



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

MCIEAST-MCB CAMLEJO 3710.1C  
G-3/5  
3 Jun 24

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

From: Commander  
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) CNAF M-3710.7, NATOPS General Flight and Operating Instructions  
(b) MCO 3710.8  
(c) NAVMC 3500.14  
(d) NAVMC 3500.92  
(e) NAVMC 3500.102  
(f) MCO 3125.1  
(g) COMNAVAIRLANTINST 7310.1, Financial Regs Concerning  
Flt Ops Funds (h) MCO 7300.19  
(i) COMNAVAIRFORINST 4790.2, Naval Aviation Maintenance Program  
(j) NAVAIRINST 3710.1, Contractor's Flight and Ground Operations  
(k) COMNAVAIRFORINST 5442.1, Aircraft Material Condition Reporting  
(l) COMNAVAIRFORINST 5442.2, Commander Naval Air Forces Fleet ATO  
(l) Office of Management and Budget (OMB) Circular A-126,  
Improving the Management and Use of Government Aircraft of  
22 May 1992  
(m) DOD Directive 4500.56, Ch 5, "DoD Policy on Use of Government  
Aircraft/Air Travel," April 3, 2019  
(n) DOD Instruction 4500.43, "Operational Support Airlift,"  
August 31, 2018  
(o) USTRANSCOM J3 Memorandum, "Use of Non-Executive Operational  
Support Airlift," July 24, 2018  
(p) USTRANSCOMINSTRUCTION 10-19 Operational Support Airlift Procedure  
(q) MCRP 3-20.3, Operational Support Airlift (OSA)  
(r) DOD Instruction 4515.13, Ch 4, "Air Transportation Eligibility,"  
July 30, 2021  
(s) MCO 3502.6  
(t) MCO 1326.2  
(u) MCO 3504.2  
(v) OPNAVINST 3750.6, Naval Aviation Safety Management System  
(w) MCO 5100.29  
(x) MCO 8023.3  
(y) MCO 1000.6

Encl: (1) SOP for Flight OPS in MCIEAST Aircraft  
(2) Reports Required

Note: The revision letters 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.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is  
unlimited.

1. Situation. MCIEAST operates fixed wing Operational Support Airlift (OSA) aircraft. This Order is to promulgate policy, guidance, and information for the administration and conduct of OSA aircraft flight operations within MCIEAST, per references (a) through (z). The intent of this Order is not to cover every possible situation and does not relieve personnel of the responsibility to exercise good judgment and common-sense regarding circumstances not specifically addressed herein.

2. Cancellation. MCIEAST-MCB CAMLEJO 3710.1B and CG Policy ltr 009-17.

3. Mission

a. The mission of MCIEAST OSA aircraft is to provide Marine Corps Forces and Marine Air-Ground Task Forces with time-sensitive air transport of high priority passengers and cargo and other critical air logistic support, and to otherwise support Marines as required.

b. Summary of Revision. This Order contains changes and must be reviewed. Changes included updated tasks. Chapter 2 changes updated MCIEAST CACT Program Manager, corrected the number and type of aircraft assigned to MCIEAST. Revised the approval authority paragraph correcting administrative errors, aircrew responsibility and how personnel authorized to fly with MCIEAST units will be published. Realigned paragraphs moving currency and designations to paragraph (8) and renumber paragraphs. Changes to Appendix F with the correct DD Form 2768 and changed title of appendix D.

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 OSA aircraft. In the event of a conflict between this instruction and references, the more restrictive guidance shall govern.

(2) Concept of Operations. The primary aviation operational objective is to provide economical and efficient time-sensitive air transport of high priority passengers and cargo. All MCIEAST OSA units should strive to provide maximum aircraft availability to Joint Operational Support Airlift Center (JOSAC) for joint consolidated scheduling of OSA missions in CONUS.

b. Tasks

(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 (AC/S), G-3/5 Aviation Plans and Policy (APP) Branch will provide staff assistance to commands as necessary.

(3) MCIEAST OSA units shall provide aircraft availability to JOSAC through JALIS for scheduling of OSA missions in CONUS.

5. Administration and Logistics

a. Recommendations for changes to this Order should be submitted to the MCIEAST-Marine Corps Base Camp Lejeune (MCB CAMLEJ) AC/S, G-3/5 (APP).

b. This Order is published electronically and can be accessed online via the MCIEAST-MCB CAMLEJ Adjutant homepage at: <https://www.mcieast.marines.mil/Staff-Offices/Adjutant/Orders/3000/>

6. Command and Signal

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

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

RIZZO.RALP Digitally signed by  
RIZZO.RALPH.J.JR.1  
H.J.JR.1010 010509277  
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Acting

DISTRIBUTION: A/B

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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 with primary consideration given to ensuring 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). Per reference (a), ADP is a collective term that applies to all Naval Aviators, Naval Flight Officers, Naval Aerial Observers (United States Marine Corps (USMC)), Naval Flight Surgeons, Naval Aerospace Physiologists, Naval Aerospace Experimental Psychologists, Aviation Operations Officers (United States Navy (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 Inventory and Readiness Reporting System (AIRRS). Per reference (i), AIRRS provides the Offices of the Secretary of Defense, the Department of the Navy (DON), and subordinate commands with comprehensive information on Navy and Marine Corps aircraft. AIRRS provides on-line data access and report generation capabilities.

c. Aviation Maintenance Supply Readiness Reporting (AMSRR). In accordance with reference (k), AMSRR provides aircraft and mission system status data daily to Type Commander. All aircraft material condition information shall be reported via AMSRR website.

d. Aircraft Reporting Custodian (ARC). Reporting Custodians are responsible for accounting for and reporting the status of assigned aircraft, engines, and equipment. Each aircraft, engine, or equipment is in the reporting custody of only one reporting custodian at any given time per reference (i).

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

f. Budget Operating Target Report (BOR). The BOR reports the status of each Operating Target (OPTAR) monthly to the Defense Financial Accounting System as well as the Commander, Naval Air Forces (CNAF), Commander, U.S. Marine Corps Forces, Command (COMMARFORCOM), and CG MCIEAST-MCB CAMLEJ.

g. Command Aircrew Training (CACT) Program. Naval Air Warfare Center Training Systems Division contracts training for Pilots and Naval Flight Officers for Commercially-Derived Aircraft.

h. 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.

i. DON Consolidated Card Program Management Division (CCPMD) DON AIR Card® Program. DON CCPMD is the Component Program Manager for the DON AIR Card® Program. The AIR Card® is the only authorized card which DON personnel shall use to purchase aviation fuel, fuel related supplies, and ground services for DON-owned aircraft from Defense Logistics Agency Energy Into-Plane contract sites, at non-contract locations, and at Department of Defense (DoD) installations where Automated Data Capture equipment is used.

j. Duty Involving Flying/Crewmember (DIFCREW). Duty for Enlisted Personnel in a Flying Status Involving Operational or Training Flights.

k. Duty Involving Flight Denied Waivers (DIFDEN). Duty Involving Flying Denied.

