

Change 1

Headquarters
Department of the Army
Washington, DC, 21 April 2010

Airfield and Flight Operations Procedures

1. Change FM 3-04.300, 12 August 2008, as follows:

| Remove old pages: | Insert new pages: |
|--------------------------|--------------------------|
| iii and iv..... | iii and iv |
| 6-7 and 6-8..... | 6-7 and 6-8 |
| 7-11 and 7-12..... | 7-11 and 7-12 |
| 8-13 and 8-14..... | 8-13 and 8-14 |

2. A star (*) marks new, changed, or location of deleted material.

3. File this transmittal sheet in front of the publication.

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GEORGE W. CASEY, JR.
General, United States Army
Chief of Staff

Official:



JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army
1009002

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| | | |
|---------------------------------------|--|-------------|
| | Section II – Mission Scheduling | 5-6 |
| | Mission Briefing | 5-7 |
| | Section III – Operations Training and Evaluation | 5-9 |
| | Training..... | 5-9 |
| | Section IV – Aviation Mission Planning System | 5-11 |
| | System Objectives | 5-12 |
| | Levels of Mission Planning | 5-13 |
| Chapter 6 | AVIATION FLIGHT RECORDS MANAGEMENT | 6-1 |
| | Section I – Flight Records Automation | 6-1 |
| | Centralized Aviation Flight Records System | 6-1 |
| | User Roles/Permissions | 6-1 |
| | Section II – Individual Flight Records Folder | 6-2 |
| | Forms and Records | 6-2 |
| | Folder Labeling..... | 6-3 |
| | Lost or Damaged Folders..... | 6-3 |
| | Folder Disposition..... | 6-3 |
| | File Arrangement..... | 6-3 |
| | Section III – Flying Status Management | 6-8 |
| | Rated Aviator..... | 6-8 |
| | Crewmember/Noncrewmember | 6-8 |
| | Flight Physical | 6-9 |
| | Minimum Flying Time | 6-9 |
| | Section IV – Army Aviator’s Flight Records | 6-10 |
| | Department of the Army Form 2408-12 Completion | 6-11 |
| Chapter 7 | RATED AVIATOR FLIGHT RECORDS | 7-1 |
| | Section I – Flying Hour Worksheet | 7-1 |
| | Temporary Worksheet..... | 7-1 |
| | Consolidation Worksheet..... | 7-4 |
| | Section II – Aircraft Closeout Summary | 7-6 |
| | Department of the Army Form 759 Closeout (Rated Aviator) | 7-11 |
| Chapter 8 | CREWMEMBER/NONCREWMEMBER FLIGHT RECORDS | 8-1 |
| | Department of the Army Form 759-3..... | 8-1 |
| | Department of the Army Form 759-1..... | 8-9 |
| | Department of the Army Form 759..... | 8-14 |
| PART THREE AIRFIELD OPERATIONS | | |
| Chapter 9 | AIRFIELD OPERATIONS | 9-1 |
| | Organization | 9-1 |
| | Personnel Constraints | 9-6 |

