

***TC 3-04.8**

Individual Flight Records Folder Management

JANUARY 2016

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Headquarters Department of the Army

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Individual Flight Records Folder Management

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Preface

TC 3-04.8 is designed to serve as a doctrinal guide focusing on the primary aspects of individual flight records folder (IFRF) management. While it contains guidelines for aircrew training program (ATP) commanders, rated crewmembers (RCMs), nonrated crewmembers (NRCMs), and nonrated noncrewmembers (NCM).

The principle audience for TC 3-04.8 is Army Aviation, primarily used by installation flight operations personnel. It is applicable to division, corps, the Theater Aviation Command, Theater Command, Area Sustainment Command, and the Army Aviation community, including members of allied, coalition, and civil defense support of civil authorities' forces.

Commanders, staffs, and subordinates ensure that their decisions and actions comply with applicable United States, international, and in some cases, host-nation laws and regulations. Commanders at all levels ensure that their Soldiers operate according to the law of war and the rules of engagement.

TC 3-04.8 uses joint terms where applicable. Selected joint and Army terms and definitions appear in both the glossary and the text. Terms for which TC 3-04.8 is the proponent publication (the authority) are italicized in the text and are marked with an asterisk (*) in the glossary. Terms and definitions for which TC 3-04.8 is the proponent publication are boldfaced in the text. For other definitions shown in the text, the term is italicized and the number of the proponent publication follows the definition.

TC 3-04.8 applies to the Active Army, Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS), and the United States Army Reserve (USAR), unless otherwise stated.

The proponent for this publication is the United States Army Training and Doctrine Command (TRADOC). Send comments and recommendations on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, United States Army Aviation Center of Excellence (USAACE), ATTN: ATZQ-TDD-D, Fort Rucker, Alabama 36362-5263, or complete the Directorate of Training and Doctrine electronic change request form at <https://www.us.army.mil/suite/doc/7288766>. Other doctrinal information can be found on the Aviation Doctrine Branch homepage at <https://www.us.army.mil/suite/page/394729>. Questions or concerns can be directed to the following email: usarmy.rucker.avncoe.mbx.doctrine-branch@mail.mil.

This publication has been reviewed for operations security considerations.

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Introduction

TC 3-04.8 was created using chapters 6, 7, and 8 of FM 3-4.300, with the remaining information being assimilated in a future TC. This publication focuses on Army Aviation flight records processing and management. Management of flight records is a major task accomplished by the unit's Operations section.

Aviators have an obligation to maintain a complete and comprehensive set of personal flight records. Flight records can be used by the rated aviator, rated crewmembers/noncrewmember, and/or UAS personnel as proof of flight experience. It is imperative that these records are comprehensively and accurately maintained per the guidance found in this publication.

TC 3-4.8 also transfers prepotency of the following forms from DCS, G-3/5/7, to USAACE.

- 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 Hours Worksheet).
- DA Form 759-3 (Individual Flight Record and Flight Certificate-Army Flight Record and Flight Pay Worksheet).

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Chapter 1

Individual Flight Records Folder Management

Flight records are permanent DA records for statistical and historical data for all rated aviators, flight surgeons, nonrated personnel (crewmember and non-crewmember), and unmanned aircraft system (UAS) operators. The various forms and records management procedures detailed within this chapter, chapter 2, and chapter 3 must be comprehensively and accurately followed so that Aviation personnel can use these records for proof of their flight experience.

SECTION I – FLIGHT RECORDS AUTOMATION

1-1. The current flight records automation system is the Centralized Aviation Flight Records System (CAFRS). The automated capabilities supporting flight records management evolves through the fielding of three separate increments (IFRF, individual aircrew training folder [IATF], and air traffic control [ATC]) of CAFRS.

1-2. CAFRS provides up-to-date, accurate information and facilitates, simplifies, and standardizes the process of compiling, tracking, and analyzing IFRF, IATF, and ATC training records. This system stores information in the Centralized Aviation Flight Records System central database (CCDB), a centralized repository that can be accessed through the internet with the proper permissions.

1-3. CAFRS sustains and improves the management of aviation flight, IATF, and air traffic services records in accordance with current regulations and policies by centralizing and fully automating aviation records through a globally accessible and secure system. The Army's senior-level leadership maintains visibility over aviation flight operations information to assist in resource, readiness, and personnel management, while commanders have access to essential aviation information to accomplish effective risk assessment/management. Deficiencies and needs are easily identifiable, providing all parties requiring access with the required data to accomplish tasks in a more accurate and efficient manner.

1-4. All units with access to network capabilities connect to the CCDB. A Centralized Aviation Flight Records System data collection point (CDCP) should be established within the unit to allow CAFRS clients' access to the unit CDCP. CAFRS training and evaluation should be incorporated into a training program for personnel working in the flight operation section. This ensures an understanding of CAFRS and the importance of the roles and permissions CAFRS provides.

1-5. The CAFRS help desk may be contacted at cafrs.help@us.army.mil. The CAFRS website can be accessed at cafrs.training@us.army.mil.

SECTION II – INDIVIDUAL FLIGHT RECORDS FOLDER

1-6. Commanders maintain individual flight records for all assigned and attached—

- Rated aviators in operational aviation positions.
- All other rated and nonrated crewmembers/noncrewmembers authorized to take part in aerial flights according to AR 600-105 and AR 600-106.
- Aviators in nonoperational aviation positions and those restricted or prohibited by statute from flying Army aircraft. These records are kept in inactive files in either operational aviator files or military personnel records, as specified by major Army command commanders.
- Flight/ground personnel performing flight duties or UAS. (See AR 95-23, TC 3-04.61, and TC 3-04.63 for guidance in preparing UAS training records). An IFRF is not required for small unmanned aircraft system (SUAS) personnel.

FORMS AND RECORDS

1-7. Forms and other documents used to maintain flight records are filed in the IFRF. The following forms are used in conjunction with the IFRF:

- DA Form 759.
- DA Form 759-1.
- DA Form 759-2.
- DA Form 759-3.
- DA Form 2408-12 (Army Aviator’s Flight Record).
- DD Form 2992 (Medical Recommendation for Flying or Special Operational Duty).
- DA Form 7120-R (Commander’s Task List)-use current top page only for each aircraft authorized to fly.
- Aeronautical designation orders.
- Aviation service entry date (ASED) orders and/or aviation career incentive pay [ACIP].
- Initial aircrew qualification documentation for instructor pilot (IP), standardization pilot (SP), instrument examiner (IE), maintenance test pilot (MP), flight engineer (FE), flight instructor (FI), and standardization instructor (SI), standardization operator (SO), instructor operator (IO), and aircraft commander (AC).
- All flight status orders (issuance/termination/amendments) for active component nonrated crewmembers, ARNG, and USAR aircrew members.
- Termination notices (120-day) for RCMs and NCMs.
- Aviation special-skill badge orders.
- Other documentation, as required by the commander.
- Requests for orders (RFOs) until actual orders are received.

FOLDER LABELING

1-8. Flight records are required to be labeled according to AR 25-400-2 (figure 1-1). Place the personal information label on the top left corner and the disposition instructions on the top right corner. Army Records Information Management System (ARIMS) requires the Privacy Act system number found in AR 340-21.

<p>RCM:</p> <p>700C 95-1n1 6+ Individual Aircrew Training Folder (2014)</p> <p>Doe, John L. Birth Month: FEB RANK: (Optional)</p> <p>Privacy Act Sys A0095-1a TRADOC</p>	<p>700C 95-1n1 Individual Aircrew Training Folder (14)</p> <p>PA: A0095-1aTradoc Keep in CFA until event occurs/or until NLN for conducting businedd then retire to RHA will destory 7yrs after event</p>
<p>NRCM/NCM:</p> <p>700C 95-1n2 0-6 Individual Aircrew Training Folder (2014)</p> <p>Doe, John L. Birth Month: FEB RANK: (Optional)</p> <p>Privacy Act Sys A0095-1a TRADOC</p>	<p>700C 95-1n2 Individual Aircrew Training Folder (14)</p> <p>PA: A0095-1aTRADOC Destory in CFA when 0-6 years old</p>
<p>UAS:</p> <p>700C 95-1n1 6+ Individual Aircrew Training Folder (2014)</p> <p>Doe, John L. Birth Month: FEB RANK: (Optional)</p> <p>Privacy Act Sys A0095-1a TRADOC</p>	<p>700C 95-1N1 Individual Aircrew Training Folder (14)</p> <p>PA: A0095-1aTRADOC Keep in CFC until event occurs/or until NLN for conducting business then retire to RHA will destory 7yrs after event.</p>

Figure 1-1. Sample of folder labeling system

LOST OR DAMAGED FOLDERS

1-9. When a Soldier's IFRF is lost or destroyed—

- Reconstruct the record by printing documents needed from CAFRS.
- Contact the individual's last duty station to obtain a 60-day restore file from the unit's database.
- Contact the CAFRS help desk for assistance in recovering the file.

1-10. Information needed prior to the inception of CAFRS should be obtained from the individual's personal copy of the flight records. To prevent loss due to inaccessible or lost baggage, individuals in transit should not carry their digital copy of flight records in the same container as the hard copy. Annotate actions taken to locate missing documentation and methods used to verify flight hours on Part IV of DA Form 759.

FOLDER DISPOSITION

1-11. Forward the IFRF with the individual on reassignment. The records custodian maintain a log for records that are signed out to individuals for temporary duty, permanent change of station (PCS), or attendance at the Eastern Army Aviation Training Site, Western Army Aviation Training Site, or USAACE. Charge-out forms are maintained for records per ARIMS.

1-12. Upon final closeout at unit complete synchronization with the CCDB to deactivate the record and move it to the CCDB for storage.

FILE ARRANGEMENT

LEFT-SIDE ARRANGEMENT

1-13. Subject areas are separated with dividers that are labeled "Supplemental Documents," "Medical," and "Orders." Documents on the left side of IFRF are arranged in order listed from top to bottom. Figure 1-2 depicts the left-side IFRF arrangement.

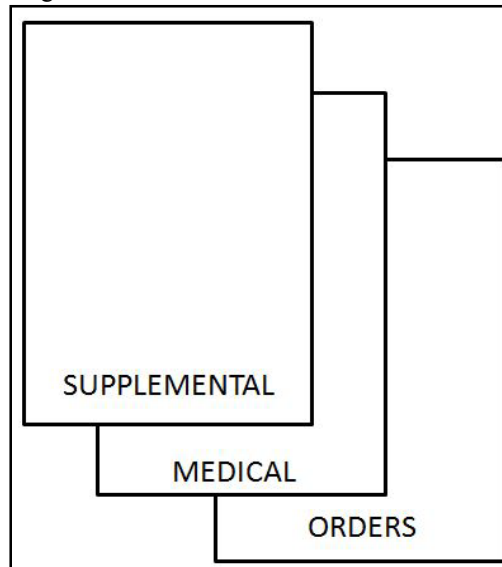


Figure 1-2. Left-side file arrangement

Supplemental Documents

1-14. Supplemental documents are posted on the left side of the IFRF. These items include 120-day notices, ATP extensions/waivers, National Guard Bureau (NGB)/USAR assignment instructions and other aviation-related documents designated as required by the commander, but do not fall under any other classification.

Medical Documents

1-15. DD Form 2992 is placed in the IFRF. Ensure that the effective date and expiration date are present and accurate. Commanders, individuals, and flight surgeons must complete their areas before it is filed in the IFRF, per AR 40-501. Enter DD Form 2992 data into CAFRS and only add in the remarks full flight duties (FFD) and duties not including flight according to the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. File the commander's copy of DD Form 2992 in the IFRF along with any copies of medical suspensions and subsequent up-slips until completion of the annual birth month closeout. The annual DD Form 2992 for fitness of flying duty after the completion of the member's medical examination is maintained in the IFRF until completion of the annual birth month closeout. Table 1-1 provides guidance for retention of DD Form 2992.

Table 1-1. Retention of DD Form 2992

Occurrence	Retention
Completion of annual medical examination	Until expiration date. Maintained in record until completion of the annual birth month closeout
Medical suspension (grounding slip)	Until completion of the next closeout. Filed on top of the annual DD Form 2992.
1-calendar month extension	Until completion of the annual birth month closeout.
Termination of medical suspension (up slip)	Until completion of the next closeout.
Medical clearance when individual reports to a new duty station	Until completion of an annual medical examination.
Assignment to an operational flying duty position from a nonoperational flying duty position	Until completion of an annual medical examination.
Medical clearance after an aircraft accident	Until completion of an annual medical examination.
Permanent suspension	Until permanent order is received.
Issue of waiver for medical disqualification	Until permanent order is received.

1-16. Recent guidance for the protection of health information was published under the HIPAA Privacy Rule. This act requires the safeguard and security of medical information. The retention of medical waivers with personal health information in the IFRF is no longer acceptable. An abbreviated waiver memorandum summarizing the medical waiver, periods of retention, and actions recommended by the medical authority should be filed instead. This memorandum can be obtained from the flight surgeon.

Orders

1-17. The following are maintained in the orders section of IFRF:

- Aviation service entry date orders.
- Flying status orders.
- Aeronautical certifications and aircraft qualification course (AQC) certificates.
- Suspension orders (other than for medical disqualification).
- Crewmember/noncrewmember flying status orders.
- Course completion certificates for IP, IE, MP, AQC, UAS operators, SO/IO and nonrated crewmember SI in this section. When a course completion certificate is not available, use DA Form 1059 (Service School Academic Evaluation Report), Directorate of Evaluation Standardization memorandum for record, or Army training requirements and resources system (ATRRS).
- Current DA Form 7120-R, top page only. Ensure commander and crewmember signatures are present.
- Basic/senior/master aviator badge orders for rated aviators according to AR 600-105 and AR 600-8-22.

- Basic/senior/master aviation (or flight surgeon) badge orders for crewmembers/noncrewmembers and UAS operators according to AR 600-106 and AR 600-8-22.
- Request for orders (RFO) are valid for a period not to exceed 90 days. Commanders execute an administrative restriction until the actual orders are received.

RIGHT-SIDE ARRANGEMENT

1-18. Arrange the DA Form 759, DA Form 759-1, and DA Form 759-3 of rated and nonrated crewmembers on the right side of the IFRF. Place the most current closeout on top. Label all forms included with a closeout with the series number only. Figure 1-3 provides an example of the right-side arrangement of closeout forms.