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

m. Headquarters, U.S. Marine Corps (HQMC), Aviation Manpower and Support (ASM), Aviation Support Coordination Office (ASCO). HQMC ASCO is the Marine Corps liaison to Joint Operational Support Airlift Center (JOSAC) on all policy and scheduling issues. The service validator for OSA airlift requests originating from within HQMC; CG Marine Corps Combat Development Command, Quantico, VA; Marine Barracks, Washington, DC; and other DoD organizations in the Washington, D.C. area. HQMC ASCO schedules all USMC Outside Continental United States (OCONUS) OSA mission support.

n. Joint Operational Support Airlift Center (JOSAC). Per references (n), (o), and (p), JOSAC is the scheduling authority for all CONUS and United States Northern Command OCONUS OSA missions and has the responsibility to provide DoD customers with the most efficient/cost effective support possible utilizing Service-provided air assets. OCONUS scheduling of OSA aircraft is a Service function. JOSAC is located at the United States Transportation Command, Scott Air Force Base, Illinois.

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o. 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 per reference (q).

p. 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 the Naval Air Logistics Office (NALO).

q. NALO. The NALO is the principal scheduling authority/activity for all Navy Unique Fleet Essential Airlift (NUFEA)/OSA overseas flights originating or terminating in CONUS. 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 airhead sites.

r. Naval Air Training and Operating Procedures Standardization (NATOPS) Program. NATOPS Program policy applies to all USN, USMC, civilian, contractor, and other-Service personnel who operate or support the flight operations of both manned and unmanned naval aircraft. NATOPS program is a positive approach towards improving combat readiness and achieving a substantial reduction in aircraft mishaps. Reference (a) amplifies policy and procedural guidance in administering the NATOPS program within Marine Corps Aviation and set forth the NATOPS policy, organization, and requirements of the Commandant of the Marine Corps.

s. Non-ADP. Local media, DoD civilians, DoD contractors, FAA personnel, foreign military personnel and foreign civilians who fly onboard MCIEAST aircraft. Reference (a) provides a detailed list.

t. 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 support personnel, photo specialists, and maintenance troubleshooters. Refer to reference (u) and (z) concerning the administration of enlisted non-crewmember flight orders.

u. Operational and Maintenance Funds, Navy (O&M, N) (Blue Dollars). Financial planning for O&M,N funds within COMMARFORCOM fall into one of two categories: Flight Hour Program (FHP) (Flight Operations Fund (OFC-01) and Aviation Fleet Maintenance (APM) Fund (OFC-50)) and Non-Flight Hour Program Funds ((OFC-09), Individual Material Readiness List (OFC-10), Other Flight Operations (OFC-21), and Temporary Additional Duty (TAD)).

v. 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, support of presidential, attaché, and Security Assistance Organizations, and aircraft assigned to the 89th Military Airlift Wing.

w. 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.

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x. Operating Targets (OPTAR). The purpose of OPTAR's is to provide funding for the requirements of the day-to-day flight operations. Each OPTAR provided is identified by an OPTAR Functional Category (OFC), that defines the specific purpose for which the funds are allocated.

y. MCIEAST OSA Aircrew. Aeronautically Designated Personnel assigned to Headquarters and Headquarters Squadron (HQHQRON) Marine Corps Air Station (MCAS) Cherry Point, HQHQRON MCAS Beaufort, and HQHQRON MCAS New River. OSA aircrew will fly with the unit to which they are assigned. All MCIEAST OSA aircrews, with the OSA unit commander's approval, are authorized to fly with other MCIEAST units with the same Type/Model/Series (T/M/S) aircraft.

z. Staff Augment Aircrew. 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.

Chapter 2

General Flight Administration and Policy

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, 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 aircrew 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

(1) Responsible for command oversight and shall monitor subordinate commands economical use of appropriated fiscal resources in the management and operations of OSA aircraft assigned to MCIEAST in accordance with references (a) through (z).

(2) Provide annual Fleet Air Support (FAS) flying hour requirements to COMMARFORCOM.

(3) Receive funding from COMMARFORCOM and distribute to air station commands as required.

(4) Ensure funds allocated to the air station commands are administered properly and expended in accordance with references (f) through (h).

(5) 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 references (a) through (e).

(6) Provide HQMC (APP-2) annual unit Sortie Based Training Program (SBTP) projections and monthly execution data per reference (f).

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

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

(9) Ensure Squadron submitted BOR and SBTPs execution flight hour input totals match monthly.

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

(11) Provide annual OSA contract maintenance funding requirements to COMMARFORCOM.

(12) Provide administration and management of the CACT Program.

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

(14) Maintain air transportation coordination office.

(15) Serve as approval authority for OCONUS extended training flight requests.

b. MCAS Commanding Officers (CO)

(1) Responsible for command oversight and shall monitor subordinate commands, ensure timely delivery and equitable distribution of training resources and personnel, and safe execution of aviation operations and training plans in accordance with references (a) through (z).

(2) Ensure funds allocated to the OSA units are administered properly and charges against these funds constitute valid obligations in accordance with the references (f) through (h).

c. HQHQRON COs

(1) Attend the Aviation Safety Command Course.

(2) Within resources allocated, plan and execute a disciplined unit SBTP to maintain aircrew readiness, support required maintenance and scheduled missions.

(3) Ensure aircrew log flights in accordance with reference (a) and (f).

(4) Ensure the Operations Officer (OpsO) 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 reference (f).

(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.

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(9) Report material condition and post to the AMSRRWeb (<https://amsrr.csd.disa.mil/login.aspx>) no later than 1000 local daily.

(10) Submit reports for aircraft inventory via AIRRS (<http://www.navair.navy.mil/logistics/quicklinks.html>) web site.

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

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

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

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

(g) CG Policy letters/memorandums.

4. Flight Schedule. The flight schedule will be prepared in accordance with reference (a). A copy of the flight schedule shall be emailed to MCIEAST-MCB CAMLEJ AC/S G-3/5, APP Branch each day.

5. Flight Hour Program (FHP) Management and Reporting. The new fiscal reality requires units to be disciplined in their sortie based training program and return to the focused stewardship of resources. To focus scarce resources appropriately and combat any perception of misuse or poor use of resources, MCIEAST OSA units' goal will be to provide 80 percent of monthly flight hours for logistics and mission support, with the remaining 20 percent for pilot training and squadron support.

a. FHP. The FHP management is composed of two elements: the FHP (budgeting tool) and the SBTP (execution tool). Detailed operations and fiscal planning must seek to get the most out of every dollar. Communication between the HQHQRON OpsO and Air Station Comptroller is crucial to ensure funds are not over obligated.

b. Marine Corps OSA FHP Category. MCIEAST FHP funding category is FAS. The FAS FHP encompasses deployable and non-deployable OSA, SAR, and Marine Helicopter Squadron One aircraft. FAS hours are calculated using historical operational, support and aircrew training requirements. Figure 2-1 identifies the process the flow of FHP funding.