| | | |
|-------------------|---|---------------------|
| Chapter 10 | FLIGHT PLANNING AND OPERATIONS..... | 10-1 |
| | Section I – Organization | 10-1 |
| | Weather Section..... | 10-1 |
| | Airfield Operations Branch | 10-2 |
| | Section II – Airfield Management Responsibilities | 10-5 |
| | Airfield Facility Recreational Use | 10-5 |
| | Authorization to Land Foreign Owned/Operated Aircraft at Army Airfields | 10-5 |
| | Joint-Use Airfields | 10-6 |
| | Airfield Markings..... | 10-6 |
| | Section III – Flight Planning Procedures | 10-9 |
| | Flight Plans | 10-9 |
| Chapter 11 | AIRFIELD SERVICES AND SAFETY | 11-1 |
| | Section I – Personnel and Responsibilities | 11-1 |
| | Personnel | 11-1 |
| | Section II – Airfield Safety | 11-3 |
| | Aircraft Accident Prevention..... | 11-3 |
| | Hazardous Materiel..... | 11-6 |
| Chapter 12 | NATIONAL AIRSPACE SYSTEM REQUIREMENTS..... | 12-1 |
| | Section I – National Airspace System Defined | 12-1 |
| | Hierarchy of Airspace..... | 12-1 |
| | Air Traffic Coordination Requirements..... | 12-2 |
| | Section II – Special-Use Airspace | 12-3 |
| | Temporary Flight Restrictions..... | 12-4 |
| | Prohibited Areas..... | 12-4 |
| | Restricted Areas..... | 12-4 |
| | Warning Areas | 12-4 |
| | Military Operations Areas..... | 12-4 |
| | Alert Areas | 12-4 |
| | Victor Airways | 12-4 |
| | Military Training Routes | 12-5 |
| Appendix A | CONTINGENCY AIRFIELD OPENING CHECKLISTS | A-1 |
| Appendix B | AIRCRAFT CHARACTERISTICS | B-1 |
| Appendix C | AIRFIELD LAYOUT PLAN..... | C-1 |
| Appendix D | LETTERS AND MEMORANDUMS | D-1 |
| Appendix E | EMERGENCY PLANS AND PROCEDURES | E-1 |
| | GLOSSARY | Glossary-1 |
| | REFERENCES..... | References-1 |
| | INDEX | Index-1 |

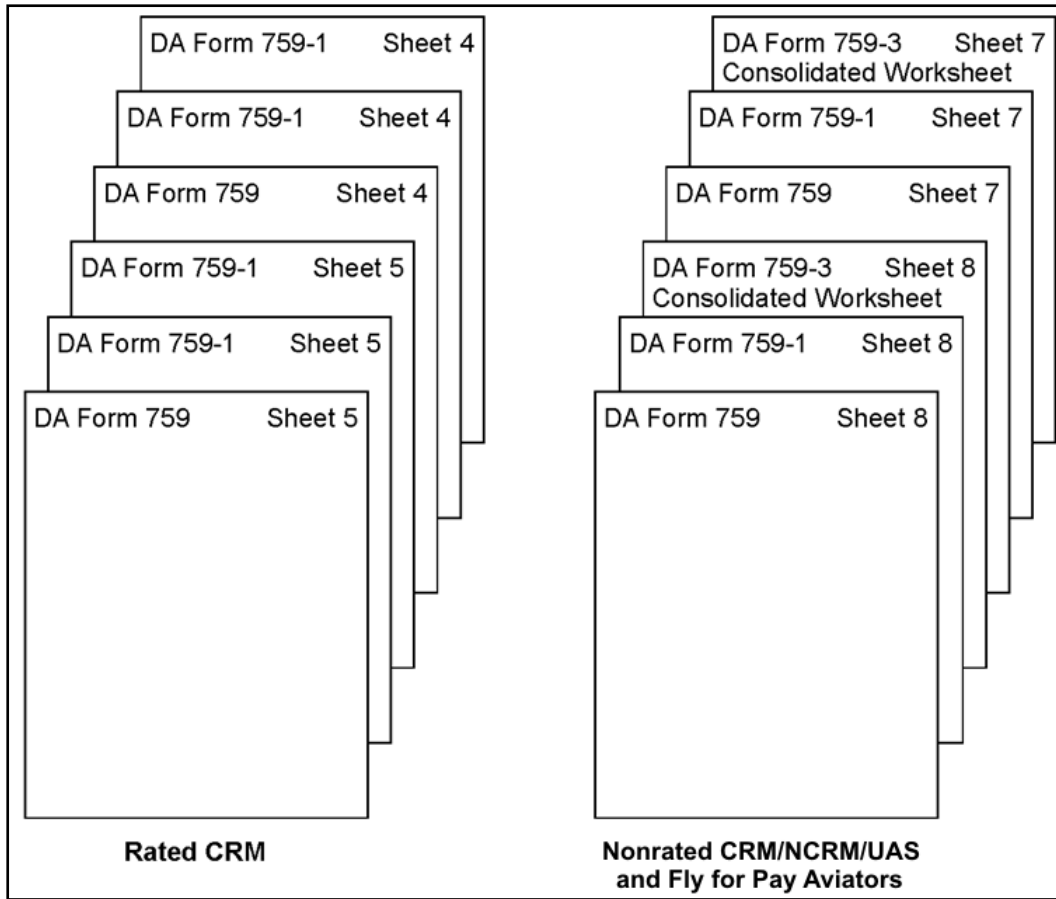


Figure 6-3. Arrangement of DA Form 3513 (right side)

