual's flight records. Block g historical hours are never updated and always remain the same.	
Block a	Enter the cumulative total combat hours flown from DA Form 759-3 (consolidation worksheet), block 14. (The total in this block will be updated each closeout only if combat time was flown during the period covered.)
Block b	Enter the cumulative total imminent danger hours flown from DA Form 759-3 (consolidation worksheet), block 15. (The total in this block will be updated each closeout only if imminent danger time was flown during the period covered.)
Blocks c and e	Leave blank.
Block d	Add all military rotary-wing aircraft totals, to include RW, in Section A, column d , and enter the total in this block. Do not include NS, NG, or simulator time.
Block f	Add all military FW aircraft totals, to include FW, in Section A, column d , and enter the total in this block. Do not include NS, NG, or simulator time.
Block g	Transcribe the historical hours from the previous DA Form 759 closeout to this block. The historical hours block is used to track time prior to 1987 when the change in format of the DA Form 759 series became effective.
Block h	Add the hours in blocks d , f , and g and enter the total in hours and tenths of hours in this block.
Page 2, DA Form 759, Blocks 1 through 4	Transcribe information from Part I, blocks 1 through 4 to this section.
Part III. ATP	

***Table 8-4. Instructions for completing DA Form 759 closeout
(crewmember/noncrewmember)**

Item	Instructions
	Note: ATP requirements include hours, tasks, and iterations identified in the appropriate aircrew training manuals, readiness level progression, and the APART). Failure of an individual to complete any portion of the ATP requires a comment in Part IV, Remarks. The individual's DA Form 7120-R with enclosures will be used to assist the flight records clerk with the completion of this section. Flight surgeons do not have APART requirements. The only block that applies to a flight surgeon in Part III is Block 3, Physical Exam.
Block 1	Leave blank.
Block 2	Leave blank.
Block 3	Enter the date of the most recent flight physical. If the individual is on a one calendar month extension, use the date from the previous DA Form 759 and make the appropriate remark in Part IV. On the next closeout, annotate in Part IV when the flight physical was completed. The physical examination is an annual requirement according to AR 95-1 and is not considered part of the APART.
Blocks 4 and 5	Enter the date of the most recent training, if applicable.
Block 6	Enter the date the individual completed all APART requirements, if applicable.
	Note: If the individual fails to complete APART successfully, leave block 6 blank and enter the appropriate comment in Part IV.
Block 7	Enter the primary aircraft mission symbol, type, design, and series.
Block 8	Enter the appropriate readiness level for the individual's primary aircraft, if applicable.
Block 9	Enter the date of the most recent standardization flight evaluation for the individual's primary aircraft, if applicable.
Block 10	Leave blank.
Block 11	Enter the individual's alternate aircraft, if designated.
Block 12	Enter the appropriate readiness level for the individual's alternate aircraft, if designated.
Block 13	Enter the date of the most recent standardization flight evaluation for the individual's alternate aircraft, if designated.
Block 14	Leave blank.
Block 15	Enter the individual's additional aircraft, if designated.
Block 16	Enter the appropriate readiness level for the individual's additional aircraft, if designated.
Block 17	Enter the date of the most recent standardization flight evaluation for the individual's additional aircraft if designated.
Part IV. Remarks	
Enter a historical narrative of the individual's flying status, qualifications, and proficiency if they are not stated elsewhere on the form.	
Commander's signature and date	The individual's commander must sign and date the form to certify the accuracy of the closeout data. If the individual is an ATP Commander, the next higher commander within the chain of command must verify and sign the flight records. The DA Form 759 must be digitally signed in CAFRS. If the commander is unable to digitally certify within CAFRS a remark must be added to part IV of the DA Form 759
Notes: 1. Commander's signature block contains name, rank, and branch only. 2. For ARNG and U.S. Army Reserves only, the commander's designated representative may sign the commander's block.	

8-18. Table 8-5 lists the mandatory and standard remarks used to complete Part IV of DA Form 759. Table 7-6 (page 7-15) shows the service component designations for Part I, block 9.

