

Instructions for completing DA Form 7122

<i>Item</i>	<i>Instructions</i>
Biographical data (both sides)	
Sheet No.	Number each sheet in numerical order.
Name	Enter ACM's name (last, first, middle initial).
DOD ID	Enter ACM's Department of Defense identification.
Rank	Enter one of the following: military rank, DAC, CIV, CTR, or leave blank if not applicable.
Birth month	Enter ACM's birth month. Leave blank if not applicable.
Training event data (Front side)	
Date	Enter the year, month, and date in the following format YYYYMMDD (20180705 for 5 July 2018). If an entry is out of chronological order, the date will be entered in red.
Aircraft	Enter the alphanumeric designation of the aircraft (UH-60M or MQ-1C). ¹
Event	Enter a short summary of the event on one line. ²
Duty	If applicable, enter the appropriate duty symbol. This duty symbol reflects the purpose of the flight or event, not necessarily what was recorded on the DA Form 2408-12 (a PC flight evaluation requires entry of the duty symbol "PI" on DA Form 2408-12; but on the DA Form 7122, the duty symbol entered would be "PC.>").
Mode: Day (D), Night (N), Night Goggle(s) (NG), Night System (NS), Weather (W), Hood (H), and Sim	Enter the time flown, in hours and tenths of hours, under the appropriate flight modes/conditions. Enter the time flown on any single flight event or the total hours flown in multi-flight training programs. The flight modes/conditions indicated normally will agree with the DA Form 2408-12 entry. If simulator hours are annotated and it is a single event, no other hours should be annotated (such as NG, W).
Seat	Enter the ACMs seat position, if appropriate, for the event.
Grade	If the event was graded, enter an "S" (satisfactory) or a "U" (unsatisfactory). ³
Aviation crewmember initials (CM Init)	Brief the ACM on the entry and ensure he/she understands any change in status. ACMs will then initial this block. ⁴

Instructions for completing DA Form 7122 (Cont'd)

Training event data (reverse side)

Name	Enter the date that correlates to the event on the front side of the form
Recorded by	Evaluators, trainers, operations personnel and others when authorized by the commander will enter their first initial, last name, rank and duty position. If the event was an evaluation and someone is recording it other than the evaluator, record the evaluator's name in the remarks section. ⁵
Remarks	Record pertinent information not shown on the front of the form in this section. Do not restate information entered on the front of the form; there is no single correct way of entering remarks. However, they should be clear, concise, and specific. When entering remarks, use standard abbreviations and acronyms or logical shortened word. If the remarks require more than one line, do not repeat the date on the second or subsequent line(s). Remarks include description of unsatisfactory tasks on an evaluation or an explanation of nonmedical suspensions from flight.

Notes.

1. If the event was performed solely in a flight simulator, enter the comparable aircraft designation and place simulator type in the remarks section (flight/evaluation conducted in 2B60 simulator).
2. Events that are required to be recorded are listed in paragraph 10-28.
3. For an unsatisfactory evaluation, state the specific task(s) performed unsatisfactorily and any restrictions imposed due to the failure. Provide a recommendation to the commander for retraining and reevaluation.
4. An ACM's initials show that the ACM is aware of the entry on the form and any remarks, and understands any change in status. The ACM immediately initials any entry resulting in a change of status, such as an unsatisfactory evaluation or a suspension. The ACM initials routine entries such as assignment to a unit or satisfactory evaluations, as soon as practical.
5. Items listed in paragraph 10-28 are the only events that require the commander's signature.