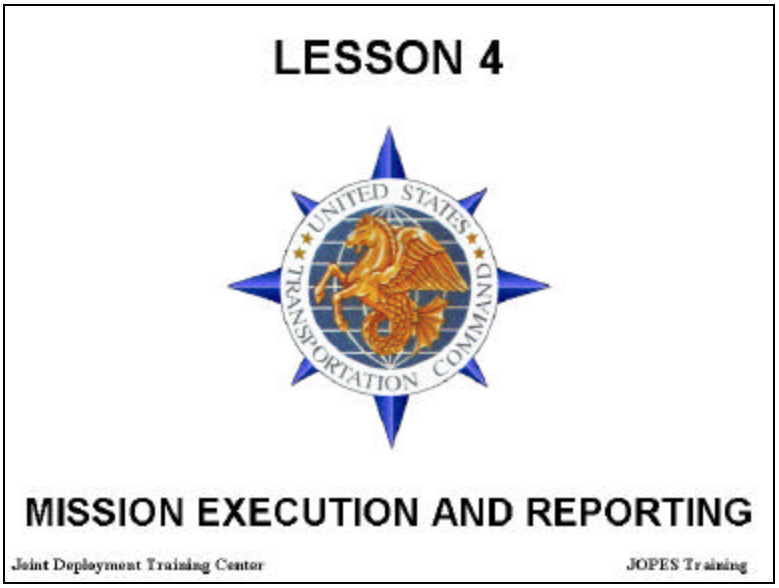
LESSON 4. MISSION EXECUTION AND REPORTING

Setup. To accomplish this lesson, you need to be connected to JALIS.



Slide 4-1. Missing Execution and Reporting

Terminal Learning Objective:

Given an operational JALIS environment, complete the required pre-mission planning and post-mission reporting requirements with instructor guidance and lesson material.

Enabling Learning Objectives:

1. Given JALIS, find the missions your unit is tasked to fly.

2. Given JALIS, add a new flight crewmember to the JALIS database.

3. Given JALIS, restrict, modify, and open an aircraft in JALIS.

4. Given JALIS and the flight and manifest data, enter the Logistic Flight Record and Aviation Exception Report data into the JALIS database.

5. Given JALIS, find and correct incomplete Logistic Flight Records.

6. Given your knowledge of JALIS, be familiar with reports on mission results.

THIS PAGE INTENTIONALLY LEFT BLANK

LESSON 4. MISSION EXECUTION AND REPORTING

Terminal Learning Objective:

Given an operational JALIS environment, complete the required pre-mission planning and post-mission reporting requirements with instructor guidance and lesson material.

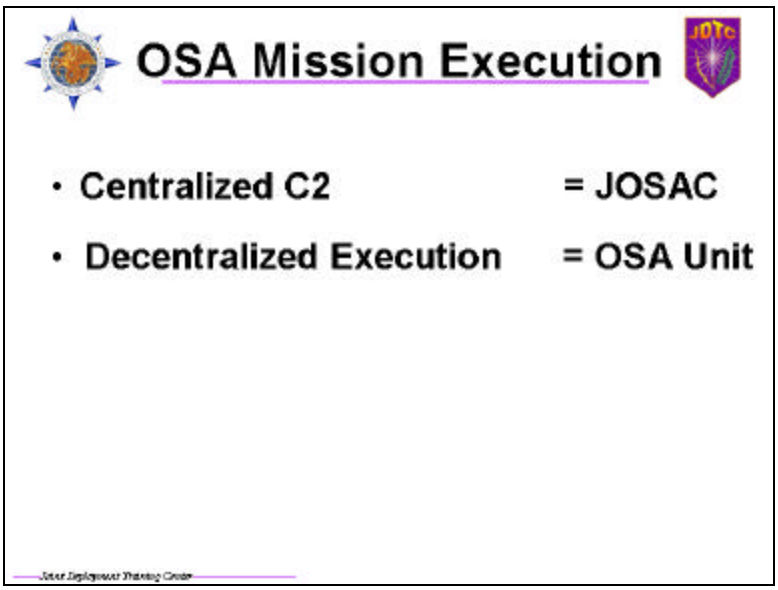
Slide 4-2. We will cover…

Lesson Overview. In this lesson, you will cover how the OSA flying units are notified of their taskings and how to monitor the system to see future taskings. A key unit responsibility is to make assets available in JALIS for the schedulers. You will accomplish that function. You will also complete a Logistic Flight Record (LFR) and Aviation Exception Report (AER) for an OSA mission that will include aircraft flight and manifest data for both passengers and cargo. You will also discuss some standard JALIS reports and how your inputs affect the quality of these reports.

Transition. Throughout the rest of this lesson you will explore several modules within JALIS. They are there to allow you to perform different portions of your job so you need to be familiar with all of them. You will review the Current Scheduled Missions module, the Display Flight Advisory module, the View Message Text screen, the Flight Personnel Maintenance module, the Aircraft Status Maintenance module, and the Display Aircraft Status module. These modules are used before mission execution. Four additional modules that you will use after mission execution are the Missing Logistic Flight Record Report, the Logistic Flight Record Maintenance module, the Aviation Exception Report module, and the Incomplete Logistic Flight Record Report. You will see how these modules are actually used in JALIS.

Slide 4-3. Squadron User Modules

Transition. In order for the schedulers to effectively and efficiently task flying units, the squadrons must properly update aircraft availability. The units must know how to retrieve their taskings and execute the mission. The last step is to report mission results to ensure the JALIS database is current for future tasks and accurate reports.



Slide 4-4. OSA Mission Execution

I. **OSA Mission Execution.** Authority to schedule and direct (order) CONUS OSA missions belongs to the JOSAC (through the authority of the Commander, USTRANSCOM). The unit that receives that order is charged with actually performing the job of picking up and delivering passengers and cargo. Responsibility for tracking mission execution lies with JOSAC.

A. **JOSAC Command and Control.** JOSAC provides the command and centralized control over the decentralized execution of missions. JOSAC must be prepared to redirect and/or modify the missions and coordinate with all stakeholders on a moments notice. Therefore, the JOSAC Duty

Officer, execution team, and the scheduling team that originated the mission must maintain visibility over the mission from departure to termination.

B. **Real Time Flight Following by FAA Enhanced Traffic Management System (ETMS).** The JOSAC will use the FAA's ETMS for "near real time" flight following of daily missions. Those people assigned to the JOSAC execution cell should become familiar with the FAA ETMS.

C. **Notification Reports from Aircrew.** Aircrews are expected to report mission progress to JOSAC and Service command and control authorities. Reporting is part of their job, just like a preflight inspection. The only question is when reporting is required.

1. **By Exception.** The standard rule for all the Services is "by exception" reporting; that is, if the mission is on schedule, no report is required. JOSAC does need to talk to the crews when things deviate from the schedule or they need to change something on a mission.

2. **Deviations Greater Than 60 Minutes.** JOSAC also operates under the "by exception" rule. Deviations from the schedule, which do not affect follow-on lifts, next-day aircraft availability, crew duty limits or changes in times of no more than one hour can be coordinated between the flying unit and passengers. However, deviations greater than 60 minutes, or those affecting the items just mentioned, do require aircrew notification to the JOSAC execution cell. In addition, the crew must submit an AER during post-mission reporting.

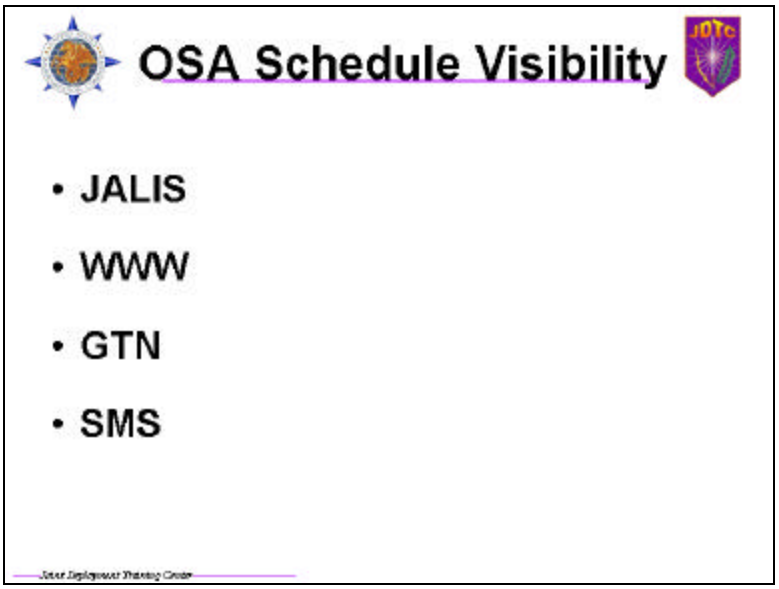
3. **Remain Overnight (RON) Mission.** All RON missions must contact the JOSAC Execution Team to report aircraft status, quarter's phone number, and planned start time of crew rest. Aircrews will check in with the Execution Team before departure on the next day's mission for possible updates/changes.

D. **Unit Notification.** JOSAC will notify units of specific mission taskings via Flight Advisory Messages resident in JALIS. Last minute changes and additions are usually handled by a telephone call.

1. **Current Scheduled Missions**. When you login as a squadron user and your UIC is the same as one of the flying squadrons, you have the option to view all the unit's current scheduled missions. Missions are available through the Current Scheduled Missions screen and will reflect all scheduled missions, provided the Flight Advisory Message has been generated, released, and sent; and the mission has not been cancelled or closed out by entering an LFR.

2. **Flight Advisory Message.** Request information, schedule information, and certain reference files combine for a JALIS-generated Flight Advisory Message. This message provides pertinent information regarding the mission. The scheduler responsible for the mission must ensure the message is complete, correct, coordinated, and sent to all stakeholders.

Transition. Flight Advisory Messages are used to notify units and customers of the official existence of an OSA mission. Once the mission is flying, the aircraft commander is responsible for timely and complete reports. You will have more on that later. Now you will see how other authorized individuals in DoD can gain access to the OSA information.



Slide 4-5. OSA Schedule Visibility

E. **OSA Schedule Visibility.** A goal of JOSAC is to make OSA operations easily accessible to all stakeholders while decreasing the number of phone calls concerning the mission. To that end, JOSAC makes schedules available in three ways other than the individual schedules and flight advisories available on-line now in JALIS.

1. **Schedule Availability Within JALIS.**

a. **Current Scheduled Mission.** The Current Scheduled Missions screen displays scheduled missions for your unit.

b. **Display Aircraft Status.** The Display Aircraft Status screen provides a graphical display of the status of a unit's aircraft, including missions.

c. **Daily Scheduled Missions Report.** JALIS provides a Daily Scheduled Missions Report for any given day inside the scheduling window. This report will also have various filtering options to assist you in scheduling and executing missions.

2. **Schedule Availability From Outside JALIS.** Several other programs are either fed from JALIS or they extract the schedule information directly from the JALIS database to make the schedule information available to those users who do not have access to JALIS.

a. **Internet WWW.** The OSA schedule is now available on the Internet. The JALIS web page has become the central collection point for most of the information dealing with JALIS (**https://josac.transcom.mil**). Users with Internet access are able to view the daily OSA flight schedule there. The public searchable schedule is updated every ten minutes. However, this site is only accessible from a computer on a government or military system. Any stakeholder can review the schedule to learn about current OSA events. If they have questions, they should call JOSAC.

b. **Global Transportation Network (GTN).** This interface provides a cross flow of information between JALIS and GTN. Access to GTN will allow the viewing of cargo, pax, and mission information that resides in JALIS.

c. **Single Mobility System (SMS).** This interface is available to users with an account and will display all or a filtered selection of CONUS OSA missions and requests.

Note. Remember that the only official tasking is the current and released Flight Advisory Message in JALIS. The other methods of viewing mission information are unofficial and may not reflect the current changes. Squadrons must check the flight advisories frequently to ensure they identify any modifications.

OBJECTIVE 4-1. Given JALIS, find the missions your unit is tasked to fly.

II. **Pre-Mission Activities.** There are several modules you may have to access to accomplish what must be done prior to mission execution. Those modules are: Current Scheduled Missions, Display Flight Advisory, View Message Text, Flight Personnel Maintenance, Aircraft Status Maintenance, and Display Aircraft Status.

LOGON TO JALIS			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 4	**Double Click** on the **newtrng.ica** icon.	JOSAC JALIS Message screen displays.	READ THE MESSAGE! It will change from time to time and should be read as it frequently contains important information regarding policy or system changes.
2 of 4	**Click** on the **OK** button.	Logon Information screen displays.	
3 of 4	**Type {your assigned username}**. **Press <Tab>**.	The information you typed displays in the Username: field. Cursor moves to the Password field.	Username and Password will be provided by the instructor.
4 of 4	**Type {your assigned password}**. **Press <Enter>**.	Asterisks display in the Password: field. Joint Air Logistics Information System Welcome screen (Fig. 4-1) displays with pop-up.	You may also Click on the OK button.

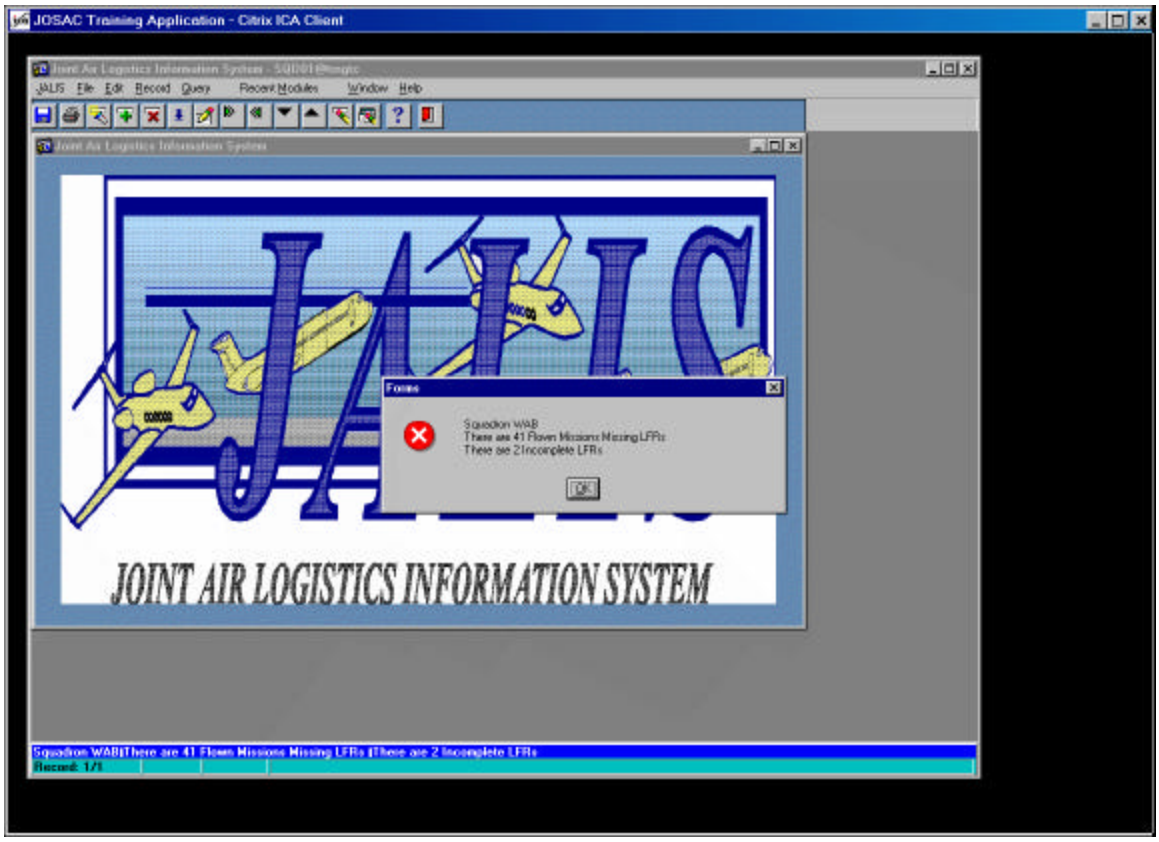


Figure 4-1. Joint Air Logistics Information System Welcome Screen With Pop-up

A. **Squadron User Login Pop-up.** When you logon to JALIS as a squadron user you will be presented with a pop-up message identifying your unit and telling you how many missing and incomplete LFRs you have. This is there as a reminder to you that you may have some work to do in this respect. It is for your information only. Clicking the OK button will not take you anywhere to fix them.

B. **Current Scheduled Missions.** This module displays scheduled missions for your unit only. It will display all missions for your unit for which a Flight Advisory Message has been released and sent. The Missions remain on the list until either the Flight Advisory Message is cancelled by JOSAC or the unit creates an LFR for the mission. This is one of two widely-used methods to find a unit's missions. It is arranged as a list with the missions with the latest start date at the top.

Requirement. As the Squadron Scheduler at Scott AFB (Org Code WAB), you decide to use JALIS to display your unit's Current Scheduled Missions to check if your organization has any upcoming taskings.

NAVIGATE TO CURRENT SCHEDULED MISSIONS			
Step	**Activi ty**	**Anticipated Result**	**Comment**
1 of 6	**Click** on the **OK** button.	The pop-up closes.	
2 of 6	**Click** on the **JALIS** menu option.	JALIS pull-down menu displays.	You may also Press <Alt + J>.
3 of 6	**Click** on the **Remote Squadron User Menu** option.	Remote Squadron User cascading menu (Fig. 4-2) displays.	You may also Press <q>.

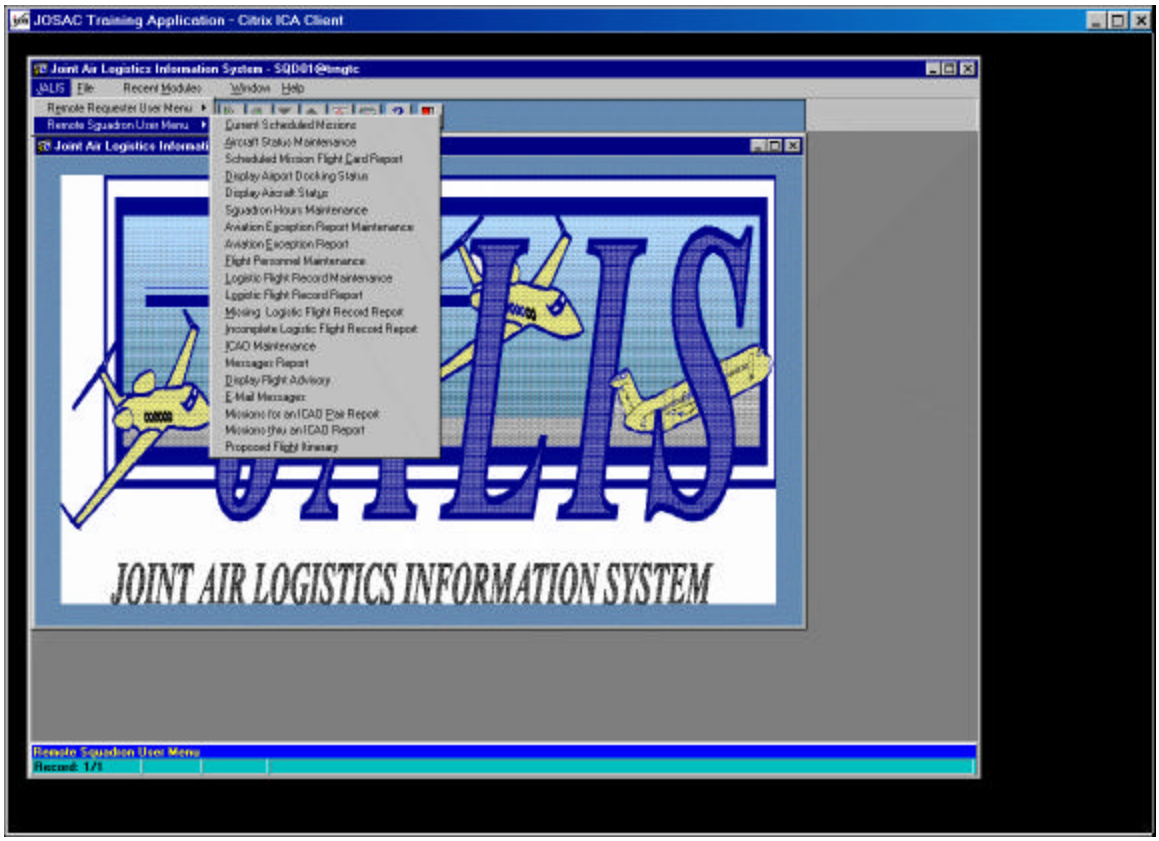


Figure 4-2. Remote Squadron User Cascading Menu

NAVIGATE TO CURRENT SCHEDULED MISSIONS			
Step	**Activity**	**Anticipated Result**	**Comment**
4 of 6	**Click** on **Current Scheduled Missions**.	Current Scheduled Missions screen (Fig. 4-3) displays with pop-up.	You may also Press <C>.
Note. Only missions that have been released and sent as part of the scheduling process will show up in this list. The pop-up warns you that there are additional missions being created for your unit, but they have not yet been finalized.			

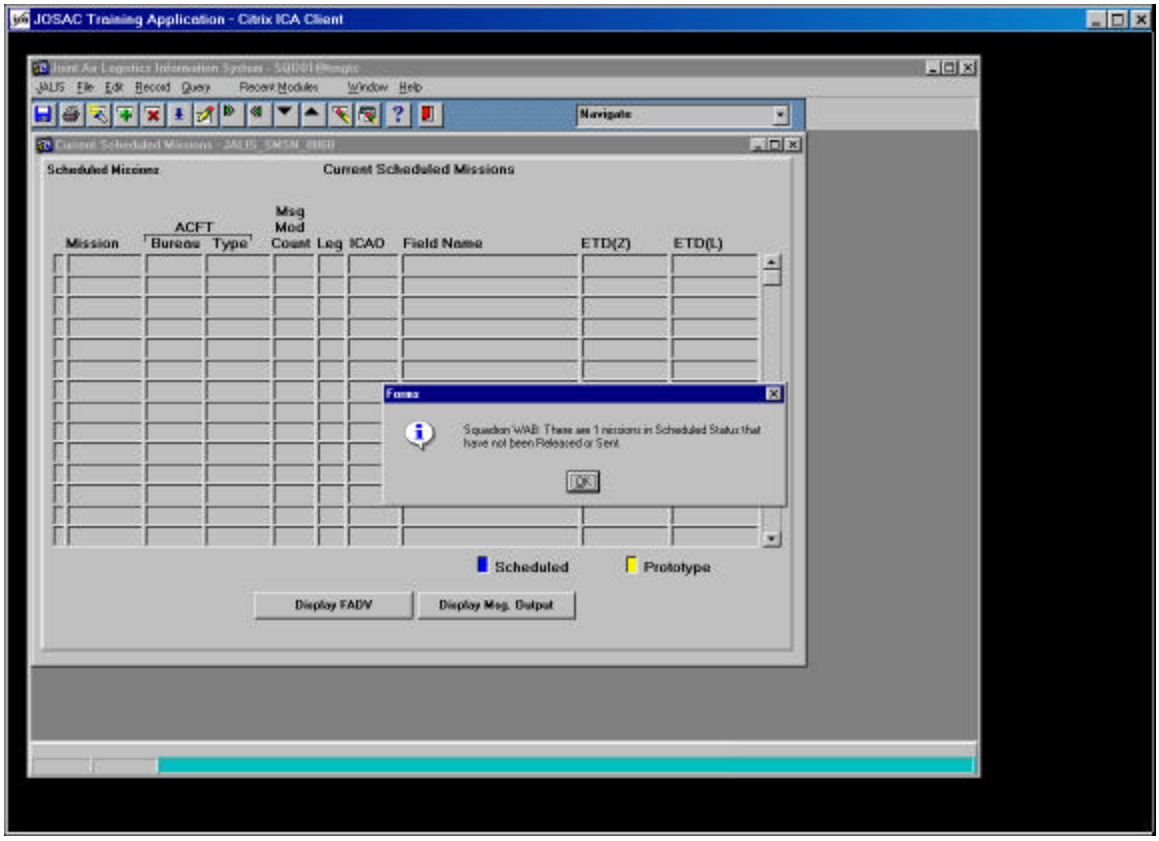


Figure 4-3. Current Scheduled Missions Screen with Pop-up

NAVIGATE TO CURRENT SCHEDULED MISSIONS			
Step	**Activity**	**Anticipated Result**	**Comment**
5 of 6	**Click** on the **OK** button.	Current Scheduled Missions screen (Fig. 4-4) displays.	

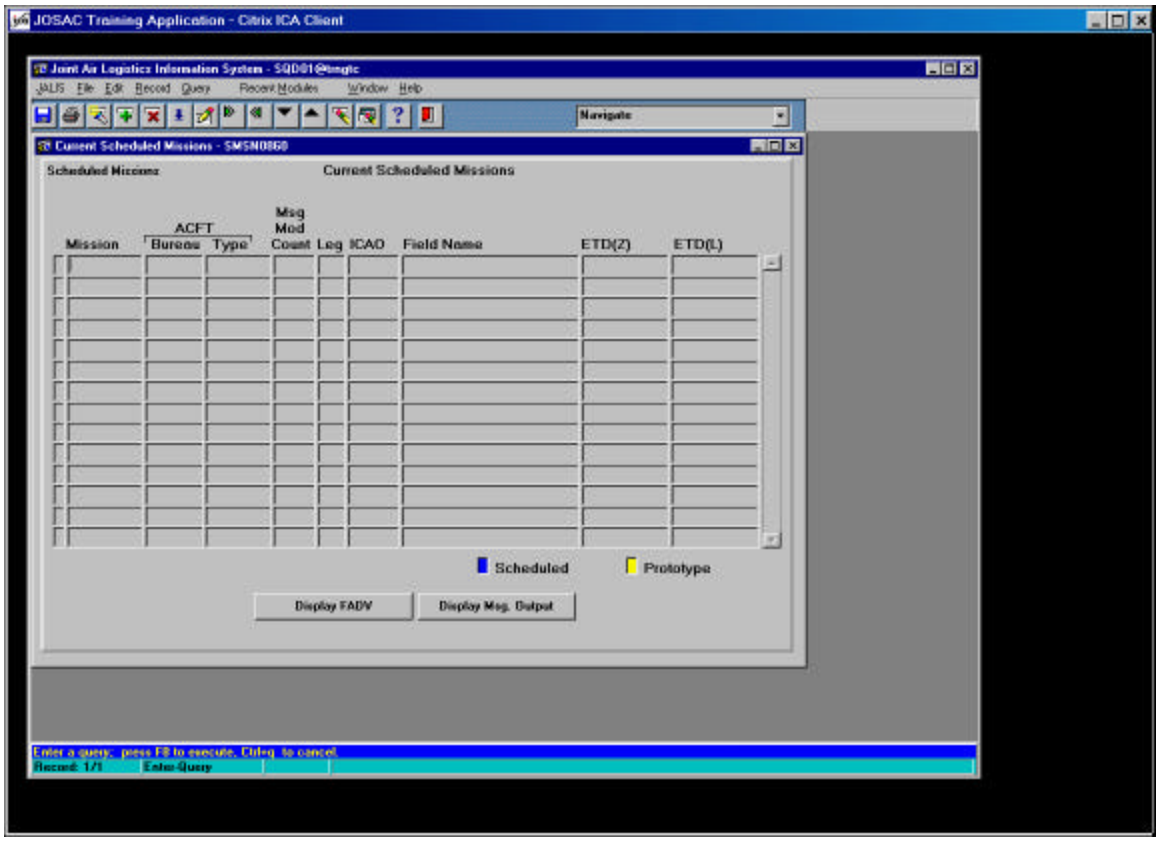


Figure 4-4. Current Scheduled Missions Screen

NAVIGATE TO CURRENT SCHEDULED MISSIONS			
Step	**Activity**	**Anticipated Result**	**Comment**
6 of 6	**Click** on the **Query** icon.	Current Scheduled Missions screen showing unit's scheduled missions (Fig. 4-5) displays.	You may also Press <F8>.

