



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
HELTRARON TWENTY EIGHT  
7180 USS LONG ISLAND STREET SUITE 320  
MILTON FL 32570-6101

IN REPLY REFER TO:

HT-28INST 1326.1B

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13 Dec 11

### HELTRARON TWENTY-EIGHT INSTRUCTION 1326.1B

Subj: ADMINISTRATION OF ENLISTED FLIGHT ORDERS

Ref: (a) OPNAVINST 3710.7U  
(b) BUPERSINST 1326.4E  
(c) DOD MILITARY PAY AND ALLOWANCE ENTITLEMENTS MANUAL  
(NAVSO P-6048)

1. Purpose. This instruction establishes a uniform procedure for the administration and the reporting of DIFCREW flight orders for enlisted personnel assigned to this squadron.

2. Cancellation. HT-28INST 1326.1A

3. Responsibility. Administration of flight orders is the responsibility of the Commanding Officer.

a. In order to simplify the administration and reporting of enlisted flight orders, a Flight Order Audit Board is established per references (a) and (b).

b. The Flight Order Audit Board shall include the Assistant Operations Officer, the Aircrew Division Officer, the Logs/Records Officer, the Operations Leading Chief/Leading Petty Officer, and the NATOPS Petty Officer.

4. Action

a. The Assistant Operations Officer shall act as the senior member of the board.

b. The Aircrew Division Officer shall:

(1) Ensure flight orders are administered per current directives.

(2) Ensure enlisted personnel issued flight orders meet eligibility requirements and are properly entitled to incentive pay for flight duty.

c. The Logs and Records Officer shall:

(1) Maintain a complete record of enlisted personnel in flight status by means of the Monthly Flight Time Summary Sheet and ensure sheets are forwarded to the member for signature. Personnel are responsible for maintaining their own logbooks and forwarding Monthly Flight Time Summary Sheets to NATOPS.

(2) Submit fiscal flight time totals for all enlisted personnel in flight status to the Personnel Support Officer no later than October of each calendar year. Entry shall be on individual NAVPERS 1070/613 (Page 13).

d. The Operations Leading Petty Officer shall:

(1) Ensure the performance of flight duty by all enlisted aircrewmen per references (a) and (b).

(2) Ensure a revocation message is sent to NAVPERSCOM (PERS 404) when a member no longer maintains medical qualifications, operational qualifications, commits serious disciplinary infractions or meets flight requirements per reference (b).

e. NATOPS Petty Officer shall ensure record entries are made as required by reference (a).

f. The Flight Order Audit Board shall:

(1) Ensure proper records are maintained, entries are properly recorded, and flight certificates are authentic in every respect.

(2) This audit shall be completed monthly on all entries and documents pertaining to the administration of flight orders.

(3) Audits shall be conducted immediately following the end of each month.

  
M. C. THOMPSON

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