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STANDARDIZATION/EVALUATION
PROGRAM**

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This instruction implements AFD 10-9, *Lead Operating Command Weapon System Management*; AFD 11-2, *Aircraft Rules and Procedures*; and AFD 11-4, *Aviation Service*. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and provides guidance on how to structure and monitor a Stan/Eval program. It is applicable to all units assigned to or gained by major commands (MAJCOMs) and applies to commanders, operations supervisors and aircrew personnel assigned or attached to all flying activities of these commands. This publication applies to Air Force Reserve Command, the Air National Guard, and to USAF aircrew personnel assigned to active flying positions in the Civil Air Patrol. MAJCOMs, field operating agencies (FOAs) and Headquarters United States Air Force (HQ USAF) direct reporting units (DRUs) will supplement this instruction. MAJCOMs, FOAs and HQ USAF DRUs will coordinate their supplement to this instruction with HQ USAF/A3O-AT before publication and forward one copy to HQ USAF/A3O-AT after publication. Units will coordinate their supplement with the next higher Numbered Air Force

(NAF)/MAJCOM, as applicable, prior to publication. Air Force Reserve Command (AFRC)/Air National Guard (ANG) units will provide a copy of their supplement to their gaining MAJCOM and the active duty NAF with Stan/Eval oversight responsibility. Units will forward one copy of their supplement to said higher headquarters after publication. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through Stan/Eval channels, to HQ USAF/A3O-AT, 1480 Air Force Pentagon, Washington DC 20330-1480.

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(307BW) AFI 11-202V2, *Aircrew Standardization/Evaluation Program*, 13 September 2010 is supplemented as follows: The purpose of this supplement is to describe the 307th Bomb Wing (BW) procedures for use in conjunction with basic Air Force Instruction (AFI). It applies to all flying personnel assigned or attached to the 307 BW and associate units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

SUMMARY OF CHANGES

This revision updates the aircrew definition, modifies program objectives and clarifies waiver authorities (**Chapter 1**); updates Air Force, MAJCOM, and Numbered Air Force (NAF) responsibilities and functions (**Chapter 2**); updates unit Stan/Eval functional and organizational guidance (**Chapter 3**); updates Flight Examiner guidance (**Chapter 4**); updates aircrew qualification evaluation guidance (**Chapter 5**), to include new guidance on initial cadre members; updates guidance for the aircrew examination program (**Chapter 6**); updates documentation guidance (**Chapter 7**), to include initial cadre documentation, and deletes AF Form 1381 (moved to AFI 11-202 Vol 1); updates guidance on specialized aircrew requirements and provides new guidance on documentation required for these members (**Chapter 8**); updates guidance on FCIFs and special interest items (**Chapter 9**), and adds guidance on supplementary evaluations to this chapter; deletes the former Attachment 9; updates examples and makes

administrative changes throughout the AFI, and realigns chapter content from the previous publication.

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Chapter 1

PURPOSE

1.1. General.

1.1.1. The purpose of the aircrew Stan/Eval program is to provide commanders a tool to validate mission readiness and the effectiveness of unit flying, including documentation of individual aircrew member qualifications and capabilities.

1.1.2. Aircrew includes the total complement of rated (pilots, navigators, combat systems operators (CSOs), air battle managers, and flight surgeons), career enlisted aviators (1AXXX Air Force Specialty Codes), and nonrated aircrew personnel (K-, Q-, or X-prefixed Air Force Specialty Code) responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to accomplishment of the aircraft's mission. See also AFPD 11-4, *Aviation Service*.

1.1.2.1. Includes members in initial formal training for immediate assignment to an authorized operational flying position.

1.1.2.2. This program is not required for cadets participating in US Air Force Academy (USAFA) airmanship programs.

1.2. Objectives.

1.2.1. Provide a system to assess and document individual aircrew proficiency and capability to accomplish assigned flying duties.

1.2.2. Develop and ensure standardization of operational procedures for weapon system employment.

1.2.3. Ensure compliance with appropriate operational, training, and administrative directives.

1.2.4. Evaluate and revise operational directives, procedures, and techniques as required.

1.2.5. Recognize trends and recommend/initiate changes to training programs and directives.

1.3. Waiver Authority.

1.3.1. Unless otherwise specified, HQ USAF/A3O-A is the waiver authority for this instruction. **EXCEPTION:** MAJCOM/A3 is the waiver authority for individual aircrew requirements, but may not approve blanket or group (two or more aircrew) waivers.

1.3.2. Request waivers through applicable Stan/Eval channels to MAJCOM/A3,(or equivalent). As applicable, MAJCOM/A3s will forward requests to HQ USAF/A3O-A, with an info copy to HQ USAF/A3O-AT.

1.3.3. Waiver authority for supplemental guidance will be as specified in the supplement and approved through higher level coordination authority.

Chapter 2

HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

2.1. Scope. For the purposes of this instruction Higher Headquarters (HHQ) includes Air Staff, MAJCOM and NAF Stan/Eval functions.

2.2. Air Staff.

2.2.1. HQ USAF/A3O-A:

2.2.1.1. Sets policy and guides the conduct and execution of the aircrew Stan/Eval program.

2.2.1.2. Assigns HQ USAF/A3O-AT as the Office of Primary Responsibility (OPR) for this instruction.

2.2.2. HQ USAF/A3O-AT:

2.2.2.1. Reviews and maintains this instruction.

2.2.2.2. Reviews MAJCOM supplements to this AFI to ensure MAJCOMs comply with basic policy guidance in this instruction.

2.2.2.3. Maintains liaison with Air Staff organizations, MAJCOMs, and aircrew career field managers to ensure compliance by all aircrew personnel.

2.2.2.4. Coordinates with Air Staff organizations and MAJCOM Stan/Eval functions to ensure guidance in separate AFIs conforms to and complies with basic Air Force policy guidance contained in this instruction.

2.2.3. HQ USAF/A3O-AS:

2.2.3.1. Coordinates with HQ USAF/A3O-AT regarding pararescue (PJ) and combat rescue officer (CRO) aircrew policy guidance.

2.2.3.2. Ensures PJ and CRO guidance in separate AFIs conforms to and complies with basic Air Force policy guidance contained in this publication.

2.2.3.3. Is OPR for Guardian Angel (GA) requisites at the Air Force Level.

2.2.4. **HQ AFFSA/A3OT:** Maintains an online Instrument Examination test bank IAW AFMAN 11-210, *Instrument Refresher Program (IRP)*.

2.2.5. AFMOA/SG3P:

2.2.5.1. Coordinates with HQ USAF/A3O-AT to ensure Flight Surgeon evaluations comply with basic policy guidance in this instruction (see [Chapter 8](#)).

2.2.5.2. Is OPR for the Flight Surgeon requisites at the Air Force level.

2.2.6. **COMBAT CAMERA CFM:** Coordinates with HQ USAF/A3O-AT and MAJCOM Stan/Eval functions to ensure Combat Camera evaluations comply with basic policy guidance in this instruction (see [Chapter 8](#)).

2.3. MAJCOMs.

2.3.1. General.

2.3.1.1. MAJCOM Stan/Eval staffs are primarily responsible for setting policy and establishing administrative processes. Lower echelons of command are primarily responsible for the flying and evaluation functions.

2.3.1.2. MAJCOM Stan/Eval staffs may fly to maintain current and qualified expertise.

2.3.1.3. HQ USAF DRUs and the ANG Bureau (ANGB) are considered MAJCOMs for purposes of this instruction.

2.3.2. Functions.

2.3.2.1. In coordination with the appropriate lead MAJCOM, develop and manage applicable AFI11-2MDS, Vol 2, *MDS XX - Aircrew Evaluation Criteria*.

2.3.2.1.1. Some Volumes 2 may be aircrew specific [such as the Aeromedical Evacuation (AE) series] and some may be functionally specific [such as the Flight Test (FT) series].

2.3.2.1.2. MAJCOM functionals will determine policy precedence for AE/FT/PJ/CRO/GA and MDS-Specific policy guidance, in coordination with the other AFI OPRs. Policy guidance in other series AFIs will not be less restrictive than guidance contained in this AFI and applicable MAJCOM supplements.

2.3.2.2. Convene conferences and working groups, as necessary, to review and improve command Stan/Eval policies and procedures.

2.3.2.3. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the MAJCOM level to units (see [Chapter 9](#)).

2.3.2.4. Establish guidance for MAJCOM-mandated Stan/Eval software.

2.3.2.5. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels [OGV, NAF (if applicable), MAJCOM] and IAW AFI 11-215, *USAF Flight Manuals Program (FMP)*. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility.

2.3.2.6. Assist lead MAJCOMs with the review, updating and distribution of MDS-Specific Master Question Files (MQFs) (see [Chapter 6](#)).

2.3.2.7. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with the lead MAJCOM and other user MAJCOMs operating like Mission Design Series (MDS) aircraft.

2.3.2.8. If requested, assist Safety offices and agencies in evaluation of aircraft mishaps.

2.3.2.9. In the absence of a NAF Stan/Eval function, assume responsibilities listed in paragraph [2.4](#).

2.3.2.10. Observe and/or augment subordinate NAF Stan/Eval visits when feasible.

2.3.2.11. Observe execution of unit missions and provide feedback when feasible.

2.3.3. Organization.

2.3.3.1. MAJCOM Commanders will designate the MAJCOM/A3 (or equivalent) responsible for the overall management of the MAJCOM Stan/Eval program.

2.3.3.2. MAJCOM Stan/Eval staff will consist of a chief and one aircrew member per crew position per MDS, or as directed by MAJCOM/A3s.

2.3.4. **Supplements.** MAJCOMs will supplement this instruction IAW AFI 33-360, *Publications and Forms Management*.

2.3.4.1. MAJCOMs will provide staff coordination to AF/A3O-AT for supplements to this AFI.

2.3.4.2. AFRC and ANG will provide supplemental information to be included as part of the respective active duty MAJCOM supplement to this instruction

2.3.5. **Augmentation.** Each MAJCOM may use augmentees from other MAJCOMs to support or conduct cross-command Stan/Eval program reviews, inspections, and evaluations with concurrence of all the MAJCOM Stan/Eval organizations involved. Augmentees will use the criteria of the MAJCOM they are augmenting.

2.4. NAFs.

2.4.1. **General.** NAF Stan/Eval (MAJCOM Stan/Eval when no NAF Stan/Eval exists) will maintain a tactical focus and perform the operational role in evaluating unit Stan/Eval functions within its chain of command.

2.4.2. Functions.

2.4.2.1. Maintain oversight of Stan/Eval functions in lower echelon units, in gained units, and in AFRC/ANG units for which oversight responsibility is assigned.

2.4.2.2. Conduct Stan/Eval visits IAW MAJCOM supplements/directives.

2.4.2.3. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility.

2.4.2.4. Provide staff coordination and control of all FCIF items issued from the NAF level to units (see [Chapter 9](#)).

2.4.2.5. Provide qualified flight examiners to augment other MAJCOM and NAF agencies when requested (see paragraph [2.3.5](#)).

2.4.2.6. Administer periodic flight evaluations, when practical, to Chiefs of Stan/Eval or senior Stan/Eval crews in lower echelon units, in gained units, and in AFRC/ANG units for which oversight responsibility is assigned.

2.4.2.7. Observe execution of unit missions and provide feedback when feasible.

2.4.2.8. Review and coordinate on subordinate unit supplements to this instruction.

2.4.2.9. Review subordinate unit Stan/Eval Board (SEB) minutes and, at a minimum, address any action items requiring HHQ assistance.

2.4.3. **Organization.** Typical NAF Stan/Eval staff includes a chief and one flight examiner per crew position per MDS. Manning may be adjusted by the NAF Commander.

2.4.4. **Augmentation.** Each NAF may use qualified augmentees to support or conduct reviews, evaluations, and inspections with concurrence of all the NAF Stan/Eval organizations involved.

2.5. Stan/Eval Visits (SEVs). HHQ Stan/Eval staffs may visit units during the administration of formal inspections (e.g. Unit Compliance Inspections), Staff Assistance Visits (SAVs), or in an informal capacity, as specified in MAJCOM supplements.

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

3.1. Scope. For purposes of this instruction, "unit" includes levels of organization under HHQs required to establish a Stan/Eval function. Most units are composed of an Operations Group (OG) and flying squadrons/detachments (henceforth in this AFI, "squadron" will be used synonymously with "detachment"). Where there is no parent OG, squadrons will assume duties listed for OGs.

3.2. Operations Group. The conduct of the unit level Stan/Eval program is directed by the OG/CC.

3.2.1. OG/CC Responsibilities.

3.2.1.1. Provide manpower to the unit Stan/Eval function to execute the duties directed by this AFI.

3.2.1.1. **(307BW)** The 307 Bomb Wing (BW) Stan/Eval function is centralized under the Operations Group Commander (OG/CC) and managed by the Chief of Stan/Eval.

3.2.1.2. Designate OG Stan/Eval (OGV) flight examiners (see paragraph [4.2.3](#)).

3.2.1.3. Provide the means to procure the necessary materials for mission planning, pre-flight briefings, and flying supervision.

3.2.1.3. **(307BW)** Briefing Rooms. In addition to the requirements of other directives, 93 BS flight briefing rooms will be equipped as specified below:

3.2.1.3.1. **(Added-307BW)** Wall-mounted Jet Navigation Chart Alpha 5 (JNCA5) chart depicting commonly used high bomb run (initial points (IPs) and targets), electronic attack (EA) geographic restricted areas, Electronic Scoring Sites (ESS) and bombing/EA ranges.

3.2.1.3.2. **(Added-307BW)** Squadron Standards.

3.2.1.3.3. **(Added-307BW)** Mission Briefing Guides.

3.2.1.3.4. **(Added-307BW)** 10th Air Force (AF) Quarterly Special Interest Item (SII).

3.2.1.3.5. **(Added-307BW)** Aircraft configuration chart.

3.2.1.3.6. **(Added-307BW)** The outer planning area will be equipped with the FCIF, flight information planning (FLIP) AP/1B and general planning (GP) documents, and a computer and printer capable of generating B-52 takeoff data.

3.2.1.4. Provide a suitable Stan/Eval testing area.

3.2.1.5. Direct supplementary evaluations (see [Chapter 9](#)).

3.2.1.6. Chair the SEB.

3.2.1.7. Establish procedures to implement MAJCOM-mandated Stan/Eval software.

3.2.2. OGV Functions.

3.2.2.1. At the OGV level, emphasis is on overall unit standardization. Under direction of the Chief of OGV, flight examiners will ensure standardization among squadron Stan/Eval functions and squadron-assigned flight examiners.

3.2.2.2. Establish procedures for review and quality control of AF Forms 8, *Certificate of Aircrew Qualification*, and (if applicable) AF Forms 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*.

3.2.2.3. Establish procedures to maintain and review unit Flight Evaluation Folders (FEFs). If not maintained by the squadron Stan/Eval function, maintain unit FEFs.

3.2.2.4. Establish procedures for requisite Aircrew Exams (see [Chapter 6](#)).

3.2.2.5. Establish and maintain a trend program.

3.2.2.5. (307BW) Trend Program. OGV will maintain and monitor trend data for all testing, flight and EPE/ATD evaluations, and will determine the percentage criteria for trend analysis. The 11 Tier Program is incorporated into EPE/ ATD and flight evaluations to gain greater fidelity identifying trends.

3.2.2.5.1. Scope will include trend analysis of all evaluations.

3.2.2.5.1.1. (Added-307BW) Analysis. Data will be reviewed at the end of each half of the calendar year. The samples used for trend analysis will include at least ten data points. If there is insufficient data from the previous half, include one year and two years data in the analysis. Those questions or areas that do not warrant designation as a trend may be considered a potential trend at the discretion of OGV.

3.2.2.5.1.2. (Added-307BW) Testing. A question meeting the percentage criteria for a trend will be reviewed to determine if it highlights a significant knowledge deficiency. Consider the possibility that the question or distracter answers may be poorly worded or may not provide sufficient information to select a single correct answer.

3.2.2.5.1.3. (Added-307BW) Grading Areas. All downgrades (Q- and U) will be included in trend analysis. Review the specific downgrade descriptions for all grading areas that meet the percentage criteria for a trend. If the discrepancies correlate to a single significant knowledge deficiency, the area will be designated a trend. If discrepancies in a grading area do not correlate to a single knowledge deficiency, the area is not necessarily a trend.

3.2.2.5.1.4. (Added-307BW) Designation. Designation of a trend will be based on an analysis of a meaningful quantity of data. A single occurrence will not be considered sufficient grounds for designating a trend. Although a grading area or test question may meet the percentage standard for a trend, this alone is not sufficient evidence to warrant a trend designation. Any graded area that averages less than 7 over the 6 month and/or two year look back on the 11 tier grading system and is not based on a single point of data is considered a trend. Any graded area that averages 7 or more but less than 8 over the 6 month and/or two year look back on the 11 tier grading system is considered a potential trend.

3.2.2.5.1.5. (Added-307BW) Notification. OGV will notify the OG/CC and

appropriate flying squadron commanders (SQ/CCs) and Director of Operations (DO) of trends and potential trends based on data from all testing, flight and EPE/ATD evaluations. OGV will brief actual trends to the SEB and publicized them to appropriate flying personnel via memorandum. Both actual and potential trends will be briefed to the relevant SELO and Standardization Evaluation Flight Examiners (SEFE). SEFE meetings will address causes and corrective actions for trend areas.

3.2.2.5.1.6. **(Added-307BW)** Resolution. Once a trend has been designated, OGV will assign an OPR to review the trend and recommend appropriate corrective action to the OG/CC for approval and implementation. The OPR will oversee the corrective action to completion. Open trends and corrective actions will be reviewed at SEBs until the trend is closed.

3.2.2.5.2. For units with more than one type of MDS and/or crew positions, combine discrepancies common to all MDSs/crew positions to determine trends (e.g., instrument procedures).

3.2.2.5.3. For Formal Training Units (FTUs) and Combat Crew Training Squadrons (CCTSs), maintain separate trend data for students and instructors.

3.2.2.5.4. When trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR).

3.2.2.5.5. Report trends and status to the OG/CC during the SEB until closed (see [Attachment 2](#)). Maintain an archive of trend data for at least one year from the date the trend was identified.

3.2.2.6. Conduct supplementary evaluations as directed by the OG/CC.

3.2.2.7. Conduct SEBs and document IAW [Attachment 2](#) and MAJCOM supplement.

3.2.2.7.1. **(Added-307BW)** Stan/Eval Board. A SEB will convene as soon as possible after the end of each calendar half. The OG/CC determines SEB membership in accordance with the basic instruction and its supplements.

3.2.2.7.1.1. **(Added-307BW)** Stan/Eval Board Agenda. An agenda letter will be sent to board members specifying the time and place of the SEB. The SEB agenda will include the evaluation summaries and trend information generated by the Patriot Excalibur (PEX) program and, in addition to other required items, reviews of the following: SEFE manning/upgrade status, AF Form 847 program, supplementary evaluation results and pending evaluations, SIIs, other business as required and chairman's comments.

3.2.2.7.1.2. **(Added-307BW)** Stan/Eval Board Minutes. Board minutes will be maintained back to the last formal Stan/Eval visit.

3.2.2.8. Establish and maintain the unit FCIF program.

3.2.2.9. Establish procedures to manage the flight publications program IAW AFI 11-215 and TO 00-5-1.

3.2.2.9. **(307BW)** Aircrew Flight Manuals Program. Review of flying publications, technical orders and checklists is the responsibility of OGV and will be accomplished in coordination with the Wing Technical Order Distribution Officer (TODO).

3.2.2.9.1. **(Added-307BW)** Control and Distribution. When the Wing TODO receives new or revised flight publications, he/she forwards specified quantities to OGV and the squadron SELO for review and approval. After OGV and the squadron SELO have reviewed the publication and agree on its acceptability, the publication will be released to flying personnel. Acknowledgment or receipt of publications by individuals is completed via the FCIF system, with the precedence of the material determined by OGV. OGV will approve locally developed in-flight guides prior to their release for distribution. The SELO will ensure revisions are posted to publications in flight bags and/or briefing rooms as appropriate. Individuals using these publications are ultimately responsible for verifying their completeness and accuracy before flight.

3.2.2.9.2. **(Added-307BW)** Flight Manual Annual Review. OGV will review applicable B-52 flight manuals and checklists each calendar year and document in the SEB minutes. The reviews will include pending AF Forms 847 related to Flight Manual Publications (FMP). Recommendations will be submitted to HQ 10 AF/Director of Standardization/Evaluation (DOV) no later than the end of the calendar year.

3.2.2.10. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility.

3.2.2.10. **(307BW)** AF Form 847 Program. OGV is responsible for the AF Form 847 program. The SELO will ensure flight planning and briefing rooms are stocked with AF Forms 847 or the locally developed "Lazy Man 847". OGV will log, review, process, forward, and monitor the status of all forms submitted. Once approved by the OG/CC, the AF Form 847 will be forwarded to HQ 10 AF/DOV. When an AF Form 847 returns to the unit, OGV will notify the originator of the action taken and, if approved, will maintain it on the log until the change is incorporated into the publication. The SEB will be briefed on the status of outstanding AF Forms 847.

3.2.2.11. Ensure annual Military Training Route (MTR) and Air Refueling (AR) Track reviews (for the MTRs and ARs for which the unit is OPR) are accomplished and documented IAW AFI 13-201, *Airspace Management*. Document status of reviews in the SEB minutes (see [Attachment 2](#)).

3.2.2.12. Manage the Operations Supervision program as applicable IAW AFI 11-418, *Operations Supervision*.

3.2.3. **OGV Organization.** OGV staff will consist of a Chief of Stan/Eval and should include at least one flight examiner per crew position per MDS. Manning and organization may be adjusted IAW MAJCOM supplement or with OG/CC approval. If the OG/CC approves adjustments, notify the NAF and MAJCOM Stan/Eval functions, and document in the SEB minutes.