Figure 2-1.--Flight Hour Program Funding Flow

c. Operating Target Functional Category (OFC). An OFC is a cost subdivision which provides for the specific use of funds (direct or indirect support) and the type of support the funding provides. Reference (f) provides details of the categories and authorized charges.

d. OFC-01 BOR Report. OFC-01 BOR is the squadron commander's official financial record of obligations and the execution of flight hours. The BOR is used 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 six months after the closeout of the FY).

e. SBTP. All MCIEAST squadrons shall participate in the SBTP to manage forecast and execution flight hours and sorties for each T/M/S.

f. SBTP Reporting. There are two SBTP reporting requirements the Annual Unit SBTP Forecast and the Monthly SBTP Execution Report.

(1) 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.

(a) Squadron operational planners develop an accurate, executable flying hour plan based on the following:

1. Type and number of aircrew present or projected to join the squadron.
2. Historical sorties required in support of logistics and support missions.
3. Squadron sorties needed to travel to, from, and during deployment or detachment operations. Deployments in support of contingencies may require certain mission skill sets and necessitate more sorties to refine these mission skills than the Training and Readiness (T&R) dictates.
4. 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.
5. Squadron aircrew Training Plans (Instructor work-ups, Qualifications, and Designations).
6. Functional Test Flights and ferry flights (squadron support).
7. Special events that affect flight scheduling such as Changes of Command, Federal holidays, and mandatory technical or ground training for aircrew and maintenance Marines.

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

(c) Deviations from the plan on a month-to-month basis will be unavoidable as the tasking and squadron composition change. Squadrons will plan to meet their quarterly totals.

(d) Only MCIEAST-MCB CAMLEJ AC/S G-3/5 (APP) will approve re-allocation of hours or funds coordinated through MCIEAST-MCB CAMLEJ G-8/Comptroller.

(e) COMMARFORCOM, FHP resource sponsor, directs an annual mid-year review to ensure flight hour allocations are matched with priorities and remain within budget constraints.

(2) Monthly Unit SBTP Execution Report. Monthly Unit SBTP Reports are designed to track unit SBTP and FHP execution. Per reference (a) and (f), operations department is responsible for verifying the accuracy and completeness of flight activity data submitted. Per reference (f), SBTP and FHP executed flight hours will be 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.

g. Monthly SBTP, BOR and OP-20 Reconciliation. MCIEAST OSA unit operations and MCIEAST-MCB CAMLEJ 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.

h. The Marine Corps Sierra-Hotel Aviation Readiness Program (M-SHARP). Per reference (f), M-SHARP is the automated system used throughout Marine Aviation to manage the T&R program and 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 the management tool for the SBTP and shall be used to submit units annual SBTP forecast.

(1) MCIEAST-MCB CAMLEJ G-3/5 (APP) shall review annual SBTP Forecasts and monthly SBTP Execution Reports of 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.

(2) MCIEAST OSA units shall develop and submit annual SBTP forecasts by 1 August via M-SHARP. 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/Naval Aviation Logistics Command Management Information System/M-SHARP and the BOR daily. Reconcile any discrepancies on monthly SBTP Execution reports by the fifth working day of the month.

6. MCIEAST CACT Program. 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 UC-35, and UC-12.

a. MCIEAST-MCB CAMLEJ CACT Program Management. The current CACT Program Management is provided by MCIEAST-MCB CAMLEJ G-3/5, APP Branch. The CACT program management responsibilities:

(1) Submit annual FY projected command aircraft crew training requirements no later than 1 June to the CO, Naval Air Warfare Training Center/Training Systems Division (NAWTCTSD) and Training Management, Commander, Marine Corps Installations Command (G-3/5).

(2) Schedule training requirements with contractor scheduler for appropriate T/M/S and NAWTCTSD, Orlando, Florida, the Contracting Officer Representative, no later than 45 days prior to the commencement of the quarter.

(a) The Government may cancel any scheduled training quota up to 30 calendar days prior to the scheduled start date of a class at no cost.

(b) If the Government quota cancellation is made 29 days or less prior to the start of the training, the contractor shall be paid the unit price for class.

(c) In the case of an emergency (i.e. death, injury, illness, mission essential task, or any emergency which requires the scheduled training to be cancelled in the best interest of the government), the government will not be liable for payment.

(3) Request transfer of funds for the established quarterly requirements to the Commander NAWCTSD no later than 45 days prior to each quarter from MCIEAST-MCB CAMLEJ G-8/Comptroller. The COMNAWCTSD requires funds to be received 30 days prior to the start of the training or class will automatically be cancelled.

(4) MCIEAST-MCB CAMLEJ G-3/5 (APP) will register active duty students in the Marine Corps Training Information Management System and requests for Training and Education Command Worldwide Travel funding for UC-35 and UC-12 classes. Upon receiving the approved FSI training seat, Operation Sponsors for Individual Mobilization Augmentee's will initiate orders via the Marine Resource Order Writing Service. Individual Mobilization Augmentee's are funded via 1108 funds for Annual Training (AT).

(5) Conduct a mid-year review to determine currency requirements and ensure seat requests remain valid.

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

b. OSA Unit Schedulers. OSA unit Operations Officer are responsible to communicate annual and quarterly CACT training requirements with MCIEAST-MCB CAMLEJ G-3/5 (APP). Annual requirements are due no later than 30 May of every year.

7. Flight Assignment and Authorization of Aeronautically and Non-Aeronautically Designated Personnel. MCIEAST is responsible for the management and operation of seven OSA aircraft. The aircraft are located at MCAS Beaufort (two UC-12M), MCAS Cherry Point (three UC-35D), and MCAS New River (two UC-12W). MCIEAST flight assignment and authorizations will be made in order to maintain sufficient OSA aircrews in a ready status to meet all operations.

a. Approval Authority. The CG MCIEAST-MCB CAMLEJ is the approval authority for all U.S. military ADP and Non-ADP personnel who request to fly MCIEAST aircraft. All other requests require approval of Commandant of the Marine Corps (CMC) WASHINGTON DC AVN ASM. All ADP personnel not assigned to MCIEAST shall submit a request to fly MCIEAST OSA aircraft forwarded via the chain per APPENDIX A. MCIEAST HQHQRON COs retain the authority to allow ADP from other MCIEAST units to fly with their units. Designated COMMARFORCOM/CG MCIEAST-MCB CAMLEJ NATOPS evaluators and instructors (officers and enlisted) are authorized to fly with all MCIEAST units in conjunction with check rides and unit evaluations. All CONUS requests for transportation of passengers or cargo aboard MCIEAST OSA aircraft will be scheduled through JOSAC.

b. Waivers to DIFDEN. 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. References (a) and (b) 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 MCIEAST-MCB CAMLEJ (G-3/5 APP) once DIFDEN waiver is approved. Forwarding endorsements will contain a statement concerning the individual's availability to augment.

c. Aircrew 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.

(1) MCIEAST-MCB CAMLEJ AC/S (G-3/5) shall:

(a) 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. Disapproved requests will be return to the individual with a copy to the appropriate chain of command.

(b) Publish biannual MCIEAST Fly List of authorized personnel assigned and authorized to fly MCIEAST aircraft via Teams, no later than 31 March and October. The message will indicate parent unit, the ARC authorized to provide flight hour support, and the category of support to be provided.

(2) ARC shall:

(a) 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.

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

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

(d) Fund 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.

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

(f) 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 reference (z).

