



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 3710.1

G-3

20 JUN 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 3710.1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR FLIGHT OPERATIONS IN MARINE CORPS
INSTALLATIONS EAST (MCIEAST) AIRCRAFT (SHORT TITLE: SOP FOR FLIGHT
OPS IN MCIEAST AIRCRAFT)

Ref: (a) OPNAVINST 5442.2
(b) OPNAVINST 3710.7
(c) MCO 3125.1
(d) MCO P7300.19
(e) MCO 3710.4
(f) MCO 5100.29
(g) MCO 3500.14
(h) OPNAVINST 4790.2
(i) MCO 5720.73
(j) FAA ORDER 8260.3
(k) OPNAVINST 3722.16
(l) MCO 4630.16
(m) MCO 1326.2
(n) OPNAVINST 3750.6
(o) MCO 3130.2
(p) NAVMC 3500.14
(q) OPNAVINST 1542.7
(r) MCO 3500.27
(s) MCO 3504.2
(t) MCO 8023.3
(u) MCO 8020.10
(v) OPNAVINST 8020.14
(w) DoDD 4500.56, "DoD Policy on the use of Government Aircraft and
Air Travel," April 14, 2009
(x) DoD 4515.13. "Air Transportation Eligibility," November 1994
(y) NAVMC DIR 3710.6
(z) DoD 7000.14R, "Financial Management Regulation"
(aa) MCO P1080.40C
(bb) MCO P1000.6

Encl: (1) Flight Demo/Static Display After Action Report
(2) Temporary Flight Order Allocations Request Sample Letter
(3) Quarterly Temporary Flight Order Expenditure Report Sample Letter
(4) MCIEAST Aviation Flash Report
(5) Minimum Flight Currency Requirements Chart
(6) VMR-1 SAR Warm-up Syllabus
(7) A&E Certification Format
(8) Reference PUJC Codes for DD Form 2768
(9) Approval Authority Matrix for Embarkation Aboard Organic USMC
Transport/Utility Category Aircraft (UH/HH-1, CH/HH-46/CH-53, MV-
22 and KC-130 ONLY)

DISTRIBUTION STATEMENT A: Approved for public release; distribution is
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- (10) Request to Fly MCIEAST Aircraft Sample Letter
- (11) Authorization to Fly MCIEAST Aircraft Sample Letter
- (12) Reports Required

Note: The letter identifying the latest version of the reference has been intentionally left off in order to prevent a reference change from invalidating this Order. Use of the most current version is assumed.

1. Situation. To plan, execute, and manage MCIEAST aircraft to provide air transport for passengers and cargo with time, place, or mission-sensitive requirements and SAR capabilities to tenant units.

2. Mission. To promogulate policy, guidance and information for the administration and conduct of Operational Support Airlift (OSA) and Search and Rescue (SAR) aircraft flight operations within MCIEAST, per references (a) through (bb). MCIEAST aircraft consist of seven fixed wing OSA and three rotor wing SAR aircraft. This Order is not intended to cover every possible situation and does not relieve personnel from the responsibility to exercise good judgment and common sense regarding circumstances not specifically addressed herein.

3. Cancellation. MCIEASTO 3710.1A.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide policy, procedures, responsibilities, and instructions for the management and operation of MCIEAST aircraft. In the event of a conflict between this instruction and references (a) through (bb), the more restrictive guidance shall govern.

(2) Concept of Operations. The primary aviation operational objective is to attain and maintain aircrew readiness. Readiness is comprised of full mission capable aircraft and training. Squadron commanders shall utilize all available resources to ensure their commands are trained per current editions of the appropriate Type/Model/Series (T/M/S) Training and Readiness (T&R) manuals and the Marine Corps Flying Hour Program (FHP).

(a) Training and Readiness (T&R) Program. The Aviation T&R Program applies to all Marine Aircraft Groups, Marine Air Control Groups, Marine Wing Support Groups, and Marine Corps Air Stations/Facilities. The T&R Program is the fundamental tool used by commanders to construct and maintain effective training programs. The Marine Aviation T&R Program provides a standardized program of instruction for training aviation units through community T&R syllabi. This T&R Program is based on Unit Training Management (UTM) principles, and performance standards designed to ensure units attain and maintain proficiency in combat skills and combat leadership.

(b) Marine Corps Flying Hour Program (FHP). The FHP provides resources for Marine aviation to train in prescribed readiness areas, perform flights in support of required maintenance and logistics efforts, and conduct routine peacetime and deployed operations. Fleet Air Support (FAS) FHP is the funding category for deployable and non-deployable active component OSA, SAR and Marine Helicopter Squadron-1 (HMX-1). FAS hours are calculated using historical, operational, support and aircrew training requirements.

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b. Subordinate Element Missions

(1) MCIEAST Commanders and supervisors shall ensure all personnel concerned are thoroughly familiar with, and comply with the rules and regulations set forth herein.

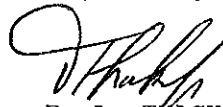
(2) Assistant Chief of Staff, G-3/5 (APP). Provide staff assistance to commands as necessary.

5. Administration and Logistics. Recommendations for changes to this Order should be submitted to the AC/S G-3/5 APP.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST-MCB CamLej subordinate commands.

b. Signal. This Order is effective the date signed.



D. L. THACKER, JR.
Deputy Commander

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Chapter 1

Wording and Explanation of Terms

1. Wording. The concept of word usage and intended meaning adhered to in preparing this instruction is as follows:

a. "Shall" has been used only when application of a procedure is mandatory.

b. "Should" has been used only when application of a procedure is recommended.

c. "May" and "need not" have been used only when application of a procedure is optional.

d. "Will" indicates futurity and never indicates any degree of requirement for application of a procedure.

e. "Land Immediately" is defined as executing a landing without delay. (The primary consideration is to ensure the survival of aircraft occupants.)

f. "Land as Soon as Possible" is defined as executing a landing at the nearest suitable airport, in terms of time, provided weather conditions, terrain, and facilities available indicate a safe landing can be accomplished.

g. "Land as Soon as Practical" means extended flight is not recommended, the landing site and duration of flight is at the discretion of the pilot in command.

2. Explanation of Terms

a. Aeronautically Designated Personnel (ADP). A collective term that applies to all Naval Aviators, Naval Flight Officers (NFOs), Naval Aerial Observers (USMC), Naval Flight Surgeons, Naval Aerospace Physiologists, Naval Aerospace Experimental Psychologists, Aviation Operations Officers (USN), Aviation Warfare (AW) Systems Operators (AW rating), personnel assigned by the Chief of Naval Personnel under a Naval Enlisted Classification of 82XX and 94XX, and USMC enlisted crewmembers. Enlisted non-crewmembers are not considered aeronautically designated.

b. Aircraft Reporting Custodian (ARC). Reporting custodians are those Navy and Marine Corps squadrons/units and commercial contractors assigned custody of aircraft for purposes of flight, repair/rework or storage. Reporting custodians are responsible for all reporting requirements per reference (a).

c. Aircrew. A collective term which applies to all categories of personnel in a flight status either as crewmembers or non-crewmembers.

d. Crewmember. An officer or enlisted service member who is specifically assigned and routinely performs flight duties which relate to actual aircraft operation or contribute directly to in-flight operation or maintenance of associated equipment. Examples are Naval Aviators, NFOs, officer/enlisted navigators, flight engineers/flight mechanics, airborne

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radio operators/loadmasters, helicopter crew chiefs, aerial observers/gunners, and personnel assigned to airborne command posts.

e. DIFCREW. Duty for Enlisted Personnel in a Flying Status Involving Operational or Training Flights.

f. DIFDEN. Duty Involving Flying Denied.

g. DIFOP. Duty in a Flying Status Involving Operational Flight.

h. Joint Operational Support Airlift Center (JOSAC). JOSAC is the joint scheduling activity assigned responsibility for scheduling all valid Continental United States (CONUS) OSA airlift requests and coordinating requirements with the requester and reporting custodian of OSA aircraft on all scheduled missions. JOSAC is located at the United States Transportation Command (USTRANSCOM), Scott AFB, Illinois.

i. Joint Air Logistic Information System (JALIS). JALIS is the automated scheduling system used by all Services to provide validated airlift requests to JOSAC for action.

j. MCIEAST Aviation Transportation Coordination Office (ATCO). The Marine Corps service validator for OSA airlift requests originating east of the Mississippi (excluding the National Capital Region) within CONUS is via JOSAC and OCONUS is via Naval Air Logistics Office.

k. Naval Air Logistics Office (NALO). The NALO is the principal scheduling authority/activity for all Navy Reserve C-130 airlifts and all NUFEA/OSA overseas flights originating or terminating in CONUS. Navy Unique Fleet Essential Airlift (NUFEA) is designed to provide wartime movement of personnel and material from Air Mobility Command inter-theater airheads to the Carrier and Vertical on board Delivery (COD/VOD) airhead sites.

l. Naval Air Training and Operating Procedures Standardization (NATOPS) Program. NATOPS program is a positive approach towards improving combat readiness and achieving a substantial reduction in aircraft mishaps. This instruction issues policy and procedural guidance of the Chief of Naval Operations (CNO) that is applicable to all NATOPS users.

m. Non-ADP. Local media, Department of Defense (DoD) civilians, DoD contractors, Federal Aviation Administration (FAA) personnel, foreign military personnel and foreign civilians who fly onboard MCIEAST aircraft. Reference (b) provides a detailed list.

n. Non-crewmember. Officers or enlisted personnel assigned to duty involving frequent and regular participation in aerial flight, but who don't perform flight duties that relate to the actual operation of the aircraft or contribute directly to the in-flight operation or maintenance of associated equipment. Examples are OSA personnel, photo specialists, maintenance troubleshooters, and SAR hospital corpsmen. Refer to reference (g) concerning the administration of enlisted non-crewmember flight orders.

o. Operational Support Airlift (OSA). Includes all airlift transportation in support of command, installation or management functions using DoD owned or controlled aircraft. Excludes transportation provided through Airlift Service Fund (ASIF), support of presidential, attaché, and

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Security Assistance Organizations, and aircraft assigned to the 89th Military Airlift Wing.

p. Operational Support Aircraft. Those fixed-wing or rotary-wing aircraft acquired and/or retained exclusively for OSA, as well as any other DoD owned or controlled aircraft used for OSA purposes.

q. MCIEAST OSA Aircrew. Those ADP assigned to VMR-1, Marine Corps Air Station (MCAS) Cherry Point, Headquarters and Headquarters Squadron (HQHQRON), MCAS Beaufort or HQHQRON, MCAS New River, and are reported under that unit's Reporting Unit Code in the Manpower Management System. OSA aircrew will fly with the unit to which they are assigned. With the OSA unit commander's approval, they are also authorized to fly with other MCIEAST units with the same T/M/S aircraft.

r. Staff Augment Aircrew. ADP assigned to MCIEAST Air Stations' staff or designated as augment aircrew by the CG. Staff augments provide a cadre of ready aircrew who augment MCIEAST OSA units and are assigned to fly with a specific squadron. The number of augments shall be limited to the needs of the reporting units.

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Chapter 2

General Flight Administration

1. Introduction. This Order sets forth policy and guidance to standardize the management and flight operation of MCIEAST aircraft. It is essential that commanders at all levels prevent the misuse of or perception of misuse of MCIEAST aircraft. It is not the intent of this Order to establish inflexible rules and procedures to cover all possible contingencies. Neither is it intended to restate all standard procedures and policies established by directives of higher authority.

2. General. Everyone involved in flight operations has an individual responsibility to ensure that every evolution is conducted in a safe and professional manner. All ADP assigned or attached to MCIEAST, or operating MCIEAST aircraft, shall thoroughly review, understand and possess a working knowledge of the contents of this Order and the directives referenced herein.

3. Responsibility. The management and operation of MCIEAST aircraft requires the assignment of the following responsibilities.

a. CG MCIEAST-MCB CamLej. Responsible for management and operations of OSA aircraft assigned to MCIEAST.

(1) Provide annual FAS flying hour requirements to the Commander, U.S. Marine Corps Forces Command (COMMARFORCOM)/Marine Forces Pacific (COMMARFORPAC).

(2) Receive funding from MARFORCOM and distribute to air station commands as required.

(3) Ensure participation in the FAS FHP is limited to the OSA squadron and augment pilots necessary to meet readiness goals and operational commitments. Ensure all staff aircrew maintain readiness minimums prescribed in reference (b).

(4) Provide Headquarters Marine Corps (HQMC) Aviation Plans and Policy (APP-2) annual unit Sortie Based Training Program (SBTP) projections and monthly execution data per reference (c).

(5) Provide weekly status of funds report by fund code, authorization, obligation, and balance to MARFORCOM.

(6) Monitor unit SBTP and FAS FHP planning and execution.

(7) Ensure all FHP funds are expended in accordance with references (c) and (d).

(8) Ensure Squadron submitted BOR and SBTPs execution flight hour input totals match on a monthly basis.

(9) Endorse waiver requests for DIFDEN and minimum flying requirements for those aviators not able to meet annual flying minimums in accordance with references (b) and (e).

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(10) Provide annual OSA contract maintenance requirements to MARFORCOM.

(11) Provide administration and management of the Combat Aircraft Crew Training (CACT) Program.

(12) Submit annual requirements for CACT program to the contracting activity by 1 June each year.

(13) Maintain air transportation coordination offices.

b. Squadron Commanding Officer (CO)

(1) Attend the Aviation Safety Command Course.

(2) Plan and execute unit SBTP to maintain aircrew readiness, support required maintenance and scheduled missions.

(3) Ensure aircrew log flights in accordance with chapter 3 of reference (c).

(4) Ensure the Operations Officer reconciles the BOR and monthly SBTP execution flight hours input totals. Any discrepancies are to be corrected prior to forwarding to MCIEAST.