3.2.3. **(307BW)** Operations Group Stan/Eval Organization. The Chief of Stan/Eval will be a current and qualified flight examiner. The OGV flying staff will include a B-52 pilot (ART), a B-52 pilot (AD), navigator (ART/AGR), navigator (active duty (AD)), electronic warfare officer (ART/AGR), and electronic warfare officer (AD). Squadron instructors will be qualified as flight examiners at the discretion of the SQ/CC.

3.2.3.1. The chief of Stan/Eval will be a certified flight examiner in a unit weapon system. For units undergoing conversion, the Chief of Stan/Eval may be qualified in the weapon system to which the unit is converting, even if none are yet assigned.

3.2.3.2. The chief of Stan/Eval will report directly to, and be rated by, the OG/CC. For units not collocated with the parent wing/group, the Chief of Stan/Eval will report directly to and be rated by the unit commander, or as specified by MAJCOM supplement.

3.2.3.2. **(307BW)** Chief of Stan/Eval Responsibilities. In addition to responsibilities set forth in the basic instruction and MAJCOM supplement, the Chief of Stan/Eval/OGV flying staff will:

3.2.3.2.1. **(Added-307BW)** Train squadron SELOs.

3.2.3.2.2. **(Added-307BW)** Train upgrading SEFE.

3.2.3.2.3. **(Added-307BW)** Conduct SEFE meetings as required.

3.2.3.2.4. **(Added-307BW)** Maintain the evaluation notification system.

3.2.3.2.5. **(Added-307BW)** Maintain FEFs. Student FEFs will be maintained by the assigned/gaining unit.

3.2.3.2.6. **(Added-307BW)** Administer requisite testing.

3.2.3.2.7. **(Added-307BW)** Administer the AF Form 847 program.

3.2.3.2.8. **(Added-307BW)** Maintain the Letter of Certification (Letter of Xs) for all flying personnel.

3.2.3.2.9. **(Added-307BW)** Provide a SEFE Guide, which provides instructions for administering flight and EPE/ATD evaluations.

3.2.3.2.10. **(Added-307BW)** Design and maintain flight/EPE/ATD evaluation profiles based on squadron training profiles.

3.2.3.2.11. **(Added-307BW)** Provide and maintain B-52 In-Flight Guides (IFGs).

3.2.3.3. The OG/CC may designate additional OGV flight examiners who are not assigned to OGV when necessary to meet unique unit requirements. Document in the SEB minutes (see [Attachment 2](#)).

3.2.3.3. **(307BW)** SEFE Upgrade Program. The Chief of Stan/Eval/OGV flying staff administers the flight examiner upgrade program (SEFE). Experienced, highly qualified instructors nominated by their squadron commander and selected by the OG/CC for upgrade to examiner status will complete the SEFE Upgrade Worksheet (See Attachment 12). The SQ/CC will certify and the OG/CC will approve the upgrade by signing the Letter of Certification reflecting the individual's status as a SEFE.

3.2.3.3.1. **(Added-307BW)** Requalification. Individuals re-qualifying as SEFEs are not required to complete the entire SEFE upgrade program. The Chief of Stan/Eval/OGV flying staff will determine what items of the SEFE Upgrade Worksheet each re-qualification candidate must complete. As a minimum, these individuals will complete interviews with the Chief of Stan/Eval and the BW/CC before certification.

3.2.3.4. The OG/CC may designate Stan/Eval Liaison Officers (SELOs) to assist OGV in administrative duties.

3.2.3.4. **(307BW)** The OGV function includes representatives from the B-52 crew force. 93 BS commanders and associate unit commanders will each appoint a SELO to administer the Stan/Eval program at the squadron level. Additional manning of the squadron SELO function is at each squadron commander's discretion.

3.2.3.5. At the discretion of the OG/CC, OGV and squadron Stan/Eval functions may be combined.

3.2.3.5. **(307BW)** The 307 BW and 93 BS stan/eval programs are combined and administered by the 307 OGV at the direction of the 307 BW, OG/CC.

3.3. Squadron. (Any or all of the following responsibilities may be assumed at a higher level in situations where a squadron Stan/Eval function does not exist, as specified in MAJCOM and/or unit supplements to this instruction.)

3.3.1. Squadron Commander Responsibilities:

3.3.1.1. Designate squadron flight examiners (see paragraph [4.2.3](#)).

3.3.1.2. Attend as many evaluation debriefings as practical.

3.3.1.3. May designate SELOs to assist in administrative Stan/Eval duties.

3.3.1.4. Ensure that individuals whose periodic evaluations expire either within three months after their departure for a Permanent Change of Station (PCS) to a flying assignment in the same weapon system, or during an upcoming Temporary Duty (TDY) (flying or non-flying), complete the required evaluation(s) before departing. Coordinate with the gaining OG/CC for any instances where this requirement cannot be met. **Note:** Applies to extended TDY that may preclude the member from completing a required evaluation within the prescribed eligibility period.

3.3.2. Squadron Stan/Eval Functions. The focus of the Stan/Eval program is at the squadron level. Its backbone is the program established by the squadron commander and administered by flight examiners embedded within the squadron.

3.3.2. (307BW) Squadron Programs. The SELO will administer the squadron Stan/Eval program and serve as the point of contact for the OGV staff on all squadron Stan/Eval issues.

3.3.2.1. Manage and conduct aircrew evaluations and supplemental evaluations IAW published guidance.

3.3.2.2. Implement Stan/Eval aircrew exam procedures IAW published guidance.

3.3.2.3. Implement OGV FEF maintenance and review guidance.

3.3.2.4. Assist OGV in managing the trend program (see paragraph 3.2.2.5.).

3.3.2.5. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility.

3.3.2.5. **(307BW)** Flight Publications/AF Form 847 Program. The SELO oversees these programs at the squadron level and is responsible for distribution and posting of flight publications and changes to flight and Supervisor of Flying (SOF) bags, and the FCIF. The SELO collects and forwards AF Forms 847/Lazy Man 847s to OGV. The AF Form 847 Program is also available on the 307th Wing Stan/Eval community of practice (COP).

3.3.2.6. Assist OGV in implementing the flight publications program IAW AFI 11-215 and TO 00-5-1 and ensure compliance with the OG FCIF program.

3.3.2.7. Ensure proper completion, routing, and filing of AF Forms 8/8a.

3.3.2.7. **(307BW)** Completion/Documentation of Flight Evaluation Requisites. SELOs will work with the squadron scheduling function to ensure flight evaluation requisites are accomplished in accordance with OG/CC goals and guidelines. SELOs will forward complete Air Force Global Strike Command (AFGSC) approved forms 8 and 8a (see attachment 13). Instrument Refresher Course (IRC) class completion is verified through ARMS.

3.3.2.7.1. **(Added-307BW)** AFGSC Form 8 Procedures. Squadron SELOs will obtain signatures on AFGSC Form 8 received from OGV, and return them to OGV for review and posting.

3.3.2.8. Advise squadron leadership of aircrew progression toward completion of requisites and flight evaluations.

3.3.2.9. Implement OG guidance on the usage of MAJCOM-mandated Stan/Eval software.

3.3.3. Squadron Stan/Eval Organization.

3.3.3.1. The squadron Stan/Eval function will consist of a Chief of Stan/Eval who is a certified flight examiner in a squadron weapon system.

3.3.3.1.1. Waiver authority is the OG/CC. Document waivers in SEB minutes (see [Attachment 2](#)).

3.3.3.1.2. For units undergoing conversion, the chief of Stan/Eval may be qualified in the weapon system to which the unit is converting, even if none are yet assigned.

3.3.3.2. The chief of squadron Stan/Eval will report directly to and be rated by the squadron commander, or as specified by MAJCOM supplement.

3.3.3.3. Further manning will be as directed by the MAJCOM and/or unit supplement.

Chapter 4

FLIGHT EXAMINERS

4.1. General. The evaluation portion of the Aircrew Stan/Eval Program is administered by flight examiners at the HHQ and unit levels.

4.2. Selection.

4.2.1. Select flight examiners from the most highly qualified and experienced instructors (**EXCEPTION:** Senior flight examiners, see paragraph 4.4.).

4.2.2. The chief of the respective MAJCOM or NAF Stan/Eval function will select and designate in writing HHQ flight examiners. Copies of the designation memo will be sent to all units where HHQ flyers are attached to fly.

4.2.3. The OG/CC and SQ/CC will each select, and designate in writing, all OGV and Squadron flight examiners (respectively).

4.2.3.1. The OG/CC and SQ/CC may designate additional OGV or squadron flight examiners (respectively) who are not assigned to OGV or the squadron when necessary to meet unique unit requirements.

4.2.3.2. Annotate all flight examiners [to include attached and Senior flight examiners (see paragraph 4.4) in the squadron letter of certification and record in SEB minutes (see [Attachment 2](#)).

4.2.4. For AFRC and ANG units:

4.2.4.1. The USAF advisor may be designated as a flight examiner.

4.2.4.2. Air Technician (AT)/Air Reserve Technician (ART) /Active Guard and Reserve (AGR) serving in a military position that does not require maintaining mission ready/combat mission ready (MR/CMR) status may perform duties as flight examiners.

4.3. Flight Examiner Functions.

4.3.1. Conduct aircrew evaluations IAW [Chapter 5](#) and document IAW [Chapter 7](#).

4.3.1.1. (**Added-307BW**) SEFE/Examinee Responsibilities. Prior to an evaluation of any type, SEFEs and examinees should review AFI 11-202V2, *Aircrew Standardization/Evaluation Program*, its MAJCOM and local supplements, and the applicable grading volume to ensure understanding of the evaluation requirements and grading criteria. In addition, SEFEs should review the SEFE Guide for procedures and responsibilities. Resolve any questions with the SELO or OGV before the evaluation.

4.3.1.2. (**Added-307BW**) SEFE. SEFEs will brief their examinee(s) on the type of evaluation, examinee responsibilities, and SEFE responsibilities, expectations and requirements in accordance with the SEFE Guide. This briefing will include any necessary scenario information the examinee has not already received, and should make clear what the SEFE expects of the examinee and what the examinee may expect from the SEFE. Specific grading criteria may have to be briefed in the case of a no-notice evaluation. If possible, the SEFE's briefing should not infringe on allocated mission planning or briefing time. After the evaluation, the SEFE will complete the AFGSC Form

8a, submit it to the SELO, and log any restrictions in the restricted aircrew section of the SOF procedures book. Debrief the examinee and appropriate supervisors as required by the basic instruction and applicable supplements.

4.3.2. Maintain qualification as instructors (N/A for senior flight examiners, see paragraph 4.4.2).

4.3.3. Administer evaluations only within their weapon system/aircrew specialty and only evaluate those mission/skill sets in which they maintain qualification and/or certification. **EXCEPTION:** SPOT evaluations and where specifically authorized in AFI11-2MDS, Vol 2.

4.3.3.1. Waiver authority for flight examiners to evaluate mission/skill sets in which they are not certified is the OG/CC. For senior flight examiners (see paragraph 4.4), waiver authority is the next commander in their flying chain of command

4.3.4. Will not administer evaluations outside of their MAJCOM unless specifically requested by the MAJCOM Stan/Eval organization of the examinee and approved by the MAJCOM Stan/Eval organization of the examiner. MAJCOMs may establish procedures in their supplement for flight examiners to administer evaluations outside of NAFs/units within their own MAJCOM (see also paragraph 2.3.5).

4.3.5. Conduct a thorough pre-mission briefing and post-mission debriefing for the examinee and applicable aircrew members on all aspects of the evaluation.

4.3.6. Immediately correct breaches of flying safety or flight discipline during an evaluation (applies to both the examinee as well as any accompanying aircrew).

4.3.7. As soon as possible, notify the examinee's squadron commander (or available supervision if the squadron commander cannot be reached) whenever Qualification Level 2 or 3 (Q2 or Q3) performance is observed (see paragraph 5.3.3).

4.3.8. **(Added-307BW)** Flight examiners will establish and maintain an account on the 307 OGV Stan/Eval COP. The COP maintains current AFGSC Form 8a's for each crew specialty, master question file (MQFs) with local questions included, SEFE in-flight guides and the requisite zone letter.

4.4. Senior Flight Examiner Program.

4.4.1. Flying NAF/CCs and OG/CCs may maintain flight examiner status in their primary assigned aircraft.

4.4.1.1. NAF/CVs and OG/CDs may perform this function if the principal incumbent is not qualified or available.

4.4.1.2. OG/CDs that fly different MDSs from the OG/CC in multi-MDS wings, or occupy a different crew position in the same MDS, may be designated as senior flight examiners at the OG/CC's discretion.

4.4.1.3. Document designations IAW paragraph 4.2.3.2.

4.4.2. Individuals eligible for Senior flight examiner status do not require, nor do they have to maintain, instructor qualification, but they must have completed flight examiner certification IAW unit standards.

4.4.2. **(307BW)** Senior Examiner Upgrade. Numbered Air Force Commanders (NAF/CCs) and OG/CCs who choose to upgrade to SEFE do so in accordance with the SEFE Upgrade Checklist with the exception that NAF/CCs do not require a wing commander interview. A NAF/CC or OG/CC who assumes that position as a current SEFE requires no further upgrade.

Chapter 5

AIRCREW QUALIFICATION EVALUATIONS

5.1. General. The Aircrew Stan/Eval Program utilizes aircrew qualification evaluations to ensure qualification of aircrew members and supplementary evaluations to ensure standardization of operations.

5.1. (307BW)Examinee. The examinee is responsible for understanding the grading criteria in advance of any requisite or flight evaluation taken. In addition, the examinee is responsible for resolving any questions about evaluation by asking the SEFE.

5.1.1. To promote efficient use of flying resources, accomplish aircrew qualification evaluations concurrently, whenever practical.

5.1.2. Evaluations in multiple crew positions will be addressed in MAJCOM supplements. For specialized aircrew, see [Chapter 8](#). For guidance on supplementary evaluations, see [Chapter 9](#).

5.1.3. **(Added-307BW)** Aircrew Evaluation Notification. During the first month of the evaluation eligibility period, OGV will notify individuals of their entry into the evaluation eligibility period. This notification will specify all requisite and flight requirements and the month by which each item should be completed. The month of the eligibility period which requisites and the flight evaluation should be completed (or, in the case of the EPE/ATD and flight, at least attempted) will be per 307 OG letter “Flight Evaluations/Requisites Completion Dates” (see attachment 14). The goal of this policy is to prevent late evaluations.

5.1.3.1. **(Added-307BW)** Differences for Attached Flyers Not Assigned to Barksdale Air Force Base (BAFB). Attached flyers not assigned to BAFB will be notified of their entry into the evaluation eligibility period in accordance with paragraph 5.1.3. Those individuals will accomplish their evaluations locally in accordance with unit procedures. Individuals may complete all or portions of their evaluations with other units if coordinated with 307 OG/OGV. It is the individual’s responsibility to provide sufficient availability to complete the evaluation within the eligibility period.

5.1.4. **(Added-307BW)** Evaluation Requisites. Examinees are notified of evaluation requisites as described in the preceding paragraph. Traditional reservists should complete testing requisites during Unit Training Assembly (UTA) and other periods of availability. Other requisites are scheduled based on individual and ATD availability and in accordance with current OGV goals regarding requisite completion. PEX is used to track requisite completion and process the data for the AFGSC Form 8. See attachment 14.

5.1.5. **(Added-307BW)** Conduct of Evaluations. All requisite and flight evaluations will be conducted in accordance with the applicable instructions and aircraft grading volume. Specific responsibilities of both the SEFE and the examinee are listed in unit-developed, position-specific SEFE Guides. The mission development function (B-52) will ensure the examinee is provided with appropriate mission materials complete with tactical annotations.

5.1.6. **(Added-307BW)** Flight Evaluations. These evaluations will be conducted in accordance with the SEFE guide and applicable scenario. B-52 navigators and electronic warfare officers will normally accomplish a Mission/Qualification flight evaluation, on one

sortie. The directives contained in this paragraph do not necessarily apply to Supplementary Evaluations conducted in flight.

5.1.7. **(Added-307BW)** Flight Phase. The unit will normally schedule an individual to complete the flight phase of an evaluation no later than the fifth month of eligibility if the individual has not already completed the flight phase. Every effort should be made to complete the flight phase by the end of the fifth month of eligibility to preclude delinquent evaluations. The sixth month of eligibility is considered a backup for the completion of canceled or incomplete evaluations, or other unusual circumstances. See attachment 14.

5.1.8. **(Added-307BW)** Scheduling of Evaluations. To facilitate evaluation completion, OGV will forward to each squadron SELO a listing of pending requisites, flight evaluations and additional training on a periodic basis (at least monthly). Current requisite and evaluation information will also be posted on the OGV COP. The SELO, working in conjunction with OGV and the squadron scheduling functional, will provide individuals with scheduled opportunities to complete evaluations in a timely manner. The squadron commander is responsible for ensuring that individuals in their evaluation eligibility period are provided with the opportunity to complete their requisites and flight evaluation. Individuals are ultimately responsible for completing their evaluations in a timely manner.

5.1.9. **(Added-307BW)** Completion of Evaluation Requisites. OGV will track requisite completion using the PEX program and notify squadron commanders when individuals fail to complete all requisites in a timely manner in accordance with OG/CC policy. Squadron commanders are responsible for imposing appropriate restrictions as mandated by OG/CC policy and for ensuring that individuals complete their requisites within the eligibility period. See attachment 14.

5.2. Categories. Aircrew qualification evaluations are divided into five categories (Qualification (QUAL), Instrument (INSTM), Mission (MSN), Instructor (INSTR), and SPOT) each consisting of two structured phases, ground and flight. (**EXCEPTION:** SPOT evaluations may consist of either a ground or flight phase.) Each phase requires the completion of requisite tasks (see paragraph 5.5). (**EXCEPTION:** a SPOT evaluation has no requisite tasks.)

5.2.1. **QUAL Evaluations.**

5.2.1.1. **Purpose.** Ensure basic qualification in an MDS and/or crew position.

5.2.1.1. **(307BW)** Qualification Evaluations. Individuals operating the aircraft or a specific aircraft system requiring evaluation will complete a Qualification evaluation within their specialty. Schedule the sortie to include items required by the appropriate grading volume.

5.2.1.2. **Execution.** All aircrew will complete a periodic QUAL evaluation in their primary assigned aircraft/crew position as specified in the applicable AFI 11-2MDS, Vol 2. QUAL evaluations may be combined with INSTM and/or MSN evaluations IAW AFI 11-2MDS, Vol 2. See **Chapter 8** for specialized aircrew.

5.2.1.3. **(Added-307BW)** B-52. Mission scenarios will reflect real world threats and taskings to the maximum extent possible. All CMR and BMC designated crewmembers will be scheduled and evaluated in accordance with (IAW) AFI 11-2B-52 Vol 2, *B-52—Aircrew Evaluation Criteria*.

5.2.1.3.1. **(Added-307BW)** B-52. Mission evaluations will be planned as tactical employment sorties. Non-tactical missions may be used to evaluate areas not observed on a previous evaluation sortie. Although mission evaluation profiles include all AFI 11-2B-52,V2 activity, the mission evaluation may be planned for more than one sortie. No-notice evaluations may be given on any sortie. See attached letter “B-52 Evaluation Profiles / Crew Procedures” dated 16 Feb 2010, attachment 15.

5.2.1.3.2. **(Added-307BW)** Evaluation Profiles. These evaluation profiles will be maintained electronically and in hard copy format. The tactical scenarios are maintained in the 93 BS/Director of Intelligence (DOI) office. Make evaluation profiles available to crewmembers. OGV will review evaluation profiles annually and update as necessary to maintain them as realistic products consistent with the unit tasking. All flight evaluation missions will be planned applying appropriate formations, standards, and tactics consistent with the profile. See attached letter “B-52 Evaluation Profiles / Crew Procedures” dated 16 Feb 2010, attachment 15.

5.2.2. INSTM Evaluations.

5.2.2.1. **Purpose.** Obtain/maintain instrument qualification in order to operate under Instrument Flight Rules (IFR)

5.2.2.2. **Execution.** All USAF pilots (and other pilots flying operationally with the USAF, e.g., exchange pilots) will obtain/maintain instrument qualification by successfully completing a periodic INSTM evaluation.

5.2.2.2.1. **EXCEPTION:** Indoctrination flyers who fly under the provisions of AFI 11-401, *Aviation Management*; USAF Test Pilot School students; TG-series aircraft pilots; T-41/51/52 pilots.

5.2.2.2.2. Pilots assigned to excepted aircraft who may also be assigned to other aircraft that are not excepted will maintain instrument qualification, but will take their INSTM checkride in the non-excepted aircraft.

5.2.2.2.3. A pilot with a revoked or expired instrument qualification will not fly under IFR except under supervised status in a training program leading to requalification. (Does not apply to pilots in excepted situations listed above.)

5.2.3. MSN Evaluations.

5.2.3.1. **Purpose.** To ensure qualification to employ the aircrew’s assigned weapon system/crew position in the accomplishment of the unit’s operational or Designated Operational Capability (DOC) statements mission(s).

5.2.3.2. **Execution.** All aircrew members maintaining Mission Ready (MR)/Combat Mission Ready (CMR) or Basic Mission Capable (BMC) status (IAW AFI 11-202, Vol 1, *Aircrew Training*) will complete a periodic MSN evaluation as specified in the applicable AFI 11-2MDS Vol 2.

5.2.3.2.1. **EXCEPTION:** The requirement for a MSN evaluation may be waived for those aircraft where performance of normal operational, test, and training sorties involves tasks covered during the accomplishment of an INSTM and/or QUAL evaluation as specified in AFI 11-2MDS Vol 2. Document waiver via memorandum

for record (MFR) to be included in the FEF IAW paragraph 7.8.3.2.2. HQ USAF/A3O-A approval is not required for such waivers. Specify approval procedures in MAJCOM supplements to this instruction or in the applicable AFI 11-2MDS Vol 2.

