TC 3-04.11

Commander's Aviation Training and Standardization Program

APRIL 2022

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Commander's Aviation Training and Standardization Program

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Preface

Training Circular (TC) 3-04.11, in conjunction with Army Regulation (AR) 95-1, establishes the requirements for the unit's aircrew training program. If a conflict exists between this TC and AR 95-1, the guidance in AR 95-1 supersedes this publication. It also establishes requirements for aviation training and prescribes requirements for the aviation standardization program. This TC helps aviation leaders, trainers and evaluators at all levels develop, manage, and administer a comprehensive commander's aviation training and standardization program by providing requirements for aviation units to improve and sustain proficiency and readiness in aviation skills. This TC also provides approved standardized practices and procedures which allow units in the field to manage and execute a standardized aviation training program. It concludes by providing guidance on the management of flight records.

The principal audience for TC 3-04.11 is all Army aircrew members and flight operations personnel.

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 in accordance with the law of war and the rules of engagement. (See FM 6-27/MCTP 11-10C.)

TC 3-04.11 uses joint terms where applicable. Selected joint and Army terms and definitions appear in both the glossary and the text. For definitions shown in the text, the term is italicized and the number of the proponent publication follows the definition. This publication is not the proponent for any Army terms.

TC 3-04.11 applies to the active Army, Army National Guard (ARNG); Army National Guard of the United States (ARNGUS); United States Army Reserve (USAR); and all other individuals flying Army aircraft unless otherwise stated. Waiver authority for items other than those listed in AR 95-1 and contained in this publication, individual tasks, or documents resides with the Directorate of Training and Doctrine (DOTD) and Directorate of Evaluation and Standardization (DES) Directors. All waiver requests must be endorsed by the first O-6 commander of the requesting activity and forwarded to usarmy.rucker.avncoe.mbx.atzq-tdt-f@mail.mil for disposition.

The proponent of TC 3-04.11 is the United States Army Training and Doctrine Command. The preparing agency is the Directorate of Training and Doctrine, United States Army Aviation Center of Excellence. Send comments and recommendations on Department of the Army (DA) Form 2028 (*Recommended Changes to Publications and Blank Forms*) to Chief, Flight Training Branch, United States Army Aviation Center of Excellence. Building 4507, Andrews Avenue, Fort Rucker, AL 36362; or by email to usarmy.rucker.avncoe.mbx.atzq-tdt-f@army.mil.

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Introduction

TC 3-04.11, in conjunction with AR 95-1, provides requirements for the United States Army aircrew training program (ATP). Aviation units will use the guidance of TC 3-04.11 to build and sustain proficiency in aviation skills to improve combat readiness. In addition, this publication includes approved standard practices and procedures that allow units in the field to manage and execute a standardized ATP.

This TC helps aviation leaders, trainers, and evaluators at all levels develop, manage, and administer a comprehensive commander's aircrew training and standardization program. The ATP is the central focus of the aviation standardization program. It is an assembly of training requirements organized to fulfill the broad, overall training goals of commanders responsible for supervising all aviation crewmember (ACM) personnel. Principal tenets of this publication are to involve commanders in the ATP, ensure understanding of training requirements, and ensure the unit is prepared to conduct its aviation mission.

To understand ATP management, the reader must first understand the fundamentals contained in the following Army publications—

- Army Doctrinal Publication (ADP) 7-0.
- *Army Aviation Training Strategy*.
- Field Manual (FM) 3-04.
- Combined Arms Training Strategies (CATS).
- Standards in Training Commission Strategies.
- Department of the Army Pamphlet (DA PAM) 350-38.
- AR 95-1.
- AR 220-1.

WORD DISTINCTIONS

Will, shall, must, should, can, and may are utilized as follows:

- ***Will***, ***shall***, or ***must*** indicate a mandatory method of accomplishment.
- ***Should*** indicates a preferred, but not mandatory, method of accomplishment.
- ***Can*** or ***may*** indicates an acceptable method of accomplishment.

Night vision definitions are as follows:

- Night vision system (NVS) refers to aircraft-installed night vision piloting systems (such as modernized target acquisition and designation sight [MTADS] and modernized pilot night vision system on the AH-64).
- Night vision goggle (NVG) refers to any NVG image intensifier system, for example the AN/AVS-6 aviator night vision imaging system.
- Night vision device (NVD) refers to any combination of NVS or NVG.

The following words emphasize important and critical instructions and are integrated into aircrew tasks as required—

- ***Warning.*** A warning is an operating procedure or a practice which, if not correctly followed, could result in personal injury or loss of life.
- ***Caution.*** A caution is an operating procedure or a practice which, if not strictly observed, could result in damage to or destruction of equipment.
- ***Note.*** A note highlights essential information of a non-threatening nature.

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PART ONE

Aviation Training

Chapter 1

Doctrinal Training

ARMY DOCTRINE PUBLICATION 7-0

1-1. ADP 7-0 establishes Army doctrine for training units and developing leaders for unified land operations. ADP 7-0 presents overarching doctrinal guidance for training modular, expeditionary Army forces and developing leaders to conduct unified land operations. Conducting effective training in units and developing leaders must be the commander's first priority.

1-2. Army Aviation commanders train units, subordinate leaders, and Soldiers to master warfighting proficiency in the individual and collective tasks required to achieve and sustain combat readiness in combined arms operations. Army Aviation is the aerial maneuver element of the combined arms team. Commanders focus this training on mastery of the seven core competencies of Army Aviation. These competencies are—

- Provide accurate and timely information collection on the enemy, terrain, local populations, and friendly forces.
- Provide reaction time and maneuver space.
- Destroy, defeat, disrupt, divert, or delay enemy forces.
- Air assault ground maneuver forces.
- Air movement of personnel, equipment, and supplies.
- Evacuate wounded or recover isolated personnel.
- Enable mission command, command and control over extended ranges and complex terrain.

ARMY AVIATION TRAINING STRATEGY

1-3. The *Army Aviation Training Strategy* is Army Aviation's capstone training document and is applicable to all units, at all levels, and to all components. It provides the training methodology and framework that enables the development of competent and confident Soldiers and leaders. This enables agile units that can execute combined arms maneuver as a part of the air-ground team and win against hybrid enemies in complex environments.

1-4. Building and sustaining combat readiness is both science and art, requiring commanders, subordinate leaders, and staffs to use the operations process and the unit training management process to drive effective training and leader development. All training must be realistic and progressive. Commanders conduct training under conditions that replicate the complexities of the ever-changing operational environment (OE) with the physical and mental rigor necessary to challenge units, leaders, and Soldiers to excel in critical thinking and complex problem solving and grow as warfighting experts in the Army Profession. Ensuring that training practice is tougher than the expected mission gives Soldiers and leaders the necessary skills and confidence to not only be resilient but to become stronger under adverse and challenging land warfare conditions.

1-5. The ATP, in support of the *Army Aviation Training Strategy*, provides the foundation for standardized and comprehensive aircrew training. Aircrew training is a continual process that does not end with individual and crew proficiency. It is a fundamental part of every aspect of aviation unit training, including gunnery, maneuver, survivability, and combined arms operations proficiency. Commanders must focus training and leader development to achieve and sustain the highest levels of combat readiness within the resources and time available to ensure unit proficiency in the standardized mission essential task list (METL) and assigned mission tasks. Aircrew training must be an integral component of every rigorous, challenging, and complex training event conducted at home station, combat training centers (CTCs), and while deployed. The ATP must be integrated in each step of the unit training process (plan, prepare, execute, and assess) as part of the overall training plan to maximize training opportunities, while rapidly building combat readiness in unified land operations.

COMBINED ARMS TRAINING STRATEGY

1-6. CATS are proponent-developed and provide descriptive task-based, event-driven training strategies designed to assist the unit commander in achieving training readiness consistent with Army doctrine. The CATS provides proponent-recommended training events, and frequency and duration that a commander can use in developing unit training plans to enable the unit to build and sustain Soldier, leader, and unit proficiency in mission tasks. As part of the operations process, commanders and staffs assess collective, individual, and leader proficiency before selecting the appropriate CATS to drive their training plans. CATS are found on the Army Training Network (ATN).

REALISTIC INDIVIDUAL, CREW, AND COLLECTIVE TRAINING INTEGRATION

1-7. Leaders at every level are responsible for individual, crew, and collective training. Commanders, with the help of trainers and evaluators, must progressively integrate realistic OE and mission variables (mission, enemy, terrain and weather, troops and support) to create the conditions present in the complex OE. Additional ways to enhance the realism and quality of training include—

- Imperfect intelligence.
- Degraded communications.
- Degraded precision timing and navigation.
- Adaptive and free-thinking opposing forces.
- Realistic rules of engagement.
- Simulated chemical, biological, radiological, and nuclear (CBRN) environments.
- Battlefield clutter.
- Loss of key leaders.
- Civilians on the battlefield.
- Joint, interagency, intergovernmental, and multiagency requirements.
- Varying weather and visual conditions.
- Media and Information operations.
- Task organization changes.
- Dynamic re-tasking of missions.

TRAINING AIDS, DEVICES, SIMULATORS, AND SIMULATIONS

1-8. Training aids, devices, simulators and simulations (TADSS) do not replace live training but enable commanders to enter live training at a higher level of proficiency. They also enable the commander to replicate the complex OE to drive realistic training. Commanders must maximize the use of simulations and live training aids to increase repetition and add the required realism to ensure training is challenging and rigorous.

1-9. ATPs must be progressive training programs that maximize the use of all available TADSS for individual, crew, and collective training. Structured technical and tactical training programs, combined

with supervision and after action reviews (AARs), are necessary for effective individual, crew, and collective simulation training. System simulators, like the Longbow crew trainer, assist in mastering the individual and crew tasks required for the system. Collective training simulations, like the aviation combined arms tactical trainer (AVCATT), are collective simulations that focus on fighting the systems. Both types of simulations are critical in a unit's training path to attain the highest levels of proficiency. Commanders maximize simulations by assigning responsibility to subordinate commanders, with the desired readiness outcomes, to achieve affordable proficiency levels prior to or in conjunction with live training.

1-10. Individual/crew-level training, high-fidelity simulators enable commanders to tailor training programs and apply a requisite amount of rigor to the individual and aircrew tasks while reducing risk. For collective training, virtual and gaming capabilities enable commanders to add increased levels of complexity while executing multiple low cost iterations to enter live training at higher levels of proficiency.

TRAINING MANAGEMENT

1-11. Aviation commanders must be fully involved in the training process, be proficient trainers, and have a full understanding of the application of training prescribed in ADP 7-0, FM 7-0, and the unit training management process. Knowledge in the application of training ensures commanders are able to effectively plan, prepare, execute, and assess unit training plans to build combat readiness. At battalion and above, the military decision making process is used to develop the unit training plan; at company level and below, troop leading procedures are used. Any shortcuts in the plan, prepare, execute, and assess phases of the operations process impact the ability to develop and execute realistic training.

IMPLEMENTING NEW OR UPDATED TASKS

1-12. Reasons for implementing new or changed tasks include the following:

- Changes to the OE which necessitate updated procedures, as well as changes to adversary capabilities.
- Evolving tactics, techniques, and procedures (TTP).
- Fielding new equipment, whether an entirely new airframe or a new capability.
- Doctrinal changes.
- Updated aircraft software.
- Recommendations from aircraft mishaps.

1-13. Training methods for new or updated tasks vary based on the type and difficulty of the task. Regardless of the reason, implementation guidance will accompany new or updated tasks. When specific guidance is given, all aircrew members (ACMs) must receive training and/or evaluation on new or changed tasks before accomplishing them on their own. Implementation guidance will include the ability for trainers to self-start tasks when appropriate.

SELF-START PROVISION

1-14. Self-start allows the commander the ability to train a task or start a training program in which the unit is not currently trained. Commanders are authorized to "self-start" their training program if specific implementation guidance is not otherwise addressed. Commanders will select the most experienced standardization instructor pilot (SP)/standardization instructor (SI)/standardization operator (SO) to conduct the self-start initial training on trainers using conditions, standards, and the description as outlined in the task listed in the aircrew training manual (ATM) or training support package (TSP). Instructor pilots (IPs)/instructor operators (IOs)/flight instructors (FIs) will not train or evaluate the task until they have been successfully evaluated by a SP/SI/SO (as appropriate). All other duty designations must receive training and evaluation by the appropriate standardization personnel prior to conducting the task.

Note. Commanders may utilize a self-start provision if the unit is not current on NVDs to re-establish currency.

TRAINING SUPPORT PACKAGES

1-15. A TSP is a complete, exportable package that integrates training products, materials, and information necessary for units in the field to train one or more critical tasks or environments. The contents will vary depending on the purpose. Examples of TSPs are overwater training, NVG qualification for non-rated personnel, and mountain training.

1-16. TSPs may be for individual, crew, or collective tasks and may be generated for any of the reasons listed above that required new or updated tasks. The DOTD Flight Training Branch (FTB) web page hosts current TSPs for commanders to integrate into their training plans as appropriate. When a TSP is provided, it is the USAACE-approved training plan for the specific environment, job, or equipment and should be used for training. Units desiring TSPs may contact DOTD at the previous link or the address in the preface of this manual.

NEW EQUIPMENT TRAINING

1-17. Updates to the pilot to vehicle interface, such as the fielding of new equipment or software updates, may require new equipment training. When formalized training is determined to be required, DOTD-approved training materials will be used. Training materials will be available at the DOTD, FTB web page (located in the references of this manual) under the “TSP” button.

Chapter 2

Aircrew Training Program Administrative Information

AIRCRAFT IDENTIFICATION

2-1. Aircraft identification conventions are as follows:

- **Aircraft basic mission.** Identifies the basic mission of an aircraft. The basic mission identification appears to the left of the aircraft vehicle type.
- **Aircraft vehicle type.** Identifies the primary function and capability of an aerospace vehicle (such as a helicopter). Aircraft vehicle type is represented by a letter of the alphabet (for example 'H' for United States Army helicopters or 'Q' for unmanned aircraft).
- **Aircraft design (model).** Identifies major changes within the same basic mission. Design numbers appear to the right of the basic mission symbol, separated by a dash (for example CH-47, UH/HH-60, or AH-64).
- **Aircraft series.** Identifies the production model of a particular design number representing major modifications significantly altering systems components. Consecutive series symbols appear to the immediate right of the design number (for example AH-64D, AH-64E, CH-47D, CH-47F).
- **Similar aircraft.** Aircraft defined as having similar operating and handling characteristics. For example, the CH-47D and CH-47F are considered similar aircraft. Task, iteration, flying hour, and evaluation requirements may be completed in similar aircraft according to AR 95-1 and the similar aircraft table in the ATM.
- **Series-grouped aircraft.** Aircraft considered similar and grouped together based on the complexity of the pilot to aircraft interface (such as analog instruments, glass cockpit, and avionics architecture).Series-grouped aircraft are defined in the similar aircraft table in the ATM and grouped for aircraft currency.
- **Primary aircraft.** The aircraft mission type/design/series (UH-60L, AH-64E, or RC-12H) designated by the commander or required by the modified table of organization and equipment (MTOE)/table of distribution and allowances (TDA) position.
- **Additional aircraft.** Aircraft in the same category (fixed-wing or rotary wing) as the primary aircraft, but does not meet similar aircraft requirements. Additional aircraft will have a separate commander's task list (CTL), (CH-47 and UH-60).
- **Alternate aircraft.** Aircraft is in the opposite category of the primary aircraft and will have a separate CTL (CH-47 and C-12).

AIRCREW TRAINING MANUAL

2-2. The ATM is the primary publication used to train aircrews to established standards. It details individual task performance with Go/No Go criteria. The ATM consists of the following chapters:

- Chapter 1: Similar and Series Group Aircraft Table/Flying Hour Requirements/Synthetic Flight Training Requirements.
- Chapter 2: Aircrew Catalog of Academic Topics.
- Chapter 3: Aircrew Master Task List.
- Chapter 4: Crewmember Tasks.
- Chapter 5: Maintenance Pilot or Maintenance Tasks.
- Chapter 6: Instructor Tasks.
- Chapter 7: Aviation Leader Tasks.
- Chapter 8: Aircrew Coordination Training.

PERFORMANCE AND TECHNICAL TASKS

2-3. Performance tasks measure the ACM's ability to perform, manipulate the controls, and respond to tasks affected by specific conditions and mode of flight. These tasks are physical coordination-type tasks or maneuvers performed in an aircraft. Performance tasks must be trained and evaluated in all modes of flight for readiness level (RL) progression as designated by the master task list (MTL).

2-4. Technical tasks measure the ACM's ability to plan, preflight, brief, run-up, or operate specific onboard systems, sensors, or avionics in flight or on the ground. These tasks are not significantly affected by conditions or mode of flight. Technical tasks may be evaluated in any condition or mode. The commander may mandate conditions or modes of flight based on the unit mission.

1000-SERIES TASKS

2-5. The 1000-series tasks are base tasks that generally apply to all aircraft in a specific category. They are the entry-level tasks that are common sub-components of more advanced tactical and mission tasks. They generally apply to operating the airframe and usually would apply to a civilian equivalent aircraft. The critical task list identifies all mandatory and optional 1000-series tasks.

2000-SERIES TASKS

2-6. The 2000-series tasks are tactical tasks that act as building blocks for performing Army Aviation missions. Some 2000-series tactical tasks are mandatory (identified in the MTL) and others are optional based on the mission of the unit. Tactical tasks build on skills trained in base tasks and enable mission accomplishment. Tactical tasks include external load operations and tracking targets.

3000-SERIES TASKS

2-7. The 3000-series tasks are mission tasks that prepare individuals and crews to perform collective operations. Some 3000-series mission tasks are mandatory (identified in the MTL) and others are optional based on the mission of the unit. Examples include formation flight, manned/unmanned-teaming and collective aviation mission survivability (AMS) tasks. The 3000-series tasks apply directly to the unit's (collective) METL.

4000-SERIES TASKS

2-8. The 4000-series tasks are maintenance tasks and apply to maintenance as a broad category of tasks rather than a specific duty position. The term "maintenance pilot" may refer to either a functional check pilot (FCP), a maintenance test pilot (MP), or a maintenance test pilot evaluator (ME) based on the Army's determination for the specific airframe. The title of the person performing the task has no bearing on task requirements. Either an FCP, MP, and/or ME may perform 4000-series tasks provided they have received the required task training (see chapter 8).

5000-SERIES TASKS

2-9. The 5000-series tasks are instructor/trainer tasks. ACMs conducting flight instruction and/or evaluation must receive training in the appropriate 5000-series tasks for their duty position, which is located on the MTL.

6000-SERIES TASKS

2-10. The 6000-series tasks are leader tasks for company commanders, troop commanders, platoon leaders, and air mission commanders (AMCs). These tasks are designed to apply standardized methods to train and assess leaders on essential leader tasks directly related to planning, preparation, execution, and assessment of individual and/or collective aviation tasks.

TASK ELEMENTS

2-11. The following are the individual elements of a task format.

TASK CONTENT

2-12. The task content consists of the following subject headings:

- Task title.
- Condition statement.
- Standard.
- Description.
- Considerations.
- Training evaluations.
- References.

TASK TITLE

2-13. The aircrew task title identifies a clearly defined and measurable activity and is standardized across all Army aircraft.

CONDITION STATEMENT

2-14. The condition statement specifies the circumstances under which the task must be performed and identifies an initiating cue or triggering circumstance that lets the ACM know to accomplish the task. It also lists materials, equipment, and personnel required for task accomplishment.

2-15. Common conditions include the following:

- In a mission aircraft with mission equipment, crew, and items required by AR 95-1.
- Under visual meteorological conditions or instrument meteorological conditions.
- Day, night, and NVD employment.
- In any terrain or climate.
- Nuclear, biological, and chemical including mission oriented protective posture (MOPP) equipment employment.

STANDARD

2-16. Task standards determine the minimum level of performance required for task proficiency. It is the Go/No-Go criteria for each task used during readiness level progression training and evaluations.

DESCRIPTION

2-17. The description explains the preferred method for conducting a task to meet the standards. This manual cannot address all situations or alternate procedures/methods to accomplish a task. Tasks may be accomplished using other methods, as long as the task is done safely and the standards are met.

2-18. Crew actions. When specific crew actions are required, the task will be broken into crew actions that are required for each crewmember to complete to achieve crew coordination objectives. For all tasks the common crew actions necessary to meet crew coordination objectives are—

- Perform crew-coordinated actions as specified in the task description.
- Monitor engine and aircraft systems operations.
- Monitor avionics, mission equipment, navigation, and communication operations.
- Maintain airspace surveillance and clear aircraft.
- Announce when attention is focused inside aircraft—except for momentary scans—and announce when attention is focused back inside.

CONSIDERATION

2-19. The considerations section of a task defines essential information the aircrew must consider when performing tasks under various flight modes (day, night unaided, and night aided while using a NVD) and/or environmental conditions. These considerations must be evaluated to determine risk associated with task performance under certain environmental conditions.

TRAINING AND EVALUATION

2-20. Training and evaluation requirements define whether the task will be trained and/or evaluated in the aircraft, simulator, or academic environment. Listing aircraft and/or simulator under the evaluations requirements does not preclude the evaluator from evaluating elements of the task academically to determine depth of understanding or planning processes. Some task procedures allow multiple methods to achieve standards.

REFERENCES

2-21. References listed are additional sources of training or doctrinal information relating to a particular task. Certain references apply to many tasks. In addition to the references listed for each particular task, common references apply as indicated in the task for the appropriate MTL.

TASK DEVELOPMENT PROCESS

2-22. Units with a training requirement not satisfied by existing ATM tasks must submit task requests through their brigade-level equivalent or higher command to DOTD at Commander, USAACE, ATTN: ATZQ-TDT-F, Fort Rucker, Alabama 36362-5000 or via email to usarmy.rucker.avncoe.mbx.atzq-tdt-f@army.mil. DOTD will work in conjunction with DES to determine the validity of the request. If found to be a valid task request, based on need and command level input, DOTD and DES will develop the task and submit to the DOTD Director for approval of use. If approved, the task may be included in the next ATM publication cycle or as directed by USAACE Command.

Chapter 3
Individual Responsibilities

SENIOR MISSION COMMANDER

3-1. Senior mission commanders (SMCs) have the overall responsibility for providing the necessary resources, risk management (RM) oversight, and training management oversight to enable effective and realistic home station air-ground training. Specific aviation training responsibilities include ensuring that TADSS, ranges, maneuver areas, airspace, opposing force (OPFOR), external evaluators, flight hours, ammunition, Combat Training Center opportunities, higher exercises, and time are available and suitable to meet the aviation unit training plan. SMCs must allow adequate time for aviation units to execute the aviation commander's ATP. This ensures the required levels of proficiency are achieved at the individual, leader, and crew level, and at echelon (as required), prior to aviation units conducting collective (platoon and above) combined arms maneuver training with supported ground maneuver units. Establishing effective training and support cycles and garrison policies that support maximizing Soldier maintenance to sustain combat power underpins and is essential to the safe and effective execution of the aviation training plan. When aviation units do not execute the required repetitions to build aviation individual, collective, and leader task proficiency under all conditions, the risk is higher. This is especially true when conducting higher-level collective combined arms training with supported ground maneuver units.

BRIGADE COMMANDER

3-2. The brigade commander is responsible for—

- Setting the standard personally and professionally—in and out of the cockpit as the senior trainer and aviator in the brigade. Brigade commanders should achieve pilot in command (PC) status.
- Driving the operations process to develop the brigade training plan.
- Conducting the commander's dialog with subordinate battalion commanders to gain shared understanding of subordinate training plans, resourcing, and approval.
- Assessing and reporting the brigade and subordinate unit's RLs and resource challenges.
- Ensuring training in the brigade is realistic, rigorous, and accomplished to standard to achieve combat readiness.
- Ensuring subordinate unit commanders execute the unit training management process.
- Ensuring subordinate units maximize the use of TADSS in their training programs.
- Establishing habitual training relationships with supported ground maneuver units.
- Training battalion commanders and evaluating companies.
- Developing and mentoring leaders two levels down.
- Managing and ensuring full execution of the brigade flying hour program (FHP) and Standards in Training Commission Strategies allocation.
- Developing and enforcing the brigade safety and standardization programs and the ATP.
- Supporting the division or corps commander's combined arms training goals and mission essential tasks.
- Integrating aviation, including unmanned aircraft system (UAS), into higher and supported unit combined arms training.
- In Component 2, working with the state army aviation officers (SAAOs) to ensure readiness of subordinate brigade units in other states.

BATTALION OR SQUADRON COMMANDER

3-3. Battalion and squadron commanders are responsible for the following:

- Setting the standard personally and professionally—in and out of the cockpit—as the senior trainer and aviator in the battalion or squadron.
- Fighting and leading, normally, from their designated aircraft.
- Being highly proficient as an aviation leader, pilot in command, and AMCs.
- Executing the ATP as the primary training manager for the battalion.
- Having administrative authority according to AR 95-1.
- Being the primary trainer for the AMCs within the battalion, and a PC.
- Training company commanders and evaluating platoons.
- Developing leaders two levels down.
- Training and integrating companies into combined arms training.
- Ensuring subordinate leaders execute the unit training management process.
- Ensuring that the company commanders maximize the use of TADSS in their training programs.
- Managing the battalion flight hour program to ensure all available resources are maximized to build the highest levels of collective unit proficiency.
- Managing the battalion's combat power to ensure appropriate levels of readiness are maintained to support training.
- In Component 2, in cooperation with the SAAOs—determining the ATP commander for all organic and attached battalion staff members.
- In Component 3, coordinating with the brigade commander to determine flight activity category (FAC) levels and ATP records custodian for FAC 3 and FAC 4 ACMs.

STATE ARMY AVIATION OFFICER

3-4. SAAOs serve as principal aviation staff officers to the respective Adjutant General in all matters concerning Army National Guard (ARNG) aviation and are responsible for coordinating the state's Army Aviation program with the National Guard Bureau (NGB)/ARNG. SAAOs have all responsibilities of the brigade commander (when there is no brigade commander in the state or when designated by the TAG) with the addition of the following:

- Oversight and supervision of the State ARNG Aviation Program (manned and unmanned), including Aviation Safety, Maintenance, Standardization, Operations, and Training, as well as Counter-Drug Aviation Operations (CDAOPS). CDAOPS must be in compliance with National Guard Regulation (NGR) 500-2/Air National Guard Instruction (ANGI) 10-801.
- Oversight of the full-time support (FTS) technician program to include FTS technicians ATP.
- Coordinating and approving of aviation school allocations and priorities.
- Where applicable, determining the ATP commander for ACMs not assigned to MTOE or TDA organizations with aircraft assigned.
- Performing flight evaluation board (FEB) appointing authority duties when delegated by the Adjutant General. These duties include 365-day suspension authority according to AR 600-105, Table 5-1.

3-5. Eastern Army National Guard Aviation Training Site (EAATS), Western Army National Guard Aviation Training Site (WAATS), High-altitude ARNG Aviation Training Site, United States Army Jet Training Detachment (USAJTD), and fixed-wing Army National Guard Aviation Training Site commanders are responsible for the following:

- Commanding a centralized aviation training base.
- Supervising and conducting USAACE-approved POIs for the NGB/USAR.
- Managing and operating flight simulators in support of both formal program of instruction (POI) and other training requirements.

