

## Chapter 7

# Flight Records

The management of flight records is a major function of aviation unit operations. The records must be maintained properly. They become permanent DA records for statistical and historical data for all rated and nonrated personnel. Rated and nonrated personnel also may use the records as proof of their flight experience.

### 7-1. GENERAL

The DA Form 759-series forms used to maintain flight records provide the unit commander means to track total hours and monitor Aircrew Training Program (ATP) compliance. The Automated Flight Record System (AFRS) is designed to assist flight operations personnel in efficiently managing unit records. Use of the current approved version AFRS is mandatory for all active Army, US Army Reserve (USAR) , and Army National Guard (ARNG) aviation units. Flight records will be maintained manually only if the situation dictates (unit deployment, lack of a computer, etc.). Efforts to correct equipment deficiencies will be immediately undertaken to return flight records maintenance to the AFRS system as soon as possible.

### 7-2. FORMS AND RECORDS

- a.** Commanders will maintain the individual flight records for all assigned and attached—
  - ! Aviators in operational aviation positions.
  - ! Aviators in nonoperational aviation positions and those restricted or prohibited by statute from flying Army aircraft. These records will be kept in an inactive file either with operational aviator files or with military personnel records as specified by major Army command (MACOM) commanders.
  - ! Other personnel authorized to take part in aerial flights and for whom the Army certifies and keeps flight records.
  - ! Persons attending initial entry flight training.

**b.** The forms and other documents used to maintain flight records are filed in DA Form 3513 (Individual Flight Records Folder) (IFRF), US Army. Paragraph 7-3 discusses folder labeling procedures for these forms. Figures 7-1 and 7-2 show two approved methods of labeling. Table 7-1 shows initiation procedures for DA Form 4186. Table 7-2 shows how closeout forms are distributed. The forms used to maintain flight records are—

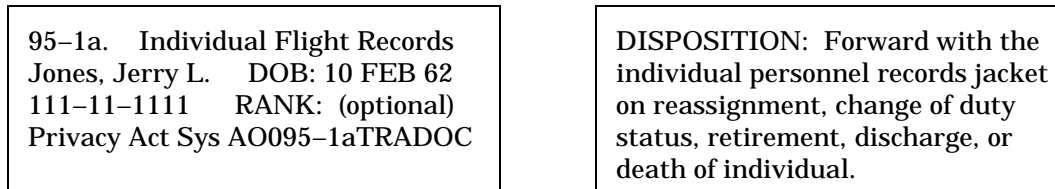
- ! DA Form 759 (Individual Flight Record and Flight Certificate—Army).
- ! DA Form 759-1 (Individual Flight Record and Flight Certificate—Army, Aircraft Closeout Summary).
- ! DA Form 759-2 (Individual Flight Record and Flight Certificate—Army, Flying Hour Work Sheet).

- ! DA Form 759-3 (Individual Flight Record and Flight Certificate—Army, Flight Record and Flight Pay Work Sheet).
- ! DA Form 201A (Field Personnel File Divider).
- ! DA Form 4186 (Medical Recommendation for Flying Duty).
- ! Initial aviator qualification documentation for instructor pilot/standardization instructor pilot/instructor flight examiner/maintenance test pilot (IP/IE/MP).
- ! All flight status orders (Issuance/Termination) from the first time to the present and initial and current nonrated crewmember instructor/ nonrated crewmember standardization instructor/nonrated crewmember trainer/flight engineer (FI/SI/NCT/FE) orders for nonrated crewmembers.
- ! Aviation special skill badge orders.
- ! Any other documentation the commander requires to be posted in the IFRF.

### 7-3. INDIVIDUAL FLIGHT RECORDS FOLDER

**a. Folder Labeling Procedures.** Labels will be typed or neatly printed. The two approved methods of labeling the IFRF according to AR 25-400-2 are as follows:

**(1)** The first method of labeling the IFRF is with the minimum information outlined in AR 25-400-2, chapter 6. (See sample at Figure 7-1.) Using two labels is recommended because of the amount of information required for labeling folders. The use of rank is optional because of promotions. AR 25-400-2 requires the use of the Privacy Act system number. The number can be found in DA Pam 25-51.



**Figure 7-1 . Sample IFRF labeled with minimum information**

**(2)** The second method of labeling the IFRF is the use of a dummy folder. When using a dummy folder, an empty IFRF will be taped shut, the file information posted, and the folder placed in the front of all succeeding files. Subsequent folder labels need only show the file number and contents of the individual folder. (See sample at Figure 7-2.)

**b. Lost or Destroyed Folders.** When an individual's IFRF is lost or destroyed, the record is reconstructed through the most accurate means available. The individual's last duty station is first contacted to obtain a record from the 60-day hold file of the AFRS or the backup discs. If this is not an option, the record is generated from the individual's personal copy of the flight records. An

individual in transit should not carry his copy of the flight records in the same container as the original copy. This should prevent loss due to inaccessible or lost baggage. Reservists should contact: CDR, ARPERCEN, ATTN: DARPBOPCBAV(ATSS), St. Louis, MO 63132-5200. National Guardsmen should contact: Chief, NGB, ATTN: NGB-AVNBOC, APG, MD. Actions to locate missing documentation must be annotated on Part V of DA 759. Methods used to verify flight hours concerning these individuals must also be annotated.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">95-1a Smith, Bart J. 222-22-2222</td> <td style="padding: 5px;">DOB: 5 JUL 66 RANK: CW2</td> </tr> </table>	95-1a Smith, Bart J. 222-22-2222	DOB: 5 JUL 66 RANK: CW2				
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">95-1a Jones, Jerry L. 111-11-1111</td> <td style="padding: 5px;">DOB: 11 FEB 62 RANK: CPT</td> </tr> </table>	95-1a Jones, Jerry L. 111-11-1111	DOB: 11 FEB 62 RANK: CPT				
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">95-1a Individual Flight Records</td> </tr> <tr> <td style="padding: 5px;">Active</td> <td style="padding: 5px;">Privacy Act Sys AO095-1aTRADOC</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Disposition: Forward with the individual personnel records jacket on reassignment, change of duty status, retirement, discharge, or death of individual.</td> </tr> </table>	95-1a Individual Flight Records		Active	Privacy Act Sys AO095-1aTRADOC	Disposition: Forward with the individual personnel records jacket on reassignment, change of duty status, retirement, discharge, or death of individual.	
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Active	Privacy Act Sys AO095-1aTRADOC					
Disposition: Forward with the individual personnel records jacket on reassignment, change of duty status, retirement, discharge, or death of individual.						
<p>..... (TAPED SHUT) .....</p>						

**Figure 7-2. Sample dummy folder**

**c. Folder Disposition.**

(1) Forward the IFRF with the individual on reassignment. The IFRF will be hand-receipted to the individual when it leaves the possession of the flight records custodian. The individual will sign for the IFRF for temporary duty (TDY), permanent change of station (PCS), or attendance at the Eastern Army Aviation Training Site (EAATS), Western Army Aviation Training Site (WAATS), or United States Army Aviation Center (USAAVNC). Chargeout forms will be maintained for records according to AR 25-400-2.

(2) Aviators in nonoperational aviation positions and those restricted or prohibited by statute from flying Army aircraft will have their records kept either in an inactive file with operational aviator files or with military personnel records as prescribed by the MACOM commander.

(3) The Commander, US Army Reserve Personnel Center, ATTN: DARP-OPC-AV (ATSS), St. Louis, MO 63132-5200, will store the individual flight records of all aviators, nonrated crewmembers who have flight records, and flight surgeons after retirement, discharge, resignation, assignment to US Army Reserve (USAR) control group or death.

#### 7-4. FILE ARRANGEMENT

a. **Right side of DA Form 3513.** DA Forms 759 and 759B1 for rated crewmembers are arranged for permanent file on the right side of the IFRF. The most current closeout is on top. DA Forms 759, 759-1, and 759-3 for nonrated crewmembers also are arranged for permanent file on the right side of the folder with the most current closeout on top. All forms included in a given closeout will be labeled with the series number only. For example, on the fifth closeout for an individual, all forms will be labeled, "Sheet No. 5." They will not be marked, "5-1, 5-2, ... etc." Forms generated by AFRS will not have page numbers, the requirement for identification of pages by number has been dropped. Figure 7-3 shows examples of the arrangement of closeout forms.

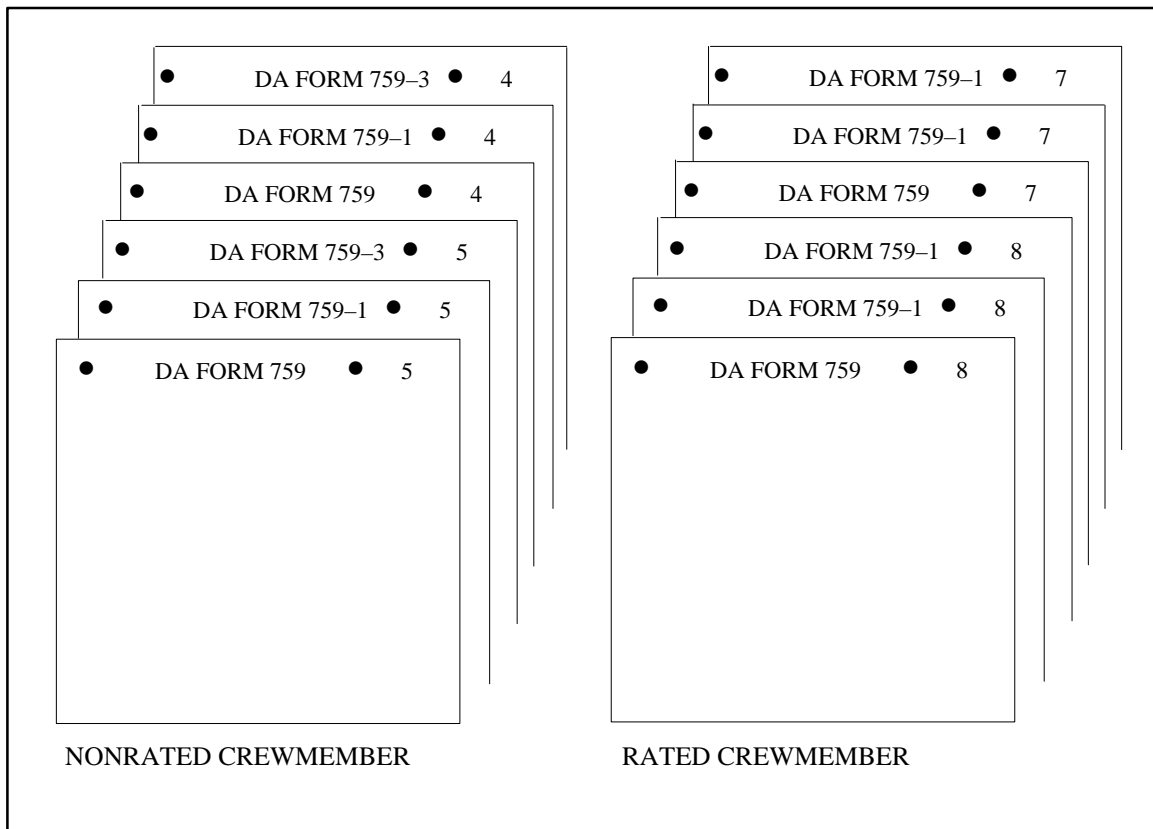
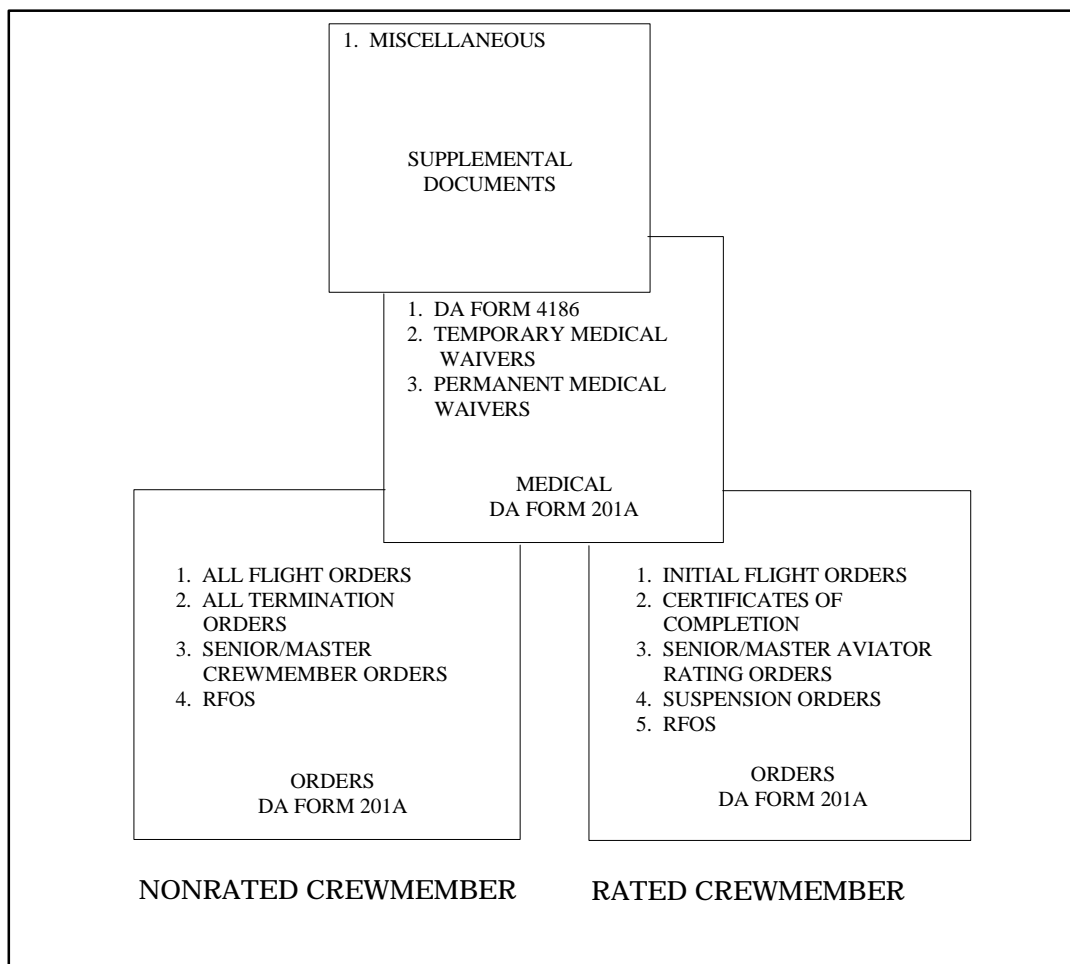


Figure 7-3. Arrangement of DA Form 3513 (right side)



**Figure 7-4. Arrangement of DA Form 3513 (left side)**

**b. Left side of DA Form 3513.** Subject areas are separated with DA Forms 201A that are labeled "Supplemental Documents," "Medical," and "Orders." Documents on the left side of the IFRF are arranged in the order listed from top to bottom. Figure 7-4 shows examples of the arrangement of documents on the left side of the folder.

**(1) Supplemental Documents.** Miscellaneous documents are posted in this section. This gives the commander an area to post documents that do not fall under any other classification. This includes items such as 120-day notices, SF 88s, NGB/USAR assignment instructions, and anything else the commander designates as required documentation.

**NOTE: An envelope containing a 3 1/2-inch disk copy of the latest closeout will be included in the IFRF when the records custodian changes. This will be placed on top of the DA Form 201A labeled "Supplemental Documents."**

**(2) Medical.**

**(a)** A DA Form 4186 (Medical Recommendation for Flying Duty) is placed in the IFRF at the times specified in Table 7–1. The commander, the individual and flight surgeon must complete their areas of the form before it is filed in the IFRF according to AR 40–501 (Standards in Medical Fitness).

