

011-15P-2046
Inspect Certificate for Non-Performance of Hazardous Duty-DA Form 4730
Status: Approved

Security Classification: U - Unclassified

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the United States Army Aviation Center of Excellence (USAACE) foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: As an Aviation Operations Specialist NCO in a flight operations section, in an Operational Environment (OE), with the responsibility to Inspect Certificate for Non-Performance of Hazardous Duty-DA Form 4730, given a computer with internet access and Centralized Aviation Flight Records System (CAFRS) software, printer, the unit Modified Table of Organization and Equipment/Table of Distribution and Allowances (MTOE/TDA), DA Form 4730, Individual Flight Record Folder (IFRF) (DA Form 3513), DA Form 759-3, DD Form 2992, and access to AR 637-1, AR 600-105, AR 600-106, AR 95-1, DoD 7000.14-R Vol.7A, TC 3-04.11, and the Local SOP.
Some iterations of this task should be performed in MOPP 4.

Standards: Inspect certificate for non-performance of hazardous duty (DA Form 4730) by confirming the Aircrew Member (ACM) has not met their minimum flying hours to receive Hazardous Duty Incentive Pay (HDIP), ensuring the ACM's IFRF has all current documentation, inspecting the DA Form 4730, and submitting the request for Commander's certification as stated in the performance measures IAW AR 637-1, without error, while using the Go/No-Go criteria.

Special Conditions: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: The flight operations clerk has produced a certificate for non-performance of hazardous duty (DA Form 4730) based off the monthly CAFRS flight hour report for ACMs who failed to meet their flight requirements, and you are responsible to inspect it for accuracy and completion before submission.

DANGER

None

WARNING

None

CAUTION

None

Remarks: To be eligible for flying duty HDIP, a Service member must be required by competent orders to participate frequently and regularly in sustained, powered, controlled aerial flights, and generally must complete 4 hours (or 2 hours for reserve component (RC) Service members) of aerial flights each month. Hours that are flown in excess of this requirement may be credited against this requirement for up to 5 subsequent, consecutive months. Additionally, a Service member who has a shortage of flying hours after crediting these excess hours may, under certain conditions established by the Military Departments, enter a 3-month grace period wherein hours flown in future months may be retroactively applied to earlier monthly requirements.

Notes: For additional guidance on the process and procedures for certificates of non-performance of hazardous duty, refer to the local SOP.

Performance Steps

1. Confirm that ACM has not met their flying hour minimums to receive HDIP through CAFRS reports and records.
 - a. Produce an Ad Hoc report showing "Flight for Pay" for select ACM.
 - b. Inspect the individual flight hours report for select ACM.
 - (1) Review hours flown for month(s) in question.
 - (2) Confirm all flight time has been uploaded into CAFRS for ACM's record.
 - c. Utilize reports to confirm that ACM did not meet the required minimum flight hours to receive HDIP.
 - d. Produce a Unit Personnel Roster report from CAFRS to confirm ACM is in compliance with regulations.
 - (1) ACM meets the MOS qualification and duty position for crewmembers and non-crewmembers.
 - (2) ACM has a valid medical qualification documented with a current DD Form 2992.
 - (3) Each individual is listed in an authorized MTOE/TDA slot.
2. Ensure the ACM's IFRF (DA Form 3513) contains current documentation and flight information.
 - a. Inspect DA Form 759-3 for currency and proof of flying hour minimums not being met.
 - b. Ensure ACM possesses a valid and current medical qualification (DD Form 2992).
 - c. Confirm IFRF contains orders that placed or removed ACM from performing flight duties.
3. Inspect the DA Form 4730 for accuracy and completeness.
 - a. Ensure the form complies with guidance in AR 637-1.
 - b. Confirm inputted data matches reports from CAFRS and documentation in IFRF.
 - c. Confirm the Commander's signature block is valid.
4. Submit the DA Form 4730 for Commander's certification.
 - a. Follow routing channels specified in SOP.
 - b. Maintain a copy of the DA Form 4730 for ACM's records.
 - c. Forward the Commander-certified DA Form 4730 to Finance Officer (FO)/Army Military Pay Officer (AMPO) for processing.
 - d. Maintain a copy of the certified DA Form 4730 in ACM's records for at least one year.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO-GO if any performance measure is failed (F). If the Soldier scores NO-GO, show the Soldier the deficiency and how to do the step(s) correctly.