(5) Provide accurate SBTP projection and execution data in accordance with chapter 3 of reference (c).

(6) Take overall responsibility for the execution of squadron flight operations within current directives.

(7) Emphasize responsibility and accountability for deployed operations to each detachment commander.

(8) Establish an SOP for flight operations and deployment in accordance with MCIEAST directives.

(9) Establish and maintain a Read and Initial (R&I) Board/Pilot Information Folder (PIF). The PIF will include the following as a minimum:

(a) Changes to MCIEAST/Squadron Flight Operations SOPs.

(b) Changes to FAA regulations and/or local Air Traffic Control (ATC) instructions/restrictions.

(c) Changes to adjacent or higher headquarters SOPs, orders and safety of flight information/restrictions.

(d) When deployed, develop local flight regulations, SOPs, and safety of flight information/restrictions at the deployed location. (Note: Ensure there is a positive receipt procedure for any changes to flight rules or routes).

(e) Pertinent aircraft maintenance restrictions/safety of flight bulletins and applicable T/M/S Hazard Reports (HAZREPS).

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(f) Applicable Safety Center Publications or warnings that are safety of flight related.

(g) CG Policy letters/memorandums.

(h) A Master Hazard Map of local flight hazards (only units with helicopters).

4. Monthly Aircrew Qualification Standardization (STAN) Board. Aircrew or pilot error is a factor in the majority of aviation mishaps. While human error can never be totally eliminated, the number of occurrences can be reduced by closely monitoring individual aircrew proficiency, qualifications and capabilities.

a. The CO shall establish a monthly aircrew qualification STAN board to review each aircrew member's progress and professional/personal circumstances, assess capabilities, and determine future training requirements.

b. The Board will be composed of senior aviators and aircrew from each T/M/S of aircraft the squadron operates. The Executive Officer (XO) should be the senior member, with additional members appointed in writing.

c. The Board shall make recommendations regarding qualifications and future designations to the Squadron CO. The CO shall review, approve/disapprove and direct action on the recommendations of the board. A record of board minutes will be kept for at least six months.

5. NATOPS Unit Evaluations. The NATOPS evaluation is intended to evaluate individual and unit compliance by observing and grading adherence to NATOPS procedures. Per references (b), (f), and (g), all units shall conduct a unit NATOPS evaluation every 18 months by the appropriate NATOPS evaluator. The evaluation may be conducted as part of command inspections if so scheduled by the NATOPS coordinator.

6. Aviation Maintenance Management Teams (AMMTs) (MCAS Cherry Point only). AMMTs conduct aviation maintenance inspections (AMIs) for all aviation maintenance activities. Squadron Maintenance Department must stand an AMI or a Commander Naval Air Force (CNAF) AMMT inspection annually, per reference (h).

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Chapter 3

General Flight Policy

1. Requests for Off-Station Extended Training Flights and Aircraft Participation in Public Events. Off-station extended training flights and participation in public events may be performed when a valid requirement exists or an aircraft isn't tasked for other airlift support by JOSAC. Squadron CO's will closely scrutinize the plan to ensure it is within the MCIEAST approved FHP; capabilities of both the aircrew and aircraft; and all provisions of NATOPS, pertinent OPNAV Instructions, FAA regulations, Operational Risk Management (ORM) and this Order.

a. Aircraft commanders are accountable for ensuring compliance with provisions of reference (b) relating to crew rest and alcohol consumption.

b. Pilot-in-Command (PIC) will ensure ground crews are aware of fueling, startup and any other procedures required at the off-station field.

(1) Off-station Extended Training Flights

(a) The MCAS CO is the approving authority for their squadron's request for off-station extended training flights.

(b) MCIEAST squadrons requesting off-station extended training will utilize JALIS Priority Urgency Justification Classification (PUJC) code of 26PX to provide JOSAC the opportunity to schedule passengers and/or cargo.

(c) Syllabus/operational readiness and minimum annual flight time requirements will be accomplished by the participating aircrew on off-station extended training flights. Each leg of the flight should be planned in detail and flown to get maximum training benefits. Special emphasis shall be placed on training that is not usually available in the vicinity of the squadron's home station.

(d) Only MCIEAST assigned and authorized aircrew shall participate in off-station extended training flights.

(e) All off-station extended training flights should adhere to the approved en route stops and destinations to the maximum extent practical. The PIC will ensure the field selected, if other than a military installation, is approved for military use and has adequate security. Deviation from the approved itinerary for reasons other than weather, mechanical difficulties or emergencies must be approved by the original approving authority.

(f) Every attempt shall be made to remain overnight at U.S. military installations where adequate billeting is available.

(2) Aircraft Participation in Public Events. Marine Corps aircraft and crews participate in programs that support aerial events, static displays, and orientation indoctrination flights. Support provided keeps the public, civilian leaders and military commanders informed of Marine preparedness, demonstrates modern weapons systems, enhances community and international relations, and promotes the recruiting effort.

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(a) HQMC Division of Public Affairs (PAO). HQMC PAO determines the eligibility of aviation support to public events that meet the criteria outlined in reference (i). Eligible events are listed on the HQMC website.

(b) Approval Authority for Aircraft Participation in Public Events. CMC (ASM/PAC) is approval authority aircraft static displays held off military installations, search and rescue demonstrations involving Marine Corps personnel, aircraft and equipment: AV-8B, search and rescue, parachute, helicopter rappelling/Special Patrol, Insertion and Extraction. COMMARFORCOM is approval authority for static displays and aircraft demonstrations aboard Marine Corps Installations.

(c) Squadron, Air Station and Facility Commanders. Squadron Commanders will appoint a naval aviator or naval flight officer as event commander to plan, coordinate, brief all events. The event commander is responsible for the overall safety and conduct of the event, or static display. Air Station Commanders shall review each event support plan and ensure all safety aspects of the event have been reviewed.

(d) Participating Aircrew. Aircrew attending public events shall follow any Letters of Instruction (LOIs) pertaining to the event. In the absence of a LOI, ensure compliance with appropriate rules and regulations per reference (i).

1. Ensure aircrew, ground personnel and participants are selected on the basis of military bearing, ability to communicate with the public, and knowledge of equipment. Further ensure that proper flight or duty uniform/equipment is worn.

2. Ensure performance specification placards are available for aircraft static display.

3. During the hours that aircraft are actually on display before the public, qualified crewmembers will be available to explain the missions performed and answer questions for spectators.

4. Ensure a thorough walk-around and pre-flight checklist is conducted prior to departure.

5. Submit after action report via chain of command to CMC (PAC/ASM) no later than 30 days following the event. Sample After Action Report is provided in enclosure (1).

2. Aircraft Security. Security of the aircraft is the responsibility of the PIC/flight leader per reference (b).

3. Drugs and Alcohol

a. Prescription Drugs. Taking drugs prescribed by competent medical authority shall be considered sufficient cause for recommendation of grounding unless their use is specifically approved by a flight surgeon, or a waiver for specific drug use has been granted by CMC.

b. Over-the-Counter Drugs. Because of the possibility of adverse side effects and unpredictable reactions, the use of over-the-counter drugs by

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MCIEAST flight personnel is prohibited unless specifically approved by a flight surgeon.

c. Alcohol. The well-recognized effects (i.e., intoxication and hangover) of alcohol are detrimental to safe operations. MCIEAST flight crews shall not consume any type of alcohol within 12 hours of flight planning and shall ensure they are free of hangover effects prior to flight. Detectable blood alcohol or symptomatic hangover shall be cause for grounding of flight personnel and the restriction of the activities of aviation ground personnel.

d. Caffeine. Excessive intake of caffeine from coffee, tea, cola, etc., can cause excitability, sleeplessness, loss of concentration, decreased awareness, and dehydration. Caffeine intake should be limited to not more than 450 mg per day, or three to four cups of coffee.

4. Crew Day/Rest. At home station, crew day begins when a crewmember reports to a designated place of duty to begin preparation for a mission or other military duties prior to commencing flight duties. Crew rest ground time between flight operations should not be less than 12 hours and shall be sufficient to allow flight crew to eat and obtain a minimum of eight hours of uninterrupted rest. During enroute mission stops, scheduled crew rest ground time should be 15 hours. Crew rest commences 1 hour after engine shutdown and ends 2 hours prior to scheduled departure. If the flight crew performs maintenance or cargo handling duties in excess of 1 hour after engine shutdown, crew rest begins at the completion of such duties. Aircraft commanders will delay missions to take crew rest whenever this action is in the interest of safety of flight.

5. U.S. Customs, Health, Immigration, and Agricultural Clearances. Every effort should be made to arrive at the entry airport during those periods of time when customs/health/immigration/agriculture services are available. Overtime charges accrue for services performed after official working hours. Refer to the foreign clearance guide for country entrance requirements.

a. Arriving in the CONUS from Overseas. Aircraft arriving in the CONUS from overseas shall provide timely advance notice of the aircraft's point of departure and expected arrival time at a U.S. airport of entry.

b. Discharging of Passengers/Cargo. The aircraft commander/mission commander shall not permit any cargo, baggage, or equipment to be removed from the aircraft without permission from customs officials. Passengers or crewmembers shall not depart from the landing site prior to release by the customs official. Removal of cargo and/or departure of personnel may be allowed for the safety or preservation of life and property. Violations of customs regulations could result in a fine which the aircraft commander/mission commander may be personally responsible per chapter 9, reference (b).

6. Tobacco Use in Aircraft. Tobacco use of any kind in MCIEAST aircraft is strictly prohibited. This restriction applies to pilots, crewmembers and passengers and includes both the cockpit and cabin spaces.

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7. Operations at Uncontrolled/Closed Airfields

a. Military Airfields. NOT AUTHORIZED, except in the case of an emergency or when authorized by the CO of the airfield concerned and the appropriate NAVAIDS, lighting, and crash/rescue services are in operation.

b. Civilian Airfields. Authorized, if such operations pose no undue hazards. Applicable FAA and Airmen's Information Manual procedures and restrictions shall be observed.

8. Terminal Instrument Procedures (TERPS). Per reference (b), MCIEAST Aircrews shall not fly instrument approach procedures to U.S. Civil Airports or airports in areas other than the United States that have not been validated as safe and accurate by a U.S. agency in accordance with:

a. U.S. TERPS references (j) and (k).

b. International Civil Aviation Organization Procedures for Air Navigation Services-Operations.

c. North Atlantic Treaty Organization (NATO) criterion for the preparation of an instrument approach that has been validated to be safe and accurate by another U.S. Government (USG) service in accordance with these standards categorizes the procedure as a USG procedure and constitutes authority for use of the procedure by the other service.

d. Reference (b) provides provision for activities or commands having a requirement for instrument procedures not published in the DoD FLIP Terminal Procedures to request use of Non-DoD Terminal Procedures.

9. Formation Flights. Formation flying is authorized only for units and types of aircraft for which a valid requirement exists. Formation flights shall be conducted in accordance with current applicable NATOPS Manuals, T&R Manuals and reference (b) requirements.

10. Operation of Battery Powered Devices. The use of any electronic equipment/battery powered devices on board MCIEAST shall be approved by the PIC. Cellular telephones shall not be operated while airborne.

11. Embarkation/Disembarkation of Passengers. Per references (b) and (1), no person shall be enplaned as a passenger nor shall any cargo be embarked on MCIEAST aircraft unless authorization has been granted by competent authority in accordance with applicable directives.

a. Passengers shall remain in the passenger compartments and shall not enter the pilot or crew compartments except on specific invitation of the aircraft pilot in command.

b. The engine on the side of the aircraft where loading or offloading is taking place shall be shut down, or propeller feathered with the flaps in the full down position.

12. Administration of Temporary Flight Orders. The assignment of personnel to duty involving aerial flight is temporary and strictly voluntary basis. Temporary flight orders are required for enlisted members and non-designated officers to participate in regular aerial flights as crewmembers/non-

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crewmembers. Officers in receipt of Aviation Career Incentive Pay (ACIP) are excluded.

a. Issuance of Flight Orders

(1) Temporary flight orders shall be reviewed on a monthly basis to ensure unit accountability.

(2) Flight orders shall be issued on the basis of valid requirements, actual aircraft allowances and allocations of temporary flight orders. Specific categories in which flight orders will be issued are noted in reference (m).

(3) Temporary flight orders shall not be issued for the purpose of fulfilling flight requirements for pay purposes, as a reward for faithful services, or for the performance of functions which can be fulfilled by current flight ordered personnel.

(4) Temporary flight orders issued must not exceed the numerical limitation established by the Commandant of the Marine Corps (CMC).

(5) Requests with detailed justifications for temporary flight order allocations above those authorized per reference (m) shall be submitted to AC/S G-3/5 APP, 45 days prior to the start of the new quarter. Sample request is provided in enclosure (2).

(6) All orders will be classified as either definite or indefinite and crewmember or non-crewmember.

(7) Temporary flight orders shall not be issued retroactively.

b. Revocation of Flight Orders. Crewmembers shall be given a minimum of 120 days advance notification prior to being involuntarily removed from flying status through no fault of their own. Non-crewmembers may be removed from flight status at anytime, either voluntarily or involuntarily, without advanced notification.

c. Administrative Boards. The following boards shall be formed within each squadron allocated temporary flight orders and consist of at least two officers and the Operations Chief as member/recorder.

(1) Flight Order Control Board. The board will supervise the administration of temporary flight orders within the unit. The board will recommend the issuing and/or revoking of any orders to duty involving flying based on valid need, qualifications, and prerequisites to the CO for signature.

(2) Flight Order Audit Board. This board shall conduct a monthly audit of crewmember and non-crewmember flight records prior to the submission of flight certificates to ensure that all requirements for hazardous duty pay have been met.

d. All units shall maintain a complete record of all personnel participating in regular aerial flight as crewmembers or non-crewmembers per reference (m).