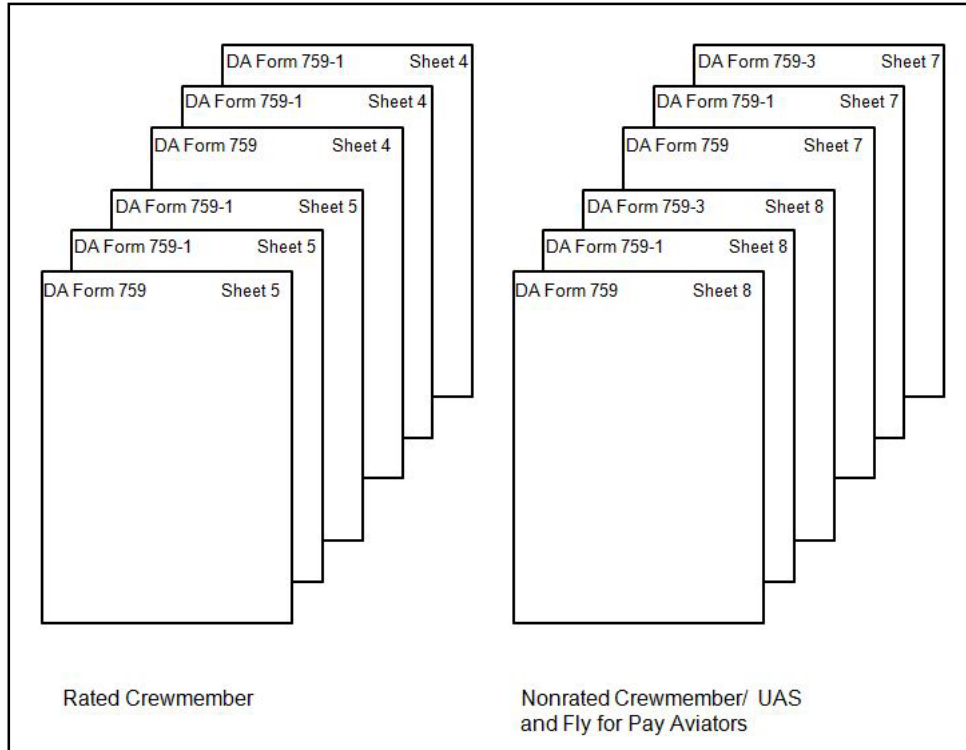


Figure 1-3. Right-side file arrangement

CLOSING FLIGHT RECORDS

1-19. Prepare DA Form 759 and DA Form 759-1 when the flight records are closed. These forms are required for individuals on flight status. Complete a birth month closeout within 10 working days for active duty, or 30 calendar days for ARNG and USAR components from the end of the birth month and provide a copy to the individual. Close records at the following times:

- End of birth month (also applies to individuals who are in a nonoperational position).
- Upon a change of assignment or attachment governing flying duty. (A closeout is not required when the flight records custodian does not change.)
- Upon termination of flying status.
- 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).
- When the crewmember attends a flight related course (MP, IP).
- Upon disqualification from flying status.
- When directed by an aircraft accident investigation board.
- Upon death.

1-20. Number each DA Form 759 consecutively; if an individual's records have been closed three times and this is the fourth closeout, the sheet number will be four.

1-21. The custodian will use the commander's task list to assist with completing Parts III and IV of DA Form 759 at the end of the individual's birth month.

1-22. Upon completion of DA Form 759, the flight records custodian submits the closeout to the ATP commander for certification. The commander's digital signature certifies the accuracy of the DA Form 759. Once certified, pen and ink changes are not authorized. The DA Form 759 will not be decertified if the error can be corrected in the following closeout period. The certifying commander is the officer who authorized flight duties on DA Form 7120-R.

TRANSCRIBING FLIGHT TIME

1-23. Transcribe flight time from DA Form 2408-12 to DA Form 759-2 and DA Form 759-3. The pilot in command (PC)/AC is responsible for accurately completing DA Form 2408-12. Department of the Army Pamphlet (DA PAM) 738-751 contains procedures for completing DA Form 2408-12. AR 95-1 defines flying duty, mission, and flight condition symbols used in preparing DA Form 2408-12, DA Form 759, DA Form 759-1, DA Form 759-2, and DA Form 759-3. DA Form 2408-12 will become a permanent record in CAFRS. Units using unit level logistics systems-aviation (enhanced) ([ULLS-A (E)]) or unmanned aircraft systems-initiative (UAS-I) maintenance systems will digitally import DA Form 2408-12s into CAFRS. Other units will manually create the DA Form 2408-12 in CAFRS. Flight time from civilian fixed-wing (FW) or rotary-wing logbooks for rated aviators is authorized after verification by the operations officer. The operations officer is the approving authority in CAFRS for civilian flight hours. Remarks are required on the next closeout when these times are transcribed.

1-24. Flight hours from previous time as an aero scout observer or crewmember/noncrewmember UAS Operator are not added to flight time as a rated aviator. Personnel attending a flight school, files their historical records, and a new IFRF will be initiated.

SECTION III – FLYING STATUS MANAGEMENT

RATED AVIATOR

1-25. Army aviators and flight surgeons are authorized flying status per AR 600-105. Flight surgeons are rated officers but are not included in the rated inventory of Army aviators. When using CAFRS identify flight surgeons as rated aviators fly for pay.

CREWMEMBER/NONCREWMEMBER

1-26. Crewmembers/noncrewmembers are authorized flying status per AR 600-106. Individuals must meet the criteria outlined in AR 600-106 and pass the appropriate flight physical before orders are requested.

CREWMEMBER/NONCREWMEMBER FLIGHT STATUS POSITIONS

1-27. Operations maintains a document reflecting all crewmember/noncrewmember flight slots listed on the modified table of organization and equipment (MTOE) or table of distribution and allowances (TDA), by paragraph and line number. This document lists individuals in flight positions and contains additional blocks such as—

- Night vision goggles (NVG) qualification.
- Birth month, flight physical.
- Other information tailored to fit specific unit needs.

1-28. This assists in managing flight slots and replacing outbound individuals. Operations also works with the personnel staff officer (S-1) section to ensure the unit manning report reflects individuals filling MTOE or TDA authorized positions.

WRITTEN 120-DAY NOTICE

1-29. A written notice of flight status termination is required for enlisted crewmembers. This notice is given 120 days prior to termination. AR 600-106 discusses requirements for this action. The individual's and commander's signatures are required prior to placing the notice in the IFRF. Annotate the notification in the remarks section of DA Form 759, part IV, and in the Aviation Personnel Data tab of the Person Editor of CAFRS. If less than 120-day notice is given, an exception notice is filed stating the reason for the delay.

Note. Only one individual may occupy a paragraph and line number flight position. The 120-day notice is crucial to ensure no crewmember position is "double-slotted." An individual occupies a position until the 120 days has ended. Late notices prevent the commander from using the slot until that time has expired.

FLIGHT PHYSICAL

1-30. Individuals that do not have a current flight physical, or a one-calendar month extension to complete their annual medical examination documented on DD Form 2992, are administratively restricted from flying status until medical clearance is given. Commanders notify the servicing Financial Management Support Unit when personnel are administratively restricted from flight duties.

Note. Valid initial flight physicals may exceed 12 months for personnel completing aviator flight training. AR 40-501 details the frequency and validity of flight physicals, and the procedures for completing aircrew member birth month alignments.

MINIMUM FLYING TIME

1-31. Department of Defense Financial Management Regulation (DODFMR) 7000.14-R, outlines the minimum number of monthly flight hours that qualifies crewmembers/noncrewmembers for hazardous duty incentive pay (HDIP) and flight surgeons for ACIP. This regulation also applies to certain fly-for-pay aviators failing to make their 12- or 18-year gate as outlined in AR 600-105. These aviators must qualify monthly to continue receiving ACIP. Flight time is tracked on DA Form 759-3 similar to non-aviators. These times are included at closeout.

1-32. The Department of Defense (DOD) pay and entitlements manual provides an in-depth discussion of the requirements for HDIP and ACIP and the tracking of flight hours.

1-33. Individual flight records are reviewed each month to determine whether individuals failed to meet flight requirements or have made up flight requirements from a previous month. DA Form 4730 (Certificate for Performance of Hazardous Duty) is prepared per AR 37-104-4 and signed by the commander. This certificate is forwarded to finance, and a copy is maintained on file for two years by the flight records custodian.

SECTION IV – ARMY AVIATOR'S FLIGHT RECORDS

DEPARTMENT OF THE ARMY FORM 2408-12

1-34. Information for each flight of an Army aircraft is logged on the DA Form 2408-12. This form contains information about the aircraft, crewmembers, and maintenance information for each flight. DA PAM 738-751 provides guidance for properly filling out DA Form 2408-12. Information includes—

- Aircraft time flown.
- Duty and type of flight performed.

Note. When filling out forms, if a block is not applicable, leave blank unless the directions state otherwise

1-35. This information is used to track the amount and type of flying duty crewmembers perform (figure 1-4).

1. DATE 20120707		2. SERIAL NUMBER 94-24235		3. MODEL AH-64D		4. ORGANIZATION B Company, 1-3 AVN		5. STATION Hunter AAF, GA														
6a. FLIGHT 1		DATA FROM Local		TO		TO																
TIME	FROM 12:30	TO	TO 15:06	FLT HRS 2.6	LDG: STD 6	AUTOROTATIONS		START:#1	START #2													
MISSION ID		STD	T	CONFIG	LOADS: INTERNAL	EXTERNAL	PASSENGERS	CYC	HSF													
ROUNDS	7.62	50 Cal		30mm	ROCKET		HELLFIRE															
STATUS	7.62	50 Cal	30mm	ROCKET	HELLFIRE	APU STARTS	2	HOURS	0.5													
HIT CHECK		HIT CHECK		HOIST CYC		AERIAL REFUEL PROBE																
NO. 1 ENGINE	1	NO. 2 ENGINE	2	EXTEND		RETRACT	CONNECT															
b. PERSONNEL DATA				c. DUTY SYMBOL/FLIGHT SYMBOL/HOURS/SEAT																		
NAME		RANK		PID		DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S	
Doe, John		CW4		--		PC	D	2.6	B													
Cook, James		CPT		--		PI	D	2.6	F													
7. SERVICING DATA																						
FUEL ADDED (GALLONS)	GRADE	IN TANKS	OIL 1	GRADE	OIL 2	GRADE	APU	GRADE	OXY-GEN	ANTI-ICING	SERVICED BY		LOCATION									
191	JPS	300	7	23699	7	23699	2				P.Pan		Hunter AAF, GA									
354	JPS	375	1	23699	1	23699	0				P.Pan		Hunter AAF, GA									
TOTALS																						

DA FORM 2408-12, MAR 2014
EDITION OF JAN 92 IS OBSOLETE

ARMY AVIATOR'S FLIGHT RECORD
For use of this form, see DA PAM 738-751; the proponent agency is DCS, G-4

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Figure 1-4. Sample DA Form 2408-12 (front)

1-36. The PC/AC ensures that DA Form 2408-12 is completed properly, and essential information is entered for all crewmembers and noncrewmembers aboard. Passengers will be maintained on a separate manifest.

INSTRUCTIONS

1-37. Information contained on DA Form 2408-12 of special interest for the completion of flight records and other reports generated by flight operations is listed below:

- **Block 1.** Date. (Entered by pilot.) Date (YYYYMMDD) of the start of the first flight.
- **Block 2.** Serial number. Serial number of the aircraft.
- **Block 3.** Model. Aircraft model number.
- **Block 4.** Organization. Unit or activity to which the aircraft is assigned.
- **Block 5.** Station. Aircraft home station.
- **Block 6a.** Flight data.
 - Information that should be checked carefully because of the effect miscalculated hours has on unit status reports and flying-hour reports. On the row marked "TIME," the block "FLT HRS" represents the total time the crewmember or noncrewmember has logged. The "FROM" time is subtracted from the last theater of operation ("TO") time and the result is entered in the "FLT HRS" block. The time represents the total hours placed on the airframe for that flight. See table 1-2 to convert minutes to partial hours.

Table 1-2. Time conversion for partial hours

<i>Minutes</i>	<i>Hours</i>	<i>Minutes</i>	<i>Hours</i>
0	0	31-36	0.6
1-6	0.1	37-42	0.7
7-12	0.2	43-48	0.8
13-18	0.3	49-54	0.9
19-24	0.4	55-60	1.0
25-30	0.5		

- The next row contains the mission ID. The “STD” block will contain a single character for the mission ID (for example, “S” for service mission). The authorized mission IDs used on DA Form 2408-12 can be found in AR 95-1 and are listed in table 1-3.

Table 1-3. Mission identifications

<i>Symbols</i>	<i>Service Missions</i>
A	Acceptance Test Flight
F	Maintenance Test Flight
S	Service Mission
T	Training Flight
X	Experimental Test Flight
C	Combat Mission
D	Imminent Danger

- **Block 6b.** Personnel data. Names, ranks, personal identification data will be entered before flight.
- **Block 6c.** Line to the right of the personnel data provides the duty symbol, flight condition, hours, and seat designation blocks for the crewmembers for that portion of the mission. The following are the authorized entries for these blocks:
 - **DS–Duty symbol.** Duty position the crewmember holds during that portion of the flight (table 1-4).

Table 1-4. Duty symbols

AC	Aircraft commander (UAS).
AO	Aircraft operator (UAS).
CE	Crew chief, aircraft mechanic, and noncrewmembers designated by the commander and in the unit’s aircrew training program (ATP). The crew chief is a ground crewmember that is required to perform duties that are essential to the flight operations of the UAS.
CP	Copilot. When briefed, this symbol may be used by more than one aviator performing copilot duties.
EO	External operator (UAS).
FE	Flight engineer.
FI	Flight instructor.
IE	Instrument examiner. When briefed, this symbol may be used by more than one aviator performing IE duties.
IO	Instructor operator (UAS).
IP	Instructor pilot. When briefed, this symbol may be used by more than one aviator performing IP duties.
ME	Maintenance test pilot evaluator. This symbol may be used by both MEs on functional test flights when authorized by the mission brief sheet.
MO	Flight surgeon or other medical personnel (aeromedical physician’s assistant).

Table 1-4. Duty symbols con't

MP	Maintenance test pilot. This symbol may be used by both aviators, if qualified, on functional test flights when authorized by the mission brief sheet.
OR	Aircraft maintenance personnel, technical observer, firefighter, aerial photographer, gunner, or duties requiring flight.
PC	Pilot in command. The symbols MP, ME, experimental pilot (XP), UT, IE, IP, or SP may also be used to designate the pilot in command. If any of these additional symbols are mixed or duplicated on the same aircraft, the mission brief sheet must clearly indicate which aviator is the pilot in command. PC may only be logged by one aviator at the controls.
PI	Pilot.
SI	Standardization instructor.
SO	Standardization instructor operator (UAS).
SP	Standardization instructor pilot. When briefed, this symbol may be used by more than one aviator performing SP duties.
UT	Unit trainer.
XP	Experimental test pilot. This symbol may be used by both aviators on experimental test flights when assigned to a designated testing organization or activity and authorized by the mission brief sheet.