***Table 8-5. Examples of mandatory and standard remarks (DA Form 759 closeout)**

MANDATORY REMARKS
Note: The following remarks are mandatory for every closeout.
1. Records closed (date) (reason).
2. Individual has completed (total) months flying duty.
3a. Individual has completed all ATP requirements.
3b. Individual has not completed ATP requirement(s). (Explain what ATP requirement(s) have not been completed and the actions that have been taken.)
3c. Individual has no ATP requirements due to _____. (State reasons why individual has no requirements.)
Note: When an individual completes, or fails to complete, ATP requirements, annotate the results with a remark on the next DA Form 759 closeout. The following are example remarks.
3d. Individual completed previous ATP requirements on (date).
3e. Previous ATP requirements waived by (as appropriate) commander on (date).
3f. Individual failed to complete ATP requirements within the additional timeframe. (State action(s) taken.)
*4a. ACT-E initial qualification complete.
*4b. ACT-E annual sustainment training complete.
*4c. ACT-E trainer qualification complete.
STANDARD REMARKS
Note: When a standard remark applies to a closeout, that remark becomes mandatory. If a situation arises that is not explained in a standard remark, explain it in easy-to-understand language.
1. Individual is temporarily suspended from flying duty from (date) to (date) because of (reason). (This is usually used to explain temporary medical grounding, but may be used for other reasons.)
2. Individual awarded senior or master aviation badge under provisions of (issuing authority), (date).
3. Individual completed (type) NVG training on (date).
4. Individual mission qualified in (mission, type, design, and series) aircraft on (date).
5. Individual has successfully completed the U.S. Navy Underwater Egress 9D5A Device Training conducted at (location) on (date).
6. Error sheet (sheet #), Part (part #), (give a detail description of the error) is incorrect. Reads "(say what is incorrect)," should read "(enter corrected data)," corrected this sheet.
7. Logging of combat or imminent danger time is authorized under provisions of (issuing authority), (date). Note: This remark will be used only when adjustments to combat (C) or imminent danger (D) time have been made for the closeout period.
8. Individual completed, disqualified from, or relieved from (type of aviation course) on (date).
9. Individual reassigned under provisions (issuing authority) orders number ____, dated _____. Reassigned to (unit and station).
10. Medical waiver granted effective (date) for (summarize medical condition waived).
11. Individual must wear corrective lenses when performing as a crewmember/noncrewmember.
12. Individual terminated from flying status on (date) under provisions (authority) orders number ____, dated ____, effective date _____.
13. Flight record lost on (date). (Enter action to locate missing records) Records reconstructed from ____ on (date).
14. Individual placed on (crewmember/noncrewmember) flying status under provisions (issuing authority) orders number ____, dated ____, effective date _____.
15. 120-day notice for removal from flight status given on (date).

***Table 8-5. Examples of mandatory and standard remarks (DA Form 759 closeout)**

16. (Aircraft) designated as individual's second (third and so on) additional aircraft effective (date).
17. Suspension from flying duty on (date) under provisions (authority) for (purpose).
18. Commander is unable to digitally certify DA Form 759 due to _____.

**Crewmember/Noncrewmember, Fly for Pay Aviators, and Unmanned Aircraft System Personnel
Flight Record**

INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE -- ARMY (Cont'd) For use of this form, see AR 95-1, AR 95-23 and FM 3-04.300; the proponent agency is DCS, G-3/5/7.					1. Sheet No. 4
2. Name DOE, JOHN D.		3. Rank CPT		4. Period 1 NOV 06-31 OCT 07	
PART III. ATP					
1. FAC 1	2. MTFE	3. Phys Exam 01 NOV 2006	4. Ejection Seat	5. Alt Chamber	6. APART Completed 20 OCT 2007
7. Primary Acft UH-60L	8. RL 1		9. Std Fit Eval	10. Inst Eval	
11. Alternate Acft	12. RL		13. Std Fit Eval	14. Inst Eval	
15. Additional Acft	16. RL		17. Std Fit Eval		
PART IV. REMARKS					
<p>1. Records closed 31 OCT 2007 due to end of birth month.</p> <p>2. Aviator has completed 12 months of total operational flying duty credit.</p> <p>3. Aviator has completed ATP requirements.</p> <p>4. ACT-E annual sustainment training complete.</p>					
Commander's Typed Name, Rank, Branch SMITH, ROBERT A. CPT, AV		Signature 		Date (YYYYMMDD) 20071220	

DA FORM 759, AUG 2008

Page 2 of 2
APD PE v1.02ES

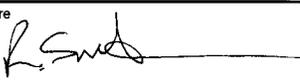
***Figure 8-9. Sample DA Form 759 closeout (flight surgeon) (back)**

INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE -- ARMY (Cont'd) For use of this form, see AR 95-1, AR 95-23 and FM 3-04.300; the proponent agency is DCS, G-3/5/7.						1. Sheet No.
2. Name SMITH, JOHN A.		3. Rank SFC		4. Period 1 NOV 06-31 OCT 07		
PART III. ATP						
1. FAC 2	2. MTFE	3. Phys Exam 01 OCT 2007	4. Ejection Seat	5. Alt Chamber	6. APART Completed 25 OCT 2007	
7. Primary Acft RQ-7B		8. RL 1	9. Std Flt Eval 25 OCT 2007		10. Inst Eval	
11. Alternate Acft		12. RL	13. Std Flt Eval		14. Inst Eval	
15. Additional Acft		16. RL	17. Std Flt Eval			
PART IV. REMARKS						
<p>1. Records closed 31 OCT 2007 due to end of birth month.</p> <p>2. Individual has completed 24 months of flying duty.</p> <p>3. Individual has completed ATP requirements.</p> <p>4. ACT-E annual sustainment training complete.</p> <p>5. Individual must wear corrective lenses when performing as a crewmember.</p>						
Commander's Typed Name, Rank, Branch SMITH, ROBERT A. CPT, AV			Signature 		Date (YYYYMMDD) 20071220	

DA FORM 759, AUG 2008

Page 2 of 2
APD PE v1.02ES

*Figure 8-11. Sample DA Form 759 closeout (unmanned aircraft system crewmember) (back)

INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE -- ARMY (Cont'd) For use of this form, see AR 95-1, AR 95-23 and FM 3-04.300; the proponent agency is DCS, G-3/5/7.						1. Sheet No. 4
2. Name DOE, JANE D.		3. Rank SGT		4. Period 1 NOV 06-31 OCT 07		
PART III. ATP						
1. FAC 2	2. MTFE	3. Phys Exam 01 NOV 2007	4. Ejection Seat	5. Alt Chamber	6. APART Completed 20 OCT 2007	
7. Primary Acft UH-60L		8. RL I		9. Std Fit Eval 20 OCT 2007		
11. Alternate Acft		12. RL		13. Std Fit Eval		
14. Inst Eval		15. Additional Acft		16. RL		
17. Std Fit Eval						
PART IV. REMARKS						
1. Records closed 31 OCT 2007 due to end of birth month. 2. Individual has completed 24 months of flying duty. 3. Individual has completed ATP requirements. 4. ACT-E annual sustainment training complete. 5. Individual must wear corrective lenses when performing as a crewmember.						
Commander's Typed Name, Rank, Branch SMITH, ROBERT A. CPT. AV		Signature 		Date (YYYYMMDD) 20071220		

DA FORM 759, AUG 2008

Page 2 of 2
APD PE v1.02ES

*Figure 8-13. Sample DA Form 759 in complete closeout (back)

Crewmember/Noncrewmember, Fly for Pay Aviators, and Unmanned Aircraft System Personnel Flight Record

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY <small>For use of this form, see AR 95-1, AR 95-23 and FM 3-04.300; the proponent agency is DCS, G-3/5/7.</small>													
AIRCRAFT CLOSEOUT SUMMARY												1. Sheet No.	
2. Name Doe, Jane D.				3. Rank SGT			4. Period 1 Nov 06-31 Oct 07			5. Act/Fit Sim UH-60L			
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No.	m. Total
	a. CP/CE/EO	b. PI/OR/AO	c. PC/PO	d. UT/MO	e. IP/FE/IO	f. IE/FI	g. SP/SI/SO	h. MP	i. ME	j. XP			
6. D	32.4										32.4	120.0	152.4
7. N	4.5										4.5	45.0	49.5
8. H													
9. W													
10. NG	6.0										6.0	30.0	36.0
11.													
12. NS													
13. DG/DS													
14. TR													
15. AA													
16. Total this Sheet	42.9										42.9		
17. From Sheet No. _____	195.0											195.0	
18. Total	237.9												237.9
19. Combat													
20. Imminent Danger													

DA FORM 759-1, AUG 2008

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*** Figure 8-14. Sample DA Form 759-1 in complete closeout**

