

**BY ORDER OF THE COMMANDER
AIR FORCE DISTRICT OF
WASHINGTON**

**AIR FORCE INSTRUCTION 11-215
AIR FORCE DISTRICT OF WASHINGTON
Supplement**



23 NOVEMBER 2011

Flying Operations

**USAF FLIGHT MANUALS PROGRAM
(FMP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFDW/A3OV

Certified by: AFDW A3/5/9
(Col Robert Moynihan)

Pages: 7

AFI 11-215, *USAF Flight Manuals Program (FMP)* dated 3 January 2011, is supplemented as follows. This supplement establishes the HQ AFDW's Flight Manuals Program. It contains guidance unique to AFDW that applies to all AFDW personnel who manage, prepare, review, approve, distribute, or use flight manuals. . This supplement is not applicable to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule located at <http://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. Submit suggested improvements to this supplement on AF Form 847, *Recommendation for Change of Publication*, through Stan/Eval channels to HQ AFDW/A3OV. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in the publication does not imply endorsement by the Air Force.

2.3.11.2. Crewmembers need not carry specific sections of flight manuals or checklists that do not apply to the unit system or aircraft. If crewmembers remove pages or sections that do not apply, they will annotate the List of Effective Pages (LEP) to show which pages have been removed. Destroy removed pages by shredding.

2.3.11.2.1. (Added) Unit-developed checklists that complement flight crew checklists will be approved by HQ AFDW/A3OV, unless authorized by 11-2UH-1N, Volume 3.

2.8. (Added) Flight Manual Technical Data Security. Flight Manuals (FM) (basics, revisions, changes and supplements) contain technical data classified as Scientific and Technical Information. Per AFI 61-204, *Disseminating Scientific and Technical Information*, FM data requires the use of secured or encrypted methods of transmittal, and lists all approved methods of unclassified flight manual data transmission.

3.5.2. HQ AFDW/A3OV serves as AFDW's representative to the Flight Manual Executive Steering Group (FMESG), but may delegate the responsibility as required.

6.3.3.1. (Added) 811 OG and 1 HS Flight Crew Information File libraries (flight manual publication portion only) are subject to guidance specified in TO 00-5-1, *AF Technical Order System*, since they are classified as "Operational Libraries" types (TO 00-5-1 section 4.7). Flight Crew Information File libraries must be inventoried annually to ensure the contents are complete and current. The contents are compared to either a current "Master TO Report by Account" listing provided by the servicing TODA, or against the TO Catalog.

6.3.3.2. (Added) To ensure currency of individual crewmember Flight Manual publications:

6.3.3.2.1. (Added) HQ AFDW/A3OV will publish in the supplement to AFI 11-2UH-1N, Volume 3, a list of publications required for each aircrew position.

6.3.3.2.2. (Added) Units will review publication requirements annually/ to ensure an adequate supply.

6.3.4.1. Flight manual issuance and accountability procedures are:

6.3.4.1.1. (Added) 1 HS/CC will appoint, by memorandum, an officer or non-commissioned officer as the flight manuals control officer to carry out the requirements of AFPD 11-2, *Aircraft Rules and Procedures*; AFI 11-215; and TO 00-5-1.

6.3.4.1.2. (Added) AFDW units will issue all required publications as listed in AFI 11-2UH-1N, Volume 2. Electronic copies are considered current and complete only when all applicable changes and supplements are imbedded/integrated into the basic flight manual. LEP checks on electronic FMs will only be completed in accordance with para 8.1.2.3. When a crewmember prints a hard copy of a flight manual an LEP check is required.

6.3.4.1.3. (Added) Flight manuals that are not issued or used as part of a reference library are not required to be posted or current. Once issued, flight manuals must be current before they are used.

6.3.4.1.4. (Added) AFDW does not "release" flight manual publication revisions, changes, or supplements. 811 OG/OGV or 1 HS/CCV will review publications for accuracy and are cleared to implement upon receipt, unless discrepancies are noted. If discrepancies are noted, 811 OG/OGV will contact HQ AFDW/A3OV for guidance before implementing the new or revised flight publications. HQ AFDW/A3OV will coordinate with all using commands and provide resolution guidance.

6.3.4.1.5. (Added) Unless discrepancies prevent, all flight manuals will be posted within 5 workdays from date received by the library custodian. Flight crew members will post all flight manuals prior to flight.

6.3.4.2. The 811 OG/CC will publish written procedures to ensure flight manuals, checklists, changes, and safety or operational supplements are distributed in a timely manner. These

procedures will ensure aircrews have the latest publication changes that affect the mission before operating or maintaining aircraft or equipment, along with ensuring individuals review new changes and supplements before their next flight. This process is documented in part B of the squadron Flight Crew Information File.