5.2.3.2.2. The MSN evaluation should reflect the type and difficulty of tasks required in fulfillment of the aircraft's operational or DOC statement missions.

5.2.4. INSTR Evaluations.

5.2.4. (307BW) Instructor Evaluations. Individuals required to establish or maintain instructor status will be evaluated on their instructional abilities on all recurring evaluations. The SEFE may require demonstration/instruction in any area in which the examinee is qualified, whether the evaluation is administered in the aircraft or ATD.

5.2.4.1. **Purpose.** To qualify aircrew as instructors in their weapon system/crew position by focusing primarily on the examinees instructional ability.

5.2.4.2. **Execution.** Aircrew members obtaining/regaining instructor qualification in a weapon system/crew position must complete evaluations of instructional capability in that weapon system/crew position. Guidance for specialized, universal, and/or multiple qualified aircrew will be specified in MAJCOM Supplements and/or AFI 11-2MDS Vol 2. **EXCEPTION:** For units undergoing aircraft conversion, when a complement of current and qualified Air Force instructors does not exist to accomplish initial unit instructor qualification, with MAJCOM/A3 approval and Lead MAJCOM/A3 coordination the OG/CC may establish an Initial cadre (minimum required for initial conversion) of flight instructors who do not require an INIT INSTR evaluation. Initial cadre must be current and qualified instructors in a US Air Force aircraft who will remain in the same crew position on the new aircraft. OG/CCs will notify MAJCOMs and provide initial cadre list for each crew position with current qualification and total flight and instructor hours. OG/CCs will use discretion when establishing initial cadre instructors and consider availability of suitable instructor courses. See also paragraph 5.13.

5.2.4.2.1. Accomplish INIT INSTR evaluations on actual instructional missions whenever possible. When students are not available or mission/crew composition requirements prevent inclusion of students, another crewmember or the evaluator will serve as the student.

5.2.4.2.2. Evaluations of instructor qualification will be conducted during all subsequent periodic evaluations.

5.2.4.2.3. Instructors who expire on their INSTM, QUAL, and/or MSN checkrides evaluations are not qualified to instruct in those areas (e.g. if an IP expires on his/her MSN zone, he/she may still instruct in INSTM/QUAL-related areas as specified in AFI 11-2MDS Vol 2).

5.2.5. SPOT Evaluations –Flight or Ground (Optional).

5.2.5. (307BW) Spot Evaluations. No-Notice and SEFE objectivity evaluations are the primary types of SPOT evaluations. SEFE objectivity evaluations will normally be

administered to squadron level evaluators by OG or Wing assigned SEFes. Objectivity evaluations will fulfill the requirements of the basic instruction and MAJCOM supplement.

5.2.5.1. **Purpose.** Evaluate a specific event or requirement without intending to satisfy the requirements of a periodic evaluation and/or an initial INSTR evaluation.

5.2.5.2. **Execution.** A SPOT has no specific requisites, unless specified in MAJCOM supplements, but may be No Notice IAW paragraph 5.2.6.3.

5.2.5.2.1. An examinee may utilize a SPOT evaluation to update a QUAL/INSTM/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in paragraph 5.8 (document on the Form 8/8a IAW paragraph 7.3.7.3.5).

5.2.5.2.1.1. OG/CCs may authorize additional flights in order to help the aircrew accomplish periodic requirements (document on the Form 8/8a IAW paragraph 7.3.7.3.5).

5.2.5.2.1.2. When the flight examiner administering a SPOT evaluation is not qualified in the MDS (e.g. a Senior flight examiner), the evaluation will not be credited towards a periodic evaluation.

5.2.5.3. Any qualifying event and/or evaluations not listed in paragraphs 5.2.1 through 5.2.4 will be documented as a SPOT evaluation.

5.2.6. **Prefixes.** The following prefixes will be used, when applicable, to further describe the evaluations listed in paragraphs 5.2.1 through 5.2.5:

5.2.6.1. **Initial (INIT).** The first evaluation of any type, to include instructor qualification, in a specific weapon system/crew position (e.g., INIT QUAL/INSTM, INIT MSN, INIT INSTR).

5.2.6.2. **Requalification (RQ).** An evaluation administered to remedy a loss of qualification due to:

5.2.6.2.1. Expiration of a required periodic evaluation. The recheck will be IAW the guidance for that periodic evaluation.

5.2.6.2.2. Loss of currency that requires a requal evaluation (IAW AFI11-2MDS Vol 1). In this case RQ SPOT will be used for documentation (see paragraph 7.3.5.2.2). The recheck profile will be as directed by the SQ/CC and will include, as a minimum, those items for which the individual is non-current.

5.2.6.2.3. A flight recheck following a failed periodic evaluation. The recheck will be IAW the provisions of paragraph 5.6.1.

5.2.6.2.4. Loss of qualification due to a commander-directed downgrade (see paragraph 5.9). The recheck profile will be as directed by the commander on the AF Form 8/8a (see paragraph 7.4).

5.2.6.2.5. The RQ prefix will not be used under the following circumstances:

5.2.6.2.5.1. If the expiration of a required periodic evaluation is due to failure to complete one or more of the ground phase requisites (see paragraph 5.5.1), but the flight evaluation has successfully been completed within the eligibility period and

the OG/CC determines that qualification will be re-established by completion of the ground requisites without re-accomplishment of the flight evaluation.

5.2.6.2.5.2. To prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.

5.2.6.3. **No-Notice (N/N).**

5.2.6.3. (307BW) No-Notice Evaluation Program. No-notice evaluations will be given as directed by the SQ/CC, OG/CC or OGV, after notification of a squadron supervisor, preferably the SQ/CC or DO. Any type of evaluation, including EPE and ATD evaluations, may be given no-notice by informing the examinee no earlier than normal mission planning time. As a goal for each calendar year at least 5% of all flying personnel, by specialty, should be evaluated on a no-notice basis. OGV will monitor progress toward this goal using PEX products and actively manage the program to assure proportional distribution by specialty, Mission Design Series (MDS) and type evaluation.

5.2.6.3.1. The no-notice evaluation program provides commanders a sampling of daily aircrew performance and an assessment of unit training effectiveness.

5.2.6.3.2. A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. "Normal preparation" will be as defined in the MAJCOM and/or unit supplement.

5.2.6.4. **Simulator (SIM).** An evaluation where the flight phase requisite is conducted in a simulator and/or suitable ATD as defined in AFI 11-2MDS Vol 2.

5.2.6.5. **Multiple Prefixes.** More than one prefix may be used to describe an evaluation (e.g., N/N SIM SPOT). The applicability of any prefixes to portions of any combined evaluations and the purpose for any prefixes (if not obvious by the context of the evaluation) will be explained on the AF Form 8/8a IAW paragraph 7.3.7.3.5.

5.3. Grading System.

5.3.1. A two step grading system is used to evaluate and document aircrew performance.

5.3.1. (307BW) The 307 OGV uses an eleven tier grading system to evaluate and document aircrew performance.

5.3.1.1. In the first step, individual grades are assigned to each evaluation requisite to include the grading of areas/subareas of aircrew performance against established evaluation criteria (see paragraph 5.4). Performance less than fully qualified must be documented.

5.3.1.2. In the second step, an overall qualification level is assigned based on a compilation of all individual requisite grades (see paragraph 5.3.3.4).

5.3.2. **Performance Areas/Subareas.**

5.3.2.1. Areas/subareas will have a two-tier (Q/U) or three-tier (Q/Q-/U) grading system. Discrepancies will be documented against the established areas/subareas.

5.3.2.1. (307BW) Areas/subareas will have an eleven tier grading system. Discrepancies will be documented against the established areas/subareas. The 11 tier grading system fits

within the structure of the three-tier (Q/Q-/U) grading system and is used to identify trend areas as well as document aircrew performance.

5.3.2.1.1. Q indicates the examinee demonstrated both a satisfactory knowledge of all required information and performed aircrew duties within the prescribed tolerances.

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| 5.3.2.1.1.1. (Added-307BW) 10: | Q : Exceptionally qualified. |
| 5.3.2.1.1.2. (Added-307BW) 9: | Q : Strong Performance. |
| 5.3.2.1.1.3. (Added-307BW) 8:
qualified. | Q : Satisfactory performance, clearly qualified. |
| 5.3.2.1.1.4. (Added-307BW) 7:
qualified. | Q : Some minor problems, but qualified. |
| 5.3.2.1.1.5. (Added-307BW) 6:
member(s) prevented downgrade. | Q : Assistance from other flight/crew member(s) prevented downgrade. |

5.3.2.1.2. Q- indicates the examinee is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the flight examiner. Deviations must not exceed the prescribed Q- tolerances, jeopardize flight safety, or be a breach of flight discipline.

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| 5.3.2.1.2.1. (Added-307BW) 5: | Q- : A single Q- deviation, omission or error detracted from an otherwise strong performance. |
| 5.3.2.1.2.2. (Added-307BW) 4: | Q- : A single Q- deviation, omission or error in the course of an otherwise satisfactory performance. |
| 5.3.2.1.2.3. (Added-307BW) 3: | Q- : Performance is marginal but correctable with debriefing. |
| 5.3.2.1.2.4. (Added-307BW) 2: | Q- : Performance is marginal and requires corrective training. |
| 5.3.2.1.2.5. (Added-307BW) 1: | Q- : Performance is minimally qualified and requires extensive corrective training. |

5.3.2.1.3. U indicates that performance was outside allowable parameters thereby compromising flight safety, that deviations from prescribed procedures/tolerances adversely affected mission accomplishment, and/or evaluated performance constituted a breach of flight discipline. An examinee receiving an area/subarea grade of U requires debriefing and/or additional training, as determined by the flight examiner.

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| 5.3.2.1.3.1. (Added-307BW) 0: | U : Unqualified. |
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5.3.2.2. **Remedial Action.** All grades of Q- or U require remedial action that includes either debriefing discrepancies and/or assignment of additional training.

5.3.2.2.1. **Debriefed Discrepancy.** Remedial action accomplished during debrief of the evaluation wherein the flight examiner provides instruction concerning the

discrepancy and determines that the examinee has gained the necessary knowledge or proficiency.

5.3.2.2.2. **Additional Training.** Any training recommended by the flight examiner to remedy deficiencies identified during an evaluation.

5.3.2.2.2. **(307BW)** Additional Training Follow-up Procedures. When additional training is required as a result of an evaluation, the SEFE will debrief an appropriate squadron supervisor and annotate any restrictions on the temporary AFGSC Form 8. The debriefing will include the downgraded area(s), recommended training and due date, and any restrictions imposed. Restricted crewmembers will be annotated in the restricted crewmembers section of the SOF procedures book. The supervisor who was debriefed by the SEFE will pass this information to the squadron SELO, scheduling, training and command functions. The SELO will monitor the status of additional training through OGV via PEX products and coordinate with the training officer to ensure additional training is completed by the due date. The squadron training function will advise OGV when the additional training is completed. OGV will then enter the additional training completion date on the AFGSC Form 8 and update the PEX program. Reviewing officers will certify additional training accomplishment in accordance with Air Force Reserve Command (AFRC) procedures specified in the basic instruction.

5.3.2.2.2.1. May include self-study, ground instruction, use of a simulator/ATD or flying.

5.3.2.2.2.2. Will be complete by the last day of the third month following the date of the discrepancy (e.g., for an evaluation on 21 Jan 12, additional training must be accomplished by 30 Apr 12).

5.3.2.2.2.3. If an aircrew member exceeds the allotted time for completion of additional training, the SQ/CC will review the situation and direct appropriate action. Document the circumstances with an MFR to be included in the AF Form 8/8a (see paragraph **7.8.3.2.2**).

5.3.2.2.2.4. Document additional training on the AF Form 8/8a IAW paragraphs **7.3.5.6** and **7.3.7.3.4**.

5.3.2.3. The flight examiner must grade the areas/subareas listed as “required” in the general and specific evaluation sections of the applicable AFI 11-2MDS Vol 2.

5.3.2.4. In addition to required areas/subareas, the flight examiner will grade any area/subarea observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or overall flight safety.

5.3.2.5. Grading criteria tolerances assume smooth air and stable aircraft conditions.

5.3.2.6. Minor momentary deviations are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize flight safety. Consider cumulative deviations when determining the overall area/subarea grade.

5.3.2.7. The flight examiner may further identify any area/sub-area as “Commendable” if, in the examiner’s determination, the aircrew member has demonstrated exceptional skill and knowledge. Document IAW paragraph **7.3.7.3.5.2**.

5.3.2.8. **(Added-307BW)** Incomplete Flight Evaluations. The SEFE will clearly indicate on the AFGSC Form 8a any required grading areas that were not observed. The examiner will grade the areas that were observed and debrief or prescribe additional training and restrictions, as appropriate, for all AFGSC Form 8a, and submit the forms to the SELO. The subsequent SEFE will check for the incomplete areas with the SELO and grade these areas on a new AFGSC Form 8a.

5.3.2.9. **(Added-307BW)** Publications Check. Flight publications will be checked on Qualification evaluations and graded on the AFGSC Form 8a. Individually issued publications and Tech Orders will be checked and graded, publications and Tech Orders assigned to the air craft (pre positioned) will be checked for currency but deviations will not be graded or annotated on the AFGSC Form 8a. B-52. The publications check will be administered in conjunction with the flight evaluation, no earlier than arrival at the aircraft. The following publications will be checked against the current status list maintained in the FCIF:

5.3.2.9.1. **(Added-307BW)** Pilots. T.O. 1B-52H-1, *Flight Manual*; T.O. 1B-52H-1-1, *Aircraft Performance Manual*; T.O. 1B-52H-1CL-1.

5.3.2.9.2. **(Added-307BW)** Navigators. T.O. 1B-52H-1-12, *Radar Navigator's/Navigator's Manual*; T.O. 1B-52H-1-12CL-1; T.O. 1B-52H-34-2-1, *Aircrew Weapons Delivery Manual (Non-Nuclear Gravity Weapons)*; T.O. 1B-52H-34-2-1CL-1; T.O. 1B-52H-34-2-3, *Aircrew Weapons Delivery Manual (NonNuclear) B-52/MALD*; T.O. 1B-52H-34-2-5, *Aircrew Weapons Delivery Manual (Non-Nuclear) B-52/WCMD*; T.O. 1B-52H-34-2-5CL-1; T.O. 1B-52H-34-2-6, *Aircrew Weapons Delivery Manual (Non-Nuclear) B-52/JDAM*; T.O. 1B-52H-34-2-6CL-1; T.O. 1B-52H-34-2-8, *Aircrew Weapons Delivery Manual (Non-Nuclear) B-52/JASSM*; T.O. 1B-52H-34-2-8CL-1; T.O. 1B-52H-34-2-9, *Aircrew Weapons Delivery Manual (Non-Nuclear) B-52/AGM-86C/D*; T.O. 1B-52H-34-2-9CL-1 and Section 3; T.O. 1B-52H-1, *Flight Manual*. For nuclear profiles add T.O. 1B-52H-25-2, *Nuclear Bomb Delivery Basic Information and Operating Procedures*; T.O. 1B-52H-25-2CL-1; T.O. 1B-52H-30-4, *Aircrew Weapons Delivery Manual B-52H/AGM-86B* and T.O. 1B-52H-30-4CL-1.

5.3.2.9.3. **(Added-307BW)** Electronic Warfare Officers. T.O. 1B-52H-1-13, *Electronic Warfare Officers Manual*; T.O. 1B-52H-1-13CL-1 and Section 3; T.O. 1B-52H-1, *Flight Manual*.

5.3.2.9.4. **(Added-307BW)** Technical Orders Requirements. Technical Orders devoted to special weapons (i.e. Conventional Air Launched Cruise Missile (CALCM)) are not required unless employing that weapon on the sortie being flown. If a special weapon is being employed on the evaluation sortie, the publications check will include the applicable weapons T.O.

5.3.3. **Qualification Levels.** Qualification levels are assigned both to individual evaluations (i.e. flight evals and EPEs) as well as overall performance. Individual evaluations are graded as a compilation of all area/sub-area grades. Overall performance is graded as a compilation of all requisite tasks associated with the required evaluation. Both individual and overall grades are based on the following.

5.3.3.1. **Q1.** The aircrew member demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted, but may be awarded when discrepancies are noted if:

5.3.3.1.1. No U grades were awarded for any discrepancy area/sub-area.

5.3.3.1.2. In the judgment of the flight examiner, none of the discrepancies preclude awarding of an overall Q1.

5.3.3.1.3. All areas/sub-areas graded as Q- during the evaluation were cleared during the debrief of that evaluation.

5.3.3.2. **Q2.** The aircrew member demonstrated the ability to perform duties safely, but:

5.3.3.2.1. There were one or more area(s)/subarea(s) where additional training was assigned.

5.3.3.2.2. A non-critical area/subarea grade of U was awarded.

5.3.3.2.3. In the judgment of the flight examiner, a Q2 may be given if there is justification based on Q- performance in one or several areas/subareas.

5.3.3.3. **Q3.** The aircrew member demonstrated an unacceptable level of safety, performance or knowledge.

5.3.3.3.1. Any critical area graded U requires an overall Q3 (applicable to both flight evaluations and EPEs).

5.3.3.3.2. In the judgment of the flight examiner, a Q3 may be given if there is justification based on Q-/U performance in one or several non-critical areas/subareas.

5.3.3.4. Assigning the overall qualification level.

5.3.3.4.1. The flight-phase flight examiner is the examiner responsible for assigning the overall qualification level.

5.3.3.4.2. An overall grade of Q1 or Q2 will be given only after all evaluation requirements (to include requisite examinations) have been completed and given due consideration.

5.3.3.4.3. An overall grade of Q3 may be awarded at any time.

5.3.3.4.4. *While AFI 11-2MDS Vol 2 may dictate the highest grade for a flight or EPE based on area and subarea performance, flight examiner judgment will always be the determining factor in deciding the overall grade.*

5.3.3.5. **Exceptionally Qualified (EQ) Designation.** An EQ may be given, but will only be applied to the overall grade - not to separate requisites. Document on the AF Form 8/8a IAW paragraphs [7.3.5.7](#) and [7.3.7.2](#). An EQ may be given when:

5.3.3.5.1. The aircrew member has demonstrated exceptional skill and knowledge in all phases of the evaluation;

5.3.3.5.2. The aircrew member has not failed any requisite and;

5.3.3.5.3. The aircrew member received a Q on all areas/subareas evaluated.

5.4. Evaluation Criteria.

5.4.1. Lead MAJCOMs, in coordination with the applicable user MAJCOMs, will establish and maintain standardized INSTM, MSN, QUAL, and INSTR evaluation criteria in the appropriate AFI 11-2MDS Vol 2. Lead MAJCOMs will coordinate with the program managers of any command-mandated software on any updates of eval criteria to aid in the expeditious revision of eval criteria files. Lead MAJCOMs are also responsible for coordinating the establishment of the following:

5.4.1.1. Areas/subareas including the identification of critical areas and those areas required for evaluation completion. These areas/subareas will be arranged into general and specific evaluation areas.

5.4.1.1.1. Critical areas are those areas that, upon failure, would most adversely affect the qualification of an aircrew member. Critical areas will include, but are not limited to, Airmanship, Safety, and Flight Discipline.

5.4.1.2. An area containing criteria for Publications Checks. This is required for QUAL evaluations and may be accomplished on other evaluations.

5.4.1.2.1. Each aircrew member is responsible for maintaining required flight publications as outlined in applicable AFI 11-2MDS volumes.

5.4.1.2.2. Q performance requires individual flight publications be current and properly posted. In units that do not issue individual aircrew publications, aircrew members are still responsible for the accuracy and currency of all publications required for the mission.

5.4.1.3. An area containing criteria for Cockpit/Crew Resource Management (CRM) IAW AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and MAJCOM supplements (as applicable).

5.4.1.4. Criteria to ensure operations comply with National Airspace System (NAS) rules and procedures or applicable Host Nation requirements for evaluations administered outside of the NAS.

5.5. Requisites. These include both ground and flight phase items. The ground phase, when required, includes a series of examinations (see [Chapter 6](#)) as well as evaluation of aircrew performance in a controlled emergency procedures environment (i.e. EPEs, see paragraph [5.5.1.2](#)). The flight phase includes an in-flight and/or simulator evaluation of aircrew performance.

5.5.1. Ground Phase Requisites.

5.5.1.1. Ground phase requisites for each evaluation include the following.

5.5.1.1.1. **QUAL:** Open book examination, closed book examination, Boldface/Critical Action Procedures (CAPs) examination / EPE (if applicable).

5.5.1.1.2. **INSTM:** Instrument examination

5.5.1.1.3. **MSN:** As specified in AFI 11-2MDS Vol 2.

5.5.1.2. Emergency Procedures Evaluations (EPEs).

5.5.1.2.1. **Purpose.** Evaluate an aircrew member's knowledge of MDS-Specific EPs and systems for all QUAL evaluations; evaluate mission-specific EPs and tactical systems knowledge during MSN evaluations.

5.5.1.2.2. **Execution.** AFI 11-2MDS Vol 2 will specify contents of EPEs, areas to be evaluated, grading criteria, and whether EPEs may be done in-flight, in a simulator/ATD, or verbally.

5.5.1.2.2. **(307BW) EP/ ATD Evaluations.** These evaluations will be conducted in accordance with the SEFE guide and applicable situation/scenario. B-52 pilot EPE's will normally be accomplished in the weapon system trainer (WST). The crew practice trainer (CPT) may be used at the SEFE's discretion if WST availability is an issue. Due to a lack of availability of WSTs, B-52 navigator EPE's may be evaluated verbally by a navigator SEFE. OGV will construct and maintain the scenarios and will consist of BOLDPRINT items as well as equipment knowledge, weapon malfunctions, weapon jettison and crew coordination. B-52 electronic warfare officers will be evaluated on the ALQ T4 exercise using OGV approved check missions. Any tactical mission may be used for instructor ALQ T4 evaluations.