***CLOSING FLIGHT RECORDS**

6-19. Prepare DA Form 759 and DA Form 759-1 when the flight records are closed. These forms are required for individuals on flight status. Prepare a consolidated DA Form 759-3 when the records of crewmembers/noncrewmembers, UAS operators, and aviators in a fly-for-pay status are closed. Complete a birth month closeout within 10 working days (active duty) or 30 calendar days (reserve component) from the end of the birth month and provide a copy to the individual. Close records at the following times:

- End of the birth month (also applies to individuals who are in a nonoperational position).
- Upon a change of assignment or attachment governing flying duty. (A closeout is not required when the flight records custodian does not change.)
- Upon termination of flying status.
- Upon a change of designation (noncrewmember to crewmember or vice versa), change of duty status (operational to nonoperational), or change of aviation service (active or reserve).
- When the aviator attends a skill qualification identifier type school (such as MP, IP Course).
- Upon disqualification from flying status.

- When directed by an aircraft accident investigation board.
- Upon death.

**Note:* The aviator's flight records; CAFRS PCS file and IFRF, will accompany him to the course so flight time and remarks can be entered into the records.

6-20. Number each DA Form 759 consecutively; if an individual's records have been closed three times and this is the fourth closeout, the sheet number will be four.

6-21. At the end of the individual's birth month, forward the commander's task list (CTL), with all enclosures, to the flight records custodian. The custodian will use the CTL to assist with completing Parts III and IV of DA Form 759.

6-22. Upon completion of DA Form 759, the flight records custodian will submit the closeout to the commander for certification. The commander's signature certifies the accuracy of the DA Form 759. The certifying commander is the officer who authorized flight duties on DA Form 7120-R. For units fielded CAFRS the commander must digitally sign the closeout in CAFRS. If the commander is unable to digitally sign the closeout a remark must be added to part IV of the 759.

6-23. The initial closeout that is imported into CAFRS during fielding may be signed by the flight operations officer or NCOIC. The closeout must be signed by the commander in the legacy system.

TRANSCRIBING FLIGHT TIME

6-24. Transcribe flight time from DA Form 2408-12 to DA Form 759-2 and DA Form 759-3. The PC 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 ULLS-A (E) or ELAS maintenance systems may digitally import DA Form 2408-12s into CAFRS using the download tools of CAFRS.

6-25. Flight time from civilian FW or rotary-wing logbooks 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.

6-26. Flight hours from previous time as an aeroscout observer or crewmember/noncrewmember are not added to flight time as a rated aviator. Personnel attending a flight school will file their historical records, and a new IFRF will be initiated.

SECTION III – FLYING STATUS MANAGEMENT

RATED AVIATOR

6-27. Army aviators and flight surgeons are authorized flying status per AR 600-105. Flight surgeons are rated officers but are not included in the rated inventory of Army aviators. When using CAFRS identify Flight Surgeons as rated aviators fly for pay.

CREWMEMBER/NONCREWMEMBER

6-28. Crewmembers/noncrewmembers are authorized flying status per AR 600-106. Individuals must meet the criteria outlined in AR 600-106 and pass the appropriate flight physical before orders are requested.

DEPARTMENT OF THE ARMY FORM 759 CLOSEOUT (RATED AVIATOR)

7-18. Prepare DA Form 759 for all individuals on flying status when closing flight records. Detailed instructions for completing DA Form 759 are in table 7-4. At closeout, arrange flight record forms in the DA Form 3513, as shown in figure 6-2 (page 6-6).

