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SECRETARY OF THE AIR FORCE**

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Flying Operations

AVIATION RESOURCE MANAGEMENT



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This instruction sets procedures and standards on updating, auditing, and monitoring aviation and parachutist service data in the Aviation Resource Management System (ARMS) to implement AFPD 11-4, *Aviation Service*. It also establishes responsibilities for commanders and Aviation Resource Management (ARM) specialists in Squadron Aviation Resource Management (SARM) and Host Aviation Resource Management (HARM) offices. Through the DCS, Operations, Plans and Requirements (AF/A3/5), and the Director of Operations (AF/A3O), establishes and monitors the Air Force flying program as outlined in this instruction to ensure effective use of resources. For waivers not already identified in this instruction, AF/A3O-A is the approval authority; route those requests through MAJCOM/A3Ts for consideration. This AFI applies to all active duty Air Force members, members of the United States Air Force Reserve (USAFR), and members of the Air National Guard (ANG). Failure to observe the provisions of this instruction by active duty Air Force members; USAFR members on active duty or inactive for training; ANG members in Federal service, is a violation of Article 92, *Uniform Code of Military Justice (UCMJ)*. Violations of these provisions can be prosecuted under Article 92 of the UCMJ, as well as any other applicable articles of the UCMJ, when appropriate. Send comments and suggested improvements to this instruction on an AF Form 847, *Recommendation for Change of Publication*, through MAJCOM channels to HQ USAF/A3O-AI, 1480 Air Force Pentagon, Washington DC 20330-1480. HQ USAF Direct Reporting Units (DRUs), and subordinate organizations may supplement this instruction. Supplements will not be less restrictive than the basic publication. MAJCOMs, Field Operating Agency (FOA)s, and DRUs will coordinate supplements to this instruction with HQ USAF/A3O-AIF before publication and will forward one copy to HQ USAF/A3O-AIF after publication; subordinate organizations will coordinate supplements with parent organizations prior to publication and will furnish one copy

of the supplement to the next higher headquarters. The systems of records affected by this instruction are Military Personnel Records System (F036 AF PC C) (Authority: 10 USC 8013), Secretary of the Air Force: Powers and duties; delegation by; Personnel Data System (MILPDS)(F036 AF PC Q) (Authority: 10 U.S.C., various sections); and Aviation Resource Management System of Records Notice (ARMS) (F011 AF XO A) (Authority: 37 U.S.C. 301a, Incentive Pay: Public Law (P.L.) 92-204; P.L. 93-570; P.L. 93-294) Aviation Career Incentive Act of 1974 (“ACIA of 1974”), P.L. 93-294, and the Aviation Career Improvement Act of 1989 (“ACIA of 1989”) (in P.L. 101-189), and the National Defense Authorization Acts (NDAA) of Fiscal Year (FY) 96 (P.L. 104-106), FY 99 (P.L. 105-261) and FY 00 (P.L. 160-65). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include three new chapters (Chapter 1 – Program Overview and Other Areas, Chapter 5 – SARM Office Procedures, and Chapter 9 – ARMS General Information). Chapter 1 includes new waiver tiers and template example accessibility instructions. Chapter 2 includes detailed 1C0 duties and responsibilities for roles at HARM and SARM offices; to include break out of Functional Manager and Chief, Host Aviation Resource Management duties; mandatory OG/CC brief; and other detailed responsibilities. Chapter 3 includes office procedures/functions of HARM office procedures. Chapter 4 includes Aeronautical Order Administration; updated distribution codes. Chapter 5 includes only SARM procedures; updated AF Form 4324 procedures; pre- and post-mission review; triangle audit; and SARM training rollover procedures. Chapter 6 includes mandated ranks for Training Business Area (TBA), mandatory skill-level upgrade cross-organizational training in dissimilar duty sections, mandatory recurring training, establishment of ARMS Working and Advisory Council (AWAC), established supervisor, trainer, coach, and trainee training responsibilities, mandatory ARM Fundamentals Web-Based Training for all courses, Advanced Aviation Resource Management Certification Special Experience Identifier (SEI) 066 and Host Aviation Resource Management Superintendent SEI 271 certification criteria; new SEI 066/271 recertification testing procedures. Chapter 7 includes Aviation Incentive Pay (AVIP) and Career Enlisted Aviation Incentive (CEVIP) pay terms; and provided more examples for application of flying hours. Chapter 8 includes additional examples. Chapter 9 establishes new ARMS chapter with key information, such as logic table, help desk information, connectivity solutions.

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Chapter 1

PROGRAM OVERVIEW AND OTHER AREAS

1.1. Purpose. This chapter establishes guidance and procedures for waivers, and template example accessibility, general privacy information, and other miscellaneous guidance.

1.2. Waiver requests for this publication. When complying with official policy, guidance, and/or procedures, the unit may request a waiver under the guidance listed in AFI 33-360. Route those requests through MAJCOM/A3Ts for consideration. Waiver requests are indicated for wing-level and below only; see **Table 1.1** for waiver authority. For waivers not already identified in this instruction, AF/A3O-A is the approval authority

Table 1.1. Tier Waiver Authorities.

Tier	Consequence of Non-Compliance	Waiver Authority
T-0	Determined by respective non-AF authority (e.g. Congress, White House, OSD, JS).	Requirement external to AF; Requests for waivers must be processed through command channels to publication OPR for consideration.
T-1	Non-compliance puts Airmen, commanders, or the USAF strongly at risk of mission or program failure, death, injury, legal jeopardy or unacceptable fraud, waste or abuse.	AF/A3O. Route waiver requests from MAJCOM/A3 through AF/A3O-A.
T-2	Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create moderate risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste or abuse.	MAJCOM/A3. Send courtesy copy of waiver to HAF/A3O-A for tracking by AF ARM Career Field Manager.
T-3	Non-compliance may limit mission or program effectiveness or efficiency and has a relatively remote potential to create risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste or abuse.	Wing/DRU/FOA/CC (delegable no lower than Group/CC or equivalent). Send info copy to MAJCOM/A3T (or equivalent) for tracking by the MAJCOM ARM Functional Manager.

1.3. Freedom of Information Act (FOIA). (DoD Directive (DoDD) 5400.07 and DoD 5400.7-R, DoD Freedom of Information Act (FOIA) Program). Federal statute, DoD and Air Force policy requires prompt and accurate disclosure of information to the public. Air Force publications must be reviewed by a FOIA specialist prior to publication to ensure compliance with FOIA requirements. Refer to DoD 5400.7-R_AFMAN 33-302, Freedom of Information Act Program, for additional guidance and procedures.

1.4. Recommending Improvements. Submit recommended changes and improvements to Air Force publications on AF Form 847. Submit emergency reports for conditions that require immediate correction to prevent fatality, serious injury to personnel, extensive damage to

property or a reduction in operational posture. Submit routine reports for conditions that have negative effects on operational efficiency, to correct content errors or to recommend improved procedures or processes. Do not use the AF Form 847 to call attention to word omissions, typographical, printing or quality errors usually corrected during scheduled reviews unless they cause misinterpretation. See AFI 33-360 for additional instructions.

1.5. Accessibility of Templates. Due to the nature of continuous evolving AF policy, template examples are located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>.

1.5.1. Template examples not accessible on the Aviation Resource Management SharePoint site will be made available by local 1C0X2 personnel or the OPR of AFI 11-421.

1.6. AF Form/IMT Naming Convention: For this instruction, AF Form and IMT mean the same thing. All Forms or AF IMTs will be referred to as 'AF Form' in this instruction.

1.7. Self-Inspection Checklist. HARM and SARM self-inspection checklists are available on the Management Internal Control Toolset (MICT) site at: <https://mict.us.af.mil/>.

1.8. Retention of Products and Records. The AF Records Information Management System (AFRIMS) is mandatory AF-wide system. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

Chapter 2

CAREER FIELD ROLES AND RESPONSIBILITIES

2.1. Purpose. This instruction establishes guidance and procedures for roles, duties, and responsibilities of the Air Staff, MAJCOM, Wing/Group, and Squadron/Detachment functional areas of the ARM career field.

2.2. Waiver Criteria. This Chapter includes (T-0), (T-1), (T-2), and (T-3).

2.3. Inherently Governmental Actions. Only Air Force employees (military members and civilian employees, including direct-hire foreign national employees, but not including contractors or indirect-hire foreign national employees) are authorized to serve as the POC for, provide coordination on, certify, and/or approve official Air Force publications and forms which affect aviation/parachutist service actions that lead to entitlements for flight/parachutist pays. Contractor personnel may provide advice and counsel, but the acceptance and/or denial of recommendations must be made by an AF employee. (T-1)

2.4. ARM Career Field Manager (CFM) Responsibilities.

2.4.1. Serve as career field management authority for all ARM (1C0XX) career field functions including AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, and the Aviation Resource Management System (ARMS).

2.4.2. Standardize HARM, SARM, and ARM career field procedures.

2.4.3. Approve the development and maintenance of the 3-skill level & Advanced Aviation Resource Management (SEI 066), Host Aviation Resource Management Superintendent (SEI 271), technical training schools' curriculums, 5- & 7- level Career Development Courses (CDC), and 1C0X2 Career Field Education and Training Plan (CFETP).

2.4.4. Review Air Force ARM training course curriculums annually to ensure compliance with Air Force Instructions (AFIs) and career field management.

2.4.5. Administer the Air Force ARM Awards Program IAW AFI 36-2807, *Deputy Chief of Staff Operations, Plans and Requirements Annual Awards Program*, Chapter 9, Outstanding Air Force Aviation Resource Management (1C0X2) Awards.

2.4.6. Publish and act as Office of Primary Responsibility (OPR) for AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, the 1C0X2 CFETP, and this instruction.

2.4.7. Convene and chair a MAJCOM Functional Manager (MFM) meeting annually to develop strategic plans for improving aviation and parachutist management service provided by the ARM career field.

2.4.8. Convene and chair workshops or conferences, relating to aviation and parachutist management and/or ARM career field development issues.

2.4.9. Establish ARM training guidelines and policy for the Air Force.

2.4.10. Designate AF ARMS Working Group (AWG) Chairperson and Vice Chairperson annually.

2.4.11. Designate AF ARMS Advisory Group (AAG) Chairperson and Vice Chairperson annually.

2.4.12. Convene and chair the Air Force ARMS Steering Group (ASG) annually.

2.4.13. Serve as AF ARMS OPR for flying/parachutist incentive pay, Air Force Board for Correction of Military Records (AFBCMR), and Congressional inquiries pertaining to aviation and parachutist management.

2.4.14. Disseminate correspondence regarding ARM career field manning, CMSgt/SMSgt Prioritization Listings, and ARM training course curriculum changes.

2.4.14.1. Ensure formal school instructors disseminate career field or aviation and parachutist management policy changes with students at ARM training classes. Curriculum developers may use validated aviation/parachutist management policy changes to adjust course curriculum, as necessary.

2.4.14.2. Review overall ARM career field grade allocations biennially and adjust authorized grades based on duty requirements during the Career Progression Group (CPG) enlisted grade allocation process.

Exception: N/A for ARC positions.

2.5. ARM MAJCOM Functional Manager (MFM) Responsibilities.

2.5.1. Coordinate with MAJCOM personnel assignment teams to ensure a MFM (primary AFSC: 1C092 or 1C000), with at least five years' experience as an ARM, and a current ARM Special Experience Identifier (SEI) 066/271 is assigned to the MAJCOM staff to address command ARM issues.

2.5.2. Provide overall ARMS administration and management for the MAJCOM.

2.5.3. Serve as MAJCOM OPR for access to ARMS.

2.5.4. Coordinate proposed ARMS changes with the AF ARM CFM.

2.5.5. Ensure subordinate units use ARMS according to this instruction, AFI 11-401, *Aviation Management*, AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, AFI 11-410, *Personnel Parachute Operations*, AFI 11-412, *Aircrew Management*, AFI 11-202 Volume 1, *Aircrew Training*, Volume 2, *Aircrew Standardization/Evaluation Program*, Volume 3, *General Flight Rules*, and the applicable AFI 11-2MDS.

2.5.6. Ensure ARM work areas are staffed according to Current Operations Flight Air Force Manpower Guide (AFMG) 13C100, Squadron Aviation Resource Management/Tenant Aviation Resource Management (SARM) Section Capabilities-Based Manpower Standard (CBMS) 13D100, and approved variances.

Exception: Does not apply to Air Reserve Component (ARC) or active associate units.

2.5.6.1. Review Unit Manning Document (UMD) grades to ensure required grades for duties associated with each ARM authorization are correct. Periodic review will assist in the biennial CPG enlisted grade allocation process.

2.5.7. Ensure ARM personnel work within guidelines of the ARM career field contained in AFI 36-2101, and the *Enlisted Classification Directory*.

2.5.8. Ensure all Chief, HARM (CHARM) and/or wing/group FM assigned to the MAJCOM hold a primary AFSC of 1C072, 1C092, 1C000, or appropriate civilian qualification, have at least three years' experience in the ARM career field, and hold a current SEI 066.

2.5.8.1. Ensure the host base Operations Group commander (OG/CC), or equivalent, appoints in writing the wing CHARM (and wing FM, if different from CHARM) and/or senior ARM for tenant units (to include AETC and MAJCOM formal schoolhouses) as the ARM functional manager at the wing/group/tenant unit. Also, ensure when the CHARM and wing FM are not the same, the wing FM shall be the most qualified person with a primary AFSC of 1C072, 1C092, 1C000, or civilian equivalent. **Note:** For ARC units on a non-ARC installation, the ARC OG/CC will appoint a wing FM for the respective ARC units.

2.5.8.2. Recommends approval for MSgt (and above) for award of Host Aviation Resource Management Superintendent SEI 271. See Chapter 6 of this instruction and IAW the Air Force Enlisted Classification Directory.

2.5.9. Conduct Staff Assistance Visits (SAVs) and other training assistance, as requested by units, if funding is available.

2.5.10. Ensure all HARM offices manage Aviation Career Incentive Pay (ACIP), Aviation Incentive Pay (AVIP), Career Enlisted Flyer Incentive Pay (CEFIP), Career Enlisted Aviation Incentive Pay (CEVIP), and Hazardous Duty Incentive Pay (HDIP) entitlements for flying and parachute duties.

2.5.10.1. Perform review, as needed, of Entitlement Verification Report (EVR) activity logs received from the HARM office.

2.5.10.2. Ensure aviation resource managers assigned to HARM offices are trained to interpret and execute current pay policies for entitlement to such pays and are trained on the AF Form 1520, *ARMS Individual Flight Pay Entitlement Worksheet*, AF Form 1520a, *ARC ARMS Individual Flight Pay Entitlement Worksheet*, and AF Form 1521, *ARMS Individual Jump Pay Entitlement Worksheet*, as required.

2.5.11. Appoint and/or review MAJCOM primary and alternate AWG and MAJCOM AAG representatives annually. ARC units may extend appointments to a biennial cycle.

2.5.12. Monitor and review all aviation/parachutist service actions (e.g. Flying Evaluation Board (FEB) actions; Operational Flying Duty Accumulator (OFDA) waivers; Operational Support Man-Year Program; Aeronautical Rating Board (ARB); and disqualification, revalidation or requalification of Aviation Service) to ensure processing is in accordance with applicable guidance.

2.5.12.1. Conduct reviews, as needed, for all aircrew and parachutist members suspended from aviation or parachutist service for cause IAW AFI 11-402, and ensure timely processing of waiver requests IAW AFI 11-401.

2.5.12.2. Conduct reviews, as needed, for all rated and Career Enlisted Aviators (CEA) due to non-performance status (Flying Status Code [FSC] "S") or FSC "A", who have past their 18-year gate (rated)/20-year gate (CEA) and have not flown in three months or longer, and are not in Duty Not Involving Flying (DNIF) status IAW AFI 11-401.

2.5.12.3. Maintain ARB, FEB, disqualification, revalidation, and requalification packages on file IAW AF RDS in AFRIMS.

2.5.12.4. Convene and chair MAJCOM ARM conferences, as necessary, to review and improve aviation and parachutist management policies and procedures. As a minimum, and if funding allows, conduct biennial training workshops.

2.5.13. Monitor and coordinate on the following aviation and parachutist management programs: attachment for flying, indoctrination flying, temporary/permanent jump status, and aircrew performing duties on non-USAF aircraft.

2.5.14. Administer the MAJCOM Annual ARM Awards Program. Reference AFI 36-2807 and annual AF/A3O-AI announcement message for specific guidance.

2.5.15. Serve as a voting member on the AF ASG.

2.5.16. Disseminate correspondence with regards to aviation management policies, career field manning, CMSgt/SMSGt Prioritization Listings, and 1C0 training course curriculum changes.

2.5.16.1. Ensure MAJCOM policy changes are disseminated to all HARM offices (regardless of command) that manage your respective MAJCOM aircrew/parachutist records.

2.5.17. Ensure wing-level ARM FMs provide career broadening opportunities to the ARM community. ARM personnel shall not be assigned to the same duty position for longer than three years.

Exception: Does not apply to ARC personnel.

2.5.18. Ensures ARM formal course allocations are requested for upcoming fiscal year (FY) at USAF Expeditionary Center, Dyess, and Keesler using an AF Form 3933 through AFPC.

2.5.18.1. Schedules ARM personnel for formal courses at USAF Expeditionary Center, Dyess, and Keesler.

2.5.18.2. Ensures ARM personnel complete any applicable prerequisites (e.g. ARMS Fundamentals WBT) prior to attending any formal schoolhouse.

2.5.19. Conduct initial feedback with newly assigned CHARMS and wing/group FMs. During initial feedback ensure, as a minimum, the CHARM/FM understands AF level ARM Aerospace Expeditionary Force (AEF) taskings, career field development, how ARM SEIs are awarded, scheduling ARM formal courses, ARM vectoring, and PCA requirements on dual MAJCOM bases.

2.5.20. Conduct quarterly teleconferences with CHARMS and base/wing/group FMs. Document meeting minutes.

2.6. Wing FM Responsibilities.

2.6.1. Ensure the host base OG/CC or equivalent appoints, in writing, the CHARM and/or the wing FM. The current CHARM or wing FM shall advise the OG/CC, or equivalent, to ensure CHARM and/or wing FM candidate meets all requirements listed in paragraph 2.5.8 of this instruction prior to the appointment. The wing FM shall send an information copy to their respective MFM. (T-3) Template example of 'Letter of Appointment' is located on the

Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

2.6.1.1. When the CHARM and wing FM are not the same, the wing FM shall meet the same criteria required for the CHARM and be the most qualified person with a primary AFSC of 1C072, 1C092, 1C000, or civilian equivalent. **(T-3)**

2.6.1.2. For bases with more than one MAJCOM, each MAJCOM shall have a wing 1C0 FM to represent their MAJCOM. Ensure the representative meets the following criteria: primary AFSC of 1C072, 1C092, 1C000, or civilian equivalent, a minimum of three years' experience in the ARM career field, and obtained/maintained SEI 066. **(T-3)**

2.6.1.3. Submit waiver requests for CHARM/wing FM qualification requirements to the MFM. Include the member's qualification (copy of 1C0X2 CFETP training record documenting task completion) and an expected get well date. **(T-3)**
Note: The term CHARM is a duty position. Appropriate duty titles are IAW AFI 36-2618, *The Enlisted Force Structure*. For instance, MSgt Molissa Zamarripa is performing CHARM duties, her duty title shall be Superintendent, Host Aviation Resource Management.

2.6.2. Ensure HARM and SARM offices are manned according to Current Operations Flight AFMV 13C100, Squadron Aviation Resource Management (SARM) Section Capabilities-Based Manpower Standard (CBMS) 13D100 OFPP Policy Letter 92-1, and the Defense Reform Initiative Directive (DRID) 20.

Exception 1: Air National Guard (ANG) units will be manned IAW National Guard Bureau/OL manpower standards for the specific Mission Design Series (MDS) or mission.

Exception 2: AFRC units will be manned IAW applicable AFRC manpower standards. **(T-1)**

2.6.2.1. HARM positions are inherently governmental and only qualified ARM personnel (and government equivalent) shall operate ARMS for the purpose of processing aviation/parachutist service entitlement actions, or monitoring and validating entitlement to flight/parachutist incentive pay. **(T-1)**

2.6.3. Ensure ARMS is used according to this instruction, AFIs 11-401, 11-402, 11-403, 11-410, 11-412, 11-202 Vol 1, Vol 2, Vol 3, 11-2MDS specific, the DoD Financial Management Regulation 7000.14-R and any other AFIs as required. **(T-1)**

2.6.4. Ensure the HARM and SARM perform accurate and timely validation for daily inputs/audits of flying time/jumps and flying/jump training accomplishment. Ad hoc queries will contain at least the standard audit report displays to meet validation standards. **(T-3)**

2.6.5. Brief the OG/CC annually to discuss ARM manning issues to include job rotations, deployments, ARM formal school allocations, and any critical items from the CC guide that requires the OG/CC attention (e.g. double billeting, FSC "S" and ASC "04" over 180 days, FSC "K" status, etc. **(T-3)**). Template example of 'Commander's Guide' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>.

2.6.6. Ensure newly assigned Operations Support Squadron commanders (OSS/CC) and new squadron commanders (with active aircrew or parachutist assigned) are briefed on ARM

personnel issues, aviation/parachutist policies and procedures using the minimum subjects identified in commander's guide within 60-days of assuming command. (T-3). Template example of 'Commander's Guide' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>.

2.6.6.1. When CHARM and wing 1C0 FM are not the same, the CHARM shall accompany the wing 1C0 FM during commander briefing. (T-3)

2.6.6.2. CHARMs/wing1C0 FMs may tailor guide to meet their unit's mission. If CC guide is tailored, at a minimum, the following shall be briefed: double billeting, disqualification, suspension, notification of investigations, FSCs S/K/A, ASC "04", flight pay policies and procedures, FEB/ARB, flight record folder (FRF)/jump record folder (JRF) record review, flight physicals, and ARM issues (manning/career field development/formal courses). (T-3)

2.6.7. Convene an *ARM Roll Call* semi-annually or more frequently as needed, with the CHARM, ARM NCOICs/superintendents, and all other available 1C0 personnel to discuss career field issues (e.g. manning, training programs, job rotation, etc.). Publish meeting minutes and send info copy to the respective MFM. **Exception:** Does not apply to single function units. (T-3)

2.6.7.1. The purpose of the *ARM Roll Call* and/or training sessions is to ensure all ARM personnel are current on ARM policies, development, and innovation. The *ARM Roll Calls* and/or training sessions will also provide an avenue to capture any new ideas for our career field's long-term growth. (T-3)

2.6.8. Establish a career broadening program to provide 1C0 personnel equal opportunity to rotate and perform in various ARM functional areas at least every three years to prevent job stagnation.

Exception: Does not apply to ARC personnel. (T-3)

2.6.9. Validate all ARM and civilian personnel are trained to perform and IAW Chapter 6 of this instruction and the 1C0X2 CFETP. (T-3)

2.6.10. Ensure and schedule 1C0 personnel to attend ARM formal training courses. **Note:** Ensure 1C0X2 personnel complete the WBT IAW with **Chapter 6** of this instruction prior to scheduling any formal training course. (T-2)

2.6.10.1. Ensure ARM initial training is completed IAW Chapter 6 of this instruction. (T-3)

2.6.10.2. Ensure ARM recurring training is completed IAW Chapter 6 of this instruction. (T-3)

2.6.11. Maintain the completed self-inspection checklist for HARM and SARM offices. The self-inspection checklist is located on the Management Internal Control Toolset (MICT). Keep the two most recent completed checklists on file (May be maintained electronically). (T-3)

2.6.11.1. Conduct a SAV/self-inspection on the HARM office semi-annually, as a minimum, to ensure compliance with all applicable instructions. (T-3)

- 2.6.11.2. Conduct a SAV on SARM offices annually, to ensure compliance with all applicable instructions. **(T-3)**
- 2.6.12. Ensure all information pertaining to ARMS and the ARM career field is distributed to all ARMs assigned to the base (regardless of MAJCOM). **(T-3)**
- 2.6.13. Establish an ARM Working and Advisory Council (AWAC) and official charter. See **Chapter 6** of this instruction. **(T-3)** Template example of ‘AWAC Charter’ is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>
- 2.6.14. Develop and coordinate support agreements with tenant units. **(T-2)** Template example of ‘Support Agreement’ is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>
- 2.6.14.1. Ensure commanders of geographically separated units establish a Memorandum of Agreement (MOA) to ensure the intent of this paragraph is met. The wing 1C0 FM shall send an information copy of the signed MOA to the MFM. **(T-3)** Template example of ‘MOA Establishment’ is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>
- 2.6.14.2. For Total Force Integration (TFI) units. Ensure a MOA is established to define ARM functions including Aeronautical Orders (AO), aircrew training management, flight authorization management, incentive pay management, and ARM training. **(T-3)**
- 2.6.15. Establish written procedures for proper creation of training programs IAW AFI 11-202 Vol 1, applicable AFI 11-2MDS Vol 1, training profiles, and assignment of aircrew position identifier (API) codes. **(T-3)**
- 2.6.15.1. Coordinate with group and squadron aircrew training sections to determine and develop ARMS training profiles. Use USAF, MAJCOM, and NAF standardized program codes, descriptions, and task identifiers. **(T-3)**
- 2.6.16. Coordinate with the Force Support Squadron (FSS) and other base agencies on issues such as aircrew assignments, PCA, PCS, temporary duty (TDY), retirements, separations, and reserve assignment actions. **(T-3)**
- 2.6.16.1. Establish coordination process with other base agencies (rigger, medical, language schools, etc.) if aircrew or parachutist members attend any formal training classes at their facilities for class rosters, class start dates, and course title to validate whether course requirements include parachuting or flying. **(T-3)**
- 2.6.17. Ensure the CHARM, HARM, and SARM offices maintain respective continuity books for all applicable functions within their office. Additionally, ensure those functions are performed effectively. **(T-3)**

2.7. CHARM Responsibilities.

- 2.7.1. Serve as the wing (base) focal point for all aviation/parachutist service actions. Actions on ARC personnel are reported through ARC channels. **(T-3)**
- 2.7.2. New CHARMS shall complete a self-inspection checklist within 60 days of assignment. Document discrepancies and submit inspection results to the unit commander and MFM. **(T-3)**

2.7.3. Ensure the host base OG/CC appoints an ARMS database administrator, if other than the CHARM, responsible for the management, security, and accuracy of the ARMS. **(T-3)** Template example of 'OG Appointment Letter' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>.

As a minimum, the ARMS database administrator shall:

2.7.3.1. Validate only trained ARM or trained Government Service (GS) employees assigned to 1C0X2 manning positions are authorized access to ARMS (to include deployed 1C0's). Before issuing an ARMS User ID, CHARMS will ensure personnel turn in a completed Receipt and Issue of ARMS User ID Worksheet and comply with Chapter 9 for user IDs.

Note: MFMs may approve personnel not assigned to 1C0X2 positions read-only access. **(T-3)** Template example is of 'Receipt and Issue of ARMS User ID Worksheet' located on the Aviation Resource Management SharePoint site at:

<https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

2.7.3.2. Create and assign ARMS roles necessary to carry out duty position requirements IAW Chapter 9 of this instruction. **(T-3)**

2.7.3.3. Maintain the System Management module to ensure base, unit, and CHARM information is current in IAW Chapter 9 of this instruction. **(T-3)**

2.7.4. Provide User IDs for ARMS access and ad hoc queries access (i.e. Oracle Discoverer) to deployed ARM personnel within three duty days upon request. This will allow deployed 1C0's to process deployed aircrew/parachutist flying time/jumps and training accomplishments. **(T-3)**

2.7.5. Ensure the host base OG/CC, or equivalent, appoints (in writing) AO Authenticating Authority and Issuing Approval Official. AO authenticating officials will satisfy the requirements listing in [paragraph 2.5.8](#) of this instruction. **(T-3)** Template example of 'AO Authenticating Authority and Issuing Approval Official Memorandum' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

2.7.5.1. Prepare and publish AOs IAW Chapter 4 of this instruction, AFI 11-401, AFI 11-402, AFI 11-410, and AFI 33-328, *Administrative Orders*. If the validity of an AO is in question and is not governed under current guidance, contact the MFM. **(T-3)**

2.7.6. Ensure the unit commander publishes a letter or to appoint certifying officials for Military Pay Orders (MPO) and access to Case Management System (CMS). Send a copy to the Finance Service Office (FSO)/Reserve Pay Office (RPO). **(T-3)** Template example of 'MPO Certification Appointment Memorandum' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

2.7.7. Ensure the unit commander publishes a letter to appoint 1C0's access to vMPF for access to the base out-processing checklist. **(T-3)** Template example 'vMPF Request Memorandum' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

2.7.8. Establish written procedures for processing requalification/disqualification/revalidation/ ARB/FEB actions, management of the incentive pay program, and application of aircraft/jump mishap procedures. **(T-3)**

2.7.9. Establish written procedures for timely and accurate updates to ARMS, including initialization of records for newly assigned personnel and developing supplementary forms and instructions. **(T-3)**

2.7.10. Ensure accuracy of aviation/parachutist service data in the ARMS database. **(T-1)** At a minimum, ensure a database scrub and applicable reports are managed as applicable. **(T-3)** Template example 'ARMS Reports' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

2.7.11. Coordinate training rollover with all SARMS. **Note:** Use training rollover procedures IAW **Chapters 5** of this instruction. **(T-3)**

2.7.12. Coordinate with unit commanders for all aircrew management, Aircrew Position Indicator (API) code changes (AFIs 11-401, 11-412 and 38-201, *Management of Manpower Requirements and Authorizations*), suspension/disqualification actions, and FSC "K", "S", and ASC "04" limitation/suspense actions. The CHARM will use ad hoc queries (i.e. Oracle Discoverer) to assist in identification of suspense actions for unit commanders. **(T-3)**

2.7.12.1. Conduct monthly reviews of members suspended from aviation or parachutist service for cause IAW AFI 11-402, and process waiver requests for extended periods IAW AFI 11-401. Maintain a log with documented reasons for extended suspension periods. Send a report with documented reasons to the MFM as needed. **(T-2)** Template example of 'Suspension Log' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

2.7.12.2. Conduct monthly review of all rated and career enlisted aircrew members (other than DNIF members) assigned FSC S or A, who have not performed an operational flight for three months or longer. **(T-3)** Ensure waiver requests for such periods are processed IAW AFI 11-401. **(T-1)** Maintain a log with documented reasons for extended non-performance periods. Send a report with documented reasons to the MFM as needed. **(T-2)** Template example of 'Nonperformance Log' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

2.7.13. Ensure incentive pay entitlement is validated against the EVR or ARC equivalent from the local FSO/RPO quarterly (January, April, July, and October). ARC units will follow MAJCOM procedures. Document discrepancies on the EVR, return a copy to the FSO/RPO, and maintain a copy in the HARM office. CHARMs shall sign the EVRs and validate the EVR process annually for all associate units for which they maintain FRFs. The CHARM/FM shall send the EVR MFR to the owning MAJCOM, as needed. For clarification, if the CHARM supports aircrew members assigned to different MAJCOMs such as AETC, AFRC, and AMC; the CHARM shall send the activity log to all three MAJCOMs. **(T-2)** Template example of 'EVR MFR' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

2.7.13.1. Interpret and administer public law (P.L.) as it pertains to the above incentive pays along with auditing and reconciliation of incentive pay type. As required, provide

aviation service dates to Defense Finance Accounting Service (DFAS) (and FSO and RPO). (T-0)

2.7.13.2. CHARM shall establish written procedures to ensure incentive pay collection, documentation of AF Form 1520/AF Form 1520a, AF Form 1521, and monthly validation of the AF Form 922/4323 for pay entitlement. (T-2)

2.7.14. Monitor and manage double billeting monthly IAW AFI 11-401. Notify OPR and unit CC for double billet waiver requests as required. Send a report to MAJCOM/A3T as required. MAJCOM/A3T will facilitate waiver requests or aviation management actions with the servicing HARM office. (T-2) Template example of 'Double Billet Waiver Request' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

2.7.14.1. Notify the owning commander for staff flying billets when an aircrew member assigned to an active staff position has not performed an operational flight for longer than one year without a valid reason. Advise the OPR to evaluate the AF Form 480 and resubmit through command channels if an active API is no longer required. Maintain the letter of notification in FRF until the member flies or the position is no longer valid. **Note:** AFRC utilizes AFRC Form 106. (T-2)

2.7.14.2. Notify the group parachutist management OPR for active parachutist billets when a parachutist assigned to a "J" prefix DAFSC or jump inherent DAFSC position has not performed a qualifying parachute jump for longer than one year without a valid reason. Advise the OPR to evaluate the AF Form 4322 and resubmit through command channels if the "J" prefix or jump inherent DAFSC is no longer required. Maintain the letter of notification in FRF until the member jumps or the position is no longer valid. (T-2)

2.7.15. Maintain a copy of the appointment letter authorizing who can sign out or pick-up FRFs/JRFs for aircraft mishap boards, FEB processing, and/or other similar situations until the records are returned. (T-3) Template example 'FRF/JRF Pickup Memorandum' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

2.7.16. Ensure the HARM office creates and maintains an office continuity book for HARM office functions listed in HARM Responsibilities. Additionally, ensure those functions are performed effectively. (T-3)

2.8. HARM Responsibilities.

2.8.1. The host command of the Air Force base designates within the operations group a HARM office function to be the base OPR for ARMS and for Flight Record Folder (FRF)/Jump Record Folder (JRF) management of all aircrew/parachutists assigned or attached to the base or in the local area (regardless of MAJCOM). (T-3)

2.8.2. The HARM office (designated MPO certifying official) is the sole approval authority at each flying base for entitlement to ACIP, CEFIP, AVIP, CEVIP, and HDIP for flying and parachute duties IAW Chapters 7 and 8 of this instruction. The HARM office is guided by P.L. and regulations as applicable to flying/jumping incentive pays; audits, reconciles, and processes associated waiver requests.

Exception: ARC SARM personnel may be designated as MPO certifying officials for reserve personnel when supported by an active duty HARM.

Note: ARC units will send processed MPOs to the host HARM office for filing in the FRF/JRF. (T-1)

2.8.3. Monitor appropriate web pages (i.e. AF ARM SharePoint site, ARMS PMO SharePoint site, etc.); as required, for system status, problem reports, workarounds, ad hoc queries (i.e. Oracle Discoverer), and other information necessary for the operation of ARMS. (T-3)

2.8.4. Provide ARMS generated management reports or ad hoc queries to staff agencies, as required. (T-3)

2.8.5. For members on active flight/jump status permanently assigned to a base (PCS) and attached to fly with a unit at another base for flying purposes, their FRF/JRF shall be maintained in the attached unit's base HARM office's database. **Exception:** The MFM shall designate which HARM shall maintain the FRF/JRF for MAJCOM/NAF staff individuals (e.g. General Officers and Standardization/Evaluation members). (T-2)

2.8.5.1. Both the duty station and attached base HARM offices shall establish a process to ensure EVR data is shared to validate member's entitlement to incentive pay. As a minimum, the attached HARM office will provide the name, last four, ASC, and flight physical of the attached member(s) quarterly to the duty station HARM office. (T-2)

2.8.5.2. Although personnel data will interface to the attached member's HARM office, the member's duty station HARM office will provide the attached base HARM office a copy of the member's Unit Manpower Personnel Roster (UMPR) or equivalent product. (T-2)

2.8.5.3. The HARM office at the base in which the member is permanently assigned shall fax/e-mail a copy of all AF Form 1042s to the attached HARM office for processing. Additionally, attached members have a responsibility to ensure their attached flying unit has a copy of all AF Form 1042s (DNIF, Return to Flying Status (RTFS), Physicals, etc.). (T-2)

2.8.5.4. Upon notification of pending assignment actions, HARM office may send an electronic copy of the out-processing checklist to the member to complete, sign and return with a copy of their orders. (T-3) Template example 'Outprocessing Checklist' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

2.8.6. Ensure an IDS, FHR/JHR, IFR/IJR, and ITS are filed in the FRF/JRF when assigning an inactive FSC that does not include a PCS. The HARM office shall line out the title "Inquiry" and write "Inactive" on the top of the product(s). The HARM office shall maintain "Inactive" IDS, FHR/JHR, and IFR/IJRs until validation that all the flights are included on the next annual, PCS, suspension, disqualification, separation or retirement products. The ITS will remain in the FRF in the miscellaneous/other docs section. (T-2)

2.8.7. Create and maintain an office continuity book with written procedures for the following HARM functions at a minimum: (T-3)

2.8.7.1. Creating and maintaining FRFs/JRFs.

- 2.8.7.2. In/Out-Processing.
- 2.8.7.3. FRF/JRF record reviews.
- 2.8.7.4. FRF/JRF audit.
- 2.8.7.5. MilPDS and ARMS interfaces.
- 2.8.7.6. Aircraft and/or jump mishaps.
- 2.8.7.7. Establishing/assigning NUSIC Codes.
- 2.8.7.8. Aeronautical orders (publishing, processing, maintaining, and distributing).
- 2.8.7.9. MPOs (to include CMS).
- 2.8.7.10. EVR or ARC equivalent validation.
- 2.8.7.11. Physiological training (to include AF Form 1274/AF Form 702).
- 2.8.7.12. Entitlement Status Notification Letters.
- 2.8.7.13. Double-billet management.
- 2.8.7.14. Retention and disposition (FRF/JRF and ARMS products).
- 2.8.7.15. AF Form 1042s (Physicals, DNIFs, and monthly notifications).
- 2.8.7.16. Processing Requalifications, disqualifications, revalidations, ARBs, FEBs, and OFDA waiver packages.
- 2.8.7.17. Suspensions notifications and processing.
- 2.8.7.18. FSC “K”, “S”, and “04” status.
- 2.8.7.19. ARMS input and audit of flying hours/jumps and training.
- 2.8.7.20. ARMS Reports/browsers (daily/monthly).
- 2.8.7.21. Operational Support members (to include the monthly log).
- 2.8.7.22. Aviation Management Suspense List.
- 2.8.7.23. CHARM Report.
- 2.8.7.24. Aviation Service Period Suspense List.
- 2.8.7.25. Aircrew/parachutist Incentive Pay Eligibility.
- 2.8.7.26. Pay entitlement status changes.
- 2.8.7.27. Flight Pay Control Document (FPCD).
- 2.8.7.28. ARC Conditional Entitlement Flying Hours report.
- 2.8.7.29. Jump Pay Control Document (JPCD).
- 2.8.7.30. Grace period notifications.
- 2.8.7.31. Termination of incentive pay.
- 2.8.7.32. Conditional pay briefing.
- 2.8.7.33. Entitlement Status Notification Letter.