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e. Expenditure Reports. Each unit allocated temporary flight orders will submit a quarterly expenditure report to AC/S G-3/5` APP within 5 working days from the end of each quarter per enclosure (3).

13. Aircraft Transfer Procedures. References (a) and (h), provide instruction on the preparation and issuance of Aircraft Transfer Order (ATO). All requests for transfer of MCIEAST aircraft shall be submitted to AC/S G-3/5 APP at least five working days in advance. Requests shall include transfer date bureau number, and T/M/S. MCIEAST will coordinate the requesting with MARFORCOM, HQMC, and CNAF T/M/S Class Desk for the execution of ATO.

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Chapter 4

General Flight Operations

1. Flight Scheduling. All flights shall be in the national interest with fleet readiness receiving the highest priority. Nonessential flights shall not be authorized. Any flight open to misinterpretation by the public shall be avoided. Efficient utilization of aircraft and available funds is the responsibility of the ARC. An aviation unit's flight schedule is its plan for utilizing available resources to accomplish its mission. As such, the flight schedule must reflect the commander's best judgment in balancing commitments, training requirements, and aircrew capabilities/limitations per reference (b).

a. Naval aircraft shall not be flown by any person unless authorized by the ARC or other commander exercising operational control over the aircraft concerned.

b. Any changes to the daily flight schedule shall be approved personally by the Squadron CO, the detachment officer in charge (OIC) or officer so designated specifically by the CO in writing.

c. Crew day for all aircrew members shall be in accordance with applicable T/M/S NATOPS and will not exceed the guidance specified in reference (b).

d. The daily flight schedule shall be signed by the Squadron CO or the detachment OIC.

e. A copy of the flight schedule shall be emailed to AC/S G-3/5 APP each day.

f. All units shall retain an updated master copy of their daily flight schedules for three months.

2. Flight Planning. The PIC shall be familiar with all available information appropriate to the intended operation. Such information should include but is not limited to available weather reports and forecasts, Notices to Airmen (NOTAMS), fuel requirements, TERPS (to include proper use of non-DoD approaches), alternatives available if the flight cannot be completed as planned, and any anticipated traffic delays.

3. Bird Avoidance. The Bird/Aircraft Strike Hazard (BASH) Program is designed to identify bird strike hazards and minimize the potential for bird strike. The bird strike risk cannot be totally eliminated; however it can be significantly reduced by applying appropriate risk management techniques. The primary means of managing the bird strike risk is to reduce exposure as much as possible. Units shall be aware of all area BASH and location of migratory flyways within their operating area. The following additional precautions are considered prudent:

a. Maintain good lookout doctrine.

b. Turn on landing lights and use anti-collision lights/strobes when possible.

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c. Brief bird hazards to include evasive maneuvers and potential emergency procedures for every flight.

d. Provide bird activity pilot reports as necessary.

4. Aircraft Fuel Loads. The PIC shall ensure sufficient fuel is carried to comply with reference (b) and current T/M/S NATOPS minimum fuel requirements.

5. External Power Units. A crewmember shall directly supervise the connection of all external power units to the aircraft. Platforms with contract maintenance aren't required to supervise the contractors connecting external power.

6. Starting Engines. Engines shall not be started without a pilot or personnel authorized by the CO. An outside observer shall be stationed in such a location as to be in view of the person at the controls and ensure the propeller, jet intake duct and engine outlet, and rotor(s) or prop-rotors remain clear at all times. Fire watch with adequate fire extinguishing equipment, if available, shall be stationed in the immediate vicinity of the engine but safely clear of intakes or propellers.

7. Landing/Taxi Lights. The use of landing/taxi lights is an effective means of illuminating surface hazards during taxiing at night and alerting all concerned of an aircraft presence and position in flight. Landing/taxi lights shall be utilized for all taxi movements during the hours of darkness unless the aircraft is being directed by a taxi director (signalman or follow-me truck). Use of landing/taxi lights during approaches (day and night) within Class B, C or D airspace is recommended when meteorological conditions permit per reference (b).

8. Takeoff Weather Requirements. Only a PIC with a special instrument rating, who is also on the flight controls, is authorized to takeoff from an airfield when weather conditions are below minimum. Takeoff decision shall depend on the judgment of the pilot and urgency of flights. The following additional requirements shall be met:

a. Operating aircraft and airport instrument approach equipment for approach procedure to be flown.

b. Visible centerline lights or markings and operating side markings lights, covering the length of the active runway required for accelerate-stop distance.

c. A suitable departure alternate within one hour no wind normal cruise speed (100NM for C-12s), with existing weather equal to or above published precision minimums plus 200-1/2, or non-precision minimums plus 300-1, and be forecast to remain so for one hour after takeoff plus planned engine out flight time to the alternate. In no case will the precision minimums be below 200-1/2. When exercising this paragraph, the PIC will carefully evaluate the takeoff alternate airfield, paying particular attention to NOTAMS of airfield condition and availability of NAVAIDS and instrument approach equipment.

d. No departure terrain hazards exist.

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9. Safety Belts and Shoulder Harnesses. Safety belts and shoulder harnesses shall be worn appropriately prior to takeoff and until completion of the flight except when necessary activities require temporary removal. During takeoffs, landings, and at other times as specified by the PIC, each passenger on board MCIEAST aircraft shall occupy a seat and be secured with a safety belt.

10. Altitude Alertness. Upon assignment of new altitude by ATC the new altitude shall be set in the altitude alert window by either pilot. Once the altitude is set in the altitude alert window, both pilots shall acknowledge the new setting. If any disagreement or question arises among the crew, immediate clarification shall be requested from ATC.

11. Use of Radar Altimeter/Altitude Warning Indicators. Use of radar altimeter/altitude warning indicators shall be used to the maximum extent to provide indications for ground clearance and/or imposed altitude restrictions.

12. Sterile Cockpit Concept. Cockpit activity and communications below 10,000 feet mean sea level should be limited to normal cockpit interaction relate to the tasks at hand. Nonessential and potentially distracting conversations in this critical phase of flight should be avoided.

13. Flight Management System FMS/GPS/Inertial Navigation Requirements. Conventional ground NAVAIDS (where available) shall be used to back-up FMS/GPS/Inertial navigation systems. Complete as much programming as possible on the ground or during low workload. Conventional NAVAIDS shall be used for primary navigation should a discrepancy exist between conventional NAVAIDS and FMS/GPS/Inertial navigation systems. To maintain situational awareness, minimize FMS programming during critical phases of flight per reference (b).

14. Flight Control Station/Situational Awareness. The pilot in command shall occupy a flight control station during critical phases of flight (i.e., takeoff, landing, functional check flight (FCF), degraded aircraft performance regimes, etc.). During visual metrological condition, MCIEAST aircrews shall maintain visual lookout to ensure traffic collision avoidance and enhance situational awareness.

15. Controlled Flight Into Terrain Avoidance

- a. Brief transition altitude and altimeter setting.
- b. Brief general location of significant terrain/obstacles and the impact they have relative to assigned routing and altitude.
- c. Ensure all required NAVAIDS are properly tuned and identified.
- d. Respond immediately to any Enhanced Ground Proximity Warning Systems warning, per applicable NATOPS procedures.

16. Instrument Approach Brief. Prior to every approach, the aircrew shall conduct a comprehensive brief in accordance with applicable NATOPS manual.

17. Power Failure on Twin-Engine Aircraft. In the event of power failure or whenever an engine is stopped as a precaution, the PIC shall comply with all

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NATOPS emergency procedures and land as soon as possible at the nearest suitable airport in terms of time, provided weather conditions, terrain, and facilities available indicate a safe landing can be accomplished.

a. PIC shall report in-flight power failures and/or precautionary engine stoppages that affect safety of flight to the appropriate ATC facility and shall advise them of their intentions and flight progress.

b. Any abnormal, erratic, or other kind of unusual performance of an aircraft or its power plant, including material failures, shall be reported in accordance with references (h) and (n).

c. A copy of the flash report of any incident involving MCIEAST aircraft shall be forwarded via the chain of command to CG MCIEAST-MCB CamLej (Safety ASO and info G3/5 APP).

18. Functional Check Flights (FCF). All FCF shall be conducted in day Visual Meteorological Conditions and with minimum crew required for safe flight. Only the Squadron CO can waive the weather requirements for a FCF.

19. Search and Rescue (SAR) Operations. Per reference (o), MCAS Cherry Point maintains a year round 24-hour helicopter SAR capability for their respective operating areas. MCAS Cherry Point operating area is defined as a 200NM radius from the airfield, or within the offshore operating areas. SAR capability provides:

a. SAR services for tenant units.

b. Supplemental SAR asset for U.S. Coast Guard and U.S. Air Force.

c. Medical Evacuation (MEDEVAC) capability to local civilian agencies as required, on a not-to-interfere basis.

d. Airborne fire-fighting capability for MCAS facilities and a supplement to local area Forest Service assets.

e. Supplemental SAR to local civilian agencies for non-law enforcement type missions such as: searches, fire fighting, disaster response, or civilian MEDEVAC, when civilian agencies cannot respond.

f. Utility and logistical support missions for MCAS activities as directed by AC/S G-3/5 APP.

g. Enhanced public relations for the CG through static displays and flight demonstrations as authorized by higher authority.

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Chapter 5

Safety

1. General. Safety awareness enhances operational readiness by preserving human and material resources. Preventing injury to people and damage to equipment requires the identification and elimination of hazards that cause damage and injury. Pilots shall conduct flights in such a manner as to avoid all unacceptable risks by following the ORM process. It is the responsibility of the pilot/crew to aviate, navigate, and communicate, in that priority, throughout all aspects of both routine and unusual circumstances. Squadron Commanders will emphasize safety as they implement the following programs:

a. Ensure all aircrew conduct a monthly review of normal procedures, emergency procedures (EP), and aircraft limitations for each T/M/S they are NATOPS qualified for to ensure strict compliance with established procedures and directives per reference (p). Use available simulators to maximum extent possible to practice Crew Resource Management (CRM), EP, basic and high risk emergency flight maneuvers.

b. Ensure annual CRM training is conducted annually per references (p) and (q).

c. Ensure quality maintenance, objective quality assurance, and the strict use of technical data and checklists.

d. Require a meaningful review and analysis of the full implications of all reports of aircraft mishaps, HAZREPS and incidents by aircrew and maintenance personnel.

e. Immediately purge all nonstandard personal flight equipment configurations, or unauthorized modifications of personal flight equipment being worn or utilized that aren't supported by waivers to existing instructions.

f. Ensure that pre-operational safety surveys are conducted at deployed sites, and that prompt, positive corrective action is taken to rectify discrepancies.

(Note: The Squadron Operations Officer is responsible for maintaining the R&I/PIF. The Squadron Aviation Safety Officer (ASO) and Maintenance Officer or On-Site Government Representative is responsible for supporting this effort. They will ensure the Operations Officer has received all pertinent safety of flight information available (appropriate HAZREPS, aircraft maintenance restrictions/safety of flight bulletins, safety of flight information and Safety Center publications) that impact safety of flight. The Operations Officer shall establish procedures to ensure all aircrew have been briefed and initialed the R&I Board for each item in the PIF before they depart the briefing area to commence flight operations.

2. Operational Risk Management (ORM). References (b) and (r), provide the CNO and CMC policy guidance concerning the implementation and standardization of ORM. ORM is a systematic decision-making process used to identify and manage hazards that could influence mission success and endanger MCIEAST assets. It is a management tool intended to ensure informed decisions are

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made and approved at an appropriate level in the chain of command. ORM is an integral part of the decision making process for all MCIEAST personnel in all operational and nonoperational activities.

a. ORM employs a five-step process:

- (1) Identify hazards
- (2) Assess hazards
- (3) Make risk decisions
- (4) Implement controls
- (5) Supervise

b. The ORM process is utilized on three levels based upon time and assets available.

(1) Time-critical: A quick mental review of the five-step process when time doesn't allow for deliberate/in-depth analysis (i.e., in-flight mission/situation changes).

(2) Deliberate: Experience and brain storming are used to identify hazards and is best done in groups (i.e., aircraft moves, fly on/off).

(3) In-depth: More substantial tools are used to thoroughly study the hazards and their associated risk in complex operations (i.e., deployments).

c. Risk Management rules to remember, per reference (n):

(1) Operational necessity is only invoked when the mission's success is more important to the nation than the lives and equipment of those undertaking it. There is no such thing as operational necessity in a training environment or while supporting JOSAC missions.

(2) Accept risk when benefits outweigh the costs. Nothing humans do is completely risk free, especially where aviation is concerned. Risk management is an effective decision-making tool for reducing risk.

(3) Accept no unnecessary risk. Accept only those that can be controlled and contribute to the success of your mission.

(4) Anticipate and manage risk by planning. Risks are most easily managed in the planning stage of an operation.

3. Operational Pauses and Safety Stand-Downs. Per reference (f), MCIEAST units shall conduct operational pauses at least semiannually. Operational pauses and safety stand-downs are synonymous and provide a break from operations. The time is used to conduct safety training, review procedures, and assess the command's safety posture. All training shall be appropriately supervised, formally planned and scheduled (i.e., the daily flight schedule, monthly training plan, etc.). All aircrew training shall be supervised by designated instructors and conducted per the current T&R Manuals, NATOPS Manuals and OPNAV Instructions. Dates and attendance shall be documented for

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the Safety Program Status submission. Periodically, operational pauses will have to be directed with no notice or short notice. Unit safety officers must plan accordingly to ensure operational pause programs are prepared for such occasions.

a. Back-In-the-Saddle operational pauses should be held following the extended winter holiday period or post deployment, and at the commander's discretion. They may serve as one of the semiannual safety operational pauses.

b. Command safety events, conducted using Quarterly Safety Theme MARADMIN messages, may serve as a semiannual Safety Operational Pause provided all hands attend.