- Providing medical services and crash rescue capability in support of the Army Aviation Training Site (AATS) mission.
- Maintaining readiness to augment the Training and Doctrine Command (TRADOC) aviation training base as an activity under the command and control of the USAACE upon mobilization.
- Reviewing and verifying prerequisites for training applications at AATS courses.
- Oversight of the FTS Technician Program to include FTS technician's ATP.

3-6. Aviation facility, activity, Theater Aviation Sustainment Maintenance Group commanders, and USAR aviation support facilities supervisors are responsible for the following:

- Supervising FTS personnel and coordinating matters concerning the operations and use of aircraft, including safety, aircraft maintenance, flight operations, standardization, FHP, and the additional flight training period portion of the ATP with the unit commanders.
- Coordinating support of training requirements with commanders of aviation units and elements with aircraft assigned to the facility.
- Serving as ATP commander for FTS ACMs assigned to respective facilities.
- USAR aviation support facilities supervisors serving as the FSP commander for the technicians Department of the Army civilians (DACs) FSP.
- The USAR Aviation Program manager serves as the overall commander for the USAR DACs FSP.

Note. Theater Aviation Sustainment Maintenance Group commanders are considered brigade-level commanders for their respective organizations. They may also exercise the ATP authority outlined for a brigade-level commander when an aviation brigade commander does not exist within the state (and unless otherwise specifically excluded/restricted).

OPERATIONS STAFF OFFICER

3-7. The operations staff officer is responsible for the following:

- Operations and training as the commander's principal staff officer.
- Determination and allocation of training and mission resources, planning and conduct of training inspections, and the compilation of training records.
- Managing the battalion flight hour program.
- Monitoring and maximizing TADSS utilization in support of the unit training program.
- Maintaining a high level of proficiency in the aircraft and should be a pilot in command.
- Identification of training requirements in order to prepare and execute training programs.
- Coordinating with supported ground maneuver units to ensure the battalion's training objectives are integrated within the supported unit's training plan.
- Ensuring the RM process is fully integrated in the development of the unit training plan.
- Being the primary assistant to the commander in executing the ATP.

COMPANY, TROOP, OR DETACHMENT COMMANDER

3-8. The company, troop, and detachment commander is responsible for the following:

- Integrating the company, troop, detachment into combined arms training.
- Managing the company, troop or detachment's ATP.
- Executing troop leading procedures and the unit training management process to ensure training is resourced, realistic, and executed to build combat readiness at the individual, crew, platoon, and company level.
- Being highly proficient as an aviation leader, a PC, and air mission commander (AMC).
- Being the administrative authority per AR 95-1, AR 600-105, and AR 600-106 as the ATP commander.
- Integrating the platoons and executing company training.
- Training platoon leaders and AMCs.

- Ensuring that Soldiers and aircrews are properly trained at the individual, crew, and unit collective levels.
- Integrating the use of TADSS in company, troop, and/or detachment training.
- Integrating the RM process in all company-level training.
- Understanding individual and crew proficiency to ensure proper crew selection and RM.
- Managing combat power to ensure appropriate levels of aircraft readiness are maintained to support the ATP.
- Ensuring all commander investigations, closeouts, extensions, and designations are signed in Centralized Aviation Flight Records System (CAFRS).
- Maximizing opportunities to incorporate rotary wing (RW) and UAS MUM-T.

PLATOON LEADER

3-9. The platoon leader is responsible for the following:

- Platoon, crew, and team training.
- Ensuring aircrews are proficient in TTP outlined in the appropriate FM, TCs, and ATMs.
- Achieving proficiency in the aircraft and attaining PC status.
- Achieving proficiency in troop leading procedures.
- Achieving proficiency in the unit training management process.
- Achieving proficiency in the RM process.
- Maximizing Soldier utilization to execute aircraft maintenance to ensure adequate combat power is maintained to support the ATP.
- Achieving proficiency in aviation maintenance management and maintenance training requirements.

Note. As an entry level position, platoon leaders must become proficient aviators and technically and tactically proficient aviation leaders to ensure they are ready to command at the company and/or troop level.

Note. Platoon sergeants, technical inspectors (TI), production control, quality control non-commissioned officers in charge (NCOICs), and MPs play a key role in the professional development of a platoon leader's aviation maintenance expertise.

STANDARDIZATION PERSONNEL

3-10. Standardization personnel are SPs, instrument examiners (IEs), IPs, MEs, SIs, FIs, SOs, and IOs who assist the commander in developing and executing the unit ATP. Standardization personnel advise the commander and implement the commander's intent with regard to training. Standardization personnel must maintain the highest levels of proficiency and develop all aircrew members and trainers in their units. Standardization personnel are responsible for the following:

- Serving as the primary technical and tactical expert for the aviation standardization program.
- Administering the commander's ATP.
- Maintaining a high level of aircraft proficiency as a PC, instructor pilot (IP), and AMC for RCMs or aircraft commander (AC) and instructor operator (IO) for UACs.
- Providing expertise on unit individual, crew, and collective training to the commander.
- Managing individual flight/training records.

AVIATION MISSION SURVIVABILITY OFFICER

3-11. The aviation mission survivability officer (AMSO) is the primary advisor to the commander, staff, aircrews, and planners of the AMS program. The AMSO is a part of the commander's special staff and

will accompany the commander to all applicable special staff meetings. The AMSO increases the combat readiness of the aviation warfighter through: Army survivability equipment (ASE) employment, fused mission planning (FMP), evaluating mission threat risk, evasive flight maneuvering, and administering the unit's AMS program."

Note. For more information on AMS program management/requirements, see TC 3-04.9.

MAINTENANCE OFFICER

3-12. Maintenance officers help the commander develop and manage the unit's maintenance program. MPs and MEs are responsible for the following:

- Administering the commander's maintenance program and maintaining combat power.
- Maintaining a high level of proficiency in the aircraft as a PC and maintenance management.
- Coaching, teaching, and mentoring maintenance Soldiers and junior non-commissioned officers on how to effectively maintain combat power.
- Scheduling aircraft using the maintenance flow chart to ensure mission completion and the most efficient use of maintenance assets.
- Serving as the designated PC during all maintenance test flights unless being evaluated by an ME.

3-13. The government flight representative (GFR) is responsible for surveillance and for ensuring contractors establish and follow written procedures according to the performance work statement and any applicable regulations.

3-14. The government technical monitor (GTM)/contracting officer's representative (COR) are key to ensuring contract success and in ensuring the contractor is in compliance with the contract per the performance work statement and any applicable regulations.

SAFETY OFFICER

3-15. Safety officers are responsible for the following:

- Administering the commander's unit and facility safety programs.
- Assisting the commander by integrating RM recommendations during the operations process (military decision making process and troop leading procedures).
- Maintaining a high level of aircraft proficiency as a PC.
- Assisting the command in supervising operations to ensure application and adherence to directed controls and providing feedback on the effectiveness of risk management integration efforts.
- Assisting all staff in integrating the RM process into other staff functions.
- Advising the commander and staff on safety requirements and recommending programs and policies to best meet those requirements.
- Integrating and supervising of the air and ground RM integration processes to ensure adherence to published policy.

FLIGHT SURGEON/AEROMEDICAL PHYSICIAN'S ASSISTANT

3-16. The flight surgeon (FS) and aeromedical physicians assistance (APA) are responsible for the following:

- Being the commander's primary advisor on the health and welfare of unit members and their families. Being the commander's primary trainer and/or evaluator for all annual aeromedical requirements.
- Monitoring the training environment to ensure the mental and physical well-being of unit ACMs. Providing medical training, support, and advice to ACMs and commanders on the physiological implications of operating in these environments.
- Participating in all major inspections and maintaining the results and files of these inspections.

- Conducting an annual assessment of the Aeromedical Environmental Training Program in conjunction with the commander to determine unique training or mission environmental exposures the aircrews operate in and advising commanders of mitigation strategies.
- Participating as a member of all Aviation Safety and Standardization Councils.
- Complying with active Army annual and semi-annual flying hour minimums identified in AR 600-105, AR 600-106, Department of Defense (DoD) Financial Management Regulation (FMR) 7000.14-R, and ATMs.
- Training and evaluating medical protocols and medical aircrew tasks listed in ATMs for medical personnel.

UNIT TRAINER

3-17. The UTs are responsible for the following:

- Designated training of RL2 and RL1 ACMs including specialized training.
- UTs may train RL3 ACMs in the simulator only.
- Maintaining a high level of aircraft proficiency as a PC, AC (UAS), or non-rated crewmembers (NRCM).
- Assisting in unit training programs and in achieving established training goals.
- Trained in FOI/MOI.

MASTER GUNNER

3-18. The master gunner is designated by the commander, serves on the unit standardization committee, and is responsible for managing the gunnery program according to TC 3-04.3. In addition, the master gunners will be—

- The principle advisor to the commander and staff on aviation weapons employment and the management of the gunnery program.
- A graduate of the USAACE master gunner course and have the H-8/F-8 additional skill identifier.
- Qualified as an IP/IO when assigned to AH-64/UAS unit.
- Highly proficient, qualified, and current in attack aircraft within the brigade.

Note. For CH-47 and UH-60 equipped units, the commander designates a door gunner NRCM SI to administer the door gunnery program according to TC 3-04.3.

PILOT IN COMMAND/AIRCRAFT COMMANDER

3-19. The PC, AC, and AC (UAS) are—

- Responsible for the safe and effective operation of the aircraft.
- The unit's first-level trainer/aviation mentor.
- Proficient in the aircraft and all aspects of the unit's METL and/or collective task(s).
- Responsible for the safety of all occupants, and the conduct of all operational and training aspects of a specific mission.
- Responsible for all actions of the crew
- Responsible for assigning duties to the crew.
- Responsible for accomplishing assigned missions.
- PC is a prerequisite for attendance at all Warrant Officer Track producing schools.

RATED CREWMEMBER

3-20. Rated crewmembers (RCMs) have the ultimate responsibility of remaining technically and tactically proficient at all assigned tasks, as well as current in these tasks. RCMs must take advantage of every

opportunity to become tactically and technically proficient rated aviators, including executing individually tailored self-development plans that meet designated goals. Individual rated aviators should have the ultimate goal of achieving PC status. The PI will complete all tasks assigned by the PC.

Note. Flight surgeons are considered rated officers, but are not part of the rated inventory according to AR 600-105.

NON-RATED CREWMEMBERS

3-21. NRCMs are individuals other than RCMs that perform duties aboard an aircraft essential to the operation of the aircraft or specific mission equipment in flight. This includes crew chiefs (CE), flight medics (MO), flight engineers (FE), FI, SI, door gunners, and cabin attendants (CA). Tasks required for RL progression, duties, and mandatory evaluations for non-rated crewmembers will be listed in the MTL. Non-rated crewmembers are responsible for completing monthly flying-hour requirements according to AR 600-106.

NON-CREWMEMBERS

3-22. Non-crewmember (NCM) personnel who must perform frequent and regular aerial flight in the discharge of their primary duties are authorized flying status by the commander (for a complete listing of Soldiers authorized flying status as non-crewmembers see AR 600-106). Non-crewmembers must be fully integrated into the ATP to include individual aircrew training folder (IATF), individual flight records and complete training and annual evaluation requirements per the MTL.

Note. The terms NRCM and NCM do not apply to unmanned aircraft crewmembers.

UNMANNED AIRCRAFT CREWMEMBER

3-23. Unmanned aircraft crewmembers (UACs) perform duties directly related to the in-flight mission of the UA. The unmanned aircraft crewmember (UAC) is responsible for the following:

- Controlling the flight of a UAS and the operation of its mission equipment.
- Remaining tactically and technically proficient as an ACM, including executing individually tailored self-development plans to meet designated goals. The individual operator should have the ultimate goal of achieving AC status.
- The AO will complete all tasks assigned by the AC.

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Chapter 4
Program Management

ASSESSING AND REPORTING UNIT PROFICIENCY IN MISSION ESSENTIAL TASKS

4-1. Commanders should conduct internal and external evaluations to continually assess combat readiness and should adjust flying hours as necessary to maintain unit proficiency in METL and supporting collective tasks.

4-2. Commanders, at all levels, assesses their unit's ability to execute METL tasks to standard and under all expected conditions. Commanders consider the unit's ability to perform in unique OEs as required by the unit's METL. When assessing unit proficiency, commanders use personal observations, records, reports, and the assessments of others (internal and external to the unit) based on known training readiness standards.

4-3. The commander considers the objective demonstrated proficiency of subordinate units, leaders, and Soldiers, and the availability of critical resources required to support METL training as follows:

- The unit and organic sub-elements demonstrate proficiency during external evaluations of the unit task list (UTL) standards, exercises at CTCs, emergency deployment readiness exercises, field training exercises, command post exercises (CPXs), combined arms live-fire exercises, operational readiness exercises, and other training events described in the proponent CATS.
- Proficiency is measured in terms of the unit's demonstrated ability to perform the tasks as stated in the approved METL, including supporting collective, individual, and leader tasks for the METL. Proficiency is assessed objectively on performing the tasks to standard and under realistic and rigorous conditions that replicate combat conditions. Full METL proficiency is achieved when a unit has attained a "**T**" level of proficiency in all METL tasks according to the training and evaluation outlines (T&EOs) in CATS and as defined in AR 220-1.
- Leader qualification and certification includes not only those areas of training required by the basic branch training of the officer, warrant officer (WO), and/or non-commissioned officer, but also includes those areas required by leadership development and certification programs that support the unit's mission.

4-4. Commanders perform a training event review to confirm T-level determination resulting from execution of the unit's training plan as follows:

- The events to be reviewed come directly from the annual training plan, as approved by the next higher commander. This training plan is a direct product of the commander's assessment of the METL tasks in which the unit must attain and sustain proficiency.
- Using unit training records, the commander compares executed training events with planned training events. When scheduled training events are not completed to standard per T&EOs, the commander assesses the impact on the T-rating and schedules retraining.
- Specific guidance is provided in AR 220-1 on when remarks are necessary on the unit status report (USR) or when commanders should downgrade T-ratings. Examples are training that was not performed, inadequate personnel were in training, realistic conditions could not be replicated, or training was not performed to standard.

READINESS REPORTING

4-5. AR 220-1 provides aviation commanders with guidance on readiness reporting. This TC assists commanders in determining the "trained" portion or "**T**" of the unit's "category" rating or "**C**."

Commanders should emphasize proficiency of established standards under the most realistic conditions, rather than just currency or qualification for individuals, crews, and units.

4-6. FM 7-0 is the doctrinal template for training events, event frequency, and the required associated resources that commanders use in developing a unit training plan. AR 220-1 requires monthly USRs. Units should also access the Army Training Network for various training resources and solutions to support unit training management.

4-7. Determining unit collective training proficiency is part objective and part subjective, and based on several factors. To make this determination, the commander must ask and answer many questions, including—

- How many fully manned and mission qualified crews are available?
- Are the leaders trained and certified in leader tasks?
- Are the staffs at each echelon trained and manned in the required staff tasks?
- Although qualified ACMs may be RL1 and fully trained in their individual tasks, are they proficient in conducting the unit's collective tasks at each echelon and as members of the combined arms team? Under all conditions-day, night, live fire?
- Although the unit may have been evaluated as proficient in a collective and/or METL task, how has personnel turnover or time since evaluation affected unit proficiency since the last assessment?
- What are the resources required? Are they available to build and sustain individual, leader, and collective proficiency?
- What are the resource challenges or shortfalls to prevent attaining proficiency (shortfalls must be annotated in the USR with the correlation to the impact on training readiness.)? Shortfalls may include a lack of adequate ranges, time, flight hours, PME attendance, functional training allocations, available aircraft, personnel, collective training events with other elements of the combined arms team (home station or CTCs), OPFOR, virtual and constructive simulations, airspace, targetry, weapons scoring systems, ammunition, or MILES.
- Does the rigor, threat, and realism of the executed training replicate the expected combat OE?
- Does the unit perform the key collective tasks to standard under all conditions? Is retraining required?
- If forming an aviation task force, how is the METL determined? What is the plan to train and assess METL proficiency?

AVIATION TRAINING GUIDELINES FOR UNIT STATUS REPORTING

4-8. The two primary Army regulations governing readiness reporting are AR 220-1 and AR 700-138. The USR provides Headquarters, Department of the Army, with the commander's assessment of the unit's overall training, personnel, and equipment readiness. Commanders must use objective measures, when available, to assess levels of readiness against the unit's MTOE design and standardized METL. Commanders may subjectively upgrade or downgrade RLs based on experience or under unique circumstances. When subjectively upgrading or downgrading, commanders should explain why the objective assessment is being changed. The commander determines the unit's overall status based on an assessment of the unit's capability to accomplish its assigned mission. The commander's responsibilities listed in AR 220-1 include—

- Maintaining the highest level of METL proficiency possible with given resources.
- Reviewing subordinate unit reports for accuracy and compliance with applicable requirements and objective measures.
- Distributing unit equipment and resources against mission essential requirements on a priority basis.
- Submitting the unit's status between regular reports, as required.
- Reporting when resources are not available and the impact to unit readiness.

4-9. A unit's C-level indicates the degree to which the unit has achieved prescribed levels of fill for personnel and equipment, the training status of those personnel, and the maintenance status of the unit's equipment.

4-10. Resourcing factors for commanders to measure unit status include the availability of flying hours, aircraft, training, operational readiness rates, ammunition, countermeasures, fuel, TADSS, ranges, and time available.

4-11. In addition to measured resources, commanders must consider other factors such as morale, discipline, availability of training areas and training aids, and availability of qualified key personnel.

CREWMEMBER STATUS AND UNIT STATUS RELATIONSHIP

4-12. The status of aviation unit training depends on the status of individual, crew, leader and collective training. Individual, crew, leader and collective proficiency must be balanced by ensuring training resources are used to train at both the individual and collective proficiency level. Figure 4-1 provides examples of unit status levels.

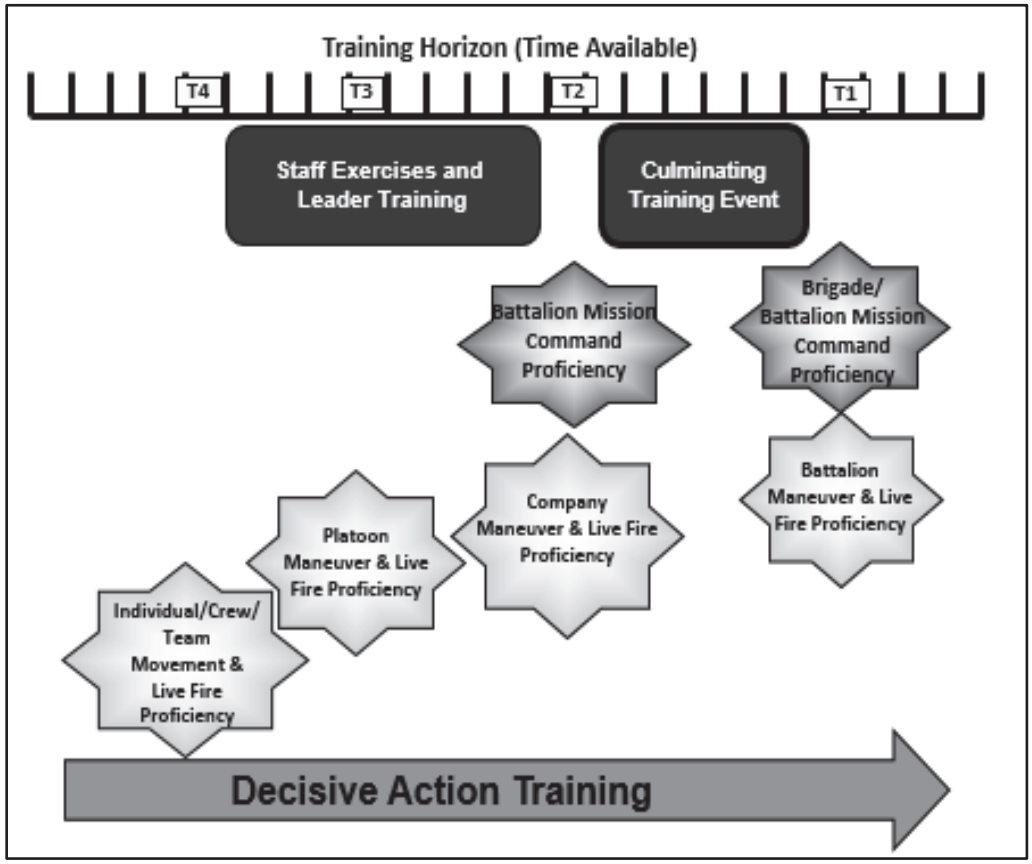


Figure 4-1. Examples of unit-status levels

4-13. The T-level rating provides meaningful information for the entire chain of command. The number of days the unit needs to train to standard on the mission essential tasks is a major factor in the unit's T-level. Commanders use the number of days the unit needs to train to standard on METL tasks, along with the information in AR 220-1 to determine the overall T-level. At the brigade level—

- T1 means the brigade is fully proficient in brigade command and control and battalion-level combined arms maneuver, under all conditions (day, night, and live fire).
- T2 means the brigade is fully proficient in battalion command and control and company level combined arms maneuver, under all conditions (day, night, and live fire).

- T3 means the brigade is fully proficient at company command and control and platoon combined arms maneuver, under all conditions.
- T4 means the brigade is proficient only at the individual, crew, and team level, under all or some conditions.

AVIATION MAINTENANCE

4-14. Army Techniques Publication 3-04.7 is the primary publication for managing aviation maintenance. It is the commander's responsibility to build and maintain combat power. Training and maintenance are critical components of building combat power. The primary objective of Army Aviation maintenance is to provide safe, mission-capable aircraft to satisfy mission and training requirements. The aviation maintenance system has evolved over years of peacetime and combat operational experience to focus on providing the assets necessary to support operational and training needs without compromising safe maintenance standards or operations.

4-15. Aviation maintenance requires the constant involvement of commanders and leaders at every level. TC 3-04.71 contains methods and programs required to build a competent maintenance force. Mission readiness, training, safety, and standardization depend on the ability of the aviation commander to ensure that the unit has a viable and effective maintenance program.

AVIATION RISK MANAGEMENT

4-16. Tough, realistic training and leader development conducted to standard under realistic OE conditions are the cornerstone of combat readiness. The training environment places stress on both Soldiers and equipment, creating an increased risk for loss. As training realism increases, so does the potential for loss. If risk is not mitigated, personnel and equipment losses, caused by training mishaps, seriously degrade unit readiness. Commanders must protect individuals and equipment from accidents while maintaining the realistic training necessary to prepare for war. The following essential elements will assist in mitigating risk.

- Leader training and certification.
- Leader positioning.
- Progressive training (crawl, walk, run).
- Shared understanding through mission command philosophy.
- Rigorous PC, flight lead, and AMC programs.

RESPONSIBILITIES

4-17. RM is critical to successful execution of aviation operations. It must not be limited to key leaders at the battalion and brigade; every crewmember must be involved in RM at every step of mission planning and execution. Leaders at every level must be masters of identifying risk and implementing control measures to mitigate obvious and hidden risks. This process must be deliberate and continuous, and become second nature to those responsible for leading, planning, and approving aviation operations and missions. The RM process is the same in training or combat and depends on leaders to—

- Think through mission requirements.
- Balance mission requirements against known and hidden risks.
- Make decisions about controls, and where and how risks will be accepted.

LEADERS

4-18. Managing risk is a leader responsibility. At the ACM level, PCs, ACs, AMCs, and mission briefing officers (MBOs) are the principal risk managers. MBOs should be selected based on their experience, maturity, judgement, familiarity with the mission series, aircraft type, design, and knowledge of the risk management process. Planning must incorporate consideration for known hazards and must address appropriate control measures to minimize exposure to such hazards. RM occurs throughout all phases of

mission planning and depends on leaders at all levels. RM responsibilities are not complete until the mission debriefing is complete. To meet these responsibilities, leaders—

- **Identify controls.** Controls start with PCs and/or AMCs as they identify initial risks and put initial controls in place. MBOs have the responsibility to further refine and emplace controls based on assessment of obvious and hidden risks. Commanders, who are always a key part of this process, will issue controls and guidance to leaders. Leaders at all levels, including MBOs, must make sure guidance is understood and can be implemented throughout the mission.
- **Do not accept unnecessary risk.** If the risk can be eliminated or reduced and the mission can still be accomplished, the risk is considered mitigated and acceptable. Ways to mitigate the risk should be pursued (that is, change the crew mix, change the mission execution time, provide additional preparation and training, add additional supervision), which will still allow completion of the mission. Once hazards are identified and controls recommended, leaders will compare and balance the residual risk against the mission payoff or reward.
- **Pre-mission planning and preparation.** The commander, or other designated risk approval authority, decides whether the controls are sufficient to accept the risk. If the risk is excessive, the commander can direct additional control measures, modify controls, request the next higher commander's involvement, or reject the mission.
- **During mission execution.** The commander cannot always be available to make every risk decision. In the aircraft, when the situation, time, or other factors do not allow for the commander's decision, the AMCs, PCs, ACs, instructors, evaluators, or other unit leaders become the primary risk managers. Throughout execution, all leaders must be aware of and assess emerging hazards that were not identified during planning and preparation. As hazards are encountered, subordinate leaders should use the commander's guidance, personal professional experience and judgement, unit standard operating procedures (SOPs), tasks, regulations, and understanding of the situation as the basis for formulating and implementing control measures.
- **Make risk decisions at the proper level.** Decisions made at the proper level eliminate the involvement of commanders not normally involved in the mission or commanders not authorized to accept the level of risk. PCs and/or ACs must know the appropriate level of approval authority based on the level of risk. The risk approval authority will vary between units, and the risk approval authority at all levels must be capable of mitigating risk or accepting that level of risk.
- **Weigh the risks versus the benefits.** The benefits gained by accepting a residual risk must clearly outweigh the potential cost in terms of life, limb, or equipment loss should an incident occur.
- **Identify controls.** The commander will issue guidance regarding the appropriate control measures. Once the leader identifies the controls, PCs and/or ACs must ensure these controls are understood and implemented during the mission.
- The crew mission briefing is where the PC and/or AC presents these controls to the crew. The delineation of duties, such as airspace surveillance responsibilities, is an example of a hazard control established before flight.
- The unit standard operating procedure (SOP) is a formal document of RM controls. These controls are only effective when followed. "According to the SOP" is a valid control measure only when all ACMs are knowledgeable of the unit SOP's contents. Flight weather minimums are a good example. If the SOP requires NVG 500-2/N 1000-3 for a night training flight, the commander must reinforce and support the PC's and/or AC's decision to abort a mission, divert, or land the aircraft when conditions fall below these standards. Pre-mission planning should include options and/or controls for this example.
- Integrate RM into all stages of all operations. Integration begins with pre-mission planning and continues through completion of the mission debriefing. RM is considered as contingency planning. The commander and staff should look at factors that could cause the mission to fail (cause loss of life, limb, or equipment) and implement controls to minimize that probability. During the debriefing, unexpected hazards for a completed mission then become expected hazards for follow-on missions.