**(b)** Copies of medical suspensions or waivers are filed—with clearly stated periods of retention—for any action recommended by the flight surgeon.

**Table 7-1. Initiation of DA Form 4186 (Medical Recommendation for Flying Duty)**

OCCURRENCE	RETENTION
Completion of annual medical examination	Until expiration date
Medical suspension	Until closeout of the DA Form 759
Medical suspension still in effect during the closeout period	Until terminated
Termination of medical suspension	Until closeout of the DA Form 759
Medical clearance when the individual reports to the new duty station	Until closeout of the DA Form 759
Assignment to an operational flying duty position from a nonoperational flying duty position	Until closeout of the DA Form 759
Medical clearance after an aircraft accident	Until closeout of the DA Form 759

**(3) Orders.**

**(a)** Copies of aviation service or flying status orders, aeronautical certification (certificates of completion), and suspension orders (other than for medical disqualification) are placed in this section. All copies of nonrated crewmember and noncrewmember flying status orders (to be performed and to be terminated) are retained.

**(b)** Certificate of completion for instructor pilot (IP), instrument flight examiner (IE), maintenance test pilot (MP), nonrated crewmember instructor (FI), and nonrated standardization instructor (SI) will be placed in this section. If individual holds any of these positions a copy of the DA Form 7120–R (Commander's Task List) will be used to designate what position the aviator holds in the flight records.

**(c)** Orders for senior/master crewmember badges and senior/master aviator badges are also placed in this section. AR 600–105 contains the procedures for determining eligibility criteria for aeronautical ratings (senior or master Army aviator). An aviator's total operational flying duty credit (TOFDC) can be obtained from the individual's Officer Record Brief (ORB). Operations can

request a copy of this from their unit Personnel Administration Center (PAC). AR 600-8-22 contains eligibility criteria for a senior or master crewmember badges.

(d) Request for orders are placed in this section. They will be maintained in this section until the actual orders are received and then removed and destroyed.

**NOTE: Appendixes J and K contain examples of a flight records checklist for a rated aviator and a nonrated crewmember, respectively. These checklists are used to maintain the flight records and may be modified to suit the unit's needs.**

## 7-5. CLOSING FLIGHT RECORDS

a. DA Forms 759 and 759-1 are prepared when the flight records are closed. These forms are required for all individuals on flight status. A consolidated DA Form 759-3 is prepared when the records of nonrated personnel or aviators in a fly for pay status are closed. A birth month closeout must be provided to the aviator within 10 working days from the end of the aviator's birth month. Records are closed at the following times:

(1) At the end of the birth month of an aviator, flight surgeon, or nonrated crewmember. This applies only to aviators and flight surgeons in operational flying positions.

(2) Upon death.

(3) Upon termination of flying status.

(4) Upon a change of designation (noncrewmember to crewmember or vice versa), change of duty status (operational to nonoperational), or change of aviation service (active or reserve).

(5) Upon disqualification from flying status.

(6) When directed by an aircraft accident investigation board.

(7) Upon a change of assignment or attachment governing flying duty. (A closeout is not required when the flight records custodian does not change.)

(8) When the aviator attends a skill qualification identifier (SQI) type school (i.e., MTP, Instructor Pilot Course, etc.). The aviator's flight records will accompany him to the course so that time and remarks at the course can be entered into the records at the completion of the course.

b. Each DA Form 759 is numbered consecutively. For example, if an individual's records have been closed three times and this is the fourth closeout, the sheet number will be 4. A requirement no longer exists to individualize the sheets within a closeout.

c. The DA Form 759 has four parts; all parts must be completed. The DA Form 759 must be signed by the individual's commander to be considered valid. DA Form 759 is distributed according to Table 7-2.

**Table 7-2. Distribution of flight record forms upon closeout**

PERSONNEL CATEGORIES	ORIGINAL	FIRST COPY	SECOND COPY
Operational active duty, ARNG aviators or flight surgeons who accomplish or fail to accomplish required minimums	Retain in the IFRF.	To the individual	Not required
Other personnel on active duty who qualify for incentive pay	Retain in the IFRF.	To the individual	Not required
Army Reserve aviators, flight surgeons, or medical officers in aviation service but not on extended active duty who accomplish the required annual minimums	Retain in the IFRF.	To the individual	Forward to Cdr, Reserve Components Personnel and Admin Center, ATTN: DARPBOPCBAV/ATSS, St. Louis, MO 63132-5000, for file in the individual's personnel records
Other Army Reserve crewmembers in aviation service but not on extended active duty who qualify for incentive pay	Retain in the IFRF.	To the individual	Not required
<p><b>Note 1: Forward with the individual personnel records jacket on reassignment, change of duty status, retirement, discharge, or death.</b></p> <p><b>Note 2: Individuals must retain a copy of their flight records. This will facilitate the reconstruction of their flight records in case of the records becoming lost or destroyed.</b></p>			

**7B6. TRANSCRIBING FLIGHT TIME**

**a.** Flight time is transcribed from DA Form 2408-12 to DA Forms 759, 759-1, 759-2, and 759-3. The pilot in command (PC) is responsible for accurately completing DA Form 2408-12. DA Pamphlet (Pam) 738-751 is the governing regulation for completing DA Form 2408-12. AR 95-1 defines flying duty, mission, and flight condition symbols used in preparing DA Forms 2408-12, 759, 759-1, 759-2, and 759-3.

**b.** DA Form 2408-12 is retained for 3 calendar months by unit operations according to DA Pam 738-751.

**c.** Flight time from civilian fixed-wing (FW) or rotary-wing (RW) logbooks is authorized after verification by the operations officer.



## 7-7. FLYING STATUS MANAGEMENT

**a. Rated Crewmembers.** Army aviators are authorized flying status according to AR 600-105.

**NOTE:** Flight surgeons are rated officers but not included in the rated inventory of Army aviators according to AR 600-105. Any additional information can be found in AR 600-105.

**b. Nonrated Crewmembers.** Nonrated crewmembers and noncrewmembers are authorized flying status according to AR 600-106. Individuals must first meet the criteria outlined in AR 600-106 and then pass a Class II or Class III flight physical before orders are requested.

**(1) Request for orders.** A request for orders (RFO) will be submitted according to AR 600-8-105 and local procedures. A copy of the signed RFO will be kept in the IFRF in the "Orders" section until the approved orders placing the individual on flying status are received.

**(2) Nonrated flight status positions.** Operations should maintain a chart reflecting all nonrated flight slots listed in the modified table of organization and equipment (MTOE)/table of distribution and allowances (TDA) by paragraph and line number and individuals who fill these positions. The chart may also list additional blocks such as night vision goggles (NVG) qualification, birth month, flight physical, PCS date, or anything else tailored to fit specific unit needs. This will greatly assist in managing flight slots and replacing outbound individuals.

**(3) 120-day notice.** A written notice must be given to enlisted crewmembers before termination from flight status (noncrewmembers do not require a notice). This must be given at least 120 days before termination and can be given earlier. AR 600-106 discusses requirements for this action. After the notice is signed by the individual and the unit commander, it is placed in the IFRF under "Supplemental Documents." This notification will also be annotated to DA Form 759, Part IV. (See Appendix J, page J-3.)

**c. DA Form 4186.** Individuals who do not have a current flight physical or a flight physical extension will be suspended from flying status until medical clearance is given. Commanders will notify the servicing FAO when nonrated personnel have been suspended from flying status.

**d. Minimum Flying Time.** The minimum number of monthly flight hours qualifying crewmembers, noncrewmembers, and flight surgeons for hazardous duty incentive pay (HDIP) is found in the DOD Pay and Entitlements Manual. This also applies to certain fly-for-pay aviators who have failed to make their 12- or 18-year gate (as outlined in AR 600-105). These aviators must qualify monthly to continue receiving aviation career incentive pay (ACIP).

**(1)** The DOD Pay and Entitlements Manual provides an in-depth discussion of the requirements for HDIP and aviation career incentive pay (ACIP) and the tracking of flight hours. The intent of this regulation is to allow individuals to make up missed flight time and then receive pay; the intent is not to pay them and hope they make up the time before their grace period expires. If an individual fails to meet the requirements one month, the flight pay is taken immediately.

**(2)** Each month, review individual flight records to determine if any individuals have failed to meet that month's flight requirements or have made up flight requirements for a previous missed

month. (See Table 7-6, NOTE for additional instructions for excess time use and grace periods.) Prepare DA Form 4730-R (Certificate for Performance of Hazardous Duty) according to AR 37-104-4. The unit commander or designated representative will sign the form. (His social security number (SSN) will be included in the signature block.) Forward the form to the local finance office. If DA Form 4730-R is not used, submit a flight pay certificate in memorandum format. (See Appendix J, page J-1.) This form must be submitted no later than the tenth of the month to ensure action occurs on that month's pay period. A copy is retained for 2 years and filed according to MARKS.

## **7-8. ARMY AVIATOR'S FLIGHT RECORD — DA FORM 2408-12**

Information for each flight of an Army aircraft is logged on DA Form 2408-12 (Army Aviator's Flight Record). This form has information about the aircraft and crewmembers that flew in the aircraft. It also has other maintenance information that needs to be entered on the form for each flight. DA Pam 738-751 is the guide for properly filling out DA Form 2408-12.

**a.** Aircraft time flown, duty, and type of flight performed by the crewmembers are recorded on the DA Form 2408-12. This information is used to track the amount and type of flying duty that crewmembers perform for input into their flight records. An example is shown at Figure 7-5.

**b.** The pilot ensures that DA Form 2408-12 is completed properly and that all essential information is entered for all crewmembers and noncrewmembers aboard for each flight. Any passengers will be maintained on a separate manifest.

**c.** Information contained on DA Form 2408-12 that is of special interest for the completion of flight records and other reports generated by flight operations will be highlighted on Figure 7-6 and is listed below.

**(1)** Block 1. Date. – The date will be entered by the pilot. This date will represent the date of the start of the first flight.

**(2)** Block 2. Serial Number. – The serial number of the aircraft.

**(3)** Block 3. Model. – Aircraft model number.

**(4)** Block 4. Organization. – The unit or activity the aircraft is assigned to.

**(5)** Block 5. Station. – Post or APO where the aircraft is stationed.

**(6)** Block 6a. Flight Data. – This block contains information that needs to be checked carefully because of the effect miscalculated hours have on unit status reports (USRs).

**(a)** On the row marked **time**, the block **FLT HRS** represents the total time the aviator has logged as PC, IP, SP, UT, IE, ME, MP, or XP. The "from" time is subtracted from the last "to" time and the result is entered in the "FLT HRS" block. None of these positions may be simultaneously logged by another crewmember during the same flight. The time represents the total hours placed on the airframe for that flight.

**(b)** The next row contains the Mission ID. The STD block will contain the mission symbol for the mission; i.e., AT@Btraining, AC@Bcombat, etc. This mission symbol will be transcribed to the aviator's flight record. The authorized entries for this block are—

A—acceptance test flight.

C—combat mission directly against the enemy within a designated combat zone.

F—maintenance test flight.

S—service missions, other than A, C, F, T, or X.

T—training flight for individual qualification, refresher, mission, or continuation.

X—experimental test flight.

D—imminent danger. Applies when imminent danger special pay is authorized according to Department of Defense (DOD) Pay Manual, chapter 10.

**(7)** Block 6b. Personnel Data – The name, rank, Personal Identification Number (PID)/Social Security Account Number (SSAN) of the crew will be entered before flight.

**(8)** Block 6c. The line to the right of the personnel data provide the Duty Symbol (DS), Flight Symbol (FS), Hours (HR), and Seat designation (S) blocks for the crewmember for that portion of the mission. The following are the authorized entries for these blocks:

**(a)** DS (Duty Symbol). The duty position the crewmember is holding during that portion of the flight.

! AO—aeroscout/aerial observer.

! CE—crewchief, or aircraft mechanic assigned to a crewchief position.

! CP—copilot. This symbol is used by an aviator who is at the copilot station but is not qualified or current in the aircraft being flown or who is performing copilot duties at other than copilot station and is undergoing training or evaluation conducted by an IP, SP, IE, UT, or ME; for example: nap-of-the-earth (NOE) navigation, instrument navigation, and so forth.

! FE—flight engineer.

! FI—nonrated crewmember instructor.

! IE—instrument examiner.

! IP—instructor pilot

! ME—maintenance test pilot evaluator.

- ! MO—flight surgeon or other medical personnel.
- ! MP—maintenance test pilot.
- ! OR—aircraft maintenance personnel, technical observer, fire fighter, aerial photographer, gunner, or duties requiring flight.
- ! PC—pilot in command. A designated pilot in command who is performing assigned duties as IP, SP, UT, IE, ME, MP, or XP will not use this symbol. In these cases, the specific symbol will be used to indicate the duty being performed by the PC.
- ! PI—pilot.
- ! SI—nonrated crewmember standardization instructor.
- ! SP—standardization instructor pilot.
- ! UT—unit trainer. When this symbol is used, a grade slip must be completed for the aviator undergoing training.
- ! XP—experimental test pilot.

**(b)** FS (Flight Condition) Each crewmember will use only one of the following symbols to identify the condition or mode of flight for any time period.

- ! AA—air to air.
- ! D—day. Between the hours of official sunrise and sunset.
- ! DS—day vision system. Night vision system installed on aircraft used during the day; also logged when two or more devices are used.
- ! H—hood/simulated instrument meteorological condition (IMC). Vision of the person flying the aircraft is artificially limited from viewing the horizon or earth surface. Aircraft must be controlled using aircraft instruments. An observer is required for all hooded flights.
- ! N—night. Between the hours of official sunset and sunrise.
- ! NG—night goggles. Night vision goggles used during the night.
- ! NS—night system. Night vision system installed on aircraft used during the night; also logged when two or more devices are used simultaneously.
- ! W—weather. Actual weather conditions that do not permit visual contact with the horizon or earth surface. Aircraft attitude must be controlled using aircraft instruments.

(c) HR (Hours). The amount of time spent in the duty position.

(d) S (Seat) In aircraft requiring designation of seat occupied, the stations will be annotated AF@for front seat or AB@for back seat.

(9) The reverse of the form has two more sets of Block 6 for subsequent flights and /or crew changes.

(10) Block 8. Totals. – The AFlight Hours@block will contain the total airframe hours placed on the aircraft during it\*s mission. This time represents the total of all the AFLT HRS@contained in all blocks 6a on the form.

1. DATE <b>27 AUG 96</b>		2. SERIAL NUMBER <b>9424235</b>		3. MODEL <b>AH-64A</b>		4. ORGANIZATION <b>C Troop, 1/6 Cav</b>				5. STATION <b>Ft. Hood, TX</b>								
6.a. FLIGHT 1 DATA		FROM Local		TO		TO				TO								
TIME	FROM 12:30	TO: :	TO: 14:30	FLT HRS 2.0		LDG: STD 6		AUTO 0		STARTS: #1 #2								
MISSION ID	STD T	CONFIG	LOADS: INTERNAL		EXTERNAL		PASSENGERS		CYC	HSF								
ROUNDS	7.62	20mm	30mm	39	40mm	ROCKET		TOW		HELLFIRE								
STATUS	7.62	20mm	30mm		40mm	ROCKET		TOW		HELLFIRE								
HIT CHECK	NO. 1 ENGINE +1	NO. 2 ENGINE B1	APU: STARTS 2		HOURS 0.5		HOUR METER HRS											
b. PERSONNEL DATA					c. SYMBOL/HOURS/SEAT DUTY SYMBOL/FLIGHT													
NAME	RANK	PID/SSAN	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S
Johnson, B.	CW3	513049287	PC	D	2.0	B												
Byrum, B.	CW3	375011444	PI	D	2.0	F												
----- LAST	ENTRY	-----																
7. SERVICING DATA																		
FUEL ADDED (GALLONS)	GRADE	IN TANKS	OIL 1	GRADE	OIL 2	GRADE	APU	GRADE	OXY-GEN	ANTI-ICING	SERVICED BY	LOCATION						
	JP4	300	7	23699	7	23699	2	23699			G. Coonan	Hood AAF, TX (HLR)						
354	JP4	375	1	23699	1	23699	0	23699			G. Coonan	Hood AAF, TX (HLR)						
191	JP4	375									G. Coonan	Hood AAF, TX (HLR)						
545			8		8		2					TOTALS						

DA FORM 2408B12, JAN 92  
EDITION OF JAN 64 IS OBSOLETE

ARMY AVIATOR'S FLIGHT RECORD  
For use of this form, see DA PAM 738751; the  
proponent agency is DCSLOG.