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY For use of this form, see AR 95-1, AR 95-23, and FM 3-04.300; the proponent agency is DCS, G-3/5/7.											
FLIGHT RECORD AND FLIGHT PAY WORK SHEET								1. Sheet No. <div style="text-align: right;">4</div>			
2. Name <div style="text-align: center;">Doe, Jane D.</div>								3. Rank <div style="text-align: center;">SGT</div>			
4. Period <div style="text-align: center;">1 Nov 06 - 31 Oct 07</div>						5. Flying Status <div style="text-align: center;">CRM</div>		6. Effective Date <div style="text-align: center;">01 Nov 2006</div>			
Date/ Month	Acraft	Flying Duty Sym	Flt Cond Sym	Msn Sym	Hours Flown	Entitle- ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks	
								This Month	Accum		
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>	<i>i</i>	<i>j</i>	<i>k</i>	
NOV											
01	UH-60L	CE	D	T	3.0						
15	UH-60L	CE	D	T	2.0						
15	UH-60L	CE	N	T	1.0						
15	UH-60L	CE	NG	T	1.0						
DEC											
05	UH-60L	CE	D	T	2.6						
20	UH-60L	CE	D	T	3.0						
JAN	No	Time	Flown								
FEB											
08	UH-60L	CE	D	T	2.0						
08	UH-60L	CE	N	T	1.0						
08	UH-60L	CE	NG	T	1.0						
20	UH-60L	CE	D	T	2.6						
MAR	No	Time	Flown								
APR											
01	UH-60L	CE	D	T	5.0						
MAY											
01	UH-60L	CE	D	T	1.5						
01	UH-60L	CE	N	T	1.0						
01	UH-60L	CE	NG	T	2.0						
JUN											
15	UH-60L	CE	D	T	4.0						
Total Hours This Sheet				7.	Hours From Sheet No.			10.	Total Hours to Date		13.
Total Combat Hours This Sheet				8.	Combat Hours From Sheet No.			11.	Total Combat Hours to Date		14.
Total Imminent Danger Hours This Sheet				9.	Imminent Danger Hours From Sheet No.			12.	Total Imminent Danger Hours to Date		15.

DA FORM 759-3, AUG 2008

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Figure 8-15. Sample DA Form 759-3 in complete closeout (temporary worksheet)

Crewmember/Noncrewmember, Fly for Pay Aviators, and Unmanned Aircraft System Personnel Flight Record

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY											
For use of this form, see AR 95-1, AR 95-23, and FM 3-04.300; the proponent agency is DCS, G-3/5/7.											
FLIGHT RECORD AND FLIGHT PAY WORK SHEET								1. Sheet No.			
2. Name <p align="center">Doe, Jane D.</p>								3. Rank <p align="center">SGT</p>			
4. Period <p align="center">1 Nov 06 - 31 Oct 07</p>						5. Flying Status <p align="center">CRM</p>		6. Effective Date <p align="center">01 Nov 2006</p>			
Date/ Month	Acft	Flying Duty Sym	Fit Cond Sym	Msn Sym	Hours Flown	Entitlement Yes or No	Based on Hours Flown During	Excess Hours		Remarks	
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>	This Month <i>i</i>	Accum <i>j</i>		<i>k</i>
JUL	No	Time	Flown								
AUG											
05	UH-60L	CE	D	T	1.5						
05	UH-60L	CE	N	T	1.5						
05	UH-60L	CE	NG	T	2.0						
SEP											
OCT											
10	UH-60L	CE	D	T	2.0						
20	UH-60L	CE	D	T	3.2						
Sample											
Total Hours This Sheet				7.	Hours From Sheet No.			10.	Total Hours to Date		13.
Total Combat Hours This Sheet				8.	Combat Hours From Sheet No.			11.	Total Combat Hours to Date		14.
Total Imminent Danger Hours This Sheet				9.	Imminent Danger Hours From Sheet No.			12.	Total Imminent Danger Hours to Date		15.

