011-15P-1098
Process PCS/TDY Using Centralized Aviation Flight Records System (CAFRS) for Arriving Crewmember
Status: Approved

Conditions: As an Aviation Operations Specialist in a flight operations section, in an Operational Environment (OE), with the requirement to Process PCS/TDY Using Centralized Aviation Flight Records System (CAFRS) for Arriving Crewmembers, given all necessary crewmember information, a computer with internet access and CAFRS software installed, with access to TC 3-04.11 and TM 1-7030-261-SUM (latest version). Some iterations of this task should be performed in MOPP 4.

Standards: Process PCS/TDY using CAFRS for arriving crewmembers by accessing the CAFRS database to locate the crewmember and perform the transfer-in function as specified in the performance measures IAW TC 3-04.11, without error, while utilizing the Go/No-Go criteria.

Special Conditions: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: An arriving Aircrew Member (ACM) requires their CAFRS record to be transferred into your CAFRS database.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Access CAFRS through login procedures.

2. Perform "PCS In" function to import Aircrew Member (ACM) records into your CAFRS database.

    a. Select Tools>Personnel Management>PCS/TDY.

    b. Select the PCS/TDY button on toolbar.

3. Select "Get Person List From Server" to access the server database.
    Note: The server can only get ownership when the record is pushed from the PCS Network function.

4. Conduct search for ACM by criteria (Last Name/First Name) to locate their file within the CAFRS database.
    Note: The PCS In function does not perform partial searches. A full first or last name (or both) must be entered into the fields for a search to be completed.

5. Select the ACM from the generated list and click "Transfer In" to complete the PCS In sequence.

(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. Accessed CAFRS through login procedures.			
2. Performed "PCS In" function to import Aircrew Member (ACM) records into your CAFRS database.			
3. Selected "Get Person List From Server" to access the server database.			
4. Conducted search for ACM by criteria (Last Name/First Name) to locate their file within the CAFRS database.			
5. Selected the ACM from the generated list and click "Transfer In" to complete the PCS In sequence.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	TC 3-04.11	Commander's Aviation Training and Standardization Program	Yes	Yes	
	TM 1-7030-261-SUM	TECHNICAL MANUAL SOFTWARE USERS MANUAL FOR CENTRALIZED AVIATION FLIGHT RECORDS SYSTEM (CAFRS) V.4.0.2	Yes	No	

TADSS : None

Equipment Items (LIN):

LIN	Name
70209N	Computer, Personal Workstation

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	6150-01-398-2605		POWER STRIP,ELECTRICAL OUTLET	1
	6130-01-C01-0458	63026N	Power Supply Assembly: APC Smart UPS 1500	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 : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

Knowledges :

Knowledge ID	Knowledge Name
011-518K	Interpret regulations
K29976	Knowledge of CAFRS
011-1911K	Knowledge of Computer Operation

Skills :

Skill ID	Skill Name
011-502S	Use a computer
S4676	Be able to process information (Be able to collect, receive, analyze, disseminate)
S7668	CAFRS Operation

ICTL Data : None