**Figure 7-5. Sample of DA Form 2408-12 (Army Aviator's Flight Record)(Illustration 1)**

FM 1-300

6.a. FLIGHT 2		DATA		FROM Local				TO				TO							
TIME	FROM 15:30	TO: :	TO: 17:00	FLT HRS 1.5		LDG: STD 6		AUTO 0		STARTS: #1 #2									
MISSION ID	STD T	CONFIG	LOADS: INTERNAL		EXTERNAL		PASSENGERS		CYC	HSF									
ROUNDS	7.62	20mm	30mm	40mm		ROCKET		TOW	HELLFIRE										
STATUS	7.62	20mm	30mm	40mm	RCKT	TOW	HF	APU: STARTS 2		HOUR METER HOURS									
								HOURS 0.4											
b. PERSONNEL DATA				c. DUTY SYMBOL/FLIGHT SYMBOL/HOURS/SEAT															
NAME	RANK	PID/SSAN		DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S
Acree, R.	CW2	467872759		PC	H	1.0	B	PC	D	0.5	B								
Salter, R.	CW2	437288419		PI	D	1.5	F												
-----LAST ENTRY		-----																	
6.a. FLIGHT 3		DATA		FROM Local				TO				TO							
TIME	FROM 17:50	TO: :	TO: 18:50	FLT HRS 1.0		LDG: STD 3		AUTO 0		STARTS: #1 #2									
MISSION ID	STD T	CONFIG	LOADS: INTERNAL		EXTERNAL		PASSENGERS		CYC	HSF									
ROUNDS	7.62	20mm	30mm	50		40mm		ROCKET		TOW	HELLFIRE								
STATUS	7.62	20mm	30mm	40mm	RCKT	TOW	HF	APU: STARTS 2		HOUR METER HOURS									
								HOURS 0.4											
b. PERSONNEL DATA				c. DUTY SYMBOL/FLIGHT SYMBOL/HOURS/SEAT															
NAME	RANK	PID/SSAN		DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S
Shelton, L..	LTC	503660516		PC	H	0.5	B	PC	D	0.5	B								
Brewer, T.	CW2	426279163		PI	D	1.0	F												
-----LAST ENTRY		-----																	
8. TOTALS		FLIGHT HRS 4.5		LANDINGS: STD 15		AUTO		APU: STARTS 6		HOURS 1.3									
HOUR METER STARTS			STARTS: #1 #2		CYCLES		HSF												
ROUNDS	7.62	20mm	30mm	89		40mm		ROCKET		TOW	HELLFIRE								

REVERSE OF DA FORM 2408-12, JAN 92

Figure 7-6. Sample of DA Form 2408-12 (Army Aviator's Flight Record) (Illustration 2)

**7B9. TEMPORARY WORKSHEET (RATED CREWMEMBER)**

DA Form 759-2 is used as a temporary worksheet to record information about each flight performed by a rated crewmember. It also may be used as a monthly record (consolidation worksheet). Table 7-3 contains instructions for completing DA Form 759-2 as a temporary worksheet. Figures 7-7 and 7-8 show a sample temporary worksheet. General information for completing the temporary worksheet is provided below.

**a.** DA Form 759-2 is arranged in three sections (A, B, and C). This allows entries for three types of aircraft, flight simulators, and/or seat designations. If a individual flies more than three different aircraft and/or flight simulators during an annual period, an additional temporary worksheet will be used.

**b.** Information for the temporary worksheet is taken from DA Forms 2408B12. Entries are made in pencil. A single line can be used for data entry when the date, duty symbol, flight condition, and mission symbol (combat and imminent danger flights only) are the same. The hours flown are combined for these like entries. When this information is not the same, a separate line is used.

**c.** As many entries can be made on the form as space allows for both daily and monthly use. A new form for each month is not required. A blank line is left after each month's entries.

**d.** Flight time is entered in hours and tenths of hours.

**e.** A new temporary worksheet must be initiated each time the flight records are closed. The old worksheets may be given to the aviator or destroyed.

**f.** The temporary worksheet is not filed with DA Forms 759 and 759-1 when the individual's flight are closed.

**Table 7-3. Instructions for completing a temporary worksheet (Rated Crewmember)**

ITEM	INSTRUCTIONS
Block 1	Enter the last name, first name, and middle initial.
Block 2	Enter the rank.
Block 3	Enter the SSN.
Block 4	Enter the period covered. (mm,yy C mm,yy)
Sections A, B, and C	Enter the aircraft mission, type, design, and series or flight simulator and, if applicable, the seat designation. (Example: AHB64(FS), 2B40(BS).)
<p><b>NOTE: Blocks a through d will be completed using information from DA Form 2408-12.</b></p>	
Column a	Enter the date of flight. The first entry in a month will be the month, followed by the day in the space underneath.
Column b	Enter the duty symbol.
Column c	Enter the flight condition symbol
Column d	Enter the mission symbol, if applicable. The only mission symbols requiring entry are C (combat) and D (imminent danger).
Column e	Enter the hours and tenths of hours for each individual entry on DA Form 2408B12. Flights with the same duty symbol and flight condition may be collated into one entry for that day-s flight.
<p><b>NOTE 1: If no time was flown in an aircraft or flight simulator listed in Section A, B, or C for an entire month, enter the month in column a and the comment "NO TIME FLOWN" across columns b through e.</b></p>	
<p><b>NOTE 2: Enter flight simulator time (military) in the same manner as a separate type of aircraft.</b></p>	
<p><b>NOTE 3: Aircraft and flight simulator entries that are logged by seat designation (DA Form 2408-12, block 6c) will be logged using the appropriate letters. Use a separate section on DA Form 759-2 for each designated seat position. (FS, BS)</b></p>	



<b>INDIVIDUAL FLIGHT RECORDS AND CERTIFICATE — ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.														
<b>FLYING HOURS WORK SHEET</b>														
1. Name <i>Foster, Kenneth B.</i>					2. Rank <i>CW3</i>			3. SSN <i>421-81-7473</i>			4. Period <i>Jun 92—May 93</i>			
Section A. ( <i>UH-60A</i> )					Section B. ( <i>2B38</i> )					Section C. ( <i>AH-64A (BS)</i> )				
Date	Duty Sym	Flt Cond	Msn Sym	Hours	Date	Duty Sym	Flt Cond	Msn Sym	Hours	Date	Duty Sym	Flt Cond	Msn Sym	Hours
a.	b.	c.	d.	e.	a.	b.	c.	d.	e.	a.	b.	c.	d.	e.
<i>Jun</i>					<i>Jun</i>					<i>Jun</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>	
<i>4</i>	<i>PI</i>	<i>D</i>		<i>2.0</i>	<i>22</i>	<i>PI</i>	<i>W</i>		<i>2.5</i>					
<i>10</i>	<i>PC</i>	<i>N</i>		<i>1.5</i>						<i>Feb</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>	
<i>18</i>	<i>PC</i>	<i>D</i>		<i>1.5</i>	<i>Jul</i>									
					<i>8</i>	<i>PI</i>	<i>N</i>		<i>1.5</i>	<i>Aug</i>				
<i>Jul</i>					<i>28</i>	<i>PI</i>	<i>W</i>		<i>2.0</i>	<i>2</i>	<i>PI</i>	<i>D</i>		<i>1.5</i>
<i>9</i>	<i>PI</i>	<i>D</i>		<i>0.6</i>						<i>9</i>	<i>PI</i>	<i>N</i>		<i>1.0</i>
<i>15</i>	<i>PI</i>	<i>N</i>		<i>1.5</i>	<i>Aug</i>									
<i>23</i>	<i>PI</i>	<i>N</i>		<i>1.5</i>	<i>6</i>	<i>PC</i>	<i>D</i>		<i>1.5</i>	<i>Sep</i>				
<i>29</i>	<i>PC</i>	<i>D</i>		<i>1.5</i>	<i>6</i>	<i>PC</i>	<i>W</i>		<i>1.5</i>	<i>11</i>	<i>PI</i>	<i>D</i>		<i>2.0</i>
					<i>19</i>	<i>PC</i>	<i>N</i>		<i>1.5</i>	<i>14</i>	<i>PI</i>	<i>NG</i>		<i>1.0</i>
<i>Aug</i>					<i>19</i>	<i>PC</i>	<i>TR</i>		<i>1.5</i>					
<i>3</i>	<i>PI</i>	<i>N</i>		<i>0.9</i>						<i>Oct</i>				
<i>4</i>	<i>PI</i>	<i>TR</i>		<i>2.2</i>	<i>Sep</i>					<i>6</i>	<i>PI</i>	<i>D</i>		<i>1.6</i>
<i>5</i>	<i>PI</i>	<i>TR</i>		<i>2.0</i>	<i>1</i>	<i>PC</i>	<i>TR</i>		<i>1.5</i>					
<i>11</i>	<i>PC</i>	<i>NG</i>		<i>2.5</i>	<i>1</i>	<i>PC</i>	<i>W</i>		<i>1.5</i>	<i>Nov</i>				
<i>12</i>	<i>PC</i>	<i>NG</i>		<i>2.5</i>						<i>9</i>	<i>PI</i>	<i>D</i>	<i>D</i>	<i>1.5</i>
<i>13</i>	<i>PC</i>	<i>NG</i>		<i>1.3</i>	<i>Oct</i>					<i>11</i>	<i>PI</i>	<i>D</i>	<i>D</i>	<i>1.5</i>
<i>18</i>	<i>PC</i>	<i>TR</i>		<i>1.7</i>	<i>5</i>	<i>PC</i>	<i>W</i>		<i>1.5</i>	<i>16</i>	<i>PC</i>	<i>D</i>	<i>D</i>	<i>2.0</i>
					<i>5</i>	<i>IE</i>	<i>W</i>		<i>1.5</i>	<i>17</i>	<i>PC</i>	<i>D</i>	<i>D</i>	<i>3.0</i>
<i>Sep</i>										<i>18</i>	<i>PC</i>	<i>D</i>	<i>D</i>	<i>3.0</i>
<i>8</i>	<i>UT</i>	<i>D</i>		<i>4.0</i>	<i>Nov</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>19</i>	<i>PC</i>	<i>NG</i>	<i>D</i>	<i>2.2</i>
<i>9</i>	<i>UT</i>	<i>W</i>		<i>1.0</i>										
<i>9</i>	<i>PC</i>	<i>W</i>		<i>2.0</i>	<i>Dec</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>Dec</i>				
<i>10</i>	<i>PC</i>	<i>W</i>		<i>3.4</i>						<i>1</i>	<i>PI</i>	<i>D</i>	<i>C</i>	<i>3.1</i>
<i>23</i>	<i>UT</i>	<i>D</i>		<i>4.0</i>	<i>Jan</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>2</i>	<i>PI</i>	<i>AA</i>	<i>C</i>	<i>2.0</i>
<i>24</i>	<i>UT</i>	<i>D</i>		<i>0.4</i>						<i>3</i>	<i>PI</i>	<i>D</i>	<i>C</i>	<i>3.0</i>
<i>24</i>	<i>UT</i>	<i>NG</i>		<i>1.8</i>	<i>Feb</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>3</i>	<i>PI</i>	<i>AA</i>	<i>C</i>	<i>1.0</i>
										<i>5</i>	<i>PI</i>	<i>N</i>	<i>C</i>	<i>2.3</i>
<i>Oct</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>Mar</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>7</i>	<i>PI</i>	<i>N</i>	<i>C</i>	<i>2.0</i>
										<i>7</i>	<i>PI</i>	<i>NG</i>	<i>C</i>	<i>1.6</i>
<i>Nov</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>Apr</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>10</i>	<i>PI</i>	<i>D</i>	<i>C</i>	<i>2.0</i>
<i>Dec</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>May</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>Jan</i>				
										<i>4</i>	<i>PI</i>	<i>AA</i>	<i>C</i>	<i>3.0</i>
<i>Jan</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>							<i>15</i>	<i>PI</i>	<i>AA</i>	<i>C</i>	<i>3.3</i>
<i>Feb</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>							<i>Feb</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>	
<i>Mar</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>							<i>Mar</i>				
										<i>30</i>	<i>PI</i>	<i>N</i>	<i>C</i>	<i>1.0</i>

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**Figure 7-7. Sample temporary worksheet (Rated Crewmember)(Illustration 1)**

<b>INDIVIDUAL FLIGHT RECORDS AND CERTIFICATE C ARMY</b>														
For use of this form, see AR 95B1 and FM 1B300; the proponent agency is ODCSOPS.														
<b>FLYING HOURS WORK SHEET</b>														
1. Name <i>Foster, Kenneth B.</i>					2. Rank <i>CW3</i>			3. SSN <i>421-81-7473</i>			4. Period <i>Jun 92—May 93</i>			
Section A. (2B40 (BS))					Section B. (AHB64A (BS))					Section C. (UHB60A)				
Date	Duty Sym	Flt Cond	Msn Sym	Hours	Date	Duty Sym	Flt Cond	Msn Sym	Hours	Date	Duty Sym	Flt Cond	Msn Sym	Hours
a.	b.	c.	d.	e.	a.	b.	c.	d.	e.	a.	b.	c.	d.	e.
<i>Jun</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>Apr</i>					<i>Apr</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>	
					<i>5</i>	<i>PC</i>	<i>NG</i>	<i>C</i>	<i>2.5</i>					
<i>Jul</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>7</i>	<i>PC</i>	<i>NG</i>	<i>C</i>	<i>2.0</i>	<i>May</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>	
					<i>13</i>	<i>PC</i>	<i>NG</i>	<i>C</i>	<i>1.2</i>					
<i>Aug</i>														
<i>17</i>	<i>PI</i>	<i>W</i>		<i>2.0</i>	<i>May</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>						
<i>17</i>	<i>PI</i>	<i>TR</i>		<i>1.5</i>										
<i>17</i>	<i>PI</i>	<i>D</i>		<i>0.5</i>										
<i>24</i>	<i>PI</i>	<i>D</i>		<i>2.5</i>										
<i>24</i>	<i>PI</i>	<i>W</i>		<i>1.5</i>										
<i>Sep</i>														
<i>2</i>	<i>PI</i>	<i>D</i>		<i>2.0</i>										
<i>Oct</i>														
<i>7</i>	<i>PI</i>	<i>N</i>		<i>3.5</i>										
<i>Nov</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>											
<i>Dec</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>											
<i>Jan</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>											
<i>Feb</i>														
<i>8</i>	<i>PC</i>	<i>D</i>		<i>2.0</i>										
<i>8</i>	<i>PC</i>	<i>N</i>		<i>2.0</i>										
<i>15</i>	<i>PC</i>	<i>D</i>		<i>0.5</i>										
<i>15</i>	<i>PC</i>	<i>W</i>		<i>1.0</i>										
<i>15</i>	<i>PC</i>	<i>TR</i>		<i>1.5</i>										
<i>Mar</i>														
<i>2</i>	<i>PC</i>	<i>D</i>		<i>2.0</i>										
<i>2</i>	<i>PC</i>	<i>N</i>		<i>2.0</i>										
<i>8</i>	<i>PC</i>	<i>N</i>		<i>1.0</i>										
<i>8</i>	<i>PC</i>	<i>N</i>		<i>2.0</i>										
<i>15</i>	<i>PC</i>	<i>N</i>		<i>2.0</i>										
<i>Apr</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>											
<i>May</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>											

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**Figure 7B8. Sample temporary worksheet (Rated Crewmember)(Illustration 2)**

**7-10. CONSOLIDATION WORKSHEET (RATED CREWMEMBER)**

Table 7-4 contains detailed information for completing a DA Form 759-2 as a consolidation worksheet. Figures 7-9 and 7-10 show a sample consolidation worksheet. General instructions are provided below.