STAFF

4-19. During operations, the staff RM responsibilities are as follows:

- Assist in planning and identifying operations hazards.
- Integrate RM into the operations process. During the operations process, the staff evaluates the risks, recommends controls to minimize the risks, and provides the commander with an assessment of the effectiveness of the imposed controls. In training situations, the staff—
  - Advises the commander of the controls that impact on training realism so the commander can make the risk acceptance decision.
  - Evaluates imposed safety restrictions to ensure optimal training benefit is achieved without unnecessary restrictive measures applied.
- Assesses the operational risk. Using mission, enemy, terrain and weather, troops and support factors to identify the risk to mission accomplishment, the staff begins to assess operational risks. The most important consideration is the commander's desired end state of the operation for the unit, higher headquarters, and adjacent units. Risk analysis is formulated using a course of action (COA) developed along the spectrum of "frequent" to "seldom" event occurrence. The staff reviews and refines the list throughout the operations process (plan, prepare, execute, assess). The staff then evaluates the possible consequences of those risks from catastrophic to marginal. For example, the staff plans a multi-aircraft mission to airlift personnel or supplies. If the weather forecast is for marginal conditions, part of the planning should include the possibility of weather conditions degrading during the mission. Controls the staff might propose are—
  - Reinforcing those sections of the SOP pertaining to adverse weather.
  - Briefing crews regarding the current and forecast adverse weather and the possible courses of action selected by the commander.
  - Planning alternate routes or transportation.
  - Designating recovery airfields.
  - Including inadvertent instrument meteorological condition recovery in the rehearsal.

CREWS

4-20. ACMs are a critical part of the RM process. ACMs perform the mission, and involvement in the planning phase is crucial to identification of hazards and controls. ACMs must clearly understand the controls implemented to mitigate risks. During mission execution, ACMs must perform tasks and implement control measures to standard. The employment of good crew coordination is paramount to identifying unexpected hazards (enemy situation, wires, weather) and to continuously refine controls during the mission.

INDIVIDUALS

4-21. Self-discipline is critical to mission accomplishment and an effective RM program. The best RM plan is not effective if the individuals performing the mission do not adhere to established controls or do not perform the tasks to standard. Individuals performing a mission are also responsible for performing RM. While performing the mission, conditions change, hazards change, risks change, and, by necessity, RM controls may change. Individuals must constantly assess the conditions and continuously apply the principles of RM to ensure minimum risk to themselves, fellow Soldiers, the aircraft, and the mission.

RISK ASSESSMENT TOOLS

4-22. Integration of risk assessment tools—such as matrixes and diagrams—are valuable during the planning stage of a mission. These tools do not internalize the entire RM process, but they do provide a systematic approach to identifying and reducing risk. However, do not allow the risk assessment tools to become the overriding concern of the RM process. Tools merely provide a measurement for leaders to gauge risk and control effectiveness.

4-23. One very useful tool for building, sharing, and maintaining DD Form 2977 (*Deliberate Risk Assessment Worksheets*) and the information contained within is the joint risk assessment tool. This joint system can increase information sharing and coordination during dispersed or joint operations. One matrix cannot include all of the hazards of every mission nor can one matrix apply to all units. Commanders must determine the usefulness and content of any risk assessment tool. Commanders must consider a number of basic principles when they use these tools.

Note. RM tools can be found at the Combat Readiness Center website.

4-24. Commanders must remember that—

- RM must have command emphasis at all levels.
- Leaders must be trained in RM.
- Risk assessment tools are most valuable during mission planning.
- To be effective, tools must be used by leaders (PC, AMC, MBO, commander, instructors, and evaluators) to identify and mitigate risk, then ensure risk is accepted by the appropriate level.
- Accurate assessment of risk for tasks and missions is critical so leaders at the appropriate level understand risk they are assuming.

4-25. Commanders should review the unit METL and supporting collective tasks as they develop their risk assessment matrixes. Commanders should assess each task from the highest risk to the lowest risk. Commanders should then select the task(s) or task elements desired to initiate risk reduction action and approval. The risk assessment matrixes should clearly show these task(s) and task elements.

TRAINING RESOURCES

4-26. Aviation units are resourced with an annual FHP that supports maintaining and fueling the unit's assigned aircraft for a prescribed number of flight hours based on Headquarters, Department of the Army (HQDA) standard costs. For additional information on resourcing a flight training strategy, see the *Army Aviation Training Strategy* located on the DOTD SharePoint website. The number of flight hours and funding resourced directly relates to the amount of individual and collective training readiness units can achieve. The AATS outlines the required individual, crew, and collective task repetitions and associated flight hours a unit must execute at each echelon to achieve the various T ratings. The FHP provided to the aviation unit funds the required Class IX parts, Class III fuel, and Class IIIP package products to support the number of resourced flight hours. ACOMs receive contract maintenance funding to support subordinate aviation units with supplemental contract maintenance. Installations receive simulation hours through the simulator hour program, which funds instructor operators for the system simulators (Transportable-Blackhawk Operations Simulator [TBOS], Longbow Crew Trainer [LCT], Transportable Flight Proficiency Simulator [TFPS], Blackhawk Aircrew Trainer [BAT], and the Lakota synthetic flight training system [SFTS]). Resourcing for collective training TADSS (AVCATT, HITS, VBS III, warfighting simulation [WARSIM]) is also provided directly to the installation mission training complex (MTC) to support aviation unit training. Leaders will ensure that units train to proficiency and not simply fly a FHP.

4-27. Commanders and staffs at all levels must understand and manage the FHP to ensure resources are available to support the aviation training plan to achieve funded levels of training readiness while maintaining DA aircraft readiness. Successful execution of the FHP requires—

- Full utilization of all HQDA allocated flying hours and funding to meet aviation readiness requirements and achieve maximum METL proficiency.
- Ensuring allocated flying hours are funded according to established HQDA rates. Allocating the full FHP to aviation commanders at the start of the fiscal year to enable effective fiscal, training and maintenance management.
- Tracking and managing monthly execution to ensure resources support training and aircraft readiness objectives.
- Identifying funding or flying hour shortfalls and reporting the unit readiness impacts in the USR.

- Establishing required management controls for parts requisitions that ensure resources are not wasted due to improper parts requisition.

Note. To ensure aircraft maintenance programs build and sustain combat power, commanders and installations must establish management control procedures that enable the rapid acquisition of parts to reduce non-mission capable supply time while preventing unnecessary or unintended expenditure of resources. Incorporate the management of the FHP into the unit training management process and adjust both, as required, to meet changes to the unit training plan.

Chapter 5

Unit Collective Training

AIRCREW TRAINING PROGRAM

5-1. Aviation leaders must maintain a balance between individual, aircrew, and collective training. Leader supervision and participation at all levels is essential to the successful execution of the ATP.

5-2. The ATP must compliment the collective training plan. Consideration must be given to—

- Individual ACM proficiency.
- Aircrew mission and/or collective task proficiency (battle-rostered crews).
- The unit maintenance program.
- Flight-hour allocation when aviation training supports combined arms training.
- Ammunition allocation when supporting combined arms training.
- Individual and aircrew training that is usually accomplished while not in a support role; for example, emergency procedure training, flight evaluations, RL progression, individual and crew gunnery, maintenance test flights, and instrument proficiency training.
- Individual and crew training in aircraft system simulators.

5-3. Commanders should use multi-echelon training objectives, scenarios, and situational training exercise (STXs) to facilitate the development, execution, and continuous assessment of their training program. Scenarios and STXs for individual, crew, and collective training must be mutually supportive and progressive in intensity and complexity. Commanders execute collective training using the "crawl, walk, run" methodology to ensure units build individual, crew, and leader proficiency prior to executing more complex collective training. Input from the unit's standardization personnel allows the commander to structure collective training that includes individual and crew proficiency training. Performing collective training tasks will then enhance and sustain individual proficiency.

5-4. The following steps enable the commander's development of STXs that support METL/collective task(s) requirements:

- Select the collective task(s) to be performed.
- Review the conditions and standards for the selected task using the appropriate METL and the MTL.
- Develop a mission statement to support the task.
- Identify the company task that supports the battalion METL and/or collective task(s). For example—
  - Supported battalion METL and/or collective task(s), such as conduct aerial attack.
  - Company task, such as conduct aerial deliberate attack.
  - Identify supporting collective tasks.
  - Apply time standards.
  - Identify required references/resources.

AIRCREW TRAINING PROGRAM AND COLLECTIVE TRAINING

5-5. Collective training builds upon individual, crew, and leader training. Commanders must ensure that their ATP develops ACMs and crews to be proficient in base, tactical, mission, leader, and instructor and/or trainer tasks. Commanders then establish training plans to ensure crews maintain proficiency in their individual tasks while conducting collective training.

5-6. Standardization personnel, PCs, ACs, AMSOs, and junior leaders are keys to successfully implementing a collective training program. PCs, ACs, and AMSOs supplement standardization personnel during collective training of all ACMs within the unit.

MAXIMIZING TRAINING OPPORTUNITIES

5-7. Aviation units must train and become proficient in aviation specific tasks (individual, collective, and leader) to enable effective joint and combined arms training. Some training can be concurrent, but risk levels may increase when the supported unit is at a higher level of proficiency than the supporting aviation unit. The next higher headquarters provides guidance and resources to enable combined arms training and RM. When aviation units do not achieve proficiency in all individual, crew, and leader tasks, risk is significantly increased when conducting platoon and above combined arms maneuver training.

5-8. Habitual unit relationships, training cycles, and the training tasks each unit needs to accomplish all impact how commanders approach collective combined arms training. Supported unit training objectives may or may not be consistent with the supporting aviation unit's training requirements. For example, an attack helicopter battalion supporting a brigade combat team may only conduct air assault security and hasty attacks during an extended block of training with the supported brigade combat team and will require other training opportunities to train the remainder of the unit METL.

5-9. CATS facilitates the commander's ability to identify the training resources and the time required to execute collective training. An analysis of the CATS for the aviation unit, combined with the CATS for the supported unit creates the ability for the higher headquarters to optimize training for both units. The key is to determine the critical tasks that are common to aviation and ground maneuver in support of the higher headquarters METL. CATS are located on the ATN.

INDIVIDUAL, CREW, AND COLLECTIVE TRAINING RELATIONSHIP

5-10. Training begins at the individual level and progresses to crew and collective unit level training. When individuals are able to perform individual tasks to standard, they are ready to progress to performing crew drills. When crews are able to perform drills to standard, they are ready for the commander to begin collective training by echelon. Training collectively before all individuals and crews are performing their individual and crew tasks to standard, increases risk and limits the level of proficiency the collective unit can achieve. Conducting progressive training that builds proficiency through repetition under varying conditions at each echelon is the most effective method to build readiness and mitigate risk.

5-11. The purpose of a crew drill is to standardize actions and responses to one specific situation. A crew drill is a collective action performed by the crew of a weapon or piece of equipment to use the weapon or equipment successfully in combat or to preserve life. Crew drills standardize actions in like-type crews and units across the Army and allow crews to accomplish actions with minimal leader orders. Drills are trained responses to a given stimulus or cue such as enemy action, a leader's order, or the operating status of equipment. Drills follow the basic structure of a collective task. Some advantages of crew drills include—

- Allows ACMs to perform tasks with rapid efficiency when the task has been practiced repetitively to standard.
- Reduces or streamlines communication requirements based on standard phraseology and sequencing.
- Builds teamwork.
- Saves time, resources, and lives.
- Minimizes impact caused by personnel turnover.
- Helps maintain unit readiness and proficiency.

PLATOON AND COMPANY COLLECTIVE TRAINING

5-12. Although platoons do not have METLs, the platoon leader plans, executes, and assesses platoon collective training based on the company METL, mission, and commander's intent. Crews trained in the unit's missions, train together to form proficient platoons. Platoons that are trained in the unit's missions train together to form proficient companies. The company/troop commander plans, executes, and assesses collective training to attain METL proficiency and build readiness. Company/troop commanders train platoon leaders and assess company and platoon collective training.

BATTALION AND SQUADRON COLLECTIVE TRAINING

5-13. The battalion or squadron commander plans, executes, and assesses battalion or squadron collective training to meet METL proficiency. Companies that are trained in the unit's missions, train together to form proficient battalions/squadrons. Battalion and squadron commanders issue guidance and assess company and platoon-level collective training.

BRIGADE COLLECTIVE TRAINING

5-14. The brigade commander plans, executes, and assesses brigade joint and combined arms training to meet METL proficiency. The brigade commander issues guidance and assesses battalion and company level collective training.

Note. AMS training and ASE simulation scenarios, for example, RF QRT TSP, 2900 Series tasks, react to infrared, RF, electro-optical, or laser threat; actions on contact; and evasive maneuvers should be developed and incorporated during all of the above training.

MISSION ESSENTIAL TASK LIST PROFICIENCY AND TRAINING REQUIREMENTS

5-15. Commanders use the applicable UTL standards of proficiency to evaluate platoons, company-sized units, and battalion-sized units. The commander objectively assesses the unit's METL proficiency in terms of trained (**T**), needs practice (**P**), or untrained (**U**). Each METL task is separately assessed. If the assessment is **P** or **U**, then the commander must develop a training plan to raise the current T-level to a fully **T** status. If the assessment is **T**, then the commander must develop a training plan to sustain that level of training.

5-16. Companies, battalions, and brigades have standardized METLs based on the design and capabilities of the unit. Assessing overall unit proficiency is not an aggregation of proficiency of subordinate elements of the higher unit; instead, the unit must train together at each echelon to demonstrate proficiency. Merely adding up combat crews or aggregating the proficiency of platoons does not reflect collective proficiency. Each echelon, from platoon to battalion, must demonstrate proficiency through collectively training together.

EVALUATION OF COLLECTIVE TRAINING

5-17. The commander states which tasks the unit must be able to accomplish through the unit METL and supporting collective tasks. The standards that must be achieved for the METL is available to commanders through the Central Army Registry website, the Army Training Network website, and the Digital Training Management System website. Standardization personnel evaluate individual and crew training and assist the commander in evaluating collective training. The Leader's Guide to Objective Assessment of Training Proficiency outlines how leaders and units objectively assess and record training proficiency per FM 7-0. Commanders must train platoon leaders to evaluate collective training at the platoon level; battalion and squadron commanders must train their company and troop commanders to evaluate collective training at the platoon and company/troop level. The unit tactical SOP, the CATS, and the UTL are tools commanders use to assist this leader training process. Commanders and leaders that cannot evaluate collective training cannot accurately assess the readiness of their unit to accomplish METL and supporting collective tasks.

COMBAT TRAINING CENTER PREPARATION

5-18. Combat training center rotations are invaluable opportunities to conduct combined arms and mission command training under tough, dynamic and realistic conditions. Units must plan far enough in advance and use the UTL, CATS, unit METL, collective task(s), and ATP when training at home station in preparation for a Combat training center rotation. This ensures units enter at higher proficiency levels to maximize the high cost of the increased fidelity and complexity at the CTCs.

5-19. Prior to executing an aviation task force rotation at the maneuver training centers (national training center [NTC], joint readiness center [JRTC], Joint Multinational Readiness Center [JMRC]), aviation units must be proficient in company combined arms maneuver and have completed company level live fires. Aviation Task Forces (AVTFs) should also execute home station command post exercises and field training exercises to attain Task Force level METL proficiency. Establishing the task organization of the AVTF early in the home station training plan is essential to establish habitual training relationships while reducing risk.

5-20. Prior to aviation brigades conducting a mission command training program exercise as their culminating training event, aviation brigades should conduct command post training exercises at home station to achieve a minimum of a "**P**" in brigade level mission command. They should also participate in the higher unit's pre-exercise home station training to ensure the Division or Corps Headquarters is proficient in the employment and synchronization of aviation operations. During execution, aviation brigades will gain the most training benefit if they fully incorporate their subordinate battalion staffs and battalion command posts as "exercise headquarters" and not just response cells. Division and Corps command post exercises are the primary training venue for aviation brigades to attain command and control MET proficiency.

GUNNERY AND AMS TRAINING

5-21. Gunnery and AMS training is typically planned and executed at the battalion level. The unit gunnery and AMS programs are progressive and continuous; they integrate new personnel while maintaining qualified proficient aircrews. Combined arms live fires are collective live fire events that are required at each echelon (platoon, company, and battalion) to achieve training proficiency. Fire coordination exercises are executed at battalion level and required to achieve battalion proficiency. AMS scenarios and simulated threat systems, for example infrared threat, radio frequency (RF) threat, and electro-optical threats, should be developed and incorporated during collective gunnery training. Aviation gunnery qualification and training is resourced according to DA PAM 350-38, in conjunction with AR 220-1, AR 5-13, and TC 3-04.3.

COLLECTIVE TRAINING SIMULATIONS

5-22. Simulations greatly decrease the cost of training while allowing the staff and unit to train on tasks too expensive and possibly too dangerous to perform on a routine basis during a field exercise. WARSIM, VBSIII, and AVCATT are examples of the constructive, gaming and virtual simulations systems available for collective training. As with all training, whether live, virtual, or constructive, leaders must be actively involved during all stages of planning and execution. Some of the benefits commanders and other leaders will gain through simulation are as follows:

- Simulation is a low-distraction and low-risk environment. Training takes place without the added attention commanders must give to non-mission essential tasks. Leaders can focus on the warfighting skills pertinent to simulation specific task or group of tasks.
- Leaders review all of the planning, rehearsal, and execution steps necessary for actual missions. However, when training objectives are not met, the leadership can stop the planning, rehearsal, or execution and guide subordinates to accomplish a particular step correctly. Simulation provides a chance for leaders to assess, validate, and change SOPs and TTP.
- Many simulations have a "playback" capability. Commanders can start the simulation over at any moment within the battle to retrain a deficient task or to change conditions.
- Leaders can "freeze" the battle, conduct an AAR on recently simulated events, and return to the battle at the instant it was stopped. This affords the commander the ability to change the course of

the battle to accomplish those collective tasks that the simulation was designed to train or reinforce.

- Often commanders can observe the unit through a "stealth" mode. Commanders can see and hear what the crew sees and hears. Then commanders can correctly assess the crew's actions and may discover tasks that may require additional training.
- Enables training when live resources are not available.
- Commanders and other leaders can focus on weaknesses that need improvement and identify strengths that may not have been readily visible through live training events.
- Simulation can provide increased OE complexity with advanced threats and complex environmental conditions.
- Use of simulations enables units to enter live training at higher levels of proficiency.

BATTLE-ROSTERING

5-23. Battle-rostering should complement the aviation mission survivability and aircrew coordination programs. Battle-rostering enhances combat readiness and performance by creating a stable atmosphere, where individual strengths are complemented, weaknesses are minimized, and crew coordination is enhanced. Battle-rostering manages talent across the formation. Battle-rostering is most beneficial when used in coordination with an effective aircrew coordination program.

5-24. Commanders should consider the individual's flight, and mission experience during the battle-rostering process. They should also consider individual personalities, judgment and maturity. When there is a change in crew personnel, the commander must determine the proficiency of the newly constituted crew and understand that additional training may be required.

5-25. Commanders must be aware that prolonged battle-rostering of the same ACMs may produce crew complacency, overconfidence, implicit coordination behavior, and nonstandard procedures which results in a degradation of crew proficiency and increases risk. Battle-rostering is beneficial, but only when used for short periods such as high threat OEs, training exercises, STXs, operational deployments, and gunnery training.

INTEGRATION OF ADDITIONAL TRAINING REQUIREMENTS

5-26. All aviation training requirements should be listed in the ATP/standardization SOP and documented in the unit training plans. There are also areas of special interest that have unique requirements and directly affect the unit's ability to perform its METL and/or collective task(s) missions. Whenever possible, commanders must integrate these additional training requirements into collective training. While some of these requirements focus on individual skills and knowledge, others (such as, environmental training) have a large collective component-formation landings in a sand/dust environment versus single-aircraft approach to the same conditions.

5-27. Additional training requirements that should be specifically integrated into collective training include, but are not limited to the following:

- AMC and flight lead training.
- Aviation mission survivability training.
- CBRN training.
- Environmental training.
- Deck landing operations training.
- Personnel recovery training.

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Chapter 6
Additional Training and Academic Requirements

AIRCREW TRAINING PROGRAM

6-1. The ATP is the commander's program for training and sustaining proficient mission ready ACMs. It is a multicomponent program that covers the entire spectrum from task proficiency at the individual level, to crew proficiency, and finally to collective unit proficiency in executing mission-essential tasks necessary to accomplish successful joint and combined operations as defined in ADRP 1-03.

6-2. The ATP applies to all Army RCMs in operational flying positions (AR 600-105), NRCMs and NCMs (AR 600-106) and UACs.

6-3. Other individuals authorized to perform ACM duties in Army aircraft will comply with AR 95-1, AR 95-20, and the MTL.

6-4. Commanders use publications such as the MTL, UTLs, aviation publications, ADP 7-0, and the CATS to develop the unit's ATP. This process includes an evaluation of the unit's METL, supporting collective tasks, operational plans, and contingency plans to determine training requirements.

6-5. Standardization personnel roles in ATP development are the following:

- Standardization personnel are the primary unit personnel tasked with implementing the ATP, especially at the individual and crew training levels.
- As the commander develops the ATP, input, integration and oversight from the unit's standardization personnel is vital.
- Individual and crew training is the foundation on which the ATP is built. Standardization personnel advise the commander on required tasks, applicability of mission tasks to unit roles and missions, geographical factors that affect training, and operational employment, training assets, and recurring training issues.
- After analysis of the unit METL, supporting collective tasks, standardization section input, and higher commander's guidance, commanders develop a supporting individual CTL for each ACM. Commanders will then establish a training plan to ensure crews gain and maintain proficiency in unit collective tasks. Standardization personnel must be familiar with the commander's training intent and with the two training plans to successfully implement the ATP.

INDIVIDUAL AND CREW QUALIFICATION

6-6. ACMs arrive at the unit with various levels of experience. The commander determines RL status based upon an evaluation. These ACMs progress to RL1 by demonstrating proficiency in tasks required by the MTL and those tasks selected by the commander based on the unit's METL and/or collective task(s). Prior to designation as RL1, training must be conducted and assessed by the appropriate aviation trainers. RL progression is a prescriptive process mandated by AR 95-1 and must be strictly followed to ensure standardization across our force.

AIRCREW TRAINING PROGRAM READINESS LEVEL PROGRESSION

6-7. Aviation commanders use a series of RLs to develop individual and crew proficiencies that support collective tasks. RLs identify the training phase in which ACMs are participating and measure ACM readiness. Commanders evaluate each duty position to determine how it can best support the unit's METL and/or collective task(s). They develop CTLs of base, tactical, mission, leader and instructor and/or trainer tasks, to include tasks in each flight mode required to accomplish the unit's mission. The MTL and the

flying hour requirements table assist the commander in specifying annual training, flying-hour, and simulation device requirements.

6-8. The CTL is a commander's directive to the ACM that mandates specific training and evaluation requirements. The CTL requirements are task-based requirements derived from the unit's METL and/or collective task(s), UTL and the MTL. The CTL designates authorized crew duty stations and specifies the hours, tasks, iterations, frequency, evaluation requirements, and ATP responsibilities the ACM must meet during the training year.

6-9. AR 95-1 establishes procedures, policy, and responsibilities for ACM training, and standardization requirements, management of aviation resources, and the ATP. Part II of this TC provides specific guidance on implementing the commander's ATP.

REQUIRED TRAINING PROGRAMS

6-10. A continuing program of academic study and realistic flight training requirements is a necessary and required component of the ATP to ensure ACMs are current on doctrine, equipment, tactics, and training subjects related to the unit mission.

6-11. The commander will designate additional training requirements that are not primary ATP requirements according to AR 95-1 as required per the unit mission and/or METL.

6-12. Additional training requirements are defined as requirements that are not hands on performance tasks that directly affect the unit's ability to perform its METL. The commander will determine which requirements will be completed and include requirements in the ATP or standardization SOP. The commander will determine when these requirements will be completed, and determine effect or risk to aircrews during the mission approval process.

6-13. The commander will designate required aircrew academic and flight training requirements that are not primary hands-on performance test requirements according to AR 95-1.

6-14. Commanders will include the programs specified below when required by the unit METL and/or mission. When selected, the academic/flight training requirements will be included in the ATP portion of the unit SOP.

6-15. The ATP commander is responsible for the training and evaluation requirements specified in the doctrinal publications that govern the additional subject areas (such as gunnery or AMS).

NIGHT VISION GOGGLE QUALIFICATION AND TRAINING

6-16. The Department of the Army requires that all rotary-wing rated aviators in MTOE and TDA positions be NVG-qualified and progressed. Waiver authority for this requirement will not be delegated below the Army-command level for active component and USAR and Director ARNG for ARNG.

Note. This requirement does not apply to units with primarily daytime missions.

6-17. Initial NVG qualification for RCMs will be conducted at the USAACE or other DA-approved training site, according to the USAACE-approved POI.

6-18. Initial NVG qualification for nonrated personnel will be per the current approved USAACE NVG TSP. The USAACE NVG TSP may be obtained via instructions located on the DOTD FTB TSP page.

6-19. All NVG qualification, refresher, RL progression, and proficiency training will be conducted per this section and the appropriate tasks listed in the MTL. Annual NVG evaluations will be performed according to paragraphs 9-49 to 9-52 of this TC and the MTL.

6-20. Prior to conducting NVG training, units must have a written NVG SOP addressing specific ACM requirements.

6-21. ACMs must be NVG qualified in each aircraft in which they perform NVG duties. During training and evaluations, RCMs must occupy a crew position with access to the flight controls in the aircraft while wearing NVG and demonstrate proficiency in the required NVG tasks to an NVG SP or IP. During training and evaluations, NRCMs must demonstrate proficiency in the required NVG tasks in the aircraft while wearing NVG to an NVG IP, SP, FI, or SI. These evaluations may be continual. The NVG column in the MTL identifies the minimum mandatory tasks for evaluation.

6-22. SPs, IPs, UTs, SIs, and FIs, as appropriate, will conduct NVG flight training. Evaluators/trainers who are evaluating/training nonrated crewmembers must be at a crew station without access to the flight controls, except when evaluating crew coordination or conducting a local orientation flight.

Note. This requirement does not apply to fixed wing (FW) aircraft or unmanned aircraft systems.

6-23. The ACMs must undergo NVG refresher training in aircraft for which they have not completed a one- hour NVG flight during the previous 180 consecutive days. This requirement applies to primary, alternate and additional aircraft. ACMs undergoing refresher training are designated NVG RL3.

6-24. NVG RL progression will be per this TC. ACMs will not perform 2000-, 3000-, 4000-, or 5000-series tasks using NVG until all 1000-series tasks listed in the MTL for NVG training have been trained to proficiency.

6-25. NVG continuation training requirements will be according to this TC and the MTL.

6-26. NVG RL1 ACM minimum hour requirements are listed in the ATM flying hour requirements table.

CHEMICAL BIOLOGICAL RADIATION AND NUCLEAR TRAINING

6-27. Commanders of units that have CBRN equipment on their MTOE and/or TDA will establish a CBRN training program in the ATP portion of the unit SOP according to the MTL and Army Techniques Publication 3-05.11.

6-28. All FAC 1 positions and those FAC 2 positions designated by the commander will conduct the CBRN training as established in the MTL. The waiver authority for CBRN is the first general officer in the organic chain of command.

6-29. **Readiness Level Progression and Continuation Training.** CBRN tasks are required for RL progression and must be performed at least once annually after an ACM is RL1. The commander must specify iterations for optional base, tactical, mission, or instructor and/or trainer tasks required per the unit's mission. When temperature is a factor or when the protective over garment is not available the aircrew protective mask will be the minimum equipment worn while performing CBRN tasks during RL progression and annual CBRN training.