6.3.4.2.3. The 811 OG/CC will publish written policy that establishes a redundant system to view the Flight Crew Information File library at all times, as well as a backup system for all electronically viewed publications in the Flight Crew Information File library.

6.3.4.3. AFDW's method of maintenance of flight manuals is the electronic medium. Paper copies of flight manuals do not need to be current. Checklists from flight manuals are excluded. Checklists may be either electronic or paper. Electronic and paper checklist must be maintained current.

6.3.4.4. The 811 OG/CC will publish written procedures to ensure flight crewmembers accomplish and document periodic reviews on their personal FMP to ensure currency. These periodic reviews will be conducted, at a minimum, when a change or supplement is released for the publication. This requirement may be conducted in conjunction with the LEP checks required in Chapter 8 of this supplement.

6.3.6. HQ AFDW/A3OV will designate a MAJCOM representative for FMP and flight manuals review conferences (FMRC).

6.3.9. 811 OG/OGV/1 HS/CCV may e-mail minor FMP errors through normal command channels to HQ AFDW/A3OV. HQ AFDW/A3OV will forward the errors to the appropriate Flight Manual Manager.

7.1.2. The text insertion method may be used when posting supplements and interim changes to publications. Digital text may be inserted in available space on the affected page provided the insertion does not cover existing verbiage and font properties correspond with existing text. Write-in changes for corrections to title page(s) and LEP are authorized.

7.1.4. Flight crew members are required to perform LEP checks on paper copies of flight manuals and checklists as follows:

7.1.4.1. (Added) Initial. When publications are issued, all pages will be compared to the LEP. Annotate this inspection on the LEP page along with the date and reviewer's initials and any discrepancies (missing pages, improper printing, etc.).

7.1.4.2. (Added) It is not required to do an annual review on personal publications.

7.1.4.3. (Added) Only the date (and associated initials etc.) corresponding to the latest LEP check is required to be annotated. Other dates are acceptable if a chronological table is kept.

7.1.4.4. (Added) Use of photocopies to replace missing flight manual pages, to include checklists, is authorized until replacement pages can be obtained. This includes printed copies from other digital files and may include write-in changes.

7.1.5. For routine updates, revisions, and suggestions, submit an AF Form 847 through Stan/Eval channels to HQ AFDW/A3OV, for review and resolution.

7.1.6. (Added) Flight crewmembers will assemble flight manuals and checklists in their proper sequence. Checklists may be tabbed for quick reference. Complete checklists derived from different TOs/manuals may, for convenience, be carried within the same checklist binder.

7.1.7. (Added) For flight crew members participating in the electronic publications program, publications reviews conducted as part of an evaluation will include:

7.1.7.1. (Added) A check for currency.

7.1.7.2. (Added) Examinee will demonstrate ability to navigate through and locate information in the electronic media.

8.1.2.1. LEP checks are mandatory for all flight manuals in a unit's paper copy Flight Crew Information File library and will be conducted as follows:

8.1.2.1.1. (Added) Initial. When a flight manual is initially inserted into the library, all pages will be compared to the LEP. Annotate this inspection as "annual" on the title page or LEP page along with the date and reviewer's initials and any discrepancies (missing pages, improper printing, etc.).

8.1.2.1.2. (Added) Annual. Check all pages with the LEP. Annotate this inspection as "annual" on the title page or LEP page along with the date and reviewer's initials and any discrepancies (missing pages, improper printing, etc.).

8.1.2.1.3. (Added) . Changes. When a change is posted, if only the changed pages are checked with the LEP, annotate this inspection as "change" on the title page or LEP page along with the date and reviewer's initials, any discrepancies (missing pages, improper printing, etc.), and carry forward the last annual LEP date and initials to the new title/LEP page. If a complete comparison of all pages against the LEP is performed while posting the change, the reviewer may update the previous annual inspection with the date and reviewer's initials and any discrepancies (missing pages, improper printing, etc.).

8.1.2.1.4. (Added) Revisions. When a revision is posted, all pages will be compared to the LEP. Annotate this inspection as "annual" on the title page or LEP page along with the date and reviewer's initials and any discrepancies (missing pages, improper printing, etc.).

8.1.2.1.5. (Added) If both change and annual LEPs are completed, only the dates (and associated initials etc.) corresponding to the latest change LEP and annual LEP are required to be annotated. Other dates are acceptable if a chronological table is kept.

8.2.1. The 811 OG/CC will establish written policy and standardized programs to manage the distribution and verify currency of electronic flight publications issued to flight crew members.