4. Aviation Safety Council. Per reference (n), units shall form an Aviation Safety Council which will set goals, manage assets, review safety-related recommendations, and keep records of their meetings. The council should review command plans, policies, procedures, conditions and instructions to ensure their currency, correctness and responsiveness to safety recommendations.

5. Enlisted Aviation Safety Committee. Units shall form an Enlisted Aviation Safety Committee from enlisted representatives from every work center in the command. In monthly meetings, they shall discuss safety deficiencies and provide recommendations for improving safety practices and awareness. Members shall keep a record of attendance and discussion topics. The CO will respond to their recommendations in a timely manner.

6. Human Factors Council. Units shall conduct a regular, proactive, informal, human factors review of all aircrew. The Human Factors Council includes, as a minimum, the CO or XO, the ASO, the operations officer, the training officer, the NATOPS Officer, and the Flight Surgeon. The information generated is for the enhancement of safety and CO's confidential use only.

7. Human Factors Board. Units shall conduct a formal review upon CO direction. The board will review relevant aircrew member's performance, training, health, attitude or motivation. The Human Factors Board should include, as a minimum, the ASO, Flight Surgeon, and any additional officers of the CO's choosing. The Human Factors Board should identify the specific problem(s) and provide a course of action for resolution. A confidential report with conclusions and recommendations will be forwarded to the CO for action.

8. Safety Surveys. Biannual formal safety surveys shall be conducted to assess the command's safety program by a Commander Naval Safety Center (COMNAVSAFECEN) survey team. Additional safety surveys may be accomplished internally by squadron personnel, externally through the services of a sister aviation command, or by an ASO's class.

9. Aviation Incidents/Mishaps Flash Reporting. All significant aviation incidents and mishaps shall be reported to this headquarters using the MCIEAST Aviation Flash Report (AFR) per enclosure (4). MCIEAST Aviation Flash Report (AFR) is available on the MCIEAST Safety SharePoint site at: <https://intranet.mcieast.usmc.mil/MCIEAST%20Safety/Pages/default.aspx>. Significant aviation incidents include, but are not limited to: Aviation

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Mishaps; Airborne Emergencies; Things Falling Off Aircraft (TFOA); Precautionary Landings (other than at home field); Uneventful Landings at Unplanned Destinations; Bird/Animal Strikes; Alleged Deviations or Violation of Federal Flying Regulations; Anything that may be of Interest to Higher Headquarters (such as damage to aircraft, personal injury, or damage to property; anything that "Good Judgment" may warrant the attention of higher headquarters).

a. Aviation Flash Reporting Procedures. The AFR shall be filled-out as completely as possible, but expeditious reporting takes precedence. The AFR shall be sent as soon as possible, but in no case later than four hours from the time of the incident notification to the Reporting Custodian (normally the squadron).

(1) The AFR shall be passed from the Reporting Custodian to the parent station and, from the parent station to MCIEAST.

(2) MCIEAST units under operational control (OPCON) to another command (i.e. operational deployment) shall send an AFR to MCIEAST through their OPCON command. This is in addition to any flash report requirements the unit may have in their OPCON chain.

(3) In addition to the written AFR, a voice report shall be made to MCIEAST as soon as possible, but no later than one hour from the time of the incident notification to the reporting custodian.

b. Aviation Flash Reporting Handling Procedures

(1) During normal working hours (0730-1700), a voice report shall be made via the chain of command to the AC/S G-3/5, Director of Safety (DOS) and ASO at coml: G-3/5 (910)451-7394/2742/7391 (DSN prefix: 751); DOS (910)451-2071 (DSN prefix: 751); ASO (252)466-3473 (DSN prefix: 582).

(2) After normal working hours (after 1700), a voice report shall be made via the chain of command to the MCIEAST Command Duty Officer (CDO) at coml: (910)451-2414/4789/3031 (DSN prefix: 751).

(3) All written AFR's shall be forwarded via chain of command by email primarily or facsimile secondary to the CG MCIEAST, Info AC/S G-3/5, DOS and ASO mail addresses: AC/S G-3/5 (APP): carter.brandenburg@usmce.mil; FAX (910)451-7609; MCIEAST DOS: Stanley.dutko@usmc.mil; FAX (910) 451-2798; MCIEAST ASO: Michael.lynch@usmc.mil; FAX (252) 466-2088.

c. Aviation Flash Report Follow-up Procedures. All MCIEAST Stations shall follow up AFR as soon as any additional or amplifying information becomes available.

10. Things Falling Off Aircraft (TFOA)/OPREP-3 SIR. Reference (s) establishes OPREP-3 SIR policies, procedures, reporting requirements, and reports. TOFA is a reportable event. OPREP-3 SIR reports and incidents will be reported as follows:

a. A voice report to the Marine Corps Operations Center within 15 minutes of any event or incident, or within 15 minutes of becoming aware of any event or incident. The voice report will include as much information as is available, but should at a minimum contain the date, time, location,

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unit/installation/personnel involved and a general description of the event or incident.

b. An OPREP-3 SIR message report within 1 hour of any event or incident, or within 1 hour of becoming aware of any event or incident. Supplemental message reports shall be submitted as required to make corrections or submit additional information.

NOTE: Filing these OPREP-3 SIR reports does not alleviate the requirements to file a separate Hazardous Material Report as specified in reference (h).

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Chapter 6

Flying Hour Program Management and Reporting

1. General. The Flying Hour Program (FHP) management is composed of two elements: the FHP (budgeting tool) and the Sortie Based Training Program (SBTP) (execution tool).
2. Marine Corps FHP Categories or Schedules. MCIEAST FHP funding category is Fleet Air Support (FAS). The FAS FHP encompasses deployable and non-deployable OSA, SAR, and HMX-1 aircraft. FAS hours are calculated using historical operational, support and aircrew training requirements.
3. OFC-01 Budget Operating Targets Report (BOR). The BOR is used by all flying squadrons to report the execution of the flight hours and the obligation of funds for each T/M/S aircraft assigned. The BOR submission is mandatory for 18 months, (12 months during the current fiscal year (FY), and 6 months after the closeout of the FY). OFC-01 BOR is the squadron commander's official financial record of obligations and the execution of flight hours.
4. Sortie Based Training Program (SBTP). All MCIEAST squadrons shall participate in the SBTP to manage forecast and execution flight hours and sorties for each T/M/S. In addition, SBTP manages the aircrew T&R syllabus core skills, mission skills, and flight leadership data.
5. SBTP Reporting. There are two Marine aviation SBTP reporting requirements; the Annual Unit SBTP Forecast submission, and the Monthly SBTP Execution Report and four categories for reporting purposes.
 - a. Annual Unit SBTP Forecast. The annual unit SBTP forecast is developed at the squadron level and uses historical requirements to help determine annual sorties and flight hours required per the unit's projected aircrew (basic, refresher, maintain, augment, staff) assignments. The following represents a squadron operational planner's guidelines for developing an accurate, executable flying hour plan:
 - (1) Type and number of aircrew present or projected to join the squadron.
 - (2) Historical sorties required in support of JOSAC.
 - (a) As guideline, plan to provide approximately 80% of monthly flight hours available for JOSAC tasking, with the remaining 20% for pilot training and maintenance as required.
 - (b) Historical sorties required in support of Search and Rescue.
 - (c) Squadron sorties needed to travel to, from, and during deployment or detachment operations. Deployments in support of Global War on Terror (GWOT) (or other contingencies) may require certain mission skill sets and necessitate more sorties to refine these mission skills than the T&R dictates. Other mission skills may be allowed to expire temporarily until the contingency deployment is complete.

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(d) Availability of aircraft, simulators, ranges, ordnance and other training resources used in T&R events. Planned maintenance days and traditional periods of inclement weather can be planned for based on historical data.

(e) Squadron Training Plans, including Instructor work-ups, Qualifications, and Designations.

(f) Functional Test Flights, test sorties and ferry flights.

(g) Special events that affect flight scheduling such as Changes of Command, holidays and mandatory technical or ground training for aircrew and maintenance Marines.

(3) MCIEAST/MARFORCOM validates unit SBTP, forwards to HQMC (AVN) and it becomes the flight hour goal for the squadron.

(4) Deviations from the plan on a month-to-month basis will be unavoidable as the tasking and squadron composition change. Squadrons should try to meet their quarterly totals. MCIEAST will conduct conference calls once a quarter for the first three quarters and once a month during the last quarter of each fiscal year to track obligation and execution rates to meet the FHP plan. The conference calls will be scheduled during the first week of the following months December, March and June for the first three quarters of the fiscal year and the first week of each month during the last quarter.

(5) Revised flight hour consumption to accommodate personnel sourcing must be coordinated with MCIEAST to ensure resources are adequately re-allocated prior to the close of the fiscal year. Only MCIEAST (with the MARFORCOM concurrence) can re-allocate hours to different units or T/M/S. MCIEAST will not alter their annual total without MARFORCOM approval and notice to HQMC AVN as this occurs.

(6) MCIEAST and all units shall conduct an annual mid-year review to ensure flight hour allocations are matched with priorities and remain within budget constraints.

b. Monthly Unit SBTP Execution Report. Monthly Unit SBTP Reports are designed to track unit SBTP and FHP execution. The SBTP and FHP require executed flight hours to be accurately tracked within four specific categories: Training, Support, Operational, and Contingency. Aircrew shall attribute all flight time to one or more of these categories. Accurate tracking of hours by category is essential for future FHP planning and programming decisions.

(1) Training Hours. Includes all flight training in accordance with T/M/S T&R manuals (initial or refly), flight leadership, and OPNAV-directed instrument training minimums. Any crewmember receiving an initial T&R credit or an update of a T&R code, shall log training hours specific to the training portion of the sortie, including when participating in a frag or other operational sortie. If any member of the flight is able to log a T&R code (initial or refly) that portion of the sortie is logged as training. The remaining portion of the flight is logged as operational time to capture the external requirements.

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(2) Support Hours. All squadron-generated sorties that do not fit the criteria for training and are not specifically tasked by an outside command or agency. Specific examples include FCFs, FCP under training, instructor under training (IUT), flights conducted at MAWTS-1 during a Weapons and Tactics Instructor Course, and non-training ferry/transit flights. Any dedicated training flight that is aborted in-flight or is incomplete for any reason shall be attributed to support hours.

(3) Operational Hours. All squadron-generated sorties that do not fit the criteria for training and are specifically tasked by an outside command or agency. JOSAC assigned missions that are non-T&R producing will be logged as operational hours. T&R syllabus training is conducted in accordance with operational flights; this will be logged as training hours.

(4) Contingency Hours. All sorties flown in support of a contingency or combat operation, whether or not a T&R code can be logged. Aircraft operating in geographic areas formally designated as contingency should log contingency hours for every flight in support of that contingency. Contingency hours flown in excess of the SBTP FHP are covered via supplemental funding and defined as incremental contingency hours. Squadrons shall report total contingency hours on their SBTP and budget OPTAR reports.

c. Monthly SBTP, BOR and OP-20 Reconciliation. MCIEAST OSA unit operations and AC/S G-3/5 APP shall reconcile the monthly SBTP inputs against BOR and projected flight hour controls in the OP-20 in order to ensure that flight hour allocations match priorities and remain within fiscal constraints.

6. The Marine Corps Sierra-Hotel Aviation Readiness Program (M-SHARP). M-SHARP is the automated system used throughout Marine Aviation to manage the T&R program per reference (p) and is the authoritative data source for documenting all Marine Corps aviation flight records (NAVFLIRs), aircrew T&R data, and readiness reporting as required. M-SHARP is also the management tool for the SBTP. MCIEAST squadrons shall use M-SHARP to enter and submit their annual SBTP forecast. MCIEAST shall use M-SHARP to review/approve squadron SBTP forecasts. There are no submission/un-submit procedures for the monthly SBTP Execution Report.

a. Submission Procedures. Squadrons may edit and save the SBTP forecast until the forecast is submitted. Only squadrons have the authority and ability to submit a SBTP forecast in M-SHARP. Note: SBTP forecasts data is made available to all senior commands simultaneously.

b. Un-submit Procedures. Only AC/S G-3/5 APP and above have the authority and ability to un-submit a forecast and will coordinate modifications needed with the squadron. A single command or person shall not have both submission and un-submission authority.

7. Aircraft Unit Assignments. Flight hours and sorties flown by an individual aircraft are always attributed to the unit that owns the aircraft in NALCOMIS/M-SHARP and NOT by the unit to which the personnel in that aircraft are assigned.

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8. Responsibilities

a. MCIEAST. Review annual SBTP Forecasts and monthly SBTP Execution Reports of participating subordinate squadrons and communicate any changes needed through the chain of command. Ensure any edits to annual forecasts are complete and forecasts submitted/resubmitted by 15 August. Reconcile any discrepancies on monthly SBTP Execution reports by the fifth working day of the month.

b. MCIEAST Squadrons. Develop and submit annual SBTP forecasts by 1 August via M-SHARP. Ensure edits to annual forecasts directed by senior commands are complete and resubmitted by 15 August. Squadron approval of SBTP forecasts is indicated by submitting the forecast in M-SHARP. Maintain the accuracy of squadron SBTP data in M-SHARP. Reconcile recorded flight hours between NAVFLIR/NALCOMIS/M-SHARP and the BOR daily. Reconcile any discrepancies on monthly SBTP Execution reports by the fifth working day of the month.

Chapter 7

Currency and Designations

1. Currency Requirements. Currency is a control measure used to provide an additional margin of safety based on exposure frequency to a particular skill. It is a measure of time since the last event demanding that specific skill. Loss of currency does not affect a loss of proficiency. Proficiency is a measure of achievement of a specific skill. MCIEAST OSA pilot minimum currency requirements OSA aircraft shall be in accordance with T/M/S NATOPS or T&R manual with the additional requirements of no less than 16 hours in model, 4 landings and 4 approaches in the previous 90 days for pilots. MCIEAST SAR Pilot currency is based on the previous 30 and 45 day flight hours, as well as instrument approaches and landings in model.

a. OSA Aircraft

(1) Transport Aircraft Commander (TAC)/Transport Plane Commander (TPC) currency requirements shall be in accordance with T/M/S NATOPS or T&R manual with the additional requirements of no less than 16 hours in model, 4 landings, and 4 approaches in the previous 90 days for pilots.