2.9. SARM NCOICs Responsibilities.

2.9.1. Serve as the unit focal point for aviation/parachutist service and career field actions for upward reporting. Disseminate information pertaining to ARMS and the 1C0 career field (manning, job assignments, promotion, awards, etc.) to all personnel. **(T-3)**

2.9.2. Notify the CHARM or wing FM regarding vacancies, manning requirements, training issues and TDY issues (if applicable). **(T-3)**

2.9.3. Coordinate aviation/parachutist issues through the member's servicing HARM office. The servicing HARM will contact the appropriate MAJCOM if further assistance is needed. **(T-3)**

2.9.3.1. Ensure source documents are submitted to the HARM when aircrew/parachutist members are selected for a non-flying/jumping TDY or to attend non-flying/jumping formal training classes at home station that would affect their aeronautical or flying status.

Example: Captain Wells was selected to attend language school at home station, the formal training product or MilPDS data is submitted to HARM office for possible processing an AO/validation of non-flying duty change. **(T-3)**

2.9.4. Manage the unit's ARMS and ensure ARMS-generated data/ad hoc queries conforms to guidance in this instruction and AFIs 11-401, 11-402, 11-410, 11-412, 11-202 Vol 1, Vol 2, Vol 3, and 11-2MDS specific instructions. **(T-3)**

2.9.5. Ensure squadron commanders, director of operations, and First Sergeants are briefed annually on aviation and/or parachutist management and 1C0X2s matters using the commander's guide.

Note: Conduct initial briefing for newly assigned key leaders. **(T-3)** Template example of 'Commander's Guide' is located on the Aviation Resource Management SharePoint site at:

<https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

2.9.6. Ensure squadron ARM military and civilian personnel are trained to perform tasks IAW CFETP and Chapter 6 of this instruction. **(T-3)**

2.9.6.1. Coordinate with the wing 1C0 FM for scheduling ARM initial training IAW Chapter 6 of this instruction. **(T-3)**

2.9.6.2. Coordinate with the wing 1C0 FM for scheduling ARM recurring training IAW Chapter 6 of this instruction. **(T-3)**

2.9.6.3. Ensure all 1C0X2s understand initial and recurring training requirements IAW Chapter 6 of this instruction. **(T-3)**

2.9.7. Maintain a self-inspection checklist for the SARM office. The self-inspection checklist is located and maintained in MICT. Keep the two most recent completed checklists on file (May be maintained electronically). **(T-3)**

2.9.7.1. Complete an ARM self-inspection checklist within 60 days of assignment to the position. Document discrepancies and submit inspection results to unit commander and 1C0 CHARM/wing FM. **(T-3)**

2.9.7.2. Conduct a SAV on the SARM office semi-annually, as a minimum, to ensure compliance with all applicable instructions.

Note: Cross-SARMs and/or MAJCOM's SARMs self-inspections are encourage and authorized. **(T-3)**

2.9.8. Manage the unit's aircrew and/or parachutists training program(s). Ensure as a minimum to audit training profiles at the beginning of each training period for compliance with AF and MAJCOM training guidance. **(T-2)**

2.9.9. Coordinate training rollover with CHARM/Base FM. **(T-3)**

2.9.10. Ensure the SARM office creates and maintains an office continuity book for all SARM office functions. **(T-3)**

2.10. SARM Responsibilities.

2.10.1. Create and maintain an office continuity book with written procedures for the following SARM functions at a minimum: **(T-3)**

2.10.1.1. Pre-mission Go/No-Go review.

2.10.1.2. Flight/Ground documentation collection.

2.10.1.3. Post-mission review.

2.10.1.4. Flight authorizations.

2.10.1.5. ARMS input and audit of Flying hours/jumps and training.

2.10.1.6. Aircraft/Jump mishaps.

2.10.1.7. HARM TDY notification for aircrew/parachutists.

2.10.1.8. AF Form 4324 (i.e. proration, aircraft assignment, training profiles, etc.).

2.10.1.9. Training profiles (assignments, deletions, etc.).

2.10.1.10. Proration (to include end-of-cycle letter).

2.10.1.11. Flight/Jump TDY Worksheet.

2.10.1.12. AF Form 1042 (DNIF).

2.10.1.13. In-/Out-Processing.

2.10.1.14. Aircraft flying hour management.

2.10.1.15. Training Profile Assignment Listing.

2.10.1.16. End-of-cycle training closeout (products, ad hoc queries, and ITS.csv).

2.10.1.17. Triangle Audit (AF Form 4324, Letter of X's, and Training Profile Assignment List (TPAL)).

2.10.1.18. Retention and disposition (Training documents and ARMS products).

2.10.1.19. AF Form 4323/922 management.

2.10.1.20. MAR/TAR management.

2.10.1.21. Training/Jump training folders.

2.10.1.22. Letter of attachments.

Note: Due to manpower limitations, single function ARC units are not authorized a

SARM function within the flying squadron. All listed SARM responsibilities will be accomplished by the HARM office. Listed SARM procedures that duplicate HARM procedures shall not be replicated.

Chapter 3

HARM OFFICE PROCEDURES

3.1. Purpose. This chapter establishes the basic HARM office procedures. In addition, HARM personnel will utilize AFI 11-401, AFI 11-402, AFI 11-403, and AFI 11-410 for additional guidance.

3.2. Waiver Criteria. This chapter includes (T-0), (T-1), (T-2), and (T-3).

3.3. FRF/JRF Management Administration. Maintain all FRFs/JRFs according to this instruction, AFI 11-410, AFPD 33-3, Information Management, and AFMAN 33-363, Management of Records and dispose of records IAW AF RDS in AFRIMS. Maintain all FRFs/JRFs at the HARM office nearest to where the aircrew member maintains personnel, finance, and if possible, medical records.

Exception: All inactive IMA FRFs/JRFs will be maintained by AFRC/Readiness Management Group (RMG.) HQ ARPC/DPAA, HARM code NTMU. To ensure proper aviation or parachutist incentive pay validation and prevent interruptions in the MilPDS to ARMS interface, FRF/JRF management will not change for TDY periods of less than 90 days. (T-1)

3.3.1. For formal courses less than 90 days where the member will accomplish flight/jump activity, provide to the TDY unit an ARMS Individual Data Summary (IDS), Flying History Report (FHR), and Individual Training Summary (ITS) IAW Chapter 3, Table 3.2 of this instruction. If the member's personnel and finance records are maintained at different locations, the HARM office located nearest to where the finance records are maintained will manage the member's FRF; except for attached flyers IAW [paragraph 2.8.5](#) of this instruction.

Exception: Member attending formal flying school enroute to PCS regardless of days TDY. (T-3)

3.4. Validate personnel data changes. Validate personnel data changes with the member's unit manning section or the base FSS. Contact the FSS to obtain a UMD and a personnel listing to reflect the member's current assignment data. As a minimum, validate the DAFSC, API, effective date of duty, and unit manning position numbers. (T-3)

3.5. Flying Activity Code (FAC)/Aviation Service Code (ASC) Management. Monitor and ensure the proper FAC and ASC are assigned for all assigned and attached flyers. (T-1)

3.6. Flight/Jump Record Folder (FRF/JRF).

3.6.1. The individual flight or jump record folder is the official source for determining incentive pay entitlement, current flying or jump status and total experience. HARM offices shall enter aviation resource and parachutist data into the ARMS database and maintain FRFs/JRFs IAW this instruction. (T-1)

3.6.2. The HARM office maintains FRFs/JRFs for all flying (active and inactive) and jump personnel with the assigned HARM code established for that base or attached personnel. The HARM office must be located in an area to ensure integrity of Privacy Act material when office personnel are not present. (T-1)

3.6.3. Base HARM offices keep the FRFs/JRFs for all assigned tenant and attached personnel ordered to take part in regular and frequent flights as aircrew, operational support members, and parachutists. This includes all active duty, government civilian, ARC active and inactive aircrew members, active operational support members, and parachutists. **(T-1)**

3.6.4. Base HARM offices will combine the FRF and JRF into one folder for dual qualified aircrew and parachutist members. **(T-1)**

3.6.5. Maintain FRF/JRF for disqualified members IAW AF RDS in AFRIMS. After disposition time-frame expires, electronically forward the disqualified record to FGWD prior to permanent deletion (includes parachutists assigned ASC 06) and return FRF/JRF to member.

Exception: UFT students disqualified from training and operational support flyers removed from flying for more than one year return FRF to member and comply with out-processing guidance. **(T-1)**

3.6.6. Establish procedures and checklists for FRF/JRF in/out-processing to ensure accurate and timely processing of all flight and jump records IAW this instruction. Do not use in/out-processing checklist as the sole source document for changes to ARMS or publication of an AO. Maintain completed in-processing checklists in the Other Documents section of the FRF until PCS. **(T-3)** Template example 'In-processing Checklist' and 'Out-processing Checklist' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

3.6.6.1. Audit MilPDS interface data changes during a member's assignment and take appropriated action. MilPDS information flows initially upon in-processing and when other personnel actions occur. CHARMS must request a MilPDS interface upon member's initial assignment. OG/CC may authorize the CHARM/FM SURF access to validate MilPDS data/BLSDM. **(T-1)**

3.7. Creation of Flight/Jump Record Folders.

3.7.1. Maintain a FRF/JRF for every member required to perform frequent and regular aerial flight/jumps. Create a FRF/JRF, publish an AO, and build a record in ARMS for each of the following: **(T-1)**

3.7.1.1. Every rated officer or CEA entering a formal flying course. **Note:** Do not create an FRF for members meeting an ARB until the Department of the Air Force Aeronautical Order is received. File ARB applications in the FRF when approved. **(T-1)**

3.7.1.2. Every flight surgeon FRF must contain a copy of the AOs (establishing ASD and awarding basic rating) issued by the HARM office servicing the School for Aerospace Medicine (Wright-Patterson AFB). **(T-1)**

3.7.1.3. Every Foreign Military and other military services member required to perform frequent and regular aircrew or parachute duties with a USAF unit. **Note:** Do not publish AOs on Foreign Military or other US military personnel. **(T-1)**

3.7.1.4. Every non-career aviator and parachutist authorized to perform frequent and regular aircrew or parachute duties. **(T-1)**

3.7.1.5. Every operational support member authorized to perform temporary in-flight duties IAW AFI 11-402. **(T-1)** Template example of 'Operational Support Log' is located

on the Aviation Resource Management SharePoint site at:

<https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

3.7.1.6. Every Government Civilian employee required to perform in-flight duties in USAF aircraft. (T-1)

3.7.1.7. Do not publish AOs for Government Contractor personnel. (T-1)

3.7.1.8. Miscellaneous Flyers (e.g. Non-Interference, Contractors, and Maintenance Engineering Support Personnel (MESP)). HARM may create FRF for these flyers that are required to fly.

Note: Only maintain required documents/ items in FRFs to validate the person's eligibility to fly (i.e. contract, AF Form 1042, AF Form 1274, etc.). (T-1)

3.7.2. Folder Construction.

3.7.2.1. Construct the FRF/JRF as instructed below: (T-1)

3.7.2.1.1. Green pressboard folder, legal or letter size, unless otherwise specified to storage equipment. (T-1)

3.7.2.1.2. Labels. Type the member's last name, first name, and middle initial in capital letters and the last four of the SSN on the label. The label will be placed on the inside left corner.

Note: If previously created records contain the full SSN, the HARM office is authorized to blacken out/white-out all but the last four of the SSN. (T-1)

3.7.3. **Documents on the right side of the FRF/JRF.** File the following documents on the right side of the FRF: Annual, PCS, Disqualification and Suspension products with the IDS on top, FHR/JHR, and IFR/IJR (in that order). File all other documents chronologically.

Exception: If the member is suspended (ASC 04) and the suspension is revoked, remove suspension products from the record (unless the IDS also serves as annual records review).

Note: Do not remove documents required by previous guidance(s). (T-1)

3.7.3.1. **Individual Data Summary (IDS).** File Annual, PCS, and Disqualification IDS permanently and in chronological order with the most current on top. Some older records may not contain all IDS's; do not attempt to re-create them. Only retain a New Record IDS printed when initiating Aviation Service. (T-1)

3.7.3.2. **Flying/Jump History Report (FHR/JHR).** File Annual, PCS, and Disqualification FHR/JHR permanently and in chronological order with the most current on top. (T-1)

3.7.3.3. **Individual Flight/Jump Record (IFR/IJR).** File annual, PCS, Disqualification IFR/IJR permanently and in chronological order with the most current on top. (T-1)

3.7.3.4. **AETC Form 240-5, Summary Record of Flying Training.** File the AETC Form 240-5, or equivalent form on all UFT graduates, chronologically. (T-1)

3.7.3.5. **Official Memorandums.** Maintain a copy of all forms, or letters that authenticate changed, lost, or unrecorded flight/parachute data. This includes letters from the Air Force Board for Corrections to Military Records (AFBCMR). (T-1)

3.7.4. **Documents on the left side of the FRF/JRF.** File the following documents on the left side of the FRF: AF Form 1042, AF Form 1274/AF Form 702 (for members who have an AF Form 702), ARMS generated *Aviation Service Audit Worksheet (ASAW)*, AOs (for foreign exchange pilots use a special order IAW AFI 16-107 and for all other foreign national pilots use an International Travel Order (ITO)), MPOs (with Pay Briefing on top), AF Form 1520, and AF Form 1520a, and other aviation service documents. HARM personnel may develop and print cover sheets to separate and standardize the filing of records. As a minimum, file the following documentation on the left side of the FRF/JRF chronologically within each section and with the latest effective date on top. **(T-1)**

Note 1: The current AF Form 1520/1520a may be kept in a suspense file to perform monthly pay actions. When kept in a suspense file, ensure the appropriate AF Form is filed in the FRF prior to out-processing. **(T-1)**

Note 2: See Aviation Management Government Civilian employee and Contractor guide, and applicable MAJCOM supplements for required documentation needed for Civilian and Contractor FRFs. **(T-1)** Template example of 'Civilian/Contractor Guide' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

3.7.4.1. **AF Form 1042, *Medical Recommendation for Flying or Special Operational Duties*.** File the current flight physical AF Form 1042 until receipt of a subsequent flight physical AF Form 1042. When disqualification action is required, file a copy of the disqualification AF Form 1042 on top of the most recent flight physical AF Form 1042. **(T-1)**

3.7.4.2. **AF Form 1274, *Individual Physiological Training Record*.** File a copy of the member's AF Form 1274 (if required). An electronic scanned copy of the member's AF Form 1274 is an appropriate copy for the FRF/JRF. Maintain the original AF Form 702, or other service equivalent, that indicates currency of physiological requirements IAW AFI 11-403. **(T-1)**

3.7.4.3. **Aviation Service Audit Worksheet (ASAW).** Use the ASAW to audit a rated (except flight surgeons) or CEA member's OFDA total and file it in FRF. **(T-1)**

3.7.4.4. **AOs.** File a copy of each AO chronologically by the effective date. File revocation AOs in the MPO section if it served as a dual purpose MPO. **(T-1)**

3.7.4.5. **MPO/Pay Briefing.** File a copy of each MPO chronologically by effective date. There is no requirement to make copies of a dual purpose AO (AO with a pay action); however, a revoked AO with a pay action will be filed in the MPO section. CMS case files will no longer be used or filed in lieu of MPOs. File a copy of the signed pay briefing on top of MPOs. MPOs will include the Rule 4 statement certified by the commander.

Note: File the flight pay briefing and jump pay briefing for conditional aircrew members qualified to perform both flight and parachute duties. **(T-1)**

3.7.4.5.1. Brief conditional ACIP, CEFIP, AVIP, CEVIP, and HDIP eligibility requirements to aircrew/parachutists and operational support flyers upon placement into conditional incentive pay status and during records reviews, as applicable. File signed pay briefing in the MPO section of the FRF/JRF. **(T-1)**

Note: Only one conditional pay brief required per status. (e.g., If conditional rated

officer and operational support flyer, will need ACIP conditional pay brief and OSF pay brief). **(T-1)** Template example of 'Pay Briefing' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

3.7.4.5.2. **Entitlement Status Letter.** Signed entitlement status letters will be filed in the MPO section in chronological order. Unsigned entitlement status letters will be maintained on top of the most current IDS until signed by the member. **(T-1)**

3.7.4.5.2.1. Ensure a copy of the Entitlement Status Notification letter is sent to the member signed by the CHARM and a copy filed on right side FRF. Once signed copy is returned by member, file in MPO section of FRF. **(T-1)**

3.7.4.6. **AF Form 1520/AF Form 1520a, ARMS Individual Flight Pay Entitlement Worksheet/ARC ARMS Individual Flight Pay Entitlement Worksheet and/or AF Form 1521, ARMS Individual Jump Pay Entitlement Worksheet.** File these documents permanently to account for conditional flying entitlements. HARM personnel may keep the current form in a suspense file to manage monthly pay processes. Ensure all forms are filed in member's FRF/JRF prior to PCS. **(T-1)** **Note:** Maintain both AF Form 1520, AF Form 1520a, and/or AF Form 1521 for members qualified to perform aircrew and parachute duties, if required. **(T-1)**

3.7.4.7. **Other Documents.** File the following documents in this section: letters of attachment (current assignment only), approved indoctrination flying letter, 120-day notification letter, HARM in-processing checklist (current assignment only), Privacy Act record of disclosure documents IAW AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, missing documentation memos, documents supporting ASD & OSD corrections. Corrections are only valid when received from the following HQ AFRC or AF/A3O-AI. ASD, OFDA waiver letters, CSAF Policy Letter for OFDA credit for Unmanned Aerial Vehicles, ARB applications, disqualification packages, Rule 3 letter, Rule 4 letter, New parachutist request letter, PCS orders requiring the member to perform parachute jump duty, AF Form 196, *ARMS Request Data for Parachutist Badge*, jump certificates of training (e.g., basic parachutist, military free fall or jump master course), US Army orders from parachute jump school and Army badge, training reports for inactive jumpers, documents initially entering a member in ARMS, and registrar's letter or commander's letter for members initially placed on flying status. Also, file any documents that support prior USAF or other US military service, or changes to aviation/parachutist history. **(T-1)**

Note: Maintain aircrew training reports (ITS) for a member assigned to an inactive flying position, assigned to a ground based radar duty or disqualified until the member is reassigned to an active flying position to prevent loss of data for one-time training events. **(T-1)**

3.7.5. **Missing Documentation.** Utilize the following steps to acquire missing documentation: **(T-1)**

3.7.5.1. Each aircrew member has access to his/her master personnel records in the Automated Records Management System via AFPC Secure. If the member cannot provide the documents, other possible steps are listed below:

3.7.5.2. If a document also pertained to another member in the current organization, check that member's record for a copy that may be duplicated.

3.7.5.3. Contact the previous unit for any documentation that may be on file.

3.7.5.4. Contact other offices for copies of the missing documents.

3.7.5.4.1. For Aeronautical Orders on (active duty personnel): send a signed request memorandum to HQ AFPC/DPSIRP (dpsomp.incoming@us.af.mil) or fax to DSN 665-4021 or call DSN: 665-2450/2451/2242. Template example of 'AO Memorandum' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

3.7.5.4.2. For Aeronautical Orders on ARC personnel, contact HQ ARPC/DPQM, 18420 East Silver Creek Avenue, Bldg 390 MS68, Buckley AFB, CO 80011, Voice DSN: 665-0102 or Toll Free: (800) 525-0102.

3.7.5.4.3. For active duty and ARC permanent records within 90-120 days after discharge, retirement, or death on active duty a written request must be sent to: HQ AFPC RECORDS RETIREMENT, HQ AFPC/DPSSRP, 550 C ST West Ste 19, Randolph AFB TX 78150-4723, DSN: 665-2450/2451/2242.

3.7.5.4.4. For active duty and ARC permanent records after 120 days after discharge, retirement, or death on active duty a written request must be sent to: NATIONAL PERSONNEL RECORDS CENTER, MILITARY PERSONNEL RECORDS, 1 Archives Drive, St. Louis, MO 63138-1002, Commercial Phone: (314) 801-0800, Web page: <http://www.archives.gov/st-louis/military-personnel/index.html>.
Note: Veterans can also use the online order form at: <http://vetrecs.archives.gov>.

3.7.5.4.5. For AF Form 1042, contact the local flight surgeon's office for copies.

3.7.5.4.6. To obtain an AF Form 1274, contact the base where the training was accomplished for a duplicate form.

3.7.5.4.7. To verify military pay actions, contact the local finance office for a pay history.

3.7.5.5. For rated officers, career, and MDS totals prior to March 1995 can be recovered from the National Personnel Records Center, 1 Archives Drive, St. Louis, MO, 68138-1002 by sending a memo requesting the member's data.

3.7.5.6. If all reasonable efforts fail to produce the missing document, prepare a memo for record detailing the actions taken and reason(s), if known, that the document is missing. File the memo for record in the FRF/JRF where the missing document would have been filed.

3.7.6. **FRF/JRF Maintenance and Disposition.**

3.7.6.1. Maintain FRFs/JRFs at the HARM office for active and inactive USAF rated, CEA, non-career aviators, parachutists (including parachutists assigned ASC 06), and operational support flyers assigned or attached for flying or jump duties to an AF organization serviced by the HARM office, or assigned or attached with another US or foreign military service in a geographical area supported by the HARM. (T-1)

3.7.6.1.1. Maintain FRF/JRF IAW AF RDS in AFRIMS based on the date the member is disqualified. Thereafter, send the electronic record to HARM code FGWD and return the FRF/JRF to the member.

Exception: For UFT students in disqualified status for one year, follow out-processing guidance, send the electronic record to FGWD and return the FRF/JRF to the member. Maintain operational support member records up to 12 months after the last flight. After 12 months of non-flying, follow out-processing guidance, send the electronic record to FGWD, and return the FRF/JRF to the member.

Note: The CHARM has discretion to maintain operational support member's FRF longer. **(T-1)**

3.7.6.1.2. Maintain the FRF/JRF at the HARM office for a non-USAF individual assigned or attached to a serviced USAF unit for flying or jump duty when the unit commander provides a written request to establish and maintain a FRF/JRF. **Note:** The parent MAJCOM shall designate a HARM office to maintain the FRFs/JRFs for individual aircrew members or parachutists on duty with other US military services. The MAJCOM with geographical understanding over the area or country to which the individual is assigned or attached for duty with an allied service or on duty with non-US military agencies will designate a HARM office to maintain the FRF/JRF. **(T-1)**

3.7.6.2. The United States Air Force Academy (USAFA) HARM office will maintain FRFs/JRFs and publish AOs for USAFA members. Do not enter USAFA cadets' data into an operational ARMS. **(T-1)**

3.7.6.2.1. The USAFA may enter cadet flight/parachutist information into the schoolhouse training database. Neither flight time nor parachute jumps accrued by cadets count as military accomplishments. If the cadet enters UFT, do not enter flying/parachute accomplishments accrued as a cadet into an operational ARMS database. **Exception:** The basic parachutist badge awarded to USAFA Cadets may be entered into an operational ARMS database. **(T-1)**

3.7.6.3. Follow documentation and disposition guidance IAW AF RDS in AFRIMS. Transfer custodial responsibility IAW [Table 3.1/3.2](#) for PCS or TDY. The transfer of custodial responsibilities requires a complete out-processing and transfer of the FRF/JRF and, if required, the FEF. **Note:** Reference [Table 3.1](#) for guidance pertaining to records for separating, retiring, deceased, incarcerated, and Prisoner of War (POW)/Missing in Action (MIA) members. **(T-1)**

3.7.7. Release of Data from FRFs/JRFs.

3.7.7.1. Information maintained in the FRF/JRF is subject to the provisions of the Privacy Act of 1974. HARM offices have a legal obligation to safeguard these records from unlawful disclosure. Also ARMS reports and/or ad hoc queries which contain personal data will have the statement "For Official Use Only" in the product title and the statement "The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties" in the footer IAW AFI 33-332. **(T-0)**

3.7.7.2. The disclosure of information, for any purpose, to other than those AF activities with an official need, is not authorized without the expressed written consent of the member concerned. **(T-0)**

3.7.7.3. Except where allowed by law, do not disclose data to agencies outside the Department of Defense IAW AFI 33-332, *The Air Force Privacy and Civil Liberties Program*. Maintain a record of each disclosure to include name and address of the person or agency receiving the data, date, nature and purpose of each disclosure. **(T-0)**

3.7.7.4. Retain a copy of the disclosure on file as part of the FRF/JRF. Prior to releasing the FRF/JRF, the HARM office shall remove all records disclosures. Retain the disclosure accounting on file IAW AF RDS in AFRIMS. **(T-0)**.

3.7.7.5. If a civilian airline requests records pertaining to a pilot, HARM offices must receive a written release of information statement signed by the pilot before any information is released. **Note:** The Pilot Records Improvement Act does not require carriers to obtain records of pilots for the United States Armed Forces; see 49 U.S.C. § 44703(h)(1)(B) for further information. **(T-0)**

3.7.7.6. Release the FRF/JRF to individual custody only after the HARM office receives: **(T-1)**

3.7.7.6.1. Member's official PCS orders or AF Form 1288, *Application for Ready Reserve Assignment*. **(T-1)**

3.7.7.6.2. Official retirement or separation orders. **(T-1)**

3.7.7.6.3. TDY orders indicating a TDY with another USAF activity for a period of 90 days or more.

Note: 'Letter in Lieu of Orders' is accepted when member is authorized transportation before an order is issued IAW JFTR Vol 1, Paragraph U5530-G. **(T-1)**

3.8. FRF/JRF Records Review.

3.8.1. FRFs/JRFs contain source documentation for data maintained in the ARMS database. AF leaders at all levels depend upon ARMS information to determine members' assignment potential and to manage flying resources. All parties must participate actively to ensure records contain accurate and complete data. ARM personnel shall brief aircrew/parachutists of the responsibility to notify ARM personnel regarding apparent data errors displayed on system products. Conduct periodic record reviews to ensure FRFs/JRFs accurately reflect career data. During the review, ARM personnel will answer questions and ensure the member understands the data on the reviewed products. **(T-1)**

3.8.1.1. FRF/JRF record reviews may be accomplished in the HARM, SARM, or via mail/email for certification at the CHARM's discretion. If delegated to SARM office, the CHARM shall ensure SARM IC0 personnel are trained and certified on the appropriate record review tasks before conducting reviews. File copies of the annual reports in the FRF/JRF until signed reports are returned and filed in the FRF/JRF. **Note:** Members may provide email confirmation in lieu of signed documents to verify completion of the review. Attach the email confirmation to the ARMS products and file in the member's FRF/JRF for verification purposes. **(T-2)**

3.8.2. CHARMS shall establish procedures to notify members that their annual FRF/JRF record review is due. This responsibility may be delegated to SARM NCOICs or equivalent. The record review will be accomplished within four months preceding the end of the member's birth month. UFT wings are exempt from conducting student annual record reviews. **(T-3)**

3.8.2.1. CHARMS shall establish procedures for requesting the appropriate ARMS reports. **(T-3)**

3.8.3. Conduct FRF/JRF reviews in conjunction with PCS and TDY (when records are loaded at the TDY location and changes made to the member's record), separation, retirement, suspension, and/or disqualification.

Note: A record review for suspended and/or disqualified members shall be conducted within 30 days of the suspension and/or disqualification. **(T-1)**

3.9. Records Review. The following items shall be reviewed during all face-to-face record reviews: **(T-1)**

3.9.1. Inform the member that information displayed on the reports is current as of the request date. **(T-1)**

3.9.2. All data elements on IDS. **(T-1)**

3.9.3. All data elements of the FHR/JHR. **(T-1)**

3.9.4. All line-by-line flights/jumps and MDS summary of the IFR/IJR.

3.9.4.1. HARM offices are not required to line through or adjust totals on duplicate entries on an aviator's IFR due to a member's PCS. **Exception:** An aviator's FRF subject to an investigation (i.e. Safety Board, Inspector General Investigation, Flight Evaluation Board, etc), the HARM office shall line through and adjust totals for the duplicate entries and include a statement on the IFR.

3.9.4.2. On a recurring basis, wing FMs/HARM Superintendents shall ensure all 1COX2 office personal understand and are able to explain to an aviator the line-by-line duplication is only a carryover from their previous 'Annual' to 'PCS' products; additionally, the hours do not reflect duplication in the ARMS database. **(T-1)**

3.9.5. The member is required to sign only the current products. Member shall sign and date the acknowledgement block on the first page of the IDS and IFR/IJR. **Note:** The HARM office shall ask the member to review and sign all previous "unsigned" products. An individual's signature on the current product is an acknowledgement that their record is complete, accurate, and contains their complete aviation history. **(T-1)**

3.9.6. The member may contest flight management data, personal data or both. Enter the applicable code from [Table 3.6](#) into the record review status code in ARMS. Even if contesting data, the member must sign indicating the review is complete and indicate what information/data is contested. **(T-1)**

3.9.7. Update the date the member signs in ARMS. **(T-1)**

3.10. HARM In-processing.

3.10.1. HARM offices shall monitor inbound FRF/JRF using the AMSL part 5, to ensure aircrew/parachutist turn in their FRF/JRF IAW AFI 11-401. **(T-3)**

3.10.1.1. The HARM office shall contact the member to turn in their FRF/ JRF within 10 duty-days IAW AFI 11-401. If FRF/JRF is not received, the HARM shall assign ASC 04 and suspend aviation/parachutist incentive pay. Upon receipt of member's FRF/JRF, the HARM shall revoke the suspension AO and retroactively restore incentive pay to date of original suspension, if otherwise qualified. HARM offices will consider mailed records as turned in and shall not suspend member's incentive pay. **(T-1)**

3.10.2. Complete the following steps to process FRF/JRF into ARMS: **(T-3)**

3.10.2.1. Initiate and use an in-processing checklist. **(T-3)** Template example of 'In-processing Checklist' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

3.10.2.1.1. If the member is assigned to an active flying position, instruct the member to turn-in their Flight Evaluation Folder (FEF) to the unit Standardization/Evaluation office and Individual Training Summary (ITS) to their SARM office. If inactive, place the FEF and last active ITS (if available) inside the FRF until the member is reassigned to an active flying position. If the member loses or misplaces the FEF, place a Memorandum for Record (MFR) in the FRF signed by the member or the CHARM. **(T-3)**

3.10.3. If the member previously separated from the Air Force and the electronic record was transferred to HARM code FGWD, contact your MFM to have the record transferred to the servicing HARM offices database. **(T-1)**

3.10.4. Review PCS products with the member, if not previously signed. Update ARMS with date PCS products were signed. **(T-1)**

3.10.5. Confirm receipt of the ARMS record. If the record was not received, contact the losing HARM office and request that it be transferred. In-process the FRF/JRF into ARMS within 10 calendar days after receipt of the record. Forward the record transfer acknowledgement letter to the losing HARM office within five duty days after update of the record into ARMS. Email is an acceptable means to satisfy this requirement. **(T-1)** Template example of 'Record Transfer Acknowledgement Letter' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

3.10.6. Requests to forward records electronically in ARMS which have already been PCS should be made to the losing HARM office. The losing HARM office will normalize the record and retransmit to the correct HARM office. The losing HARM office will then notify the incorrect gaining HARM office to delete the electronic record from ARMS. The losing HARM office shall not delete the record from ARMS until they have received the transfer acknowledgement letter from the new gaining HARM office. In cases where the losing HARM office no longer has the electronic record, forward the request to the HARM office that received the electronic record in error. **(T-1)**

3.10.7. Force a MilPDS to ARMS interface. At a minimum, HARM personnel shall validate DAS, DDLDS (N/A for ARC), API, UMD position number DOS, and ASD IAW **Chapter 2** of this instruction. **(T-1)**

3.10.7.1. If the member is assigned to a staff billet, review the Unit Management Personnel Roster (UMPR) to ensure the member is not double billeted. **(T-2)** If the member is double-billeted, advise the commander of the double-billeting restrictions IAW AFI 11-401 and AFI 11-412. **(T-2)**

3.10.7.2. If the member is a previously qualified active non-career aviator, parachutist, or flight surgeon no longer assigned to a valid aircrew/parachutist DAFSC (or API 5-coded position for flight surgeons), terminate the active AO effective one calendar day after DDLDS IAW Chapter 4 of this instruction and terminate flight incentive pay or parachute incentive pay, as applicable.

Note: Active AOs for ARC members terminate one day prior to the Effective Date of Change of Strength Accountability (EDCSA). **(T-1)**

3.10.8. Audit the FRF/JRF. Audit the FRF/JRF from cover to cover upon arrival and annually during FRF/JRF review. Notify the member of any discrepancies. Consult aviation management guidance for the period in question before making adjustments to a member's flight or jump record. **(T-1)**

Note: Aircraft Assignment AOs may be removed during the in-processing FRF/JRF audit. Template example of 'FRF/JRF Audit' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

3.11. HARM Out-Processing. (T-3)

3.11.1. The HARM office shall monitor projected PCS, separation or retirements using the AMSL, ad hoc query, vMPF, and any other reliable source. **(T-3)**

3.11.1.1. HARM responsibilities. Upon notification of PCS, PCA, TDY, separation, or retirement, complete the following steps to out-process the FRF/JRF, refer to **Table 3.1/3.2. (T-1)**

3.11.1.2. Obtain a copy of member's orders (and amendments, if applicable). If the member fails to out-process before departing the base, the HARM office will use MilPDS or ARMS product (i.e. AMSL) in lieu of orders. **(T-1)**

3.11.1.3. Initiate an out-processing checklist. **(T-1)** Template example of 'Out-processing Checklist' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

3.11.1.4. Establish a FRF/JRF pick up date. **(T-3)**

3.11.1.5. Contact the SARM office to ensure all flight time and training data is updated in ARMS. **(T-3)**

3.11.1.6. If the member's flight physical will expire before the separation or retirement date, publish an AO to assign ASC 07 effective one calendar day after the flight physical will expire and terminate incentive pay one calendar day prior to ASC. Once the ASC is changed appropriately, separate, or retire the record from ARMS and print the proper reports. **(T-1)**

3.11.1.7. Publish a MPO for members in conditional incentive pay status when they depart via PCS to a non-flying or non-jumping assignment. **(T-1)**

3.11.1.8. If the member is separating or retiring, complete all necessary aviation actions before the effective date of separation or retirement. Publish appropriate AO IAW Chapter 4 of this instruction, effective the date of separation or retirement. If the member is separating, does not occur a break in service and will transfer directly to an ARC unit or vice versa, do not publish FSC P AO. Transfer the record to the appropriate HARM code. **(T-1)**

3.11.1.9. Out-process member from ARMS. Use the following procedures to out-process an individual: **(T-1)**

3.11.1.9.1. Assign member to 9999SQDSQ. (Flyer and Aircrew Data window). **(T-1)**

3.11.1.9.2. Order Individual Training Summary (ITS). **(T-1)**

3.11.1.9.3. For PCS or TDY: Out-process the record, send the electronic record to the appropriate HARM code, and print the PCS reports.

Note: If an individual is assigned to a non-flying Individual Mobilization Augmentee (IMA) position, forward the FRF & FEF to HQ RMG/DPF 233 N. Houston Rd. STE 131A, Warner Robins, GA 31093 and send the electronic record to HARM Code NTMU. **(T-1)**

3.11.1.9.3.1. For retiring or separating (not going to ARC), Missing in Action (MIA), Prisoner of War (POW), or deceased: out-process the record, send the electronic record to HARM code FGWD, and print the PCS reports. **(T-1)**

3.11.1.9.4. If you must normalize and make changes to a member's record after it was sent to the gaining HARM code, notify the gaining HARM office, and coordinate with ELSG to delete the record from the gaining database BEFORE resending the record. Otherwise, the system will reject the updated electronic record without the gaining HARM office's knowledge. **(T-1)**

Note: Consider this option carefully and use only as a last resort.

