

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 11-215
AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

7 MAY 2002

Flying Operations

FLIGHT MANUALS PROGRAM (FMP)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

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AFI 11-215, 11 July 2001, is supplemented as follows:

This supplement establishes the HQ AETC Flight Manuals Program, which supports AETC objectives. It contains guidance unique to AETC that applies to all AETC personnel who manage, prepare, review, approve, distribute, or use flight manuals. It also applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) gained units and associate personnel who conduct approved AETC flying syllabuses.

Units may supplement this instruction in accordance with AFI 33-360, Volume 1, *Publications Management Program*. Units will forward one copy to HQ AETC/DOFV after publication.

Unless otherwise specified, HQ AETC/DO is the overall waiver authority for this supplement; however, ANG/DO and AFRC/DO are the waiver authorities for their respective units. For waivers to unit-level supplements, the operations group commander (OG/CC) of the local unit generating the supplement will handle waivers to that supplemental guidance.

Submit suggested improvements to this supplement on AF Form 847, **Recommendation for Change of Publication**, through command channels to HQ AETC/DOFV, 1 F Street, Suite 2, Randolph AFB TX 78150-4325.

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.4.1. The basic flight manual takes precedence when conflicts arise between the basic flight manual and flight crew checklists.

- 2.3.11.1. Coordinate requests through 19 AF/DO to HQ AETC/DOFV.
- 2.3.11.2. OG/CCs may authorize crewmembers not to carry or maintain specific sections of aircraft, weapons, and air refueling manuals and flight crew checklists that do not apply to unit mission design series (MDS) weapon systems or equipment.
- 2.3.12. OG/CCs may withhold supplements that do not apply to unit MDS weapon systems or equipment.
- 3.4.2. HQ AETC/DOFV will serve as AETC's representative to the Flight Manual Executive Steering Group.
- 3.6. Submit suggested action items through the AF Form 847 program manager at 19 AF.
- 5.2.15.1. HQ AETC/DOF and 19 AF/DO must approve all AETC lead command interim safety and operational supplements before the flight manual manager (FMM) transmits them.
- 6.2.1. Each unit standardization/evaluation office will submit a point of contact for each MDS under its supervision to HQ AETC/DOFV by 15 December annually, and as changes occur. Include all pertinent defense switched network (DSN) numbers for voice and facsimile, as well as Defense Messaging System (DMS) and e-mail addresses so that important information on operations, standardization, and safety can be quickly disseminated to aircrews.
- 6.2.4.1. Procedures include the following:
- 6.2.4.1.1. If flight manuals and checklists are not issued to individual crewmembers, squadrons must maintain sufficient copies of applicable flight manuals and checklists for study and mission planning and, if required, issue before flight.
- 6.2.4.1.2. Accounting and issuing procedures are delegated to the OG/CC. **NOTE:** Fight Manuals Program (FMP) publications do not have to be "numbered" as part of a unit's accounting procedures.
- 6.2.4.1.3. FMP publications "in storage" that have not yet been issued to crewmembers or used as part of a reference library are not required to be posted or current. Once issued, crewmembers must post them before they are used.
- 6.2.4.1.4. OG/CCs may withhold basic flight manual supplements until associated flight crew checklists are received. Notify 19 AF/DO and HQ AETC/DOFV if there is an extended delay in receipt of products.
- 6.2.4.2. Internal distribution procedures are as follows:
- 6.2.4.2.1. Unit commanders will ensure crewmembers are aware of all information published in current FMP publications before participating in flight operations. Squadron commanders will ensure individuals review new changes and supplements before their next flight. This process is documented in part B of the squadron flight crew information file (FCIF).
- 6.2.4.2.2. Unit commanders will appoint, by memorandum, an officer or noncommissioned officer at each operations staff level (down to and including squadron or detachment) as the flight manuals control officer to carry out the requirements of AFPD 11-2, *Aircraft Rules and Procedures*; AFI 11-215; TO 00-5-1, *AF Technical Order System*; and TO 00-5-2, *Technical Order Distribution System*. When a group consists of more than one collocated unit, the OG/CC may consolidate the flight manuals control responsibility at the group level and manage existing group resources from within.
- 6.2.4.2.3. OG/CCs will publish written procedures to ensure flight manuals, checklists, changes, and safety or operational supplements are distributed in a timely manner. These procedures will ensure that aircrews have the latest publication changes that affect their aircraft or mission before operating or main-

taining aircraft or equipment according to TO 00-5-2. All flight manuals will be posted within 5 workdays from date received by the library custodian. Aircrew members will post all flight manuals prior to flight.

6.2.4.2.4. OG/CCs will establish procedures to determine the applicability of safety and operational supplements on assigned MDS aircraft. The applicable information from these supplements will be expeditiously extracted, reproduced, and distributed to all affected aircraft flight crews.

6.2.4.3. To ensure currency of flight crewmembers' FMP publications, each unit will:

6.2.4.3.1. Maintain a list of publications required for each aircrew position.

6.2.4.3.2. Establish a system for distributing flight publications.

6.2.4.3.3. Periodically review publication requirements to ensure an adequate supply.

6.2.4.3.4. Conduct an initial review; thereafter, conduct a periodic review (frequency determined by OG/CC) to ensure individuals post changes and supplements according to HQ AETC/SCMY interim guidance (available at <https://www.aetc.af.mil/do/dof/dofv.htm> until formerly published in AFI 33-360, Volume 1). Ensure each paragraph of the basic FMP publication affected by supplements is annotated to show the supplement number. (**NOTE:** For units that entered initial issue and periodic flight publications review into the Aviation Resource Management System (ARMS), the date of entry in ARMS certifies initial issue and review of required publications for currency and posting.