7-19. DA Form 759 contains four parts; all parts must be completed and all entries must be typed. The individual's commander must sign and date the form to certify the accuracy of the closeout data. If the individual's commander is not the certifying officer who authorized flight duties on DA Form 7120-R, the certifying officer authorizing flight duties will sign and date the closeout to certify the accuracy of the closeout data. The DA Form 759 must be digitally signed in CAFRS. If the commander is unable to digitally certify within CAFRS a remark must be added to part IV of the 759.

Table 7-4. Instructions for completing DA Form 759 closeout (rated aviator)

| <i>Item</i> | <i>Instructions</i> |
|---|--|
| Part I. Biography/Demographic | |
| Note: All required dates on all DA Forms 759 will be in the DD MMM YY format (15 JUN 03). | |
| Block 1thru 4 | Enter the appropriate information from blocks 1 through 4 of current DA Form 759-1. |
| Block 5 | Enter the date of birth. |
| Block 6 | Enter the aviation service entry date (the date the aviator received his initial aeronautical certification orders or certificate of completion and aviator wings). |
| Block 7 | Enter the branch of service. |
| Block 8 | Enter the component designation, as shown in table 6-9. |
| *Block 9 | Enter the unit responsible for the Aircrew Training Program (ATP). |
| Block 10 | Enter the duty MOS. The duty MOS may be obtained from the unit S1 section or modification table of organization and equipment/table of distribution and allowances (MTOE/TDA). DA Pam 600-3 lists commissioned officer MOSs and DA Pam 600-11 lists MOSs for warrant officers. Include additional skill and special qualification identifiers when reflected on MTOE/TDA documentation. |
| Block 11 | Enter the assigned duty position. |
| Block 12 | Indicate if the individual is in an operational flying duty position (yes or no). If yes, place date assigned to that position in block. |
| Part II. Flight Hours | |
| Section A. Qualifications | |
| Column a | Aircraft. The specific DOD aircraft in which the individual is qualified to operate (regardless of whether the individual currently flies) in order by date the individual qualified. The aircraft will be listed by mission, type, design, and series. For each aircraft in which the individual has logged time while using an NVD or night vision system (NVS), enter night system (NS) on the line directly below the aircraft entry in which the NS or DG/DS time was logged. Do not include DG/DS as a separate line entry. For aircraft in which the individual has logged time while using night vision goggles, enter NG on the line directly below NS or the aircraft entry in the absence of NS time. |
| | Compatible Flight Simulator. List, in the same order as the aircraft, the compatible flight simulator the individual has flown. (AR 95-1 lists the compatible flight simulators.) Leave a blank line between aircraft and flight simulator listings. |
| | Other Flight Simulators. List any other flight simulators the individual has flown that are not compatible with the aircraft operated. |

Table 7-4. Instructions for completing DA Form 759 closeout (rated aviator)