3.11.1.10. Prepare the FRF/JRF package IAW the out-processing checklist. **(T-1)**

3.11.1.10.1. For conditional members, include incentive pay worksheets (AF Form 1520/1520a or AF Form 1521) with the out-processing package. **(T-1)**

3.11.1.10.2. Ensure the member receives a thorough record review before releasing the FRF/JRF. The member shall sign and date the acknowledgement block on the first page of the IDS and IFR or IJR (if applicable). **(T-1)**

3.11.1.10.3. Initiate an ARMS records transfer acknowledgement letter. Advise the member of the requirement to turn in FRF/JRF within 10 duty days after arrival at new duty station. The member's signature shall signify understanding of this requirement. File in the FRF/JRF, on the top of the left side. **(T-1)** Template example of 'Transfer Acknowledgment Letter' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

3.11.1.10.3.1. Confirm either via fax or email message that the gaining HARM office received the transfer acknowledgment letter before deleting the record from ARMS. File and maintain the transfer acknowledgment letter or email with the PCS package. **(T-1)**

3.11.1.11. Maintain a logbook for all out-processed records to include name, date record left HARM office custody, projected duty location, and signature of the member or designated representative. If record was mailed to the gaining base, annotate in the logbook the date record was mailed and the forwarding address. **(T-1) Note:** The mailing of FRFs/JRFs via registered or certified mail is not authorized. FRFs/JRFs must be sent via first class mail per DoDM 4525.8/AF Sup 1, *Official Mail Manual*. Template example of 'Outprocessing Logbook' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

3.11.1.12. The HARM PCS package at a minimum shall include out-processing checklist, orders, IDS, FHR/JHR, IFR/JFR, ITS, DNIF AF Form 1042(if applicable), and copy of the AF Form 1520/1520a/1521(if applicable). **(T-1)**

3.12. Lost or Unrecorded Flight Time/Jump Accomplishments.

3.12.1. Aircrew/parachutists must identify errors for correction during the annual record review. Reference AFI 11-401, Chapter 1, for guidance regarding source documentation required to make adjustments to flight time or parachute jumps. **(T-1)**

3.12.2. Other Corrections. Do not process requests for corrections to the FRF/JRF without substantiating source documents (AOs, certificate of training, unit manpower documents, etc.). The member may file an application (with supporting justification) to the Air Force Board for Corrections to Military Records (AFBCMR) IAW AF Pamphlet 36-2607. HQ USAF/A3O-AIF may contact the HARM office directly to obtain documents for review or validation to expedite corrective action, if an AFBCMR request for recommendation is received. **(T-1)**

3.12.2.1. HARM offices shall provide HQ USAF/A3O-AIF all source documents requested. Normally, the IDS, FHR/JHR, IFR/IJR, AOs, and ASAW are key source documents required to validate corrections. **(T-1)**

3.13. Civilian/Other U. S. Military/Foreign Time. Update civilian/Other US Military/Foreign Military Time IAW AFI 11-401 and this instruction. Do not input this time as aircraft time. Update flight time accrued by members assigned to another US military service or by foreign military member as Other US Military/ Foreign Military Time as applicable.

Note: Inter-service transfers who previously participated in an Air Force aviation exchange program will have flight time separated by Air Force MDS.

Example: Capt Schloemer, an inter-service transfer, flew 350 hours in the F-16 during her naval career under an approved Air Force exchange program. Input Capt Schloemer's flight time under MDS F-16 in ARMS. Subtract this time from the Other US Military Time. **(T-1)**

3.13.1. USAF aircrew members authorized to perform aircrew duties with another military service will log time under specific MDS.

Note: Since this flight time was accrued by a USAF member; do not enter this time under the Other US Military/Foreign Military Time. **(T-1)**

3.14. Aviation Service Audit Worksheet (ASAW).

3.14.1. Aviation Service Audit Procedures. ARMS is required to record the number of OFDA months accrued until completion of 18 years of aviation service for rated officers and 20 years of aviation service for CEAs. Audit records annually during the member's record

review. The audit helps identify errors, validate AOs that change the ASC match the Aviation Service Audit Worksheet, and confirm the OFDA total is correct. The following guidelines help to audit and can help to verify or reconstruct information contained in ARMS. **(T-1)**

3.14.1.1. Rated Officer Computation. The Aviation Service Audit Worksheet computes OFDA months using information from the AO history published after the ACIA of 1974. **(T-1)**

3.14.1.1.1. Audit each change of ASC against AOs to ensure proper OFDA credit. **(T-1)**

3.14.1.1.2. The date of 30 Sep 99 established rated service for ABM and CEA status for qualified enlisted aircrew members. **(T-1)**

3.14.1.1.3. The date of 10 Aug 02 established CEA status for Airborne Linguists. **(T-1)**

3.14.1.1.3.1. 01 Feb 01 established CEA status for C9/C20/C37 Flight Engineers. **(T-1)**

3.14.1.1.3.2. 15 Sep 09 establish CEA status for Airborne ISR Operator (DAFSC 1A8X2). **(T-1)**

3.14.1.2. CEA and ABM Computation. Prior to 1 Oct 99, CEAs, and ABMs were classified as nonrated aircrew members and OFDA months were not tracked. The NDAA of FY00 established the CEFIP Program and classified certain enlisted AFSCs as CEAs. An AF Form 142 was created for all CEAs and ABMs annotating each nonrated ASC date and the number of active/inactive months of flying accrued prior to 1 October 1999. This form was used to establish the ASD, marked as a permanent record, and filed in the FRF. **(T-1)**

3.14.1.2.1. For rated officers with Other US Military Service time, the inclusive dates of prior service is entered on the first line, the number of months of OFDA (active and inactive) for that time period, and the branch of service is annotated in the left margin (e.g., Army, Navy). The next line entry is the appropriate ASC based on the ASD. **(T-1)**

3.14.1.2.2. Do not publish AOs prior to commission or enlistment in the Air Force. HARM personnel will update prior service active/inactive periods in ARMS to ensure correct OFDA calculation without publishing AOs for those prior service periods. Use the member's ARB application to document these periods. If missing, the member must provide official prior service documentation. HARM personnel can retrieve sister service publications from the official web page (if needed) to validate official source documentation (example: BUPERS-Navy, Army Regulations-ARMY). **(T-1)**

3.14.1.3. Maintain the ARMS-generated ASAW in the FRF after an individual passes the 18 (rated) or 20 (CEA) year gate. Do not update the form after an individual has passed the 18-year aviation service gate (Rated) or 20-year aviation service gate (CEA). **(T-1)**

3.14.1.4. Ensure all rated officers and CEA flight records contain a clear audit trail establishing the initial OFDA and subsequently accrued OFDA months. **(T-1)**

3.15. Obtain medical information from the Flight Medicine Element (FME). Reference AFI 44-170 and AFI 48-123 for the initial notification to the HARM office when required periodic physical examinations are completed, or when there are changes to an individual's medical status that affect flying duty. **(T-1)**

3.16. AF Form 1042 Procedures.

3.16.1. When an AF Form 1042 is received placing an individual on DNIF status, complete the following steps: **(T-1)**

3.16.1.1. Update the member's Physical Availability Code to D (or L for member on a physical waiver) effective the "Actual Date Found DNIF" listed on the AF Form 1042. **(T-1)**

3.16.1.1.1. Use the Physical Availability Codes listed in **Table 3.3** to depict the appropriate physical availability status for members, based on current physical and/or waiver status. Annotate the physical availability codes (current availability code and what the availability code is changed to), initials, and date of ARMS transaction on the AF Form 1042 prior to filing the form in the suspense file. **(T-1)**

3.16.1.2. Place the DNIF AF Form 1042 in a suspense file until receipt of a new AF Form 1042 removing the DNIF status, documenting medical disqualification, or the member is disqualified due to DNIF status in excess of 365 days. **(T-1)** **Note:** Do not place the DNIF AF Form 1042 in the FRF. **(T-1)** **Exception:** If the member is departing via PCS while in DNIF status, file the DNIF AF Form 1042 in the member's FRF/JRF. **(T-1)**

3.16.1.3. When the member is recertified for flying duty, change the member's Physical Availability Code to A (B for waiver) effective the date listed in the block labeled "Actual Date Found Medically Cleared" on the AF Form 1042. Remove the DNIF AF Form 1042 from the suspense file and send the clearing AF Form 1042 to the SARM. **(T-1)**

3.16.1.4. When a disqualification action is required IAW AFI 11-402, publish the disqualification AO and annotate on the AF Form 1042 the AO number that disqualified the member, physical availability code IAW **Table 3.3** of this instruction, date ARMS was updated, and initials of the ARM who updated ARMS. Use the AF Form 1042 as a source document. Place a copy of the annotated disqualification AF Form 1042 in the FRF/JRF on top of the most recent flight physical. **(T-1)**

3.16.2. When an AF Form 1042 is received certifying Medical Certification, update the flight physical date and physical availability date with the date the Flight Surgeon signed the form in ARMS. Update the Flight Physical Status Code IAW **Table 3.4** and the Availability Code IAW **Table 3.3** of this instruction.

Exception: Do not update the physical availability date/code when the member remains in DNIF status when a flight physical certification has been granted. **(T-1)**

3.16.2.1. When an AF Form 1042 is received certifying Medical Certification with a waiver from AF/SG, use the date the Flight Surgeon signed the form as long as it is not earlier than the date AF/SG approved the waiver. **(T-1)**

3.16.2.2. Categorical Flying Waivers. HARM personnel shall input categorical flying waiver codes into ARMS when noted on an AF Form 1042 IAW [Table 3.5](#) of this instruction. **(T-1)**

3.16.3. Provide FME a monthly roster of all newly assigned aircrew members and parachutists. **(T-1)**

3.17. Physiological and Centrifuge Training. Validation of physiological training IAW AFI 11-403 and centrifuge training IAW AFI 11-404, *Centrifuge Training for High-G Aircrew* only. **(T-1)**

3.17.1. AF Form 1274 Procedures. Refer to AFI 11-403 for more information. The member shall present AF Form 1274 to the HARM office to make a copy of the AF Form 1274 for update in the ARMS database and maintain the copy in the member's FRF/JRF. **Note:** An electronic scanned copy of the member's AF Form 1274 is an appropriate means of receipt for HARM processing. **(T-1)**

3.17.2. ARMS Update Procedures. The HARM shall update all Air Force Aerospace Physiological (AP) training (to include Centrifuge Training) in the ARMS Formal Training window using AP Training Codes listed in AFI 11-403, Table 6.1. **(T-1)**

3.17.2.1. The HARM shall update the appropriate accomplishment dates from the AF Form 1274 in the physiological information data fields in the ARMS Flyer Availability window. **(T-1)**

3.18. Aircraft/Jump Mishap Procedures. Refer to AFI 91-204, *Safety Investigations and Reports*, for more information. HARMs/SARMs shall treat all aircraft mishap information as need to know and shall ensure information is transmitted in a secure manner. **(T-3)** Template example of 'Aircraft/Jump Mishap Procedures' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

3.18.1. The HARM office or equivalent shall, as a minimum: **(T-3)**

3.18.1.1. Impound the FRF/JRF and secure it from unauthorized access. **(T-3)**

3.18.1.2. Ensure the FRF/JRF has the most current documentation to include the AF Form 1042 and AF Form 1274 (if applicable). **(T-3)**

3.18.1.3. Contact the SARM to ensure all outstanding AFTO Forms 781, AF Forms 3520/922/4323, and training accomplishment reports for the members involved have been updated in ARMS. **(T-3)**

3.18.1.4. Ensure the following ARMS reports are printed: **(T-3)**

3.18.1.4.1. Aircraft Mishap Report.

3.18.1.4.2. Individual Data Summary (IDS).

3.18.1.4.3. Flying History Report/Jump History Report (FHR/JHR), as applicable.

3.18.1.4.4. Individual Flight Record/Individual Jump Record (IFR/IJR), as applicable.

3.18.1.4.5. Individual Training Summary (ITS), if not provided by the SARM.

3.18.1.5. Gather and ensure all required documentation (including the FEF if not already provided) for the Accident Investigation Board is released only to the appropriate team president or interim board president. Make a copy of most recent ARMS documents (including training data and mishap flight/jump authorization) and keep in a suspense folder until FRF/JRF is returned. **(T-3)**

3.18.1.6. Accomplish SARM duties listed below if the office performs HARM/SARM duties simultaneously. **(T-3)**

3.18.2. The SARM or equivalent shall, as a minimum: **(T-3)**

3.18.2.1. Notify the HARM office of the mishap and provide Name, SSN, MDS, Aircraft tail number, and date of mishap.

3.18.2.2. Input into ARMS all outstanding AFTO Forms 781, AF Forms 3520/922/4323, and training accomplishment reports for the member(s) involved. Do not input data from the mishap leg of the sortie/jump.

Example: If the aircraft mishap occurred during the fourth sortie of the mission, load all sorties except the fourth if the documentation is available.

Note: Once the mishap investigation has concluded, all outstanding forms may be updated in ARMS accordingly.

3.18.2.3. Obtain a copy of the signed flight authorization.

3.18.2.4. Individual Training Summary (ITS).

3.18.2.5. Obtain a copy of the FCIF cards.

3.18.2.6. Obtain a copy of the Go/No-Go checklist.

3.18.2.7. Obtain a copy of the Operational Risk Management Worksheet (if applicable).

3.18.2.8. Training folder.

3.18.2.9. Any suspense items or additional pertinent data.

3.18.2.10. Gather all required documentation to include FEF and deliver documentation to the HARM office.

3.19. End-of-Month (EOM) Reports. The following is a list of required EOM reports. Units will determine if additional requirements are warranted. **(T-1)**

3.19.1. Consolidated Headquarters Aviation Resource Management System (CHARMS) Report Audit List. If the CHARMS Report Audit List contains errors that cannot be corrected, notify the 1C0 MFM prior to end-of-month processing. Reference CHARM Logic tables IAW Chapter 9 of this instruction.

3.19.2. Individual Data Summary.

3.19.3. Flying History Report/Jump History Report.

3.19.4. Individual Flight Record/Individual Jump Record.

3.19.5. Aviation Service Period Suspense List.

3.19.6. Entitlement Status Letters.

3.19.7. Aviation Management Suspense List (All parts).

- 3.19.8. Flying Pay Control Document.
- 3.19.9. Jump Pay Control Document.
- 3.19.10. 120 Day Notification (if applicable).
- 3.19.11. ASC Conditional Flying Hours if applicable.
- 3.19.12. FSC S/K (over 150 day flag) Status Browser Report (access from HAF SharePoint).
- 3.19.13. ASC 04 (over 150 day flag) Status Browser Report (access from HAF SharePoint).
- 3.19.14. Double Billeting Browser Report (access from HAF SharePoint).
- 3.19.15. Aviation Service Audit Worksheet.
- 3.19.16. HQ Allocation Recap, if required.

3.20. Establish SSN for Non-US Citizens, Civilians and Contractors. For creating an ARMS record, a special Non-US Identity Code (NUSIC) has been established in lieu of an actual SSN. The first three digits indicate the command of the unit (ACC-870, AMC-871, AFMC-872, AFSOC-873, USAFE-874, PACAF-875, AFSPC-876, ANG-877, AFRC-878, AETC-879, and AFGSC-880, Civillians-888, Contractors-889). The next two digits are assigned by the MAJCOM. The base will assign the remaining four digits sequentially. When non-US citizens have been issued a SSN, identify them in ARMS using the SSN. Do not change a NUSIC or SSN code once issued.

Note: In some cases, foreign exchange military members may already have a NUSIC assigned. In these cases, do not establish a separate NUSIC in ARMS. Refer to the member's Invitational Travel Orders or other official documentation authorizing flying with USAF units. **(T-2)**

- 3.20.1. Maintain a NUSIC log for tracking issued SSN, as required. **(T-2)** Template example of 'NUSIC Log' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

3.21. Disclosure of Information from ARMS. ARMS is an unclassified system; however, data in ARMS is subject to the provisions of the Privacy Act of 1974 (P.L. 93-579) and AFI 33-332, and will be safeguarded from unlawful release. The release of data to any person within the DoD is not authorized without the written consent of the subject or as specifically allowed by the Privacy Act. Persons willfully releasing ARMS individual data in any manner to any person or agency not authorized under the Privacy Act to receive it may be guilty of a misdemeanor and subject to a fine of not more than \$5,000. **(T-0)**

3.22. Product/Form Retention. IAW the AF RDS in AFRIMS. MAJCOM may authorize units to maintain electronic copies of additional AF-directed forms. MAJCOM authorization will be in writing with an info copy to AF/A3O-AIF. Units may substitute equivalent ad hoc queries (i.e. Oracle Discoverer) for ARMS reports listed in this instruction. Ensure queries used in lieu of ARMS reports contain accurate data. Queries that contain Privacy Act data will have "PA" clearly marked in the query header, and contain the statement "Personal Data - Privacy Act of 1974." Maintain ARMS products and forms for assigned/attached aircrew members. **(T-2)** Template example of 'ARMS Reports' is on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

- 3.22.1. Electronic copies will be saved separately by date in Adobe format (.pdf). **(T-3)**

3.22.2. File name will meet the following format: **(T-3)**

3.22.3. ARMS Report. Abbreviated title_YYYYMMDD. **Example:** ITS_19741122. **(T-3)**

3.22.4. AF Form 1522. Form short title_type of training_date.

Example: AF1522_CATM_19741122. **(T-3)**

3.22.5. Files will be saved in an approved electronic records management (ERM) folder by base/HARM code, unit, fiscal year, then month. **(T-3)**

3.22.6. MAJCOMs will define file naming convention for forms they authorize to be maintained electronically. As a minimum, file names will begin with the form short title, purpose, and date.

Example: AF4324_(Mastan) AC Upgrade_19741122. **(T-3)**

Table 3.1. FRF/JRF Management (T-1).

I T E M	A	B	C
	When the member	The member shall	And the HARM office shall

1	Arrives at a new duty station. (This includes members in TDY status when flight/jump record responsibility is changed. (Refer to Table 3.2).	<ol style="list-style-type: none"> 1. Deliver the Flight/Jump Records Package to the HARM office within 10 duty days IAW 11-401. 2. If required, complete physiological training IAW AFI 11-403 prior to participation in flying/jump duties. 3. Complete record review if not accomplished at the losing base. 	<ol style="list-style-type: none"> 1. Review flight/jump records package to ensure receipt of: <ol style="list-style-type: none"> a. Individual FRF/JRF with applicable documents. b. The FEF for inactive/disqualified members. File the FEF in the FRF. c. If records are incomplete, notify the losing HARM office and request duplicate copies of the missing documents. 2. If a record review was not accomplished at the losing base, conduct a record review. This review will satisfy the annual requirement when accomplished within the eligibility period. 3. In-process the record. 4. When the personnel system interface data is received, or the personnel data is confirmed: <ol style="list-style-type: none"> a. Publish AOs IAW AFIs 11-401/402/410 and Chapter 4 this instruction. b. Process MPOs if required. 5. Forward the FRF/JRF and ARMS record transfer letter to the losing HARM office within five duty days of update in ARMS.
2	Is to depart via PCS And the notice is received from the personnel system		<ol style="list-style-type: none"> 1. Review the ARMS IDS: <ol style="list-style-type: none"> a. Determine flight physical and physiological training requirements IAW AFI 11-202, Vol 1. 2. Monitor for receipt of orders and process IAW Table 3.1, Item 3.

3	<p>Is to depart via PCS and orders are received. (This includes members in TDY status when flight/jump record responsibility is changed (Refer to Table 3.2).</p>	<ol style="list-style-type: none"> 1. Provide the HARM office two copies of the PCS/TDY orders and any amendments or ARC equivalent. 2. Establish a departure date to pick up the FRF/JRF. 3. Complete as required: <ol style="list-style-type: none"> a. Flight physical. b. Physiological training. 4. Pick up flight/jump record package from HARM office. Ensure package includes: <ol style="list-style-type: none"> a. FRF/JRF. b. FEF (if applicable.). 5. Sign IDS, IFR/IJR out-processing logbook, and FRF/JRF and ARMS transfer acknowledgement letter. 	<ol style="list-style-type: none"> 1. Complete all actions from item 2. 2. Set a date for member to pick up their records. 3. Process an MPO to stop conditional incentive pay for individuals who depart via PCS/PCA to a non-flying or non-jump position IAW AFIs 11-402/410 and Chapter 7/8 this instruction. 4. Input all outstanding AFTO Form 781s, AF Form 3520s, AF Form 922s, AF Form 4323s, training accomplishment data into ARMS. Complete any other required aviation management actions. 5. Transfer the electronic record to the appropriate HARM code. 6. Inventory the flight/jump records package with the member. Obtain the member's signature on the PCS IDS, IFR/IJR, out-processing logbook and FRF/JRF acknowledgement transfer letter. 7. If the losing HARM office is unable to comply with all of Item 3, Column C prior to the member's departure, release the FRF/JRF/FEF to member and forward the remaining documents to the gaining HARM office. 8. Keep a copy of PCS/PCA orders or ARC equivalent, out-processing checklist, IDS, FHR/JHR, IFR/IJR, ITS, and the FRF/JRF and ARMS transfer letter IAW AF RDS in AFRIMS
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4	Departs TDY and flight/jump record responsibility does not change.	<ol style="list-style-type: none"> 1. Provide the HARM office a copy of the TDY orders and any amendments. 2. Set a departure date and an expected date of return. 	<ol style="list-style-type: none"> 1. Review the TDY orders to determine if aircrew and parachutist qualification requirements will expire prior to completion of TDY. As a minimum, check flight physical, physiological, and centrifuge training due dates. 2. Publish AOs as required IAW Chapter 4 of this instruction and AFIs 11-401/402/410. 3. Refer to Table 3.2., Items 4 and 7.
5	Returns from TDY.	Turn in all AFTO Form 781s, AF Form 3520s, AF Form 922s, and AF Form 4323s as applicable.	Ensure all outstanding AFTO Forms 781, AF Form 3520s, AF Forms 922s, and AF Forms 4323s are processed appropriately.
6	Flying/jump requirements terminated (Ops Support, disqualified/eliminated UFT students, etc.).	HARM offices shall maintain FRFs/JRFs for disqualified aircrew or parachutists (entitlement status 0) IAW AF RDS in AFRIMS. Reference paragraph 3.6.5. for operational support flyers and UFT students.	<ol style="list-style-type: none"> 1. Process all outstanding AFTO Form 781s, AF Form 3520s, AF Form 922s, and AF Form 4323s. 2. Publish AOs IAW Chapter 4 of this instruction and AFIs 11-401/402/410. 3. Process an MPO to stop incentive pay and update ARMS, as required. 4. Prepare the Flight/Jump Records Package and process appropriately. 5. Delete records from ARMS when no longer needed. Exception: Do not delete jump records from ARMS.
7	Is disqualified or suspended	<ol style="list-style-type: none"> 1. Not participate in flying/jump duties. (Note: A member disqualified from performing rated/CEA duties may be qualified to perform nonrated flying duties.) 2. Complete record review upon disqualification. 	<ol style="list-style-type: none"> 1. Upon receipt of source documents requiring disqualification or suspension, publish AOs IAW Chapter 4 of this instruction and AFIs 11-401/402/410. 2. Process an MPO to stop incentive pay and update ARMS, as required. 3. Produce record review products, an ITS and conduct a record review. 4. For disqualified members, the HARM office must receive the FEF from the standardization/evaluation office and file in the FRF.

8	Is removed from disqualification or suspension.	<ol style="list-style-type: none"> 1. Inform the HARM office immediately if disqualification is removed. 2. Complete record review upon return to active status. 	<ol style="list-style-type: none"> 1. Upon receipt of source documents requiring removal of disqualification or suspension, publish AOs IAW Chapter 4 of this instruction and AFIs 11-402/410. 2. Process an MPO to start incentive pay and update ARMS, as required. 3. For active flyers, return the FEF to the standardization/evaluation office.
9	Is disqualified for more than eight years.	Pickup FRF/JRF.	<ol style="list-style-type: none"> 1. Out-process the member IAW the out-processing procedures and checklist. 2. Release FRF/JRF to the member.
10	Is to retire or separate.	<ol style="list-style-type: none"> 1. Provide the HARM office with two copies of orders and any amendments. 2. Establish a departure date to pick up the FRF/JRF. 3. Pick up flight/jump record package from HARM office. Ensure package includes: <ol style="list-style-type: none"> a. FRF/JRF b. FEF (if applicable) 4. Sign IDS, IFR/IJR, outprocessing log book, and FRF/JRF and ARMS transfer acknowledgement letter. 	<ol style="list-style-type: none"> 1. Obtain two copies of the orders. 2. Establish a pickup date for FRF/JRF. 3. Validate flight physical is valid through date of retirement or separation (refer to AFI 11-402). 4. Validate the member's conditional entitlement to incentive pay through date of retirement or separation, as required. 5. Out-process the member IAW the out-processing procedures and checklist.
11	Is to retire or separate (member does not pick up records)		<ol style="list-style-type: none"> 1. Obtain copy of orders from Retirement/Separations or use the AMSL and send records to their forwarding address. 2. Follow out-processing procedures IAW paragraph 3.11. of this instruction. 3. If all attempts fail, maintain record IAW AF RDS in AFRIMS and then dispose. Exception: Refer to Item 14 for records on incarcerated members.

12	Is POW or MIA.		<p>1. Use ARMS to electronically out-process flight/jump records to HARM code FGWD.</p> <p>2. Follow out-processing procedures IAW paragraph 3.11 of this instruction.</p>
13	Is deceased.		<p>1. Attain a copy of the DD Form 1300 Report of Casualty from FSS/Casualty Affairs Office.</p> <p>2. Follow the out-processing procedures IAW paragraph 3.11. of this instruction.</p> <p>3. If the record is not requested from the Safety Investigation Board, mail hard copy of FRF/JRF to next of kin as indicated on block 7 of the DD Form 1300.</p>
14	Is incarcerated.		<p>1. If disqualification action is pending, maintain the record until the action is completed.</p> <p>2. Once disqualification action is complete, update ARMS with the disqualification action and follow out-processing procedures IAW paragraph 3.11. of this instruction.</p> <p>3. Use ARMS to electronically out-process flight/jump records to HARM code FGWD.</p> <p>3. Delete the member's record from ARMS. Note: If the disqualification AO is received after the member has been released from incarceration, follow item 11.</p>

Table 3.2. Flight/Jump Record Custodial Responsibility during Periods of Temporary Duty (T-1)

R U L E	A	B	C
	If the TDY is	And the member	Then the Flight/Jump Record Folder custodial responsibility will:

1	Accomplished enroute to PCS assignment (regardless of days TDY)	Will be flying/jumping	Change to TDY HARM office
2		Will not be flying/jumping	Change to PCS HARM office
3		Is disqualified	
4	Less than 90 days	Will be flying/jumping	No Change. (Note 2)
5		Will not be flying/jumping	No change
6		Is disqualified	
7	Over 90 days	Will be flying/jumping	Change to TDY HARM. (Note 1)

Notes:

1. When records are transferred and TDY is 90 days or longer, item 1, **Table 4.1** may apply.
2. If records are not electronically transferred, the SARM will forward a copy of current IDS, FHR, ITS, and Flight/Jump Checklist to the TDY HARM office. The IDS is used to validate member's physical availability code (DNIF status), aviation service code, flight physical, and physiological accomplishment/due dates. The FHR reflects member's current experience level. The ITS reflects members current training requirements/accomplishments. Flight/Jump TDY Worksheet validates Go/No-Go requirements were verified by the member and member's SARM for the TDY period. The TDY SARM can compare the ARMS products against the Flight/Jump TDY Worksheet to validate the member is qualified through TDY period. SARMS will still need to monitor DNIF status at TDY location.

Table 3.3. ARMS Physical Availability Codes (T-1)

	A	B	C	D
R U L E	If a member is	And completion of the flight physical requires a	And the DNIF period is	The physical availability code is
1	Physically qualified			A
2		Waiver		B
3	DNIF		Less than 30 days	D (Note 1)
4		Waiver	Less than 30 days	L (Note 2)
5			More than 30 days	G (Note 1)
6		Waiver	More than 30 days	M (Note 2)
7	Overdue a physical			E
8		Waiver		N
9	Disqualified			C
10	Suspended			F

Notes:

1. Assign to a member who is not currently on a physical waiver upon receipt of an AF Form 1042 DNIF action, use the date actually found DNIF (not the date the flight surgeon signed the form). When the DNIF is removed, change the physical availability code from D (or G) to A.
2. Assign to a member who is currently on a physical waiver upon receipt of an AF Form 1042 DNIF action, use the date actually found DNIF (not the date the flight surgeon signed the form). When the DNIF is removed, change the physical availability code from L (or M) to B.

Table 3.4. ARMS Physical Status Code (T-1).

R U L E	A	B
	If a member	the physical status code is
1	Passed periodic flight physical	A (Note 1)
2	Has flight physical extended per AFI 44-170 for UPT/UNT graduate	F (Note 2)

Notes:

1. Use of code “A” enables ARMS to calculate the Flight Physical Due Date IAW AFI 44-170.
2. Use of code “F” is primarily utilized for undergraduate flying training members assigned FSC U. This code allows users to enter the Flight Physical Due Date based on the “Date Medical Clearance Expires” block of the AF Form 1042 and provides an extended time to accomplish initial/advanced (pipeline) training. Use of the code “F” is also utilized when the Flight Physical Due Date does not match the “Date Medical Clearance Expires” on AF Form 1042 when using Flight Physical Status Code “A”.

Table 3.5. ARMS Categorical Flying Waivers (T-1)

R U L E	If a member requires a Categorical Flying Waiver to perform flying duties in aircraft type:	Then the Categorical Flying Waiver code is:
1	Tanker, Transport, Bomber	A
2	Non-Ejection Seat	B
3	Other (Note)	C
4	None	N

Note: The specific aircraft type will be identified on the AF Form 1042.

Table 3.6. Records Review Status Codes (T-1).

R U L E	If a member contests a records review:	Then the Records Review Status Code is:
1	Flight Management Data	F (Note 1 & 2)
2	Personal Data	P (Note 1 & 2)
3	Both Flight Management Data & Personal Data	B (Note 1 & 2)
4	Non Contested	N
<p>Notes:</p> <p>Note 1: If record review is contested the member will annotate on the first page of the IDS the information being contested, sign and date. <i>Example: "I am contesting my combat time. Capt Buchea 23 May 2013"</i>.</p> <p>Note 2: Every attempt will be made to assist the member in correcting contested information. Once the information is corrected, change the member's record status code to "N". If the contested information is beyond the HARM office's control, change the record stats code to "N" and permanently file an MFR in the FRF/JRF documenting the contested data, date contested, and why it is beyond the HARM office's control.</p>		

Chapter 4

AERONAUTICAL ORDERS ADMINISTRATION

4.1. Purpose. This chapter outlines duties for preparing, processing, and general instructions for aeronautical orders.

4.2. Waiver Criteria. This chapter includes (T-1) and (T-2).

4.3. Aeronautical Orders (AO).

4.3.1. AOs validate individual qualification for aviation and parachutist service; to authorize and direct individual performance of duty that involves frequent and regular participation in aerial flight or parachute duties and to authorize and direct individuals (non-aircrew) to perform non-interference flying duties. AOs initiating and authorizing aviation/parachutist service shall not be effective before the member is medically qualified. **Note:** ARMS AOs are not considered “computer-generated” as stated in AFI 33-328, *Administrative Orders*. HARM offices evaluate the products, process all required changes in ARMS, and an Aviation Resource Manager generates the AO. (T-1)

4.3.2. Maintained in individual FRFs/JRFs to provide a complete chronological history of each individual’s aviation/parachutist career. A record set will be maintained in the HARM office file system until it is moved to the staging area. (T-1)

4.3.3. Distributed according to **Table 4.2.** (T-1)

4.3.4. Completed according to **Table 4.1** (T-1)

4.3.5. With 1C0 MFM concurrence and OG/CC approval, and subject to the qualification requirements listed in paragraph 2.6.1., the assistant CHARM may sign aeronautical orders on behalf of the CHARM. Additionally, the statement “Signed for” must be written or typed above the signature block and the assistant CHARM will sign his or her name above the CHARM’s signature block. The 1C0 MFM will document this approval. **Note:** The only authentication stamp authorized on AOs is the CSAF stamp on Department of the Air Force (DAF) AOs. (T-1)

4.4. AO Publication. Publish AOs for:

4.4.1. Officers and enlisted qualified for an aviation career (restricted to rated officers, CEAs, officers in flying training leading to award of an aeronautical rating, or enlisted members in flying training leading to the CEA designation) to: (T-1)

4.4.1.1. Start or stop the requirement to perform operational flight/jump duty. (T-1)

4.4.2. Members (officer and enlisted) not qualified for an aviation/parachutist career to: (T-1)

4.4.2.1. Initiate or terminate member’s requirement to perform regular and frequent flight as a crewmember. (T-1)

4.4.2.2. Direct and record changes to ASC/FAC “4”, “5”, “6”, “8”, and “E” duties and incentive pay entitlement. (T-1)

4.4.2.3. Establish or terminate member's requirement to perform frequent and regular parachute jump duties as a parachutist member. **(T-1)**

4.4.2.4. Initiate operational support and non-interference flying. Once an AO terminates, it is no longer in effect. Do not publish an AO to terminate aviation service for these members. **(T-1)**

4.4.3. Award authorized basic ratings and badges. AOs that award aeronautical ratings, aircrew member badges, and parachutist ratings are single-action orders. The local HARM office shall update ARMS to award the advanced rating/badge effective the date the member satisfies requirements IAW AFI 11-402. **(T-1)**

4.4.4. Publish AOs for professionally qualified government civilian employees using AF Form 1887, *Aeronautical Order*. Do not publish AOs for qualified members of other US military or foreign services (unless in UFT), or government contractors. Place all members on the unit's flight authorization. (IAW AFI 11-401). Validate US military and Foreign Service members have competent orders (AOs, special orders or International Travel Order (ITO) depending on assignment status) from their respective service directing them to perform flying duties. HARM offices may enter other US military, Foreign Service, government contractor, or government civilian members in ARMS for the purpose of tracking aircrew training, physical, and physiological qualifications when the member performs flying duties on a frequent basis. **(T-1)**

4.5. AO General Instructions.

4.5.1. The HARM office prepares AOs IAW this instruction and inputs from unit SARM offices, commanders (including unit commanders), and AF/A3O-AI. **(T-1)**

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

Example: "FY13 Last AO was #2140." File the current and previous fiscal year in the HARM office prior to forwarding to the staging area. File AOs in the record set in chronological order with most current on top. **(T-1)**

4.5.1.1.1. A record set of AOs contains all orders published during a fiscal year, to include cut in errors, regular, amendment and revocation orders. Each order number must be accounted for (AO log required), from the first order through the last order published for that fiscal year. Multiple logs and numbers (with letters added) are not authorized. The AO log as a minimum will contain: the AO number, member's name, action/effective date, processor's initials/date, and a column that verifies amendments/revocations were posted in the master record set and FRF (as required). **(T-1)** Template example of 'AO Log' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

4.5.1.1.2. A separate file of background material (from official sources) which supports each order's publication must be maintained for each fiscal year IAW AFMAN 33-363 and disposed in accordance with the Air Force RDS schedule. Annotate (in ink) the background material information in the lower right-hand margin to show the order number to which it pertains. AO's cut in error do not require a

source document on file. For example: Background material for AO # 0527, dated 26 Nov 2012. File background material in chronological order with most current on top. **(T-1)**

4.5.1.1.2.1. Post amendment AOs to the HARM office record set and FRF/JRF. Post revocation AOs to the HARM office record set only. If the revoked AO was used as an MPO, file it in the MPO section IAW **paragraph 4.2.5.5. Example:** "Amended/Revoked by AO #2705, 433d OSS, dated 12 Dec 13." **(T-1)**

4.5.1.1.3. Source documents include information from personnel database interfaces, finance system documents, re-enlistment papers, etc. Do not use documents that transferred dates or information from one source document to another, use the initial source. **(T-1)**

4.5.1.2. Confirm verbal orders (in writing) within three duty-days. Include in the written order the date and by whom the verbal order was issued, and if flying/jump status or aeronautical ratings/badges were affected, and a statement why written orders were not issued earlier.

Example: "The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance." **(T-1)**

4.5.2. Unit commanders shall notify the HARM office to request aviation or parachutist service actions that originate at the unit level.

Example: Initiating aviation/parachutist service, non-interference flying, or operational support requests. **(T-1)**

4.5.3. HARM offices may publish a single aeronautical order affecting several members providing the action is exactly the same for each member. For group orders, mask information protected under the Privacy Act of 1974 (SSNs) to prevent unauthorized disclosure. **(T-1)**

4.5.4. A single AO may be published directing several actions that pertain to an individual, provided all actions have the same effective and termination dates. **(T-1)**
Exception: AOs awarding aeronautical ratings or badges do not contain other actions. **(T-1)**

4.5.5. Use AF Form 1887 or ARMS AO to amend or revoke a previous AO. **(T-1)**

4.5.5.1. Amend AOs to correct minor administrative errors (erroneous SSN, improper grade, termination date, misspelled name, etc.), if the intent of the original order is unaffected by the correction. The amendment order shall contain the original effective date and only other required identifying data (name, grade, SSN, crew position, and organization) and the amended data. If other personal data is the same as the AO being amended (ASD, ASC, FAC, etc.), it may also be included on the AO. Underline amended items and reference the amended item(s) in the AO remarks. (An amendment makes the amended order read as it should have initially). An AF Form 1887 is the recommended medium for amending an AO because, as an automated system, ARMS automatically includes current information that may not be applicable for the effective period of the AO being amended. This information may be included if it mirrors the AO being amended. Use of AF Form 1887 avoids HARM system "work-arounds" that entail entering false data into ARMS. False data may interface with other Air Force systems and corrupt promotion or assignment processes. **(T-1)**

4.5.5.1.1. HARM offices may use a single amendment AO to correct erroneous data on more than one AO if the data to be changed is the same on each incorrect AO. **Example:** A HARM office may generate one AO to amend the ASD and termination date on two separate AOs after an ASD adjustment. Correct the ASD and termination date and list each AO number that required correction in the remarks section of the amendment AO. **(T-1)**

4.5.5.1.2. Do not publish an amendment order to correct information on another amendment order. Revoke the incorrect amendment and publish a single correct amendment. **(T-1)**

4.5.5.1.3. Amending a termination date is authorized, except on an AO published to change a termination date. In this case, the AO's intent was incorrect from the beginning. When amending an AO, document in ink the AO number and request date of the amendment AO on the lower left-hand margin of the original AO in the record set and FRF being amended.

Example: Amended by AO #0410, dated 27 May 2013. **(T-1)**

4.5.5.1.4. HARM offices will not amend an AO to correct an effective date. Since the intent of a published AO is that the AO is valid from the beginning (effective date), an incorrect AO effective date invalidates that AO from the beginning. HARM offices must revoke the AO and publish a new AO with the correct effective date and the required aviation service change. **(T-1)**

4.5.5.1.5. HARM offices will not amend an AO to correct an erroneous OFDA total or FAC unless the AO was published to mark an aviation service point (e.g. 12 years of aviation service, or to assign FAC 6/E). **(T-1)**

4.5.5.1.6. HARM offices will not amend a past AO solely to correct an erroneous authority paragraph reference or remark sections. The authority paragraph reference must be correct on the member's current AO. **(T-1)**

Note: HARM offices are authorized to amend other HARM offices' AOs (provide copy to original office). **(T-1)**

4.5.5.2. Do not rescind AOs. Action taken on a later AO supersedes only the same item on previous orders. Previously awarded items on an order maintain the same effective date.