6-30. **Training proficiency.** The CBRN annual requirements listed in this publication and the MTL will provide aircrews with an individual familiarity of flight operations under a simulated CBRN environment. This training can be expanded beyond the minimums outlined if commanders desire to bring aircrews from a level of familiarity to a level of crew proficiency. The number of hours and iterations required to train each ACM depends on the unit's mission and the commander's assessment of the unit's needs for proficiency. The commander must decide how much training is needed (beyond the minimums outlined) for proficiency in unit CBRN operations. Once ACMs are trained, they can maintain proficiency through collective CBRN flight training.

MISSION ORIENTED PROTECTIVE POSTURE TRAINING CONSIDERATIONS

6-31. Conducting aviation operations while in MOPP 4 significantly increases risk. The protective over-garment and gloves restrict movement, and the protective mask restricts vision. ACMs can overcome these restrictions by training as often as possible while wearing MOPP-4 gear.

6-32. While conducting training wearing MOPP, the commander will ensure aircrews use extra care when performing flight duties when the wet bulb globe temperature is above 75 degrees Fahrenheit. Ideally, this training should be conducted during the cooler months of the year or in the simulator.

6-33. **Emergency procedure training.** Emergency procedure training should be performed in the flight simulator or a static aircraft. When conducting emergency procedure training in flight, SP's and IP's are restricted from wearing protective masks.

6-34. **Evaluation.** The CBRN evaluation will be conducted annually at any time during an ACM's ATP year. Units may conduct CBRN evaluations as part of the commander's no notice program, in conjunction with the annual proficiency and readiness test (APART), or during a situational training exercise. The CBRN flight evaluation will be conducted in the aircraft or simulator as directed by the commander. When temperature is a factor or when the protective over-garment is not available, at a minimum the evaluation will be conducted while wearing the protective mask.

HELICOPTER AND UNMANNED AIRCRAFT SYSTEMS GUNNERY PROGRAM

6-35. Gunnery training is typically planned and executed at the battalion level. The unit gunnery program is progressive and continuous; it integrates new personnel while maintaining qualified crews. Combined arms live fires are key collective live fire events that are required at each echelon (platoon, company, and battalion) to achieve training proficiency. Fire support coordination exercises (FSCXs) are executed at battalion level and required to achieve battalion proficiency. ASE simulation scenarios, for example infrared threat, RF threat, and electro-optical threats, should be developed and incorporated during gunnery training. Aviation gunnery training and qualification is resourced per DA PAM 350-38, AR 220-1, AR 5-13, and TC 3-04.3.

6-36. The helicopter and UAS gunnery programs are comprised of individual training and qualification, and team training and qualification, which culminate at the collective level. Commanders will develop a progressive and continuous aviation gunnery program per TC 3-04.3 and DA PAM 350-38.

6-37. Gunnery qualification is completed according to TC 3-04.3 and annotated on the DA Form 7122 (*Crew Member Training Record)*.

6-38. Commanders will establish a combat identification training program as part of the unit gunnery program in the ATP portion of the unit SOP using TC 3-17 and TC 3-04.3 as a reference.

COMBAT IDENTIFICATION TRAINING

6-39. Combat identification (CID) training is mandatory for MTOE RW units with tactical METL requirements, MTOE FW units with imagery intelligence missions (IMINT), and all MTOE UAS units. CID training is not required for ACMs assigned to UH-72 and OH-58C units. The CID program will include training on combat identification and its primary components to include accurate situational awareness and positive target identification.

6-40. All units that require CID training will use the recognition of combat vehicles (ROC-V) software or web-based application to train combat vehicle identification. Commanders will establish the following in the CID section of the unit SOP:

- ROC-V as the minimum training standard for visual and thermal imagery.
- Any additional threat, friendly, and civilian vehicles relevant to the unit mission.
- The minimum standard for evaluation.
- Annual training requirements at a minimum. Consideration should be given to additional training for attack, reconnaissance and UAS crewmembers.

6-41. ROC-V annual requirements will be annotated on the DA Form 7120 (*Commander's Task List*). Completion of ROC-V training will be documented on the DA Form 7122.

AVIATION MISSION SURVIVABILITY TRAINING

6-42. Commanders, AMSOs, and trainers will conduct AMS academics, training and evaluations requirements according to TC 3-04.9, the ATMs, and the TSPs.

COMPUTER BASED ACADEMIC TRAINING

6-43. Computer base academic training-operator (CBAT-O) (unclassified) is an AMSO-led series of academic training modules completed throughout the year with a computer-based examination that should be completed during the designated APART period. CBAT-O downloads can be found at the Aviation Mission Survivability Branch website.

6-44. CBAT-C is classified ASE training, presented in a large group format by the AMSO. CBAT-C teaches aircrew members the system capabilities and limitations of ASE. CBAT-C downloads can be found at the Aviation Mission Survivability website.

6-45. Annual computer-based aviation survivability equipment training-operator (CBAT-O) and computer-based aviation survivability equipment training-classified (CBAT-C) are the minimum requirements for ASE academic training for all ASE capable of being installed on the unit's assigned aircraft. The commander may specify additional ASE training requirements.

6-46. RCMs in units authorized ASE will complete CBAT-O and CBAT-C training. RW NRCMs will complete CBAT-O ASE training, and those with appropriate clearances will complete CBAT-C.

ENVIRONMENTAL TRAINING

6-47. Aviation units will establish specific aircrew training requirements based on the environment or region required by the unit mission. This will be published in their SOPs. Commanders will establish an academic and flight training program that develops and sustains ACM proficiency in the specific environment in which the unit operates. Commanders will establish training requirements for specific environments when required by the mission, as described in TC 3-04.4 and TC 3-04.5. If an approved TSP exists for the training, it will be utilized. Environmental academic/flight training is required for—

- Cold weather operations.
- Desert operations.
- Jungle operations.
- Mountain operations.
- Overwater operations.
  - ACMs must complete deck landing qualification per the current United States Navy memorandum of understanding (MOU) and the maritime TSP before conducting missions to United States Navy ships.
  - Modular egress training simulator (dunker), emergency breathing system, and shallow water egress trainer training will be according to AR 95-1.

RESCUE HOIST OPERATIONS

6-48. Units performing rescue hoist operations use the Army Aviation Rescue Hoist SOP. Training, evaluation, and currency requirements are outlined in this SOP. The Rescue Hoist Operations TSP is used for training Task 2060(UH)/2059 (CH)-Perform Rescue Hoist Operations. The SOP is located within the TSP, which can be found at the DOTD FTB website.

AIRCREW COORDINATION TRAINING

6-49. Aircrew coordination training (ACT) is integrated into aircrew tasks and essential to safe and effective aviation operations. ACT is a required component of the ATP. It is a two part system-an initial qualification and annual sustainment training.

- Part One–Initial qualification. RCMs (except flight surgeons) are initially ACT qualified at USAACE. All other ACMs, including UACs and flight surgeons, are initially qualified by an ACT facilitator using the most current USAACE approved qualification course.
- Part Two–Annual sustainment training. All ACMs are required to complete the training each ATP year. ACT sustainment material is updated at the beginning of each calendar year and can be found at the DOTD FTB website.

6-50. All Active Army, Reserve Component (RC), Department of the Army civilian, and contractor ACMs will receive ACT sustainment training.

6-51. All ACMs will complete sustainment training and demonstrate ability to perform crew coordinated actions during RL progression and during all flight evaluations.

6-52. Standardization personnel SP, IP, IE, SI, FI, SO, and IO are authorized to conduct ACT training as an ACT facilitator.

6-53. ACT initial qualification will be annotated on the individual's DA Form 7122 as an event and in the remarks section of the individual's DA Form 759 (*Individual Flight Record and Flight Certificate-Army [Flight Hours]*) during the annual close out. Annual sustainment training will be annotated on the individual's DA Form 7120-series and DA Form 7122.

6-54. Commanders should align sustainment training to the ACM's APART period with the training completed by the last day of the ACM's birth month. Commanders must ensure that the ACM will not exceed 15 consecutive months without having completed ACT sustainment or qualification training (as applicable). If the 15 consecutive month period is exceeded, the ACM will be restricted from performing flight duties until the requirement is completed.

AEROMEDICAL TRAINING

6-55. The commander, assisted by the flight surgeon, develops an aeromedical sustainment training program for ACMs that meets the unit's specific needs per TC 3-04.93. Considerations will be given to the unit's mission, area of operations, and environments in which the unit may operate. Because of the medical and technical nature of the aeromedical training program, commanders should involve their supporting flight surgeon in developing the program. Commanders can obtain further assistance in developing a unit aeromedical sustainment training program from the Dean, United States Army School of Aviation Medicine, ATTN: HSHA-AVN, Fort Rucker, AL 36362.

AVIATION LIFE SUPPORT EQUIPMENT TRAINING

6-56. Commanders will establish an aviation life support systems (ALSE) training program in the ATP section of the unit SOP. At least annually, commanders will ensure that all ACMs receive training in the operation, use, and operator maintenance of aviation life support systems. Proper ALSE assets are critical factors in the ACMs ability to maintain battlefield mobility and survivability.

LEADER AND AVIATOR PROFESSIONAL DEVELOPMENT

6-57. Aviation leaders must be proficient aviators and capable of leading their formations at echelon. A fundamental step in the leader development process for ACMs is achieving PC, AC, and AMC status. An ATP must provide for leader development and collective training. Special attention must be given to providing opportunities for developing and sustaining UACs, junior commissioned, and WO aviation skills and knowledge. ATP commanders are required to have a comprehensive PC and/or AC program that entails much more than establishing a PC and/or AC evaluation. This program should ensure that the criteria for PC and/or AC selections and designations remain as high as possible, effectively ensuring the tactical and technical proficiency of all PC and/or AC-designated personnel. PCs and ACs are required to demonstrate maturity in all circumstances with sound judgement, to be leaders in the cockpit and/or control station, and to be capable of making sound technical and tactical decisions while executing the unit's METL and/or collective task(s). Commanders must ensure that the PC and/or AC and AMC programs areas designed to

develop their aviators and UAC personnel into mature leaders, decision makers, and proficient pilots and operators.

6-58. PC proficiency leads to aviation leader proficiency as a flight lead, AMC, and ultimately the commander of units operating and fighting with the joint combined arms team. Professional development courses provide leaders the tools required to integrate the system into the scheme of maneuver in order to execute training.

6-59. The goal of every professional rated aviator is a logical parallel progression of abilities and responsibilities. As the rated aviator's tactical and technical skills evolve, so should the assigned levels of responsibilities. With this in mind, members of the chain of command from platoon leader through battalion commander, must gain the knowledge and expertise to achieve RL1 PC to set the example for subordinates. The professional rated aviator should then continue to develop tactical and technical skills with the intent of designation as flight lead. Continued professional development of aviation skills should lead to selection as an AMC. The AMC is critical to mission execution in the complex OE. Only by developing skilled aviation professionals that understand the capabilities and the risks of Army Aviation operations, can the Army train leaders and trainers that this demanding profession requires.

PILOT IN COMMAND/AIRCRAFT COMMANDER TRAINING

6-60. The ATP commander will establish a PC and/or AC training and certification program. The PC and/or AC selection process should focus on the individual's ability to be an effective leader in the cockpit. Experience proficiency, tactical decision making, leadership, and judgement are skills required to fill the PC and/or AC role.

6-61. The skills required to create an effective PC or AC are obtained from a robust training program. Programs should not focus solely on the ability to manipulate the aircraft but should also focus on the individual's ability to lead the crew throughout the unit's mission process. Knowledge gained by actively participating in unit training events, seeking mentorship and professional development by aviation leaders are all critical aspects of a unit's PC or AC programs. PCs or ACs should be chosen—regardless of rank or position—and have the maturity and judgment required to execute PC or AC duties. Examples of PC/AC programs can be found on the DES website.

AIR MISSION COMMANDER TRAINING PROGRAM

6-62. The AMC is the commander or the designated representative of the supporting aviation unit and ensures continuity of command for all supporting aviation units. The AMC is a leadership position and is not a crew duty assignment. The AMC is selected, trained and certified to lead an assigned aviation mission based on the appropriate level of aviation proficiency, judgement, experience, and leadership. These qualities are the best indicator to determine which aviators are the most capable of executing the unit's mission.

6-63. The AMC serves as the overall air mission leader during multi-aircraft operations and is delegated overall decision making authority. The AMC is responsible for unity of effort for the aviation task force and any other forces placed under his command. The AMC fights the aviation battle while keeping the ground force commander informed and must be prepared to execute complex contingencies and fire support in support of the ground commander's intent. He coordinates with the designated flight lead with COA development to include contingencies. AMCs must be trained and certified by the command to understand the tactical capabilities and limitations of aviation assets involved in a mission as well make critical decisions for the flight in order to meet the complete the mission. The AMC must demonstrate the ability to make sound decisions, proficiency in aviation operations and provide leadership and an understanding of a mission in order to ensure mission accomplishment.

6-64. The Battalion commander is the primary trainer for the AMC program with assistance from company level ATP commanders. The program should strive to produce quality aviation leaders through multiple, challenging, near-realistic, decisive-action, aviation experiences that are focused on leader development outcomes (rather than inputs). The program enables the production of high-quality AMCs that in turn

improve other designated AMCs. Effective AMC training occurs at all levels and should not exclude leaders who have not achieved PC status.

6-65. Aviation commanders and leaders in the chain of command will establish an AMC training program that will be managed by the ATP commander. Rank and position alone do not qualify a person to serve as an AMC; however commanders and senior leaders must ensure the program consists of current Army TTP, and appropriate doctrinal and warfighting principles required by the unit mission.

6-66. The commander will select individuals for training based on those having demonstrated the leadership, proficiency, judgment and tactical decision-making skills required to fill the AMC role. AMC training/certification will be annotated on the DA Form 7122 as an event.

6-67. Certification of AMCs will include an evaluation of the AMC by Battalion and Company Commanders or an AMC designated SP and/or IP. The commander should maximize the use of TADSS in this training program when available. AMC training and/or certification will be annotated on the DA Form 7122 as an event and added as an authorized duty position on the DA Form 7120 when applicable. The AMC Program will be tailored towards the unit mission and/or METL and at a minimum consist of the following:

- Academic training:
  - Army Techniques Publication 3-04.1.
  - Military decision making process.
  - Contingency and fire support operations.
  - Rehearsal and/or AAR process.
- Flight training: Scenario based training event which includes mission planning, rehearsal, execution, briefing, and/or AARs.
- Aircraft certification:
  - Tactical validation by the commander or his designated representative.
  - Entry on DA Form 7122 and entered on the crewmember's next DA Form 759 closeout.
- Annual sustainment training: situational training exercise scenarios iterations.

6-68. Academic training with emphasis on doctrinal changes and TTP.

Note. FW units requiring an AMC program are exempt from the flight training and aircraft certification requirements unless they will be operating in multi-aircraft formations.

6-69. The commander should maximize the use of TADSS in this training program and should focus on scenario based training which places the candidate in real life situations requiring realistic and relevant decision making techniques.

6-70. Examples of an AMC training programs can be found on the DES portal.

SIMULATOR TRAINING PROGRAM

6-71. The simulator is an invaluable and essential tool available to commander's and unit standardization personnel in training the unit. The commander must utilize the resource for maximum advantage and ensure effective use and efficiency when utilizing available devices for training. Commanders will—

- Establish requirements for use and include areas of emphasis based on unit proficiency and mission.
- Develop scenarios to maximize unit collective training emphasizing tactical and mission tasks
- Maximize usage to achieve individual proficiency in instrument flight and emergency procedure execution.
- Consider additional hours for individuals used for qualification of specific mission systems (crashworthy external fuel system, head-up display [HUD], and deck landing training) or other events that reduce hours available for individual proficiency.

- Include simulator to greatest extent possible for training requiring the crawl, walk, run philosophy (for example overwater training).

Note. FW simulator training facility location requirements are outlined in the applicable ATM.

EMERGENCY PROCEDURE TRAINING PROGRAM

6-72. An effective emergency procedure training program is an integral and necessary part of aircrew training. The ability to react instinctively to standardized crew actions builds proficiency and confidence for aircrews and enables mission success. When a compatible version of an aircraft exists the simulator should be the primary tool used for emergency procedure training. Compatible simulators are designed to accurately replicate aircraft emergencies and allow trainer maximum training and AAR of events. Aircrews can be evaluated collectively and allowed to experience the consequence of decision made during emergency events. Commanders—

- Develop a training program for training emergency procedures in the simulator (RW/UAS only).
- Scenarios should be included concurrently with other training when possible.
- If emergency procedure training is being conducted in a simulator, a SP and/or IP is not required to be at the controls to perform emergency procedures tasks. Emergency procedure training will be conducted as part of semi-annual requirements using FADEC-F emergency response methodology. Minimum EP periods will be 1.5 hours and should focus on at least three EP's from each section of the FRCs. Semi-Annual EP training will be annotated on the DA Form 7122.

HYPOBARIC REFRESHER TRAINING

6-73. Hypobaric refresher training requirements are according to TC 3-04.93. Low-pressure, high-altitude physiology (hypobaric) training must be current prior to beginning flight training for all applicable FW units.

UPSET PREVENTION AND RECOVERY TRAINING

6-74. FW aviators are currently trained during the initial entry FW C-12 Track, the C-12 aviator qualification course, and the C-12 instructor pilot course which includes instruction/training on upset prevention and recovery training. ATP commanders are highly encouraged to include upset prevention and recovery training into the unit sustainment training program.

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PART TWO

Aviation Standardization Program

Chapter 7

Aviation Standardization Program Procedures

7-1. The United States Army G-3/5/7 Department of the Army, Military Operations-Aviation (DAMO-AV) office is responsible for the United States Army Standardization program and is the proponent of AR 95-1. The Commanding General (CG), USAACE is the United States Army Aviation Branch Chief, serves as the proponent for the United States Army Aviation Standardization Program, and is responsible for ensuring aviation units are standardized and prepared for the warfighting combined arms mission.

7-2. The objectives of the United States Army Aviation Standardization Program are—

- Improvement and sustainment of proficiency and readiness among Aviation Soldiers and units throughout the Army.
- Reduction of the adverse effects of personnel turbulence following reassignments.
- Elimination of local modification of approved standardized practices and procedures.

7-3. The, USAACE CG utilizes the following two agencies to meet standardization objectives in order to meet the objectives of Army Aviation Standardization.

7-4. DOTD. DOTD is the proponent agency for developing materials that govern the management of aviation doctrinal and training publications allowing units in the field to manage and execute a standardized aviation program.

7-5. DES. DES is the proponent agency for the enforcement and oversight of the Army Aviation Standardization Program. The DES assesses units in the field to ensure compliance with the approved ATP and Army Aviation standardization policy. Although priorities and emphasis on skill sets change due to Army requirements, adherence to approved practices and procedures is a critical element in a unit’s ability to prevent accidents.

7-6. The aviation commander is responsible for the unit's standardization program. The aviation commander must include standardization throughout the overall training strategy. The commander's primary standardization staff members include subordinate commanders, unit standardization officers, maintenance examiner, safety officers, AMSO, Standardization Operators, master gunners, and non-rated instructors. Standardization must be implemented in all training tasks. Implementers must remember that standardization is not an end in itself. Standardization enables units of any size—crews, multiple-aircraft formations, teams, companies, troops, squadrons, battalions, or brigades—to readily function together to accomplish the warfighting combined arms mission strategy.

STANDARDIZATION POLICY

7-7. The USAACE CG has designated DES with the responsibility of clarifying standardization policy (as required) for Army Aviation units worldwide. DES issues policy clarification according to AR 95-1 through a standardization communication(s) (STACOMs), and other standardization information. Further information can be found on the DES portal.

UNIT CONTINUOUS ASSESSMENT/EXTERNAL EVALUATION MEASURES

7-8. The following are external assessments conducted by USAACE and Forces Command (FORSCOM).

ARMY AVIATION UNIT ASSESSMENT

7-9. As directed by the CG of USAACE, assessments are conducted on a 24- to 36-month cycle for aviation units in order to determine the state of the aviation branch and ensure aviation units meet aviation standardization program objectives. These are normally conducted for combat aviation brigade level and below units. Unit assessments are designed to measure the effectiveness of an ATP and concentrate on the following areas:

- Unit SOP and required training programs.
- Mission processes.
- Flight evaluations to determine individual proficiency.

AVIATION RESOURCE MANAGEMENT SURVEY

7-10. As directed by the Deputy Chief of Staff of the Army, aviation unit surveys are required to be conducted on a 24- to 36-month cycle in order to ensure compliance with Army standardization objectives, meet the requirements of the Command Inspection Program, and ensure aviation units are resourced and capable of the warfighting mission.

7-11. The aviation resource management survey (ARMS) checklist is developed per AR 95-1. ARMS also assesses the readiness and resource management of the aviation unit. FORSCOM is the lead agency for the development, staffing, and publication of the aviation ARMS checklist.

7-12. The ARMS checklist can be found at the Joint Technical Data Integration website.

7-13. DES is the lead agency for the development of the aviation standardization portion of the checklist.

EXTENSIONS, WAIVERS, AND SUSPENSIONS

7-14. When ATP requirements other than the PC requirements mandated in this chapter are not met, the commander investigates to determine an appropriate COA per AR 95-1. When determining the COA, commanders must consider not only the individual's history and current circumstance for the failure, but also available resources to complete the failed requirements. When the investigation determines the requirements can be met, an extension of up to 30 days (180 days after deployment) is appropriate. When the history, circumstance or resources indicate the requirements will not be met, an extension should not be granted and the commander should request a waiver, or if appropriate, a FEB. Until the waiver is approved or the FEB convened, suspend the RCM from flight duty. For the NRCM, if a waiver is not granted terminate flight status.

7-15. Extensions. Extensions will be as stated in AR 95-1 and entered on DA Form 7122 and DA Form 759, as appropriate. The DA Form 7122 entry will specify the requirements to be completed, the restrictions imposed, and then it will be signed by the appropriate authority. Once the extended requirements have been completed, enter the completion on the DA Form 7122—

- If an extension exceeds the close out date, it will be annotated on the DA Form 759. Completion of the requirements will be entered on the DA Form 759 during the next closeout.
- Flight time accrued during authorized extensions for semi-annual and/or annual flying hour requirements will not be counted toward the ACMs current semi-annual/annual period as appropriate.

7-16. **Waivers.** Waivers will be per AR 95-1. Waivers will be annotated on the DA Form 759 during the next closeout.

- Unit waivers will be in memorandum format and signed by the waiver approval authority. Unit waivers will be annotated on the DA Form 7122 and signed by the delegated approval authority. DA Form 7122 entries will specify waived requirements and any required actions.

- Individual waivers will be annotated on the DA Form 7122 and signed by the waiver approval authority. DA Form 7122 entries will specify waived requirements and any required actions.
- Garrison unit waivers will normally require an expiration date and are required to be signed by the first general officer in the chain of command. Once approved the unit waiver will be forwarded thru the chain of command to the CG USAACE, ATTN: ATZQ-ES. (If the waiver is an enduring requirement, the waiver will require renewal annually upon expiration.)

7-17. **Suspensions.** Suspensions for RCMs are per AR 600-105, NRCMs per AR 600-106, and UACs per AR 95-1. Commanders will coordinate with the Incentive Pay Branch regarding RCM suspensions and with local finance and accounting officials when dealing with NRCM pay.

- Medical suspension (30 days or longer). Are prescribed by AR 600-105 for RCMs and annotated on the DA Form 7122 and DA Form 759.
- Nonmedical suspension (up to 60 days). Any commander in the chain of command may impose a nonmedical suspension for RCMs not to exceed 60 days. The suspension will be annotated on the DA Form 7122 and DA Form 759.
- Nonmedical suspension (up to 365 days). Commanders with FEB appointing authority may impose a nonmedical suspension for RCMs for up to 365 days. The suspension will be annotated on the DA Form 7122 and DA Form 759 and must be per AR 600-105.
- Suspensions/Termination for NRCMs and/or UACs for disciplinary, medical, administrative, or performance will be processed per AR 600-106 and annotated on the DA Form 7122 and DA Form 759.

OPERATIONAL AND NON-OPERATIONAL FLYING POSITIONS

7-18. Commissioned or WO positions listed on a TDA or MTOE and coded for a basic branch code 15 (Aviation) or area of concentration of military occupational specialty (MOS) (AR 611-1) 67J (Medical Service Corps) and some Functional Area 51 (Acquisition Corps) or primary MOS 152 through 155 are considered flying-duty positions. TDA and MTOE documents may be viewed at the Force Management System website. Flying-duty positions are further divided into operational and non-operational positions.

7-19. All ACMs will turn in the individual flight records folder (IFRF) to the nearest aviation unit for records management and ATP support. Local commands must develop procedures to ensure DA Form 759s are managed for aviation positions in the local area. Additionally, they must receive an annual DA Form 759 closeout. When assignment is not collocated or not feasible, the ACM will retain his/her IFRF and turn it in upon reassignment.

7-20. All ACMs in aviation service must meet medical fitness standards for flying duty (AR 40-501), and be issued an annual medical clearance on DD Form 2992 (*Medical Recommendation for Flying Duty or Special Operational Duty*). When assigned to locations without ATP support, ACMs will keep copies of all DD Form 2992s. Immediately upon reporting to an area or unit with ATP support, the ACM will turn in all required copies of the DD Form 2992 into the flight records personnel to facilitate DA Form 759 closeouts.

7-21. Non-operational positions will have the "G7" additional skill identifier annotated in the TDA or MTOE position. Additionally, ACMs assigned to a non-operational position are prohibited from performing ACM duties unless authorized by HQDA (DAPE–PRP).

7-22. All ACMs assigned to an operational flying position will be integrated into an ATP and assigned to a FAC position. Commanders must check the credentials of any ACM not assigned to their formation but flying with their unit. When an ACM flies with a unit for anything other than an authorized medical inflight demonstration, he/she must not be otherwise prohibited from performing ACM duties (such as coded G7) and must be considered as part of the rated inventory (AR 600-105).

FLIGHT ACTIVITY CATEGORIES

7-23. FAC levels are determined based on flight task requirements and the proficiency required by the MTOE or TDA position. FAC flying hour requirements are determined by the individuals' primary

aircraft. All operational flying positions will be designated by the brigade level commander for organic or attached units as one of the following: FAC 1, FAC 2, FAC 3, or FAC 4. For units that are not organic or attached to a brigade or where a brigade level command does not exist within the state, the SAAO will assign FAC designations. The ATP commander notes the FAC level, based on the organizational position and specifies requirements on each individual ACM's CTL. FACs do not apply to DACs, contractors, ARNG and/or USAR technicians in facility designated aircraft, ARNG technicians not in a man-day (M-Day) operational flying position, flight surgeons, NRCMs, NCMs, and non-aircraft qualified MOS 150U WOs. For operational ACMs attached to an aviation unit for ATP purposes, the supporting brigade-level commander or higher must determine FAC position based on available resources.

7-24. Commanders will not change a FAC designation merely to reduce the individual or unit flying-hour requirements, proficiency requirements, or to accommodate an individual's preference. During reduced funding and/or flying hours see chapter 4 of this publication.

7-25. RCM and/or UACs with less than 3 years in their initial operational assignment will be assigned to FAC 1 or FAC 2 positions, but will be assigned FAC 1 flying hour minimums. These RCMs and/or UACs will not be assigned to FAC 3 or FAC 4 positions, except those granted an exception to policy by the Army Command.

7-26. ACMs that are over-strength and/or over-structure to MTOE and/or TDA operational flying positions and assigned to excess positions can be designated FAC 1, FAC 2, FAC 3, or FAC 4 as determined by the brigade-level commander as required by resource constraints. ACMs assigned to an excess position are not authorized an alternate or additional aircraft.