5.5.1.2.2.1. Only one EPE needs to be accomplished for each combined evaluation (i.e., one EPE for a QUAL/MSN or INSTM/QUAL/MSN evaluation).

5.5.1.2.2.2. A single EPE may be used for separate evaluations (e.g. a MSN and INSTM/QUAL eval) as long as the combined EPE is of a scope and duration to cover required areas and is conducted within the requisite zone for each evaluation (see paragraph 5.8).

5.5.1.2.3. **Grading.** Q1 performance for EPEs requires taking the proper action in the correct sequence, not a verbatim response. Each aircrew member is responsible for the Boldface/CAPs applicable to their crew position.

5.5.1.2.4. **Additional Training.** For an EPE requiring additional training, the flight examiner will indicate if the additional training must be accomplished before the next unsupervised flight (see also paragraph 5.3.2.2.2). Document IAW paragraphs 7.3.5.6 and 7.3.7.3.4.

5.5.1.2.5. **Boldface/CAPs Failure.** An incorrect response to a Boldface/CAP situation during an EPE requires an EPE grade of 3 (unqualified). Under these circumstances, the examinee will not fly again until a successful reevaluation is accomplished (either written, verbally, or in a simulator/ATD as determined by the flight examiner)

5.5.1.2.6. **Unqualified EPE.** An examinee receiving an EPE grade of 3 (unqualified) will be placed on supervised status IAW paragraph 5.7.

5.5.2. **Flight Phase Requisites.** The flight phase for aircrew evaluations include execution in the weapon system and/or a suitable simulator/ATD (unless restricted by AFI 11-2MDS Vol 2).

5.5.2.1. The profile used to fulfill the flight phase requisite must incorporate all appropriate requirements set in the applicable AFI 11-2MDS Vol 2, and allow accurate measure of the proficiency of the examinee.

5.5.2.2. Evaluation profiles will be realistic, reflect unit tasking, be consistent with daily training missions, and incorporate current tactics applicable to the unit mission.

5.5.3. Requisite Completion.

5.5.3.1. **In-the-Eligibility Period.** For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the eligibility period of the current evaluation (see paragraph 5.8). The OG/CC may waive this requirement on a case-by-case basis (document on the Form 8/8a IAW paragraph 7.8.3.2.2).

5.5.3.2. **Out-of-the-Eligibility Period.** For periodic evaluations accomplished outside the eligibility period, all requisites must be completed within a six-month period beginning with the month in which the first ground requisite or flight evaluation was administered, whichever occurs first. **EXCEPTION:** For extended evaluations (IAW paragraph 5.8.3.2), requisites may be completed between the beginning of the six-month eligibility period prior to the original expiration date and the extended expiration date.

5.5.3.3. One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI 11-2MDS Vol 2.

5.5.3.4. Requisites from a completed evaluation may be used for subsequent evaluations provided they cover all required areas and are within the requisite zone for each evaluation.

5.5.3.5. For aircrew possessing instrument qualifications in multiple aircraft, one instrument exam may count for separate evaluations provided the instrument exam occurs within the zone for each evaluation IAW the paragraphs above.

5.6. Failure to Pass a Flight Evaluation.

5.6.1. **Recheck.** If an aircrew member fails a flight evaluation, a successful flight or ground recheck must be completed by the end of the third month after the date of the first failure, (e.g. for an evaluation on 20 Jun 12, complete the recheck by 30 Sep 12).

5.6.1.1. OG/CCs may approve waivers to the three-month time limit on a case-by-case basis.

5.6.1.1.1. Document the waiver(s) with an MFR to be included in the AF Form 8/8a IAW paragraph 7.8.3.2.2.

5.6.1.2. Commanders will determine the number of flights to be allowed during this period, based on the individual's experience level, present qualifications and hours of training required.

5.6.1.3. The flight examiner that administered the original check will not normally administer the recheck.

5.6.1.4. A recheck is successfully completed when the aircrew member performs to Q or Q-/debriefed criteria for each area graded U.

5.6.1.5. Ground rechecks may be directed when the flight examiner deems a flight recheck unnecessary, but are accomplished subsequent to the debriefing of a Q3 evaluation (document IAW paragraph 7.3.9.2).

5.6.1.6. Requisites that were valid for a failed evaluation per paragraph 5.5.3.1 or 5.5.3.2 remain valid, IAW the paragraphs above.

5.6.2. **Status Downgrade.** Aircrew members receiving a Q3 INSTM, QUAL and/or MSN evaluation are non-mission ready (NMR)/non-combat mission ready (N-CMR)/non-basic mission capable(N-BMC)/non-basic aircraft qualified (N-BAQ) IAW AFI 11-2MDS Vol 1. For instructor evaluations, aircrew status (i.e., MR/CMR or BMC) need not be downgraded if the discrepancies were only in instructor areas/subareas.

5.6.3. **Restrictions.** When called for by this instruction or deemed necessary in the judgment of the flight examiner, flight restrictions will be imposed on the examinee until successful completion of assigned additional training and/or a recheck.

5.6.3.1. Restrictions should address the specific phase of flight and/or operation that requires supervision and the criteria for removal of the restrictions.

5.6.3.1.1. **QUAL Evaluation:** Place the examinee on supervised status (see paragraph 5.7) in the aircraft in which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional aircraft. For specialized, universal, and/or multiple qualified aircrew maintaining qualification for similar duty in multiple aircraft, AFI 11-2MDS Vol 2 may direct supervised status in all aircraft in which the individual maintains qualification.

5.6.3.1.2. **INSTM Evaluation:** Restrictions apply to all aircraft in which the examinee is required to maintain instrument qualification.

5.6.3.1.3. **MSN Evaluation:** The examinee may perform basic qualification/instrument tasks unless specifically restricted. Place the examinee on supervised status for mission tasks.

5.6.3.1.4. **INSTR Evaluation** (or any evaluation where instructor qualifications are being evaluated): Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful recheck is completed.

5.6.3.2. Restrict aircrew receiving a Q3 on any evaluation until a successful recheck is completed (see paragraph 5.6.1).

5.6.3.3. If defined in AFI11-2MDS Vol 1 and/or Vol 2, formal schoolhouses will include restrictions on the AF Form 8/8a for any core item not accomplished due to training limitations, regardless if the method of qualification is by evaluation or instructor certification. Under no circumstance will aircrew perform core items in which they are not qualified unless under the direct supervision of an instructor. In this case, MDS-specific guidance will set the time requirement for completion of additional training.

5.6.3.4. Document restrictions on the AF Form 8/8a IAW paragraphs 7.3.5.7 and 7.3.7.1.

5.7. Supervised Status.

5.7.1. If unsatisfactory performance or restrictions require an examinee be placed on supervised status, the type of supervisor (i.e., instructor or designated supervisor) will be determined by the SQ/CC and/or as specified in AFI11-2MDS Vol 1.

5.7.2. Supervision will only be accomplished by instructors or designated supervisors.

5.8. Timing of Aircrew Qualification Evaluations.

5.8.1. **Expiration Date.** Required periodic evaluations expire on the last day of the 17th month following the month in which the flight phase was successfully flown (e.g. a periodic evaluation in which the flight phase was completed on 9 Oct 10 expires on 31 Mar 12.).

5.8.2. **Eligibility Period.** Periodic evaluations will be scheduled in the eligibility period, defined as the six-month period prior to the expiration date.

5.8.3. **Out-of-the-Eligibility Period.** On a case-by-case basis, periodic evaluations may be scheduled before or after the eligibility period according to the following criteria:

5.8.3.1. **Evaluations Conducted Prior to the Eligibility Period.** SQ/CCs may authorize individuals to complete periodic evaluations prior to the eligibility period (document IAW paragraph 7.8.3.2.2).

5.8.3.2. Extended Evaluations.

5.8.3.2.1. **HHQ-Extended Evaluations.** HQ USAF/A3O-A may authorize blanket or group extensions on an as-required basis. Requests for extensions at MAJCOM or subordinate levels will be submitted IAW paragraph 1.3.2.

5.8.3.2.2. **MAJCOM-Extended Evaluations.** MAJCOM/A3s may extend evaluation expiration dates for individual aircrew members on a case-by-case basis IAW paragraph 1.3.1. Provide guidance for MAJCOM extensions in MAJCOM supplements to this instruction.

5.8.3.2.3. **SQ/CC-Extended Evaluations.** SQ/CCs may extend the expiration date of periodic evaluations up to three months for the reasons listed below (document IAW paragraph 7.8.3.2.2). Extensions will be on a case-by-case basis and this paragraph is not authority to grant blanket extensions. For individual extensions longer than three months, see paragraph 5.8.3.2.2. For group or blanket extensions, see paragraph 5.8.3.2.1. Requisites not completed during the original eligibility period must be completed prior to the extended expiration date.

5.8.3.2.3.1. PCS/PCA to a non-flying assignment.

5.8.3.2.3.2. Departing PCS or TDY for retraining in another aircraft type.

5.8.3.2.3.3. Undergoing unit aircraft conversion, as directed by MAJCOM.

5.8.3.2.3.4. Removal from active flying status (e.g. separation or retirement).

5.8.3.2.3.5. Participation in real world operations (to include operations other than war, alert, etc.) who are not able to complete the required flight evaluation(s) before or during deployment.

5.8.3.3. Non-Standard Approval Authority

5.8.3.3.1. For SQ/CCs and above (e.g. OG/CCs, WG/CCs, etc.), the approval authority is the next commander in the examinee's flying chain of command.

5.8.3.3.2. In all other cases, if the flying chain of command differs from administrative chain of command (e.g. HHQ attached flyers), approvals will be by the

attached unit/CC with the concurrence of the examinee's immediate administrative supervisor.

5.8.3.3.3. For individuals not assigned to a MAJCOM, AF/A3O-A is the approval authority.

5.8.4. Failure to Complete an Evaluation within the Required Period. If an aircrew member fails to complete an evaluation (either ground phase or flight phase) within the eligibility period for an in-the-eligibility period evaluation (see paragraph 5.8.2) or within the period for an out-of-the-eligibility period evaluation (see paragraph 5.8.3), the aircrew member loses the qualification covered by the evaluation and the restrictions of paragraph 5.6.3 apply.

5.8.4.1. Qualification may be re-established by accomplishing a complete requalification evaluation (to include requisites) or by completion of the delinquent evaluation.

5.8.4.2. OG/CCs may waive the re-accomplishment of completed requisites on a case-by-case basis (document IAW paragraph 7.8.3.2.2).

5.9. Commander-Directed Downgrade. Any commander (squadron or above) may direct a downgrade (Q-/U) in a specific area/sub-area without unqualifying an individual. Additionally, a commander may direct a downgrade that either removes a qualification (e.g. IP to MP) or completely unqualifies an individual (e.g. MP to UP). Downgrades may be directed without administering an evaluation using the following guidance:

5.9.1. For flying-related cases, use for cause only (e.g., breach of flying discipline, flight safety, etc.). Incidents do not have to be directly observed by an examiner, but may be recommended by an examiner from any MDS/aircrew specialty.

5.9.2. For non-flying-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions (e.g. Letter of Counseling, Article 15, etc.). (Consult with the supporting SJA office for legal advice in these cases.) Use in cases where such incidences directly affect the commander's confidence in the aircrew member's ability to safely operate the aircraft and/or equipment (e.g. lapse in judgment significant enough to cast doubt on the aircrew's decision-making abilities in the aircraft).

5.9.3. For downgrades that either remove qualifications or completely unqualify an individual, the affected aircrew will cease acting in the qualification(s) from which they have been downgraded effective with the date the commander initiated the downgrade.

5.9.4. Commander Directed Downgrades will be documented IAW paragraph 7.4.

5.10. Multiple Qualification. Multiple qualification guidance applies to aircrew members who maintain qualification in two or more MDS aircraft. For Universal Qualification see paragraph 5.11.

5.10.1. When differences between aircraft in the same MDS are great enough, the lead MAJCOM, in coordination with using MAJCOMs, will identify requirements for separate qualification requirements.

5.10.2. When separate qualifications are not required, document certification in different MDS series using AF Form 4348, *USAF Aircrew Certifications*. In lieu of the AF Form

4348, MAJCOMs may approve use of a unit certification document signed by an authorized official.

5.10.3. **Documentation.** Document MAJCOM authority for multiple qualification, including a list of aircraft in which qualification will be maintained IAW paragraph 7.8.3.2.2. See AFI 11-202, Vol 1.

5.10.4. **Instrument Evaluation.** Pilots need only complete an INSTM evaluation, to include requisites, in one of the aircraft in which they maintain qualification as specified by the authorizing MAJCOM unless additional INSTM evaluation requirements are directed by the MAJCOM in its supplement to this instruction.

5.10.5. **QUAL and MSN Evaluations.** All aircrew require a QUAL evaluation, and, if applicable, a MSN evaluation, to include requisites, in each MDS aircraft they maintain qualification according to applicable AFI MDS Vol 2, or AFI 16-1202 Vol 2.

5.10.6. **Failure to Pass a Flight Evaluation.** A Q3 on an INSTM evaluation results in a downgrade in all aircraft flown in which instrument qualification is required. A downgrade resulting from a Q3 in a QUAL or MSN evaluation applies only to the aircraft for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional aircraft.

5.11. Universal Qualification. Universal qualification guidance applies to specialized aircrew who maintain qualification in two or more MDS where qualification is attained/maintained via a minimum of a ground phase examination. A flight phase evaluation, when required, may be accomplished on any of the aircraft in which the aircrew member is either gaining or maintaining qualification.

5.11.1. **Applicability.** Specialized aircrew may gain/maintain aircraft qualifications IAW Universal Qualification guidance. MAJCOMs will identify Universal Qualified crewmember eligibility in the MAJCOM supplement to this AFI.

5.11.2. **Documentation.** See [Chapter 7](#) or [Chapter 8](#), as applicable.

5.11.3. **Qualification and Mission Evaluations.** All aircrew qualifications maintained under Universal Qualification guidance are considered a QUAL evaluation. A MSN evaluation may be directed by applicable AFI 11-2MDS Vol 2 and/or MAJCOM supplement to this Instruction. MSN evaluations, when required, will include a flight phase evaluation in one MDS that the Specialized Aircrew member maintains qualification.

5.11.4. **Failure to Pass a Requisite/Flight Evaluation.** Failure of universally qualified aircrew members to pass a ground requisite or flight phase evaluation results in loss of applicable aircraft qualification, IAW MAJCOM supplement and AFI MDS Vol 2.

5.12. Aircrew Flying in Non-USAF Aircraft and with Non-USAF Units. Aircrew members authorized to perform duties in non-USAF aircraft IAW AFI 11-401, or on duty with or attached to non-USAF units for flying, abide by host service or host country guidance, except for the requirement to maintain a current physical and review their flight records according to AFI 11-202, Vol 1 and AFI 11-401.

5.12.1. Aircrew flying with non-USAF units (i.e. Exchange) do not need to abide by USAF guidance, including this AFI and AFI 11-2MDS Vol 2. Therefore, when they return to USAF units, they must complete applicable requisites and be evaluated for any periodic USAF

evaluations that expired during their tour. The restrictions in paragraph 5.6.3 of this instruction apply to such individuals until successful evaluations are completed.

5.12.2. MAJCOM/A3s may approve exceptions to requirements for returning Exchange aircrew members to complete applicable requisites and expired USAF evaluations, if they determine non-USAF evaluations are equivalent to applicable AFI 11-2MDS Vol 2 evaluations (document IAW paragraph 7.8.3.2.2).

5.12.3. USAF units that use non-USAF aircraft to execute a USAF flying program will comply with current USAF guidance, unless when excepted by proper authority. See AFI 11-401 for definitions of USAF and US Government aircraft.

5.13. Initial Cadre.

5.13.1. Aircrew members who are appointed by their MAJCOMs as initial cadre either for a new mission set requiring a MSN qualification or for a new MDS where no flight examiner currently exists will comply with the intent of this instruction.

5.13.2. See paragraph 7.5 for guidance on Form 8/8a documentation.

5.13.3. MAJCOMs will indicate through MFR which aircrew are appointed as initial cadre and include in the FEF IAW paragraph 7.8.3.2.2.

5.13.4. Tailor recurring evaluations to program requirements and aircraft capabilities. Simulators may be used to satisfy recurring evaluation requirements.

5.13.5. Pilots in these programs will maintain an instrument qualification (see paragraph 5.2.2). Maintenance of the instrument qualification, if not practical due to the developing capabilities of the new mission set and/or MDS, will be accomplished in aircraft possessing similar flying qualities/instrumentation as stipulated in the MAJCOM supplement/AFI 11-MDS Vol 2/MOU.

Chapter 6

AIRCREW EXAMINATION PROGRAM

6.1. Purpose. The aircrew examination program measures aircrew member knowledge of normal/emergency procedures, threats, and other information essential for the safe and effective operation of their assigned weapon system through the administration of written or computer-based examinations.

6.2. Scope. This chapter applies to rated (pilots, Remotely Piloted Aircraft (RPA) pilots, navigators, combat systems operators, and air battle managers), CEA, non-rated X-prefix AE aircrew and RPA sensor operators. For Flight Surgeons (rated), Combat Camera, and non-rated aircrew (K-, Q-, or other X-prefix Air Force Specialty Code) that only require an examination to establish qualification, see [Chapter 8](#). The examination program in this chapter includes requisite examinations for periodic evaluations and unit periodic examinations. Requisite examinations include qualification open book and closed book examinations, instrument examinations and Boldface/CAPs examinations as described in paragraph [5.5.1.1](#).

6.3. Administrative Procedures.

6.3.1. **Program Documentation.** Units will document the unit-level aircrew examination program.

6.3.2. **Computer-Based Examinations.** MAJCOM directed Stan/Eval software may fulfill the requirement for exams as outlined in this instruction.

6.3.3. **Retention of Examination Records.** Retain graded exam answer sheets/computer records until the AF Form 8/8a is completed.

6.4. Exam Sources.

6.4. (307BW)Open Book Question Sources. Open-book examination questions will be taken from the squadron question bank (SQB), which is derived from the following sources and their applicable supplements.

6.4.1. **Open Book Exams.** Open book questions will come from publications containing information pertinent to the operation of applicable aircraft and performance of the assigned mission.

6.4.1.1. The open book subject areas and the publications used to generate the exam will be made available to aircrew during testing. Electronic publications may be used as references for open book examinations.

6.4.1.1. **(307BW)** B-52 Open Book. T.O. 1B-52H-1, *Flight Manual*; AFI 11-202 Vol 3, *General Flight Rules*; AFI 11-203, *Weather for Aircrews*; AFI 11-214, *Air Operations Rules and Procedures*; AFI 11-2B-52 Vol 3, *B-52 Operations Procedures*; AFPAM 11-216, *Air Navigation*.

6.4.1.1.1. **(Added-307BW)** Pilots. T.O. 1B-52H-1-1, *Aircraft Performance Manual*; T.O. 1B-52H-34-2-5, *Aircrew Weapons Delivery Manual (NonNuclear) B-52/WCMD*, T.O. 1B-52H-34-2-6, *Aircrew Weapons Delivery Manual (NonNuclear) B-52/JDAM*, T.O. 1B-52H-34-2-8, *Aircrew Weapons Delivery Manual (NonNuclear)*

B-52/JASSM, T.O. 1B-52H-34-2-9, Aircrew Weapons Delivery Manual (Non-Nuclear) B-52/AGM-86C/D.

6.4.1.1.2. **(Added-307BW)** Navigators. T.O. 1B-52H-1-12, *Radar Navigator's/Navigator's Manual*; 1B-52H-34-2- 1, *Aircrew Weapons Delivery Manual (NonNuclear Gravity Weapons)*; T.O. 1B-52H-34-2-5, *Aircrew Weapons Delivery Manual (NonNuclear) B-52/WCMD*, T.O. 1B-52H-34-2-3, *Aircrew Weapons Delivery Manual (NonNuclear) B-52/MALD*, T.O. 1B-52H-34-2-6, *Aircrew Weapons Delivery Manual (NonNuclear) B-52/JDAM*, T.O. 1B-52H-34-2-8, *Aircrew Weapons Delivery Manual (NonNuclear) B-52/JASSM*, T.O. 1B-52H-34-2-9, *Aircrew Weapons Delivery Manual (Non-Nuclear) B-52/AGM-86C/D.*

6.4.1.1.3. **(Added-307BW)** Electronic Warfare Officer (EW). T.O. 1B-52H-1-13; *Electronic Warfare Officer's Manual*, CJCSM 3212.02B; *Performing Electronic Attack in the United States and Canada*, ACCI 10-707; *ACC Electronic Attack and EMCON Procedures*, EW FUNDAMENTALS.

6.4.1.2. Each unit will develop an open book Secure Question Bank (SQB) that serves as the source for the open book exam. Do not distribute the SQB to unit aircrews and safeguard it in the same manner as any other required Stan/Eval exam.

6.4.2. **Closed Book Exams.** Questions will come from MQFs.

6.4.2. **(307BW)** Closed Book Question Sources. Closed book examination questions will be taken from the applicable MAJCOM and local procedures MQFs.

6.4.2.1. **MDS/crew position-specific MQFs.** Lead MAJCOMs will ensure MDS/crew-specific MQFs are available for using MAJCOM use and distribution to applicable aircrew.

6.4.2.1.1. Units may edit MQFs to accommodate local testing procedures, administrative errors and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed.

6.4.2.1.2. Units will forward edits of MQF questions to the appropriate MAJCOM. Lead MAJCOMs will review MQFs annually and distribute changes to MQFs as necessary.

6.4.2.2. **Local Procedures MQF.** Units may develop and distribute a local procedures MQF to augment MDS/crew position-specific MQFs.

6.4.3. **Instrument Exams.** Reference AFMAN 11-210, *Instrument Refresher Program*. Units will ensure that only those questions relevant to the weapons system(s) and instrument procedures within their unit are included in the available questions from which aircrew will test.