Note. The duty symbols that may be logged simultaneously by more than one rated aviator include CP, MP, SP, experimental test pilot (XP), IE, IP, and maintenance evaluator (ME) when authorized by the commander.

- **Front Seat (FS)–Flight conditions.** Each crewmember will use only one of the following symbols to identify the condition or mode of flight for any time (table 1-5).

Table 1-5. Flight condition symbols

D	Day: between the hours of official sunrise and sunset.
DS	AH-64 only when night vision system installed on the aircraft is used during the day. Back seat must be equipped with black out curtains.
H	Hood instrument flight/simulated instrument meteorological condition-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 (AH64 series) used during the night, also logged when two or more devices are used simultaneously.
S	Simulator flight: Flights conducted in an approved UAS synthetic flight training simulator and/or institutional mission simulator and/or other Army-approved UAS simulator.
W	Weather: Actual weather conditions that do not permit visual contact with the natural horizon or earth surface. Aircraft attitude must be controlled using aircraft instruments. This only applies to rated crewmembers and UAS operators.

- **HR–Hours.** Amount of time spent in the duty position.
- **S–Seat designation.** In an aircraft requiring designation of seat occupied, the stations will be annotated “F” for front seat or “B” for back seat.

- **S-Seat designation (UAS).** The stations will be annotated “A” for aircraft operator or “P” for payload operator.
- **Block 7. Servicing Data** (See DA PAM 738-751 for instruction).
- The reverse of the form has two more sets of block 6 for subsequent flights and/or crew changes (figure 1-5). Eighteen flights and eight duty positions according to DA Form 2408-12 are available in CAFRS.

6a. FLIGHT		2		DATA		FROM		TO		TO		TO		TO					
TIME	FROM	TO	TO	TO	FLT HRS	LDG: STD	AUTO:		STARTS #1	STARTS #2									
	1530		1700		1.5		HOV: TOUCHDOWN:												
MISSION ID	STD	T	CONFIG	LOADS: INTERNAL	EXTERNAL	PASSENGERS	CYC	HSF											
ROUNDS	7.62		50 Cal	30mm	ROCKET	HELLFIRE	ROCKET	HELLFIRE											
STATUS	7.62		.50 Cal	30mm	ROCKET	HELLFIRE	APU: STARTS	2 HOURS	0.4	HOUR METER HRS									
HIT CHECK	HIT CHECK		HOIST CYC		AERIAL REFUEL PROBE														
NO. 1 ENGINE	NO. 2 ENGINE				EXTEND	RETRACT	CONNECT												
b. PERSONNEL DATA				c. DUTY SYMBOL/FLIGHT SYMBOL/HOURS/SEAT															
NAME	RANK	PID	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S	
Doe, John	CW4	---	PC	H	1.0	B	PC	D	0.5	B									
Cook, James	CPT	---	PI	D	1.5	F													
-----LAS ENTRY----																			
Sample																			
6a. FLIGHT		3		DATA		FROM		TO		TO		TO		TO					
TIME	FROM	TO	TO	TO	FLT HRS	LDG: STD	AUTO:		STARTS #1	STARTS #2									
	1750						HOV: TOUCHDOWN:												
MISSION ID	STD	T	CONFIG	LOADS: INTERNAL	EXTERNAL	PASSENGERS	CYC	HSF											
ROUNDS	7.62		50 Cal	30mm	ROCKET	HELLFIRE	ROCKET	HELLFIRE											
STATUS	7.62		.50 Cal	30mm	ROCKET	HELLFIRE	APU: STARTS	2 HOURS	0.0	HOUR METER HRS									
HIT CHECK	HIT CHECK		HOIST CYC		AERIAL REFUEL PROBE														
NO. 1 ENGINE	NO. 2 ENGINE				EXTEND	RETRACT	CONNECT												
b. PERSONNEL DATA				c. DUTY SYMBOL/FLIGHT SYMBOL/HOURS/SEAT															
NAME	RANK	PID	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S	DS	FS	HR	S	
Snuffy, Joe	CPT	---	PC	H	0.5	B	PC	D	0.5	B									
Doe, Jane	COL	---	PI	D	1.0	F													
-----LAS ENTRY----																			
8. TOTALS		FLIGHT HOURS	LANDINGS: STD	AUTO:		APU: STARTS	HOURS												
		501.0	15	HOV: TOUCHDOWN:		6	1.3												
HOUR METER HOURS		STARTS: #1		#2		CYCLES		HSF											
ROUNDS	7.62		50 Cal	30mm	ROCKET	HELLFIRE													
HOIST CYC	AERIAL REFUEL PROBE																		
		EXTEND	RETRACT	CONNECT															

Figure 1-5. Sample of DA Form 2408-12 (reverse)

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Chapter 2

Rated Aviator Flight Records

This chapter details flight records management procedure for Rated aviators who qualify for continuous ACIP. The forms used by these personnel are DA Form 759, DA Form 759-1, DA Form 759-2, and DA Form 759-3. It remains imperative that these records be comprehensively and accurately maintained. Personnel completing flight records should follow the procedures contained within this chapter and refer to the appropriate pay regulations when reporting flight time for pay incentives. Prior to leaving a unit, the rated aviator will obtain a copy of his/her most current flight records and CAFRS companion file

SECTION I – FLYING HOUR WORKSHEET

DEPARTMENT OF THE ARMY FORM 759-2

- 2-1. DA Form 759-2 is a record of an aviator's flight hours and can be used as both a temporary and consolidation worksheet. When used as a temporary worksheet, record the daily flights of rated aviators. It can be arranged in three sections (A, B, and C). This allows entries for three types of aircraft, flight simulators, and/or seat designations. If an individual flies more than three different aircraft and/or flight simulators during an annual period, use an additional temporary worksheet. Table 2-1, page 2-3, contains general information for completing the temporary worksheet. Figure 2-1, page 2-2, depicts a sample temporary worksheet.
- 2-2. Take information for the temporary worksheet from DA Form 2408-12. Make entries in pencil. A single line may be used when the date, aircraft, flying duty symbol, flight condition symbol, and mission symbol are the same. The hours flown for these like entries may be combined or listed as separate entries. When any of this information is not the same, use a separate line. Mission symbols containing "C" (combat) and "D" (imminent danger) are the only mission symbols to be used in the mission symbol column.
- 2-3. Make as many entries on the form as space allows for both daily and monthly use. A new form for each month is not required. Leave a blank line after each month's entries.
- 2-4. Enter flight time in hours and tenths of hours.
- 2-5. Do not file the temporary worksheet with DA Form 759 and DA Form 759-1 when the rated aviator's flight records are closed. The unit commander or operations officer determines how long the worksheets are retained (90 days is recommended).
- 2-6. Initiate a new temporary worksheet each time flight records are closed.

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY														
For use of this form, see TC 3-04.8; the proponent agency is USAACE.														
FLYING HOURS WORK SHEET														
1. Name Lannister, Jaime					2. Rank MAJ					3. Period 1 NOV 15-31 OCT 16				
Section A. (AH-64D(BS))					Section B. (AH-64D(BS))					Section C. (2B-64(FS))				
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.
NOV					NOV					NOV				
1	PC	D		2.0	1	PI	D		2	2	PI	W		2
					15	PI	NG		1					
DEC					15	PI	NS		1	DEC				
1	PC	D		2.0						2	PI	W		2
15	PC	NG		1.0	DEC									
15	PC	NS		1.0	1	PI	D		2	JAN				
										3	PI	H		1
JAN					JAN									
2	PC	D		1.5	2	PI	D		2	FEB	No	Time	Flown	
15	PC	NS		1.0	15	PI	N		1					
FEB					FEB									
1	PC	D		3.0	15	PI	D		1					
					15	PI	N		1	APR	No	Time	Flown	
MAR	PC	D		2.0										
APR	PC	D		3.0										
MAY	No	TIME	Flown		MAR	No	Time	Flown		JUN				
										23	PI	W		2
					APR	No	Time	Flown						
JUN	No	Time	Flown							JUL	No	Time	Flown	
					MAY									
JUL					2	PI	D		2	AUG	No	Time	Flown	
20	PC	D		4.0	2	PI	N		1					
					2	PI	NG		1	SEP	No	Time	Flown	
AUG	PC	D		4.0	2	PI	NS		1					
										OCT	No	Time	Flown	
SEP	No	Time	Flown		JUN	No	Time	Flown						
OCT					JUL	No	Time	Flown						
1	PC	D		5.0										
					AUG	No	Time	Flown						
					SEP									
					3	PI	D		2					
					3	PI	N		1					
					3	PI	NG		2					
					3	PI	NS		1					

DA FORM 759-2, DEC 2015

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Figure 2-1. Sample DA Form 759-2 (rated aviator)

Table 2-1. Instructions for completing DA Form 759-2 temporary worksheet (rated aviator)

<i>Item</i>	<i>Instructions</i>
Block 1	Enter the last name, first name, and middle initial.
Block 2	Enter one of the following (OR leave blank if not applicable): <ul style="list-style-type: none"> • Military rank. • DAC-Department of the Army civilian employee. • CIV-civilian employees of government agencies. • CTR-government contractor.
Block 3	Enter the period covered (YYYYMMDD; leave end date open until closeout). Example: (20140712-20140730)
Note. All references to period covered on all DA Forms 759 will be in this format. The first date will represent either the first day the forms were initiated or the first day after the last DA Form 759 closeout. The second date will represent the last day of the closeout period. Birth-month closeouts will be dated the last day of the birth month.	
Sections A, B, and C	Enter the aircraft mission, type, design, and series or flight simulator and, if applicable, the seat designation. (Example: AH-64D front seat [FS], 2B40 back seat [BS])
Note. Complete columns a through e using information from DA Form 2408-12.	
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 mission symbols containing a C (combat) or D (imminent danger) only. For all other mission symbols, leave blank.
Column e	Enter the hours and tenths of hours for each individual entry on DA Form 2408-12. Flights with the same date, duty symbol, flight condition, and mission symbol (if used) may be consolidated into one entry for 1-day's flights only.
Notes. 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 d. 2. Enter flight simulator time (military) in the same manner as a separate type of aircraft. 3. Aircraft and flight simulator entries 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 (FS, BS) seat position. Example: AH-64D (FS), 2B40 (BS). 4. When filling out forms, if a block is not applicable leave blank, unless the directions state otherwise.	

CONSOLIDATION WORKSHEET

2-7. Figure 2-2, page 2-4, depicts a sample consolidation worksheet. Table 2-2, page 2-5, contains detailed information for completing a DA Form 759-2 as a consolidation worksheet.

2-8. Maintain a monthly consolidation worksheet for the aircraft/flight simulator a rated aviator flies during the period covered by DA Form 759-2 temporary worksheet. Arrange the consolidation worksheets in the same order as the temporary worksheets. Complete the consolidation worksheet in pencil.

2-9. Obtain the information needed to complete the consolidation worksheet from the temporary worksheet. At the end of each month, consolidate all like entries in each section (A, B and C) of the temporary worksheet to the consolidation worksheet. Enter the consolidated information as a one-line entry to the consolidation worksheet.

2-10. Consolidate the time by aircraft/simulator type, flying duty, flight condition, and mission symbol. The mission symbol column will be used only for mission symbols containing a "C" (combat) or "D" (imminent danger) flights. All times entered into flight records will be in hours and tenths of hours.

Chapter 2

2-11. Be sure the period covered for all entries appearing on the consolidation worksheet is accurately reflected in block 4. Leave a blank space between each month's entries on the consolidation worksheet. For the months in which no hours were recorded, enter the month in column "a" and include the comment "No Time Flown" across columns "b" through "d".

2-12. A manual DA Form 759-2 does not have to be kept when using CAFRS. However, it is recommended to help recover information in case of automation crashes.

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY														
For use of this form, see TC 3-04.8; the proponent agency is USAACE.														
FLYING HOURS WORK SHEET														
1. Name Lannister, Jaime					2. Rank MAJ					3. Period 1 NOV 15-31 OCT 16				
Section A. (AH-64D(BS))					Section B. (AH-64D(BS))					Section C. (2B-64(FS))				
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.
NOV					NOV					NOV				
1	PC	D		2.0	1	PI	D		2	2	PI	W		2
					15	PI	NG		1					
DEC					15	PI	NS		1	DEC				
1	PC	D		2.0						2	PI	W		2
15	PC	NG		1.0	DEC									
15	PC	NS		1.0	1	PI	D		2	JAN				
JAN					JAN					3	PI	H		1
2	PC	D		1.5	2	PI	D		2	EB	N	Time	Flown	
15	PC	NS		1.0	15	PI	N		1					
FEB					FEB					AF				
1	PC	D		3.0	15	PI	D		1	15	PI	W		1
					15	PI			1	PR	No	Time	Flown	
MAR	PC	D		2.5	15		NS		1					
APR	PC	D					NC		1	MAY	No	Time	Flown	
										JUN				
MAY	No	TIME								23	PI	W		2
JUN	No	Time	Flown							JUL	No	Time	Flown	
JUL					MAY									
20	PC	D		4.0	2	PI	D		2	AUG	No	Time	Flown	
					2	PI	N		1					
					2	PI	NG		1	SEP	No	Time	Flown	
AUG	PC	D		4.0	2	PI	NS		1					
SEP	No	Time	Flown							OCT	No	Time	Flown	
OCT					JUN	No	Time	Flown						
1	PC	D		5.0	JUL	No	Time	Flown						
					AUG	No	Time	Flown						
					SEP									
					3	PI	D		2					
					3	PI	N		1					
					3	PI	NG		2					
					3	PI	NS		1					

Figure 2-2. Sample DA Form 759-2 (rated aviator)

Table 2-2. Instructions for completing DA Form 759-2 consolidated worksheet (rated aviator)

<i>Item</i>	<i>Instructions</i>
Block 1	Enter the last name, first name, and middle initial.
Block 2	Enter one of the following: military rank, DAC-Department of the Army civilian, CIV-civilian employees of government agencies, CTR-government contractor, or leave blank if not applicable.
Block 3	Enter the period covered (YYYYMMDD), leave end date open until closeout).
Column a	Enter the month that covers the applicable set of entries to be consolidated from the temporary worksheet.
Columns b, c, d and e	At the end of each month, total the number of hours flown for each group of like flights (same duty, flight condition, and mission symbol [only combat and imminent danger] used from the temporary worksheet). On the consolidation worksheet, make a one-line entry for each group of like flights. Flights that cannot be consolidated will be transferred to the consolidation worksheet as is.
<p>Notes.</p> <p>1. Procedures for transferring flight simulator time (military) to the consolidation worksheet are the same as those for aircraft flight time.</p> <p>2. 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 front seat (FS), back seat (BS) seat position. Example: AH-64D (FS), 2B40 (BS).</p>	

SECTION II – AIRCRAFT CLOSEOUT SUMMARY

DEPARTMENT OF THE ARMY FORM 759-1

2-13. Use DA Form 759-1 (figure 2-3 through figure 2-5, pages 2-6 through 2-8) 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 DA Form 759-1 for aircraft not flown during the period covered. CAFRS will automatically prepare a 759-1 for aircraft not flown. This should not be included in the IFRF. Table 2-3, page 2-9, contains instructions for completing DA Form 759-1 as an aircraft closeout summary. The following is general information for completing the aircraft closeout summary.

