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Flying Operations

AVIATION MANAGEMENT

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This Department of the Air Force Manual (DAFMAN) implements Air Force Policy Directive (AFPD) 11-4, *Aviation Service.* It establishes procedures for managing flying resources and provides guidance that applies to administering aircrew flight management programs. This publication applies to civilian employees and uniformed members of the Regular Air Force, U.S. Space Force (USSF), Air Force Reserve (AFR) and the Air National Guard (ANG), as well as Air Force aircrew personnel assigned to active flying positions in the Civil Air Patrol. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy Program and Civil Liberties Program*. The applicable SORN F011 AF XO A, *Aviation Resource Management System (ARMS)*, is available at **http://dpclo.defense.gov/Privacy/SORNs.aspx**. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate chain of command. Major commands (MAJCOMs), Field Operating Agencies (FOAs), Headquarters Air Force (HAF), Direct Reporting Units (DRUs), subordinate organizations, and USSF equivalents may supplement this publication. MAJCOMs, FOAs, DRUs, and USSF will coordinate their

supplements to this publication with the Aircrew Task Force (AF/ACTF) using **AF.A3.ACTF.Workflow@us.af.mil** before publishing; subordinate organizations will coordinate their supplements with parent organizations. The authorities to waive wing/Space Force equivalent/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, as directed in **paragraph 1.2** in this publication. Compliance with the attachments in this publication is mandatory.

SUMMARY OF CHANGES

This interim change revises DAFMAN 11-401 with (1) corrections to cited notes for orientation flights in **Table 5.1**, (2) an update of requirements for government civilian employees and contract aircrew, (3) and an update to general officer flying positions. A margin bar (|) indicates newly revised material.

Chapter 1—OVERVIEW **6**

1.1. Purpose..... 6

1.2. Waiver requests for this publication. 6

1.3. Terminology..... 6

Chapter 2—ROLES AND RESPONSIBILITIES **7**

2.1. Headquarters Air Force (HAF), Deputy Chief of Staff for Operations (AF/A3), through the Director of Training and Readiness (AF/A3T):..... 7

2.2. Major Commands (MAJCOM)..... 7

2.3. Subordinate Organizations (Below HAF and MAJCOMs). 8

Chapter 3—FLYING OBLIGATIONS **10**

3.1. During Time of War. 10

3.2. Aeronautical Orders and Flight Authorization..... 10

Chapter 4—ISSUING FLIGHT AUTHORIZATIONS **12**

4.1. Authorizing. 12

Chapter 5—USE OF U.S. AIR FORCE AIRCRAFT **15**

5.1. Authorizing. 15

5.2. Orientation Flights. 15

Table 5.1. Flight Approval Authorities (by Type of Flight) (Note 1)..... 16

5.3. Public Affairs Flights..... 19

Chapter 6—AUTHORIZATION TO PERFORM INFLIGHT DUTIES IN U.S. AIR FORCE AIRCRAFT **20**

6.1. Authority. 20

6.2. Authorizing. 20

6.3. Authorized Personnel. 20

Chapter 7—AUTHORIZATION TO PERFORM INFLIGHT DUTIES IN NON-U.S. AIR FORCE AIRCRAFT **25**

7.1. Authority. 25

7.2. Flights in Non-USAF Air Force Aircraft. 25

7.3. Flight in Foreign-Owned Military Aircraft. 26

7.4. U.S. Air Force Exchange Personnel. 26

7.5. Combat Aviation Advisors and General Purpose Force Air Advisors. 26

Chapter 8—DUAL-CONTROLLED AIRCRAFT **27**

8.1. Pilot Requirements. 27

8.2. Exceptions. 27

Chapter 9—FLYING BY FOREIGN MILITARY AND CIVILIAN PERSONNEL IN U.S. AIR FORCE AIRCRAFT **29**

9.1. Overview. 29

9.2. Flight Authorizations. 29

9.3. Processing Requests that Require Headquarters Air Force Approval. 30

9.4. Requests for Exception. 31

Chapter 10—AVIATION RESOURCE MANAGEMENT **32**

Section 10A—Supervisory Operational Flying 32

10.1. Supervisory Position Criteria. 32

10.2. Supervisory Flying. 32

10.3. General Officer Flying. 33

Table 10.1. General Officer Flying Positions. 33

10.4. Indoctrination Flying. 36

Table 10.2. Indoctrination Flying Approval Authority. 37

10.5. Operational Support Aircraft and Aircrew Management. 37

Section 10B—Support of Personnel Assigned to Locations or Organizations Lacking Flying Facilities or Aircraft 38

10.6. Attachment for Flying/Parachuting. 38

Section 10C—Flying with Air Reserve Component Units 39

10.7. Total Force Integration. 39

10.8. Flying with Air Force Reserve Units. 39

10.9. Flying with Air National Guard Units. 40

10.10. Coordination Authorization. 40

10.11. Total Force Integration and Associate Units. 40

Chapter 11—FLIGHT DOCUMENTATION 42

Section 11A—Logging of Flight Activity 42

11.1. Logging Flight Activity. 42

11.2. Crediting Flight Time. 42

11.3. Definition of Flight Time Categories. 43

11.4. Flight Condition Time. 50

11.5. Non-rated/non-career enlisted aviator Flight Time. 52

Section 11B—Logging of Flight Activity (General) 52

11.6. Logging Flight Time for Pay. 52

11.7. Logging Flight Time by Rated Officers and Career Enlisted Aviators in Inactive Flying Status. 53

11.8. Non-Rated/Non-Career Enlisted Aviator Crewmembers and Operational Support Flight Time. 53

11.9. Logging Flight Time in Non-U.S. Air Force Aircraft. 53

11.10. Logging Other U.S. Military Time. 54

11.11. Logging Student Time. 54

11.12. Logging Foreign Military Time. 54

11.13. Logging Flight Time in Other Than Military Aircraft. 54

11.14. Logging Civilian Flight Time. 54

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 56

Attachment 2—INSTRUCTIONS FOR AFTO FORM 781, ARMS AIRCREW/MISSION FLIGHT DATA DOCUMENT 64

Attachment 3—INSTRUCTIONS FOR AF FORM 3521, ARMS RPA AIRCREW/MISSION FLIGHT DATA DOCUMENT 69

Attachment 4—AUTHORIZED MISSION SYMBOLS 74

Attachment 5—FLIGHT AUTHORIZATION DUTY CODES 79

Attachment 6—ARMS AIRCREW/MISSION FLIGHT DATA EXTRACT 82

Attachment 7—INSTRUCTIONS FOR AF FORM 4327, ARMS FIGHTER FLIGHT AUTHORIZATION (FA), AND FORM 4327A, CREW FLIGHT AUTHORIZATION 83

Chapter 1

OVERVIEW

1.1. Purpose. This publication establishes processes and procedures for managing Air Force flying resources and provides guidance applicable to the administration of aircrew flight management programs. This publication applies to all USAF flying and parachutist units, associated commanders, and personnel authorized duties related to aviation or parachutist service. The guidance and requirements of this publication apply to all personnel who fly onboard Air Force aircraft, and their commanders.

1.2. Waiver requests for this publication.

1.2.1. When complying with official policy, guidance, and/or procedures, a unit may request a waiver under the guidance listed in DAFI 33-360. For waivers where authority is not already identified in this publication, the office of primary responsibility (OPR) is the approval authority. Route those requests through MAJCOM/A3s (any reference to MAJCOM/A3 in this publication also refers to equivalent offices if MAJCOM operations/training is not named A3) for consideration. Use the AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, for waiver requests.

1.2.2. MAJCOMs may disseminate approved waivers in supplements citing the authority (e.g., AF/A3T memo, date, subject). Commanders will ensure that waiver authority for supplemental guidance will be as specified in the supplement and approved through the higher-level coordination authority. **(T-1)**.

1.3. Terminology. All references to USAF terminology, units, grades, and positions will also apply to the equivalent in the USSF, as appropriate. For example, references to MAJCOMs or NAFs will also apply to field commands. References to wings will also apply to deltas/garrisons. Air Staff roles and responsibilities (i.e., AF/A1) may also apply to the equivalent Office of the Chief of Space Operations (Space Staff) office (i.e., SF/S1), as appropriate.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Headquarters Air Force (HAF), Deputy Chief of Staff for Operations (AF/A3), through the Director of Training and Readiness (AF/A3T):

2.1.1. Establishes and monitors the Air Force flying program as outlined in this publication to ensure effective use of resources.

2.1.2. Designates AF/ACTF as the office of primary responsibility for this publication.

2.2. Major Commands (MAJCOM).

2.2.1. Provide oversight of their flying programs, establish a system to carry out the requirements of this publication and meet training and operational needs of the Air Force. For purposes of this publication, the ANG, FOAs, and DRUs are considered MAJCOM-equivalent, unless provided otherwise.

2.2.2. Prohibit any agency or unit from operating or maintaining an aircraft that does not have an established system program director. USAF units will not fly aircraft procured through non-Department of Defense resources. **(T-1)**.

2.2.3. Have the authority to direct grounding of mission design series (MDS)-specific or all aircraft within their commands for maintenance reasons. When a MAJCOM has lead command/agency responsibility, the MAJCOM may recommend grounding of all aircraft within an MDS-specific fleet.

2.2.3.1. MAJCOMs may also direct a stand-down of aircrew personnel when warranted by operational considerations, in conjunction with aircraft grounding, or as a separate action. A stand-down has no immediate impact on the operational status of any unit aircraft; it is the result of an operational unit commander directing unit aircrews not to fly for a specific reason. A stand-down provides the commander time to assess an incident or finding and actions required to safely resume operations. Commanders will ensure that notification is provided in accordance with AFMAN 10-206, *Operational Reporting(OPRED)*. **(T-1)**. See AFI 21-101, *Aircraft and Equipment Maintenance Management*, for additional guidance.

2.2.3.2. The approval authority directing the original grounding/stand-down will initiate return to normal operations. **(T-1)**.

2.2.3.3. Authority for grounding and/or stand-down may be delegated in supplements to no lower than MAJCOM/A3T (or equivalent).

2.2.4. Manage inter-fly activities. Inter-fly is the exchange and/or substitution of aircrews and aircraft between MAJCOMs.

2.2.4.1. Flights not in the same MDS type will be classified as orientation flights. **(T-1)**. Lead MAJCOMs will place inter-fly guidance (if applicable) in 11-2MDS specific AFMAN Volumes 3 and/or in the MAJCOM supplements to this publication. **(T-1)**. Prior to the flight, inter-fly agreements must be approved and all unit coordination completed. Lead MAJCOM will ensure a copy of the approved inter-fly agreement is sent to the servicing Host Aviation Resource Management (HARM) office. **(T-2)**.

2.2.4.2. Inter-fly agreements are not required for flight surgeons.

2.2.4.3. Intra-fly agreements involve the exchange and/or substitution of aircrew members and/or aircraft between units within a MAJCOM to accomplish flying support of contingencies, exercises or designated missions according to the appropriate operational plan/concept of operations.

2.2.5. Ensure no aircrew member is assigned flying status code "S", "K" or "04" beyond 365 days without being disqualified from aviation service, returned to flying/ground-based radar duties or assigned to non-flying status/duty. **(T-2)**

2.3. Subordinate Organizations (Below HAF and MAJCOMs).

2.3.1. Commanders at all operational levels are responsible for compliance with the requirements of this publication. Commanders:

2.3.1.1. Ensure compliance with appropriate instructions and adequate crew preparation for safe conduct of flight. **(T-2)**.

2.3.1.2. Verify aircrew member qualification before assignment to an aircrew position. **(T-2)**.

2.3.1.3. Manage rated officers and career enlisted aviator aircrew positions in accordnce with AFI 11-412, *Aircrew Management*. **(T-2)**. The total number categorically of rated staff aircrew position identifiers "5," "6," "8," "B," and "D" coded positions may exceed the number of unit manpower document authorizations for up to 30 days when the overage is caused by permement change of station/assignment (PCS/PCA) actions or if over-manned in that crew position. On or before the 30th day, the commander will identify which aircrew member to assign inactive flying activity, flying status code "H". **(T-2)**. MAJCOM/A3 may waive this paragraph to allow double-billeting and active flying for no longer than 180 calendar days (N/A for AFRC). **Exception:** Rated officer and career enlisted aviator positions tasked to fill a deployed active flying billet may be double billeted for the duration of the deployment. See AFMAN 11-402, *Aviation and Parachutist Service* for a list of aircrew position indicators and flying status codes.

2.3.1.4. Notify the Host Aviation Resource Management office, through the Squadron Aviation Resource Management office, within 10 duty days of the beginning of any investigations that may affect an aircrew member's aviation service, including Flying Evaluation Boards. **(T-1)**.

2.3.1.5. Notify MAJCOM/A3T when members suspended from aviation or parachutist service are not separated or permanently reassigned until disqualification action is submitted through channels and completed by the MAJCOM. **(T-2)**. Commanders notify the MAJCOM A3T or equivalent when members are separated from military service before disqualification actions are completed.

2.3.1.6. Ensure aircrew members assigned flying status code "S" "K" or "04" do not exceed 365 calendar days in this status without obtaining approval from the MAJCOM/A3T. **(T-2) Exception:** Members in flying status code "S" due to duty not involving flying (DOWN) do not require a waiver. For members previously in DOWN status, the 365-day period begins on the date the member was cleared to perform flying

duties. For members placed in DOWN status while already assigned flying status code "S", this time will be subtracted and will not count toward the 365-day limit.

2.3.1.7. May cancel flying or direct an operational pause of unit flying operations when warranted by maintenance, operational, or safety considerations.

2.3.2. Commanders, including nonflying unit commanders, shall manage assigned aircrew/parachutist members and coordinate changes affecting aircrew members flying status and parachutist members jump status with the servicing Host Aviation Resource Management office. **(T-3)**.

Chapter 3

FLYING OBLIGATIONS

3.1. During Time of War. Commanders may order Air Force members to perform flight activity in any aircraft within their specific Air Force specialty. Members are not entitled to incentive pay unless placed on active aeronautical orders that require them to perform specific inflight duties on a frequent and regular basis as defined in this publication. Members are entitled to flight credit in accordance with **Chapter 11** of this publication. **(T-1)**.

3.1.1. Members qualified on the aircraft in which they are tasked to perform inflight duties log the appropriate flight authorization duty code in accordance with **Table A5.1** and flight time associated with duties performed in accordance with **Section 11A** of this publication.

3.1.2. Members not qualified on the aircraft in which they are tasked to perform inflight duties log "O" or "X" flight authorization duty code (first character) and other time in accordance with **Chapter 11** of this publication. **(T-1)**.

3.2. Aeronautical Orders and Flight Authorization. Commanders will ensure that military and civil service aircrew members who are properly qualified, meet the criteria of this publication and AFMAN 11-402 for initiating aviation service, and are directed to perform specific inflight duties on a frequent and regular basis, shall be placed on aeronautical orders and a flight authorization. **(T-1)**.

3.2.1. Commanders will ensure that an aircrew member (rated officers, career enlisted aviators, non-rated aircrew, operational support flyers, indoctrination flyers, and non-interference flyers) not obtaining or maintaining qualification in a specific aircraft is not placed on the flight authorization unless their presence is required for accomplishment of the mission. These members will log time in accordance with **Chapter 11** of this publication. **(T-2)**.

3.2.2. Aircrew members in a specialty not listed in an AFMAN 11-2MDS, Volume 3 publication who are not obtaining or maintaining aircraft qualification (rated officers, career enlisted aviators, non-rated aircrew, operational support flyers, indoctrination flyers, and non-interference flyers), may be authorized to fly and log flying times per **Chapter 11** of this publication when required for the mission. **(T-2)**.

3.2.3. Non-aircrew members who are properly qualified and directed to perform specific inflight non-interference duties shall be assigned aviation service code (ASC) "9W" and placed on the flight authorization, but shall not be placed on the Air Force Technical Order (AFTO) Form 781, *ARMS Aircrew/Mission Flight Data Document*. **(T-2)**. **Exception:** Non-aircrew members assigned to flying unit commander positions or remotely piloted aircraft sensor operator positions may log flying time in assigned aircraft in accordance with **Chapter 11** of this publication. **(T-2)**.

3.2.4. Military members who are not required to obtain and maintain qualification in the aircraft and perform aircrew duties on the sortie must fly in passenger status. **(T-1)**. Commanders will ensure these members are placed on a passenger manifest, and fly on commercial or military aircraft with adequate facilities for transporting passengers. **(T-2)**. Refer to **Chapter 10** of this publication and applicable MDS-specific guidance for further passenger guidance and restrictions.

3.2.5. Commanders may detail (by written orders) personnel under their command to take part in aircraft flights of foreign-owned military aircraft as passengers or aircrew, provided they comply with **paragraph 7.3** of this publication. Flights cannot incur additional expense to the U.S. government, and personnel must be on aeronautical orders authorizing frequent and regular flights. **(T-1)**.

3.2.6. Personnel who are required for the execution of the mission, to include follow-on missions, and personnel not authorized aeronautical orders may fly as Mission Essential Personnel (MEP) (see **paragraph 4.1.14**). ***Exception***: The operations group commanders (OG/CC) may designate aircrew members who travel as additional crewmembers (not required for the mission being flown but required for follow-on missions) as mission essential personnel. See AFMAN 11-202, Volume 3, *Flight Operations*, for additional restrictions.

3.2.6.1. Mission essential personnel may include: military staff personnel; U.S. government employees; U.S. State government civilian employees or other civilians while operating under United States Code Title 32; government contract employees (in accordance with the terms and conditions of a current government contract); and foreign military, civilian, and contract employees (in accordance with the terms and conditions of a current government contract) when those individuals are required for the mission. Flights involving foreign nationals must be reviewed for foreign disclosure requirements and political concerns, to include compliance with AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, and must include SAF/IA regional division coordination. **(T-1)**. MEP includes personnel tasked to perform unique ground support duties at an enroute location or destination point that are directly related and essential to accomplishment of the mission (e.g., a specialist or technician required to provide aircraft support or a security team required to guard the aircraft). Fixed Wing mission essential personnel must be eligible passengers in accordance with Department of Defense Instruction (DoDI) 4515.13, *Air Transportation Eligibility*. **(T-0)**. MAJCOMs may further define mission essential personnel in supplements to this publication.

3.2.6.2. The OG/CC (or equivalent) with operational control of the mission being flown authorizes mission essential personnel status. This authority may be delegated, but no lower than the squadron commander. Prior to OG/CC approval, the non-aircrew duties being performed while on-board Air Force aircraft will be identified. **(T-2)**. Required training will be accomplished in accordance with applicable 11-2MDS-specific manuals. **(T-2)**. If operational control transfers, the OG/CC (or equivalent) who assumes follow-on operational control may continue/revise mission essential personnel status.

3.2.6.2.1. Coordinate changes with originating OG/CC. **(T-2)**.

3.2.6.2.2. MAJCOMs may establish intra-command and inter-command guidance to facilitate this process. At a minimum, mission essential personnel must have a current physical (when required), physiological training (when required), egress training, and aircrew flight equipment training. **(T-3)**.

Chapter 4

ISSUING FLIGHT AUTHORIZATIONS

4.1. Authorizing. Prior to flights in Air Force aircraft, commanders issue authorizations documenting all personnel required to perform inflight duties on the mission. **(T-1)**.

4.1.1. Units will use AF Form 4327, *ARMS Fighter Flight Authorization (FA)*, or AF Form 4327a, *Crew Flight (FA) Authorization*, as applicable to the unit aircraft (see **Attachment 7**, **Table A7.1**, and **Table A7.2**). **(T-1)**.

4.1.2. A commander's verbal authorization may direct aircraft flight only when time constraints or administrative procedures prevent written authorization. Commanders will ensure confirmation of this authorization is issued within three duty-days. **(T-2)**.

4.1.3. Once a flight authorization has been signed, changes in a member's name, duty position or the Air Reserve Component duty status code must be validated by a designated approving authority. **(T-2)**. The authority does so by placing the approving authority's initials in the initial for changes block for verbal authorization changes, annotate on the flight authorization the authenticating official, date, and time, and have the authenticating official initial within 24 hours. Any other changes to the flight authorizations do not require initials. The commander (or equivalent commander) with operational control of the mission is responsible for the publication, maintenance, and retention of the aircraft flight authorizations. **(T-2)**. The original flight document remains in the squadron (aircrew may take a copy on aircraft if desired). Signatures/initials may be wet (black or blue pen) or common access card (CAC) enabled. **(T-3)**.

4.1.4. The flight authorization is used to validate aircrew member's duties/flight time logged on the AFTO Form 781 or AF Form 3521, *ARMS RPA Aircrew/Mission Flight Data Document*. The commander (or equivalent commander, to include detachment commanders in "C" coded billets) will designate officers, or officer equivalent government civilians as flight authorization authenticating officials in writing. **(T-2)** Members designated as authenticating officials are not required to be assigned to an active flying position to perform flight authorization authentication duties. Authenticating officials are authorized to sign the flight authorization even if they are listed on the flight authorization.

4.1.5. Commanders or designated authenticating officials must ensure all members listed meet go/no-go criteria prior to authenticating the flight authorization. **(T-2)**.

4.1.6. Aeromedical Evacuation (AE), Pararescue, and ANG senior scout flight authorizations will be attached to the primary aircraft flight authorization for the mission on which aircrew members were required to perform inflight duties. **(T-2)**.

4.1.6.1. If the aeromedical evacuation or pararescue crew is scheduled to perform aircrew duties on more than one mission, commanders will ensure that a remark is placed on the flight authorization to depict variations. **(T-2)**.

4.1.6.2. At a minimum, the information in blocks 11 through 18 will be documented on the flight authorization. **(T-2)**. In the remarks section of the aircraft flight authorization, annotate the aeromedical evacuation/pararescue flight authorization number, date, and unit designation. **(T-2)**.

4.1.7. Units will validate go/no-go qualification in accordance with AFI 11-202 Volume 2, *Aircrew Standardization and Evaluation Program*, prior to authorizing members to participate in aircrew or operational support duties. **(T-1)**.

4.1.7.1. Once a flight/crew authorization has been published, the pilot in command, or flight authorization authenticating official, will validate go/no-go status for additional aircrew or operational support members prior to adding or attaching them to the flight authorization. **(T-1)**.

4.1.7.2. Validation may include Aviation Resource Management System products in accordance with AFMAN 11-421, *Aviation Resource Management* (or comparable database for United States Air Force Academy (USAFA) airmanship programs), a flight authorization from an aeromedical evacuation or pararescue unit commander (or designated representative), or a letter from the member's unit validating the individual's qualification to fly on required missions. **(T-2)**.

4.1.8. The flight authorization is an official document relating what actually occurred on the mission. The original, signed forms with annotated changes as applicable are required documentation.