(g) Monitor personnel flight performance and ensure that monthly, semi-annual and annual flight hour requirements are met. In the event flight minimums required by reference (a) 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 MCIEAST-MCB CAMLEJ AC/S G-3/5 (APP).

(h) Administer temporary flight orders for all enlisted members, as well as certain officers, required to participate in regular aerial flights as crewmembers or non-crewmembers per reference (u) (excludes rated/designated officers in receipt of Aviation Career Incentive Pay.)

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

(4) Augment Aircrew. ADP assigned to other commands shall submit requests per APPENDIX A to MCIEAST-MCB CAMLEJ AC/S G-3/5 (APP), via their chain of command and the unit ARC. Authorizations will be designated in writing per APPENDIX B. The AC/S G-3/5 (APP) shall be notified when the authorized individual is transferred to another command or ceases flying for other reasons.

8. Currency and Designations Requirements. Currency is a control measure used to provide an additional margin of safety based on exposure frequency to a particular skill. Designations are assigned to individuals based on leadership ability. Designations are command specific and remain in effect until removed for cause or the individual transfers to another command.

a. Currency and Designation Requirements. MCIEAST OSA pilot minimum currency requirements shall be in accordance with T/M/S NATOPS or T&R manual with the additional requirements of no less than 3 instrument approaches and 3 landings in model in the previous 90 days for pilots. Per reference (c) night currency, no pilot shall sign for an aircraft for a night flight without having flown that model aircraft within the previous 15 days.

b. 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.

(1) Prior to receiving orders to duty involving flight, prospective crewmembers must satisfy the following prerequisites:

(a) Complete an aircrew flight physical.

(b) Complete Naval Aviation Survival Training Program.

(c) Sign a volunteer to fly letter.

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

(2) 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.

c. Contract Maintenance Personnel Ground Engine Run Designated. Per current government contractor ground operation procedures, the CO may authorize contract personnel to conduct engine run.

d. 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 personnel shall be fully qualified in accordance with current applicable T&R Manuals, NATOPS Manuals, and OPNAV Instructions.

e. Personnel Qualification and Certification Program for Class V Ammunition and Explosives (A&E). UC-35D and UC-12W 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 reference (y). A&E Certification Form in APPENDIX C will be used to document certification.

9. Aircraft Contract Maintenance Administration. MCIEAST assigned aircraft maintenance is performed via contract maintenance program in accordance with performance-based Contractor Logistics Support (CLS), funded by COMMARFORCOM. Naval Air Systems Command is the contracting authority and provides programmatic oversight. The performance-based (CLS) for UC-35 and UC-12 includes maintenance, repair, engineering and technical services, aircraft upgrade and modifications, and integrated logistics support services. Each Base Site Operation location shall assign in writing, a Technical Point of Contact (TPOC). The TPOC is the individual responsible for verifying that the Contractor is providing supplies and services and completes a Contractor Performance Assessment Reports. When the contractor is not acting in accordance with procedures, the contract, other applicable directives, or if safety is jeopardized, the TPOC shall take prompt actions to rectify the issue, notify the chain of command and Program Manager AIR (PMA)-207 Team Lead.

10. Aviation Maintenance Management Teams (AMMTs). Per reference (i), AMMTs are responsible for evaluating the maintenance programs of the aircraft custodians under their cognizance. While the evaluation criteria may change based on the contract, the requirement for AMMT inspections apply to all Aircraft Reporting Custodians regardless of whether the aircraft are being maintained by military personnel, government civil service, or contract maintenance. Deputy Commandant for Aviation has designated the CG, 4th Marine Aircraft Wing (MAW), Aviation Logistics Department (ALD) with providing AMMT inspection for all OSA units. The AMMT Team Leader, with the assistance of cognizant contract administration and maintenance oversight personnel, shall familiarize themselves with the contract, performance standards, and applicability of Naval Aviation Maintenance Programs. Conflicts regarding the conduct of ground or flight operations covered by reference (j) shall be referred to the Government Flight Representative or Ground Government Flight Representative. Conflicts regarding the application of contractual requirements shall be referred to the Administrative Contracting Officer.

11. Aircraft Transfer Order (ATO) Procedures. References (i) and (l) provide instruction on the preparation and issuance of ATO. All requests for transfer of MCIEAST aircraft shall be coordinated with the AC/S G-3/5 (APP). Requests shall include transfer date, bureau number, and T/M/S. MCIEAST-MCB CAMLEJ will coordinate the request with MARFORCOM, HQMC, and CNAF T/M/S Class Desk for the execution of ATO.

12. Aviation Maintenance Supply Readiness Reporting Website (AMSRR). AMSRR Web is the reporting vehicle for Marine Corps aviation unit's aircraft and equipment material condition and readiness. All MCIEAST OSA units will update AMSRR Web by 1000 each working day per reference (k). Access to the AMSRR Web is at <https://amsrr.csd.disa.mil/login.aspx>. Points of contact for AMSRR reporting are CNAFR, Marine Maintenance Liaison Officer, Helo and Executive Lift Class Desk at (757) 322-9029; DSN:262-9029. CNAFR Aviation Maintenance Chief C-12, C-20, UC-35, C-37 Programs at (757) 322-9034 DSN:262-9034.

13. Aircraft Inventory and Readiness Reporting System (AIRRS). AIRRS is the official aircraft inventory program of record for all aircraft from initial acceptance to final disposition at 309th Aerospace Maintenance and Regeneration Group (Boneyard), Foreign Military Sales (FMS) or disposal Decision Knowledge Programming for Logistics Analysis and Technical Evaluation (DECKPLATE) is the authoritative Naval Aviation Active Data Warehouse. DECKPLATE AIRRS web application is where XRAYs are entered and updated by reporting custodians to document status changes, such as acceptance into the naval inventory, transfer of custody, changes of location, rework, damage or strike from the inventory, and other situations defined in reference (i). DECKPLATE AIRRS web application link is <http://www.navair.navy.mil/logistics/deckplate/>.

14. Monthly Aircrew Qualification Standardization (STAN) Board. Aircrew or pilot error is a factor in a 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.

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

c. The Board shall make recommendations regarding qualifications and future designations to the HQHQRON 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.

15. Reporting and Recording of Deviations and Violations of Flying Regulations. Per references (a) and (b), any report of an alleged deviation or violation of flying regulations will be reported to Deputy Commandant for Aviation and investigated upon notification. FAA alleged violations or deviation will be reported to Office of the Chief of Naval Operations, Director Air Warfare (N98). Director Air Warfare (N98) will refer the alleged violation or deviation to appropriate unit CO to provide investigation report via chain of command. Reference (a) delineates format and time limits in paragraph 3.11.

16. Aircrew Suspension from Flying Status. HQHQRON CO's will immediately suspend from duty involving flying any officer or enlisted person under their command that, in their opinion, is unfit for such duty per reference (z). This does not include temporary suspensions (groundings) directed by the commander in the interest of good command order and discipline.

a. Reasons for Suspension. Per reference (z), Aircrew are considered to be unfit for duty involving flying when they are medically incapacitated or as determined by the unit commander in the interest of aviation safety or operational necessity.