Example: MSgt Churchill, (ASC 9D) aeronautical order (AO) will terminate 22 November 2013. However, MSgt Churchill reenlists on 15 Nov 2013, and will remain on active flying status. An AO must be published to reflect the new termination date based on the new DOS; the effective date of the new AO will remain the same as the original AO that placed MSgt Churchill on flying status. **(T-1)**

4.5.5.3. Revoke an order when it is void and without effect from the beginning. (A revocation deletes the order from the chronological history in the member's FRF/JRF.) However, the revoked AO must be filed with the record set background material of AOs to support the AO being published. When an AO is revoked, it no longer exists as an official document. Do not revoke a revocation; instead, publish a new order. **(T-1)**

Example: When the HARM office publishes AO #0327 to revoke AO #0212. Remove AO #0212 from the FRF and file AO #0327 in the HARM office record set. When

revoking an AO, document in ink the AO number, the request date and the base of the revoking AO on the lower left-hand side margin of the revoked AO in the record set. **Example:** Revoked by AO #0327, dated 31 Jan 13, Tinker AFB. HARM offices must send a copy of the revoking AO to the original HARM office and both AOs to the member. The Revoking AO will be distributed in the same manner as the AO it revoked. AFPC/DPSIRR maintains a permanent file in member's historical file to show all aviation service actions processed.

4.5.5.3.1. Post each revoke AO to the HARM office record set. Unless, the revoke AO was used as an MPO, post revoke AO information in FRF/JRF, and file in MPO section IAW Chapter 7 and Chapter 8 of this instruction. "Z" out top portion of AO and write MPO purpose only. Enter an explanation in ink on the left margin of the original order.

Example: "Revoked by AO #2705, dated 12 Dec 13." (T-1)

Note: If a revoked AO is also the MPO source document, file it in the MPO section of the FRF. It will not be filed in the chronological AO portion of the FRF. Line through AO portion of revoked order, ensure revoke statement is annotated on left-hand margin, and annotate "For MPO use only". (T-1)

4.6. Restrictions on AO Publication.

4.6.1. Non-interference AOs will be published for AFRC and ANG personnel while attending the Flight Screening Program. (T-1)

4.6.2. The AO effective date will not precede the date the member met all eligibility requirements. (T-1)

4.6.3. Prior to publication of an AO that will involuntarily terminate aviation service for non-CEA enlisted aircrew members, the HARM office must ensure the member was given a 120-day generated notification before removal from aviation service (IAW AFI 11-402). Receipt of assignment notification documentation from the FSS, as directed by AFI 36-2102, *Base-Level Relocation Procedures*, verbal orders of the member's unit commander (written confirmation must be received within three duty-days), or any official documentation received from AF/A3O-AI constitutes certification and will be noted in remarks of the published AO. Include the FSSs on distribution for all such AOs. (T-1)

4.6.4. AOs shall not be published later than the effective date if the action changes, initiates, or terminates incentive pay entitlement or OFDA, unless: (T-1)

4.6.4.1. The AO confirms an ASC change as a result of PCS. In this case, the effective date is the day after the member signs out from the losing organization, as provided by the FSS. A retroactive statement is not necessary for this action. HARM offices shall establish procedures to validate DDLDS as documented on the member's in-processing checklist by requesting a MilPDS interface or ad hoc report. **Note:** ARC personnel (non-EAD) use the Effective Date of Change of Strength Accountability (EDCSA) on the AF Form 1288 or assignment order, the effective date on the AF Form 2096 or MilPDS duty history. (T-1)

4.6.4.2. The AO involves circumstances where a directive establishes an effective date of AO. Cite the governing directive that applies as authority. (T-1)

4.7. Aviation Service Code (ASC), and Flying Activity Code (FAC) Effective Dates. Note: HARM offices must verify UMD information to confirm that aircrew/parachutists are assigned to an authorized flying/jump position prior to publishing AOs. HARM offices shall have UMDs for their assigned aircrew on file in order to accomplish position validation. **(T-1)**

4.7.1. Flying or parachuting duties, OFDA credit, and incentive pay start on the ASC effective date. Incentive pay terminates the day prior to the ASC effective of a suspension, disqualification, or termination. Assign the ASC effective date as follows: **(T-1)**

4.7.1.1. Use the individual's aviation service date for medically qualified officers and CEAs entering formal Undergraduate Flying Training (UFT), Undergraduate Remotely Piloted Aircraft Training (URT) or approved local initial qualification training (IQT) flying training courses where flying is part of the course. This date cannot be prior to member meeting qualification requirements IAW AFI 11-402. **Example:** Lt Scheuneman class start date is 10 Jan 2014, but he did not accomplish his flight physical until 15 Jan 2014; the effective date of his AO will be 15 Jan 2014. **(T-1)**

4.7.1.2. Use the day after DDLDS from the losing organization for a PCS move that requires an ASC change. This includes inactive officers/CEAs that require active AOs to attend formal flying training TDY enroute to PCS to an active flying assignment. **Note:** ARC personnel (non-EAD) use the Effective Date of Change of Strength Accountability (EDCSA) on the AF Form 1288 or assignment order, the effective date of the AF Form 2096 or MilPDS duty history. **(T-1)**

Exceptions: Exceptions are listed from [4.7.1.2.1](#) through [4.7.1.2.5](#).

4.7.1.2.1. Use the day a rated officer or CEA UFT/URT graduate signs into the operational unit at the permanent base following initial qualification training to change the FSC from "X" to "A/Z." **(T-1)**

4.7.1.2.2. Use the day after departing the TDY location where initial qualification was completed to change FSC "X" to "A/Z" when an officer/CEA UFT/URT graduate PCS's to their first operational unit and then goes TDY to complete initial qualification training. **(T-1)**

4.7.1.2.3. A rated officer/CEA will retain FSC "X" until completion of MDS specific training, to include an approved in-unit course, as documented by a flight evaluation. Publish an AO to change the FSC "X" to "A/Z" effective the day after the AF Form 8, AF Form 8a, or AF Form 3862. **(T-1)**

4.7.1.2.4. Use the latest UFT/URT graduation date to publish the ASC change from 1U to 1X (rated) or AU to AX (CEA). The UFT/URT HARM office will publish the AO. For CEA UFT/URTs without a formal graduation, use the effective date of the AF Form 8, AF Form 8a, or AF IMT 3862. **(T-1)**

4.7.1.2.5. A previously rated officer or CEA returning to another UFT course (to include URT) will maintain their current ASC until the UFT/URT class-start date. **Example:** Captain Cleveland, at Eglin AFB is a rated combat systems officer (CSO) with a current ASC of 1A. She is selected to attend pilot UFT at Laughlin AFB. Captain Cleveland departs Eglin AFB on 30 Apr 13. The UPT class-start date is 05 May 13. The Laughlin HARM office changes Captain Cleveland's ASC from 1A to 1U effective 05 May 13. **(T-1)**

4.7.1.3. FSC “K” authoritative guidance is detailed in AFI 11-401; HARM offices will use the below criteria as reference for publication for AO(s) for assignment of FSC “K”. **Note:** In all cases, the HARM office will publish the AO, with explanatory remarks. **(T-1)**

4.7.1.3.1. Use the OG/CC letter or military orders directing assignment of FSC K when aircrew members assigned to an active Aircrew Position Indicator (API), but not authorized to fly due to lack of resources (aircraft, flying hours, unit deactivation, etc.). **(T-1)**

4.7.1.3.1.1. Use the date of the OG/CC’s letter to return the member(s) back to active flying status from lack of support. (i.e. aircraft, flying hours, unit deactivation, etc.)

4.7.1.3.2. For aircrew assigned to an active flying position and deploying to a non-flying position, use the effective date of the CED orders to the non-flying position to change FSC “A/Z” to “K.” **(T-1)**

4.7.1.3.2.1. Use the date the member returned to home station from their non-flying deployment to change FSC “K” to “A/Z”. Date of return must be validated by a signed DD Form 1351-2 (or suitable substitute) or commander’s letter returning member to active aviation service IAW AFI 11-401. **(T-1)**

4.7.1.3.3. Use the date of assignment to an active flying position to assign FSC K to a member that is awaiting a class start date for formal training. In all three examples below the member is placed in FSC K due to lack of support (member not qualified in current unit aircraft). Assign FSC “A/Z” effective the class start date of formal training. **(T-1)**

Example 1: MSgt Katie Carter, a qualified loadmaster in C130H, transfers to another unit to fly C130Js, but hasn’t attended formal training for that aircraft.

Example 2: Capt Lesley Beard separated from AD, entered a position in the ARC and is awaiting a class start date for formal training.

Example 3: Maj Allen Gregory returned to an active flying position from inactive flying status and is awaiting a class start date for formal training.

4.7.1.3.3.1. Use the date of the unit commander’s letter or class roster (attending formal training) to return member back to active flying status from lack of support. **(T-1)**

4.7.1.3.4. Use the OG/CC letter approving return to aviation service as the source document to publish an AO to assign FSC “K” for aircrew members returned to service as the result of an FEB **(T-1)**.

4.7.1.4. Use the formal jump school training (leading to the basic parachutist rating) class start date as the AO effective date to initiate Air Force parachutist service for members initially assigned to an authorized jump (“J” prefix DAFSC or jump inherent DAFSC) UMD position. HARM offices may use TDY orders or formal training notification to jump school to process initial AO prior to the member attending training. **(T-1)**

4.7.1.4.1. HARM offices shall publish AOs for parachutists to attend Military Free Fall (MFF) School prior to the member attending school, effective the class start date. Member must be on competent orders for that type of jumping and AOs must specify the type of pay (MFF). MFF pay will not start until the member performs a MFF jump. Once the member performs a MFF jump, MFF pay is authorized from effective date of the AO forward (if otherwise qualified). If the member does not complete the course, MFF pay terminates on the day the member is disenrolled from class. A new AO must be published effective the day after disenrollment to reinstate Static Line HDIP (if member returns to previous jump duty) or previous ASC held (prior to the class). **(T-1)**

4.7.1.4.1.1. For members approved to attend a formal jump course prior to an approved assignment (PCS or PCA) to a “J” prefixed AFSC or jump inherent DAFSC, the HARM office will publish an AO authorizing jump status effective the class start date. HARM offices will process an AO assigning ASC 06 effective one day after the course completion date. Member’s gaining HARM office will publish an AO authorizing active jump status again, once the member is officially assigned to the billet.

Note: This is authorized only for members retraining, possessing an authorized jump inherent AFSC, or pending an assignment to a “J” coded position.

AOs/HDIP are not authorized for members who are not approved to be assigned to a full-time, active jump position. **(T-1)**

4.7.1.5. Use the duty effective date for officers/CEAs or civilian employees and changes in duty that does not involve PCS but requires an ASC change (suspension/disqualification actions, flying waivers, etc.). **(T-1)** **Example:** Maj Jillian Mishalob was assigned to an inactive position approved for a FAC waiver to support a contingency or the date on the letter the commander directs suspension/disqualification IAW AFI 11-402.

Note: Duty effective date for civilian employees is located on a MAJCOM specific form which will also identify civilian status (rated/non-rated equivalent). Assign ASC 7A for rated equivalent status, ASC HA for CEA equivalent status and ASC 9D for non-rated/non-CEA equivalent. **(T-1)**

4.7.1.5.1. Use effective date of formal training class to assign FSC L to aircrew/parachutist members attending a formal course of instruction that does not require flying/jumping as part of the syllabi of instruction, for more than 180 calendar days (i.e. medical training, language programs, etc.). Unit aviation management offices will notify the HARM immediately and forward a copy of the member’s formal training RIP or other MilPDS products reflecting enrollment. **(T-1)**

4.7.1.6. HARM offices will publish AOs to change FSC from “Z” to “A”, for Remotely Piloted Aircraft (RPA) aircrew members attending manned aircraft training prior to the member attending the formal training school and reassigned to an active flying position in a manned aircraft; effective date is the class start date.

Note: Do not assign FSC “A” for RPA aircrew members attending refresher training in a manned aircraft and returning back to RPA unit; he/she will remain FSC “Z”. **(T-1)**

4.7.1.7. For inactive aircrew approved to attend a formal flying qualification or requalification course prior to PCS or PCA to an active flying position, the HARM office will publish an AO assigning FAC "6/E" and FSC "A/Z" effective the class start date. Enter reason for AO in the remarks section.

Note: Termination date for rated officers and CEA's will be applicable gate. If a member attends a formal flying requalification course (from an inactive position), then returns back to the non-flying position awaiting PCS/PCA to an active flying position, the member will remain FAC "6/E" and FSC "A/Z." **(T-1)**

4.7.1.7.1. For an inactive aircrew deploying to positions requiring active flying, the HARM office will validate the requirement to fly/control utilizing the member's deployment order and publish an AO assigning FAC "6/E" and FSC "A" for the duration of the deployment, effective the member's report date or the member's training/requalification start date; whichever day is earlier. **(T-1)**

4.7.1.7.2. All other uses of FAC "6/E" must be approved by MAJCOM/A3. Approval authority may not be delegated below the MAJCOM level. (Also reference AFI 11-401). **(T-1)**

4.7.1.8. For rated officers/CEAs required to perform air battle staff, airborne emergency actions officer, combat rescue officer, mission crew commander, or other duties that do not fall under the operational support program, use the duty orders to authorize the FAC "8" for a particular month. Rated or CEA personnel not already receiving ACIP or CEFIP are eligible to receive HDIP for the entire month IAW Chapter 7 of this instruction if the member meets the qualifying flight time requirements (if otherwise qualified); OFDA, ACIP, and CEFIP are not authorized for these duties. Do not change the ASC for a rated officer or CEA. Assign ASC "9C" for non-rated/non-CEA members who perform this duty, man-months are not required.

Note: For rated officers/CEAs assigned to an active API, do not change FAC. **(T-1)**

4.7.1.9. Use the effective date of the new API code for a change from inactive flying status to active flying status or vice versa, if PCS is not involved. **(T-1)**

4.7.1.10. Rated officers. Use the anniversary date (same month and day) plus 12, 18, 22 (if applicable), and 25 years of aviation service when passing an OFDA milestone. **(T-1)**

4.7.1.11. CEAs. Use the anniversary date (same month and day) plus 10, 15, 20, or 25 years of aviation service, when passing an OFDA milestone. **(T-1)**

4.7.1.12. Parachutists. Obtain and process commander request letters to initiate jump status IAW AFI 11-410. Publish AOs only for individuals assigned to authorized permanent (UMD "J" prefix DAFSC or jump inherent DAFSC) positions, on temporary jump status, or for United States Air Force Academy (USAFA) cadets enrolled in approved jump programs. Process disqualification requests IAW AFI 11-402. **(T-1)**

4.7.1.12.1. The AO effective date will be the date on the commander's request letter certifying the member's eligibility for parachutist service IAW AFI 11-402. **(T-1)**

4.7.1.12.2. Past parachutist service qualification, or the date a member is authorized attachment to another US military unit requiring active parachute duty; whichever is later. The HARM office publishes AOs assigning ASC 9E for jump duty only or 9D

if the member is assigned to duty that requires both aircrew and parachutist qualification IAW AFI 11-402. The AO must specify type of jump duty required and pay authorized.

Note: HARM offices will not assign ASC 9E for rated officers or CEAs who already have an active FSC assigned. In such cases, include a statement in the remarks section of the AO that member is assigned to parachute duty and a “J” prefixed UMD DAFSC and the type of jumping/pay authorized. **(T-1)**

4.7.1.12.3. For an officer/enlisted member qualified for parachutist service who is authorized temporary jump status IAW AFI 11-410, publish an AO with a start date established in the commander’s request letter and with a termination date not to exceed 365 days.

Example: MSgt Tiffany McMinn, a qualified parachutist, currently not assigned to a “J” coded UMD position is approved to provide manning assistance on a Joint Readiness Exercise from 19 Jul 13 through 23 Sep 13. The HARM office would publish an AO effective 19 Jul 13, with a termination date of 23 Sep 13. AO remarks will reference approval letter justification. **(T-1)**

4.7.1.12.4. If a parachutist reenlists without a break in service, publish a new AO to change only the termination date. If otherwise qualified, incentive pay and badge creditable months continue through this period. **(T-1)**

4.7.1.12.5. Publish a new AO when type of jump duty changes (Static/MFF). Member must be required to perform MFF duty to be eligible for the MFF incentive pay rate. This includes attending MFF School. **(T-1)**

4.7.1.12.6. Use the day a member is no longer assigned to an authorized UMD parachutist position to assign ASC 06 (Conditional HDIP Flying/Jump requirement terminated) at the same duty location. This includes members who retrain out of parachutist duties or members who are assigned to a unit that has no available jump authorizations (manning in excess of total UMD authorizations). **(T-1)**

4.7.1.12.7. Use the day after DDLDS or jump school for the members who PCS to a base without an available UMD parachutist position (“J” prefix DAFSC or jump inherent DAFSC) IAW AFI 11-410 to remove the parachutist from parachute duty and assign ASC 06 (Conditional HDIP Flying/Jump requirements terminated). **Note:** ARC personnel (non-EAD) use the Effective Date of Change of Strength Accountability (EDCSA) on the AF Form 1288 or assignment order, the effective date on the AF Form 2096 or MilPDS duty history. **(T-1)**

4.7.1.12.8. HARM offices will publish AOs for USAFA cadets and other approved Air Force members participating in jump related duties as part of the USAFA Airmanship Program. Use the effective date of entry to the USAFA Airmanship Program. The effective period of the AO authorizing parachutist service is limited to the period of training at the USAFA. Do not assign an aviation service code. Leave the ASC section of the AO blank. Neither jump duty credit nor jump incentive pay are authorized. **(T-1)**

4.7.1.13. Non-rated officers and non-CEAs. The effective period of an AO authorizing aviation service as a non-rated/non-CEA aircrew member is limited by the member’s

duty availability. The member must be assigned to an aircrew-prefixed manpower position on the UMD. For members initially beginning aviation status, the AO effective date is the date the member is certified for aircrew duty and is entered into a formal school where in-flight duties (not observation) are part of the course curriculum. **(T-1)**

Example 1: On 1 Jun 13, SMSgt Bernhart reported to the base for aircrew duty. On 15 Jun 13, the commander certified eligibility and assigned the member to an aircrew-prefixed manpower position on the UMD. SMSgt Bernhart departed TDY for the formal training school with a class start date of 01 Jul 13. The AO effective date is 01 Jul 13.

Example 2: On 1 May 13, Capt Dukes-Johnson reported to his base of assignment for aircrew duty. On 15 May 13, the commander certified eligibility, assigned the member to the appropriate UMD aircrew prefixed DAFSC, and notified the HARM office of in-flight training start date. On 20 May 13, Capt Dukes-Johnson began formal in-unit flying training. The AO effective date is 20 May 10; however, the training must lead toward initial qualification.

4.7.1.13.1. For previous non-rated/non-CEA inactive aircrew members assigned to an active flying position at the gaining unit, HARM offices will assign ASC “9D” (Active Non-rated Aircrew Member) effective one day after member departed last duty station, providing the member is qualified for aircrew duty and is assigned to an authorized non-rated/non-CEA aircrew “X,” “K,” or “Q” (Officers may also hold a “B,” “C,” and “F” prefix) UMD DAFSC position, not occupied by another active flyer. If there was no PCS involved, use the effective date of duty (if otherwise qualified).

Note: ARC personnel (non-EAD) use the Effective Date of Change of Strength Accountability (EDCSA) on the AF Form 1288 or assignment order, the effective date on the AF Form 2096 or MilPDS duty history. Also reference AFI 11-402 for limitations on exceeding UMD manpower authorizations for non-rated/non-CEA aircrew positions. **(T-1)**

4.7.1.13.2. Use the date the non-rated/non-CEA aircrew member is no longer assigned to an authorized aircrew “X,” “K,” or “Q” prefixed (Officers may also hold a “B,” “C,” and “F” prefix) UMD manpower position to terminate aviation service and assign ASC “9J” (Inactive-Restricted).

Note: This paragraph also applies to members approved for retraining. **(T-1)**

4.7.1.13.3. If a non-rated aircrew member reenlists without a break in service, publish a new AO to change only the termination date. If otherwise qualified, incentive pay and badge creditable months continue through this period. **(T-1)**

Table 4.1. Instructions for Preparation of the AF Form 1887, Aeronautical Order Aviation Service (T-1)

Item #	Check appropriate blocks(s) and enter information as follows:
Item 1 (AO Action)	(Initiate Aviation Service Period.) When this item is entered for rated officers who were previous rated aircrew (except flight surgeons) or CEAs who were previous CEAs, include in item 15 the total number of months of operational flying as of the effective date of the order (item 18). An aviation service period is initiated for rated officers and CEAs

	on entry into flying training that leads to an aeronautical rating or badge and at each subsequent aviation career phase point (10, 12, 15, 18, and 20 years aviation service).
	(Change Aviation Service Code From...) If member had no aviation service code before the date of this order, enter "NA."
	(Revoke/Amend.) When AF Form 1887 is used to amend or revoke a previous AO, indicate the action taken and the previous AO number referenced. For example: "Amend AO# 0444." "Revoke AO# 0222," etc. Complete item 16 as required.
	(Establish ASD.) Used for all non-rated members who enter a course of instruction leading to pilot, navigator/combat systems officer, air battle manager, RPA pilot/sensor operator, flight surgeon rating, or CEA designation.
	(Authorized Temporary Flying Duty.) Used for cadets in special training status.
	(Authorized Non-interference Flying Duty.) Used for non-rated members required to perform official specific tasks (more than once) who do not meet the criteria to qualify for aircrew or operational support status.
	(Transfer from Active Duty to AFRC or vice versa) Used for member's that transfer from one component to another. Active Duty, Reserves or Guard.
	(Other.) Used for all other reasons. Complete item 16 as required.
Item 2 (Entitlement Status)	<p>An entry is required for all AOs.</p> <p>a. Indicate the type of incentive pay to which the action relates: ACIP, AVIP, CEFIP, CEVIP, HDIP, or STATIC/MFF. Do not check more than one flight pay type; however, flight and jump (or STATIC and MFF) may all be applicable.</p> <p>b. If the individual's entitlement to incentive pay is affected by publishing the AO, check the appropriate block, "is authorized" or "is not authorized."</p>
Item 3 (Name)	<p>Enter the name for each member affected by the AO. If additional names are added, type "See Reverse" and continue on reverse side. The following additional instructions apply:</p> <p>a. All items on the AO except name, grade, SSN and items 8 thru 16 must apply equally to each member listed on the order.</p> <p>b. If items 8 through 15 apply, enter only one name in item 3, and list the other names and items 8 and 15 on the reverse side of the order.</p> <p>c. For group orders, do not include information protected by the Privacy Act of 1974 (e.g., SSNs).</p>

Item 4 (Grade)	Enter the grade for each member affected by the AO.
Item 5 (Social Security Number)	Enter the Social Security Number (SSN) for each member affected by the AO. For group orders, only list the last four of the SSN.
Item 6 (Organization)	Enter the organization/location for each member affected by the AO.
Item 7 (Required to Perform Frequent and Regular Flight Required to Perform Parachute Jump Duties)	Complete on initial assignment to aviation or parachutist service/duties and for all ASC changes. Mark "Yes" for rated, CEA and parachutist members assigned to active flying positions (Flying Status Codes A, C, D, E, S, U, W, X, or Z). Mark "Yes" for rated and CEA members assigned to inactive flying positions and approved for FAC 4, 5, 6 or E waivers. Mark "No" for all other rated and CEA members assigned to inactive flying positions.
Item 8 (Crew Position)	Enter crew position for each member affected by the AO. For example: pilot, combat systems officer, flight engineer, etc.
Item 9 (DAFSC)	Enter DAFSC for each member affected by the AO.
Items 10 through 15	<p>Complete, as appropriate, when the order: changes a rated officer or CEA ASC; awards a basic aeronautical rating to a graduate of a flying training course or flight surgeon rating to a graduate of course 50BY9351; or initiates an aviation flying service period for an officer or CEA entering undergraduate flying training.</p> <p>Item 10. Enter Aviation Service Date.</p> <p>Item 11. Enter the ASC.</p> <p>Item 12. Enter API code. Note: Leave blank on FSC "P" or FSC "R" AOs.</p> <p>Item 13. Enter current FAC. Notes: 1. Do not publish AOs for changes in FAC only. (e.g., FAC 1 to FAC 3 does not require an ASC change). 2. Leave blank on FSC P or FSC R AOs.</p> <p>Item 14. No longer used. Leave blank.</p> <p>Item 15. Leave blank when the order pertains to flight surgeons or officers performing non-rated airborne duties.</p>
Item 16 (Remarks)	<p>If necessary, continue this item on the reverse of the form.</p> <p>a. (Undergraduate Flight Training/ Undergraduate Remotely Piloted Aircraft Training.) Include course name, class number or designator, and school location.</p>

<p>b. (Awarding Aeronautical Rating/Badge.) When awarding a basic rating/badge, enter the name of the course completed, class designation or number, date of completion and school location. For advanced jump badges, include the statement “is awarded the (badge name)” and cite applicable criteria met IAW AFI 11-402 or AFI 11-410. For helicopter-only rated pilots, the AO remarks will state, “Member is awarded helicopter-only pilot rating.” Graduation from UFT or fixed wing qualification constitutes award of fixed wing rating.</p>
<p>c. (For Members on Jump Status ASC “9E/9D”-Pararescue.) Parachute jumps are authorized from any jump deployable military or military contract aircraft for pay qualification.</p>
<p>d. (Initiation or Removal of a Disqualification (Administrative, Medical Disqualification, etc.)) Enter the reason and authority according to AFI 11-402, AFI 11-410, and this instruction, or action directed or confirmed by AF/A3O-AI. If for medical reasons, enter the date of medical incapacitation from the AF Form 1042.</p>
<p>e. (Revalidating Flying Status of Rated officer/CEA.) Include statement that member’s previous aviation service status terminated on (appropriate date) and reason member is being returned to aviation duty. For example, “Officer is assigned to a position in the Reserve force requiring a rated officer as prescribed by AFI 38-201.”</p>
<p>f. (Disqualification or Re-qualification.) Indicate the action being taken and reason.</p>
<p>(1) Termination of requirement to perform aviation service. State the reason and cite the aeronautical order that previously ordered the member to aviation duties.</p>
<p>(2) Disqualification in one or more ratings of a dual-rated member. Specify the rated specialty or specialties in which disqualified and the reason. If member is to continue an aviation career in another rating, so state.</p>
<p>(3) Prohibited from wearing aviation badge. When disqualification results from FEB action that further directed the member not to be permitted to wear the aviation badge, the AO remarks will state: “Member is prohibited from wearing the aircrew member badge per MAJCOM/A3 letter dated YYMMMDD.” IAW AFI 11-402.</p>
<p>(4) Disqualification for medical incapacitation. Include date of original incapacitation to document that the proper grace period has been given.</p>
<p>(5) Removing medical disqualification. Include the date the member is medically qualified and authority.</p>
<p>Note: Include the statement: “Time while disqualified does not count toward advanced ratings/badges.”</p>

g. (Retroactive Orders.) When the effective date (item 18) is before the request date (item 17), include a statement validating the issuance of a retroactive order. This is not necessary for ASC changes due to PCS.
h. (Changes to Orders.) If the order amends or revokes a previous order, include a statement of action; including AO number, publishing organization, and request date of the order being amended or revoked in the remarks. The effective date of the amend/revoke AO is required and will be the same date of the AO being amended/revoked.
i. (Cadets in Special Training Status.) Enter: "The listed named individual(s) (is) (are) authorized to participate in flight (or jump) duties as (a) cadet observer(s) in a special training status for the duration of the Advanced Training Program (or USAFA approved flying programs). Member(s) (is) (are) not entitled to OFDA or flying incentive pay."
j. (Operational Support Members-ASC "9C".) Includes the statement: "Member's ASC will change automatically to "06" the day after AO termination."
k. (FAC "4", "5", "6", and "E" Waivers-inactive APIs, assign FSC "A"). Include the statement: "Inactive aircrew member is approved to fly in support of SECAF (or AF/A3O-A) missions, per SECAF (or AF/A3O-A) message (or letter) dated YYMMDD. Aircrew certification and time logged is dependent on aircraft qualification." Permanently file the letter in the FRF.
l. (Rated officer/CEA assigned to inactive positions.) Include the statement "Member is assigned to an API "0" or "Z", non-rated or CEA UMD DAFSC," or "Member is assigned to an inactive rated or CEA inactive position."
m. (Non-Interference.) Include the statement: Member has current physical and physiological training. Neither Hazardous Duty Incentive Pay nor flight duty credit is authorized.
n. (Pilot-physician.) Include the statement: Officer is approved by AF/A3/5 to perform pilot-physician duties, while assigned to UMD position #, DAFSC 48VXX or 11XXX, API "5" or "1".
o. (Separation or Retirement.) Include the statement: Time while aviation service is terminated does not count toward advanced ratings or badges. Note: This statement is not required if all advanced ratings/badges were awarded.
p. (All Active Flying Status AOs.) Include this statement: Aircrew certification and time logged is dependent on aircraft qualification.
q. (All Active RPA Flying Status.) Include this statement: Member is assigned to Active RPA duties. Member is entitled to AVIP/CEVIP."

	<p>r. (Active Flight Surgeon, Airborne Medics, and rescue (PJ/CRO) aircrew members.) Include this statement: When required for the mission, aircrew duties may be performed in any Air Force aircraft.</p> <p>s. (Rated Officers/CEAs Assigned to Active Flying Billets and Placed in Indoctrination Status.) Include the statement: Member is authorized to perform indoctrination flying duties per (approving authority) letter dated YYYYMMDD. Retain FSC "A". Member will use "O" or "X" as the first character of the crew position, as applicable, and log 'Other' flight time."</p> <p>t. FSC "S" Status. State the specific reason for assignment of the non-performance FSC (e.g., extended DNIF, non-flying TDY, etc.).</p> <p>u. FSC "K" Status. State the specific reason for FSC K assignment (e.g., member deployed to a non-flying position per CED order # dated YYYYMMDD, member is pending FTU class slot, or unit is undergoing draw down or conversion, etc.) If the FSC "K" assignment was approved by the OG/CC, include the statement "FSC K assignment approved via unit OG/CC letter dated DD MMM YY".</p>
Item 17 (Request Date)	The date the AO was requested by the orders issuing or approval official.
Item 18 (Effective Date)	This is the effective date of the AO and cannot be before the member meets all eligibility requirements. Note: If the request date is after effective date, "Circumstances prevented written orders in advance" will be included in the remarks (item 16).
Item 19 (Termination Date)	<p>This is the last day the AO will be effective.</p> <p>a. For rated officers (except flight surgeons) and officers in training that leads to an aeronautical rating, enter the next aviation career phase point; for example, the date the officer will accrue 12, 18, or 25 years of aviation service, whichever occurs first, unless an earlier termination date is known. For officers in entitlement status 4, enter the date the officer will accrue 22 years of aviation service.</p> <p>b. For CEAs entering the next aviation career phase point; for example, the date the CEA will accrue 10, 15, 20, or 25 years of aviation service, whichever occurs first, unless an earlier termination date is known.</p> <p>c. For flight surgeons, enter the date officer will complete 25 years of aviation service.</p> <p>d. For non-rated officers and non-CEA enlisted members, the termination date will be the Date of Separation (DOS), if known. If the DOS is not known, the termination date will not exceed three years. If the member is notified of a follow-on flying assignment, change the termination date to reflect the completion of follow-on assignment.</p>

	<p>e. For operational support personnel, occasional inflight duty will be on a monthly basis or shorter. The termination date will be through the request date or the last day of the month, whichever occurs first.</p> <p>f. For non-interference flying, the termination date will be one year from the effective date. For example: an AO effective on 01 Jan 13 will terminate on 31 Dec 13.</p> <p>g. For temporary jump status, the termination date will be one year from the effective date (unless a lesser period is specified). For example: an AO effective on 01 Jan 13 will terminate on 31 Dec 13.</p> <p>h. Enter "NA" on all AOs awarding aeronautical ratings or aviation badges, or disqualifying or terminating aviation service.</p> <p>i. For active flying rated officers and CEAs who complete 25 years of aviation service, enter the DOS. If the DOS is indefinite, unknown or the member is inactive, enter "NA."</p>
Item 20 (Authority)	Include the letter, message, or appropriate directive with specific paragraph. Include the effective date of the AFI authority; for example: "AFI 11-401 dated 10 Dec 10."
Item 21 (Distribution)	See Table 4.2. for the AO distribution chart.
Item 22 (AO number)	Completed by the authenticating official.
Item 23 (Authenticating Official Signature Block).	Will normally be signed by the Chief, Host Aviation Resource Management, in the HARM office. This responsibility may be delegated to a senior non-commissioned officer in the grade of master sergeant (E-7)/GS-7 civilian equivalent or above. Waiver to this requirement must be submitted to the MAJCOM 1C0X2 FM (info AF/A3O-AIF) with full justification, proof of member's qualification (copy of 1C0X2 training record with AO task certification), and expected get well date.
Item 24 - (Headquarters Information)	Enter the designation and location of headquarters.
Item 25 through 28 (MPO Action)	<p>This section is completed to take an MPO action only after the AO is authenticated.</p> <p>a. Item 25: Check the type pay affected by the MPO action.</p> <p>b. Item 26: Enter the date payment starts.</p> <p>c. Item 27: Enter the date payment stops.</p> <p>d. Item 28: The CHARM or designated representative signature.</p> <p>Note: The termination date (item 27) will be filled out for all MPO actions. This date will be the date when incentive pay terminates, Further Ordered (F.O.), or the termination date of the AO. Pay is terminated the day prior to the effective date of a disqualification, suspension, or termination from aviation/parachutist service action. For example: ASC</p>

	03 effective 15 Jan 13, pay stop must be 14 Jan 13.
Item 29 through 32	<p>This section is used to validate the pay action. Completed when CMS case file is opened and closed.</p> <p>a. Item 29: Enter the CMS case number.</p> <p>b. Item 30: Not required.</p> <p>c. Item 31: Enter the date the CMS case is opened.</p> <p>d. Item 32: Enter the date the CMS case is closed.</p>

Table 4.2. Required Distribution of AOs (T-1)

Rule	Explanation
1	Applies to rated officers, CEAs, non-rated officers, and non-CEAs.
CODE#	# of Copies in Parenthesis
A (See Notes)	<p>Individual (1).</p> <p>HARM office issuing the order (3) (CMS/FRF/ JRF original to record set). HQ AFPC/DPSIRR, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723 (1-Active Duty only).</p> <p>HQ ARPC/DPQM, 18420 E Silver Creek Ave Bldg 390 MS68 Buckley AFB, CO 80011 (1-ARC only).</p> <p>FSS Classification and Training Office (1)</p>
Notes:	
<p>1. AOs used as MPOs to start and stop pay are forwarded to finance within five duty days of AO request date. HARM offices shall make every effort to process AO/MPOs on or before effective dates when the action affects pay/OFDA entitlements.</p> <p>2. Forward orders disqualifying an individual from aviation service or removing an individual from parachute jump status.</p>	

Chapter 5

SARM OFFICE PROCEDURES

5.1. Purpose. This chapter establishes the basic SARM office procedures. In addition, SARM personnel will utilize AFI 11-401, AFI 11-402, AFI 11-202 V1, AFI 11-202 V2, AFI 11-202 V3, and AFI 11-2MDS for additional guidance.

5.2. Waiver Criteria. This chapter includes (T-1), (T-2), and (T-3).

5.3. SARM In-Processing. SARM offices will inprocess each aviator assigned or attached to their unit to the ARMS database. This includes primary line flyers/parachutist and attached personnel. Each flyer will have an in-processing checklist and training folder (electronic documentation may be used). (T-3)

5.4. Area of Responsibility. SARM offices shall update ARMS for aircrew/parachutist members assigned to the duty station and flying/parachuting with the unit. HARM offices shall update ARMS with flying/jump accomplishments for members not assigned to an airborne, flying unit, or a unit that does not have 1C0 personnel attached to support them, unless otherwise delegated to another SARM/HARM office in a memorandum of agreement or operating instruction. (T-1)

5.5. In-processing checklist. SARM offices shall use and maintain an in-processing checklist. **Note:** Accomplish the following after the record has been in-processed in ARMS: (T-3) Template example of the 'In-processing Checklist' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

5.5.1. Verify the HARM assigned a flying organization, member has a current flight physical, altitude chamber (if applicable), and has a current AO with the appropriate ASC. **Note:** For non-rated, non-CEA enlisted, and parachutist, the commander must submit a request letter to the HARM certifying a member's eligibility for aviation/parachutist duties IAW AFI 11-402/11-410. (T-3)

5.5.2. Obtain/verify letter of attachment and file in training folder prior to first flight in the unit. Provide a copy to the HARM office IAW AFI 11-401 (if required). (T-3)

5.5.3. Review aircrew training currencies and grounding events. Take appropriate actions prior to member's first flight/jump. (T-3)

5.5.4. Input flying time/jump extracts and training accomplishments, as necessary. (T-3)

5.6. Aviation Training Management Folders (ATMF). The SARM office shall create a four or six part ATMFs for each member assigned to their unit (electronic training folders or sections may be established). (T-3)

5.6.1. Part 1 will contain: SARM in-processing checklist, ITS, Non-Mission Ready (NMR) letters and proration documents. (T-3)

5.6.2. Part 2 will contain: AF Form 4324, End-of-Training cycle letter (if used for proration), or other source documents used for proration, upgrades, profile assignment, or aircraft assignment. (T-3)

5.6.3. Part 3 will contain: current MARs/TARs. (T-3)

5.6.4. Part 4 will contain: previous MARs/TARs. (T-3)

5.6.5. Part 5 if used will be unit specific. (T-3)

5.6.6. Part 6 if used will be unit specific. (T-3)

5.7. Crew MARs. Units using crew MARs may establish crew MAR folders. If using crew MARs, the SARM shall print Individual Training Summaries (ITS) each month during the training period (may be maintained electronically). (T-3)

5.8. AF Form 4324 Aircraft Assignment/Aircrew Qualification Worksheet. The AF Form 4324 is the source document for aircraft assignment, updating initial qualification events, recording changes to aircrew qualification/certification or upgrades and prorating aircrew training requirements into ARMS. Maintain AF Form 4324 for assigned or attached aircrew members on file to validate the member's qualifications.