DA FORM 759-3, AUG 2008

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***Figure 8-16. Sample DA Form 759-3 in complete closeout (temporary worksheet [continuation])**

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY											
For use of this form, see AR 95-1, AR 95-23, and FM 3-04.300; the proponent agency is DCS, G-3/5/7.											
FLIGHT RECORD AND FLIGHT PAY WORK SHEET								1. Sheet No.			
2. Name Doe, Jane D.								3. Rank SGT			
4. Period 1 Nov 06 - 31 Oct 07						5. Flying Status CRM		6. Effective Date 01 Nov 2006			
Date/ Month	Acraft	Flying Duty Sym	Fit Cond Sym	Msn Sym	Hours Flown	Entitle- ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks	
								This Month	Accum		
a	b	c	d	e	f	g	h	i	j	k	
NOV	UH-60L	CE	D		5.0	YES		3.0	3.0	-3.0 for JAN	
	UH-60L	CE	N		1.0						
	UH-60L	CE	NG		1.0						
DEC	UH-60L	CE	D		5.6	YES		1.6	4.6	-1.0 for JAN -0.6 for MAR	
JAN	No	Time	Flown			YES	NOV 3.0 DEC 1.0		0.6		
FEB	UH-60L	CE	D		4.6	YES		2.6	3.2	-2.6 for MAR	
	UH-60L	CE	N		1.0						
	UH-60L	CE	NG		1.0						
MAR	No	Time	Flown			YES	DEC 0.6 FEB 2.6 APR 0.8		0.0		
APR	UH-60L	CE	D		5.0	YES		1.0	0.2	-0.8 for MAR	
MAY	UH-60L	CE	D		1.5	YES		0.5	0.7		
	UH-60L	CE	N		1.0						
	UH-60L	CE	NG		2.0						
JUN	UH-60L	CE	D		4.0	YES			0.7		
JUL	No	Time	Flown			NO			0.7		
AUG	UH-60L	CE	D		1.5	YES		1.0	1.7		
	UH-60L	CE	N		1.5						
	UH-60L	CE	NG		2.0						
Total Hours This Sheet				7.	Hours From Sheet No.			10.	Total Hours to Date		13.
Total Combat Hours This Sheet				8.	Combat Hours From Sheet No.			11.	Total Combat Hours to Date		14.
Total Imminent Danger Hours This Sheet				9.	Imminent Danger Hours From Sheet No.			12.	Total Imminent Danger Hours to Date		15.

DA FORM 759-3, AUG 2008

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*Figure 8-17. Sample DA Form 759-3 in complete closeout (consolidation)

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Chapter 11

Airfield Services and Safety

The airfield services/POL services branch is responsible for the servicing of aircraft and inspection and general policing of the airfield and its facilities. This chapter briefly discusses the branch responsibilities, criteria for marking airfields, and airfield maintenance.

SECTION I – PERSONNEL AND RESPONSIBILITIES

PERSONNEL

AIRFIELD SERVICES BRANCH

11-1. The Airfield Services Branch includes the following positions:

- The branch chief—
 - Coordinates branch activities under supervision of the operations officer.
 - Prepares an SOP that outlines duties and responsibilities of branch personnel.
 - Ensures branch personnel are properly trained and qualified to perform their assigned duties.
 - Assigns specific personnel responsibilities and ensures duty rosters and performance records are properly maintained.
 - Ensures a daily inspection of the airfield is conducted.
- Shift supervisors—
 - Inspect the airfield (including runways and taxiways) for maintenance, police, FOD, and OPSEC considerations and requirements, at least once during the shift.
 - Supervise and train assigned personnel in their duties.
 - Coordinate with other branches concerning VIPs, transient and assigned aircraft, transportation requirements, and airfield conditions.
- Aircraft service personnel—
 - Provide and operate vehicles, as required, and perform operator maintenance in compliance with applicable technical manuals.
 - Maintain FOD controls while performing their duties.
 - Stand fireguard for all aircraft starting, if required.
 - Look for and report OPSEC violations.
 - Serve as aircraft ground guides and marshals.

Contents	
Section I – Personnel and Responsibilities	11-1
Section II – Airfield Safety	11-3

11-2. Personnel organization and duties performed depend on size and structure of the airfield and size of the unit or units the airfield supports. As a general rule, a minimum of two airfield services personnel are required per shift during airfield operating hours to satisfy operational requirements.

Ground Handling

11-3. When directing aircraft movements during land operations, aircraft service personnel (guides or marshals) should use the appropriate hand and arm (marshaling) signals in FM 21-60 and NATO Standardization Agreement (STANAG) 3117. When available, signal flags may be used with hand and arm signals during daylight hours. Ground guides or marshals should wear hearing and eye protection when guiding fixed- and rotary-wing aircraft. At night, a ground guide will signal with a lighted baton (wand) in each hand. The intensity of these lights will vary, depending on whether the aircrew is aided or unaided. Signals given with wands will be identical to the day signals unless stated otherwise in FM 21-60. Wands should remain lighted at all times during use. During surface taxiing and parking, the pilot will stop immediately when one or both of the ground guide wands fail.

