

# CREWMEMBER DUTY REPORT

TO: A/C VIA  
CHIEF PILOT

CAPTAIN M'RAINEY  
Title Last Name

J C 06577  
Initials Emp.#

VIENTIANE  
Pcs/Pa Station

APRIL 1970  
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	Y						T09	T09	T09	T09	T09	7+01					
2	Y						T09	T09	T09	T09	T09	5+33					
3	Y		15:00				T09	T09			L08		1+52				
4	S										L08						
5	F	0700							T08	T08	T08	5+42					
6	F						T08	T08	T08	T08	T08	9+06					
7	F		1600	57:00			T08	L39			L08	6+33					
8	F	0600	1700	11:00				T08			L08	8+21					
9	S										L08						
10	F	0630							T08	T08	T08	8+33					
11	F						T08	T08	T08	T08	T08	5+33					
12	F		0910	3040			T08	T08			L08	10+01					
13	F	0700					T08	T08	T08	T08	T08	6+20					
14	F						T08	T08	T08	T08	T08	6+29					
15	F		1630	5730			T08	T08	T08		L08	7+07					
16	J										L08						
17	J										L08						
18	S										L08						
19	F	0630						T08	T08	T08	T08	9+41					
20	F		1723	34:03			T08	T08			L08	8+47					
21	S																
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30											L08						
31																	
TOTALS:																	

Crewmember Signature \_\_\_\_\_  
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 APRIL 1970 )

EMP NO.	NAME	DEPT	SUB-ACCT	STATUS	CONT	ACTY CODE	ACFT NO.	DATE	BLOCK TIME	AIR/DHP TIME	PROJECT TIME	NITE/PJ TIME	AREA/SP TIME	D/H TIME	PAY TIME	WAIVER TIME	
06577	MCRAINEY	JC	67C	2301	CAP	A											
** CURRENT MONTH **						9842	06	N9458Z	030470	+	1+18	+	+	+	1+52	+	+
						SUB-TOTAL				+	1+18	+	+	+	1+52	+	+
						9842	16	54613	050470	5+42	+	4+08	+27	+	+	5+42	+
						9842	16	576293	060470	9+06	+	6+36	+	+	+	9+06	+
						9842	16	554556	070470	6+33	+	4+45	+	+	+	6+33	+
						9842	16	564374	080470	8+21	+	6+03	+	+	+	8+21	+
						9842	16	554576	100470	8+33	+	6+12	+55	+	+	8+33	+
						9842	16	576293	110470	5+33	+	4+01	+	+	+	5+33	+
						9842	16	54613	120470	10+01	+	7+16	+40	+	+	10+01	+
						9842	16	554556	130470	6+20	+	4+36	+50	+	+	6+20	+
						9842	16	576293	140470	6+29	+	4+42	1+01	+	+	6+29	+
						9842	16	54613	150470	7+09	+	5+11	+	+	+	7+09	+
						9842	16	554555	190470	9+43	+	7+03	+31	+	+	9+43	+
						9842	16	554545	200470	8+45	+	6+21	+	+	+	8+45	+
						SUB-TOTAL				92+15	+	66+54	4+24	+	+	92+15	+
						9866	07	8879	010470	7+01	+	+	+	+	+	7+01	+
						9866	07	8879	020470	5+32	+	+	+	+	+	5+32	+
						SUB-TOTAL				12+33	+	+	+	+	+	12+33	+
TOTAL FOR CURRENT MONTH									104+48	1+18	66+54	4+24	+	1+52	104+48	+	

FIXED RATE = 20.25      LONGIVITY RATE = 3.44      AVG DAILY FLYING HRS = 3.097

F	(GHP)	104+48	(FHP)	2122.20	(THP)	(1 FOR 5)	+56	(D/H)	18.90
L	<i>60.20</i>			360.51					3.21
F	+29 (DH PRJ)	8.13	66+54 (PRJ)	836.25	(SP PRJ)	(S/L)	(LVES)	(TPD)	
L									

TOTAL FIXED PAID = 2141.10      TOTAL LONGIVITY PAID = 363.72 + *60.20* = *423.92*

REG/GHP	F.H.P.	T.H.P.	1 FOR 5	I.P.P.	P.A.	S.A.	PROJECT	LVE PAY	SPL/PRJ	D/H	NIGHT	WAIVER	D.E.S.	P.DIEM
<i>60.20</i>	2482.71					230.00	844.38			22.11	16.50		<i>102.42</i>	76.10
RETIRE	FICA	INSUR. C	ALLOT.	MISC.									* NET DUE *	* GROSS *
		2.12	1										<del>3669.32</del>	<del>4671.80</del>
													3854.30	3854.42

PLEASE NOTE THAT THE PAYMENT INDICATED ON THIS STATEMENT INCLUDES GUARANTEED MINIMUM HOURS PAY AND STATION ALLOWANCE FOR CURRENT MONTH LESS GUARANTEED MINIMUM HOURS PAY FOR THE PREVIOUS MONTH PLUS ANY PAY FOR ADDITIONAL HOURS FLOWN IN THE PRECEDING MONTH.

31 MAY 1970