2-14. File DA Form 759-1 with DA Form 759 when an individual’s flight record is closed. Type all entries.

2-15. Prepare DA Form 759-1 for each aircraft or simulator listed on the individual’s consolidation worksheet (sections A, B, and C). Aircraft with seat designations require separate DA Form 759-1s for each seat qualification. Total all like entries from the worksheet, by aircraft or flight simulator. Carry the totals forward to DA Form 759-1 when the individual’s flight record is closed. Number DA Forms 759-1 the same as DA Form 759 and arrange them in the IFRF according to figure 1-2, page 1-6.

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY													1. Sheet No.	
AIRCRAFT CLOSEOUT SUMMARY													7	
2. Name				3. Rank			4. Period			5. Act/Flt Sim				
Lannister, Jaime				MAJ			1 NOV 14-31 OCT 15			AH-64D(FS)				
FLIGHT COND SYM	FLYING DUTY SYMBOL											k. Total This Sheet	l. From Sheet No. 6	m. Total
	a. CP/CE/EO	b. PI/OR/AO	c. PC/AC	d. UT/MO/DG	e. IP/FE/IO	f. IE/FI/CA	g. SP/SI/SO	h. MP	i. ME	j. XP				
6. D			10.5									10.5	200	210.5
7. N			4									4	55	59
8. H														
9. W														
10. NG			4									4	30.5	34.5
11. NS												4	5.5	9.5
12. DS														
13. Total this Sheet			22.5									22.5		
14. From Sheet No. 6	100	150	51										301	
15. Total	100	150	73.2											323.5
16. Combat														
17. Imminent Danger			5									5		5

Figure 2-3. Sample AH-64A (FS) DA Form 759-1 (rated aviator)

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY														
For use of this form, see TC 3-04.8; the proponent agency is USAACE.														
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 7			
2. Name Lannister, Jaime				3. Rank MAJ			4. Period 1 NOV 15-30 OCT 16				5. Act/Fit Sim AH-64D(BS)			
FLIGHT COND SYM	FLYING DUTY SYMBOL											k. Total This Sheet	l. From Sheet No. 6	m. Total
	a. CP/CE/EO	b. PI/OR/AO	c. PC/AC	d. UT/MO/DG	e. IP/FE/IO	f. IE/FI/CA	g. SP/SI/SO	h. MP	i. ME	J. XP				
6. D			30.5									30.5	150.5	181
7. N														
8. H														
9. W														
10. NG												1	45	46
11. NS												1	34	35
12. DS														
13. Total this Sheet			32.5									32.5		
14. From Sheet No. 6	50	150	80										280	
15. Total	50	150	112.5											312.5
16. Combat														
17. Imminent Danger			5									5		5

Figure 2-4. Sample AH-64 (FS) DA Form 759-1 (rated aviator)

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY													1. Sheet No.	
For use of this form, see TC 3-04.8; the proponent agency is USAACE.													7	
AIRCRAFT CLOSEOUT SUMMARY											5. Act/Fit Sim			
2. Name Lannister, Jaime				3. Rank MAJ			4. Period 1 NOV 14-31 OCT 15				AH-64D(FS)			
FLIGHT COND SYM	FLYING DUTY SYMBOL											k. Total This Sheet	l. From Sheet No. <u>6</u>	m. Total
	a. CP/ CE/ EO	b. PI/ OR/ AO	c. PC/ AC	d. UT/ MO DG	e. IP/ FE/ IO	f. IE/ FI CA	g. SP/ SI/ SO	h. MP	i. ME	J. XP				
6. D														
7. N			2									2		2
8. H			7									7	55.5	62.5
9. W														
10. NG														
11. NS														
12. DS														
13. Total this Sheet			9									9		
14. From Sheet No. <u>6</u>			55.5										55.5	
15. Total			64.5											64.5
16. Combat														
17. Immi- nent Danger														

DA FORM 759-1, DEC 2015 PREVIOUS EDITION OF AUG 08 IS OBSOLETE. APD LC v1.01

Figure 2-5. Sample 2B-64D (FS) DA Form 759-1 (rated aviator)

Table 2-3. Instructions for completing DA Form 759-1 aircraft closeout summary (rated aviator)

Item	Instructions
Note. All required dates will be in the YYYYMMDD format.	
Block 1	Enter the chronological sheet number.
Blocks 2 through 4	Enter the appropriate information from blocks 1 through 4 of DA Form 759-2.
Block 5	Enter the aircraft mission, type, design, and series or flight simulator and, if applicable, the seat designation. Separate DA Forms 759-1 are required when tracking seat qualifications/hours.
Lines 6 through 15 and columns a through j	From the corresponding consolidated 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.
<p>Note.</p> <p>1. Night vision (NV) time is no longer tracked and has been deleted from DA Form 759-1. Row 11 is reserved for future use and will remain blank. Time in row 11 was previously moved and added into the times in row 10.</p> <p>2. Day system (DS), tracked separately on DA Form 759-1, are combined with night system (NS) hours on the DA Form 759.</p> <p>3. Terrain (TR) time is no longer tracked as a flight condition according to AR 95-1. Times on line 14 will remain as is.</p>	
Column k	Total the hours across lines 6 through 15 for each flight condition. Enter the totals in hours and tenths of hours in the corresponding lines of column k . Add hours in column k downward and place this total in the block on line 16, 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.
Column m	Add columns k and l across on lines 6 through 15, and enter the new totals in the corresponding lines of column m (in hours and tenths of hours). Add hours in column m together and place this total in the block on line 18, column m .
Line 16	Total the hours downward in columns a through j . Enter the totals in hours and tenths of hours, in the corresponding column on line 16.
Note: To check the total, add columns a through j across on line 16. This total should agree with the total of column k on line 16.	
Line 17	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 18 of the previous DA Form 759-1 to the corresponding columns on this line.
Line 18	Add lines 16 and 17 downward, and enter the totals in hours and tenths of hours, in the corresponding blocks on this line.
Note: To check the total, add columns a through j across on line 18. This total should agree with the total of column m on line 18.	
Line 19 columns a through j	From the corresponding consolidated DA Form 759-2, total the mission symbols containing combat hours for all like entries according to flying duty symbols. Enter these totals in the corresponding columns on line 19.
Line 20, columns a through j	From the corresponding consolidated DA Form 759-2, total the mission symbols containing imminent danger hours for all like entries according to flying duty symbols. Enter these totals in the corresponding columns on line 20.
Lines 19 and 20, column k	Add across columns a through j and enter the total in the corresponding block in lines 19 and 20, column k .
Lines 19 and 20, column l	From the previous DA Form 759-1, enter the totals from lines 19 and 20, column m into the corresponding block in lines 19 and 20, column l .
Lines 19 and 20, column m	Add the totals across in columns k and l and enter the totals into the corresponding block in lines 19 and 20, column m .

DEPARTMENT OF THE ARMY FORM 759 CLOSEOUT (RATED AVIATOR)

2-16. Prepare DA Form 759 (figures 2-6 and 2-7, page 2-11) for all individuals on flying status when closing flight records. At closeout, arrange flight record forms in folder, as shown in figure 1-2 (page 1-6). DA Form 759 contains four parts; all parts must be completed and all entries must be typed. The individual's ATP commander must sign and date the form to certify the accuracy of the closeout data. If the individual's ATP commander is not the certifying officer who authorized flight duties on DA Form 7120-R, the certifying officer authorizing flight duties will sign and date the closeout to certify the accuracy of the closeout data. The DA Form 759 must be digitally signed in CAFRS.

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY													
For use of this form, TC 3-04.8; the proponent agency is USAACE.													
AUTHORITY: Title 5, USC, Section 301 PRINCIPAL PURPOSE (S): To close out a Soldier's Military Flight record. ROUTINE USES: Information furnished may be disclosed within DoD only, to DoD officials or employees who need this information in order to perform their official work related duties. DISCLOSURE: Voluntary how ever this form will not be processed without the Soldier's date of birth. The Army requires this form to be closed out during the Soldier's birth month.													
PART I. BIO/DEMOGRAPHIC											1. Sheet No.		
2. Name Lannister, Jammie											7		
3. Rank MAJ													
4. Period 1 Nov 15-31 OCT 16				5. DOB 01 OCT 78		6. ASED 30 AUG 2005		7. Branch AV					
8. Component RA			9. Unit D CO, 1-13th AVN REGT, Cairns AAF					10. DMOS 15B					
11. Duty Position AH-64D Pilot						12. Operational Position Yes, 20 Nov 2006							
PART II. FLIGHT HOURS													
SECTION A. QUALIFICATIONS													
a.	b.	c.	d.	e.	f.	g.	h.	i.	j.	k.	l.	m.	n.
Aircraft System	Date Qual	Last Flight	Total Time	CP/CE/EO	PI/OR/AO	PC/AC	UT/MO/DG		IF/A	SP/SI/PO	MP	ME	XP
AH-64D(BS)	25 AUG 05	10 OCT 07	312.5	50	150	112.5							
NG	25 AUG 05	15 DEC 06	46										
NS	25 AUG 05	15 DEC 05	35.5										
AH-64D(BS)	25 AUG 05	SEP 07	5	0	2.5	5							
NG	25 AUG 05	SEP 07											
NS	25 AUG 05	P											
2B-64D(FS)		15 JUN 07	64.5		64.5								
SECTION B. TOTAL HOURS													
a. Combat 222.8			b. Imminent Danger			c. Civilian RW			d. Military RW				
e. Civilian FW			f. Military FW 657.2			g. Historical Hours			h. Total Hours 657.2				

Figure 2-6. Sample DA Form 759 (rated aviator) (front)


INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE -- ARMY (Cont'd) For use of this form, TC 3-04.8; the proponent agency is USAACE.					1. Sheet No. 7
2. Name Lannister, Jammie		3. Rank MAJ	4. Period 1 Nov 15-31 OCT 16		
PART III. ATP					
1. FAC 1	2. MTFE	3. Phys Exam 01 OCT 16	4. Ejection Seat	5. Alt Chamber	6. APART Completed 21OCT2016
7. Primary Acft AH-64D		8. RL	9. Std Fit Eval 21OCT2016		10. Inst Eval 21OCT2016
11. Alternate Acft		12. RL	13. Std Fit Eval	14. Inst Eval	
15. Additional Acft		16. RL	17. Std Fit Eval		
PART IV. REMARKS					
<p>1. Records closed 31 Oct 16 due to end of Birth month.</p> <p>2. Individual has completed 86 months of total operational flying duty credit.</p> <p>3. Individual has completed ATP requirements.</p> <p>4. ACT refresher complete 20 Oct 16.</p>					
Commander's Typed Name, Rank, Branch Johnny B. Good COL, AV Commanding		Signature 		Date (YYYYMMDD)	
DA FORM 759, DEC 2015					Page 2 of 2 APD LC v1.01ES

Figure 2-7. Sample DA Form 759 (rated aviator) (back)

2-17. Detailed instructions for completing DA Form 759 are in table 2-4.

Table 2-4. Instructions for completing DA Form 759 closeout (rated aviator)

<i>Item</i>	<i>Instructions</i>
Part I. Biography/Demographic	
Note. All required dates on all DA Forms 759 will be in YYYYMMDD format.	
Block 1 thru 4	Enter the appropriate information from blocks 1 through 4 of current DA Form 759-1.
Block 5	Enter the date of birth.
Block 6	Enter the aviation service entry date (the date the aviator received his initial aeronautical certification orders or ACIP and aviator badge).
Block 7	Enter the branch of service.
Block 8	Enter the component designation, as shown in table 1-9.
Block 9	Enter the unit responsible for the Aircrew Training Program (ATP).
Block 10	Enter the duty military occupational specialty (MOS). The duty MOS may be obtained from the unit personnel staff officer (S-1) section or modification table of organization and equipment (MTOE)/table of distribution and allowances (TDA). Department of the Army Pamphlet (DA PAM) 600-3 lists commissioned officer MOSs and AR 611-1 lists warrant officer MOSs. Include additional skill (ASI) and special qualification identifiers (SQI) when reflected on MTOE/TDA documentation.
Block 11	Enter the assigned duty position.
Block 12	Indicate if the individual is in an operational flying duty position (yes or no). If yes, place date assigned to that position in block. Verify with the S-1 office for appropriate paragraph and line number.
Part II. Flight Hours	
Section A. Qualifications	
Column a	Aircraft. The specific approved Department of Defense (DOD) aircraft in which the individual is qualified to operate (regardless of whether the individual currently flies) in order by date the individual qualified. The aircraft will be listed by mission, type, design, and series. For each aircraft in which the individual has logged time while using a night vision system (NVS), enter night system (NS) on the line directly below the aircraft entry in which the night system (NS) or DG/day system (DS) time was logged. Do not include DG/DS as a separate line entry. For aircraft in which the individual has logged time while using night vision goggles, enter NG on the line directly below NS or the aircraft entry.
	Compatible Flight Simulator. List, in the same order as the aircraft, the compatible flight simulator the individual has flown. (AR 95-1 lists the compatible flight simulators.) Leave a blank line between aircraft and flight simulator listings.
	Other Flight Simulators. List any other flight simulators the individual has flown that are not compatible with the aircraft operated.
	Other Aircraft. 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 other flight simulators category. List this time as RW for rotary wing, FW for fixed-wing, or UAS for unmanned aircraft systems. Leave a blank line between flight simulator and other aircraft listings.
Column b	Transcribe, from the previous DA Form 759 closeout, the date the aviator qualified in the aircraft and/or NS or night goggles (NG) listed. Also, enter the date of any new qualifications and a corresponding comment in Part IV. Leave this column blank for flight simulators and aircraft designated as "Other Aircraft."
<p>Note.</p> <ol style="list-style-type: none"> Obtain the dates for new aircraft and NG or NS qualification from the aviator's aircrew training record. When filling out forms, if a block is not applicable, leave blank unless the directions state otherwise. 	