(1) Medical Incapacitation. Medical incapacitations fall into two categories temporary and permanent. Temporary medical incapacitation is for a period of less than 180 days (hospitalization, sick list, or limited duty status). Permanent medical incapacitation shall be determined by competent medical authority. Aircrew disqualified for medical reasons will not be requalified for aviation service until so certified by competent medical authority.

(2) Commander Directed Suspensions. Suspension of flight status 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); and

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

(3) CO's shall issue suspension letter and suspend Aviation Career Incentive Pay or Hazardous Duty Incentive Pay effective the date of the suspension letter. When the ADP suspended from flying becomes fit for

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flying, the commander will remit such suspension and immediately report, in detail, to the HQMC (ASM).

b. Field Flight Performance Board. FFPB is an informal administrative board to evaluate the performance, potential, and motivation of ADP and crewmembers to prevent those aircrew-caused mishaps that can be anticipated through early identification of substandard performers ordered by competent authority (any Commander within the ADP or crewmembers chain of command). Detailed procedures can be found in reference (z) and at HQMC SharePoint Site: <https://www.aviation.marines.mil/Branches/Manpower-and-Support/FFPBsFSSBs/>.

17. Unit NATOPS Evaluations. The NATOPS evaluation is to evaluate individual and unit compliance by observing and grading adherence to NATOPS procedures. Per references (a) and (b), all units shall conduct a unit NATOPS evaluation every 18 months by the appropriate NATOPS evaluator. Deputy Commandant for Aviation is the final authority for all USMC Aviation NATOPS program issues and shall serve as the safety advocate for all Marine aviation units. Deputy Commandant for Aviation has designated the CG 4th MAW as Cognizant Command for UC-12W and UC-35C/D aircraft. Marine Transport Squadron Belle Chasse is NATOPS Model Manager for UC-12W aircraft and Marine Transport Squadron Andrews as NATOPS Model Manager for UC-35C/D aircraft. Commander, Fleet Air Forward (CHAFF) is NATOPS Model Manager for UC-12F/M aircraft. CHAFF has designated Marine Transport Squadron Belle Chasse as the UC-12F/M NATOPS Evaluation Unit for Marine Corps UC-12F/M units.

18. Crew Resource Management (CRM) Program. 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. Annual CRM training shall be conducted in accordance with references (a) through (e).

19. Requests for OCONUS Training Flights. CG MCIEAST-MCB CAMLEJ exercises command oversight responsibility and approval authority for OCONUS training flight request. The request shall be received no later than 14 days prior to proposed flight per APPENDIX D. The request shall include the justification for planned training, route, costs, and Operational Risk Management (ORM). This training should be planned and accomplished during ferry over or the change out of aircraft in support of an enduring detachment. Only MCIEAST assigned and authorized aircrew shall participate in training flights. Deviation from the approved itinerary for reasons other than weather, mechanical difficulties, or emergencies must be approved by the original approving authority.

20. Request for FAA Pilot Evaluations aboard Marine Corps Aircraft. MCIEAST Commands desiring FAA evaluation flight for qualifying pilots for civil pilot certificates or ratings will submit request via chain of command to Deputy Commandant for Aviation, Manpower and Support Branch (CMC WASHINGTON DC AVN ASM). Pilots requesting FAA check flights will be current aircraft commanders in the type aircraft used for the FAA examination. Request will be submitted far enough in advance to allow for sufficient processing time. Conduct of the flight will be per reference (a) and the applicable NATOPS Manual. All flights will be assigned purpose code 2L4 or 2L5.

21. Request for Military Air (MILAIR) Passenger/Cargo. Military Aircraft (MILAIR) is a premium mode of travel involving high cost and limited resources. Per references (m) through (s), this Order covers non-executive airlift request procedures for other official travel in general support of JOSAC to maximize readiness, efficiency, cost-effectiveness, and peacetime utilization. Per references (n) and (p), Executive OSA airlift missions support required use travelers with secure in-flight command, control, and communications platforms. Non-executive OSA missions support DoD authorized use travelers as a secondary mission during O&M funded readiness training flights. JOSAC matches authorized DoD users on official travel orders with OSA unit level training flights to reduce commercial travel costs while providing OSA aircrews with dynamic, real-world training scenarios. Commanders shall not schedule OSA aircraft training missions to accommodate the travel of MCIEAST personnel or other DoD officials. All CONUS requests for transportation of passengers or cargo aboard MCIEAST OSA aircraft will be scheduled through JOSAC.

a. Non-MCIEAST Request. All requests shall be submitted in accordance with references (m) through (q) or as prescribed by the DoD component that schedules or operates the aircraft.

b. MCIEAST Request. CG MCIEAST-MCB CAMLEJ prescribes the following MCIEAST request format:

(1) Document each request for travel via OSA aircraft in standard naval letter format (APPENDIX E). Each request must include DD Form 2768s signed by the senior traveler (APPENDIX F), cost comparison analysis worksheets (APPENDIX G), and other supporting documentation demonstrating valid reasons for use of government aircraft—including evidence of any scheduling requirements that make commercial transportation unacceptable, if applicable. MCIEAST-MCB CAMLEJ G-3/5, APP will publish aircraft costs per hour data derived from FHP OP-20 per reference (f).

(2) Submit the request to the Commander one organizational level up the chain-of-command. To be clear, executive officers, sergeants major, and/or staff will not submit a request to their immediate CO; rather, they must submit those requests to their immediate CO's superior to satisfy the "one organizational level up" requirement.

(3) MCIEAST ATCO will not input requests into JOSAC JALIS until the Commander one organizational level up the chain-of-command has approved and signed the related DD Form 2768s.

(4) In accordance with reference (o), space-available passengers and cargo authorized under reference (s) are strongly encouraged and will be accommodated to the maximum extent possible. MCIEAST personnel traveling for an official purpose under TAD order are space-required travelers under reference (s). As space-required travelers, they are authorized to travel via space-available OSA aircraft if:

(a) The mission or aircraft commander opens the aircraft for space-available travelers;

(b) Accommodating the space-available traveler(s) does not require a larger aircraft than was originally assigned; and

(c) A training mission was not scheduled to accommodate a space available traveler.

(5) The CG MCIEAST-MCB CAMLEJ, must approve all unofficial travel on OSA aircraft. Reference (n) defines unofficial travelers as family members, non-DoD civilians, non-Federal travelers, or other invited guests accompanying the official traveler that are not traveling on official business. If approved, these travelers receive invitational travel orders and are required to reimburse the government for a comparable full-coach fare. Since unofficial travelers lack an official purpose and are not on TAD orders, they cannot fly under space-available authority.

c. Authorizing Official. Authorizing official is responsible for reviewing and authorizing or denying travel requests. The authorizing official must be one organizational level up the chain-of-command of the senior person traveling. Authorizing officials may provisionally approve a request on the basis that, if consolidated with another request(s), it is determined to be cost-effective by JOSAC—the centralized airlift scheduling office which can combine requests to minimize empty seats and deadhead legs to increase cost-effectiveness. Figure 2-2 identifies the process for requesting Military Airlift within the Marine Corps.