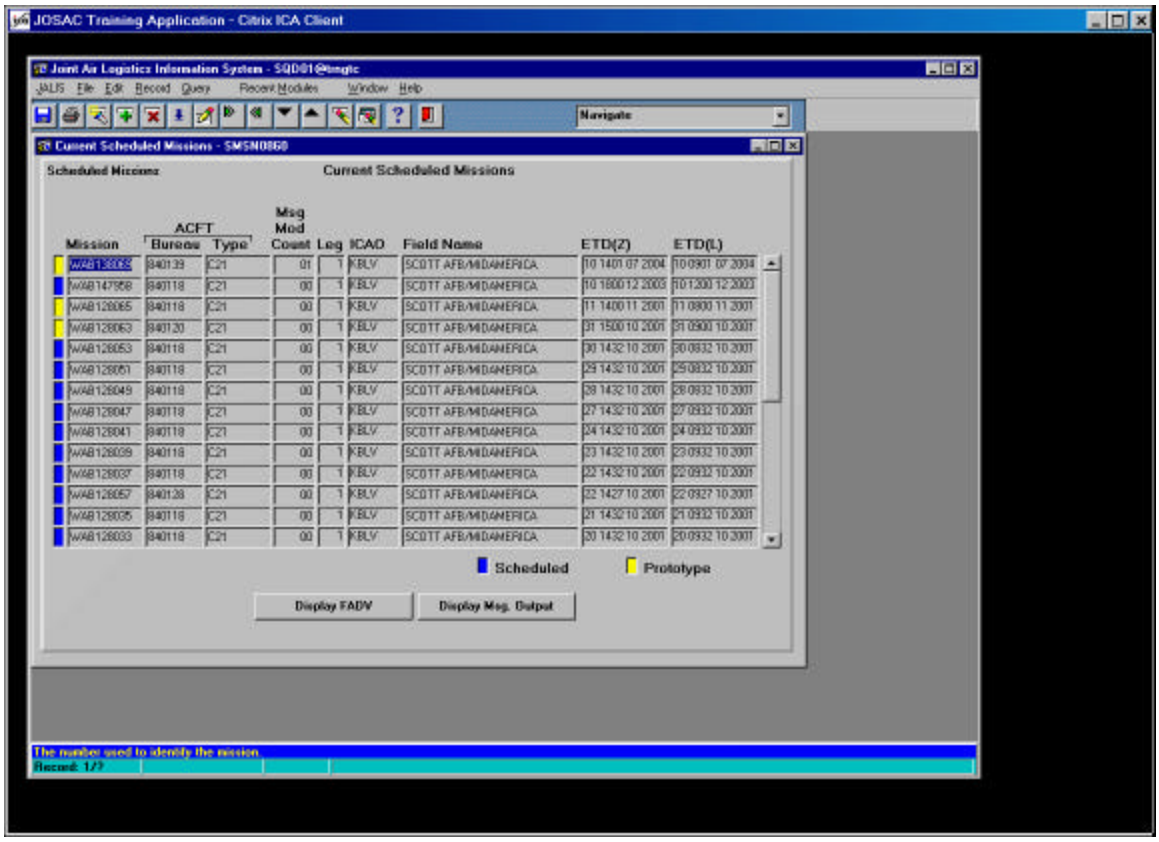


Figure 4-5. Current Scheduled Missions Screen (with data)

1. **Scheduled Missions.** These missions are indicated by the blue rectangle on the left side of the screen. These are tasked missions.

2. **Prototype Missions.** These missions are indicated by the yellow rectangle on the left side of the screen. These are also tasked missions, but they are in the process of being modified. Keep an eye on them to see what has changed. When JOSAC is finished with the modification, the mission will again display with a blue indicator.

Transition. JALIS also has the ability to display a Flight Advisory Message to the JALIS workstation screen.

C. **Display Flight Advisory Screen.** The Display Flight Advisory screen displays the same data that makes up the Flight Advisory Message. You should review this module to get to the details of the mission. The JALIS display is a tasking and should be considered authoritative in nature. If you see the tasking in JALIS, you are tasked whether or not you have had a phone call. Normally, JOSAC does not call the unit unless the mission is created or modified within 72 hours of execution. If in doubt, give JOSAC a call to confirm.

DISPLAY FLIGHT ADVISORY			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 13	<¯> or <-> to the desired mission. **Click** on the **Display FADV** button.	Display Flight Advisory screen for the mission selected (Fig. 4-6) displays. The screen opens to the Scheduled Missions and Scheduled Legs blocks.	You may also Click on the Next Record icon.

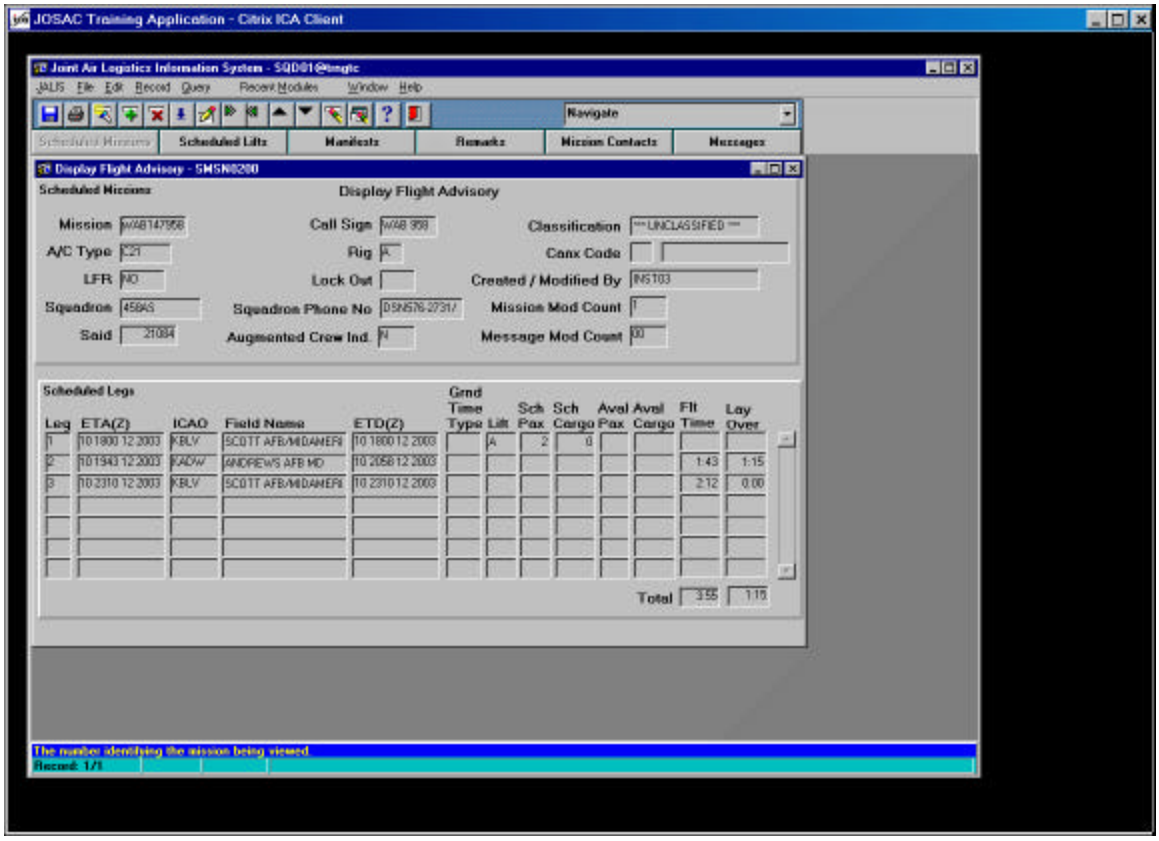


Figure 4-6. Display Flight Advisory Screen

1. **Scheduled Missions Block.** This block displays information about the mission itself, including the mission number, who created the mission, mission mod count, and message mod count. The mission mod count increases by one every time the mission is modified. However, the message mod count only increases by one every time the Flight Advisory Message is released. In other words, if a scheduler brings a tasked mission back to prototype and makes a change, the mission mod counter goes up. If, before the Flight Advisory Message is released the scheduler makes another change to the mission, the mission mod counter increases again. However, when the Flight Advisory Message is finally released, the message mod counter only increases by one. The modification message will explain what changes are included in the modification.

2. **Scheduled Legs Block.** This block displays the estimated time of arrival (ETA) and estimated time of departure (ETD) for each individual location (ICAO) contained in a mission itinerary. The Lift field displays which lifts are on which legs.

DISPLAY FLIGHT ADVISORY			
Step	**Activity**	**Anticipated Result**	**Comment**
2 of 13	**Click** on the **Scheduled Lifts** navigation button.	Scheduled Lifts block (Fig. 4-7) displays.	You may also Click on the Next Block icon.

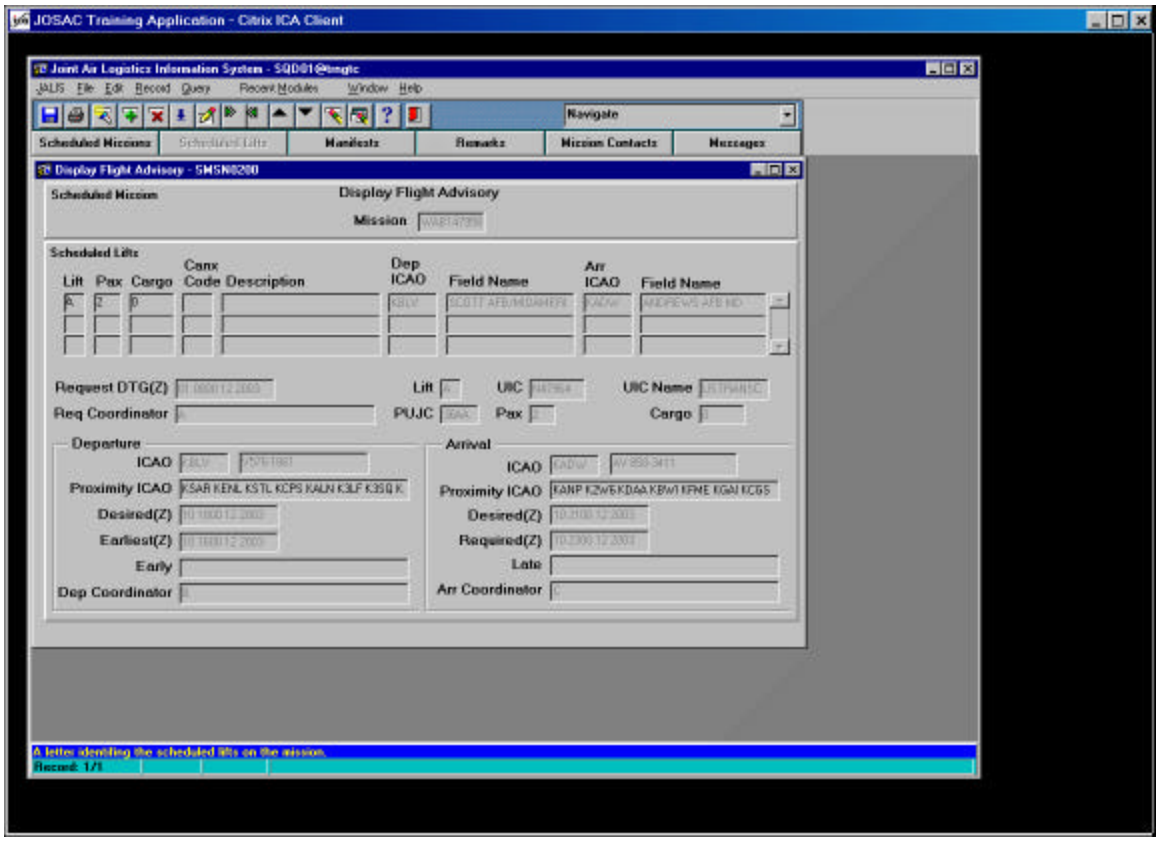


Figure 4-7. Scheduled Lifts Block

3. **Scheduled Lifts Block.** This block displays detailed information on each lift (request) that is supported on a mission itinerary. There may be more than one lift scheduled.

Note. Please note the difference between the two fields on this screen labeled "Lift". The Lift field on the left side of the screen is the code assigned by the scheduler to the lift as the lift is applied to the mission. The Lift field in the center of the screen is the code assigned to the request by the validator when the request is entered into JALIS. If the two codes are the same, it is entirely coincidental, as there is absolutely no relationship between the two.

DISPLAY FLIGHT ADVISORY			
Step	**Activity**	**Anticipated Result**	**Comment**
3 of 13	**Click** on the **Manifests** navigation button.	Manifests block (Fig. 4-8) displays.	You may also Click on the Next Block icon.

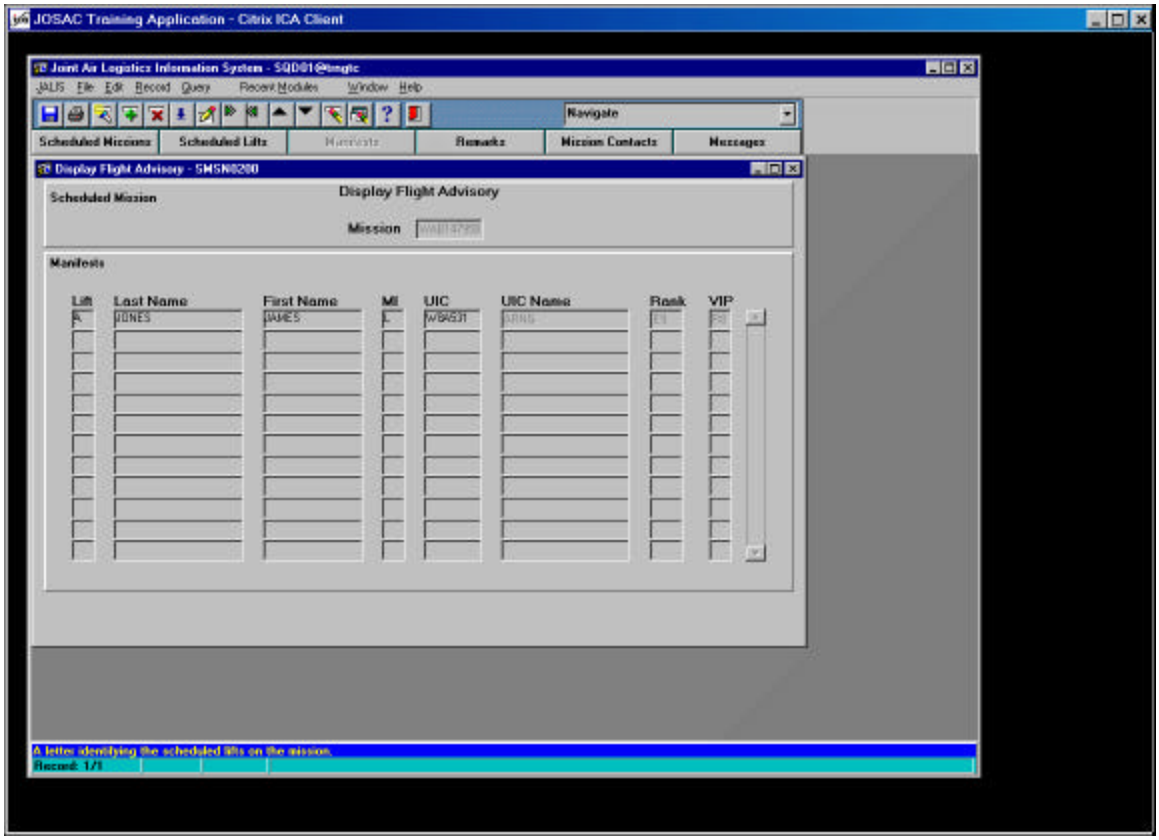


Figure 4-8. Manifests Block

4. **Manifests Block.** This block displays detailed passenger manifest data for each lift associated with a given mission itinerary. Only passengers manifested on the airlift request will be displayed in this block.

DISPLAY FLIGHT ADVISORY			
Step	**Activity**	**Anticipated Result**	**Comment**
4 of 13	**Click** on the **Remarks** navigation button.	Remarks and Remark Text blocks (Fig. 4-9) display.	You may also Click on the Next Block icon.

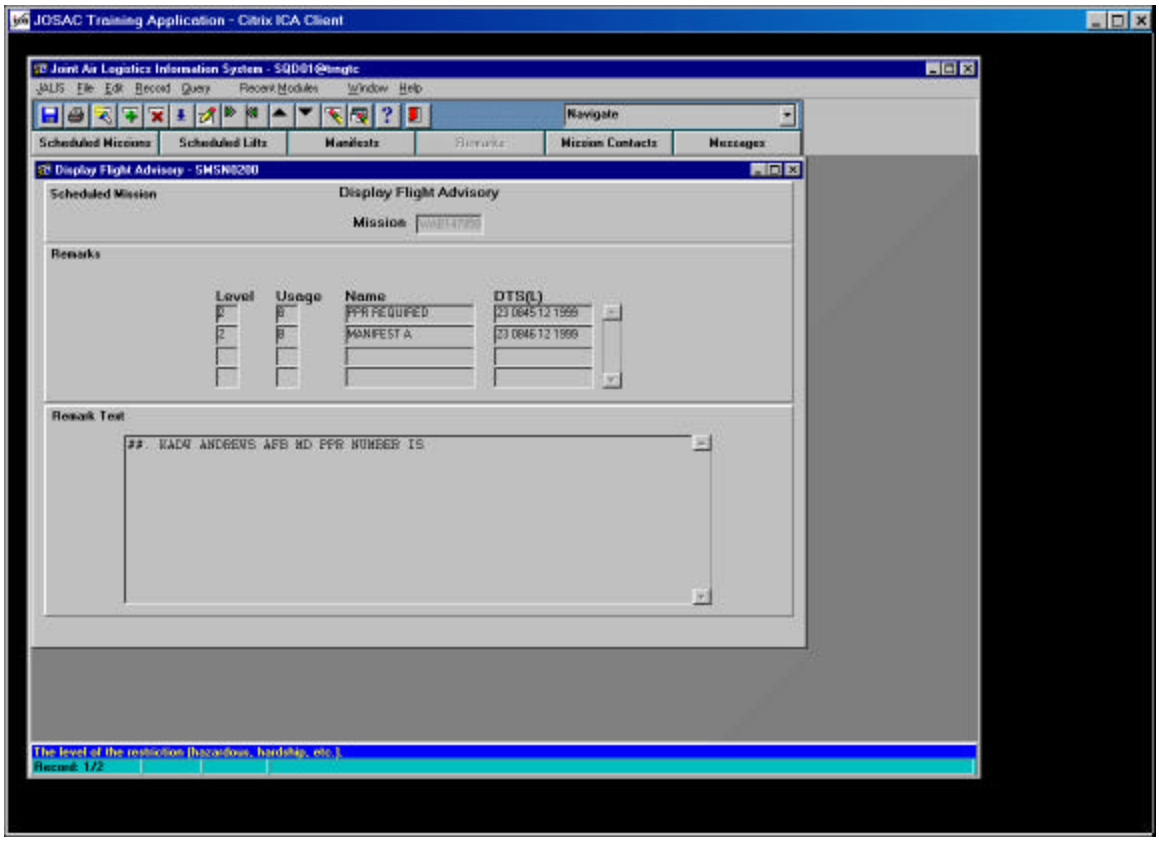


Figure 4-9. Remarks and Remark Texts Blocks

5. **Remarks Block.** This block simply identifies the type of mission remark entered into the Flight Advisory and a Date/Time Stamp (DTS) showing when the remark was entered. The remark selected in this block controls the remark text displayed in the next block.

6. **Remark Text Block.** This block displays the text associated with the Scheduled Mission remarks from the Remarks block.

DISPLAY FLIGHT ADVISORY			
Step	**Activity**	**Anticipated Result**	**Comment**
5 of 13	**Click** on the **Mission Contacts** navigation button.	Mission Contacts block (Fig. 4-10) displays.	

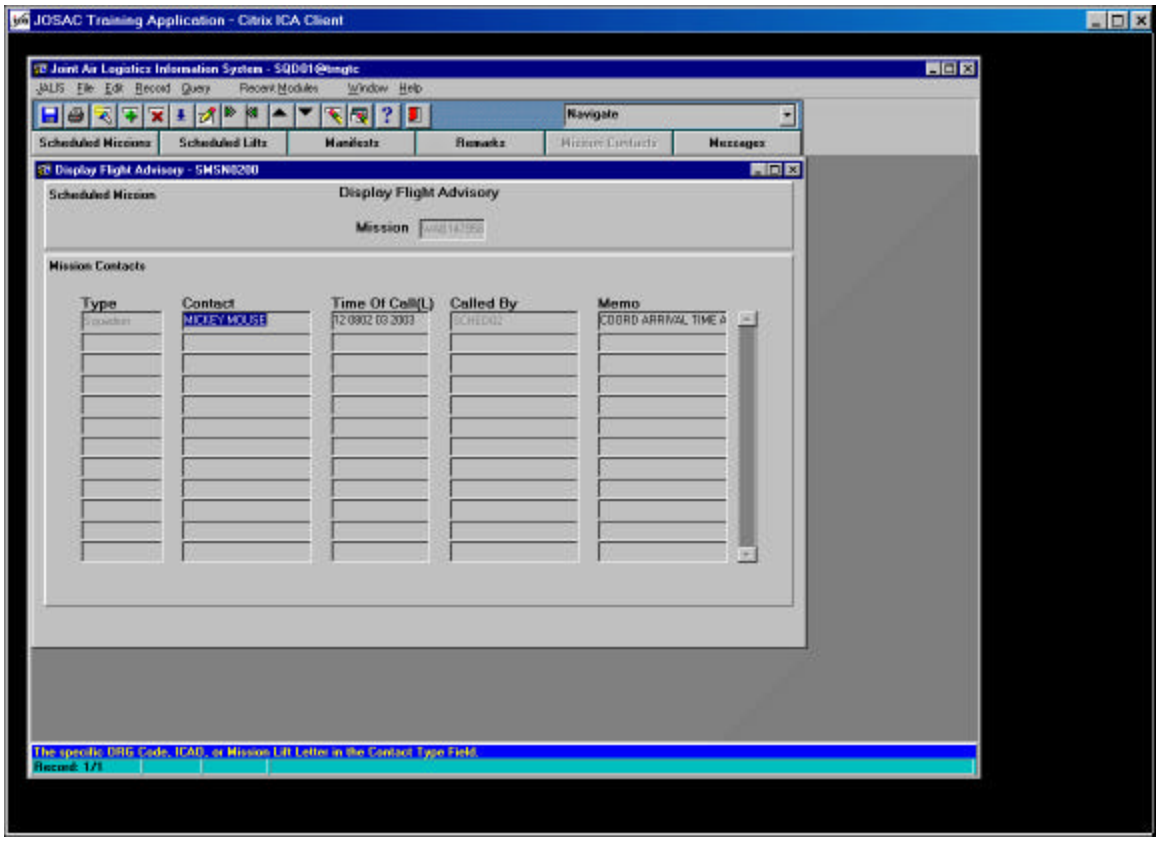


Figure 4-10. Mission Contacts Block

7. **Mission Contacts Block.** This block identifies the individuals contacted concerning the mission itinerary. Most of the time there will not be anything here.

DISPLAY FLIGHT ADVISORY			
Step	**Activity**	**Anticipated Result**	**Comment**
6 of 13	**Click** on the **Messages** navigation button.	Messages and Message Remarks blocks (Fig. 4-11) display.	You may also Click on the Next Block icon.