Table 2-4. Instructions for completing DA Form 759 closeout (rated aviator) con't

<i>Item</i>	<i>Instructions</i>
Column c	Enter the date the individual completed his most recent flight in the aircraft or simulator and the NS or NVG used (information from DA Form 759-2, temporary worksheet). Leave this column blank for aircraft designated as "Other Aircraft."
Column d	Aircraft (in which qualified). Enter the total hours flown from line 18, column m , of each DA Form 759-1 on the line that corresponds to the aircraft flown. NS: Enter the total hours flown from lines 12 (NS) and 13 (DG/DS), column m , of each DA Form 759-1 on the line that corresponds to the NS hours. NG: Enter the total hours flown from line 10 (NG), column m , of each DA Form 759-1 on the line that corresponds to the NG hours. NS and NG totals will not be included when the total number of flight hours is calculated in Part II Section B.
	Compatible Flight Simulator. Enter the total hours flown from line 18, column m , of each DA Form 759-1 on the line that corresponds to the flight simulator flown. Other Aircraft (not qualified). 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.
Note. When the aviator becomes qualified in the aircraft, subtract hours previously logged in the flight records under FW or RW from that category at the next closeout and enter as indicated above as a qualified aircraft.	
Columns e through n	Enter the total hours flown from line 18, 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. Ensure you carry forward aircraft and simulators from previous DA Forms 759 that were not flown during current period.
Section B. Total Hours	
Note. Section B is a compilation of total aircraft time and does not include flight simulator time. NS/NG time is a part of each respective airframe total hours; therefore, 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 g , "Historical Hours," is never updated and always remains the same.	
Block a	Enter the cumulative totals of combat hours flown from all DA Forms 759-1, line 19, column m . (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, line 20, column m . (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	The flight operations officer will verify new civilian flight hours from civilian logbooks. Once verified, add these hours to the total entered on the previous DA Form 759. Explain the verification and the change in hours in Part IV, Remarks.
Block d	Add all military rotary-wing aircraft totals, to include RW, in Section A, column d , and enter the total in this block. Do not include NS, NG, or flight simulator time.
Block f	Add all military FW aircraft totals, to include FW, in Section A, and enter the total in this block. Do not include NS, NG, or flight simulator time.
Block g	Transcribe the historical hours from the previous DA Form 759 closeout to this block. The historical hours block is used to track time prior to 31 March 1987 when the change in format of DA Form 759-series became effective.
Block h	Add the hours in blocks c through g and enter the total in hours and tenths of hours in this block.
Page 2, DA Form 759, Blocks 1 through 4	Transcribe information from Part I, blocks 1 through 4 to this section.

Table 2-4. Instructions for completing DA Form 759 closeout (rated aviator) con't

<i>Item</i>	<i>Instructions</i>
Part III. Aircrew Training Program (ATP)	
<p>Note.</p> <p>1. ATP requirements include hours, tasks, and iterations identified in the appropriate aircrew training manuals, readiness level progression, and the annual proficiency and readiness test (APART). Failure of an individual to complete any portion of the ATP requires a comment in Part IV, Remarks. The individual's DA Form 7120-R, with enclosures, will be used to assist the flight records clerk with the completion of this section.</p> <p>2. For Blocks 3,4,5 and 6 only enter training or evaluations that occurred during the period noted in Part 1 Block 4</p>	
Block 1	Enter flight activity category (FAC) if applicable
Block 2	For maintenance test pilots (MP, ME), enter the most recent date of the maintenance test pilot's flight evaluation/re-evaluation.
Block 3	Enter the date of the most recent flight physical. If the individual is on a one calendar month 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.
Blocks 4 and 5	Enter the date of the most recent training, if applicable.
Block 6	Enter the date the individual completed all APART requirements, if applicable.
<p>Note.</p> <p>1. If the individual fails to complete the APART successfully, leave block 6 blank and enter the appropriate comment in Part IV.</p> <p>2. For blocks 9,10,13,14, and 17, only enter training or evaluations that occurred during the period noted in Part 1, block 4</p>	
Block 7	Enter the primary aircraft mission symbol, type, design, and series.
<p>Note. TC 3-04.11 defines the flight activity category. Do not enter seat designation as FS or BS (for example AH-64D (FS) should be entered as AH-64D),</p>	
Block 8	Enter the appropriate readiness level for the individual's primary aircraft.
Block 9	Enter the date of the most recent standardization flight evaluation for the individual's primary aircraft, if applicable.
Block 10	Enter the date of the most recent instrument evaluation for the individual's primary aircraft.
Block 11	Enter the individual's alternate aircraft, if designated. (For example if the aviator's primary aircraft is rotary wing, his or her alternate aircraft would be fixed-wing. If he or she were rated in both fixed- and rotary-wing aircraft. If not rated in both, leave blank.)
Block 12	Enter the appropriate readiness level for the individual's alternate aircraft, if designated. Note. TC 3-04.11 defines flight readiness levels.
Block 13	Enter the date of the most recent standardization flight evaluation for the individual's alternate aircraft, if designated.
Block 14	Enter the date of the most recent instrument evaluation for the aviator's alternate aircraft, if designated.
Block 15	Enter the individual's additional aircraft, if designated.
Block 16	Enter the appropriate readiness level for the individual's additional aircraft, if designated.
Block 17	Enter the date of the most recent standardization flight evaluation for the individual's additional aircraft, if designated.
<p>Note. If the individual has more than one alternate or additional aircraft designated, list second and subsequent entries in Part IV in the same format as the corresponding categories in Part III.</p>	

Table 2-4. Instructions for completing DA Form 759 closeout (rated aviator) con't

<i>Item</i>	<i>Instructions</i>
Part IV. Remarks	
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 1-8 to ensure consistency.	
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's commander is not the certifying officer who authorized flight duties on DA Form 7120-R, the certifying officer authorizing flight duties will sign and date the closeout to certify the accuracy of the closeout data. The DA Form 759 must be digitally signed in the Centralized Aviation Flight Records System (CAFRS).
Notes: 1. Commander's signature block contains name, rank, and branch only. 2. For Army National Guard (ARNG) and United States Army Reserve (USAR) only, the commander's designated representative may sign the commander's block. This individual must be under assumption of command orders to be designated the commander's representative.	

2-18. Mandatory and standard remarks used to complete DA Form 759, part IV, are given in table 2-5.

Table 2-5. Examples of mandatory and standard remarks (rated crewmember)

MANDATORY REMARKS
Note. The following remarks are mandatory for every closeout.
1. Records closed (date) (reason).
2. Individual has completed _____ months of total operational flying duty credit (TOFDC).
3a. Individual has completed aircrew training program (ATP) requirements.
3b. Individual has not completed ATP requirement(s). (Explain what ATP requirements have not been completed and the actions that have been taken.)
3c. Individual has no ATP requirements due to _____. (State reasons individual has no requirements.)
Note: When an individual completes or fails to complete ATP requirements, a remark will be annotated on the next DA Form 759 closeout of the result as shown below.
3d. Individual completed previous ATP requirements on (date).
3e. Previous ATP requirements waived by (as appropriate) commander on (date).
3f. Individual failed to complete ATP requirements within the additional timeframe. (State action(s) taken.)
4a. Aircrew coordination training (ACT) train the trainer complete.
4b. ACT qualification complete.
4c. ACT refresher complete.
4d. ACT instructor qualification complete.
5. Individual has completed the operator's written examination on (date).
STANDARD REMARKS
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.
1. Individual is temporarily suspended from flying duty from (date) to (date) (Do not include an actual reason for the Temporary Medical Grounding due to the Health Insurance Portability and Accountability Act [HIPAA] Privacy Rule).
2. Individual awarded senior or master aviator badge under provisions of (issuing authority), (date).
3. Individual completed (type) night-vision goggles (NVG) training on (date).

Table 2-5. Examples of mandatory and standard remarks (rated crewmember) con't

4. Individual qualified in (mission, type, design, and series) aircraft on (date). Added (number) hours to this aircraft previously logged under rotary-wing (RW) or fixed-wing (FW) time on DA Form 759.
5. Individual has successfully completed the U.S. Navy Underwater Egress 9D5A Device Training conducted at (location) on (date).
6. Error sheet (sheet #), Part (part #) (give a detailed description of the error) is incorrect. Reads "(say what is incorrect)," should read "(enter corrected data)." Corrected this sheet.
7. Logging of combat or imminent danger time is authorized under provisions of (issuing authority), (date). Note. This remark will be used only when adjustments to combat (C) or imminent danger (D) time have been made for the closeout period.
8. Individual completed, disqualified from, or relieved from (type of aviation course) on (date).
9. Violation of (regulation) on (date). (Briefly describe the violation and the action taken.)
10. Individual 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.
11. Individual reassigned under provisions (issuing authority) orders number____, dated____. Reassigned to (unit and station).
12. Medical waiver granted effective (date).(Do not enter the actual medical condition)
13. Individual must wear corrective lenses when performing duties as a crewmember.
14. Suspension from flying duty on (date) under provisions (authority) for (purpose).(Do not enter the actual medical condition)
15. Individual placed before a flying evaluation board on (date). (State determination of board.)
16. Flight operations officer verified (number) hours of civilian (fixed- or rotary-wing) hours flown from (date) to (date).
17. Individual granted one calendar month extension. Individual completed previous physical examination on _____.
18. Flight record lost on (date). (Enter action to locate missing records) Records reconstructed from _____ on (date).
19. (Aircraft) designated as individual's second (third and so on) additional aircraft effective (date).
20. Individual has completed initial physiological training prescribed in TC 3-04.93 including hypobaric (low-pressure/high-altitude) chamber qualification on (date).
21. Individual has completed refresher physiological training including hypobaric (low-pressure/high-altitude) chamber qualification on (date).

2-19. Table 2-6 provides service component category codes.

Table 2-6. Service component category codes

Code	Component
RA	Regular Army.
USAR	United States Army Reserve.
ARNG	Army National Guard.
FGN	Foreign military student or rated pilot.
OTHER	All other components (Department of the Army civilian).

Chapter 3

Crewmember/Noncrewmember, Conditional ACIP Individuals and UAS Personnel Flight Records

This chapter details flight records management procedure for personnel performing duties as crewmembers/noncrewmember, UAS personnel, and rated aviators who do not qualify for continuous ACIP, commonly referred to as conditional ACIP individuals. The forms used by these personnel are DA Form 759, DA Form 759-1, DA Form 759-2, and DA Form 759-3. It remains imperative that these records be comprehensively and accurately maintained. Personnel completing flight records should follow the procedures contained within this chapter and refer to the appropriate pay regulations when reporting flight time for pay incentives. Prior to leaving a unit, rated crewmembers/noncrewmember, UAS personnel, and rated aviators who do not qualify for ACIP, will obtain a copy of his/her most current flight records and CAFRS companion file.

DEPARTMENT OF THE ARMY FORM 759-3

TEMPORARY WORKSHEET

- 3-1. DA Form 759-3 is used as both a temporary worksheet and a consolidation worksheet for flights performed by a RCM/NCM, and conditional ACIP recipients. DA Form 759-3 is not required for UAS operators. It incorporates requirements from AR 37-104-4 to manage monthly flight hours.
- 3-2. Flight records personnel manage monthly flight requirements for entitlement to HDIP/conditional ACIP. Table 3-1 (page 3-2) contains instructions for completing DA Form 759-3 as a temporary worksheet. Figures 3-1 (page 3-3) and 3-2 (page 3-4) depict a sample temporary worksheet.
- 3-3. Information for the temporary worksheet is taken from DA Forms 2408-12. A single line may be used when the date, aircraft, flying duty symbol, flight conditions, and mission symbol are the same. The hours flown for these like entries may be combined or listed as separate entries. When any of this information is different, use a separate line.
- 3-4. Make as many entries on the form as space allows for daily use. A new form for each month is not required. Leave a blank line after each month's entries.
- 3-5. Enter flight time with pencil, in hours and tenths of hours.
- 3-6. For the months in which no hours were recorded, enter the month in column "a" and include the comment "No Time Flown" across columns "b" through "d".
- 3-7. Do not file the temporary worksheet with DA Form 759, DA Form 759-1, and DA Form 759-3 when the crewmember's/noncrewmember's, UAS personnel's, and fly for pay aviator's flight records are closed. The unit commander or operations officer determines how long the worksheets are retained (90 days are recommended). Initiate a new temporary worksheet each time the flight records are closed.

**Table 3-1. Instructions for completing DA Form 759-3 temporary worksheet
(crewmember/noncrewmember)**

<i>Item</i>	<i>Instructions</i>
Note. All required dates will be in the YYYYMMDD format (11 MAR 12).	
Block 1	Leave blank (sheet number not required).
Block 2	Enter the last name, first name, and middle initial.
Block 3	Enter one of the following: military rank, DAC-Department of the Army civilian, CIV-civilian employees of government agencies, CTR-government contractor, or leave blank if not applicable.
Block 4	Enter the period covered (YYYYMMDD—leave end date open until closeout).
Block 5	Enter the type of flying status rated crewmember (RCM) and non-rated crewmember (NCM).
Block 6	Enter the effective date from the flight orders. (Not the date the orders were processed.)
Column a	Enter the date of flight. The first entry will be the month, followed by the day in the space underneath.
Column b	Enter the aircraft mission, type, design, and series recorded on DA Form 2408-12.
Column c	Enter the flying duty symbol recorded on DA Form 2408-12.
Column d	Enter the flight condition symbol recorded on DA Form 2408-12.
Column e	Enter the mission symbol recorded on DA Form 2408-12.
Note. Mission symbols are necessary to ensure 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 expect hazardous duty incentive pay (HDIP) for hours logged according to AR 600-106.	
Column f	Enter the hours flown in hours and tenths of hours.
Column g through k,	Leave blank. These blocks will be completed at the end of the month on the consolidation worksheet.
Blocks 7 through 15	Leave blank.

Crewmember/Noncrewmember, Conditional ACIP Individuals and UAS Personnel Flight Records

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY											
For use of this form, see TC 3-04.8; the proponent agency is USAACE.											
FLIGHT RECORD AND FLIGHT PAY WORK SHEET								1. Sheet No.			
2. Name Cook, James								3. Rank CPT			
4. Period 1 Nov 14-31 OCT 15					5. Flying Status CRM			6. Effective Date 01 OCT 06			
Date/ Month	Acft	Flying Duty Sym	Fit Cond Sym	Msn Sym	Hours Flown	Entitle- ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks	
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>	This Month <i>i</i>	Accum <i>j</i>		<i>k</i>
NOV											
20	UH-60L	MO	D		40						
DEC											
18	UH-60L	MO	D		40						
JAN	NO	TIME	FLOWN								
FEB											
10	UH-60L	MO	D	T	60						
15	UH-60L	MO	D	T	20						
MAR											
15	UH-60L	MO	D								
APR	NO	TIME	FLOWN								
MAY	NO	TIME	FLOWN								
JUN											
20	UH-60L	MO	D	T	60						
JUL	NO	TIME	FLOWN								
AUG											
12	UH-60L	FI	D	T	20						
SEP	NO	TIME	FLOWN								
OCT	NO	TIME	FLOWN								
Total Hours This Sheet					7.	Hours From Sheet No.		10.	Total Hours to Date		13.
Total Combat Hours This Sheet					8.	Combat Hours From Sheet No.		11.	Total Combat Hours to Date		14.
Total Imminent Danger Hours This Sheet					9.	Imminent Danger Hours From Sheet No.		12.	Total Imminent Danger Hours to Date		15.