4.1.8.1. For off-station missions that had any changes, attach a copy of the flight authorization with annotated changes to the original flight authorization. **(T-2)**. Annotate changes to the original flight authorization only if the changes affect the entire mission/flight and are necessary.

4.1.8.2. Documentation should be retained in accordance with the Records Disposition Schedule within the Air Force Records Information Management System. **(T-2)**. Reproduction and disposal of the original forms to remove pen/ink changes after the flight authenticating official has signed the form and sorties/missions have occurred is not authorized.

4.1.9. When preparing flight/crew authorizations for missions scheduled on future dates, the aviation resource management specialist or designated representative responsible for go/no-go validation (i.e., remotely piloted aircraft (RPA) mission commander (MCC)) will confirm members' active aeronautical order status and ensure required currency (to include flight physical and physiological training) and qualification remain valid through the scheduled flight date(s). **(T-2)**.

4.1.10. Remotely piloted aircraft units can delay flight authorization preparation until the termination of the mission for contingency operations, but it must be accomplished prior to local training sorties. **(T-2)**.

4.1.11. The flight authorization includes (minimum requirements):

4.1.11.1. A designated pilot in command, and formation flight leader of each flight or flight element (as applicable). **(T-2)**.

4.1.11.2. Name, grade, and flight authorization duty code (see **Table A5.1**) of each crewmember, operational support flier, or any other official personnel (use the position designation established by the MAJCOM) required for the mission or flight. **(T-2)**.

4.1.11.3. Type, serial number, mission symbol, and call sign of aircraft or formation. **(T-2)**.

4.1.11.4. Place from which the flight is scheduled to depart and "on-or-about" departure date. **(T-2)**.

4.1.11.5. An itinerary and the phrase "Variations in itinerary authorized." **(T-2)**.

4.1.11.6. Flights involving foreign nationals must be reviewed for foreign disclosure requirements and political concerns, to include compliance with AFI 16-201 and must include Deputy Under Secretary of the Air Force, International Affairs (SAF/IA) regional division coordination. **(T-2)**.

4.1.12. Commanders will ensure that flight authorizations only include personnel on aeronautical orders (or contract aircrew personnel on a memorandum of agreement/contract validating what flying duties were agreed upon between government flight representatives and the contract agency) authorized to perform inflight duties for that mission and an AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*, signed by the commander, or mission requirement letter authorizing duties. **(T-2)**. Except for mission essential personnel and non-interference members, individuals on the flight authorization should match those authorized to log time on the AFTO Form 781 or AF Form 3520, *ARMS Aircrew/Mission Flight Data Extract*. **(T-2)**.

4.1.13. Commanders will ensure that personnel who are on the aircraft for point-to-point travel, an orientation flight, or only to perform a proficiency jump (not performing aircrew duties for that mission) are listed on the passenger manifest. **(T-2)**. Commanders will ensure passenger manifesting is accomplished on all DoD owned and controlled aircraft, in accordance with Department of Defense Directive (DoDD) 4500.09, *Transportation and Traffic Management*. **(T-0)**. When not accomplished by a passenger terminal, once passenger manifest is completed, attach a copy to the flight authorization. **(T-2)**.

4.1.14. If mission essential personnel (see **paragraph 3.2.5**) are transported, they may be listed on the flight authorization in the remarks section only. If mission essential personnel are listed on the flight authorization, the remarks section will include all information required by **paragraph 4.1.13** and the Department of Defense (DD) Form 2131, *Passenger Manifest*, to include emergency contact information. **(T-2)**. If mission essential personnel are not listed on the flight authorization, they must be included on the passenger manifest in accordance with **paragraph 4.1.13**. **(T-2)**. Mission essential personnel will not be listed on the AFTO Form 781, will not log time, and will not accrue operational flying duty accumulator credit. **(T-1)**. Adding mission essential personnel or any other passenger must be authorized by the authenticating official once orders are signed, prior to flight. **(T-2)**. Documentation of all aircrew/passengers on board is critical for accountability. **(T-1)**.

4.1.15. If a mission is cancelled after the flight authorization is signed, line through the canceled portion(s) of the flight authorization and annotate the reason for cancellation (e.g., weather or maintenance cancel). **(T-3)**.

4.1.16. MAJCOMs will establish procedures to ensure compliance with the guidance in this section for alert sorties (if applicable). **(T-2)**.

Chapter 5

USE OF U.S. AIR FORCE AIRCRAFT

5.1. Authorizing. Commanders authorize aircraft flights to support command operations.

5.1.1. Commanders will ensure each flight is in the direct interest of government business and does not exceed flying hour allocations without specific approval. **(T-1)**. Commanders will not authorize flights for personal convenience or recreation. **(T-0)**.

5.1.2. Commanders will ensure that the transportation of passengers and cargo is in accordance with DoDI 4515.13. **(T-0)**.

5.1.2.1. The Deputy Chief of Staff, Logistics, Engineering and Force Protection (AF/A4), develops and publishes passenger policy to oversee passenger movement. AFI 24-602, Volume 1, *Passenger Movement*, provides guidance and procedures for arranging official transportation of Air Force personnel.

5.1.2.2. Commanders are not authorized to use passenger status for non-aircrew personnel for local area flying in lieu of orientation flight requirements. **(T-2)**.

5.1.3. Commanders may use Air Force aircraft under their control to:

5.1.3.1. Perform necessary military operations.

5.1.3.2. Train aircrew personnel and evaluate aircrew performance.

5.1.3.3. Allow aircrews to meet the flying requirements of this manual.

5.1.3.4. Further national health or safety interests, to include saving of human life if a medical officer indicates the situation involves possible loss of life, limb, or sight, in accordance with DoDI 4515.13.

5.1.3.5. Cooperate with foreign governments per DoDI 4515.13 and implementing publications.

5.1.3.6. Perform other official missions as necessary.

5.1.3.7. Manage the orientation flights and public affairs transportation programs in accordance with DoDI 4515.13; AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*; AFMAN 11-403, *Aerospace Physiological Training Program*; AFI 35-101, *Public Affairs Operations*, DAFMAN 48-123, *Medical Examinations and Standards*; this publication; and applicable MAJCOM supplemental guidance to the listed directives.

5.2. Orientation Flights. The Air Force conducts orientation flights to ensure a better understanding of a particular weapon system and its role or when the flight is determined to be in the best interest of the Air Force. Orientation flights are approved as provided in DoDI 4515.13, AFI 35-101, and this publication. **(T-0)** Reference **Table 5.1** and **paragraph 5.3** for categories of orientation flights and the approval authority.

5.2.1. All orientation flights are subject to the following guidance:

5.2.1.1. Flights will be local area flights that begin and return to the point of origin or a point nearby, and will not be conducted to provide transportation. **(T-2)**. Units will not conduct orientation flights on which a record attempt will be made, or which is the first

flight of each aircraft just accepted into the inventory, or on any other flight of a similar or special nature where the safety of the aircraft, persons on board the aircraft, or persons on the ground may be endangered for any reason. **(T-0)**.

5.2.1.2. All participants under 18 years of age must have written parental approval beforehand. **(T-0)**.

5.2.1.3. Flights are conducted within approved flying hour programs**.** **(T-2)**.

5.2.1.4. Units with fighter, bomber, and two-seat trainer aircraft may establish an aircraft taxi-ride program.

5.2.1.5. When applicable, participants must be in appropriate organizational uniform, and present appropriate identification. **(T-3)**.

5.2.1.6. MAJCOMs, ANG and DRUs will administer orientation flight programs according to the above guidelines, maintain appropriate documentation on activity levels and periodically evaluate program effectiveness. **(T-1)**. For approval authorities in **Table 5.1**, ANG will use equivalent positions, as appropriate. **(T-1)**.

5.2.1.7. Units requesting orientation flight support from other MAJCOMs will submit a request through their owning MAJCOM/A3T to the supporting MAJCOM (delegated no lower than MAJCOM/A3T) for staffing and approval. **(T-1)**. Cross command coordination is not required when supporting MAJCOM has possession of the aircraft (for example: Exercise Red Flag, Continuous Bomber Presence); host MAJCOM will approve in accordance to **Table 5.1** **(T-1)**.

5.2.1.8. **Table 5.1** provides approval authority guidance for orientation flight participants; refer to DoDI 4515.13 and **paragraph 5.3** on Public Affairs Flights for additional restrictions information. MAJCOMs may delegate approval authority in their supplements to this publication following guidance in DAFI 33-360.

Table 5.1. Flight Approval Authorities (by Type of Flight) (Note 1).

Line	A	B	C
	Type of Flight	**Authorized Participants**	**Approving Authority**
1	Distinguished Visitors	Members of Congress or their staffs (Note 2)	SecAF via SAF/LL
2		Senior federal government (U.S.), and equivalent foreign government officials (general officer [equivalent] or civilian equivalents) (Note 3)	MAJCOM/CC (may be delegated no lower than the MAJCOM/A3) (Note 5)
3		U.S. ambassadors or their senior deputies within overseas theaters, when invited by the combatant or military department component commander (Note 3)	
4	Orientation (Note 1)	U.S. and foreign military members (Notes 3, 4, 6), and Department of Defense civilian employees	MAJCOM/CC (may be

5		Federal government (U.S.), foreign officials (Notes 3, 4)	delegated no lower than the Wing/CC)
6		Foreign nationals during participation in exercises sponsored or directed by: CJCS, combatant commanders, and Air Force component commanders of the Combatant Commands, which include combined operations of U.S. and foreign forces. (Ref. DoDI 4515.13, Section 9) (Notes 1 N/A, 3, 4, 7)	
7		Service Academy and Reserve Officer Training Corps (ROTC) cadets; Junior ROTC students who apply; and associated personnel (Note 8, Note 9 applies for minors)	
8		Civil Air Patrol cadets	
9		Air Force and Navy Aerospace Education Workshop participants	
10		Boy Scouts of America members and accompanying adults when participating in DoD-approved activities. Minors must possess a completed parent or guardian consent form.	
11		FAA Personnel as outlined in DoDI 4515.13	
12		Youth in congressionally sanctioned, DoD-approved Youth Programs (Note 9)	
13		Spouses of USAF Aircrew (US active-duty, ARC military, Department of the Air Force civilian employees). See **paragraph 5.2.1.9.**	
14	Exceptions to policy/All other orientation flights	Not listed above in accordance with DoDI 4515.13 (Note 3)	MAJCOM/CC (may be delegated no lower than the MAJCOM/A3)

Notes:

1. "Orientation flights" are defined as continuous flights performed within the local flying area (see DoDI 4515.13 Section 8).

1 N/A. This category of flight is not to be considered an orientation flight; however, it is included in the table as a consolidated reference source.

2. Travel for members and employees of Congress is governed by DoDI 4515.13 and DoDD 4515.12, *DoD Support for Travel of Members and Employees of Congress*. Coordinate orientation flights and other congressional travel through SAF/LLZ at **SAF.LL.Travel@us.af.mil.**

3. Flights involving foreign nationals must be reviewed for foreign disclosure requirements and political concerns. **(T-1)** Foreign government officials are equivalent to U.S. federal government officials and do not include local government officials such as mayors, police chiefs, and other local officials who do not represent a foreign government at the national level. Foreign military "civilian equivalents" are comparable to DoD "civilian equivalents."

a. Ensure foreign disclosure requirements and base visit requests are satisfied according to AFI 16-201. Contact MAJCOM or Combatant Command Foreign Disclosure Officer for assistance. **(T-1)**

b. Coordinate with the country director in the appropriate SAF/IA regional division (four-letter level), before approval, to ensure no political concerns exist that would prevent the flight. **(T-1)** Contact SAF/IAR on the Global address list at **usaf.pentagon.saf-ia.mbx.saf-iar-workflow@mail.mil** (**Note:** SAF/IA Regional Divisions: A for AFRICOM as in SAF/IARA, C for CENTCOM, E for EUCOM, L for NORTHCOM/SOUTHCOM, P for PACOM).

4. When aircraft have a change of operational command (CHOP) or assigned to a gaining combatant commander, approval authority will be the commander air force forces (COMAFFOR) or theater special operations command commander. **(T-1)**

5. Inform CSAF, AF/A3, AF/A3T, AF/ACTF if approved (provide notification via respective Workflows in the global address list), in addition to chain of command as necessary. **(T-1)**

6. Aircrew members in suspended status (aviation service code "04") are not authorized orientation flights without an approved waiver from the OPR of this publication. DOWN or aviation service code "07" aircrew members are not authorized orientation flights without the approval of the local flight surgeon. See AFMAN 11-402.

7. Does not include transportation to/from the exercise area or supporting flights used for logistics purposes only.

8. For foreign students in USAFA or Reserve Officer Training Corps programs, ensure foreign disclosure requirements are satisfied. **(T-1)**

9. Youth in congressionally-sanctioned, DoD-approved youth programs may take part in no more than one orientation flight. Parental or guardian permission is required. **(T-0)**

5.2.1.9. Spouse Orientation Flights. These operations familiarize military spouses with the unit aircraft and mission to enhance their understanding of the military member's role and contribution to the Air Force mission. Spouse orientation flights will be limited to retention and recruitment of critical skills and will not be expanded to an all-skills, service-wide program. Spouse orientation flights will adhere to the following guidance:

5.2.1.9.1. Provide flights within approved flying hour programs.

5.2.1.9.2. Do not use aircraft requiring routine oxygen breathing equipment, or equipped with ejection seats, or have automatic escape devices requiring special training.

5.2.1.9.3. Do not accomplish simulated emergency procedures, unusual attitudes, touch-and-go landings, minimum altitude, terrain following profiles, airdrop missions, and other maneuvers/profiles listed in MDS-specific publications as prohibited with passengers on board.

5.2.1.9.4. Ensure a qualified pilot or copilot occupies the seat throughout the flight. **(T-2)**. Under no circumstances will a spouse be given control of the aircraft. The pilot in command will brief this restriction prior to each mission. **(T-2)**.

5.2.1.9.5. Spouse orientation flights shall not be given in fighter, bomber, and two-seat trainer aircraft. **(T-1)**. Units with fighter, bomber, and two-seat trainer aircraft may establish an aircraft spouse taxi-ride program.

5.2.1.10. Participants in orientation flights who are not a DoD service member or DoD civilian will sign a hold harmless agreement prior to participating in the activity. **(T-1)**.

5.3. Public Affairs Flights. The Air Force conducts public affairs flights for prominent U.S. citizens, celebrities, foreign national civic leaders, civic leaders, news media representatives, local and state government officials, individuals participating in AFRS/CC approved aviation/STEM programs, etc. This includes civic leader tours, civic leader flights, and news media imbeds. Guidance for public affairs flights (media and non-media) is provided in DoDI 4515.13 (Section 8, paragraph 8.2) AFI 35-101, and AFMAN 35-101, *Public Affairs Procedures*, to include approval authorities for non-media public affairs flights and news media flights.

Chapter 6

AUTHORIZATION TO PERFORM INFLIGHT DUTIES IN U.S. AIR FORCE AIRCRAFT

6.1. Authority. Commanders ensure that members performing inflight or parachutist duties are specifically authorized and required for the mission, physically qualified, and current in physiological training when required in accordance with AFMAN 11-403. **(T-1)**.

6.1.1. See AFMAN 11-202 Volume 1, *Aircrew Training*, for guidance regarding physiological training requirements if member will be removed from flying status within four months following the expiration date of physiological training currency.

6.1.2. Unit commanders shall restrict individuals from performing inflight duties in the unit assigned aircraft when such performance may adversely impact safety, morale, or mission accomplishment. **(T-2)**.

6.2. Authorizing. Commanders may authorize specific personnel (see **paragraph 6.3**) to perform aircrew duties (as part of the authorized crew complement in accordance with AFI 65-503, *US Air Force Cost and Planning Factors*, or required for the mission, in accordance with **Chapter 11** of this publication) and operational support duties (in accordance with AFMAN 11-402) on board or supporting Air Force aircraft. See AFI 11-410, *Personnel Parachute Operations*, for guidance applicable to parachutist members performing duties in Air Force aircraft.

6.2.1. An aircrew member or parachutist in DOWN status will not perform inflight aircrew or parachutist duties. **(T-2)**.

6.2.2. If not otherwise restricted by DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, or MAJCOM guidance, aircrew members in DOWN status (but not disqualified) perform aircrew duties in the simulator for which they are qualified. **(T-2)**.

6.3. Authorized Personnel. Personnel authorized to perform aircrew and operational support duties:

6.3.1. Qualified members of U.S. military services who are on active aeronautical orders to take part in frequent and regular flights, and are within the authorized crew complement (in accordance with AFI 65-503) for the aircraft or are necessary for the mission.

6.3.1.1. Aircrew members will perform duties associated with their current aeronautical rating and aircrew qualification, unless ordered to perform mission-essential duties outside their normal aircrew specialty in direct support of MAJCOM (or equivalent) approved operations. **(T-2)**. Flying/jumping solely for the purpose of qualifying for incentive pay or operational flying duty accumulator credit is not authorized. **(T-0)**.

6.3.1.2. When members are ordered to perform duties outside their current aeronautical rating and aircrew qualification, commanders will ensure members are trained and qualified to perform other rated duties. **(T-2)**. Commanders will provide a memorandum to the member's servicing ARM office with justification for the action. **(T-2)**. ARM personnel will file this memorandum permanently in the member's training folder and change the member's second character crew position to "Y" in ARMS (see also **Table A5.1**). **(T-2)**. See **Chapter 4** for guidance on logging flight time and AFMAN 11-402 for

guidance on the requirements for accruing operational flying duty accumulator (OFDA) credit. See AFMAN 11-421 for specific HARM actions.

6.3.2. Qualified non-rated officers and enlisted personnel of U.S. military services on aeronautical orders, who are required to perform mission essential inflight duties on a full time basis, and are within the authorized crew complement (in accordance with AFI 65-503) for the aircraft or are necessary for the mission.

6.3.2.1. Except as authorized above, aircrew members shall perform duties associated with their current aircrew specialty and aircrew qualification. **(T-1)**.

6.3.2.2. Flying/jumping solely for the purpose of qualifying for incentive pay or operational flying duty accumulator credit is not authorized. **(T-0)**.

6.3.3. Operational support flyers on aeronautical orders and required to perform specific inflight duties on an occasional basis that cannot be accomplished by regularly assigned crewmembers, and other non-rated/non-career enlisted aviator members on non-interference aeronautical orders who fly occasionally to perform specific official inflight tasks.

6.3.4. Personnel authorized to receive instruction in aircrew duties at Air Force schools.

6.3.5. Professionally qualified civilian employees of the U.S. government or contractors. Both contract and U.S. government civilian employees perform similar aircrew functions to military personnel. However, different standards and procedures often apply based on Position Description or contract.

6.3.5.1. U.S. government civilian employee aircrew.

6.3.5.1.1. Civilian government employees performing aircrew duties as part of their official duties meet the same proficiency, currency, and medical standards as military members in like positions. **(T-1)** Aircrew duties must be specified in the member's duty position description or AF core document. **(T-1)** The employee must notify the installation aerospace medicine clinic of all changes in health status so that an appropriate aeromedical disposition (up/down flying status) can be rendered in accordance with DAFMAN 48-123 and AFMAN 48-146, *Occupational and Environmental Health Program Management*. **(T-1)** The civilian government employee is responsible to provide all medical documentation requested by the installation aerospace medicine provider to determine aeromedical disposition. Consultation with the installation Chief of Aerospace Medicine is recommended for complex cases in accordance with AFI 48-101, *Aerospace Medicine Enterprise*. Medical conditions not meeting flying standards will be required to follow USAF procedures for waiver outlined in DAFMAN 48-123.

6.3.5.1.2. Lead commands and local commanders may identify specific requirements based on the MDS being operated or supported (e.g.: hearing and color vision) for hiring agents to use in new position descriptions. Lead commands will document requirements in appropriate AFMAN11-2MDS Volume 2 and local commanders will use local directives (supplement, instruction, memo, contract, etc.). **(T-1)**.

6.3.5.1.3. The Host Aviation Resource Management office will create an ARMS record for each U.S. government civilian employee using the appropriate non-US identity code (NUSIC) in lieu of a social security number and assign ASC 7A or HA,

as appropriate. **(T-1)** Enter U.S. government civilian employee's flying time and training information in ARMS.

6.3.5.2. Contracted Aircrew.

6.3.5.2.1. Contract employees performing aircrew duties as part of their contracted service must meet the same proficiency and currency standards as military members in like positions. **(T-1)** Flying units will follow Defense Contract Management Agency Instruction (DCMAI) 8210.1/AFI 10-220, *Contractor's Flight and Ground Operations*, for flight operations involving contracts. **(T-1)** Prior to approval of flying status, verify with the government flight representative (GFR) that the requirement for contractor flight aboard government aircraft is within the scope of the contract and the member has met the appropriate standards. **(T-1)** The employee must notify their occupational medicine provider (flight medicine provider) of all changes in health status so that an updated aeromedical disposition (up/down flying status) can be rendered. **(T-1)**

6.3.5.2.2. The contracting agency is required to forward flight authorization contract requirements to the Squadron Aviation Resource Management(SARM)/HARM office as stated below prior to flight. **(T-1)**. This includes maintenance contractors, when military maintenance is unavailable to perform mission essential personnel duties. **(T-1)**.

6.3.5.2.3. The SARM office will keep a copy of the flying operations procedures, contract statement of work requiring flying duties, or position description on file in HARM or SARM office signed by contract agency authenticating official and a government wing commander (or equivalent) or appointed government flight representative authorized to validate required contract inflight aircrew or maintenance duties. **(T-2)**. A letter only listing names authorizing flying or inflight maintenance duty is not sufficient to meet this requirement.

6.3.5.2.3.1. HARM offices enter government contractors in the aviation resource management system for the purpose of tracking aircrew training and physical/physiological qualifications when the individual performs flying duties on a frequent basis. **(T-2)**. Updating and tracking flying time in the system is authorized at MAJCOM discretion.

6.3.5.2.3.2. When a member is dual employed as a contractor and military member, use the training accomplishment dates to reset currency; however, the volumes should not update AF training volume requirements. **(T-2)**. (Example: A member has a sortie requirement of 10 per training cycle and a 30-day currency. The accomplishment date for performance as a contractor can update the accomplishment date/due date but will not count towards the sortie requirement of 10).