Exception: Units may utilize class entry letter or MilPDS class training roster in lieu of an AF Form 4324 for individuals attending formal flying training (e.g. UFT or FTU). During formal training, UFT/FTU are authorized to use mission forms to update crew positions/assign profiles accordingly when immediately entering another upgrade (i.e. completed basic qualification and entering mission) to prevent delays in training if they are documented with Q1 and signed by an evaluator.

Note 1: Units may use an "end of training cycle proration letter" in lieu of an AF Form 4324. The AF Form 4324 may be maintained electronically.

Note 2: SARM(s) do not need to recreate or obtain any AF Form 4324(s) from a previous duty station. (T-3) Template example of 'End of Training Cycle Proration Letter' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

5.8.1. Maintain original Aircraft Assignment AF Form 4324 or FTU/UFT training entry document throughout member's duty assignment and ensure commander's signature per instructions on the reverse side of the AF Form 4324. (T-3)

5.8.2. Assign training profiles to newly assigned/attached aircrew/parachutists prior to first flight/jump, if applicable. Coordinate position assignment and AO action with the HARM as necessary. The training officer or designated representative will direct the SARM personnel in writing prior to first flight, via an AF Form 4324, to assign appropriate training profiles. (T-3)

5.8.2.1. For students awaiting formal flying training, the formal training unit (FTU), the SARM shall manage ARMS profile updates once enrolled in training (if applicable). Effective date of profiles will be the start date of formal flying course. **Note:** FTUs may assign ground training profiles earlier than class start date to ensure validation of prerequisite training. (T-3)

5.8.3. The Aircrew Training or Standardization/Evaluation or equivalent section will initiate and sign an AF Form 4324's for newly assigned/attached aircrew/parachutist to SARM personnel. All request(s) for changes to qualification and/or certification will originate at the Unit Standardization/Evaluation section to ensure the source documents agree with the aircrew/parachutist Flight Evaluation Folder (FEF) before updating ARMS. **Exception:** Units may utilize class rosters or MilPDS class training roster in lieu of an AF Form 4324 for individuals attending formal flying training (e.g. UFT or FTU).

Example: Update from flight qualified to mission qualified, from instructor to evaluator, etc. (T-3)

5.8.4. All AF Form 4324s generated during the current training period will be maintained until the end-of-training cycle. At the end of each training cycle, the SARM will maintain and file a copy of the Letter of Xs and Training Profile Assignment List to validate qualifications from the previous training cycle. After verification, the SARM will remove previous AF Form 4324s from the member's training folder and place in a transitory file (see note). (T-3)

Note 1: Maintain aircraft assignment for duration of member's duty assignment. (T-3)

Note 2: At the wing FM's discretion, units may maintain previous training cycles AF Form 4324s in the member's ATMF, Part 5 for historical purposes only and will not be an inspectable item. If the unit maintains inactive AF Form 4324s, the unit will describe procedures in their unit's continuity book. (T-3)

5.8.5. SARM offices may use AF Form 1042s, non-flying TDY orders, or proration letters authenticated by unit training offices for DNIFs, non-flying TDYs, or non-flying periods due to formal schools or other authorized reasons IAW AFI 11-2MDS, if applicable. (T-3)

5.9. AF Form 1042 Procedures. Ensure SARM has the most current DNIF listing available (i.e. DNIF browser, DNIF log, etc.). The HARM office is the office of primary responsibility for AF Form 1042 procedures and processing for the ARM database IAW paragraph 3.16.; coordinate SARM AF Form 1042 Procedures with the HARM. (T-3)

5.10. Flight Authorizations. Prepare, publish, and maintain Flight Authorization (FA) IAW AFI 11-401 and MAJCOM instructions. Maintain FAs in one file, in numerical order, and retain IAW the AF RDS in AFRIMS, Table 13-10. Ensure all local and off-station FAs contain a flight order number printed on the form. Issue FA numbers chronologically, beginning at the start of the Fiscal Year (FY). Track/control FAs on a log. 1C0 MFMs may authorize units to maintain a separate file and log for off-station flights. (T-3)

Note 1: RPA units shall maintain/file the pre-flight authorizations with the Flight Authorizations. This is due to RPA LRE and MCE perform Go/No-Go checks at each location. (T-3)

Note 2: If TFI units are working in one office, TFI units may combine FA logs into one plan. (T-3) Template example of 'FA Log' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

5.10.1. Flight authorizations are not published for missions not controlled/owned by the Air Force. SARM offices shall still complete required Go/No-Go or TDY worksheets (when applicable) and ensure proper documentation of authorized flight/training accomplishments as needed. (T-3)

5.11. SARM Pre-Mission Review. All SARM offices shall verify Go/No-Go items for all flyers prior to flight IAW AFI 11-401 to include any grounding items referenced in AFI 11-202, and AFI 11-2MDS. The minimum items for Go/No-Go verification include the following items prior to flying: flight physical, DNIF status, altitude chamber, centrifuge (if applicable), Aviation Service Code (ASC), and AO effective and termination dates, qualification dates, letter of attachments, aircraft assignment, flight time maximums.

Note: SARM shall have back-up products on-hand/available (i.e. electronically or printed) to

validate all assigned aircrew; this process is to ensure base/unit can operate effectively during connectivity outages. Back-up products will be produced at least weekly. (T-1)

5.12. SARM Post-Mission Review. Validate all flying hour and training data before manual input or interface push to ARMS. As a minimum, compare the Flight Authorization (FA), AFTO Form 781, and training data source (Mission Accomplishment Report (MAR)/Training Accomplishment Report (TAR)) for compliance with applicable AFIs. Continuation Training (CT) events will be logged in Zulu date to match the AFTO Forms 781 and the Flight Authorizations IAW AFI 11-202. Ensure timely input of information into ARMS. **Note:** If the SARM office has dual monitors, MAJCOM FM may approve the use of electronic audit prior to the push to ARMS. (T-1) Template example of 'MAR/TAR' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

5.12.1. Validate all jump activity (AF Form 4323 or 922) before manual input or interface push to ARMS. As a minimum, compare the source document and the training data source (Mission Accomplishment Report (MAR)/Training Accomplishment Report (TAR)) for compliance with applicable AFIs. Ensure timely input of information into ARMS. **Note:** If the SARM office has dual monitors, MAJCOM FM may approve the use of electronic audit prior to the push to ARMS. (T-3)

5.12.2. Ensure aircrew/parachutist members complete and turn in a MAR/TAR for each flight/jump (if applicable). Units may log/maintain training accomplishments in an Air Force approved electronic database for interface to ARMS. As a minimum, maintain training accomplishment data (paper or preferably electronic) for the current and previous training cycle.

Note: Wing 1C0 FM shall establish procedures for all SARMS to indicate when aircrew/parachutist members do not accomplish training (e.g. TAR with "Events not accomplished", ARMS Training Event (i.e. 781 Sortie), or etc.). (T-3)

5.12.2.1. For MAR/TARs (to include crew MAR/TARs) at the same duty location where aircrew members fly in multiple units, the SARM that owns the flight authorization/flight is responsible to audit mission forms and update ARMS accordingly. No MAR extracts shall be made, when all unit 1C0s have access to same database. Make a copy of MAR for those members obtaining/maintaining aircraft qualification from other duty locations, after post mission review for member to hand-carry to home station. **Example:** A flight surgeon attached to one unit, flies on a mission with another unit. The unit's SARM the flight surgeon flies with audits the flight surgeon's flight time and updates training if logged on a crew MAR, regardless of primary unit of attachment. (T-3)

5.13. Aircraft Flying Hour Program. Track status of the unit's flying hour program, if applicable. Reconcile TOTAL flying time and sortie data with maintenance daily. As a minimum, daily flight time/sortie reconciliation will include validation of mission symbol, flight date, departure, arrival International Civil Aviation Organization (ICAO), take-off, landing time, number of landings, number of sorties, and total flight time (Reference AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*). (T-1)

5.13.1. SARM offices will use a program or develop a spreadsheet to track daily reconciliation of total flying hours and sorties and a cumulative totals for the week and month to date, if applicable. (T-3)

5.14. Formal Flight/Jump TDY. For aircrew members scheduled to attend formal training, SARM personnel shall ensure Go/No-Go items remain valid through entire period of TDY or formal training class. Notify the member and HARM personnel immediately if any Go/No-Go items are flagged to expire during the TDY period and AOs are affected. SARM offices shall prepare and provide the member their Formal Flight/Jump TDY package to include the TDY worksheet, IDS, and training products (as required) to their respective TDY location. (T-2) Template example of 'TDY Worksheet' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

5.15. Aircraft and/or Jump Mishap. See Chapter 3, paragraph 3.18 of this instruction. Coordinate procedures with HARM. (T-3)

5.16. Miscellaneous SARM Procedures.

5.16.1. Units may use ad hoc queries (i.e. Oracle Discoverer) in-lieu of the ARMS standard reports. The ad hoc queries (i.e. Oracle Discoverer), as a minimum, must contain all items listed on the ARMS standard report. (T-3)

5.16.2. Audit and maintain ARMS source documents for the current and previous training periods. As a minimum, maintain TPAL, ITS (may be maintained electronically), proration documentation, and NMR documentation. (T-3)

5.16.3. Review, audit, correct, and maintain daily and monthly ARMS reports/browsers. **Note:** An ad hoc query equivalent must contain the minimum standard report data elements. (T-3) Template example of 'ARMS Reports' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

5.16.4. Save end-of-cycle ITS browser in Comma-Separated Values (CSV) format (*.csv). (T-2)

5.16.5. Provide unit aircrew Status of Resources and Training System (SORTS) training level (Combat Mission Readiness (CMR) Status) and aircrew availability, if required. (T-3)

5.16.6. Ensure proper recording and processing of sonic boom activity; as required. Ensure information is documented and maintained IAW AFI 13-201, *Airspace Management*. (T-3)

5.16.7. Provide ARMS training reports and currency reports or ad hoc query equivalent to aircrew or flight supervisors, as required. (T-3)

5.16.8. For ARC units, process Additional Flying Training Program (AFTP)/Additional Ground Training Program (AGTP) payments, if applicable. (T-3)

5.16.9. The SARM shall ensure parachutist formal training courses are maintained in the Formal Training window in ARMS (course ID and dates). (T-2)

5.16.10. The SARM shall assist their commander with validation of member's eligibility for jump waiver letters prior to submission to the HARM office. (T-3)

5.17. Training Events/Profiles. Aircrew/Jumper continuation and additional (ground) training events/profiles are maintained in ARMS and are managed IAW AFI 11-202 and AFI 11-2MDS.

Ensure accurate and timely validation for daily inputs/audits of flying time/jumps and training accomplishments. Ad hoc queries will contain the same data elements as the standard audit reports to meet validation standards. **(T-1)**

5.18. Triangle Audit. The SARM office shall ensure the unit letter of Xs matches the qualifications listed on the AF Form 4324 (on file for current training cycle) and Training Profile Assignment Listing. As a minimum, the SARM office shall perform a quarterly audit to ensure aircrew member's ARMS profile assignments reflect the unit letter of Xs and member's certified AF Forms 4324. **(T-3)**

5.19. SARM Training Rollover Procedures.

5.19.1. Once all trying is updated and prior to ARMS rollover; at the minimum, the SARM shall print (or maintain electronically) the following products: **(T-3)**

5.19.1.1. Individual Training Summaries (ITS).

5.19.1.2. Training Profile Assignment List.

5.19.1.3. Training Profile Master Listing.

5.19.1.4. Any products/reports used for Go/No-go verification.

Note: Unit may substitute equivalent ad hoc queries (i.e. Oracle Discoverer) for ARMS reports. Ad hoc queries will contain the same data elements as standard reports to meet validation standards. **(T-3)**

5.19.2. SARM shall contact the HARM office when all training has been updated and all required products have been printed or save electronically. **(T-3)**

5.19.3. Proration letters or AF Form 4324 will be generated by the training officer and shall be maintained in the member's ATMF. Proration letters with multiple aircrew may be filed in a separate file. **(T-3)**

5.19.4. At a minimum, after training rollover is complete, the SARM shall run a TPAL and TPML to ensure database accuracy. **Note:** The most current audit must be on file. **(T-3)**

5.20. Aircrew/Parachutists Out-processing. Upon notification of PCS, PCA, TDY, separation, or retirement, SARM offices shall provide aviation management service to assigned/attached flyers/parachutists and complete the following steps to out-process the FRF/JRF: **(T-3)**

5.20.1. Ensure individuals on flying or jump status departing for PCS, flying TDYs, separation, or retirement notify the HARM office no later than five workdays prior to the date they desire to pick up flight records. **(T-3)**

5.20.2. Brief active aircrew to bring Flight Evaluation Folder when picking up their FRF. **(T-3)**

5.20.3. Initiate an out-processing checklist.

Note: SARM offices shall use an out-processing checklist. **(T-3)** Template example of 'Out-processing Checklist' is located on the Aviation Resource Management SharePoint site at:

<https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

5.20.4. Input all flying/parachuting and training accomplishments into ARMS before the PCA/PCS/separation/retirement date. **(T-3)**

Note: If all data cannot be input before member's departure, prepare certified extracts IAW AFI 11-401, AF Form 4323/AF Form 922 and provide to the HARM to be placed in member's FRF/JRF. **(T-3)**

5.20.5. Provide the member with any AF Form 4324s in their active ATMF to forward to the next servicing SARM office for validation of previous certifications. **(T-3)**

5.21. Product/Form Retention. See Chapter 3, paragraph 3.22. **(T-3)**

5.22. Deployment/TDY Operations. Deployed SARM personnel supporting flying or jump units shall perform duties (i.e. Go/No-Go, establishing written procedures, etc.) as outlined in Chapter 2 and this chapter unless waived by CENTAF. **(T-3)**

5.22.1. SARM offices shall use ARMS on deployments/TDYs longer than seven consecutive days unless communication support is not available. Reference Chapter 9 for ARMS Deployment Connectivity. **(T-3)**

5.22.2. All flight hours and mission events accomplished in a deployed location with ARM personnel shall be entered into ARMS at the deployed location, except when circumstances (connectivity) do not allow for timely updates. **(T-2)**

5.22.2.1. If AF Portal/ARMS issues arise, email, or fax post mission paperwork daily to the home-station for processing. **(T-3)**

5.22.2.2. If mailing is required, mail all flight documents to home-station weekly. Make every reasonable attempt to ensure documentation arrives at home station prior to the end of month for report purposes. Ensure original documents are forwarded to the base that owns the aircraft IAW AFI 11-401. Verify HARM office or SARM office address before mailing. **(T-3)**

5.22.2.2.1. For deployments with no 1C0 support, member's SARM shall brief/ensure aircrew members make every attempt to send flight documents back to home station weekly. **(T-3)**

5.22.3. Flight authorization(s) will be prepared for each deployed msn IAW AFI 11-401. **(T-3)**

5.22.3.1. Under unusual circumstances, e.g. rainbow deployments when more than one unit is temporarily assigned to the same wing during the deployment, it may be necessary to create a new flight authorization log for the provisional unit. If this situation occurs, seek lead MAJCOM guidance. **(T-3)**

5.22.4. Supervisors shall ensure deploying 1C0 personnel meet minimum skill-level required to accomplish deployment responsibilities. **Note:** No other AFSC shall be used to substitute for 1C0 taskings, unless waived by the 1C0 MFM. **(T-1)**

5.22.5. Deploying 1C0s shall provide the deployed SARM unit and supporting HARM location with their ARMS User Agreement and Security Clearance Verification letters at least two weeks prior to arrival at deployed location. **(T-2)** Template example of 'ARMS User Agreement Letter' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

5.22.6. Ensure CHARMS provide USER IDs for ARMS and ad hoc queries (i.e. Oracle Discoverer) access to deployed ARM personnel within three duty days upon request. This

will allow deployed 1C0's to process deployed aircrew/parachutist flying time/jumps and training accomplishments. If CHARM does not provide access, contact owning MAJCOM FM. (T-2)

5.22.7. Aircrew Support Requirements. When aircrew/parachutist member is deploying as a single member or not with a unit, ensure the member hand-carries a formal flying TDY worksheet, to include current Letter of X's or equivalent and blank MAR/TARs to cover length of deployment to the deployed location. (T-2) **Note:** If able, send member's information via email to the deployed unit in lieu of the member hand-carrying the Formal Flying TDY package. Provide the aircrew member with the name of SARM personnel at the deployed location. (T-2)

5.22.8. Develop back-up procedures for network and telecommunication outages. (T-3)

5.22.9. Coordinate with Command Air Forces (COMAFFOR) staff to obtain established Combat/Combat Support criteria if applicable. (T-2)

5.22.10. In addition to this instruction, ensure 1C0s have access to the following AFIs at the deployed location AFIs 11-401, 11-402, 11-403, 11-410, 11-202, Volumes 1, 2, and 3 and applicable MAJCOM Sups, AFI 11-2 MDS Specific Volumes 1, 2, and 3 training instructions, AFI 44-170 and 48-123, AFI 65-503 Attachments A36-1, A37-1, A38-1. (T-3)

5.23. RPA SARM Operations. Due to the uniqueness RPA mission, MAJCOMs shall provide further guidance to their respective units; minimum guidance shall include all components of this instruction (i.e. pre-mission review, post-mission review, triangle audit, etc.). (T-2) 'RPA Guide' template is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

Chapter 6

AVIATION RESOURCE MANAGEMENT DEVELOPMENT

6.1. Purpose. 1C0X2 training is the cornerstone for the development of the career field. Enlisted development is realized through the guidance, direction and execution of the ASG. Progression planning is the responsibility of the Career Field Manager (CFM) and applies to all personnel in the career field. For the 1C0X2 AFSC, the progression plan developed through the Specialty Training Requirements Team and the Utilization and Training Workshop is sufficient to technically develop all Airmen. The CFM utilizes input from the ASG to develop and adjust the career field progression plan as needed. This chapter outlines specific duties for MAJCOMs, CHARMs/wing FMs, supervisors, trainers, coaches, and trainees at all levels in the ARM career field.

6.2. Waiver Criteria. This chapter includes (T-1), (T-2), and (T-3).

6.3. MAJCOM Responsibilities.

6.3.1. Provide the Wing/Group CHARM or base FM with MAJCOM quarterly training subjects that require additional training emphasis. This may include the ASG item of interest, new Air Staff and/or MAJCOM policy or guidance, MAJCOM inspection trends, etc.

6.3.2. Monitors SEI recertification test for pass and failure rate. MFMs shall have administrative permissions to review testing results immediately after testing sessions are complete.

6.3.3. Obtain training quotas from AFPC for supplemental courses at Keesler AFB and USAF Expeditionary Center (EC) schoolhouses. **Note:** For Dyess AFB, contact Dyess AFB schoolhouse Superintendent for training quotas.

6.3.4. Schedule ARM personnel for courses at Dyess AFB, Keesler AFB, and USAF EC schoolhouse.

6.4. Wing/Group CHARM or FM Responsibilities. Plan, conduct, and evaluate ARM training IAW AFI 36-2201, *Air Force Training Program*, Career Field Education and Training Plan (CFETP) and this chapter of this instruction. (T-3)

6.4.1. Review and understand the ARM Specialty CFETP. (T-3)

6.4.2. Conduct and document an annual meeting to focus on career development/career progression for all 1C0 enlisted members. At a minimum, discuss the following: ARM CFETP (to include Section B (ARM Career Path), career skill level, and career progression), 1C0 Development Special Duties (i.e. instructor schoolhouse positions), Air Force Development Special Duties (i.e. Air Force Recruiter, Air Force Military Training Instructor, Professional Military Education (PME) Instructor duty, etc.). This annual meeting ensures individuals in the ARM specialty receive effective and efficient training at the appropriate points in their career. (T-3)

6.4.3. Ensure supervisors, trainers, and/or coaches are documenting training in Training Business Area (TBA) from the most current 1C0X2 CFETP. (T-3)

6.4.3.1. Military: Training Business Area (TBA) records are mandatory for Airmen in the ranks of AB – TSgt and MSgts and above without Special Experience Identification (SEI) 066. **(T-3)**

6.4.3.2. General Schedule (GS) Civilians: TBA records are required for all GS Civilians. **Note:** GS Civilians are only required to be trained on core items matching their respective position descriptions and/or core document.

Exception: TBA records are not required for civilians with SEI 066 nor GS Civilians working in the capacity of duty section supervisor (i.e. SARM Chief or HARM Chief) with 5-years of ARM experience. On a case-by-case basis, MFMs may waive GS civilians from maintaining TBA records after 36-months in current duty position. **(T-3)**

6.4.4. Ensure each ARM duty section has an ARM training program. The ARM training program shall include HARM, SARM, and Current Operations work centers. **(T-3)**

6.4.5. Ensure ARM personnel are scheduled and complete 30-consecutive days of initial cross-organizational training prior to 5-skill level upgrade (refer to [paragraph 6.7.1.1](#) of this instruction). Ensure training is documented in TBA.

Exception 1: On case-by-case basis, MFMs may waive the requirement for a single function unit and enter a remark in TBA.

Exception 2: AFRC personnel are required to make every effort to complete as many days of cross-organization training as possible when availability allows. AFRC personnel not approved for the Seasoning Training Program (STP) shall complete 30 non-consecutive days. **(T-3)**

6.4.6. Ensure ARM personnel are scheduled and complete 14-consecutive days of initial cross-organizational training prior to 7-skill level upgrade (refer to [paragraph 6.7.1.2](#) of this instruction). Ensure training is documented in TBA.

Exception 1: On case-by-case basis, MFMs may waive the requirement for ARC personnel or a single function unit and enter a remark in TBA.

Exception 2: AFRC personnel shall complete 14 non-consecutive days. **(T-3)**

6.4.7. Ensure ARM personnel are scheduled and complete five calendar days of recurring training annually (refer to [paragraph 6.7.2](#) of this instruction). Document training on AF Form 1098 and in TBA.

Note: N/A for MSgt and above with SEI 066. See [paragraph 6.4.8](#). **Exception 1:** On case-by-case basis, MFMs may waive the requirement for a single function unit and enter a remark in TBA.

Exception 2: AFRC personnel are required to complete 5 non-consecutive days of recurring training annually. **(T-3)** Template example of 'AF Form 1098' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

6.4.8. Ensure ARM personnel with SEI 066/271 are scheduled and complete five connective days of HARM recurring training annually, refer to [paragraph 6.7.3](#). Document training on an AF Form 1098 and in TBA. Maintain the AF Form 1098 by base FM/CHARM until the trainee PCS.

Exception 1: On case-by-case basis, MFMs may waive the requirement for a single function unit and enter a remark in TBA.

Exception 2: AFRC personnel are required to complete five non-consecutive days of

recurring training annually. (T-3) Template example of 'AF Form 1098' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

6.4.9. Establish an ARM Working and Advisory Council (AWAC) and an AWAC official charter. AWAC members shall include ARM personnel from the HARM, SARM, and Current Operations work centers throughout an entire base (regardless of MAJCOM or component). Appoint or recertify a primary and an alternate annually. **Exception:** Bases with only one unit are not required to establish an AWAC. (T-3)

6.4.10. Schedule supplemental courses at Dyess AFB, Keesler AFB, and USAF EC through MFMs. Ensure members complete the ARM Fundamentals WBT prior to attending any course at Dyess AFB, Keesler AFB, and USAF EC and document the WBT completion as a journal entry in TBA, if the member has a TBA record. (T-3)

6.5. AWAC Responsibilities. The AWAC is the primary avenue to make a difference within the career field in regards to development, innovation, and policy. (T-3)

6.5.1. AWAC primary and/or alternate point of contact (POC) responsibilities: (T-3)

6.5.1.1. Review and update the AWAC charter, as necessary. (T-3) Template example of 'AWAC Charter' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

6.5.1.2. Establish, schedule, and conduct quarterly AWAC meetings. At a minimum, these meetings shall include: development, innovation, policy, and any Air Staff or MAJCOM guidance in regards to the ARM career field. (T-3)

6.5.1.2.1. Appoint a recorder to document AWAC meetings minutes and send meeting minutes to base ARM personnel and respective MAJCOM AWG and/or MAJCOM AAG representatives. (T-3)

6.5.2. AWAC member's responsibilities.

6.5.2.1. AWAC members are expected to review *ARM Roll Call* minutes; highlight any training improvement trends, and socialize any Air Staff and/or MFM guidance. (T-3)

6.5.2.2. AWAC members shall discuss, document, and collect any ideas that pertain to policy, career field development, or system enhancements to the ARM career field for submissions to their respective MAJCOM AWG and/or AAG representative. (T-3)

6.5.2.2.1. Policy Updates: Document on an AF Form 847 the policy/career field development submissions. (T-3)

6.5.2.2.2. ARMS enhancement submissions: Document on an ARMS System Change Request (SCR). (T-3) Template example of 'ARMS SCR' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

6.6. Supervisor, Trainer, Coach, and Trainee Responsibilities. Supervisors, trainers, and coaches have the greatest opportunity for impact in developing the career field's total Airmen. They must utilize their experiences and expertise to provide quality training to all Airmen to ensure mission accomplishment. (T-3)

6.6.1. Supervisor Responsibilities. Supervisors are the key driving force for development within their duty section. Supervisors shall ensure themselves, trainers, and coaches train using practical on-the-job (OJT) and applicable AFIs. **(T-3)**

6.6.1.1. Ensure all training utilizes practical on-the-job (OJT) and applicable AFIs. **(T-3)**

6.6.1.2. Ensure trainer and the trainee responsibilities are understood IAW AFI 36-2201. **(T-3)**

6.6.1.3. Ensure a review and full understanding of items identified in this chapter and in the ARM CFETP. **(T-3)**

6.6.1.4. Conduct and document a review of training records for all newly assigned ARM personnel. At a minimum, review Section B and the ARM Career Path of the CFETP 1COX2 to discuss skill level and career progression. **(T-3)**

6.6.1.5. Ensure all training conducted is documented in TBA; to include, the trainee's initial evaluation. **(T-3)**

6.6.2. Trainer Responsibilities. Trainers are appointed by the supervisor and conducts initial training for 5-skill and/or 7-skill level upgrade training. Trainers shall train using both practical OJT and applicable AFIs. **(T-3)**

6.6.2.1. Ensure trainers and trainees are knowledgeable and committed about their responsibilities IAW AFI 36-2201. **(T-3)**

6.6.2.2. Ensure all training conducted is documented in TBA. **(T-3)**

6.6.3. Coach Responsibilities. Coaches are individuals that assist in conducting training and/or training in general. Coaching helps and guides individuals by sharing insights and lessons from their own experience to conduct recurring training and/or training in general. Coaches may be found inside or outside of their current organization and are not formally appointed as trainers. The purpose of coaching is to improve the individual's performance on the job. This involves either enhancing current skills or acquiring new skills. **(T-3)**

6.6.4. Trainee Responsibilities. The trainee is the focal point of the ARM training program. Trainees must make every effort to master their duties and responsibilities by understanding trainee responsibilities IAW AFI 36-2201. **(T-3)**

6.7. Cross-Organizational Recurring Training. Individuals are required to complete cross-organizational initial upgrade and recurring training to the maximum extent possible. From a total force perspective, individuals can receive training from other MAJCOMs. **Example:** A member assigned to the SARM in AETC or ARC can receive HARM training from AMC.

Exception: On case-by-case basis, MFMs may waive the requirement for a single function unit and enter a remark in TBA. **(T-3)**

6.7.1. Skill Level Cross-Organizational Initial Training. The purpose of cross-organizational training is to provide Airmen in upgrade training the opportunity to develop skills in the core task items for their respective skill level upgrade. This will facilitate a comprehensive understanding of the entire ARM career field. **Note:** Cross-organizational training is not required for civilians; however, it is encouraged to further develop their individual skill-sets. **(T-3)**

6.7.1.1. **5-Skill Level Cross-Organizational Upgrade Training.** In addition to the requirements in AFI 36-2201, trainees shall complete 30-consecutive days of OJT at a dissimilar duty section and are expected to perform, at a minimum, all core task items identified in the CFETP and section training plan. For instance, trainees assigned to the HARM shall train at the SARM for 30-consecutive days. Trainees assigned to the SARM or Current Operations shall train at the HARM for 30-consecutive days. **Exception:** AFRC personnel are required to make every effort to complete as many days of cross-organization training as possible when availability allows. AFRC members are required to complete 30-consecutive days of cross-organizational training when on seasoning training program. **(T-3)**

6.7.1.2. **7-Level Cross-Organizational Upgrade Training.** In addition to the requirements in AFI 36-2201, trainees shall complete 14-consecutive days of OJT at a dissimilar duty section and be expected to perform, at a minimum, all core task items identified in the CFETP and section training plan. For instance, trainees assigned to the HARM shall train at the SARM for 14-consecutive days. Trainees assigned to the SARM or Current Operations shall train at the HARM for 14-consecutive days. **Note:** Trainees may accomplish 7-level upgrade training in dissimilar duty sections by attending either a HARM or SARM course at the USAF EC or Dyess AFB schoolhouse. Enter the course attendance as a journal entry in TBA. **Exception:** AFRC personnel are required to make every effort to complete as many days of cross-organization training as possible when availability allows. **(T-3)**

6.7.2. **Recurring Training.** The purpose of recurring training is to provide Airmen the opportunity to further develop their skills in all core task items for their respective skill level. This will facilitate a comprehensive understanding of the entire ARM career field.

Note: Recurring training shall be accomplished annually and shall consist of five-consecutive days of OJT at a dissimilar duty section. For example, an individual assigned to the HARM shall train at the SARM for five-consecutive days. Individuals assigned to the SARM or Current Operations shall train at the HARM for five-consecutive days.

Note: Recurring training is not required for civilians, but is encouraged to further develop their individual skill-sets.

Exception: AFRC personnel are required to make every effort to complete as many days of cross-organization training as possible when availability allows. **(T-3)**

6.7.2.1. Members may accomplish recurring training by attending either a HARM or SARM course at USAF EC or Dyess AFB schoolhouse. Additionally, members may accomplish recurring training at Advanced Aviation Resource Management (AARM) Course at Keesler. Enter the course attendance as a journal entry in TBA. **(T-3)**

6.7.2.2. At a minimum, AF Form 1098 for HARM and SARM shall be used for documenting recurring training and journal entry in TBA. **(T-3)** Template example of HARM and SARM AF 1098 is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

6.7.3. Individuals with SEI 066 shall complete five-consecutive days of OJT at the HARM annually. At a minimum, AF Form 1098 for 'SEI 066' shall be used for documenting this recurring training and a journal entry shall be made in TBA, if the member has a TBA record. **(T-3)** Template example of 'SEI 066 AF Form 1098' is located on the Aviation

Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

6.8. ARM Fundamentals Web Based Training (WBT).

6.8.1. ARM Fundamentals WBT shall be completed within one year prior to attending any ARM course at Dyess AFB, Keesler AFB, or USAF EC schoolhouses. For example, if member completed ARM Fundamentals WBT in January 2014, he/she can attend any course between January 2014 – January 2015. **(T-2)**

6.8.2. Reference the Education Training Course Announcements (ETCA) for course prerequisites prior to attending any ARM formal training course. **(T-2)**

6.9. Advanced Aviation Resource Management (AARM) Course Certification (SEI 066). (T-1)

6.9.1. The AARM Course certification is designed to validate an individual's ability to analyze aviation and parachutist management policies, apply the appropriate management actions and provide sound guidance to commanders at all levels. **(T-1)**

6.9.2. SEI 066 certification represents capstone AFSC subject matter expertise and professional standards. All MSgts are expected to obtain their SEI 066 certification within 24-months time in grade (TIG) (36 months for ARC personnel). AFRC squadron superintendents shall obtain their SEI 066 certification within 12 months of assignment to the position. **(T-1)**

6.9.3. Individuals have an obligation to maintain a certain technical expertise and professional standards while executing their duties. Accordingly, SEI 066 certification is subject to review when a member's conduct or duty performance becomes suspect. **(T-1)**

6.9.4. 1C0 MFM's may decertify a member who shows lack of technical expertise. This may include a lack of knowledge of aviation and parachutist management directives, a negligent violation of aviation procedures or failure to successfully accomplish a biennial recertification exam. **(T-1)**

6.10. Host Aviation Resource Management Superintendent, Certification (SEI 271) (T-2)

6.10.1. The HARM superintendent certification is designed to validate superintendent duty experience. Individual must hold the rank of MSgt or above, possess SEI 066, have 12 months experience in the position of HARM, Superintendent, and receive 1C0X2 MFM's recommendation in writing. **(T-1)**

Note: TSgt's that have performed in this capacity may be eligible for award of the SEI 271 once attaining the rank of MSgt and meeting the requisites required for award of SEI. **(T-1)**

6.10.2. Forward the recommendation letter from MFM and AF Form 2096 to the Base Training Manager for award of SEI 271. **(T-1)** Template example of 'SEI 271 Recommendation Letter' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

6.10.3. Individuals have an obligation to maintain a certain technical expertise and professional standards while executing their duties. Accordingly, SEI 271 certification is subject to review when a member's conduct or duty performance becomes suspect. **(T-1)**

6.10.4. 1C0 MFM may decertify a member who shows lack of technical expertise. This may include a lack of knowledge of aviation and parachutist management directives, a negligent violation of aviation procedures or failure to successfully accomplish a biennial recertification exam. (T-1)

6.11. SEI 271 and/or SEI 066 Recertification Testing. Maintaining a current SEI is critical to ensure every Airman is diverse and current in AF aviation policy. Individuals awarded SEI 066 and/or 271 are required to recertify the SEI every 24-months. The 1C0 MFM may decertify any individual that does not successfully complete the SEI recertification. (T-2)

6.11.1. **Testing Access.** AARM Course recertification shall be accomplished via the AMC Advanced Distributed Learning Service (ADLS) Gateway. Individuals awarded SEI 066/271 must complete the new AARM Course (formerly CHARM) recertification test every 24 months. (T-2)

6.11.2. **Testing Sessions.** Testing sessions shall be limited to the first and third Friday of each month. Members must contact their MFM for scheduling and coordination with the USAF EC to gain access to the test. Access to the AARM Course recertification test will be password protected. Once scheduled, members will have from Friday – Monday to complete the test. (T-1)

6.11.2.1. The recertification test will be 20 random questions selected from a test bank. The recertification test is based on the AARM Course objectives taught at Keesler AFB. Passing score is 70%. The recertification test will be an open book test and *integrity* shall not be compromised. Doing so will only hinder individual development and compromise the validity of the recertification test. (T-1)

6.11.2.2. Once a passing score is obtained, email the test results to respective MFM. If a failing score is obtained, proceed to **paragraph 6.11.3.** (T-1)

6.11.3. **Retesting Procedures.**

6.11.3.1. Members shall be allowed one attempt per session. Failure of first attempt will result in the member having to contact the USAF EC directly for access to the next testing session. (T-1)

6.11.3.2. After a second failure, the member must contact their MFM for remedial training and approval to retest. MFM shall determine course of action for remedial training at their discretion. (T-1)

6.11.3.3. After a third failure, the unit commander and MFM shall be notified. The MFM and unit commander will provide further counseling. Additionally, the member must complete the ARM Fundamentals WBT and receive four hours of supervised, remedial virtual training conducted by the USAF EC. Once the ARM Fundamentals WBT and remedial training is complete, the member shall notify MFM for approval to retest. (T-1)

6.11.3.4. If a member fails more than three times, the member's MFM and unit commander shall discuss further actions. Actions may include, but are not limited to: 1) suspensions of SEI of 066 and/or 271; 2) removal of SEI 066 and/or 271; 3) complete MFM and/or unit commander directed requalification training; and 4) evaluation from the AF CFM. (T-1)

Chapter 7

AIRCREW INCENTIVE PAY

7.1. Purpose. This chapter incorporates policy from the DoD Financial Management Regulation (DoDFMR) 7000.14R, Volume 7A, Chapters 22 (Active Duty), 57/58 (Air Reserve Component) with Air Force policy to execute the flying incentive pay programs. This chapter is used in conjunction with AFIs 11-401 and 11-402 for crediting flight time and qualification of aviation service. Accessibility of Attachments: Due to the nature of continuous evolving AF policy, all attachments included in this instruction will be located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

7.2. Waiver. This chapter includes (T-0) and (T-1).

Note: This chapter expands the ‘how to’ validate and verify entitlement to pay and perform MPO actions. The primary directive to apply and credit flight time is the DoD Financial Management Regulation.

7.3. Terms.

7.3.1. Aviation Career Incentive Pay (ACIP).

7.3.1.1. Rated officers must be entitled to basic pay, hold a current aeronautical rating or be enrolled in training leading to an aeronautical rating, and be qualified for aviation service according to AFIs 11-401 and 11-402 to receive continuous or conditional ACIP.

7.3.1.2. Pilot-Physicians will receive conditional ACIP only.

7.3.1.3. **Air Battle Staff Duties.** Rated General Officers that satisfy minimum flight time requirements will receive ACIP until completion of 25 years of Aviation Service, if otherwise qualified. Inactive members who perform non-crew member duties are entitled to Hazardous Duty Incentive Pay (HDIP) provided they do not receive ACIP concurrently. These members will log non-crew member time (crew position FZ) IAW AFI 11-401. The servicing HARM office will publish an AO reflecting the type of incentive pay authorized IAW DoDFMR. In the remark section of the AO, cite “FAC 8: member is performing in-flight non-crew member Air Battle Staff duties”. Do not establish a new ASC for a member performing Air Battle Staff duties.