(2) Transport Second Pilot (T2P)/Transport Third Pilot (T3P) currency requirements shall be in accordance with T/M/S NATOPS or T&R manual with the additional requirements of no less than 8 hours in model, 4 landings, and 4 approaches in the previous 90 days for pilots.

b. SAR Aircraft

(1) Helicopter Aircraft Commander (HAC) currency requirements for the previous 30 days are four flight hours (two at night) in model, four confined area landings, four SAR rappelling operations, two hoist operations, and two short haul operations. HAC currency requirements for the previous 45 days are four flight hours (two at night) in model and four coupled Doppler approaches.

(2) Helicopter Second Pilot (H2P) currency requirements for the previous 30 days are four flight hours (two at night) in model and four confined area landings. H2P currency requirements for the previous 45 days are four flight hours (two at night) in model.

c. Pilots not meeting currency requirements for their appropriate designation may reset/regain currency as follows:

(1) OSA Aircraft

(a) A TAC/TPC or T2P/T3P failing to meet currency requirements listed in the T/M/S NATOPS or T&R manual may reset/regain currency by completing either one of the following options:

1. NATOPS check flight will offer currency for 30 days from the date flown.
2. A refresher flight completing:

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a. Thoroughly review normal procedures, Crew Resource Management (CRM), systems operations and limitations, and emergency procedures.

b. Four instrument approaches and four landings shall be performed in the same type/model/series aircraft.

c. A refresher flight will offer currency for 30 days from the date flown.

d. Refresher flight may not be used to regain currency in two consecutive months and does not wave the NATOPS or T&R proficiency requirements.

3. A dedicated training flight(s) with a qualified TAC until the requisite amount of hours, approaches, and landings in enclosure (5) are acquired.

4. A TAC/TPC may fly as copilot (T2P/T3P) until the requisite hours are obtained if copilot minimums are met. A TAC/TPC or T2P/T3P shall meet the requirements listed in enclosure (5) prior to executing a mission (transport of passengers).

(b) A TAC/TPC or T2P/T3P exceeding 180 days no-fly shall complete the Training and Readiness (T&R) refresher flight syllabus.

(c) A TAC/TPC or T2P/T3P exceeding 24 months no-fly shall complete CACT refresher training and T&R refresher flight syllabus.

(2) SAR Aircraft

(a) A HAC or H2P exceeding 30 days no-fly or failing to meet currency requirements listed in enclosure (5) may reset/regain currency by completing either one of the following options:

1. NATOPS check flight

2. A standardization training flight with a NATOPS Instructor (NI) or Assistant NATOPS Instructor (ANI) completing:

a. A flight of two hours in duration

b. Thoroughly review SAR mission and operations, CRM, systems operations and limitations, and emergency procedures.

c. Simulated engine failure (Hover in Ground Effect (HIGE), on takeoff, and in the downwind)

d. Two instrument approaches

e. Two Confined Area Landings and two Doppler approaches

f. Two hoists

3. A standardization training flight will offer currency for 30 days from the date flown.

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4. A HAC may fly as copilot (H2P) until the requisite hours are obtained if he meets the copilot minimums.

(b) A HAC or H2P exceeding 90 days no fly shall fly two dedicated standardization training flights with an instructor completing:

1. Two standardization training flight(s) with a NI or ANI. One day and one night flight of two hours. The day flight shall be a standardization flight.

2. Thoroughly review SAR mission and operations, CRM, systems operations and limitations, and emergency procedures.

3. Simulated engine failure (Hover in Ground Effect (HIGE), on takeoff, and in the downwind).

4. Two instrument approaches

5. Two Confined Area Landings and two Doppler approaches per training flight.

6. Two hoists

7. A HAC may fly as copilot (H2P) until the requisite hours are obtained if he meets the copilot minimums.

(c) A HAC or H2P exceeding 180 days no fly shall complete the Modified VMR-1 SAR Warm-up Syllabus per enclosure (6). The Modified VMR-1 SAR Warm-up Syllabus consists of two day flights, two night flights, and a NATOPS check (5 Flights, 10.0 Hours).

(d) A HAC or H2P exceeding 18 months no fly shall complete the CH-46E refresher syllabus at HMM(T)-164.

d. No pilot, regardless of T/M/S aircraft, shall sign for an aircraft for a night flight without having flown that model of aircraft in the previous 15 days.

2. Personnel Authorized to Perform Crew Duties. Enlisted Marines may be designated as crew chiefs, NATOPS evaluators, or airborne test evaluators in accordance with T/M/S NATOPS and current directives.

a. Prior to receiving orders to duty involving flight, prospective crewmembers must satisfy the following prerequisites:

(1) Complete an aircrew flight physical.

(2) Complete Naval Aviation Survival Training Program.

(3) Sign a volunteer to fly letter.

b. Once these prerequisites have been satisfied, the prospective crewmember may be placed on orders as prescribed by the Flight Order Control Board.

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c. The squadron has the responsibility to monitor the progress of individuals through the Crew Member Training syllabus. Additionally, the Flight Order Audit Board will monitor the progress of every individual on orders to ensure that monthly flight minimums are satisfied.

3. Turn-up and Taxiing Licenses. Per references (b) and (h), the CO may issue Taxi License and Turn-up/Auxiliary Power Unit (APU) authorization to contract maintenance or senior enlisted personnel. The CO may not delegate the authority to sign Taxi License and Turn-up/APU authorizations.

a. Turn-up (Low/Full Power Turn-up) Authorization. The nominee will undergo a comprehensive training program. The nominee must qualify per the applicable NATOPS manual and satisfactorily complete a written and operational examination developed by the unit's NATOPS officer and administered by a unit pilot NATOPS instructor or qualified FCF pilot.

b. Taxi Licensing. Licenses may be issued under the following conditions:

(1) Fixed Wing. The nominee will undergo a comprehensive training program using the applicable NATOPS manual and must satisfactorily completed a written and operational test developed by the unit NATOPS Officer and administered by a unit pilot NATOPS instructor. A qualified TAC/TPC and co-pilot shall be at the controls for any maintenance checks requiring high-speed runway operations.

(2) Helicopter. Only individuals authorized to fly helicopters shall be permitted to taxi.

c. Requalification. Annual requalification is required to maintain authorization for taxi licensing and engine/APU low/full power turn-up authorization.

4. Functional Check Flights. A PIC shall be designated in writing by the CO, as a functional check pilot for either a full-system check or the partial system(s) to be checked. All Post Maintenance Check Flight (PMCF) personnel shall be fully qualified in accordance with current applicable T&R manuals, NATOPS manuals and OPNAV Instructions.

5. Re-Designations. Designations are assigned to individuals based on leadership ability. Designations are command specific and remain in effect until removed for cause or the individual is transferred to another command. Community T&R may stipulate re-designation criteria. If criteria are not delineated, re-designation is at the CO's discretion. The squadron policy shall be applied consistently.

6. Personnel Qualification and Certification (QUAL/CERT) Program for Class V Ammunition and Explosives (A&E)

a. General. MCIEAST UC-35D and planned UC-12W replacement OSA aircraft have Aircraft Survivability Equipment (ASE). The ASE detects incoming missile threats, alerts the aircrew, and automatically deploys airborne expendable countermeasures. All personnel, military and civilian, including contractors, engaged in or tasked to engage in handling explosives shall be qualified and certified in accordance with references (s) through (u). A&E Certification Form in enclosure (7) will be used to document certification.

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b. Contractor Personnel QUAL/CERT. Contractor personnel performing functions within the scope of this Order at Marine Corps activities must be qualified and certified prior to performing such functions. Agencies bidding on contracts involving operations in an A&E area are required to certify their employees per reference (s), regarding explosives QUAL/CERT. The contractor providing personnel shall provide qualification and training records for review by the appropriate government representative upon request.

c. Aircrew/Flight-Crew Personnel. Aircrew members, whose duties include the arming, de-arming, or safeing of airborne expendable countermeasure systems not covered under specific NATOPS Manuals, shall be certified under the provisions of this Order. Specifically, QUAL/CERT requirements apply to those aircrew who may arm/de-arm or safe countermeasure systems.

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Chapter 8

CONUS OSA Management and Scheduling

1. General. The use of Military Airlift (MILAIR) is a premium mode of travel involving high costs and limited resources. It is essential that managers and commanders at all levels prevent misuse of transportation resources, as well as the perception of their misuse. Therefore, scheduling of MILAIR will be based on the cost of the trip, the purpose of the trip, and the priority of travel.

a. The current Marine Corps OSA fleet consist of twenty-six (26) aircraft: two (2) C-9B, eleven (11) UC-12, twelve (12) UC-35, and one (1) C-20 aircraft. MCIEAST manages and operates a fleet of seven (7) OSA aircraft, located at MCAS Beaufort (one UC-12), MCAS Cherry Point (two C-9 and two UC-35), and MCAS New River (two UC-12). Additionally, MCAS Cherry Point operates three (3) HH-46E helicopters to provide a 24-hour SAR capability.

b. All OCONUS scheduling of OSA aircraft is a Service function. HQMC, Aviation Support Coordination Office (ASCO) shall schedule all USMC OCONUS OSA mission support.

2. CONUS OSA Aircraft Scheduling System

a. JOSAC. JOSAC is the scheduling authority for all CONUS OSA missions and has responsibility of providing its DoD customers with the best support possible utilizing Service-provided air assets. Additionally JOSAC:

(1) Assign aircraft based on mission requirements, regardless of traveler grade, rank, or position, and PUJC codes assigned by the Service validator to alleviate perceptions of misuse, strengthen a commitment toward wartime training and to maximize OSA fleet efficiency.

(2) Resolves mission-day scheduling issues that arise due to maintenance, weather, or requirement changes.

(3) Provides flight following of missions as necessary.

(4) Per reference (v), provides Semiannual Senior Federal Travelers Report to the Office of the Secretary of Defense. If requested, assist the Services in obtaining scheduling data necessary to produce Service-unique reports.

b. HQMC, Air Support Coordination Office (ASCO). Aviation Department, HQMC, ASCO is the USMC liaison to JOSAC on all policy and scheduling issues. Additionally, this office:

(1) Advises HQMC and DC Aviation on all matters pertaining to operational support airlift.

(2) Ensures effective airlift management and utilization of all Marine Corps OSA aircraft.

(3) Ensures implementation of JALIS within the Marine Corps.

(4) Consolidates quarterly flight hour messages and submits to JOSAC.

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c. MCIEAST ATCO. Receives, validates, coordinates and processes all MilAir Passenger/Cargo Requests. MCIEAST ATCO contact information: DSN 582-2837/7147; After Hours (252)466-2233; Fax: (252)466-1988; ATCO OMB Email: CHPT ATCO OMB@usmc.mil. The ATCO's duties include the following:

(1) Liaison between JOSAC and the requester for all scheduling and modification of OSA support requests.

(2) Review all requests for accuracy and airlift necessity. Assign PUJC codes to convert the movement request into a movement requirement and input into JALIS.

(3) Coordinate scheduling of Marine OSA aircraft located at MCAS Beaufort, MCAS Cherry Point, and MCAS New River with the scheduling activity (JOSAC).

(4) Submit quarterly flight hours available for JOSAC scheduling to HQMC ASCO.

(5) Maintain all flight requests, advisories, and Logistic Flights Records (LFRs) for airlift missions for three years.

d. Requestor

(1) Submit travel requests at least three days in advance, except when operational demands dictate. Allow sufficient flexibility in departure or arrival times (at least two hours). For priority three requirements, requesters should allow at least +/- 12 hours flexibility in departure/arrival times to maximize airlift supportability.

(2) Submit a form DD2768 (Military Air Passenger Cargo Request) with commercial cost estimate, full justification for the use of MILAIR signed by both the requestor and the senior traveler. Signature authority cannot be delegated. Senior traveler signature certifies the requirement to use MILAIR. Enclosure (8) provides reference codes for a DD2768.

(3) Ensure that all individuals listed on the request will be traveling on funded Government, or civilian invitational, travel orders.

(4) A request may be modified, regretted, or canceled at any time up through the day of mission execution. This includes modification of any data related to the request, including the manifest. A requester may at any time modify a request to meet changing requirements. Once a modification is made, it will be revalidated before entering the mission-planning phase.

(5) Airlift request cancellations shall be coordinated through the MCIEAST ATCO. If two business days prior to travel, a requester is unable to contact the MCIEAST ATCO, the requester shall contact the JOSAC scheduler to cancel the airlift request. The JOSAC scheduler shall record the name of the requester and date and time of the cancellation in the remarks section of the request. An aircraft flown in support of a late-cancellation request will be immediately reported to USTRANSCOM Directorate of Operations (TCJ3) and the requester's/senior traveler's chain of command.

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(6) Coordinate all ground support requirements, i.e., protocol, ground transportation, lodging, baggage handling, etc.

(7) The carrying of space-available passengers and/or cargo authorized per reference (w) is strongly encouraged and will be accommodated to the maximum extent possible. Travel documentation is required for all travelers and will be provided to the single manifesting agency at that location.

e. MCIEAST OSA Squadron

(1) Provide aircraft status report of all forecast non-available aircraft, and whenever there is a change aircraft to JOSAC daily through JALIS. Provide OSA aircraft as scheduled by JOSAC. As a guideline, plan to provide approximately 80% of monthly flight hours available for JOSAC tasking, with the remaining 20% for pilot training and maintenance as required.

