

Item	Instructions for completing DA Form 759-3 as a temporary worksheet and as a consolidation worksheet (crewmember/non-crewmember)
Block 1	Leave blank (sheet number not required). <u>Consolidated Worksheet:</u> Enter the chronological sheet number.
Block 2	Enter the last name, first name, and middle initial. <u>Consolidated Worksheet:</u> Transcribe information from the individual's temporary worksheet.
Block 3	Enter one of the following: military rank, DAC-Department of the Army civilian, CIV-civilian employees of government agencies, CTR-government contractor, or leave blank if not applicable. <u>Consolidated Worksheet:</u> Transcribe information from the individual's temporary worksheet.
Block 4	Enter the period covered. <u>Consolidated Worksheet:</u> Transcribe information from the individual's temporary worksheet.
Block 5	Enter the type of flying status non-rated crewmember (NRCM) or non-crewmember (NCM). <u>Consolidated Worksheet:</u> Transcribe information from the individual's temporary worksheet.
Block 6	Enter the effective date from the flight orders (DDMMYY). This is not the date the orders were processed. <u>Consolidated Worksheet:</u> Transcribe information from the individual's temporary worksheet.
Column a	Enter the date of flight. The first entry will be the month, followed by the day in the space underneath. <u>Consolidated Worksheet:</u> Enter the month that covers each set of entries to be consolidated from the temporary worksheet.
Column b	Enter the aircraft mission, type, design, and series recorded on DA Form 2408-12. <u>Consolidated Worksheet:</u> At the end of each month, enter the total number of hours flown for each group of like flights from the temporary worksheet (s).
Column c	Enter the flying duty symbol recorded on DA Form 2408-12. <u>Consolidated Worksheet:</u> At the end of each month, enter the total number of hours flown for each group of like flights from the temporary worksheet (s).
Column d	Enter the flight condition symbol recorded on DA Form 2408-12. <u>Consolidated Worksheet:</u> At the end of each month, enter the total number of hours flown for each group of like flights from the temporary worksheet (s).
Column e	<p>Enter the mission symbol recorded on DA Form 2408-12.</p> <p>Note. Mission symbols are necessary to ensure the hours recorded on DA Form 2408-12 are consistent with the duties performed as described in the original flight orders.</p> <p>Example: A maintenance supervisor should expect hazardous duty incentive pay (HDIP) for hours logged according to AR 600-106.</p> <p><u>Consolidated Worksheet:</u> At the end of each month, enter the total number of hours flown for each group of like flights from the temporary worksheet (s), only if it pertains to mission symbols containing a "C" or "D".</p>
Column f	Enter the hours flown in hours and tenths of hours. <u>Consolidated Worksheet:</u> At the end of each month, enter the total the number of hours flown for each group of like flights from the temporary worksheet (s).
Column g	<p><u>Consolidated Worksheet:</u> For each month in which the minimum flight requirements have been met, enter "Yes." If the flight requirements have not been met and excess hours are not sufficient to meet these requirements, enter "No."</p> <p>Note. Minimum flight requirements for hazardous duty incentive pay (HDIP) and aviation career incentive pay (AVIP) will be according to DoD FMR 7000.14-R.</p> <p>Note. Excess time from the previous 5 months starting with the fifth previous month may be used to qualify for entitlement of HDIP or AVIP for the month in which minimum hours were not met. If time cannot be recovered from the previous 5 months, a 3-calendar month grace period will start. (Refer to DoD FMR 7000.14-R, Volume 7A, chapter 22 for further information on a three-calendar-month grace period.)</p>

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Column h	<u>Consolidated Worksheet:</u> Leave blank if individual qualified for HDIP or conditional AVIP during that month. If excess hours are needed to qualify for entitlement to HDIP or conditional AVIP, enter the month or months and the number of excess hours used from each month to meet that requirement.
Column i	<u>Consolidated Worksheet:</u> Enter any excess flight time, in hours and tenths of hours, for the current month. If there is no excess time,
Column j	<p><u>Consolidated Worksheet:</u> Enter any accumulated excess flight time, in hours and tenths of hours. Determine accumulated hours as follows:</p> <ol style="list-style-type: none"> 1) If column i is used, add it to the previous month's accumulated time. If there is any excess time remaining from the fifth previous month, annotate in column k with a "from" remark, and subtract it from the new total in column j. 2) If column h is used, subtract the amount used from the previous month's accumulated time. If there is any excess time remaining from the fifth previous month, subtract it from the new total. 3) If columns h and i are not used, subtract any excess time remaining from the fifth previous month from the previous month's accumulated time. <p>Note. This block is used to quickly determine an individual's amount of excess time available for the next month.</p>
Column k	<p><u>Consolidated Worksheet:</u> Explain any adjustments made to the total in column j. Use "for" to note hours used for another month. Use "from" to note that excess time from the fifth previous month, which can no longer be used, has been subtracted. Also, explain any temporary restriction from flying duty in which flight hours or entitlement is affected.</p> <p>Note. It is not necessary to list hours brought forward from previous closeouts in column k. Instead, add these hours to column j, as necessary.</p>
Block 7	<p><u>Consolidated Worksheet:</u> Total the hours in column f, and enter the total in this block.</p> <p>Note. When the consolidation worksheet requires two or more pages, place the cumulative total in block 7 of the last sheet.</p>
Block 8	<u>Consolidated Worksheet:</u> Total the hours in column f with the mission symbols containing a "C" (combat) and place total in this block.
Block 9	<u>Consolidated Worksheet:</u> Total the hours in column f with the mission symbols containing a "D" (imminent danger) and place total in this block.
Block 10	<u>Consolidated Worksheet:</u> Enter the total hours from block 13 of the previous consolidated DA Form 759-3. Indicate the sheet number of the previous consolidated DA Form 759-3 in the space provided.
Block 11	<u>Consolidated Worksheet:</u> Enter the total hours from block 14 of the previous consolidated DA Form 759-3. Indicate the sheet number of the previous consolidated DA Form 759-3 in the space provided.
Block 12	<u>Consolidated Worksheet:</u> Enter the total hours from block 15 of the previous consolidated DA Form 759-3. Indicate the sheet number of the previous consolidated DA Form 759-3 in the space provided.
Block 13	<u>Consolidated Worksheet:</u> Enter the total sum of block 7 and block 10, formatted in hours and tenths of hours.
Block 14	<u>Consolidated Worksheet:</u> Enter the total sum of block 8 and block 11, formatted in hours and tenths of hours.
Block 15	<u>Consolidated Worksheet:</u> Enter the total sum of block 9 and block 12, formatted in hours and tenths of hours.