

Instructions for completing DA Form 4507-1

<i>Item</i>	<i>Instructions</i>
Biographical data	
Trainee's/ Examinee's Name	Enter the ACM's name (last, first, middle initial), and rank (if applicable).
Page No.	Enter the number of the current page.
No. Pages	Enter the total number of pages DA Form 4507-1(s) used.
Select	If the form is tailored to the training or evaluation being conducted, use as desired. If the form lists all base/tactical/mission/additional tasks, place an "X" in the selection column by each task that is mandatory for the training program or evaluation underway based on the guidance in the MTL, this training circular, the commander's task list, the unit SOP, and other documents.
Maneuver/Procedure	Enter the task number followed by the task title as found in the MTL and required by the unit's ATP. Units may list all tasks required by the commander's task list or develop separate forms for each training program.
Date	Enter the day, month, and year of the flight. It is acceptable to have multiple entries for the same date to specify tasks trained/evaluated in different flight modes. In the blocks under the date, the evaluator/trainer or unit trainer grades each task performed. An unsatisfactory grade "U" requires a brief description of the deficiency in the comments section of DA Form 4507-2. Place a diagonal (/) in the grade blocks for all maneuvers or procedures not performed. When three or more consecutive tasks are not graded, place a diagonal line in the first and last task and connect the two with a straight vertical line.