DA FORM 759-3, DEC 2015

PREVIOUS EDITION OF AUG 2008 IS OBSOLETE

APD LC v1.01

Figure 3-1. Sample DA Form 759-3 (flight surgeon)

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY											
For use of this form, see TC 3-04.8; the proponent agency is USAACE.											
FLIGHT RECORD AND FLIGHT PAY WORK SHEET									1. Sheet No.		
2. Name Dover, Ilean									3. Rank SFC		
4. Period 1 Nov 14-31 OCT 15						5. Flying Status NCRM			6. Effective Date 01 OCT 06		
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	
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>	This Month <i>i</i>	Accum <i>j</i>		<i>k</i>
NOV						▼					
20	UH-60L	FI	D	T	40	▼					
						▼					
DEC						▼					
18	UH-60L	FI	D	T	40	▼					
						▼					
JAN	NO	TIME	FLOWN			▼					
						▼					
FEB						▼					
10	UH-60L	FI	D	T	60	▼					
15	UH-60L	FI	D	T	20	▼					
						▼					
MAR						▼					
15	UH-60L	FI	D	D	30	▼					
						▼					
APR	NO	TIME	FLOWN			▼					
						▼					
MAY	NO	TIME	FLOWN			▼					
						▼					
JUN						▼					
20	UH-60L	FI	L	T	60	▼					
						▼					
JUL	NO	TIME	FLOWN			▼					
						▼					
AUG						▼					
12	UH-60L	FI	D	T	20	▼					
						▼					
SEP	NO	TIME	FLOWN			▼					
						▼					
OCT	NO	TIME	FLOWN			▼					
						▼					
Total Hours This Sheet					7.	Hours From Sheet No.			10.	Total Hours to Date	13.
Total Combat Hours This Sheet					8.	Combat Hours From Sheet No.			11.	Total Combat Hours to Date	14.
Total Imminent Danger Hours This Sheet					9.	Imminent Danger Hours From Sheet No.			12.	Total Imminent Danger Hours to Date	15.

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Figure 3-2. Sample DA Form 759-3 (non-rated crewmember)

CONSOLIDATION WORKSHEET

3-8. DA Form 759-3 will also be used as the consolidation worksheet for flights performed by a crewmember/noncrewmember and conditional ACIP recipients. The DA Form 759-3 consolidation worksheet is not required for UAS operators. Table 3-2 contains instructions for completing DA Form 759-3 as a consolidation worksheet. Figure 3-3 (page 3-7) show examples of consolidation worksheets. The following is general information for completing the consolidation worksheet.

3-9. Complete DA Form 759-3 consolidated worksheet with DA Form 759 and DA Form 759-1 when an individual's flight records are closed.

3-10. Number the consolidated worksheet the same series as the DA Form 759. For example, if this is the fifth closeout, label the consolidated worksheet sheet number 5.

3-11. Maintain DA Form 759-3 and calculate flight entitlements throughout the period. When the flight records are closed, type the information in the form using the temporary worksheets that pertain to the period covered and the previous DA Form 759-3 consolidation worksheet or worksheets.

3-12. For each month, consolidate the time by aircraft, flying duty symbol, flight condition symbol and, mission symbol (only combat or imminent danger). Enter the total time in hours and tenths of hours.

3-13. Type all entries. Make as many entries to the form as space allows. Leave a blank line after each month's entries.

3-14. For the months in which no hours were recorded, enter the month in column "a" and include the comment "No Time Flown" across columns "b" through "d".

Table 3-2. Instructions for completing DA Form 759-3 consolidation worksheet (crewmember/noncrewmember)

<i>Item</i>	<i>Instructions</i>
Note. All required dates will be in the YYYYMMDD format	
Block 1	Enter the chronological sheet number.
Blocks 2 through 6	Transcribe information to these blocks from the individual's temporary worksheet.
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 worksheets. Enter the totals in these columns. Column e will be filled out only if it pertains to mission symbols containing a "C" or "D."
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."
Note. Excess time from the previous 5 months starting with the fifth previous month may be used to qualify for entitlement of hazardous duty incentive pay (HDIP) or aviation career incentive pay (ACIP) for the month in which minimum hours were not met. If time cannot be recovered from the previous 5 months, a 3-calendar month grace period will start. (Refer to Department of Defense Financial Management Regulation [DODFMR] 7000.14-R, Volume 7A, chapter 22 for further information on a three- calendar-month grace period.)	
Column h	Leave blank if individual qualified for HDIP or conditional ACIP during that month. If excess hours are needed to qualify for entitlement to HDIP or conditional ACIP, 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. If there is no excess time, leave blank.

**Table 3-2. Instructions for completing DA Form 759-3 consolidation worksheet
(crewmember/noncrewmember) con't**

Item	Instructions
Note. All required dates will be in the YYYYMMDD format	
Column j	Enter any accumulated excess flight time, in hours and tenths of hours. Determine accumulated hours as follows: 1) If column l is used, add it to the previous month's accumulated time. If there is any excess time remaining from the fifth previous month, subtract it from the new total. 2) If column h is used, subtract the amount used from the previous month's accumulated time. If there is any excess time remaining from the fifth previous month, subtract it from the new total. 3) If columns h and i are not used, subtract any excess time remaining from the fifth previous month from the previous month's accumulated time.
Note. This block is used to quickly determine an individual's amount of excess time available for the next month.	
Column k	Explain any adjustments made to the total in column j . Use "for" to note hours used for another month. Use "from" to note that excess time from the fifth previous month, which can no longer be used, has been subtracted. Also, explain any temporary restriction from flying duty in which flight hours or entitlement is affected.
Note. It is not necessary to list hours brought forward from previous closeouts in column k . Instead, add these hours to column j , as necessary.	
Block 7	Total the hours in column f , and enter the total in this block.
Note. When the consolidation worksheet requires two or more pages, place the cumulative total in block 7 of the last sheet.	
Block 8	Total the hours in column f with the mission symbols containing a "C" (combat) and place total in this block.
Block 9	Total the hours in column f with the mission symbols containing a "D" (imminent danger) and place total in this block.
Block 10	Enter the total hours from block 13 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 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	Add block 7 to block 10. Enter the total in hours and tenths of hours.
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 hours and tenths of hours.

Crewmember/Noncrewmember, Conditional ACIP Individuals and UAS Personnel Flight Records

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY											
For use of this form, see TC 3-04.8; the proponent agency is USAACE.											
FLIGHT RECORD AND FLIGHT PAY WORK SHEET								1. Sheet No.		10	
2. Name Cook, James								3. Rank		CPT	
4. Period 1 Nov 14-31 OCT 15						5. Flying Status CRM			6. Effective Date 01 OCT 06		
Date/ Month	Acft	Flying Duty Sym	Fit Cond Sym	Msn Sym	Hours Flown	Entitle- ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks	
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>	This Month <i>i</i>	Accum <i>j</i>		<i>k</i>
NOV						Yes			00		
20	UH-60L	MO	D		40	Yes			00		
DEC						Yes					
18	UH-60L	MO	D		40	Yes					
JAN	NO	TIME	FLOWN			No					
FEB						Yes	FEB40	40	00	-4.0 for JAN	
10	UH-60L	MO	D	T	80	Yes					
MAR						Yes					
15	UH-60L	MO	D	D	50	Yes		10			
APR	NO	TIME	FLOWN			Yes			10		
MAY	NO	TIME	FLOWN			Yes			10		
JUN						Yes					
20	UH-60L	MO	D	T	60	Yes		20	30	-1.0 for AUG	
JUL	NO	TIME	FLOWN			Yes			30		
AUG						Yes					
12	UH-60L	FI	D	T	20	Yes	MAR10 JUN10		10		
SEP	NO	TIME	FLOWN			Yes			10		
OCT	NO	TIME	FLOWN			Yes			10		
Total Hours This Sheet					7.	Hours From Sheet No.			10.	Total Hours to Date	13. 129.0
Total Combat Hours This Sheet					8.	Combat Hours From Sheet No.			11.	Total Combat Hours to Date	14.
Total Imminent Danger Hours This Sheet					9.	Imminent Danger Hours From Sheet No.			12.	Total Imminent Danger Hours to Date	15.

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Figure 3-3. Sample DA Form 759-3 (flight surgeon)

DEPARTMENT OF THE ARMY FORM 759-1

3-15. Use DA Form 759-1 as a record of flight time by flying duty and flight condition for each aircraft and/or flight simulator for flight surgeons and UAS operators in which an individual performs duties during the closeout period. Table 3-3 provides detailed instructions. Figure 3-4 (page 3-10), figure 3-5 (page 3-11), and figure 3-6 (page 3-12) provide examples. The following are general instructions for completing the aircraft closeout summary.

3-16. File DA Form 759-1 with a DA Form 759 when an individual's flight record is closed. Type all entries.

3-17. Prepare DA Form 759-1 for each aircraft and/or flight simulator for flight surgeons and UAS operators listed on the individual's DA Form 759-3 consolidation worksheet. Add all similar entries from the worksheet, by aircraft. Carry the totals forward to DA Form 759-1 when the individual's flight record is closed.

3-18. Number DA Forms 759-1 the same as DA Form 759 and arrange them in the IFRF according to figure 1-2 (page 1-3).

Table 3-3. Instructions for completing DA Form 759-1 aircraft closeout summary (crewmember/noncrewmember and unmanned aircraft system personnel)

<i>Item</i>	<i>Instructions</i>
Note. All required dates will be in the YYYYMMDD format.	
Blocks 1 through 4	Enter the appropriate information from blocks 1 through 5 of DA Form 759-3, consolidated worksheet.
Block 5	Enter the aircraft mission, type, design, and series.
Lines 6 through 15 and columns a through g	From the corresponding consolidated 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.
Column k	Total the hours across lines 6 through 15 for each flight condition, and enter the totals in hours and tenths of hours in the corresponding lines of column k . Add hours in column k downward, and place this total in the block on line 16, 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 in hours and tenths of hours from column m of the previous DA Form 759-1 for the same aircraft mission, type, design, and series or flight simulator.
Column m	Add columns k and l across on lines 6 through 15, and enter the new totals in the corresponding lines of column m (in hours and tenths of hours). Add hours in column m together and place this total in the block on line 18, column m .
Line 16	Total the hours downward in columns a through g . Enter the totals in hours and tenths of hours in the corresponding column on line 16.
Note. To check the total, add columns a through g across on line 16. This total should agree with the total of column k on line 16.	
Line 17	Enter the sheet number (same as that entered at the top of column l) at the beginning of this line. Enter the totals (in hours and tenths of hours) from line 18 of the previous DA Form 759-1 to the corresponding columns of this line.
Note. To check the total, add columns a through g across on line 17. This total should agree with the total of column l and 17.	

Crewmember/Noncrewmember, Conditional ACIP Individuals and UAS Personnel Flight Records

Line 18	Add lines 16 and 17 downward, and enter the totals (in hours and tenths of hours) in the corresponding blocks on this line.
Note. To check the total, add columns a through g across on line 18. This total should agree with the total of column m on line 18.	
Line 19, columns a through g	From the corresponding consolidated DA Form 759-3, total the mission symbols containing combat hours for all like entries according to flying duty symbols. Enter these totals (in hours and tenths of hours) in the corresponding columns on line 19.
Line 20, columns a through g	From the corresponding consolidated DA Form 759-3, total the mission symbols containing imminent danger hours for all like entries according to flying duty symbols. Enter these totals (in hours and tenths of hours) in the corresponding columns on line 20.
Lines 19 and 20, column k	Add across columns a through g and enter the total (in hours and tenths of hours) in the corresponding block in lines 19 and 20, column k .
Lines 19 and 20, column l	From the previous DA Form 759-1, enter the totals (in hours and tenths of hours) from lines 19 and 20, column m into the corresponding block in lines 19 and 20, column l .
Lines 19 and 20, column m	Add the totals across in columns k and l and enter the totals (in hours and tenths of hours) into the corresponding block in lines 19 and 20, column m .

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY														
For use of this form, see TC 3-04.8; the proponent agency is USAACE.														
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 10			
2. Name Cook, James			3. Rank CPT			4. Period 1 NOV 15-31 OCT 16			5. Act/Fit Sim UH-60L					
FLIGHT COND SYM	FLYING DUTY SYMBOL											k. Total This Sheet	l. From Sheet No. 9	m. Total
	a. CP/ CE/ EO	b. PI/ OR/ AO	c. PC/ AC	d. UT/ MO DG	e. IP/ FE/ IO	f. IE/ FI CA	g. SP/ SI/ SO	h. MP	i. ME	J. XP				
6. D			29									29	100	129
7. N														
8. H														
9. W														
10. NG														
11. NS														
12. DS														
13. Total this Sheet			29									29		
14. From Sheet No. 9			100										100	
15. Total			129											129
16. Combat														
17. Imminent Danger			11									11		11

Figure 3-4. Sample UH-60L DA Form 759-1 (flight surgeon)

Crewmember/Noncrewmember, Conditional ACIP Individuals and UAS Personnel Flight Records

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY														
For use of this form, see TC 3-04.8; the proponent agency is USAACE.														
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 8			
2. Name Doe, John				3. Rank SFC			4. Period 1 NOV 14-31 OCT 15				5. Act/Fit Sim RQ-7B			
FLIGHT COND SYM	FLYING DUTY SYMBOL											k. Total This Sheet	l. From Sheet No. 7	m. Total
	a. CP/ CE/ EO	b. PI/ OR/ AO	c. PC/ AC	d. UT/ MO DG	e. IP/ FE/ IO	f. IE/ FI CA	g. SP/ SI/ SO	h. MP	i. ME	J. XP				
6. D		4.8	3.3				14.1					23.3	35.3	57.3
7. N														
8. H														
9. W														
10. NG														
11. NS														
12. DS														
13. Total this Sheet		4.8	3.3				14.1					22.2		
14. From Sheet No. 7		8.5	6.8				20						35.3	
15. Total		13.3	10.1				34.1							57.5
16. Combat														
17. Immi- nent Danger														

Figure 3-5. Sample RQ-7B DA Form 759-1 (unmanned aircraft system crewmember)

