

Preparing Your Civilian Records

MilKEEP recognizes (only) civilian records uploaded via the MilKEEP Civilian Template file located on the [Pre-Upload Checklist](#) page. The system does not process scans of handwritten logbooks.

Preparing your records:

1. Complete the MilKEEP Civilian Template. The template has an example entry for review. Please delete or overwrite the example entry prior to submission. Altering the template will result in an error, **DO NOT ALTER THE TEMPLATE** (change/add column headers, etc.).
2. On the [Settings](#) page, add aircraft and simulator ID codes to the personal “Civilian Aircraft” library so the system recognizes these entries.
 - Simulators need unique ID codes (i.e. “B737 SIM”) and categorized as “Simulator”.
 - For MilKEEP generated PDF logbooks to be viewed properly, please limit ID codes to 8 characters or less.
 - The Aircraft ID codes in the Civilian Aircraft library must match the Aircraft codes used on the template for correct categorization.
3. In order to adhere to airline application reporting requirements, Total time should be the sum of (Evaluator + Instructor + PIC + SIC + Dual + Civ Other). **DO NOT** “dual-log” time (i.e. do not log 1.0 hour of PIC and 1.0 hour of Dual for a sortie with a 1.0 hour Total time).
4. The column named “Delta” will highlight in red if component times do not add up to the Total time. Please fix any errors prior to uploading the template.
5. The standard input for the “Sortie(s)” column count is “1”, but can be higher if multiple airfields were visited for that entry.
6. Cells can be left blank if no time was logged for that particular position or flight condition.
7. Fields for Route of Flight can be added using 4-letter “ICAO-ICAO” or 3-letter “IATA-IATA” format. For multiple fields, separate all airfield identifiers with a dash “-”.

Uploading your Record(s):

1. If you have not purchased the Civilian Logbook Import service, you will be directed to the **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 “Civilian Logbook File”
3. Select the completed template to upload.
4. Review and acknowledge the confirmation statements.
5. Click “Submit”.
6. You will receive an email from MilKEEP once your logbook is complete!

WARNING: Make sure you combine all entries into one file. Uploading any files after clicking the “Submit” button will require purchase of additional services.