7.3.2. Career Enlisted Flyer Incentive Pay (CEFIP).

7.3.2.1. CEAs must be entitled to basic pay, hold a 1AXXX AFSC or be enrolled in formal flying training leading to a designation as a CEA, and be qualified for aviation service according to AFIs 11-401 and 11-402 to receive continuous or conditional CEFIP.

7.3.3. Hazardous Duty Incentive Pay (HDIP).

7.3.3.1. Non-rated officers or enlisted aviators required to perform mission essential inflight duties on a full time basis and are within the authorized crew complement for the aircraft or are required for the mission. The DAFSC will have a prefix of “X”, “K”, or “Q” (Officers may also hold a “B”, “C”, and “F” prefix) on the UMD. These members receive HDIP.

7.3.3.2. Operational support flyers are personnel required to perform inflight duties on an occasional basis that cannot be accomplished by rated officers, CEAs, non-rated officers, or non-career enlisted aviators IAW AFIs 11-401 and 11-402. These members receive HDIP.

7.3.3.3. Rated or CEA personnel not already receiving ACIP or CEFIP are eligible to receive HDIP for the entire month IAW this instruction if they log at least 4.0 hours of qualifying flight time (if otherwise qualified), they are eligible to receive HDIP for the entire month.

7.3.4. **Aviation Incentive Pay (AVIP).** RPA Incentive Pay authorized are those active duty and ARC who are performing service, while entitled to basic pay and while holding an 18XX AFSC assigned as RPA pilot performing RPA pilot duties and assigned to RPA training in order to receive the above referenced AFSC. Eligible recipients shall also meet all other criteria applicable to aviators receiving aviation career incentive pay (ACIP).

7.3.5. **Career Enlisted Aviation Incentive Pay (CEVIP).** RPA Incentive Pay authorized are those active duty and ARC who are performing service, while entitled to basic pay and while holding an 1U0X1 AFSC assigned as RPA sensor operators performing RPA sensor operator duties and assigned to RPA training in order to receive the above referenced AFSC. Eligible recipients shall also meet all other criteria applicable to aviators receiving career enlisted flyer incentive pay (CEFIP).

7.3.6. **Crediting and Non-crediting Criteria.** AFI 11-401 establishes guidance regarding logging and crediting flight time for incentive pay. Do not credit flight time logged in a simulator toward flying hour requirements.

7.3.7. **Aerial flight.** Flights performed in an aircraft when required by competent orders. In the context of this chapter, aeronautical orders are competent orders.

7.3.8. **Flight Activity.** A member performing inflight hazardous duty while obtaining or maintaining qualification IAW AFIs 11-202 Volume 1, 11-401, and 11-2 MDS Specific.

7.3.9. **Minimum Flight Time Requirement.** Aerial flight time required to satisfy a month's flying hour requirement. Minimum flight time applies to all aircrew members in a conditional pay status. IAW the DoDFMR, minimum flight is four hours per month or a prorated amount for members on active flying status for a fraction of the month (also reference [paragraph 7.8](#) and subparagraphs for flight time requirements pertaining to ARC members). **(T-0)**

7.3.10. **Fractions of a Calendar Month (Conditional Flyers Only).** Flight time requirements may be prorated when the member is placed on flying status for part of the month or removed from flying status before the end of the month. Use the AO effective date and/or AO termination date to determine the number of days the member was on flying status for a fraction of a month. (Refer to the Fractions of a Calendar Month table IAW the DoDFMR). Calculate the number of days from the AO effective date to the end of the month, the number of days from the first of the month to the AO termination date, or from the AO effective date until the AO termination date for members placed on flying status for a fraction of a single month. **(T-0)**

Example 1: A member is placed on flying status effective 3 Feb (AO effective date). Calculate the number of days the member was on flying status starting with the effective date

of the AO. The member is available for 26 of the 28 days in Feb. IAW the DoDFMR, the flight time requirement for Feb is 3.5 hours.

Example 2: A member is placed on flying status effective 18 Jan (AO effective date) through 29 Jan (AO termination date). Calculate the number of days the member was on flying status starting with the effective date of the AO, and ending with the termination date of the AO. The member is available for 12 of the 31 days in Jan. IAW the DoDFMR, the flight time requirement for Jan is 1.6 hours.

Example 3: A member is removed from flying status 15 Dec (AO effective date). Calculate the number of days the member was on flying status from 1 Dec through 14 Dec. The member is available for 14 of the 31 days in Dec. The flight time requirement for Dec is 1.9 hours.

Note: When incentive pay status changes from continuous to conditional, flight time logged in a continuous status may not be applied to the conditional flying hour requirements. Incentive pay will restart when the member qualifies for entitlement to conditional incentive pay using only those hours flown from the effective date of the conditional status AO forward, if otherwise qualified. Also applies to a member returning from disqualified status (i.e. ASC "07").

7.3.11. Suspension (Conditional Flyers Only). When a member is removed from flying status as a result of suspension, the HARM office must wait until action is completed to determine if the member qualified for a proportionate rate of pay during the month. Pay will terminate the last day of the month prior to the month of suspension if flight requirements were met. Do not use banked hours towards entitlement to pay for a portion of a month a member was suspended until the suspension action is resolved (if otherwise qualified). If disqualification is approved, the disqualification AO will have the same effective date as the original suspension AO and pay may be authorized for the portion of the month when the member was not suspended, if otherwise qualified. If the suspension is revoked with no disqualification, the requirements will revert to 4.0 hours (a full month's flight time requirement). **(T-0)**

Example 1: Member was suspended from aviation service effective 19 Jul 13 with 3.4 hours in the bank. HARM personnel submitted a MPO to terminate HDIP effective 30 Jun 13 and waited for final disqualification action. If the member is ultimately disqualified, the effective date of disqualification will be 19 Jul 13 (effective date of original suspension). In this case, HARM personnel would submit a MPO to pay the member for 1-18 Jul 13 using the banked hours.

Example 2: Member had a total of 1.6 hours in the bank and was suspended from flying effective 3 Jan 13. Although the member's hours in the bank are sufficient to pay the member for 1 - 2 January, the HARM personnel will submit a MPO to stop pay effective 31 Dec 12. If the suspension is revoked without disqualification action, the flight time requirement for Jan 13 will revert to 4.0 hours. In this case, the 1.6 hours in the bank would not be sufficient to authorize incentive pay for January.

7.3.12. Disqualification. For members in a conditional pay status, excess flight time logged prior to the disqualification is considered lost and may not be applied if the member is requalified for aviation service. Incentive pay will restart when the member qualifies for entitlement to conditional incentive pay using hours flown from the effective date of the requalification AO forward, if otherwise qualified. **(T-0)**

7.3.13. **Insufficient Flight Time.** Insufficient flight time is time accrued that does not meet the minimum monthly flying hour requirement.

7.3.14. **Excess Flight Time.** Excess Flight Time is a combination of flight time in excess of the time required and insufficient time to qualify for a particular month.
Example 1: Member is on flying status for the entire month of Jun and must perform inflight duties for at least 4.0 hours to qualify for conditional incentive pay for the month. The member accrued 6.0 hours in Jun. The additional 2.0 hours flown are banked as excess flight time.

Example 2: Member is required to perform inflight duties for at least 4.0 hours in Jul to qualify for conditional incentive pay. The member accrued 1.5 hours. The 1.5 hours are insufficient to satisfy flight time requirements for that month and are banked as excess time.

7.3.15. **Banked Time.** (N/A for operational support flyers) Banked time is excess flight time (including both excess and insufficient hours) available to satisfy later months' (current month plus 5 succeeding months') flight time requirements.

7.3.16. **Aviation Accident.** A member in conditional incentive pay status (including students in formal flying/parachutist training on competent AOs) injured or otherwise incapacitated while performing in-flight or other hazardous duty he or she was ordered to perform, shall be considered to have met flight requirements for no longer than three months while incapacitated.

Note: Member is entitled to flight and jump pay that is injured performing parachutist duty is entitled up to three months of both pays due to the parachutist injuries. **(T-0)**

7.3.16.1. If the member satisfied flight time requirements for the month during which the injury occurred, incentive pay entitlement under this provision begins the first day of the month following the month during which the injury occurred. Hours flown in excess of the required hours used to qualify the member for pay may be banked and used IAW the rules of application. **(T-0)**

Example: A flyer is incapacitated in January while performing hazardous duty. If the member satisfied flight time requirements for January before the injury occurred, incentive pay entitlement under the "aviation accident" provision begins the first day of February. Member is entitled to pay for Jan, Feb, Mar, and Apr.

7.3.16.2. If the member had not met requirements for the month during which the injury occurred, incentive pay entitlement under this provision begins the first day of the month during which the injury occurred. The insufficient hours flown during the month the injury occurred may be banked and carried forward up to five months IAW the rules of application. **(T-0)**

Example: A flyer is incapacitated in January while performing hazardous duty. If the member did not satisfy flight time requirements for January incentive pay entitlement under the "aviation accident" provision begins the first day of January. Member is entitled to pay for Jan, Feb, and Mar.

7.3.16.3. Entitlement to incentive pay continues under this provision until the recovery date as determined by the medical authority, or until the last day of the third month following the month in which entitlement to incentive pay under the "aviation accident" provision began, whichever occurs first. **(T-0)**

Example 1: A flyer is injured in January while performing hazardous duty and has not

met requirements for January. The member is entitled to pay for January through March, or through the end of the month of return to flying status, whichever occurs first. Insufficient hours from January may be banked as excess flight time and carried forward up to five months.

Example 2: A flyer is injured in January while performing hazardous duty and has not met requirements for January. The member returned to flying status on 15 Feb. The member is entitled to pay for January and February. Insufficient hours from January may be banked as excess flight time and carried forward up to five months.

7.4. Order of Application for Conditional Entitlement. (N/A for operational support flyers). HARM personnel will comply with the order of application discussed below. Apply each rule in the order of application to one month at a time before moving to the next month. **(T-0)**

7.4.1. **Rule 1:** First, apply hours flown in a month to the current month’s flight time requirement.

7.4.2. **Rule 2:** Next, if the member is in a grace period, apply excess flight time accrued during the month to the previous month or months to satisfy flight time requirements. If the full grace period requirement is not satisfied, excess hours will apply only to months in which flight activity was performed; reference paragraphs 7.5. and 7.6.1.).

7.4.3. **Rule 3:** Next, apply banked time to the first, second, third, fourth, and fifth succeeding months only to the extent the member fails to satisfy flight time requirements during each month. Use the oldest hours first. Reference the example below.

Figure 7.1. Rule 3 Example.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK <i>(includes unused)</i>						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Mar	4.0	15.5	11.5			11.5						Y	
Apr	4.0	1.3		2.7	Mar	8.8	-					Y	
May	4.0	2.7		1.3	Mar	7.5	-	-				Y	
Jun	4.0	3.0		1.0	Mar	6.5	-	-	-			Y	
Jul	4.0	1.5		2.5	Mar	4.0	-	-	-	-		Y	
Aug	4.0	2.0		2.0	Mar	2.0	-	-	-	-	-	Y	2.0 hrs from Mar lost
Sep	4.0	2.0				2.0	-	-	-	-	-	N	start grace period

7.4.3.1. -(March) Assume for purpose of this example, that the member had no excess flight time from the prior months. There are 11.5 excess hours from Mar (15.5 flown – 4.0 required = 11.5 excess). **(T-0)**

7.4.3.2. -(April) Use 2.7 banked hours from Mar to satisfy Apr flight time requirements (1.3 flown + 2.7 banked = 4.0). There are 8.8 hours available in the bank from Mar (11.5 – 2.7 = 8.8 banked). **(T-0)**

7.4.3.3. -(May) Use 1.3 banked hours from Mar to satisfy May flight time requirements (2.7 flown + 1.3 banked = 4.0). There are 7.5 hours available in the bank from Mar (8.8 – 1.3 = 7.5 banked). **(T-0)**

7.4.3.4. -(June) Use 1.0 banked hours from Mar to satisfy Jun flight time requirements (3.0 flown + 1.0 banked = 4.0). There are 6.5 hours available in the bank from Mar (7.5 – 1.0 = 6.5 banked). **(T-0)**

7.4.3.5. -(July) Use 2.5 banked hours from Mar to satisfy Jul flight time requirements (1.5 flown + 2.5 banked = 4.0). There are 4.0 hours in the bank from Mar (6.5 – 2.5 = 4.0 banked). **(T-0)**

7.4.3.6. -(August) Use 2.0 banked hours from Mar to satisfy Aug flight time requirements (2.0 flown + 2.0 banked = 4.0). The remaining 2.0 hours from Mar (4.0 – 2.0 = 2.0 banked) is not used (lost) since Aug is the 5th succeeding month. **(T-0)**

7.4.3.7. After applying excess hours as shown in above paragraphs 7.4.3.1. – 7.4.3.6, the member has 2.0 excess hours remaining at the end of Aug. Because banked hours from Mar can be used to satisfy flight requirements for up to five succeeding months, no banked hours are available to apply to Sep flight time requirements. The remaining 2.0 banked hours from Mar is now not used (lost) time and Sep begins a grace period. **(T-0)**

7.5. Grace Period. (N/A for operational support flyers) A *maximum* three-month period for a member to accrue sufficient hours to satisfy flight time requirements for a previous month(s) when a shortfall occurred. **(T-0)**

7.5.1. Beginning and Ending Grace Periods. Regardless of the effective date of an AO, begin a grace period with the first month a member has flight time requirements, but does not satisfy those flight time requirements and sufficient banked hours are not available to cover the shortfall. **(T-0)**

7.5.1.1. Terminate the grace period at the end of the second month if the member satisfied flight requirements for the first two months. **(T-0)**

7.5.1.2. Extend the grace period through the end of the third month if the member did not accrue sufficient hours by the end of the second month to satisfy flight time requirements for the first two months. The member must satisfy flight time requirements for the entire three-month period to be entitled to incentive pay for all three months. **(T-0)**

7.5.1.3. In the example below, the grace period began with Aug (the first month the member had flight time requirements but did not satisfy those requirements. If the member accrues at least 8 hours of flight time in Sep, terminate the grace period at the end of that month. Otherwise, terminate the grace period at the end of Oct (third month of the grace period). **(T-0)**

Figure 7.2. Beginning and Ending Grace Period Example.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK <i>(includes unused)</i>						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Jul	4.0	4.0				-						Y	
Aug	4.0					-						TBD	start grace period
Sep	4.0												
Oct	4.0												grace period will end

7.5.2. Beginning Grace Periods when initially placed on flying status. The example below shows the correct action to take if a member does not satisfy flight time requirements for the first month placed on flying status. Assume the member was placed on status 8 Jul. Because the member was on flying status for 24 days during Jul, the flight time requirement for Jul was 3.2 hours. Because the member did not accrue at least 3.2 flying hours in Jul, a grace period was started. **(T-0)**

Figure 7.3. Initially Placed on Flying Status Example.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (Includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Jul	3.2	0.0				-						TBD	start grace period
Aug	4.0												
Sep	4.0												grace period will end
Oct	4.0												

Note: When incentive pay status changes from continuous to conditional, flight time logged in a continuous status may not be applied to the conditional flying hour requirements. Incentive pay will restart when the member qualifies for entitlement to conditional incentive pay using only those hours flown from the effective date of the conditional status AO forward, if otherwise qualified. Also applies to members returning from a disqualified status (i.e. ASC "07"). (T-0)

7.5.3. When to begin a new grace period. A new grace period may begin after the member satisfies flight time requirements for the previous month or, if the previous month was part of a grace period, flight time satisfied the entire grace period requirement. Do not begin a new grace period until the member satisfies flight time requirements for one month following a failed grace period. (T-0)

7.5.3.1. In the following example, the member entered a grace period in Jul, the grace period extended through the end of Sep, and the member accrued enough flying hours to satisfy the entire grace period. Therefore, the member was eligible to begin a new grace period in Oct.

Figure 7.4. New Grace Period Example.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (Includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Jul	4.0	0.0	0	4.0	Sep	-						Y	start grace period
Aug	4.0	0.0	0	4.0	Sep	-	-					Y	
Sep	4.0	12.0	8.0			-	-					Y	end grace period - met
Oct	4.0	0.0											start new grace period
Nov	4.0												
Dec	4.0												

7.5.3.2. In the example below, the member was placed in a grace period in Jan. This grace period extended through the end of Mar, and the member did not accrue sufficient flying hours to satisfy the entire grace period. The member subsequently failed to satisfy flight time requirements for Apr. Because the member failed to satisfy flight time requirements for the previous grace period, a new grace period will not begin until the member satisfied requirements for one month following that grace period (May). The member is eligible to begin a new grace period in Jun. (T-0)

Figure 7.5. New Grace Period Following Inactivity Example.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (Includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Jan	4.0	0.0	0			-						N	start grace period
Feb	4.0	4.0	0			-	-					Y	
Mar	4.0	4.0	0			-	-	-				Y	grace period not met
Apr	4.0	1.2	0			-	-	-	1.2			N	
May	4.0	5.0	1.0			-	-	-	1.2	1.0		Y	
Jun	4.0	1.5	0			-	-	-			1.5	TBD	start grace period

7.5.4. Grace Period Rules when no flight activity occurred in the first month. If a member does not accrue flying hours during the first month of a grace period and, in the second-month, accrues at least 4 flying hours but less than 8 flying hours (including banked hours), authorize incentive pay for the second month only. **(T-0)**

Figure 7.6. New Grace Period in First Month Example.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
May	4.0	0.0	0			-						N	start grace period
Jun	4.0	5.0	1.0			-	1.0					Y	
Jul	4.0	0.0	0			-	-	-				N	grace period not met

7.5.5. Grace Period Rules when no flight activity occurred in the first and second month. If a member does not accrue flying hours during the first two months of a grace period, the member must accrue at least 12 flying hours (including banked hours) by the end of the third month to be entitled to incentive pay for all three months. If the member accrues 4 or more flying hours, but less than 12 flying hours (including banked hours), authorize incentive pay for the third month only. Use 4.0 banked hours from Apr to satisfy May flight time requirements (4.0 banked). There is now 3.9 hours available in the bank from Apr ($7.9 - 4.0 = 3.9$ banked). The member satisfied flight time requirements for May; therefore, a new grace period may begin in Jun. **(T-0)**

Figure 7.7. New Grace Period in First and Second Month(s) Example.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Feb	4.0	0.0				-						N	start grace period
Mar	4.0	0.0				-	-					N	
Apr	4.0	11.9	7.9			-	-	7.9				Y	grace period not met
May	4.0	0.0	0	4.0	Apr	-	-	3.9	-			Y	
Jun	4.0	0.0	0									TBD	start grace period
Jul	4.0												

7.6. Application of Flight Time. (N/A for operational support flyers).

7.6.1. Banked Flight Time. “Banked” time is flight time not previously used to satisfy a month’s flight time requirement. Banked hours may be used up to five months forward. Banked hours accrued prior to a grace period may be used to satisfy flight time requirements within the grace period. Several examples for the proper use of banked flying hours are shown below. **(T-0)**

Figure 7.8. Banked Flight Time Example 1.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Dec	4.0	6.0	2.0			2.0						Y	
Jan	4.0	4.0	0			2.0	-					Y	
Feb	4.0	2.0	0	2.0	Dec	-	-	-				Y	

Example 1: Using banked hours to satisfy a single month’s requirement: For this example, assume a member had 2 hours in the bank from Dec. The member accrued 2 flying hours in Feb. In this case, add the 2 banked hours from Dec to the hours accrued in Feb to satisfy the month’s flight time requirement. Do not begin a grace period. Reference the example above.

Figure 7.9. Banked Flying Time Example 2.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (Includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Dec	4.0	6.0	2.0			2.0						Y	
Jan	4.0	4.0	0			2.0	-					Y	
Feb	4.0	1.0	0	2.0/1.0	Dec/Apr	0.0	-	-				Y	start grace period
Mar	4.0	4.0	0			0.0	-	-	-			Y	
Apr	4.0	5.0	1.0			0.0	-	-	-			Y	grace period met

Example 2: Using banked hours to satisfy flight time requirements within a grace period: For this example, assume a member has 2 hours in the bank from Dec. The member accrues 1 flying hour in Feb. Because the member has insufficient hours in the bank to satisfy flight time requirements for Feb, begin a grace period with Feb. The member accrues 4 flying hours in Mar and 5 flying hours in Apr. The member has now banked 3 hours (2 from Dec and 1 from Apr). Use the 2 excess hours from Dec, the 1 excess hour from Apr and the 1 insufficient hour from Feb to satisfy the flight time requirement for Feb. Reference the example above.

Figure 7.10. Banked Flying Time Example 3.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (Includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Aug	4.0	1.0				1.0						N	start grace period
Sep	4.0	3.0		1.0	Aug	0.0	-					Y	
Oct	4.0	5.0	1.0			0.0	-	1.0				Y	grace period not met
Nov	4.0	3.0		1.0	Oct	0.0	-	0.0	-			Y	
Dec	4.0	0.0				0.0	-	0.0	-	-		TBD	start grace period

Example 3: Using excess hours within a grace period. In the example above, assume the member had zero hours in the bank prior to the first month (Aug).

7.6.1.1. In the example above, examine the hours flown and apply the rules of application (IAW [paragraph 7.4](#)) one month at a time. The 1.0 hour flown in Aug was insufficient to satisfy that month's flight time requirement (rules of application, rule 1) and is now classified as excess flight time. The 1.0 hour from Aug cannot be moved backward because it's the first month in the grace period (rules of application, rule 2). There are no hours in the bank to satisfy the Aug requirement (rules of application, rule 3). The 3.0 hours flown in Sep were insufficient to satisfy that month's flight time requirements (rules of application, rule 1) and are now classified as excess flight time. Because the member is in a grace period, use the 1.0 excess from Aug hours forward to satisfy the Sep requirement (rules of application, rule 2). IAW [paragraph 7.5.1.2](#), the member did not meet the entire grace period flying hour requirement by the 3rd month (Oct), therefore, failed the grace period. The 1.0 hour excess from Oct is moved forward to satisfy flight time requirements for Nov. The member has zero hours in the bank in Dec and, since flight time requirements were met in Nov, they may start a new grace period. (T-0)

Note: Excess hours may be applied only if the pay type, e.g. conditional to conditional, and flyer-type duties are the same, e.g. rated duty to rated duty. For example, hours accrued in conditional ASC 5A/ACIP may be applied to hours accrued in conditional ASC 6A/ACIP; hours accrued in conditional ASC 7A/ACIP may be applied to hours accrued in rated aircrew duties earning conditional HDIP (same flyer type duties); hours accrued in conditional ASC 7A/ACIP, however, will not be applied to hours accrued in

non-crew/non-rated duty (Airborne emergency action officer, mission crew commander, etc.) nor vice-versa. (T-0)

7.6.2. **Using excess time backward and forward.** Excess hours may be used up to two months backward if the member is in a grace period, and up to five months forward from the month during which the excess hours were accrued. Reference the example below: (T-0)

Figure 7.11. Using Excess Time Backward and Forward.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Apr	4.0	4.0				-						Y	
May	4.0	0.0		4.0	Jul	-	-					Y	start grace period
Jun	4.0	4.0				-	-	-				Y	
Jul	4.0	11.0	7.0			-	-	-	3.0			Y	grace period met
Aug	4.0	2.0		2.0	Jul	-	-	-	1.0	-		Y	

7.6.2.1. In the example above, the member began a grace period in the May and it ended in Jul. The member was entitled to incentive pay for May using 4.0 excess flying hours from Jul (two months backward within a grace period). The member was entitled to incentive pay for Aug using 2.0 excess flying hours from Jul (excess hours may be used up to five months forward). At the end of this period, the member had one excess flying hour in the bank from Jul. This hour may be used through Dec (five months forward rule). (T-0)

7.6.3. **Moving flight time into a grace period.** Banked hours accrued prior to a grace period may be used within the grace period to satisfy flight time requirements. In the example below, the grace period began in Jan and ended in Feb. The 2.0 excess flying hours accrued before the grace period began (Nov) and 1.0 excess hour from Feb were applied to Jan to satisfy flight time requirements for the Jan, as well as the grace period. (T-0)

Figure 7.12. Moving Flight Time Into a Grace Period Example.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Nov	4.0	6.0	2.0			2.0						Y	
Dec	4.0	4.0				2.0	-					Y	
Jan	4.0	1.0		2.0/1.0	Nov/Feb	0.0	-	-				Y	start grace period
Feb	4.0	5.0	1.0			0.0	-	-	0.0			Y	grace period met

7.6.4. **Moving flight time within a grace period.** In the example below, the grace period started in May and ended in Jul. Insufficient time from May and June is placed in the bank along with the remaining 0.3 excess hours from Jul. The member lost incentive pay for the first and second month. (T-0)

Figure 7.13. Moving Time Within a Grace Period Example 1.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
May	4.0	0.6				0.6						N	start grace period
Jun	4.0	2.7				0.6	2.7					N	
Jul	4.0	4.3	0.3			0.6	2.7	0.3				Y	grace period not met

7.6.4.1. In the example below, the grace period began in Nov and ended in Jan. 3.0 excess hours from Jan were applied to Nov to satisfy flight requirements for that month. Flying hours could not be applied to Dec because no flight activity occurred during that

month and the member did not accrue sufficient hours to satisfy flight time requirements for the entire grace period.

Figure 7.14. Moving Time Within a Grace Period Example 2.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Nov	4.0	1.0		3.0	Jan	-						Y	start grace period
Dec	4.0	0.0				-	-					N	
Jan	4.0	7.0	3.0			-	-	0.0				Y	grace period failed

7.6.4.2. In the example below, the grace period started in Jan and ended in Mar. 0.6 hours from Jan and 0.3 hours from Mar were applied to the second month to satisfy flight time requirements for that month. The member did not accrue sufficient hours to satisfy the flight time requirement for Jan.

Figure 7.15. Moving Time Within a Grace Period Example 3.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Jan	4.0	0.6				0.6						N	start grace period
Feb	4.0	3.1		0.6/0.3	Jan/Mar	0.0	-					Y	
Mar	4.0	4.3	0.3			0.0	-	-				Y	grace period failed
Apr	4.0	5.0				0.0	-	-	1.0			Y	

7.6.5. **Moving time out of a grace period.** Flight time accrued during a grace period but not used to satisfy flight time requirements during the grace period may be banked and carried forward. Reference the example below; the grace period began in Dec and ended in Feb. The member lost incentive pay for Dec and Jan, but was entitled to pay for Feb. The 1.0 flying hours from Jan and 1.8 of the 2.0 excess flying hours from Feb were applied forward to Mar to satisfy flight time requirements for that month. At the end of this period, 0.2 excess hours remained in the bank. (T-0)

Figure 7.16. Moving Time Out of a Grace Period Example.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Dec	4.0	0.0				-						N	start grace period
Jan	4.0	1.0				-	1.0					N	
Feb	4.0	6.0	2.0			-	1.0	2.0				Y	grace period not met
Mar	4.0	1.2		1.0/1.8	Jan/Feb	-	0.0	0.2	-			Y	
Apr	4.0	0.0				-	0.0	0.2	-	-		TBD	start grace period

7.6.6. **Military operations or non-availability of aircraft.** If a member does not satisfy normal flight requirements due to military operations (combat or otherwise) or unavailability of aircraft (all aircraft are deployed or fleet is grounded for a three-month period) he or she may satisfy minimum flight time requirements by performing 24 hours of aerial flight over a period of six-consecutive calendar months. The member’s commander will certify in writing whether military operations or unavailability of aircraft prevented the member from completing normal flight requirements for the initial three-month period. At the end of the initial three-month period, HARM personnel will publish an MPO to terminate and collect incentive pay for months in the initial three-month period that the member failed to satisfy flight time requirements. At the end of the six-month waiver period, HARM personnel shall publish MPOs as required to authorize incentive pay.

Note: For ARC personnel, this policy applies only to members who are on six or more consecutive months on full time status and all AGR personnel. **(T-0)**

7.6.6.1. If a member fails a three-month grace period due to military operations or non-availability of aircraft, the six-month waiver period begins on the first day of the initial three-month grace period. Reference the example below; assume the member accrued zero hours in the bank before May. The member entered a grace period in May due to insufficient flight time accrued. During the first month of the grace period all available aircraft were deployed for contingency operations. The member failed the initial three-month grace period. The member's commander submitted a letter in Aug verifying that unavailability of aircraft caused the grace period failure. The CHARM published an MPO on the first day of Aug to terminate incentive pay effective the last day of Apr, prior to entry into the grace period. The member flew 24.0 hours during the remaining three months of the six-month period. At the end of the sixth month, the CHARM applied the provision for military operations or non-availability of aircraft and published an MPO to authorize incentive pay effective the first day of the grace period (May). The member satisfied flight time requirements for the six-month period. **(T-0)**

Figure 7.17. Military Operations or Non-availability of Aircraft Example 1.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK <i>(includes unused)</i>						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
May	4.0	2.1		1.9	Sep	-						Y	SGP-stop pay 30 Apr
Jun	4.0	0.0		4.0	Sep	-	-					Y	
Jul	4.0	0.0		0.1/3.9	Sep/Oct	-	-	-				Y	grace period not met
Aug	4.0	2.5		1.5	Oct	-	-	-	-			Y	waiver letter submitted
Sep	4.0	10.0	6.0			-	-	-	-	0.0		Y	
Oct	4.0	9.4	5.4			-	-	-	-	0.0	3.9	Y	MPO-start pay 01 May

7.6.6.2. If a member is not in a three month grace period when the commander declares in writing that the provision for military operations or non-availability of aircraft exists, the first month in which military operations or aircraft non-availability prevents fulfillment of flight time requirements constitutes the beginning of the six-calendar-month waiver period for satisfying the 24-hour flight time requirement under this subparagraph. Reference the example below; assume the member's commander submitted a letter verifying that all aircraft were deployed for a 120-day rotation effective 15 Mar (1st month). The member accrued 4.0 flying hours during a sortie on 3 March and satisfied the flight time requirement for March before the commander submitted the letter. Therefore, the member entered a six-month grace period effective 1 Apr. The member accrued 25.6 flying hours during the six-month period that began on 1 Apr and ended 30 Sep. Therefore, this member satisfied the 24.0 hours flight time requirement for the six-month period and received incentive pay for the entire period. At the end of this period, the member accrued 1.6 banked hours that could be carried forward up to five months. **(T-0)**

Figure 7.18. Military Operations or Non-availability of Aircraft Example 2.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (Includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Mar	4.0	4.0				-						Y	waiver letter - 15 Mar
Apr	4.0	0.0		4.0	Jul	-	-					Y	start 6 mo. grace period
May	4.0	0.0		4.0	Aug	-	-	-				Y	
Jun	4.0	0.0		2.1/1.9	Aug/Sep	-	-	-	-			Y	
Jul	4.0	8.0	4.0			-	-	-	-	0.0		Y	
Aug	4.0	10.1	6.1			-	-	-	-	0.0	0.0	Y	end grace period - met
Sep	4.0	7.5	3.5			1.6	-	-	-	0.0	0.0	Y	

7.6.6.3. If a member enters a three month grace period due to military operations or aircraft non-availability, the six-calendar-month waiver period under this subparagraph begins effective the first day of the three-month grace period. At the end of the six-month grace period, the HARM office will use rules of application to determine months when flight time requirements were satisfied. Reference the example below: **(T-0)**

Figure 7.19. Military Operations or Non-availability of Aircraft Example 3.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (Includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Jan	4.0	0.0				-						N	SGP/stop pay 31 Dec
Feb	4.0	0.0				-	-					N	
Mar	4.0	0.0				-	-	-				N	
Apr	4.0	20.0	16.0			-	-	-	16.0			Y	waiver letter eff. 01 Apr
May	4.0	2.0		2.0	Apr	-	-	-	14.0	-		Y	
Jun	4.0	0.0		4.0	Apr	-	-	-	10.0	-	-	Y	end grace period - failed
Jul	4.0	0.0		4.0	Apr	-	-	-	6.0	-	-	Y	

7.6.6.3.1. In the example above, the commander submitted a letter on 1 Apr (first day of the fourth month). The HARM office published an MPO on 1 Apr to terminate incentive pay effective 31 Dec. The six-month grace period ended on 30 Jun. The member accrued 22.0 flying hours during the six-month period. The member satisfied flight time requirements for Apr based on flight time accrued during that month. The excess hours from Apr will not be carried backward because the member failed the initial three-month grace period and did not accrue at least 24.0 hours during the six-month period. Excess hours from months 4-6 of a six-month grace period will not be applied to months 1-3 of the six-month grace period unless the member accrued at least the minimum flying hours needed to satisfy the entire six-month grace period. The six-month grace period ended on 30 Jun. Because the member failed the grace period, a new grace period will not start until the member meets flight time requirements for one month following the failed grace period. Because the member accrued sufficient excess hours in Apr to satisfy requirements for Jul and Aug (if required), a new grace period may begin in Sep or later.

7.6.6.4. The provisions of military operations or non-availability of aircraft are applicable only if the member did not satisfy flight time requirements due to one of these causes. Reference the example below; assume the commander submitted a letter in Jan. Because the member accrued 16.0 excess hours in Dec, he or she satisfied flight time requirements for the initial three-month grace period and had sufficient excess hours in the bank to carry forward and satisfy the fourth and fifth months. Since the member met requirements in the initial three-month period, the six-month waiver letter was not applicable. **(T-0)**

Figure 7.20. Military Operations or Non-availability of Aircraft Example 4.

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK (Includes unused)						PAY (Y/N)	REMARKS
						A	B	C	D	E	F		
Oct	4.0	0.0		4.0	Dec	-						Y	start grace period
Nov	4.0	0.0		4.0	Dec	-	-					Y	
Dec	4.0	20.0	16.0			-	-	8.0				Y	grace period met
Jan	4.0	0.0		4.0	Dec	-	-	4.0	-			Y	waiver ltr not-applicable
Feb	4.0	2.0		2.0	Dec	-	-	2.0	-	-		Y	
Mar	4.0	0.0				-	-	-	-	-	-	TBD	

7.7. Military Pay Order (MPO).

7.7.1. Establish or terminate individual entitlement to ACIP, AVIP, CEFIP, CEVIP, and HDIP. HDIP for parachutists must specify static or MFF jump requirement and type of HDIP authorized. Ensure aircrew members satisfy eligibility standards for incentive pay entitlement IAW this instruction, AFIs 11-401, 11-402, 11-410, and the DoD 7000.14R, DoD *Financial Management Regulation* (DoDFMR).

7.7.2. HARM personnel will use the CMS as the primary means for submitting MPOs and update all incentive pay actions in the ARMS database. **(T-1)**

7.7.3. Initiate a MPO (except for non-USAF members) NLT five duty days of identifying required actions when: **(T-1)**

7.7.3.1. An aircrew/parachutist member initially meets or fails to meet flight/jump entitlement requirements for pay.

Exception: Do not initiate an MPO for personnel in a grace period until the grace period is complete. **(T-0)**

7.7.3.2. An aircrew/parachutist member satisfies flight/jump entitlement requirements for pay following a period of failure to meet minimum requirements (or a period of suspension disqualification has been removed), or a member otherwise regains entitlement to incentive pay. **(T-0)**

7.7.3.3. An individual in conditional entitlement status (ESC 5, 6, 7, 8, 9, E, F, G, or H) departs PCS to a non-flying or non-jump position. **(T-0)**

7.7.3.4. A parachutist enters into a Rule 3 waiver period. The HARM office will terminate pay until jump requirements are met. **(T-0)**

7.7.3.5. Initiate an MPO for ARC personnel after PCS, if qualified. **Note:** The Reserve Component system (DJMS-RC) stops incentive pay automatically when ARC personnel PCS. **(T-0)**

7.7.4. **MPO Preparation.** Use a DD Form 114, or the MPO section of an AO, as the source document to direct or record changes to incentive pay entitlement for aircrew/parachutist members. Send a copy of the MPO to the FSO/RPO as an attachment in CMS. Ensure all MPO transactions (dates/reason) are processed into ARMS and filed in the FRF/JRF. Use the following guidelines for aircrew/parachutist incentive pay actions: **(T-0)** Template example of 'DD 114' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

7.7.4.1. Complete the MPO portion of an AO when the AO is published to initiate or terminate flight/jump aviation service. This serves as the MPO to start and stop flight/jump incentive pay. **(T-0)**

7.7.4.2. Publish a DD Form 114 for transactions that do not require an Aeronautical Order. **(T-0)**

7.7.4.3. To start pay after an AO revocation, send a copy of the previous (current AO), and/or a DD Form 114. **(T-0)**

7.7.4.4. **MPO Pay Actions.** A pay action indicates the required action to be taken by the military pay office. **(T-0)**

7.7.4.4.1. Start. This action initiates pay on the indicated effective date. **Note:** Utilize F.O. (Further Orders) in the "TO" column to indicate pay will continue until another MPO is received. **(T-0)**

7.7.4.4.2. Stop. This action terminates pay on the indicated effective date. **(T-0)**

7.7.4.4.3. Report. This action authorizes or collects pay for the period indicated. **(T-0)**

7.7.4.5. Use CMS numbers on MPOs for tracking purposes and annotate each action in the CMS case log. **(T-0)** Template example of CMS case log is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

7.7.4.5.1. As a minimum, the HARM office shall ensure the CMS case file contains the crew member code and pay action (IAW AFMAN 65-116), reason for the pay action, ASC, ASD, and the statement: "reference the attached file for effective/to date". **Exception:** Do not use crew member codes and pay actions on MPOs for ARC personnel. **(T-0)**

7.7.4.6. Establish a suspense file for MPO's until the CMS case is closed. **(T-0)**

7.7.5. MPO Validation.

7.7.5.1. The HARM office shall use CMS to validate each MPO transaction was processed correctly. If an MPO was not processed, was processed incorrectly, or was rejected, CHARMS must coordinate with the FSO for necessary corrective action via CMS. Verify processed transactions on the MPO as follows: **(T-0)**

7.7.5.2. Document the suspense MPO and record/copy MPO as follows: **(T-0)**

7.7.5.2.1. Transaction No: The CMS Case File Number. **(T-0)**

7.7.5.2.2. Prepared Date: The date CMS case was completed. **(T-0)**

7.7.5.3. File the completed DD Form 114 or AO with pay section in the member's FRF/JRF. **(T-0)**

7.7.5.4. Update CMS Case log, as applicable. **(T-0)**

7.7.6. **Validate Incentive Pay Entitlement.** Validate entitlement to flying/jump incentive pays with member's finance office. The HARM office shall ensure receipt of documentation required to validate accurate flight/jump pay entitlement, to include verification that the

member is receiving the correct rate of incentive pay. **Note:** ARC members are only required to validate the rank, ASD (if applicable), and type of pay. **(T-1)**

7.7.7. Flight/Jump Pay Entitlement Verification.

7.7.7.1. Purpose: HARM personnel shall perform a quarterly audit in Jan, Apr, Jul, and Oct IAW AFMAN 65-116. ARC units with SARM support are responsible for this process if supported by an active duty HARM office. **(T-1)**

7.7.7.1.1. For active duty personnel utilize the Entitlement Verification Report (EVR) from the FSO to perform the audit. **(T-1)**

7.7.7.1.2. For ARC personnel utilize the Incentive Pay Report/Roster from the RPO to perform the audit. **(T-1)**

7.7.8. Entitlement Verification Report (EVR). The report consists of the name, grade, ASD, incentive pay amount, and PAS code for all personnel in the local pay system that are currently receiving flying/jump incentive pay. This report will be used to ensure personnel receive the correct type and rate of incentive pay. **Exception:** Until DJMS-RC is capable of providing a monthly pay amount, as a minimum, validate the ASD and type of pay for ARC personnel. **(T-1)**

7.7.8.1. Performing the EVR Audit.

7.7.8.1.1. Use ARMS reports to monitor entitlement to incentive pay for members identified by finance as receiving ACIP, AVIP, CEFIP, CEVIP, and/or HDIP. As a minimum, review member's name, ASD, ASC, type of incentive pay received, and parachute qualification (if applicable) to compare against the EVR. **(T-1)**

7.7.8.1.2. Systematically (top to bottom, right to left) check each member's type of incentive pay entitlement with the aviation management query listing. Annotate error(s) on the EVR with an explanation of corrective actions. After research and necessary corrective actions have been made, annotate the completion date on the report. **(T-1)**

7.7.8.1.2.1. The HARM that owns the record shall validate an individual's entitlement to incentive pay. **(T-1)**

7.7.8.1.2.2. For the EVR from an active duty FSO, review the rate of incentive pay received for each member. Notify the member and the finance office via a CMS case file when errors are suspected. **(T-1)**

7.7.8.1.2.3. ARC Personnel: For the Incentive Pay Report/Roster from an RPO, review the type of incentive pay received, ASD (if applicable), and rank (if applicable) for each member. Notify the member and the finance office via a CMS case file when errors are suspected. **(T-1)**

7.7.8.1.2.4. HARM (or ARC SARM if maintaining audit responsibility) personnel shall correct discrepancies within 10 duty days after completing the audit. The CHARM will sign at the bottom of the report and send the report to the FSO/RPO indicating the type of pay entitlement for each individual has been verified. For ARC SARMS maintaining audit responsibility, both the SARM and CHARM will sign the bottom of the report before sending it to the RPO.

