Preparing Your Army Records

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

- CAFRS – .xlsx
- DA Form 759 – PDF

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

- DA Form 759-1

Preparing your electronic records:

1. Export your flight data from the CAFRS database in a .xlsx format. Please view our video for detailed photos and instructions to download your flight data.
2. If you have missing records or cannot access the file on your CD, you can contact the CAFRS Help Desk to obtain your records in an Excel format.
3. If all of your flight hours exist in CAFRS, **do not upload a DA Form 759.**

Preparing your paper DA From 759:

1. If you have flight hours that pre-date CAFRS, upload a DA Form 759 with only flight hours that pre-date the earliest entry in your CAFRS file. Line out any entries that overlap CAFRS flight hours.
2. **Do not upload multiple DA Form 759s**. Only one is needed

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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!

WARNING: Make sure you submit all files at the same time. Uploading any files after clicking the “Submit” button will require purchase of additional services.

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Creating a Baseline Entry:

When processing, if an aircraft exists in both the CAFRS file and a 759 with overlapping date ranges, we do not process the full entry from the 759 to avoid duplication of flight hours. If there is a discrepancy between your 759 and MilKEEP hours, you can create a "baseline" entry to zero out the difference for the flight hours in your 759 that did not exist in CAFRS.

To create a baseline entry:

7. At the top of your navigation bar, click "+Add", then "Add Military Sortie"
8. Enter the aircraft ID in the "ACFT" field
9. Enter the "Last Flight" date as the date for your entry.
10. Enter "Various" for Tail #
11. Determine the difference in hours between your MilKEEP totals and 759 for each Duty Symbol
12. Add your appropriate Duty Symbol where you logged flight time (i.e. PC for the UH-60M).
13. Enter time flown in the "Total Time Flown" entry field
14. If desired or you have the time for flight conditions listed on a 759-1, enter those component times in the appropriate fields
15. Estimate the total number of sorties flown for that Duty Symbol and enter in the "SRT" input field
16. Enter "Various" for "Route"
17. Enter a remark in the remarks section that states "This baseline entry accounts for flights from DD Mmm YYYY to DD Mmm YYYY"

Once completed, your MilKEEP and 759 totals should match exactly.