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY													1. Sheet No.	
For use of this form, see TC 3-04.8; the proponent agency is USAACE.													8	
AIRCRAFT CLOSEOUT SUMMARY											5. Act/Flt Sim			
2. Name Doe, Jane				3. Rank SFC			4. Period 1 NOV 14-31 OCT 15				RQ-7B			
FLIGHT COND SYM	FLYING DUTY SYMBOL											k. Total This Sheet	l. From Sheet No. <u>7</u>	m. Total
	a. CP/ CE/ EO	b. PI/ OR/ AO	c. PC/ AC	d. UT/ MO DG	e. IP/ FE/ IO	f. IE/ FI CA	g. SP/ SI/ SO	h. MP	i. ME	J. XP				
6. D		9.4					7.3					16.7	87.5	104.2
7. N		7.2					5.6					12.8	64.6	77.4
8. H														
9. W														
10. NG														
11. NS														
12. DS														
13. Total this Sheet		9.4	7.2				12.9					29.5		
14. From Sheet No. <u>7</u>		28.7	22.5		82.4		18.5						152.1	
15. Total		38.1	29.7		82.4		31.4							181.6
16. Combat														
17. Imminent Danger														

Figure 3-6. Sample RQS-7B DA Form 759-1 (unmanned aircraft system crewmember)


INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE -- ARMY (Cont'd) For use of this form, TC 3-04.8; the proponent agency is USAACE.					1. Sheet No. 10
2. Name Cook, James		3. Rank CPT	4. Period 1 Nov 14-31 Oct 15		
PART III. ATP					
1. FAC N/A	2. MTFE	3. Phys Exam 02 OCT 15	4. Ejection Seat	5. Alt Chamber	6. APART Completed
7. Primary Acft		8. RL 1	9. Std Fit Eval		10. Inst Eval
11. Alternate Acft		12. RL	13. Std Fit Eval		14. Inst Eval
15. Additional Acft		16. RL	17. Std Fit Eval		
PART IV. REMARKS					
1. Records closed 31 Oct 15 due to end of Birth month 2. Crewmember has completed 36 months of total operational flying duty credit 3. Crewmember has no ATP requirements					
Commander's Typed Name, Rank, Branch Johnny B. Good COL, AVN Commanding		Signature 		Date (YYYYMMDD)	
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Figure 3-8. Sample DA Form 759 (flight surgeon) (back)


INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE -- ARMY (Cont'd) For use of this form, TC 3-04.8; the proponent agency is USAACE.					1. Sheet No. 8	
2. Name Doe, John			3. Rank SFC		4. Period 1 NOV 14-31 OCT 15	
PART III. ATP						
1. FAC		2. MTFE		3. Phys Exam 20 OCT 15	4. Ejection Seat	5. Alt Chamber
6. APART Completed		7. Primary Acft RQ-7B		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
PART IV. REMARKS						
<p>1. Records closed 31 Oct 15 due to end of Birth month</p> <p>2. Crewmember has completed 36 months of total operational flying duty credit</p> <p>3. Crewmember has no ATP requirements</p>						
Commander's Typed Name, Rank, Branch Johnny B. Good COL, AV Commanding			Signature 		Date (YYYYMMDD)	
DA FORM 759, DEC 2015					Page 2 of 2 AFD LC v1.01ES	

Figure 3-10. Sample DA Form 759 (unmanned aircraft system crewmember) (back)

Crewmember/Noncrewmember, Conditional ACIP Individuals and UAS Personnel Flight Records

3-21. Table 3-4 provides detailed instructions for completing DA Form 759.

Table 3-4. Instructions for completing DA Form 759 closeout (crewmember/noncrewmember)

<i>Item</i>	<i>Instructions</i>
Part I. Biographic /Demographic	
Note. All required dates on DA Form 759 are in the YYYYMMDD format.	
Block 1 through 4	Enter the appropriate information from blocks 1 through 4 of current DA Form 759-1 sheet number.
Block 5	Enter the date of birth.
Block 6	Enter the date the individual was awarded his original aviation badge (or flight surgeon badge) from the individual's basic aviation badge orders, maintained in the orders section in the individual's flight records folder (IFRF). Operations personnel will use this date to determine eligibility for senior and master aviation badges. For non-aviation personnel such as door gunners that have not been awarded an aviation badge enter the effective date of their flight orders.
Block 7	For flight surgeons, other officers and unmanned aircraft system (UAS) operators, enter the branch of service. For all others, leave blank.
Block 8	Enter the component designation.
Block 9	Enter the unit responsible for the aircrew training program (ATP).
Block 10	Enter the duty MOS. The duty MOS may be obtained from the unit S-1 section or modification table of organization and equipment (MTOE)/table of distribution and allowances (TDA). Include additional skill and special qualification identifiers when reflected on MTOE/TDA documentation.
Block 11	Enter the current assigned duty position per paragraph and line number.
Block 12	Leave blank.
Part II. Flight hours	
Section A. Qualifications	
Column a	Aircraft. Enter the specific approved Department of Defense aircraft in which the individual is qualified to perform duties (regardless of whether the individual currently flies) in order by date the individual qualified. List the aircraft by mission, type, design, and series. For each aircraft in which the individual has logged time while using a night vision device (NVD) or night vision system (NVS), enter NS on the line directly below the aircraft entry in which the NVD or NVS time was logged. For aircraft in which the individual has logged time while using night vision goggles, enter NG on the line directly below NS or the aircraft entry in the absence of NS time. Compatible flight simulator (flight surgeons/UAS operator). List, in the same order as the aircraft, the compatible flight simulator that the individual has flown. (AR 95-1 and AR 95-23 list the compatible flight simulators.)
Column b	For nonrated crewmembers/noncrewmembers: Enter the date the individual qualified to perform his duty position or was progressed to RL 1. This date reflects the first time the nonrated crewmember attained RL 1 in a particular aircraft. Also, enter the date of any new qualifications and a corresponding comment in Part IV. For flight surgeons: This date will reflect the date the flight surgeon was placed on aviation service orders by The Surgeon General; Commander, U.S. Army Personnel Center; or Chief, National Guard Bureau.
Note. The dates for new aircraft and NVD qualification are obtained from the individual's aircrew training record.	
Column c	Enter the date the individual completed the most recent flight in the aircraft and the NVD used (information taken from the DA Form 759-3 [temporary worksheet]).

Table 3-4. Instructions for completing DA Form 759 closeout (crewmember/noncrewmember) con't

Note. All time will be entered in hours and tenths of hours.	
Column d	Aircraft. Enter the total hours flown from line 18, column m, of each DA Form 759-1 on the line that corresponds to the aircraft flown. NS: Enter the total hours flown from lines 10 and 13, column m, of each DA Form 759-1 on the line that corresponds to NS hours. NG: Enter the total hours flown from line 13, column m, of each DA Form 759-1 on the line that corresponds to NG hours. NS and NG totals will not be included when the total number of flight hours is calculated in Part II Section B. Compatible Flight Simulator (flight surgeons /UAS operators). Enter the total hours flown from line 18, column m, of each DA Form 759-1 on the line that corresponds to the flight simulator flown.
Columns e through k	Enter the total hours flown from line 18, columns a through j, of each DA Form 759-1 in the blocks that correspond to the duty position and aircraft flown.
Section B. Total hours	
Note. Section B is a compilation of total aircraft time and does not include flight simulator time. NS/NG time is already a part of each respective airframe total hours. NS/NG time from Part II, Section A, column d is not added to total hours. Blocks in Section B are updated at each closeout of the individual's flight records. Block g historical hours are never updated and always remain the same.	
Block a	Enter the cumulative total combat hours flown from DA Form 759-3 (consolidation worksheet), block 14. (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 total imminent danger hours flown from DA Form 759-3 (consolidation worksheet), block 15. (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	Leave blank.
Block d	Add all military rotary-wing aircraft totals, to include RW, in Section A, column d, and enter the total in this block. Do not include NS, NG, or simulator time.
Block f	Add all military FW aircraft totals, to include FW, in Section A, column d, and enter the total in this block. Do not include NS, NG, or simulator time.
Block g	Transcribe the historical hours from the previous DA Form 759 closeout to this block. The historical hours block is used to track time prior to 1987 when the change in format of the DA Form 759 series became effective.
Block h	Add the hours in blocks d, f, and g and enter the total in hours and tenths of hours in this block.
DA Form 759, Page 2, Blocks 1 through 4	Transcribe information from Part I, blocks 1 through 4 to this section.
Part III. Aircrew Training Program (ATP)	
Notes. 1. ATP requirements include hours, tasks, iterations, readiness level progression, and the annual proficiency and readiness test (APART) in accordance with TC 3-04.11. Failure of an individual to complete any portion of the ATP requires a comment in Part IV, Remarks. The individual's DA Form 7120-R with enclosures will be used to assist the flight records clerk with the completion of this section. Flight surgeons ATP requirements are according to 600-105. Note 2. For Blocks 3,4,5 and 6 only enter training or evaluations that occurred during the period noted in Part 1 Block 4	
Block 1	Enter flight activity category (FAC) level for rated aviators receiving conditional aviation career incentive pay (ACIP) otherwise leave blank.
Block 2	For maintenance test pilots (MP, ME), enter the most recent date of the maintenance test pilot's flight evaluation/re-evaluation, otherwise leave blank.

Table 3-4. Instructions for completing DA Form 759 closeout (crewmember/noncrewmember) con't

Block 3	Enter the date of the most recent flight physical. If the individual is on a one calendar month 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.
Blocks 4 and 5	Enter the date of the most recent training, if applicable.
Block 6	Enter the date the individual completed all APART requirements, if applicable.
Notes. 1. Instrument evaluations only apply to conditional ACIP recipient except flight surgeons. If the individual fails to complete APART successfully, leave block 6 blank and enter the appropriate comment in Part IV. Note 2. For blocks 9,10,13,14, and 17 only enter training or evaluations that occurred during the period noted in Part 1 Block 4	
Block 7	Enter the primary aircraft mission symbol, type, design, and series.
Block 8	Enter the appropriate readiness level for the individual's primary aircraft, if applicable.
Block 9	Enter the date of the most recent standardization flight evaluation for the individual's primary aircraft, if applicable.
Block 10	Enter instrument evaluation date for rated Aviators receiving conditional ACIP otherwise leave blank
Block 11	Enter the individual's alternate aircraft, if designated.
Block 12	Enter the appropriate readiness level for the individual's alternate aircraft, if designated.
Block 13	Enter the date of the most recent standardization flight evaluation for the individual's alternate aircraft, if designated.
Block 14	Enter instrument evaluation date for rated Aviators receiving conditional ACIP otherwise leave blank
Block 15	Enter the individual's additional aircraft, if designated.
Block 16	Enter the appropriate readiness level for the individual's additional aircraft, if designated.
Block 17	Enter the date of the most recent standardization flight evaluation for the individual's additional aircraft if designated.
Part IV. Remarks (see table 3-5)	
Enter a historical narrative of the individual's flying status, qualifications, and proficiency if they are not stated elsewhere on the form.	
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 an ATP commander, the next higher commander within the chain of command must verify and sign the flight records. The DA Form 759 must be digitally signed in Centralized Aviation flight Records System (CAFRS).
Notes. 1. Commander's signature block contains name, rank, and branch only. 2. For Army National Guard (ARNG) and United States Army Reserve (USAR) only, the commander's designated representative may sign the commander's block.	

3-22. Table 3-5, page 3-20, lists the mandatory and standard remarks used to complete Part IV of DA Form 759. Table 2-6 (page 2-15) shows the service component designations for Part I, block 8.

Table 3-5. Examples of mandatory and standard remarks (DA Form 759 closeout)

MANDATORY REMARKS
Note. The following remarks are mandatory for every closeout.
1. Records closed (date) (reason).
2. Individual has completed (total) months flying duty (TOFDC).
3a. Individual has completed all aircrew training program (ATP) requirements.
3b. Individual has not completed ATP requirement(s). (Explain what ATP requirement(s) have not been completed and the actions that have been taken.)
3c. Individual has no ATP requirements due to _____. (State reasons why individual has no requirements.)
Note. When an individual completes, or fails to complete, ATP requirements, annotate the results with a remark on the next DA Form 759 closeout. The following are example remarks.
3d. Individual completed previous ATP requirements on (date).
3e. Previous ATP requirements waived by (as appropriate) commander on (date).
3f. Individual failed to complete ATP requirements within the additional timeframe. (State action(s) taken.)
4a. ACT train the trainer complete.
4b. ACT qualification complete.
4c. ACT refresher complete.
4d. ACT instructor qualification complete.
STANDARD REMARKS
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, explain it in easy-to-understand language.
1. Individual is temporarily suspended from flying duty from (date) to (date) because of (reason). (Do not include the actual reason for temporary medical grounding due the Health Insurance Portability and Accountability Act [HIPAA] Privacy Rule)
2. Individual awarded senior or master aviation badge under provisions of (issuing authority), (date).
3. Individual completed (type) NVG training on (date).
4. Individual mission qualified in (mission, type, design, and series) aircraft on (date).
5. Individual has successfully completed the U.S. Navy Underwater Egress 9D5A Device Training conducted at (location) on (date).
6. Error sheet (sheet #), Part (part #), (give a detail description of the error) is incorrect. Reads "(say what is incorrect)," should read "(enter corrected data)," corrected this sheet.

Table 3-5. Examples of mandatory and standard remarks (DA Form 759 closeout) con't

7. Logging of combat or imminent danger time is authorized under provisions of (issuing authority), (date).
Note. This remark will be used only when adjustments to combat (C) or imminent danger (D) time have been made for the closeout period.
8. Individual completed, disqualified from, or relieved from (type of aviation course) on (date).
9. Individual reassigned under provisions (issuing authority) orders number ____, dated _____. Reassigned to (unit and station).
10. Medical waiver granted effective (date). Do not enter the actual medical condition.
11. Individual must wear corrective lenses when performing as a crewmember/noncrewmember.
12. Individual terminated from flying status on (date) under provisions (authority) orders number ____, dated ____, and effective date _____.
13. Individual granted one calendar month extension. Individual completed previous physical examination on _____.
14. Flight record lost on (date). (Enter action to locate missing records) Records reconstructed from ____ on (date).
15. Individual placed on (crewmember/noncrewmember) flying status under provisions (issuing authority) orders number ____, dated ____, effective date _____.
16. 120-day notice for removal from flight status given on (date).
20. (Aircraft) designated as individual's second (third and so on) additional aircraft effective (date).
22. Suspension from flying duty on (date) under provisions (authority) for (purpose).

3-23. Figure 3-11 and figure 3-12 (page 3-23) depict DA Form 759 in complete closeout.