Maintain the four most current certified EVRs on file. (T-1)

7.7.9. Monitoring Monthly Flight Pay Entitlement.

7.7.9.1. Use the Flying Pay Control Document (FPCD) in conjunction with the AF Form 1520 to monitor monthly entitlement to conditional incentive pay for active duty members. Use the ASC Conditional Entitlement Flying Hours Report in conjunction with the AF Form 1520a and the Attendance Calendar from DJMS-RC to monitor monthly entitlement to conditional incentive pay for reserve component members. (T-1)

7.7.9.2. Complete the AF Form 1520 or 1520a (ARC) IAW the instructions on the reverse side of the form and maintain the document permanently in the FRF. **Note 1:** The office may keep the current worksheet in a suspense binder until the member departs via PCS, is placed on inactive status, separates, or retires. **Note 2:** AF Form 1520 will be used for aircrew in an AGR status. (T-1)

7.7.9.3. Notify an aircrew/parachutist member when pay entitlement status changes. Electronic notification via CMS satisfies this requirement provided the notification explains the action.

Exception: The CHARM will sign the entitlement status notification letters. (T-1)

Template example is of 'Entitlement Status Notification Letters' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

7.7.9.4. Notify an aircrew member and/or parachutist in conditional status when he or she enters an incentive pay grace period. (T-1)

7.7.9.5. Terminate incentive pay when members receiving conditional incentive pay status depart via permanent change of station (PCS) or permanent change of assignment (PCA) to an inactive position, retire, separate, are suspended, or disqualified (losing HARM office responsibility). (T-1)

7.7.10. Entitlement Status Letter.

7.7.10.1. Use the Entitlement Status Letter to notify rated officers and CEAs of incentive pay termination or a change in incentive pay entitlement status. (T-1)

7.7.10.2. HARM personnel shall forward a signed copy of the Entitlement Status Letter to the member for review and signature three months before a change in entitlement status. The member shall return the signed copy to the HARM office and it will be filed permanently in the member's FRF IAW with Chapter 3 of this instruction. (T-1)

7.7.11. **120-Day Notification Letter.** AFI 11-402 requires a minimum 120-day prior notification to non-CEA members to lessen the impact of financial loss. Permanently file the 120-Day Notification Letter in the member's FRF IAW with **Chapter 3** of this instruction. (T-1)

7.8. Air Reserve Component (ARC) Incentive Pay.

7.8.1. Terms.

7.8.1.1. **Active Duty (AD).** Active Duty is defined as full-time duty in the active service of a Uniformed Service, including full-time training duty, annual training duty, full-time

National Guard duty, and attendance, while in the active service, at a school designated as a Military Service school by law, or by the Secretary concerned.

7.8.1.2. **Extended Active Duty (EAD).** Extended Active Duty is defined as active duty performed by a member of a Reserve Component when strength accountability passes from the Reserve Component to the active military establishment.

7.8.1.3. **Inactive Duty (IAD).** Inactive duty includes the following pay categories: Training Period (TP), Unit Training Assembly (UTA), Equivalent Training (ET), Additional Flying Training Period (AFTP), Additional Ground Training Period (AGTP), and Readiness Management Period (RMP).

7.8.1.4. **Duty Status Codes (DSC):** Use Duty Status Codes to indicate the status of flying duty performed by the aircrew member. DSC 1 = Active Duty, DSC 2 = Unit Training Assembly (Inactive Duty), DSC 3 = Flying Training Period (Inactive Period), DSC 4 = Civilian/Technician, and DSC 5 = Contractor.

7.8.1.5. **Incentive Pay Entitlement.** Aircrew members of the Reserve Components are entitled to flying incentive pay during periods of military duty if serving under competent orders and otherwise meeting the requirements of the DoDFMR. Members entitled to incentive pay will be compensated for one-thirtieth of the monthly rate for each day/period of duty (ARC members may be paid for up to two inactive duty (IAD) periods in a calendar day).

Note: every calendar month is considered 30 days. Reference the example below: **(T-0)**
Example: Member performs 4 days/periods of IAD and 3 days of AD during the month; daily incentive pay rate equals \$840/30 (\$28); member's incentive pay entitlement for the month equals \$196.

7.8.2. **Determining an aircrew member's status (IAD/AD).** Unless an aircrew member performs in an active duty pay status during the month, consider the member in inactive status for the entire 30 days. For example, a member performed 10 days of active duty during the month of April. The remaining 20 days are considered to be inactive duty status (30 days – 10 days = 20). **(T-0)**

7.8.2.1. The individual attendance calendar is a computer generated report provided by the RPO. It is used to accurately determine the members pay status. Reference the example below: **(T-0)**

Figure 7.21. Attendance Calendar Example.

Day	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	SGLI	SSLI
JAN 12		22	22				33	33									
FEB 12					22	22											
MAR 12																	
APR 12	50	50	50				03					50	50				
MAY 12				22	22												
JUN 12	22	22			33												
Day	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	UTAS
JAN 12																	
FEB 12							33	33		33	33		50	50		99	
MAR 12														50	50	50	50
APR 12			33				50	50	50	50	50		23			99	
MAY 12	33																
JUN 12																	

Legend: UTA (2), AFTP/AGTP (3), RMP (4), Active Duty (50), N/A (99)

Note: Inactive Duty periods are a minimum of 4 hours. For example: Member attendance calendar reflects duty status 23 on 27 Apr 12, the member was paid for a UTA period and an AFTP period.

7.8.2.2. **Flying Time Crediting Criteria.** Flight time accrued while in DSC 1, 2, or 3 may be used to meet flight time requirements. **(T-0)**

7.8.2.3. **Non-crediting Criteria.** Flight time accrued in a civilian, technician, contractor, or ANG state activities pay status cannot be used to satisfy the flight time requirements for military incentive pay. **(T-0)**

7.8.3. **Minimum Flight Time Requirement.** ARC minimum flight time requirements are one-half of those prescribed for a member on active duty. When a member performs active duty during the month, the member incurs an active duty flight time requirement. **(T-0)**

7.8.4. **Fractions of a Calendar Month.** Prorate flight requirements when the member is placed on flying status for part of a month or removed from flying status before the end of the month. When starting an aircrew member's flight incentive pay, prorate flight time requirements based on the number of days the member was on flying status. Reference the Fraction of a Calendar Month Table for prorating flying hour requirements below: **(T-0)**

Figure 7.22. Time of Aerial Flight Required for Fractional Part of the Month Example.

TIME OF AERIAL FLIGHT REQUIRED FOR FRACTIONAL PART OF THE MONTH					
Days	Hours of Aerial Flight		Days	Hours of Aerial Flight	
	Active Duty	Inactive Duty		Active Duty	Inactive Duty
1	.2	.1	16	2.2	1.1
2	.3	.2	17	2.3	1.2
3	.4	.2	18	2.4	1.2
4	.6	.3	19	2.6	1.3
5	.7	.4	20	2.7	1.4
6	.8	.4	21	2.8	1.4
7	1.0	.5	22	3.0	1.5
8	1.1	.6	23	3.1	1.6
9	1.2	.6	24	3.2	1.6
10	1.4	.7	25	3.4	1.7
11	1.5	.8	26	3.5	1.8
12	1.6	.8	27	3.6	1.8
13	1.8	.9	28	3.8	1.9
14	1.9	1.0	29	3.9	2.0
15	2.0	1.0	30-31	4.0	2.0

Example 1: (Not a Leap year) Member was placed on status effective 3 Feb (AO effective date). Member performed AD 5-10 Feb. Begin calculating the number of days the member was on flying status starting with the effective date of the AO. The member performed 6 days of AD and 20 days IAD. Therefore, the aircrew member incurred both AD and IAD flying hour requirements: 0.8 hours AD and 1.4 hours IAD.

Example 2: Member performs 30 days in IAD status. The member's flying hour requirement is 2.0 IAD.

Example 3: Member placed on active duty status 1-31 January. The member's monthly flying hour requirement is 4.0 AD.

7.8.5. Order of Application of Flying Hours for Conditional Entitlement. Reference paragraph 7.8.8 for IAD application rules and paragraph 7.8.9 for AD application rules. **(T-0)**

7.8.6. Banking Active Duty and Inactive Duty Flying Hours. Active duty hours may be banked only if the member is on continuous orders for more than 30 days or if the AD period extends unbroken over parts of two months. Banked IAD time may be used in the five succeeding months. **(T-0)**

Figure 7.33. Two-month Grace Period Example.

MONTH	DAYS ACC	CONNECTOR	HRS REQD	HRS FLWN	EXCESS HRS	BORROWED HRS	BORROWED MONTH	EXCESS/INSUFFICIENT HOURS BANK (includes unused)												PAY (Y/N)	REMARKS NOTE: Annotate the type MPO action taken (Start, Stop, Report)
								A		B		C		D		E		F			
								AD	IAD	AD	IAD	AD	IAD	AD	IAD	AD	IAD	AD	IAD		
FEB	AD	0	0.0	2.0														AD	N/A		
	IAD	30																			
MAR	AD	0	0.0	1.0		1.0	Apr (IAD)											AD	N/A	Start grace period	
	IAD	30																			
APR	AD	0	0.0	3.0	1.0													AD	N/A	End grace period	
	IAD	30																			

7.8.10.3. **Three Month Grace Period.** Reference the example below. (T-0)

Figure 7.34. Three-month Grace Period Example.

MONTH	DAYS ACC	CONNECTOR	HRS REQD	HRS FLWN	EXCESS HRS	BORROWED HRS	BORROWED MONTH	EXCESS/INSUFFICIENT HOURS BANK (includes unused)												PAY (Y/N)	REMARKS NOTE: Annotate the type MPO action taken (Start, Stop, Report)
								A		B		C		D		E		F			
								AD	IAD	AD	IAD	AD	IAD	AD	IAD	AD	IAD	AD	IAD		
FEB	AD	0	0	2.0														AD	N/A		
	IAD	30																			
MAR	AD	0	0	0.5		1.5	May (IAD)			0.5								AD	N/A	Start grace period	
	IAD	30																			
APR	AD	0	0	0.5		1.5	May (AD)			0.5	0.5							AD	N/A		
	IAD	30																			
MAY	AD	0	0	5.0	3.0													AD	N/A	End grace period	
	IAD	30																			

7.8.10.4. **When a new grace period may begin.** When a member fails a three-month grace period, a new grace period cannot begin until flight requirements have been satisfied for one month after the failed grace period. (T-0)

7.8.10.5. **No Flight Activity Performed in the First or Second Month.** When a member does not accrue flight time during the first two months of a three month period, the member must satisfy the total aerial flight requirement by the end of the third month (including banked time prior to grace period) to be entitled to pay for all three months. If the member accrues 2 or more hours, but less than the total flight time requirement (including banked time), the member is entitled to pay for the third month only, because the member did not perform flight activity in the first and second months. When no flight activity is performed during the first two months of a grace period, banked time (prior to grace period) may be used only if the entire three-month requirement is satisfied. Reference the example below: (T-0)

Figure 7.35. No Flight Activity Performed in the First or Second Month Example.

MONTH	DAYS ACC	CONNECTER	HRS REQD	HRS FLWN	EXCESS HRS	BORROWED HRS	BORROWED MONTH	EXCESS/INSUFFICIENT HOURS BANK (includes unused)												PAY (Y/N)	REMARKS NOTE: Annotate the type MPO action taken (Start, Stop, Report)	
								A		B		C		D		E		F				
								AD	IAD	AD	IAD	AD	IAD	AD	IAD	AD	IAD	AD	IAD			
FEB	AD	0	0	2.0	0.0														AD	N/A	Start grace period	
	IAD	30																				
MAR	AD	0	0	2.0	0.0														AD	N/A		
	IAD	30																				
APR	AD	0	0	2.0	5.0	3.0											3.0			AD	N/A	Failed grace period
	IAD	30																				

7.8.10.6. **No Flight Activity Performed in the First and Third month.** When a member does not accrue flight time during the first and third month of a three month period and accrues 4 hours in the second month, the member is entitled to pay for the second month only. Reference the example below: **(T-0)**

Figure 7.36. No Flight Activity Performed in the First or Third Month Example.

MONTH	DAYS ACC	CONNECTER	HRS REQD	HRS FLWN	EXCESS HRS	BORROWED HRS	BORROWED MONTH	EXCESS/INSUFFICIENT HOURS BANK (includes unused)												PAY (Y/N)	REMARKS NOTE: Annotate the type MPO action taken (Start, Stop, Report)	
								A		B		C		D		E		F				
								AD	IAD	AD	IAD	AD	IAD	AD	IAD	AD	IAD	AD	IAD			
FEB	AD	0	0	2.0	0.0															AD	N/A	Start grace period
	IAD	30																				
MAR	AD	0	0	2.0	4.0	2.0														AD	N/A	
	IAD	30																				
APR	AD	0	0	2.0	0.0													2.0		AD	N/A	Failed grace period
	IAD	30																				

7.8.10.7. **Active Duty Banking Rules.** Active duty flight time can be banked only when a member is on continuous orders for more than 30 days (reference example 1 below) or if the AD period extends unbroken over parts of two months; reference example 2 below for Captain Snyder. **(T-0)**

Figure 7.37. Attendance Calendar Example 2.

Day	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	SGLISSLI	
JAN 12	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50		
FEB 12	50	50			22	22											
MAR 12																	
APR 12	50	50	50					03									
MAY 12					22	22											
JUN 12	22	22			33												
Day	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	UTAS
JAN 12	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	99	
FEB 12							33	33	33	33						99	
MAR 12													50	50	50	50	
APR 12				33							23					99	
MAY 12	33																
JUN 12																	

Example 1: Refer to the attendance calendar above. Captain Snyder’s attendance calendar reflects that she was on continuous active duty orders for the entire month of January and the beginning of February. Therefore, all active duty flight time accrued in January can be used to satisfy the active duty flight time requirements in February.

Figure 7.38. Active Duty Banking Rules Example 1.

MONTH	DAYS ACC	CONNECTOR	HRS REQD	HRS FLWN	EXCESS HRS	BORROWED HRS	BORROWED MONTH	EXCESS/INSUFFICIENT HOURS BANK (includes unused)												PAY (Y/N)	REMARKS <small>NOTE: Annotate the type MPO action taken (Start, Stop, Report)</small>
								A		B		C		D		E		F			
								AD	IAD	AD	IAD	AD	IAD	AD	IAD	AD	IAD	AD	IAD		
JAN	AD 30		4.0	7.0	3.0			3.0										AD	Y		
	IAD 0		0.0															IAD	N/A		
FEB	AD 2		0.3	0.0		0.3	Jan (AD)											AD	Y		
	IAD 28		1.9	1.9														IAD	Y		
MAR	AD 4		0.6	0.0														AD	TBD	Start grace period	
	IAD 26		1.8	0.0														IAD	TBD		

* - Member was on continuous AD status for more than 30 days.

Example 2: Refer to the attendance calendar above. Captain Snyder’s attendance calendar reflects that she was on active duty orders from 28 March thru 3 April (an AD period that extends unbroken between two months). All AD flight time accrued in March or April can be used to satisfy the AD flight time requirements for both months.

Chapter 8

HAZARDOUS DUTY INCENTIVE PAY (PARACHUTIST DUTY)

8.1. Purpose. This chapter establishes Air Force policy for management of Hazardous Duty Incentive Pay (HDIP) for Parachute Duty and supplements provisions of DoDFMR 7000.14R, Volume 7A, Chapter 24.

8.2. Waiver Criteria. This chapter includes (T-0) and (T-1). Note: This chapter expands the 'how to' validate and verify entitlement to pay and perform MPO actions. The primary directive to apply and credit flight time is the DoD Financial Management Regulation.

8.3. Entitlement to HDIP for Parachutists. Members must satisfy the provisions of this instruction and other applicable guidance as they pertain to parachutists' HDIP entitlement. (T-0)
Note: P.L. restricts CEAs from receiving parachute incentive pay. (T-0)

8.3.1. Entitlement is authorized when the member satisfies the following prerequisites: (T-0)

8.3.1.1. On competent orders: To be entitled to HDIP, qualified parachutists must have a current AO authorizing performance of parachute duty. When a member becomes Military Freefall (MFF) qualified, publish an AO to authorize MFF duties, and parachute duty Type 2 HDIP. The effective date of the AO is the basis for determining entitlement to incentive pay. Inactive, suspended, or disqualified parachutists will not receive HDIP. (T-0)

8.3.1.2. Assigned to a valid UMD authorization: A member must be assigned to a valid "J" prefixed position, or "jump-inherent" DAFSC position. Reference AFI 11-410 for guidance pertaining to jump-inherent DAFSCs and excess members assigned to UMD positions.

Exception: "C" or "B" prefixes are authorized for commander and DO billets. AO remarks will state that jump requirement has been verified via the AF Form 4322, *Active Parachutist Justification*. (T-1)

8.3.1.3. Formal Training School: A member enrolled in a formal course of instruction leading to the award of the Basic Parachutist rating IAW AFI 11-410 is entitled to HDIP. **Note:** When member returns from school and is assigned to a valid UMD authorization, HARM personnel will start the member's HDIP if otherwise qualified. (T-1)

8.3.1.4. Do not authorize HDIP entitlement for parachute jumps performed while on leave or in PCS status. Do not authorize HDIP entitlement for parachute jumps performed while on Temporary Duty (TDY) or Temporary Assignment Duty (TAD) and not required as essential part of duty or formal course education and training announcements syllabi requirements (including weekends while enrolled in non-jumping formal classes). Temporary assignment duty is performed when the member remains on base to perform temporary duty; TDY is performed off-station. (T-0) **Note:** Dual purpose TDY orders must specify the specific date(s) jumping is required as essential to the TDY. **For example:** MSgt Alissa Miller, a qualified jumpmaster departed for TDY to Hurlburt Field to attend an Intro to Middle East Course at the Air Force Special Operations School during the week of 18-22 Jan. The 720 STG had pre-coordinated a manning assistance request for MSgt Miller to perform instruction and jump with a

special tactics team from 23-24 Jan. MSgt Miller's TDY orders must specify the dual TDY dates in order for jumps performed during the manning assistance period to count for entitlement to HDIP. If the manning assistance was not requested and MSgt Miller performed the jumps on her accord, the jumps would not be logged on an AF Form 4323/922 for entry in ARMS and would not count toward HDIP entitlement. Rationale: jumping was not essential (required) for the TDY.

8.4. Performance Requirements for HDIP. IAW DoDFMR 7000.14R, Volume 7A, Chapter 24 and as further defined in AFMAN 65-116. There are two types and rates of HDIP for parachutists. **(T-0)**

8.4.1. **Static line (Type 1).** Authorized for parachute jumps from an aircraft in aerial flight when static line procedures are utilized. **(T-0)**

8.4.2. **MFF (Type 2).** Authorized for parachute jumps from an aircraft in aerial flight, provided members are in MFF training or have completed Military Freefall School and performing freefall jumps (HALO/HAHO) when parachute deployment by the jumper occurs without the use of a static line. Members must be specifically required by an AO to perform MFF duties. **(T-0)**

8.5. Performance Requirements. Member must satisfy performance requirements of the DoDFMR 7000.14R, Volume 7A, Chapter 24, Table 24-3, and the provisions of this instruction to receive incentive pay. The member must satisfy performance requirements before the HARM initiates incentive pay action (i.e. a static jump for Type 1 HDIP and MFF jump for Type 2 HDIP). Do not use jumps performed in excess of the minimum monthly requirement for pay purposes unless Rule 3 guidance applies. **(T-0)**

8.5.1. Submit certified documentation (AF Form 922/4323) of all jumps performed in a given month to the servicing HARM office by the 5th duty day of the following month. SARM personnel will document periods of permissive TDY, leave, and non-jumping TDY/TADs to ensure jumps performed during these periods do not count toward members' HDIP entitlements and are not entered in ARMS. **(T-0)**

8.5.2. Definition of DoDFMR Table 24-3 Rules. In every case discussed below parachute performance requirements must be met before payment is made. **(T-0)**

8.5.2.1. **Rule 1.** Member is entitled to pay for a consecutive three-month period based on one jump performed. Credit the member for a qualifying jump for the month it was performed and: **(T-0)**

8.5.2.1.1. Two preceding months or...

8.5.2.1.2. Two succeeding months or...

8.5.2.1.3. One preceding month and one succeeding month.

Note: When a member does not jump for a month and is not covered under any other rule, Rule 1 will apply.

8.5.2.2. **Rule 2.** Initiate a new three-consecutive month period when performance requirements are met for two consecutive months. **(T-0)**

Example: A member performed a qualifying jump in January, entitling parachute duty pay for January, February and March (month jump was performed plus two succeeding months IAW Rule 1). Member performed another parachute jump in February. This

jump entitled the member to HDIP for the new three-consecutive month period. Member is now qualified for HDIP through April (Rule 2).

8.5.2.3. **Rule 3 (Waiver).** Member may qualify for parachute duty pay for a twelve-consecutive month period, based upon the performance of 4 qualifying jumps during a 9-month period following a 3-month period when the member did not qualify for parachute duty pay due to military operations of the command, absence of jump equipment or aircraft, or extenuating circumstances. Inability to perform parachute jump duty due to normal operations (e.g. Emerald Warrior, Red Flag, JSET, etc.) or lack of TDY funds is not valid reasons for a Rule 3 waiver. **(T-0)** Approved requests for consecutive Rule 3 periods for will be info copied to the 1C0 MFM. **(T-1)**

8.5.2.3.1. To place a member under the provisions of Rule 3, a letter certified by the AF Chief of Staff, MAJCOM Commander, Commander of an Airborne/Parachute unit, or the member's unit commander must be submitted to the servicing HARM office. A Rule 3 letter must be submitted no later than 15 duty days after completion of the three-consecutive month period when the member did not qualify for parachute duty pay due to military operations, lack of parachute equipment or aircraft, or extenuating circumstances (**See Note below**). The letter must state the reason(s) why the member could not perform a parachute jump during the three-consecutive calendar month period. Rule 3 letter will be filed in JRF. **(T-0)** Template example of 'Rule 3 Letter' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

Note: Reasons may include periods of "mission related" pre-deployment training for major contingency operations (military operations of the command) or extenuating circumstances (i.e. weather condition/cancellations, range/landing zone closures).

8.5.2.3.2. A member in Rule 3 status is not entitled to incentive pay for the initial three-month period until he or she performs four qualifying jumps. **(T-0)**
Example 1: Member did not perform a qualifying parachute jump during Jan – Mar due to military operations of the command. Based off the commander's Rule 3 letter submitted to the HARM office on 10 Apr, the member entered the Rule 3 period effective 1 Jan. This member will not receive incentive pay for Jan – Mar until he/she performs four qualifying jumps between 1 Apr – 31 Dec (1 Apr to 31 Dec = 9 months).

Example 2: Member completed a static jump on 15 Feb, but did not perform a qualifying MFF jump from Jan-Mar due to absence of MFF equipment. Based on the commander's Rule 3 letter submitted to the HARM office on 12 Apr, the member entered the Rule 3 period for Type 2 effective 1 Jan. The HARM office processed a MPO to STOP Type 2 pay effective 31 Dec and REPORT Type 1 pay for Jan-Mar. The member is required to perform four qualifying MFF jumps from Apr-Dec to receive Type 2 pay for the entire Rule 3 period (to include the rate difference between Type 1 and Type 2 for Jan-Mar). If Rule 3 requirements were not met the member may be authorized to pay for qualifying jumps performed during the Rule 3 period (Revert back to Rule 1, rules of application).

8.5.2.3.3. During the Rule 3 period HARM office may submit a MPO to authorize payment for any period the member satisfied minimum requirements by performing a qualifying jump (except the initial period). If at the end of the Rule 3 period the

member met the entire requirement by completing four jumps, the HARM office then submits an MPO to authorize payment for the remaining months (including initial period) the member was not paid. Revert back to Rule 1 (rules of application) if four jumps are not completed. **(T-0)**

Example: A member entered Rule 3 effective 1 Jan and performed two parachute jumps in Jun and one parachute jump in Jul. The HARM office published an MPO to authorize HDIP for Apr, May, and Jun for the jump performed in Jun (month that jump was performed plus two preceding months (Rule 1)), and Jul, Aug and Sep for the jump performed in Jul (month that jump was performed plus two succeeding months (Rule 1)). If the member performs a fourth parachute jump by the end of Dec, (end of twelve-month period), the HARM office will publish an MPO to authorize HDIP for the remaining months of the Rule 3 period (Jan, Feb, Mar, Oct, Nov, and Dec).

8.5.2.3.4. The member is entitled to the pay based on which type/number of jumps accomplished. Award the member the highest rate of pay they are entitled based off jumps performed (i.e. static jump for Type 1 HDIP and MFF jump for Type 2 HDIP). **(T-0)**

Example 1: Member performs two static jumps and two MFF jumps: Member is entitled to six months of Type 1 HDIP and six months of Type 2 HDIP.

Example 2: Member performs three static jumps and one MFF jump: Member is entitled to nine months Type 1 HDIP and three months Type 2 HDIP.

Example 3: Member performs three static jumps and three MFF jumps: Member is entitled to three months Type 1 HDIP and nine months Type 2 HDIP.

8.5.2.3.5. If a member fails to perform at least four parachute jumps during the twelve month Rule 3 period, he/she is not entitled to HDIP for the *initial* three-consecutive month period. The member is entitled to HDIP for the remaining nine months based on qualifying parachute jumps performed (revert back to Rule 1). **(T-0)**

Example: A member entered Rule 3 effective 1 Jan and performed two parachute jumps in Apr and one parachute jump in Jul, but did not perform another parachute jump before the end of the twelve-consecutive month period. The HARM office published an MPO to authorize HDIP for Apr, May, and Jun for the jump performed in Apr (month that jump was performed plus two succeeding months (Rule 1)), and Jul, Aug and Sep for the jump performed in Jul (month that jump was performed plus two succeeding months (Rule 1)). Because the member did not perform a fourth parachute jump during the twelve-consecutive month period, he/she is not entitled to HDIP for Jan – Mar (*initial* three-consecutive month period) or Oct. Nov and Dec TBD based on Rule 1, rules of application.

8.5.2.3.6. Parachute jumps performed in excess of the four parachute jumps required to satisfy Rule 3 performance requirements can be carried forward out of the twelve-consecutive month Rule 3 period to satisfy minimum performance requirements in subsequent months. **(T-0)**

Example 1: Member did not perform a qualifying parachute jump during Jan-Mar 13. Member was placed in Rule 3 effective 1 Jan 13. Member performed one parachute jump in Apr 13, two parachute jumps in Aug 13 and two parachute jumps in Dec 13. The HARM office published an MPO to authorize HDIP for Apr-Jun 13

based on the parachute jump performed in Apr 13 (performance month plus two succeeding months IAW Rule 1). The HARM office published a subsequent MPO to authorize HDIP for Jul-Sep 13 based on the two parachute jumps performed in Aug 13 (performance month plus one preceding month and one succeeding month IAW Rule 1). The first parachute jump performed in Dec 13 was the fourth parachute jump performed during the twelve-consecutive month period (Jan – Dec 13). Therefore, the HARM office published an MPO to authorize HDIP for all remaining months in the Rule 3 period, i.e. Jan-Mar 13 and Oct-Dec 13. The HARM office published another MPO to authorize HDIP for Jan-Feb 14 based on the second parachute jump performed in Dec 13 (performance month plus two succeeding months IAW Rule 1).

Example 2: Look again at the example above. If the member performed one qualifying parachute jump in Apr 13, two qualifying parachute jumps in Aug 13 and two qualifying parachute jumps in Nov 13 verse Dec 13, the HARM office would publish MPOs to authorize HDIP for the entire Rule 3 period (Jan – Dec 13) based on the four qualifying parachute jumps performed. The HARM office would publish another MPO to authorize HDIP for Jan 14 based on the second parachute jump performed in Nov 13 (performance month plus two succeeding months IAW Rule 1).

8.5.2.3.7. Disqualification (e.g. ASC 07) during a Rule 3 period. A Rule 3 period concludes on the day prior to disqualification. Upon return to an active AO, the member will revert to standard application of jumps. **(T-0)**

8.5.2.3.7.1. If the member completed the four jumps required for the Rule 3 period prior to disqualification, the member is entitled pay from the beginning of the Rule 3 period until the day prior to disqualification. **(T-0)**
Example: Member did not perform a qualifying parachute jump for Jan - Mar and is granted a Rule 3 waiver from Jan - Dec. The member performed four jumps between Apr and Aug. The member was disqualified effective 1 Sep. The member is entitled to pay from 1 Jan – 31 Aug.

8.5.2.3.7.2. If the member performed qualifying parachute jumps but did not meet the four jump requirement for the Rule 3 period, the member is entitled to pay based on standard application of jumps until the day prior to disqualification. **(T-0)**

Example: Member did not perform a qualifying parachute jump for Jan - Mar and is granted a Rule 3 waiver from Jan - Dec. The member performed one jump in Apr and one jump in Aug. The member was disqualified effective 1 Sep. The member is entitled to pay for 1 Apr – 30 Jun (Rule 1) and 1 Jul – 31 Aug (Rule 1).

8.5.2.3.7.3. If the member did not perform a qualifying parachute jump prior to disqualification, the member is not entitled to pay for the Rule 3 period. **(T-0)**
Example: Member did not perform a qualifying parachute jump for Jan - Mar and is granted a Rule 3 waiver from Jan - Dec. The member was disqualified effective 1 Sep. The member did not perform a qualifying parachute jump from Apr - Aug. The member is not entitled to pay from 1 Jan – 31 Aug.

8.5.2.3.8. Rule 3 periods may be superseded by Rule 4 only when paragraph 8.5.2.4 of this instruction applies. The member's status will revert back to Rule 3 upon

completion of a Rule 4 period. Use the following Table 8.1 of this instruction to prorate the Rule 3 performance requirement (four qualifying parachute jumps) based on the length of the Rule 4 period (3, 6, 9, or 12 months). (T-0)

Table 8.1. Jump Proration (Rule 3 with qualifying Rule 4 credit).

Months in Rule 4	Prorate Number of Jumps
3 months	1
6 months	2
9 months	3
12 months	4

8.5.2.4. **Rule 4 (Waiver).** Minimum parachute jump requirements may be waived if a member is unable to perform a qualifying parachute jump by reason of being engaged in combat operations in a hostile fire area. Commander will submit a Rule 4 waiver letter to the HARM office validating the period of the member's deployment to a hostile fire area. IAW AFMAN 65-116V2, commanders will certify all DD Forms 114 associated with Rule 4 waivers. For each month that Rule 4 applies, the member will be entitled to HDIP at the highest rate of pay the member was qualified to receive during the same period. If a member is in a Rule 4 status for at least one day during a given month, parachute jump requirements for that month will be waived and member will qualify for HDIP for the entire month. Rule 4 terminates the end of the month the member leaves the hostile fire area.

Exception: If the member performed a qualifying jump during the Rule 4 period and as a result is under Rule 1 criteria on the date of return from the hostile fire area, normal Rule 1 criteria apply. Reference [paragraph 8.5.2.4.4](#) and Example 2.) Do not include post deployment leave, emergency leave, ordinary leave or additional TDY days when determining Rule 4 termination date. Commanders will submit letter(s) during the Rule 4 period as needed to ensure HDIP is not interrupted. A new three-month requirement period begins the month following return from the hostile fire area. Rule 4 letter will be filed in JRF. (T-0) Template examples 'Rule 4 Letter' and 'DD Form 114' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

8.5.2.4.1. If a member satisfied HDIP requirements for the entire Rule 4 period based on qualifying parachute jumps performed before the Rule 4 period began, prepare a DD Form 114 (for filing/validation purposes only) with a certifying statement signed by the unit commander listing the inclusive periods the member qualified for a Rule 4 waiver. File the MPO in the member's JRF for accountability purposes. Because the member experienced no interruption in HDIP and the finance office was not involved, include a remark stating "no CMS case required." (T-0)

Example: A member performed a qualifying parachute jump on 15 Jan. Commander submitted a Rule 4 letter for 1 Feb – 31 Mar. Because HDIP entitlement for Feb and Mar is satisfied by the qualifying parachute jump performed 15 Jan, the HARM office prepared a DD Form 114 listing the period requirements were met (1 Feb – 31 Mar) with a certifying statement signed by the commander. A new three-

consecutive month period began effective 1 Apr and the member's status reverted to Rule 1.

8.5.2.4.2. If a member satisfied HDIP requirements for a portion of the Rule 4 period based on qualifying parachute jumps performed before the Rule 4 period began, prepare a DD Form 114 (for filing/validation purposes only) with a certifying statement signed by the unit commander for the period parachute jump requirements were met. The HARM office will process a separate DD Form 114 (for filing/validation purposes only) with a certifying statement signed by the unit commander for each month that the member did not meet parachute jump requirements in Rule 4 status based on the commander's letter. File the MPOs in the member's JRF for accountability purposes. Because the member experienced no interruption in HDIP and the finance office was not involved, include a remark stating "no CMS case required." (T-0)

Example: A member performed a qualifying parachute jump on 15 Jan. Commander submitted a Rule 4 letter for 1 Feb – 30 Jun. Because HDIP entitlement for Feb and Mar is satisfied by the qualifying parachute jump performed on 15 Jan, the HARM office prepared a DD Form 114 listing the period requirements were met (1 Feb – 31 Mar) with a certifying statement signed by the commander. The HARM office then processed a separate DD Form 114 for each month (Apr, May, and Jun) with a certified statement signed by the commander. A new three-consecutive month period began effective 1 Jul and the member's status reverted to Rule 1.

8.5.2.4.3. If the member was not entitled to HDIP at the beginning of the Rule 4 period due to non-performance of parachute jumps but is otherwise qualified to receive HDIP, the HARM office will process a separate DD Form 114 with a certifying statement signed by the unit commander for each month that the member is in Rule 4 status based on the commander's letter (Example 1).

Exception: If the commander submitted the Rule 4 letter after the member returned from a hostile fire area, the HARM office will process a DD Form 114 with a certifying statement signed by the unit commander for the inclusive periods the member qualified for a Rule 4 waiver (Example 2.) Do not start member's HDIP until receipt of the commander's letter certifying the Rule 4 period. (T-0)

Example 1: A member's HDIP entitlement was terminated in Jan for failure to satisfy parachute jump requirements. The member did not perform a parachute jump in Feb before deploying to a hostile fire area from 10 Feb to 5 Jun. Upon receiving the commander's Rule 4 letter, the HARM office processed a separate DD Form 114 for each month (Feb, Mar, Apr, May, and Jun) with a certifying statement signed by the commander. A new three-consecutive month period began effective 1 Jul and the member's status reverted to Rule 1.