(2) Query JALIS daily for new missions and any modifications. If the JALIS server is inoperative, contact JOSAC via telephone to verify missions.

(3) Coordinate with the supported customers a minimum of 24 hours prior to the scheduled departure.

(4) Prepare and submit a Logistic Flight Record (LFR) to JALIS the next working day following the completion of all flights.

(5) Submit quarterly flight hours available for JOSAC scheduling to MCIEAST ATCO and G-3/APP.

(6) Implement a training program which will maintain sufficient aircrew in a ready status to meet emergency and wartime requirements, and all scheduled peacetime operations.

(7) Maintain all flight requests, advisories, and LFR's for airlift missions for three years.

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Chapter 9

Flight Assignment of ADP and Flight Authorization of Non-ADP to Fly with
MCIEAST

1. General. MCIEAST is responsible for the management and operation of 10 aircraft. MCIEAST aircraft consist of seven OSA aircraft and three SAR helicopters. The aircraft are located at MCAS Beaufort (one UC-12), MCAS Cherry Point (two C-9, two UC-35 and three HH-46E), and MCAS New River (two UC-12). MCIEAST flight assignment and authorizations will be made in order to maintain sufficient OSA and SAR aircrews in a ready status to meet all scheduled operations.
2. Approval Authority. The CG is the approval authority for all ADP and Non-ADP U.S. military personnel assigned to MCIEAST who request to fly. Per enclosure (9), all other requests shall be forwarded via the chain of command for approval. CMC WASHINGTON DC AVN ASM shall be info addressee on all message traffic concerning air transportation authorization and approval. All CONUS request for transportation of passengers or cargo aboard MCIEAST OSA aircraft will be scheduled through JOSAC. MCIEAST squadron commanders retain the authority to allow ADP from other MCIEAST units to fly with their units. Designated COMMARFORCOM/CG MCIEAST NATOPS evaluators and instructors (officers and enlisted) are authorized to fly with all MCIEAST units in conjunction with check rides and unit evaluations.
3. Waivers to Duty Involving Flying Denied. The issuance of any DIFDEN waiver is controlled by HQMC ASM. All such requests will be forwarded to HQMC (ASM) via the chain of command. Reference (e) contains submission criteria for a DIFDEN waiver request. ADP and non-ADP not assigned to MCIEAST shall submit requests to fly MCIEAST aircraft to CG (G-3/5 APP). Forwarding endorsements will contain a statement concerning the individual's ability to perform as an augment aircrew.
4. Responsibility. All aircrew shall maintain flight proficiency, a current instrument rating, and meet minimum flying hour requirements. The ARC shall provide aircraft, instructors, evaluators, check pilots, etc., for the purpose of attaining flight hour requirements for ADP. Reporting Seniors shall afford ADP and non-ADP sufficient opportunity to comply with the above requirements.

a. AC/S (G-3/5)

(1) Assign MCIEAST ADP Duty in a Flying Status Involving Operational Flight and authorize non-ADP assigned to MCIEAST to fly with a MCIEAST unit. Assignment will be based on unit requirements and capability. Disapprove requests and return to the individual with a copy to the appropriate chain of command.

(2) Publish a biannual message, no later than 31 March and 31 October, listing those MCIEAST ADP, non-ADP and ADP of other commands authorized to fly MCIEAST aircraft. The message will indicate parent unit, the ARC authorized to provide flight hour support, and the category of support to be provided.

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b. Aircraft-Reporting Custodian (ARC)

(1) Maintain qualification jackets, flight log books, and skeleton qualification jackets for ADP authorized to fly MCIEAST aircraft. OPNAV Form 3760/37 (Record of Completed Flight Time) will be used to transmit individual flight data to the unit holding the individual's logs and records.

(2) Verify the category and medical service group of aircrew assigned to or authorized to fly unit aircraft to ensure requirements of reference (b) are met.

(3) Provide instrument ground school quotas, instrument exams, physiological training, and training aid needs for personnel assigned to the unit for flight purposes.

(4) Fund Temporary Additional Duty (TAD) for MCIEAST assigned ADP initial and recurrent training, and travel orders in direct support of flight operations. Commanders are authorized to write TAD orders on staff augment pilots for performance of duties in support of flight operations.

(5) Ensure that personnel authorized to fly unit aircraft meet OPNAV and NATOPS requirements, to include required safety checks of flight equipment.

(6) Take appropriate action to terminate flight status should an individual's performance indicate that such action might be in the best interest of both the individual and the command, per chapter 11 of this Order and reference (x).

(7) Monitor personnel flight performance and ensure that monthly, semi-annual and annual flight requirements are met. In the event flight minimums required by reference (b) are not met, notification will be given, via letter, to the CO of the administrative unit to which the individual is assigned. Copies of the notification letter will be forwarded to the individual concerned and AC/S G-3/5 APP.

(8) Apportion assigned flight hours for aircrew currency in accordance with chapter 7. Augment aircrew will normally fly no less than 100 hours per year.

c. MCIEAST Aircrew. ADP shall maintain flight proficiency, a current NATOPS/Instrument rating, and meet minimum flying hour requirements.

d. Augment Aircrew. ADP assigned to other commands who wish to fly MCIEAST aircraft shall submit requests per enclosure (10) to AC/S G-3/5 APP, via their chain of command and the unit ARC. Authorizations will be designated in writing per enclosure (11). AC/S G-3/5 APP shall be notified when the authorized individual is transferred to another command or when he ceases flying for other reasons.

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Chapter 10

Training

1. Crew Resource Management Program (CRM). Per reference (q), the CRM program integrates the instruction of specifically defined behavioral skills throughout Navy and Marine Corps aviation training and applies these behavioral skills into operational aviation procedures wherever appropriate. The goal of CRM is to improve mission effectiveness by minimizing crew preventable errors, maximizing crew coordination, and optimizing risk management.

a. Training. CRM annual classroom training requirements may be accomplished at Marine Aviation Training System Sites, (MATSS), each air station, or the CACT facility during initial and recurrent training. CRM annual flight evaluation should be accomplished at the unit. Per references (q) and (y), initial and recurrent CRM training shall be conducted by a designated CRM instructor or facilitator and shall include:

- (1) CRM history
- (2) Seven (7) critical skills
- (3) A copy of reference (r)
- (4) A T/M specific case study or scenario
- (5) A flight evaluation conducted by a CRM Instructor or CRM facilitator designated for that T/M aircraft.

b. Currency. All MCIEAST Aircrew are considered CRM current and qualified to perform aircrew duties upon successful completion of ground training and a flight evaluation.

(1) The flight evaluation may be conducted concurrent with any operational or training flight or simulator, including NATOPS evaluation and instrument evaluation. The renewal flight evaluation may be accomplished within 60 days preceding expiration of a current evaluation and is valid for 12 months from the last day of the month in which the current evaluation expires.

(2) The ground training shall be accomplished once per year and may be accomplished at any time during the year before the flight evaluation. The ground training is valid for 12 months from the last day of the month in which the current ground training was conducted.

c. Qualifications. MCIEAST Aircrew that are qualified in Multiple T/M aircraft shall receive initial CRM training in each T/M aircraft. Full recurrent training shall be completed in at least one T/M aircraft and modified recurrent training (consisting of a T/M case study or scenario, and a flight evaluation) shall be completed for all other T/M aircraft. Commanding officers of units with more than one T/M aircraft assigned may designate, with approval from each applicable Curriculum Model Manager, a facilitator qualified in one platform to conduct CRM ground training for other platforms.

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d. Documentation. CRM training and flight evaluations shall be logged in the individual NATOPS Flight Personnel Training/Qualification Jacket. CRM flight evaluations shall be commented on in the remarks section of the NATOPS or instrument evaluation form when the flight evaluation is performed in conjunction with one of these flights. Annual CRM flight evaluations shall be documented in the individual aircrew logbooks as well as the NATOPS jacket.

e. Extension to expiration date. Extension authorization shall be filed in the individual's NATOPS Flight Personnel Training/Qualification Jacket. The expiration date for CRM may be extended under the following conditions:

(1) Commanding officers may grant written extension to the CRM expiration date for aircrew members that would otherwise expire during long deployments. Extensions shall not exceed 90 days after return from deployment.

(2) Controlling Custodians may grant written extension of CRM training requirements in those cases which so merit.

f. Failure to meet CRM requirements. Personnel who fail to meet CRM requirements without a written extension shall not serve as aircrew members. Once CRM requirements are met, or an extension is approved, aircrew member duties may be resumed.

2. MCIEAST Command Aircraft Crew Training (CACT) Program

a. General. The CACT program was established to provide pilots and aircrew with initial and refresher training in aircraft for which the Navy has no organic training program. Training courses are provided on a contractual basis, at contractor facilities, for the C-9, UC-35, and the UC-12.

(1) Simulator training for the C-9 is conducted by TSM Corporation located in Denver, Colorado. TSM Corporation provides initial and recurrent training.

(2) Simulator training for the UC-35 is conducted by Flight Safety International (FSI) at Wichita, Kansas. FSI offers initial, recurrent and prior experience training.

(3) Simulator training for the UC-12B is conducted by FSI in Daleville, Alabama. FSI offers initial and recurrent training. Simulator and academic training for the UC-12W will be conducted at a HQMC approved contractor facility.

b. MCIEAST CACT Program Manager. The current CACT Program Manager POC is Mr. Thom Cogger, MCAS Cherry Point, (252)466-5186 (Com1), 582-5816 (DSN), (252)466-3287 (FAX) PSC Box 8019, Cherry Point, NC 28533. The CACT program manager responsibilities:

(1) Submit annual projected command aircraft crew training and ground school requirements, covering the succeeding twelve months from 1 October through 30 September, to the CO Naval Training Systems Center (NAVTRASYSCEN) (Code 4322) by 1 June. The requirements projection shall be consolidated from command scheduler input and include the following data:

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- (a) Type of course required
- (b) Number of quotas required
- (c) Quarter of fiscal year course required

(2) Submit annual requirements forecast as above, with a copy to CG Marine Corps Combat Development Command (MCCDC), Aviation Training Branch (ATB) (TE32A1).

(3) Submit firmly established quarterly requirements to CO NAVTRASYSSEN (Code 4322) no later than 45 days prior to the commencement of the quarter.

(4) Transfer funds for the established quarterly requirements to the CO NAVTRASYSSEN (Code 51) no later than 45 days prior to each quarter. Placement of first quarter funds in advance of the start of a fiscal year can be accommodated through use of a contingency planning funding document, similar to that used for continuing operations and maintenance functions. Requests for funding for UC-35 and UC-12 seats are submitted to the MCCDC ATB and Training and Education Command after the pilots name is entered into the Training Integrated Management System.

(5) Conduct a mid-year review to determine currency requirements and ensure seat requests are up to date.

(6) Monitor course attendance to minimize excess quota requirements, no shows, etc.

(7) Schedule and coordinate training quotas, as received from the Command Schedulers, with the appropriate contractor and system. Only the Program Manager is authorized to liaison with contracting facilities. Individuals who contact or schedule a school seat will be charged with an unauthorized commitment.

(a) C-9 seats are scheduled through the Commander Fleet Logistics Support Wing located in Fort Worth, Texas.

(b) UC-35 seats are scheduled through the FSI site with the Naval Air Warfare Training Center/Training Systems (NAWTCTSD), Orlando, Florida, acting as the Contracting Officer Representative (COR).

(c) UC-12 seats are scheduled through the site with NAWTCTSD acting as the COR.

(8) Ensure adequate and fair distribution of training quotas. Communicate with Command Schedulers final training dates and any changes that may arise.

c. Command Schedulers. Each unit has a scheduler responsible for communicating with the CACT program manager the command's requirements. The Command Scheduler's responsibilities include:

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(1) Provide CACT Program Manager current annual requirements and projected seats needed for the upcoming year no later than 30 May of every year.

(2) Should a cancellation occur after the cut-off time specified in the contract (i.e., currently 16 days), the quota will be billed even if another individual from a different command is substituted.

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Chapter 11

Suspension from Flying Status

1. General. MCIEAST Squadron CO's will immediately suspend from duty involving flying any officer or enlisted person under their command that, in his opinion, is unfit for such duty per reference (x). This does not include temporary suspensions (groundings) directed by the commander in the interest of good command order and discipline.

2. Reasons for Suspension. Aircrew are considered to be unfit for duty involving flying when they are medically incapacitated or in the judgment of the commander such suspension is warranted in the interest of aviation safety or operational necessity.

a. Temporary Medical Incapacitation. Aircrew temporarily medically incapacitated are considered qualified for aviation duty unless such incapacitation continues for a period of more than 180 days. Aircrew disqualified for medical reasons will not be requalified for aviation service until so certified by appropriate medical authority. Aircrew are considered to be medically incapacitated for duty involving flying when:

- (1) Hospitalized
- (2) Admitted to a sick list
- (3) Placed in a limited duty status

b. Permanent Medical Incapacitation. Aeronautically designated personnel whose medical incapacity is considered to be permanent by competent medical authority will have their ACIP terminated on the first day following a period of 365 days that commences on the date of incapacitation.

c. Directed by the Commander

(1) Reasons for suspension of flight status when in the interest of aviation safety or operational necessity:

- (a) Individual request for termination from flight status
- (b) Demonstrated lack of general aeronautical ability
- (c) Breaches of flight safety or regulations
- (d) Failure to maintain flight standards
- (e) A respondent of a Field Flight Performance Board (FFPB)

(f) Demonstrated conduct which is contrary to good order and discipline of the command

(2) ACIP or Hazardous Duty Incentive Pay (HDIP) shall be suspended effective the date of the commanding officer's suspension letter. Aircrew suspended through FFPB shall have their ACIP or HDIP terminated effective on the date of the suspension.

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(3) When aircrew suspended from flying become fit for flying, the commander will remit such suspension. In the case of ADP, the remission will be immediately reported, in detail, to the HQMC (ASM).