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY													
For use of this form, TC 3-04.8; the proponent agency is USAACE.													
AUTHORITY: Title 5, USC, Section 301													
PRINCIPAL PURPOSE [S]: To close out a Soldier's Military Flight record.													
ROUTINE USES: Information furnished may be disclosed within DoD only, to DoD officials or employees who need this information in order to perform their official work related duties.													
DISCLOSURE: Voluntary how ever this form will not be processed without the Soldier's date of birth. The Army requires this form to be closed out during the Soldier's birth month.													
PART I. BIO/DEMOGRAPHIC											1. Sheet No.		
2. Name Dover, Ileana											3. Rank SFC		
4. Period 1 Nov 14-31 OCT 15				5. DOB 15 Oct 1984		6. ASED 01 Jun 2006		7. Branch AV					
8. Component RA			9. Unit B Co. 1-4 AVN REGT, Summer AAF, GA 31292								10. DMOS 15T		
11. Duty Position UH-60L Crew Chief						12. Operational Position							
PART II. FLIGHT HOURS													
SECTION A. QUALIFICATIONS													
a.	b.	c.	d.	e.	f.	g.	h.	i.	j.	k.	l.	m.	n.
Aircraft System	Date Qual	Last Flight	Total Time	CP/ CE/ EO	PI/ OR/ AO	PC/ AC	UT/ MO/ DG	IP/ IO/ FE	IE/ FI/ CA	SP/ SI/ SO	MP	ME	XP
UH-60L	23 JUN 06	28 OCT 15	832.6	832.6									
	23 JUN 06	18 OCT 15	126										
SECTION B. TOTAL HOURS													
a. Combat			b. Imminent Danger			c. Civilian RW			d. Military RW 832.6				
e. Civilian FW			f. Military FW			g. Historical Hours			h. Total Hours 832.6				

Figure 3-11. Sample DA Form 759 (front)

Crewmember/Noncrewmember, Conditional ACIP Individuals and UAS Personnel Flight Records


INDIVIDUAL FLIGHT RECORDS AND FLIGHT CERTIFICATE -- ARMY (Cont'd) For use of this form, TC 3-04.8; the proponent agency is USAACE.					1. Sheet No. 7
2. Name Dover, Ileana		3. Rank SFC	4. Period 1 Nov 14-31 OCT 15		
PART III. ATP					
1. FAC 2	2. MTFE	3. Phys Exam 4 OCT 15	4. Ejection Seat	5. Alt Chamber	6. APART Completed 10 OCT 15
7. Primary Acft		8. RL	9. Std Flt Eval 10 OCT 15		10. Inst Eval
11. Alternate Acft		12. RL	13. Std Flt Eval		14. Inst Eval
15. Additional Acft		16. RL	17. Std Flt Eval		
PART IV. REMARKS					
1. Records closed out 31 Oct 15 due to end of birth month. 2. Individual has completed 86 months of total operational flying duty. 3. Individual has completed ATP requirements. 4. ACT qualification complete.					
Commander's Typed Name, Rank, Branch Johnny B. Good COL, AV Commanding		Signature 		Date (YYYYMMDD)	
DA FORM 759, DEC 2015					Page 2 of 2 AFD LC v1.01ES

Figure 3-12. Sample DA Form 759 (back)

MONTHLY EXCEPTION CERTIFICATION

3-24. Personnel that are required to fly a monthly minimum must have their flight hours verified and signed by the unit commander. This verification is called a monthly exception certificate. Personnel that become incapacitated because of an aircraft accident must have a certificate of incapacitation prepared and signed by the appropriate medical authority. DODFMR 7000.14-R explains HDIP requirements.

3-25. Figure 3-13 provides a sample of a monthly exception certificate. Figure 3-14, page 3-25, provides a sample of a 120-day advance notice of removal from flight status. AR 37-104-4 provides more information on the certificate and the use of DA Form 4730 (Certificate for Performance of Hazardous Duty).


	DEPARTMENT OF THE ARMY UNIT LETTERHEAD UNIT STREET ADDRESS FORT RUCKER, ALABAMA 36362	
	REPLY TO ATTENTION OF	
OFFICE SYMBOL	DD MONTH YEAR	
MEMORANDUM FOR: Finance and Account Office, ATT. Military Pay Section		
SUBJECT: Monthly Exception Certificate		
1. The following individual has not qualified for flight pay for the month of September 2010		
<u>NAME</u>	<u>PAYGRADE</u>	<u>SSN</u>
Doe, John	E-7	xxx-xx-xxxx
2. The following individual has not qualified for flight pay for the month of September 2010		
<u>NAME</u>	<u>PAYGRADE</u>	<u>SSN</u>
DOE, John	O-3	xxx-xx-xxxx
3. The point of contact for this is action SFC Snuffy		
FIRST MIDDLE INITIAL LAST NAME RANK, Component Commanding		

Figure 3-13. Sample monthly exception certificate

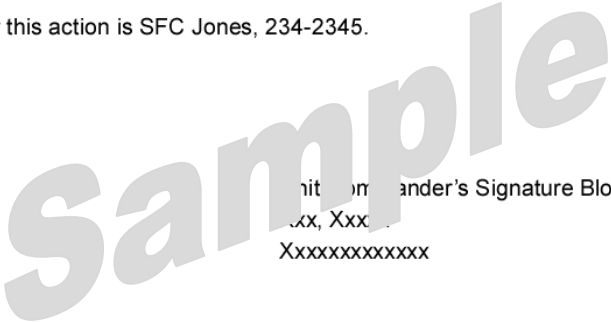
OFFICE SYMBOL	DATE
MEMORANDUM FOR: Individual, SSN	
SUBJECT: 120-day Advanced Notice of Removal From Flight Status	
1. Because of (Reason), you wish to be removed from flight status on (Effective Date) and your flight pay will be terminated on (Date Additional Pay Terminated). It is important that you financially prepare for the loss of the hazardous duty incentive pay.	
2. The point of contact for this action is SFC Jones, 234-2345.	
 Commander's Signature Block Xxx, Xxx XXXXXXXXXXXX	
OFFICE SYMBOL (of the preparing office) 1st End	Action officer/typist
Initial/phone number	Example: SFC Simpson/jls/7272
I acknowledge the receipt of this 120-day advance notice of my pending removal from flight status. I further understand that I will lose the hazardous duty incentive pay associated with that flight status.	
Individual's Signature Block Xxx, Xxx XXXXXXXXXXXX	

Figure 3-14. Sample 120-day advance notice of removal from flight status

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Appendix A

Aviator Flight Record Checklist

A-1. This appendix provides an example aviator flight record checklist. It may be used as a guide for maintaining or inspecting flight records. This checklist (table A-1) is only a guide and may be modified to suit the unit's needs.

Table A-1. Sample aviator flight record checklist

<i>NON-RATED</i>
Is the individual flight record folder labeled properly?
Are paper copies of Department of the Army (DA) Form 759 and DA Form 759-3 (Consolidated Flight Pay Computation Worksheets) for nonrated crewmembers, flight surgeons, and fly-for-pay aviators correctly arranged and permanently filed on the right side of the individual flight records folder? Note. DA Form 759-3 not required for UAS.
Is the DA Form 759 closeout numbered consecutively?
Are flight records closed out according to this publication, with all appropriate blocks properly filled out and all standard and mandatory remarks annotated in the "Remarks" section of DA Form 759?
Are flight records closed out and digitally certified using their common access cards in Centralized Army Flight Records System (CAFRS) by the ATP commander or delegated authority within 10 days (active duty) or 30 calendar days (reserve component) from the end of the birth month and provide a copy to the individual?
Termination of flying status orders (if applicable), annotated in the "Remarks" section of DA Form 759?
<i>ORDERS SECTION</i>
Copies of flying status orders and copies of assigned aeromedical physician's assistant (APA) flying status orders (to perform or terminate) are retained in the "Orders" section on the left side of the Individual flight records.
Are aircraft qualification course certificates of course completion for: instructor pilot (IP), instrument flight examiner (IE), maintenance test pilot (MP), maintenance evaluator (ME) maintained in the individual flight records folder? When a certificate of a course completion is not available, use DA Form 1059 (Service School Academic Evaluation Report) until a replacement certificate can be obtained.
Is the current copy of DA Form 7120-R with the commander's and crewmember's signatures and date being maintained?
<i>MEDICAL SECTION</i>
Is the current copy of DD Form 2992 completed according to Army Regulation (AR) 40-501?
Are copies of medical suspensions, terminations, extensions, and reporting to the new duty station, as well as DD Form 2992 being maintained in the individual flight records folder for the appropriate closeout period?
<i>SUPPLEMENTAL DOCUMENTS</i>
Are unit assignment/instruction orders maintained in the individual flight records folder according to this publication?

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Appendix B

Crewmember/Noncrewmember Flight Record Checklist

B-1. This appendix provides an example nonrated crewmember flight record guide. This guide may be used for maintaining or inspecting flight records. Table B-1 is only a guide and may be modified to suit the unit's needs.

Table B-1. Sample crewmember/noncrewmember flight record checklist

NON-RATED
Is the individual flight record folder labeled properly?
Are paper copies of DA Form 759 and DA Form 759-3 for nonrated crewmembers, flight surgeons, and fly-for-pay aviators correctly arranged and permanently filed on the right side of the individual flight records folder? <i>Note. DA Form 759-3 not required for unmanned aircraft system (UAS).</i>
Is the DA Form 759 closeout numbered consecutively?
Are flight records closed out according to this publication, with all appropriate blocks properly filled out and all standard and mandatory remarks annotated in the "Remarks" section of DA Form 759?
Are flight records closed out and digitally certified using their common access cards in Centralized Aviation Flight Records System (CAFRS) by the ATP commander or delegated authority within 10 days (active duty or 30 calendar days (reserve component) from the end of the birth month and provide a copy to the individual?
Termination of flying status orders (if applicable), annotated in the "Remarks" section of DA Form 759?
ORDERS SECTION
Are copies of flying status orders, copies of assigned aeromedical physician's assistant (APA) flying status orders (to perform or terminate) retained in the "Orders" section and placed on the left side of the Individual flight records folder in the "Orders" section?
Are copies of RFOs being maintained in the individual flight records folder until the actual orders are received (RFOs are NOT considered valid flight orders) and aviation badge orders (basic/senior/master)?
Are certificates of course completion or when a certificate of course completion is NOT available, is a DA Form 1059, placed in the "Orders" section of the individual flight records folder until a replacement certificate can be obtained for the following crewmembers: Non-rated instructor (FI), standardization instructor (SI), Standardization operator (SO), instructor operator (IO), aircraft commander (AC)?
Does the IO have a copy of the IO course completion certificate and had the commander designated an individual to perform duties in writing (according to AR 95-23)?
Is the current copy of DA Form 7120-R with the commander's and crewmember's signature and date being maintained?
Does the commander provide at least 120-day advance notice before Soldiers are voluntarily removed from crewmember flying status (active component) (all units upon post mobilization)? Is the 120-day notice annotated in CAFRS databases?
Are assigned flight surgeons and/or aeromedical physician's assistants drawing flight pay and on-flight status authorized (AR 600-106), MTOE, and Department of Defense Financial Management Regulation (DODFMR) 7000.14-R.
MEDICAL SECTION
Is the current copy of DD Form 2992 completed according to AR 40-501 and ATB?
Are copies of medical suspensions, terminations, extensions, and reporting to the new duty station, as well as DD Form 2992 being maintained in the individual flight records folder for the appropriate closeout period?
SUPPLEMENTAL DOCUMENTS
Are unit assignment/instruction orders maintained in the individual flight records folder according to this publication?

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Glossary

The glossary lists acronyms with Army. Where Army and joint definitions differ, (Army) precedes the definition. The proponent publication for other terms is listed in parentheses after the definition.

SECTION I – ACRONYMS AND ABBREVIATIONS

AC	aircraft commander
ACIP	aviation career incentive pay
ACT	aircrew coordination training
AKO	Army Knowledge Online
APA	aeromedical physician's assistant
APART	annual proficiency and readiness test
AR	Army regulation
ARIMS	Army Records Information Management System
ARNG	Army National Guard
ATP	aircrew training program
BS	back seat
CAFRS	Centralized Aviation Flight Records System
DA	Department of the Army
DA PAM	Department of the Army Pamphlet
DAC	Department of the Army civilian
FAC	flight activity category
DOD	Department of Defense
DODFMR	Department of Defense Financial Management Regulation
DS	day system
FE	flight engineer
FI	flight instructor
FM	field manual
FS	front seat
FW	fixed-wing
HDIP	hazardous duty incentive pay
HIPAA	Health Insurance Portability and Accountability Act
IE	instrument examiner
IFRF	individual flight records folder
IP	instructor pilot
JP	joint publication
ME	maintenance evaluator
MOS	military occupational specialty
MP	maintenance pilot
MTOE	modified table of organization and equipment
NCM	nonrated noncrewmember

Glossary

NRCM	nonrated crewmember
NG	night goggles
NS	night system
NV	night vision
NVD	night vision device
NVG	night vision goggles
NVS	night vision system
PC	pilot in command
PCS	permanent change of station
RCM	rated crewmember
RFO	request for orders
RW	rotary wing
S-1	personnel staff officer
SI	standardization instructor
SO	standardization operator
SP	standardization pilot
STP	soldier training publication
TC	training circular
TDA	table of distribution and allowances
TM	technical manual
TO	theater of operations
TOFDC	total operational flying duty credit
UAS	unmanned aircraft system
UAS-I	unmanned aircraft systems-initiative
ULLS-A (E)	unit level logistics systems-aviation (enhanced)
USAACE	United States Army Aviation Center of Excellence
USAR	United States Army Reserve
UT	unit trainer
XP	experimental test pilot

References

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45 CFR Part 160/162/164. *Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule*.

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PRESCRIBED FORMS

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website at www.apd.army.mil.

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 Hours Worksheet.*

DA Form 759-3. *Individual Flight Record and Flight Certificate-Army, Flight Record and Flight Pay Worksheet.*

REFERENCED FORMS

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website at www.apd.army.mil. Unless otherwise indicated, DD forms are available on the Department of Defense Forms Management Program website at www.dtic.mil.

DEPARTMENT OF THE ARMY FORMS

DA Form 1059. *Service School Academic Evaluation Report.*

DA Form 2028. *Recommended Changes to Publications and Blank Forms.*

DA Form 2408-12. *Army Aviator's Flight Record.*

DA Form 4730. *Certificate for Performance of Hazardous Duty.*

DA Form 7120-R. *Commander's Task List.*

DEPARTMENT OF DEFENSE FORMS

DD Form 2992. *Medical Recommendation for Flying or Special Operational Duty.*

WEBSITES

Army Publishing Directorate: www.apd.army.mil

USAACE SIPRNET: <http://www.usaace.army.smil.mil/asdat>

Central Army Registry: <https://rdl.train.army.mil/catalog/#/dashboard>

Defense Technical Information Center: <http://www.dtic.mil/dtic/>

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TC 3-04.8
21 January 2016

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

Official:

A handwritten signature in black ink, appearing to read "Gerald B. O'Keefe". The signature is written in a cursive style with a large initial "G" and "O".

GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army
1535001

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