Example 2: A member's HDIP entitlement was terminated in Jan for failure to satisfy parachute jump requirements. The member did not perform a parachute jump in Feb before deploying to a hostile fire area from 10 Feb to 5 Jun. Upon the member's return from the deployment, their commander submitted a letter validating the member qualified for a Rule 4 waiver during the entire deployment period. The HARM office processed one DD Form 114 for the entire period (1 Feb – 30 Jun) with

a certifying statement signed by the unit commander. A new three-consecutive month period began effective 1 Jul and the member's status reverted to Rule 1.

8.5.2.4.4. If the member performed a qualifying parachute jump in Rule 4 status, the member reverts to Rule 1 status based on qualifying parachute jump(s) performed. HDIP entitlement was satisfied under Rule 4 criteria from the beginning of the Rule 4 period through the month prior to the parachute jump. If the member remained in the hostile fire area after the period HDIP entitlement was satisfied by parachute jump requirements, their status will revert back to Rule 4. (Example 1) If the member departed the hostile fire area while in Rule 1 status, normal Rule 1 criteria applies. (Example 2). **(T-0)**

Example 1: Commander submitted a Rule 4 letter for 1 Jan–31 Jul. Member performed a qualifying parachute jump on 15 Apr. HDIP entitlement for Jan, Feb, and Mar was satisfied under Rule 4 criteria, and the parachute jump performed on 15 Apr satisfied HDIP requirements for Apr, May, and Jun under Rule 1 criteria. Assuming the member did not perform a qualifying parachute jump after 15 Apr, the member's reverted back to Rule 4 from 1 Jul – 31 Jul.

Example 2: Commander submitted a Rule 4 letter for 1 Jan – 31 Jul. Member performed a qualifying parachute jump on 15 May. HDIP entitlement for Jan, Feb, Mar, and Apr was satisfied under Rule 4 criteria, and the parachute jump performed on 15 May satisfied HDIP requirements for May, Jun, and Jul under Rule 1 criteria. The member returned to home station on 31 Jul while in Rule 1 status and a new three-month period began effective 1 Aug.

8.5.2.5. **Rule 5.** The month a member enters training or reports for duty is considered the first month of the three-consecutive month period. **Note:** The HDIP entitlement for fractions of a month(s) will be prorated to coincide with the number of days on status. **(T-0)**

8.5.2.5.1. If a member is static line qualified and subsequently enters MFF training, he or she will receive MFF pay from date entered training forward based on performance of MFF jumps. Because the member was previously static line qualified, a MFF jump may satisfy requirements for static pay for the period prior to beginning MFF training. **(T-0)**

Example 1: Member entered MFF training effective 4 Apr. Member performed a MFF jump on 11 Apr. IAW Rule 5, this jump satisfied MFF HDIP requirements for 4 Apr to 30 Jun. Additionally, this MFF jump could have been used to authorize static line HDIP for 1-3 Apr if necessary (period prior to start of MFF training).

Example 2: Member entered MFF training effective 4 Apr. Member performed MFF jumps in Apr and May. In this scenario, the Apr jump satisfied MFF HDIP requirements for 4 - 30 Apr. The MFF jump performed in May started a new three-consecutive month period (Rule 2) and this jump satisfied MFF HDIP requirements for 1 May – 31 Jul. Accordingly, IAW Rule 1 the MFF jump performed in Apr could have been used to authorize static line HDIP for 1 Feb – 3 Apr (current month plus two preceding months).

8.6. Incentive Pay Effective Dates.

8.6.1. **Start Dates.** The start date for HDIP will be based on the ASC effective date and no earlier than: **(T-0)**

8.6.1.1. ...the class start date for those placed on orders to attend a formal training course leading to the award of the parachutist badge.

Note: Members will be entitled to MFF (Type 2) pay effective the class start date of Military Freefall School provided MFF performance requirements are satisfied. **(T-0)**

8.6.1.2. ...the effective date of the AO when performance requirements are satisfied within three-consecutive months of the AO effective date. First, apply jumps to satisfy requirements backward towards the start date of an AO/requirement, regardless of how many days the member is on jump status in a month. **(T-0)**

Example: Member is placed on status 15 Jan and performs a jump before the end of Mar. The effective date of the MPO is 15 Jan (date placed on status). Based on this jump, the member satisfied HDIP requirements for 15 Jan – Mar. AFI 11-401 establishes criteria on AO effective dates and when the entitlement begins.

8.6.1.3. the first eligible month the member qualified for HDIP when the first jump is not performed within the initial three-consecutive month period. **(T-0)**

Example: Member is placed on status 15 Jan and performs the first jump in Apr. The effective date of the MPO will be 1 Feb and the member is entitled to HDIP for Feb – Apr (Rule 1, current month plus two preceding months).

8.6.1.4. **Incentive Pay Effective Dates for Rule 3 Periods.** The member will not receive HDIP for any month in the initial three-consecutive month period until he/she performs four qualifying jumps; and the four jumps must be performed within the additional nine-consecutive month period.

Note: HDIP is authorized for any month other than the initial three-consecutive month period when performance requirements are satisfied. Upon completion of the fourth jump, the member is entitled to HDIP for all twelve months. **(T-0)**

Example: Member is placed in Rule 3 effective 1 Mar and performed a jump on 15 Jun. The HARM office submitted an MPO on 1 Jul to authorize HDIP for 1 Jun – 31 Aug (Rule 1, current month plus two succeeding months). Member performed three parachute jumps on 15 Oct. Because the member performed at least four jumps during the Rule 3 period, the HARM office submitted an MPO to authorize HDIP for the initial three-consecutive month period (1 Mar – 31 May) and the remainder of the twelve month Rule 3 period (1 Sep – 28 Feb). On the final MPO, the HARM office will list inclusive periods member was previously paid during the twelve month period.

8.6.1.5. **Incentive Pay Effective Dates for Rule 4 Periods.** HDIP pay is effective the first day of the month of deployment to a hostile fire area. **(T-0)**

8.6.1.6. When a MFF qualified parachutist performs MFF jumps to qualify for Type 2 for a period when the member was previously authorized Type 1 HDIP (static line), the member will be entitled to the difference of the two rates. **(T-0)**

Example: A MFF qualified member performed a static line jump on 15 Mar and was authorized Type 1 HDIP for 1 Jan – 31 Mar based on the static line jump. This member performed a MFF jump on 10 Apr. He/she was now entitled to Type 2 HDIP for Feb – Apr based on the MFF jump (Rule 1, current month plus two preceding months). Because the member already received Type 1 HDIP for Feb and Mar based on the

previous static line jump, he/she will receive the difference between Type 1 and Type 2 HDIP for Feb and Mar. HARM personnel will submit an MPO action to change the rate of pay from Type 1 to Type 2 from 01 Feb – 31 Mar.

8.6.2. Termination Dates. Terminate incentive pay when member fails to satisfy minimum performance requirements. **(T-0)**

Example: A member is placed on jump status 15 Jan and performed one qualifying jump on 21 Jan. Based on this jump the member is entitled to HDIP for 15 Jan – 31 Mar (Rule 1, current month plus two succeeding months). However, the member did not perform a qualifying jump during Feb – Jun. The HARM office processed MPOs to collect HDIP 1-30 Apr and 1-31 May previously. On 5 July the HARM office processes a MPO to terminate HDIP effective 31 Mar. HARM personnel will review jump performance each month and process MPOs to pay the member for previous months as required (pay was terminated on 31 Mar). Reference 8.8.1.2 of this instruction for jump grace period rules.

8.6.3. Member is disqualified, suspended, or removed from active jump position assignment. The HARM office will take action to terminate HDIP effective one day prior to disqualification/suspension AO or the last day the individual is assigned to an active jump position. A stop pay action provides payment to the member through midnight of the pay stop date. If a member was suspended and suspension is later revoked, the member may be entitled to HDIP for the suspension period based on qualifying parachute jumps performed. **(T-0)**

Example 1: The HARM office processes an AO to assign ASC 06 effective 15 Jun. This AO terminates entitlement to HDIP. The pay stop effective date is 14 Jun (last day member was assigned to the active jump position).

Example 2: Member performed a jump on 15 Jan which entitled him to pay for Jan, Feb and Mar. On 19 Feb, the HARM office processed an AO assigning ASC 07, Failure to Maintain Medical Certification, and terminated HDIP effective 18 Feb. On 25 Feb, the HARM office processed an AO assigning ASC 9E. The jump that was accomplished on 15 Jan entitled the member to HDIP from 1 Jan to 18 Feb. The member entered a grace period effective 25 Feb.

8.6.3.1. Provide notice as soon as possible to members before removal from an active jump position. The 120-Day notification policy prescribed in AFI 11-402 does not apply to parachutists. **(T-0)**

8.6.4. Member is placed under Rule 3 criteria. The HARM office will take action to terminate HDIP effective the last day of the month prior to the initial three-consecutive month period. **(T-0)**

8.7. Conditions of Entitlement.

8.7.1. Incapacitation. When a member is incapacitated as a result of performing hazardous duty and minimum jump requirements have been satisfied for the month in which the incapacitation occurred, the member is entitled to HDIP until the recovery date as deemed by the appropriate medical authority or a three-consecutive month period beginning the month following the month in which the incapacity occurred, whichever occurs first. **(T-0)**

8.7.1.1. When incapacity occurs as a result of performing hazardous duty and minimum jump requirements have *not* been satisfied for the month, the member is entitled to HDIP

for a three-consecutive month period beginning with the month in which the incapacity occurred. **(T-0)**

8.7.1.2. When a member receiving HDIP as a result of incapacity resulting from hazardous duty is reassigned to an inactive position or receives PCS orders, HDIP continues through the end of the three-consecutive month period. **(T-0)**

Example: A parachutist student was placed on 9E orders for the duration of the Airborne Course effective 10 May. During the course the member performed a qualifying jump on 20 May. On 25 May the member became incapacitated while performing a jump and was disenrolled from the course. The member is entitled to received HDIP for May and the three-consecutive months (1 Jun - 31 Aug). **(T-0)**

8.7.2. **Concurrent Entitlement.** Pararescue personnel assigned to an active flying position (ASC 9D) may be entitled to HDIP for both parachute duty and flying duty. Rated officers assigned to a valid jump position may be authorized both ACIP and parachute duty pay. Members must satisfy requirements for each entitlement separately. **(T-0)**

8.8. Monthly Jump Pay Entitlement Verification.

8.8.1. **ARMS Jump Pay Control Document.** Use the ARMS Jump Pay Control Document in conjunction with the AF Form 1521 *ARMS Individual Jump Pay Entitlement Worksheet* to monitor monthly entitlement to parachute duty pay IAW the DoDFMR. **(T-1)**

8.8.1.1. Complete the AF Form 1521 *ARMS Individual Jump Pay Entitlement Worksheet* IAW the instructions on the reverse side of the form and maintain the document permanently in the JRF. **(T-1)**

Note: The HARM office may keep all worksheets for active jump records in a suspense binder until the member departs via PCS, is placed in inactive status, separates or retires. **(T-1)**

8.8.1.2. HARM personnel will enter parachutists who fail to satisfy minimum parachute jump performance requirements for a given month into a three-consecutive month jump grace period. If at the end of the three-consecutive month period the member satisfied performance requirements for the first month, no pay action is required. If at the end of the three-month jump grace period performance requirements were not satisfied, pay action is required to collect (stop and start) HDIP for the first month only; because requirements can no longer be satisfied for that month. A new three-month jump grace period will begin the next month that the member did not meet requirements within a three-month period. **(T-0)**

Note: If a member fails to perform a qualifying parachute jump for five consecutive months, HARM personnel shall process an MPO to terminate HDIP effective the last calendar day of the last month in which the member qualified for HDIP. Do not submit an MPO to restart HDIP until the member performs a qualifying parachute jump (unless under a Rule 4 waiver letter). **(T-0)**

Example: As of 5 Jul, Captain Dedeaux has not performed a qualifying parachute jump since 5 Jan. HARM office processed MPOs to collect HDIP for 1 – 30 Apr and 1 – 31 May previously. On 5 Jul, HARM personnel processed an MPO to terminate HDIP effective 31 Mar. HDIP will not restart until the member performs a qualifying parachute jump.

8.8.1.3. Parachutists that fail to satisfy a three-month jump grace period due to military operations of the command, absence of jump equipment or aircraft, or extenuating circumstances may be entered into a Rule 3 period. Upon receipt of the Rule 3 letter from the commander, HARM personnel shall ensure HDIP is terminated effective the last calendar day before the start of the Rule 3 period. **(T-0)**

8.8.1.4. As a minimum, HARM personnel shall ensure each month in which Rule 3 or 4 applies is properly annotated in the “Rule” field on the AF Form 1521. **(T-1)**

8.8.2. **AF Form 922/4323 Completion.** SARM personnel (jump units) or parachutist members (when not assigned to a SARM) must ensure the AF Form 922/4323 are completed IAW AFI 11-410 and submitted to the HARM office NLT 5 workdays after a month during which a qualifying parachute jump was performed. Failure to provide these forms to the HARM office delays validation of HDIP entitlement and may cause an interruption in jump pay. **(T-1)**

Table 8.2. Parachute Duty Pay Examples Involving 3-Month Grace Periods.

Month	Example 1		Example 2		Example 3		Example 4	
	Jumps	Entitled	Jumps	Entitled	Jumps	Entitled	Jumps	Entitled
Jan	2	Yes (Note 2)	0	Yes (Notes	1	Yes (Notes	0	Yes (Notes
Feb	0	Yes (Note 3)	1	Yes (Note 2)	0	Yes (Note 12)	0	Yes (Note
Mar	0	Yes (Note 4)	0	Yes (Note 3)	0	Yes (Note 12)	0	Yes (Note
Apr	0	Yes (Notes	0	No (Note 1)	0	No (Note 1)	0	Yes (Note
May	0	Yes (Note 5)	0	No (Note 1)	0	No (Note 1)	0	Yes (Note 9)
Jun	3	Yes (Note 2)	0	Yes (Note 1&6)	0	Yes (Note 1&6)	2	Yes (Note 9)
Jul	1	Yes (Note 2)	0	Yes (Note 5)	0	Yes (Note 5)	0	Yes (Note 9)
Aug	1	Yes (Note 2)	1	Yes (Note 2)	2	Yes (Note 2)	0	Yes (Note 9)

Sep	0	Yes (Note 3)	0	Yes (Note 1&6)	0	Yes (Note 11 & 12)	0	Yes (Note 9)
Oct	0	Yes (Note 4)	0	Yes (Note 5)	0	Yes (Notes 12)	0	Yes (Note 9)
Nov	0	Yes (Note 7)	1	Yes (Note 2)	0	Yes (Note 12)	0	Yes (Note 9)
Dec	0	Yes (Note 7)	1	Yes (Note 2)	1	Yes (Note 2)	3	Yes (Note 9)

Notes:

1. Begins a three-month jump grace period (no pay action is taken until completion of the three-month period).
2. Entitled to parachute duty pay based on that month's jump.
3. Entitled to parachute duty pay based on jump performed in previous month.
4. Entitled to parachute duty pay based on jump performed in 2nd previous month.
5. Entitled to parachute duty pay based on jump performed in succeeding month.
6. Entitled to parachute duty pay based on jump performed in 2nd succeeding month.
7. Entitled to parachute duty pay due to engagement in combat operations in a hostile fire area (Rule 4).
8. No jumps performed due to military operations of the command or unavailability of aircraft or equipment (Rule 3).
9. Entitled to parachute duty pay based on completion of 4 jumps during qualified Rule 3 period.
10. Pay stopped effective the day prior to entering a Rule 3 period. Pay action taken after the 3-month grace period ends.
11. Injured in parachute accident.
12. Entitled to parachute duty pay due for parachute accident.

Chapter 9

ARMS GENERAL INFORMATION

9.1. Purpose. ARMS is the primary automated system for use in all aviation management offices. ARMS provides flying unit/group/MAJCOM commanders, aircrew supervisors, and managers accurate and timely aircrew information to monitor, track, and schedule flight/parachutist operations. ARMS is the official source to track Air Force rated officers, CEAs, non-career aviators, operational support personnel, parachutists, government civilians, and government contractors IAW AF 11-401.

9.2. Waiver Criteria. N/A. This chapter is only for general information of ARMS.

9.3. ARMS Functionality. ARMS functionality is located under the 'Help' Function in the ARMS Application.

9.4. ARMS System Advisory Notices (SAN). Individuals may subscribe or unsubscribe to the Field Assistance Service (FAS) SAN. To subscribe, either access <https://midtier.gunter.af.mil/> or by contacting the FAS Team 5 at DSN 596-5771 Option 1, Option 5, or Comm. (334) 416-5771 Option 1, Option 5 or by email at fas.team5@us.af.mil.

9.5. ARMS Problems. Individuals may contact the FAS Team 3 at DSN 596-5771 Option 1, Option 3, Option 4 or Comm. (334) 416-5771 Option 1, Option 3, Option 4 or by email at fas.team3@us.af.mil. Problems may include items such as connectivity, errors, etc. **Note:** All attempts should be made to resolve at base level (i.e. Base AWAC Chairperson, CHARM/FM, MAJCOM AWG, etc.).

9.6. ARMS Program Management Office (PMO) SharePoint Site. To view miscellaneous information (i.e. contact information, 'how to guides', and 'FGWD' inbound list), individuals may access <https://cs3.eis.af.mil/sites/23575/default.aspx>.

9.7. ARMS Access. Complete the "Receipt of ARMS User ID" worksheet. Retain until member departs via PCS or separates. Delete User IDs for personnel that no longer have a need for access to the database within three calendar days of notification. **Exception:** Not required for HQ AF 1C0s, AWG primary and alternate chairperson, ARMS PMO 1C0X2 functional analyst, and MAJCOM Staff 1C0X2s. Template example of 'Receipt of ARMS User ID' is located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>

9.7.1. User Administration. The purpose of user administration is to provide a means to allow Portal Users (Air Force Portal account) access to a specific HARM database. A Portal user ID may have access to one or multiple HARM databases, but before a user can get access to ARMS they must register through the ARMS User Registration window on the Air Force Portal. Once registered, the CHARM shall accept the account or authorize access using the Users Administration Screen. CHARMs will validate the user's "need to know" prior to authorizing access. Once access is validated the account will be activated and privileges granted.

9.7.2. ARMS External Accounts. The External User Accounts Screen is designed to create database-level user accounts for either ad hoc queries users (i.e. Oracle Discoverer) or IRA

(Virtual), users that require/have access directly to the database. It will also serve as the user account password administration for database level users. The database user account will only have access to one HARM per database user account.

9.8. Ad Hoc Queries (i. e. Oracle Discoverer) Connectivity Pre-deployment Requirements.

9.8.1. Determine network connectivity at the deployed location if deploying to a new location. Network connectivity is essential to the operation of our duties while at a deployed locations. The Office of Primary Responsibility (OPR) may be from another DoD service component, NATO, U.S. Allies or be part of a contractual agreement approved by the deployed location commander.

9.8.1.1. If network connectivity is not established contact the unit computer support administrator (CSA), base communications squadron or project officer or NCO to establish network support requirements. If local CSA or communications personnel will not deploy, contact the OPR at the deployed location to establish network support requirements.

9.8.1.2. For locations where network communication is not available; submit a request to the unit CSA or local communications squadron to establish a Remote Access Server (RAS) account NLT 45 days prior to deployment.

9.8.1.3. Use existing forward deployed location's infrastructure whenever possible. If deploying to a base with a servicing HARM office, contact the local CHARM for assistance and support.

9.8.2. Ensure computers contain access to the current version of Oracle run-time.

9.8.2.1. If necessary, use <https://ceds.gunter.af.mil/> to download the Oracle application in a deployed location. A username and password will need to be created for this website.

9.8.2.2. Ensure the deployed location has an approved Firewall Exemption Letter on file for the installation of Oracle. If a Firewall Exemption Letter has not been approved, contact the unit CSA or local Communications Squadron immediately for processing procedures and submit an AFTO Form 265. See ELSG SharePoint for additional documentation.

9.9. CHARM Logic Tables. CHARM Logic Tables are located on the Aviation Resource Management SharePoint site at: <https://cs3.eis.af.mil/sites/OO-OP-AF-85/default.aspx>.

BURTON M. FIELD, Lt Gen, USAF
DCS, Operations, Plans and Requirements

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

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AFI 11-202 Vol 2, *Aircrew Standardization/Evaluation Program*, 13 Sep 2010
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AFI 65-503, *US Air Force Cost And Planning Factors*, 4 Feb 1994

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AFMAN 65-116, Volume 2, *Defense Joint Military Pay System (DJMS) Unit Procedures Excluding FSO*, 16 Mar 2007

AFMAN 65-116, Volume 3, *Defense Joint Military Pay System (DJMS) Reserve Components (DJMS-RC)*, 15 Mar 2007

DOD 7000.14R, Volume 7A *DOD Financial Management Regulation*, 1 Sep 2012

DODM 4525.8/AF Sup 1, *DOD Official Mail Management*, 20 Mar 2006

1C0 CEFTP, *Career Field Education and Training Plan*, 9 Feb 2009

10 US Code Section 8012

Aviation Career Incentive Act of 1974, P.L. 93-294.

Aviation Career Improvement Act of 1989, found in the National Defense Act of Fiscal years 1990 and 1991, P.L. 101 – 189.

National Defense Authorization Acts (NDAA) of Fiscal Year (FY) 96 (P.L. 104-106), FY99 (P.L. 105-261), and FY 00 (P.L. 160-65).

Prescribed Forms

AF Form 142, Aviation Service Audit Worksheet

AF Form 1520, ARMS Individual Flight Pay Entitlement Worksheet

AF Form 1520A, ARC ARMS Individual Flight Pay Entitlement Worksheet

AF Form 1521, ARMS Individual Jump Pay Entitlement Worksheet

Adopted Forms

DD Form 114, Military Pay Order

DD Form 1300, Report of Casualty

DD Form 1351-2, Travel Voucher or Subvoucher

AF Form 8, Certificate of Aircrew Qualification

AF Form 8A, Certificate of Aircrew Qualification (Multiple Aircraft)

AF Form 480, Aircrew AFSC/Active Flying Justification

AF Form 702, Individual Physiological Training Record

AF Form 847, Recommendation for Change of Publication

AF Form 922, Individual Jump Record

AF Form 1042, Medical Recommendation for Flying or Special Operational Duty

AF Form 1098, Special Task Certification and Recurring Training

AF Form 1274, Physiological Training

AF Form 1288, Application for Ready Reserve Assignment

AF Form 1522, ARMS Additional Training Accomplishment Report

AF Form 1887, Aeronautical Order (PA) Aviation Service

AF Form 2096, Classification /On-the-Job-Training Action

AF Form 3520, ARMS Aircrew/Mission Flight Data Extract

AF Form 3862, Flight Evaluation Worksheet

AF Form 3933, MAJCOM Mission Training Request

AF Form 4322, Active Parachutist Justification

AF Form 4323, ARMS Multi-Crew Jump Record

AF Form 4324, Aircraft Assignment/Aircrew Qualification Worksheet

AFTO Form 781, ARMS Aircrew/Mission Flight Data Document

AETC Form 240-5, Summary of Training Record

AFRC Form 106, Manpower Change Request

Abbreviations and Acronyms

AAG—ARMS Advisory Group

AARM Course—Advance Aviation Resource Management Course (Formally CHARM)

ABM—Air Battle Manager

ACC—Air Combat Command

ACIA of 1974—Aviation Career Incentive Act of 1974

ACIA of 1989—Aviation Career Improvement Act of 1989

ACIP—Aviation Career Incentive Pay

ADSN—Accounting and Dispersing Station Number

AECM—Aeromedical Evacuation Crewmember

AFBCMR—Air Force Board for Correction of Military Records

AFPD—Air Force Policy Directive

AETC—Air Education Training Command

AFI—Air Force Instruction

AFMC—Air Force Material Command

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AFSP—Air Force Space Command

AFTP—Additional Flying Training Period

AFJQS—Air Force Job Qualification Standard

AGTP—Additional Ground Training Period

AMC—Air Mobility Command

AMOG—Air Mobility Operations Group

AMSL—Aviation Management Suspense List

ANG—Air National Guard

AO—Aeronautical Order

API—Aircrew Position Indicator

ARB—Aeronautical Rating Board

ARC—Air Reserve Components (includes both ANG and AFRC)

ARM—Aviation Resource Management

ARMS—Aviation Resource Management System

AS—Aviation Service
ASAW—Aviation Service Audit Worksheet
ASC—Aviation Service Code
ASD—Aviation Service Date
ASDCS—Aviation Service Data and Computation Worksheet
ASG—ARMS Steering Group
AT—Annual Tour
AVIP—Aviation Incentive Pay
AWAC—ARMS Working & Advisory Council
AWG—ARMS Working Group
BNCC—Base Network Control Center
CDC—Career Development Course
CEA—Career Enlisted Aviator
CEFIP—Career Enlisted Flyer Incentive Pay
CEVIP—Career Enlisted Aviation Incentive Pay
CFETP—Career Field Education and Training Plan
CHARM—Chief, Host Aviation Resource Management
CHARMS Report—Consolidated Headquarters Aviation Resource Management System Report
CMS—Case Management System
CPG—Career Progression Group
DAFSC—Duty Air Force Specialty Code
DAF—Department of the Air Force
DAS—Date Arrived Station
DBA—Data Base Administrator
DDA—Direct Duty Assignment
DDLDS—Date Depart Last Duty Station
DET—Detachment
DFAS—Defense Finance Accounting Service
DNIF—Duty Not Including Flying
DOD—Department of Defense
DODFMR—Department of Defense Financial Management Regulation
DOS—Date of Separation

DRU—Direct Reporting Unit
EGP—End Grace Period
ELSG—Electronic Systems Group
ESC—Entitlement Status Code
ETCA—Education Training Course Announcements
EVR—Entitlement Verification Report
FA—Flight Authorization
FAC—Flying Activity Code
FEB—Flying Evaluation Board
FEF—Flight Evaluation Folder
FGP—Failed Grace Period
FHR—Flying History Report
FPCD—Flight Pay Control Document
FRF—Flight Record Folder
FSC—Flying Status Code
FME—Flight Medicine Element
FSO—Finance Services Office
FSS—Force Support Squadron (old Mission Support Squadron)
FTU—Flying Training Unit
FY—Fiscal Year
GAS—Graduate Assessment Survey
GP—Grace Period
GTP—Ground Training Period
HAHO—High Altitude High Opening
HALO—High Altitude Low Opening
HARM—Host Aviation Resource Management
HDIP—Hazardous Duty Incentive Pay
HHQ—Higher Headquarters
IAD—Inactive Active Duty
IAW—In Accordance With
IDS—Individual Data Summary
IT/NSS—Information Technology/Network Security Services

IFR—Individual Flight Record
IJR—Individual Jump Record
ITO—International Travel Order
ITS—Individual Training Summary
JHR—Jump History Report
JQS—Job Qualification Standard
JPCD—Jump Pay Control Document
JRF—Jump Record Folder
JTI—JUMPS Transaction Input
JUMPS—Joint Uniform Military Pay System
MAJCOM—Major Command
MAR—Mission Accomplishment Report
MDS—Mission Design Series
MEP—Mission Essential Personnel
MFF—Military Free Fall
MFM—MAJCOM Functional Manager
MFR—Memo for Record
MIA—Missing in Action
MILPDS—Military Personnel Data System
MPA—Military Personnel Act
MPF—Military Personnel Flight
MPO—Military Pay Order
MTL—Master Task List
MTP—Master Training Plan
NAF—Numbered Air Force
NATO—North Atlantic Treaty Organization
NDAA—National Defense Authorization Act
NUSIC—Non-US Identity Code
OFDA—Operational Flying Duty Accumulator
OJT—On the Job Training
OPR—Office of Primary Responsibility
OSD—Officer Service Date

OSF—Operational Support Flyer
PACAF—Pacific Air Forces
PAS Code—Personnel Accounting System Code
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PMAI—Primary Mission Assigned Inventory
PMR—Post Mission Review
POW—Prisoner of War
PQI—Professional Qualification Index
QTP—Qualification Training Packages
RAS—Remote Access Site
RFS—Remote Piloted Aircraft Flight Screening
RIQ—Remote Piloted Aircraft Initial Qualification
RMP—Readiness Management Period
ROIJT—Report of Individual Jump Training
RPA—Reserve Personnel Appropriations / Remotely Piloted Aircraft
RTFS—Return to Flying Status
SA—System Administrator
SARM—Squadron Aviation Resource Management
SAV—Staff Assistance Visit
SDI—Special Duty Identifier
SEI—Special Experience Identifier
SGP—Start Grace Period
SOC—Squadron Operations Center
SOF—Supervisor of Flying
SORTS—Status of Resources and Training System
SSAN—Social Security Account Number
Stan/Eval—Standardization/Evaluation
STS—Specialty Training Standard
TA—Training Assembly
TAFMS—Total Active Federal Military Service
TAR—Training Accomplishment Report

TDY—Temporary Duty
TQR—Training Quality Report
TSC—Transition Status Code
UAS—Unmanned Aerial System
UETM—Unit Education and Training Manager
UFT—Undergraduate Flying Training
URT—Undergraduate Remotely Piloted Aircraft Training
UMD—Unit Manning Document
UMPR—Unit Manpower Personnel Roster
UNT—Undergraduate Navigator Training
UPT—Undergraduate Pilot Training
U.S.C.—United States Code
USAFA—United States Air Force Academy
USAFE—United States Air Forces in Europe
USAF—United States Air Force
UTA—Unit Training Assembly
UTC—Unit Type Code

Terms

Aircrew—The total complement of rated officers (pilots, combat systems officers, navigators, air battle managers, and flight surgeons), career enlisted aviators (1AXXX Air Force Specialty Codes), and non-career officer/non-CEA aviator aircrew (K-, Q-, or X-prefixed Air Force Specialty Code) personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to accomplishment of the aircraft's mission (includes members in initial formal training for immediate assignment to an authorized operational flying position). Individuals will be on aeronautical orders and assigned to an authorized position according to AFI 65-503, *US Air Force Cost and Planning Factors*, or nonrated aircrew not in an aircraft's basic crew complement, but required for the mission. Aircrew members perform principal duties inflight and their presence is required for the aircraft to accomplish its primary tasked mission. Duties must be essential to operating the aircraft or mission systems and equipment used for completing a mission, or other duties essential to the aircraft's mission.

Air Force Aircraft—US Government owned or leased aircraft under US Air Force jurisdiction.

ARMS Advisory Group (AAG)—The AF ARMS Advisory Group (AF AAG) concentrates on streamlining issues affecting policy, procedures, and standardization of key aviation and parachute management processes AF-wide. Highlighting and implementing necessary changes will improve our career field's efficiency & ability to network information across all commands.

The AAG is comprised of a 1C0X2 Chairperson and Vice Chairperson designated by AF/A30 and representative (Primary/Alternate) from each MAJCOM and Formal school Representative.

ARMS Steering Group (ASG)—The AF ARMS Steering Group (AF ASG) concentrates on issues affecting innovation, policy, and development affecting short-/long-term growth of the career field and any applicable aviation matters. In addition, the ASG will review and prioritize all ARMS SCRs; in-turn, provide recommendations to the ARM Functional Review Board. The ASG is comprised of our Career Field Manager (Chairperson), MAJCOM Functional Managers, 1C0X2 Formal School Representatives, AF AAG and AWG Chairperson(s). **Note:** The ARM Functional Review Board is comprised of AF A30-AI (Chairperson), 1C0X2 Career Field Manager, MAJCOM 1C0X2 Functional Managers, ARMS Program Manager, all system module program managers (i.e. AF Flying Hour Program Manager, AF Sim Utilization Program Manager, AF Aircrew Force Program Manager, etc.), to include Flying Operations Representatives supporting leadership at the HAF, MAJCOM, Wing and Squadron levels. The official charter of the ARM Functional Review Board is maintained by AF/A30-AI.

ARMS Working Group (AWG)—The AF ARMS Working Group (AF AWG) concentrates on issues affecting ARMS implementation, technical operation, sustainment, and enhancements. The AWG collects ARMS SCRs from the group (or base) 1C0X2 ARMS Working and Advisory Council (AWAC) assigned to their respective MAJCOM. AWACs collect SCRs from ARMS customers and evaluate requests to ensure suitability for submission to the AWG. The AWG provides inputs to ARMS long range planning goals for consideration by the ARMS Steering Group (ASG). Interaction with HQ AF/A30-AIF ASG, AFPEO EIS/HIJD, 1C0X2 Technical School Representative, and MAJCOM Functional Managers (MFM) is essential. The AWG will monitor SCR progress, participate in periodic project reviews, and evaluate modification and new requirement requests. AWG members are primarily responsible for providing AFPEO EIS/HIJD support with defining requirements for future upgrades to ARMS along with providing field testing support before ARMS is released for implementation. The AWG is comprised of a 1C0X2 Senior NCO (preferably a Senior Master Sergeant), wing level or below (currently with active, day to day ARMS job requirements and a current SEI 066), Chairperson and Vice Chairperson designated by AF/A30. Additional members consist of a representative from 1C0X2 formal schoolhouses, HQ ELSG/BISA (ARMS Advisor), and 1C0X2 Primary/Alternate representative from each MAJCOM.

Authentication—Evidence by proper signature or seal that a document is genuine and official.

Authorized Aircrew—Aircrew authorized IAW AFI 65-503.

Aviation Career Incentive Pay (ACIP)—Incentive pay authorized for rated officers (regular and reserve) in an aviation career. See AFI 11-401.

Aviation Service Date (ASD)—Effective date of the first aeronautical order to perform flying duties. For rated officers, this date is set when the member first reports, on competent orders, to the aviation activity with aircraft assigned in which the officer will receive flight training leading to an aeronautical rating (e.g. start date of SUPT, SUNT, or UPT-H class or Weapons Systems Training) or date of commission, whichever is later. For flight surgeons, the ASD equals the date all requirements for the flight surgeon rating were met, which is normally the date Course 50BY9351 or equivalent was completed. For Air Battle Managers, the ASD is the date the crewmember enters training at one of five FTU sites (Tinker, Robins, Keesler, Davis-Monthan, and Geilenkirchen AB). For CEAs, the ASD is set when the member first reports, on competent

aeronautical orders, to the aviation activity that has aircraft in which the member will receive flight training leading to CEA status (normally the class start date).

Career Enlisted Aviator (CEA)—Enlisted aircrew in AFSCs 1AXXX.

Career Enlisted Flyer Incentive Pay (CEFIP)—Incentive pay for CEAs in an aviation career as authorized in the NDAA of FY 00 (see AFI 11-401).

Coaching—A coach helps/guides individuals by sharing insights and lessons from their own experience to conduct recurring training and/or training in general. Coaches may be found inside or outside of their current organization and not formally appointed as trainers. The purpose of coaching is to improve the individual's performance on the job. This involves either enhancing current skills or acquiring new skills.

Consolidated Headquarters Aviation Resource Management Report—A daily product used to highlight aviation service code, flying activity code, and API mismatches. Additionally, this report highlights errors for aircrew and parachutist members without aircrew or jump prefixes on duty AFSCs yet assigned active flying status codes; missing military pay dates; expired physicals yet assigned active ASCs; and much more. This report is a tool to help HARM personnel decide appropriate management actions. This data flows automatically and monthly to Air Staff with or without errors.

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

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

Continuation Training—The continuation-training program provides crew members with the volume, frequency, and mix of training (flying and ground) necessary to maintain proficiency in the assigned qualification level. Training in which personnel already qualified in their respective aircrew positions maintain assigned level of proficiency IAW AFI 11-202 and MDS Specific Instructions.

Flight—For the purpose of this instruction, a flight is synonymous with a mission.

Frequent and Regular—“Frequent and regular” is a DoD 7000.14-R, Volume 7A, Part Two, term which establishes the minimum monthly flight requirements to be entitled to conditional ACIP, CEFIP, or HDIP. Chapters 22 and 24 set the minimum at four hours for active duty and Chapters 56 and 57 set the minimum at two hours for ARC per calendar month, or a prorated share for lesser periods. By itself, the requirement to fly frequently and regularly is not justification to assign an individual to aircrew or operational support flyer status. There must be a need to perform in-flight duties.

Gate—Identifies a point in a rated officer's or CEA's aviation career at which utilization is measured according to the ACIA of 74, the ACIA of 89, or NDAA of FYs 96, 99, and 00. Utilization is measured at the 12th and 18th year of aviation service for rated officers, and 10th, 15th, and 20th year of aviation service for CEAs.

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

Hazardous Duty Incentive Pay (HDIP)—Incentive pay authorized for personnel, to include general officers with over 25 years of aviation service, required to perform in-flight duties on a frequent and regular basis. Entitlement is conditional.

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

Military Freefall (MFF)—High altitude military parachute jump (e.g. HAHO / HALO) performed without the use of a static line. Static-military parachute jump performed with the use of a static line.

Mission—For the purpose of this instruction only, mission is defined as a primary objective for which an aircraft is operated (see Mission Symbols in AFI 11-401) and may consist of an increment of one or more sorties. For example, a mission may involve several sorties, or in the case of an in-flight refueling, several missions may be accomplished in one sortie.

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

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

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

Primary Aircrew Member—Personnel comprising the basic crew complement in AFI 65-503.

Sortie—An AFTO Form 781 aircraft sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. It ends after airborne flight when the aircraft returns to the surface and either of the following conditions occur: a) the engines are stopped, or the aircraft is on the surface for five minutes, whichever occurs first; or, b) a change is made in the crew which enplanes or deplanes a crewmember. A series of practice landings is considered one sortie; for a series of practice landings, close out the flight after five minutes on the ground and begin a subsequent flight but do not log a sortie until the final landing. For logging aircrew proficiency training on missions where some crewmembers deplane and the remaining crew from the original depart again, this may be considered to be a continuation of the original aircrew sortie. MAJCOMs may establish MDS-specific crew requirements and procedures for aircrew continuation sorties.

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

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

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

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