

CREW MEMBER GRADE SLIP

For use of this form see TC 3-04.11; the proponent agency is TRADOC.

Name:		Rank:		PID :	
Unit:		Purpose:			
Aircraft Type:		Date Started:		Must Complete By:	
Flight Data		Date			
Time Today					
Cumulative Time					
Day Flight--Today					
Day Flight--Cumulative					
	Flight--Today				
	Flight--Cumulative				
	Flight--Today				
	Flight--Cumulative				
	Flight--Today				
	Flight--Cumulative				
Duty Position					
Seat Position					
Overall Grade					
Crew Member Initials					
Trainer or Evaluator Name, Rank, and Duty Position					

Instructions for completing DA Form 4507

<i>Item</i>	<i>Instructions</i>
Biographical data	
Name	Enter the ACM's name (last, first, middle initial).
Rank	Enter one of the following: military rank, DAC, CIV, CTR, or leave blank if not applicable.
PID	NOT USED.
Unit	Enter the unit to which the ACM is assigned.
Purpose	Enter the purpose of the training or evaluation using standard phraseology, for example refresher training or PC/AC evaluation.
Aircraft type	Enter the alphanumeric designation of the aircraft or simulator.
Date started	Enter the date on which the flight training program starts.
Must complete by	If the training program is time limited, enter the date on which the ACM must complete it. If the date changes, line through the original date and enter the new date above it. Explain the change in the Comments section.
Flight Data	
Date	Enter the day, month, and year of the flight.
Time today	Enter the total flight time flown today.
Cumulative time	Enter the total flight time accrued to date.
Day Flight-today	Enter the time flown today (in hours and tenths of hours) under day flight conditions. ¹
Day Flight-cumulative	Enter the total time accrued (in hours and tenths of hours) under day flight conditions. ¹
Duty position	Enter the ACM's duty position for the flight.
Seat position	Enter the ACM's seat position for the flight.
Overall grade	Enter either "S" or "U" in the overall grade block after the ACM completes the flight. This grade reflects the evaluator/trainer's overall assessment of the flight. If the overall flight is graded a "U", a comment is required on DA Form 4507-2.
Crewmember initials	Have the ACM initial the grade slip to certify that the ACM has been debriefed. The initials do not mean that the ACM agrees with the results.
Trainer or Evaluator name, rank, and Duty position	Enter the trainer's or the evaluator's first initial, last name, rank, and duty position.
Comments section	
Date	Enter the day, month, and year of the flight.
Comments	Enter comments for the flight, if necessary. When entering comments, use standard abbreviations and acronyms or logical shortened words. If the comments require more than one line, do not repeat the date on the second or subsequent line(s). Comments will include a detailed description of unsatisfactory tasks evaluated during the flight, including which standards were not met. A retraining plan should be included in the comments for any unsatisfactorily graded flight. If more space is required enter the comments on DA Form 4507-2.
<p>Notes.</p> <p>1. For flights conducted under other than day flight conditions, enter the applicable flight mode or condition in the space provided. Then record the time flown today for that flight mode or condition.</p>	