7-27. FAC 3 or FAC 4 positions do not guarantee an individual's total operational flying duty credit (TOFDC). Additionally, a waiver for FAC 3 or FAC 4 ATP requirements may also affect TOFDC. Individuals with TOFDC questions may reference AR 600-105 or contact Human Resources Command (HRC), Incentive Pay Branch at usarmy.knox.hrc.mbx.tagd-pdpi@mail.mil.

Flight Activity Category 1

7-28. FAC 1 duty positions require a high degree of proficiency in the tactical employment of the assigned aircraft. The higher semiannual flying-hour requirements of ACMs assigned to FAC 1 positions reflect the requirement for proficiency in all METL, collective task(s), and ATM tasks. All operational flying positions at company and/or troop level in MTOE units with assigned aircraft are designated FAC 1 positions (see exception under FAC 3). All aircraft operators (AOs) assigned to MTOE units are classified as FAC 1.

Flight Activity Category 2

7-29. FAC 2 duty positions require the same level of proficiency in individual and crew tasks as FAC 1 duty positions, but less in company and battalion collective mission tasks. FAC 2 ACMs collective proficiency should be at a level sufficient to minimize training up to the FAC 1 level. Commanders must judiciously select FAC 2 tactical, mission, maintenance, and instructor/leader tasks to ensure maximum readiness within resource constraints. Units that do not have a METL, or an MTOE, that supports the tactical employment of its assigned aircraft, (such as a flight detachment or a TDA unit) will designate unit positions as FAC 2.

Flight Activity Category 3

7-30. FAC 3 designation may only be applied in TDA units and to MTOE unit positions at brigade-level and above. Designation of a position as FAC 3 is not authorized in a MTOE battalion or lower organization, unless the ACM is not qualified in an aircraft assigned to the battalion. RCMs in FAC 3 positions are prohibited from performing ACM duties in Army aircraft.

7-31. To designate a position as FAC 3, a simulator must be available for the ACM to use. A RCM/UAC in a FAC 3 position must be qualified in the aircraft for which the simulator was developed. The RCM/UAC must meet all simulator flying-hour, task iteration, and evaluation requirements specified in this TC, the MTL and the flying hour table. Rated aviators assigned to FAC 3 positions that have not completed an

instrument evaluation within the previous ATP year must complete an instrument evaluation within 90 days of FAC 3 assignment.

7-32. FAC 3 RCMs will complete a minimum of one iteration of instrument base tasks and AMS academics annually. All RCMs in FAC 3 positions must complete an annual instrument evaluation, ACT, and gunnery table (GT) 1.3 (AH-64 only) during the APART. FAC 3 UACs must demonstrate to an IO within the first 90 days and annually thereafter, proficiency in mandatory base tasks listed in the MTL. Failure to meet ATP requirements will be processed according to AR 95-1.

FLIGHT ACTIVITY CATEGORY 4

7-33. FAC 4 designation will only be applied to operational flying positions above and outside a combat aviation brigade where a brigade-level commander or higher has determined there are limited and/or no aircraft or simulator resources available to support FAC 1, 2, or 3 minimums. RCMs in FAC 4 positions are prohibited from performing ACM duties in Army aircraft. FAC 4 RCMs may not earn TOFDC per AR 600-105.

7-34. Personnel assigned to FAC 4 designated positions will complete an annual flight physical, annual AMS academics, and annual closeout.

CONDITIONAL AVIATION CAREER INCENTIVE PAY AVIATORS

7-35. Conditional aviation career incentive pay (AvIP) aviators are aviators that are assigned to an operational flight position, but have not met TOFDC gate requirements as prescribed in AR 600-105 in order to receive continuous AvIP.

7-36. These aviators must meet the monthly flight hour or banking minimums prescribed in DoD FMR 7000.14-R. Flight hours must be performed in an aircraft (no simulator time) while logging a RCM duty symbol other than “CP” per AR 600-105.

7-37. Aviators designated conditional AvIP must meet ATP requirements and be assigned a FAC level assigned to the operational position.

PILOT IN COMMAND REQUIREMENTS FOR COMPANY AND BATTALION COMMANDERS

7-38. The following directives are intended to strengthen the technical and tactical warfighting skills of aviation company and battalion commanders, allowing them to truly lead and fight from the front.

7-39. All active Army, Active Guard/Reserve (AGR), and mobilized reserve component company and battalion commanders, with aircraft assigned to the unit, which have been in command for at least 180 days and RL1 for at least 180 days must be a PC in their primary aircraft. Non-mobilized reserve component commanders should set this requirement as a goal. The PC requirement for company and battalion commanders serving in their first operational assignment in a new category of aircraft (FW/RW) or aircraft design is 365 days from the date of RL1.

7-40. The 180 and 365-day PC requirement excludes days lost due to—

- Temporary duty (TDY) or deployment to a location where the ACM is unable to fly. Medical or non-medical suspension from flight.
- Grounding of aircraft by HQDA.
- Leave approved by the unit commander.
- Aircraft non-availability due to movement to deployment and/or redeployment, unit inactivation or conversion, and aircraft preset/reset. Preset/reset requirements only apply if less than 50 percent of unit aircraft assigned are available at home station.
- Documented flight cancellations due to weather and/or maintenance that have had a significant impact on flight operations, as well as restrictions to flight operations due to no fly times from the host country in which the unit operates.

7-41. Brigade commanders can waive this requirement for company and battalion commanders that will be in command less than 12 months or will not have aircraft available for at least 12 months. The waiver will be documented and signed by the brigade commander on the DA Form 7122. Waivers will be annotated on the DA Form 759 during the next closeout.

7-42. If the above requirements are not met, the commander will suspend the aviator per AR 95-1 and AR 600-105 and investigate. Upon completing the investigation, the commander will—

- Request a 30-day extension from the first O-6, in the chain of command, to complete the requirements.
- If an extension is not granted or the requirement is not met at the end of the extension period, place the officer before a flight evaluation board according to AR 600-105, or request a waiver from this requirement from HQDA, G-3/5/7 (DAMO-AV), 400 Army Pentagon, 3A474, Washington, DC, 20310. Extensions and/or waivers will be entered on DA Form 7122 and DA Form 759.

Note. These directives will require that battalion and brigade commanders screen potential aviation company commanders for units with assigned aircraft to ensure that the potential company commanders have the ability to progress to PC. Potential company commanders that do not possess the ability to meet these requirements should be assigned to positions that will allow them to develop additional aviation experience.

PILOT IN COMMAND REQUIREMENTS FOR AVIATION WARRANT OFFICERS WITH SKILL QUALIFICATION IDENTIFIERS

7-43. The following directives are training requirements intended to strengthen the technical and tactical warfighting skills of aviation WOs with DA-awarded skill qualification identifiers.

- All active Army, AGR, and mobilized reserve component aviation WOs holding a skill qualification identifier (SQI) with aircraft assigned to their unit must be a PC within 180 days after being designated RL1.
- The PC requirement for aviation WOs holding a SQI serving in their first operational assignment in a new category of aircraft (FW/RW) or aircraft design is 365 days from the date of RL1.

7-44. The 180/365-day PC requirement excludes days lost due to—

- TDY or deployment to a location where the ACM is unable to fly.
- Medical or non-medical suspension from flight.
- Grounding of aircraft by HQDA.
- Leave approved by the unit commander.
- Aircraft non-availability due to movement to deployment, re-deployment, and aircraft preset/reset Preset/reset requirements only apply if less than 50 percent of unit aircraft assigned are available at home station.
- Documented flight cancellations due to weather and/or maintenance that have had a significant impact on flight operations, as well as restrictions to flight operations due to no fly times from the host country in which the unit operates.

7-45. Brigade commanders can waive this requirement for WOs being assigned to units for less than 12 months or for units that will not have aircraft available for at least 12 months. The waiver will be documented and signed by the brigade commander on the DA Form 7122. Waivers will be annotated on the DA Form 759 during the next closeout.

7-46. If the above requirements are not met, the commander will suspend the aviator per AR 95-1 and AR 600-105 and investigate. Upon completing the investigation, the suspending commander will—

- Request a 30-day extension from the first O-6 in the chain of command.
- If an extension is not granted or the requirement is not met at the end of the extension, place the officer before a flight evaluation board according to AR 600-105 or request a waiver for this

requirement from HQDA, G-3/5/7 (DAMO-AV), 400 Army Pentagon, 3A474, Washington, DC, 20310. Extensions and/or waivers will be entered on DA Form 7122 and DA Form 759.

AIRCRAFT COMMANDER REQUIREMENTS FOR STANDARDIZATION INSTRUCTOR OPERATOR/INSTRUCTOR OPERATOR

7-47. All active Army UAS operators holding an SO/IO qualification with aircraft assigned to their unit that have been assigned for at least 180 days and have been RL1 for at least 180 days must be an AC and maintain AC status in their primary aircraft.

7-48. The 180-day AC requirement excludes days lost due to—

- TDY or deployment to a location where the ACM is unable to fly.
- Medical or nonmedical suspension from flight.
- Grounding of aircraft by HQDA.
- Leave approved by the unit commander.
- Aircraft non-availability due to movement to deployment, redeployment, and aircraft preset/reset Preset/reset requirements only apply if less than 50 percent of unit aircraft assigned are available at home station.
- Documented flight cancellations due to weather and/or maintenance that have had a significant impact on flight operations, as well as restrictions to flight operations due to no fly times from the host country in which the unit operates.

7-49. Brigade commanders can waive this AC requirement for operators being assigned to units for less than 12 months or for units that will not have aircraft available for at least 12 months. The waiver will be documented on the DA Form 7122 and signed by the brigade commander. Waivers will be annotated on the DA Form 759 during the next closeout. If the above requirements are not met, the commander will process the operator per AR 95-1.

MINIMUM MANDATORY ATP/STANDARDIZATION SOP ITEMS

7-50. The commander will establish an ATP and/or standardization SOP. All aviation brigades and units not part of a brigade will use the Aviation Branch Operations SOP within the provisions stated therein. At a minimum, the SOP must address the following areas—

- Unit specific and/or additional ACM training and evaluation requirements.
- Local area orientation (LAO) requirements.
- Aircrew information reading file procedures.
- No-notice evaluation program.
- PC and/or AC program.
- NVD training (unit/METL specific).
- Minimum crew requirements.
- Proficiency flight evaluation (PFE) and APART additional task requirements.
- AMS program.

7-51. When determined by the commander and unit METL the SOP will include—

- AMC program.
- CBRN program.
- Gunnery program.
- Environmental training program.
- Rescue hoist training program.

7-52. Academic Training Program will include, at a minimum—

- Aviation life support equipment training.

- Aeromedical.
- Annual AMS Academics.
- Hypobaric refresher (FW only).
- Upset prevention and recovery training (FW only).

Chapter 8

AIRCREW TRAINING PROGRAM MANAGEMENT

QUALIFICATION TRAINING

8-1. RCM/UAC aircraft qualification training is normally conducted at USAACE designated training sites using courses of instruction with approved POIs and CMPs. RCMs and/or UACs attending these courses will be trained and evaluated according to the appropriate CMP.

8-2. RCM and/or UAC aircraft qualification training conducted at the unit will use the most current approved USAACE POI and/or TSP. Training is proficiency based and total training time will not exceed 90 days.

8-3. NRCM and/or NCM qualification training is conducted at the unit and results in an aircraft and/or duty qualification. NCM qualification training will comply with paragraph 8-8 through 8-10 and the appropriate ATM.

8-4. ACM duty qualification training (such as IP, IO, MP, FI) is normally conducted at USAACE designated training sites using courses of instruction with approved POIs and CMPs. ACMs attending these courses will be trained and evaluated according to the appropriate CMP. These ACMs require a PFE validating their new duty upon assignment or return to their duty station.

AIRCRAFT QUALIFICATION

8-5. Prerequisites and training requirements for aircraft/series qualification of ACMs are in AR 95-1, AR 95-20, this publication, the MTL and applicable POI/TSP. Flight and academic instruction described in the appropriate USAACE POI and/or TSP are the minimum training requirements

8-6. The RCM and/or UAC must meet the requirements of AR 95-1. Individuals are qualified in an aircraft when they satisfactorily complete the specific aircraft qualification course conducted by USAACE, ARNG AATS, USAJTD, approved new equipment training team, DES, or other DA-approved training site (for example original equipment manufacturer commercial training facility).

8-7. When performing aircraft qualification training at the unit, the prerequisites and training requirements for aircraft and/or series qualification of ACMs are in AR 95-1, AR 95-20, this publication, the MTL and applicable POI/TSP. Flight and academic instruction described in the appropriate USAACE POI and/or TSP are the minimum training requirements.

8-8. IP, IE, IO, MP, and ME qualification must be according to AR 95-1 and the appropriate USAACE POI. Initial validation of an ACM's qualification following a SQI producing course will be conducted in the aircraft upon returning from that course:

- SPs evaluate IPs.
- IEs train and evaluate IEs.
- SOs evaluate IOs.
- MEs train and evaluate MPs.
- FW SP and/or IPs designated MP train and evaluate FW MPs.

8-9. ME qualification must be according to AR 95-1. Initial qualification for ME will be conducted by DES. Maintenance tasks required for qualification as an ME will be trained and evaluated by a ME. Initial designation flight evaluation requests and other ME training requirements can be found in the Initial ME training TSP located on the FTB website.

8-10. ACMs authorized to perform functional ground and flight checks must meet the requirements of AR 95-1, this manual, and the MTL. Maintenance tasks that will be performed in the conduct of functional

ground and flight checks will be trained and evaluated by an FCP qualified SP/IP. Commanders will annotate the completion of training on DA Form 7122 for those ACMs designated to perform functional ground and flight checks. The FCP will be the PC when performing flight checks, except when undergoing training or evaluation by an SP and/or IP.

NON-RATED CREWMEMBER FLIGHT INSTRUCTOR, INSTRUCTOR OPERATOR, STANDARDIZATION INSTRUCTOR, AND STANDARDIZATION OPERATOR

8-11. The FI, IO, SI, SO, or AC must meet the requirements stated in AR 95-1.

FLIGHT ENGINEER, CREW CHIEF, AND FLIGHT MEDIC

8-12. A FE, CE, or flight medic (MOS 68W) performs duties essential to the operation of CH, HH, UH, or FW aircraft. Individuals must be MOS-qualified; the 68W must be ASI F2 qualified. ARNG UH–72A NRCMs with the MOS 15M/R/S/U/V, who have completed the original equipment manufacturer transition course, may be designated RL 3 and participate in unit-level initial aircraft qualification training according to the appropriate ATM. This provision does not relieve Soldiers that do not possess the 15T MOS from completing the 15T MOS transition course according to Army directives.

8-13. Individuals must be selected by the commander for the flight duties to be performed and placed on flight status according to AR 600-106. In addition, they must first satisfactorily complete all qualification requirements stated in this manual, the MTL, approved POI, or approved non-standard ATM.

FLIGHT SURGEON AND AVIATION PHYSICIAN ASSISTANT

8-14. The FS performs aircrew duties according to AR 95-1 and AR 600-105, the APA performs aircrew duties according to AR 600-106 and both will be integrated into an ATP. The FS/APA will be trained in their primary, additional and/or alternate aircraft according to this TC and the MTL in the applicable ATM. The FS/APA will have a DA Form 7120 for their primary aircraft and if additional or alternate aircraft are assigned they will be annotated on the DA Form 7120-3 (*Crew Member Task Performance and Evaluation Requirements Remarks and Certification*). FS annual and semi-annual flight hour requirements will be according to AR 600-105. APA flight hour requirements will be according to AR 600-106. The DA Form 7120 will mandate a minimum of 8 flight hours each semi-annual period in their primary aircraft for active duty and 4 flight hours each semi-annual period for ARNG/USAR. The remaining flight time can be in their additional and/or alternate aircraft. The FS/APA will only have APART requirements in their primary aircraft.

MULTIPLE AIRCRAFT DESIGNATIONS

8-15. Commanders designate primary, additional, and/or alternate aircraft for ACMs. Commanders should consider risk versus reward when assigning similar, additional, or alternate aircraft to RCMs flying highly complex, advanced aircraft. ACMs must perform the appropriate task iterations, flying hours, and complete APART requirements in the primary, and if applicable, additional or alternate aircraft. FAC-level flying hour requirements only apply to an ACM's primary aircraft. The ATP commander will determine flying hour requirements for additional or alternate aircraft.

CURRENCY REQUIREMENTS

8-16. **Aircraft currency.** Aircraft currency will be according to AR 95-1 and AR 95-20. An ACM whose currency has lapsed must complete a PFE in the aircraft administered by an SP, IP, SI, FI, SO, and/or IO.

8-17. **NVG currency.** To be considered NVG current, ACMs will participate in a one-hour flight, at least once every 60 days, in their aircraft category while wearing NVG. Rated aviators will occupy a crew station with access to the flight controls. NRCMs must be performing crew duties. Units and personnel operating at latitudes in which at least one hour of continuous NVG conditions do not exist from end of evening

nautical twilight to beginning of morning nautical twilight may use an accredited simulation device, as listed in the ATM, once during this period to maintain NVG currency. Alternatively, units operating at latitudes where the above statement applies and no compatible simulator is located within 200 statute miles may extend NVG currency in writing by the ATP commander, for SPs/IPs/SIs/FIs up to 120 days. NVG SPs/IPs/SIs/FIs whose 120-day currency has lapsed must complete an NVG PFE according to the appropriate ATM and MTL to re-establish currency. When the 120 day currency has lapsed, the unit may use the self-start provision in this TC; the flight will be assessed as a moderate risk. Simulation devices will not be used for NVG PFEs or unit self-start provision.

8-18. **NVS currency.** To be considered NVS current, an ACM will participate in a one-hour flight at night in the aircraft or during the day with blackout curtains, or a one-hour flight in the AH-64D/E LCT while using the NVS every 60 days. An aviator must participate in a one-hour flight in the aircraft at night while using NVS, or during the day with blackout curtains at a minimum once every 120 consecutive days.

8-19. **UAC currency.** To be considered current, a UAC must, every 60 days, perform a takeoff and landing while operating (A seat) the UAS or an approved simulator and every 120 consecutive days, perform a takeoff and landing while operating (A seat) the UAS. The UAC whose currency has lapsed must complete a proficiency flight evaluation according to paragraph 9-59 of this TC. Simulators may not be used to reestablish currency.

COMMANDER'S EVALUATION

8-20. The purpose of the commander's evaluation is to integrate the ACM into an ATP, determine proficiency and corresponding RL. This evaluation consists of a flight records review and, if directed by the commander, a PFE, in which all modes of flight should be considered. The evaluation results in an initial RL designation for those other than FAC 3/4. The commander/designated representatives will complete the evaluation according to AR 95-1.

8-21. The commander's evaluation must occur within 45 calendar days after the ACM signs into the unit or after the effective date of his or her flying status orders, whichever occurs last. The ARNG commander or a designated representative will complete the commander's evaluation within 45 days after unit assignment or the effective date of the ACM's NGB or state aviation services orders, as applicable. After 45 days, if the commander's evaluation has not determined an RL status, the ACM will be designated RL3.

RECORDS REVIEW

8-22. The ACM is required to turn in the IFRF according to AR 95-1. Standardization personnel will review the ACM's CAFRS flight training records and will assess the individual's qualifications, duty position, and tasks performed within the ACM's previous ATP year DA Form 7120-series. Based on this review, the commander may designate an appropriate RL for the ACM. Standardization personnel will document the RL on the ACM's DA Form 7122.

8-23. If a newly assigned ACM has not completed any portion of their previous ATP year's annual evaluation requirements, then those requirements must be completed prior to RL1 or RL2 designation. If the ACM has not flown within the preceding 180 days, then the ACM will be designated RL3.

PROFICIENCY FLIGHT EVALUATION TO DETERMINE READINESS LEVEL STATUS

8-24. If the initial RL cannot be determined by the records review, or if the commander desires, the ACM will undergo a PFE. This PFE will consist of the tasks listed on the MTL and may consist of additional tasks determined by the evaluator or commander. This PFE should be conducted in the applicable modes of flight and aligned with the unit's METL. The results of the PFE will determine the ACM's RL designation, which will be documented on the individual's DA Form 7122.

CONSIDERATIONS

8-25. To be designated RL1, based solely on a records check, an ACM must have—

- Satisfactorily completed the following annual requirements within the previous ATP year:
  - Annual standardization flight evaluation.
  - Annual instrument flight evaluation (rated aviator only).
  - Annual MP/ME flight evaluation (rated aviator only, if required).
  - Annual NVG flight evaluation (if required).
  - Annual written evaluation.
  - Annual ACT sustainment module.
  - CBAT and CID (as required).
  - Annual AMS academics.
  - Annual AMS evaluation (if required).
- GT according to TC 3-04.3 (as required).
- All other requirements designated by the commander to be completed as part of the ATP such as hypobaric refresher training, FW simulator recurrent training.
- Completed a LAO according to local SOP.
- Met ACT sustainment requirements.
- If affected by a waiver or extension, must have completed all components of the APART (written and hands on) within the preceding 24 months to be designated RL1.

8-26. RCMs/UACs on their first assignment following the initial entry rotary wing (IERW) course or aircraft qualification course for a new aircraft design will be designated RL3 based solely on a records review. These ACMs must receive a PFE for designation other than RL3.

8-27. ACMs having not flown within the previous 180 days in the aircraft mission type and design (for example CH-47, UH-60, and AH-64) must be designated RL3 and complete refresher training. The ATP commander will determine proficiency requirements for aircraft that are similar but not series grouped based on the unit mission.

8-28. ARNG ACMs that transfer between units or support facilities within the same state can retain their previously designated RL status if they will be participating in flight activities in the same mission, type, design and series of aircraft in their new duty assignment assuming the requirements in paragraph 8-25 are completed.

EXPERIMENTAL TEST PILOTS AND OTHER AVIATION CREWMEMBERS PERFORMING ENGINEERING FLIGHT TESTS

8-29. Commanders are responsible for assigning a primary aircraft for ATP purposes. If the primary aircraft is not available during the APART period the commander may select another primary aircraft in which the ACM is qualified.

8-30. XPs and ACMs performing engineering flight tests also must satisfactorily complete tasks according to the approved MTL and the annual hands-on performance test component of the APART according to this publication, the MTL, AR 95-1, and AR 95-20. Tasks accomplished in any aircraft within a category will count toward completion of the task list.

8-31. Hours flown in any aircraft assigned within a category will count toward annual flying hour requirements for that category.

8-32. FAC levels do not apply to military XPs and other military ACMs performing engineering test flights. These XPs and ACMs will complete semi-annual and/or annual flying hour requirements in their primary and alternate category as determined by the commander.

8-33. ACMs in the performance of their duties when on an approved Army test plan do not require additional DA Form 7120s for the aircraft to be flown.

8-34. Flight evaluations for military XPs and other military ACMs performing engineering test flights may be conducted during a designated quarter specified by the commander. Flight evaluation(s) for alternate or additional aircraft need not be conducted during the same quarter as the primary aircraft.

DEPARTMENT OF THE ARMY CIVILIANS, UNITED STATES ARMY RESERVE MILITARY TECHNICIANS, AND ARMY NATIONAL GUARD TECHNICIANS

8-35. DACs, USAR military technicians, and ARNG technicians must comply with AR 95-1, this publication and the MTL for initial aircraft qualification.

8-36. Evaluation requirements will be specified in writing by the commander/hiring authority.

8-37. The flight evaluation will be conducted during a designated quarter determined by the commander/hiring authority and include only those tasks necessary to meet the requirements in the individual's job description. Flight evaluation(s) for alternate or additional aircraft need not be conducted during the same quarter as the primary aircraft.

8-38. When a DAC, USAR military technician, or ARNG technician fails to meet designated ATP/training and evaluation requirements, the ATP commander/hiring authority will investigate and coordinate with the appropriate civilian personnel agency to determine disposition.

READINESS LEVEL PROGRESSION

8-39. Readiness level training begins with the development of proficiency at the individual level and progresses through crew to collective proficiency. Readiness levels identify the training phase in which crewmembers participate and indicate crewmember readiness. Tasks required for ACMs to progress from RL3 to RL1 are listed on MTL and the individual's CTL. The CTL requirements are battle-focused, task-based requirements derived from the unit's METL and the appropriate ATM.

8-40. ACMs must train progressively from simple to complex and cannot be NVG RL1 while RL2 or RL3 day/night.

8-41. When ACMs fail to progress from on one RL to the next the commander must investigate, determine the reason, and take appropriate action according to AR 95-1.

8-42. RLs do not apply to the following ACMs:

- DACs.
- Contractors.
- XPs and/or engineering test pilots.
- RCMs integrated as FAC 3 or 4.
- ACMs assigned to nonoperational positions.
- Students enrolled in an approved course of instruction.
- Flight Surgeons and APAs.

8-43. RLs do not apply to the following UAS personnel:

- FAC 3 UACs.
- UAS ground personnel.
- Ground observers.
- WOs that hold an United States Army MOS of 150U and/or officers holding a United States Army aeronautical rating that have not completed the HQDA-approved UAS qualification course and are performing payload operator duties on a limited basis.

8-44. Maintenance personnel may complete 4000-series task progression after designation to RL2.

TIME FRAMES

8-45. Active Army ACMs, AGR ACMs, and all RC FTS ACMs (to include ACMs on active orders for more than 179 consecutive days) with flying as a condition of their military duty or technician employment, have 90 consecutive days to progress from one RL level to the next. If all 90 days are not used when progressing from RL3 to RL2, the remainder of the 90 days can be applied for progression from RL2 to RL1 thus allowing more time for tactical and collective task training. (For example; if an ACM progresses to RL2 within 60 days, the remaining 30 days may be applied to RL2 to RL1 for a total of a 120 days). The intent is to provide the commander additional time and resources to focus on tactical/collective training while in progression. RCs (including M-Day ACMs, troop program unit (TPU) ACMs and those on active duty operational support orders assigned to non-aviation/non-flying duty assignments, but volunteer to maintain ATP requirements) have 1 year to progress from one RL to the next. This progression requirement excludes days lost due to—

- TDY or deployment to a location where the ACM is unable to fly. For RC ACMs, this includes commander approved absences for civilian employment, training or educational purposes where the ACM is physically unable to participate in unit and/or facility flying activities.
- Medical or nonmedical suspension from flight.
- Grounding of aircraft by HQDA.
- Leave approved by the unit and/or facility commander.
- Aircraft non-availability due to movement to deployment/redeployment and aircraft preset/reset. (Less than 50 percent of unit aircraft assigned are available.)
- Documented flight cancellations due to weather and/or maintenance that have had a significant impact on flight operations, as well as restrictions to flight operations due to no fly times from the host country in which the unit operates.

Note. If the exclusion period exceeds 45 days, active Army ACMs, active AGR ACMs, and all RC FTS ACMs must restart their current phase of RL progression. They then have 90 consecutive days to progress to the next RL.

Note. For ACMs that have 1 year to progress, if the exclusion period exceeds 90 days, restart their current phase of RL progression. They then have 1 year to progress to the next RL.

Note. More than one restart will require O-6 brigade commander or state aviation officer approval.

8-46. ACMs must demonstrate proficiency in each mode of flight (day, night, or NVD) as required by the MTL and the CTL for each task they are required to perform. The RL progression evaluation may be continuous or it may be administered after the ACM has completed training.

8-47. When an ACM has not progressed to the next RL within the time specified, the unit commander will take action according to AR 95-1.