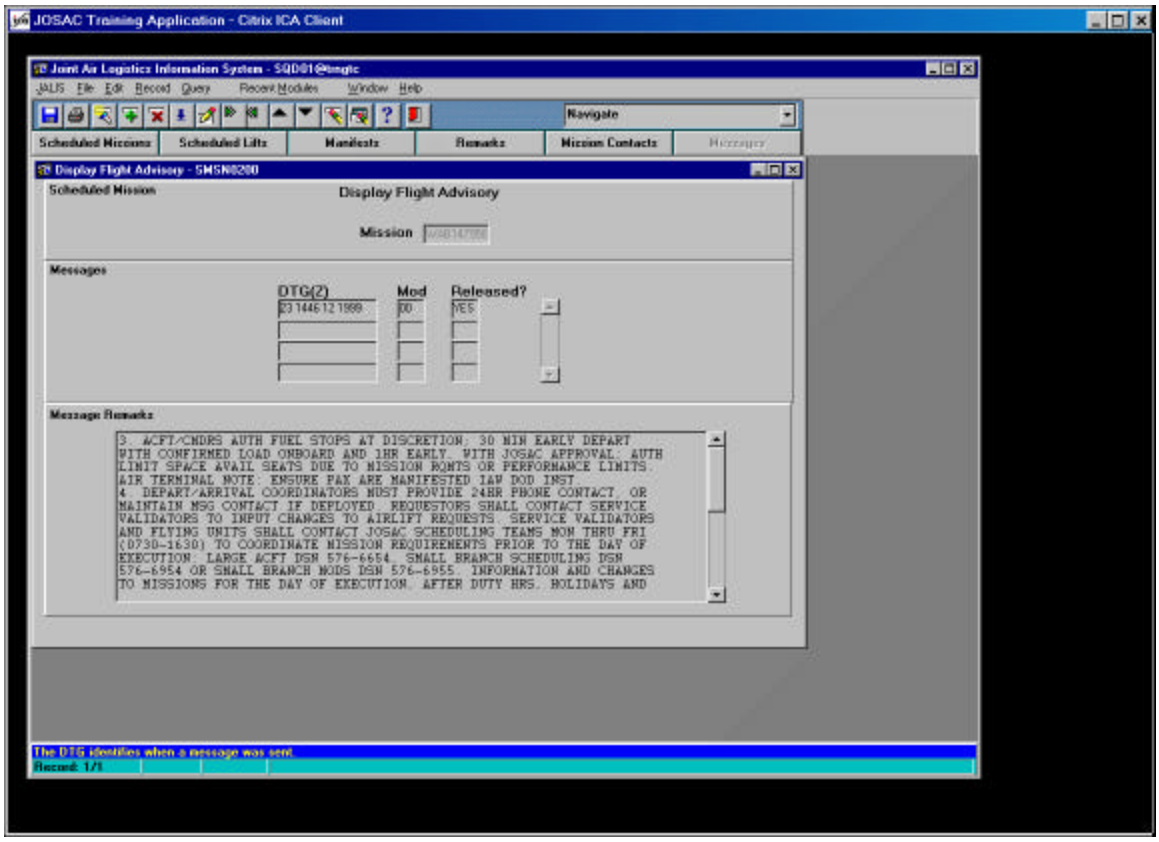


Figure 4-11. Messages and Message Remarks Blocks

8. **Messages and Message Remarks Blocks.** These blocks display the message DTG, number of modifications to the Flight Advisory Message, whether or not the Flight Advisory Message was released, and Message Remarks pertaining to the Flight Advisory Message. These could be entered by anyone in the chain along which this advisory must pass before it is released.

Note. Pay attention to the Released? field. Units have flown the wrong mission because they executed a mission that was still in the planning stages; e.g., the Flight Advisory Message had not been released. The mission can also change after the Flight Advisory Message is released. The Message Mod count on this screen will change when the first mod is made to the mission after the Flight Advisory or Mission Modification message is released. It is easy to tell if something is being changed if the Released? field reads NO. However, if the Released? field reads YES, you will have to compare the message to the current one you have. You can compare the DTG of the message, compare the mod number of the message, or read the last paragraph in the Modification message to see what the changes were.

DISPLAY FLIGHT ADVISORY			
Step	**Activity**	**Anticipated Result**	**Comment**
7 of 13	**Click** on the Navigate window **down arrow**.	Navigate pull-down menu with available options (Fig. 4-12) displays.	

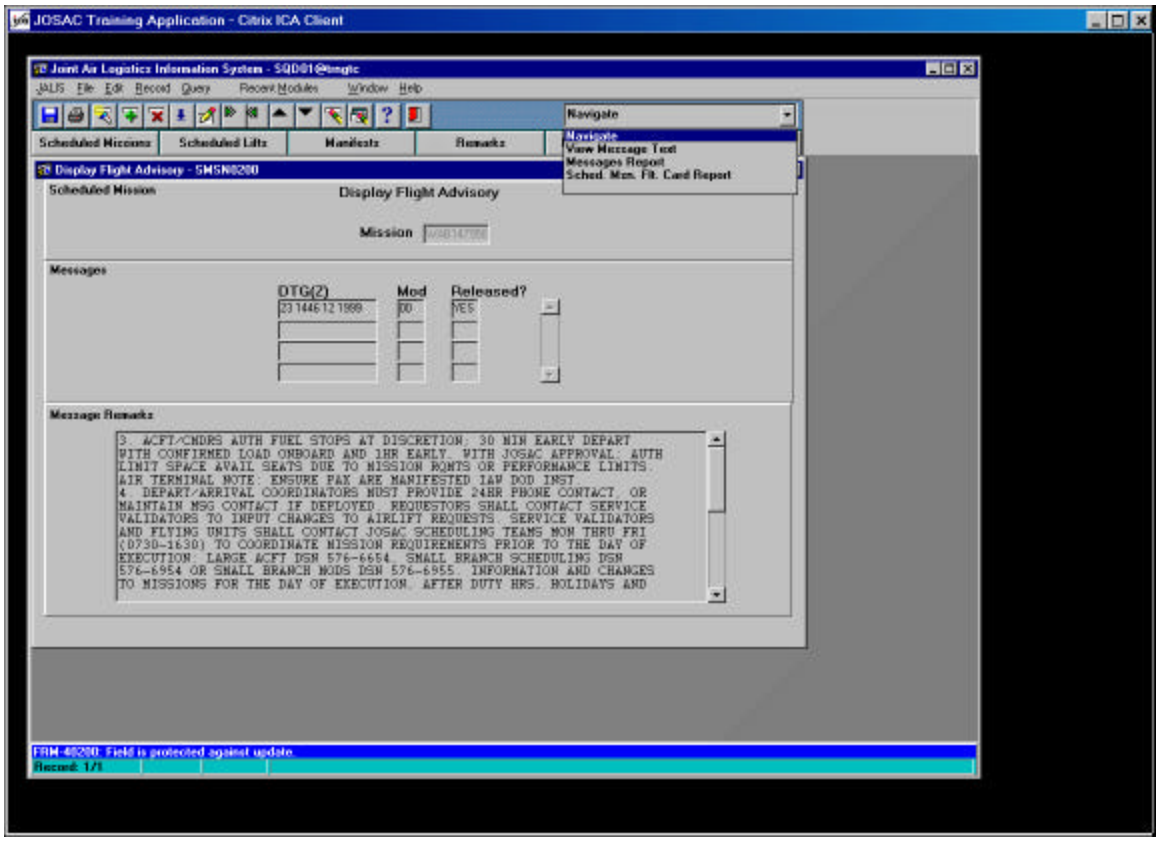


Figure 4-12. Navigate Pull-down Menu

DISPLAY FLIGHT ADVISORY			
Step	**Activity**	**Anticipated Result**	**Comment**
8 of 13	**Click** on **View Message Text**.	Display Message Output screen (Fig. 4-13) displays.	

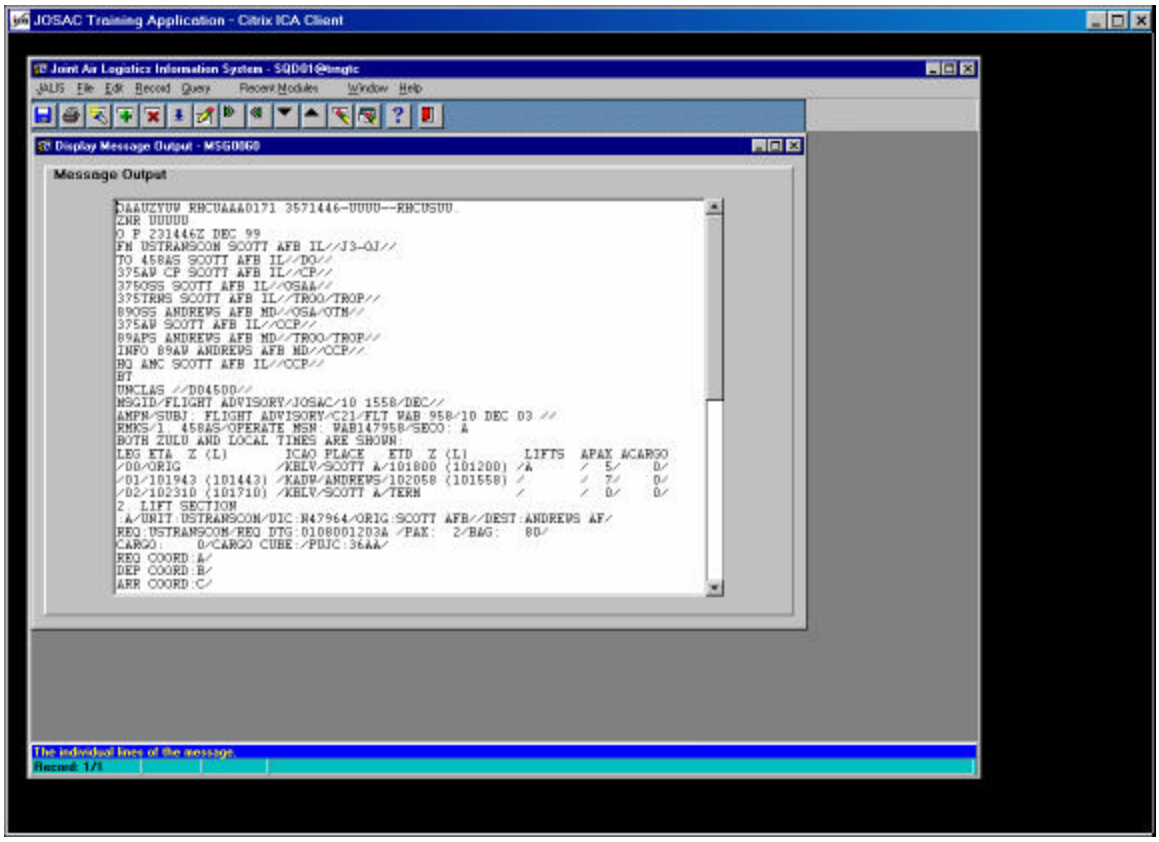


Figure 4-13. Display Message Output Screen

DISPLAY FLIGHT ADVISORY			
Step	**Activity**	**Anticipated Result**	**Comment**
9 of 13	**Click** on the **Exit** icon.	Messages block (Fig. 4-11) redisplays.	You may also select Exit from the File menu option.
10 of 13	**Click** on the **Exit** icon.	Current Scheduled Missions screen (Fig. 4-5) redisplays.	You may also select Exit from the File menu option.
Note. You may also go directly to the View Message Text screen from the Current Scheduled Missions screen by selecting the Display Msg. Output button rather than the Display FADV button.			
11 of 13	**Click** on the **Display Msg. Output** button.	Display Message Output screen (Fig. 4-13) redisplays.	
12 of 13	**Click** on the **Exit** icon.	Current Scheduled Missions screen (Fig. 4-5) redisplays.	You may also select Exit from the File menu option.
13 of 13	**Click** on the **Exit** icon.	Joint Air Logistics Information System Welcome Screen redisplays.	You may also select Exit from the File menu option.

Transition. You can also check your missions by executing a query for the flight advisories of a unit. This is not the most effective method of finding your unit's missions, but it can be useful if you need to look at another unit's missions. Understanding how JALIS mission numbers are created will help you accomplish a query.

D. **JALIS Mission Number.** There is actually a method used in creating the nine-character JALIS mission numbers. We will use the mission number WAB197792 to demonstrate.

1. **First Three Characters.** The first three characters of the mission identify which unit is tasked to fly the mission. Each OSA flying unit is assigned a unique Org Code - WAB in this case.

2. **Fourth Character.** The fourth character is numeric and indicates which of the scheduling agencies tasked the mission. Within the CONUS: JOSAC - 1, NALO - 2, and OSAA - 3.

3. **Fifth Character.** The fifth character is numeric and is the last digit of the fiscal year in which the mission was written, not when it was flown. The only time this would not match is for missions written in late September to be flown in early October.

4. **Last Four Characters.** The last four characters of the mission number are numeric and are generated by JALIS to form a unique identifier for each mission. JALIS performs a series of edit checks to ensure mission numbers and call signs are not duplicated.

5. **Example.** The example mission number, WAB197792, is a mission flown by the C-21 squadron at Scott AFB (WAB). It was tasked by JOSAC (1) in the FY 1999 (9).

Requirement. Using the Display Flight Advisory module, check for missions tasked to the C-21 unit at Scott AFB (Org Code WAB).

QUERY ON FLIGHT ADVISORY			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 7	**Click** on the **JALIS** menu option.	JALIS pull-down menu redisplays.	You may also Press <Alt + J>.
2 of 7	**Click** on the **Remote Squadron User Menu** option.	Remote Squadron User cascading menu (Fig. 4-2) redisplays.	You may also Press <Q>.
3 of 7	**Click** on **Display Flight Advisory**.	Display Flight Advisory screen (Fig. 4-6) redisplays with the cursor in the Mission field.	You may also Press <V>.
4 of 7	**Type "wab%"**.	WAB% posts in the Mission field.	
5 of 7	**Click** on the **Query** icon.	Data for first retrieved Flight Advisory displays.	

QUERY ON FLIGHT ADVISORY			
Step	**Activity**	**Anticipated Result**	**Comment**
6 of 7	**Press** the <¯> to scroll through the Flight Advisories.		If you find one of interest, you would look at the other screens to get the details of the mission.
7 of 7	**Click** on the **Exit** icon.	Joint Air Logistics Information System Welcome Screen redisplays.	You may also select Exit from the File menu option.

Objective Summary. The Current Scheduled Missions module is one of the best ways to find your unit's missions. You could, in a pinch, use the Display Flight Advisory module to find your missions or the missions of another unit. Understanding the construction of a JALIS mission number will make it easier to build a query that will limit the returned missions to a somewhat manageable number.

Transition. Once a unit knows it's tasking, the next logical step is to schedule an aircrew to meet the mission tasking. Units are responsible for maintaining their portion of the Flight Personnel Maintenance module. Keeping this list current in JALIS will enable your unit to prepare all of the necessary post mission reports.

OBJECTIVE 4-2. Given JALIS, add a new flight crewmember to the JALIS database.

E. **Flight Personnel Maintenance Module.** In order to input an AER, the LFR must have at least one aircrew member entered. In order to put a crewmember on an LFR, the aircrew member must be in the JALIS database so he or she can be selected from the database list. The Flight Personnel Maintenance screen is used to perform this function.

NAVIGATE TO FLIGHT PERSONNEL MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 3	**Click** on the **JALIS** menu option.	JALIS pull-down menu redisplays.	You may also Press<Alt + J>.
2 of 3	**Click** on the **Remote Squadron User Menu** option.	Remote Squadron User cascading menu (Fig. 4-2) redisplays.	You may also Press <Q>.
3 of 3	**Click** on **Flight Personnel Maintenance**.	Flight Personnel Maintenance screen (Fig. 4-14) displays.	You may also Press <F>.

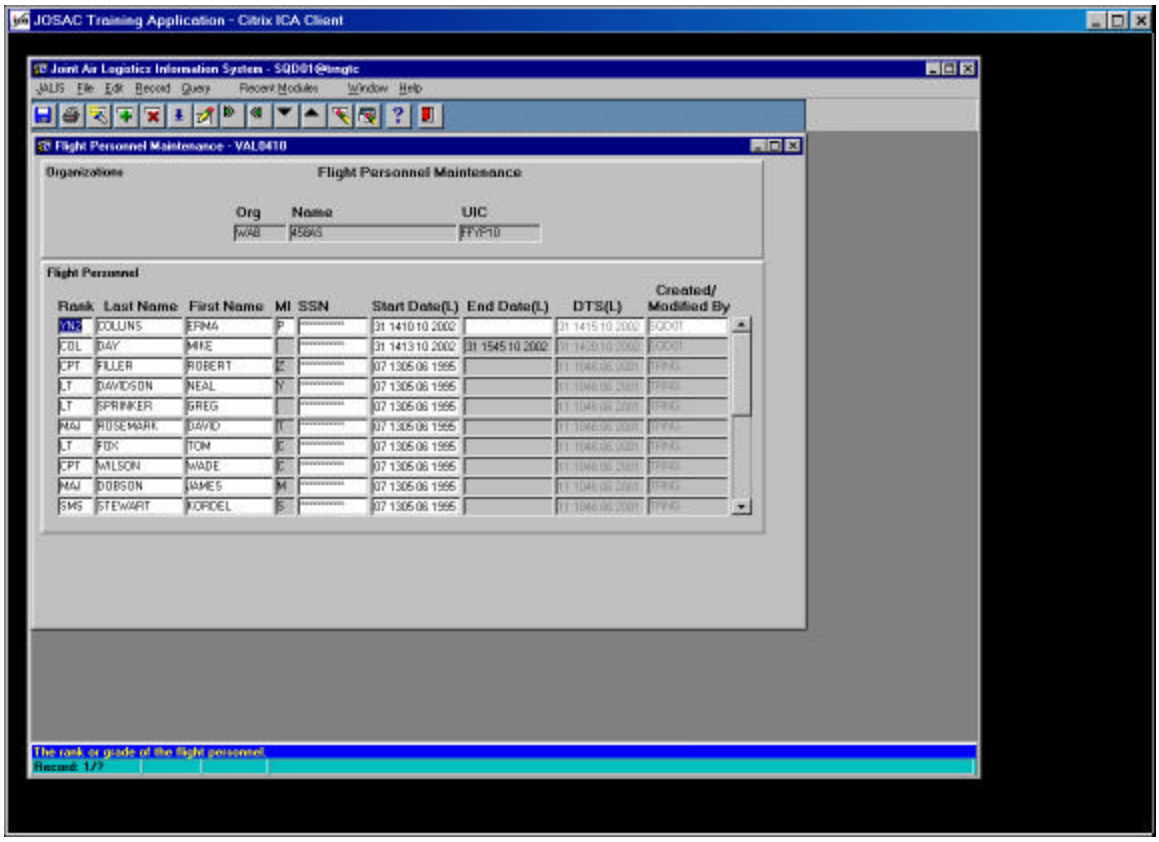


Figure 4-14. Flight Personnel Maintenance Screen

ENTER FLIGHT PERSONNEL			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 12	**Ensure** the **crewmember** you wish to add is not already in the list.		You may use the scroll bar or the <¯> to move through the records. The list is alphabetical. You may also execute a query.
2 of 12	**Click** on the **Insert Record** icon, or **Click** in the first blank **Rank** field.	Cursor moves to a blank Rank field.	If no blank record is visible, you may Press the <¯> to a new record or you may Click on the Insert Record icon.
3 of 12	In the Rank field, **Type {the rank}**. **Press <Tab>**.	The rank you typed displays in the Rank field, and the cursor moves to the Last Name field.	The Start Date highlights. It posts automatically.

ENTER FLIGHT PERSONNEL			
Step	**Activity**	**Anticipated Result**	**Comment**
4 of 12	In the Last Name field, **Type {the last name of the individual}. Press <Tab>.**	The name you typed displays in the Last Name field, and the cursor moves to the First Name field.	
5 of 12	In the First Name field, **Type {the first name of the individual}. Press <Tab>.**	The name you typed displays in the First Name field, and the cursor moves to the MI field.	
6 of 12	In the MI field, **Type {the middle initial of the individual}. Press <Tab>.**	The middle initial you typed displays in the MI field, and the cursor moves to the SSN field.	This field is optional.
7 of 12	In the SSN field, **Type "999999999". Press <Tab>.**	********* display in the SSN field, and the cursor moves to the Start Date field.	Do not put real SSNs in this system.
Note. Be very careful with the Start Date. Even though it posts automatically with the current date and time, you can change it. New crewmembers should be entered into JALIS before they fly their first mission. If they fly a mission before they are entered into JALIS, you must enter a Start Date earlier than the mission date or JALIS will not allow you to assign the crewmember to the LFR.			
8 of 12	**Press <Tab>.**	Cursor moves to the End Date field.	
Note. You may also enter an End Date to remove the crewmember from the list when he or she is no longer assigned to that unit. You should enter the End Date after the crewmember departs.			
9 of 12	**Click** on the **Save** icon.	Saves the data. The message line displays: "Transaction complete: 1 records applied and saved."	You may also Press <F10>.
10 of 12	<¯> to a new **record**.	Cursor moves to a blank record.	You may also Click on the Next Record icon.
11 of 12	Repeat steps 1-9 for additional Flight Personnel.	Names are entered.	
12 of 12	**Click** on the **Exit** icon.	Joint Air Logistics Information System Welcome screen redisplays.	You may also select Exit JALIS from the File menu.

Objective Summary. Entering the Flight Crew members into the database is not a difficult task, but it is an important one. If the Flight Crew member is not in the database, you cannot enter him or her on the LFR or create an AER.

Transition. Other major players in Mission Execution are the Services. They, too, have responsibilities in defining aircrew procedures, handling in-flight emergencies, and establishing maintenance/logistics support.

Slide 4-6. Service Responsibilities

F. **Service Responsibilities.** In the case of OSA, all the Services are involved. Therefore, you have several sets of rules.

1. **Flight Rules.** The crew duty day is defined by each Service based on that Service's flight rules. The crew day normally starts one hour after alert. This is known in the Air Force as "show time." The crew day ends when the aircraft "blocks in" at the end of the mission. There are also different types of crew days within each Service: normal, short, augmented, and VIP. Crew days for Army crewmembers are also limited by "stick time."

Note. "Block in" is defined as the time when the crew closes the Service flight forms for a specified mission.

a. **Normal.** A normal crew day is 14 hours for Air Force, Marine, and Navy crews, and 16 hours for Army crews.

b. **Short.** The Navy is the only service with a short day and then only some types of airplanes. The crew would be limited to short crew day, usually 11 hours, if their initial takeoff time was before 0800 Local or after 1700 Local. All the other Services use the normal crew day.

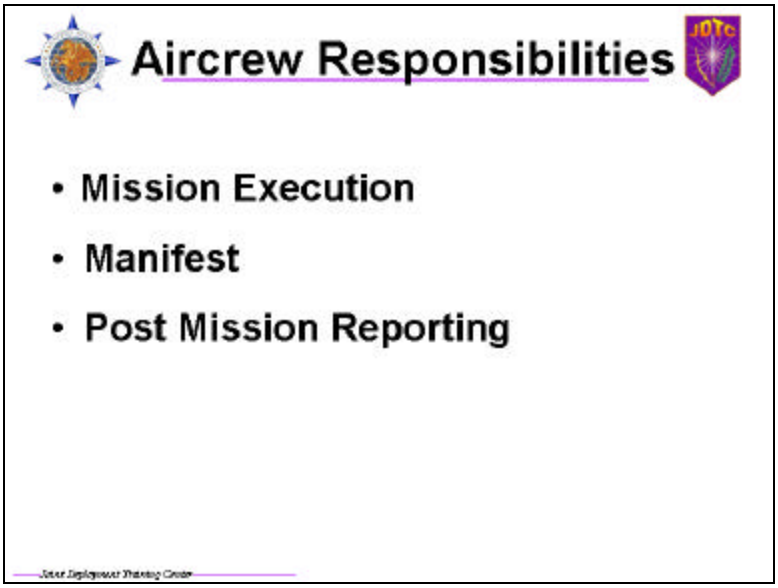
c. **Augmented.** An augmented crew day is the same as a normal crew day for all Services' OSA missions.

d. **VIP.** The VIP crew day varies by Service and type of aircraft. Check your local procedures to determine the appropriate length.

2. **In-Flight Emergencies.** If an in-flight emergency or accident/mishap occurs, the individual Service is responsible for the reporting process and all aspects of the investigation. If JOSAC receives an initial notification, it will immediately pass the information to the responsible Service. An Aircraft Mishap Checklist is in the execution cell and will be completed immediately if a call is received.

3. **Maintenance Support.** Each Service will establish a logistics chain that provides supplies, fuels, equipment, and the manpower to sustain flying operations and to repair not mission capable aircraft.

Transition. JOSAC tasks, units execute. The aircrew, and ultimately the aircraft commander, makes the mission happen.



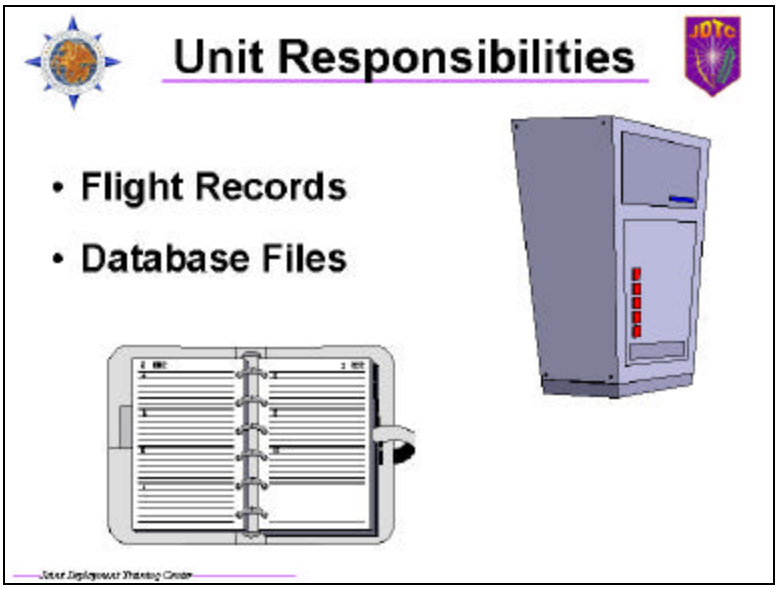
Slide 4-7. Aircrew Responsibilities

G. **Aircrew Responsibilities.** The responsibility for the safe operation of each individual mission lies with the aircraft commander (AC). Some Services call this person the pilot in command (PC).

1. **Mission Execution.** The AC is the only person who can ensure the speedy and safe execution of the OSA mission. Everyone else, from the squadron commander to the JOSAC execution team, is part of the supporting team.

2. **Manifest.** The crew will ensure that a paper copy of the passenger/cargo manifest is filed with Base Operations or a responsible agency at the departure airfield. The crew, using the Flight Advisory Message, knows the names of the JALIS manifested passengers and will cross-check those names against who actually shows up. The filed manifest will most likely not match the JALIS manifest, because the JALIS system does not require every passenger to be manifested on the request. However, the manifest the crew files at the departure location is the one that will be used for casualty notifications if the airplane goes down. Therefore, it must be correct and must contain all passengers. Depending on your location, there may be a manifesting agency (pax terminal or base ops) that will create the manifest. In other cases the crew will do it. It is the aircrew's responsibility to ensure the manifest is properly filed.

3. **Post Mission Reporting.** Post mission reporting involves the LFR and the AER. There is a dual responsibility concerning these reports. The crew is responsible for the information; the unit is responsible for inputting the information into JALIS. How the unit accomplishes post-mission reporting is dependent on Service and unit differences.



Slide 4-8. Unit Responsibilities

H. **Unit Responsibilities.** The flying unit has many responsibilities in support of OSA. In addition to the normal duties of any flying unit, supporting OSA requires some extra work, especially with regard to JALIS flight records and database files.

1. **Flight Records.** The flight records input involves two post mission records: the LFR and AER, which will be covered in detail in this lesson.

2. **Database Files.** Factors that pertain to unit aircraft, crews, hours, and configuration need to be maintained within the JALIS system so that the JOSAC can provide accurate and timely support. Aircraft status will be entered and maintained by the unit owning the aircraft. If a change in status causes you not to meet any current taskings, you need to notify the JOSAC duty officer immediately.