**a.** Maintain a monthly consolidation worksheet for the aircraft/flight simulator an aviator flies during the period covered by the DA Form 759-2 temporary worksheet. Arrange the consolidation worksheets identical to the temporary worksheets. Complete the consolidation worksheet in pencil.

**b.** Take information for the consolidation worksheets from the temporary worksheets. At the end of each month, consolidate all like entries for each section (A, B, or C) on the temporary worksheet. Then, make a separate one line entry to the consolidation worksheet for each like entry in a given month.

**c.** The time is consolidated by aircraft, flying duty symbol, flight condition symbol, and mission symbol only if any entries are C (combat) or D (imminent danger) for each month. The total time is entered in hours and tenths of hours.

**d.** Be sure the period covered for all entries appearing on the consolidation worksheet is accurately reflected in block 4.

**e.** Leave a blank space between each months entries on the consolidation worksheet. For the months in which no hours were recorded, the month is entered in column a and the comment "NO TIME FLOWN" is entered across columns b through e.

**Table 7-4. Instructions for completing a consolidated worksheet (Rated Crewmember)**

ITEM	INSTRUCTIONS
Block 1	Enter the last name, first name, and middle initial.
Block 2	Enter the rank.
Block 3	Enter the Social Security Number (SSN).
Block 4	Enter the period covered (mm,yy – mm,yy).
Column a	Enter the month that covers the applicable set of entries to be consolidation from the temporary worksheet.
Columns b, c, and e	At the end of each month, total the number of hours flown for each group of like flights (same duty and flight condition symbols from the temporary worksheet). On the consolidation worksheet, make a separate line entry for each group of like flights and record the total in hours and tenths of hours in column e. Flights that cannot be consolidated are transferred to the consolidation worksheet as shown on the temporary worksheet. Do not make entries in column d.
<p><b>NOTE 1: Procedures for transferring flight simulator time (military) to the consolidation worksheet are the same as those for aircraft flight time.</b></p>	
<p><b>NOTE 2: Combat (C) and imminent danger (D) time. If there are flights with the mission symbol "C" or "D" recorded on the temporary worksheet, enter as applicable "Combat" or "Imminent Danger" on the line following the last entry for the month on the consolidation sheet. Total the number of hours flown during the month for each group of like flights from the temporary worksheet (same duty symbol and "C" or "D" as the mission symbol). Make a separate line entry for each group of like flights on the consolidation sheet. (This must be done in addition to consolidating combat flights with other flights explained above for columns b, c, and e.)</b></p>	
<p><b>NOTE 3: Consolidate AH-64 Apache and RAH-66 Comanche time according to seat occupied.</b></p>	

INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE – ARMY														
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.														
FLYING HOURS WORK SHEET														
1. Name <i>Foster, Kenneth B.</i>					2. Rank <i>CW3</i>			3. SSN <i>421-81-7473</i>			4. Period <i>Jun 92--May 93</i>			
Section A. (UH-60A)					Section B. (2B38)					Section C. (AH-64A (BS))				
Date	Duty Sym	Flt Cond	Msn Sym	Hours	Date	Duty Sym	Flt Cond	Msn Sym	Hours	Date	Duty Sym	Flt Cond	Msn Sym	Hours
a.	b.	c.	d.	e.	a.	b.	c.	d.	e.	a.	b.	c.	d.	e.
<i>Jun</i>	<i>PI</i>	<i>D</i>		<i>2.0</i>	<i>Jun</i>	<i>PI</i>	<i>W</i>		<i>2.5</i>	<i>Jun</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>	
	<i>PC</i>	<i>N</i>		<i>1.5</i>										
	<i>PC</i>	<i>D</i>		<i>1.5</i>	<i>Jul</i>	<i>PI</i>	<i>N</i>		<i>1.5</i>	<i>Jul</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>	
						<i>PI</i>	<i>W</i>		<i>2.0</i>					
<i>Jul</i>	<i>PI</i>	<i>D</i>		<i>0.6</i>						<i>Aug</i>	<i>PI</i>	<i>D</i>		<i>1.5</i>
	<i>PI</i>	<i>N</i>		<i>3.0</i>	<i>Aug</i>	<i>PC</i>	<i>D</i>		<i>1.5</i>		<i>PI</i>	<i>N</i>		<i>1.0</i>
	<i>PC</i>	<i>D</i>		<i>1.5</i>		<i>PC</i>	<i>W</i>		<i>1.5</i>					
						<i>PC</i>	<i>N</i>		<i>1.5</i>	<i>Sep</i>	<i>PI</i>	<i>D</i>		<i>2.0</i>
<i>Aug</i>	<i>PI</i>	<i>N</i>		<i>0.9</i>		<i>PC</i>	<i>TR</i>		<i>1.5</i>		<i>PI</i>	<i>NG</i>		<i>1.0</i>
	<i>PI</i>	<i>TR</i>		<i>4.2</i>										
	<i>PC</i>	<i>NG</i>		<i>6.3</i>	<i>Sep</i>	<i>PC</i>	<i>TR</i>		<i>1.5</i>	<i>Oct</i>	<i>PI</i>	<i>D</i>		<i>1.6</i>
	<i>PC</i>	<i>TR</i>		<i>1.7</i>		<i>PC</i>	<i>W</i>		<i>1.5</i>					
										<i>Nov</i>	<i>PI</i>	<i>D</i>	<i>D</i>	<i>3.0</i>
<i>Sep</i>	<i>UT</i>	<i>D</i>		<i>8.4</i>	<i>Oct</i>	<i>PC</i>	<i>W</i>		<i>1.5</i>		<i>PC</i>	<i>D</i>	<i>D</i>	<i>8.0</i>
	<i>UT</i>	<i>W</i>		<i>1.0</i>		<i>IE</i>	<i>W</i>		<i>1.5</i>		<i>PC</i>	<i>NG</i>	<i>D</i>	<i>2.2</i>
	<i>UT</i>	<i>NG</i>		<i>1.8</i>										
	<i>PC</i>	<i>W</i>		<i>5.4</i>	<i>Nov</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>Dec</i>	<i>PI</i>	<i>D</i>	<i>C</i>	<i>8.1</i>
											<i>PI</i>	<i>AA</i>	<i>C</i>	<i>3.0</i>
<i>Oct</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>Dec</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>			<i>PI</i>	<i>N</i>	<i>C</i>	<i>4.3</i>
											<i>PI</i>	<i>NG</i>	<i>C</i>	<i>1.6</i>
<i>Nov</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>Jan</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>						
										<i>Jan</i>	<i>PI</i>	<i>AA</i>	<i>C</i>	<i>6.3</i>
<i>Dec</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>Feb</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>						
										<i>Feb</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>	
<i>Jan</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>Mar</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>						
										<i>Mar</i>	<i>PI</i>	<i>N</i>	<i>C</i>	<i>1.0</i>
<i>Feb</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>Apr</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>						
										<i>Apr</i>	<i>PC</i>	<i>NG</i>	<i>C</i>	<i>5.7</i>
<i>Mar</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>		<i>May</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>						
<i>Apr</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>											
<i>May</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>											

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**Figure 7-9. Sample consolidation worksheet (Rated Crewmember) (Illustration 1)**



**7-11. TEMPORARY WORKSHEET (NONRATED CREWMEMBER)**

The DA Form 759-3 is used as a temporary worksheet to record information about each flight performed by a nonrated crewmember. It also may be used as a monthly record (consolidation worksheet). It incorporates the format in AR 37-104-4 to help flight records personnel in managing monthly flight requirements for entitlement to HDIP. Table 7-5 contains instructions for completing DA Form 759-3 as a temporary worksheet. Figures 7-11 through 7-14 show sample temporary worksheets. General instructions are provided below.

**a.** Information for the temporary worksheet is taken from DA Forms 2408-12. A single line is used when the date, aircraft, flying duty symbol, flight condition symbol, and mission symbol are the same. The hours flown are combined for these like entries. When any of this information is not the same, a separate line is used.

**b.** As many entries can be made on the form as space allows for daily use. A new form for each month is not required. A blank line is left after each month's entries.

**c.** Flight time is entered, in pencil, in hours and tenths of hours.

**d.** For the months in which no hours were recorded, the month is entered in column a and the comment "NO TIME FLOWN" is entered across columns b through f.

**e.** The temporary worksheet is not filed with DA Forms 759 and 759-1 when the nonrated crewmember's flight records are closed. The unit commander or operations officer determines how long the worksheets are retained. (Ninety days are recommended.)

**Table 7-5. Instructions for completing a temporary worksheet (Nonrated Crewmember)**

ITEM	INSTRUCTIONS
Block 1	Leave blank (sheet number not required).
Block 2	Enter the last name, first name, and middle initial.
Block 3	Enter the rank.
Block 4	Enter the SSN.
Block 5	Enter the period covered (mm,yy -- mm,yy).
Block 6	Enter the type of flying status (Crewrated member(CRM) or noncrewrated member (NCRM)).
Block 7	Enter the effective date from the flight orders.
Column a	Enter the date of flight. The first entry in a month will be the month, followed by the day in the space underneath.
Column b	Enter the aircraft mission, type, design, and series.
Column c	Enter the flying duty symbol recorded on DA Form 2408-12.
Column e	Enter the mission symbol recorded on DA Form 2408-12.
<p><b>NOTE: Mission symbols are necessary to ensure that the hours recorded on DA Form 2408-12 are consistent with the duties performed as described in the original flight orders. Example: A maintenance supervisor should not expect HDIP for hours logged with a mission symbol other than AF.@ (See AR 600-106.)</b></p>	
Column f	Enter the hours flown in hours and tenths of hours.
Column g	Leave blank. These blocks will be completed at the end of the month on the consolidation worksheet.
Blocks 8 through 16	Leave blank.



<b>INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE — ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.											
<b>FLIGHT RECORD AND FLIGHT PAY WORK SHEET</b>										1. Sheet No.	
2. Name <i>Baron, Redmon T.</i>					3. Rank <i>MAJ</i>			4. SSN <i>547-66-8091</i>			
5. Period <i>Jun 92--May 93</i>					6. Flying Status <i>CRM</i>			7. Effective Date <i>1 Apr 90</i>			
Date/ Month	Acft	Flying Duty Sym	Fit Cond Sym	Msn Sym	Hours Flown	Entitlement Yes or No	Based on Hours Flown During	Excess Hours		Remarks	
a.	b.	c.	d.	e.	f.	g.	h.	This Month i.	Accum j.		k.
<i>Jun</i>											
<i>15</i>	<i>UH-1H</i>	<i>MO</i>	<i>D</i>	<i>S</i>	<i>4.5</i>						
<i>21</i>	<i>UH-1H</i>	<i>MO</i>	<i>N</i>	<i>T</i>	<i>4.0</i>						
<i>Jul</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>								
<i>Aug</i>											
<i>4</i>	<i>UH-60A</i>	<i>MO</i>	<i>D</i>	<i>S</i>	<i>7.5</i>						
<i>Sep</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>								
<i>Oct</i>											
<i>12</i>	<i>UH-60A</i>	<i>MO</i>	<i>D</i>	<i>T</i>	<i>8.0</i>						
<i>Nov</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>								
<i>Dec</i>											
<i>17</i>	<i>UH-1H</i>	<i>MO</i>	<i>D</i>	<i>T</i>	<i>7.4</i>						
<i>Jan</i>	<i>UH-60A</i>	<i>MO</i>	<i>N</i>	<i>T</i>	<i>4.6</i>						
<i>Feb</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>								
<i>Mar</i>											
<i>2</i>	<i>UH-60A</i>	<i>MO</i>	<i>D</i>	<i>T</i>	<i>8.0</i>						
<i>Apr</i>	<i>No</i>	<i>Time</i>	<i>Flown</i>								
<i>May</i>											
<i>21</i>	<i>UH-1H</i>	<i>MO</i>	<i>D</i>	<i>S</i>	<i>4.5</i>						
Total Hours This Sheet					8.	Hours From Sheet No.			11.	Total Hours to Date	14.
Total Combat Hours This Sheet					9.	Combat Hours From Sheet No.			12.	Total Combat Hours to Date	15.
Total Imminent Danger Hours This Sheet					10.	Imminent Danger Hours From Sheet No.			13.	Total Imminent Danger Hours to Date	16.

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**Figure 7-11. Sample temporary worksheet (Flight Surgeon)**

<b>INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE — ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.											
<b>FLIGHT RECORD AND FLIGHT PAY WORK SHEET</b>										1. Sheet No.	
2. Name <i>Smith, Jonathan P.</i>						3. Rank <i>SSG</i>			4. SSN <i>211-98-5188</i>		
5. Period <i>Aug 92--Jun 93</i>						6. Flight Status <i>CRM</i>			7. Effective Date <i>1 Aug 92</i>		
Date/ Month	Acft	Flying Duty Sym	Flt Cond Sym	Msn Sym	Hours Flown	Entitle-ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks	
a.	b.	c.	d.	e.	f.	g.	h.	This Month i.	Accum j.		k.
<i>Aug</i>											
<i>18</i>	<i>CH-47C</i>	<i>FI</i>	<i>D</i>	<i>T</i>	<i>2.0</i>						
<i>23</i>	<i>CH-47C</i>	<i>FI</i>	<i>D</i>	<i>T</i>	<i>1.6</i>						
<i>25</i>	<i>CH-47C</i>	<i>FI</i>	<i>NG</i>	<i>T</i>	<i>1.5</i>						
<i>27</i>	<i>CH-47C</i>	<i>FI</i>	<i>NG</i>	<i>T</i>	<i>2.3</i>						
<i>Sep</i>											
<i>1</i>	<i>CH-47D</i>	<i>FI</i>	<i>NG</i>	<i>T</i>	<i>1.6</i>						
<i>4</i>	<i>CH-47D</i>	<i>FI</i>	<i>NG</i>	<i>T</i>	<i>1.3</i>						
<i>7</i>	<i>CH-47D</i>	<i>FI</i>	<i>NG</i>	<i>D</i>	<i>1.5</i>						
<i>Oct</i>											
<i>2</i>	<i>CH-47C</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>1.7</i>						
<i>6</i>	<i>CH-47D</i>	<i>FE</i>	<i>NG</i>	<i>D</i>	<i>3.0</i>						
<i>Nov</i>											
<i>10</i>	<i>CH-47C</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>1.5</i>						
<i>14</i>	<i>CH-47C</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>2.1</i>						
<i>Dec</i>											
<i>6</i>	<i>CH-47C</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>2.1</i>						
<i>10</i>	<i>CH-47C</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>2.4</i>						
<i>Jan</i>											
<i>17</i>	<i>CH-47D</i>	<i>FE</i>	<i>D</i>	<i>C</i>	<i>3.2</i>						
<i>19</i>	<i>CH-47D</i>	<i>FE</i>	<i>NG</i>	<i>C</i>	<i>3.0</i>						
<i>21</i>	<i>CH-47D</i>	<i>FE</i>	<i>D</i>	<i>C</i>	<i>3.1</i>						
<i>Feb</i>											
<i>2</i>	<i>CH-47C</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>2.6</i>						
<i>4</i>	<i>CH-47C</i>	<i>FE</i>	<i>NG</i>	<i>D</i>	<i>1.5</i>						
Total Hours This Sheet					8.	Hours From Sheet No.			11.	Total Hours to Date	14.
Total Combat Hours This Sheet					9.	Combat Hours From Sheet No.			12.	Total Combat Hours to Date	15.
Total Imminent Danger Hours This Sheet					10.	Imminent Danger Hours From Sheet No.			13.	Total Imminent Danger Hours to Date	16.