Evaluation Preparation: Ensure that all material, equipment, and references identified in the condition statement are available to the Soldier. Read all test performance instructions to Soldier verbatim prior to beginning the evaluation. Once instructions are read, give the Soldier a verbal cue to begin the evaluation. Examine the Soldier's actions as he/she performs each area of evaluation.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Confirmed that ACM has not met their flying hour minimums to receive HDIP through CAFRS reports and records.			
2. Ensured the ACM's IFRF (DA Form 3513) contains current documentation and flight information.			
3. Inspected the DA Form 4730 for accuracy and completeness.			
4. Submitted the DA Form 4730 for Commander's certification.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	AR 600-105	Aviation Service of Rated Army Officers	Yes	No	
	AR 600-106	FLYING STATUS FOR NONRATED ARMY AVIATION PERSONNEL	Yes	No	
	AR 637-1	ARMY COMPENSATION AND ENTITLEMENTS POLICY	Yes	Yes	
	AR 95-1	FLIGHT REGULATIONS	Yes	No	
	DA FORM 3513	INDIVIDUAL FLIGHT RECORDS FOLDER, UNITED STATES ARMY	Yes	No	
	DA FORM 4730	CERTIFICATE FOR NON-PERFORMANCE OF HAZARDOUS DUTY	Yes	No	
	DOD 7000.14-R VOL 7A	Financial Management Regulation, Volume 7A: Military Pay Policy - Active Duty and Reserve Pay	Yes	No	
	MTOE/TDA	UNIT MTOE/TDA	Yes	No	
	SOP	Standing Operating Procedures (SOP), Local	Yes	No	
2.	DA FORM 759-3	Individual Flight Record and Flight Certificate-Army (Flight Pay Work Sheet)	Yes	No	
2.	DD Form 2992	Medical Recommendation for Flying or Special Operational Duty	Yes	No	
2.	TC 3-04.11	Commander's Aviation Training and Standardization Program	Yes	No	

TADSS : None

Equipment Items (LIN):

LIN	Name
FJ254A	Fax, Scanner, Printer
70209N	Computer, Personal Workstation

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	6130-01-C01-0458	63026N	Power Supply Assembly: APC Smart UPS 1500	1
	6150-01-398-2605		POWER STRIP,ELECTRICAL OUTLET	1
	7025-01-362-6950		CASE,PRINTER PAPER	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
011-15P-1014	Produce Certificates for Non-Performance of Hazardous Duty - DA Form 4730	011 - Aviation (Individual)	Approved

Supporting Individual Tasks : None**Supported Individual Tasks :** None**Supported Collective Tasks :** None**Knowledges :**

Knowledge ID	Knowledge Name
031-K-627-011	Knowledge of data collection methods
011-292K	Basic mathematics
K29976	Knowledge of CAFRS
131-K-T074 K2-4	Preparing and managing information
011-0199K	Flight records criteria
011-059K	Flight Regulations
011-0136K	Flight crew regulatory requirements
K1380	Know Incentive Payment Procedures
K8007	Who the approving authorities are

Skills :

Skill ID	Skill Name
011-607S	Apply organizational skills
011-409S	Maintain forms and records
011-197S	Supervisory
805C-S-0645	Proofread for accuracy.
011-581S	How to outline needed information
011-089S	Communicate Effectively (Orally or In Writing)

ICTL Data :

ICTL Title	Personnel Type	MOS Data
15P Aviation Operations Specialist ICTL (SL2)	Enlisted	MOS: 15P, Skill Level: SL2