6.3.5.2.4. Lead commands and local commanders may identify specific requirements based on the MDS being operated or supported (e.g., hearing and color vision) for contracting officers to use in new or revised contracts. Lead commands may document requirements in appropriate AFMAN11-2MDS Volume 1 and local commanders will use local directives (supplement, instruction, memo, contract, etc.). Both lead

command focal points and local commanders will ensure contracting officers are aware of specific requirements that need to be levied on contractor flight operations and assist in ensuring the contract language for such requirements does not conflict with other directives having precedence. **(T-1)**

6.3.6. Contracted Flight/Government Civilian Simulator Instructors. According to the terms and conditions of the current government contract, contracted flight/government civilian simulator instructors who provide flight instruction in the flight simulator of manned aircraft may observe student flight training at all duty stations. These flights will be performed only in the MDS aircraft in which the contracted flight/government civilian simulator instructors instructs. Mission profile restrictions are not required. **(T-2)**. MAJCOM A3Ts will define MDS specific procedures in a MAJCOM supplement. **(T-1)**. **Note:** If not included in the contract, a waiver or exception to policy by the contract approving authority is required prior to any flight. **(T-1)**.

6.3.6.1. Under no circumstances will simulator instructor flights interfere with student training or production. **(T-2)**. These sorties must be flown within the constraints of the existing unit flying hour program and on a non-interference basis. **(T-1)**.

6.3.6.2. The contracted flight/government civilian simulator instructors will not fly in ejection-seat aircraft or occupy a primary duty station. **(T-2)**. This does not prohibit the contracted flight/government civilian simulator instructors from flying under the orientation flight program.

6.3.6.3. Contracted flight/government civilian simulator instructors sorties will be flown in the local area (home station or auxiliary airfield(s)). **(T-2)**.

6.3.6.4. The Group/CC is authorized to fly contracted flight/government civilian simulator instructors on one sortie per half year for a total of two sorties per calendar year.

6.3.6.5. The contracted flight/government civilian simulator instructors will not log flying time on the AFTO Form 781 or AF Form 3520. **(T-2)**.

6.3.6.6. Individual(s) will be manifested according to AFMAN 11-202V3, and briefed by the aircraft commander before flight. **(T-2)**.

6.3.7. Foreign nationals according to **Chapter 9** of this publication.

6.3.8. Cadets assigned to the Air Force Academy (USAFA), Air Force Reserve Officer Training Corps (ROTC) cadets with an approved letter from the ROTC detachment commandant, Uniformed Services University of Health Sciences (USUHS) and Health Professions Scholarship Program (HPSP) students participating in aviation related activities, as well as Civil Air Patrol (CAP) cadets authorized to participate in flying duties as observers, in a special training status, on missions as determined by the MAJCOM. Coordination with the host wing must be accomplished 30 days prior to participation with Wing/CC approval. **(T-1)**.

6.3.8.1. HARM offices will publish aeronautical orders for such cadets or students. **(T-2)**. Neither flying incentive pay nor operational flying duty credit is authorized, nor should aviation service dates be established. Prior to first flight, cadets must have a current DD Form 2992, a current AF Form 1274, *Physiological Training*, have a valid aeronautical order, and accomplish emergency egress training. **(T-2)**.

6.3.8.2. Cadet observer and training sorties are not orientation sorties. Cadet observer sorties will be conducted in accordance with all regularly-scheduled sorties and are not restricted to the local flying area. **(T-3)**. They may be flown in conjunction with student training and instructor pilot continuation training sorties, as well as in accordance with direct support flights, but will not be flown on functional check flight or operational check flight sorties. **(T-3)**.

6.3.8.3. The purpose of cadet training sorties is to introduce cadets to Air Force flying operations and to motivate cadets to consider a career as rated aircrew members. As such, all normally-permitted training events, to include touch and go landings, aerobatics, air combat maneuvering, air refueling, and low level training, are authorized. An instructor pilot must be at the controls during all critical phases of flight on cadet training sorties. **(T-3)**.

6.3.9. Cadets assigned to the USAFA and ROTC cadets enrolled in approved USAFA flying programs are permitted aircrew status while actively participating in such programs.

6.3.9.1. Commanders will ensure that cadets are placed on an AF Form 1887, *Aeronautical Order (PA) Aviation Service*, authorizing flying status while participating in approved USAFA flying programs. **(T-3)**.

6.3.9.2. Commanders will ensure that cadets are not entered into an ARMS database, an aviation service code is not assigned, and an aviation service date is not established. Neither flying incentive pay nor operational flying duty accumulator credit is authorized. **(T-3)**.

6.3.10. Air Battle Managers assigned to ground based radar positions with valid aeronautical orders (flying status code "B") approved by MAJCOM/A3 (or equivalent) to support exercises (no training requirements/qualification being performed) when considered required for the mission, if otherwise qualified (physical/chamber). **(T-2)**.

6.3.10.1. Aeronautical orders will not change; however individual(s) will log "X" or "O" flight authorization duty code and log other time on the AFTO Form 781. **(T-1)**.

6.3.10.2. Use MAJCOM/A3 (or equivalent) approval letter to authorize/document temporary flying for the period of the exercise. **(T-2)**. File permanently in the member's flight records folder. **(T-2)**.

6.3.11. Commanders will ensure that family members (including step and adopted as applicable) are not assigned to airborne duty on the same aircraft for a given mission. **(T-2)**. Family member is defined as spouse, domestic partner, brother, sister, parent, and child. **Exception:** This does not preclude additional family members from traveling aboard an aircraft in a passenger status, when such members are otherwise eligible for air transportation. **(T-2)**.

6.3.12. On a space available status only, cadet candidates assigned to Academy Preparatory School may participate in USAFA flying programs as defined in paragraphs **6.3.8** and **6.3.9** Participation must not impact cadet training and is not justification to request additional resources to support participation.

Chapter 7

AUTHORIZATION TO PERFORM INFLIGHT DUTIES IN NON-U.S. AIR FORCE AIRCRAFT

7.1. Authority. With MAJCOM approval, aircrew members in active flying positions, and authorized operational support personnel, may perform appropriate duties in non-USAF aircraft if it is in the interest of the U.S. government and approved by the authority that controls the aircraft. The members are to be qualified or are authorized to receive training prior to qualification and, if applicable, licensed to perform such duties. Prior to authorizing these missions, MAJCOMs will ensure a valid requirement for a USAF aircrew member to operationally fly exists, which cannot be accomplished in USAF aircraft. **(T-1)**. For operational support flying, justification should show that qualified aircrew or operational support personnel of other (non-USAF) services or applicable organizations cannot perform such duties. **(T-1)**. Requests to fly solely for the purpose of qualifying for incentive pay or operational flying accumulator credit will not be approved.

7.1.1. MAJCOMs will identify approval authorities in MAJCOM supplements. **(T-1)**. Authority may be delegated below the MAJCOM level.

7.1.2. If the aircrew member is not assigned/attached to a MAJCOM for flying duties (such as a Combatant Command with a geographic area of responsibility), the Air Force air operations element within that organization will accomplish the MAJCOM function. **(T-1)**.

7.1.3. For members who attend flying training that includes flights in non-USAF aircraft, the orders directing such activity constitute MAJCOM approval and satisfy validation requirements. The member's servicing SARM office will file a copy of the orders in the member's training folder as the source document for authorization to fly in non-USAF aircraft. **(T-2)**.

7.1.4. Aircrew members will perform duties associated with their current aeronautical rating and aircrew qualification, or when specifically authorized to perform mission-related observation or evaluation duties. **(T-3)**.

7.1.5. Performing duties in non-USAF aircraft does not remove military personnel from line-of-duty determination status. When aircrew members are not assigned to aircrew position indicator "7" or aircrew position indicator "G" coded positions, MAJCOMs will provide the member's HARM office with a letter of justification authorizing the member to perform official aircrew duties in non-USAF aircraft and log flying time in accordance with **Chapter 4** of this publication. **(T-1)**. HARM offices will use this letter as the source document to assign an appropriate aircrew qualification code. **(T-3)**. The HARM office will forward a copy of the letter to the member's flying organization to place in the training folder. **(T-2)**. See AFMAN 11-402 for a list of aircrew position indicators.

7.2. Flights in Non-USAF Air Force Aircraft. MAJCOM/CC (or delegated approval authority) may authorize flights in non-USAF aircraft for individuals within their command who are otherwise eligible to fly on U.S. government aircraft. This authority may be delegated, but not lower than wing commander (or equivalent).

7.2.1. Prior to authorizing such flights, approving authorities will ensure a valid requirement exists and obtain approval from the appropriate authority that controls the non-USAF aircraft. **(T-1)**

7.2.2. The approving authority will ensure a documented review of mission justification, participating aircraft and personnel complement, and a deliberate risk management assessment is conducted. **(T-2)**.

7.2.3. The deliberate risk management assessment will include at a minimum (but not limited to): aircraft hazard awareness training completed, emergency equipment procedures training completed, aircrew flight equipment requirements, and language barrier. **(T-2)**

7.2.4. The approving office will clearly indicate to the non-USAF controlling authority and the foreign government (as applicable) that acceptance of a flight does not imply that the U.S. Air Force or U.S. government extends a reciprocal invitation to non-USAF or foreign government (as applicable) personnel. **(T-2)**.

7.2.5. For orientation flights, individuals will not log flight time and flights do not satisfy flight pay or operational flying duty accumulator credit requirements. **(T-1)**

7.3. Flight in Foreign-Owned Military Aircraft. Prior to authorizing Air Force personnel to fly on foreign-owned military aircraft as aircrew or passengers, the approval authority must confirm the existence of a valid DoD recognition of the applicable foreign Military Airworthiness Authority or completion of an operational airworthiness appraisal. **(T-0)**. Contact the Air Force Airworthiness Office (**usaf.airworthiness.office@us.af.mil**) to determine if a valid DoD recognition or operational airworthiness appraisal exist for the duration of intended operations. **(T-0)**. If neither exist or can be accomplished in accordance with DoD and USAF Airworthiness policy, flight authorization is not permitted. **(T-0)**. Air Force flying units will comply with DoDD 5030.61, *DoD Airworthiness Policy*, and AFI 10-4201 Volume 3, *Air Advising Operations*, for flights in (foreign country) aircraft. **(T-0)**.

7.4. U.S. Air Force Exchange Personnel. See AFI 16-107, *Military Personnel Exchange Program*, for guidance regarding Air Force exchange personnel flying with foreign air forces and comply with **paragraph 7.3**.

7.5. Combat Aviation Advisors and General Purpose Force Air Advisors. MAJCOM/A3T may authorize observation flights in non-USAF aircraft for qualified combat aviation advisors and general purpose force air advisors in order to accomplish partner nation aviation enterprise development. This authority may be delegated, but not lower than the wing commander or equivalent level. Prior to authorizing such flights, approving authorities will ensure a valid requirement exists and comply with **paragraph 7.3** and AFI 10-4201V3. **(T-1)**.

Chapter 8

DUAL-CONTROLLED AIRCRAFT

8.1. Pilot Requirements. With exceptions listed below, flights in a dual-controlled aircraft require two pilots with current qualification in the aircraft. **(T-2)**. Anytime an individual not fully qualified in the specific MDS occupies a pilot's seat with a set of controls, a current and qualified instructor pilot will occupy the other seat. **(T-2)**. One pilot is permitted in the following circumstances:

8.1.1. If operational, command mission requirements, or MDS-specific instructions dictate that these requirements are not practical.

8.1.2. To accommodate training programs for checkout or continuation programs.

8.1.3. If the crew composition requires another rated specialty (such as a weapons system officer).

8.1.4. To accommodate established programs.

8.1.5. Flight surgeons and MAJCOM-designated flight test engineers who take part in flights in dual-controlled aircraft, in accordance with mission requirements.

8.1.6. With MAJCOM/A3T approval, students in a formal flying training course may observe a mission profile to obtain awareness of an aircraft operability and airmanship. The student may occupy a pilot seat and control the aircraft for a limited time only when an instructor pilot is at a set of controls. Non-pilots will log "X" or "O" flight authorization duty code and other time. **(T-1)**. Aircrew must be on aeronautical orders authorizing flying and be current on flight physical, altitude chamber, aircraft egress, and aircrew flight equipment requirements. **(T-1)**. At no time will non-pilots occupy the seat during critical phases of flight or with passengers on board. **(T-1)**. Any Air Force Manual 11-2MDS Volume 3 limitations must be adhered to. **(T-1)**.

8.1.7. Commanders will ensure that individuals who are not fully qualified as a pilot in the specific type aircraft being flown do not occupy any pilot's seat (with a set of controls) with passengers on board the aircraft. **(T-1)**. For general officer flying, waiver authority to this guidance is Air Force Chief of Staff (AF/CC).

8.2. Exceptions.

8.2.1. Exceptions are allowed to accommodate training objectives required by formal training programs. This exception allows passengers, who are an integral part of the mission (e.g., pararescue, rangers) and when their presence is necessary per the training syllabus, to be on board the aircraft. During such times, a current and qualified instructor pilot will occupy the other pilot's seat. **(T-3)**.

8.2.1.1. In order to accommodate training objectives or mission requirements, pilots (including non-current or unqualified pilots) and other aircrew members, when their presence is necessary per the training syllabus, authorized to obtain and maintain qualification in a particular MDS aircraft, may occupy a pilot's seat for purposes of conducting training or accomplishing mission requirements when mission essential personnel are on board the aircraft. **(T-3)**. **Exception:** Rescue units are authorized to use

additional crewmember status to facilitate large force exercises, combat search and rescue task force, mission commander duties, pre deployment spin up training and alike cross the MDS's assigned under that RQG/CC control. Rescue units may assign additional crewmember status to aircrew members unqualified in Rescue aircraft when acting as survivors or receiving SERE training.

8.2.1.2. If the pilot is non-current or unqualified, or another aircrew member is in a pilot's seat, a current and qualified instructor pilot will occupy the other pilot's seat. **(T-3)**.

8.2.1.3. See **paragraph 8.2.3.1** for additional guidance that applies to commanders, key supervisors (aircrew position indicator "6," "8," "B," or "d"), and general officers.

8.2.2. Dual-control aircraft designated in the aircraft flight manual for single pilot operations in IMC/VMC flight may be operated with a single pilot on passenger-carrying missions when operational or command mission requirements dictate that two pilots are not practical. In addition, the other pilot seat may be used for passengers and/or mission essential personnel as defined and directed by the MAJCOM/A3. Commanders will ensure that under no circumstances will a passenger or mission essential personnel be given control of the aircraft. **(T-2)**.

8.2.3. With the exceptions listed below, pilots and other aircrew members not authorized to obtain or maintain aircraft qualification will not occupy a seat with a set of controls with passengers or mission essential personnel on board. **(T-2)**.

8.2.3.1. Flying-rated commanders and key supervisors may fly in the seat, under instructor pilot supervision, with mission essential personnel on board.

8.2.3.2. During non-critical phases of flight, flying-rated general officer commanders and key supervisors, may fly in the seat, under instructor pilot supervision, with passengers on board. See AFMAN 11-202V3 for definition of critical phases of flight.

8.2.3.3. General officer pilots in authorized indoctrination flying positions may occupy a pilot's seat with passengers or mission essential personnel on board during non-critical phases of flight. During such times a current and qualified instructor pilot will occupy the other pilot's seat. **(T-2)**. See AFMAN 11-202V3, for definition of critical phases of flight.

8.2.3.4. General officers not qualified as a pilot in the specific type aircraft being flown may fly in a pilot's seat to accomplish aircraft delivery flights and other approved flights, under the supervision of a current and qualified instructor pilot, with additional crewmember/mission essential personnel on board the aircraft.

Chapter 9

FLYING BY FOREIGN MILITARY AND CIVILIAN PERSONNEL IN U.S. AIR FORCE AIRCRAFT

9.1. Overview. Commanders will ensure that other foreign military personnel are advised to obtain a waiver of flying requirements from their government for the duration of their tour in the continental United States. **(T-1)**. Such personnel include air attachés, other representatives of foreign air forces in Washington, D.C., foreign military sales personnel and military assistance program personnel. The following foreign military personnel may take part in flights in Air Force aircraft:

9.1.1. Foreign officers who serve in the USAF under the exchange program described in AFI 16-107 and are required to perform frequent and regular flights as part of their duties are given flying privileges according to this publication.

9.1.2. Foreign military personnel who receive flight training at USAF formal training installations/units are given flying privileges that correspond to their course of training.

9.1.3. Foreign military personnel assigned or attached to a USAF or a joint staff organization, whose duties require such flights as part of combined operations or exercises (e.g., RED FLAG, BLUE FLAG).

9.1.4. Permanent party foreign military personnel engaged in international pilot/aircrew training.

9.1.5. In overseas commands, subject to approval of the proper commander and following the command administrative procedures, military personnel of friendly foreign nations may take part as aircrew members in flights of USAF aircraft operated by the MAJCOM, Defense Intelligence Agency (DIA), U.S. Military Group (USMILGP), Missions, and Military Assistance Advisory Groups (MAAG) when the individual is physically, physiologically, professionally, and administratively qualified; a fully qualified USAF pilot occupies a pilot position during aircraft operations; and when required by the MAJCOMs, DIA, USMILGP, Missions, or MAAG to help complete their mission. **(T-2)**.

9.1.6. Commanders will ensure that flights involving foreign nationals are reviewed for foreign disclosure requirements, in accordance with AFI 16-201. **(T-1)**.

9.1.7. If not otherwise provided for in this publication, commanders will ensure that other foreign military personnel stationed at continental U.S. installations whose duties require them to fly in USAF aircraft request approval. **(T-3)**.

9.2. Flight Authorizations.

9.2.1. Air Force flying unit commanders may, within the preceding policy, authorize physically, physiologically, professionally (e.g., rated if not undergraduate student), and administratively qualified military personnel of foreign nations to take part as aircrew members according to this publication. Although foreign military personnel who take part in flying duties in US Air Force aircraft do not serve in command positions (**Exception:** foreign military personnel assigned to the 80 FTW), exchange officers, foreign military sales personnel, and military assistance program trainees may serve as pilot in command of single-place, multi-

place, or formations of aircraft provided they qualify for such duty according to the standards set for a USAF pilot. **(T-3)**.

9.2.2. Commanders will ensure that foreign military personnel have official aviation records (to include specialty rating- pilot or navigator rating/date) and medical certifications in their possession when requesting flight duties in USAF aircraft or report to a flying unit for these duties. **(T-2)**.

9.2.2.1. After the request for flying is approved, commanders will ensure that the applicants fulfill USAF physiological training requirements before flying or have applicable physiological training. **(T-2)**.

9.2.2.2. Flying history (with hours and aircraft unless in initial undergraduate training), aircrew specialty rating (if not in initial undergraduate training), physical, chamber forms, date of birth, and rank will be sent to participating unit's HARM, registrar, and SARM where the members are approved to perform aircrew duties and who will be performing go-no-go and producing the flight authorization. **(T-2)**.

9.2.3. Commanders will ensure that foreign military aircrew are placed in the USAF preventive health assessment cycle in accordance with AFI 44-170, *Preventive Health Assessment*. **(T-1)**. Medical grounding management should be comparable to USAF standards. However, in accordance with North Atlantic Treaty Organization (NATO) Standardization Agreement 3526, *Interchangeability of NATO Aircrew Medical Categories* (**https://nso.nato.int/nso/nsdd/ListPromulg.html**) and Air Standardization Coordinating Committee agreements, NATO and Air Standardization Coordinating Committee allies' home nations maintain waiver authority unless otherwise delegated in a Memorandum of Understanding.

9.2.4. Commanders will ensure flights are at the minimum level of difficulty consistent with performance of assigned duties. **(T-3)**. When possible, flights should not exceed either the monthly minimum for pay and currency required by the individual's country or the training level specified in the applicable MDS-specific aircrew training publications, whichever is greater. **(T-3)**.

9.3. Processing Requests that Require Headquarters Air Force Approval.

9.3.1. Commanders will ensure that foreign military personnel with requirements for frequent flights for career or service status purposes, or operational needs, submit a written request through the local base HARM/Aviation Management office and the proper MAJCOM to the Deputy Secretary of the Air Force for International Affairs, Foreign Disclosure, Weapons Systems and Technology Transfer Division (SAF/IAPD), 1080 Air Force Pentagon, Washington DC 20330-1080, in turn. **(T-1)**. Include in the letter:

9.3.1.1. The name, grade, service identification number, and duty status of the applicant. **(T-1)**.

9.3.1.2. Certification of flight status, including rating and date of rating. **(T-1)**.

9.3.1.3. A brief summary of the individual's flight history including types of aircraft and number of hours per type aircraft the applicant has flown, date of last flight, and inclusive dates of last 100 hours of flying time. **(T-1)**.

9.3.1.4. The minimum monthly and annual flight requirements of his or her country. **(T-1)**.

9.3.1.5. A statement describing the applicant's air service's mandatory requirement that the applicant maintain flight currency in order to keep rated status to avoid jeopardizing service or career status, and to meet flight requirements for pay purposes. **(T-1)**.

9.3.1.6. A statement of whether such flight requirements cannot be waived by the service authorities of his or her country. **(T-1)**.

9.3.1.7. A statement that U.S. Air Force aircrew members are authorized reciprocal privileges in the applicant's country. **(T-1)**.

9.3.2. The Air Force flying unit to which the applicant may be attached will verify that the member's flight records are accurate. **(T-2)**. The unit will affirm capability to absorb the applicant within the unit flying program. **(T-2)**.

9.3.3. The MAJCOM to which the applicant will be attached will review the request and send it to SAF/IAPD with comments and recommendations. **(T-2)**.

9.4. Requests for Exception. Foreign personnel may seek waivers to fly in USAF aircraft under conditions not provided in this publication or DoDI 4515.13 to AF/A3T with an info copy to AF/ACTF**.**

Chapter 10

AVIATION RESOURCE MANAGEMENT

Section 10A—Supervisory Operational Flying

10.1. Supervisory Position Criteria.

10.1.1. To conserve available resources, rated officers and career enlisted aviator supervisory positions that require the incumbent to actively fly must be clearly identified using the appropriate aircrew position indicator "6," "8," "B," or "D".

10.1.2. MAJCOMs will establish procedures to review aircrew position indicator "6," "8," "B," and "D" supervisory flying positions when incumbents are assigned flying status code "K" (lack of support) and when adequate support may not be available within six months. Where practical, convert such positions to aircrew position indicator "3," "4," "C," or "E". Refer to AFMAN 11-402 for a list of aircrew position indicators and flying status codes.

10.2. Supervisory Flying.

10.2.1. Rated officer and career enlisted aviator supervisory flying is necessary to ensure that appropriate rated staff officers maintain a current and comprehensive background in the overall flying operations of the organization.

10.2.2. Supervisory flying is performed to the maximum extent possible in primary mission aircraft inventory associated with the position.

10.2.3. Commanders authorized to designate rated and career enlisted aviator supervisory positions must minimize the impact of such flying and designate aircrew position indicator "6," "8," "B," or "D" only when active flying is essential for mission accomplishment. **(T-2)**. Designating authorities are:

10.2.3.1. Colonel. MAJCOMs designate colonel active flying positions (aircrew position indicator "6," "8") by forwarding AF Form 480, *Aircrew AFSC/Active Flying Justification*, to AF/A1LG for review. **(T-1)**. Commanders will ensure that colonel flying positions are limited to individuals who directly supervise aircraft flying operations, flight safety, standardization/ evaluation programs, operational readiness inspection programs, or training, tactics and procedures. **(T-1)**. Should positions not warrant full time flying, there may be justification for the individual to participate in the indoctrination flying program. **Exception:** Air Force Reserve Command uses Air Force Reserve Form 106, *Manpower Change Request*.