6.2.6. HQ AETC/DOFV will represent AETC at FMP conferences and flight manuals review conferences (FMRC). If HQ AETC/DOFV is unable to attend an FMRC, a representative from HQ AETC/DOF or 19 AF/DO will be designated as the MAJCOM representative.

6.2.7. Units must coordinate their recommendations (using AF Forms 847) with 19 AF/ADO and HQ AETC/DOFV before they will be submitted for consideration at FMRCs.

6.2.9. E-mail minor FMP publication errors through normal command channels to HQ AETC/DOFV. HQ AETC/DOFV will forward the errors to the appropriate FMM. **NOTE:** E-mail address for the AF Form 847 program manager at HQ AETC/DOFV is located at <https://www.aetc.af.mil/do/dof/dofv.htm>.

7.1.2. Only use information and procedures derived from current flight manual or MAJCOM-approved publications or guidance to operate AETC aircraft.

7.1.3. When conducting flight operations, aircrew members must have the flight manuals, checklists, and publications required according to current guidance. Insert only current, approved checklists and information guides in aircrew abbreviated checklist binders.

7.1.4. For updates, revisions, and suggestions, send a copy of the AF Form 847 through command channels to the AF Form 847 program manager at 19 AF/DO, who will review and forward it to HQ AETC/DOFV.

8.4. OG/CCs are delegated oversight responsibility for the printing of complete flight manuals.

9.1. Separate AF Forms 847 are not required for recommendations affecting both the flight manual and aircrew checklist; a single submission referencing the flight manual will suffice. When a recommendation applies equally to other aircraft flight manuals or TOs, indicate the other publications affected after the rationale in AF Form 847, block 17.

9.2.1.1. The stan/eval function at the group (OGV) will ensure AF Forms 847 are submitted when required information is missing, incorrect, or not available in current guidance. Program success is based on education, advertisement, and proper routing. Number of submissions is not a consideration.

9.2.1.2. Any person may submit a routine AF Form 847. Submit squadron level and below AF Forms 847 to the squadron DOV or DOW, as appropriate, for coordination and to the OGV for action. Units outside of the squadron or without a DOV or DOW function will submit directly to the OGV. See Attachment 3 of the basic publication for authorized signature levels on AF Form 847. Use e-mail to obtain any internal coordination within the OGV, NAF, and MAJCOM. If required, attach any e-mails that clarify the recommendation, concurrence, or nonconcurrence.

9.2.1.3. The OGV, NAF, and MAJCOM will maintain a control log of AF Forms 847 processed using the OGV-assigned unit number in block 2 (Attachment 3, basic publication). Control logs are optional elsewhere. All AF Forms 847 (regardless of concurrence or nonconcurrence) must be forwarded to the AF Form 847 program manager at 19 AF/DO within 15 calendar days. (**EXCEPTION:** AF Forms 847 concerning unit-level publications do not require higher headquarters action.)

9.2.1.4. Within 24 days of receipt, the 19 AF/DO AF Form 847 program manager will log in the form, coordinate with the appropriate subject matter expert (SME) for action, submit it to 19 AF/DO for final NAF action, and then forward it to HQ AETC/DOFV (regardless of concurrence or nonconcurrence). HQ AETC/DOFV will log in the form, coordinate with the appropriate SME for action, and submit it to the HQ AETC/DOFV branch chief for final AETC action. Within 21 calendar days (45 days from NAF receipt or 60 days from original submission), HQ AETC/DOFV will review the form and forward it (as appropriate) to the FMM, lead or using MAJCOMs, or OPR. HQ AETC/DOFV will send information copies reflecting AETC's position on the form to the AF Form 847 program manager at 19 AF/DO, submitting OGV, and (if submitted electronically with a return e-mail address) to the individual originator.

9.2.1.5. The HQ AETC/DOFV website (<https://www.aetc.af.mil/do/dof/dofv.htm>.) lists the status of AF Forms 847. Final closing action on AF Forms 847 to FMP publications is either nonconcurrence by HQ AETC/DOFV, the FMM, or the FMRC, or approval by the FMM or the FMRC. Final closing action on AF Forms 847 to other publications is nonconcurrence by HQ AETC/DOFV or the OPR, or approval by the OPR. Receipt of the formal change to the affected document or written authority from the responsible headquarters is the only authority for implementing changes or revisions.

9.3.1.1. AETC units will submit an emergency AF Form 847 to HQ AETC/DOFV and 19 AF/DO with an information copy to the appropriate FMM and verify that HQ AETC/DOFV received the message. FMM addresses are located at <https://flightmanuals.wpafb.af.mil/fmm/>.

9.3.1.3. HQ AETC/DOFV will provide the MAJCOM decision (approval, downgrade, or disapproval) to the initiating unit within 48 hours of receiving the emergency AF Form 847.

11.4. (Added) Form Adopted. AF Form 847.

NOTE: The following are added to Attachment 1:

References (Added)

AFI 33-360, Volume 1, *Publications Management Program*

AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)

Abbreviations and Acronyms (Added)

AFRC—Air Force Reserve Command

ARMS—Aviation Resource Management System

FCIF—flight crew information file

NAF—numbered Air Force

POC—point of contact

SME—subject matter expert

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