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**Figure 7-12. Sample temporary worksheet (Flight Engineer Instructor) (Illustration 1)**

<b>INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE — ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.												
<b>FLIGHT RECORD AND FLIGHT PAY WORK SHEET</b>										1. Sheet No.		
2. Name <i>Smith, Jonathan P.</i>					3. Rank <i>SSG</i>			4. SSN <i>211-98-5188</i>				
5. Period <i>Aug 92--Jun 93</i>					6. Flight Status <i>CRM</i>			7. Effective Date <i>1 Aug 92</i>				
Date/ Month	Acft	Flying Duty Sym	Flt Cond Sym	Msn Sym	Hours Flown	Entitlement Yes or No	Based on Hours Flown During	Excess Hours		Remarks		
a.	b.	c.	d.	e.	f.	g.	h.	This Month i.	Accum j.		k.	
<i>Feb</i>												
<i>7</i>	<i>CH-47D</i>	<i>FE</i>	<i>NG</i>	<i>C</i>	<i>3.4</i>							
<i>10</i>	<i>CH-47D</i>	<i>FE</i>	<i>NG</i>	<i>C</i>	<i>2.1</i>							
<i>14</i>	<i>CH-47D</i>	<i>FE</i>	<i>NG</i>	<i>C</i>	<i>3.0</i>							
<i>Mar</i>												
<i>3</i>	<i>CH-47C</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>2.1</i>							
<i>7</i>	<i>CH-47C</i>	<i>FE</i>	<i>NG</i>	<i>D</i>	<i>1.7</i>							
<i>10</i>	<i>CH-47C</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>1.9</i>							
<i>15</i>	<i>CH-47C</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>2.3</i>							
<i>17</i>	<i>CH-47C</i>	<i>FE</i>	<i>NG</i>	<i>D</i>	<i>1.4</i>							
<i>Apr</i>												
<i>4</i>	<i>CH-47D</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>1.6</i>							
<i>6</i>	<i>CH-47D</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>2.3</i>							
<i>10</i>	<i>CH-47D</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>1.9</i>							
<i>May</i>												
<i>1</i>	<i>CH-47D</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>2.0</i>							
<i>5</i>	<i>CH-47D</i>	<i>FE</i>	<i>NG</i>	<i>D</i>	<i>2.2</i>							
<i>10</i>	<i>CH-47D</i>	<i>FE</i>	<i>NG</i>	<i>D</i>	<i>1.8</i>							
<i>12</i>	<i>CH-47D</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>1.5</i>							
<i>Jun</i>												
<i>4</i>	<i>CH-47C</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>2.0</i>							
<i>7</i>	<i>CH-47C</i>	<i>FE</i>	<i>NG</i>	<i>D</i>	<i>1.5</i>							
<i>13</i>	<i>CH-47C</i>	<i>FE</i>	<i>D</i>	<i>D</i>	<i>1.5</i>							
Total Hours This Sheet					8.	Hours From Sheet No.			11.	Total Hours to Date		14.
Total Combat Hours This Sheet					9.	Combat Hours From Sheet No.			12.	Total Combat Hours to Date		15.
Total Imminent Danger Hours This Sheet					10.	Imminent Danger Hours From Sheet No.			13.	Total Imminent Danger Hours to Date		16.

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**Figure 7-13. Sample temporary worksheet (Flight Engineer Instructor) (Illustration 2)**

<b>INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE — ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.											
<b>FLIGHT RECORD AND FLIGHT PAY WORK SHEET</b>										1. Sheet No.	
2. Name <i>Kuhn, Peter W.</i>					3. Rank <i>SFC</i>			4. SSN <i>226-59-4801</i>			
5. Period <i>Jan 93--Jun 93</i>					6. Flying Status <i>NCRM</i>			7. Effective Date <i>1 Jan 93</i>			
Date/ Month	Acft	Flying Duty Sym	Flt Cond Sym	Msn Sym	Hours Flown	Entitlement Yes or No g.	Based on Hours Flown During h.	Excess Hours		Remarks	
a.	b.	c.	d.	e.	f.	g.	h.	This Month i.	Accum j.		k.
<i>Jan</i>											
<i>4</i>	<i>UH-1H</i>	<i>OR</i>	<i>NG</i>	<i>T</i>	<i>2.0</i>						
<i>7</i>	<i>UH-1H</i>	<i>OR</i>	<i>NG</i>	<i>T</i>	<i>1.8</i>						
<i>14</i>	<i>UH-1H</i>	<i>OR</i>	<i>NG</i>	<i>T</i>	<i>2.3</i>						
<i>Feb</i>											
<i>3</i>	<i>UH-1H</i>	<i>OR</i>	<i>D</i>	<i>T</i>	<i>1.8</i>						
<i>4</i>	<i>UH-1H</i>	<i>OR</i>	<i>D</i>	<i>T</i>	<i>1.5</i>						
<i>11</i>	<i>UH-1H</i>	<i>OR</i>	<i>D</i>	<i>T</i>	<i>1.5</i>						
<i>21</i>	<i>UH-1H</i>	<i>OR</i>	<i>D</i>	<i>T</i>	<i>1.5</i>						
<i>Mar</i>											
	<i>No</i>	<i>Time</i>	<i>Flown</i>								
<i>Apr</i>											
<i>6</i>	<i>UH-1H</i>	<i>OR</i>	<i>NG</i>	<i>T</i>	<i>1.4</i>						
<i>14</i>	<i>UH-1H</i>	<i>OR</i>	<i>D</i>	<i>T</i>	<i>1.8</i>						
<i>25</i>	<i>UH-1H</i>	<i>OR</i>	<i>NG</i>	<i>T</i>	<i>1.3</i>						
<i>May</i>											
<i>1</i>	<i>UH-1H</i>	<i>OR</i>	<i>D</i>	<i>T</i>	<i>2.5</i>						
<i>17</i>	<i>UH-1H</i>	<i>OR</i>	<i>NG</i>	<i>T</i>	<i>1.6</i>						
<i>26</i>	<i>UH-1H</i>	<i>OR</i>	<i>NG</i>	<i>T</i>	<i>1.4</i>						
<i>Jun</i>											
	<i>No</i>	<i>Time</i>	<i>Flown</i>								
Total Hours This Sheet					8.	Hours From Sheet No.		11.	Total Hours to Date		14.
Total Combat Hours This Sheet					9.	Combat Hours From Sheet No.		12.	Total Combat Hours to Date		15.
Total Imminent Danger Hours This Sheet					10.	Imminent Danger Hours From Sheet No.		13.	Total Imminent Danger Hours to Date		16.

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**Figure 7-14. Sample temporary worksheet (Platoon Sergeant)**

**7-12. CONSOLIDATION WORKSHEET (NONRATED CREWMEMBER)**

DA Form 759-3 is used as a permanent monthly record of flight time, by aircraft, for each nonaviator on flying status. Table 7-6 contains instructions for completing DA Form 759-3 as a consolidation worksheet. Figures 7-15 through 7-17 show a sample of a consolidation worksheet. General information for completing the consolidation worksheet is provided below.

- a.** The consolidated worksheet is numbered the same series as the DA Form 759. For example, if this is the fifth closeout, the consolidated worksheet is labeled sheet number 5.
- b.** A DA Form 759-3 is prepared when the flight records of a nonrated crewmember or noncrewmember are closed. Information is taken from the temporary worksheets that pertain to the period covered and the previous DA Form 759-3 consolidation worksheet or worksheets. All entries must be typed.
- c.** The time is consolidated by aircraft, flying duty symbol, flight condition symbol, and mission symbol (only if any entries are combat or imminent danger) for each month. The total time is entered in hours and tenths of hours.
- d.** As many entries to the form as space allows are made. A blank line is left after each month's entries. All entries must be typed.
- e.** For the months in which no hours were recorded, the month is entered in column a and the comment "NO TIME FLOWN" is entered across columns b through f.

**Table 7-6. Instructions for completing a consolidation worksheet**

ITEM	INSTRUCTIONS
Block 1	Enter the chronological sheet number.
Blocks 2 through 7	Transcribe information to these blocks from the individual's temporary work sheet.
Column a	Enter the month that covers each set of entries to be consolidated from the temporary worksheet.
Columns b through f	At the end of each month, total the number of hours flown for each group of like flights from the temporary worksheet or sheets. Enter the totals in these columns.
Column g	For each month in which the minimum flight requirements have been met, enter yes. If the flight requirements have not been met and excess hours are not sufficient to meet these requirements, enter no.
<p><b>NOTE: Excess time from the previous 5 months may be used to qualify for entitlement of HDIP for the month in which minimum hours were not met. If time cannot be recovered from the previous 5 months, a 3-month grace period will start. The 3-month grace period will start with the first month minimum hours have not been met. Any</b></p>	

**Table 7-6. Instructions for completing a consolidation worksheet--continued**

ITEM	INSTRUCTIONS
<p><b>additional information concerning this action can be found in DOD Military Pay and Allowances Entitlements Manual (DOD 7000.14-R).</b></p>	
Column h	Leave blank unless excess hours are needed to qualify for entitlement to HDIP; enter the month or months and the number of excess hours used from each month to meet that requirement.
Column i	Enter any excess flight time, in hours and tenths of hours, for the current month.
Column j	Enter any accumulated excess flight time, in hours and tenths of hours, from the previous months.
<p><b>NOTE: Hours in column j are adjusted when the period for which hours can no longer be carried forward ends. When an adjustment is made, an explanation is entered in column k.</b></p>	
Column k	Explain hours used for or taken from (if not apparent in column h) any month to qualify for entitlement to HDIP in another month. Explain any adjustment made to the total in column j. Explain entitlement when hours for that entitlement are based on a portion of the month. Also explain any temporary restriction from flying duty in which flight hours or entitlement is affected.
Block 8	Total the hours in column f, and enter the total in this block.
<p><b>NOTE: When the consolidation worksheet requires two or more pages, place the cumulative total in block 8 of the last sheet.</b></p>	
Block 9	Total the combat hours in column f, and enter the total in this block.
Block 10	Total the imminent danger hours in column f, and enter the total in this block.
Block 11	Enter the total hours from block 14 of the previous consolidated DA Form 759-3. Indicate the sheet number of the previous consolidated DA Form 759-3 in the space provided.
Block 12	Enter the total hours from block 15 of the previous consolidated DA Form 759-3. Indicate the sheet number of the previous consolidated DA Form 759-3 in the space provided.
Block 13	Enter the total hours from block 16 of the previous consolidated DA Form 759-3. Indicate the sheet number of the previous consolidated DA Form 759-3 in the space provided.
Block 14	Add block 8 to block 11. Enter the total in hours and tenths of hours.
Block 15	Add block 9 to block 12. Enter the total in hours and tenths of hours.
Block 16	Add block 10 to block 13. Enter the total hours and tenths of hours.

<b>INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE — ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.													
<b>FLIGHT RECORD AND FLIGHT PAY WORK SHEET</b>										1. Sheet No. 6			
2. Name Baron, Redmon T.						3. Rank MAJ			4. SSN 547-66-8091				
5. Period Jun 92--May 93						6. Flight Status CRM			7. Effective Date 1 Apr 90				
Date/ Month	Acft	Flying Duty Sym	Flt Cond Sym	Msn Sym	Hours Flown	Entitle-ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks			
a.	b.	c.	d.	e.	f.	g.	h.	This Month i.	Accum j.		k.		
Jun	UH-1H	MO	D		4.5	Yes		4.5	4.5	-4.0 for Jul			
	UH-1H	MO	N		4.0					-0.5 for Sep			
Jul	No	Time	Flown			Yes	Jun		0.5				
Aug	UH-60A	MO	D		7.5	Yes		3.5	4.0	-3.5 for Sep			
Sep	No	Time	Flown			Yes	Jun Aug		0.0				
Oct	UH-60A	MO	D		8.0	Yes		4.0	4.0	-4.0 for Nov			
Nov	No	Time	Flown			Yes	Oct		0.0				
Dec	UH-1H	MO	D		7.4	Yes		3.4	3.4	-3.4 for Feb			
Jan	UH-60A	MO	N		4.6	Yes		0.6	4.0	-0.6 for Feb			
Feb	No	Time	Flown			Yes	Dec Jan 0.6		0.0				
Mar	UH-60A	MO	D		8.0	Yes		4.0	4.0	-4.0 for Apr			
Apr	No	Time	Flown			Yes	Mar 4.0		0.0				
May	UH-1H	MO	D		4.5	Yes		0.5	0.5				
Total Hours This Sheet					8.	48.5	Hours From Sheet No. 5		11.	253.4	Total Hours to Date	14.	301.9
Total Combat Hours This Sheet					9.		Combat Hours From Sheet No.		12.		Total Combat Hours to Date	15.	
Total Imminent Danger Hours This Sheet					10.		Imminent Danger Hours From Sheet No.		13.		Total Imminent Danger Hours to Date	16.	

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**Figure 7-15. Sample consolidated worksheet (Flight Surgeon)**

<b>INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE — ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.													
<b>FLIGHT RECORD AND FLIGHT PAY WORK SHEET</b>										1. Sheet No. 10			
2. Name Smith, Jonathan P.						3. Rank SSG			4. SSN 211-98-5188				
5. Period Aug 92—Jun 93						6. Flying Status CRM			7. Effective Date 1 Aug 92				
Date/ Month	Acft	Flying Duty Sym	Flt Cond Sym	Msn Sym	Hours Flown	Entitle-ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks			
a.	b.	c.	d.	e.	f.	g.	h.	This Month i.	Accum j.		k.		
Aug	CH-47C	FI	D		3.6	Yes		3.4	3.4	-0.4 for Nov			
	CH-47C	FI	NG		3.8								
Sep	CH-47D	FI	NG		2.9	Yes		0.4	3.8				
	CH-47D	FI	NG	D	1.5								
Oct	CH-47C	FE	D	D	1.7	Yes		0.7	4.5				
	CH-47D	FE	NG	D	3.0								
Nov	CH-47C	FE	D	D	3.6	Yes	Aug 0.4		4.1				
Dec	CH-47C	FE	D	D	4.5	Yes		0.5	4.6				
Jan	CH-47D	FE	D	C	6.3	Yes		5.3	9.9				
	CH-47D	FE	NG	C	3.0								
Feb	CH-47C	FE	D	D	2.6	Yes		8.6	15.5	-3.0 from Aug			
	CH-47C	FE	NG	D	1.5								
	CH-47D	FE	NG	C	8.5								
Mar	CH-47C	FE	D	D	6.3	Yes		5.4	20.5	-0.4 from Sep			
	CH-47C	FE	NG	D	3.1								
Apr	CH-47D	FE	D	D	5.8	Yes		1.8	21.6	-0.7 from Oct			
May	CH-47C	FE	NG	D	4.0	Yes		3.5	25.1				
	CH-47D	FE	D	D	3.5								
Jun	CH-47C	FE	D	D	2.0	Yes		1.0	25.6	-0.5 from Dec			
	CH-47C	FE	NG	D	1.5								
	CH-47D	FE	D	D	1.5								
Total Hours This Sheet					8.	74.2	Hours From Sheet No. 9		11.	79.1	Total Hours to Date	14.	153.3
Total Combat Hours This Sheet					9.	17.8	Combat Hours From Sheet No.		12.		Total Combat Hours to Date	15.	17.8
Total Imminent Danger Hours This Sheet					10.	46.1	Imminent Danger Hours From Sheet No.		13.		Total Imminent Danger Hours to Date	16.	46.1

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**Figure 7-16. Sample consolidated worksheet (Flight Engineer Instructor)**



<b>INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE – ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.											
<b>FLIGHT RECORD AND FLIGHT PAY WORK SHEET</b>										1. Sheet No. 12	
2. Name <b>Kuhn, Peter W.</b>					3. Rank <b>SFC</b>			4. SSN <b>226-59-4801</b>			
5. Period <b>Jan 93--Jun 93</b>					6. Flight Status <b>NCRM</b>			7. Effective Date <b>1 Jan 93</b>			
Date/ Month	Acft	Flying Duty Sym	Flt Cond Sym	Msn Sym	Hours Flown	Entitlement Yes or No	Based on Hours Flown During	Excess Hours		Remarks	
a.	b.	c.	d.	e.	f.	g.	h.	This Month i.	Accum j.		k.
Jan	UH-1H	OR	NG		6.1	Yes		2.1	2.1	-2.1 for Mar	
Feb	UH-1H	OR	D		6.0	Yes		2.0	4.1	-1.9 for Mar	
Mar	No	Time	Flown			Yes	Jan 2.1 Feb 1.9		0.1		
Apr	UH-1H	OR	D		1.8	Yes		0.5	0.6		
	UH-1H	OR	NG		2.7						
May	UH-1H	OR	D		2.5	Yes		1.5	2.1		
	UH-1H	OR	NG		3.0						
Jun	No	Time	Flown			No			2.1		
Total Hours This Sheet					8.	22.1	Hours From Sheet No. 11		11.	250.0	Total Hours to Date 14. 272.1
Total Combat Hours This Sheet					9.		Combat Hours From Sheet No.		12.		Total Combat Hours to Date 15.
Total Imminent Danger Hours This Sheet					10.		Imminent Danger Hours From Sheet No.		13.		Total Imminent Danger Hours to Date 16.

