Preparing Your Air Force Records

The Air Force has changed flight records management systems several times over the past few years. Therefore, your records may exist in one or many of the systems mentioned below.

MilKEEP recognizes Air Force records in the following formats (please view our video for detailed photos and descriptions):

- ARTEMIS – .xlsx
- Envision – .xlsx
- AAMS – .xlsx
- Individual Flight Record Report (IFRR) pages from ARMS – PDF
- AF 3520 – PDF
- MilKEEP UPT Template –.xlsx
- MilKEEP ARMS Template .xlsx

Please do not include any of the following in your upload. The system **will not** process:

- Summary pages without individual sortie data
- UPT Summary Training Reports
- G/TIMS records
- Dot Matrix pages

We highly recommend reviewing your records from the most recent system of record first, and working backwards. Starting from the newest to the oldest system may help prevent having to scan pages from your paper records which may already exist in one of the newer electronic systems.

Remove known duplicates from your records before uploading multiple files—**the system will process everything that is uploaded.**

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Preparing your electronic records:

1. MilKEEP is designed to process electronic records exactly as they are exported from official systems. No formatting should be done to any electronic record prior to uploading.

2. **NOTICE: AAMS is offline as of 30 Sept 2023**. If you do not have a saved backup file from AAMS, you may be able to obtain a copy from the AMC/A3TFS office. Of note, all flight data from AAMS was migrated to Envision prior to being taken offline.

3. If you have an Envision file to upload: make sure that there is a column listing the "Duty Position" for each line entry (i.e. "FP", "MP", "IP", etc.). Many users have found that entries migrated from AAMS to Envision are missing the Duty Position.

4. If you have UPT entries from G/TIMS or Dot Matrix pages, you can add the entries to the bottom of your AAMS or Envision Excel file at no extra cost as long as they are in the AAMS or Envision format. Since G/TIMS does not list Air Force component time (PRI, SEC, OTH), you will have to make an educated guess on the type of time logged on each sortie.

Preparing your paper records:

1. If you choose to, redact all instances of your full or partial SSN. It is recommended that you redact your information by hand. Redacting information using the **Adobe Redaction Tool will automatically lower the resolution of your scanned file and may require you to rescan your records**.

2. It is very important that you **use a traditional scanner** to create your PDF documents and save all of your records as one Adobe .pdf file at **600 dpi** and in **color**. Although most pages are printed in black & white, a document scanned in **color** allows us to alter the scanned images for the best possible results.

3. Please combine all of your scanned IFRR pages into one PDF document prior to your upload. If you have scans of AF3520s, please combine them into one file and upload them separately.

Uploading your Record(s):

1. If you have not purchased the Military Flight Record Upload service, you will be directed to our **Purchase a Service** page for payment processing in order to access the upload page.

2. From the menu at the top of the screen, select "Add", then "Military Flight Record Upload".

3. Select the appropriate type of document you wish to upload. Repeat as needed until all of your files have been uploaded.

4. Review and acknowledge the statements below including the Privacy statement.

5. Click "Submit".

6. You will receive an email from MilKEEP once your logbook is complete!

Please note: As part of the Flight Record Upload service, you have 2 days from the time you upload the first file to upload any additional files. After 2 days, you will need to purchase the Additional Military Records service to upload additional files.

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