

# CREWMEMBER DUTY REPORT

TO: A/C VIA  
CHIEF PILOT

CAPT . M. BRAINEY  
Title Last Name

J C 06577  
Initials Emp. #

VIENTIANE  
Pcs/Pa Station

Feb 76  
Month Year

DATE	DUTY STATUS	LCL TIME ON DUTY		ELAPSED HRS FOR:			LOCATIONS FOR P/D CLAIM					BLOCK HRS FLOWN		COMPUTED			
		RPT IN	RELEASE	DUTY	TIME P/D	1 FOR 5	BREAK FAST	LUNCH	DINNER	ROOM	R. O. N.	FLYING	DEADHEAD	DY. PAY HRS	1 FOR 5 HRS	PER DIEM	MISC.
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	F			24:00			L-11	L-11	L-11	L-11	L-11	9:00					
2	F			24:00			L-11	L-11	L-11	T08	T08	13:19					
3	F		08:00	8:00			T08				L08		0:30				
4	S																
5	S																
6	S																
7	S																
8	S																
9	S																
10	S																
11	S																
12	S																
13	F	0600	17:30	11:30							L08	6:44					
14	F	0600		18:00					T08	T08	T08	1:05					
15	F	0600	17:30	17:30			T08				L08	6:00					
16	F	0600		18:00			L0		T08	T08	T08	9:22					
17	F			24:00			T08	T08	T08	T08	T08	7:20					
18	F			24:00			T08	T08	T08	T08	T08	8:02					
19	F		17:30	17:30			T08				L08	5:52					
20	S										L08						
21	H										L08						
22	F	0600	17:30	11:30							L08	5:06					
23	F	0600	17:30	11:30							L08	6:18					
24	F	0600	18:00	18:00					T08	T08	T08	5:29					
25	F		17:30	17:30			T08	T08			L08	8:04					
26	S										L08						
27	S										L0						
28	S										L08						
29																	
30																	
31																	
TOTALS:																	

Crewmember Signature  
FOPS-360

Date

Chief Pilot Signature

Date

## CREW MEMBER DUTY REPORT PREPARATION

### Column

- 1 - Preprinted date.
- 2 - Use one of the following codes each day to show the crewmember's primary duty status for that day. Codes X and Y are provided so that the "losing" station can have a complete monthly record of departed crewmembers.

#### Presence Codes

D - Duty standby  
F - Line Flying Duty  
G - Grounded or Admin. Duty  
J - Ground Training  
T - Test and Training Flights

#### Absence Codes

B - Co. Non-flight Business

#### Absence Codes (cont'd)

H - Home Standby  
L - Leave Without Pay  
P - Special Project Assignment  
S - Time Off Flight Schedule  
V - Vacation (all types)  
X - Transferred  
Y - Temporary Duty  
Z - Sick Leave

- 3 - Enter local time when scheduled to report for flight duty, or when actually reported for duty, whichever is later. (See Note B)
- 4 - Enter local time when released from further flight duty. (See Note B)
- 5 - If duty status is "D", "F" or "T" enter, opposite date of release, the clock hours elapsing from "report in" time to release time. (See Note B)
- 6 - If qualified to claim "Time Per Diem" on scheduled international flights and a trip was actually made, enter clock hours elapsing from Report-in time to actual Block-in time plus 30 minutes (60 minutes for Yokota). (See Note C)
- 7 - If 1-for-5 block time credit is being claimed, enter here the clock hours elapsing from Report-in time to actual Block-in time plus 30 minutes (60 min. for Yokota). (See Note C)
- 8, 9 & 10 - Show locations where "meal per diem" is being claimed. For Southeast Asia use airfield and site codes from Air Facilities Data Pamphlets. Elsewhere use ICAO 4-letter designators, i.e. RCTP-Taipei.
- 11 - If lodging expense is being claimed, enter an "X" here.
- 12 - Use above codes to show R.O.N. locations for Duty Status codes D, F, G, J and T.
- 13 - Enter total block hours actually flown on this date.
- 14 - Show all deadhead hours spent this date on both company and non-company aircraft.
- 15 - Compute Duty Pay on each period from Report-in to Release as follows: from Col. 5 Duty Hours subtract the sum of: (a) all Col. 7 1-for-5 hours (b) 13 times Col. 13 Block Hours and (c) 7 times Col. 14 Deadhead Hours. If the subtraction result is positive, enter it on the same line as "Release time".
- 16 - Divide Col. 7 hours by 5. Then subtract Col. 13 hours and, if the subtraction result is positive, enter that result on the "Release Time" line.
- 17 & 18 - For accounting use. (See Acctg. Manual for pay treatment of Cols. 8-12, 15, 16 & 17).