RE-DESIGNATION DUE TO TRAINING DEFICIENCY IN BASE, MISSION, AND TACTICAL TASKS (OTHER THAN APART FAILURES)

8-48. ACMs removed from RL1 for a training deficiency and reclassified RL2 or RL3 must still meet all ATP requirements for RL1 and comply with AR 95-1. To be re-designated RL1, those ACMs must demonstrate proficiency in only those tasks and in the mode of flight graded unsatisfactory to an SP, IP, IE, ME, SI, FI, SO, and/or IO as appropriate. When an ACM's RL is downgraded due to a training deficiency, they have 90 days to complete the required training. Removal from RL1 will be documented on the ACMs DA Form 7122 and must be signed by the commander.

TRAINING DEFICIENCY IN MAINTENANCE OR INSTRUCTOR TASKS

8-49. Unsatisfactory evaluations of 4000- or 5000-series aircrew tasks require an ACM to be restricted from the duties prescribed in the task.

8-50. Removal of authorized duties will be approved by the commander and documented on the ACM's DA Form 7120 and DA Form 7122.

8-51. The commander will develop a training plan to re-establish an ACM's previously authorized duties or take administrative action as required.

READINESS LEVEL 3 INDIVIDUAL TRAINING

8-52. ACMs are designated RL3 for qualification, refresher, and/or deficiency training. While RL3, they are only authorized to fly with a SP, IP, IE, SI, FI, SO, and/or IO as appropriate. Training conducted accomplishes individual proficiency in the requirements, tasks, and modes of flight listed in the MTL. ACMs designated RL3 and not being trained in an approved POI will not perform any tactical (2000-series), mission (3000-series), or maintenance (4000-series) tasks.

8-53. ACMs progress from RL3 to RL2 by demonstrating proficiency in all mandatory base tasks, those optional base tasks designated by the commander, and appropriate academic subject areas to an SP, IP, IE, SI, FI, SO, and/or IO as appropriate. This requirement does not imply a written test requirement. When ACMs fail to progress from RL3, the commander must investigate, determine the reason, and take appropriate action according to AR 95-1.

REFRESHER TRAINING

8-54. Refresher training is used during integration and progression training in the unit ATP following the commander's evaluation or if currency has lapsed to the extent that refresher training is required. The training consists of both academic and flight training.

8-55. ACMs will receive academic training and demonstrate a working knowledge of the applicable topics listed in the aircrew catalog of academic topics (ACAT). ACM academic training should be completed prior to flight training.

8-56. During refresher training conducted as part of integration and progression, ACMs will receive training and demonstrate proficiency in all mandatory base tasks and those optional base tasks designated by the commander in each mode of flight required on the CTL and according to the MTL. The most demanding mode of flight does not apply to this training.

8-57. During refresher training conducted due to currency, ACMs will receive training and demonstrate proficiency in all mandatory base tasks and those optional base tasks designated by the commander required on the CTL and according to the MTL.

8-58. ACMs are designated RL2 upon completion of refresher training.

Note. A task that may be performed from either crew station does not need to be evaluated from both stations.

READINESS LEVEL 2 TACTICAL/MISSION TRAINING

8-59. ACMs designated RL2 train in the tactical/mission/maintenance and instructor/trainer tasks selected by the commander to support the unit's METL/collective task(s). Tactical/mission training is a transition stage in that it provides individuals with the opportunity to gain an initial level of proficiency in the unit's missions. Training focus should be scenario based training, with emphasis on collective training when possible. ACMs shall demonstrate proficiency in designated 2000- and/or 3000-series tasks in each mode of flight. There are no minimum flight hour requirements.

8-60. ARNG M-day ACMs or USAR TPU ACMs that progress to RL2, will be assigned APART and/or NVG evaluation requirements and FAC 2 semi-annual flying-hour minimums.

8-61. Rated aviators designated RL2 may fly with a PC and perform all tasks in each mode of flight as authorized on the CTL previously evaluated as "S" (satisfactory) by an IP or SP.

8-62. NRCMs designated RL2 may fly with a RL1 NRCM and perform all tasks in each mode of flight as authorized on the CTL previously evaluated as "S" (satisfactory) by an SP, IP, SI, or FI.

8-63. UACs designated RL2 may fly with an AC and perform all tasks in each mode of flight as authorized on the CTL previously evaluated as "S" (satisfactory) by an SO or IO.

8-64. RL2 ACMs may train with a unit trainer (UT) for tactical/mission training but must be evaluated by an SP/IP/SI/FI/IO/SO, as appropriate, before designation to RL1.

8-65. ACMs progress from RL2 to RL1 by demonstrating proficiency in all selected tactical and mission tasks and demonstrating a working knowledge of the academic subject areas listed in the ACAT to an SP, IP, IE, ME, SI, FI, IO, or SO, as appropriate.

8-66. **Mission flight training.** The training will consist of those mission tasks annotated in the MTL as selected by the commander. The ACM will receive training from all designated crew station(s) in all modes required by the unit mission. Flight mission training hour requirements are based on demonstrated proficiency. The evaluation must be conducted by a SP, IP, SI, FI, SO, or IO and may be continuous.

Note. A task that may be performed from either crew station does not need to be evaluated from both stations.

READINESS LEVEL 2 MISSION/CONTINUATION TRAINING FOR ARNG M-DAY AVIATION CREWMEMBERS/USAR TPU CREWMEMBERS

8-67. Once an ARNG M-Day/USAR TPU (or an ACM on active duty operational support orders assigned to non-aviation/non-flying duty assignments, but volunteer to maintain ATP requirements) progresses to RL2 status, APART/NVG evaluation requirements and FAC 2 semiannual flying-hour requirements apply. FAC 2 flying hours may be prorated. These ATP requirements are provided for the maintenance of basic aircraft skills while training to additional MTL and METL and/or collective task(s) requirements. ACMs designated RL2 must complete the following ATP requirements as established by the ATP commander and listed on the CTL:

- Semiannual and/or annual task iterations in all modes of flight designated by the commander on the CTL.
- For aviators, FAC 2 semiannual, and if applicable, annual flying hour minimums designated by the ATP commander on the CTL.
- Annual standardization flight evaluation.
- Annual instrument flight evaluation (RCM only).
- Annual NVG flight evaluation (if required).
- Annual ACT sustainment module.
- CBAT, and CID (as required).
- All other requirements designated by the commander to be completed as part of the ATP such as AMS training, hypobaric refresher training, and/or deck landing operations training.

MAINTENANCE TEST PILOT PROGRESSION TRAINING

8-68. RW MP/ME qualification must be according to AR 95-1 and the appropriate USAACE POI. Initial validation of an ACM's qualification following a SQI producing course will be conducted in the aircraft upon returning from that course. The validation may be conducted concurrent with RL progression and annotated on the DA Form 7122 as an event.

8-69. Maintenance tasks required for MP/ME progression will be trained and evaluated by a qualified ME. Initial ME designation evaluation requirements and other ME training requirements can be found on the DES portal.

8-70. Maintenance task(s) required for qualification as a FW MP/FCP or UH-72 FCP will be trained and evaluated by a MP/FCP designated IP/SP, as appropriate.

8-71. MPs authorized and designated by the commander to perform night MTFs will be trained and demonstrate proficiency to a current and qualified ME prior to conducting night MTFs. Units without a current NVD MTF program may use the self-start provision of this publication utilizing an NVD current ME. This training will be documented on the DA Form 7122 and the authorized night maintenance maneuvers will be documented on the CTL. Tasks authorized to be performed at night will be evaluated by a qualified and current ME during the MP/ME APART period at night. If authorized tasks to be performed at night are not evaluated during the MP/ME APART, the MP/ME will no longer be authorized to perform night tasks until evaluated by a current and qualified ME. Authorization to perform duties as an MP at night will be removed from the CTL until an evaluation has been completed.

READINESS LEVEL 1 CONTINUATION/COLLECTIVE TRAINING

8-72. RL1 ACMs have completed RL progression training. These ACMs are trained to the proficiency level necessary to conduct collective training as a member of an aircrew. Aircrews train to collective proficiency on unit collective mission tasks that support the unit's METL/collective task.

8-73. ACMs designated RL1 must complete the following ATP requirements as established by the commander/MTL/flying hour table and listed on the CTL:

- Semi-annual and annual task iterations in all modes of flight designated by the commander on the CTL.
- Semi-annual and annual flying hour/simulator hour minimums designated by the commander on the CTL.
- Annual standardization flight evaluation.
- Annual instrument flight evaluation (rated aviator only).
- Annual MP/ME flight evaluation (rated aviator only, if required).
- Annual NVD flight evaluation (if required).
- Annual written examination.
- Annual ACT sustainment module.
- CBAT and CID (as required).
- AMS task 2900- and/or 3900-series (as required).
- GT according to TC 3-04.3 (as required).
- All other requirements designated by the commander to be completed as part of the ATP such as hypobaric refresher training, FW simulator recurrent training.
- No-notice evaluation per the SOP.

Note. ACMs may receive credit for ATP requirements completed during RL progression training according to para 9-43.

AIRCRAFT FLYING HOUR AND SIMULATOR REQUIREMENTS

8-74. ACMs are required the minimum hours for the assigned primary aircraft as specified in the flying hour requirements table.

8-75. The required simulator hours based on FAC position and distance from an approved flight simulator as specified in the MTL.

Note. Simulator flying hour requirements are based on proficiency in instrument tasks. Commanders should consider increasing simulator requirements when other than instrument training is conducted in the simulator (for example, AMS, HUD, and CBRN).

FLYING HOUR/SIMULATOR REPROGRAMMING

8-76. Commanders may adjust FAC 1 or FAC 2 ACM semi-annual flying-hour requirements before the first semi-annual training period begins. They may authorize RCMs to fly up to 65 percent of their annual requirements in one semi-annual period, but not less than 35 percent in the other semi-annual period. This requirement will not change the unit's annual FHP or reduce an ACM's annual flying-hour requirements. For example, if the commander knows an ACM will be partially unavailable in one semi-annual period, the commander could allow that ACMs to fly up to 65 percent of the annual flight hours required in one semi-annual period and 35 percent in the other. However, the minimum for the second semi-annual period may not be less than 35 percent of the annual requirement without a waiver.

FLYING HOUR/SIMULATOR PRORATING

8-77. Prorated minimums will be one-sixth of the semi-annual requirements and/or one-twelfth of the annual requirements for each full month remaining in the training period. To ensure use of allocated resources, personnel will be held to the flying hour, task iteration and simulator requirements when re-assigned within the same brigade. When re-assigned to other than a FAC 3/4 position within the same brigade, prorate the flight/simulator hours the RCM is responsible for prior to re-assignment and add them to the prorated hours the RCM is responsible for in the new FAC position. The RCM will complete this adjusted total flight/simulator hours prior to the end of their ATP period. Flying hours and/or simulator minimums for an ACM's primary aircraft may be prorated when they are—

- Newly designated RL1 or FAC 3.
- Having the primary aircraft re-designated.
- Changing duty position, which involves a change in FAC level in other than similar aircraft.
- When assigned to a FAC 3 duty position from a FAC 1 or FAC 2 position, previous aircraft flying hour requirements do not apply; however, SFTS hours do apply.

OTHER PRORATING ADJUSTMENTS

8-78. Reduce flying-hour minimums by 1 month for each 30-day period that the ACM was unable to fly. Days unable to fly, in different absence categories, may be added together for 30-day totals. Concurrent days will not be added together. An example of concurrent days would be if an ACM that is medically grounded for 30 days is sent TDY for 20 of those 30 days. Only 30 days could be prorated. At the end of the semi-annual and annual periods, add the total number of days the ACM was unable to fly the aircraft/simulator due to the following—

- TDY or deployment to a location where the ACM is unable to fly. For RC ACMs, this includes commander approved absences for civilian employment, training, or educational purposes where the ACM is physically unable to participate in unit and/or facility flying activities.
- Medical or nonmedical suspension from flight.
- Grounding of aircraft by HQDA.
- Leave/authorize/excused absence approved by the commander.
- Aircraft non-availability due to movement to deployment, movement to redeployment, or aircraft preset/reset. Preset/reset requirements only apply if less than 50 percent of the unit's aircraft are not available. This must be annotated on the DA Form 7122 and should coincide with the brigade commander's "start training date" required by AR 95-1.

FLYING-HOUR REQUIREMENTS FOR ADDITIONAL AND ALTERNATE AIRCRAFT

8-79. There are no minimum flying-hour requirements for additional and/or alternate aircraft. Commanders will designate a minimum flying-hour requirement to include simulator, if available in order to meet mission requirements. The ACM must meet currency requirements and be assigned flying-hour, task iteration, and evaluation requirements appropriate to the unit mission to ensure ACMs are proficient in aircrew tasks.

FLYING HOUR CREDIT

8-80. SP/IP/UT/IE/ME/SO/IO may credit hours flown while performing assigned duties toward their semi-annual aircraft flying hour requirements.

8-81. FW aviators may credit up to six hours of flight time in a DES-approved flight simulator toward their semi-annual aircraft flying hour requirements.

8-82. RW aviators may apply up to 12 hours of time in a compatible flight simulator toward their semiannual aircraft flying-hour minimums.

8-83. Trainers and evaluators may credit instructor/operator (I/O) hours toward their annual/semi-annual simulation device flying hour requirements. This flying hour credit does not alleviate task and condition requirements for SFTS training and evaluation.

8-84. FAC 1 UACs may apply a maximum of 20 aircraft hours flown in a semiannual period toward that period's semiannual UAS simulator requirements. FAC 2 UACs may apply a maximum of 8 aircraft hours flown in a semiannual period toward that period's semi-annual simulation requirements.

TASK AND ITERATION REQUIREMENTS FOR PRIMARY, ADDITIONAL, AND ALTERNATE AIRCRAFT

8-85. During the training year, each RL1/RL2 (RC) ACMs must perform a minimum of one iteration of each mandatory base task in the appropriate mode of flight as outlined in the MTL for each primary, additional, and/or alternate aircraft. Commanders will designate authorized modes of flight by assigning a number of iterations to the specific mode block if more than one iteration is required. If only one iteration of the base task is required, then that task is not required to be listed on DA Form 7120-series.

8-86. RL1 ACMs must perform the minimum of iterations of each 2000, 3000, 4000, and 5000 task in the flight mode selected by the commander as indicated on the CTL. Therefore, tasks will not be listed on the CTL that the ACM is not currently authorized to perform. Task iterations completed in the most demanding mode (NVD) count for task iterations completed in in a less demanding mode (D/N).

8-87. ATP commanders/hiring authority may designate DAC and contractor annual task and iteration requirements on the DA Form 7120-series.

8-88. If an RCM is authorized to perform MP/ME duties, the MP tasks will be according to the ATM. Commanders are not authorized to delete any maintenance tasks or decrease annual task iterations listed in the ATM. Commanders may increase MP/ME annual task iterations as required. If an ACM is authorized to perform functional ground or flight checks, the ACM tasks will be according to the ATM. Commanders will determine the maintenance tasks and annual task iterations for ACMs from those listed in the ATM. Commanders may increase the ACM's annual task iterations as required.

Note. Placing an "**E**" next to the minimum number of iterations designates mandatory evaluation of that task under that mode of flight and therefore the more demanding mode of flight clause does not apply.

Note. For performance tasks, the absence of a number in the mode of flight indicates the task is not authorized in that mode of flight unless authorized by the ATP commander during the mission approval process.

TASK ITERATION CONSIDERATIONS FOR SIMILAR AIRCRAFT

8-89. Task iteration requirements may be completed in aircraft defined as similar in the aircraft similar table located in each ATM, available on the DOTD, FTB website.

8-90. Aircraft iteration requirements for tasks that are specific to a series must be completed in that series unless otherwise specified in the ATM or MTL.

LOCAL AREA ORIENTATION

8-91. The LAO is an important part of the training program for newly assigned ACMs. The LAO ensures familiarity with local operating procedures, policies and area of operations. The LAO is divided into four general areas—

- Aircrew information reading files (AIRFs).
- Airfield operations and procedures.
- Airfield layout and facilities.
- Local area orientation flight.

8-92. The ACM must complete the LAO prior to being designated RL1.

AIRCREW INFORMATION READING FILES

8-93. Aviation units will establish an aircrew information reading file (AIRF). It will contain reference material pertinent to aviation operations, standardization and safety. The AIRF will include regulations, directives, SOPs, and other appropriate publications required by ACMs to perform safe and standardized aviation operations. Units will post new information as it is received in order to ensure ACMs have access and are aware of the most current procedures, policies and directives.

8-94. Units will incorporate AIRF policies and procedures into a unit SOP and ensure ACMs conducting aviation operations have complied with unit AIRF policy prior to performing flight duties as well as ensure ACMs review the quarterly and permanent information files.

8-95. At a minimum, the AIRF will be divided into the following three categories—

- **New information**-Information categorized by unit SOP that is required to perform aviation operations. New information will be reviewed prior to flight and/or as stated in the SOP. It will include newly issued AWRs, SOFs, changes to DA publications, SOPs, and APGs and other items as stated in the SOP. The new information section will be reviewed on a monthly basis to ensure items are moved to the appropriate quarterly or permanent files, or removed as required to keep the AIRF up to date.
- **Quarterly information**-Units will specify required information integrated into the quarterly information file. These items will be reviewed at least quarterly and contains items that have been moved from the new information file after a specified period of time and are still relevant to safe and standardized aviation operations.
- **Permanent information-**The permanent information file will contain current reference material on aviation standardization, safety, and armament as well as regulations, directives, SOPs, and other appropriate publications required by the unit. These files will be specified in the unit SOP and be reviewed on a less frequent than the new information and quarterly file basis but no less than annually to ensure the publications are current. The files will be accessible for all ACMs.

AIRFIELD OPERATIONS AND PROCEDURES

8-96. The commander will ensure that ACMs are given a briefing and tour of airfield operations facilities. The tour will include the flight planning room (location of maps, DoD flight information publications [FLIPs], flight plans, and other flight planning aids), the airfield operations office, and the flight dispatch office. If the weather facility is located on the airfield, it should also be part of the orientation. The briefing will include the items listed below:

- Procedures for—
  - Obtaining notices to airmen (NOTAMs).
  - Obtaining maps, charts, and DoD FLIPs.
  - Filing local and cross-country flight plans.
  - Ensuring operations security of the airfield.
  - Obtaining and servicing ALSE.
  - Obtaining weather information.

- Obtaining aeromedical evacuation assistance.
- Authorizing flights outside the local flying area.
- Obtaining range and restricted area information.

- Information on local medical facilities, frequencies, and access phone numbers.
- A review of visual flight rules (VFR) and special visual flight rule (SVFR) requirements for the airfield and local area.
- A review of instrument flight rules/instrument recovery procedures.
- A review of local airspace.
- A review of the local area map, to include the following:
  - Navigational aids (NAVAIDs).
  - Boundaries.
  - Flight corridors.
  - Reporting points.
  - Airfield security.
  - Noise abatement procedures.
  - Prominent terrain features.
  - Maintenance test flight/functional check flight areas.
  - Obstacles or hazards to flight.
  - Tactical training and range areas.
  - Restricted areas and no-fly/no-look areas.
  - Airfields, helipads, and frequently used landing zones (LZs).
  - Review of lost-link procedures and ditch points (UAS).

AIRFIELD LAYOUT AND FACILITIES

8-97. The commander will ensure that ACMs are familiar with the airfield layout and facilities required by the unit mission. This tour should include—

- Petroleum, oils, and lubricants facilities.
- Aircraft parking areas.
- Crash rescue facilities.
- Obstacles or hazards to flight.
- NAVAIDs and control facilities.
- Simulation and procedural training devices.
- Organizational and support maintenance areas.

LOCAL AREA ORIENTATION FLIGHT

8-98. The LAO flight will be conducted during day and night conditions. Flight under NVG/NVS will suffice for the night requirements. UAS commanders will determine if the local area orientation flight is accomplished under day and/or night conditions for UACs. The commander will determine what orientation items are required for the flight. Items of the orientation, peculiar to the local area, or those that cannot be adequately covered during the ground portion of the orientation, will be pointed out, demonstrated, and/or discussed during the flight. The orientation flight should include familiarization with local—

- Local NAVAID/instrument approach availability and inadvertent instrument meteorological condition recovery procedures.
- Boundaries.
- Flight corridors.
- Reporting points.
- Prominent terrain features.

- Noise abatement procedures.
- Maintenance test flight areas.
- Instrument recovery procedures.
- Restricted areas and no-fly areas.
- Tactical training and range areas.
- Airfields, helipads, and frequently used LZs.
- Obstacles or hazards to flight high intensity radio traffic area briefing.
- Aerial gunnery ranges and live-fire areas.
- Ditch points (UAS).

Chapter 9
Evaluations and Tests

EVALUATION PRINCIPLES

9-1. An evaluation is a tool used to ensure that ACMs develop and maintain base, tactical, mission, and additional task proficiency to produce and sustain Warfighting proficiency. An individual's lack of proficiency may indicate a need for increased task iterations and/or frequency for that particular ACM. While an evaluation is primarily a method to assess individual proficiency, an adjustment to the ATP may be required if a sufficient number of ACMs in a unit fail to demonstrate proficiency in a specific task or tasks.

9-2. The designation of a flight mode (D/N/NVD) as the "most demanding mode" is intended to conserve resources during evaluations, allow for task iteration credit and provide Commander's feedback on individual and aircrew proficiency in the flight mode most closely replicating the unit mission/METL. When not otherwise specified, NVG for CH-47, UH-60, UH-72 and NVS for AH-64 aircraft is the "most demanding mode" to be used for units requiring NVD proficiency in METL tasks.

9-3. Evaluations conducted in the most demanding mode (NVD) will suffice for task evaluations in a less demanding mode (D/N).

9-4. The value of any evaluation depends on adherence to fundamental evaluation principles, as follows.

- **Selection of evaluators**. The evaluators must be selected not only for their technical qualifications, but also for their demonstrated performance, objectivity, and ability to observe and to provide constructive comments. These evaluators (SP/IP/IE/ME/SI/FI/SO/IO) assist the commander with ATP administration.
- **Method of evaluation**. The method used to conduct the evaluation must be based on uniform and standard objectives. In addition, the method must be consistent with the unit's mission and strictly adhere to the appropriate SOPs and regulations. The evaluator must ensure a complete evaluation is given in all areas.
- **Participant understanding**. All participants must completely understand the purpose of the evaluation.
- **Participant cooperation**. All participants must cooperate to guarantee the accomplishment of the evaluation objectives. The emphasis is on all the participants, not just the examinee.
- **Identification of training needs**. The evaluation must produce specific findings to identify training needs. Any ACM affected by the evaluation needs to know what is being performed correctly and incorrectly and how improvements can be made.
- **Purpose of evaluation**. The evaluation determines the examinee's ability to perform individual tasks to prescribed standards during a mission scenario. The flight evaluation will also determine the examinee's ability to exercise crew coordination in completing these tasks.
- **Aircrew coordination**. The guidelines for evaluating crew coordination are based on a subjective analysis of how effectively a crew performs collectively to accomplish a series of crew coordinated actions and tasks. The evaluator must determine if the aircrew coordinates effectively and meets crew coordination objectives.
- **Evaluator role as an ACM**. An evaluator will act as an effective ACM unless evaluating the examinee on how to respond to the actions of an ineffective ACM. In such cases, a realistic, meaningful and planned method should be developed to effectively pass this task back to the examinee. In all other situations, the evaluator must perform as outlined in the task or as directed by the examinee to determine the examinee's level of proficiency; the evaluator may intentionally perform as an ineffective ACM.

- **Flight evaluation**. During the flight evaluation, the evaluator will normally perform as outlined in the task or as directed by the examinee. At some point, the evaluator may perform a role reversal with the examinee. The examinee must be informed of the initiation and termination of role reversals. The examinee must know when he or she is supported by a fully functioning ACM.
- **APART evaluation** will be mission/scenario based. ACM will be given a unit METL supported mission to plan and execute during the evaluation. NRCM/NCM will participate in a mission as required by their duty position.

GRADING CONSIDERATIONS

9-5. Academic evaluation. The examinee must demonstrate a working knowledge and understanding of the required topics listed in the ACAT in the aircraft ATM.

9-6. Flight evaluation. Some training and evaluation requirements may be evaluated academically. For these tasks, the examinee must demonstrate a working knowledge of the tasks. Evaluators may use computer-based instruction, mock-ups, or other approved devices (to include the aircraft or simulator) to determine the examinee's knowledge of the tasks.

9-7. Aircraft or simulator. These tasks require evaluation in the aircraft or flight simulator. Task standards are based on an ideal situation. Grading is based on meeting the minimum standards. The evaluator must consider deviations (high wind, turbulence, or poor visibility) from the ideal during the evaluation. If other than ideal conditions exist, the evaluator should make appropriate adjustments to the standards while grading the maneuvers.

PERFORMANCE AND EVALUATION CRITERIA

9-8. PI/AO. The PI/AO must demonstrate a working knowledge of the required topics listed in the ACAT and perform selected tasks to standard while applying aircrew coordination principles. In addition, the PI/AO must be familiar with their annual ATP requirements.

9-9. PC/AC/MP/FCP. The PC/AC/MP/FCP must meet the requirements in paragraph 9-5. In addition, the PC/AC/MP/FCP must demonstrate sound judgment, maturity, and technical/tactical proficiency in the employment of the aircraft, unit mission, crew, and assets.

9-10. UT. The UT must meet the requirements in paragraph 9-8. In addition, the UT must be able to instruct in the appropriate tasks and subjects, recognize errors in performance or understanding, make recommendations for improvement, train to standards, and document training. This individual must possess a working knowledge of the fundamentals of instruction.

9-11. IP/IO/IE. The IP/IO/IE must meet the requirements in paragraph 9-8. In addition, the IP/IO/IE must be able to objectively train, evaluate, and document performance of the applicable ACMs using role reversal as appropriate. This individual must possess a thorough knowledge of the fundamentals of instruction and evaluation, be able to develop and implement an individual training plan, and possess a thorough understanding of the requirements and administration of the ATP.

9-12. SP/SO. The SP/SO must meet the requirements in paragraphs 9-8 and 9-10. The SP/SO must be able to train and evaluate other standardization personnel using role reversal as appropriate. The SP/SO must also be able to develop and implement a unit-training plan and administer the commander's ATP.

9-13. ME. The ME must meet the requirements in paragraph 9-8. The ME must be able to train and evaluate other MEs and MPs using role reversal as appropriate. The ME must possess a thorough knowledge of the fundamentals of instruction and evaluation.

9-14. CE/MO (68W)/OR. The CE/MO (68W)/OR must perform selected tasks to standard while applying aircrew coordination. The CE/MO (68W)/OR must also demonstrate a basic understanding of the appropriate academic subjects listed in the ACAT, be familiar with the IATF, and understand the requirements of the CTL.

9-15. FE. The FE must meet the requirements in paragraph 9-13. In addition, the FE must demonstrate sound judgment and technical/tactical proficiency in the employment of the aircraft, unit mission, crew, and assets.

9-16. FI. The FI must meet the requirements in paragraph 9-12 or 9-11 as applicable. In addition, the FI must be able to objectively train, evaluate, and document the performance of nonrated and other personnel performing duties requiring flight, as appropriate; be able to develop and implement an individual training plan; and have a thorough understanding of the requirements and administration of the ATP.