10.2.3.2. Lieutenant Colonel and Below. MAJCOMs designate lieutenant colonel-and-below rated officer and career enlisted aviator positions that require active flying in accordance with AFI 11-412. If the position requires an AF Form 480, provide justification for flying on the form. Normally, aircrew position indicator "8," "D" positions (Numbered Air Force (NAF), FOA, DRU, MAJCOM) are authorized only in safety, inspector general, standardization/evaluation, training, tactics and procedures, and weapons and tactics functional areas in which flying is a requirement associated with the position. **(T-2)**. On occasion, justification may exist for an aircrew member to fly while in inactive status. **Exception:** Air Force Reserve uses Air Force Reserve Form 106.

10.3. General Officer Flying.

10.3.1. The Air Force Chief of Staff designates general officer flying positions. MAJCOM commanders will submit requests to change general officer flying status to AF/A3T. AF/A3T will staff proposed changes to AF/A1LG for coordination and then to the AF/CC for approval. **(T-1)** Refer to **Table 10.1** for general officer flying authorizations. See **paragraph 10.4.6** and **Table 10.2** for guidance on general officer indoctrination flyers.

10.3.2. The general officer positions listed in **Table 10.1** are authorized operational or indoctrination flying positions (as shown) when filled by U.S. Air Force general officers. Individuals flying operationally must accomplish AF Form 8, *Certificate of Aircrew Qualification*, to include instrument qualification and maintain a minimum of basic aircraft qualification status.

10.3.3. Air Force General Officers selected for the Airborne Emergency Action Officer (AEAO) positions at USSTRATCOM are authorized to fly as non-rated officer aircrew. The USSTRATCOM Deputy Director of Nuclear Operations (J3N) is the approving authority for all AEAO positions. Air Force Global Strike Command (AFGSC) will establish procedures for submitting AEAO nominations to USSTRATCOM/J3N on behalf of the Air Force. AFGSC AEAO Program Manager will forward the list of approved AEAOs to AFGSC/A3TA, AFRC/A3 (for reservists only), and AF/A3TM. See AFMAN 11-402 for further details.

Table 10.1. General Officer Flying Positions.

Organization	Position	Authorization
Joint Chiefs of Staff	chairman	Indoctrination Flying
	vice chairman	
Combatant Commands	commander	As determined by the commander (Note 1)
	deputy commander	Indoctrination Flying
	AFCENT/CC	
	Special Operations Component commanders assigned to combatant commands	
Headquarters Air Force	chief of staff	Note 2 Applies
	vice chief of staff	Indoctrination Flying
	assistant vice chief of staff	

Organization	Position	Authorization
	AF/A1 AF/A2/6 AF/A3 AF/A3T AF/A4 AF/A5/8 AF/A7 AF/A10 AF/SE SAF/IG	
	AF/SG (when the position is filled by a pilot-physician)	Indoctrination Flying
Air Force District of Washington (AFDW)	commander	Indoctrination Flying
ACC, AETC, AFGSC, AFMC, AFRC, AFSOC, AMC, PACAF, USAFE-AFAFRICA	commander	Operational Flying (Note 3)
NGB	director*	Operational Flying
	deputy director*	Indoctrination Flying
*NGB/CF <u>or</u> the Deputy NGB/CF may fly operationally (single operational flying authorization)		
ACC, AETC, AFGSC, AFMC, AMC, PACAF, USAFE-AFAFRICA	deputy commander	Indoctrination Flying (Note 3)
AFSOC and AFRC	deputy commander	Operational Flying (Note 3)
ACC, AETC, AFGSC, AFMC, AFRC, AFSOC, AMC, ANG, PACAF, USAFE-AFAFRICA	operations director (A3)	Operational Flying (Note 3)
AMC	deputy operations director (DA3)	Operational Flying (Note 3)
ACC, AFGSC, AFRC, AMC, PACAF, USAFE-AFAFRICA, AETC	NAF commander	Operational Flying (Note 3)

Organization	Position	Authorization
ACC*, AFGSC, AFRC, AMC, PACAF, USAFE-AFAFRICA, AETC	NAF deputy commander	Indoctrination Flying (Note 3) Operational Flying authorized for 1AF/CV (oversight of Civil Air Patrol) and 19AF/CV (oversight of AETC flying training enterprise)
ACC, AETC, AFGSC, AFMC, AFRC, AFSOC, AMC, ANG, PACAF, USAFE-AFAFRICA	wing commander (Note 4)	Operational Flying
ACC	commander, AFWC	Operational Flying (Note 3)
	DCFACC	
AETC	commander, AU (AU/CV when AU/CC does not fly)	Operational Flying (Note 3)
AFMC	commander, AFTC	Operational Flying (Note 3)
AFOTEC	commander	Operational Flying
AMC	commander, USAF EC	Operational Flying (Note 3)
USAFA	commander	Operational Flying
	Commandant of Cadets	
NATO	NATO Force Command/CC or E-3A Comp/CC	Operational Flying (single operational flying authorization)

Organization	Position	Authorization
Notes: 1. Combatant commanders may determine their flying status, based on requirements. Notify AF/A3T of status, with info copy to AF/ACTF and AF/A1LG. 2. The Chief of Staff will determine the status of the AF/CC position. 3. MAJCOM/CCs may determine the flying status of general officers assigned within their command, utilizing the available AF/CC-approved operational positions within the command. This option applies to all approved operational flying positions above wing commander. Current approved positions are shown in this table with most recent HAF authorized status (may not reflect actual status if a MAJCOM change has been made). If a change is made, notify AF/A3T with an info copy to AF/ACTF and AF/A1LG. MAJCOMs may not increase the number of general officer indoctrination flyers without AF/CC approval. 4. Wing commander applies to commanders of flying wings (and includes expeditionary flying wings). Air base and support wing commanders are specifically excluded. See **Attachment 1** for list of abbreviations.		

10.4. Indoctrination Flying. Indoctrination flying allows inflight observations of mission equipment or procedures that may benefit the organization. The following personnel may be authorized indoctrination status: rated officers and career enlisted aviators in inactive status; civilians that were prior rated officers or career enlisted aviators. Those seeking this status must be required to perform operational flying on a temporary basis to complete a specific official task. (Examples: evaluation of an operational flying procedure, review of flying training effectiveness; taking part in a flying exercise or test program; or familiarization with a specific operational weapon system and procedure). The following guidance applies:

10.4.1. MAJCOMs (or MAJCOM equivalents) select and authorize rated staff, career enlisted aviator, or civilian (if filled by a prior rated officer or career enlisted aviator) positions for indoctrination flying. MAJCOMs may not increase the number of general officer indoctrination flyers without AF/CC approval. MAJCOMs (or MAJCOM equivalents) will establish procedures for approval of indoctrination flying and take a conservative approach in designating these positions. The HARM office will identify the incumbent by assigning flying status code “T”. Refer to AFMAN 11-402 for a list of all flying status codes.

10.4.2. Indoctrination approval includes the use of command aircraft resources to support indoctrination flying for personnel outside their commands..

10.4.3. Ensure individuals complete, before flight, adequate training on emergency procedures, aircrew flight equipment, and AFMAN 11-2MDS specific requirements. Individuals must be physically and, where required, physiologically qualified. **(T-2)**.

10.4.4. Indoctrination flights in inactive status (aircrew position indicator (API) billet) do not entitle the member to operational flying duty accumulator credit or incentive pay and do not allow to change aviation service codes except to assign flying status code “T”. Indoctrination flying shall not impact unit training, and does not increase command flying hour allocations. Refer to AFMAN 11-402 for a list of aviation service and flying status codes.

10.4.5. Obtaining or maintaining aircraft qualification while in inactive status (API billet) is not authorized. Individuals flying in inactive status may not act as pilot in command and flights in single-place aircraft are specifically prohibited. **(T-2)**. Indoctrination flights are documented on the AFTO Form 781 using other flight time, in accordance with **Chapter 11**. **(T-2)**.

10.4.6. General officer pilots, in authorized indoctrination flying positions, may occupy a pilot's seat with passengers or mission essential personnel on board during non-critical phases of flight. Commanders will ensure that during such times a current and qualified instructor pilot will occupy the other pilot's seat. **(T-2)**. See AFMAN 11-202V3 for definition of critical phases of flight.

10.4.7. MAJCOMs may authorize indoctrination flying for individuals assigned to active operational flying positions. Do not change flying status code. **(T-2)**. Members are not obtaining aircraft qualification and will log "X" or "O" flight authorization duty code, other time, and no operational flying accumulator credit is authorized. **(T-2)**. Conditional flyers will not be entitled to aviation incentive/hazardous duty incentive pay based on indoctrination hours. **(T-2)**. Submit requests to MAJCOMs (may be delegated no lower than MAJCOM/A3T (or equivalent)) and forward approvals to the base HARM and member's SARM office. **(T-2)**.

Table 10.2. Indoctrination Flying Approval Authority.

Approval Authority	**For Positions at:**
AF/A3T	Headquarters Air Force, USSF, SPACECOM, Office of the Joint Chiefs of Staff, Department of Defense Agencies, Joint Commands, Non-Air Force General or Flag Officers, and FOAs. (Note 1)
MAJCOM	MAJCOM (Note 1, 2)
ACC	CENTCOM and SOUTHCOM (Note 1)
AMC	TRANSCOM (Note 1)
PACAF	PACOM (Note 1)
USAFE-AFAFRICA	NATO, EUCOM, AFRICOM (Note 1)

Notes:

1. AF/CC must approve increases for additional general officer indoctrination flying positions. Submit requests to AF/A3T with an info copy to AF/ACTF.

2. AFRC/A3 is the final approval authority for indoctrination flying status for Reserve personnel.

See **Attachment 1** for list of abbreviations.

10.5. Operational Support Aircraft and Aircrew Management.

10.5.1. The operational support aircraft and aircrew manager will provide all personnel assigned or attached for flying the opportunity to complete annual flying requirements. **(T-2)**.

Attached personnel should be responsive to scheduling requirements. **(T-2)**. In line with aircrew requirements, attached personnel will perform assigned missions. **(T-2)**.

10.5.2. Temporary duty assignment authorized solely to perform aircrew duties. Aircrew member's assigned unit is responsible for budgeting and funding temporary duty assignment travel for members assigned or attached for flying. **(T-3)**.

10.5.3. Security assistance and Defense Attaché aircraft and aircrews.

10.5.3.1. Support aircraft for security assistance are assigned to Air Force Materiel Command (AFMC) and placed on loan to the Defense Security Cooperation Agency.

10.5.3.2. Support aircraft for Defense Attachés are assigned to AFMC and placed on loan to the DIA.

10.5.3.3. Using organizations must comply with the theater air component command/lead command rules and instructions pertaining to aircraft operations. **(T-2)**. Crew qualification, currency, training, and evaluations are the responsibility of the theater air component/lead command commander, as applicable, and should be conducted according to Headquarters Air Force guidance and theater requirements. **(T-2)**. Operational control (as it pertains to the missions and purposes for which the aircraft are operated) and scheduling of aircraft remains within the using organization. **(T-2)**.

Section 10B—Support of Personnel Assigned to Locations or Organizations Lacking Flying Facilities or Aircraft

10.6. Attachment for Flying/Parachuting.

10.6.1. Aircrew/parachutist members assigned by permanent change of station/permanent change of assignment orders to active flying/parachutist positions in Air Force units and organizations without flying facilities or aircraft may be attached for flying/parachuting to units with appropriate resources. Intra-wing attachments may be approved by the OG/CC. Individuals must request (in writing) attachment for flying/jumping through their chain of command to their MAJCOM/A3 or equivalent. **Exception:** Request for attachment for flying/parachuting is not required if flying/parachuting support and a primary unit/aircraft is addressed in a host-tenant agreement. Members will provide required information to the servicing HARM office. **(T-2)**. Individuals are not authorized to perform flying/jumping duties until the letter of attachment is approved, all required information is received, and the letter is on file with the attached HARM office. **(T-2)**. Approval authority may be delegated as directed per MAJCOM. (**Note:** Air Battle Managers assigned by PCS/PCA orders to perform ground based radar duties in U.S. AF units and have received a flying activity code "6" waiver may be attached for flying to units with appropriate resources.) **(T-2)**. See AFMAN 11-402 for a list of all flying activity codes.

10.6.1.1. Automated Aircrew Management System (AAMS) is the primary method to request individual attachments for flying. Use the Flying Attachments pull down menu on the AAMS website (**https://webapps.amc.af.mil/aams**). AAMS is used for both intra and inter command attachments.

10.6.1.2. For instances where AAMS is not available (examples: data masked units or instances when an aircrew member is not listed in AAMS), use the following guidance.

10.6.1.2.1. Request for attachment should include a current individual data summary, flying/jump history report, individual flight record/individual jump record (as applicable), Department of Defense Form 2992, a document indicating position number and validation that the position is not double billeted. **(T-2)**. Individuals will coordinate flying/parachute qualification, currency and attachment with requested units prior to submitting a formal request. **(T-2)**.

10.6.1.2.2. MAJCOMs will develop procedures for attachments within the MAJCOM. For attachments outside an individual's MAJCOM, submit the request to both MAJCOMs (or equivalent) for coordination. For attachments outside the US Air Force, submit the request to the gaining unit's MAJCOM equivalent approval authority and the individual's parent MAJCOM (or equivalent) approval authority for coordination. The MAJCOM who owns the aircraft/the outside agency is the final approval authority.

10.6.2. Attachment units will provide resources necessary for the member to complete and maintain minimum training requirements established in applicable aircrew/parachutist training publications, including temporary duty assignment cost to formal training courses. **(T-2)**. The unit to which the member is assigned is responsible for the cost of the member's temporary duty assignment travel to the attached unit to accomplish normal training requirements. **(T-2)**. The attached unit will maintain the flight evaluation folder and is responsible for input/management of flying hour and training data. **(T-2)**.

10.6.3. Commanders are authorized to revoke an aircrew member's flying attachment if they determine the attachment is no longer in best interest of the squadron. MAJCOMs will define specific procedures in supplements (if applicable).

Section 10C—Flying with Air Reserve Component Units

10.7. Total Force Integration. In addition to the guidance provided in this section, aircrew personnel must comply with total force integration guidance contained in AFI 11-412. **(T-1)**.

10.8. Flying with Air Force Reserve Units.

10.8.1. Members of the MAJCOM with oversight responsibility are authorized to fly in AFR aircraft when participating in the commander's inspection program, unit effectiveness inspections, and aircrew evaluations on scheduled unit visits. Flying is restricted to missions that support unit training objectives, contingencies or operational missions, to include those that augment or assist in unit conversion. **(T-2)**.

10.8.2. Inter-Fly/Intra-Fly. AFR OG/CCs are authorized to approve flights with AFR units for aircrew members not assigned or attached to an AFR unit and are the final authority for determining when a Regular Air Force/ANG member will fly unit aircraft. Such aircrew members must provide OG/CCs with a source for validating aircrew qualifications, training and currencies prior to flying. AFR OG/CCs will forward information copies of inter-fly/intra-fly agreements to the respective NAF/A3. **(T-2)**. Those units with an existing written agreement (e.g., total force integration/associate units) will follow guidance within the agreement.

10.8.2.1. Inter-fly agreements involve the exchange and/or substitution of aircrew members and/or aircraft between different MAJCOM units to accomplish flying in support

of contingencies, exercises or designated missions according to the appropriate operational plan/concept of operations. **(T-3)**.

10.8.2.2. Intra-fly agreements involve the exchange and/or substitution of aircrew members and/or aircraft between different groups within MAJCOM units to accomplish flying support of contingencies, exercises or designated missions according to the appropriate operational plan/concept of operations. When not specifically established by AFMAN 11-2MDS-specific, Volume 3, OG/CC or equivalent is the approval authority for intra-fly on aircraft under their control. **(T-3)**.

10.8.2.3. During situations where inter-fly/intra-fly is an option, aircraft ownership does not change. Commanders will ensure that aircraft hours executed are credited to the command and unit of assignment responsible for maintaining the flight authorization, in accordance with **Chapter 4**, regardless of the crew's MAJCOM/group affiliation. Ensure use of correct mission symbol. **(T-2)**.

10.8.2.4. Inter/Intra-service memoranda of agreement/understanding that address intra-fly satisfies coordination and documentation requirements. **(T-3)**.

10.8.2.5. Inter-fly/intra-fly crewmembers should be qualified/certified in the MDS and model as well as system/configuration required to fly the aircraft and/or mission aircraft. **(T-1)**. An exception is Air Force test pilot school flying under approved inter-fly/intra-fly agreements. Members will log "X" or "O" on the flight authorization and other time in accordance with **Chapter 10** and **Chapter 11** when not obtaining or maintaining aircraft qualification or not in an aircraft's crew complement in accordance with AFI 65-503. **(T-1)**.

10.9. Flying with Air National Guard Units.

10.9.1. The ANG OG/CC must concur on all Regular Air Force aircrew members flying with ANG units. **(T-2)**. Flying is restricted to Air Force advisors and aircrews who support unit training objectives, contingencies, or operational missions to include aircrew that inspect, standardize, augment, or assist in unit conversion. With the deployed commander's concurrence, active duty aircrew attached to GREEN FLAG, Combat Archer and Combat Hammer are authorized to fly with ANG units.

10.9.2. Regular Air Force/AFR aircrew members authorized to fly ANG aircraft in accordance with **paragraph 10.9.1** will coordinate sortie support directly with the unit. **(T-2)**. Members must provide the supporting unit OG/CC with a source for verifying currencies, egress training, flight qualification, etc., before flying. **(T-2)**. The supporting unit OG/CC is the final authority for determining when active duty aircrew will fly unit aircraft. **(T-2)**.

10.9.3. Conduct flying in accordance with applicable Air Force, lead MAJCOM, and ANG instructions.

10.10. Coordination Authorization. Direct communication with MAJCOMs, AFR, and ANG concerning attachment of rated personnel is authorized.

10.11. Total Force Integration and Associate Units.

10.11.1. For total force integration units, there are two separate and distinctly funded flying hour programs. The unit to which the aircraft are assigned has responsibility for oversight and management of both programs. AFR/ANG SARMs will maintain their own flight

authorization number log book to accurately capture and record AFR/ANG operated flights. **(T-2)**.

10.11.2. Total force integration and associate units must use their MAJCOM's flying hours. **(T-2)**. This is accomplished by logging MAJCOM provided mission symbols. **(T-2)**. In multi-seat aircraft, the MAJCOM of the A-code determines the MAJCOM hours credited regardless of crew status (RegAF/ANG/Reserve). **(T-2)**.

Chapter 11

FLIGHT DOCUMENTATION

Section 11A—Logging of Flight Activity

11.1. Logging Flight Activity. Enter and credit flight time on an individual's flight record when flown in an aircraft, simulator or controlling a remotely piloted aircraft according to this publication and properly logged on the AFTO Form 781, AF Form 3520, or AF Form 3521, *ARMS RPA Aircrew/Mission Flight Data Document*. **(T-2)**. The pilot designated as "in command" of the aircraft is responsible for making sure the appropriate form is dated and properly completed, to include specific remarks as required. **(T-2)**.

11.2. Crediting Flight Time. Credit flight time as outlined below.

11.2.1. To credit flight activity, personnel must:

11.2.1.1. Be physically qualified. **(T-2)**. The member cannot be in DOWN status and commanders will ensure that the member is medically cleared for flying duty, documented on a DD Form 2992. **(T-2)**. Reference **Chapter 2** for aircrew performing duties in the simulator while DOWN.

11.2.1.2. Be physiologically qualified in accordance with AFMAN 11-403. **(T-2)**.

11.2.1.3. Be on aeronautical orders to take part in frequent and regular flights as aircrew, to obtain aircrew qualification, or as operational support members in accordance with AFMAN 11-402. **(T-2)**.

11.2.1.4. Be designated on the flight authorization with an approved flight authorization duty code (**Table A5.1**) for that aircraft (based on AF Form 8 and/or AF Form 8a, *Certificate of Universal Aircrew Qualification*). **(T-2)** **Exception**: aircrew members authorized to perform inflight duties in non-USAF aircraft, in accordance with **Chapter 2** of this publication, will comply with guidance applicable to the authority controlling the aircraft in regards to flight authorization requirements. See AFMAN 11-402 for a list of all aircrew position indicators.

11.2.1.5. Be part of the crew complement (in accordance with AFI 65-503) authorized to perform aircrew duties in the aircraft in order to obtain and maintain aircrew qualification, or be required for the mission. **(T-2)**.

11.2.1.5.1. The aircraft commander will include an explanatory note in the remarks section of the flight authorization for crewmembers that exceed the crew complement in accordance with AFI 65-503. **(T-1)**. Commanders will also, when crewmembers are in excess of the authorized crew complement, annotate in the remarks of the AFTO Form 781, AF Form 3520, or AF Form 3521 the duties performed by additional aircrew. **(T-1)**.

11.2.1.5.2. Individuals required for the mission who are not part of the crew complement will log flying time only when specifically authorized to perform duties required for the mission, or when specifically authorized to perform mission-related observation or evaluation duties. Members will comply with all other applicable

requirements to include medical clearance and physiological training as applicable. **(T-1)**.

11.2.1.5.2.1. Non-aircrew members assigned to flying unit commander positions may log flying time in assigned aircraft.

11.2.1.5.2.2. Commanders will ensure that individuals who fly on a non-interference basis (reference **Chapter 2** of this publication) use crew position "OX" (colonel and above) or "XX" (lieutenant colonel and below) in accordance with **Table A5.1**, and log other time on the AFTO Form 781 for entry into the aviation resource management system. **(T-2)**.

11.2.1.5.3. Non-aircrew members assigned to remotely piloted aircraft sensor operator positions will log flying time in assigned remotely piloted aircraft. **(T-3)**. Individuals who fly on a non-interference basis, use crew position (second character) "X" in accordance with **Table A5.1**, and log AF Form 3521 flying time category commensurate with qualification and duties performed for entry into the aviation resource management system. **(T-3)**.

11.2.2. Flights in any other capacity are orientation flights in accordance with **Chapter 2** of this publication. Logging flight time on an AFTO Form 781/AF Form 3520/AF Form 3521 is prohibited.

11.2.2.1. Commanders will ensure crewmembers and parachutists do not credit flights/jumps while on leave, permissive temporary duty assignments, or non-flying/non-jumping temporary duty assignments/temporary additional duty, regardless of duration, or while flying on an aircraft during point-to-point travel (not authorized or required to perform aircrew duties). **(T-2)**.

