

**BY ORDER OF THE COMMANDER
AIR FORCE DISTRICT OF
WASHINGTON (AFDW)**

**AIR FORCE INSTRUCTIONS 11-421
AIR FORCE DISTRICT OF WASHINGTON
Supplement**



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Flying Operations

AVIATION RESOURCE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: AFDW A3O
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AFI 11-421, 13 Dec 2010 is supplemented as follows. This supplement sets procedures for managing AFDW flying resources and gives guidance that applies to administering flight management programs. It applies to AFDW commanders of flying units, and aircrew personnel. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Send comments and suggested improvements to this supplement on AF Form 847, Recommendation for Change of Publication, through channels to AFDW/A3. This supplement does not apply to the AFRC or ANG.

1.2.6. 811 OSS/OSO will represent AFDW as the MAJCOM MFM.

1.3. 811 OSS/OSO serves as MAJCOM Functional Manager for all functional and career field requirements. All reports or logs which require MAJCOM functional manager review will be forwarded to HAF/A3O-AT after review/approval of HQ AFDW/A3/5/9.

1.3.11. AFDW units will attend AMC official charter for Joint Base Andrews to ensure 1C0 ARMS Advisory Group (AAG) participation.

1.4. Qualification requirement waivers will be submitted to AFDW/A3O for approval.

1.4.1.5. 811 OSS/OSO will forward EVR activity log to HQ AFDW/A3/5/9 for review/approval prior to sending to HAF/A3O-AT.

1.4.2. Forward copy of letter for MAJCOM 1C0 functional manager to AFDW/A3/5/9.

1.4.3.1. The 811 OSS/OSO is approved ARMS read-only access.

1.4.7.1. 811 OSS/OSO will forward incentive pay training status reports to HQ AFDW/A3/5/9 for review/approval prior to sending the HAF/A3O-AT.

1.4.11.1. 811 OSS/OSO will forward reports of extended suspension periods to HQ AFDW/A3/5/9 for review/approval prior to sending the HAF/A3O-AT.

1.4.17. AFDW authorizes 811 OSS to maintain electronic copies of additional AF-directed forms.

1.4.17.2.3. AFDW defines naming convention as matching example format. Aircrew 3-letter identifiers may be used instead of full name.

1.4.21. 811 OSS/OSO will contact HQ AF A3O-ATF for any AO validity questions.

1.5.12.1. AFDW units are authorized to use end of training cycle proration letters.

1.5.15. AFDW units are authorized to use the Patriot Excalibur to create and complete electronic MAR/TAR data.

1.5.21. AFDW authorizes units to maintain a separate file and log for off station flights.

2.8.1.5. AFDW authorizes the assistant CHARM to sign aeronautical orders if qualified IAW para 1.4.1.

Table 2.2. item 23. Waivers will be submitted to AFDW/A3/5/9.

3.12.1. AFDW units will use AMC standards for dummy records.

3.14.1. If needed, contractor training data may be tracked using ARMS.

4.2. 811 OSS/OSO will develop QTPs for AFDW unique requirements and provide copies to AFDW/A3/5/9 and AF/A3O-ATF.

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