I. **Aircraft Status Maintenance Screen.** An essential function of the squadron is to ensure that the statuses of aircraft are entered in JALIS so the JOSAC schedulers' daily asset availability report accurately reflects the status of all OSA aircraft. The Aircraft Status Maintenance screen serves this purpose. Aircraft statuses input on this screen allow the schedulers to determine which units can most effectively support a given request. Once the scheduler selects a squadron asset, the screen will reflect that a mission has been assigned against that particular squadron asset. This is one of several ways a unit can view future taskings.

Transition. You will now use the Aircraft Status Maintenance screen to update your squadron's aircraft status.

OBJECTIVE 4-3. Given JALIS, restrict, modify, and open an aircraft in JALIS.

Requirement. You are a member of the squadron's operations control. The maintenance line chief has just called and told you the aircraft that just returned from a mission has problems that will take about five days to fix. You need to restrict that aircraft in JALIS.

J. **Why Update The Status?** If you, the unit, do not update the status to show this aircraft as unavailable, JALIS will show the aircraft as available and JOSAC may very well task your unit to fly a mission. Then you would be in the unpleasant position of having to call JOSAC and telling them you could not support the mission, because you did not do your job. That is not a pleasant thought.

AIRCRAFT STATUS MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 13	**Click** on the **JALIS** menu option.	JALIS pull-down menu redisplays.	You may also Press <Alt + J>.
2 of 13	**Click** on the **Remote Squadron User Menu** option.	Remote Squadron User cascading menu (Fig. 4-2) redisplays.	You may also Press <Q>.
3 of 13	**Click** on **Aircraft Status Maintenance**.	Aircraft Status Maintenance screen (Fig. 4-15) displays.	You may also Press <A>.

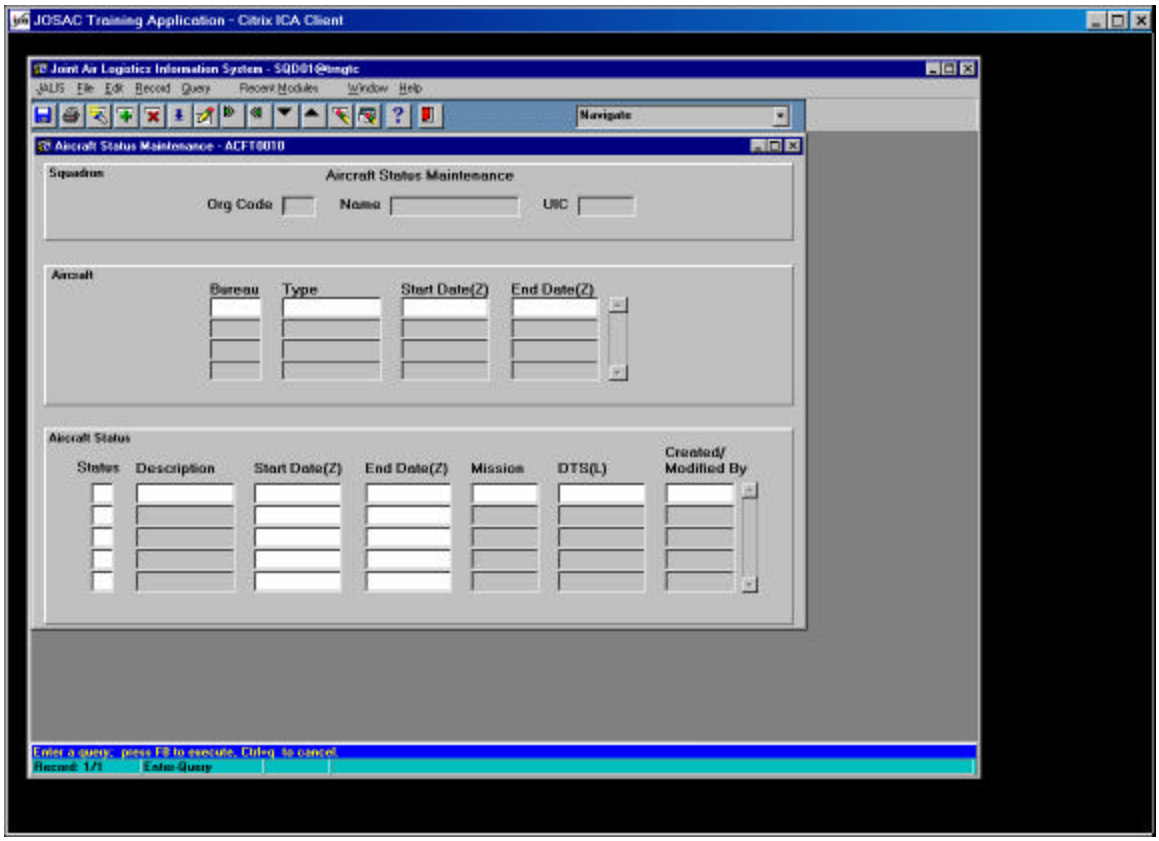


Figure 4-15. Aircraft Status Maintenance Screen

1. **Squadron Block.** In order to perform aircraft status maintenance, you must first query your organization to the screen. This can be done with the Org Code, UIC, or organization name, with or without a wildcard. If wildcards are not used, the match must be exact.

AIRCRAFT STATUS MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
4 of 13	In the Org Code field, **Type {Org Code}**. **Click** on the **Query** icon.	The Org Code you typed displays in the Org Code field. Aircraft Status Maintenance screen (Fig. 4-15) redisplays with data for the organization's Aircraft and Aircraft Statuses.	You may also Press <F8>.
5 of 13	**Click** on the **Next Block** icon.	Cursor moves to the Aircraft block.	You may also Press <Ctrl + Pg Dn>.

2. **Aircraft Block.** The Aircraft block displays the bureau numbers (a.k.a., tail numbers) for the aircraft assigned to the unit. The type of M/D/S for each bureau will also display. If the End Date(Z) is blank, the unit possesses the aircraft. Similarly, if the End Date(Z) is filled in, the unit no longer possesses the aircraft.

AIRCRAFT STATUS MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
6 of 13	<¯> to aircraft bureau number **{xxxxxx}**.	The aircraft status(es) for the selected aircraft will display in the Aircraft Status block.	You may also Click on the Next Record icon.
7 of 13	**Click** on the **Next Block** icon.	Cursor moves to the Aircraft Status block (Fig. 4-16).	You may also Press <Ctrl + Pg Dn>.

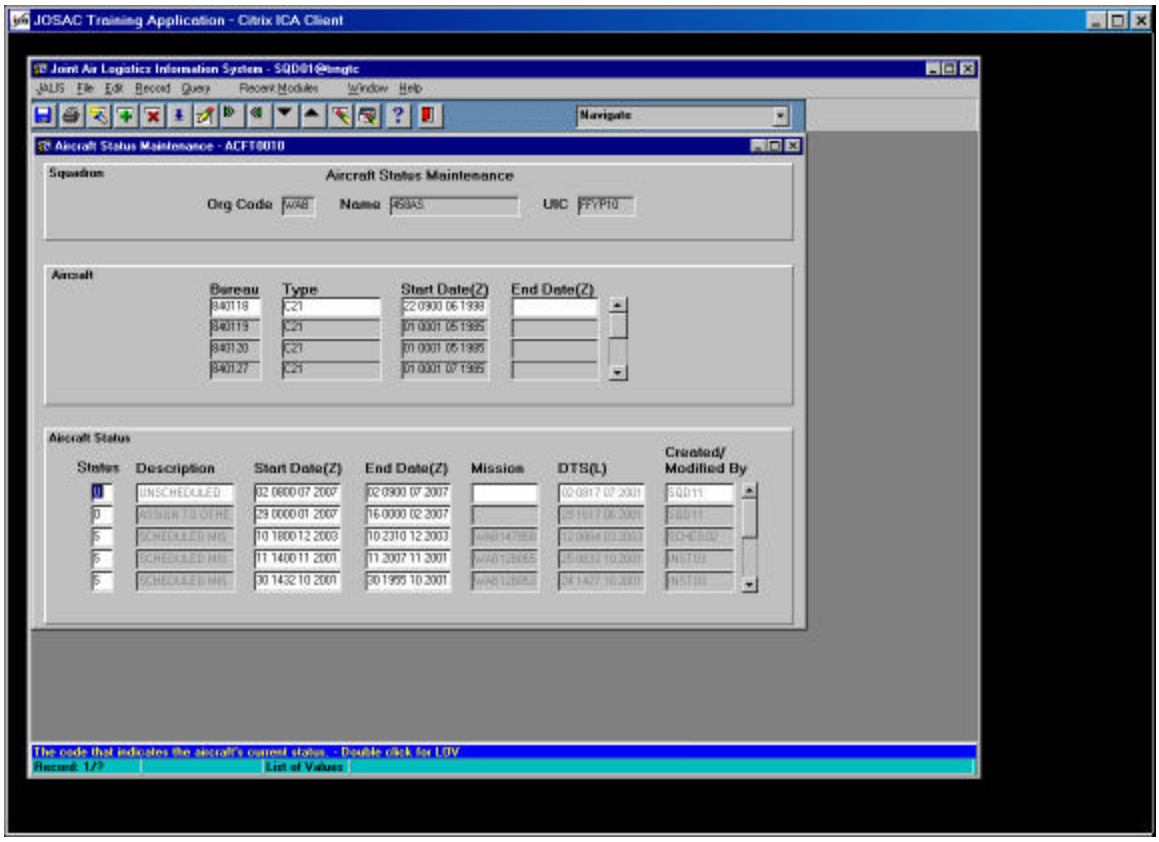


Figure 4-16. Aircraft Status Block

3. **Aircraft Status Block.** The Aircraft Status block is used to input or modify the availability of each aircraft assigned to the unit. The unit controls some of the inputs. Some, like no money/flight hours, field closed, scheduled mission, etc., can be system generated based on other database factors.

AIRCRAFT STATUS MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
8 of 13	<¯> to a blank **line**, and **Click** on the **List** icon on the toolbar.	Status Codes pop-up (Fig. 4-17) displays.	You may also Press <F9> to bring up the list of values.
Note. Depending on the number of status lines already used, you may want to Click on the Insert Record icon to insert a blank record rather than trying to <↓> to a blank line.			

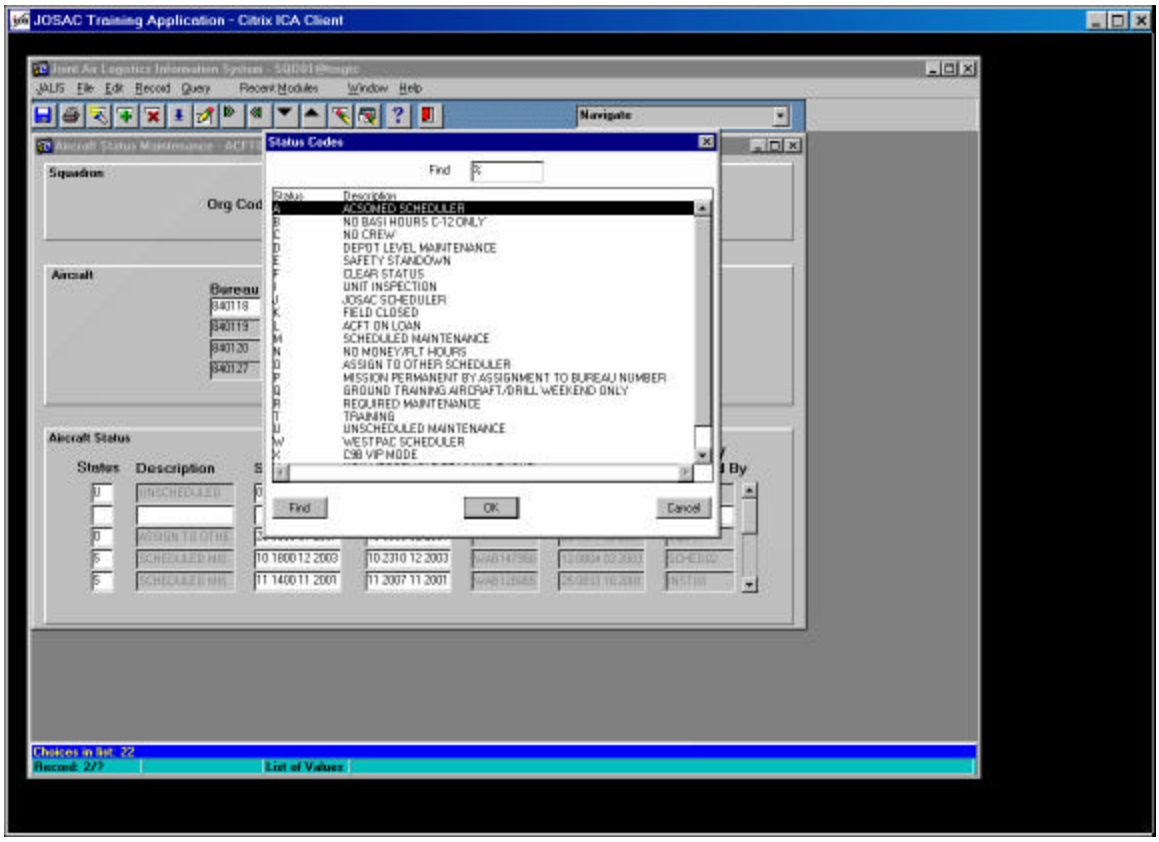


Figure 4-17. Status Codes Pop-up

AIRCRAFT STATUS MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
Note. You cannot delete any of the system generated records in this list and you are limited in which unit created entries you can modify. You cannot modify any of the Start Dates. You may be able to modify an End Date if the entry was created recently (basically the same Zulu day). You may also be able to delete these entries. If you try to modify any aircraft status that was created earlier, you will get a pop-up stating: "You are not authorized to update record. Contact scheduling agency." In this case, the status or time can be modified if necessary, but it must be changed by the scheduling agency. You must call the scheduling agency and ask them to make the change.			
9 of 13	<¯> to **U Unscheduled Maintenance**. **Click** on the **OK** button.	Selection is highlighted. Unscheduled Maintenance code and description display in the Status and Description fields.	You may also Click on U Unscheduled Maintenance and then Press <Enter> to select it.
10 of 13	**Press <Tab>**.	Cursor moves to Start Date(Z) field.	

AIRCRAFT STATUS MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
11 of 13	In the Start Date(Z) field, **Type {current Zulu date and time}**. **Press <Tab>**.	Current Zulu date and time displays in the Start Date(Z) field, and the cursor moves to End Date(Z) field.	Date format is DDHHmmMM YYYY. **Note.** JALIS will accept a time of 0000. It is the beginning of the Zulu day. It will not accept 2400.
12 of 13	In the End Date(Z) field, **Type {current Zulu date and time plus five days}**. **Press <Tab>**.	Current Zulu date and time plus five days displays in the End Date(Z) field. The DTS(L) field displays the Date Time Stamp of when the status was updated. Created/Modified by field displays userid of person updating the status. The cursor moves to Code field.	Date format is DDHHmmMM YYYY.
13 of 13	**Click** on the **Save** icon.	Aircraft Status Maintenance screen (Fig. 4-18) displays with data. Message line displays "Transaction complete: 1 records applied and saved."	You may also Press <F10>.

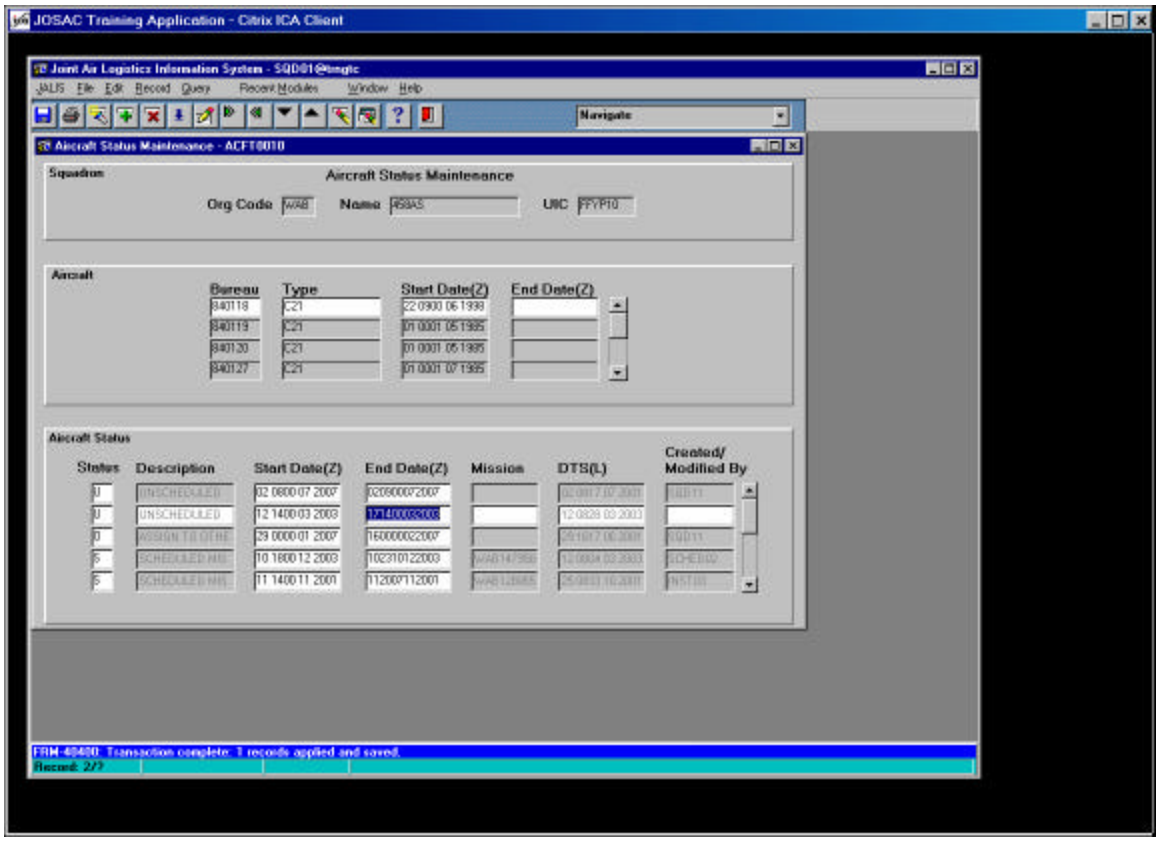


Figure 4-18. Aircraft Status Maintenance Screen With Data

Transition. To ensure your input was saved in the system, you can run an Aircraft Status Report or view the Display Aircraft Status screen. Because you do not need a printed report at this time, use the Aircraft Status Display screen.

DISPLAY AIRCRAFT STATUS			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 8	**Click** on the **Exit** icon.	Joint Air Logistics Information System Welcome Screen redisplays.	You may also select Exit from the File menu option.
2 of 8	**Click** on the **JALIS** menu option.	JALIS pull-down menu redisplays.	You may also Press <Alt + J>.
3 of 8	**Click** on the **Remote Squadron User Menu** option.	Remote Squadron User cascading menu (Fig. 4-2) redisplays.	You may also Press <Q>.
4 of 8	**Click** on **Display Aircraft Status**.	Display Aircraft Status screen (Fig. 4-19) displays.	You may also Press <U>.

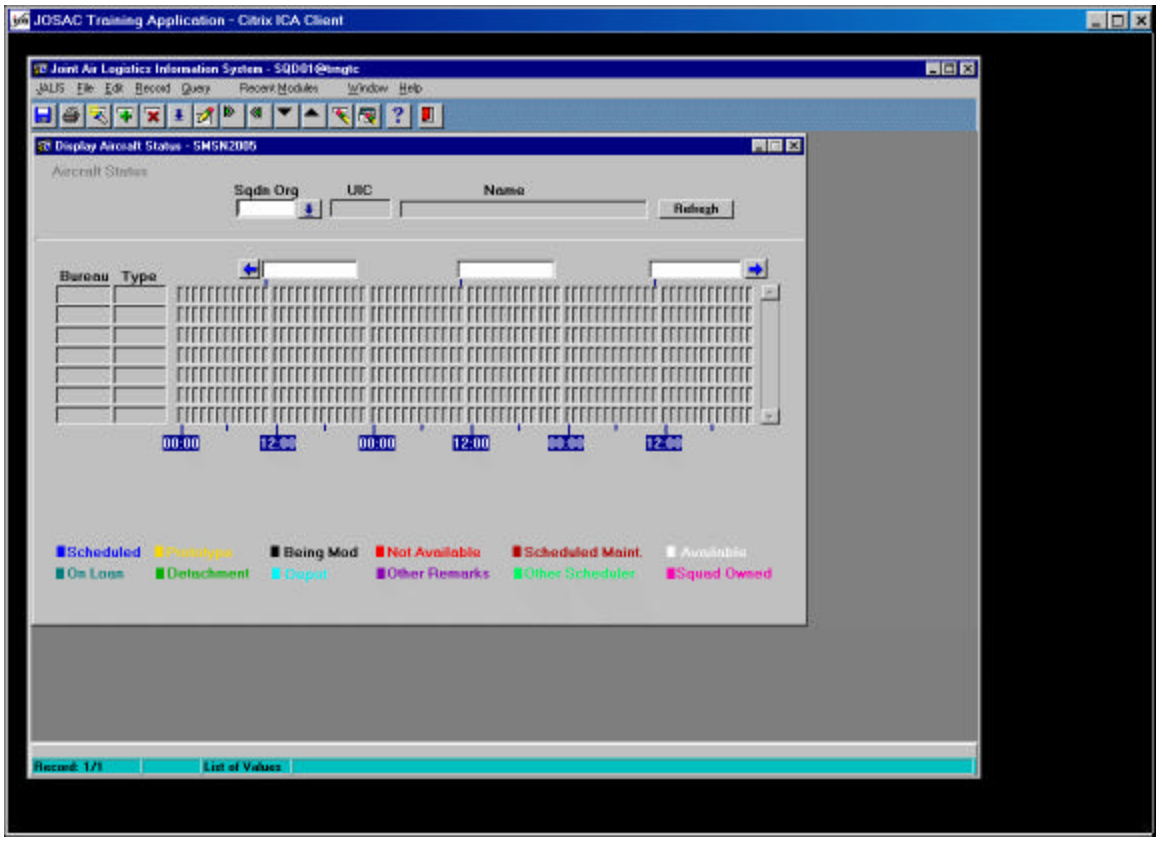


Figure 4-19. Display Aircraft Status Screen

K. **Display Aircraft Status Screen.** The Display Aircraft Status screen is a read only display. You must know the squadron (i.e., Org Code) you want to review and a start date for the review. It allows you to see what is planned for each assigned aircraft of a single organization for a three day period. The period that displays is determined by the white fields in which you enter the date. The List function is available for the Org Code. All statuses are displayed by a color code.

Specific statuses are color-coded: blue = scheduled missions, yellow = prototype missions, black = being modified, red = not available, burnt sienna = scheduled maintenance, white = available, dark green = on loan, green = detachment, light blue = depot, purple = other remarks, lime = other scheduler, and pink = squadron owned.

Note. Status codes of "J" (alert) will have lime green blocks for the period of alert commitment.

DISPLAY AIRCRAFT STATUS			
Step	**Activity**	**Anticipated Result**	**Comment**
5 of 8	In the Sqdn Org field, **Type {Org Code}**. **Press <Tab>**.	The Org Code for the selected squadron displays in the Sqdn Org field. Cursor moves to the first Date field.	

DISPLAY AIRCRAFT STATUS			
Step	**Activity**	**Anticipated Result**	**Comment**
6 of 8	In the first Date field, **Type {current Zulu date}**. **Press <Tab>**.	Current Zulu date displays in the first Date field. Cursor moves to the Refresh button.	The three white fields that are not labeled are Date fields. Enter the date in any of the three. The date format for this screen is DDMMYYYY.
7 of 8	**Click** on the **Refresh** button.	Display Aircraft Status screen (Fig. 4-20) displays with data.	You may also Press <Enter>.

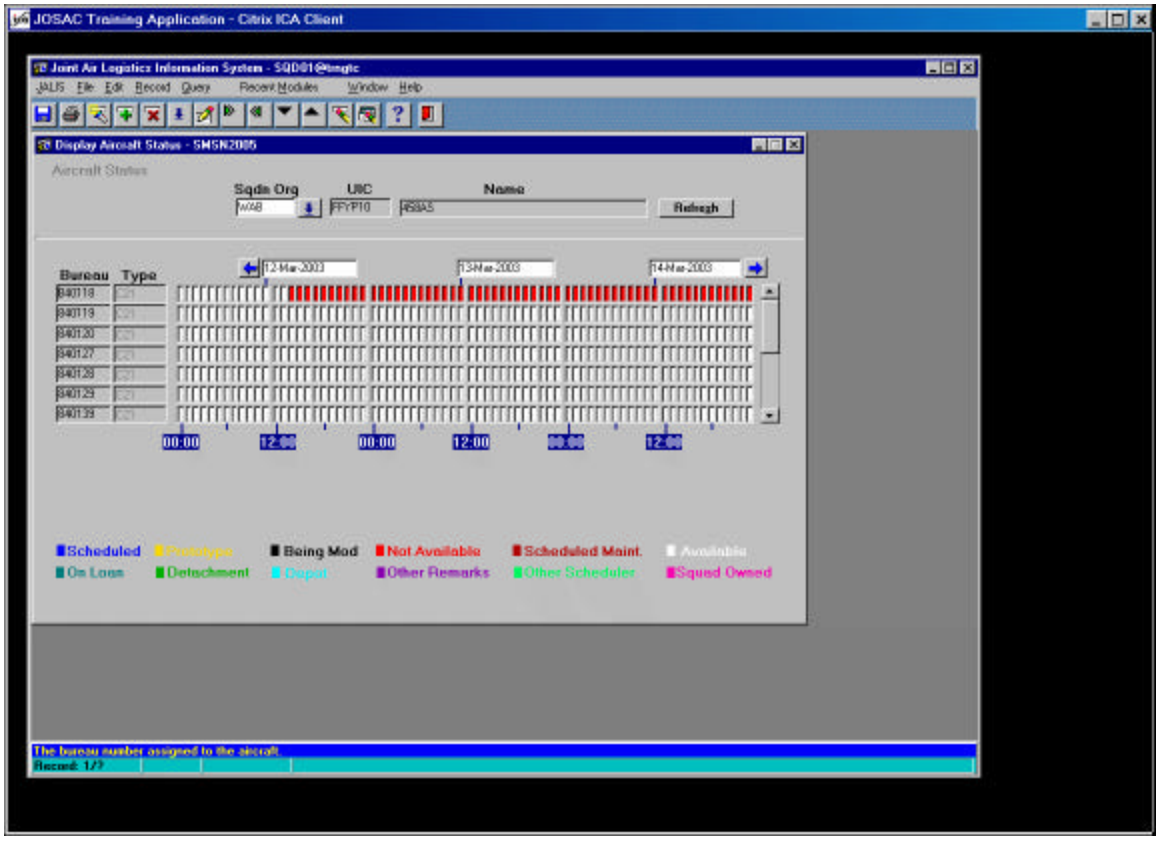


Figure 4-20. Display Aircraft Status Screen With Data

DISPLAY AIRCRAFT STATUS			
Step	**Activity**	**Anticipated Result**	**Comment**
Note. You can change the days displayed by changing the date in any of the white Date fields and clicking the Refresh button or by selecting the [¬] or [®] buttons located next to the first and last date. The Org Code may also be changed as you search for possible aircraft at different locations. The List function is available for the Org Code.			
8 of 8	**Scroll** to Acft **{xxxxxx}**. **Click** on the **Bureau** for the aircraft you wish to change.	Cursor moves through the bureau numbers (tail numbers) for the selected organization.	If more than 6 are assigned to the organization, you must arrow or scroll down to view all of the aircraft statuses.