6.4.4. **Exam Question Review.** The MAJCOM, NAF, and OG Stan/Eval functions will review all MDS/crew position-specific MQFs, SQBs, and prepared exams (if used) annually and after any changes in source documents. If a complete review was accomplished due to a source document change it may be annotated as the annual review. Units will document procedures for the exam reviews in their supplement to this instruction.

6.5. End-of-Course Exams. FTUs administering USAF Formal School courses listed in the *Air Force Education and Training Course Announcement (ETCA)* database (<https://etca.randolph.af.mil/>) may use end-of-course (EOC) exams to fulfill the requirements of the open book, closed book and Boldface/CAPS (if applicable) requisite exams.

6.5.1. The Stan/Eval agencies of the MAJCOM responsible for training will coordinate with the MDS lead MAJCOM to ensure the EOC exam meets the requirements of this instruction and AFI 11-2MDS Vol 2 before awarding credit for requisite completion.

6.5.2. EOC exam questions do not need to incorporate MDS/crew position-specific MQFs. All questions must reflect the latest changes to all systems and/or operational procedures and not conflict with any MQFs.

6.5.3. All EOC exams that fulfill the requirements of requisite exams will be graded according to paragraph 6.8 and entered on the AF Form 8/8a according to paragraph 7.3.5.1.

6.6. Exam Management. With the exception of written Boldface/CAPs exams, units will either maintain prepared exams for each crew position or generate a unique exam for each aircrew member.

6.6. (307BW)Requisite Examination Management. All stan/eval test banks, including MAJCOM and local procedures MQFs, SQB and periodic question banks, will be maintained by OGV. Testing materials will be secured in a locking file cabinet. Test banks and examinations will be reviewed when source documents change and updated when changes affect questions. The instrument test bank and examinations will be reviewed for accuracy at least annually. During the first half of each calendar year, qualification examinations will have at least 50% of their questions changed. Requisite testing will normally be accomplished in the OGV testing room. If testing is performed at another location, the facility will meet or exceed the testing room requirements of the basic instruction and MAJCOM supplement. Bold Face and closed book examinations will be taken in one sitting, while the open book and Instrument IRC examinations may be taken in multiple sessions. Maintain answer sheets until results have been entered into the PEX trending program and the AFGSC Form 8 is complete. OGV provides squadron SELOs, schedulers and supervisors with periodic updates of individuals that need to complete requisite testing.

6.6.1. If prepared exams are maintained for each crew position:

6.6.1.1. Units are required to develop and control a minimum of two exams for each crew position.

6.6.1.2. Units having ten or fewer members per crew position require only one exam.

6.6.1.3. When different crew positions are responsible for the same information, units are not required to maintain separate exams for each crew position.

6.6.1.4. Change a minimum of 50 percent of the questions on each prepared exam each calendar year.

6.6.2. If a unique exam is generated for each aircrew member:

6.6.2.1. Units may use MAJCOM-approved software for exam creation.

6.6.2.2. Requisite exam databases will contain at least twice the number of questions required for each exam (e.g. if a 50-question exam is generated, there must be at least 100 questions in the exam database).

6.6.3. When published guidance changes, the associated prepared exam or exam database (depending on method used) will be updated as soon as possible upon receipt.

6.7. Exam Security. Stan/Eval personnel will maintain positive control of all requisite exams, applicable answer sheets, and associated computer-based media.

6.8. Grading.

6.8.1. **Boldface/CAPs.** Grade Boldface/CAPs exams on the two-tier grading system (i.e. Q/U). Satisfactory performance requires writing the proper actions in the correct sequence, not necessarily a verbatim response. The minimum passing grade is 100 percent.

6.8.2. **Written or Computer-Based Examinations.** Grade written or computer based examinations as a percentage of correct answers. The minimum passing grade is 85 percent. All questions missed will be reviewed immediately following the exam.

6.8.3. Units will grade all requisite and/or Boldface/CAPs exams prior to the aircrew member's next flight.

6.9. Failure to Pass a Requisite Exam.

6.9.1. **Reexamination Policy.** An aircrew member failing a requisite examination must be afforded an adequate study period prior to reexamination. For other than Boldface/CAPs, the aircrew member will be reevaluated using an alternate exam.

6.9.2. **Reexamination Period.** Aircrew members who fail a requisite exam must complete a successful reexam by the end of the third month following the date of the first failure, or the end of their eligibility period, whichever occurs first. Waiver authority to extend the time allowed to successfully complete the reexam is the OG/CC (document IAW paragraph [7.8.3.2.2](#)).

6.9.3. **Boldface/CAPs Reexamination Restriction.** Aircrew members failing a Boldface/CAPs exam will not fly as aircrew members until a successful Boldface/CAPs reexam is accomplished.

6.9.4. Supervised Status.

6.9.4.1. Place aircrew members who fail a requisite open/closed book or instrument exam in supervised status IAW paragraph [5.7](#) until successful retesting is completed.

6.9.4.2. For aircrew members who maintain multiple qualifications, supervised status resulting from failure of either an open or closed book examination applies only to the aircraft for which the examination was administered. Failure of the instrument exam results in the examinee being placed in supervised status in all aircraft in which instrument qualification is required.

6.9.5. **(Added-307BW) Procedures for Tracking the Dates of Failed Exams.** Failed examination dates will be tracked by the PEX program. SELOs will coordinate the scheduling of individuals to retake failed examinations by the due date. Crewmembers who

fail an exam will be annotated by the SELO in the restricted crewmember chapter of the SOF procedures book.

6.10. Unit Periodic Examinations (Optional). If used, MAJCOMs and/or units will include guidance in their supplements to include procedures for failed exams.

6.10. (307BW)Periodic Testing Program. Periodic examinations will be provided by OGV semiannually (tests initiated in the 5th and 11th month and completed by the end of the 6th and 12th month) for all assigned aircrew and administered by squadron SELOs. The minimum passing score for a periodic examination will be set by OGV and briefed to examinees. Test failure may result in supervised status until squadron commander directed additional training and a successful retest are accomplished. Individuals grounded as a result of test failure will be so annotated in the “Restrictions” section of the squadron SOF Book. After testing is complete, SELOs will report test results to OGV. Include individual grades, average grade by crew position (if applicable), overall average, questions missed and number of times each was missed. If an individual question is missed 20% or higher the question will become a trended item. If one or more failures occurred, report these along with squadron commander directed additional training and retest results.

6.10.1. Each group/squadron Stan/Eval function may conduct periodic testing for all aircrew. The intent of this testing is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit.

6.10.2. Administration of the exam is at the discretion of the MAJCOM and/or unit.

6.10.3. Periodic exams will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam.

6.10.4. **(Added-307BW) Bold Face Examination.** The Operations Supervisor (Ops Sup)/SOF will verify successful completion of the monthly Bold Face exam by all aircrew members before allowing them to fly. Failing the monthly Bold Face exam will result in grounding until the exam is successfully re-accomplished. Individuals grounded as a result of test failure will be so annotated in the “Restrictions” section of the squadron SOF Book.

6.10.5. **(Added-307BW) SEFE Examination.** OGV will maintain a SEFE examination to be administered, if required, to upgrading SEFEs. The examination is open book and the passing grade is 85% correctable to 100%. The SEFE examination will be reviewed annually and rewritten as necessary to keep it current.

Chapter 7

DOCUMENTATION

7.1. Scope. Administration of the aircrew qualification evaluation program requires accurate documentation. The qualifications for which an aircrew member is to be evaluated are determined from the unit certification document. This chapter provides documentation guidance for members that require an in-flight evaluation to establish qualification. See **Chapter 8** for documentation guidance pertaining to flight surgeons, combat camera, and non-rated aircrew that only require an examination to establish qualification.

7.1.1. The results of aircrew evaluations are recorded on the AF Form 8/8a. The chronological history of evaluations for an aircrew member is recorded on an AF Form 942, *Record of Evaluation*. These AF forms are maintained in the FEF.

7.1.2. In all instances of documentation, use of electronic forms is authorized, to include use of electronic signatures and wholly electronic FEFs IAW MAJCOM supplement guidance. In all instances, computer-generated forms must mirror AF forms as published on the USAF E-Publishing web site.

7.2. Qualifications versus Certifications. Qualifications are attained through evaluations and documented on the AF Form 8/8a, as applicable. Certifications are attained through methods other than evaluation (e.g. commander certifications, flight lead upgrades, etc.) and may be documented on an AF Form 4348, *USAF Aircrew Certifications* or on a unit certification document signed by an authorized official.

7.2. (307BW)Qualifications and Certifications. The 10th Air Force approved PEX Stan/Eval Management will be used to track and inform individuals of their entry into the evaluation eligibility zone, monitor requisite and flight evaluation completion, track additional training to completion, compile trend information, and prepare the AFGSC Form 8, *Certificate of Aircrew Qualification*. The AFGSC Form 8a, *Evaluation Checklist* will be used to record and maintain evaluation information until the AFGSC Form 8 is completed and filed in the FEF. AFGSC Form 8a are locally consolidated on a single form called the evaluation card (AFGSC Form 8a) and the Draft AFGSC Form 8 is computer generated through the PEX program. The AFGSC Form 8a will be removed from the FEF when the AFGSC Form 8 has been accomplished, signed and posted in the FEF.

7.2.1. **(Added-307BW)** Flight/EP/ATD Evaluations. The results of these evaluations are recorded on customized evaluation cards (AFGSC Form 8a) and entered into PEX for tracking and processing of the AF Form 8.

7.3. AF Form 8/8a, Certificate of Aircrew Qualification.

7.3.1. **Purpose.** The AF Form 8/8a is the source document used to record and verify the qualification of an aircrew member.

7.3.1.1. Use the AF Form 8 to record aircrew qualification in a single aircraft.

7.3.1.2. Use of the AF Form 8a is optional for aircrew maintaining qualification in multiple aircraft and/or multiple series qualification in the same MDS or are Universal Qualified.

7.3.1.3. Completion of an AF Form 8/8a is accomplished by four individuals: the flight examiner, a Reviewing Officer, a Final Approving Officer, and the examinee.

7.3.2. **General Data Entry.** See Attachment 3 for sample AF Forms 8, Attachment 4 for sample AF Forms 8a.

7.3.2.1. In all instances of data entry, if an electronic form is used, the format required by the electronic form will be used (see also paragraph 7.1.2).

7.3.2.2. For date fields use a two-digit day, three-letter month and two-digit year format (e.g. 24 Jun 12).

7.3.2.3. The “Eligibility Period” and “Expiration Date of Qualification” blocks will use a three-letter month and two-digit year format (Jun 12).

7.3.2.4. Except where specifically noted otherwise (i.e. annotating the type evaluation, “INSTR”), use upper and lower case letters.

7.3.2.5. Requirements for font, indentation, and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards as desired.

7.3.3. **Date Completed.**

7.3.3.1. Use the latest completion date of the evaluation requisites (ground or flight phase) or the additional training if assigned.

7.3.3.2. **(Form 8a)** Use the latest completion date of all MDS listed.

7.3.4. - **Examinee Identification.**

7.3.4.1. Name, Rank (USAF-standard abbreviated or non-abbreviated rank is acceptable) and last four of Social Security Number (SSN).

7.3.4.2. Organization and Location.

7.3.4.2.1. Enter the unit designation and location where the examinee is assigned/attached for flying (actual unit/office symbol will be annotated IAW paragraph 7.3.6.4).

7.3.4.2.2. For FTU courses in which an evaluation is administered, the organization and location will reflect the FTU organization/location.

7.3.4.3. Aircraft/Crew Position.

7.3.4.3.1. Enter the MDS in which the evaluation was given

7.3.4.3.2. **(Form 8a)** Enter the aircraft MDS in which the flight phase evaluation was given. When no flight phase evaluation was accomplished or when aircrew are qualified in two or more aircraft IAW Universal Qualification guidelines, enter the primary aircraft MDS.

7.3.4.3.3. Enter the examinee’s highest qualification reflecting the intention of the evaluation in that particular MDS. **Note:** Examiner (e.g. EP, EF, etc.) is not a qualification, it is a certification, and should only be entered when the flight examiner is receiving a SPOT Flight Examiner Objectivity evaluation IAW MAJCOM supplements.

7.3.4.4. Eligibility Period.

7.3.4.4.1. Enter the 6-month period preceding the expiration date from the last similar periodic aircrew qualification evaluation (e.g., if the last MSN evaluation expires Sep 12, enter Apr-Sep 12).

7.3.4.4.2. Enter N/A (not applicable) for INIT, SPOT, RQ, and out-of-the-eligibility period evaluations (see paragraph 5.8.3.2).

7.3.4.4.3. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of paragraph 5.8.3.2.3, enter the 6-month period preceding the original expiration date (SQ/CCs extend only the expiration date, not the eligibility period).

7.3.4.4.4. Dual entries are authorized for misaligned combined evaluations (e.g., if last INSTM evaluation expires Nov 12 and QUAL evaluation expires Jan 13, enter “INSTM: Jun-Nov 12/QUAL: Aug 12-Jan 13” for an INSTM/QUAL evaluation).

7.3.5. - Qualification.

7.3.5.1. Ground Phase.

7.3.5.1.1. Examination/Check.

7.3.5.1.1.1. Make a separate entry for each ground requisite exam/evaluation. Discrepancies will be noted in the examiner’s remarks (see paragraph 7.3.7.3.3).

7.3.5.1.1.2. If requisites exceed available lines, make combined entries or document additional requisite completion in the Comments section.

7.3.5.1.1.3. Annotate an EPE as 1, 2, or 3 regardless of whether all or a portion of the EPE was performed inflight.

7.3.5.1.1.4. Annotate “Instrument” for instrument requisite exam.

7.3.5.1.1.5. Annotate “Boldface” or “CAPs” as required by the applicable AFI 11-2MDS Vol 2.

7.3.5.1.1.6. **(Form 8a)** Make a separate entry for each ground requisite exam/evaluation by MDS IAW published guidance.

7.3.5.1.1.7. **(Form 8a)** For a combined ground requisite that includes all applicable aircraft under Universal Qualification guidelines (example: one closed/open book examination which contains questions for more than one aircraft or one EPE which evaluates more than one aircraft) make a single line entry for each requisite (i.e. Open Book, Closed Book, EPE etc.).

7.3.5.1.2. **Date.** In the date column, enter the date that the requisite is successfully completed. Enter the recheck (EPE)/reexam (test/Boldface/CAPs) date if a recheck/reexam was required.

7.3.5.1.3. Grade.

7.3.5.1.3.1. Enter failed exam score with a successfully completed reexam as follows: **84/98**.

7.3.5.1.3.2. Enter failed Boldface/CAPs with successful re-accomplishment as

follows: **U/Q**.

7.3.5.1.3.3. Separate Boldface/CAPs grades from other requisite examination grades when on the same line by enclosing them in parentheses as follows: **84/98 (U/Q)**.

7.3.5.1.3.4. Enter failed EPE grades with a successful recheck as follows: **3/1**.

7.3.5.2. **Flight Phase.**

7.3.5.2.1. (**Form 8a**) If applicable governing instructions require non-rated aircrew to demonstrate in-flight proficiency in more than one MDS, MAJCOMs may use a separate AF Form 8a for each MDS with flight phase evaluations IAW multiple qualification guidance in paragraph **5.10** and universal qualification guidance in paragraph **5.11**.

7.3.5.2.2. Mission/Check.

7.3.5.2.2.1. IAW paragraph **5.2**, use the following designations to describe the purpose of the evaluation(s): INSTM, QUAL, MSN, INSTR, or SPOT. If combined, include the designation of each evaluation (e.g., QUAL/MSN, INSTR/QUAL/MSN, etc.).

7.3.5.2.2.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, N/N and/or SIM. More than one prefix may be used to describe an evaluation as outlined in paragraph **5.2.6**.

7.3.5.2.2.2.1. The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in paragraph **5.2.4**.

7.3.5.2.2.2.2. INSTR will not be used for periodic evaluations as the AF Form 8/8a aircraft/crew position is already annotated with the instructor designation (e.g. IB, IN, IP)

7.3.5.2.2.2.3. When requalification deals with regaining a complete loss of instructor qualification, document it as RQ INSTR (not RQ SPOT).

7.3.5.2.2.3. Make a single line entry to document the flight(s)/event(s) used to complete the evaluation.

7.3.5.2.2.4. Make multiple single line entries for each flight/event if two or more flights/events are required and administered by either different flight examiners or on separate days.

7.3.5.2.2.5. Where a single mission (such as airlift tasking) consists of multiple flights over one or more days with the same flight examiners, a single line entry may be used.

7.3.5.2.3. Date.

7.3.5.2.3.1. Enter the date the flight/event was completed.

7.3.5.2.3.2. For evaluations where a single mission consists of multiple flights over one or more days (see paragraph **7.3.5.2.2.5**), enter the inclusive dates of the flight(s). Document the details IAW paragraph **7.3.7.3.2**.

7.3.5.2.3.3. For evaluations conducted on missions consisting of a single flight spanning more than one day, use a single line entry with the date the mission was completed. Document the details IAW paragraph 7.3.7.3.2.

7.3.5.3. Qualification Level.

7.3.5.3.1. Annotate the examinee's overall qualification level IAW the definitions of paragraph 5.3.3 by placing a "1" (for Q1) or "2" (for Q2) in the qualified block or a "3" (for Q3) in the unqualified block.

7.3.5.3.2. Combined evaluations (e.g., INSTM/QUAL, INSTM/QUAL/MSN, etc.) require only one grade if all evaluations were awarded the same overall level.

7.3.5.3.2.1. If the overall level varies for each type of evaluation accomplished, indicate the qualification level for each part separately (e.g., "INSTM: 1" and "QUAL: 2" in the qualified block or "INSTM/MSN: 1" in the qualified block and "QUAL: 3" in the unqualified block).

7.3.5.3.3. **(Form 8a)** Place a 1, 2, or 3 in the Qual Level block next to the applicable flight phase.

7.3.5.3.4. **(Form 8a)** This section does not apply to Universal Qualified aircrew members or to crewmembers that do not require a flight phase evaluation (see [Chapter 8](#)).

7.3.5.4. Expiration Date of Qualification.

7.3.5.4.1. IAW paragraph 5.8.1. for evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the flight phase of the evaluation was successfully completed.

7.3.5.4.2. For evaluations that do not establish a new eligibility period, enter "N/A."

7.3.5.4.3. Combined evaluations require only one date if all parts of the evaluation were successfully completed and/or "N/A" if all parts were assigned an unqualified grade.

7.3.5.4.3.1. For combined evaluations where one component is successfully completed and/or one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and "N/A" for those portions awarded an unqualified grade (e.g., QUAL 1 and INSTM 3, then enter "QUAL-Jul 12" under Qualified and "INSTM-N/A" under Unqualified).

7.3.5.4.4. **(Form 8a)** For evaluations **without** a flight phase requirement that establish a new eligibility period enter the month and year that is 17 months after the month in which the latest ground requisite was successfully completed.

7.3.5.4.5. **(Form 8a)** For evaluations **with** a flight phase that establish a new eligibility period, enter the month and year that is 17 months after the month in which the flight phase evaluation was successfully completed.

7.3.5.5. **(Form 8a) Universal Qualification.** Annotate each MDS separately in Section II, Universal Aircraft Qualification blocks, where qualification is being

attained/maintained. The first block will contain the MDS listed under ACFT/CREW POSITION, and will be annotated on the AF Form 942 IAW paragraph 7.7.2.

7.3.5.6. **Additional Training.** If additional training not required, annotate each of the blocks described below with "N/A."

7.3.5.6.1. **Due Date(s).**

7.3.5.6.1.1. Enter a date not to exceed the last day of the third month following the event requiring additional training (e.g. 26 Jan 12 Flight Eval, 30 Apr 12 due date).

7.3.5.6.1.2. If more than one date is required, preface the due dates with EPE or FLT as appropriate.

7.3.5.6.2. **Date Additional Training Completed.**

7.3.5.6.2.1. Enter the date(s) the examinee completed additional training, otherwise, enter "N/A."

7.3.5.6.2.2. If more than one date is required, preface the date completed with EPE or FLT, as appropriate.

7.3.5.6.3. **Certifying Official.** The instructor who completed the additional training (or final event if more than one instructor is used) will sign as the Certifying Official.

7.3.5.7. **Restrictions/Exceptionally Qualified/Commander-Directed Downgrade.** Place an "X" in the appropriate block when comments are annotated in Section IV. Do not annotate for restrictions resulting from failed requisite exams.

7.3.5.7. (307BW) Restricted crewmembers will be tracked through PEX and annotated in the restricted crewmember section of the SOF procedures book until the restriction is lifted.

7.3.6. – **Certification Signatures.**

7.3.6.1. **Flight Examiner.**

7.3.6.1.1. (Form 8a) With only ground phase requisites required, any unit designated flight examiner can sign the AF Form 8a.

7.3.6.1.2. The flight examiner signing Section III of the AF Form 8:

7.3.6.1.2.1. Is responsible for the content of the AF Form 8/8a, and will not sign Section III until verifying all required items (IAW this AFI and AFI 11-2MDS Vol 2) are documented.

7.3.6.1.2.2. Will always place an "X" in the remarks block and make comments in the comments block

7.3.6.1.2.2.1. (Form 8a) This applies only when a flight phase is required; if only a ground phase is required, do not place an "X" in the remarks block and no Examiner Remarks are required in the Comments block in Section IV.

7.3.6.1.3. If two or more flights are required to complete an evaluation, only the flight examiner completing the evaluation will sign Section III, any other evaluator(s) will enter remarks in the Mission Description block describing those parts of the

flight evaluation they evaluated and sign a signature block immediately adjacent to their remarks (see examples in [Attachment 3](#)).

7.3.6.2. **Reviewing and Final Approving Officers.**

7.3.6.2. (307BW) Reviewing and Approving Officials. Reviewing and approving officials will be in accordance with the basic instruction as supplemented. See attachment.