9-17. SI. The SI must meet the requirements in paragraph 9-13. In addition, the SI must be able to train and evaluate other ACMs as appropriate; be able to develop and implement a unit-training plan; and administer the commander's ATP for nonrated crewmembers.

CREWMEMBER EVALUATION

9-18. Evaluations are conducted to determine the ACM's ability to perform the tasks on the CTL and check the understanding of required academic subjects. The evaluator will determine the time devoted to each phase. When the examinee is an evaluator/trainer or a UT, the recommended procedure is for the evaluator to reverse roles with the examinee. When the evaluator uses this technique, the examinee must understand how the role reversal will be conducted and when it will be in effect.

9-19. During evaluations tasks evaluated at night (or while using NVD) will suffice for task evaluations required in day conditions. This is generally referred to as the "most demanding mode of flight."

MEDICAL PROTOCOL AND TASK EVALUATION

9-20. Flight surgeons/APAs and other certified medical personnel will evaluate medical aircrew tasks and protocols according to current medical directives/certification requirements.

9-21. The flight surgeon will ensure only qualified and current medical personnel conduct training and evaluations of medical personnel.

ACADEMIC EVALUATION CRITERIA

9-22. Evaluators will use the following criteria to determine the academic topics discussed during academic evaluations:

- PFE. The SP/IP/SI/FI/SO/IO will evaluate required topics listed in the ACAT.
- APART standardization. The SP/IP/SI/FI/SO/IO will evaluate a minimum of two topics identified as Operational Knowledge located in each applicable subject area in the ACAT.
- Annual NVG evaluations. The SP/IP/SI/FI/SO/IO will evaluate a minimum of two topics from each applicable subject area related to night/NVG operations in the ACAT.
- APART instrument evaluation. The evaluator will evaluate a minimum of two topics from the subject areas listed in the ACAT relative to IFR flight and flight planning. If the evaluated ACM is an IP/SP/IE, the IE will evaluate the ability of the IP/SP/IE to instruct instrument-related areas or subjects.
- APART MP/ME/FCP evaluation. The ME or FCP qualified SP/IP/SO/IO will evaluate a minimum of two topics from each applicable subject area listed in the ACAT, with specific emphasis on how they apply to maintenance test flights. Additionally, evaluator topics will be included when the examinee is an ME.
- Annual AMS evaluation. The Annual AMS evaluation will be conducted to determine the examinee's knowledge of AMS topics, the ability to perform and apply the assigned AMS tasks, and will be conducted according to TC 3-04.9.
- Other ATP evaluations. The SP/IP/SI/FI/SO/IO will evaluate appropriate subject areas listed in the ACAT.

Note. Academic evaluations should not exceed two hours.

CONDUCTING EVALUATIONS

9-23. Prior to conducting flight evaluations, ACMs will be briefed on the tasks to be performed.

9-24. While conducting flight evaluations, the evaluators will perform the crew duties normally assigned to other ACMs performing the tasks and missions being evaluated. The evaluator will perform aircrew coordination actions prescribed in this publication and the ACT program.

9-25. SPs are authorized to train and evaluate all ACMs. SPs will conduct the final RL progression evaluation and the annual standardization evaluation for other SPs and IPs.

9-26. IPs are authorized to train all ACMs. IPs are authorized to evaluate all crewmembers with the exception of other IPs and SPs. IPs are authorized to evaluate other IPs and SPs only when reestablishing NVD and/or aircraft currency. IPs designated by the commander are authorized to conduct instrument evaluations.

9-27. SP/IPs trained to perform functional ground and flight checks according to the MTL or approved MTL or approved nonstandard ATM will train designated ACMs to perform functional checks.

9-28. SOs are authorized to train and evaluate all UACs. SOs will conduct the final RL progression evaluation and the annual standardization evaluation for other SOs and IOs.

9-29. IOs are authorized to train all UAS crewmembers and evaluate all UAS crewmembers except for other IOs and SOs. IOs are authorized to evaluate other IOs and SOs only when reestablishing aircraft currency.

9-30. IEs qualified and current in aircraft category are authorized to conduct instrument training and evaluations on all RCMs. RCMs who have completed an instrument evaluation with an IE in the previous ATP year may be evaluated by an SP/IP qualified and current in aircraft for the purpose of RL progression.

9-31. An ME conducts the MP/ME training and evaluation. A maintenance designated IP/SP will conduct training and evaluation for FW MP/FCPs and RW FCPs.

9-32. SIs are authorized to train and evaluate all nonrated crewmembers. SP/SIs will conduct the final RL progression evaluation and the annual standardization evaluation for other SIs and FIs.

9-33. FIs are authorized to train all nonrated crewmembers. FIs are authorized to evaluate all nonrated crewmembers with the exception of performing the final RL progression evaluation and the annual standardization evaluation for other FIs and SIs. IP/FIs are authorized to evaluate other FIs and SIs when reestablishing NVD and /or aircraft currency

9-34. When an ACM is being evaluated as an instructor/evaluator, the instructor/evaluator must include role reversal as a part of the evaluation. Role reversal is a planned situation when the instructor/evaluator assumes the role of the ACM being evaluated, and the evaluated ACM assumes the role of the evaluator.

9-35. The evaluator must clearly announce when role reversal is initiated and when it is concluded to prevent confusion and crew coordination errors in the aircraft. The PC/AC or mission commander designation does not change. This situation allows the evaluated ACMs to demonstrate their proficiency in training and evaluating ACMs.

Note. Evaluators will brief the use of role reversal during the crew brief to alert all ACMs of the intent.

EVALUATION SEQUENCE

9-36. The evaluation sequence consists of four phases–introduction, academic evaluation topics, flight evaluation, and debriefing. The evaluator will determine the amount of time devoted to each phase.

9-37. Phase 1-Introduction. In this phase, the evaluator—

- Reviews the examinee's flight records, verify that the examinee meets all prerequisites for the designation and also has a current DD Form 2992.

- Confirms the purpose of the evaluation, explains the evaluation procedure, and discusses the evaluation standards and criteria to be used.

9-38. Phase 2-Academic evaluation. The academic evaluation will be scenario-based and according to the units METL utilizing the ACAT located in the ATM. The evaluator will select a minimum of two subjects from each Operational Knowledge topic area that is applicable to the evaluation being conducted.

9-39. Phase 3-Flight evaluation. If this phase is required, the following procedures apply—

- Briefing. The evaluator will explain the flight evaluation procedure and brief the examinee in the tasks to be evaluated. The evaluator will conduct or have the examinee conduct a crew briefing.
- Preflight inspection, engine-start, run-up procedures, engine ground operations, and before-takeoff checks. The evaluator will evaluate the examinee's use of the aircraft operator's manual, aircraft-CL aircraft-MTF, and IETM-related maintenance publications, as appropriate. The evaluator will have the examinee identify and discuss the function of at least two aircraft systems.
- Flight tasks. At a minimum, the evaluator will evaluate tasks designated by the MTL, tasks listed on the CTL as mandatory for the designated crew station(s) for the type of evaluation the evaluator is conducting, and additional tactical and mission tasks selected by the commander. In addition to the commander-selected tasks, the evaluator may evaluate any task performed during the evaluation as long as the task is listed on the ACM's CTL. An IP/SP/ME/IE/UT/FI/SI/SO/IO must demonstrate an ability to instruct and evaluate (5000 Series) appropriate flight tasks.
- Engine-shutdown and after-landing tasks. The evaluator will evaluate the examinee's use of the aircraft operator's manual, CL, MTF CL, and IETM/related maintenance publications as appropriate.

9-40. Phase 4-Debriefing. During this phase of the evaluation, the evaluator will—

- Advise the examiner whether they passed or failed the evaluation and discuss any tasks not performed to standard.
- Discuss the examinee's strengths and weaknesses.
- Offer recommendations for improvement.
- Inform the examinee of any restrictions, limitations, or revocations that the evaluator will recommend to the commander following an unsatisfactory evaluation.
- Complete the applicable forms and ensure the examinee reviews and initials the appropriate forms.

ANNUAL PROFICIENCY AND READINESS TEST REQUIREMENTS

9-41. The APART is a mandatory process that measures an ACM's individual and crew proficiency. It consists of a standardization flight evaluation, NVG flight evaluation, MTP evaluation, annual written examination, and an instrument flight evaluation that must be passed annually. The standardization flight evaluation will be conducted within the framework of the unit tactical mission and will be primarily focused on the Operational Knowledge Domain. RL1 ACMs must pass each component of the APART during their APART period. M-Day ACMs must also pass each component of the test during their APART period, but the hands-on performance tests will only include those tasks for which the ACM has demonstrated proficiency during RL progression. The APART period is the three-month period ending on the last day of the ACM's birth month? Dual status and non-dual status USAR technician's annual evaluation period is the 3-month period ending on the last day of the ACM's birth month. ARNG technicians must comply with this publication and the MTL for the annual standardization flight evaluation.

Note. While in a permanent change of station (PCS) status, the ACM has no RL level and no APART requirements.

9-42. Units operating according to paragraph 8-17 (high latitudes) may realign the NVG portion of the APART to complete the evaluation under NVG conditions.

9-43. During operational deployments the APART period may be extended, by the first O-6 in the chain of command, up to three additional months while deployed beginning on the last day of the ACM's birth month, to accomplish all components of the APART.

9-44. An ACM that completes the evaluation requirements for the standardization/NVD evaluation and/or instrument evaluation as listed in the ATM during RL Progression and is designated RL1 within the three-month APART period is credited with completing those flight evaluation requirements. APART requirements completed during RL Progression will be annotated on the DA Form 7122 and DA Form 7120 (if required).

Note. ACMs may receive credit for some ATP requirements completed during RL progression training.

9-45. The ACM annual written examination is an open book examination that covers the entire reference library as identified in the appropriate ACAT, is prepared at the local level and consists of 50 objective questions on the information indicated below. The minimum passing score is 90 percent.

- Rated aviators. The examination covers foundational knowledge identified in the ACAT.
- Crewmembers. The examination focuses on information the NRCM needs to know to perform crew duties. It covers foundational knowledge, aircraft systems and the operation and servicing of the aircraft and mission equipment contained in the operator's manual.
- Unmanned aircraft crewmembers. The examination covers foundational knowledge identified in the ACAT.

Note. NCMs and flight surgeons/APAs do not have an annual written examination requirement unless designated by local SOP.

Note. Door gunner written examinations requirements should focus on mission equipment, armament systems, and weapon specific EPs and may be adjusted to 25 questions.

9-46. The hands-on performance evaluation consists of academic and flight evaluations as outlined in this publication, the MTL, and the ACAT. The hands-on performance tests require evaluation of proficiency in several areas and may be separated into different flight periods. However, ACMs must successfully complete all requirements during their APART period.

9-47. Except for FAC 3 aviators, ACMs designated to fly from both seats will be evaluated in each seat, during each phase of RL progression and APART evaluations. This does not mean that both standardization and instrument flight evaluation need to be completed in both seats. As long as both seats have been evaluated during some portion of the above evaluations, the requirements for "both seat evaluation" have been met.

Note. ACMs that complete a graduate POI at a USAACE-approved training site (IP, ME, MTP, and FI course during their APART period may credit those tasks that were evaluated during the end-of-stage, end-of-phase, or end-of-course evaluation toward the completion of the APART evaluation requirement.

9-48. Commanders will formally counsel individuals that fail to meet ATP requirements and document on DA Form 4856 (*Developmental Counseling Form*) and process per AR 95-1.

STANDARDIZATION FLIGHT EVALUATION

9-49. The standardization flight evaluation will be performed according to AR 95-1 and include mandatory evaluated tasks listed on the CTL.

NIGHT VISION GOGGLE FLIGHT EVALUATION

9-50. The NVG evaluation period is a three-month period designated by the commander usually during the APART period. The evaluation is conducted at night in the aircraft. For RCMs, a SP or IP conducts the evaluation; for NRCMs an SP, IP, SI, or FI can conduct the evaluation.

9-51. ACMs designated NVG RL1 any time within their designated three-month NVG evaluation period must complete all requirements of the annual NVG evaluation. ARNG M-Day and USAR TCU ACMs

designated RL1 or RL2 during their designated 3-month NVG evaluation period must complete all requirements of the annual NVG evaluation appropriate to their RL designation.

9-52. The NVG evaluation is required for the aircraft category in which the ACM performs duties. The aviator must demonstrate proficiency and be evaluated in all NVG tasks required by the MTL.

9-53. ACMs removed from RL1 status because of a training deficiency are still required to complete the NVG evaluation.

INSTRUMENT FLIGHT EVALUATION

9-54. The evaluation will be performed according to AR 95-1 consisting of all required instrument tasks designated on the MTL conducted annually in actual or simulated instrument meteorological conditions in each aircraft category in which a RCM is required to perform duties.

9-55. If the commander authorizes the completion of the evaluation in a compatible flight simulator, the next year's evaluation will be conducted in the aircraft.

AVIATION MISSION SURVIVABILITY EVALUATION

9-56. The aviation mission survivability evaluation consists of evasive maneuvering according to tasks 2900/3900 listed in the ATM. The evaluation will be conducted annually in the aircraft or a simulation device. If a simulation device is used for the evaluation, the next year's evaluation will be conducted in the aircraft.

9-57. If the evaluation is conducted in the aircraft the SP/IP will be at a crew station with access to the flight controls. If the evaluation is conducted in the simulator the IP/SP may evaluate from the IO station. The evaluator will create realistic scenarios based upon current threats with the recommendation from the AMSO and S2.

MAINTENANCE TEST PILOT, MAINTENANCE TEST PILOT EVALUATOR, AND FUNCTIONAL CHECK PILOT FLIGHT EVALUATION

9-58. The MP/ME/FCP evaluation consists of visual flight maneuvers/procedures conducted in each aircraft in which MP/ME/FCP duties are performed according to the MTL. RCMs designated as an MP, ME or FCP must complete the evaluation according to AR 95-1 and the MTL.

OTHER HANDS-ON PERFORMANCE EVALUATIONS

9-59. The following are other hands-on performance evaluations.

PROFICIENCY FLIGHT EVALUATION TO RE-ESTABLISH AIRCRAFT/NVD CURRENCY

9-60. These evaluations will be conducted according to AR 95-1, the MTL, this publication and the unit SOP. To re-establish aircraft or NVD currency, an IP may evaluate an SP or IP, and an FI may evaluate an SI or FI. Additionally, an IO may evaluate an IO or SO for the purpose of UA currency. If the ACM fails to demonstrate proficiency, the ACM will be placed at the appropriate RL. An appropriate training plan will be developed to enable the ACM to regain proficiency in the unsatisfactory tasks. The results of the PFE will be documented on the DA Form 7122.

9-61. Commanders will specify task requirements required beyond the MTL in the unit ATP/Standardization SOP.

9-62. Aircraft PFEs will be conducted in the aircraft by an SP/IP/SI/FI/SO/IO. The ACM must demonstrate proficiency in all tasks annotated on the MTL. Rated Aviators and UACs must occupy a crew station with access to the flight controls during the evaluation. Crewmembers must occupy a crew station in the aircraft while performing crew duties during the evaluation.

9-63. NVG PFEs will be a minimum 1-hour flight given at night in the aircraft by an SP/IP/SI/FI. The ACM must demonstrate proficiency in all NVG tasks annotated on the MTL. Rated Aviators must occupy a crew station with access to the flight controls during the evaluation. Crewmembers must occupy a crew station in the aircraft while performing crew duties during the evaluation.

9-64. NVS PFEs will be a minimum 1-hour flight given at night or during the day with blackout curtains in the aircraft by an SP/IP. The ACM must demonstrate proficiency in all NVS tasks annotated on the MTL.

MEDICAL SKILLS EVALUATIONS

9-65. A medical skills evaluations program is a comprehensive evaluation program that allows commanders and flight surgeons to monitor training effectiveness of medical providers assigned and/or attached to the medical evacuation company/detachment within the brigade. The ATP commander must establish a medical skills evaluation program in the unit SOP. Medical skills evaluations may be written, academic, hands-on evaluations in a static aircraft, hands-on evaluations in an aircraft in flight, or a combination there of. This program measures the effectiveness of individual, crew, and collective training. Commanders use the results of the medical skills evaluation to ensure medical providers are maintaining proficiency and readiness as described in the medical training program. Results of medical skills evaluations will be documented on the DA Form 7122.

NO-NOTICE EVALUATIONS

9-66. A comprehensive no-notice evaluation program allows commanders to monitor training effectiveness at all levels. Each commander must establish a no-notice evaluation program in the unit SOP. No-notice proficiency evaluations may be written, academic, hands-on flight evaluation in aircraft/compatible simulator, or a combination thereof. This program measures the effectiveness of individual, crew, and collective training. Commanders use the results of no-notice proficiency evaluations to ensure unit standardization and readiness and to tailor the unit's individual, crew, and collective training programs. Results of no-notice proficiency evaluations will be documented on the DA Form 7122.

POST-ACCIDENT/MISHAP FLIGHT EVALUATION

9-67. This evaluation is conducted according to AR 95-1. The type and nature of the evaluation depends on the crew duties the ACMs were performing at the time of the accident/mishap. Special emphasis will be placed on evaluating the task being performed at the time of the accident/mishap under similar conditions, if possible. After the evaluation, the SP/IP/SI/FI/SO/IO, as appropriate, will debrief the examinee and make the appropriate entries and recommendations on DA Form 7122 for the commander's endorsement. The accident circumstances should be used to influence training management decisions including task frequency, training method, and environment.

MEDICAL FLIGHT EVALUATION

9-68. This evaluation is conducted according to AR 95-1. The SP/IP/SI/FI/IO/SO, as appropriate, on the recommendation of the flight surgeon and the commander's direction, will require the examinee to perform a series of tasks most affected by the examinee's disability. The evaluation should measure the examinee's potential to perform tasks despite the disability. It should not be based on current proficiency.

9-69. After the examinee has completed the medical flight evaluation, the evaluator will document the evaluation on DA Form 7122 and provide the results to the commander and flight surgeon for appropriate disposition.

9-70. Additionally, the evaluator will prepare a memorandum. The memorandum will include—

- A description of the environmental conditions under which the evaluation was conducted (for example day, night, or overcast).
- A list of the tasks performed during the evaluation.
- A general statement of the examinee's ability to perform with the disability and under what conditions the ACM can perform.

9-71. The unit commander will forward the memorandum to the Director, United States Army Aeromedical Activity, and ATTN: MCXY-AER, Fort Rucker, Alabama 36362-5333, for board action. Commanders will coordinate with the local flight surgeon to obtain board results to ensure actions are completed in a timely manner.

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PART THREE

Flight Records Management

Chapter 10

Flight Training Records Management

CENTRALIZED AVIATION FLIGHT RECORDS SYSTEM

10-1. The management of the ATP is completed utilizing CAFRS by standardization and flight operations personnel. Information is stored in the CAFRS central database (CCDB) which is a centralized repository that can be accessed through the internet by individuals with the proper permissions. CAFRS sustains and improves the management of flight and air traffic services records through a fully automated and globally accessible secure system. CAFRS information allows the Army's senior-level leadership visibility over flight operations information to assist in resource, readiness, and personnel management. CAFRS training will be incorporated into the unit training program for personnel assigned CAFRS responsibilities, roles and permissions.

10-2. The CAFRS help desk and/or the regional representative is the resource to resolve CAFRS related issues and may be contacted at usarmy.redstone.devcom-avmc.mbx.cafrs-help@army.mil. The CAFRS website is located within the Joint Technical Data Integration website.

10-3. Flight training records management through CAFRS is used by commanders and trainers to track significant training events, requirements and evaluations within each ATP year. At the end of each ATP year, required information will be transferred to the ACM's annual DA Form 759 birth month closeout according to chapter 11.

10-4. Commanders will ensure that a CAFRS file is maintained for each ACM assigned or attached to their unit. In the event paper records are required, the IATF will consist of the following forms:

- Right-side arrangement:
  - DA Form 7122.
  - DA Form 4507 (*Crew Member Grade Slip*).
  - DA Form 4507-1 (*Maneuver/Procedure Grade Slip).*
  - DA Form 4507-2 (*Continuation Comment Slip*).
- Left-side arrangement:
  - DA Form 7120.
  - DA Form 7120-1 (*Crew Member Task Performance and Evaluation Requirements*).
  - DA Form 7120-3.

Note. Instructions for the completion of DA Forms referenced within this chapter can be located on the forms themselves. The forms are located on the APD website.

10-5. Standardization personnel must ensure the accuracy of the data entered into individual training records (CAFRS or IATF) and work with flight operations personnel to ensure the official closeout is completed.

AIRCREW TRAINING PROGRAM RECORDS SYSTEM

10-6. The ATP records system provides commanders with a comprehensive performance record on each ACM in their unit. It is essential records are up to date and accurate for commanders to determine if ACMs are properly trained and meeting ATP requirements. An ACM's flight records consists of an IATF that is maintained by the unit's standardization personnel, and an IFRF, that is maintained by the unit's flight operations personnel.

10-7. ATP records serve the following functions:

- They document individual and crew training and collectively they are a continuity file used by the commander to determine the unit's overall level of training.
- ATP flight records are maintained for each ACM performing crew duties. This is the principle means by which individual training information is transferred from the losing unit commander to the gaining unit commander.
- ATP records are not the exclusive domain of the trainers that maintain them and should be a concerted effort by standardization personnel and flight operations personnel. Flight records are the commander's first step in a unit's bottom-up assessment of training.

Note. Due to the electronic nature of CAFRS, times will exist when requirements cannot be met as set forth in this manual. In those instances the records will be corrected at the first available time and a note will be posted in the DA Form 7120-3 that states the deviation based on the limitations of the system. (Certification on the last day of the month, or unable to create a digital DA Form 7120 and must work on a paper copy.)

COMMANDER'S CERTIFICATION

10-8. The commander must certify the DA Form 759 at the end of every ACM's ATP year. The commander's certification is the final cross check to ensure that an individual's ATP requirements have been met and that required events have been properly annotated on the DA 759. Operations personnel in coordination with standardization personnel must be proactive and participate in the management of the IATF and IFRF to ensure the accuracy of the DA Form 759.

10-9. ATP commanders are required to annually certify each ACMs DA Form 759 after verifying requirements have been met or when they have not to ensure the appropriate administrative actions have been taken/recorded.

10-10. When ATP requirements have not been met the commander will investigate and process according to AR 95-1; take action; and ensure events are properly posted the DA Form 759.

10-11. If the ACM is a company commander (ATP commander), the battalion commander, will sign the certification block. When the ACM is a battalion or brigade commander, the ATP commander will sign the certification block.

COMMANDER'S TASK LIST

10-12. Brigade-level commanders evaluate each duty position to determine how it can best support the unit's METL/collective task(s). After designating each position FAC 1, FAC 2, FAC 3, or FAC 4, the ATP commander develops a task list to support the duty position. The CTL consists of the DA Form 7120 series. It is established whenever an ACM is integrated into a unit's ATP. The CTL is an agreement between the commander and the ACM. The requirements established by the CTL are tailored to the proficiency training needs of the individual ACM. It designates the authorized duties and flight stations the ACM may occupy and the hours, tasks, iterations, evaluation requirements, and other training requirements the ACM must accomplish during the training year.

10-13. The CTL consists of the DA Form 7120 and all enclosures. The DA Form 7120 is the commander's authorization for the ACM to perform flight duties in the designated duties, stations, modes of flight, and

tasks. Commanders use DA Forms 7120, 7120-1, and 7120-3 to inform ACMs of their ATP requirements. A separate DA Form 7120-series is required for each additional and alternate aircraft in which the ACM performs duties except for the FS/APA. ACMs performing crew duties in multiple aircraft defined as similar may use a single DA Form 7120-series for each instance if the ATP commander does not require additional requirements.

10-14. All mandatory tasks are outlined in the MTL. If tasks are not listed on an individual's CTL, commanders will ensure authorization of the task during the mission approval and briefing process. At a minimum, commanders should use the following authorization criteria if the task is not listed on the CTL and is required to be performed:

- Consider crew qualifications and experience.
- Perform a risk assessment.
- Weigh the risk versus the reward.
- Decide if other support is required.
- Brief crew on a DA Form 5484 (*Mission Schedule/Brief*).

10-15. Units will initiate a new DA Form 7120 when—

- The ACM is integrated into the unit's ATP. Only the ACM's biographical data in Part 1 and authorized flight duties/stations in Part 2 are required.
- The ACM begins a new ATP training year.
- An ACM has a change in primary, alternate, or additional aircraft.

10-16. The ATP commander will certify with initials the DA Form 7120 anytime a change is made to Part II, Part III, and/or Part IV on the DA Form 7120 or the addition of a task/iteration on the DA Form 7120-1 the commander will ensure the ACM has been briefed on any change to ATP requirements. Updating administrative data, rank changes, and spelling errors do not require the commander's approval. If a change in unit command occurs during the ATP year, the existing DA Form 7120 and all enclosures remain in effect until the new form is initiated.

10-17. The ACM will sign and date the CTL to certify he or she has been briefed on and understands the ATP requirements prior to the first flight. Upon initial RL1 designation, the ACM will be briefed on task iteration, flying hour minimums, evaluation requirements and all other requirements incurred by this designation. For annual re-designation, the commander and ACM will sign the CTL prior to the first flight following the ACM's birth month.

Note. RC and ARNG ACMs may have requirements upon designation of RL2.

DEPARTMENT OF THE ARMY FORM 7120

10-18. DA Form 7120 is used to designate authorized flight duties and stations, annual/semi-annual flying-hour requirements and evaluation requirements for ACMs.

10-19. For RL progression, the commander and ACM will sign and date the form authorizing the ACM to perform flight duties in the designated crew stations prior to the ACMs first flight.

10-20. DA Form 7120 is an active document. As such, commanders may amend the DA Form 7120 and associated enclosures throughout the ACM's ATP training year.

10-21. Certification. No later than the last day of an ACM's annual period, the ACM will sign and certify completion of flying hour ATP requirements. The ACM will specify "have" or "have not" completed ATP requirements.

ASSESSING FLYING-HOUR REQUIREMENTS

10-22. Individual flying hour requirements are derived from the flying hour requirements table and broken down into two segments: annual (annual flying hour requirements) and/or semi-annual (first

period and/or second period flying hour requirements). Compute training period inclusive dates for the appropriate condition-initial designation or annual designation.

- **Initial Designation.** Initial designation is when an ACM is first designated RL1 or FAC 3 after integration into the unit's ATP.
  - ***Annual.*** When initially designated RL1 or FAC 3 (or RL2 for ARNG ACMs), the annual training period will begin that day and end the last day of the ACM's birth month.

ACM Birth Month	July
Designated RL1 (RL 2 for ARNG)	17 October 14
Annual Training Period	17 October 14 to July 15

  - ***First Period.*** The first training period is normally the first six months of an individual's annual training period. If initial designation occurs during the normal first period, the first training period will be from that date through the end of the first semiannual period. If the ACM is designated RL1 during the second training period, leave the date blocks blank in the first training period.
  - ***Second Period.*** The second training period is normally the last six months of an individual's annual training period. Since initial designation in this case was during the normal first period, the individual will have a complete second training period.

ACM Birth Month	July
Designated RL1 (RL 2 for ARNG)	17 October 14
Second Training Period	February 15 to July 15

- **Annual Designation.** Annual designation is the initiation of a new DA Form 7120 after the ACM's annual closeout.
  - ***Annual.*** The first day of the month following the individual's birth month through the end of the ACM's next birth month and year.