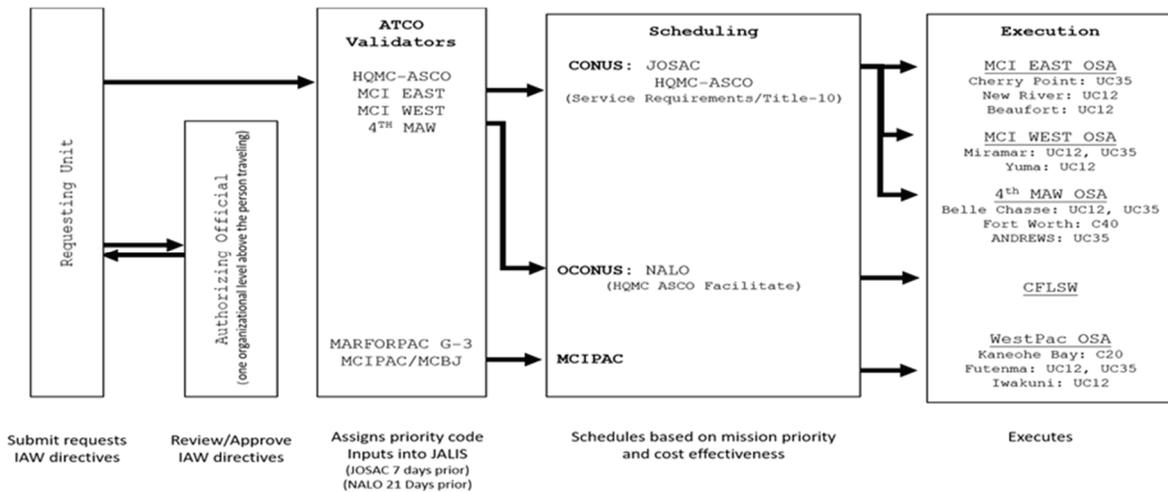


Figure 2-2.--Military Airlift Request Process

d. Outside the Contiguous United States (OCONUS) Mission Scheduling. OCONUS scheduling of OSA aircraft is a Service function per reference (q) and (r). HQMC will direct all USMC CORONUS OSA mission support via the Marine Corps force generation process.

e. Contiguous United States (CONUS) OSA Mission Scheduling. Per references (n) through (r), JOSAC is the scheduling authority for all CONUS OSA missions utilizing Service provided aircraft. Figure 2-3 provides an overview of the JOSAC Operational Process. Additionally, JOSAC provides the following:

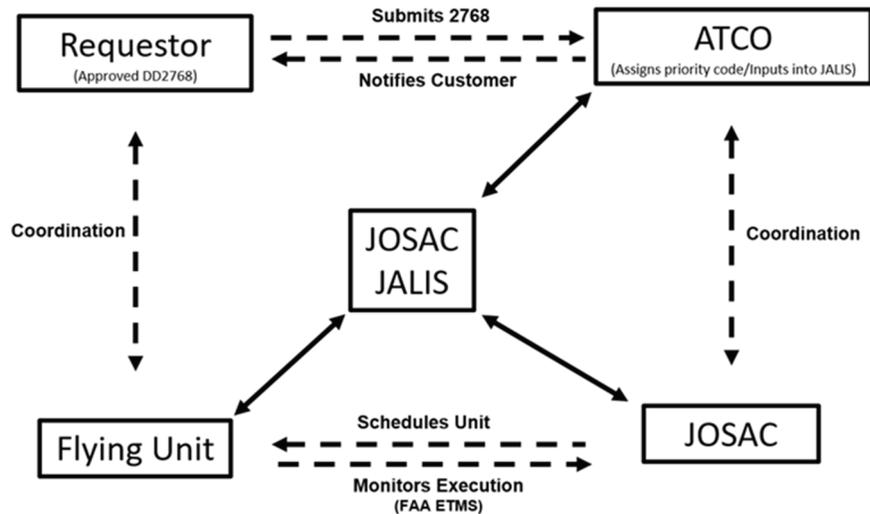


Figure 2-3.--JOSAC Operational Process Overview

(1) Assigns aircraft based on mission requirements, regardless of traveler grade, rank, or position, and Priority, Urgency, Justification, Category (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) Flight-follow missions using the FAA Enhanced Traffic Management System (ETMS). ETMS is a real-time FAA feed that displays actual location, departure and arrival points, ground speed, altitude, route of flight, and flight plans of filed missions.

(4) 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.

f. 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.

(5) Assign Marine Corps direct support missions to Marine Corps Installations Command via Automated Message Handling System message.

g. MCIEAST ATCO receives, validates, coordinates and processes all MilAir Passenger/Cargo requests and assists MCIEAST-MCB CAMLEJ G-3/5 in coordinating OSA in support HQMC (ASCO) assigned direct support missions. 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](mailto:CHPT ATCO OMB@usmc.mil). The ATCO's duties include the following:

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

(2) Review all requests for accuracy, assign PUJC codes 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) Maintain all flight requests, advisories, and Logistic Flights Records (LFRs) for airlift missions for three years.

h. MCIEAST OSA Squadron

(1) Provide aircraft and aircrew availability to JOSAC daily through JALIS for tasking/scheduling.

(2) Query JALIS daily for new missions and any modifications. If the JALIS server is inoperative, contact JOSAC via telephone to verify missions. Coordinate with the supported customers a minimum of 24 hours prior to the scheduled departure.

(3) Per reference (n) carry space-available (Space-A) passengers and/or cargo to the maximum extent possible. Ensure Space-A passengers and cargo have been processed for proper documentation by manifesting agency at that location.

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

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

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

22. Administration of Temporary Flight Orders. The administration of temporary flight orders for all personnel that participate in regular and frequent aerial flights as crewmembers or non-crewmembers shall be in accordance with reference (s).

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## Chapter 3

Safety

1. General. Per references (u) through (w), 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 COs 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 NATES qualified for to ensure strict compliance with established procedures and directives per reference (b). Use available simulators to maximum extent possible to practice CRM, EP, basic and high risk emergency flight maneuvers.

b. Ensure refresher CRM training is conducted annually per references (a) and (b).

c. Ensure the strict use of 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.

2. Read and Initial. The Squadron OpsO is responsible for maintaining the R&I. The Squadron Aviation Safety Officer (ASO) and Site TPOC is responsible for supporting this effort. They will ensure the OpsO 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 OpsO 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.