7.3.6.2.1. (Form 8a) A Reviewing Officer is not required for non-rated aircrew with only ground phase examination requisites for qualification.

7.3.6.2.2. The Reviewing and Final Approving Officers (those officers holding these positions, or acting in their stead during the period of the signature process -- not necessarily the date of the evaluation) will review the content of the AF Form 8/8a and the flight examiner's overall assessment, ensure all required additional training is adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block.

7.3.6.2.2.1. If either or both officers do not agree with any portion of the Form 8/8a, the overall grade will not be changed, but the dissenting officer will place an "X" in the "Do Not Concur" block on his/her line of the AF Form 8/8a.

7.3.6.2.2.2. If "Do Not Concur" is marked, the non-concurring officer(s) will provide justification (e.g. reason for non-concurrence, suggested modifications to additional training as recommended by the flight examiner, etc.) IAW paragraph [7.3.7.4](#) and/or paragraph [7.3.7.5](#).

7.3.6.2.3. The Reviewing Officer will sign and date the AF Form 8/8a after the flight examiner, but prior to the Final Approval Officer.

7.3.6.2.4. The Final Approval Officer will sign and date the AF Form 8/8a after the Reviewing Officer but prior to the examinee. As applicable, the Final Approving Officer may recommend or give a commander-directed downgrade IAW paragraph [5.9](#) if further action is warranted.

7.3.6.2.5. MAJCOMs will specify in the MAJCOM supplement who the reviewing and final approving officers will be for evaluations other than formal course evaluations accomplished at an FTU. The same individual will not sign as both the Reviewing and Final Approving Officer.

7.3.6.2.6. For evaluations completed at formal course FTU locations, the reviewing and final approving officers will be assigned to the FTU.

7.3.6.3. **Organization Block Format.** The format and content of data for the Organization block for the flight examiner and reviewing and final approving officers will be as follows:

7.3.6.3.1. **Flight examiner.** Annotate unit/organization and office symbol of the flight examiner that completed the evaluation (e.g., 526 ARS/DOT, 12AF/OV, USAFE/A3TV).

7.3.6.3.2. **Reviewing and Final Approving Officers.** Annotate unit/organization and office symbol as directed by MAJCOM supplement (e.g., 93 BS/DO, 388 OG/CC, 4 FW/CC).

7.3.6.4. **Examinee.** The examinee will sign and date after the Final Approving Officer certifying that they have been debriefed and understand the action(s) being taken. Annotate unit/organization and office symbol in the Typed Name and Grade block (e.g. HQ ACC/A3TV, 48 OG/OGV, etc.).

7.3.7. – Comments.

7.3.7.1. Restrictions (if required).

7.3.7.1.1. Specific restrictions and the criteria for the removal of the restrictions will be documented as the first item of Section IV.

7.3.7.1.2. Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.

7.3.7.1.3. Restrictions associated with failed requisite examinations will not be documented on the AF Form 8/8a.

7.3.7.2. **EQ Designation (when used).** Enter designation in all capital letters. Document justification (e.g., areas of excellence) before Examiner's Remarks. Do not use OPR/EPR style statements (e.g. stratification). See examples in [Attachment 3](#).

7.3.7.3. Examiner Remarks.

7.3.7.3.1. **General.** For evaluations requiring two or more flights, the mission description will be annotated with First Sortie, Second Sortie, etc., as applicable.

7.3.7.3.1.1. First Sortie, Second Sortie, etc. entries on subsequent paragraphs/subparagraphs will be annotated only if there are discrepancies or recommended additional training.

7.3.7.3.1.2. In all instances, except for the mission description, if no verbiage is needed annotate with "None".

7.3.7.3.2. **Mission Description.** The verbiage of the Mission Description will be IAW AFI 11-2MDS Vol 2 and will verify that the required areas for the evaluation were accomplished. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all evaluations of instructors (if the instructor taught throughout the entire mission and there were numerous areas in which instructional ability was demonstrated, one general comment will suffice).

7.3.7.3.3. **Discrepancies.** Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade (Q-/U), annotation if discrepancy was debriefed and synopsis of discrepancy. Associate all ground phase discrepancies under paragraph B. Discrepancies, 1. Ground, and all flight phase discrepancies under B. Discrepancies, 2. Flight.

7.3.7.3.4. Recommended Additional Training.

7.3.7.3.4.1. If discrepancies are documented in paragraph B and are not listed as Debriefed, annotate Paragraph C with recommended additional training.

7.3.7.3.4.2. Descriptions of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to a flight examiner or an instructor.

7.3.7.3.4.3. If additional training items will not fit on the AF Form 8/8a, at a minimum annotate the proficiency that will be required by the examinee prior to the recheck.

7.3.7.3.4.4. Flight and ground discrepancies will be listed separately. If there is no additional training, annotate paragraph C as, "Recommended Additional Training. None."

7.3.7.3.5. Additional Comments.

7.3.7.3.5.1. Comments are restricted to significant information dealing with the evaluation not documented elsewhere.

7.3.7.3.5.2. Document any commendable items (see paragraph [5.3.2.7](#)) under Additional Comments using the following format: "Commendable" followed by grading area number, grading area title (followed by any subarea title in parenthesis) and flight examiner's description of commendable circumstances (see [Attachment 3](#)).

7.3.7.3.5.3. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited.

7.3.7.3.5.4. If the flight phase grade differs from the overall qualification level, the flight phase grade will be entered in this paragraph.

7.3.7.3.5.5. If an alternate evaluation method is used to satisfy a part of the ground or flight phase requirements (unless always accomplished verbally, on the ground, or in the simulator/ATD according to the AFI 11-2MDS Vol 2 grading criteria), enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

7.3.7.3.5.6. If an individual received an overall Q3, indicate whether the entire evaluation must be reaccomplished, or just specific areas/subareas.

7.3.7.3.5.7. If the recheck examiner of a ground recheck is different from the initial flight examiner, the recheck examiner will sign and date a statement under this paragraph.

7.3.7.3.5.8. IAW paragraph [5.2.5.2.1](#), if a SPOT evaluation is used to update a periodic evaluation and/or the OG/CC authorizes additional flights after the SPOT to accomplish a periodic evaluation, document the circumstances in this section.

7.3.7.3.5.9. Incorporate the information contained in any applicable MFRs (e.g. extension, waivers, etc.) in this paragraph (see paragraph [7.8.3.2.2](#)).

7.3.7.3.5.10. Document individual or group waivers applicable to the evaluation.

7.3.7.4. Reviewing Officer's Remarks. Reviewing Officers will annotate their remarks following the Examiner's Remarks in the space provided. If no remarks, annotate with "None."

7.3.7.5. **Approving Officer's Remarks.** Approving Officers will annotate their remarks following the Reviewing Officer Remarks in the space provided. If no remarks, annotate with "None."

7.3.7.6. **Additional Reviews (Optional).** Additional reviews are at MAJCOM/unit discretion and will be defined in the MAJCOM and/or unit supplement.

7.3.7.7. **(Added-307BW)** Procedures for Completion of The AFGSC Form 8. All AFGSC Forms 8 will be finalized in accordance with the basic instruction and its MAJCOM supplement. SEFEs will complete AFGSC Form 8a for requisite and flight evaluations, and submit them to the SELO for forwarding to OGV. Data from the AFGSC Form 8a is entered into PEX for tracking and trending. The SEFE completed and signed AFGSC Form 8a is placed in the FEF as a temporary record of the evaluation. AFGSC Forms 8 will be prepared, reviewed, completed and filed in this manner for all 307 BW assigned and attached personnel and for Flying Training Unit (FTU) students. (For students departing prior to AFGSC Form 8 completion, the OGV will mail to the gaining unit.) For individuals not assigned or attached to the 307 BW, the AFGSC Form 8 will be approved by their respective organization. Unit-developed examples of AFGSC Form 8s are not necessary, but samples are maintained in the OGV continuity book as an aid for preparing the AFGSC Form 8.

7.3.7.8. **(Added-307BW)** AFGSC Form 8 Routing and Filing. After the AFGSC Form 8 is printed, OGV reviews it and logs it into the OGV control log before sending it to the squadron SELO for signature. At the squadron, the AFGSC Form 8 is transferred to and logged into the squadron control log. The form remains in the squadron log while signatures are obtained. After signatures are completed, the form is returned to OGV. In addition to AFI 11-202 V2 mandatory reviews, additional reviews will normally be accomplished by OGV. Form 8 information will then be entered on the AF Form 942, *Record of Evaluation* and placed in the FEF. A final review by OGV concludes the AFGSC Form 8 filing process.

7.3.8. **Temporary Evaluation Documentation.**

7.3.8.1. File temporary evaluation documentation in the aircrew member's FEF after all evaluation requirements are complete (i.e., all ground and flight requisites) as a temporary record of the flight evaluation results.

7.3.8.2. The temporary evaluation documentation will include examinee, examiner, type evaluation, qualification level, requisites results, and date completed. List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates.

7.3.8.3. The examiner completing the evaluation will sign and date the temporary evaluation documentation.

7.3.8.4. Remove temporary evaluation documentation when the permanent AF Form 8/8a is filed in the FEF.

7.3.8.5. File the completed AF Form 8/8a in the FEF not later than the end of the third month following the date completed annotated on the AF Form 8/8a.

7.3.8.6. Further guidance concerning temporary evaluation documentation will be outlined in MAJCOM and unit supplement.

7.3.9. Rechecks

7.3.9.1. Flight Rechecks

7.3.9.1.1. Use a separate AF Form 8/8a from the Q3 AF Form 8/8a for flight phase rechecks.

7.3.9.1.2. The recheck AF Form 8/8a will only include documentation of the flight phase evaluation, Requisite completion dates from the Q3 AF Form 8/8a will not be annotated on the recheck form unless requisites were not completed or are required to complete the recheck.

7.3.9.1.3. If the flight recheck is completed prior to completion of required requisites, delay completion of the AF Form 8/8a until requisites are complete and enter the requisites on the recheck AF Form 8/8a.

7.3.9.2. Ground Rechecks.

7.3.9.2.1. A ground recheck will be documented on the Q3 AF Form 8/8a that generated it.

7.3.9.2.2. Except as described below, the AF Form 8/8a will be documented as described in paragraphs 7.3.4 through 7.3.7.

7.3.9.2.2.1. **Date Completed.** Use the latest completion date (ground requisite or successful ground recheck) of the evaluation.

7.3.9.2.2.2. **Flight Phase.** Document the date of the ground recheck on a separate line as "GROUND RECHECK" below the flight evaluation entry under Flight Phase.

7.3.9.2.2.3. **Qualification Level.** Annotate the overall qualification level as "3/1" in the qualified block.

7.3.9.2.2.4. The flight examiner that completed the flight evaluation (i.e. the one that gave the overall Q3) will sign the front of the AF Form 8/8a. If the recheck examiner is different than the flight examiner that gave the Q3, the recheck examiner will sign and date an appropriate statement in Section IV - Comments, Examiner's Remarks (see paragraph 7.3.7.3).

7.4. Commander-Directed Downgrade (see also paragraph 5. 9). Except as described below, the AF Form 8/8a for a Commander-directed Downgrade will be IAW paragraph 7.3.

7.4.1. **Date Completed.** The effective date of the downgrade. This is the date the commander initiated the downgrade action. If this is a result of a downgrade for non-flying related issues, the date the commander mandated the downgrade action will be used.

7.4.2. - Examinee Identification.

7.4.2.1. **Aircraft/Crew Position.** In addition to the aircrew member's MDS, if the downgrade includes a loss of a qualification (i.e. instructor) enter the downgraded crew position. If the individual is downgraded to a completely unqualified status (i.e. IP to

UP), enter the crew position to which he/she will be re-qualified upon successful completion of either an RQ evaluation or ground recheck.

7.4.2.2. **Eligibility Period.** Enter “N/A”.

7.4.3. - Qualification.

7.4.3.1. **Flight Phase.** In the Mission/Check block enter the type evaluation commensurate with the downgrade being given (e.g. if the commander is downgrading an area/subarea related to the tactical mission of the weapon system, then enter MSN) with the date of the situation that caused the downgrade.

7.4.3.2. Qualification Level.

7.4.3.2.1. If the commander does not intend to reduce the qualification(s) of the individual and is issuing a downgrade in a non-critical area/subarea (i.e. a Q- in one or more non-critical areas/subareas), then enter “2”.

7.4.3.2.2. If the commander intends either to remove a qualification (e.g. instructor), or reduce the individual to a completely unqualified status, then enter “3”.

7.4.3.2.2.1. Normally, requalification evaluations following a commander directed downgrade are documented on a separate AF Form 8/8a IAW paragraph **7.3.9.1**.

7.4.3.2.2.2. If the commander intends for the individual to regain their qualification through a ground recheck, enter “3/1” (see paragraph **7.3.9.2**).

7.4.3.3. **Expiration Date of Qualification.** Enter “N/A”.

7.4.3.4. Restriction(s) and Additional Training Due Date.

7.4.3.4.1. If a “2” is entered in the Qualification Level IAW guidance above, restrictions and additional training are not required.

7.4.3.4.1.1. Leave the box for Restriction(s) unmarked and enter “N/A” for Due Dates and “N/A” for Date Additional Training Completed.

7.4.3.4.1.2. If desired, the commander may still recommend restrictions and/or additional training. If used, document IAW the next paragraph.

7.4.3.4.2. If a “3” is entered in the Qualification Level, restrictions and additional training are required.

7.4.3.4.2.1. Place an “X” in the box for Restriction(s) and enter the Due Date as the last day of the third month from the effective date (i.e. the date entered into “Date Completed” at the top of the AF Form 8/8a.

7.4.3.4.2.2. Enter a date into the Date Additional Training Completed block when required training is complete.

7.4.3.4.2.3. The Instructor completing the additional training (or last training event if more than one) will sign and date the Certifying Official block.

7.4.3.5. **Commander-Directed Downgrade Block.** Place an “X”.

7.4.4. – **Certification Signatures.**

7.4.4.1. Only the commander directing the downgrade and the individual concerned will sign the AF Form 8/8a. Additional reviews (annotated under Section IV) are at the MAJCOM discretion.

7.4.4.2. **Final Approving Officer.** The commander directing the downgrade will sign and place an “X” in the remarks block.

7.4.4.3. **Examinee.** The crewmember will sign acknowledging the action being taken by the commander.

7.4.5. – **Comments.**

7.4.5.1. At the top of the page enter, “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.”

7.4.5.2. Paragraph A, Narrative: describe the reason for the commander directed downgrade. Include “for cause” in the reasoning statement for all flying-related cases, but for non-flying cases enter only if due to disciplinary/adverse administrative action (e.g. Article 15).

7.4.5.3. Paragraph B, Discrepancies.

7.4.5.3.1. Non-flying cases: “None”.

7.4.5.3.2. Flying-related cases: IAW paragraph **7.3.7.3.3**.

7.4.5.4. Paragraph C, Recommended Additional Training.

7.4.5.4.1. Non-flying cases (not required): As desired or “None”.

7.4.5.4.2. Flying-related cases IAW paragraph **7.4.3.2.1** (not required): As desired or “None”

7.4.5.4.3. Flying-related cases IAW paragraph **7.4.3.2.2** (required): Enter corrective action or training required prior to requalification.

7.4.5.5. Paragraph D, Additional Comments: As desired or “None”

7.4.5.6. Additional Reviews: As directed by MAJCOM and/or unit supplement or “None”

7.5. Initial Cadre (see also paragraph 5. 12). Except as described below, the AF Form 8/8a for an Initial Cadre will be completed IAW paragraph **7.3**.

7.5.1. **Date Completed.** The effective date as annotated on the MAJCOM/A3 memo described in paragraph **5.12.2**.

7.5.2. - **Examinee Identification.**

7.5.2.1. **Aircraft /Crew Position.** Enter the aircrew member’s new MDS and crew position.

7.5.2.2. **Eligibility Period.** Enter “N/A”.

7.5.3. – Qualification.

7.5.3.1. **Flight Phase.** In the Mission/Check block enter “INIT CADRE QUAL” with the same date as noted in paragraph **7.5.1**.

7.5.3.2. **Qualification Level.** Enter a “1” in the qualified block.

7.5.3.3. **Expiration Date of Qualification.** Enter “N/A”.

7.5.3.4. **Additional Training Due Date.** Leave blank

7.5.4. – **Certification Signatures.**

7.5.4.1. **Flight Examiner.** Leave blank.

7.5.4.2. **Reviewing Officer.** The SQ/CC (or equivalent) will sign and place an “X” in the remarks block. If the SQ/CC is being upgraded then leave blank.

7.5.4.3. **Final Approving Officer.** The OG/CC (or equivalent) will sign and place an “X” in the remarks block.

7.5.4.4. **Examinee.** The crewmember will sign.

7.5.5. – Comments.

7.5.5.1. Paragraph A, Narrative. Include a brief description of the new qualification as well as any training received before awarding qualification. Reference the MAJCOM/A3 memo described in paragraph 5.12.2.

7.6. AF Form 4348, USAF Aircrew Certifications (Optional). See [Attachment 7](#) for sample AF Forms 4348.

7.6.1. **Purpose.** The AF Form 4348 provides a record of aircrew certification that may be kept in the FEF.

7.6.1.1. Maintain a separate AF Form 4348 in the FEF, Section I, under tab 1 documenting certifications by assigned flying unit and primary MDS. For aircrew members with aircraft certifications in multiple MDS aircraft which do not require qualification in each aircraft (e.g. F-16C and F-16CM), only one AF Form 4348 is required; specify the primary mission MDS designation.

7.6.1.2. Unit Stan/Eval will document all initial, downgrade and re-certifications for aircrew assigned/attached to their flying unit to indicate a chronological history of certifications of aircrew while assigned/attached to their flying unit.

7.6.1.3. During the initial review of individual FEF, also review previous AF Form 4348 entries to determine all applicable certifications of new assigned/attached aircrew member. Then, document applicable aircrew certifications accepted by the gaining flying unit commander on a new AF Form 4348.

7.6.1.4. The OGV/squadron Stan/Eval Chief or other individual designated by the SQ/CC will sign a one line entry below all other entries verifying that above certification transcriptions are accurate.

7.6.1.5. Do not use AF Form 4348 to document one-time training/new equipment unless directed by MAJCOM.

7.6.1.6. Appropriate guidance that may require aircrew certification using AF Form 4348 entry include MAJCOM and/or supplement; AFI11-2MDS Vol 1; AFI11-2MDS Vol 3.

7.6.2. General Data Entry.

7.6.2.1. Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II), last four of SSN, unit MDS and unit (assigned/attached for flying) organization/location.

7.6.2.2. Use one line for each certification.

7.6.2.3. Enter each certification in chronological order based on the date the action is completed.

7.6.2.4. For date fields in the AF Form 4348, use a two-digit day, three-letter month and two-digit year format, or as required for electronic forms.

7.6.3. Certification.

7.6.3.1. Certified Event Title. Enter each certification title on the top block on the AF Form 4348.

7.6.3.2. Enter the instructor's rank, name and organization who completed applicable training for the certified event below the event title of the Certified Event block for the MDS under which the certification is given.

7.6.3.3. Date Certified. Enter the effective date of certification.

7.6.3.4. For certifications attained as part of a FTU, the date will match the date of the applicable AF Form 8/8a, or enter the date of completion or graduation from FTU if no AF Form 8/8a is issued.

7.6.3.5. Certification Official/Organization. MAJCOM Supplement will specify AF Form 4348 certifying officials. The Certifying Official will sign above their typed name, rank, organization and office symbol.

7.6.3.6. The Certifying Official is the person authorized by governing directives to approve or certify an aircrew member for a specific position or event.

7.6.3.7. If a certification is given with restrictions, state the restrictions on the AF Form 4348 in the Remarks block.

7.6.4. **Decertification.** Decertification of events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice).

7.6.4.1. **Decertification for Cause.** Used for observed substandard performance.

7.6.4.1.1. This action is normally associated with Commander-Directed Downgrade, but also applies to commander-directed decertification of evaluators (resulting from substandard performance).

7.6.4.1.2. To document Decertification for Cause, place an "X" in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block; see Attachment 7 for example.

7.6.4.2. **Discretionary Decertification.** An administrative action not based on performance.

7.6.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFI11-2 Vol 1, when instructor certified events

become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of flight examiners as a result of reasons other than substandard performance.

7.6.4.2.2. To document Discretionary Decertification, place an “X” in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block; see Attachment 7. **Note:** For decertification due to loss of currency with no requirement for re-certification, the effective date of decertification will be the date of certification loss.

7.6.4.2.3. For events that have changed in name only (e.g., In-Flight Refueling to Air Refueling) no action is necessary. If desired for clarity: annotate “Renamed (new title)” under Remarks.

7.6.4.2.4. For members who change MDS while assigned/attached to the same Stan/Eval organization, prepare a new AF Form 4348 indicating the new MDS and transcribe all events which apply to the new MDS IAW paragraph **7.6.1.3**.

7.6.5. Unusual Circumstances. When unusual circumstances require additional information for an AF Form 4348 entry, use additional lines as necessary or reaccomplish the AF Form 4348.

7.6.6. Computer Generated AF Forms 4348. Units may use a computer-generated AF Form 4348 to make new entries or corrections as long as cumulative hard copy entries are maintained. Computer-generated AF forms must mirror AF forms published on the Air Force e-Publishing web site.

7.6.6.1. A computer-generated AF Form 4348 must be signed IAW guidance in this section. The signature on a computer-generated AF Form 4348 certifies:

7.6.6.1.1. New or rescinded certification attained while assigned/attached to unit of certifying official.

7.6.6.1.2. All cumulative entries were maintained; that they were signed or had proper documentation; or were carried forward from a previously signed computer-generated AF Form 4348.

7.6.7. Unit Supplement. Describe unit AF Form 4348 procedures/program. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying officials. Document procedures to ensure certifications reflected on AF Form 4348 are also included in ARMS. Annotate if someone other than the Chief of OGV/squadron Stan/Eval has been authorized by the SQ/CC to sign the last line of an AF Form 4348 to signify transcription accuracy.