ACM Birth Month	July
Annual Closeout	31 July 15
Annual Training Period	August 15 to July 16

  - ***First Period.*** The first day of the month following the individual's birth month, through the end of the sixth month following the birth month.

ACM Birth Month	July
Annual Closeout	31 July 15
First Training Period	August 15 to January 16

  - ***Second Period.*** The first day of the seventh month following the individual's birth month, through the end of the next birth month and year.

ACM Birth Month	July
Annual closeout	31 July 15
Second Training Period	February 16 to July 16

- **Total Aircraft Hours.** Determine the number of whole months remaining in the semi-annual period in which designated RL1 (or RL2 for ARNG ACMs). Multiply the number of whole months in the training period times one-sixth of the semi-annual requirement.

H–60L-Series	
Birth Month	July
Designated RL1 FAC 1	17 October 14
First Period	3 Months = 3 (1/6 x 48) = 24 hours
Second Period	6 Months (48 hours)

- **Total Simulator Hours.** Determine the number of whole months remaining in the training period in which designated RL1. Multiply the number of whole months remaining in the training period times one-sixth of the semiannual requirement or one-twelfth of the annual requirement as appropriate.

H–60L-Series	
Birth Month	July
Designated RL1 FAC 1	17 October 14
Annual Period	9 Months = 9 (1/12 x 18) = 13.5 hours

- **Condition Specific Hours.** Enter the flying hours required under specific conditions as required by the flying hour requirements table or ACOM/local directives. The commander may specify other condition specific aircraft flying hour requirements in the bottom two blocks of Part III.

DEPARTMENT OF THE ARMY FORM 7120-1

10-23. Commanders use DA Form 7120-1 to list task iteration requirements and any additional task evaluation requirements.

DEPARTMENT OF THE ARMY FORM 7120-3

10-24. DA Form 7120-3 is used to record any additional training/evaluation requirements designated by the unit.

10-25. Certification. No later than the last day of an ACM's first and/or second semi-annual period, the ACM signs and certifies completion of flying hour ATP requirements. The ACM specifies that they "have" or "have not" completed ATP requirements.

DEPARTMENT OF THE ARMY FORM 7122

10-26. DA Form 7122 is a permanent record of significant events in an individual ACM's aviation career and is a tool for commanders and standardization personnel to record and track training. Specific recorded events will be transferred to the DA Form 759 during the annual close-out process. The dates will automatically be populated by CAFRS providing that standard entries are used. In the event standard entries are not used, the remarks section will be used to capture the date training is completed.

10-27. Required events include the following:

- Unit assignments and re-assignments. Re-assignment within the unit not requiring a DA Form 759 closeout will be treated as a change of duty.
- Start and completion of time-limited training programs.
- Start and completion of each RL during progression.
- Proration of flying-hour minimums at the end of the training period which includes justification and number of months prorated in entry remarks.
- Placement on or removal from flight status.
- Change of duty position, FAC, primary, alternate, or additional aircraft.
- Completion of DA aviation-related qualification courses, both flying and non-flying.
- Flight, oral, and written evaluations include the following:
  - No-notice evaluation.
  - APART instrument evaluation.
  - APART standardization evaluations.
  - APART maintenance evaluation.
  - APART NVG evaluation.
  - PFE.
  - CDRs evaluation.
- Any nonmedical suspensions and their disposition.
- Medical suspensions (30 days or longer) and their disposition. Refrain from using personal health related information. It should only state if the ACM is dealing with an injury or a sickness. "ACM is medically suspended due to an injury" or "ACM is medically suspended due to sickness."

- All waivers or extensions of ATP requirements granted. Entries will specify the affected requirements and when applicable, the date the requirements must be completed.
- Completion of extension or waiver requirements.
- Change in unit aircraft availability and/or non-availability status due to movement to deployment/redeployment or aircraft preset and/or reset. This entry is not required, if aircraft non-availability does not result in the ACM being granted a waiver, extension, or flying-hour proration.
- Designation or removal of alternate or additional aircraft. Also, the addition or removal of similar aircraft to the listing on Primary, Additional, or Alternate aircraft DA Form 7120-series forms.
- Involvement in any Class A, B, or C, accident/mishap or incident and the results of any post-accident/mishap evaluation (if given).
- Completion of significant training. Include the source of the training program in the event remarks; for example, "Deck landing qualification completed per the USAACE Overwater TSP."
- Enter "YYYY ATP Requirements Complete" when all ATP requirements are completed.
- Completion of LAO (to include times for Day, Night, NVD).
- Completion of required gunnery tables.
- Completion of initial or trainer ACT qualification and annual sustainment ACT training.
- Initial AMS Training Complete.
- Annual AMS Academics Complete.
- Annual AMS Evaluation.
- Receipt of a "Broken Wing" award or flying-hour award for safety.
- Aircraft software/hardware qualifications.

10-28. The following entries require the ATP commander's approval:

- Non-medical suspension.
- RL designation after failure of a hands-on performance test or a training deficiency.
- Extensions.
- Return to previous duties after nonmedical suspension or RL designation after failure of a hands-on performance test or a training deficiency.

DEPARTMENT OF THE ARMY FORM 4507

10-29. Use DA Form 4507, along with DA Form 4507-1 and DA Form 4507-2 for training programs or evaluations that require a series of flights. These forms will be retained until the completion of training and a summary of the event is entered on the DA Form 7122.

DEPARTMENT OF THE ARMY FORM 4507-1

10-30. DA Form 4507-1 is a maneuver grade slip that lists each task and an assessment of the ACM's task performance during RL progression or training.

DEPARTMENT OF THE ARMY FORM 4507-2

10-31. DA Form 4507-2 is used to record comments and explain DA Form 4507 and DA Form 4507-1 entries, as appropriate.

10-32. Comments should be clear, concise, and objective. These comments are important for reference by other trainers or evaluators during future training or evaluation.

Chapter 11

Flight Operations Management of Individual Flight Records

INDIVIDUAL FLIGHT RECORDS FOLDER

11-1. Flight operations personnel utilize the following forms to manage the IFRF:

- DA Form 759.
- DA Form 759-1 (*Individual Flight Record and Flight Certificate-Army [Aircraft Closeout]*).
- DA Form 759-2 (*Individual Flight Record and Flight Certificate-Army [Flying Hours Work Sheet]*).
- DA Form 759-3 (*Individual Flight Record and Flight Certificate-Army [Flight Pay Work Sheet]*).
- DA Form 2408-12 (*Army Aviators Flight Records*).
- DA Form 3513 (*Individual Flight Records Folder, United States Army*).

Note. Instructions for the completion of DA Forms referenced within this chapter can be located on the forms themselves. The forms are located on the APD website.

11-2. The IFRF is the ACM supplemental file to maintain a document that cannot be created/uploaded into CAFRS. This folder is given to the ACM during a PCS, ETS, or retirement. During a PCS move, the ACM will turn this folder into the gaining unit flight operations. The folder will contain—

- "CAFRS.PCS" file or ".NPPCS" file.
- DD Form 2992.
- Aeronautical designation orders.
- Aviation Service Entry Date orders and/or AvIP.
- Initial aircrew qualification documentation for IP, IE, IO, SO, MP, FE, and FI.
- All flight status orders (issuance/termination/amendments) for active component NRCMs, ARNG, and USAR aircrew members.
- Termination notices (120-day) for RCMs and NRCMs.
- Aviation special-skill badge orders.
- IERW/aircraft qualification course and/or new equipment training certificates.
- Other documentation, as required by the commander.
- Requests for orders (RFOs) until actual orders are received.

LEFT-SIDE ARRANGEMENT

11-3. The IFRF left-side arrangement subject areas are separated with dividers labeled "Supplemental Documents," "Medical," and "Orders." These documents are arranged in chronological order from top to bottom as shown in figure 11-1, page 11-2.

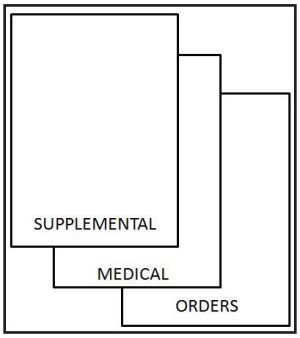


Figure 11-1. Left-side file arrangement

ACM SUPPLEMENTAL DOCUMENTS

11-4. ACM supplemental documents include ATP extensions and/or waivers, 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

11-5. DD Form 2992 requires that the effective date and expiration date are both present and accurate. Commanders, individuals, and flight surgeons must complete their areas before it is filed in the IFRF, per AR 40-501. DD Form 2992 data is entered into CAFRS, and flight authorization is included in the remarks. (For example, FFD) Maintain a signed copy of DD Form 2992 in the IFRF along with copies of medical suspensions and subsequent up slips until the completion of the annual birth month closeout. Table 11-1 outlines the criteria for retaining the DD Form 2992.

Table 11-1. Department of Defense Form 2992 retention

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

11-6. 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

11-7. The following are types of order maintained in the IFRF:

- Aviation service entry date orders.
- Flying status orders.
- Aeronautical certifications and aircraft qualification course certificates.
- Suspension orders (other than for medical disqualification).
- ACM flying status orders.
- Course completion certificates for IPs, IEs, MPs, aircraft qualification courses, UAS operators, SOs, IOs, and nonrated crewmember SI in this section. When a course completion certificate is not available, use DA Form 1059 (*Service School Academic Evaluation Report)*, DES memorandum for record, or Army training requirements and resources system.
- Basic, senior, and master aviator badge orders for rated aviators per AR 600-105 and AR 600-8-22.
- Basic, senior, and master aviation (or flight surgeon) badge orders for ACMs and UAS operators per AR 600-105, AR 600-106, and AR 600-8-22.
- Request for orders (RFOs) are valid for a period not to exceed 90 days. If orders have not been received at the 91st day, the Commander will execute an administrative restriction (such as restriction from Flying Duty) until the actual orders have been received.

RIGHT-SIDE ARRANGEMENT

11-8. Maintaining a printed copy of the current and historical DA Form 759-series is still required due to limitations with CAFRS. 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.

FOLDER LABELING

11-9. Flight records are required to be labeled as stated in AR 25-400-2 (figure 11-2). Place the personal information label on the top left corner and the disposition instructions on the top right corner. The Army Records Information Management System requires the Privacy Act system number found in AR 25-22.

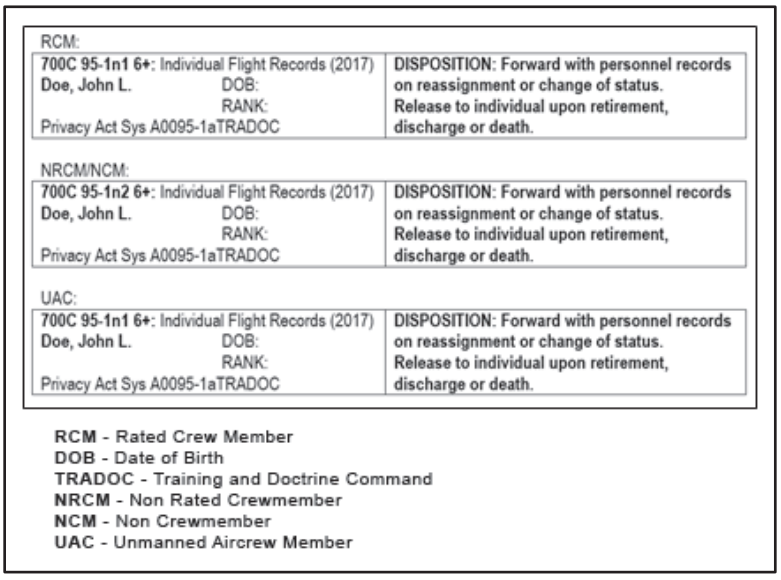


Figure 11-2. Label examples

LOST OR DAMAGED FOLDERS

11-10. When a Soldier's IFRF is lost or destroyed flight operations personnel will—

- 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.

11-11. 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. DA Form 759, Part IV, is used to annotate actions taken to locate missing documentation and methods used to verify flight hours.

FOLDER DISPOSITION

11-12. The IFRF is forwarded with the individual on reassignment. The records custodian maintains a log for records that are signed out to individuals for TDY, PCS, or attendance at EAATS, WAATS, or USAACE. Charge-out forms are maintained for records per the Army Records Information Management System.

11-13. Upon final closeout at the unit, completing synchronization with the CCDB will deactivate the record and move it to the CCDB for storage.

CLOSING FLIGHT RECORDS

11-14. DA Form 759, DA Form 759-1, and DA Form 759-3 (as required) are prepared when the flight records are closed. These forms are required for individuals on flight status. A birth month closeout is completed within 10 working days for active duty, or 30 calendar days for ARNG and USAR components, from the end of the birth month and e a digital or hard copy is provided to the individual. Records are closed at the following times:

- End of birth month (also applies to individuals who are in a non-operational 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 (non-crewmember to crewmember or vice versa), change of duty status (operational to nonoperational or vice versa), or change of aviation service (active or reserve).
- When the crewmember attends a flight-related course (such as MP or IP).
- Upon disqualification from flying status.
- When directed by an aircraft accident investigation board.
- Upon death.
- Upon reaching 25 years of aviation service (commissioned officers).
- Aviator failed to meet 12 or 18 year gate audit.
- Upon issue of limited cockpit duty orders.

11-15. The custodian will use the commander's task list to assist with completing DA Form 759, Parts III and IV, at the end of the individual's birth month.

11-16. 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 DA Form 759.

TRANSCRIBING FLIGHT TIME

11-17. CAFRS will transcribe flight time from DA Form 2408-12 to DA Form 759-2 and DA Form 759-3. The PC and/or AC is responsible for accurately completing DA Form 2408-12. 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 Aircraft Notebook (ACN) 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 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.

11-18. Flight hours from previous time as an Aero Scout observer or crewmember and/or non-crewmember UAS operator are not added to flight time as a rated officer.

RATED OFFICER

11-19. Army aviators and flight surgeons are authorized flying status according to AR 600-105. Flight surgeons are rated officers but are not included in the rated inventory of Army aviators. When using CAFRS, flight surgeons are identified as rated officers fly for pay.

CREWMEMBER/NONCREWMEMBER

11-20. Crewmembers and/or non-crewmembers are authorized flying status according to 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

11-21. Operations maintains a document reflecting all crewmember/non-crewmember flight slots listed on the MTOE or TDA, by paragraph and line number. This document lists individuals in flight positions that are appropriately slotted per paragraph and line number. This assists in managing flight slots and replacing outbound individuals. Operations also works with the personnel staff officer section to ensure the unit manning report reflects individuals filling MTOE or TDA authorized positions.

WRITTEN 120-DAY NOTICE

11-22. 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

11-23. 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

11-24. DoD FMR 7000.14-R outlines the minimum number of monthly flight hours that qualifies crewmembers and non-crewmembers for hazardous duty incentive pay (HDIP) and flight surgeons for AvIP. 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 AvIP. Flight time is tracked on DA Form 759-3. These times are included at closeout.

11-25. The DoD pay and entitlements manual provides an in-depth discussion of the requirements for HDIP and AvIP and the tracking of flight hours.

11-26. 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 637-1 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.

DEPARTMENT OF THE ARMY FORM 2408-12

11-27. Information for each flight of an Army aircraft is logged on DA Form 2408-12. This form contains information about the aircraft, crewmembers, and maintenance information for each flight. DA PAM 738-751 and CAFRS provides guidance for properly filling out DA Form 2408-12. Logging of flying time will be according to AR 95-1.

RATED OFFICERS FLIGHT RECORDS

11-28. This section details flight records management procedure for Rated aviators who qualify for continuous AvIP. The forms used by these personnel are DA Form 759-2, DA Form 759-1, and DA Form 759, respectively. 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 officer will obtain a copy of the most current flight records and CAFRS companion file.

DEPARTMENT OF THE ARMY FORM 759-2 (TEMPORARY WORKSHEET)

11-29. 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, daily flights of rated aviators are recorded. The form is 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, an additional temporary worksheet is used.

11-30. CAFRS takes information for the temporary worksheet from DA Form 2408-12. 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.

11-31. A new form is not required for each month, make as many entries on the form as space allows for both daily and monthly use. Leave a blank line after each month's entries. Hours will be entered in hours and tenths of hours.

11-32. 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).

DEPARTMENT OF THE ARMY FORM 759-2 (CONSOLIDATION WORKSHEET)

11-33. The following instructions are used to complete DA Form 759-2:

- 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.
- 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 and enter as a one-line entry.
- 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**.**
- 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**".

DEPARTMENT OF THE ARMY FORM 759-1

11-34. Use DA Form 759-1 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.

11-35. CAFRS will generate a 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.

DEPARTMENT OF THE ARMY FORM 759 CLOSEOUT

11-36. CAFRS will generate a DA Form 759 for all individuals on flying status when closing flight records. DA Form 759 contains four parts and the individual's ATP commander must sign and date the form to certify the closeout data. If the individual's ATP commander is not the certifying officer who authorized flight duties on DA Form 7120, the certifying officer authorizing flight duties will sign and date the closeout to certify. The DA Form 759 must be digitally signed in CAFRS.

11-37. Table 11-2 provides service component category codes for block 8 of DA Form 759.

Table 11-2. 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)

CREWMEMBER/NONCREWMEMBER, CONDITIONAL AVIP INDIVIDUALS AND UAS PERSONNEL FLIGHT RECORDS

11-38. This section details flight records management procedure for personnel performing duties as crewmembers/non-crewmember, UAS personnel, and rated aviators who do not qualify for continuous AvIP, commonly referred to as conditional AvIP individuals. The forms used by these personnel are DA Form 759-3, DA Form 759-1, DA Form 759-2, and DA Form 759. 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/non-crewmember, UAS personnel, and rated aviators who do not qualify for AvIP, will obtain a copy of his/her most current flight records and CAFRS companion file.

DEPARTMENT OF THE ARMY FORM 759-3 (TEMPORARY WORKSHEET)

11-39. DA Form 759-3 is used as both a temporary worksheet and a consolidation worksheet for flights performed by a RCM/NRCM, and conditional AvIP recipients. DA Form 759-3 is not required for UAS operators. It incorporates requirements from DoD FMR 7000.14-R, and AR 637-1 to manage monthly flight hours. Flight records personnel manage monthly flight requirements for entitlement to HDIP/conditional AvIP.

11-40. The CAFRS generated temporary worksheet is transcribed from the 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. 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. CAFRS displays flight time in hours and tenths of hours. 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"**.

DEPARTMENT OF THE ARMY FORM 759-3 (CONSOLIDATION WORKSHEET)

11-41. DA Form 759-3 will also be used as the consolidation worksheet for flights performed by a crewmember/non-crewmember and conditional AvIP recipients. The DA Form 759-3 consolidation worksheet is not required for UAS operators. The following is general information for understanding the content of the DA Form 759-3 generated by CAFRS. CAFRS will generate a completed DA Form 759-3 with DA Form 759 and DA Form 759-1 when an individual's flight records are closed. CAFRS will automatically number the consolidation worksheet the same as the DA Form 759-series.

11-42. Maintain DA Form 759-3 and calculate flight entitlements throughout the period. When the flight records are closed, CAFRS completes the form using the temporary worksheets that pertain to the period covered and the previous DA Form 759-3. For each month, consolidate the time by aircraft, flying duty symbol, flight condition symbol and, mission symbol (only combat or imminent danger). CAFRS will display the total time in hours and tenths of hours. 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**".

DEPARTMENT OF THE ARMY FORM 759-1

11-43. 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. The following are general instructions for completing the aircraft closeout summary.

11-44. The DA Form 759-1 will be filed with the DA Form 759 when an individual's flight record is closed. A DA Form 759-1 will be prepared for each aircraft and/or flight simulator for flight surgeons and UAS operators listed on the individual's DA Form 759-3 consolidation worksheet. All similar entries from the worksheet will be added by aircraft. The totals will be carried forward to DA Form 759-1 when the individual's flight record is closed. The DA Forms 759-1 will be numbered the same as DA Form 759.

11-45. A DA Form 759 will be prepared when closing flight records of all individuals on flying status. Form 759 contains four parts and the individual's ATP commander must sign and date the form to certify the closeout data. If the individual's ATP commander is not the certifying officer who authorized flight duties on DA Form 7120, the certifying officer authorizing flight duties will sign and date the closeout to certify. The DA Form 759 must be digitally signed in CAFRS.

MONTHLY EXCEPTION CERTIFICATION AND 120 DAY NOTICE

11-46. 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. AR 637-1 provides more information on the certificate and 120 day notice (figure 11-3, page 11-9).

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 form 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.

Unit Commander's Signature Block
Xxx, Xxxxx
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, Xxxx
Xxxxxxxxxx

Figure 11-3. Sample 120-day advance notice of removal from flight status

11-47. Table 11-3 provides mandatory and standard remarks for the ACM.

Table 11-3. ACM mandatory and standard remarks

MANDATORY REMARKS
1. Records closed (date) (reason).
2. ACM has completed (number of months) of TOFDC.
3a. ACM has completed ATP requirements.
3b. ACM has not completed ATP requirements. (Explain what ATP requirements have not been completed and the actions that have taken place.)
3c. ACM has no ATP requirements due to (State the reason ACM has no requirements.).
Note. When ACM 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. ACM completed previous ATP requirements on (date).
3e. Previous ATP requirements waived by (as appropriate) commander on (date).
3f. ACM failed to complete ATP requirements within the additional timeframe. (State actions taken.)
4a. ACT initial qualification complete (date completed).
4b. ACT annual sustainment training complete (date completed).
4c. ACT trainer qualification complete (date completed).
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. ACM is temporarily suspended from flying duty from (date) to (date). (Do not include an actual reason for the temporary medical grounding.)
2. ACM awarded (Basic, Senior, or Master) aviation badge under provisions of (issuing authority), (date).
3. ACM completed (type) NVG training on (date).
4. ACM qualified in (mission, type, design, and series) aircraft on (date). Added (number) hours to this aircraft previously logged under RW or FW time on DA Form 759.
5. ACM has successfully completed the United States 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). (This remark will be used only when adjustments to combat or imminent danger time have been made for the closeout period.
8. ACM 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. ACM involved in (Class A, B, or C) accident on (date) in (type of aircraft) as (enter duty position and station).
11. ACM reassigned under provisions (issuing authority) (orders number), (dated). Reassigned to (unit and station).

Table 11-3. ACM mandatory and standard remarks, cont'd

STANDARD REMARKS
12. Medical waiver granted effective (date). (Do not enter the actual medical condition)
13. ACM 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. ACM terminated from flying status on (date) under provisions (authority) orders number, dated, and effective date.
16. ACM placed before a flying evaluation board on (date). (State determination of board)
17. Flight operations officer verified (number) hours of civilian (fixed or rotary wing) hours flown from (date) to (date).
18. ACM granted one calendar month extension to complete the annual FDME/FDHS. ACM completed previous physical examination on (date).
19. Flight record lost on (date). (Enter action to locate missing records.) Records reconstructed from (source) on (date).
20. ACM placed on (crewmember/non-crewmember) flying status under provisions (issuing authority) orders number, dated, effective date.
21. 120-day notice for removal from flight status given on (date).
22. (Aircraft) designated as ACM's second (third and so on) additional aircraft effective (date).
23. ACM has completed initial physiological training prescribed in TC 3-04.93 including hypobaric (low-pressure/high-altitude) chamber qualification on (date).
24. ACM has completed refresher physiological training including hypobaric (low-pressure/high-altitude) chamber qualification on (date), reduced oxygen breathing device (ROBD) exercise on (date).
25. Commander is unable to digitally certify DA Form 759 due to (reason).
Note. Non-standard remark, explain in easy to understand language.

ACM-aviation crewmember	FW-fixed-wing
ACT-aircrew coordination training	HIPAA- Health Insurance Portability and Accountability Act
ATP-aircrew training program	NVG-night vision goggles
DA-Department of the Army	RW-rotary wing
FDHS-flying duty health screening	TC-training circular
FDME-flying duty medical examination	TOFDC-total operational flying duty credit

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Glossary

ACROYNYMS

AAR	after action review
AATS	Army Aviation Training Site
AC	aircraft commander
ACAT	aircrew catalog of academic topics
ACM	aviation crewmember
ACT	aircrew coordination training
AGR	active Guard/Reserve
AIRF	aircrew information reading file
ALSE	aviation life support equipment
AMC	air mission commander
AMS	aviation mission survivability
AMSO	aviation mission survivability officer
APA	aeromedical physician's assistant
APART	annual proficiency and readiness test
AR	Army regulation
ARNG	Army National Guard
ASE	aircraft survivability equipment
ATM	aircrew training manual
ATP	aircrew training program
AVCATT	aviation combined arms tactical trainer
AvIP	aviation incentive pay
CAFRS	Centralized Aviation Flight Records System
CATS	Combined Arms Training Strategy
CBAT	computer-based aircraft survivability equipment training
CBRN	chemical, biological, radiological, and nuclear
CE	crew chief
CID	combat identification
CTL	commander's task list
DA	Department of the Army
DA PAM	Department of the Army pamphlet
DAC	Department of the Army civilian
DES	Directorate of Evaluation and Standardization
DoD	Department of Defense
DOTD	Directorate of Training and Doctrine
EAATS	Eastern Army National Guard Aviation Training Site
FAC	flight activity category
FCP	functional check pilot
FE	flight engineer

FEB	flight evaluation board
FHP	flying-hour program
FI	flight instructor
FLIP	Flight Information Publication
FM	field manual
FMR	financial management regulation
FS	flight surgeon
FTS	full-time support
FW	fixed-wing
FWAATS	fixed-wing Army National Guard Aviation Training Site
HDIP	hazardous duty incentive pay
HIPAA	Health Insurance Portability and Accountability Act
HQDA	Headquarters, Department of the Army
IATF	Individual Aircrew Training Folder
IE	instrument examiner
IERW	initial entry rotary wing
IFRF	individual flight records file
IO	instructor operator
IP	instructor pilot
LAO	local area orientation
LZ	landing zone
M-Day	man-day
ME	maintenance test pilot evaluator
METL	mission essential task list
MOPP	mission-oriented protective posture
MOS	military occupational specialty
MP	maintenance test pilot
MTL	master task list
MTOE	modification table of organization and equipment
NAVAID	navigational aid
NCM	non-crewmember
NGB	National Guard Bureau
NRCM	non-rated crewmember
NVD	night vision device
NVG	night vision goggle
NVS	night vision system
OE	operational environment
PC	pilot in command
PCS	permanent change of station
PFE	proficiency flight evaluation
POI	program of instruction

RC	Reserve Component
RCM	rated crewmember
RL	readiness level
RM	risk management
RW	rotary wing (aircraft)
SAAO	state Army Aviation officer
SFTS	synthetic flight training system
SI	standardization instructor
SO	standardization operator
SOP	standard operating procedure
SP	standardization instructor pilot
TADSS	training aids, devices, simulators, and simulations
TC	training circular
TDA	table of distribution and allowances
TDY	temporary duty
TM	technical manual
TOFDC	total operational flight duty credit
TRADOC	Training and Doctrine Command
TPU	troop program unit
TSP	training support package
TTP	tactics, techniques, and procedures
UAC	unmanned aircraft crewmember
UAS	unmanned aircraft system
USAACE	United States Army Aviation Center of Excellence
USAR	United States Army Reserve
USAJTD	United States Army Jet Training Detachment
USC	United States Code
USR	unit status report
UT	unit trainer
UTL	unit task list
WAATS	Western Army National Guard Aviation Training Site
WO	warrant officer

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These documents must be available to the intended users of this publication.

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