(4) An individual's eligibility to receive flight pay during a period of suspension will be determined in each specific case per reference (y).

(5) Instructions for submission of unit diary entries are in reference (z).

3. Field Flight Performance Board (FFPB). FFPB is an informal administrative board to evaluate the performance, potential, and motivation of ADP and crewmembers ordered by competent authority (any Commander within the ADP or crewmembers chain of command). The FFPB process is a means to uphold established standards in flight performance, maturity and discipline, and to prevent those aircrew-caused mishaps that can be anticipated through early identification of substandard performers. All ADP and crewmembers are subject to the FFPB process. Detailed procedures can be found in reference (aa).

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Reporting Requirement MCIEAST-MCB CAMLEJ 3710.1-11

FLIGHT DEMO/STATIC DISPLAY AFTER ACTION REPORT

From: (AVIATION UNIT)

To: Commandant Marine Corps (ASM/PA/MCRC)

Via Commanding Officer, Marine Corps Air Station, enter air station
Commanding General, Marine Corps Installations East-Marine Corps Base Camp Lejeune
Commander, Marine Corps Installations Command

Subj: FLIGHT DEMO/STATIC DISPLAY AFTER ACTION REPORT

Ref: (a) MCO P5720.73

1. IN ACCORDANCE WITH THE REFERENCE, THE FOLLOWING IS SUBMITTED:

A. EVENT LOCATION SPONSOR: _____

B. NUMBER/TYPE OF AIRCRAFT: _____

C. WAS THE AIRSHOW COORDINATOR PRESENT AND HELPFUL? _____

D. WAS A MARINE RECRUITER'S BOOTH PRESENT? YES NO WAS IT CLOSE TO THE AIRCRAFT ON DISPLAY? YES NO
DID HE CONTACT YOU? YES NO DID YOU REFER ANYONE TO HIM FOR INFO ON JOINING THE MARINE CORPS? YES NO
COMMENT: _____

E. WAS THE MEDIA IN ATTENDANCE? IF SO, WHAT TYPE (PRINT, RADIO, TELEVISION)? _____

F. WERE YOU INTERVIEWED BY THE MEDIA? IF SO, BY WHOM? FOR PRINT? FOR BROADCAST? _____

G. WERE YOU OR YOUR AIRCRAFT FILMED BY THE MEDIA? _____

H. HAS THE UNIT PREVIOUSLY ATTENDED THIS EVENT? _____

I. WAS THE EVENT WORTHWHILE? _____

J. ESTIMATED CROWD SIZE: _____ ESTIMATED CROWD AGE: _____

K. WAS ADEQUATE AIRCRAFT SERVICE PROVIDED? _____

L. WAS SECURITY ADEQUATE? _____

M. WAS YOUR AIRCRAFT ROPED OFF? _____

N. WAS SMOKING ALLOWED ON THE FLIGHT LINE? _____

O. HOW WAS THE OVERALL CROWD CONTROL? _____

P. WERE THE ATC FACILITIES HELPFUL? _____

Q. LIST ANY NOTEWORTHY UNSAFE TRENDS/EVENTS:

R. WAS BILLETING PROVIDED? ADEQUATE? ON BASE? _____

S. WAS FOOD PROVIDED? ADEQUATE? _____

T. WAS TRANSPORTATION PROVIDED? ADEQUATE? _____

U. IN YOUR OPINION, SHOULD THE MARINE CORPS CONTINUE TO SUPPORT THIS AIRSHOW? STATE REASONS (I.E., WAS IT A BENEFIT TO RECRUITING EFFORTS?) _____

AIRCREW SIGNATURE: _____

COMPLETE THE QUESTIONNAIRE AND SUBMIT BY MSG TO CMC WASHINGTON DC//ASM/PA/MCRC// NLT 5 WORKING DAYS FOLLOWING AIRSHOW PARTICIPATION.

20 JUL 2012

Temporary Flight Order Allocations Request Sample Letter

1326
Code

From: Squadron
To: Commandant of the Marine Corps (ASM)
Via: (1) Commanding Officer, Station, S-3
(2) Commanding General, Marine Corps Installations East-Marine Corps
Base Camp Lejeune (G-3/5)
(3) Commander, U.S. Marine Corps Forces Command (G-3/5/7)

Subj: TEMPORARY FLIGHT ORDER ALLOCATIONS REQUEST

Ref: (a) MCO 1326.2G

1. Currently there are no allocations for (billet description) listed in reference (a). Per reference (a), request the following allocations for (Squadron) for Fiscal Year 20XX:

Non-crewmember Flight Orders

Number		
<u>Of Seats</u>	<u>Billet</u>	<u>Type of Aircraft</u>

Crewmember Flight Orders

Number		
<u>Of Seats</u>	<u>Billet</u>	<u>Type of Aircraft</u>

2. Detailed Justification for request.

Signature

Report Control Symbol: MCIEAST-MCB CAMLEJ-3710.1-05



UNITED STATES MARINE CORPS

Type Command here
 Type mailing address here
 Type mailing address here

1326
 ATC
 Type date

From: Type Command here
 To: Commanding General, Marine Corps Installations East-Marine Corps Base
 Camp Lejeune (G-3/APP)
 Via: Type Appropriate Command/Squadron here
 Subj: QUARTERLY TEMPORARY FLIGHT ORDER EXPENDITURE REPORT
 Ref: (a) MCO 1326.2G

1. Per reference (a), the following report is submitted for the ____ quarter
 FY ____.

CREWMEMBER

	E9-7	E-6	E-5	E-4	E-3 and below	Total Expended	Total Allocated
A							
B							

NON-CREWMEMBER

	E9-7	E-6	E-5	E-4	E-3 and below	Total Expended	Total Allocated
A							
B							

Line A: Number of officer/enlisted personnel in each pay grade who are under flight ordered as a crewmember/non-crewmember.

Line B: Total amount of money expended.

2. The following is a list of the squadrons whose reports are consolidated into this report: Type list here

Print name here

Type here if needed if not delete



MCIEAST AVIATION FLASH REPORT

Voice Report: Due ASAP but NLT 1 hr of incident report to RC
 AFR: Due ASAP but NLT 4 hrs from time of incident report to RC
 MCIEAST CDO: (910) 451-2414/4789/3031 (DSN: 751); EMAIL: cdo.mcblejeune@usmc.mil; FAX# (910) 451-2415
 MCIEAST G-3/5 (APP): (910) 451-7394/2742/7391 (DSN: 751); EMAIL: carter.brandenburg@usmc.mil; FAX# (910) 451-7609
 MCIEAST SAFETY: (910) 451-2071 (DSN: 751); EMAIL: stanley.dulko@usmc.mil; FAX# (910)451-2798
 MCIEAST ASO: (252) 466-3473 (DSN: 582); EMAIL: michael.lynch@usmc.mil; FAX# (252) 466-2088

1. SQUADRON:			
INCIDENT DATE:		TIME:	
LOCATION:			
2. AIRCRAFT TYPE:			3. AIRCRAFT INFO:
<input type="checkbox"/> UC-9B <input type="checkbox"/> UC-35D <input type="checkbox"/> HH-46E <input type="checkbox"/> UC-12B			BUNO:
<input type="checkbox"/> UC-12F OTHER:			Location:
4. PERSONNEL INVOLVED:			
NAME/RANK:		NAME/RANK:	
POSITION:		POSITION:	
MODEL TIME:	30 DAY TIME:	MODEL TIME:	30 DAY TIME:
NAME/RANK:		NAME/RANK:	
POSITION:		POSITION:	
MODEL TIME:	30 DAY TIME:	MODEL TIME:	30 DAY TIME:
Additional Crew:			
5. PERSONNEL INJURIES:			
CREW:			
PAX/GROUND:			
6. Could this meet MISHAP criteria? (\$50,000 damage, or injury resulting in 3 lost workdays? <input type="checkbox"/> YES (see below) <input type="checkbox"/> NO			
Anticipated MISHAP CLASS:		OPREP STATUS:	
<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
MISHAP CATEGORY:			
<input type="checkbox"/> FM <input type="checkbox"/> FRM <input type="checkbox"/> AGM			
7. Did an object fall off of an aircraft in flight unintentionally (TFOA)? <input type="checkbox"/> YES (see below) <input type="checkbox"/> NO			
OBJECT DIMENSIONS:			WEIGHT:
POPULATED AREA?			
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN LOCATION:			
8. Was a bird or animal struck (BASH) <input type="checkbox"/> YES (see below) <input type="checkbox"/> NO			
TYPE ANIMAL: (DESCRIPTION)			ADVISORY:
			<input type="checkbox"/> LOW <input type="checkbox"/> MODERATE <input type="checkbox"/> SEVERE
IMPACT IN IMC?:		IMPACT POINT:	
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN			
9. MISSION INFORMATION:			
TMR CODE:		MISSION:	
FLT PHASE:			
<input type="checkbox"/> TAKEOFF <input type="checkbox"/> ENROUTE <input type="checkbox"/> LANDING <input type="checkbox"/> TACTICAL OTHER:			
FLT PHASE DETAIL:			
ALT (MSL):		ALT (AGL):	
# of PAX:		INST COND:	
		<input type="checkbox"/> IMC <input type="checkbox"/> VMC	
VIP ON BOARD:		LIGHT LEVEL:	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> DAY <input type="checkbox"/> NIGHT (HLL) <input type="checkbox"/> NIGHT (LLL)	
10. PROPERTY DAMAGE: (Type and estimated cost if known)			
DOD PROPERTY DAMAGE:			
NON-DOD PROPERTY DAMAGE:			
11. EVENT SUMMARY: (Provided a brief explanation of the incident)			
12. SENDER'S NAME:			PHONE#:
13. UNIT SAFETY POC:			PHONE#:

20 JUN 2012

Minimum Flight Currency Requirements Chart

OSA		
Currency requirements shall be T/M/S NATOPS or T&R manual with the additional requirements		
a. Previous 90 days	TAC/TPC	T2P/T3P
In Model	16 hrs	8 hrs
Landings	4	4
Instrument Approaches	4	4
Refresher flight will be per T/M/S NATOPS or T&R manual and include the below minimum landings and approaches:		
b. Refresher flights minimums		
Landings		4
Instrument Approaches		4
<p>A TAC/TPC or T2P/T3P failing to meet currency requirements listed in the T/M/S NATOPS or T&R manual may reset/regain currency by completing either one of the following options:</p> <ol style="list-style-type: none"> 1. NATOPS Check Flight 2. A refresher flight completing: <ol style="list-style-type: none"> a. Thoroughly review normal procedures, Crew Resource Management, systems operations and limitations, and emergency procedures. b. Four instrument approaches and landings shall be performed in the same type/model/series aircraft. c. A refresher flight will offer currency for 30 days from the date flown. d. Refresher flight may not be used to regain currency in two consecutive months and does not wave the NATOPS or T&R proficiency requirements. 3. A TAC may fly dedicated training flight(s) with a qualified TAC until the requisite amount of hours, approaches, and landings are acquired. Copilot (T2P/T3P) must fly with instructor pilot to 4. A TAC/TPC may fly as copilot (T2P/T3P) until the requisite hours are obtained if copilot minimums are met. A TAC/TPC or T2P/T3P shall meet the currency requirements prior to executing a mission (transport of passengers). 5. >180 days no fly: Complete the T&R refresher flight syllabus. 6. >24 months no fly: Complete the CACT refresher training and T&R refresher flight syllabus. 7. No pilot shall sign for an aircraft for a night flight without having flown that model of aircraft in the previous 15 days. 		

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SAR

a. Previous 30 days	HAC	H2P
In Model (2 hrs at night*)	*4 hrs	2 hrs
CAL (Confined Area Landing)	4	2
Rappel	4	
Hoist	2	
Short-Haul	2	
b. Previous 45 days		
Doppler Approaches	4	

To reset/regain currency:

1. >30 days no fly or failing to meet currency requirements:
 - a. NATOPS Check Flight
 - b. Fly one STAN training flight with a (NI) or (ANI).
 - (1) A flight of two hours in duration.
 - (2) Thoroughly review SAR mission and operations, CRM, systems operations and limitations, and emergency procedures.
 - (3) Simulated engine failure (Hover in Ground Effect (HIGE), on takeoff, and in the downwind).
 - (4) Two instrument approaches, two Confined Area Landings, two Doppler approaches and two hoists.
 - c. A standardization training flight will offer currency for 30 days from the date flown.
2. >90 days no fly shall fly two dedicated STAN training flights with an NI or ANI:
 - a. Fly two STAN training flight with a NI or ANI.
 - (1) One day and one night flight of two hours. The day flight shall be a standardization flight.
 - (2) Thoroughly review SAR mission and operations, CRM, systems operations and limitations, and emergency procedures.
 - (3) Simulated engine failure (Hover in Ground Effect (HIGE), on takeoff, and in the downwind).
 - (4) Two instrument approaches, two Confined Area Landings, two Doppler approaches and two hoist per training flight.
 - b. A HAC may fly as copilot (H2P) until the requisite hours are obtained if he meets the copilot minimums.
4. >180 days no fly: Complete the Modified VMR-1 SAR Warm-up Syllabus:
 - (1) Two day and two night training flights.
 - (2) A NATOPS check flight.
5. >18 months no fly: Complete the CH-46E refresher syllabus at HMM (T)-164.
6. No pilot shall sign for an aircraft for a night flight without having flown that model of aircraft in the previous 15 days.

Note: Use H-46E SAR simulator to maximum extent possible to conduct monthly emergency/system failures procedures and practice autorotation/single engine flight.

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VMR-1 SAR Warm-up Syllabus

Day Warmup 2 x 2.0

Goal: Conduct re-familiarization flight.

(1) Brief/Discuss. Squadron SOP, local course rules, aircraft systems, communications, and currency requirements.