L. **Changing Aircraft Status.** Several restrictions exist that limit what you can and cannot change regarding aircraft status. You cannot delete any entries with system generated status codes, i.e., Scheduled Missions. Nor can you arbitrarily change just any date in the Aircraft Status Maintenance module. The following rules define what you can change.

1. Any aircraft status that both begins and ends in the future.

2. If system time is at or before 1800, then any aircraft status that began after 1800 yesterday can be fully modified.

3. If system time is after 1800, then any aircraft status that began after 1800 today may be fully modified.

4. If the aircraft status began earlier than either of the conditions specified in #2 and #3 above, then users may shorten the status end time to no earlier than 1 hour before the current system time (in other words, each individual minute of the aircraft status is locked down one hour after it passes into history). Users cannot modify status start time or any portion of the aircraft status up until one hour ago. This is designed to preserve an accurate accounting of the aircraft status.

5. If squadron users need to change historical aircraft status information in the JOSAC database, permission must be granted by specific individuals at JOSAC. Once permission has been granted, only a scheduler may modify the historical aircraft status information. JOSAC schedulers will ensure that, if the modification involves a Navy aircraft, NALO is notified to make an identical change to their database.

Requirement. After completing the database update, you get a call from maintenance control telling you that the problem was overstated and the aircraft will only require one hour of maintenance. You need to update the database one more time.

MODIFY AIRCRAFT STATUS MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 12	**Click** on the **Exit** icon.	Joint Air Logistics Information System Welcome Screen redisplays.	You may also select Exit from the File menu option.
2 of 12	**Click** on the **JALIS** menu option.	JALIS pull-down menu redisplays.	You may also Press <Alt + J>.
3 of 12	**Click** on the **Remote Squadron User Menu** option.	Remote Squadron User cascading menu (Fig. 4-2) redisplays.	You may also Press <Q>.
4 of 12	**Click** on **Aircraft Status Maintenance**.	Aircraft Status Maintenance screen (Fig. 4-15) redisplays.	You may also Press <A>.
5 of 12	In the Org Code field, **Type {Org Code}**. **Press** the **Query** icon.	The Org Code for the Squadron displays in the Org Code field. Aircraft Status Maintenance screen redisplays with data for the organization's Aircraft and Aircraft Status.	You may also Press <F8>.
6 of 12	**Click** on the **Next Block** icon.	Cursor moves to the Aircraft block.	You may also Press <Ctrl + Pg Dn>.
7 of 12	<¯> to aircraft number **{xxxxxx}**.	The aircraft status(es) for the selected aircraft will display in the Status block.	You may also Click the Next Record icon.
8 of 12	**Click** on the **Next Block** icon.	Cursor moves to the Aircraft Status block (Fig. 4-16).	You may also Press <Ctrl + Pg Dn>.
9 of 12	<¯> to the **entry** you just created.	Entry highlights.	You may also Click on the record.
10 of 12	**Press <Tab> (2 times)**.	Cursor moves to the End Date(Z) field.	You may also Click in the End Date(Z) field.
11 of 12	**Type {one hour later than the start time}**. **Click** on the **Save** icon.	New end time displays in the End Date(Z) field. Message line displays: "Transaction complete: 1 records applied and saved." Aircraft Status Maintenance screen (Fig. 4-18) redisplays with modification.	You may also Press <F10>. DTS(L) should update to reflect the time the modification (change) to the aircraft status occurred.
12 of 12	**Click** on the **Exit** icon.	Joint Air Logistics Information System Welcome Screen redisplays.	You may also select Exit from the File menu option.

Transition. Now that you know how to restrict an open aircraft and modify an aircraft status, there is one more operation with which you need to be familiar. You will sometimes have to open an aircraft that is restricted for a specified period of time within that restriction.

M. **Open A Restricted Aircraft.** Opening a restricted aircraft is a bit more complicated than either of the first two operations you have done so far. This action will require two separate aircraft status entries, one to show the restriction up to the point where the aircraft is open and the other to restrict it again after the open period. You will find the existing entry that has the aircraft restricted and modify the end date on it to form the first entry. Then you will create a new restriction, using the same status code. The new start date will be the end of the requested open window and the end date will be set to what was the end date in the original entry.

Requirement. Open your assigned aircraft from 4 Feb 2007 at 1100Z to 4 Feb 2007 at 2300Z.

OPEN A RESTRICTED AIRCRAFT			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 20	**Click** on the **JALIS** menu option.	JALIS pull-down menu redisplays.	You may also Press <Alt + J>.
2 of 20	**Click** on the **Remote Squadron User Menu** option.	Remote Squadron User cascading menu (Fig. 4-2) redisplays.	You may also Press <Q>.
3 of 20	**Click** on **Aircraft Status Maintenance**.	Aircraft Status Maintenance screen (Fig. 4-15) redisplays.	You may also Press <A>.
4 of 20	In the Org Code field, **Type {Org Code}**. **Press** the **Query** icon.	The Org Code for the Squadron displays in the Org Code field. Aircraft Status Maintenance screen redisplays with data for the organization's Aircraft and Aircraft Status.	You may also Press <F8>.
5 of 20	**Click** on the **Next Block** icon.	Cursor moves to the Aircraft block.	You may also Press <Ctrl + Pg Dn>.
6 of 20	<¯> to aircraft number **{xxxxxx}**.	The aircraft status(es) for the selected aircraft will display in the Status block.	You may also Click the Next Record icon.
7 of 20	**Click** on the **Next Block** icon.	Cursor moves to the Aircraft Status block (Fig. 4-16).	You may also Press <Ctrl + Pg Dn>.
8 of 20	<¯> to the **entry** you wish to modify.	Entry Highlights.	You may also Click on the record.
9 of 20	**Press <Tab> (2 times)**.	Cursor moves to the End Date(Z) field.	You may also Click in the End Date(Z) field.
10 of 20	**Press <Ctrl + C>** to copy the End Date to the Windows clipboard.	Data is copied.	You may also write down the End Date. Make sure you capture this date because you will need it later.

OPEN A RESTRICTED AIRCRAFT			
Step	**Activity**	**Anticipated Result**	**Comment**
11 of 20	**Type "041100022007"**.	New end time displays in the End Date(Z) field.	This time is the end of the first restricted period. The aircraft will be open one minute after this time.
12 of 20	**Click** on the **Save** icon.	Message line displays: "Transaction complete: 1 records applied and saved." Aircraft Status Maintenance screen (Fig. 4-18) redisplays with modification.	You may also Press <F10>. DTS(L) should update to reflect the time the modification (change) to the aircraft status occurred.
13 of 20	**Click** on the **Insert Record** icon.	Blank record is inserted below the current record.	
14 of 20	**Type {the same status code as the original entry}**.	Status code displays.	
15 of 20	**Press <Tab>**.	Cursor moves to the Start Date(Z) field.	
16 of 20	**Type "042300022007"**.	New start time displays in the Start Date(Z) field.	This time is the beginning of the second restricted period. The aircraft will be open until one minute before this time.
17 of 20	**Press <Tab>**.	Cursor moves to the End Date(Z) field.	
18 of 20	**Press <Ctrl + V>**.	End date of original entry is pasted into the End Date(Z) field.	You may also type the desired end date.
19 of 20	**Click** on the **Save** icon.	Message line displays: "Transaction complete: 1 records applied and saved." Aircraft Status Maintenance screen (Fig. 4-18) redisplays with modification.	You may also Press <F10>. DTS(L) should update to reflect the time the modification (change) to the aircraft status occurred.
20 of 20	**Click** on the **Exit** icon.	Joint Air Logistics Information System Welcome Screen redisplays.	You may also select Exit from the File menu option.

Requirement. You get a call from JOSAC asking if you can make another aircraft available from 10 Feb 2007 at 1300Z to 11 Feb 2007 at 0300Z. You have coordinated with your local maintenance folks and with your OPS Officer. Now you need to open the aircraft. Open the same aircraft you have been using for the previous exercises. Allow one extra hour on each end of the requested window to avoid overlaps and conflicts within JALIS.

PRACTICAL EXERCISE - OBJECTIVE 4-3		
Step	**Problem**	**Solution**
4.3.1	Open the same aircraft you have been working with for the period 10 Feb 2007 at 1200Z to 11 Feb 2007 at 0400Z. Stay on the Aircraft Status Maintenance screen when you finish.	

Transition. Now you will learn a shortcut to the Display Aircraft Status module and review some functions you can accomplish from there. Since you just changed the status on an aircraft, you can go directly to the Display Aircraft Status screen to view the changes.

DISPLAY AIRCRAFT STATUS TO FIND TASKED MISSIONS			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 10	From the Aircraft Status Maintenance screen, **Click** on the Navigate window **down arrow**.	Navigate options available in this screen display.	
2 of 10	**Click** on **Aircraft Status Display**.	Display Aircraft Status screen (Fig. 4-21) displays with the status for all aircraft displayed.	Entering this module this way rather than from the JALIS menu actually takes you to a different (older) version of the same screen. They both display the same information, but the screen is a little different. It displays with the ORG and date already posted. The date is the start date of the currently highlighted status.

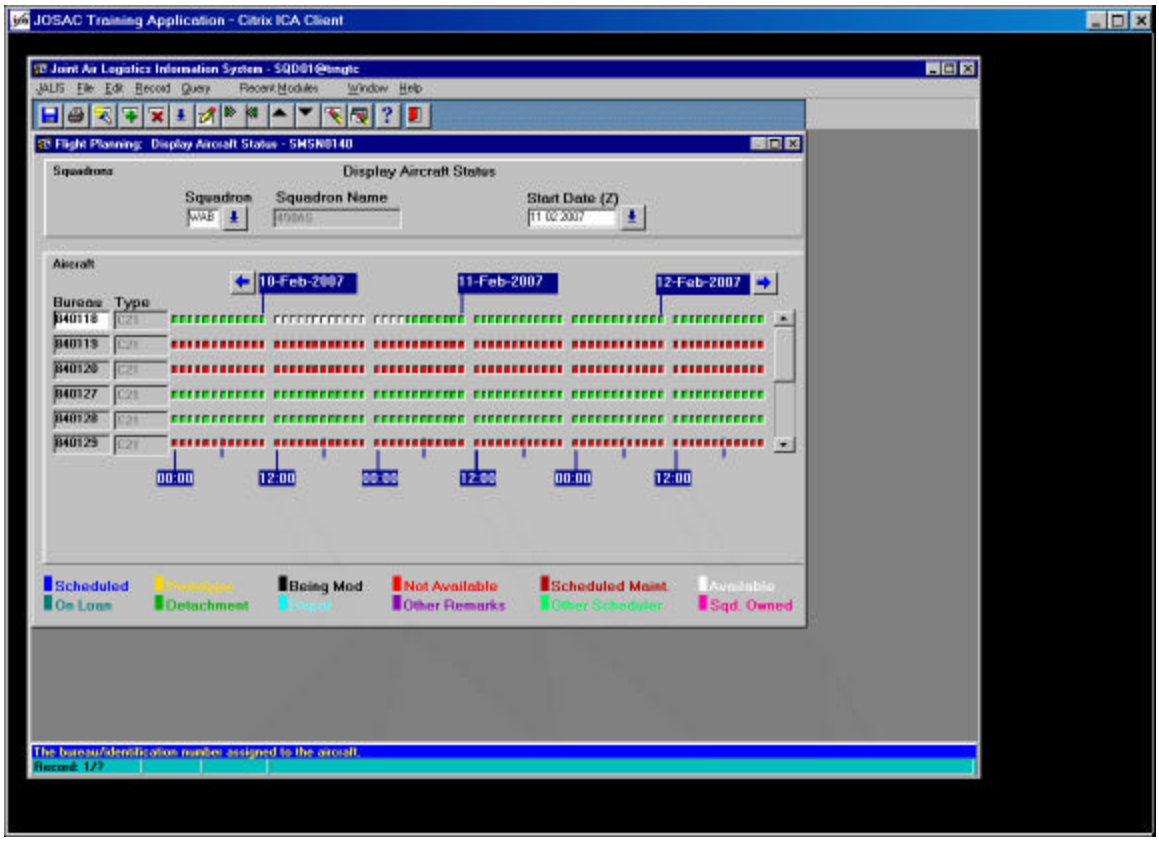


Figure 4-21. Older Displ ay Aircraft Status Screen With Opened Aircraft

Transition. Now that you have confirmed that the aircraft is open, you will use the Display Aircraft Status module to find your unit's missions.

DISPLAY AIRCRAFT STATUS TO FIND TASKED MISSIONS			
Step	**Activity**	**Anticipated Result**	**Comment**
3 of 10	**Click** in the **Start Date(Z)** field, and change the date to **22 Oct 2001**.	New date posts.	Pay attention to the date format. This format is unique, 22102001.
4 of 10	**Press <Tab>**.	Display changes reflecting statuses for new date.	Blue entries represent scheduled missions, yellow entries represent prototype missions, and black entries represent scheduled missions that have been automatically kicked back to prototype status because of a change to the database or to the request.
5 of 10	**Click** on any one of the yellow **squares**.	Display Aircraft Status screen displays with the Aircraft Status Detail window (Fig. 4-22) at the bottom of the screen.	Screen provides mission number, status, and beginning and ending times.

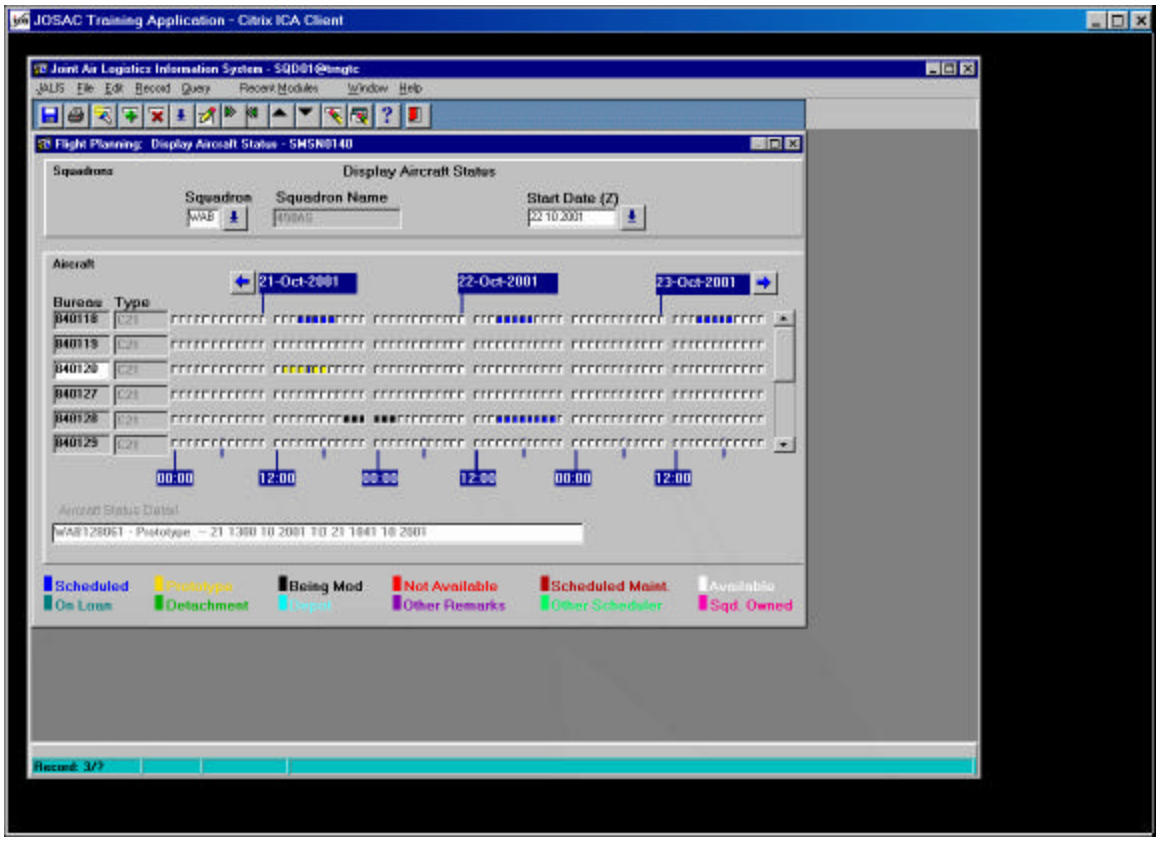


Figure 4-22. Older Display Aircraft Status Screen with Aircraft Status Detail Window

DISPLAY AIRCRAFT STATUS TO FIND TASKED MISSIONS			
Step	**Activity**	**Anticipated Result**	**Comment**
6 of 10	**Click** on any one of the blue **squares**.	Information in the Aircraft Status Detail window changes.	
7 of 10	**Double Click** on any one of the blue **squares**.	A Navigate window displays (Fig. 4-23) in the lower right corner of the screen.	The only option on the menu is Display Flight Advisory.

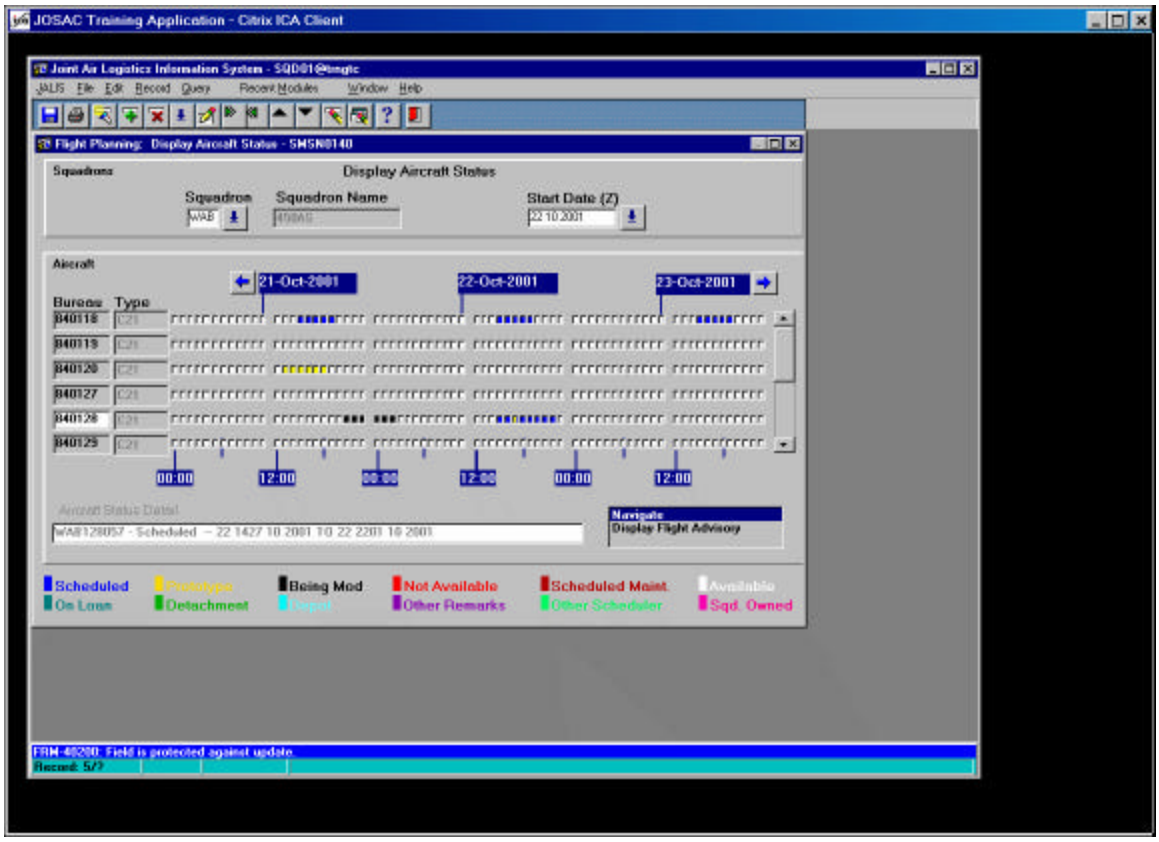


Figure 4-23. Older Display Aircraft Status Screen with Navigate Window

DISPLAY AIRCRAFT STATUS TO FIND TASKED MISSIONS			
Step	**Activity**	**Anticipated Result**	**Comment**
8 of 10	**Click** on any one of the black **squares**.	Information in the Aircraft Status Detail window changes.	Screen provides mission number, status, and beginning and ending times.
Note. The status of this mission is prototype, but it displays as black rather than yellow. This happens when a scheduled mission is automatically kicked back into prototype status because someone makes a change to the ICAO tables affecting this mission or the validator modifies the request before it is removed from the mission.			
9 of 10	**Click** on the **Exit** icon.	Aircraft Status Maintenance screen redisplays.	
10 of 10	**Click** on the **Exit** icon.	Joint Air Logistics Information System Welcome screen redisplays.	

Objective Summary. The correct aircraft status with JALIS is one of the keys to making this system work. If you show an erroneous aircraft status, your unit is very likely to get tasked with a mission it cannot support, or JOSAC has to regret requests that could have been supported. Neither of those situations is compatible with the goals of the OSA system.

Transition. You now know the functions you need to accomplish in JALIS before mission execution. You will next use JALIS to complete post mission reporting and review what specific information is required.

OBJECTIVE 4-4. Given JALIS and the flight and manifest data, enter the Logistic Flight Record and Aviation Exception Report data into the JALIS database.

Slide 4-9. Post Flight Entries

III. **Entering Post Flight Data into JALIS.** There are two JALIS modules used to enter post mission information into JALIS and two reports that assist you in determining what specific missions need work. The LFR is completed after every flight, while an AER is completed when a mission has exceptions that need to be reported.

A. **Logistic Flight Record Maintenance.** The Logistic Flight Record Maintenance screen is used to collect specific data when the mission is completed. It is used to track, control, and report daily operations as well as pass information to higher authority. The report includes data in the following categories: unit data, flight data, flown lifts (requests), manifests, and space available information. An LFR does not exist until you create it and save the information. Once you have created an LFR, you may use the query function to recall the LFR related to a specific mission. This screen links directly to the Aviation Exception Report Maintenance screen enabling you to accomplish all of the post mission reporting starting from one screen.

B. **Aviation Exception Report Maintenance.** The unit must complete an AER if the cargo/PAX load for the scheduled lifts changed from what was planned, or if the flown mission deviated from the original itinerary or was more than 60 minutes ahead or behind schedule. No shows are entered in the appropriate fields while add-ons must be entered in the remarks or the manifest. Space Available PAX or cargo do not generate the need for an AER. If you had no exceptions, no report is required. Each event requiring an AER is entered as a separate AER. One LFR can have no AERs or several AERs.

C. **Missing Logistic Flight Record Report.** The Missing Logistic Flight Record Report screen provides you the opportunity to pull a list of all missions that have not yet been reported as completed by the creation of the LFR. This report will show you which missions still need a report so those, and other files, can be updated. LFRs are critical to the database and reference files for many reasons, which will become more apparent as you move through this lesson.

D. **Incomplete Logistic Flight Record Report.** The Incomplete Logistic Flight Record Report screen provides a list of all the LFRs that have been created but are not considered complete, according to JALIS. There are basically two things that will cause JALIS to consider an LFR incomplete: 1) there is not at least one crew member assigned to every leg of the itinerary, and 2) there is an unaccounted for shortage between the number of passengers or cargo scheduled and flown. You must correct the errors for the LFR to come off this list.

Transition. Before actually entering the LFR, you may wish to run a Missing Logistic Flight Record Report to give you a list of those missions that need to be entered.

Requirement. As a squadron operator at Scott AFB, one of your jobs is to enter post mission information into JALIS. You find a stack of written reports from the aircrews, but have no idea if any of them have been entered into JALIS. To find out, you decide to run the Missing Logistic Flight Record Report so you can more efficiently use your time.

MISSING LOGISTIC FLIGHT RECORD REPORT			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 7	**Click** on the **JALIS** menu option.	JALIS pull-down menu redisplays.	You may also Press <Alt + J>.
2 of 7	**Click** on the **Remote Squadron User Menu** option.	Remote Squadron User cascading menu (Fig. 4-2) redisplays.	You may also Press <Q>.
3 of 7	**Click** on **Missing Logistic Flight Record Report**.	Missing Logistic Flight Record Report screen (Fig. 4-24) displays.	You may also Press <M>.