7.7. AF Form 942, Record of Evaluation. The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8/8a accomplished by the aircrew member. See example at [Attachment 5](#).

7.7.1. Data Entry.

7.7.1.1. Except where specifically noted otherwise (i.e. annotating the type evaluation, "INSTR"), use upper and lower case letters.

7.7.1.2. Requirements for font, indentation, and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards as desired.

7.7.1.3. A one-line entry is used for all evaluations with the exception of those in which the qualification levels awarded on portions of a combined evaluation are not all the same.

7.7.1.4. For combined evaluations in which different qualification levels are awarded for any of the portions, a single line entry will be made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level.

7.7.1.5. Use each AF Form 942 until it is completely filled. If additional blocks not needed, "Z" out any unused blocks.

7.7.2. **Type Aircraft/Crew Position.** Enter MDS used and crew position flown during the evaluation as it appears in the Aircraft/Crew Position area under Examinee Identification of the subject AF Form 8/8a. For AF Form 8a, enter first aircraft.

7.7.3. **Type of Evaluation.** Enter type of evaluation (or applicable portions of a combined evaluation in which different qualification levels were awarded to different portions - see paragraph 7.3.5.3.2.1) as it appears in the Mission/Check area under Flight Phase of the subject AF Form 8/8a. If the evaluation did not include a flight phase, enter type of evaluation as it appears in the Examination/Check area under Ground Phase of the subject AF Form 8/8a.

7.7.4. **Date Completed.** Enter date from the Date Completed block of the subject AF Form 8/8a.

7.7.5. **Qualification Level.** Enter the appropriate qualification level as it appears on the subject AF Form 8/8a.

7.7.6. **MAJCOM Change.** A one-line, undated entry containing MAJCOM title will be made for each change in the individual's MAJCOM based on a Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA). Do not annotate a change of MAJCOM if the individual is receiving an evaluation from an evaluator in a different MAJCOM unless the individual is enrolled in a formal training program.

7.7.7. **Computer Generated AF Form 942.** A computer generated AF Form 942 may be used as long as cumulative entries are retained. Electronic copies of the AF Form 942 should be forwarded with the FEF when the individual moves to a new squadron.

7.7.7. **(307BW) Procedures for Completing AF Form 942.** Electronic AF Form 942, *Record of Evaluation* are maintained for assigned/attached individuals and are updated with required entries (evaluations, annual reviews, etc.) printed, and placed in the FEF. If the previous electronically produced AF Form 942 is filled, the new form replaces it.

7.8. Flight Evaluation Folders (FEF). The FEF contains the source documents that constitute the history of flying qualifications for each aircrew member.

7.8.1. Maintenance.

7.8.1.1. Each aircrew member who is on flying status must have a FEF that includes all AF Forms 8/8a, AF Forms 942, AF Forms 4348 (if used), and any additional MAJCOM and/or unit specified items. **EXCEPTION:** for flight surgeons, combat camera, and non-rated aircrew that only require an examination to establish qualification do not require an FEF, documentation will be IAW paragraph 8.1.

7.8.1.2. The FEF must be maintained by a Stan/Eval functional office - normally in the organization to which the individual is assigned or attached for flying.

7.8.1.2. (307BW) Flight Evaluation Folders. OGV will maintain FEFs for assigned and attached personnel on active flying status. Current B-52 Letters of Certification will be maintained in the FEF file.

7.8.1.3. HHQ personnel on active flying status may have their FEFs maintained by the Stan/Eval function of the unit to which they are attached for flying.

7.8.1.4. For personnel on inactive flying status, the FEF will be maintained with their Flight Records Folder (FRF).

7.8.1.5. Individuals assigned or attached to other than USAF units may use the format of the service to which they are attached to document their history of qualifications.

7.8.2. Electronic FEFs.

7.8.2.1. For electronic FEFs, any hard copy historical information (once incorporated into the electronic FEF system) will be archived with the Stan/Eval function that maintains the FEFs. Archive method will be at unit discretion.

7.8.2.2. Scanned versions of historical documents will be saved IAW AFI 33-364, *Records Disposition—Procedures and Responsibilities*.

7.8.2.3. Electronic FEF systems must be able to produce hard copies of FEF products, when needed, consistent with the guidance in this AFI. Additionally, the electronic FEF must be transportable.

7.8.3. Contents. Divide the FEF into two sections:

7.8.3.1. (left side). This Section contains AF Forms 942, AF Forms 4348 (if used), and any items authorized by the MAJCOM and/or unit supplement. Section I may contain two sub-sections.

7.8.3.1.1. AF Forms 942 will be placed on top in chronological order with the most recent on top, followed by the AF Form 4348 (if used).

7.8.3.1.2. Any additional information as directed by MAJCOM and/or unit supplement will be placed under the AF Form 942 and 4348 (if used).

7.8.3.1.3. If the FEF is not maintained at the same base with the individual's FRF, a copy of the most recent AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*, and AF Form 702, *Individual Physiological Training Record*, may be filed in this section behind and MAJCOM and/or unit directed items.

7.8.3.2. **(right side).** This Section contains AF Forms 8/8a and any related MFRs for all evaluations listed on the AF Form 942.

7.8.3.2.1. **AF Forms 8/8a.** File AF Forms 8/8a in chronological order with the most recent on top. Individuals who maintain qualification in two or more MDSs or two or more crew positions in the same MDS will file AF Forms 8/8a in chronological order – without consideration of MDS or crew position.

7.8.3.2.2. **MFRs.**

7.8.3.2.2.1. MFRs documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8/8a are filed on top of the affected AF Form 8/8a.

7.8.3.2.2.1.1. Incorporate the information contained in the MFR onto the applicable AF Form 8/8a under Examiner Remarks paragraph D, Additional Comments, when action is complete.

7.8.3.2.2.1.2. Once MFR information is incorporated onto the AF Form 8/8a, remove the MFR from the FEF.

7.8.3.2.2.2. **Expiration Date Extensions** (see also paragraph [5.8.3.2](#)).

7.8.3.2.2.2.1. On the expiration date extension MFR specify extension authority, the new expiration date, and a brief description of the extension.

7.8.3.2.2.2.2. MFRs will be dated prior to the expiration date of any affected periodic evaluation.

7.8.3.2.2.3. **Permanent MFRs.** MFRs become a permanent part of the FEF only when a Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8 (see paragraph [7.8.6.1](#)) or an unusual circumstance cannot be documented any other way.

7.8.4. **Hard-Copy Folders.**

7.8.4.1. Folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend press board folder or equivalent).

7.8.4.2. Standard 2 ¾-inch metal fasteners may be used.

7.8.4.3. Affix a label bearing the individual's name and last four of SSN to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required by MAJCOM and/or unit supplement.

7.8.4.4. Folders must bear the "For Official Use Only" label/stamp on both sides of the FEF.

7.8.5. **Review of FEF.** Document the procedures on how to accomplish an initial review and how to implement the periodic review of FEFs.

7.8.5.1. **Initial Review.** The flying unit will review the FEF for all newly assigned aircrew members to verify their qualification(s) (and certifications on AF Form 4348 if used) prior to their first flight.

7.8.5.1. **(307BW)** Initial Review. The FEFs of newly assigned/attached individuals will receive an initial review. The initial review may satisfy the requirement for an annual review. This review will verify that the evaluations documented on the AF Forms 942 are accounted for in Section II, that all required evaluations are current (have not expired), and/or determine the status and evaluation requirements of the individual. An initial review memo will be placed in Section II as a permanent record while the individual is assigned to the 307BW.

7.8.5.1.1. The reviewing organization is responsible for establishing the qualification of the aircrew member as determined from the latest applicable documentation in Sections I and II of the FEF.

7.8.5.1.2. Following the initial review, the unit maintaining the FEF is responsible only for documentation subsequently placed in the FEF.

7.8.5.1.3. If the FEF of HHQ personnel on active flying status is maintained by the Stan/Eval function at the unit/squadron to which they are attached to fly, the Stan/Eval function of that unit/squadron will also review the FEF prior to their first flight.

7.8.5.2. **Posting Review.**

7.8.5.2.1. The Stan/Eval function will review each AF Form 8/8a and AF Forms 4348 (if used) when they are placed in the FEF to ensure accuracy and completeness.

7.8.5.2.2. The Form 8/8a review will confirm that the eligibility period and qualification as documented are correct, all required flight evaluation events and requisites were accomplished within the eligibility period and that all signatures and initials are obtained within the allotted time (see paragraph [7.3.8.5](#)).

7.8.5.2.3. The AF Form 4348 (if used) will be reviewed for correct certification signature and to ensure all previous entries are accurate and accounted for.

7.8.5.2.4. Document the posting review IAW unit or MAJCOM supplement.

7.8.5.3. Periodic Review.

7.8.5.3. **(307BW)** Annual Review of FEF. OGV will review the FEFs of all active assigned and attached flyers during the 3rd quarter of each calendar year. If another unit has already annually reviewed an FEF during the calendar year, a second annual review is not required. The reviewer will check that the evaluations documented on the AF Forms 942 are accounted for in Section II, and verify that required evaluations have not expired. The annual review will be documented on the FEF review log located behind the AF Form 942.

7.8.5.3.1. The Stan/Eval function will review all applicable FEFs to confirm expiration dates used to track required aircrew qualification evaluations are the same as those listed in the FEFs. Periodic review of FEFs for personnel in inactive status is not required.

7.8.5.3.2. The interval between reviews will not exceed the standard qualification period window unless a more restrictive review period is established by the MAJCOM and/or unit supplement.

7.8.5.3.3. Document the periodic review IAW MAJCOM and/or unit supplement.

7.8.6. **FEF Discrepancies.** FEF Discrepancies include those of the AF Forms 8/8a, AF Forms 4348 (if used), AF Form 942, and any MAJCOM-directed documentation.

7.8.6.1. **Major Discrepancies.** Discrepancies that affect the qualification of the affected aircrew member.

7.8.6.1.1. Major discrepancies are documented on a permanent MFR filed in Section I or II immediately above the affected AF Forms 8/8a and/or 4348 (if used), or in chronological order for items other than those found on AF Forms 8/8a and/or 4348 (if used).

7.8.6.1.2. MFRs documenting similar major discrepancies found on multiple AF Forms 8/8a will be filed on top of the latest affected AF Form 8/8a.

7.8.6.2. **Minor Discrepancies.** Discrepancies that do not affect the qualification (and/or certifications if using the AF Form 4348) of the affected aircrew member (e.g. typos, formatting and misspellings).

7.8.6.2.1. Minor discrepancies are documented on a non-permanent record as defined by the MAJCOM or unit supplement to this instruction and need not reside in the FEF.

7.8.6.2.1. **(307BW)** Procedures for Minor Discrepancy Documentation. Minor discrepancies will be documented with a minor discrepancy log sheet describing the nature and reason for the discrepancy (if known). The minor discrepancy log sheet will be located in Section II and placed in front of the affected AFGSC Form 8s.

7.8.6.3. **Corrections.**

7.8.6.3.1. **AF Form 8/8a.** As a source document, the AF Form 8/8a may be corrected by use of white-out or pen and ink alteration of the original document provided the flight examiner signing Section III of the form initials the correction. If the original FE is not available then document the discrepancy IAW paragraphs **7.8.6.1** or **7.8.6.2**. When the original FE is not available, OGV Chiefs may also correct minor discrepancies as prescribed in MAJCOM supplements.

7.8.6.3.2. **AF Form 942.** AF Forms 942, not being source documents, may be altered without restriction to reflect the assignment of the affected aircrew member and the contents of the FEF.

7.8.6.3.3. **AF Form 4348** (if used). AF Forms 4348 may be corrected by use of white-out or pen and ink alteration of the original document provided the certifying official signing that line of the AF Form 4348 initials the correction. For significant corrections that alter the certification's intent, make a new AF Form 4348 entry.

7.8.6.3.4. **Electronic Corrections.** If the system used to store the record does not allow corrections to be made, then document the discrepancy IAW paragraph **7.8.6.1** and/or paragraph **7.8.6.2**.

7.8.7. **Transfer of FEF.**

7.8.7.1. **Retention of Records.** Retain all records in the FEF until reviewed by the gaining unit. After review, return to the individual those forms not retained in the FEF.

7.8.7.2. **Formal Training Graduates.** For Formal Training School graduates reporting directly to an overseas command for a short tour, retain formal training school records for transfer to the subsequent gaining unit.

7.8.7.3. **PCS of Individual.** Aircrew members will normally hand-carry their FEF along with their FRF to the gaining organization.

7.8.7.3.1. When circumstances prevent this, the losing organization will mail the folder to the gaining unit via registered mail.

7.8.7.3.2. Mail any records not included in the FEF to the gaining organization with clear identification of the individual concerned.

7.8.7.3.3. When mailing an FEF or any of its contents, retain a copy (hard or soft copy is acceptable) until the gaining organization has received the original FEF.

7.8.8. Disposition of FEF.

7.8.8.1. Dispose of the aircrew FEF according to the Air Force Records Disposition Schedule (RDS) and Air Force guidance concerning the protection of Personally Identifiable Information.

7.8.8.2. Outdated certification documents, ARMS products, medical recommendations and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

Chapter 8

SPECIALIZED AIRCREW

8.1. Purpose. This chapter provides additional guidance pertaining to flight surgeons, Combat Camera, and non-rated aircrew that only require an examination to establish qualification.

8.1.1. Initial and periodic qualification consists of a written (open or closed book) examination; a flight evaluation is not required. Upon completion of the examination, members will be qualified in all USAF aircraft (universal qualification).

8.1.2. MAJCOMs and subordinate units may direct additional general and/or MDS-Specific qualification requirements.

8.1.3. Qualification requirements will be documented on an AF Form 1522, *ARMS Additional Training Accomplishment Report*, and stored in ARMS in the Formal Training module with currency tracked in the Training module. No AF Form 8/8a or FEF is required; however, the Stan/Eval function of the unit to which specialized aircrew are assigned/attached for flying will verify that ARMS information is logged appropriately. When MAJCOMs or subordinate units require a flight phase, or if directed by the applicable MDS-Specific Volume 2, document IAW [Chapter 7](#) (to include creating an FEF).

8.2. Evaluations. Initial, periodic, and MDS-Specific (if required) examinations are considered QUAL evaluations. Other examinations are not required by this AFI, but may be prescribed in MAJCOM and subordinate unit supplements.

8.2.1. **Flight Surgeons.** Test questions will be randomly generated from a test bank maintained by AFMOA/SG3P.

8.2.1. **(307BW) Flight Surgeon Examination.** A Flight Surgeon Question File or Bank will be developed and maintained by OGV for use in constructing the Flight Surgeon aircrew examination. Flight Surgeons will receive a memorandum from OGV six months prior to the expiration of their current exam. Test results will be documented and maintained by OGV on locally developed worksheets.

8.2.2. **Combat Camera.** Test questions will be randomly generated from a test bank maintained by the Combat Camera career field manager (CFM), in coordination with HQ USAF/A3O-AT and using commands.

8.2.3. **Non-Rated Aircrew Members.** Test questions will come from the lead MAJCOM Master Question Files (MQFs).

Chapter 9

ADDITIONAL PROGRAMS (FCIF, SII, GO/NO-GO, SUPPLEMENTARY EVALUATIONS)

9.1. FCIF.

9.1.1. Units will establish and maintain a library consisting of a current read file and publications. This library will consist of a minimum of four volumes as listed in **Table 9.1** in either hardcopy or electronic format.

9.1.2. FCIFs may be issued to alert crewmembers to publications changes for TOs or AFIs that affect aircraft operations, but actual publication changes must be accomplished IAW established procedural guidance, to include AFI 33-360 (as applicable) and TO 00-5-1.

9.1.3. **Required Volumes.** Volume I is a table of contents for all volumes and current read file items, Volumes II through IV are made up of publications and flight manuals, and Volume V (optional) is reserved for flight safety information. If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title as follows:

Table 9.1. Required Volumes.

VOLUME	TITLE
VOLUME I	Table of Contents/Current Read File
VOLUME II	Publications—Air Force Directives MAJCOM Supplements
VOLUME III	Publications—MAJCOM/NAF/Local Directives
VOLUME IV	Flight Manuals/Checklists/Aircrew Aids/Technical Orders
VOLUME V (Optional)	Flight Safety Information

9.1.4. **Current Read File.** Volume I consists of a minimum of two parts to include an Index (Part A) and Current Read Files (Parts B and C (*Note:* Part C is optional)). MAJCOMs may add additional components to Volume I as appropriate.

9.1.4.1. Part A is a table of contents listing all material contained in FCIF Volumes I through V.

9.1.4.2. Part B is the Current Read File of FCIF messages. Messages contain information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight. FCIFs that contain aircraft-related information will be forwarded to all using MAJCOMs.

9.1.4.2. **(307BW)** Flight Crew Information File Program. Initiation, approval and disposition of Volume I Part B items are the responsibility of OGV. Each squadron is

required to post only those Part B items that apply to their MDS. OGV will acknowledge receipt and incorporation of HHQ-directed Part B items as required. OGV will maintain and regularly update an FCIF electronic library for Volume 1 part B. In case of intranet failures/webmaster unavailability, the date listed on the FCIF web page will indicate the currency of the contents. Squadron leadership will be notified of changes via a hard copy to squadron leadership for posting in the squadron FCIF library.

9.1.4.2.1. **(Added-307BW)** OGV will direct the review/removal of individual FCIF Volume I Part B items according to their expiration date and publish an index of current items, along with an overall FCIF Table of Contents. Part B items with unspecified review/removal dates will be reviewed monthly and upon receipt of each 10 AF/DOV Quarterly Update. The squadron's SELO will review and remove Part C items, and maintain a current Part C index. The annual FCIF review will normally be accomplished at the beginning of each calendar year. OGV will direct the annual review with a new FCIF, part B item.

9.1.4.3. Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct of flight and not required to be read before flight.

9.1.4.3. **(307BW)** Volume I Part C will be maintained as a squadron read file and the SELO is responsible for controlling its contents. SELOs will post items as they are received from OGV, and maintain the currency of FCIF publications.

9.1.4.4. Squadrons with both primary crewmembers and mission crewmembers may use separate sections in Volume I for mission crewmembers. In addition, these squadrons are exempt from the requirement to maintain mission crewmember checklist and aircrew aids in the FCIF volumes.

9.1.4.5. Refer to [Attachment 7](#) for a sample FCIF format.

9.1.5. **Publications Library.** Volumes II through IV will consist of an FCIF Functional Publications Library according to MAJCOM directives. See AFI 33-360 for basic library requirements.

9.1.5.1. All publications in the library will be current and complete. MAJCOMs may authorize units to withhold posting of information that does not apply based on aircraft configuration.

9.1.5.2. Units will establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles. Publication dates, supplements and changes are not required.

Table 9.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFI 11-202V1	<i>Aircrew Training</i>
AFI 11-2MDSV1	<i>Aircrew Training</i>
AFI 11-202V2	<i>Aircrew Standardization Evaluation Program</i>

AFI 11-2MDSV2	<i>Aircrew Evaluation Criteria</i>
AFI 11-202V3	<i>General Flight Rules</i>
AFI 11-2MDSV3	<i>Aircrew Operational Procedures</i>
AFI 11-401	<i>Aviation Management</i>

9.1.5.3. MAJCOMS may waive Volumes II-V requirements for special training units (i.e., Red Flag).

9.1.5.4. The FCIF index and library will be filed IAW AFI 33-360, regardless of hardcopy or electronic format.

9.1.5.4.1. If any part of the FCIF library is maintained electronically and not specifically addressed above (or in AFI 33-360 and/or TO 00-5-1), units will ensure that the information is current and accessible for concurrent viewing by multiple aircrew members.

9.1.5.4.2. At a minimum, units will maintain the required index and location of electronic files in a hard-copy binder in the FCIF library.

9.1.5.4.3. Documents in the FCIF library will be made available for deployments via either electronic or hardcopy means.

9.2. Flight Related SII.

9.2.1. Flight Related SIIs are items of emphasis relating to existing procedure(s) designed to mitigate or eliminate specific risks or trends.

9.2.1.1. SIIs do not add to or amend established procedures (reference guidance on issuing FCIFs in paragraph 9.1, above).

9.2.1.2. SIIs will be based on analysis of risks and trends from a variety of sources to include Safety Investigation Board (SIB) findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

9.2.2. SII(s) will be issued through the same process used to release FCIFs with the following elements:

9.2.2.1. Specific MDS applicability

9.2.2.2. References (document, SIB, etc)

9.2.2.3. Risk factors and trend details

9.2.2.4. Specific emphasis actions to reduce/eliminate the risk or trend that generated the SII.

9.2.2.5. Effective date of rescission

9.2.2.6. SME/POC for further information

9.2.3. SII(s) will be of limited duration (generally not to exceed 90 days).

9.2.4. SII(s) may be issued/rescinded from the HAF, MAJCOM, NAF or unit level. If issued from agencies outside the MAJCOMs (e.g. HAF, HQ AFFSA, but not subordinate NAFs or units), the lead MAJCOM stan/eval function will coordinate the intent and verbiage of the SII with other MAJCOM stan/eval functions in order to determine the level of applicability within the individual MAJCOMs prior to release.

9.2.5. Units will place all applicable SIIs into the FCIF, Current Read File, Part B, for dissemination to crewmembers.

9.2.6. All current MDS-Specific and CRM/ORM related SII(s) will be briefed during flight briefings for the duration of the SII(s). Mission-specific SII(s) need only be briefed on those missions for which the SII is relevant.

9.3. Go/No-Go Procedures. Units will establish a positive control system that ensures aircrew members have completed all ground training and Stan/Eval items required for flight. Units will provide guidance on this system in the unit supplement.