8.2.2. The 811 OG/CC is delegated oversight responsibility for the printing of complete flight manuals.

8.3. (Added) Unit Responsibilities. Units using electronic publications on the aircraft will comply with the following:

8.3.1. (Added) Mark all portable storage devices with the highest distribution statement of the data stored and ensure encryption when at rest due to high theft potential. Compact Discs are not required to be encrypted.

8.3.3. (Added) Coordinate with HQ AFDW/A3OV to ensure a single source for digital flight manuals.

8.3.4. (Added) Electronic TOs may be used in-flight as the primary source document. Flight crewmembers are still required to carry and use the appropriate paper checklists.

8.3.5. (Added) Ensure only approved equipment (IAW AFI 11-202 Volume 3, *General Flight Rules*) will be used to display electronic publications in flight. This equipment will be specified in local guidance with a reference to the applicable approving authority.

8.3.7. (Added) Establish guidance addressing the following areas, as a minimum:

8.3.7.1. (Added) Distribution of interim safety and operational supplements.

8.3.7.2. (Added) Process to ensure electronic publications are current and all participating personnel have the latest version.

8.3.7.3. (Added) Criteria for flight crew member eligibility to use electronic publications.

8.3.7.4. (Added) Procedures to manage personnel who are not participating in the e-pubs programs.

8.3.8. (Added) Ensure crewmembers participating in the electronic publications program will have access to a set of current paper pubs while attending initial/recurring training programs, if required (i.e. formal training courses or recurring simulator training).

8.3.9. (Added) Ensure electronic publications are standardized throughout the unit and include all publications and technical orders (if available in digital format) that are required to be issued to unit flight crew members. Electronic publications will include the following folders/tabs.

8.3.9.1. (Added) Flight Crew Information File Library. File structure will be in accordance with AFI 11-202v2, *Aircrew Standardization and Evaluation*, as supplemented.

8.3.9.2. (Added) Other folders may be included for local publications, additional Air Force Instructions, TOs, or information of interest, to crewmembers as determined by the 1 HS/CC or 1 HS/CCV office.

9.2.1.1. (Added) 811 OG/OGV will ensure AF Forms 847 are re-submitted when required information is missing or incorrect.

9.2.1.2. (Added) Submit squadron level AF Forms 847s to 1 HS/CCV for coordination/recommendation. The 1 HS/CCV will forward all AF Form 847s to the 811 OG/OGV for action. Units outside of the 1 HS or without a Stan /Eval function will submit directly to the 811 OG/OGV. If required, attach documentation that clarifies the recommendation, concurrence, or non-concurrence.

9.2.1.3. (Added) The 811 OG/OGV and HQ AFDW/A3OV will maintain a control log of AF Form 847s. 811 OG/OGV will assign each AF Form 847 a unique unit number in block 2.

9.2.1.5. (Added) After 811 OG/OGV approval the 811 OG/OGV will e-mail the AF Form 847 and its attachments to HQ AFDW/A3OV (afd.w.a3hops@afncr.af.mil). (EXCEPTION: AF Form 847s concerning unit-level publications do not require higher headquarters action.)

9.2.1.6. (Added) Within 30 days of receipt, HQ AFDW/A3OV will log the AF Form 847, coordinate with the appropriate subject matter expert for action and forward the AF Form 847 to the FMM, Lead, and using MAJCOMs,

9.2.1.8. (Added) Forward classified AF Form 847s via SIPRNET through Stan-Eval channels to HQ AFDW/A3OV. Units will follow up with an unclassified email to verify receipt of classified AF Form 847s.

9.2.1.9. (Added) The HQ AFDW/A3OV SharePoint site lists the status of AF Form 847s. Final closing action on AF Form 847 to FMP publications is either non-concurrence by HQ AFDW/A3OV, the FMM, or the FMRC, or approval by either the FMM or the FMRC. Final closing action on AF Form 847s to other publications is non-concurrence by HQ AFDW/A3OV or the OPR, or approval by the OPR. Receipt of the formal change to the affected document or written authority from the responsible headquarters is the only authority for implementing changes or revisions.

9.3.1.1. AFDW units will submit emergency AF Forms 847 to HQ AFDW/A3OV with an information copy to 811 OG/OGV, and will verify that all recipients received the message.

9.3.1.3. HQ AFDW/A3OV will provide the MAJCOM decision (approval, downgrade, or disapproval) to the initiating unit within 48 hours of receiving the emergency AF Form 847.

KENNETH D. CARLSON, Colonel, USAF
Director, Operations, Plans, Requirements, &
Assessments

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-2UH-1N, Volume 2, *UH-1N Grading Criteria*, 11, February 2008

AFI 11-2UH-1N, Volume 3, *UH-1N Helicopter Operating Procedures*, 27 December 2006