11-4. When required, a flagman will be stationed so as to be clearly visible to approaching aircraft. This person will direct the pilot to the ground guide. The ground guide will indicate when he or she is ready to guide the aircraft. The position of the ground guide for a FW aircraft is on a line extending forward of, and at an oblique angle from, the left (port) wing. The pilot's eyes must be visible to the ground guide from this position. The position of the ground guide for a rotary-wing aircraft is relatively the same as a FW aircraft. However, the ground guide may be on either side of the aircraft as long as the pilot's eyes are visible to him.

11-5. To ensure the safety of aircraft and vehicles on the airfield movement area, two-way radio communication is mandatory for tower controllers. The SOP must require pilots and vehicle drivers to obtain tower clearance before they proceed onto the aircraft movement area.

POL PERSONNEL AND RESPONSIBILITIES

11-6. The POL services branch includes the following positions:

- The branch chief—
 - Coordinates branch activities under supervision of the operations officer.
 - Prepares an SOP that outlines duties and responsibilities of branch personnel.
 - Ensures personnel are properly trained and qualified to perform their assigned duties.
 - Assigns specific personnel responsibilities and ensures duty rosters and performance records are properly maintained.
 - Ensures POL handlers are checked semiannually for body contamination.
 - Inspects POL facilities daily.
 - Ensures supplies of aviation fuels, oils, and lubricants are adequate to meet current and emergency operational requirements.
- Shift supervisors—
 - Inspect POL facilities at least once during a shift.
 - Supervise and train assigned personnel in their duties.
 - Coordinate with other branches concerning VIPs and assigned and transient aircraft refueling requirements.
- Petroleum storage specialists—
 - *Provide refueling and other related services for assigned and transient aircraft and ensure transient aviators complete DD Form 1898 (Energy Sale Slip) for credit-card purchases.

- FAA Order JO 7110.65. *Air Traffic Control*. 14 February 2008.
- FAA Order JO 7110.10. *Flight Services*. 14 February 2008.
- FAA Order JO 7350.8. *Location Identifiers*. 5 June 2008.
- FAA Order JO 7400.8. *Special-Use Airspace*. 16 February 2008.
- FAA Order JO 7610.4. *Special Operations*. 14 February 2008.
- FAAO 8240.52. *Aeronautical Data Management*. 1 October 2006.
- MIL-STD-3007. Unified Facilities Criteria and Unified Facilities Guide Specifications. 13 December 2006. (<http://dodssp.daps.dla.mil/>)
- NFPA Standard 10. *National Fire Prevention Agency Standard for Portable Fire Extinguishers*. 9 July 2007.
- NFPA 780. *National Fire Prevention Agency Standard for Installation of Lightning Protection Systems*. 2008 Edition.
- STANAG 3117. *Standard NATO Agreement Aircraft Marshalling Signals*. 11 June 1999.
- UFC 2-000-05N. *Facility Planning Criteria for Navy and Marine Shore Installations*. 31 January 2005.
- UFC 3-260-01. *Airfield and Heliport Planning and Design*. 19 May 2006.
- UFC 3-260-05A. *Marking of Army Airfield Heliport Operational and Maintenance Facilities*. 16 January 2004.
- UFC 3-535-01. *Visual Air Navigation Facilities*. 17 November 2005.

***DOCUMENTS NEEDED**

These documents must be available to the intended users of this publication. DA forms are available on the APD website (www.apd.army.mil). DD forms are available on the OSD website (www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm).