11.2.2.2. Pararescue/Combat rescue officer aircrew members will not log flying time when the purpose for flying is to make a proficiency-sustaining jump or perform jumpmaster duties. **Exception:** Pararescue personnel in "X"-coded billets will log flying time if aircrew duties are performed during the flying portion of the mission. **(T-2)**.

11.2.3. For each individual, the total flight time logged should not exceed the total AFTO Form 781, AF Form 3520, or AF Form 3521 flight time of the aircraft. **Note:** For pararescue personnel performing flight and jump duties on the same mission, individual flight time logged does not need to equal total flight time for the mission. The AFTO Form 781 or AF Form 3521 does not need to be broken out and multiple flight sequence numbers are not required.

11.2.4. Remotely Piloted Aircraft Time. Remotely piloted aircraft crews may be authorized to simultaneously control more than one aircraft during flight operations. The total time logged by each individual will reflect the total time spent controlling aircraft inflight and is not dependent upon the number of aircraft actually controlled. **(T-2)**. Flight time logged will not exceed the time the individual was performing inflight aircraft control duties. Flight time may be credited for Group 4 and Group 5 aircraft, as defined in Joint Publication (JP) 3-30, *Joint Air Operations*.

11.3. Definition of Flight Time Categories. The aircraft references in this paragraph also apply to synthetic training devices categorized as operational flying trainers or weapon system trainers.

Units will log flight time only on the AFTO Form 781, AF Form 3521, and AF Form 3520, and use only the approved flight authorization duty codes listed in **Attachment 5**, **Table A5.1** **(T-2)**.

11.3.1. Primary Flight Time. Time logged by a member occupying a designated duty position established for that specialty identified in AFI 65-503, and actively performing the duty associated with their aircrew specialty. Only qualified aircrew members and aircrew members obtaining qualification in the aircraft will log primary flight time when performing inflight duties. Non-rated/non-career enlisted aviator aircrew members and operational support personnel, who do not have an established crew duty station, will log primary time only when actually performing required inflight duty (Example: operating equipment or caring for medical evacuation patients). **(T-2)**.

11.3.1.1. Exceptions:

11.3.1.1.1. Pilot commanders and key supervisors, who fly in accordance with the provisions of **paragraph 11.6.2,** will log primary flight time only when actually controlling the aircraft. **(T-2)**.

11.3.1.1.2. Pilots, who maintain qualification in single-place aircraft, when completing instrument training or the instrument flight check in similar dual-place aircraft. **(T-2)**.

11.3.1.1.3. Graduates of a military test pilot school (Air Force Test Pilot School, Navy Test Pilot School, etc.) are considered qualified and will log primary flight time using "FP", "FN", or "FW" as the flight authorization duty code while actively flying qualitative or approved short-term aircraft tests or evaluations.

11.3.1.1.3.1. This does not authorize test pilot school graduates to perform duties on other missions requiring qualified aircrew members at the controls of the aircraft (e.g., functional check flights). **(T-2)**

11.3.1.1.3.2. RPA students enrolled in the TPS RPA Operator's course are authorized to log primary time (first character crew position "F") in manned platforms using the second character crew position of a "Y" (Rated Flying Duties).

11.3.1.1.4. Pararescue and combat rescue officer aircrew members assigned to authorized flying billets will log primary flight time when performing patient support duties on mass personnel recovery missions. Such members must be on active flying aeronautical orders, qualified in the MDS, and are required in addition to the normal crew complement to perform inflight duties for mass rescued aircrew member/personnel missions. Primary time is authorized only during the time required inflight duties are performed. During periods when pararescue personnel are not performing inflight duties associated with the rescued members, or if the pararescue personnel is non-current for that MDS, the pararescue member will log other flight time. **(T-2)**. Annotate specific inflight duties that require additional crewmembers (in addition to basic crew complement) on the mission in the remarks section of the AFTO Form 781. **(T-2)**.

11.3.1.1.5. Operational support medical personnel will log primary time when tasked to perform primary medical support duties on combat search and rescue, casualty evacuation or medical evacuation missions. **(T-2)**. If tasked to fly on non-USAF

missions, ensure requests are coordinated though the member's MAJCOM in accordance with **Chapter 2** of this publication. **(T-2)**.

11.3.1.1.6. Aeromedical evacuation crewmembers on aeromedical readiness missions are authorized to conduct simultaneous (tandem) training on the same aircraft utilizing no more than two basic aeromedical evacuation crews to meet flight currency requirements. The maximum basic aeromedical evacuation crew size is four basic aeromedical evacuation crews for conducting training on the C-17 aircraft. Aeromedical evacuation crewmembers in primary crew positions will log primary time when performing inflight duties. **(T-2)**. A note will be added to the back of the AFTO Form 781 stating primary duties were performed. **(T-2)**. (Example: Two basic aeromedical evacuation crews on C-17 aircraft conduct separate inflight training using separate inflight kits, medical equipment, and mission documentation.) Commanders will ensure that a lead crew is identified to the flight crew prior to take off for crew resource management purposes. **(T-2)**. For guidance on aeromedical evacuation crewmembers traveling as passengers for pre/de-positioning reference AFMAN 11-2AEV3.

11.3.1.1.7. Pilot-physicians are authorized to log "FS" time when not actively performing pilot duties. Document duties performed in both specialties in the remarks section of the AFTO Form 781. **(T-2)**.

11.3.1.2. For pilots, primary time is time actively controlling the aircraft, excluding hands-on-time flown while instructing and evaluating (log such time under instructor or evaluator). It is not predicated on which set of controls is being used (multi-place aircraft), or on the duty position indicated on the flight authorization. Pilots receiving instruction while controlling the aircraft will log primary flight time. **(T-2)**. Pilots in a single seat aircraft performing evaluator duties will include a remark on the back of the AFTO 781 identifying the line on the flight authorization for which evaluator duties were performed. **(T-2)**.

11.3.1.3. Astronauts performing duties in a space craft will log primary flight time in their rated specialty. **(T-2)**. Astronauts performing space station duties may log primary flight time for the duration of space station activity. For space station duty, use flight authorization duty code (Second Character Crew Position) "A" from **Attachment 5**, **Table A5.1**. **(T-2)**.

11.3.1.4. For other aircrew specialties, log primary flight time only when performing duties at a duty position established for that specialty. Where more than one station is established for the same specialty, one member at each such station may log primary flight time while actually performing the duties associated with that station (Example: multiple Air Surveillance Operator positions on a single aircraft). MAJCOMs will specify which AFI 65-503 authorized crew duty station(s) flight test engineers may occupy during test functions. During periods when the flight test engineer is not actively performing evaluation/test duties, the test engineer will log other flight time. **(T-2)**. Except under conditions in this paragraph, the total primary flight time for any specific aircrew specialty will not exceed the total flight time. **(T-2)**.

11.3.1.4.1. Due to the broad nature of flight surgeon duties, each position which another aircrew member occupies will be considered as a flight surgeon

station/position. Positions are defined in DAFPD 11-4 (e.g., pilot, navigator, observer, career enlisted aviator personnel). (Example: a KC-135 with a pilot, copilot, and boom operator would be authorized three flight surgeon stations). If there are more flight surgeons onboard than aircrew stations, the total primary flight time will be split between those flight surgeons onboard by logging primary and other flight time. When the number of flight surgeons on board is less or equal to the number of occupied aircrew stations, all flight surgeons are authorized to log primary flight time for the entire mission. Loadmasters and boom operators can consider the cargo compartment a duty position established for that specialty. **(T-2)**.

11.3.1.4.2. Flight surgeons will log primary flight time in remotely piloted aircraft ground control stations for flight pay. **(T-2)**.

11.3.1.5. Nonrated aircrew members on active flying aeronautical orders, qualified in specific aircraft, but tasked to perform inflight aircrew duties for a time-sensitive mission in an aircraft in which they are not current and/or not qualified, will log flight authorization duty code (first character of crew position) "F" and primary flight time for that mission. **(T-2)**. See also **paragraph 11.2.1.5.2** **Note:** Utilization of non-current and/or unqualified personnel is an exception to established policy. Every effort should be made to obtain current and qualified personnel to perform aircrew duties prior to utilizing non-current and/or unqualified personnel. **(T-3)**.

11.3.2. Secondary Flight Time. Flight time logged by a crewmember that is performing inflight duties related to the crewmember's specialty, but who is not controlling the function of that specialty. **(T-3)**. Except as listed below, the total secondary flight time logged in each specialty should not exceed the total flight time. When crewmembers are in excess of the authorized crew complement, annotate in the remarks of the AFTO Form 781 the secondary duties performed by additional aircrew. **(T-3)**.

11.3.2.1. The member must be maintaining or obtaining qualification in the aircraft to log secondary flight time. **(T-3)**. **Exception:** Crewmembers in a duty position established for that specialty designated in AFI 65-503 and tasked to perform primary duties on aircraft other than their assigned aircraft (e.g., flight attendants tasked by Tanker Airlift Control Center (TACC) or higher headquarters to support Silver Bullet or DV missions) will log secondary flight time as long as they maintain currency in their primary aircraft. The member's flight authorization duty code reflect the current qualification. **(T-3)**. If not qualified in the aircraft, the member will log "X" or "O" as the aircrew qualification code first character in accordance with **Table A5.1**. **(T-3)**.

11.3.2.2. For pilots, log secondary flight time while occupying a duty position having a set of flight controls and not actively controlling the aircraft, instructing, or evaluating. **(T-3)**. **Exception:** When a pilot is in an evaluator or instructor upgrade program, not in the seat (multi-seat aircraft) and is in upgrade to the next highest level, secondary time may be logged. **(T-3)**.

11.3.2.3. For other aircrew specialties, log secondary time when actually performing inflight duties of the specialty, but not at the primary duty station established for that specialty when dictated by mission requirements. **(T-3)**. (Example: second navigator during airdrop missions, instructor candidates in addition to primary member or additional

pararescue/combat rescue officer on aeronautical orders required to perform inflight duties assisting mass aircrew/personnel on a rescue mission)

11.3.2.4. Aeromedical crew members will log secondary time when patients are on board if not flying in a direct primary crew position. **(T-3)**. A current aeromedical evacuation crewmember will log secondary time when performing simulated patient duties or when conducting mission clinical coordinator duties (if not a qualified flight instructor). **(T-3)**. A non-current aeromedical evacuation crewmember will only log other flight time when performing simulated patient duties. **(T-3)**.

11.3.2.5. Total secondary time can exceed total flight time if additional aircrew are required to perform secondary duties to complete the mission, and are in excess of the crew complement in accordance with AFI 65-503.

11.3.2.6. Pararescue aircrew members assigned to authorized flying billets, on active flying aeronautical orders and qualified in the MDS, who are required in addition to the normal aircrew complement to perform inflight duties for mass rescued aircrew member/personnel missions, may log secondary time when performing simulated patient duties or mission coordinator duties on mass personnel recovery training missions. Secondary time is authorized only during such time those inflight duties are performed. During periods when the pararescue aircrew members are not performing inflight duties associated with the rescued members or mission coordinator, or non-current for that MDS, only other flight time will be logged. **(T-3)**.

11.3.3. Instructor Flight Time. Flight time logged by a designated and qualified instructor while actively performing authorized instructional duties.

11.3.3.1. Instructors will log instructor flight time while conducting continuation training in primary crew position established for that specialty or while instructing unqualified or non-current members,. **(T-3)**. Instructors may log instructor time while accomplishing unlike specialty training instruction (e.g., an instructor navigator training pilots/boom operators for a three-person crew or third pilots in the navigator seat). Instructors log primary, secondary, or other time during portions of the sortie when instructor duties are not required and/or performed, except as provided for in this section, members must be qualified and current in the aircraft to log instructor time. Instructor candidates acting in the next higher qualification log secondary time and may not log instructor time until completion of Form 8 and certification. Normally the total instructor flight time for each aircrew specialty will not exceed the total flight time. **(T-2)**. Total instructor time can exceed total flight time if additional aircrew are required to perform instructor duties to complete the mission and are in excess of crew complement in accordance with AFI 65-503.

11.3.3.2. Instructor time includes hands-on time during demonstration activities that are part of instructional duties (e.g., Pilot instructed while demonstrating a landing). For dual-controlled aircraft, primary time must show available on AFTO Form 781 during the time instructor controlled the aircraft while demonstrating and logging instructor time simultaneously, with other pilot logging secondary or other time accordingly. **(T-2)**. The instructor is not required to occupy a primary duty station established for that specialty, but must be actually performing instructor duties. **(T-2)**.

11.3.3.3. Exceptions:

11.3.3.3.1. Instructors will log instructor time while accomplishing unlike specialty training instruction (e.g., an instructor navigator training pilots/boom operators for a three-person crew or third pilots in the navigator seat). **(T-2)**. Only the amount of time used to train a specific event will be logged as instructor time. If more than one instructor of like specialty are on the aircraft to provide simultaneous instruction for crewmembers of different specialties, both instructors will log instructor time (e.g., two instructor navigators are on the same aircraft, one is instructing a student navigator and the other is instructing a boom operator). **(T-2)**. In this case, total instructor time logged may exceed total flight time logged. Enter a remark on the back of the AFTO Form 781 explaining the rationale for logging excess instructor time. **(T-2)**. Instructor aircrew members will not log instructor time when demonstrating instructor abilities as part of a periodic flight evaluation unless unqualified/noncurrent/upgrade crewmember is receiving instruction. **(T-2)**.

11.3.3.3.2. Two instructors (to include formal training unit (FTU)) of the same specialty and at the same duty station may fly together and each log instructor time. Total instructor time logged may not exceed total flight time logged. **(T-2)**. (Example: A new FTU instructor pilot is flying with a student pilot and a more experienced FTU instructor pilot flies with the new FTU instructor pilot; instruction can occur between the new FTU instructor pilot and student pilot, or between the experienced FTU instructor and new instructor pilot, but not both simultaneously.) Therefore, the total instructor time logged may not exceed total flight time. This helps validate new FTU instructors for critical advanced student training rides, if needed. **(T-2)**.

11.3.3.3.3. Aircrew members who are instructor qualified in one aircraft, and who are current and qualified (but not qualified as an instructor) in another aircraft, may log instructor time while flying in the second aircraft and providing instruction to an aircrew member in the first aircraft. This applies to instructors in single seat aircraft who are also qualified in chase aircraft (e.g., F-15/F-16), but who do not maintain instructor qualification in the chase aircraft. Instructor time may be logged only while actively providing instruction. Enter a remark on the back of the AFTO Form 781 to explain the rationale for logging instructor time in the chase aircraft. **(T-2)**.

11.3.3.3.4. Log simulator console time as instructor time when the crewmember is qualified as an instructor in the aircraft. **(T-2)**. When MAJCOMs authorize crewmembers to be instructors in the simulator only, they will log simulator console time as instructor time. MAJCOMs will determine which types of simulators qualify for this approval (e.g., operational flight trainers, weapon system trainers, etc.). **(T-2)**.

11.3.4. Evaluator Flight Time. Flight time flown by a designated and certified flight evaluator while actively performing authorized flight evaluation duties (to include supplemental evaluations). Includes hands-on time if concurrent with performance of flight evaluator duties. The member is not required to occupy a primary duty station established for that specialty, but must be actually performing evaluator duties. **(T-2)**. Evaluators will also log instructor, primary, secondary, or other time, depending on their activity, when not performing evaluator duties. **(T-2)**. **Note:** Members must be current and certified in the aircraft to log evaluator time. Evaluator candidates acting in the next higher qualification log secondary time and may

not log evaluator time until completion of Form 8 and certification. When flight evaluators conduct flight evaluations onboard aircraft in which they are not qualified, then members must log "O" or "X" as the aircrew qualification code first character in accordance with **Table A5.1**. **(T-2)**. May log "XP" with Evaluator time and a note in the remarks section of the AFTO Form 781, or "EP" with other time logged on the AFTO Form 781 for MAJCOM evaluators only.

11.3.4.1. Aircrew members who are designated and certified as a flight evaluator in one aircraft, and who are current and qualified (but not certified as a flight evaluator) in another aircraft, will log evaluator time while flying in the second aircraft and evaluating an aircrew member in the first aircraft. **(T-2)**. This applies to flight evaluators in single seat aircraft who are also qualified in chase aircraft, but who are not certified as a flight evaluator in the chase aircraft. Enter a remark on the back of the AFTO Form 781 to explain the rationale for logging evaluator time in the chase aircraft. **(T-2)**.

11.3.4.2. Two evaluators (to include FTU) of the same specialty and at the same duty station may fly together and each log evaluator time. Total evaluator flight time logged may not exceed total flight time logged. (Example: An evaluator pilot is flying with a pilot in upgrade to administer the evaluator checkout ride. The pilot in evaluator upgrade is flying with a student pilot to administer the qualification check-ride.) Evaluations can occur between the pilot in evaluator upgrade and the student pilot, or between the experienced evaluator and the pilot in evaluator upgrade, but not both simultaneously. Therefore, the total evaluation time logged many not exceed total flight time.

11.3.5. Other Flight Time.

11.3.5.1. Flight time flown by members who are on the flight authorization, but who are not occupying a designated duty station established for that specialty or conforming to the requirements of primary, secondary, instructor, or evaluator time. (Example: Additional or extra crewmembers taking part in the flight, required for the mission to augment the crew or perform mission-related observation or evaluator duties (not qualified in the aircraft).) Indoctrination fliers log "X" and "O" flight authorization duty code and other time. **(T-3)**. Flight surgeons performing aircrew duties in RPA ground control stations will log primary time. **(T-3)**. Crewmembers will log other time during periods of crew rest or sleep. **(T-3)**

11.3.5.2. A non-current aeromedical evacuation crewmember will only log other flight time when performing simulated patient duties**.**

11.3.6. Combat and Combat Support Flight Time.

11.3.6.1. Combat.

11.3.6.1.1. Aerial activity, engagements, or attacks conducted by aircraft against an enemy of the U.S. or an opposing foreign force when there is risk of exposure to hostile fire. Aerial activity in support of forces engaged in combat when there is risk of exposure to hostile fire. Combat includes both elements: activity against an enemy or opposing force (or activity supporting forces engaging an enemy or opposing force) *and* risk of exposure to hostile fire. AFCENT hostile airspace can be requested by contacting the AFCENT ARMS Program Manager, and USAFE-AFAFRICA for locations in Europe and Africa. **(T-2)**.

11.3.6.1.2. As soon as possible after a combat zone is established, the COMAFFOR will identify which portion constitutes hostile airspace. Hostile airspace is airspace within a combat zone that has been specifically designated by the COMAFFOR, based on risk of exposure to hostile fire. The combat zone may contain areas that are not designated as hostile airspace. For the purposes of logging combat time, the aerial activity will be accomplished in a designated combat zone within the designated hostile airspace. Flights within the combat zone but outside of the designated area or areas of hostile airspace do not qualify as combat time, since there is no risk of exposure to hostile fire. **Exception:** In cases of aircrews that employ standoff weapons, the COMAFFOR under extraordinary circumstances may permit those aircrews to log combat time outside of the hostile airspace and/or outside of the designated combat zone. If an exception is granted, include the exception in the guidance designating the combat zone and the hostile airspace. COMAFFOR will publish guidelines specifying which aircraft missions will log combat/combat support flight time and identify the inclusive dates that the hostile airspace is activated for logging combat time. During contingencies when a combat zone is not designated but the use of force is authorized, COMAFFOR will coordinate with AF/A3 to establish hostile airspace criteria and guidelines for logging combat/combat support flight time. **Note:** COMAFFOR will issue new guidance and procedures every two years to ensure all Air Force units are aware of the current policy. **(T-2)**.

11.3.6.2. Combat Support. Aerial activity, engagements, or attacks conducted by aircraft against an enemy of the U.S. or an opposing foreign force that operate outside the designated hostile airspace, where there is no risk of exposure to hostile fire. Includes aerial activity directly supporting forces engaged in combat or directly supporting those who are actively supporting combat when the aerial activity occurs outside the designated hostile airspace. Hostile airspace is determined as described above under combat time. **(T-2)**.

11.3.6.3. Remotely piloted aircraft aircrews are authorized to log combat time when flying an aircraft within hostile airspace, regardless of the aircrew's physical location. Airspace within a combat zone must be specifically designated as hostile airspace by the COMAFFOR to constitute the authority to log combat time as defined in **paragraph 11.3.6.1.1** When performing remotely piloted aircraft flights outside the designated hostile airspace, combat support time will be logged in accordance with **paragraph 11.3.6.2** **(T-2)**.

11.3.6.4. Combat or combat support time should be logged when an individual (1) meets the requirements of combat/combat support flight time identified above, (2) is on an aeronautical order that requires the member to fly, (3) is listed on the flight authorization authorized to perform inflight aircrew duties and (4) is necessary for the mission in accordance with **paragraph 11.2.1.5** of this publication. **(T-2)**. Additionally, eligible members authorized to fly in accordance with **paragraph 11.6.2** log combat or combat support time. **(T-2)**.

11.4. Flight Condition Time. The categories listed in **paragraph 11.3** are the basis for accumulating flying experience for all flying personnel. Record all flying time accrued on a mission in the appropriate category. **(T-2)**. Provisions have been made to record, for historical purposes, a breakout of flight time by flight condition: night, instrument, and simulated instrument.

Primary time flown in more than one condition simultaneously (for example, night and instrument) would result in entries under both of these categories on the form. The type of time logged should be consistent with the flight condition actually encountered or procedure accomplished. MAJCOMs may further restrict logging combinations that are inconsistent with command policy or procedures. **Note:** For aircrew members to receive credit for AFMAN 11-2MDS specific flying currencies they must log the corresponding flight condition time. Night vision goggle/night vision device currencies must have at least 0.1 hours of night vision goggle/night vision device and night condition time on the AFTO Form 781 or AF Form 3521. To credit an instrument approach a member must log at least 0.1 hours of the instrument or simulated instrument flight condition time). **(T-3)**. Use the following guidance for logging flight condition time:

11.4.1. Night Time. The portion of primary, secondary, instructor, or evaluator flight time logged between the end of evening civil twilight and beginning of morning civil twilight as published in the American Air Almanac. Night time may be logged in a flight simulator when operating in simulated night conditions.

11.4.2. Night Vision Goggle Time. The portion of flight time logged by an aircrew member wearing night vision goggles between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac. Crewmembers performing aircrew duties in a crew position with night vision goggle/night vision device training requirements will log this time while wearing night vision goggles/night vision devices. **(T-2)**. Night vision goggle/night vision device time may also be logged by flight surgeons and other aircrew members authorized on the mission when night vision goggle/night vision devices are worn in blackout conditions for safety of flight. Time must be at least 0.1 less than Night Time for aircraft who cannot perform takeoff/landings while wearing night vision goggle/night vision devices and/or unaided night landing events in accordnce with AFMAN 11-2MDS Volumes 1 and 3. **(T-2)**. Night vision goggle/night vision device time will not exceed total night time logged. Night vision goggle/night vision device time may be logged in a flight simulator if the simulator is accredited for night vision goggle/night vision device training (simulator model and simulator software).