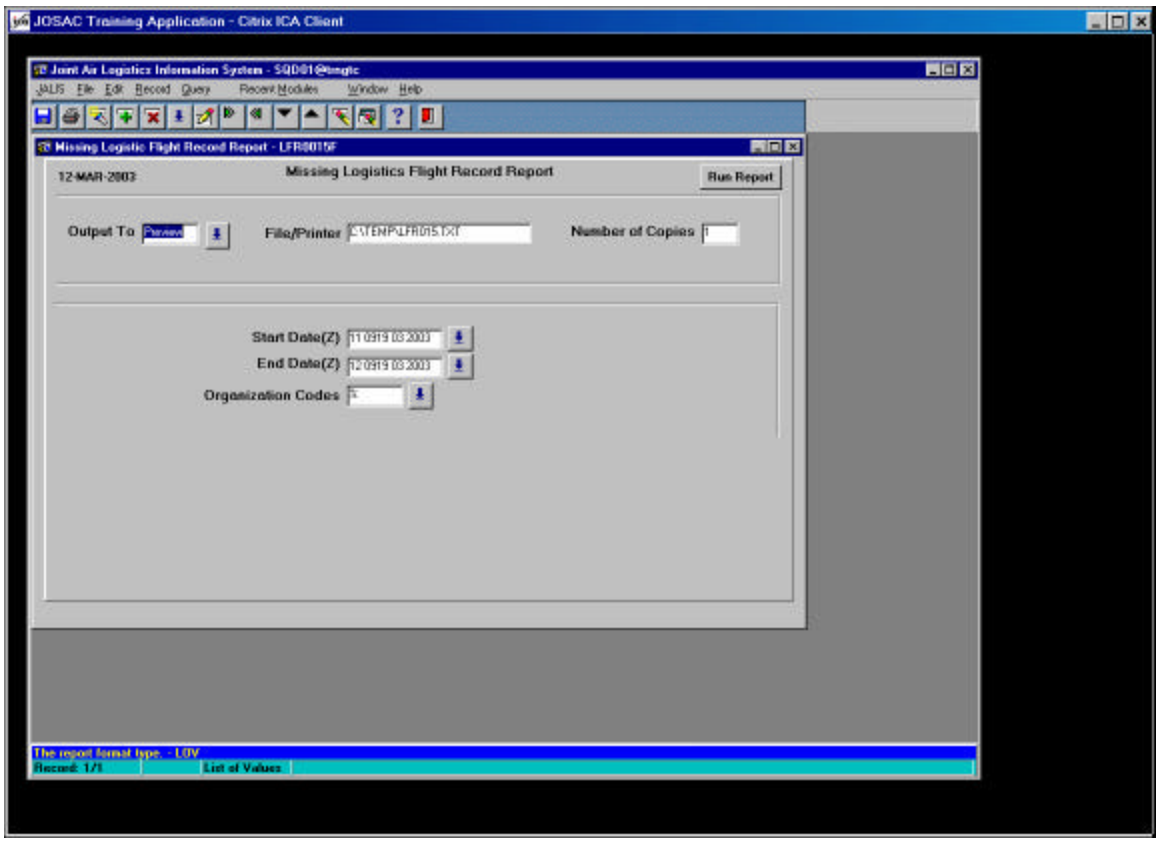


Figure 4-24. Missing Logistic Flight Record Report Screen

1. **Start/End Date for Missing Logistic Flight Record Report.** The Start Date(Z) and End Date(Z) on the preferences screen define a window for JALIS to return certain missions. JALIS is looking for the time of the termination of the mission. This will be the scheduled termination time because there is no actual time until you create the LFR. Only those missions that do not have an LFR will list, so the size of the range is unimportant. Just include all dates that have possibly unreported missions. It does not hurt anything to use a Start Date several months before the End Date just to be sure you find all possible missing LFRs.

MISSING LOGISTIC FLIGHT RECORD REPORT			
Step	**Activity**	**Anticipated Result**	**Comment**
Note. The default value for the Output To field is Preview. You should use Preview most of the time. **Note.** The interval between the Start Date and End Date must encompass the planned termination date and time of the mission.			
4 of 7	**Press <Tab> (3 times)**.	Cursor moves to the Start Date(Z) field.	You may also Click in the Start Date(Z) field.
5 of 7	In the Start Date(Z) field, **Type "010000102001"**, and **Press <Tab>**.	010000102001 displays in the Start Date(Z) field, and the cursor moves to the End Date(Z) field.	You may also Click in the End Date(Z) field.
6 of 7	In the End Date(Z) field, **Type {today's date}**, if necessary, and **Press <Tab>**.	The date you typed displays in the End Date(Z) field, and the cursor moves to the Org Code field.	Current date and time post automatically in the End Date(Z) field. They can be changed.
7 of 7	In the Organization Code field, **Type "wab"**. **Click** on the **Run Report** button.	WAB displays in the Organization Code field. MISSING LOGISTIC FLIGHT RECORD REPORT cover page (Fig. 4-25) displays.	The Report Progress pop-up screen may display while the system is processing the report.

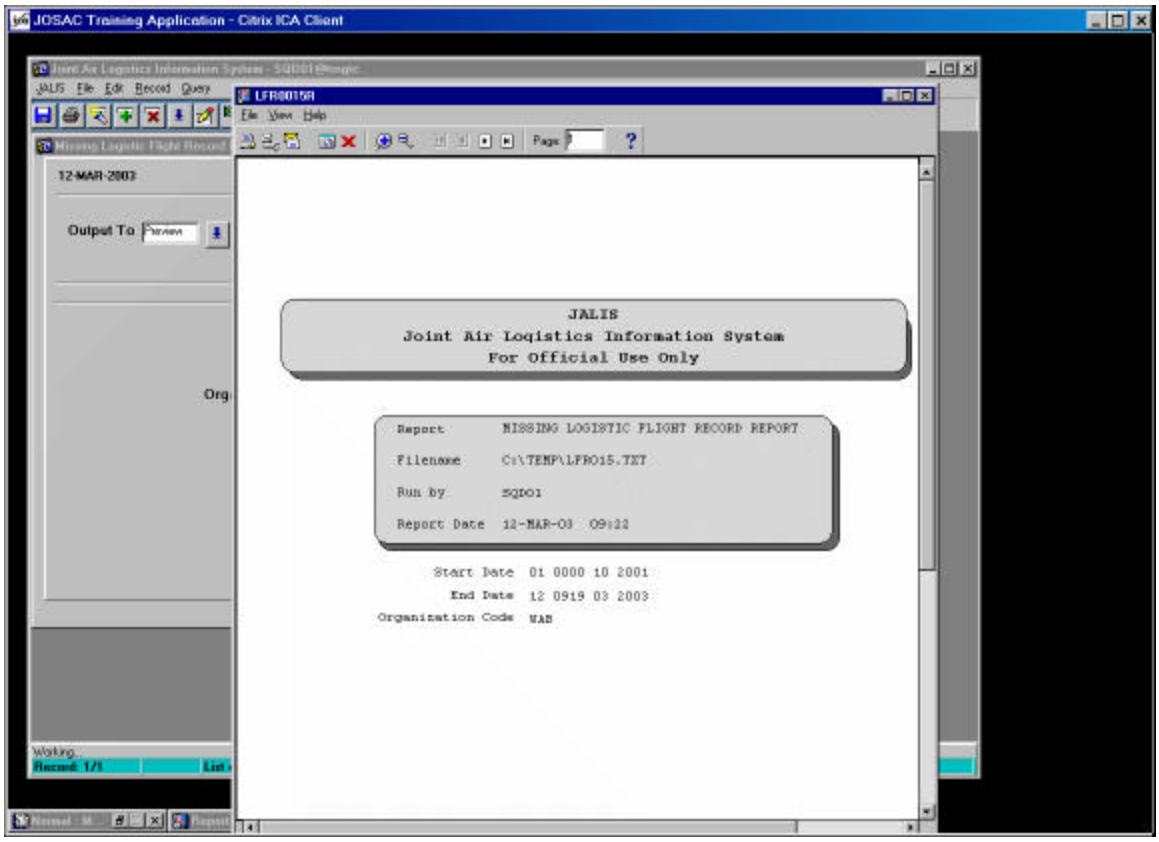


Figure 4-25. Missing Logistic Flight Record Report Cover Page

Transition. You now have the report on the screen. Navigate through the report.

2. **Missing Logistic Flight Record Report Navigation.** Navigation through the report is accomplished by use of the navigation icons provided on the Report Viewer.

NAVIGATE THROUGH A REPORT TO SCREEN			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 3	**Click** on the **Next Page** icon.	The next page of the report (Fig. 4-26) displays.	The previously grayed out option buttons become active. The Report Progress pop-up screen may display while the system is processing the report.

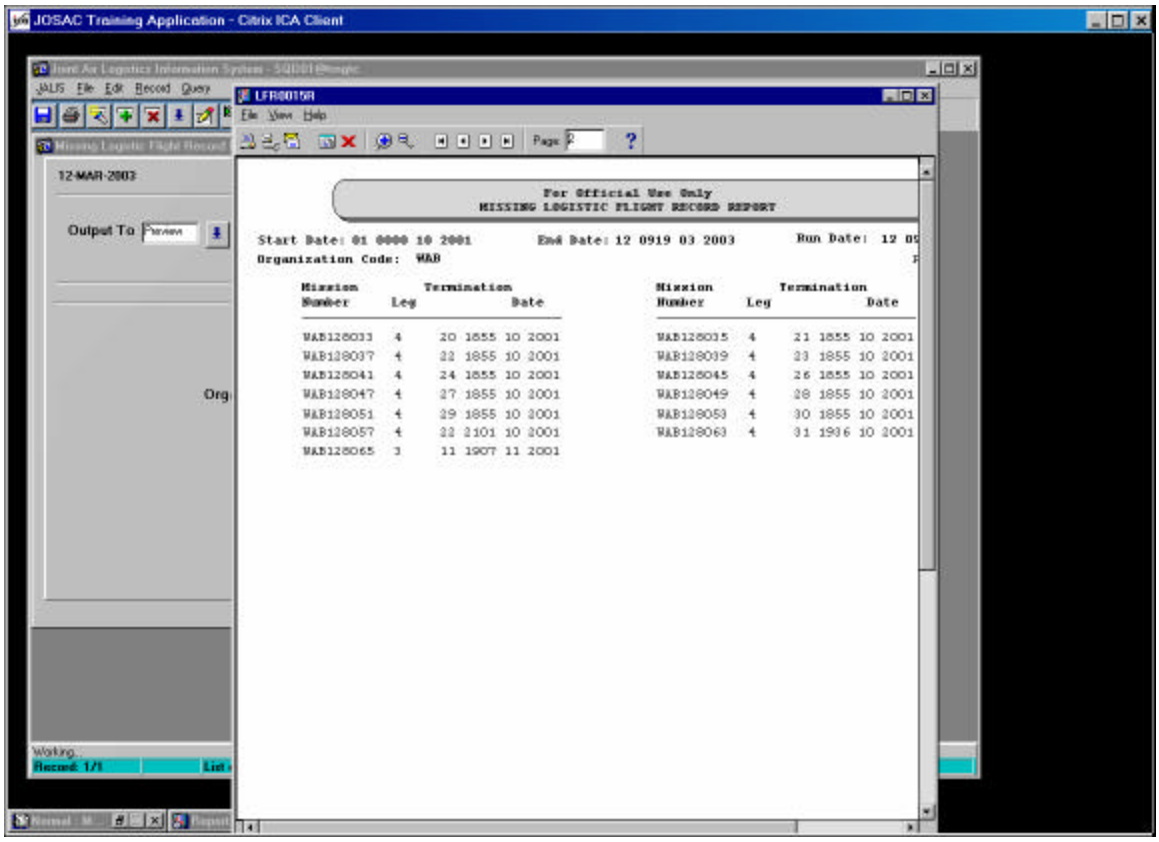


Figure 4-26. Missing Logistic Flight Record Report (Page 2 of 3)

3. **Missing Logistic Flight Record Report Data.** The body of this report lists the mission number, the number of legs on the mission, and the scheduled termination date and time of the mission. As you can see from the screen, there are a number of missions that your squadron has flown that have not yet been reported.

4. **Missing Logistic Flight Record Report to the Printer.** Sometimes you prefer a printed report instead of viewing it on a screen. JALIS provides this option by letting you print the report being viewed on the screen. After you run the report in the Preview mode, you can print it by selecting the Print icon on the report screen. The printed report will look like the report brought to the screen.

Note. While selecting Printer in the Output To field on any of the report screens will work, selecting Preview will allow you to view the report before you print it.

NAVIGATE THROUGH A REPORT TO SCREEN			
Step	**Activity**	**Anticipated Result**	**Comment**
Note. To scroll within a page of the report, you Click on the vertical and horizontal scroll bars.			
2 of 3	**Click** on the **Close Previewer** icon.	The report closes and the Missing Logistic Flight Record Report screen (Fig. 4-24) redisplays.	
3 of 3	**Click** on the **Exit** icon.	Joint Air Logistics Information System Welcome Screen redisplays.	You may also select Exit JALIS from the File Menu.

Transition. Now that you know which LFRs are missing, it is time to enter them.

E. **Logistic Flight Record Maintenance.** An LFR will be completed after every mission. Whether the aircrew or other unit duty personnel enter the data is up to the individual unit. In those units where the aircrew members do not enter the LFR data, they must be aware of what information goes into the LFR. This will enable them to do a better job of capturing the correct information and make the job of the person who actually does the LFR much easier. The LFR is the only source of information regarding what actually happened on the mission. This information is vital for the reporting requirements of the OSA system.

Requirement. You are now ready to create the Logistic Flight Record to report actual mission data. You will first enter the mission number (WAB19XXXX). The system provides the rest of the planned information.

NAVIGATE TO LOGISTIC FLIGHT RECORD MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 3	**Click** on the **JALIS** menu option.	JALIS pull-down menu redisplays.	You may also Press <Alt + J>.
2 of 3	**Click** on the **Remote Squadron User Menu** option.	Remote Squadron User cascading menu (Fig. 4-2) redisplays.	You may also Press <Q>.
3 of 3	**Click** on **Logistic Flight Record Maintenance**.	Logistic Flight Record Maintenance screen (Fig. 4-27) displays.	You may also Press <L>.

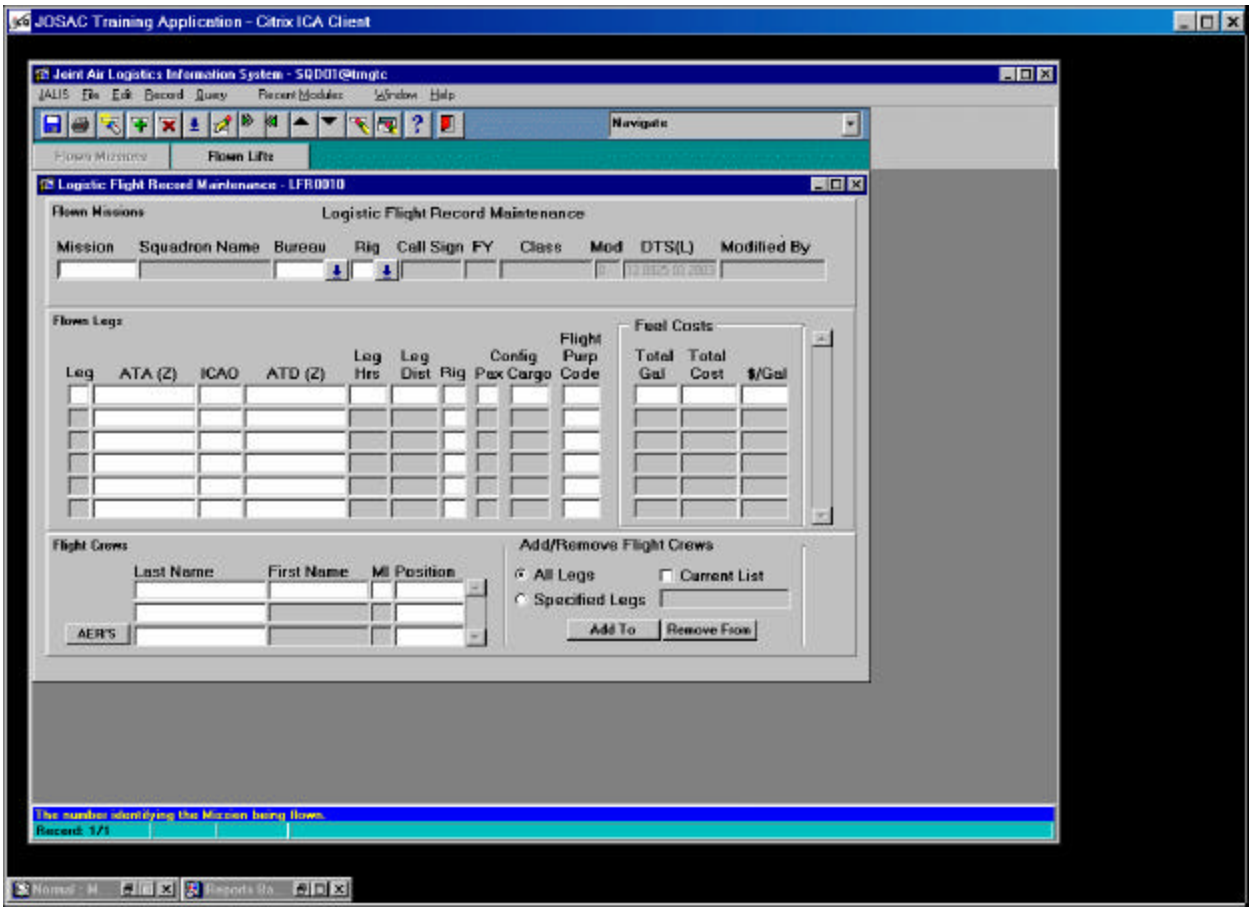


Figure 4-27. Logistic Flight Record Maintenance Screen

1. **Flown Missions Block.** Flown Missions data includes who operated the mission, which aircraft flew it, how the aircraft was configured, and what fiscal year the mission was flown.

Note. An LFR does not exist until you create it. Once created you must use the query function to view or change the LFR.

CREATE THE LOGISTIC FLIGHT RECORD			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 3	In the Mission field, **Type {wab19xxxx}**.	The mission number you typed displays in the Mission field.	WAB19XXXX is the mission number of your mission.
Note. If you pull up the list of missions, you will only get the missions for your unit.			
2 of 3	**Press <Tab>**.	Cursor moves to the Bureau Field. Logistic Flight Record Maintenance screen redisplays (Fig. 4-28) with mission information.	

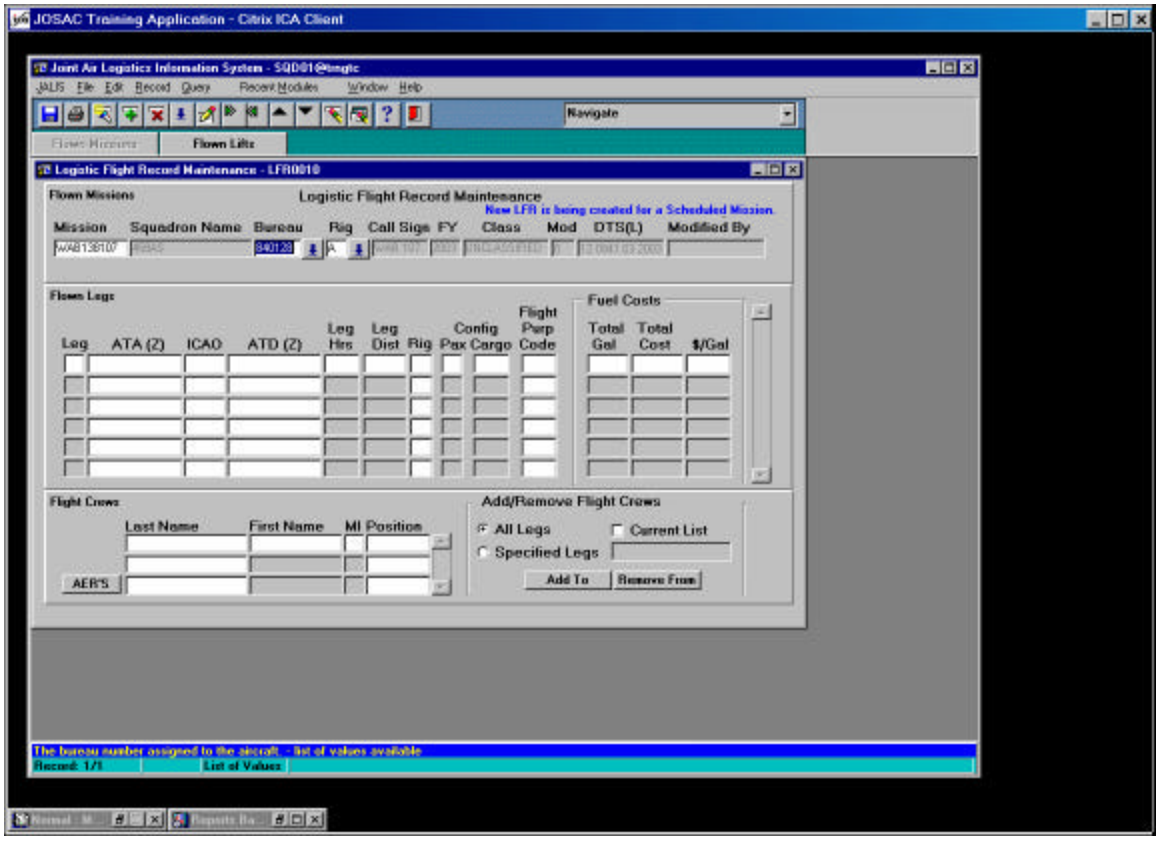


Figure 4-28. Logistic Flight Record Maintenance Screen With Mission Information

CREATE THE LOGISTIC FLIGHT RECORD			
Step	**Activity**	**Anticipated Result**	**Comment**
Note. If the Bureau (tail number) is not the actual aircraft that flew the mission, it should be changed at this time. The Rig may also be changed if necessary.			
3 of 3	**Click** on the **Save** icon.	Message line displays: "Transaction complete: 1 records applied and saved." Flown Legs block (Fig. 4-29) is filled in.	You may also Press <F10>. Created/Modified By and DTS(L) display userid and date the Logistic Flight Record is being created/modified.

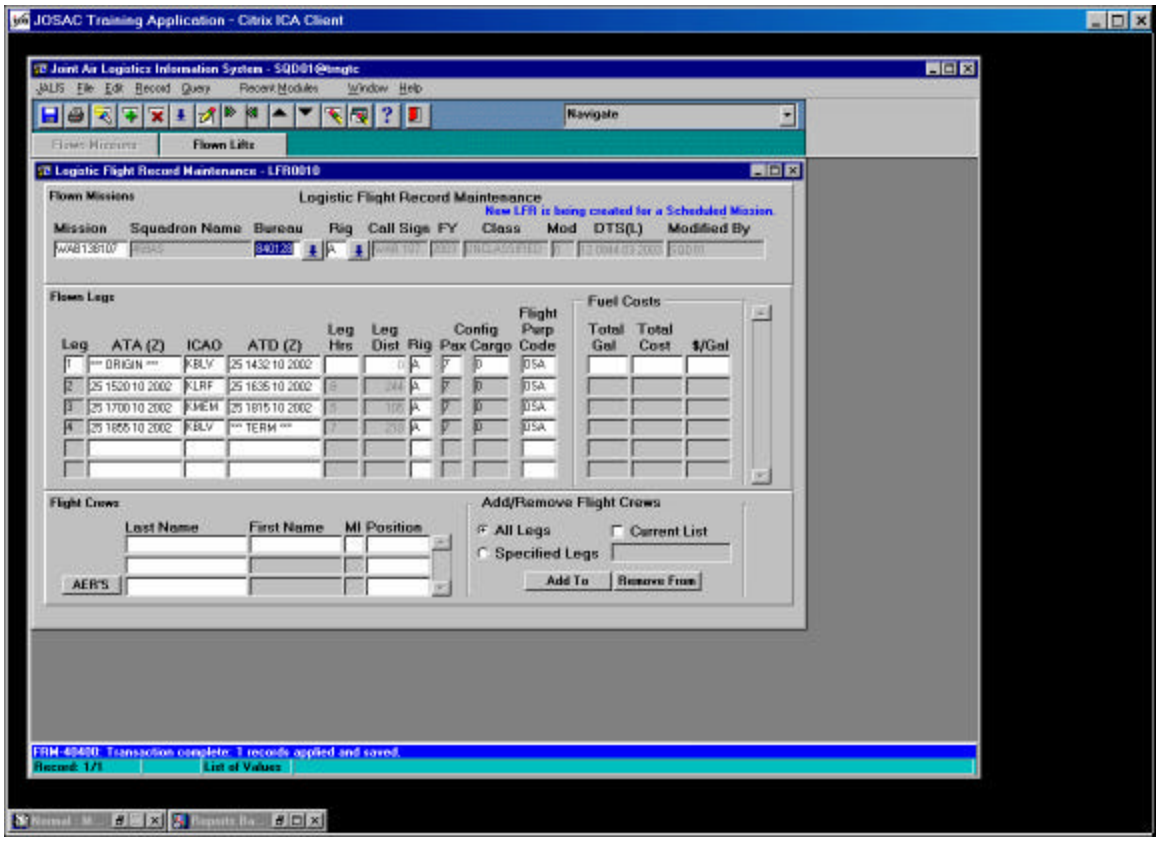


Figure 4-29. Flown Legs Block

Requirement. For each record in the Flown Legs block of the Logistic Flight Record Maintenance screen, you must update the scheduled departure and arrival times to the actual departure and arrival times. During your mission, you had engine problems that required you to land at your home station, Scott AFB, IL (KBLV), for repairs before you could complete your mission. Enter the additional stop on your itinerary and adjust the times.

2. **Flown Legs Block.** In the Flown Legs block you will enter actual routing flown and arrival/departure times at each location. The system provides cargo and passenger capacity (based on the Rig) for each leg, the recalculated leg distances if the itinerary was changed, flying time based on your inputs, and Flight Purpose Code (FPC). If additional stops are added, you must insert legs into the itinerary. If some stops were not made, you must delete the skipped legs.

UPDATE THE ITINERARY			
Step	**Activity**	**Anticipated Result**	**Comment**
Note. Use <Tab> and <Shift + Tab> to navigate between fields on each leg. Use <←> and <→> to move character positions within a DTG. **Note.** JALIS uses Leg Hrs to calculate scheduled flight times for future missions, so ensure you enter these times correctly. Pay attention to the calculated Leg Hrs when you enter the times. If they look unreasonable, correct the departure or arrival time.			
1 of 18	**Press** <**Tab**> (**5 times**).	Cursor moves to the ATD (Z) field for Leg 1.	You may also Click in the ATD (Z) field.
2 of 18	In the ATD (Z) field, **Type {Actual Departure Time}** if different from what was originally planned. **Press <Tab> (4 times)**.	The time you typed displays in the ATD (Z) field, and the cursor moves to the Flight Purp(ose) Code field.	
Note. Enter this time very carefully. If you make a large error (e. g., 0201 vice 2001 for the year) you will get a truncation error because the database cannot handle a calculated leg time that big. If you make the error in the ATD (Z) field, you will probably have to delete the LFR and start over.			
3 of 18	If the Flight Purpose Code does not show OSA, **Click** on the **List** icon adjacent to the Flight Purp Code field.	Flight Purpose Codes window displays.	You may also Press <F9>.
Note. Some Services require LFRs for training or maintenance missions. If yours does, select the appropriate Flight Purpose Code.			
4 of 18	**Click** on **OSA Support Airlift**. **Click** on the **OK** button.	OSA Support Airlift is highlighted. OSA displays in the Flight Purp Code field.	You may also Press <Enter>.
5 of 18	**Press** <**Tab**> **(2 times)**.	Leg 2 highlights and the cursor moves to ATA (Z) for Leg 2.	You may also Click in the ATA (Z) field.