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**Figure 7-17. Sample consolidated worksheet (Platoon Sergeant)**

**7-13. AIRCRAFT CLOSEOUT SUMMARY (RATED CREWMEMBER)**

DA Form 759-1 is used as a record of flight time by flying duty and flight condition for each aircraft and/or flight simulator an individual flies during the closeout period. Do not prepare a DA Form 759-1 for aircraft not flown during the period covered. Table 7-7 contains instructions for completing DA Form 759-1 as an aircraft closeout summary. Sample aircraft closeout summaries are provided in Figures 7-18 through 7-21. General information for completing the aircraft closeout summary is provided below.

**a.** A DA Form 759-1 is filed with a DA Form 759 when an individual's flight record is closed. All entries will be typed.

**b.** Prepare a DA Form 759-1 for each aircraft or simulator listed on the individual's consolidation worksheet (Sections A, B, and C). All like entries are totaled from the worksheet by aircraft or flight simulator. The totals are carried forward to DA Form 759-1 when the individual's flight record is closed.

**c.** DA Forms 759-1 are numbered the same as DA Form 759. They will be arranged in the IFRF according to paragraph 7-3. (See Figures 7-3 and 7-4.)

**Table 7-7. Instructions for completing an aircraft closeout summary (Rated Crewmember)**

ITEM	INSTRUCTIONS
Block 1	Enter the chronological sheet number.
Blocks 2 through 5	Enter the appropriate information from blocks 1 through 4 of DA Form 759-2.
Block 6	Enter the aircraft mission, type, design, and series or flight simulator and, if applicable, the seat designation.
Lines 7 through 16 and columns a through j	From the corresponding DA Form 759-2, total the hours for all like entries according to flying duty and flight condition symbols. Enter the totals in hours and tenths of hours on the appropriate line in the correct column.
<b>Note: Line 12 (NV) has been deleted from DA Form 759-1. This line will remain blank and is reserved for future use.</b>	
Column k	Total the hours across lines 7 through 16 for each flight condition, and enter the totals in hours and tenths of hours in the corresponding lines of column k.
Column l	Enter the sheet number of the previous DA Form 759-1 at the top of this column. Then enter the totals from column m of the previous DA Form 759-1 for the same aircraft mission, type, design, and series or flight simulator and, if applicable, the seat designation.

**Table 7-7. Instructions for completing an aircraft closeout summary (Rated Crewmember)**

ITEM	INSTRUCTIONS
Column m	Add columns k and l across on lines 7 through 16, and enter the new totals in the corresponding lines of column m (in hours and tenths of hours).
Line 17	Total the hours downward in columns a through j. Enter the totals in hours and tenths of hours in the corresponding column on line 17.
<b>NOTE: To check the total, add columns a through j across on line 17. This total should agree with the total of column k on line 17.</b>	
Line 18	Enter the same sheet number at the beginning of this line as that entered at the top of column l. Enter the totals from line 19 of the previous DA Form 759-1 to the corresponding columns on this line.
<b>NOTE: To check the total, add columns a through j across on line 18. This total should agree with the total of column l on line 18.</b>	
Line 19	Add lines 17 and 18 downward, and enter the totals in hours and tenths of hours in the corresponding blocks on this line.
Line 20 Columns a through j	From the corresponding DA Form 759-2, total the combat hours for all like entries according to flying duty symbols. Enter these totals in the corresponding columns on line 20.
Line 21, Columns a through j	From the corresponding DA Form 759-2, total the imminent danger hours for all like entries according to flying duty symbols. Enter these totals in the corresponding columns on line 21.
Lines 20 and 21, column k	Add across columns a through g and enter the total in the corresponding block in lines 20 and 21, column k.
Lines 20 and 21, column l	From the previous DA Form 759-1, enter the totals from lines 20 and 21, column m into the corresponding block in lines 20 and 21, column l.
Lines 20 and 21, column m	Add the totals across in columns k and l and enter the totals into the corresponding block in lines 20 and 21, column m.

<b>INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE — ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.													
AIRCRAFT CLOSEOUT SUMMARY												1. Sheet No. 35	
2. Name Foster, Kenneth B.			3. Rank CW3		4. SSN 421-81-7347		5. Period 92/06/01 to 93/05/31			6. Acft/Sys UH-60A			
Flight Cond Sym	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 34	m. Total
	a. CP/ CE	b. PI/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP			
7. D		2.6	3.0	8.4							14.0	30.0	44.0
8. N		3.9	1.5								5.4	25.0	30.4
9. HO/H													
10. W			5.4	1.0							6.4	12.0	18.4
11. NG			6.3	1.8							8.1	18.5	26.6
12.													
13. NS												3.0	3.0
14.DG/ DS												2.5	2.5
15. TR		4.2	1.7								5.9	17.0	22.9
16. AA													
17. Total This Sheet		10.7	17.9	11.2							39.8	XXXXX XXXXX XXXXX XXXXX	XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXXX
18. From Sheet No. 34		30.0	43.0	7.0	19.0	9.0					XXXX XXXX XXXX	108.0	XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXXX
19. Total		40.7	60.9	18.2	19.0	9.0					XXXX XXXX XXXX	XXXXX XXXXX XXXXX	147.8
20. Combat													
21. Immi- nent Danger													

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**Figure 7-18. Sample UH-60 aircraft closeout summary (Rated Crewmember)**

<b>INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE – ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.													
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 35		
2. Name Foster, Kenneth B.			3. Rank CW3		4. SSN 421-81-7347		5. Period 92/06/01 to 93/05/31			6. Acft/Sys 2B-38			
Flight Cond Sym	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 34	m. Total
	a. CP/ CE	b. PI/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP			
7. D			1.5								1.5	5.0	6.5
8. N		1.5	1.5								3.0	7.1	10.1
9. HO/ H													
10. W		4.5	4.5			1.5					10.5	9.9	20.4
11. NG													
12.													
13. NS													
14. DG/ DS													
15. TR			3.0								3.0	5.0	8.0
16. AA													
17. Total This Sheet		6.0	10.5			1.5					18.0	XXXXX XXXXX XXXXX XXXXX	XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
18. From Sheet No. 34		11.0	14.0			2.0					XXXX XXXX XXXX XXXX	27.0	XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
19. Total		17.0	24.5			3.5					XXXX XXXX XXXX	XXXXX XXXXX XXXXX	45.0
20. Combat													
21. Immi- nent Danger													

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**Figure 7-19. Sample 2B38 aircraft closeout summary (Rated Crewmember)**

<b>INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE – ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.													
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 35		
2. Name Foster, Kenneth B.			3. Rank CW3		4. SSN 421-81-7347		5. Period 92/06/01 to 93/05/31			6. Acft/Sys AH-64A(BS)			
Flight Cond Sym	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 34	m. Total
	a. CP/ CE	b. PI/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP			
7. D		16.2	8.0								24.2	15.1	39.3
8. N		6.3									6.3	10.9	17.2
9. HO/ H													
10. W													
11. NG		2.6	7.9								10.5	10.0	20.5
12.													
13. NS													
14. DG/ DS													
15. TR													
16. AA		9.3									9.3	10.0	19.3
17. Total This Sheet		34.4	15.9								50.3	XXXXX XXXXX XXXXX XXXXX	XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXXX
18. From Sheet No. 34		30.0	16.0								XXXX XXXX XXXX XXXX	46.0	XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXXX
19. Total		64.4	31.9								XXXX XXXX XXXX XXXX	XXXXXX XXXXXX XXXXXX XXXXXX	96.3
20. Combat		24.3	5.7								30.0		30.0
21. Immi- nent Danger		3.0	10.2								13.2		13.2

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**Figure 7-20. Sample AH-64 (BS) aircraft closeout summary (Rated Crewmember)**

<b>INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE — ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.													
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 35		
2. Name Foster, Kenneth B.			3. Rank CW3		4. SSN 421-81-7347		5. Period 92/06/01 to 93/05/31			6. Acft/Sys 2B-40(BS)			
Flight Cond Sym	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 34	m. Total
	a. CP/ CE	b. PI/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP			
7. D		5.0	4.5								9.5		9.5
8. N		3.5	7.0								10.5		10.5
9. HO/ H													
10. W		3.5	3.0								6.5		6.5
11. NG													
12.													
13. NS													
14. DG/ DS													
15. TR		1.5	1.5								3.0		3.0
16. AA													
17. Total This Sheet		13.5	16.0								29.5	XXXXX XXXXX XXXXX XXXXX	XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
18. From Sheet No. 34											XXXX XXXX XXXX XXXX		XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
19. Total		13.5	16.0								XXXX XXXX XXXX XXXX	XXXXX XXXXX XXXXX XXXXX	29.5
20. Combat													
21. Immi- nent Danger													

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**Figure 7-21. Sample 2B40 (BS) aircraft closeout summary (Rated Crewmember)**

**7-14. AIRCRAFT CLOSEOUT SUMMARY (NONRATED CREWMEMBER)**

A DA Form 759-1 is used as a record of flight time by duty and flight condition symbol for nonrated crewmembers (including noncrewmembers). Table 7-8 provides detailed instructions. Figures 7-22 through 7-25 are the examples. General information for completing the aircraft closeout summary is provided below.

- a. A DA Form 759-1 is filed with a DA Form 759 when an individual's flight record is closed. All entries will be typed.
- b. Prepare a DA Form 759-1 for each aircraft listed on the individual's DA Form 759-3 consolidation worksheets. All like entries are totaled from the worksheet by aircraft. The totals are carried forward to DA Form 759-1 when the individual's flight record is closed.
- c. DA Forms 759-1 are numbered the same as DA Form 759. They will be arranged in the IFRF according to paragraph 7-3. (See Figure 7-3.)

**Table 7-8. Instructions for completing an aircraft closeout summary (Nonrated Crewmember)**

ITEM	INSTRUCTIONS
Block 1	Enter the chronological sheet number.
Blocks 2 through 5	Enter the appropriate information from blocks 2 through 5 of DA Form 759-3.
Block 6	Enter the aircraft mission, type, design, and series.
Lines 7 through 16 and columns a through g	From the corresponding DA Form 759-3, total the hours for all like entries according to flying duty and flight condition symbols. Enter the totals in hours and tenths of hours on the appropriate line in the correct column.
<b>NOTE: Columns h through j are reserved for aviators.</b>	
Column k	Total the hours across lines 7 through 16 for each flight condition, and enter the totals in hours and tenths of hours in the corresponding lines of column k.
Column l	Enter the sheet number of the previous DA Form 759-1 at the top of this column. Then enter the totals from column m of the previous DA Form 759-1 for the same aircraft mission, type, design, and series.
Column m	Add columns k and l across on lines 7 through 16, and enter the new totals in the corresponding lines of column m (in hours and tenths of hours).
Line 18	Enter the same sheet number at the beginning of this line as that entered at the top of column l. Enter the totals from line 19 of the previous DA Form 759-1 to the corresponding columns of this line.



**Table 7-8. Instructions for completing an aircraft closeout summary (Nonrated Crewmember)—continued**

ITEM	INSTRUCTIONS
<p><b>NOTE: To check the total, add columns a through g across on line 17. This total should agree with the total of column k on line 17.</b></p>	
<p><b>NOTE: To check the total, add columns a through g across on line 18. This total should agree with the total of column l on line 18.</b></p>	
Line 19	Add lines 17 and 18 downward, and enter the totals in hours and tenths of hours in the corresponding blocks on this line.
Line 20 Columns a through g	From the corresponding DA Form 759-3, total the combat hours for all like entries according to flying duty symbols. Enter these totals in the corresponding columns on line 20.
Line 21, Columns a through g	From the corresponding DA Form 759-3, total the imminent danger hours for all like entries according to flying duty symbols. Enter these totals in the corresponding columns on line 21.
Lines 20 and 21, column k	Add across columns a through g and enter the total in the corresponding block in lines 20 and 21, column k.
Lines 20 and 21, column l	From the previous DA Form 759-1, enter the totals from lines 20 and 21, column m into the corresponding block in lines 20 and 21, column l.
Lines 20 and 21, column m	Add the totals across in columns k and l and enter the totals into the corresponding block in lines 20 and 21, column m.