11.4.3. Primary Instrument Time. The portion of primary, instructor, or evaluator flight time logged when external conditions require that the aircraft attitude be maintained primarily by reference to the flight instruments. Pilots only will log this time when performing duties in this flight condition. **(T-1)**. **Note:** To log primary instrument time in the aircraft, an instructor or evaluator pilot must occupy a duty station established for that specialty with a set of flight controls, but need not actively (hands-on) control the aircraft. **(T-1)**. An accredited flight simulator or flight training device may be used by a pilot to log instrument time, provided an authorized instructor is present during the simulated flight. Simulators are accredited for logging instrument time according to AFI 16-1007, *Management of Air Force Operational Training Systems*. **(T-1)**.

11.4.4. Primary Simulated Instrument Time. The portion of primary, hands-on instructor, or hands-on evaluator time logged by an individual actively controlling the aircraft attitude primarily by reference to the flight instruments. Pilots will only log this time when performing duties in this flight condition. Primary simulated instrument time may be logged in a flight simulator. Primary simulated instrument time will not exceed total flight time by crew position. **(T-3)**.

11.5. Non-rated/non-career enlisted aviator Flight Time. Non-rated/non-career enlisted aviator aircrew members log flying time using the proper flight authorization duty code in accordance with **Table A5.1**. **(T-3)**. Log time only when authorized on aeronautical orders and when actively performing specific inflight duties as designated on the flight authorization orders (**paragraph 11.8**). **(T-3)**. Aeromedical evacuation crewmembers log time only when listed on the flight authorization and actively engaged in operational air evacuation or air rescue missions; aeromedical research and development inflight; or air evacuation training missions that require aeromedical evacuation crewmembers in a crew position, being instructed, being evaluated, or as listed in **paragraph 11.3.2.4** above. **(T-3)**.

Section 11B—Logging of Flight Activity (General)

11.6. Logging Flight Time for Pay.

11.6.1. Credit only flight time logged according to **paragraph 11.2** toward incentive pay requirements. Flight time flown in "O" or "X" status does not entitle the member to operational flying duty accumulator credit, aviation incentive pay or hazardous duty incentive pay (see **Attachment 5**, **Table A5.1**). **Exception:** Air Reserve Technicians must be in military status to log time for incentive pay. This manual and MAJCOMs define the inflight duties that qualify individuals for aviation incentive pay, critical skill incentive pay, or hazardous duty incentive pay. **(T-2)**.

11.6.2. Logging Flight Time by Rated Officers and Career Enlisted Aviators who are qualified in one Aircraft and not Other Types of Aircraft Assigned to Their Units. MAJCOMs and equivalent organizations, and subordinate organizations, may authorize commanders and key supervisors (aircrew position indicator "6", "8", "B", or "D") who are qualified and maintain currency in one type aircraft, but have other types assigned to their units, to fly in a primary crew position in assigned aircraft in which they are not qualified. **(T-2)**. Commanders will ensure that individuals are under the supervision of an instructor for the applicable crew position. **(T-2)**. The crewmember will log an "O" or "X" as the aircrew qualification code first character and his or her assigned second character crew position code in accordance with **Table A5.1**. **(T-2)**. As noted above, flight time flown in "O" or "X" status does not entitle the member to operational flying accumulator credit, aviation incentive pay or hazardous duty incentive pay (see **paragraph 11.3.1.1.1**). Members who fly in accordance with this paragraph will log all applicable flight time, to include combat or combat support time (**paragraph 11.3.6**). **(T-2)**. Members will comply with minimum requirements in AFMAN 11-202V1 and in the MDS-Specific Volume1 for aircraft in which they log flight time. **(T-2)**. **Exception:** AF Form 8/8a qualifications and flight event currency are not required in additional aircraft, unless members maintain multiple qualification. **Note:** Pilots who fly under the provisions of this paragraph may fly in the seat with mission essential personnel on board the aircraft. See also **paragraph 8.2.3.1**.

11.6.2.1. When not qualified in an aircraft, flights on aircraft under their control are considered familiarization sorties and flight time is not authorized in accordance with **paragraph 11.2.2** If there is not an aircraft for the member to get qualified, commands may authorize indoctrination status in accordance with **paragraph 10.4** **Note:** Pilots who fly under the provisions of this paragraph may fly in the seat with mission essential personnel on board the aircraft. See also **paragraph 8.2.3.1**. **(T-2)**.

11.6.2.2. Host installation wing commander/vice commanders may fly on aircraft at their installation (regardless of ownership) to maintain familiarity of aircraft/missions flown. Wing and vice commanders will coordinate request with the unit, group, or wing that has ownership of the aircraft. **(T-2)**. Unless qualified in the aircraft, they will fly under the supervision of an instructor and log "O" and "X" as their aircrew qualification code. **(T-1)**. This also applies when a deployed Air Force commander or vice commander serves as senior airfield authority at a deployed location. Pilots who fly under the provisions of this paragraph may fly in the seat with mission essential personnel on board the aircraft. Host installation wing or vice commander in non-flying billets may fly in accordance with **Table 5.1** (see **paragraph 8.2.3.1**).

11.6.2.3. Senior officers that completed a formal senior officer course without an AF Form 8/8A aircraft qualification are authorized to fly on aircraft under their control at home station or area of responsibility, and log aircrew certification code "O" and time associated with their duties (duty station) when under the supervision of an instructor. **Note:** Pilots who fly under the provisions of this paragraph may fly in the seat with mission essential personnel on board the aircraft. See also **paragraph 8.2.3.1**. **(T-2)**.

11.7. Logging Flight Time by Rated Officers and Career Enlisted Aviators in Inactive Flying Status. Personnel in such status do not log flying time in their specialty in U.S. Government aircraft except as provided in flying activity code waivers listed in AFMAN 11-402. In all such cases, inactive crewmembers must maintain physical and physiological qualification for aviation service. **(T-2)**.

11.8. Non-Rated/Non-Career Enlisted Aviator Crewmembers and Operational Support Flight Time. Inflight duties authorized by Air Force and MAJCOM instructions determine the proper flying duty or position symbol for logging flight time on AFTO Form 781. This flying time is accomplished when actively performing inflight duties as follows below.

11.8.1. Non-rated/non-career enlisted aviator Crewmember Duty. When assigned an active aviation service code (ASC) and properly assigned to an authorized non-rated/non-career enlisted aviator aircrew position as part of the regularly constituted crew in accordance with AFI 11-401, AFMAN 11-402, and AFI 65-503, and:

11.8.1.1. The individual's primary duty requires the performance of inflight duties on a frequent and regular basis. **(T-3)**.

11.8.1.2. The approved inflight duties are essential to operating aircraft systems and associated equipment required for mission accomplishment. **(T-2)**.

11.8.2. Operational Support (Non-crewmember) Duty. Members are assigned an active aviation service code (ASC) for a specified time and should be properly authorized to perform inflight duties not prescribed in AFI 65-503 and to supplement a regularly constituted aircrew. They are on flight status for limited periods to perform essential and specific inflight duties that cannot be accomplished by authorized aircrew personnel. Refer to AFMAN 11-402 for guidance. **(T-2)**.

11.9. Logging Flight Time in Non-U.S. Air Force Aircraft. Only members performing inflight duties authorized by **paragraph 9.2** will log flying time in non-USAF aircraft for credit towards operational flying accumulator credit requirements or incentive pay. Otherwise only other flight

time will be credited in an individual's flight records. Members will use the official non-USAF aircraft MDS code. **(T-2)**.

11.10. Logging Other U.S. Military Time. Total career flight time obtained in the service of other U.S. military agencies when not officially directed by the Air Force and when verified by logbook or other official records certified by authorized persons. **(T-2)**. This time will be entered into the aviation resource management system in the other U.S. military hour block. Time obtained in other U.S. military aircraft is not included in this category if performed in an official capacity (e.g., directed by competent Air Force order); such time is recorded as Air Force rated time. **Note:** Inter-service transfers who previously participated in an Air Force aviation exchange program may have their time separated by Air Force MDS. This time will be subtracted from the total other U.S. Military flying time**. (T-2)**.

11.11. Logging Student Time. Total career flight time acquired by rated trainees in USAF or USAF-directed undergraduate flight training prior to attaining a rating. This time will be entered into the aviation resource management system in the student time hour block (simulator time documented on the AETC Form 240-5, *Summary Training Record*, does not count toward the student time). For undergraduate flight training time accumulated in the T-6 and T-38 only flying training hours received time will count towards student time. For undergraduate flight training time accumulated in the T-1 and TH-1 flying training hours received and other time will count towards student time. **Note:** Inter-service transfers who previously participated in an Air Force aviation exchange program will have their time separated by Air Force MDS. (Example: Capt Schaffer, an inter-service transfer, flew 350 hours in the F-16 during his Naval career under an approved Air Force exchange program. Capt Schaffer's flight time will be logged under the MDS F-16 in ARMS.) This time will be subtracted from the total other U.S. military flying time. **(T-2)**.

11.12. Logging Foreign Military Time. Total career flight time obtained in the service of other governments when not officially directed by the Air Force and when verified by logbook or other official record certified by authorized persons. This time should be entered into the aviation resource management system in the foreign military hour block. **(T-2)**.

11.13. Logging Flight Time in Other Than Military Aircraft. Flight time logged according to **paragraph 11.2** in other than military aircraft is credited toward annual flying requirements only when directed by competent Air Force aeronautical orders and when such flying is inherent in the primary duty assignment of the person concerned. Aircrews must document flight time on an AFTO Form 781 or AF Form 3250 and, except for CAP-USAF or introductory flying training missions, be in aircraft with 450 or more rated horsepower. **(T-2)**.

11.14. Logging Civilian Flight Time. Total career flight time acquired in civilian aircraft of 450 or more rated horsepower, when verified by logbook or other official record certified by authorized persons. These authorized persons includes operations officers of military aviation activities; suitable agents of commercial aviation companies; operating managers of fields from which the reported flying was performed, if in privately owned aircraft; and officials of recognized civil

flight schools. This time should be entered into the aviation resource management system in the civilian hour block. **(T-2)**.

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Deputy Chief of Staff, Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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DoD 7000.14-R, *Department of Defense Financial Management Regulation (FMR)*, Volume 7A, *Military Pay Policy – Active Duty and Reserve Pay*, Chapter 22, *Aviation Incentive Pay*, August 2020

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JP 3-30, *Joint Air Operations*, 25 July 2019

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AFMAN 10-206, *Operational Reporting (OPREP)*, 18 June 2018

AFI 10-220, *Contractor's Flight and Ground Operations*, 21 August 2013

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AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, 2 June 2015

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AFMAN 35-101, *Public Affairs Procedures,* 7 November 2020

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AFMAN 48-101, *Aerospace Medicine Enterprise,* 22 April 2020

DAFMAN 48-123, *Medical Examinations and Standards,* 8 December 2020

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NATO STANAG 3526, *Interchangeability of NATO Aircrew Medical Categories*, 10 June 2020

AFTO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 1 June 2018

Prescribed Forms

AF 3520, *ARMS Aircrew/Mission Flight Data Extract*

AF 3521, *ARMS RPA Aircrew/Mission Flight Data Document*

AF 4327, *ARMS Fighter Flight Authorization (FA)*

AF 4327a, *Crew Flight (FA) Authorization*

Adopted Forms

AF 1887, *Aeronautical Order (PA) Aviation Service*

AFTO 781, *ARMS Aircrew/Mission Flight Data Document*

DD 2131, *Passenger Manifest*

DD 2992, *Medical Recommendation for Flying or Special Operational Duty*

AF 8, *Certificate of Aircrew Qualification*

AF 8a, *Certificate of Universal Aircrew Qualification*

AF 480, *Aircrew AFSC/Active Flying Justification*

AF 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*

AF 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF 847, *Recommendation for Change of Publication*

AF 1274, *Physiological Training*

AETC 240-5, *Summary Record of Training*

AFRC 106, *Manpower Change Request*

Abbreviations and Acronyms

AAMS—Automated Aircrew Management System

ACC—Air Combat Command

ACTF—Aircrew Task Force

AEAO—Airborne Emergency Action Officer

AFCENT—Air Forces Central Command

AFGSC—Air Force Global Strike Command

AFMC—Air Force Material Command

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFRICOM—Africa Command

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AFTO—Air Force Technical Order

AMC—Air Mobility Command

ANG—Air National Guard

API—aircrew position indicator

ARC—Air Reserve Component

ARM—aviation resource management/aviation resource manager

ARMS—Aviation Resource Management System

AS—aviation service

ASD—aviation service date

CAC—Common Access Card

CAP—Civil Air Patrol

CENTCOM—Central Command

CHOP—Change of Operational Plan

CJCS—Chairman of the Joint Chiefs of Staff

COMAFFOR—Commander Air Force Forces

DIA—Defense Intelligence Agency

DNIF—duty not involving flying

DoD—Department of Defense

DV—distinguish visitor

EUCOM—European Command

FA—flight authorization

FAA—Federal Aviation Administration

FDO—foreign disclosure officer

FOA—field operating agencies

FTU—Formal Training Unit

HARM—host aviation resource management

HDIP—hazardous duty incentive pay

HPSP—Health Professions Scholarship Program

HQ—Headquarters

ICAO—International Civil Aviation Organization

JP—joint publication

LRE—Launch and Recovery Element

MAAG—Military Assistance Advisory Group

MAJCOM—Major Command. For the purposes of this manual, ANG is considered a MAJCOM.

MCC—Mission Commander

MDS—mission design series

MEP—mission essential personnel

NATO—North Atlantic Treaty Organization

NORTHCOM—Northern Command

OFDA—operational flying duty accumulator

PACAF—Pacific Air Forces

PACOM—Pacific Command

PCA—permanent change of assignment

PCS—permanent change of station

ROTC—Reserve Officer Training Corps

RPA—remotely piloted aircraft

SARM—squadron aviation resource management

SecAF—Secretary of the Air Force

SOC—Special Operations Command

SOUTHCOM—Southern Command

TACC—Tanker Airlift Control Center

TDY—Temporary duty

UAS—Unmanned Aerial System

UN—United Nations

USAF—United States Air Force

USAFA—United States Air Force Academy

USAFE-AFAFRICA—United States Air Forces in Europe –Air Forces Africa

USMILGP—United States Military Group

USSF—United States Space Force

USUHS—Uniformed Services University of Health Sciences

Terms

Additional Crewmember—Aircrew members not required for a particular mission being flown, but who are required for follow-on missions. MAJCOMs further define additional crewmembers in supplements to this publication. Additional crewmembers are passengers and will only fly on aircraft capable of carrying passengers in accordance with the provisions of DoDI 4515.13.

Aircrew—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 (in accordance with DAFPD 11-4).

Air Force Aircraft—U.S. government aircraft under Air Force jurisdiction.

Airmanship Programs (USAFA)—Any USAF Academy course listed in the catalog and administered by the 306 Flying Training Group at the Academy airfield or deployed location.

Authentication—The process that makes an administrative order official. Evidenced by proper signature or seal that a document is genuine and official.

Authorized Aircrews—Aircrews authorized according to AFI 65-503, Table A36-1 (Authorized Aircrew Composition [Regular]), TableA37-1 (Authorized Aircrew Composition [ANG]), and Table**A38-1**, (Authorized Aircrew Composition [AFRC]).

Aviation Incentive Pay (AvIP)—Additional pay that is designed to encourage officers to continue to perform duties in operational flying duty or proficiency flying duty or other aviation assignments designated by the Secretaries of the Military Departments concerned (DoDI 7730.67).

Aviation Service Date (ASD)—Effective date of the first aeronautical order to perform flight duties (see AFMAN 11-402).

Career Enlisted Aviator—Enlisted aircrew in Air Force specialty codes (AFSCs) 1AXXX/1U0XX (see AFMAN 11-402).

CHOP—Operational command and control is temporarily given to another unit.

Civil Air Patrol—United States Air Force (CAP-USAF)—CAP-USAF is the Air Force agency that coordinates or approves use of the Civil Air Patrol to carry out non-combat missions of the Air Force (in accordance with AFI 10-2701, *Organization and Function of the Civil Air Patrol*).

Commander/Unit Commander—Unless specifically stated in a paragraph, commander will be deemed to be the squadron commander.

Conditional Flyer—Aircrew member in an aviation career that has to meet monthly flying requirements to receive aviation incentive pay **(**AvIP) or hazardous duty incentive pay (HDIP) (see AFMAN 11-421 and AFMAN 11-402).

Continuation Training—The continuation training program provides crewmembers with the volume, frequency, and mix of training (flying and ground training) necessary to maintain proficiency in the assigned qualification level. This training must be recorded in the ARMS database.

DOWN—Previously known as duty not involving flying (DNIF). Term used when an individual has been found disqualified by medical authority, either temporarily or permanently, as defined in block 12 of the DD Form 2992.

Dropsonde—An instrument that is attached to a parachute and released from an aircraft.

Flight Authorization (FA)—A single document used to identify all aircrew, operational support, and authorized non-interference members on aeronautical orders, who are qualified and required to perform duties on specific aircraft for a scheduled mission. Mission essential personnel will be placed on the flight authorization, only in the remarks section. Aeromedical evacuation/pararescue flight authorization are attached to the aircraft flight authorization for the mission(s) on which they performed duties.

Frequent and Regular—Referenced in DoDI 7730.67 and Department of Defense Financial Management Regulation 7000.14-R, Volume 7A, **Chapter 22**, in regards to operational and proficiency flying. Minimum monthly flight requirements for aviation and hazardous duty incentive pay are established.

Government Aircraft—An aircraft owned, operated, or leased by the U.S. government.

Government Flight Representative—Individuals responsible for ensuring contractors establish and follow written procedures in accordance with AFI 10-220.

Host Aviation Resource Management (HARM) Office—The office responsible for ARMS, flight record, and jump record management.

Host Aviation Resource Manager—The sole approval authority at each flying base for determining entitlement and the starting and stopping of AvIP and HDIP for flying and parachute duties and the single point of contact for ARMS.

Instrument Flight—Flight conducted when external conditions require that the aircraft attitude be maintained primarily by reference to the flight instruments.

Inter-fly—The exchange and/or substitution of aircrews and aircraft between MAJCOMs.

Intra-fly—The exchange and/or substitution of aircrews and aircraft across groups within a command.

Launch and Recovery Time—Time logged by a launch and recovery crewmember controlling a remotely piloted aircraft inside the terminal area while actively accomplishing launch and recovery events using line of sight communications for remotely piloted aircraft control. The Launch phase is defined as the initiation of the Takeoff checklists through the completion of the Climb, Level

Off, and Cruise checklist (launch and recovery element (LRE) outbound). The Landing phase is defined as the initiation of the Descent checklist through the completion of the After Landing checklist (LRE inbound). Crewmembers performing Touch and Go operations within the terminal area will log launch and recovery time.

Mission—For the purpose of this publication only, mission is defined as a primary objective for which an aircraft is operated (see mission symbols) and which may consist of an increment of one or more sorties. Several missions may be accomplished in one sortie.

Mission Control Element (MCE)—A ground control station (usually geographically separated from launch and recovery elements) responsible for taking a remotely piloted aircraft from an LRE following takeoff, executing the mission, and then handing the aircraft back to the LRE for recovery and landing.

Mission Essential Personnel (MEP)—Personnel who are required for the execution of the aircraft or unit mission, to include follow-on missions. Mission essential personnel are required for the mission and may include military staff personnel; U.S. government employees; U.S. State government civilian employees or other civilians identified by a state government while operating under Title 32; government contract employees (in accordance with the terms and conditions of a current government contract); and foreign military, civilian, and contract employees (in accordance with the terms and conditions of a current government contract). Includes additional aircrew members required for follow-on missions (may be further defined in MAJCOM supplements to this publication) and personnel not authorized aeronautical orders who are tasked to perform ground support duties at enroute locations or destination points that are directly related and essential to accomplishment of the aircraft or unit mission (e.g., a specialist or technician required to provide aircraft support or a security team required to guard the aircraft).

Operational Flying Duty (Enlisted)—Flying performed under competent military orders by Regular or Reserve Component enlisted Service members while holding or training for a military career enlisted flyer occupational specialty or rating designated as critical by the Secretary of the Military Department concerned. Personnel must be serving in assignments, to include assignments as unmanned aerial system (UAS) and dropsonde system operators, in which basic aviation skills normally are maintained in the performance of assigned duties, as determined by the Secretary of the Military Department concerned.

Operational Flying duty (Officer)—Flying performed under competent military orders by a Regular or Reserve Component officer while holding or training for an aeronautical rating or designation and while serving in assignments in which basic aviation skills normally are maintained in the performance of assigned duties, as determined by the Secretary of the Military Department concerned. (DoDI 7730.67)

Operational Support Flier—An individual whose primary, full-time duty does not require flying. The Air Force may require these individuals to fly on an occasional basis to perform a specific, essential inflight duty that cannot be performed by an assigned aircrew member. Duties may include, but are not limited to inflight test, operation, or inflight maintenance of specific aircraft systems or installed equipment. To receive non-crew hazardous duty pay, operational support flyers must be placed on aeronautical orders and complete prescribed flying hour requirements. Authorized man-months are required prior to issuance of aeronautical orders.

Pilot In Command—The aircrew member designated by competent authority as being in command of an aircraft and responsible for its safe operation and accomplishment of the assigned mission.

Point-To-Point—Flights that takeoff from one location and land at a different location.

Proficiency Flying Duty—Flying performed under competent orders by rated or designated Regular or Reserve Component officers while serving in assignments in which such skills would normally not be maintained in the performance of assigned duties (DoDI 7730.67).

Sortie—An aircraft sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support based on the aircraft automated flight data recording system (if applicable). 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.

Supervisory Aircrew or Staff Member—Personnel in supervisory or staff positions (aircrew position indicator (API) 6, 8, B, and D) who actively fly; or in positions (API 3, 4, C, and E) that require aircrew expertise but individuals are not required to fly.

Training Level—Assigned to individuals based on the continuation training aircrew status (basic aircraft qualification, basic mission capable, or mission ready/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.

Attachment 2

INSTRUCTIONS FOR AFTO FORM 781, *ARMS AIRCREW/MISSION FLIGHT DATA DOCUMENT*

A2.1. Purpose. The AFTO Form 781-series provides maintenance, inspection, service configuration, and flight operations records for weapon or support systems. AFTO Form 781 is the source document for recording and reporting operational flight or training device information for each individual authorized to take part in a mission. The form is the primary record of both personnel and aerospace vehicle flying hours. It is the official record to validate flight pay eligibility for rated, non-rated and non-career enlisted aviators required to fly. The original AFTO Form 781 should be maintained in the Squadron Aviation Resource Management (SARM) office that services the unit to which the aircraft is assigned. **(T-2)**.