| <i>Item</i> | <i>Instructions</i> |
|---|--|
| | Other Aircraft. Any aircraft flown in which the individual is not qualified to operate and for which a DA Form 759-1 has been completed will be listed following the other flight simulators category. List this time as "RW" for rotary wing or "FW" for fixed-wing. Also, list time flown in aircraft that have been removed from the Army inventory under this category. In CAFRS remove the aircraft qualification date and the time flown will be moved to RW or FW. Leave a blank line between flight simulator and other aircraft listings. |
| Column b | Transcribe, from the previous DA Form 759 closeout, the date the aviator qualified in the aircraft and/or NS or night goggles (NG) listed. Also, enter the date of any new qualifications and a corresponding comment in Part IV. Leave this column blank for flight simulators and aircraft designated as "Other Aircraft." |
| Note: Obtain the dates for new aircraft and NVD or NVS qualification from the aviator's aircrew training record. | |
| Column c | Enter the date the individual completed his most recent flight in the aircraft or simulator and the NS or NVGs used (information from DA Form 759-2, temporary worksheet). Leave this column blank for aircraft designated as "Other Aircraft." |
| Column d | Aircraft (in which qualified). Enter the total hours flown from line 18, column m , of each DA Form 759-1 on the line that corresponds to the aircraft flown. NS: Enter the total hours flown from lines 12 (NS) and 13 (DG/DS), column m , of each DA Form 759-1 on the line that corresponds to the NS hours. NG: Enter the total hours flown from line 10 (NG), column m , of each DA Form 759-1 on the line that corresponds to the NG hours. NS and NG totals will not be included when the total number of flight hours is calculated in Part II Section B. |
| | Compatible Flight Simulator. Enter the total hours flown from line 18, column m , of each DA Form 759-1 on the line that corresponds to the flight simulator flown. Other Aircraft (not qualified or retired from Army inventory). Add from DA Form 759-2 any hours flown in an aircraft the individual is not qualified in to the RW or FW time (Part II, Column a) of the previous DA Form 759. Enter the total hours flown. |
| Notes: 1. When the aviator becomes qualified in the aircraft, subtract hours previously logged in the flight records under "FW" or "RW" from that category at the next closeout and enter as indicated above as a qualified aircraft. 2. When aircraft are removed from the Army inventory, update DA Form 759 at the next closeout. Remove those aircraft from Part II, Section A. Total hours and add to either "FW" or "RW," as noted under "Other Aircraft" above. In CAFRS remove the aircraft qualification date and the time flown will be moved to RW or FW. Do not add time to historical hours. | |
| Columns e through n | Enter the total hours flown from line 18, columns a through j , of each DA Form 759-1 in the blocks that correspond to the duty position and aircraft or flight simulator flown. Ensure you carry forward aircraft and simulators from previous DA Forms 759 that were not flown during current period. |
| Section B. Total Hours | |
| Note: Section B is a compilation of total aircraft time and does not include flight simulator time. NS time is a part of each respective airframe total hours; therefore, NS time from Part II, Section A, column d , is not added to obtain total hours. Blocks in Section B are updated at each closeout of the individual's flight records. Block g , "Historical Hours," is never updated and always remains the same. | |
| Block a | Enter the cumulative totals of combat hours flown from all DA Forms 759-1, line 19, column m . (The total in this block will be updated each closeout only if combat time was flown during the period covered.) |
| Block b | Enter the cumulative totals of imminent danger hours flown from all DA Forms 759-1, line 20, column m . (The total in this block will be updated each closeout only if imminent danger time was flown during the period covered.) |
| Blocks c and e | The operations officer will verify new civilian flight hours from civilian logbooks. Once verified, add these hours to the total entered on the previous DA Form 759. Explain the verification and the change in hours in Part IV, Remarks. |

Crewmember/Noncrewmember, Fly for Pay Aviators, and Unmanned Aircraft System Personnel Flight Record

| INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY | | | | | | | | | | | | | | |
|---|--------------------|----------------|-------------|-------------|----------------|-------------|----------------|-----------------------------------|----------|----------|--------------------------|--------------------------|-------------|-------|
| For use of this form, see AR 95-1, AR 95-23, and FM 3-04.300; the proponent agency is DCS, G-3/5/7. | | | | | | | | | | | | | | |
| AIRCRAFT CLOSEOUT SUMMARY | | | | | | | | | | | 1. Sheet No. 8-2 | | | |
| 2. Name Smith, John A | | | | | 3. Rank SFC | | | 4. Period 1 Nov 06 - 31 Oct 07 | | | 5. Act/Flt Sim RQS-7B | | | |
| FLIGHT COND SYM | FLYING DUTY SYMBOL | | | | | | | | | | k. Total This Sheet | l. From Sheet No. 7-1 | m. Total | |
| | a. CP/CE/EO | b. PI/OR/AO | c. PC/PO | d. UT/MO | e. IP/FE/IO | f. IE/FI | g. SP/SI/SO | h. MP | i. ME | j. XP | | | | |
| 6. D | | 9.4 | | | | | 7.3 | | | | | 16.7 | 87.5 | 104.2 |
| 7. N | | | 7.2 | | | | 5.6 | | | | | 12.8 | 64.6 | 77.4 |
| 8. H | | | | | | | | | | | | | | |
| 9. W | | | | | | | | | | | | | | |
| 10. NG | | | | | | | | | | | | | | |
| 11. | | | | | | | | | | | | | | |
| 12. NS | | | | | | | | | | | | | | |
| 13. DG/DS | | | | | | | | | | | | | | |
| 14. TR | | | | | | | | | | | | | | |
| 15. AA | | | | | | | | | | | | | | |
| 16. Total this Sheet | | 9.4 | 7.2 | | | | 12.9 | | | | | 29.5 | | |
| 17. From Sheet No. 7-1 | | 28.7 | 22.5 | | 82.4 | | 18.5 | | | | | | 152.1 | |
| 18. Total | | 38.1 | 29.7 | | 82.4 | | 31.4 | | | | | | | 181.6 |
| 19. Combat | | | | | | | | | | | | | | |
| 20. Imminent Danger | | | | | | | | | | | | | | |