<b>INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE — ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.													
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 6		
2. Name Baron, Redmon T.			3. Rank MAJ		4. SSN 547-66-8091		5. Period 92/06/01 to 93/06/30			6. Acft/Sys UH-1H			
Flight Cond Sym	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 5	m. Total
	a. CP/ CE	b. PI/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP			
7. D				4.0							4.0	140.8	144.8
8. N													
9. HO/ H													
10. W													
11. NG													
12.													
13. NS													
14. DG/ DS													
15. TR													
16. AA													
17. Total This Sheet				4.0							4.0	XXXXXX XXXXXX XXXXXX XXXXXX	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
18. From Sheet No. 5				140.8							XXXXXX XXXXXX XXXXXX XXXXXX	140.8	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
19. Total				144.8							XXXXXX XXXXXX XXXXXX XXXXXX	XXXXXX XXXXXX XXXXXX XXXXXX	144.8
20. Combat													
21. Immi- nent Danger													

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**Figure 7-22. Sample aircraft closeout summary (Flight Surgeon) (Illustration I)**

<b>INDIVIDUAL FLIGHT RECORDS AND CERTIFICATE – ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.													
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 6		
2. Name Baron, Redmon T.			3. Rank MAJ		4. SSN 547-66-8091		5. Period 92/06/01 to 93/05/31			6. Acft/Sys UH-60A			
Flight Cond Sym	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 5	m. Total
	a. CP/ CE	b. PI/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP			
7. D				3.0							3.0	120.1	123.1
8. N													
9. HO/ H													
10. W													
11. NG													
12.													
13. NS													
14. DG/ DS													
15. TR													
16. AA													
17. Total This Sheet				3.0							3.0	XXXXX XXXXX XXXXX XXXXX	XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXXX
18. From Sheet No. 5				120.1							XXXX XXXX XXXX XXXX	120.1	XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXXX
19. Total				123.1							XXXX XXXX XXXX	XXXXXX XXXXXX XXXXXX	123.1
20. Combat													
21. Immi- nent Danger													

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**Figure 7-23. Sample aircraft closeout summary (Flight Surgeon) (Illustration 2)**

<b>INDIVIDUAL FLIGHT RECORDS AND CERTIFICATE — ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.													
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 10		
2. Name Smith, Jonathan P.			3. Rank SSG		4. SSN 211-98-5188		5. Period 92/08/01 to 93/06/25			6. Acft/Sys CH-47C			
Flight Cond Sym	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 9	m. Total
	a. CP/ CE	b. PI/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP			
7. D					1.0						1.0	46.7	47.7
8. N													
9. HO/ H													
10. W													
11. NG												33.6	33.6
12.													
13. NS													
14. DG/ DS													
15. TR													
16. AA													
17. Total This Sheet					1.0						1.0	XXXXX XXXXX XXXXX XXXXX	XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXXX
18. From Sheet No. 5					65.1	15.2					XXXX XXXX XXXX XXXX	80.3	XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXXX
19. Total					66.1	15.2					XXXX XXXX XXXX XXXX	XXXXXX XXXXXX XXXXXX XXXXXX	81.3
20. Combat													
21. Immi- nent Danger													

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**Figure 7-24. Sample aircraft closeout summary (Flight Engineer Instructor)**

<b>INDIVIDUAL FLIGHT RECORDS AND CERTIFICATE — ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.													
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 12		
2. Name Kuhn, Peter W.			3. Rank SFC		4. SSN 226-59-4801		5. Period 93/01/01 to 93/12/31			6. Acft/Sys UH-1H			
Flight Cond Sym	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 11	m. Total
	a. CP/ CE	b. PI/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP			
7. D												170.9	170.9
8. N													
9. HO/ H													
10. W													
11. NG												96.1	96.1
12.													
13. NS													
14. DG/ DS													
15. TR													
16. AA													
17. Total This Sheet												XXXXXX XXXXXX XXXXXX XXXXXX	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
18. From Sheet No. 5	201.9	65.1									XXXXXX XXXXXX XXXXXX XXXXXX	267.0	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
19. Total	201.9	65.1									XXXXXX XXXXXX XXXXXX	XXXXXX XXXXXX XXXXXX	267.0
20. Combat													
21. Immi- nent Danger													

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**Figure 7-25. Sample aircraft closeout summary (Platoon Sergeant)**

**7-15. DA FORM 759 CLOSEOUT**

Prepare a DA Form 759 when closing flight records of all individuals on flying status. Detailed instructions for completing DA Form 759 are in Table 7-9. At closeout, flight record forms are arranged in the DA Form 3513 IFRF as shown in Figure 7-3. Examples of completed DA Forms 759 are shown in Figures 7-26 through 7-33.

**a.** The DA Form 759 contains four parts; all parts must be completed. All entries must be typed. The DA Form 759 must be signed by the individual's unit commander to be considered valid. If the individual is a commander, his superior must verify and sign the flight records.

**b.** Standard remarks used to complete Part IV of DA Form 759 are give in Table 7-10.

**c.** Table 7-11 shows the service component designations for Part I, block 9.

**Table 7-9. Instructions for completing DA Form 759**

ITEM	INSTRUCTIONS
<b>PART I. BIO/DEMOGRAPHIC</b>	
Block 1	Enter the sheet number.
Block 2	Enter the last name, first name, and middle initial.
Block 3	Enter the rank.
Block 4	Enter the Social Security Number (SSN).
Block 5	Enter the period covered (yy/mm/dd – yy/mm/dd). (Example: June 3, 1996 would be 96/06/03.)
Block 6	Enter the date of birth.
Block 7	Enter the aviation service entry date. (This is the date that the aviator received his initial aeronautical certification orders or certificate of completion and aviator wings.) or (For nonrated crewmember, enter the date individual was awarded designated aeronautical badge.)
Block 8	Enter the branch of service.
Block 9	Enter the component designation, as shown in Table 7-11.
Block 10	Enter the unit of assignment.
Block 11	Enter the duty military occupational specialty (MOS). The duty MOS may be obtained from the unit Personnel and Administration Center (PAC) or modification table of organization and equipment/table of distribution and allowances (MTOE/TDA). Also DA Pam 600-3 lists commissioned officer MOSs and DA Pam 600-11 lists MOSs for warrant officers.

**Table 7-9. Instructions for completing DA Form 759—continued**

ITEM	INSTRUCTIONS
<p>Block 12</p> <p>Block 13</p>	<p>Enter the assigned duty position.</p> <p><b>Aviators and flight surgeons only:</b> Indicate whether the individual is in an operational or a nonoperational flying duty position (Yes or No). If yes, place date assigned to that position in block.</p> <p><b>Nonrated crewmembers:</b> Do not use Yes or No in Block 13. Only enter the effective date of unit orders placing the individual on flight status. This date changes each time the individual is reassigned.</p>
<p><b>PART II. FLIGHT HOURS</b></p> <p><b>SECTION A. QUALIFICATIONS</b></p>	
<p>Column a</p>	<p><b>Aircraft.</b> The specific DOD aircraft in which the individual is qualified to operate (regardless of whether the individual currently flies) will be listed by mission, type, design, and series. For nonrated crewmembers, enter the aircraft in which the individual is qualified to perform his duty position. For each aircraft in which the individual has logged time while using a night vision device (NVD) or system (NVS), enter NS on the line directly below the aircraft entry in which the NVD or NVS time was logged.</p> <p><b>NOTE: Aircraft removed from the Army inventory will no longer be tracked by airframe on DA Form 759. Hours accumulated in that aircraft will be transferred into either military fixed-wing (FW) or military rotary-wing (RW) time as applicable. Hours are not to be placed into historical time.</b></p> <p><b>Compatible Flight Simulator.</b> List, in the same order as the aircraft, the compatible flight simulator that the individual has flown. (AR 95-1 lists the compatible flight simulators.)</p> <p><b>NOTE: The aircrew training manuals may require individual to record flight time according to their crew-designated station. For example, separate entries must be made for AH-64 aircraft and flight simulator seat designations. (FS, BS)</b></p> <p><b>Other Flight Simulators.</b> List any other flight simulators the individual has flown that are not compatible with the aircraft operated.</p> <p><b>Other Aircraft.</b> Any aircraft flown in which the individual is not qualified to operate and for which a DA Form 759-1 has been completed will be listed following the <b>Other Flight Simulators</b> category. This time will be listed as "RW" for rotary wing or "FW" for fixed wing.</p>

**Table 7-9. Instructions for completing DA Form 759—continued**

ITEM	INSTRUCTIONS
Column b	<p><b>For rated crewmembers:</b> Transcribe, from the previous DA Form 759 closeout, the date (dd,mm,yy) (example: 01 Jun 96) that the aviator qualified in the aircraft and/or NVDs or NVS listed. Also enter the date of any new qualifications and a corresponding comment in Part IV.</p> <p><b>For nonrated crewmembers:</b> Enter the date the individual qualified to perform his duty position or was progressed to RL1. This date reflects the first time the nonrated crewmember attained RL1 in a particular aircraft.</p> <p><b>For flight surgeons:</b> This date will reflect the date when the flight surgeon was placed on aviation service orders by The Surgeon General (TSG); Cdr, US Army Personnel Center (ARPERCEN); or Chief, National Guard Bureau (CNGB). This action will enable automated flight record system (AFRS) to differentiate aircraft. Additional information can be found in AR 600-105.</p> <p><b>NOTE: The dates for new aircraft and NVD or NVS qualification are obtained from the aviator's aircrew training record.</b></p>
Column c	<p>Enter the date (dd,mm,yy) that the individual completed his most recent flight in the aircraft and the NVD or NVS used (information taken from the DA Form 759-2 for rated crewmember and DA Form 759-3 for nonrated crewmember).</p>
Column d	<p><b>Aircraft (in which qualified).</b> Enter the total hours flown from line 19, column m, of each DA Form 759-1 on the line that corresponds to the aircraft flown.</p> <p><b>NS.</b> Enter the total hours flown from lines 11 through 13, column m, of each DA Form 759-1 on the line that corresponds to the NVD or NVS used. (The totals under NS tell the commander that, of the total hours flown in an aircraft, this many NVDs or NVS hours have been flown. These hours will not be included when the total number of flight hours are calculated for the period.)</p> <p><b>Compatible Flight Simulator.</b> Enter the total hours flown from line 19, column m, of each DA Form 759-1 on the line that corresponds to the flight simulator flown.</p> <p><b>Other Aircraft.</b> Add from DA Form 759-2 any hours flown in an aircraft the individual is not qualified in to the RW or FW time (Part II, Column a) of the previous DA Form 759. Enter the total hours flown.</p> <p><b>Note: When the aviator is qualified in the aircraft, hours previously logged in the flight records under FW or RW will be subtracted from that category at the next closeout and entered as indicated above as a qualified aircraft.</b></p>



**Table 7-9. Instructions for completing DA Form 759--continued**

ITEM	INSTRUCTIONS
Columns e through n	Enter the total hours flown from line 19, columns a through j, of each DA Form 759-1 in the blocks that correspond to the duty position and aircraft or flight simulator flown.
<b>SECTION B. TOTAL HOURS</b>	
<b>NOTE: Section B is a compilation of total aircraft time and does not include flight simulator time. NS time is already a part of each respective airframe's total hours. NS time from Part II, Section A, column d is not added to obtain total hours. Blocks in Section B are updated at each closeout of the individual's flight records. Block c and e are updated only after the operations officer has verified the individual's civilian flight hours. Block g, "Historical Hours," is never updated and always remains the same.</b>	
Block a	Enter the cumulative totals of combat hours flown from all DA Forms 759-1. (The total in this block will be updated each closeout only if combat time was flown during the period covered.)
Block b	Enter the cumulative totals of imminent danger hours flown from all DA Forms 759-1. (The total in this block will be updated each closeout only if imminent danger time was flown during the period covered.)
Blocks c and e	Verify the total flight hours from civilian logbooks. Add these hours to the total entered on the previous DA Form 759. Explain the verification and the change in hours in Part IV.
Block d	Add all military rotary-wing aircraft totals in Section A, column d, and enter the total in this block. Do not include NS time.
Block f	Add all military fixed-wing aircraft totals in Section A, and enter the total in this block. Do not include NS time.
Block g	Transcribe the historical hours from the previous DA Form 759 closeout to this block. Do not update these hours.
Block h	Add the hours in blocks c through g to get the cumulative military and civilian flight hours. Enter the total in hours and tenths of hours in this block.
Page 2, DA Form 759, Blocks 1-5	Transcribe information from Part I, blocks 1-5 to this section.

**Table 7-9. Instructions for completing DA Form 759—continued**

ITEM	INSTRUCTIONS
<p><b>PART III. AIRCREW TRAINING PROGRAM (ATP)</b></p>	
<p>Note: ATP requirements include hours, tasks, and iterations identified in the appropriate aircrew training manuals, readiness level progression, and the APART.</p>	
<p><b>Failure of an individual to complete any portion of the ATP requires a comment in Part IV. Placement of any ATP extensions or other documents in the Supplemental Documents section of the IFRF is optional for information retrieval during closeouts or other actions.</b></p>	
<p>Block 1</p>	<p><b>For rated aviators only:</b> Enter Flight Activity Category.</p>
<p><b>Note: TC 1-210 defines the three flight activity categories.</b></p>	
<p>Block 2</p>	<p><b>For maintenance test pilots (MP, ME):</b> Enter the date of the maintenance test pilot's flight evaluation/re-evaluation.</p>
<p>Block 3</p>	<p>Enter the date of the most recent flight physical. If the individual is on a 30-day extension, use the date from the previous DA Form 759 and make the appropriate remark in Part IV. On the next closeout, annotate in Part IV when the flight physical was completed. The physical examination is an annual requirement according to AR 95-1 and is not considered part of the APART.</p>
<p>Blocks 4 and 5</p>	<p>Enter date from previous DA Form 759, otherwise leave blank. (If blocks are blank, research into the aviators records may provide the information to complete them.)</p>
<p>Block 6</p>	<p>Enter the date that the individual completed all APART requirements. (This will be the latest date that corresponds to the standardization flight evaluation (Blk 9), instrument evaluation (Blk 10), or -10 test, which is not shown on the reverse of DA Form 759.)</p>
<p><b>NOTE: If the individual fails to successfully complete the APART, leave block 6 blank and enter the appropriate comment in Part IV.</b></p>	
<p>Block 8</p>	<p>Enter the appropriate readiness level for the individual's primary aircraft.</p>
<p>Block 9</p>	<p>Enter the date of the most recent standardization flight evaluation for the individual's primary aircraft, when applicable.</p>
<p>Block 10</p>	<p>Enter the date of the most recent instrument evaluation for the individual's primary aircraft.</p>
<p>Block 11</p>	<p>Enter the individual's alternate aircraft if designated. (For example, if the aviator's primary and additional aircraft are rotary wing, his alternate aircraft would be fixed wing if he were rated in both fixed- and rotary-wing aircraft. If not, leave this block blank.)</p>

**Table 7-9. Instructions for completing DA Form 759—continued**

ITEM	INSTRUCTIONS
Block 12	Enter the appropriate readiness level for the individual's alternate aircraft.
Block 13	Enter the date of the most recent standardization flight evaluation for the individual's alternate aircraft.
Block 14	Enter the date of the most recent instrument evaluation for the aviator's alternate aircraft.
Block 15	Enter the individual's additional aircraft if designated.
Block 16	Enter the appropriate readiness level for the individual's additional aircraft.
Block 17	Enter the date of the most recent standardization flight evaluation for the individual's additional aircraft.
<p><b>NOTE: If the individual has more than one alternate or additional aircraft designated, list second and subsequent entries, if any, in Part IV in the same format as the corresponding categories in Part III.</b></p>	
<p style="text-align: center;"><b>PART IV. REMARKS</b></p> <p>Enter a historical narrative of the individual's flying status, qualifications, and proficiency if they are not stated elsewhere on the form. Use the remarks in Table 7-9 to ensure consistency.</p> <p>Commander's signature and date      The individual's commander must sign and date the form to certify the accuracy of the closeout data. If the individual is a commander, his superior must verify and sign the flight records.</p> <p><b>NOTE: <i>National Guard Only.</i> Commander's designated representative may sign the Commander's block.</b></p>	

**Table 7-10. Examples of standard remarks**

1. Records closed (date) (reason).
  2. Individual is temporarily suspended from flying duty from (date) to (date) because of (reason). (This usually is used to explain temporary medical grounding but may be used for other reasons.)
  3. Entries for tracking flying time:
    - a. Rated aviator – Aviator has completed (total) months operational flying duty.

**NOTE: Aviator's total operational flying duty credit (TOFDC) can be verified by requesting a copy of his order through the unit PAC.**

    - b. Nonrated crewmember – Individual has completed (total) months flying duty.
  4. Individual completed (type (example: ANVIS-6)) night vision goggles (NVG) training on (date).
  5. Qualified in (mission, type, design, and series) aircraft on (date).
  6. Individual has successfully completed the US Navy Underwater Egress 9D5A Device Training conducted at (location) on (date).
  7. Aviator awarded senior or master aviator badge under provisions of (UP) . . . (authority), (date).
  8. Individual awarded senior or master crewmember badge UP (authority), (date).
  9. Error sheet (sheet #), Part (part #), Col. (col #), (aircraft affected) is incorrect. Reads "(say what is incorrect)," should read "(enter corrected data)," corrected this sheet.
  10. Logging of combat or imminent danger time is authorized UP (authority), (date).
- Note: This remark will only be used when adjustments to combat (C) or imminent danger (D) time have been made for the closeout period.**
11. Individual reassigned UP (issuing authority) orders number \_\_\_\_, dated \_\_\_\_\_. Reassigned to (unit and station).
  12. Medical waiver granted effective (date) for (summarize medical condition waived).
  13. Individual must wear corrective lenses when performing as a crewmember.
  14. Individual has/has not completed ATP requirements. (Explain what ATP requirements have not been completed and the actions that have been taken. Use one of the remarks below.)