UPDATE THE ITINERARY			
Step	**Activity**	**Anticipated Result**	**Comment**
Note. When you move to the next leg (record), JALIS calculates the time interval between the departure and arrival times and posts that as the leg time. Pay attention to the time that posts and make sure it is reasonable. You have no aircraft in the OSA fleet that fly ten hour legs so all times should be less than that, usually much less. Erroneous times here cause erroneous flight plan times on future schedules generated by JALIS.			
6 of 18	In the ATA (Z) field, **Type {Actual Arrival Time}** if required. **Press** <**Tab**> **(2 times)**.	The time you typed displays in the ATA (Z) field, and the cursor moves to the ATD (Z) field for Leg 2.	You may also Click in the ATD (Z) field.
7 of 18	In the ATD (Z) field, **Type {Actual Time}** if required. **Press** <**Tab**>.	The time you typed displays in the ATD (Z) field, and the cursor moves to the Rig field.	

Transition. You will frequently have to add or delete legs from the itinerary because the missions are not flown exactly as planned. How you do this in JALIS is important.

3. **Adding or Deleting a Leg.** Since the aircraft actually flew back to Scott AFB at this point rather than to Memphis, you need to add a leg to account for the new stop on the itinerary. The correct way to do this is to insert a blank record. Where you position the cursor is important because the blank line will be inserted after the record the cursor is on, so in this case you want the cursor somewhere on Leg 2. If you had flown to another location instead of Memphis, rather than in addition to Memphis, you could simply type the new ICAO in the ICAO field. However, DO NOT overtype ICAOs if you are adding or removing legs from the itinerary. You will run into problems later with the TERM line, since you will either have too many or too few. To get rid of a leg that was skipped, you delete the leg. However, deleting a leg is a little trickier because there are sometimes subordinate records in the database attached to that leg, such as a lift. You will have to use the Detach button on the Flown Lifts screen to break the link between the lift and the leg before you can delete it.

UPDATE THE ITINERARY			
Step	**Activity**	**Anticipated Result**	**Comment**
8 of 18	**Click** on the **Insert Record** icon.	A blank record is created on the next line and the new Leg 3 highlights. The cursor is in the ATA (Z) field.	When you move to the next record, the value in the Cargo field will change to a multiple of 200 pounds to match the number of seats given up. In this case, the 100 changes to 200.
9 of 18	In the ATA (Z) field, **Type {Actual Time}**. **Press** <**Tab**>.	The time you typed displays in the ATA (Z) field, and the cursor moves to the ICAO field.	
10 of 18	In the ICAO field, **Type "kblv"**. **Press <Tab>**.	KBLV displays in the ICAO field, and the cursor moves to the ATD (Z) field for the new Leg 3.	You may also Click in the ATD (Z) field.
11 of 18	In the ATD (Z) field, **Type {Actual Time}**. **Press** <**Tab**> **(6 times)**.	The time you typed displays in the ATD (Z) field, and the cursor moves to the ATA (Z) field for Leg 4.	You may also Click in the ATA (Z) field.
Note. The Leg Hrs for Leg 4 is a negative number. That is OK at this point because we know the later times will change.			
12 of 18	In the ATA (Z) field, **Type {Actual Time}** if required. **Press** <**Tab**> **(2 times)**.	The time you typed displays in the ATA (Z) field, and the cursor moves to the ATD (Z) field for Leg 4.	You may also Click in the ATD (Z) field.
13 of 18	In the ATD (Z) field, **Type {Actual Time}** if required.	The time you typed displays in the ATD (Z) field.	You may also Click in the ATA (Z) field.
14 of 18	**Press <Tab>** (**3 times**).	Cursor moves to Cargo field for Leg 4.	Number of pounds of cargo provided by the selected rig displays.

4. **Creating Cargo Capacity.** Since you have 150 pounds of Space Available cargo to apply to this leg, you should adjust the cargo capacity now so you will be able to apply the cargo on the Flown Lifts screen. This step is not necessary if the rig provides sufficient cargo capacity, but in this case it does not. You create this capacity in the Config Cargo field by trading passenger seats at the rate of 200 pounds per seat. JALIS will make the adjustment. If you do not create the capacity required, JALIS will not allow you to enter the cargo on the Space Available lift.

UPDATE THE ITINERARY			
Step	**Activity**	**Anticipated Result**	**Comment**
15 of 18	**Type "150"**.	150 displays in the Cargo field and the 7 in the Pax field changes to 6.	
Note. You need to add this 150 pound capacity because you know you moved 150 pounds of Space A cargo on this leg and you must create the cargo capacity.			
16 of 18	**Press <Tab> (3 times)**.	Cursor moves to ATA (Z) field for Leg 5 and Cargo on Leg 4 has changed to 200 pounds, the next higher multiple of 200.	You may also Click in the ATA (Z) field.
17 of 18	In the ATA (Z) field, **Type {Actual Time}**, if required. **Press** <**Tab**> **(2 times)**.	The time you typed displays in the ATA (Z) field, and the cursor moves to ATD (Z) field for Leg 5.	You may also Click in the ATD (Z) field.
18 of 18	In the ATD (Z) field of the last leg, **Type "term"**. **Press <Tab>**.	This overwrites the displayed time, and ***TERM*** displays in the ADT(Z) field.	
Note. If you do not put "term" your mission will not be terminated and you will not be able to save it. JALIS will not allow you to add any legs after this one because this is the end of the mission.			

Transition. Now that the flight itinerary has been updated, it is time to add the appropriate crewmembers to the LFR. Without adding the crew, the LFR will be incomplete and AERs cannot be created if there were exceptions to the mission.

5. **Flight Crews Block.** The Flight Crews block is used to record the crewmembers that flew this mission. This is the only place in the system where crewmembers can be associated with a mission. They are entered into the JALIS database and must be selected from the database, either from a list function or by matching exactly when you type the name. A mission must have at least one crewmember entered in order to complete an AER. You must have at least one crewmember on each leg to complete the LFR. The standard is to record all the crewmembers on all the legs.

ADD FLIGHT CREW			
Step	Activity	Anticipated Result	Comment
1 of 12	**Click** on the **Next Block** icon.	Cursor moves to the Last Name field in the Flight Crews block.	You may also Click in the Last Name field.
2 of 12	**Click** on the **List** icon.	Flight Personnel screen displays.	You may also Press <F9>.

ADD FLIGHT CREW			
Step	Activity	Anticipated Result	Comment
3 of 12	Without clicking anywhere, **Type** the **last name** of the desired crewmember. When the correct name displays, **Click** on the **OK** button.	Crewmember information is highlighted. Crewmember information displays in the Last Name, First Name, MI fields.	You may also <↓> to {desired crewmember} and Press <Enter>. Only crewmembers assigned in JALIS to your organization will display in the list.
4 of 12	**Press <Tab>**.	Cursor moves to the Position field.	
5 of 12	**Click** on the **List** icon.	Position Codes screen displays.	You may also Press <F9>.
6 of 12	**Click** on the appropriate crew **position**, and then **Click** on the **OK** button.	Text posts.	You may also <↓> to {desired crew position}, and Press <Enter>.
7 of 12	**Press <Tab>**.	Cursor moves to the Last Name field in the next record.	You may also Press <↓>.
8 of 12	Repeat steps 2-7 to enter additional crewmembers.	Information is entered.	You may also type all or a portion of the last name, and Press <Tab>. The name will fill in if it matches a name in the database for your unit.
Note. You now have all the crewmembers assigned to one leg of the mission. You need to assign the crew members to all the legs of the mission, as appropriate. If the same crew flew the whole mission, you can assign all of them to all the legs at one time. If, however, different crewmembers flew on different legs, you will have to assign at least some of them individually. To assign all the crewmembers you have entered in the Flight Crews block, Click in the Current List check box. Ensure the crew members displayed are the ones you wish to add to all the legs. To assign the crewmembers individually, do not check the Current List check box.			
9 of 12	**Click** in the **Current List** check box.	A checkmark displays in the box.	Checking this box will allow you to assign all the crewmembers in the list at once.
10 of 12	**Ensure** the **All Legs** radio button is selected.	This will apply the selected crewmembers (all of them since the Current List box is checked) to all the legs.	If you wanted to apply the crewmembers to only some of the legs, you would depress the Specified Legs radio button and type in the appropriate leg numbers, separated by commas, in the box to the right.
11 of 12	**Click** on the **Add To** button.	Forms pop-up, "Do you want to add the current list of Flight Crews to all legs?" displays.	
12 of 12	**Click** on **Yes**.	All crewmembers are assigned to all the legs (Fig. 4-30).	
Note. Select the Add To or Remove From buttons to adjust the crewmembers on each leg as necessary.			

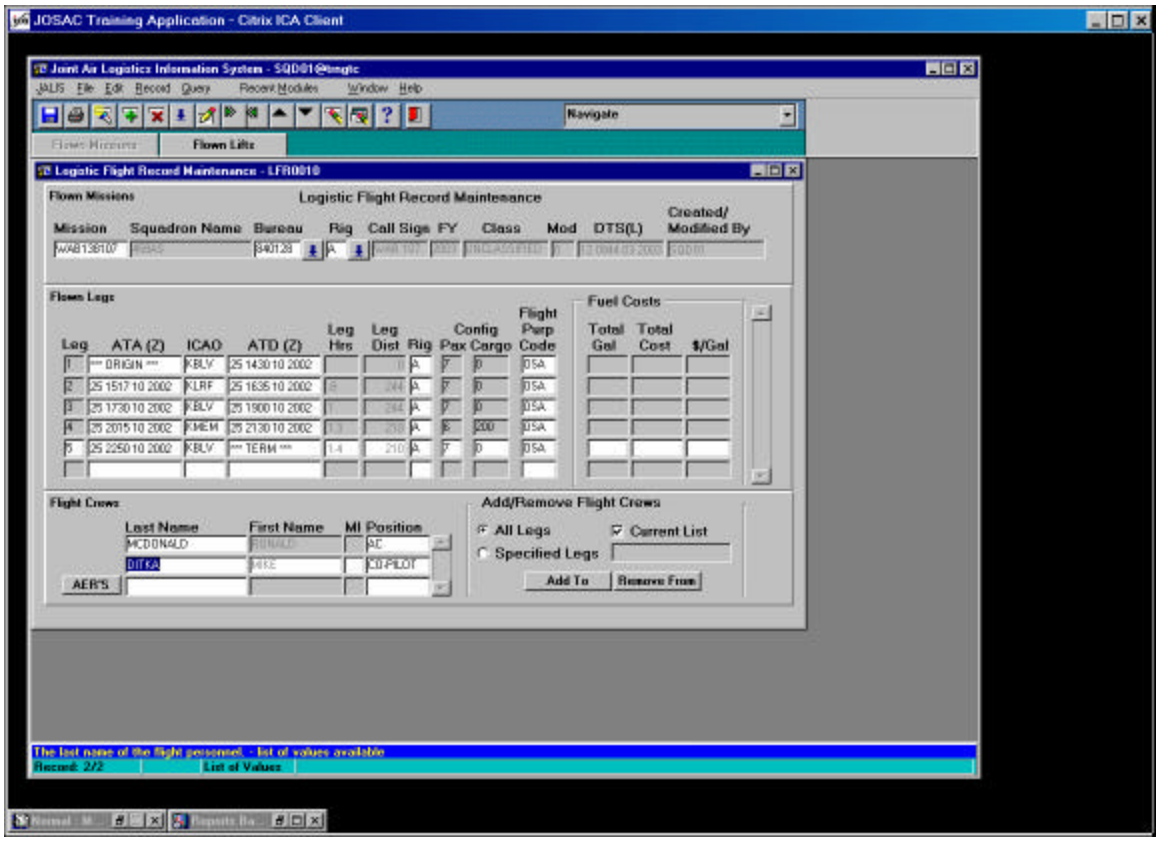


Figure 4-30. Logistic Flight Record Maintenance Screen With Flown Missions Completed

Transition. Now that the crew has been attached to the LFR, you can add the lift information on the Flown Lifts screen.

6. **Flown Lifts (Requests).** In the Flown Lifts block, enter the data about all the lifts (requests) that were flown. The value in the lift field is the lift code assigned by the scheduler, not the lift code of the request. Be sure to include the onload and offload legs and the actual passengers and cargo flown. Space A movements must be entered as separate lifts, and cannot be added in the Space A Pax or Cargo fields of a scheduled lift.

Note. The Lift field contains the lift identifier. Lifts attached to the mission by the scheduler will display automatically. Space A lifts have to be added manually by the unit. You may also encounter a lift that has a number as its identifier, rather than a letter. This is a Softpack lift and is applied by the scheduler to create artificial cargo capacity at the expense of passenger seats if the rig does not provide sufficient cargo capacity for the request. Do not do anything with these lifts when creating the LFR. Do not delete them or apply the pax or cargo actually moved to them. Apply the pax and cargo actually moved to the scheduled lift, identified with a letter, or to a Space A lift.

Requirement. Enter the lift you carried on this mission. Remember, onload was leg 2 but offload is now leg 4.

LOGISTIC FLIGHT RECORD			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 19	**Click** on the **Flown Lifts** navigation button.	Flown Lifts block (Fig. 4-31) displays with the cursor in the Lift field and the information for the Softpack displayed.	

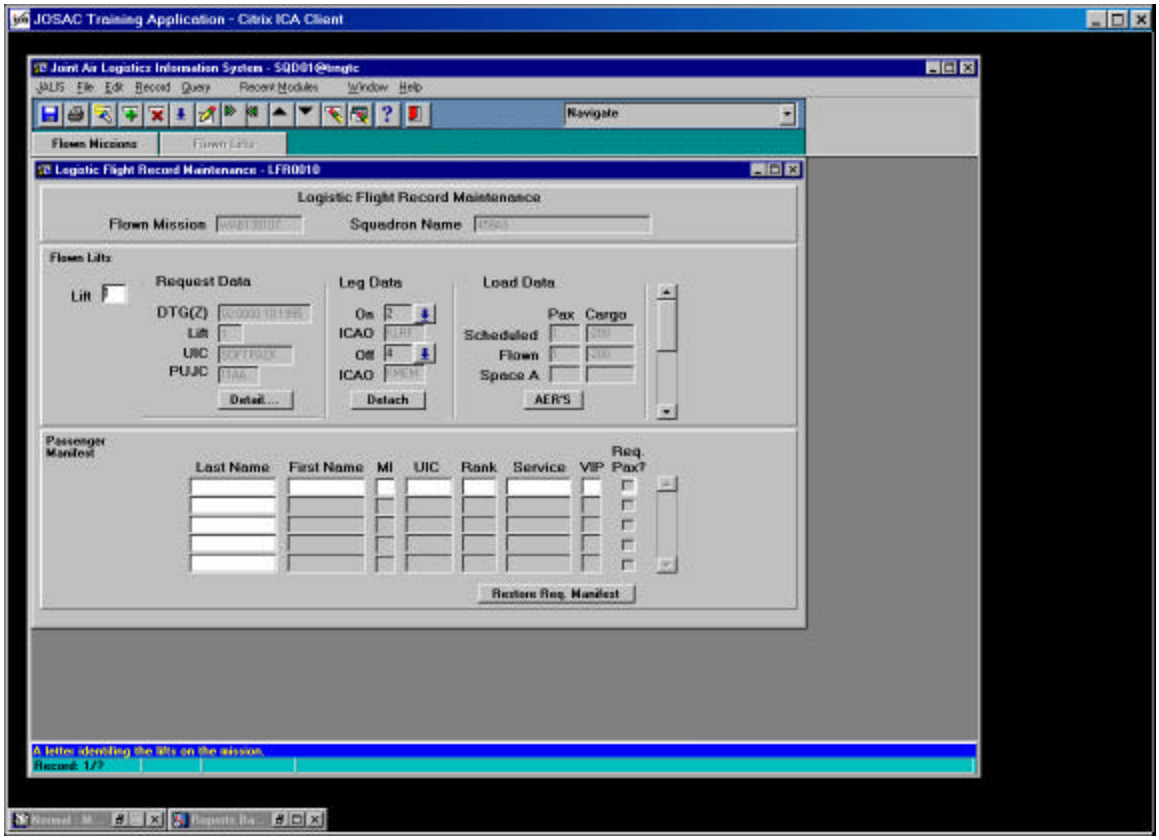


Figure 4-31. Flown Lifts Block

LOGISTIC FLIGHT RECORD			
Step	**Activity**	**Anticipated Result**	**Comment**
2 of 19	**Press** the <¯>.	Lift A displays.	
3 of 19	**Press <Tab> (3 times)**.	Cursor moves to the Pax Flown field.	You may also Click in the Pax Flown field.
4 of 19	In the Pax Flown field, **Type {# of Pax that actually flew}**.	Number entered displays.	The number entered may be greater than the number scheduled on the lift, provided it does not exceed the capacity of the rig or the adjusted capacity. You may add the additional passengers to the manifest. Additional passengers should also be reported on an AER.
5 of 19	**Press <Tab>**.	Cursor moves to the Cargo Flown field.	You may also Click in the Cargo Flown field.
6 of 19	In the Cargo Flown field, **Type {pounds of cargo that actually flew}**.	Number entered displays.	The number of pounds entered may be greater than the number scheduled on the lift, provided it does not exceed the capacity of the rig or the adjusted capacity. Additional cargo should also be reported on an AER.
7 of 19	**Click** on the **Save** icon.	Saves the data. Message line displays: "Transaction complete: 1 records applied and saved."	
8 of 19	**Click** on the **Next Record** icon.	Cursor moves to the next record, either the next scheduled lift or a blank record.	You may also Press <¯> or <Tab>.
Note. If you have more scheduled lifts for this mission, repeat steps 2 through 7 for each one. **Note.** Space Available passengers or cargo must be documented as a Space A lift.			
9 of 19	In the first blank Lift field, **Type "SA"**. **Press <Tab>**.	SA displays in the Lift field, and the cursor moves to the Leg Data On field.	The "S" indicates Space Available. The "A" indicates the first Space Available lift.
10 of 19	**Click** on the **List** icon adjacent to the **On** field.	Flown Legs information screen displays.	You may also Press <F9>.
11 of 19	**Click** on **{Leg #}** (the leg the space available passengers got on). **Click** on the **OK** button.	Leg # is highlighted. The Leg Data On and ICAO fields display with the leg information.	

LOGISTIC FLIGHT RECORD			
Step	**Activity**	**Anticipated Result**	**Comment**
12 of 19	**Press <Tab>**.	Cursor moves to the Leg Data Off field.	You may also Click in the Leg Off field.
13 of 19	**Click** on the **List** icon adjacent to the **Off** field.	Flown Legs information screen displays.	You may also Press <F9>.
14 of 19	**Click** on **{Leg #}** (the leg the space available passengers got off). **Click** on the **OK** button.	Leg # is highlighted. The Leg Off and ICAO fields display with the leg information.	
15 of 19	**Press <Tab>**.	Cursor moves to the Space A Pax field.	You may also Click in the Space A Pax field.
16 of 19	In the Space A Pax field, **Type {# of Space A Pax that actually flew}**.	The number typed displays in the Space A Pax field.	Total of all passengers listed, flown and space available, cannot exceed the rig or adjusted seat capacity.
17 of 19	**Press <Tab>**.	Cursor moves to the Space A Cargo field.	You may also Click in the Space A Cargo field.
18 of 19	In the Space A Cargo field, **Type {# of Space A Cargo that actually flew}**.	The number typed displays in the Space A Cargo field.	Total of all cargo listed, flown and space available, cannot exceed the rig or adjusted capacity.
19 of 19	**Click** on the **Save** icon.	Saves the data. Message line displays: "Transaction complete: 1 records applied and saved."	
Note. If you have more Space A lifts for this mission, Click on the Next Record icon and repeat steps 8 through 19 while changing the Lift code to SB, SC, etc.			

Requirement. Record the second space available lift as a Practical Exercise.

PRACTICAL EXERCISE - OBJECTIVE 4-4		
Step	**Problem**	**Solution**
4.4.1	Record the second space available lift carried on this mission. Remember it included cargo as well as passengers.	

7. **Passenger Manifest.** Enter the required manifest data, indicating which of the manifested passengers actually flew, by adding or deleting passengers. The passengers manifested on the request will display automatically with their associated lift. Sometimes though, the mission will not be modded in time and you may have to add additional passengers. You select them

from the Passenger Maintenance screen just as you would to manifest them on the request. If you had no-show passengers, you would delete them from the manifest on this screen. If you make a mistake and need to get the original requested passengers back on the screen, you can click on the Restore Req. Manifest button. This will bring back any passengers you have deleted from the original request, but it will not bring back a passenger you have added and subsequently deleted.

Requirement. Col. Jackson did not show up for the flight. Since he did not travel, you must delete him from the manifest.

PASSENGER MANIFEST			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 13	**Click** in the **Lift** field.	Cursor moves to Lift field.	
2 of 13	**Navigate** to lift **A**.	Lift A is highlighted and manifested passengers display in the Passenger Manifest block.	If the manifested passengers are the ones who actually flew, no further action on this lift is necessary.
3 of 13	**Click** in the **Last Name** field of the **Passenger** who was the no-show.	The selected passenger is highlighted.	The Req. Pax? box will be checked for all passengers who are on the request manifest.
Note. Ensure the no-show passenger is also recorded on an AER.			
4 of 13	**Click** on the **Delete Record** icon (the red X).	Pop-up displays: "Are you sure you want to delete this passenger?"	Passenger information pertaining to a request will not be removed from the request manifest. It simply will no longer appear in the Passenger Manifest block.
5 of 13	**Click** on the **OK** button.	Selected passenger is removed from the Passenger Manifest block only.	

Requirement. In addition to the one no-show passenger, Mr. Jones was replaced at the last minute by Mr. Gary Smith, also a GS16. Make the change in the manifest. Since there was a replacement for Mr. Jones, he is not considered a no-show, but a change.

PASSENGER MANIFEST			
Step	**Activity**	**Anticipated Result**	**Comment**
6 of 13	**Click** in the **last name** field on the record for Mr. Jones.	Selected record is highlighted.	
7 of 13	**Click** on the **Delete Record** icon (the red X).	Pop-up displays: "Are you sure you want to delete this passenger?"	
8 of 13	**Click** on the **OK** button.	Mr. Jones is removed from the Passenger Manifest block.	
9 of 13	If not on a blank record, **Press** the <¯> until you get to one, or **Click** the **Insert Record** icon.	Cursor is now in the last name field of a blank record.	
10 of 13	**Type "smith"**, and **Click** on the **List** icon on the toolbar.	Passenger Selections screen (Fig. 4-32) displays.	

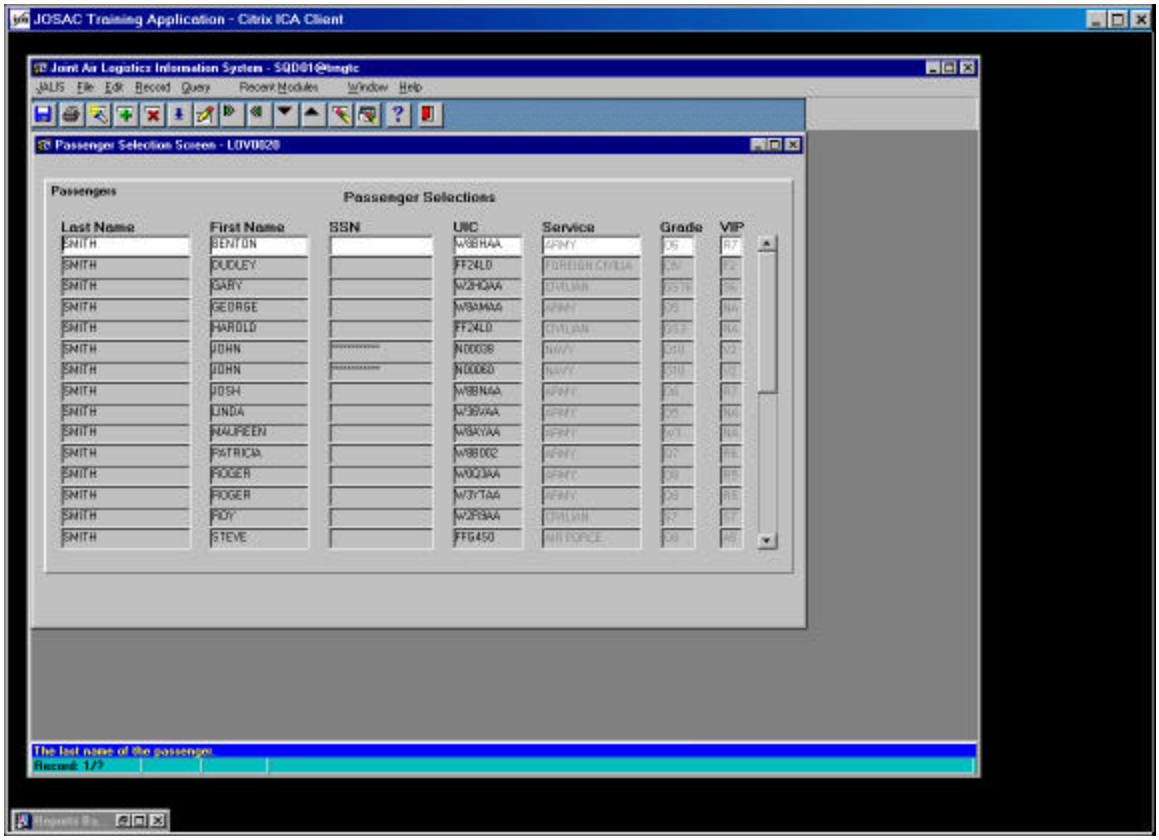


Figure 4-32. Passenger Selections Screen

PASSENGER MANIFEST			
Step	**Activity**	**Anticipated Result**	**Comment**
11 of 13	<¯> to the **record** for Gary Smith, GS16.	Record is highlighted.	
Note. If Gary Smith is not in the database, he will have to be added to the database before you can manifest him. You do this from the Passenger Maintenance module. You probably do not have the required information, i. e., last name, first name, middle initial, rank, service, and UIC, to add the passenger to the database. The best solution is for you to contact the validator and have the validator enter the passenger into the database. Then you can complete your LFR.			
12 of 13	**Press <Enter>**.	Record posts to the manifest (Fig. 4-33).	The Req. Pax? Box will not be checked because Mr. Smith was not on the original request.