(2) Perform (in aircraft):

- (a) NATOPS and STAN maneuvers
- (b) Multiple CALS, Dopplers, and hoists
- (c) Area fam
- (d) Emergency procedures

Night Warmup 2 x 2.0

Goal: Conduct night re-familiarization flight.

(1) Brief/Discuss. Squadron SOP, local course rules, aircraft systems, communications, and currency requirements.

(2) Perform (in aircraft):

- (a) Multiple instrument approaches
- (b) Multiple CALS, Dopplers, and hoists
- (c) Area fam

NATOPS Check 1 x 2.0

Goal: Conduct NATOPS check IAW H-46 NATOPS manual/HMM(T)-164 Standardization Manual.

(1) Brief/Discuss. IAW H-46 NATOPS manual/HMM(T)-164 Standardization Manual.

(2) Perform (in aircraft):

(a) NATOPS and STAN maneuvers IAW NATOPS manual/HMM(T)-164 Standardization Manual.

Note: Upon completion of the SAR warmup syllabus, the pilot shall have flown and logged at least the minimum number of night hours, CALS, Dopplers, and hoists required to be considered current for SAR duty.

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A&E CERTIFICATION FORMAT

CERTIFICATION LEVELS

TM - TEAM MEMBER
 QA - QUALITY ASSURANCE

TL - TEAM LEADER
 SO - SAFETY OBSERVER

IND - INDIVIDUAL

WORK TASK CODES

- 1. STORAGE/STOWAGE
- 2. HANDLING
- 3. ASSEMBLY/DISASSEMBLY
- 4. LOAD/DOWNLOAD
- 5. TUBELOADING
- 6. ARM/DEARM
- 7. INSTALLATION/REMOVAL

- 8. AIRCRAFT RELEASE & CONTROL
- 9. GUN-JAM CLEARING
- 10. TRANSPORTATION
- 11. PNEUMATIC
- 12. PIER/WHARF OPERATIONS
- 13. SAFING

EXPLOSIVE FAMILY/DEVICE	WORK TASK CODE	CERT LEVEL	INDIVIDUAL SIGNATURE	CHAIRPERSON SIGNATURE	DATE CERTIFIED

ANNUAL AA&E SCREENING AND CERTIFICATION LEVELS ABOVE HAVE BEEN REVIEWED AS PER DATES AND SIGNATURES INDICATED BELOW.

INDIVIDUAL

BOARD CHAIRPERSON

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

Reset Form

20 JUN 2012

Reference PUJC Codes for DD Form 2768**Priority Codes:**

Priority 1 - Airlift in direct support of operational forces engaged in combat, contingency or peacekeeping operations directed by the National Command Authorities or for emergency lifesaving purposes.

Priority 2 - Required use airlift or airlift requirements with compelling operational considerations making commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel.

Priority 3 - Official business airlift which is validated to be more cost effective than commercial air travel when supported by military aircraft, or official business travel when consolidated with another request(s) on previously scheduled missions.

Urgency Codes:

Urgency 1 - (Combat) Airlift of personnel or materiel in direct support of, or alerted for support of operational forces engaged in general war or national contingency operations.

Urgency 2 - (Lifesaving or Operational) Airlift of personnel or materiel in direct support of lifesaving operations or operational forces deployed or preparing for mobilization.

Urgency 3 - (Humanitarian) Airlift of personnel or materiel in direct support of authorized and urgent humanitarian operations.

Urgency 4 - (Critical) Airlift of personnel or materiel which, while not fulfilling a higher urgency, would critically impact the outcome of unit requirements if not immediately supported exactly as requested.

Urgency 5 - (Priority) Airlift of personnel or materiel not fulfilling a higher urgency, but which would have a serious impact on the outcome of unit requirements if not fulfilled. Changes or consolidation with other request would not adversely affect the unit requirements.

Urgency 6 - (Routine) Airlift of personnel or materiel scheduled as part of an organization's daily/weekly routine or travel that is qualified on a cost effective basis but does not meet the requirements of a higher urgency code. Changes or consolidation with other requests would not affect unit requirements.

Justification Codes:

- A Administrative
- B Civil Works
- C Recruiting/Retention
- D Medical Support
- E Emergencies
- F Fleet Support (General)
- G Special Weapons/Components Movement
- H Seabee Support
- I Special Warfare Unit Support
- J Research

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K Morale/Displaced Homeport Visit/USO Tours/R&R/etc.
 L Coast Guard Support
 M ROTC
 N Reserves
 O Joint Staff/OSD Staff Support
 P Training
 Q Materiel (For JALIS-submitted request, use Standard Cargo Codes in place of Category Codes when using this Justification Code)
 R Maintenance
 S Drug Enforcement/Task Force
 T Mobilization/Demobilization
 U Office of the Assistant Vice Chief of Staff/Special Air Missions (CVAM) Tasking
 V-Y (Unused)
 Z Other Support (Provide explanation in remarks section)

Category Codes:

A Meetings/Conferences (Including authorized spouse travel)
 B Ceremonies
 C Goodwill/Foreign Dignitaries (Including authorized spouse travel)
 D Inspections/Investigations/Courts/Boards/Hearings/etc.
 E Legislative Affairs/Public Affairs
 F Fleet Support (Deployed Unit at Sea)
 G Fleet Support (Deployed Unit Ashore)
 H Fleet Support (Ship Load out for Deployment)
 I Fleet Support (Ship Offload from Redeployment)
 J Unit Deployment/Redeployment (Other than Ship)
 K Fleet Support (Other)
 L Educators/Military Academies
 M Performers/Bands/Choirs/Drill Teams/etc.
 N Research and Development
 O DoD Contractors/Technician Support
 P Consultations and Appointments (Medical/Dental/Surgical)
 Q Marine Research
 R Wartime
 S Exercise
 T Unit Training (Active Units)
 U Unit Training (Reserve Components)
 V Test Flights
 W Readiness Training
 X Aviator Training
 Y Ferry Flight (Aircraft or Aircrew)
 Z Other (Provide explanation in remarks section)
 1 Evacuation of Aircraft
 2 Evacuation of Personnel
 3 Aeromedical Evacuation (MEDEVAC)
 4 Other Evacuation
 5 Search and Rescue
 6 Medical Support (Organ/Tissue/Blood Transfers)
 7 Graves Registration/Body Removal
 8 Emergency Ordnance Disposal (EOD)
 9 Disaster Relief/Other Crisis Relief

***NOTE:** Only the above listed codes are authorized for use when submitting requests to the JOSAC for support. If individual Services desire more

20 JUN 2012

detailed explanations of Justification or Category, additional information can be provided in the remarks section of the request form.

Standard Cargo Codes (from DoD 4500.9 Vol II Air Commodity Codes): These codes are to be used in conjunction with justification code Q for JALIS-submitted requests).

- A Supplies and Equipment for Aircraft and Aerial Targets
- B Construction Materials
- C Chemical Corps Items and Chemicals Not Covered Elsewhere
- D Animals
- E Engineer Supplies (other than Code B)
- F Fuels and Lubricants, Fuel and Lubricant Equipment, Non-noxious Gases
- G Printed Forms, Publications, Drawings, etc.
- H Signal Corps Supplies and Equipment
- J Unaccompanied Baggage
- K Clothing (including clothing equipment)
- L ARFCOS Material (Comm, Crypto, DOS Diplomatic Material)
- M Medical Supplies
- N Ship's Parts, Navy
- P Photographic Supplies and Equipment
- Q Plants, Plant Products, Insects, Mites, Nematodes, Mollusks, Soil, Meat, Animal Products
- R Rations and Subsistence Supplies
- S Office and School Supplies and Equipment
- T Household Goods
- U Mail (special handling code required)
- V Vehicles, Machinery, Shop, and Warehouse Equipment
- W Reserved
- X Intelligence Materials
- Y Personnel Services
- Z Human Remains
- 2 Arms/Weapons (all types - special handling code required)
- 3 Ammunition (all types - special handling code required)
- 4 Explosives (non-Code 3 - special handling code required)

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Approval Authority Matrix for Embarkation Aboard Organic USMC
 Transport/Utility Category Aircraft (UH/HH-1, CH/HH-46/CH-53, MV-22 and KC-
 130 ONLY)

WHO	APPROVAL AUTHORITY	REFERENCE	NOTES
DoD Civilians	COMMARFORCOM	CMC 051323Z JAN 07	INFO CMC ASM # 1
DoD Contractors	COMMARFORCOM	CMC 051323Z JAN 07	INFO CMC ASM # 1, 2
Foreign Military and Foreign Civilians Assigned to NATO HQ	COMMARFORCOM	CMC 051323Z JAN 07	INFO CMC ASM # 1, 3
ALL Other Foreign Personnel	SECDEF VIA CMC ASM	CMC 051323Z JAN 07	INFO CMC ASM # 1
Civilian Media Local Scope	COMMARFORCOM	CMC 051323Z JAN 07	INFO CMC ASM # 1
Civilian Media Not Local Scope	CMC ASM	CMC 051323Z JAN 07	INFO CMC ASM # 1, 4
Non-DoD Civilians	CMC ASM	CMC 051323Z JAN 07	INFO CMC ASM # 1
Congressional Members and Staff	SECNAV VIA CMC ASM	CMC 051323Z JAN 07	INFO CMC ASM # 1

NOTES:

1. Point-to-Point transportation shall only be granted when operational necessity requires use of DoD aircraft and is for transport in conjunction with an operation or training event. UH-1, CH-46/53, MV-22 AND KC-130 ONLY.
2. Contract must state that the use of MILAIR is required or authorized, and not the financial responsibility of the contractor.
3. COMMARFORCOM can only approve Foreign Military and foreign civilians that are assigned to NATO HQ and possess proper base installation visitation authorization. All others must be approved by SECDEF via CMC ASM.
4. Media that affects more than one military department, geographical area, or major command must be approved by CMC ASM. (NATIONAL MEDIA)

20 JUN 2012

Request to Fly MCIEAST Aircraft Sample Letter



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

3710
(Code)
(Date)

From: Individual's Name, Rank, Last 4 SSN/MOS
To: Commanding General, Marine Corps Installations East-Marine Corps Base
Camp Lejeune
Via: Commanding Officer, (MCAS or Squadron Commander)
Subj: REQUEST TO FLY MARINE CORPS INSTALLATIONS EAST (MCIEAST) AIRCRAFT
Ref: (a) MCIEASTO 3710.1B

1. Per reference (a), the following is a summary of my flight experiences:

- a. Total Flight Time: Fixed Wing Helo
- b. Last Aircraft in which NATOPS qualified: CRP
- c. Aircraft experience:
 - (1) Aircraft Type:
 - Currency expiration date:
 - Hours in type:
 - (2) Aircraft Type:
 - Currency expiration date:
 - Hours in type:
 - (3) Aircraft Type:
 - Currency expiration date:
 - Hours in type:
- d. Instrument rating and expiration:
- e. Last aviation unit assigned and date of detachment:
- f. Flight limitations (No single pilot, etc)
- g. If currently flying, unit/units with which flying:

2. Other pertinent remarks.

Signature



MCIEAST-MCB CAMLEJO 3710.1

20 JUN 2012

UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

3700
G-3
(Date)

From: Commanding General, Marine Corps Installations East-Marine Corps Base
Camp Lejeune
To: Individual's Name/Last 4 SSN/MOS USMC
Via: Commanding Officer, MCAS or Squadron Commander
Subj: REQUEST TO FLY MARINE CORPS INSTALLATIONS EAST (MCIEAST) AIRCRAFT
Ref: (a) MCO 3710.4A
(b) CMC (ASM) ltr of (date) DIFDEN WAIVER authorization
(c) Individual's ltr of (date) with endorsements
(d) OPNAVINST 3710.7T

1. Per references (a) through (c), your request to fly MCIEAST aircraft in support of Headquarters and Headquarters Squadron, Marine Corps Air Station Beaufort, is hereby authorized.

2. This authorization will remain in effect until (date) unless terminated at an earlier date by transfer from your current command or by this Headquarters.

3. Applicable NATOPS requirements and the minimum annual and semi-annual flying requirements listed in paragraph 11.2.3.1 of reference (d) do not apply.

4. Point of contact is Mr. Carter Brandenburg at DSN: 751-7394, or coml: (910) 451-7394.

I. M. LAST NAME
By direction

20 JUN 2012

Reports Required

REPORT

<u>REPORT TITLE</u>	<u>CONTROL SYMBOL</u>	<u>PAGE</u>
I. Funds Report	MCIEAST-MCB CAMLEJ-3710.1-03	2-1
II. Hazard Report	DD-5102-01	2-2
III. Public Events After Action Report	MCIEAST-MCB CAMLEJ-3710.1-11	3-1
IV. Quarterly Expenditure Report	MCIEAST-MCB CAMLEJ-3710.1-05	3-5
V. Bird Activity Pilot Report	MCIEAST-MCB CAMLEJ-3710-1-02	4-2
VI. MCIEAST Aviation Flash Report	MCIEAST-MCB CAMLEJ-3710.1-07	5-3
VII. Hazard Materials Report - (Maintenance)	MCIEAST-MCB CAMLEJ-3710.1-01	5-3
VIII. Serious Incident Report (OPREP-3)	EXEMPT-Event Incident	5-4
IX. Budget Operating Targets Report	MCIEAST-MCB CAMLEJ-3710.1-04	6-1
X. Flying Hour Program Report	MCIEAST-MCB CAMLEJ-3710.1-06	6-2
XI. Monthly Unit SBTP Execution Report	MCIEAST-MCB CAMLEJ-3710.1-08	6-1
XII. Semiannual Senior Federal Travelers Report	MCIEAST-MCB CAMLEJ-3710.1-09	8-1
XIII. Aircraft Status Report	MCIEAST-MCB CAMLEJ-3710.1-10	8-3