3. Operational Pauses and Safety Stand-Downs. Per references (u) and (v), MCIEAST units shall conduct operational pauses at least semiannually. Operational pauses and safety stand-downs are 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

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shall be documented for 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 CO'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 Incidents/Mishaps Flash Reporting. All significant aviation incidents and mishaps shall be reported to this headquarters using the MCIEAST Aviation Flash Report (AFR) per APPENDIX H. MCIEAST AFR is available on the MCIEAST SharePoint site at: <https://eis.usmc.mil/sites/mcieg35/Aviation%20Plans%20and%20Policy/Document%20Library/Forms/MCIEASTMCB%20CAMLEJ%20G35%20Orders.aspx>. Significant aviation incidents include, but are not limited to: Aviation 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. AFR 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. AFR Handling Procedures

(1) During normal working hours (0730-1700), a voice report shall be made via the chain of command to MCIEAST-MCB CAMLEJ Command Duty Officer (CDO), ASO, and AC/S G-3/5 (APP):

(a) MCIEAST-MCB CAMLEJ CDO: (910) 451-2414/3031 (DSN: 751)

(b) MCIEAST-MCB CAMLEJ ASO: (910) 451-2071 (DSN: 751)

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(c) MCIEAST-MCB CAMLEJ G-3/5: (910) 451-7394/2742/7391 (DSN: 751)

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

(3) All written AFR's shall be forwarded via chain of command by email to the MCIEAST-MCB CAMLEJ ASO, and info copy to MCIEAST-MCB CAMLEJ AC/S G-3/5 (APP):

(a) MCIEAST-MCB CAMLEJ ASO: [ronald.m.farris@usmc.mil](mailto:ronald.m.farris@usmc.mil).

(b) MCIEAST-MCB CAMLEJ G-3/5 (APP):  
[carter.brandenburg@usmce.mil](mailto:carter.brandenburg@usmce.mil).

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

5. TFOA/Operations Event/Incident Report (OPREP-3 SIR). Reference (u) establishes OPREP-3 SIR policies, procedures, reporting requirements, and reports. TFOA 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, unit/installation/personnel involved and a general description of the event or incident.

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

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

**INDIVIDUAL REQUEST TO FLY MCIEAST AIRCRAFT SAMPLE LETTER**

UNIT HEADING

3710  
(Code)  
(Date)

From: Rank, Individual's Name, Electronic Data Interchange Personal Identifier/Military Occupational Specialty USMC  
To: Commanding General, Marine Corps Installations East-Marine Corps Base Camp Lejeune  
Via: Commanding Officer, Appropriate Marine Corps Air Station  
Subj: REQUEST TO FLY MARINE CORPS INSTALLATIONS EAST (MCIEAST) AIRCRAFT  
Ref: (a) MCIEAST-MCB CAMLEJO 3710.1C

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 Naval Air Training and Operating Procedures Standardization qualified: Crew Resource Management

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 AUTHORIZATION TO FLY MCIEAST AIRCRAFT SAMPLE LETTER

UNIT HEADING

3700  
(Code)  
(Date)

From: Commanding General, Marine Corps Installations East-Marine Corps Base  
Camp Lejeune  
To: Rank, Individual's Name, Electronic Data Interchange Personal  
Identifier/Military Occupational Specialty USMC  
Via: Commanding Officer, Appropriate Marine Corps Air Station  
Subj: REQUEST TO FLY MARINE CORPS INSTALLATIONS EAST (MCIEAST) AIRCRAFT  
Ref: (a) MCO 3710.6A  
(b) CMC (ASM) ltr of (date) DIFDEN WAIVER authorization  
(c) Individual's ltr of (date) with endorsements  
(d) OPNAVINST 3710.7V

1. Per references (a) through (c), your request to fly MCIEAST aircraft in support of (Appropriate Marine Corps Air Station), 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 Naval Air Training and Operating Procedures Standardization 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

**A&E CERTIFICATION FORMAT**

**CERTIFICATION LEVELS**

TM - TEAM MEMBER                      TL - TEAM LEADER                      IND - INDIVIDUAL  
 QA - QUALITY ASSURANCE              SO - SAFETY OBSERVER

**WORK TASK COMMANDING OFFICERS**

- |                         |                               |
|-------------------------|-------------------------------|
| 1. STORAGE/STOWAGE      | 8. AIRCRAFT RELEASE & CONTROL |
| 2. HANDLING             | 9. GUN-JAM CLEARING           |
| 3. ASSEMBLY/DISASSEMBLY | 10. TRANSPORTATION            |
| 4. LOAD/DOWNLOAD        | 11. PNEUMATIC                 |
| 5. TUBE LOADING         | 12. PIER/WHARF OPERATIONS     |
| 6. ARM/DEARM            | 13. STAFFING                  |
| 7. INSTALLATION/REMOVAL |                               |

EXPLOSIVE FAMILY/DEVICE	WORK TASK COMMANDING OFFICERS	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

**REQUEST OCONUS TRAINING FLIGHT**

From: Commanding Officer, Appropriate Marine Corps Air Station  
To: Commanding Officer, Appropriate Marine Corps Air Station

Subj: REQUESTING CONUS OFF-STATION EXTENDED TRAINING FLIGHTS

Ref: (a) MCIEAST-MCB CAMLEJO 3710.1C

Encl: (1) Off-Station Extended Training Flight Request Form

1. Justification for currency training requirements that are not achievable within the local flying area.

Administrative Data								
TYPE A/C	GRADE/NAME	TOTAL HRS	T/M/S HRS	FLT HOURS (Ref. 1st day of Flt)			LAST FLT Date	DESIGNATIONS
				30	60	90		
Currency Requirements:								
Currency Comments/Mitigation (Req'd if currency requirements not met):								
Itinerary								
Leg	ETA (Z)	ICAO	Place/Info	ETD(Z)	FLT TIME	T&R Codes	SORTIE DESCRIPTION	
1								
2								
3								
4								
5								
Total Cost:(TAD, Landing Fees)								
Per Diem:								
Billeting Location:								
Comments Section								
Squadron CO:								
Station S-3 (OPS):								

SIGNATURE

OSA TRAVEL REQUEST LETTER TEMPLATE

UNIT HEADING

4500  
(Code)  
(Date)

From: Senior Traveler

To: Commander, One Organizational Level Up the Chain-of-Command

Subj: REQUEST TO UTILIZE OPERATIONAL SUPPORT AIRLIFT (OSA) AIRCRAFT

Ref: (a) DOD Directive 4500.56 Ch 5, "DoD Policy on the Use of Government Aircraft and Air Travel," April 3, 2019  
(b) DOD Instruction 4500.43 Ch 3, "Operational Support Airlift (OSA)," August 31, 2018  
(c) MCIEAST-MCB CAMLELO 3710.1C

Encl: (1) DD Form 2768 MILAIR Request  
(2) Supporting Documentation

1. As reflected in enclosure (1), and in accordance with the references, I request the use of OSA aircraft in support of . . . .
2. As detailed in enclosure (2), . . . .
3. Point of contact for this matter is . . . .