**Table 7-10. Example of standard remarks—continued**

**NOTE: When an individual completes or fails to complete ATP requirements, use one of the remarks below for Part IV of the next DA Form 759 closeout.**

- a. Individual granted a 30-day extension to complete (list all ATP requirements still to be completed) (effective (date)).
  - b. Waiver for (specified ATP requirement or requirements) requested on (date).
  - c. Individual completed previous ATP requirements on (date).
  - d. Previous ATP requirements waived by (MACOM) commander on (date).
  - e. Aviator placed before a flying evaluation board for (reason) on (date). State determination of board.
  - f. Aviator failed to complete ATP requirements within the additional timeframe. Aviator suspended from aviation service pending results from the flight evaluation board.
  - g. Individual failed to complete ATP requirements within the additional timeframe.
  - h. Individual removed from flight status effective (date). Individual designated flight activity category (FAC) 3 per TC 1-210 effective (date).
15. Suspension from flying duty (date) UP (authority) for (purpose).
16. Completed, disqualified from, or relieved from (type of aviation course) on (date).
17. Violation of (regulation) on (date). (Briefly describe the violation and the action taken.)
18. Involved in (Class A, B, or C) accident on (date) in (type of aircraft) as (pilot duty station).

**NOTE: If the accident classification is upgraded or downgraded, an entry will be made on the next closeout to reflect the change.**

19. 120-day notice for removal from flight status given on (date).
20. Crewmember has completed Aircrew Coordination Training (ACT) on (date) according to US Army Aviation Center (USAAVNC) Aircrew Coordination Exportable Training Package.

**NOTE: When a standard remark applies to a closeout, that remark becomes mandatory. If a situation arises that is not explained in a standard remark, it will be explained in easy-to-understand language.**

21. 30-day extension granted for completion of flight physical on (date).

**Table 7-11. Service component category codes**

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



<b>INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE — ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.					1. Sheet No. 35
2. Name Foster, Kenneth B.		3. Rank CW3	4. SSN 421-81-7347		5. Period: 92/06/01 to 93/05/31
<b>PART III. ATP</b>					
1. FAC 1	2. MTFE	3. Phys Exam 06 Mar 93	4. Ejection Seat	5. Alt Chamber 05 Apr 83	6. APART Completed 08 Mar 93
7. Primary Acft AH-64 (BS)		8. RL 1	9. Std Flt Eval 02 MAR 93		10. Inst Eval 08 MAR 93
11. Alternate Acft		12. RL	13. Std Flt Eval		14. Inst Eval
15. Additional Acft UH-60A		16. RL 1	17. Std Flt Eval 23 SEP 92		
<b>PART IV. REMARKS</b>					
<p>RECORDS CLOSED 31 MAY 93 FOR ANNUAL CLOSEOUT.</p> <p>AVIATOR HAS COMPLETED ATP REQUIREMENTS.</p> <p>LOGGING OF IMMINENT DANGER AND COMBAT TIME IS AUTHORIZED UP FORSCOM MESSAGE DTD 010300Z NOV 92.</p> <p>ERROR SHEET 34, PART II, SECTION A, BLOCK B, LINES 3 AND 4 (AH-64(BS) ARE INCORRECT. READS "01 FEB 91," SHOULD READ "01 MAR 91." CORRECTED THIS SHEET.</p> <p>OPERATIONS OFFICER VERIFIED 40 CIVILIAN FIXED-WING HOURS. HOURS LOGGED BETWEEN 02 JUN 92 AND 15 OCT 92 WITH THE SCREAMING EAGLES FLYING CLUB.</p>					
Commander's Typed Name, Rank, Branch  CALVIN N. HOBBS CPT, AV, COMMANDING			Signature		Date
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>					
<p><b>1. AUTHORITY:</b> Section 301,5 U.S.C.; Section 3013, 10 U.S.C.; E.O. 9397.</p> <p><b>2. PURPOSE:</b> To record the flying experience and qualification data of each aviator, crew member, noncrew-member, and flight surgeon in aviation service.</p> <p><b>3. ROUTINE USE:</b> DA Forms 759, 759-1, and 759-3 (Individual Flight Record and Flight Certificate-Army); DA Form 4186 ( Medical Recommendation for Flying Duty); and DA Form 4187 (Personnel Action) requesting routine aeronautical actions may be disclosed to the Federal Aviation Administration, the National Transportation Safety Board, or official aircraft accident investigation teams upon request.</p> <p><b>4. DISCLOSURE:</b> Disclosure of the SSN for the aviator, crew member, noncrew-member, or flight surgeon is voluntary. However failure to provide the information requested may result in an unnecessary delay when processing personnel actions.</p>					

DA FORM 759 (BACK), Apr 98

**Figure 7-27. Sample DA Form 759 closeout (Rated Crewmember) (Illustration 2)**





<b>INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE — ARMY</b>					1. Sheet No.
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.					<b>6</b>
2. Name <b>Baron, Redmon T.</b>		3. Rank <b>MAJ</b>	4. SSN <b>547-66-8091</b>		5. Period: <b>92/06/01 to 93/05/31</b>
<b>PART III. ATP</b>					
1. FAC	2. MTFE	3. Phys Exam <b>18 May 93</b>	4. Ejection Seat	5. Alt Chamber	6. APART Completed
7. Primary Acft		8. RL	9. Std Flt Eval		10. Inst Eval
11. Alternate Acft		12. RL	13. Std Flt Eval		14. Inst Eval
15. Additional Acft		16. RL	17. Std Flt Eval		
<b>PART IV. REMARKS</b>					
<p>INDIVIDUAL HAS COMPLETED 53 MONTHS OF FLYING DUTY.</p> <p>RECORDS CLOSED 31 MAY 93 FOR ANNUAL BIRTH MONTH CLOSEOUT.</p>					
Commander's Typed Name, Rank, Branch			Signature		Date
<b>CHARLES R. BROWN MAJ, AV, COMMANDING</b>					
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>					
<b>1. AUTHORITY:</b>	Section 301,5 U.S.C.; Section 3013, 10 U.S.C.: E.O. 9397.				
<b>2. PURPOSE:</b>	To record the flying experience and qualification data of each aviator, crew member, noncrew-member, and flight surgeon in aviation service.				
<b>3. ROUTINE USE:</b>	DA Forms 759, 759-1, and 759-3 (Individual Flight Record and Flight Certificate-Army); DA Form 4186 (Medical Recommendation for Flying Duty); and DA Form 4187 (Personnel Action) requesting routine aeronautical actions may be disclosed to the Federal Aviation Administration, the National Transportation Safety Board, or official aircraft accident investigation teams upon request.				
<b>4. DISCLOSURE:</b>	Disclosure of the SSN for the aviator, crew member, noncrew-member, or flight surgeon is voluntary. However failure to provide the information requested may result in an unnecessary delay when processing personnel actions.				

DA FORM 759 (BACK), Apr 98

**Figure 7-29. Sample DA Form 759 closeout (Flight Surgeon) (Illustration 2)**



<b>INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE — ARMY</b>						1. Sheet No.
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.						6
2. Name Baron, Redmon T.		3. Rank MAJ		4. SSN 547-66-8091		5. Period: 92/06/01 to 93/05/31
<b>PART III. ATP</b>						
1. FAC	2. MTFE	3. Phys Exam 22 Jun 93		4. Ejection Seat	5. Alt Chamber	6. APART Completed 15 May 93
7. Primary Acft CH-47C		8. RL 1		9. Std Flt Eval 15 May 93		10. Inst Eval
11. Alternate Acft		12. RL		13. Std Flt Eval		14. Inst Eval
15. Additional Acft		16. RL		17. Std Flt Eval		
<b>PART IV. REMARKS</b>						
<p>RECORDS CLOSED 30 JUN 93 FOR BIRTH MONTH CLOSEOUT.</p> <p>INDIVIDUAL HAS COMPLETED 88 MONTHS OF FLYING DUTY.</p> <p>INDIVIDUAL HAS COMPLETED ALL ATP REQUIREMENTS.</p> <p>LOGGING OF IMMINENT DANGER AND COMBAT TIME IS AUTHORIZED UP FORSCOM MESSAGE DTD 020905Z SEP 92</p>						
Commander's Typed Name, Rank, Branch				Signature		Date
STEVEN P. CHIPMAN MAJ, AV, COMMANDING						
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>						
<p><b>1. AUTHORITY:</b> Section 301,5 U.S.C.; Section 3013, 10 U.S.C.; E.O. 9397.</p> <p><b>2. PURPOSE:</b> To record the flying experience and qualification data of each aviator, crew member, noncrew-member, and flight surgeon in aviation service.</p> <p><b>3. ROUTINE USE:</b> DA Forms 759, 759-1, and 759-3 (Individual Flight Record and Flight Certificate-Army); DA Form 4186 (Medical Recommendation for Flying Duty); and DA Form 4187 (Personnel Action) requesting routine aeronautical actions may be disclosed to the Federal Aviation Administration, the National Transportation Safety Board, or official aircraft accident investigation teams upon request.</p> <p><b>4. DISCLOSURE:</b> Disclosure of the SSN for the aviator, crew member, noncrew-member, or flight surgeon is voluntary. However failure to provide the information requested may result in an unnecessary delay when processing personnel actions.</p>						

DA FORM 759 (BACK), Apr 98

**Figure 7-31. Sample DA Form 759 (Flight Engineer Instructor) (Illustration 2)**



<b>INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE — ARMY</b> For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.				1. Sheet No. 12	
2. Name Kuhn, Peter W.		3. Rank SFC	4. SSN 226-59-4801		5. Period: 93/01/01 to 93/06/30
<b>PART III. ATP</b>					
1. FAC	2. MTFE	3. Phys Exam 25 Jun 93	4. Ejection Seat	5. Alt Chamber	6. APART Completed 15 Jan 93
7. Primary Acft UH-1H		8. RL 1	9. Std Flt Eval 15 JAN 93		10. Inst Eval
11. Alternate Acft		12. RL	13. Std Flt Eval		14. Inst Eval
15. Additional Acft		16. RL	17. Std Flt Eval		
<b>PART IV. REMARKS</b>					
INDIVIDUAL PLACED ON FLYING STATUS UP HQDA ORDERS NO. 245-12, DTD 15 DEC 92. EFFECTIVE 01 JAN 93.  RECORDS CLOSED 30 JUN 93 FOR ANNUAL BIRTH MONTH CLOSEOUT.  INDIVIDUAL HAS COMPLETED 118 MONTHS OF FLYING DUTY.  INDIVIDUAL HAS COMPLETED ALL ATP REQUIREMENTS.					
Commander's Typed Name, Bank, Branch  EVELYN R. OSBORNE CPT, AV, COMMANDING			Signature		Date
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>					
<b>1. AUTHORITY:</b>	Section 301,5 U.S.C.; Section 3013, 10 U.S.C.: E.O. 9397.				
<b>2. PURPOSE:</b>	To record the flying experience and qualification data of each aviator, crew member, noncrew-member, and flight surgeon in aviation service.				
<b>3. ROUTINE USE:</b>	DA Forms 759, 759-1, and 759-3 (Individual Flight Record and Flight Certificate-Army); DA Form 4186 (Medical Recommendation for Flying Duty); and DA Form 4187 (Personnel Action) requesting routine aeronautical actions may be disclosed to the Federal Aviation Administration, the National Transportation Safety Board, or official aircraft accident investigation teams upon request.				
<b>4. DISCLOSURE:</b>	Disclosure of the SSN for the aviator, crew member, noncrew-member, or flight surgeon is voluntary. However failure to provide the information requested may result in an unnecessary delay when processing personnel actions.				

DA FORM 759(BACK), Apr 98

**Figure 7-33. Sample DA Form 759 (Platoon Sergeant) (Illustration 2)**

## 7-16. AUTOMATED FLIGHT RECORDS SYSTEM (AFRS)

**a. AFRS Support.** This section contains instructions for installing AFRS Version 4.1 on your computer. A copy of the program or any suggested improvements should be coordinated through the AFRS office. The AFRS office is located at Fort Rucker, AL The mailing address is US Army Aviation Center, Directorate of Combat Developments, ATTN: ATZQ-CDL, Fort Rucker, AL 36362, Telephone: DSN 558-9304; Commercial 205-255-9304.

### **b. Installation: Preparing your Computer for Installation of AFRS.**

(1) Before installing AFRS on your computer, several things need to be examined. Check your computer to ensure that it has the following:

- (2) Disk operating system (DOS) 5.0 or higher.
- (3) 4 megabytes (M) of random access memory (RAM).
- (4) Dot matrix or Laser Jet printer.
- (5) A 3 1/2-inch floppy disk drive.
- (6) CONFIG.SYS file consisting of a minimum of: FILES=35, BUFFERS=25.
- (7) At least 4.0 M free on your hard disk drive.

**NOTE: AFRS MAY NOT OPERATE PROPERLY ON A LAN COMPUTER NETWORK. INSTALLATION AND ENTERING THE PROGRAM MUST BE DONE FROM THE DOS PROMPT FOR PROPER OPERATION OF THE AFRS SYSTEM.**

- (8) A personal computer using a 386 processor or higher to run AFRS Version 4.1.

### **c. Installing AFRS on Your Computer.**

(1) Insert the AFRS program disk in the 3 1/2-inch drive. Change directory to the assigned directory of your 3 1/2-inch drive, type **V41**, and press the ENTER key. This will start the installation process.

- (2) A menu will appear on the screen with three options:
  - (a) **Option A:** Install AFRS for the first time.
  - (b) **Option B:** Convert Version 4.0 to Version 4.1.
  - (c) **Option Q:** Quit return to DOS.

(3) Choose Option A if you are installing AFRS for the first time. This option will unzip the files and create a directory, FR759V41. This option copies the necessary files from the diskette to operate the AFRS program.

(4) Choose Option B if you have Version 4.0 and want to convert your files to Version 4.1. This option also will create a directory, FR759V41, and copy the necessary files to operate the AFRS program. All master files in the FR759V40 directory will be copied automatically to the FR759V41 directory. After you have Version 4.1 running and have verified that all data is correct, you can delete all files from the FR759V40 directory. **DO NOT** do this until you have verified that Version 4.1 is correct. Recommend you back up all Version 4.0 files before installation in case you encounter any problems installing Version 4.1.

(5) Choose Option Q if you wish to exit to DOS without installing the AFRS Version 4.1 program.

(6) You can convert up only one version at a time. (Example: Version 4.1 will convert only Version 4.0). If you need further assistance, please contact the AFRS office.

(7) You are now ready to enter the program for the first time. To start AFRS from the C:\> prompt, type 759V41, and press ENTER. If you installed over Version 4.0, your password is the same; if you are a first-time user, the password is **SUPERFL**.

(8) From the main menu, select option H (PROGRAM SETUP MENU). From the Setup Menu, select Option G (PRINT PROCEDURES MANUAL). Make sure a printer is connected and turned on.

(9) Read the procedures manual and then continue your setup of Version 4.1. Contact the help line for additional assistance.

## 7-17. MASTER FILES

**a.** The AFRS can be used by one or by several units at the same location. Unit identification codes are used to differentiate the units. The data in the AFRS master files is supplied from information on previous closeouts and data entries from DA Form 2408-12. Information in the master files can be reviewed by using the program's QUERY option or by printing any of the optional reports. Flight hours in the AFRS are maintained to the nearest tenth of an hour.

**b.** Frequent backups of your master data files are a must. At a minimum, a backup should be made at the end of the day when new data is entered. Only blank, formatted disks should be any backups, and the backup disks should be dated.