- DA Form 201A. *Field Personnel File Divider*.
- DA Form 759. *Individual Flight Record and Flight Certificate-Army*.
- DA Form 759-1. *Individual Flight Record and Flight Certificate-Army Aircraft Closeout Summary*.
- DA Form 759-2. *Individual Flight Record and Flight Certificate-Army Flying Hours Worksheet*.
- DA Form 759-3. *Individual Flight Record and Flight Certificate-Army, Flight Record and Flight Pay Worksheet*.
- DA Form 1059. *Service School Academic Evaluation Report*.
- DA Form 1594. *Daily Staff Journal or Duty Officer's Log*.
- DA Form 2028. *Recommended Changes to Publications and Blank Forms*.
- DA Form 2408-12. *Army Aviator's Flight Record*.
- DA Form 2696. *Operational Hazard Report*.
- DA Form 3513. *Individual Flight Records Folder, United States Army*.
- DA Form 4186. *Medical Recommendation for Flying Duty*.
- DA Form 4730. *Certificate for Performance of Hazardous Duty*.
- DA Form 5484. *Mission Schedule/Brief*.
- DA Form 7120-R. *Commander's Task List (LRA)*.
- DD Form 175. *Military Flight Plan*.
- DD Form 175-1. *Flight Weather Briefing*.
- DD Form 365-4. *Weight and Balance Clearance Form F Transport*.
- DD Form 1801. *DOD International Flight Plan*.
- DD Form 1898. *Energy Sale Slip*.

READINGS RECOMMENDED

- FM 1-02, *Operational Terms and Graphics*, 21 September 2004.
- FM 3-01.11, *Air Defense Artillery Reference Handbook*, 23 October 2007.
- FM 3-01.48, *Divisional Air and Missile Defense Sentinel Platoon Operations*, 12 December 2003.
- FM 3-04.104, *Tactics, Techniques, and Procedures for Forward Arming and Refueling Point*, 3 August 2006.
- FM 3-19.1, *Military Police Operations*, 22 March 2001.
- FM 3-52, *Army Airspace Command and Control in a Combat Zone*, 1 August 2002.
- FM 4-93.4, *Theater Support Command*, 15 April 2003.
- FM 5-430-00-1, *Planning and Design of Roads, Airfields, and Heliports in the Theater of Operations-Road Design*, 26 August 1994.
- FM 6-20-30, *Tactics, Techniques, and Procedures for Fire Support for Corps and Division Operations*, 18 October 1989.
- TC 1-611, *Small Unmanned Aircraft System Aircrew Training Manual*, 2 August 2006.
- TM 95-226, *United States Standard for Terminal Instrument Procedures (TERPS)*, 1 July 1976.
- FAA Advisory Circular 150/5340-26A, *Maintenance of Airport Visual Aid Facilities*, 4 April 2005.
- Air Force TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding (ATOS)*, 15 July 2002.
- CFR Part 91, Part 91, Title 14, Code of Federal Regulations (14CFR91--PART 91), *Code of Federal Regulations General Operating and Flight Rules*, 1 January 2001.
- DOD Financial Management Regulation (FMR) 7000.14R, *Financial Management Regulation*, 2 September 2007. (<http://www.defenselink.mil/comptroller/fmr/>)
- JP 3-10, *Joint Doctrine for Security Operations in Theater*, 1 August 2006.
- JP 3-17, *Joint Doctrine and Joint Tactics, Techniques, and Procedures for Air Mobility Operations*, 14 August 2002.

WEBSITES RECOMMENDED

- Reimer Digital Library <http://www.train.army.mil>: Used to access military publications
- Defense Technical Information Center <http://www.dtic.mil>.
- Joint Electronic Library <http://www.dtic.mil/doctrine>.
- Army Aviation Association of America (AAAA) Homepage <http://www.quad-a.org>.
- Active FM–Army Doctrine and Training ePublications. <http://www.army.mil/usapa/doctrine>
- Air War College <http://www.au.af.mil>: References, online and off.
- AKO/Army Homepage <http://www.army.mil>: Used by military personnel and authorized civilians to access e-mail, publications, current events, other military organizations, & special project groups.
- Army Publishing Directorate <http://www.apd.army.mil>.
- Directorate Home Page Association of the United: States Army <http://www.ausa.org>.
- Center for Army Lessons <http://www.call.army.mil/>: Used to gather & provide Learned Public Web information on lessons learned Page during military operations. Information is available for download. Provisions are established for special requests.
- Defend America–United States Defense Dept War on Terror 07-13200400-Edition 3 <http://www.defenselink.mil>
- Fort Rucker–The Home <http://www-rucker.army.mil>: Provides data about Fort Rucker, Army aviation, units & directorates, current events, & points of contact.
- Military.com. <http://www.military.com>.
- TRADOC Homepage <http://www.tradoc.army.mil>.
- Army Warrant Officer Career Center: <http://usawocc.army.mil/>.