I. M. MARINE

3 Jun 24

**DD2768 MILITARY AIR PASSENGER/CARGO REQUEST**

Prescribed by: [DoDD 4500.56](#)

MILITARY AIR PASSENGER/CARGO REQUEST				
<i>NOTE: Keep this data on file for two years after submission date.</i>				
<b>1. SELECT APPLICABLE TRAVEL STATEMENT:</b>				
<input type="checkbox"/>	<b>PRIORITY 1</b>	Direct support of operational forces engaged in combat <u>or</u> contingency peace-keeping operations directed NCA, <u>or</u> for emergency lifesaving purposes.		
<input type="checkbox"/>	<b>PRIORITY 2</b>	"Required use" travel <u>or</u> compelling operational considerations making commercial transportation unacceptable (within 24 hours). Mission cannot be satisfied by any other mode of travel. Requester should provide a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.		
<input type="checkbox"/>	<b>PRIORITY 3</b>	Official business travel which when consolidated by JOSAC with other travelers, is more cost effective than commercial air travel or official business travel on previously scheduled missions. Requester <b>must</b> provide at least a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.		
<b>2. PURPOSE OF TRAVEL</b>				
a. PUJC CODE	b. COMPLETE MISSION DESCRIPTION			
<b>3. TOTAL NUMBER OF PAX</b>				
2	c. PRIORITY 2 COMPELLING CONSIDERATIONS AND REASON COMMERCIAL TRAVEL UNACCEPTABLE			
<b>4. SENIOR TRAVELER</b>				
a. NAME (Last, First, Middle Initial)		b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE
<b>5. ADDITIONAL PASSENGERS</b> (Note: Required only for DV 7 or higher)				
a. NAME (Last, First, Middle Initial)		b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE
<b>6. DESIRED FLIGHT ITINERARY</b>				
	a. DEPARTURE ICAO	b. DEPART DATE/TIME (Z)/MO/YR (+/- 2 hrs) <i>(Example: 25/1200 DEC 98 (1400))</i>	c. ARRIVAL ICAO	d. ARRIVE DATE/TIME (Z)/MO/YR (+/- 2 hrs) <i>(Example: 25/1200 DEC 98 (1400))</i>
(1) LEG 1				
(2) LEG 2				
(3) LEG 3				
<b>7. COST OF COMMERCIAL TRAVEL</b> (Transportation, additional per diem, lost time, etc.)				
a. LEG 1	b. LEG 2	c. LEG 3	d. TIMES NO. OF PASSENGERS	e. EQUALS TOTAL COST
<b>8. CARGO TRANSPORTATION</b> (Cargo acceptors and handlers are required at destination airfield.)				
a. CARGO DESCRIPTION				
b. LARGEST ITEM DIMENSIONS		c. HEAVIEST ITEM DIMENSIONS/WEIGHT	c. TOTAL WEIGHT	d. TOTAL CUBIC FEET
e. SPECIAL HANDLING REQUIREMENTS (Explain)				

DD FORM 2768, MAR 1998

Reset

9. POINT OF CONTACT <i>(Must be able to contact traveler(s) before departure and after arrival in case of delay(s) or cancellation(s))</i>			
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY PHONE <i>(DSN/Commercial)</i>
(1) DEPARTURE			
(2) ARRIVAL			
10. NON-DV PASSENGERS			
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE
11. REMARKS/ADDITIONAL COMMENTS			
12. REQUESTER			
a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE 		g. DATE <i>(YYYYMMDD)</i>
h. PLAIN LANGUAGE ADDRESS <i>(PLAD)</i>			
13. TRAVEL AUTHORIZING OFFICIAL <i>(As appointed by Service)</i>			
a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE 		g. DATE <i>(YYYYMMDD)</i>
14. SENIOR TRAVELING PASSENGER <i>(Signature may not be delegated)</i>			
a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE 		g. DATE <i>(YYYYMMDD)</i>

DD FORM 2768 (BACK), MAR 1998

Reset

**MILAIR/COMAIR COST ANALYSIS WORKSHEET**

		C-12		C-35		OP-20 CPH Data				
<b>1. Fixed Wing-MILAIR Transportation Cost</b>		Flight Hrs	Flight Hrs	C-12 CPH	C-35 CPH			<b>UC-12 Total Cost</b>	<b>UC-35 Total Flt Hr Cost</b>	
From:	To:									
From:	To:									
<b>2. COMAIR Transportation Cost</b>										
		<b>Location</b>				<b>Location</b>				
Departure Date:		From:				To:				
Return Date:		From:				To:				
<b>A. Airline Ticket Cos</b>										
		# of PAX						=		
<b>Total</b>								=	<b>\$0.00</b>	<b>\$0.00</b>
<b>B. Lost Man-hours at check-in at Departure and Return Airport (4 Hrs)</b>										
<b>Paygrade</b>	<b>Hrs Lost</b>	<b># Personnel</b>	<b>Cost Per Hour</b>				<b>Total</b>			
	4									
	4									
	4									
	4									
	4									
	4									
	4									
<b>Total</b>								=	<b>\$0.00</b>	<b>\$0.00</b>
<b>C. Lost man-hours for PAX ground travel to/from origin and destination locations.</b>										
<b>Paygrade</b>	<b>Hrs Lost</b>	<b># Personnel</b>	<b>Cost Per Hour</b>				<b>Total</b>			
	2									
	2									
	2									
	2									
	2									
	2									
	2									
<b>TOTAL</b>								=	<b>\$0.00</b>	<b>\$0.00</b>
<b>D. Lost man-hours due to baggage claim at airports. *1.5 Hours provides for 45 min on each leg of the trip.</b>										
<b>Paygrade</b>	<b>Hrs Lost</b>	<b># Personnel</b>	<b>Cost Per Hour</b>				<b>Total</b>			
	1.5									
	1.5									
	1.5									
	1.5									
	1.5									
	1.5									
	1.5									
<b>TOTAL</b>								=	<b>\$0.00</b>	<b>\$0.00</b>
<b>E. Transportation Cost to and from Airport (ex. Driver, Taxi, Train, Bus, etc...)</b>										
<b>Total</b>								=	<b>\$0.00</b>	<b>\$0.00</b>
<b>F. Excess/Oversized baggage fees.</b>										
<b>Total</b>								=	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total COMAIR Costs</b>								=	<b>\$0.00</b>	<b>\$0.00</b>
<b>3. Analysis</b>										
Total C-12 MILAIR Costs								=		
Total COMAIR Costs								= \$0.00		
Cost Savings Achieved Thru MILAIR								= #VALUE! #VALUE!		
Total C-35 MILAIR Costs								=		
Total COMAIR Costs								= \$0.00		
Cost Savings Achieved Thru MILAIR								= #VALUE! #VALUE!		



REPORT

<u>REPORT TITLE</u>	<u>CONTROL SYMBOL</u>	<u>PAGE</u>
I. Budget Operating Targets Report	MCIEAST-MCB CAMLEJ 3710.1A-04	1-2
II. Funds Report	MCIEAST-MCB CAMLEJ 3710.1A-03	2-1
III. Flying Hour Program Report	MCIEAST-MCB CAMLEJ 3710.1A-06	2-3
IV. Hazard Report	DD-5102-01	2-3
V. Hazard Materials Report-(Maintenance)	MCIEAST-MCB CAMLEJ 3710.1A-01	2-3
VI. Monthly Unit SBTP Execution Report	MCIEAST-MCB CAMLEJ 3710.1A-08	2-5
VII. Contractor Performance Assessment Report	MCIEAST-MCB CAMLEJ 3710.1A-10	2-9
VIII. Semiannual Senior Federal Travelers Report	MCIEAST-MCB CAMLEJ 3710.1A-09	2-15
IX. Bird Activity Pilot Report	MCIEAST-MCB CAMLEJ 3710.1A-02	3-2
X. Aviation Flash Report	MCIEAST-MCB CAMLEJ 3710.1A-07	3-2
XI. Serious Incident Report (OPREP SIR-3)	EXEMPT-Event Incident	3-3