DA FORM 759-1, AUG 2008

PREVIOUS EDITION OF APR 1998 IS OBSOLETE

APD PE v.1.00

Figure 8-7. Sample RQS-7B DA Form 759-1 aircraft closeout summary (unmanned aircraft system crewmember)

DEPARTMENT OF THE ARMY FORM 759

CLOSEOUT

8-18. Prepare a DA Form 759 when closing flight records of all individuals on flying status. Detailed instructions for completing DA Form 759 are in table 8-4. At closeout, arrange flight record forms in the DA Form 3513, as shown in figure 6-2 (page 6-6). Examples of completed DA Forms 759 are shown in figure 8-8 (page 8-19) and figure 8-9 (page 8-20). Figure 8-10 (page 8-21), and figure 8-11 (page 8-22) show examples of a completed closeout.

8-19. DA Form 759 contains four parts; complete all parts. Type all entries. The DA Form 759 must be signed by the individual's unit commander to be valid.

Table 8-4. Instructions for completing DA Form 759 closeout (crewmember/noncrewmember)

| <i>Item</i> | <i>Instructions</i> |
|--|--|
| Part I. Biography/Demographic | |
| Note: All required dates on DA Form 759 will be in the DD MMM YY format (15 JUN 03). | |
| Block 1 thru 4 | Enter the appropriate information from blocks 1 through 4 of current DA Form 759-1sheet number. |
| Block 5 | Enter the date of birth. |
| Block 6 | Enter the date the individual was awarded his original aviation badge (or flight surgeon badge) from the individual's basic aviation badge orders, maintained in the orders section in the IFRF. Operations personnel will use this date to determine eligibility for senior and master aviation badges. For non-aviation personnel such as door gunners that have not been awarded an aviation badge enter the effective date of their flight orders. |
| Block 7 | For flight surgeons and other officers, enter the branch of service. For all others, leave blank. |
| Block 8 | Enter the component designation, as shown in table 6-9. |
| *Block 9 | Enter the unit responsible for the Aircrew Training Program (ATP). |
| Block 10 | Enter the duty MOS. The duty MOS may be obtained from the unit S1 section or modification table of organization and equipment/table of distribution and allowances (MTOE/TDA). Include additional skill and special qualification identifiers when reflected on MTOE/TDA documentation. |
| Block 11 | Enter the current assigned duty position. |
| Block 12 | Leave blank. |
| Part II. Flight hours | |
| Section A. Qualifications | |
| Column a | Aircraft. Enter the specific DOD aircraft in which the individual is qualified to perform duties (regardless of whether the individual currently flies) in order by date the individual qualified. List the aircraft by mission, type, design, and series. For each aircraft in which the individual has logged time while using an NVD or NVS, enter NS on the line directly below the aircraft entry in which the NVD or NVS time was logged. For aircraft in which the individual has logged time while using night vision goggles, enter NG on the line directly below NS or the aircraft entry in the absence of NS time. |
| Note: When aircraft are removed from the Army inventory, update DA Form 759 at the next closeout. Then remove those aircraft from Part II, Section A. Total hours and add to either "FW" or "RW." In CAFRS remove the qualification date and the time will be moved to RW or FW. Do not add time to historical hours. | |
| | Compatible Flight Simulator (flight surgeons only). List, in the same order as the aircraft, the compatible flight simulator that the individual has flown. (AR 95-1 lists the compatible flight simulators.) |