A2.2. Scope. These instructions apply to all members authorized to log flight or training device time in an airborne duty or position for the purpose of maintaining an official Air Force flight record.

A2.3. Responsibilities. The AFTO Form 781 is established by Technical Order 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures.* The AFTO Form 781 will be completed using total flight time, sortie count, and modifications provided by aircraft automated flight data recording systems when available. **(T-2)**. In most cases, maintenance personnel are responsible for distributing and collecting these forms. Completing the AFTO Form 781 and other forms in the series is a joint responsibility of maintenance personnel and the pilot in command.

A2.3.1. The pilot in command ensures the AFTO Form 781 is dated and properly completed to show all pertinent flight data and the flight time for all personnel authorized to take part in the flight. **(T-2)**. The pilot in command will initial block 40 in accordance with **Table A2.1**. **(T-2)**.

A2.3.2. The completed AFTO Form 781 should be processed in the maintenance information system and delivered to the SARM office for ARMS update within five duty days. **(T-2)**.

A2.3.3. SARM offices will not maintain duplicate copies of the AFTO Form 781 (including extracts). If changes are necessary after the flight information has been entered in ARMS and the form is at the HARM office, the pilot in command must contact the HARM office to make corrections. **(T-2)**.

Table A2.1. AFTO Form 781 Entries (Note 3 applies to all).

ITEM	***ENTER* (CERTIFIED BY THE MX)**
1	Date. Use the Zulu date in the ARMS compatible format (Note 2).
2	MDS designator from AFTO Form 781F, item 6. (Example: F016A or F-16A)
3	Enter the aircraft serial number. Use the following format for entry into ARMS: last two digits of the year, followed by a dash, and then the last four or five digits of the tail number. (Example: 83-00142)

4	Unit charged for flying hours. Show command designation in parentheses and the four-letter HARM office code that serves the organization (Example: 52 FW (USAFE-AFAFRICA/KWRD).
5	The name of the installation whose SARM office services the unit charged for flying hours identified in item 4 and processes and files the original AFTO Form 781.
AFTO FORM 781 ENTRIES (CERTIFIED BY THE PILOT IN COMMAND)	
1	Date. Use Zulu date in the following aviation resource management system compatible format. (Example: Note 2)
6	The flight sequence of each particular leg of the flight.
7*	Mission number assigned for this leg of the mission (MAJCOM option).
8	Authorized mission symbol for each flight. Aircrew will enter all flights on the same Zulu date on a single AFTO Form 781.
9*	International Civil Aviation Organization (ICAO) code for the base or airport where the aircraft takes off. If a flight is continued from a previous entry, enter "INFL." Use "DXXX" for classified locations or locations without an official ICAO identifier (e.g., a CV-22 taking off from a field).
10*	Base ICAO code for the base or airport where the aircraft lands. If a flight is terminated without landing for a change in mission symbol, enter "INFL." Use "DXXX" for classified locations or locations without an official ICAO identifier (e.g., a CV-22 landing in a field).
11	24-hour Zulu clock time. The takeoff time is when the aircraft begins to move forward on takeoff roll, per aircraft automated flight data recording system (if applicable).
12	24-hour ZuluULU clock time. The landing time is when the aircraft is on the ground after being airborne. Enter this time, or adjust for any of the following conditions that occur: (a) the engines are stopped and shutdown occurs at or before five minutes after touchdown, (b) the aircraft has been on the ground for five minutes after touchdown, (c) a change is made in the crew where a crewmember enplanes or deplanes. **Note:** When a flight starts before 2400 Zulu and ends after Zule midnight (2400Z), record and report the flight on the date of takeoff. A separate AFTO Form 781 is not necessary. (Example: If a sortie on the same mission takes off after Zulu midnight (2400Z), then a separate AFTO 781 is required.)
13	Subtract takeoff time from landing time. Use the conversion table to the right to convert to hours and tenths, and enter the result.
14	Number of touch-and-go, full stop, and total landings.
15	Number of sorties accomplished, per aircraft automated flight data recording system (if applicable). A sortie covers a flight from first take off to landing as described in block 12; however, if any flight entry is split (INFL), the sortie will be recorded on the flight that lists final landing.

16	Special use as specified by MAJCOM.
17*	Flight authorization number generated in the SARM as specified in AFMAN 11-421 (MAJCOM option).
18*	Unit issuing the flight authorization and designated to perform this mission will be annotated using the four-digit unit number. Use leading zeros when the unit number has fewer than four digits (0179AW).
GRAND TOTALS	Sum of flight sequences "a" through "f" for total flight time, landings, and sorties at the end of the mission, per aircraft automated flight data recording system (if applicable).
19	Four-digit unit number (to include alphanumeric) to which the crewmember is assigned/attached for flying purposes. Use leading zeros when the unit number/alphanumeric has fewer than four digits
20	Last four digits of the social security number of the crewmember.
21	Crewmember's last name (printed). May use additional characters if another member in the unit has the same last name.
22	Flight authorization duty code assigned on the flight authorization to the crewmember for this mission. This code cannot be higher than the individual's current qualification. Refer to **Table A5.1** for a complete list of duty codes.
23-28	Times in hours and tenths for each category as defined in **Chapter 11** of this publication. The total time in item 28 cannot exceed the grand total in item 13 and total of items 23 through 27 cannot exceed item 28.
29	Total number of sorties for this crewmember. Entry is normally the grand total (see item 15 above), per automated flight data recording system (if applicable).
30-33, 34*, 36*	Hours and tenths of time performed in night, instrument, simulated, Night Vision Goggle/Night Vision Device conditions, combat/combat support time as defined in **Chapter 11** of this publication.
35*, 37*	Number of Combat and Combat Support Sorties flown that meet requirements as defined in **Chapter 11** of this publication.
38	Air Reserve Component duty status code for the crewmember, if applicable. 1=Active Duty, 2= Inactive Duty, 3=Additional Flying Training Period (Inactive Duty), 33=Dual Additional Flying Training Period (Inactive Duty), 4=Civilian (Technician), 5=Contractor. Include separate lines to record the flying time accomplished in each duty status code.
39*	Initials of maintenance personnel at the debriefing who reviewed the form (not applicable for extracted AFTO Form 781s, critical care air transport teams, aeromedical evacuation, or pararescue/combat rescue officers).
40	Initials of the pilot in command who certifies the form for accuracy. For multiple sorties, if the pilot in command changes, the individual acting as the pilot in

	command must initial for their particular sortie in the sortie block. If the pilot in command changes during any single sortie, the last individual to act as the pilot in command for that sortie will initial in the sortie block.
41	Initials of the unit operations officer or aviation resource manager who verifies the accuracy and legibility of the form prior to entry into the aviation resource management system.
42	Date (e.g., 22 Sep 2010) and initials of the aviation resource manager who input and audited the form.
43	Printed Name, Rank, Branch of Svc, DSN and Signature of extract certifier (see **paragraph A2.4.4**). The extract certifier is either a commissioned officer (preferably the pilot in command), a government civilian (when pilot in command), or the HARM Chief/Superintendent.
44	Mandatory remarks required for: 1) Operational support flyers and flight test engineers to state what duty was performed on the flight. 2) Inactive flight surgeon remarks in accordance with AFMAN 11-402. 3) When pararescue personnel are not performing inflight duties associated with the rescued members, or if the pararescue personnel are non-current for that MDS, other flight time will be logged. Annotate specific inflight duties that require additional crewmembers (in addition to basic crew complement – AFI 65-503) in accordance with **paragraph 11.2.2.2.** 4) Pilot-physicians are authorized to log "FS" time when not actively performing pilot duties. Document duties performed in both specialties in accordance with **paragraph 11.3.1.1.7.** 5) Crewmembers in excess of the authorized crew complement (see AFI 65-503) annotate the secondary duties performed by additional aircrew in accordance with **paragraph 11.3.2.** 6) Rated officers and career enlisted aviator inflight non-crew duties and flight time logged under aircrew position identifier (second character of duty position) "Z" in accordance with **Table A5.1**, Note 6. 7) Unit designation and SARM or HARM DSN and organizational email address for extracted aircrew and operational support members in accordance with paragraph **A2.4.**
Note 1. Simulator flight only: Items with an asterisk are not required to be filled in. Note 2. All dates are in DD MMM YYYY format (e.g., 22 Sep 2019). Note 3. Waiver authority is T-2 for all items.	

A2.4. Extract AFTO Form 781. Each individual on the form whose flight records are maintained by another SARM office, will have an extracted AFTO Form 781 sent to their SARM

office, within five duty days. **(T-2)**. Data extracts will be an exact photocopy of the original AFTO Form 781. Responsibility for sending extracted AFTO Form 781 belongs to the owning unit SARM (e.g., unit that initiated the original AFTO Form 781). Extracts at the same base for aircrew members serviced by the same SARM office are not authorized. The owning unit and extracted individual(s) will place their squadron's contact information (unit designation, SARM DSN and Org email) in the remarks section of the original AFTO Form 781. **(T-2)**.

A2.4.1. Extracts are not required for deployed members when the deployed SARM has been granted access to ARMS for the purpose of inputting flight time and training for the deployed crew(s). Deployed unit SARMs without ARMS access will forward extracted AFTO Form 781 to member's home station SARM. **(T-2)**. (Example: A deployed aeromedical evacuation crew is tasked on a C-130. The C-130 SARM will forward the extracted AFTO Form 781 to aeromedical evacuation SARM. If the aeromedical evacuation SARM does not have access to the member's home station ARMS database, the member will forward the extract to the member's home SARM.)

A2.4.2. When an aircrew member's electronic flight record has been closed out in the ARMS, the member's SARM office must prepare an extracted AFTO Form 781 for each flight performed during that period. **(T-3)**.

A2.4.3. Upon receipt of an extract, member's servicing SARM personnel will lightly line through individual mission data lines of members not in the local ARMS database, leaving only the members they are entering in ARMS. **(T-3)**. The SARM office responsible for management of the original AFTO Form 781 will have a line lightly drawn through members who were extracted (not from aircraft's home station). **(T-3)**.

A2.4.4. The data extract form is identified and certified in item 43, either by a commissioned officer (preferably the pilot in command), a government civilian (when pilot in command), or by the SARM NCOIC. **(T-2)**.

A2.4.5. See **Attachment 6** for an extract authorized for non-operational, long temporary duty assignments.

Attachment 3

INSTRUCTIONS FOR AF FORM 3521, ARMS RPA AIRCREW/MISSION FLIGHT DATA DOCUMENT

A3.1. Purpose.

A3.1.1. The AF Form 3521 is unique to the RPA community. The form is the source document for recording and reporting RPA operational flight or training device information for each individual authorized to take part in a mission.

A3.1.2. This form is the primary record of both personnel and aerospace vehicle flying hours. The original AF Form 3521 shall be maintained in the SARM office that services the unit to which the aircraft is assigned. **(T-2)**.

A3.2. Scope. These instructions apply to all members authorized to log flight or training device time in a remote piloted aircraft or position for the purpose of maintaining an official Air Force flight record.

A3.3. Responsibilities. The mission control and/or launch and recovery pilot in command ensures the AF Form 3521 is dated and properly completed to show all pertinent flight data for all personnel authorized to take part in the flight. **(T-3)**. Any launch and recovery pilot on that mission can initial block 37. Any mission control element pilot on that mission can initial block 61.

A3.3.1. Aviation resource managers audit the unit's AF Forms 3521 for accuracy, and initials in item 38/62 of the form before sending it to the SARM office. Where local procedures establish the SARM office as the auditing agency, the responsible individual from that office initials the form. **(T-3)**.

A3.3.2. The original AF Form 3521 must be provided to the SARM office that services the unit who owns the mission no later than five duty days after the end of the month in which the flights were performed. **(T-3)**. **Exception**: If 1C0X2s and maintenance debrief personnel are available at the deployed location to audit, process and validate flight time, and will be returning to the SARM office that services the unit to which the aircraft are assigned, their deployed personnel will coordinate and fax or scan AF Form 3521s as needed. **(T-3)**. Deployed aircraft original AF Forms 3521 will be provided to the SARM office that services the unit to which the aircraft is assigned not later than five duty days after assigned 1C0X2s, aircrew, or aircraft return to home station (return AF Form 3521s at the earliest opportunity). **(T-3)**. If aircraft, 1C0X2s, or crew will not return to the servicing SARM, this exception will not apply. **(T-2)**.

Table A3.1. AF Form 3521 Entries *(CERTIFIED BY THE LAUNCH AND RECOVERY OR MISSION CONTROL ELEMENT PILOT IN COMMAND).*

ITEM	***ENTER***
1	Date. Use the Zulu date in the ARMS compatible format (see Note 2).
2	MDS designator. (Example: MQ009A).

3	Enter the aircraft serial number. Use the following format for entry in ARMS, last two digits of the year, followed by a dash, and then the last four digits of the tail number. (Example: 83-0142)
4	Unit charged for flying hours. Show command designation in parentheses and the four-letter code of the HARM office which serves that organization (Example: 27 SOW (AFSOC/CZQZ)). This will be the office that processes and files the original forms. **(T-1)**.
5	The unit designated to perform the mission (Mission Control Element – MCE).
6	The flight sequence of each particular leg of the mission. (Do not annotate hand-overs in this block). Aircrew will enter all legs of the mission on a single AF Form 3521. **(T-3)**.
7*	Mission number assigned for this leg of the mission (MAJCOM option).
8	Authorized mission symbol for each leg of the mission. Aircrew will enter all flights on the same Zulu date on a single AF Form 3521. **(T-1)**.
9*	ICAO code for the base or airport where the aircraft takes off. If a flight is continued from a previous entry, enter "INFL." Use "DXXX" for classified locations or locations without an official ICAO identifier (e.g., a MQ009A landing in a field). Remotely piloted aircraft units will use a 3-character fight sequence line process to separate LR and MCE time blocks 6a, 6b, and 6c on the form, if handover procedures occur (Example: KINS (LRE). **(T-1)**.
10*	Base ICAO code for the base or airport where the aircraft lands. If a flight is terminated without landing for a change in mission symbol, enter "INFL." Use "DXXX" for classified locations or locations without an official ICAO identifier. Remotely piloted aircraft units will use a 3-character fight sequence line process to separate LR and MCE time blocks 6a, 6b, and 6c on the form, if handover procedures occur (Example: KINS (LRE). **(T-2)**.
11	24-hour Zulu clock time. The takeoff time is when the aircraft begins to move forward on takeoff roll.
12	24-hour Zulu clock time. The landing time is when the aircraft is on the ground after being airborne. Enter this time, or adjust for any of the following conditions that occur: (a) The engines are stopped and shutdown occurs at or before five minutes after touchdown. (b) The aircraft has been on the ground for five minutes after touchdown; however, a series of practice landings can be considered one flight. **Note:** When a flight starts before 2400 Zulu and ends after Zulu midnight (2400Z), record and report the flight on the date of takeoff. A separate AF Form 3521 is not necessary.
13	Subtract takeoff time from landing time. Use the conversion table to the right to convert to hours and tenths, and enter the result.
14	Number of touch-and-go, full stop, and total landings.
15	Number of sorties accomplished. A sortie covers a flight from first take off to landing as described in block 12; however, if any flight entry is split ("INFL"), the sortie will be recorded on the flight that lists final landing. **(T-1)**.

GRAND TOTALS	Sum of flight sequences “a” through “f” for total flight time, landings, and sorties at the end of the mission.
16	Home station flying organization (0033) of the individual who is performing the mission.
17	Last four digits of the social security number of the crewmember. An error in this entry will result in time being lost or credited to another crewmember. **(T-1)**.
18	Crewmember's last name (printed). May use additional characters if another member in the unit has the same last name.
19	Flight authorization/Remotely Piloted Crew Authorization (RPCA) duty code assigned on the flight authorization/RPCA to the crewmember for this mission. This code cannot be higher than the individual's current qualification, but will indicate duties that the individual crewmember is scheduled to perform on the mission. **(T-1)**. **(**Example: If the individual is an “IU”, but is scheduled to perform “MU” duties on a mission, the individual will be listed as a “MU” on the authorization document). **(T-1)**. Refer to **Table A5.1** for a complete list of duty codes. **Note:** The only time the RPCA code will not match the scheduled duties on the authorization is for extenuating circumstances. **(T-1)**. The AC must document the reason in the remarks of the AF Form 3521. (Example: A pilot was scheduled to perform “IU” duties in conjunction with upgrade training for a second pilot; however, the upgrading individual was DOWN and did not fly, so the pilot only performed primary duties.) “MU” is logged with primary time and the AC documents the reason in the remarks section. When using the flight authorization more than one day, log flight authorization duty codes for actually performed duty and annotate in remarks if different from the RPCA.
20-24	Times in hours and tenths for each category as defined in Chapter 4. The total time in item 25 cannot exceed the grand total in item 13 and total of items 20 through 24 cannot exceed item 25.
25	Total time for this crewmember.
26	Total number of sorties for this crewmember. Entry is normally the grand total (see item 15, above).
27	Number of combat time flown that meet requirements as defined in Chapter 4. Time cannot exceed time in block 13.
28	Number of combat sorties flown that meet requirements as defined in Chapter 4. Sortie count should match block 26.
29	Number of combat support time flown that meet requirements as defined in Chapter 4. Time cannot exceed time in block 13.
30	Number of combat support sorties flown that meet requirements as defined in Chapter 4. Sortie count should match block 26.
31	Time spent performing launch and recovery duties.
32	Time spent performing mission control duties.

33	Air Reserve Component duty status code for the crewmember, if applicable. 1=Active Duty, 2=Inactive Duty, 3=Additional Flying Training Period (Inactive Duty), 33=Dual Additional Flying Training Period (Inactive Duty), 4=Civilian (Technician), 5=Contractor. Include separate lines to record the flying time accomplished in each duty status code.
34*	Insert the GCS number flown by the aircrew member, up to six digits, (Example: 123456)
35	LR/MC Flight authorization number generated in the SARM as specified in AFMAN 11-421. (MAJCOM option). If LR and MC FA generated by the same unit, only need to enter FA# once.
36	For maintenance to review and record the time, if applicable.
37	Initials of the LR/MC Ops who certifies the form for accuracy. (Example: Any LR/MC pilot on mission)
38	Initials of the aviation resource manager who verifies the accuracy and legibility of the form for LR/MC crew prior to entry into ARMS.
39	Date and initials of the ARM who input the form (see Note 1).
40	Date and initials of the ARM who audited the form (see Note 1).
41	Fill this block out using the personnel allowed referring to **paragraph A2.4.4.**
42-65	The same as items 16-39 above.
66	Remarks.
	Notes: 1) Simulator flight only: Items with an asterisk are not required to be filled in. 2) All dates are in DD MMM YYYY format (e.g., 22 Sep 2019).

A3.4. Extract AF Form 3521. Each individual on the form whose flight records are maintained by another HARM office will have an extracted AF Form 3521 sent to their SARM office within five duty days. **(T-2)**. Data extracts will be an exact photocopy of the original AF Form 3521. **(T-2)**. Responsibility for forwarding extracted the AF Form 3521 to extracted individuals' SARM belongs to the owning unit SARM (e.g., unit that initiated the AF Form 3521). **(T-2)**. The owning unit and extracted individuals will place their squadron's contact information (unit designation, SARM or SARM DSN and Fax number or Org email) in the remarks section of the original AF Form 3521 (e.g., 55 AS SARM DSN: 555-5555, **55.as.sarm@us.af.mil**) (Example: Captain Grengs, a pilot from Minot Air Force Base, flew a mission at Grand Forks Air Force Base. A photocopy of the AF Form 3521 is made certified in item 40 and sent to the SARM office at Minot.) Extracts at the same base for aircrew members serviced by the same HARM office are not authorized. **(T-3)**.

A3.4.1. When an aircrew member's electronic flight record has been closed out in the aviation resource management database, the member's SARM must prepare an extracted AFTO Form 781 for each flight performed during that period. **(T-3)**.

A3.4.2. The data extract AF Form 3521 is an exact copy of the original form. **(T-3)**.

A3.4.3. Upon receipt of an extract, member‘s servicing SARM/HARM personnel will lightly line through individual mission data lines of members not in the local ARMS database, leaving only the members they will enter in ARMS. **(T-3)**. The SARM office responsible for management of the original AF Form 3521 will have a line lightly drawn through members who were extracted (not from aircraft‘s home station). **(T-3)**.

A3.4.4. The data extract form is identified and certified in item 40, either by a commissioned officer (preferably the pilot in command), a government civilian (when pilot in command), or by the HARM Chief/Superintendent. **(T-2)**. The MAJCOM functional manager may authorize SARM Non-Commissioned-Officers-in-Charge to certify extracts at locations without a HARM.

A3.4.5. RPA units will maintain the original AF Form 3521 in the SARM office of the unit designated to perform to the mission. **(T-3)**.

Attachment 4

AUTHORIZED MISSION SYMBOLS

Table A4.1. Authorized Mission Symbols.

Authorized Mission Symbols. Only mission symbols listed in this table are valid. In the aviation resource management system, the mission symbol is a five-character field. The first two characters must be in accordance with this table. MAJCOMs may assign additional characters as required (see Notes 1 and 2 at the end of table).	
CA, CC, Air Rescue CF Coded Aircraft Missions, and TF Coded Aircraft Missions as applicable	
A1	**Scheduled Flights**. Missions where the main goal is to move cargo or passengers on a scheduled frequency.
A2	**Scheduled Air Evacuation Flights.** Missions where the main goal is to move patients on a scheduled frequency.
A3	**Nonscheduled Air Evacuation Flights.** Missions where the main goal is to move patients who require immediate evacuation to the proper treatment facility.
A4	**Nonscheduled Logistics.** Missions where the main goal is to move cargo or passengers on other than scheduled flights.
A5	**Positioning or Repositioning.** The nonproductive part of a flight that is required to locate an aircraft at a station for onloading or returning an aircraft to home station.
A6	**Tactical Training.** Missions where the main goal is joint airlift that includes personnel and equipment or supply drops.
A7	**Other.** Classified or other special missions.
A8	**Contingency Operations.** Contingency missions directed by HQ USAF.
A9	**United Nations (UN) Missions.** Missions in support of UN operations, as directed by HQ USAF.
SUPPORT MISSIONS (CA and Z coded operational support aircraft only)	
S1	**Administrative.** Missions in which the main purpose is aerial transportation of personnel accomplishing executive and administrative functions. These include staff or command ordered flights. Also includes Air Reserve Officer Training Corps (ROTC) and Civil Air Patrol (CAP) flights and similar flights.
S2	**Personnel.** Missions in which the main purpose is to move personnel by air. This symbol includes courier flights. It does not include flights by AMC common user passenger or cargo transports completing single manager operations for airlift services.
S3	**Material and Supplies.** Missions in which the main purpose is to move material and supplies by air. Does not include flights by AMC common user passenger or cargo transports completing single manager operations for airlift services.