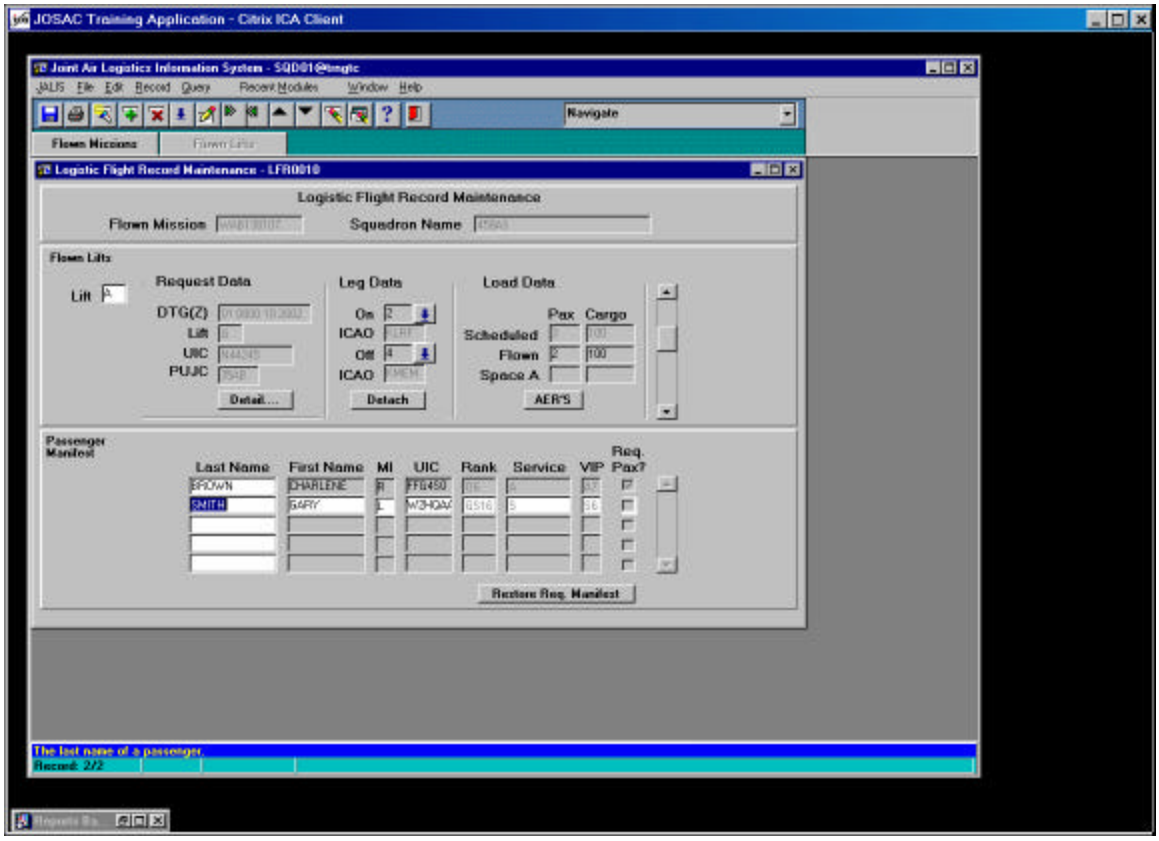


Figure 4-33. Logistic Flight Record Flown Lifts Block With Lift A Completed

PASSENGER MANIFEST			
Step	**Activity**	**Anticipated Result**	**Comment**
13 of 13	**Click** on the **Save** icon.	Saves the data. Message line displays: "Transaction complete: 2 records applied and saved."	
Note. If you realize you have deleted the wrong passenger, you can bring up the original passengers again. Click on the Restore Req. Manifest button. This will restore any deleted passengers from the request manifest. It will not restore any passengers you have added and then deleted.			

Transition. If everything went as planned on the mission, this is the end of the post mission reporting process. However, if there were exceptions, you must now complete the AER to record those exceptions.

F. **Aviation Exception Report Maintenance.** Exception reporting is done only when the mission plan was not followed. Some of the things that might generate an AER would be delays, routing or load changes, or no-show passengers or cargo. If the exception will affect the on-time completion of the mission, call JOSAC as soon as possible. Whether you call it in or not, you will report it during post mission reporting using the Aviation Exception Report Maintenance screen, accessible from within the LFR Maintenance screen or from the Remote Squadron User menu. The unit will enter the Exception Code and Remarks to explain the problem and the resolution.

Requirement. One of the scheduled passengers, Col. Jackson, did not show up for the mission. Indicate this in an AER.

AVIATION EXCEPTION REPORT MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
1 of 18	**Click** on the **AER'S** button at the bottom of the Load Data section.	Pop-up (Fig. 4-34) displays telling you which lifts require an AER.	You could also go back to the Flown Missions screen and Click on the AERs button there.

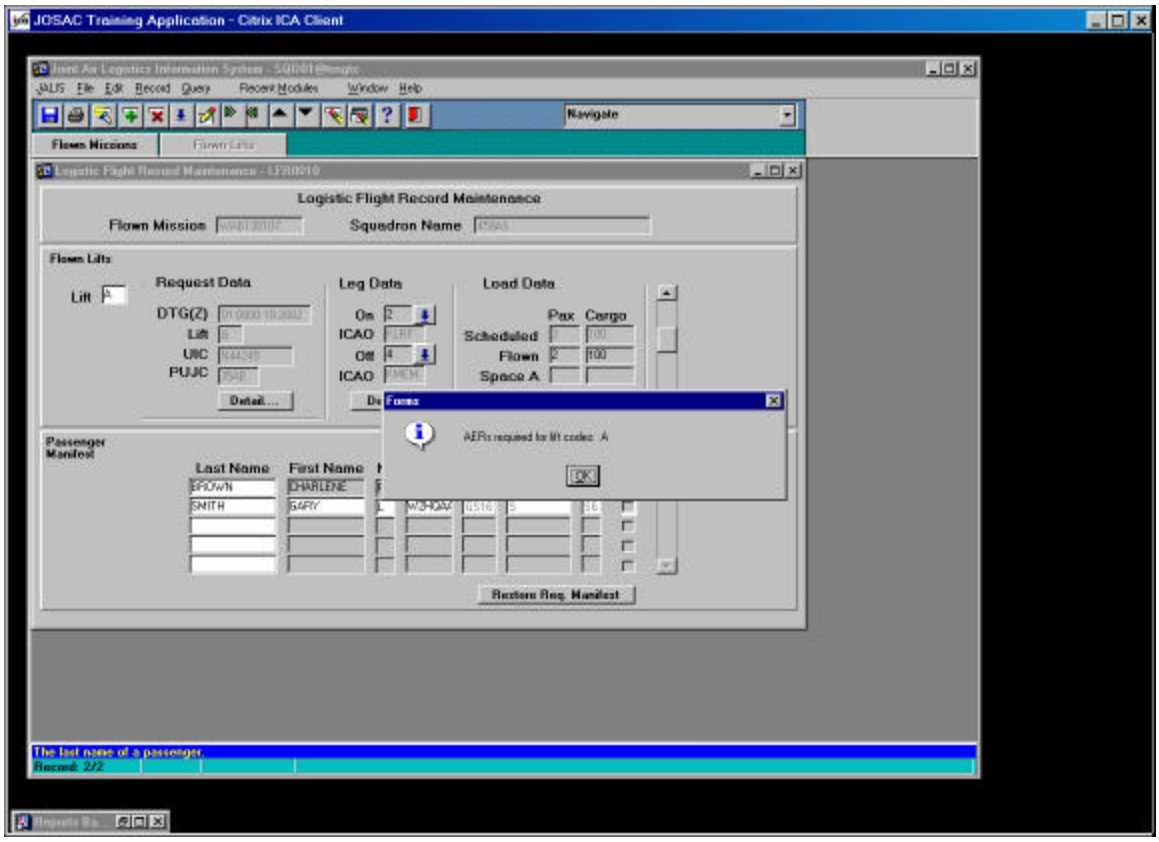


Figure 4-34. AER Notification Pop-up

AVIATION EXCEPTION REPORT MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
2 of 18	**Click** on the **OK** button.	Transfers from the Logistic Flight Record Maintenance screen to the Aviation Exception Report Maintenance screen (Fig. 4-35).	Flown Mission block is filled in with the mission number and squadron information.

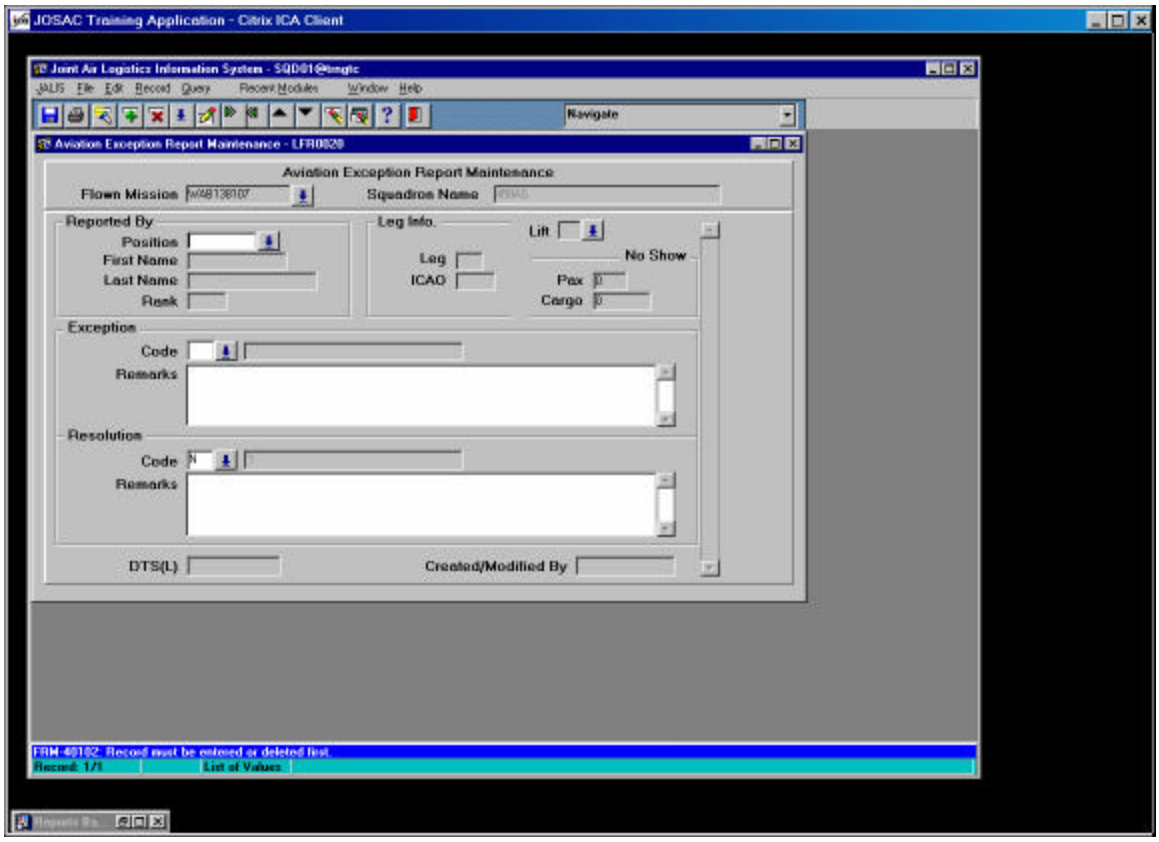


Figure 4-35. Aviation Exception Report Maintenance Screen

AVIATION EXCEPTION REPORT MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
3 of 18	**Click** on the **List** icon next to the Position field.	Valid Position Codes screen (Fig. 4-36) displays.	

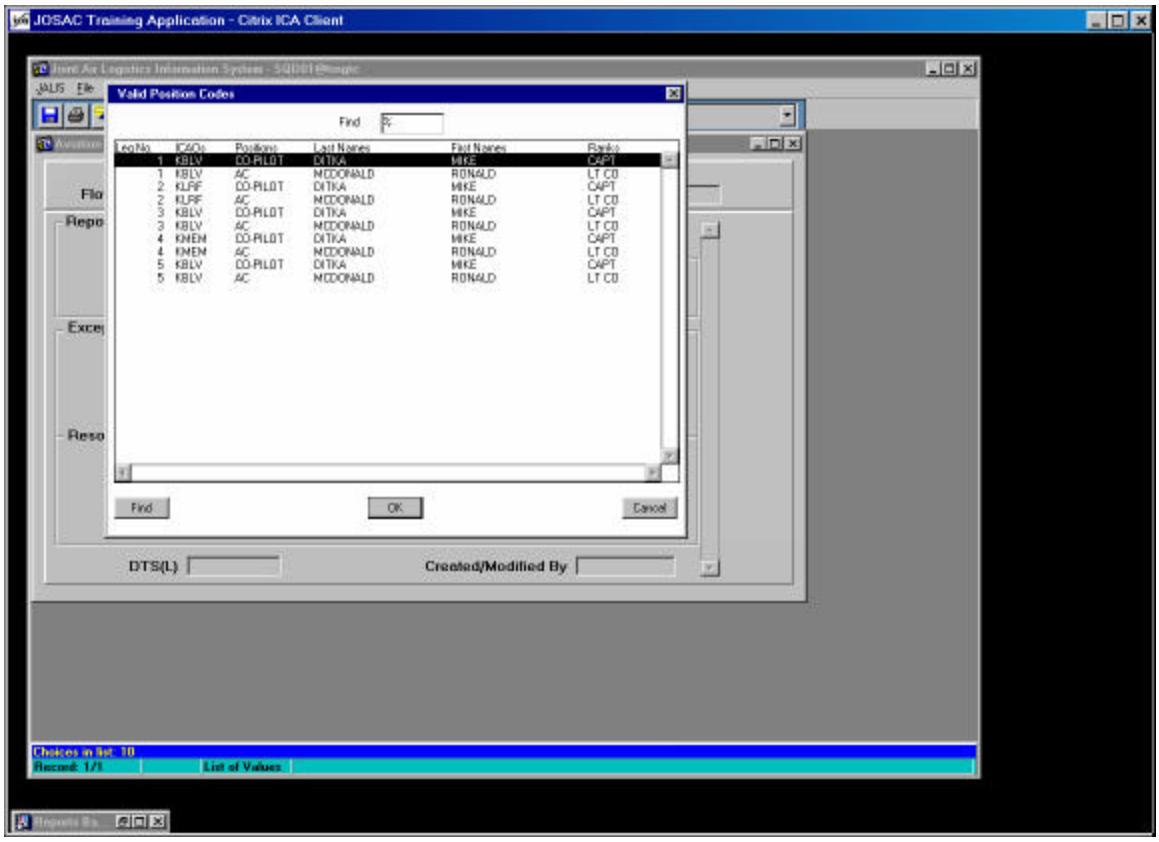


Figure 4-36. Valid Position Codes Screen

AVIATION EXCEPTION REPORT MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
4 of 18	**Click** on the **desired leg and crewmember**.	Selected record is highlighted.	You may also Press <¯>.
5 of 18	**Click** on the **OK** button.	Aviation Exception Report Maintenance screen displays (Fig. 4-37) with the Reported By block displaying the crewmember and leg information, and the cursor in the Position field.	

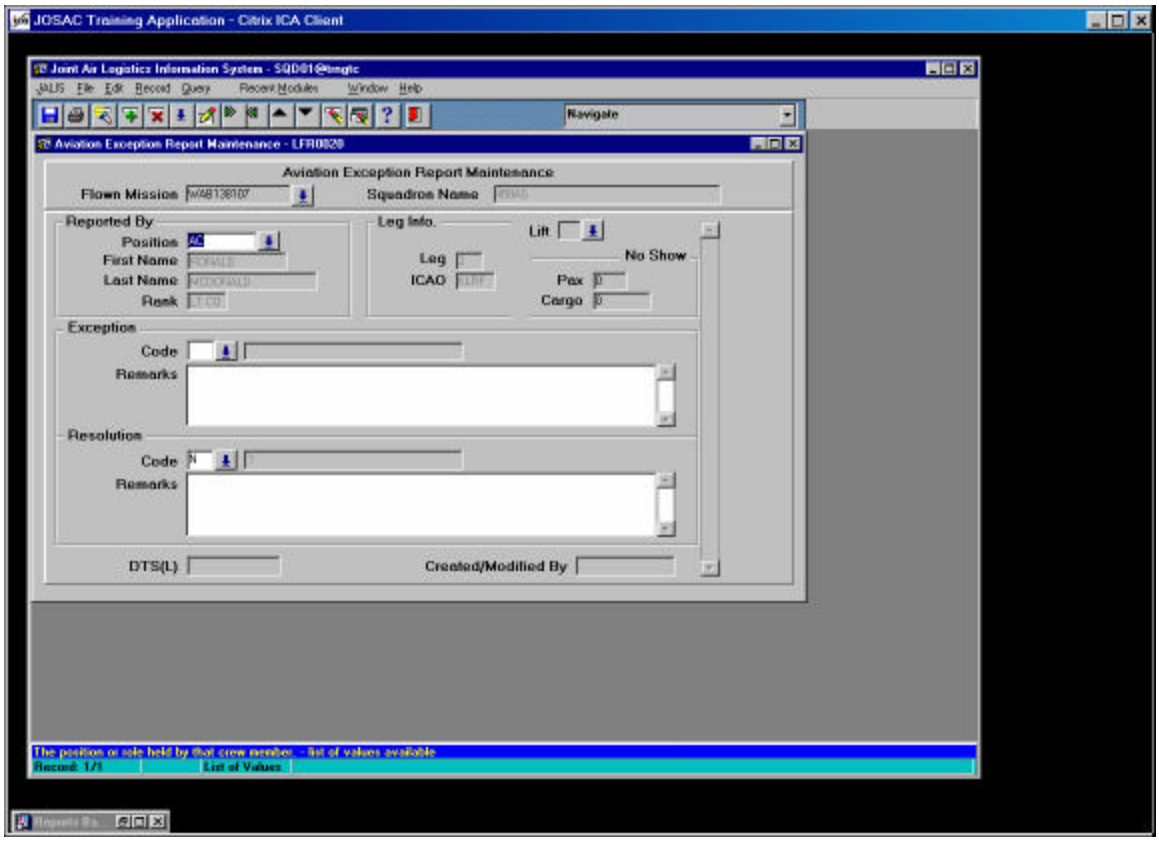


Figure 4-37. Aviation Exception Report Maintenance Screen with Reported By Block Completed

AVIATION EXCEPTION REPORT MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
6 of 18	**Press <Tab>**.	Cursor moves to the Lift field.	
7 of 18	**Click** on the **List** icon adjacent to the **Lift** field.	Valid Lift Codes screen (Fig. 4-38) displays to select the appropriate lift.	If the AER does not apply to a lift you should skip this field.

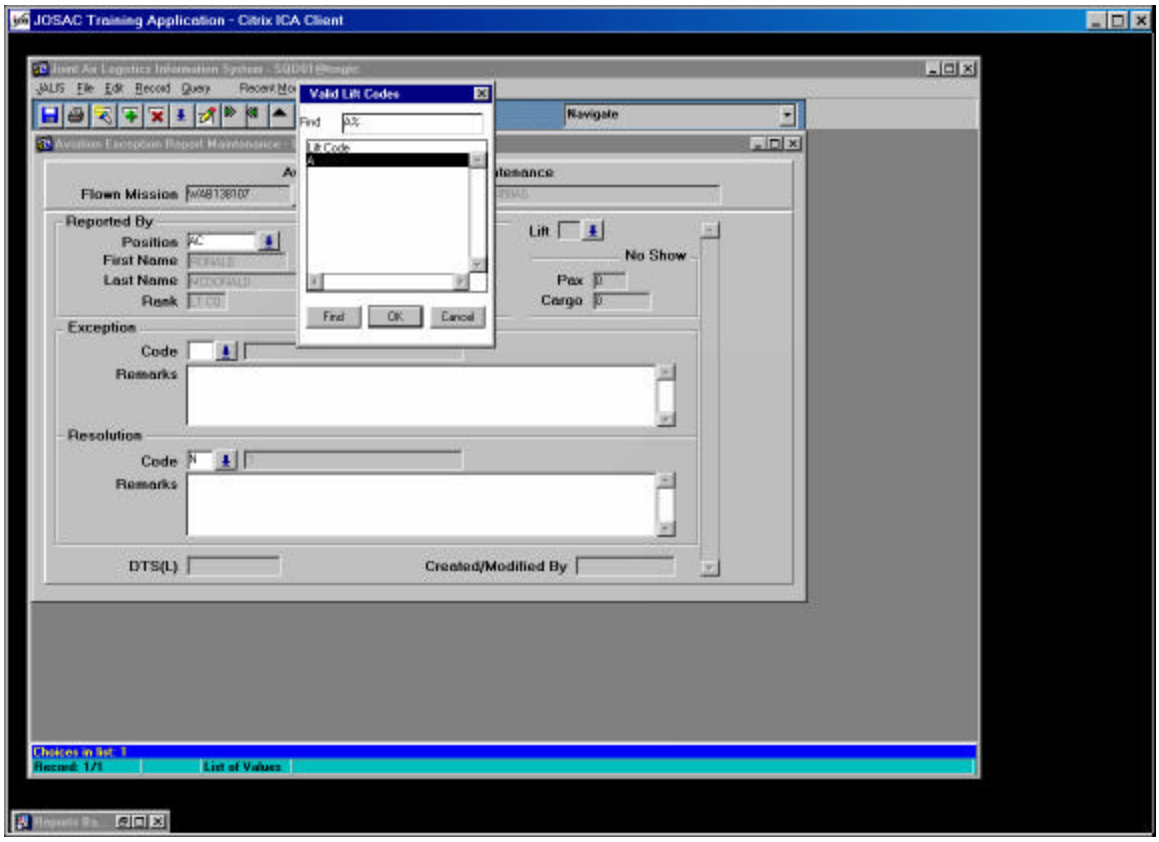


Figure 4-38. Valid Lift Codes Screen

AVIATION EXCEPTION REPORT MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
8 of 18	**Select** the appropriate **lift**, and **Click** on the **OK** button.	Selected lift displays in the Lift field.	
9 of 18	**Press <Tab>**.	Cursor moves to the No Show Pax field.	
10 of 18	**Type "1"**.	1 posts in the No Show Pax field.	If you had no-show cargo, you would annotate that in the No Show Cargo field.
11 of 18	**Press <Tab> (2 times)**.	Cursor moves to the Exception Code field.	You may also Click in the Exception Code field.
12 of 18	**Click** on the **List** icon adjacent to the **Exception Code** field.	Valid Exception Codes screen (Fig. 4-39) displays.	You may also Press <F9>.

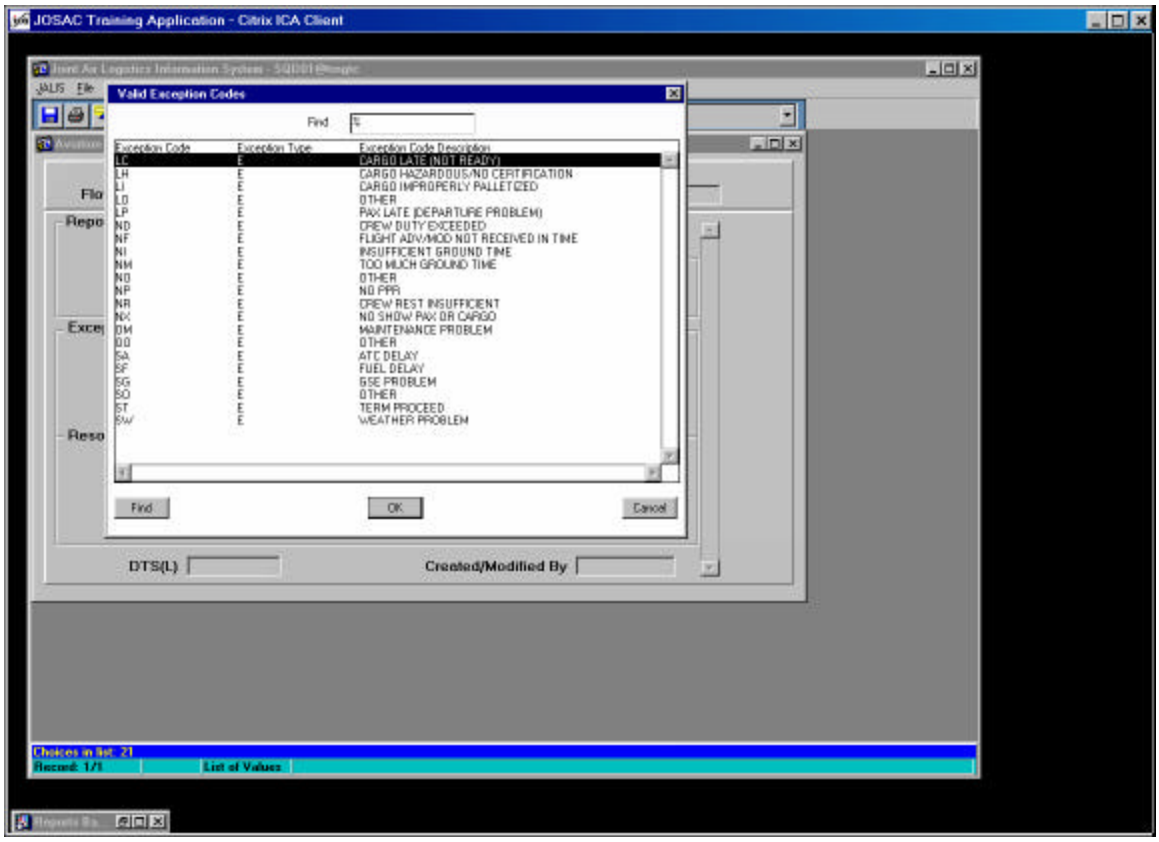


Figure 4-39. Valid Exception Codes Screen

AVIATION EXCEPTION REPORT MAINTENANCE			
Step	**Activity**	**Anticipated Result**	**Comment**
13 of 18	**Click** on **NX NO SHOW PAX OR CARGO**. **Click** on the **OK** button.	NX NO SHOW PAX OR CARGO is highlighted. Exception Code fields display NX and NO SHOW PAX OR CARGO.	
14 of 18	**Press <Tab>**.	Cursor moves to the Exception Remarks field.	
15 of 18	In the Exception Remarks field, **Type "colonel ackson did not show. Contacted his office and left."**	Data displays in the Exception Remarks field.	You should annotate the no-show passenger by name if known since this is the only method of identifying potential abusers of the system.

AVIATION EXCEPTION REPORT MAINTENANCE