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Note A - Provide totals on line 32.

B - All "Report-in" and "Release" times are at crewmember's base/station of assignment, i.e. his home station. Release time will always encompass Block-in plus 30 (or 60 for Yokota) minutes and may, under unusual circumstances, extend well beyond those times. If a crewmember is away from home station in Duty Status D, F, or T over the end of the month, computation of Duty Pay for that period must appear on next month's report and be based on departure in the previous month.

C - Columns 6 & 7 can have entries only if Col. 2 is "F".

LOCATION - 70(VTE)

FLIGHT CREW MONTHLY REPORT

( FOR FEBRUARY 1970 )

EMP NO.	NAME	DEPT	SUB-ACCT	STATUS	CONT	ACTY CODE	ACFT NO.	DATE	BLOCK TIME	AIR TIME	PROJECT TIME	NITE TIME	AREA TIME	D/H TIME	PAY TIME	WAIVER TIME
06577	MCRAINEY	JC	670	2301	CAP	A										
** CURRENT MONTH **																
						9342	16 54617	010270	9+00	7+15	7+15	+36	+	+	9+00	+
						9342	16 54617	020270	13+19	11+13	8+28	3+50	1+20	+	12+19	+
						9342	16 54613	030270	+	+	+	+	+	+40	+	+
						9342	16 554576	130270	6+44	5+03	+	+	+	+	6+44	+
						9342	16 54636	140270	1+05	+20	+	+	+24	+	1+05	+
						9342	16 554576	150270	6+00	4+33	+	+	+20	+	6+00	+
						9342	16 554576	160270	9+22	7+29	+44	+35	+25	+	9+22	+
						9342	16 54613	170270	7+26	5+52	+	1+19	2+00	+	7+26	+
						9342	16 54671	180270	8+02	7+15	2+05	1+50	3+20	+	8+02	+
						9342	16 554576	190270	5+52	4+26	+	+	+25	+	5+52	+
						9342	16 54636	220270	5+48	4+41	+40	+25	+	+	5+48	+
						9342	16 54636	230270	6+18	4+50	+	+	+	+	6+18	+
						9342	16 54671	240270	5+29	4+04	+	+25	+20	+	5+29	+
						9342	16 564374	250270	8+04	6+38	1+53	+	1+15	+	8+04	+
SUB-TOTAL									92+29	73+39	21+05	9+00	9+49	+40	92+29	+
TOTAL FOR CURRENT MONTH									52+29	73+39	21+05	9+	9+49	+40	92+29	+

REG PAY	FH PAY	P.A.	S.A.	A.A.	P.A.A.	OBH PAY	PRJ PAY	NIG	D/H	WAIVER	D.E.S.	P.DTEM	GROSS
1386.00	147.57		195.00				210.83	33.	5.70		197.31		3484.52
2806.93			230-										
RETIRE	FICA	INSUR. C	ALLCT.	MISC.					NET DUE	H/L	C		
	93.81	2.12	1						3388.59		d		

Jan. B/T 104+42 @ 23.69 = 2480.34  
 FEB. " 98+29 " = 2309.21  
 Paid Jan. B/P < 1.30 - >  
 OBH < 575.117  
 FHP < 197.527  
 FEB. B/P < 1.30 - >  
 118.63  
 Mon. GHP 1.678.30  
 2806.93

Will ADJUST  
 DES IN MAY

31 MAR 1970