S4	**Logistics.** Missions in which the main purpose is to move personnel, material, and supplies by air. This symbol includes flights in direct support of combat and combat support unit operations. Does not include flights by AMC common user passenger or cargo transport.
S5	**Special.** Missions in which the main purpose is to complete specific special activities of the Air Force and other governmental agencies, such as: target missions for air defense purposes, tow missions for defense and tactical forces, local search and rescue, civil relief, mercy missions, and air demonstration flights.
S6	**Navigational Aids Check.** Missions in which the main purpose is to flight-check radar and navigational aids.
S7	**Aircrew Qualification.** Missions in which aircrew members who occupy aircrew or designated instructor crew positions complete standardization and instrument check flights as well as qualification and currency flights.
S8	**Support Training.** Missions in which the main purpose is to meet semiannual flight requirements (including instrument and qualification checks) as prescribed by this publication. This symbol is used by "behind-the-line" aircrews who are not assigned to designated aircrew positions.
TRAINING MISSIONS (Note: T mission symbols used by force structure aircraft in assignment codes CB, CC, CF, CA, and TF.)	
T1	**Student Training.** Missions where the main goal is to instruct and train pilots and air crew under the direction of Air Education and Training Command (AETC) or other USAF activities engaged in formal student instruction (include flying of instructors in the course of student training).
CA, Air Rescue CF Coded Aircraft Missions, and TF Coded Aircraft Missions as applicable	
T2	**Formal Major Weapon System Training.** Instruction and training of pilots and crews undergoing initial major weapon system crew training in designated Formal Training Units.
T3	**Operational Training.** Missions where the main goal is gunnery, bombing, reconnaissance, navigation, instrument, target missions for air defense purposes, towing targets, search and rescue, transportation of cargo or personnel (excludes flights of AMC common user passenger or cargo transports accomplishing single manager operations for airlift service), and continuation training.
T4	**Special.** Missions in which the main purpose is the direct support of nonmilitary activities such as civil relief, mercy missions, health, communications, public works, and others contributing to the economic and social well-being of the nation.
T5	Reserved for future use
T6	Low Level Missions (defined by MAJCOMs).
T7	Reserved for future use

T8	**Tanker Task Force Support.** Missions flown by temporary duty (TDY) (deployed) tanker aircrews in support of regional tanker task forces (excluding counter narcotics).
T9	Reserved for future use.
OPERATIONS MISSIONS	
O1/O2	As directed by HQ USAF.
O3	**Aircraft Delivery.** Aircraft delivery flights under the control of Air Combat Command (ACC), including inter-command transfers; Air Force, Navy, or other pilots attached to ACC for purposes of delivering aircraft delivery organizations as well as "borrowed" crews. Also includes aircraft deliveries other than under ACC control.
O4	**Test.** Missions where the main goal is engineering testing of aerospace vehicles (including the airframe, propulsion units, and components that are integral parts of the vehicle being tested).
O5	**Direct Test Support.** Missions which are performed in direct support of research, development, test or engineering program for data acquisition. Includes flights to and from test locations.
O6	**Indirect Test Support.** Missions in which the main goal is to accomplish simulated mission profiles in preparation for approved test programs. Included in this category are missions in E, D, and CB coded aircraft in which the main goal is proficiency flying training, initial checkout, requalification, annual instrument and proficiency check, etc.
O7	**Special (AFMC use only).** Missions performed in E and CF coded aircraft that do not fall within the categories explained above and missions in B or D coded not airworthy aircraft to relocate a damaged aircraft to a repair facility. Includes missions such as search and rescue, demonstrations, record attempts, flight inspections, traffic control and landing system evaluations, and air traffic control operational evaluations.
O8	**Maintenance Tests.** Missions where the main goal is to perform functional check flights after completing inspections or maintenance to make sure that the aircraft is airworthy and capable of mission accomplishment. This symbol applies to aircraft in all assignment codes.
CA and Air Rescue CF Coded Aircraft Missions	
O9	**Operational Reconnaissance.** Aerial activity or engagements conducted by committed units or aircraft that have as a main goal higher headquarters directed reconnaissance missions that do not fall in the other categories explained above. This symbol applies to peacetime air defense scrambles.
P1-P5	As directed by HQ USAF (See Note 1).
P6	Counter-Narcotics Support. Missions flown in support of Counter-Narcotics operations.
P7-P9	As directed by HQ USAF (See Note 1).
R1-R9	As directed by HQ USAF (See Note 1).
C1	AIRBORNE ALERT MISSIONS (defined by MAJCOMs).

C2-C9	As directed by HQ USAF (See Note 1).
A - Z	Mission symbol letters not listed are to be used as directed by HQ USAF. Units must receive permission from AF/ACTF prior to using mission symbols not specified in this table.
Operations Notes*:*	
1. For the P, R, and C mission symbols, use the following third character suffixes to identify missions flown by specific MAJCOM:	
AMC use A, B, C; ACC use D, E, F; USAFE-AFAFRICA use G, H, I, J; PACAF use K, L, M; AFSOC use N, O, P; ANG use Q, R, S; and AFRC use T, U, V; AETC use W, X, Y and AFMC use Z. Guard and Reserve units will coordinate with their gaining MAJCOM to determine if the Guard/Reserve or active duty MAJCOM suffix should be used. MAJCOMs will provide AF/ACTF a copy of directives on the use of these mission symbols.	
2. For all missions flown in designated combat areas, make the third character an A to differentiate those combat missions where aerial delivery/recovery of airborne forces/equipment, ordnance expended, or direct exposure to hostile fire occurred. The suffix B is used on designated combat missions established by HQ USAF that result in personnel tour curtailment or other personnel actions.	
TRANSPORTATION WORKING CAPITAL FUND (TWCF) FUNDED AIRCRAFT MISSION CLASSIFICATIONS (L, M, and N for force structure aircraft in assignment codes CA, CC, TF, and IF)	
L1-L8	**Contingency.** Special transport missions that support contingency plans and test exercises. HQ AMC assigns symbol in the operation order (OPORD). If no OPORD is written, AMC's TACC assigns symbol to be used.
M1	**Cargo.** Scheduled transport missions where the main goal is to move cargo.
M2	**Passenger or Patients.** Scheduled transport missions in which the main goal is to move passengers or patients. Suffix “L” is reserved for patient flights. Suffix “P” is reserved for passenger flights.
M3	**Cargo or Passengers.** Scheduled transport missions in which the main goal is to move mixed loads (cargo or passengers).
M4	**Positioning for Channel.** Locating an aircraft at a station for channel traffic onloads. This includes missions from the offload station of a special assignment airlift mission (SAAM) or contingency mission to the onload station of a channel traffic mission.
M5	**Return from Positioning for Channel.** Returning an aircraft to home station from channel traffic offload station and to return an aircraft to backup position from an offload or termination point of any mission where backup equipment has been used.
M6	**Special Assignment.** Transport missions in which the main goal is to complete special assignment airlift missions. These missions include hours logged from the time the air craft departs home station or is diverted from channel traffic (scheduled mission) until the aircraft returns to channel traffic operations.

M7	**Non-revenue.** Nonscheduled missions operated in support of the airlift force other than exercises.
M8	**Joint Airborne or Air Transportability Training.** Transport missions where the main goal is joint airborne training.
N1	**Training and Standardization.** Training and standardization evaluation flights for personnel assigned or attached to a tactical or transport unit.
N2	**Tactical Training.** Unilateral tactical training other than joint airborne training. This includes airdrop, formation flying, and low-level navigation training missions.
N3	**Search.** Transportation Working Capital Fund (TWCF) funded aircraft diverted to perform search missions. Symbol is used starting with time of diversion until aircraft returns to normal mission.
CA and Air Rescue CF Coded Aircraft Missions	
N4-N8	**Reserved for Future Use.** These symbols are used to complement the contingency mission symbols as assigned by TACC.
SIMULATOR TRAINER CLASSIFICATIONS (see Notes 1 and 2 at the end of the Table)	
Q1	**Student Training.** Instruction and training of pilots and crews under the direction of AETC or other Air Force activities engaged in formal student instruction.
Q2	**Mission Training.** Synthetic trainer or simulator missions where the main goal is training tactical and support aircrews.
Q3	**Maintenance Tests.** Performance of functional check flights.
Q5	**Simulator Test.** Missions to acquire data or verify simulator performance, handling qualities, and systems.
Simulator Notes: 1. Suffix “E” is reserved for engineering tests (hardware, software design, or development). 2. Suffix “F” is reserved for human factors research missions.	

Attachment 5

FLIGHT AUTHORIZATION DUTY CODES

A5.1. Flight Authorization Duty Codes. Flight authorization duty codes identify the aircrew member's flight duty status. They are four (or more) letter codes and MAJCOMs have the option to specify the third, fourth and any additional characters and may provide supplemental guidance.

Table A5.1. Flight Authorization Duty Codes.

Aircrew Qualification Codes (First Character)		**Valid to allow aircrew members to meet requirements for Operational Flying Duty Accumulator, Aviation Incentive Pay, or Hazardous Duty Incentive Pay** (Notes 1, 2 for all)
E	Evaluator certified	Yes
F	Qualified in basic weapon system	Yes (Note 3)
I	Instructor qualified	Yes (Note 3)
M	Mission qualified in weapon system	Yes (Note 3)
O	Crewmembers (active or inactive) in aircraft in which they are not qualified (grades Colonel and above)	No
S	Student enrolled in Undergraduate Flying Training	Yes
U	Obtaining initial qualification or requalification in the weapon system	Yes (Note 3)
X	Crewmembers (active or inactive) in aircraft in which they are not qualified (grades lieutenant colonel and below)	No
Z	Non-Interference	No (Note 5)
Crew Position (Second Character)		
A	Astronaut (rated officer performing "non-crew" space station duty) or Other Aircrew Member (nonrated)	Yes
B	Boom Operator	Yes
C	Copilot	Yes
D	Parachutist	Yes
E	Electronic Warfare Officer or Defensive System Operator	Yes
F	Flight engineer/Special Mission Aviator (Tilt/Rotary-wing)	Yes

G	Special Mission Aviator (Fixed-wing)	Yes
H	Flight Nurse	Yes
I	For Future Use	
J	Pararescue Member	Yes
K	Airborne Communications System	Yes
L	Loadmaster	Yes
M	Airborne Mission Systems/Specialist	Yes
N	Navigator/Combat Systems Officer	Yes
O	Air Battle Manager	Yes
P	Pilot	Yes
Q	Airborne Linguist/Airborne ISR Operator	Yes
R	Navigator-Bombardier or Offensive Systems Operator	Yes
S	Flight Surgeon	Yes
T	Flight Attendant	Yes
U	Remotely Piloted Aircraft Pilots/Sensor Operators	Yes (Note 8)
V	Airborne Battle Management Systems (Sensor Operator) non-RPA duties	Yes
W	Weapon System Officer	Yes
X	Non-interference	No (see Note 5)
Y	Rated Flying Duties	Yes (see Note 7)
Z	Operational Support, Airborne Battle Staff, Airborne Emergency Actions Officer, Mission Crew Commander authorized non-crew inflight duty	Yes (see Notes 4, 6)

Note: To meet requirements for operational flying duty accumulator, aviation incentive pay, or hazardous duty incentive pay, aircrew members must comply with the following:

1. Log their flight time using both a flight authorization duty code and position indicator valid to credit time (a "Yes" in column 3). **(T-2)**

2. Log primary, secondary or instructor flight time. Evaluator flight time is also creditable when the evaluator is current in the aircraft. Otherwise the evaluator should use the flight authorization duty code O or X. **(T-2)**

3. Obtaining or maintaining qualification in the aircraft. **(T-2)**

4. Operational support flyers must log primary time to meet the requirement for hazardous duty incentive pay. **(T-2)** When not performing primary duties, they will log other time. **(T-2)** Operational Support medical technicians on aeronautical orders will only log primary time when performing inflight medical assistance to actual patients. **(T-2)** Only other time is authorized for

periods of the mission when medical assistance is not being provided. **(T-2) Exception:** USSF and AETC medics will log primary time for that portion of the mission when they perform required temporary career enlisted aviator duties on aircraft equipment (hoists and litters).

5. Non-interference flyers (other than flying unit commanders) must receive AF/ACTF approval to log flying time on AFTO Form 781 and enter data into ARMS. **(T-2)** See **paragraph 11.2.1.5.2** and **paragraph 11.2.1.5.3**.

6. Rated officers and career enlisted aviators will log second character crew position "Z" when tasked to perform inflight non-crew duties (e.g., safety observer). **(T-2)** Include a remark on the back side of the AFTO Form 781 to explain the duty performed. **(T-2)**

7. Must receive AF/ACTF approval to log primary, secondary, instructor or evaluator time on AFTO Form 781. **(T-2)**

8. Fifth character will be V for RPA Pilots and S for RPA Sensor Operators. **(T-2)** *

Attachment 6

ARMS AIRCREW/MISSION FLIGHT DATA EXTRACT

A6.1. Purpose. The AF Form 3520 is the source document for recording and reporting flight activity for each individual authorized to take part in missions. This is the official record to validate flight pay eligibility for rated, non-rated and non-career enlisted aviators required to perform in-flight or ground-based radar duties. The AF Form 3520 is not intended for use in remotely piloted aircraft operations. The original AF Form 3520 must be maintained in the SARM office that services the unit to which the member is assigned. This form is available for downloading on the Air Force e-Publishing website. **(T-2)**.

A6.2. Scope. The instructions listed on the reverse side of the AF Form 3520 apply to all rated, career enlisted aviator, and other nonrated officer and enlisted members authorized to log flight time for the purpose of maintaining an official Air Force individual flight record. Source documents used to transfer flight data from non-USAF aircraft are maintained as source documents in accordance with AFMAN 33-363.

A6.3. Responsibilities. SARM office personnel are responsible for distributing and collecting these forms. Completing the AF Form 3520 is a responsibility of the aircrew member.

Attachment 7

INSTRUCTIONS FOR AF FORM 4327, ARMS FIGHTER FLIGHT AUTHORIZATION (FA), AND FORM 4327A, CREW FLIGHT AUTHORIZATION

A7.1. Purpose. Unit commanders will use the AF Forms 4327 and 4327a to authorize the use of USAF aircraft to perform a specific mission(s), and to authorize aircrew members required to perform inflight duties. **(T-3)**. Use the AF Form 4327 to authorize flights of utility, fighter, and trainer aircraft for missions that originate and end at the same location. **(T-3)**. Use the Form 4327a to authorize all other aircraft missions and for fighters/trainers (if desired). **(T-3)**. These are critical documents used during mission review to validate duties performed/logged on the AFTO Form 781/AF Form 3521.

A7.1.1. Additional members authorized to fly, who are not required to perform aircrew duties except for noninterference flyers and "mission essential personnel" when specifically authorized must be listed on a passenger manifest. **(T-3)**.

A7.1.2. The flight authorization accounts for aircrew personnel required/authorized to perform inflight aircrew duties and the passenger manifest lists all additional members approved to fly on the aircraft, but not performing specific aircrew duties on that mission. "Mission essential personnel" not on aeronautical orders will be listed on the flight authorization, in the remarks section; if not listed on the flight authorization, these individuals will be placed on the passenger manifest. **(T-0)**. The flight authorization and passenger manifest combined account for all personnel on the aircraft.

A7.1.3. Units may use computer-generated programs to produce Forms 4327/4327a; if used, computer-generated forms should duplicate Air Force forms located on the e-publishing web site. **(T-3)**.

A7.2. Scope. These instructions apply to all flying unit commanders with operational control of USAF aircraft who direct the use of aircraft and aircrews in support of command operations; as well as aeromedical evacuation and pararescue unit commanders who publish flight authorizations for aircrew members assigned to their units who perform aircrew duties on the mission.

A7.3. Responsibilities. AF Forms 4327 and 4327a are established by this publication. Aviation Resource Management personnel are responsible for publication of these forms and performing Go/No-Go validation during pre-mission review. **(T-3)**.

A7.3.1. When additional aircrew members are added after completion of the flight authorization, the authenticating official, pilot in command, or flight lead or remotely piloted aircraft MCC representative must confirm Go/No-Go requirements are accomplished prior to flight. **(T-3)**.

A7.3.2. The completed flight authorization and the AFTO Form 781/AF Form 3521 should be used during post mission review to ensure proper documentation and accounting for all aircrew members authorized to perform duties. **(T-3)**.

A7.3.3. The completed flight authorization is normally filed with other mission paperwork. The Air Force Records Disposition Schedule lists the disposition requirements for this form.

Table A7.1. Form 4327 Entries.

Block	Enter
Home Station	List home station of aircraft. (Example: Langley Air Force Base, VA)
Order No	Flight authorization number assigned sequentially by fiscal year. (Example: 18-0100). SARMS may use a "C" or "T" suffix to the flight authorization number to identify flight authorizations from contingency/TSP locations (Example: 19-0001C or 19-0001T).
Unit	Unit to which aircraft are assigned or CHOP unit.
Depart on or about	Scheduled departure date (Zulu); use numerical digits for year, month, and day. (Example: 20180505)
Issue Date	Date flight authorization is authenticated.
Signature	Signature of authenticating official. Must be designated by the squadron commander (or equivalent) in accordance with **paragraph 4.1.4**. Once authenticated, changes in a member's name or duty position must be initialed on the original flight authorization by a designated official.
Line #	Aircraft line number from the daily flying schedule.
Name	Full name of each individual authorized to perform duties.
Rank	Abbreviated rank of each individual.
Crew Position	Enter individual's current aircraft qualification from AF Form 8/8a. For individuals flying as evaluators, enter qualification from the unit certification document.
Duty Position	Enter duty position code for scheduled duties in accordance with **Table A5.1**.
Security Clearance	Enter the member's security clearance.
MDS	Aircraft MDS. (Example: F-15E)
Msn Sym	Mission Symbol in accordance with **Table A4.1** of this publication and additional MAJCOM guidance as necessary.
Call Sign	Enter flight/aircraft call sign.
Tail Nbr	Aircraft serial number. (Example: 98-0829)
Remarks Code	MAJCOM/Units approved remarks code as required. Air Reserve Component duty status code for the crewmember, if applicable. 1=Active Duty, 2= Inactive Duty, 3=Additional Flying Training Period (Inactive Duty), 33=Dual Additional Flying Training Period (Inactive Duty), 4=Civilian (Technician), 5=Contractor. Include separate lines to record the flying time accomplished in each duty status code.

ETD/ETA	Estimated time of departure/arrival (Zulu)
ATD/ATA	Actual time of departure/arrival. Entered upon completion of mission (Zulu)
Sortie Duration	Actual sortie duration may be entered upon completion of mission.
Signature of the Pilot in Command	Pilot in Command sign.
Initials for Changes	Initials of authorized personnel for changes in a member's name, or duty position made after authentication.
Note: Only members on aeronautical orders, required to perform inflight duties on a specific mission, are authorized to be on flight authorizations in accordance with **Chapter 4** of this publication. Mission essential personnel will be listed in the Remarks section.	

Table A7.2. Form 4327a Entries.

Item	Enter
1	Use numerical digits for year, month, and day of date FA is prepared. (Example: 20100506)
2	Mission number. Refer to MAJCOM supplement for specific criteria.
3	List place of departure. (Example: Minot AFB, ND)
4	Enter final destination location. (Example: Charleston AFB, SC). List enroute stops in the Remarks section and include explanations as necessary.
5	Mission Symbol in accordance with **Table A4.1** of this publication and additional MAJCOM guidance as necessary.
6	Scheduled departure date and time. (Example: 20100507 1930) (Zulu)
7	Scheduled return date and time. (Example: 20100508 0230) (Zulu)
8	Aircraft MDS. (Example: C017A)
9	Aircraft serial number. (Example: 01-00381)
10	Enter Aircraft call sign.
11	Crew Information.
	A. Full name of each individual authorized to perform duties.
	B. Abbreviated rank of each individual.
	C. DoD ID Number. (Optional, MAJCOMs define requirement)
	D. Security clearance.
	E. Enter individual's current aircraft qualification from Form 8/8a. For individuals flying as Evaluators, enter qualification from the unit certification document.

	F. Enter duty position code for scheduled duties in accordance with **Table A5.1**.
	G. Remarks Code (as applicable). MAJCOMs and units may define codes. Air Reserve Component duty status code for the crewmember, if applicable. 1=Active Duty, 2= Inactive Duty, 3=Additional Flying Training Period (Inactive Duty), 33=Dual Additional Flying Training Period (Inactive Duty), 4=Civilian (Technician), 5=Contractor. Include separate lines to record the flying time accomplished in each duty status code.
	H. Four-digit unit number to which the crewmember is assigned/attached for flying/jumping. Use leading zeros when the unit number has fewer than four digits.
	I. Enter each individual's crew number (if used).
	J. Initials of authorized personnel for changes made after authentication.
12	Units may enter remarks and remarks code legend as required. MAJCOMs may provide additional guidance. List "mission essential personnel" in the Remarks section.
13	Date FA is authenticated.
14	FA number assigned sequentially by fiscal year. (Example: 10-0101). SARMS may use a "C" or "T" suffix to the flight authorization number to identify flight authorizations from contingency/TSP locations (e.g., 19-0001C or 19-0001T.
15	Distribution per MAJCOM/Unit guidance
16	Go/No-Go verification will be completed by a qualified 1C0X2 or designated representative (e.g., remotely piloted aircraft MCC) and reviewed by the pilot in command (PIC). Aeromedical evacuation / pararescue flight authorizations do not require AC initial, when published by an aeromedical evacuation/pararescue unit. When additional crewmembers are added after the flight authorization is authenticated, the pilot in command will certify that Go/No-Go verification was completed.
17	As a minimum enter unit designation and complete address, DSN phone/email address. MAJCOMs may provide additional requirements.
18	Complete signature element of authenticating official. Must be designated (in writing) by the squadron commander (or equivalent) in accordance with **paragraph 4.1.4**. Once authenticated any changes must be initialed on the original FA by a designated official.
19	N/A
20	Continuation of Item 11, complete as necessary.
21	Continuation of Item 12, complete as necessary.

Notes:

1. Only members on aeronautical orders, required to perform inflight duties on that mission are authorized to be on flight authorizations in accordance with **Chapter 4.**

2. Since the aeromedical evacuation/pararescue flight authorization is not a stand-alone form, the pilot in command must validate that specific mission elements (blocks 1 thru 10) on aeromedical evacuation/pararescue flight authorizations match the aircraft's flight authorization for that specific mission. Reference **Chapter 4.**