9.3. (307BW)Go/No-Go Procedures. Squadrons will use a computer-based (PEX) color coded system to verify Go/No-Go status before allowing individuals to fly. Red will indicate that the individual is in No-Go status. All No-Go items must be cleared before the individual is allowed to fly. Yellow will indicate that the individual is in Go status, but has a non-grounding item to complete. If an individual has both grounding and non-grounding items to accomplish, red (No-Go) status takes precedence over yellow. Squadrons will institute procedures to ensure that Go/No-Go items not covered by the computer system are tracked, monitored, and completed by individuals before they are allowed to fly. Restricted crewmembers will be tracked and annotated in the restricted crewmember section of the SOF procedures book at the OPS SUP/SOF desk.

9.3.1. As a minimum, the Go/No Go system will monitor:

9.3.1.1. Form 8/8a qualification or appropriate ARMS products.

9.3.1.2. Ground and flight currency items required for flight IAW AFI 11-202, Vol 1, AFI 11-2MDS Vol 1, and AFI 11-421 *Aviation Resource Management*.

9.3.1.3. Examination items required for flight from this AFI and applicable supplements (see [Chapter 6](#)).

9.3.1.4. Any Duty Not Involving Flying (DNIF) status.

9.3.1.5. Currency on all FCIF (Volume 1, Part B) items.

9.3.2. **(Added-307BW)** Individuals will acknowledge accomplishment or completion of grounding and non-grounding items in accordance with their squadron's monitoring system. OGV will ensure all individuals are placed in red (No-Go) status when a new item is entered in FCIF Volume I Part B and at the beginning of each month for Bold Face testing. When a new FCIF Volume I Part C item is entered, the SELO will place all individuals not already in red status in yellow. The OPS SUP/SOF will print out a hard copy of the PEX go/no go status of the next flying day scheduled crewmembers. The OPS SUP/SOF will verify the Go (non-red) status of all crewmembers in PEX prior to releasing them to fly. The OPS SUP/SOF will verify the qualification status of flight individuals using the letter of Xs prior to flight. The aircraft commander will complete and give the OPS SUP/SOF a Step Checklist prior to flight verifying all crewmembers for the scheduled flight have completed all go/no go items prior to stepping to the aircraft. In addition, the OPS SUP/SOF will review the

Crewmember Restrictions list for grounded individuals and verify that individuals have satisfied all Go/No-Go requirements not covered by the color-coded system.

9.3.2.1. **(Added-307BW)** Off Station procedures: Crews will contact the OPS SUP/SOF (home station or deployed if available) prior to off station sorties to check status of go/no go items for crewmembers. Bold face and applicable FCIF will be made available to flying crewmembers prior to scheduled flight through any means available. A signed step checklist by the aircraft commander verifying all go/no go items are completed prior to flight will be turned into the OPS SUP/SOF prior to flight if possible and at completion of flight if not possible.

9.4. Supplementary Evaluations.

9.4. (307BW)Supplementary Evaluation Program. Supplementary evaluations will be performed as directed by the OG/CC. OGV will publish and distribute a six month supplementary evaluation schedule for each squadron. OGV will develop and maintain the supplementary evaluation checklists and provide evaluators with the appropriate checklist and instructions for performing a supplementary evaluation. Evaluators should review the previous supplementary evaluation report, the current checklist and applicable directives before administering the evaluation. Direct questions about the conduct of the supplementary evaluation to OGV. The report documenting the results of supplementary evaluations will be prepared IAW the supplementary evaluation instructions and forwarded to the OG/CC for review. A report template can be found in Attachment 16 and on the OGV web page. All findings will be assigned an OPR for implementation of corrective action. Corrective action will be at the direction of the OG/CC, monitored by OGV and reported to the SEB. Commanders will report actions taken to correct findings to the OG/CC. Findings that have not been closed by the SEB following the identification of the finding will be reviewed and followed up by OGV. Follow up evaluations may be used to verify the resolution of findings.

9.4.1. **Purpose.** Supplementary evaluations are administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems, such as negative checkride trends. The form and content of a supplementary evaluation is at the discretion of the commander directing it.

9.4.2. Supplementary evaluations are not aircrew qualification evaluations.

9.4.3. The commander directing the supplementary evaluation will determine the areas to be evaluated. The Stan/Eval function directly under the commander directing the supplementary evaluation will determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander.

9.4.4. Individuals other than flight examiners, as determined by the commander directing the supplementary evaluation, may participate in its conduct.

9.4.5. Supplementary evaluations may be administered in conjunction with a flight evaluation. If conducted in-flight, supplementary evaluations will not be all-encompassing, result in the assignment of an overall grade or be documented on an AF Form 8/8a.

9.4.6. At a minimum, supplementary evaluations results will be documented in SEB minutes (see Attachment 2).

9.5. Forms Adopted. AF Form 702, *Individual Physiological Training Record*, AF Form 847, *Recommendation for Change of Publication*, AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*, AF Form 1522, *ARMS Additional Training Accomplishment Report*, AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*.

9.5. (307BW)Forms Adopted. AF Form 847, *Recommendation for Change of Publication*, AF Form 942, *Record of Evaluation*; AFGSC Form 8, *Certificate of Aircrew Qualification*; AFGSC Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*.

9.6. Forms Prescribed. AF Form 8, *Certificate of Aircrew Qualification*; AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*; AF Form 942, *Record of Evaluation*; AF Form 4348, *USAF Aircrew Certifications*.

PHILIP M. BREEDLOVE, Lt Gen, USAF
DCS, Operations, Plans and Requirements

(307BW)

JOHN J. MOONEY III, Brig Gen, USAFR
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- AFPD 10-9, *Lead Operating Command Weapon Systems Management*, 13 Jun 2000
- AFPD 11-2, *Aircraft Rules and Procedures*, 14 Jan 2005
- AFPD 11-4, *Aviation Service*, 1 Sep 2004
- AFPD 33-3, *Information Management*, 28 Mar 2006
- AFI 11-202, Volume 1, *Aircrew Training*, 23 Nov 2005
- AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 Dec 2008
- AFI 11-290, *Cockpit/Crew Resource Management Training Program*, 11 Apr 2001
- AFI 11-401, *Aviation Management*, 7 Mar 2007
- AFI 11-418, *Operations Supervision*, 21 Oct 2005
- AFI 11-421, *Aviation Resource Management*, 1 Nov 2004
- AFI 13-201, *Airspace Management*, 1 Dec 2006
- AFI 16-1202, Volume 2, *Pararescue and Combat Rescue Officer Standardization and Evaluation*, 11 Feb 2008
- AFI 33-360, *Publications and Forms Management*, 18 May 2006
- AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 Dec 2006
- AFI 36-2201, Volume 1, *Training Development, Delivery, and Evaluation*, 1 Oct 2002
- AFI 65-503, *US Air Force Cost and Planning Factors*, 4 Feb 1994
- AFI 90-201, *Inspector General Activities*, 22 Nov 2004
- (Added-307BW)** ACCI 10-707; ACC Electronic Attack and EMCON Procedures
- (Added-307BW)** AFI 11-203, *Weather for Aircrews*
- (Added-307BW)** AFI 11-2B-52 Vol 3, *B-52 Operations Procedures*
- AFMAN 11-210, *Instrument Refresher Program (IRP)*, 3 Feb 2005
- AFMAN 33-363, *Management of Records*, 1 Mar 2008
- (Added-307BW)** AFPAM 11-216, *Air Navigation T.O. 1B-52H-1*
- (Added-307BW)** CJCSM 3212.02B; *Performing Electronic Attack in the United States and Canada*
- (Added-307BW)** T.O 1B-52H-34-2-6CL-1
- (Added-307BW)** T.O 1B-52H-34-2-8, *Aircrew Weapons Delivery Manual (NonNuclear) B-52/JASSM*
- (Added-307BW)** T.O 1B-52H-34-2-8CL-1

- (Added-307BW) T.O. 1B-52H-1, Flight Manual
- (Added-307BW) T.O. 1B-52H-1-1, Aircraft Performance Manual
- (Added-307BW) T.O. 1B-52H-1-12, Radar Navigator's/Navigator's Manual
- (Added-307BW) T.O. 1B-52H-1-12CL-1
- (Added-307BW) T.O. 1B-52H-1-13; Electronic Warfare Officer's Manual
- (Added-307BW) T.O. 1B-52H-1-13CL-1 and Section 3
- (Added-307BW) T.O. 1B-52H-1CL-1
- (Added-307BW) T.O. 1B-52H-25-2, Nuclear Bomb Delivery Basic Information And Operating Procedures
- (Added-307BW) T.O. 1B-52H-25-2CL-1,
- (Added-307BW) T.O. 1B-52H-30-4, Aircrew Weapons Delivery Manual, B-52H/AGM-86B Aircraft Missiles
- (Added-307BW) T.O. 1B-52H-30-4CL-1
- (Added-307BW) T.O. 1B-52H-34-2- 1, Aircrew Weapons Delivery Manual (NonNuclear Gravity Weapons)
- (Added-307BW) T.O. 1B-52H-34-2-1CL-1
- (Added-307BW) T.O. 1B-52H-34-2-3, Aircrew Weapons Delivery Manual (NonNuclear) B-52/MALD
- (Added-307BW) T.O. 1B-52H-34-2-3CL-1
- (Added-307BW) T.O. 1B-52H-34-2-5, Aircrew Weapons Delivery Manual (NonNuclear) B-52/WCMD
- (Added-307BW) T.O. 1B-52H-34-2-5CL-1
- (Added-307BW) T.O. 1B-52H-34-2-6, Aircrew Weapons Delivery Manual (NonNuclear) B-52/JDAM
- (Added-307BW) T.O. 1B-52H-34-2-9, Aircrew Weapons Delivery Manual (Non-Nuclear) B-52/AGM-86C/D
- (Added-307BW) T.O. 1B-52H-34-2-9CL-1 and Section 3

Abbreviations and Acronyms

A3—Director of Operations

(Added-307BW) **AD**—Active Duty

AE—Aeromedical Evacuation

AF—Air Force

AFSA—Air Force Flight Standards Agency

(Added-307BW) **AFGSC**—Air Force Global Strike Command

AFI—Air Force Instruction
AFMAN—Air Force Manual
AFMC—Air Force Materiel Command
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
(Added-307BW) AFRIMS—Air Force Records Information Management System
AGR—Active Guard and Reserve
ANG—Air National Guard
AO—aeronautical order
AR—air refueling
ARMS—Aviation Resource Management System
ART—Air Reserve Technician
AT—Air Technician
ATD—aircrew training device
(Added-307BW) BAFB—Barksdale Air Force Base
BMC—Basic Mission Capable
(Added-307BW) BS—Bomb Squadron
(Added-307BW) BW—Bomb Wing
(Added-307BW) CALCM—Conventional Air Launched Cruise Missile
CAPs—Critical Action Procedures
CC—Commander
CCTS—Combat Crew Training Squadron
CEA—Career Enlisted Aviator
CFM—Career Field Manager
CMR—Combat Mission Ready
(Added-307BW) COP—Community of Practice
(Added-307BW) CPT—Crew Practice Trainer
CRM—Cockpit/Crew Resource Management
CRO—Combat Rescue Officer
DNIF—duty not involving flying
(Added-307BW) DO—Director of Operations
(Added-307BW) DOI—Director of Intelligence

(Added-307BW) **DOV**—Director of Standardization/Evaluation

DRU—direct reporting unit

(Added-307BW) **EA**—Electronic Attack

EOC—end of course

EP—emergency procedures

EPE—emergency procedures evaluation

(Added-307BW) **ESS**—Electronic Scoring Sites

ETCA—Education and Training Course Announcement

(Added-307BW) **EW**—Electronic Warfare Office

FCIF—Flight Crew Information File

FEF—Flight Evaluation Folder

(Added-307BW) **FLIP**—Flight Information Planning

FLT—flight

(Added-307BW) **FMP**—Flight Manual Publications

FOA—Field Operating Agency

FRF—Flight Record Folder

FT—flight test

FTU—Formal Training Unit

(307BW) **FTU**—Flying Training Unit

(Added-307BW) **GP**—General Planning

HQ—headquarters

HHQ—higher headquarters

IAW—in accordance with

(Added-307BW) **IFG**—In flight guide

IFR—Instrument Flight Rules

INIT—initial

INSTM—instrument

INSTR—instructor

(Added-307BW) **IP**—Initial Point

(Added-307BW) **IRC**—Instrument Refresher Course

(Added-307BW) **JNCA5**—Jet Navigation Chart Alpha 5

MAJCOM—Major Command

MDS—Mission Design Series

MFR—memorandum for record

MQF—master question file

MR—Mission Ready

MSN—mission

MTR—Military Training Route

N/A—not applicable

NAF—Numbered Air Force

(Added-307BW) NAF/CC—Numbered Air Force Commander

NAS—National Airspace System

N-BMC—Non-Basic Mission Capable

N-CMR—Non-Combat Mission Ready

NMR—Non Mission Ready

N/N—no-notice

OCR—office of collateral responsibility

OG—Operations Group

(Added-307BW) OG/CC—Operations Group Commander

OGV—Operations Group Standardization/Evaluation

OPR—office of primary responsibility

(Added-307BW) Ops Sup—Operations Supervisor

ORM—operational risk management

PCA—permanent change of assignment

PCS—permanent change of station

(Added-307BW) PEX—Patriot Excalibur

PJ—pararescue jumper

Q—qualified

QUAL—qualification

(Added-307BW) RDS—Records Disposition Schedule

RQ—requalification

SAV—staff assistance visit

SEB—Standardization/Evaluation Board

(Added-307BW) SEFE—Standardization Evaluation Flight Examiners

SELO—Standardization/Evaluation Liaison Officer

(Added-307BW) SII—Special Interest Item

SIM—simulator

(Added-307BW) SOF—Supervisor of Flying

(Added-307BW) SQ/CC—Squadron Commander

SQB—secure question bank

(307BW) SQB—Squadron Question Banks

SSN—Social Security Number

STAN/EVAL—standardization/evaluation

TDY—temporary Duty

(Added-307BW) TODO—Technical Order Distribution Officer

U—unqualified

USAF—United States Air Force

(Added-307BW) UTA—Unit Training Assembly

(Added-307BW) WST—Weapon System Trainer

Terms

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6).

Additional Training—Any training recommended by flight examiner to remedy deficiencies identified during an evaluation that must be completed by a specific due date. This training may include self-study, ground instruction, ATD, simulator or flying. Additional training must include demonstration of satisfactory knowledge or proficiency to flight examiner, supervisor or instructor (as stipulated in the Additional Training description) to qualify as completed.

Aircrew—The total complement of rated, career enlisted aviator, and nonrated aircrew personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to the accomplishment of the aircraft's mission. Individuals must be on AOs and assigned to an authorized position according to AFI 65-503, or nonrated aircrew not in an aircraft's basic complement, but required for the mission. See AFD 11-4.

Aircrew Training Device (ATD)—A training platform suitable to conduct evaluations.

Air Reserve Technician (ART)—A civilian employee of the United States Air Force Reserve Command (AFRC) who provides permanent party support to an AFRC unit and occupies an AFRC Unit Manning Document military position in the unit comparable to his or her civilian position.

Air Technician (AT)—A civilian employee of the Air National Guard (ANG) who provides permanent party support to an ANG unit and occupies an ANG unit manning document military position in the unit comparable to his or her civilian position.

Certification—Procedure used to document competency in a particular task. Not interchangeable with “qualification,” which requires Form 8/8a documentation.

Combat Crew Training Squadron (CCTS)/Formal Training Unit (FTU)—A unit with a primary mission to train aircrew personnel according to approved syllabi.

Debriefed Discrepancy—Remedial action taken by a flight examiner to remedy a discrepancy noted during an in-flight or, if applicable, simulator evaluation (e.g. EPE conducted in the sim). This action is accomplished during debrief of the evaluation wherein the flight examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in the Examiner’s Remarks section of the AF Form 8/8a Comments.

Eligibility Period—The six-month period prior to the expiration date of an evaluation that includes the month in which the evaluation is due.

Emergency Procedures Evaluation (EPE)—A flight, ATD, sim or verbal evaluation used to evaluate emergency procedures and systems knowledge.

Evaluation—1) Procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. 2) The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. See also Joint Pub 1-02.

Education and Training Course Announcement (ETCA)—Air Force Database located at URL: <https://etca.randolph.af.mil/> that incorporates all the information previously contained in AFCAT 36-2223, *USAF Formal Schools Catalog*. ETCA is prescribed by AFI 36-2201, Vol 1, *Training Development, Delivery, and Evaluation*.

Flight Crew Information File (FCIF)—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

Flight Evaluation Folder (FEF)—A two-part folder containing the source documents that constitute the history of flying qualifications (and certifications if the AF Form 4348 is used) of each aircrew member.

Flight Examiner—An aircrew member designated to perform evaluation duties as specified by this instruction. Flight examiners must be qualified in the events they evaluate (*EXCEPTION*: SPOT evaluations). *Unit Flight Examiners* include squadron flight examiners assigned to the flying squadron, OGV flight examiners assigned to the OGV but attached to the flying squadron and other Wing individuals tasked with flight examiner duties assigned above the squadron level. A *HHQ Flight Examiner* is a flight examiner assigned to a NAF or MAJCOM. *Senior Flight Examiners* are senior flying commanders – specifically, flying NAF/CCs and OG/CCs (and/or, their deputies) – that act in the capacity of flight examiners.

Ground Recheck—A procedure used by an examiner to remedy an unqualified evaluation that does not entail in-flight or simulator demonstration on the part of the examinee.

Initial Evaluation—The first evaluation of any type for an MDS (e.g., INIT QUAL/ INSTM, INIT MSN, INIT INSTR).

Instructor Evaluation—An evaluation that initially and reestablishes instructor qualification of the examinee in an MDS (i.e., INIT INSTR and RQ INSTR) as directed in AFI11-2MDS Vol 1.

Instrument Evaluation—Qualifies an aircrew member to operate under IFR.

Lead Command—The Air Force MAJCOM or agency possessing an MDS that is designated by AFD 10-9 as responsible for the coordination of MDS-Specific activities.

Master Question File (MQF)—Question bank used to construct closed book exams. Aircrew members have access to MQFs.

Mission Evaluation—Qualifies an aircrew member to employ the member's assigned weapon system in accomplishing the unit's operational or DOC statement mission. Requires AF Form 8/8a documentation.

No—Notice Evaluation—An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

Office of Collateral Responsibility (OCR)—Any headquarters, agency, or activity having coordinating functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Operations Group Commander (ANG/AFRC)—ANG/AFRC may use Air Operations Officer/ Operations and Training Officer, if appropriate, when Operations Group Commander (OG/CC) is referenced.

Qualification Evaluation—Qualifies an aircrew member to perform the duties of a particular crew position in the specified aircraft. Requires AF Form 8/8a documentation.

Requalification Evaluation—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding six months (as specified in applicable AFI11-2MDS Vol 1), a recheck following a failed evaluation or a commander directed downgrade. Requires AF Form 8/8a documentation.

Requisites—Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete. Requires AF Form 8/8a documentation.

Recheck—A subsequent evaluation used to remedy a failed evaluation. Requires AF Form 8/8a documentation.

Secure Question Bank (SQB)—Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

Specialized Aircrew—Flight Surgeons, Combat Camera, and Non-Rated aircrew, to include K-, Q- and X- prefix specialty codes. Does not include X-prefix Aeromedical Evacuation Crewmembers.

SPOT Evaluation—An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation. May be No-Notice. Requires AF Form 8/8a documentation.

Squadron Supervisor—Any of the following: squadron commander, operations officer, assistant operations officer, flight commander or person specifically designated by the squadron commander.

Stan/Eval Board (SEB)—A forum convened at the group level to review and resolve aircrew-related issues.

Stan/Eval Function—An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

Standardization/Evaluation Liaison Officer (SELO)—An individual (officer or enlisted) tasked to perform squadron Stan/Eval administrative duties.

Student Aircrew Member—An aircrew member enrolled in a formal course or training under a MAJCOM approved syllabus.

Supervised Status—The status of an aircrew member who must fly under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI11-2MDS Vol 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI11-2MDS Vol 1, or as determined by the SQ/CC.

Supplementary Evaluation Program—Administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems.

Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

Unit—A level of organization under HHQs (MAJCOM and/or NAF) required to establish a Stan/Eval function (normally this is an operations group and consists of both the group and flying squadrons).

Universal Qualification—Process where Specialized Aircrew attain/maintain qualification in two or more MDS aircraft where qualification is attained/maintained via a minimum of a ground phase examination.

User Command—Any Air Force MAJCOM/agency, other than the lead command, that possess a MDS.

Weapon System—A combination of one or more weapons with all related equipment, materials, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.

ATTACHMENT 2
STAN/EVAL BOARD MINUTES

Note: The information below is an example of the minimum information a Board should address.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)
2. Overview:
 - a. Manning. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron flight examiners.) Include any OG/CC designated additional OGV flight examiners.
 - b. Summary.
 - (1) Evaluations. Report EPEs and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2MDS Vol 2). Include SPOT, N/N, and INIT INSTR evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).
 - (a) Q1s
 - (b) Q2s
 - (c) Q3s
 - (d) Total evaluations for each crew position
 - (2) Examinations. Report examination results by crew position and type of examination (open book, closed book, instrument and boldface/CAPs).
 - (3) Waivers and Extensions. Identify all waivers and extensions as identified in this AFI.
 - (4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.
 - (5) Report progress toward achievement of no-notice requirements, if applicable.
 - c. Stan/Eval Program Inspections and Reviews (if applicable).
 - d. Aircrew Flight Publications. Review open AF Forms 847.
 - e. Supplementary Evaluations. Report results of evaluations conducted at both the OGV and squadron level.
 - f. MTR and Air Refueling Track Reviews (annotate date completed or "N/A" as applicable - see para 3.2.2.11.).

3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal Stan/Eval inspections will be addressed and covered until they are closed out.
4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.
5. Other: This is an optional paragraph that can be used as necessary.
6. Problems Requiring HHQ Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:

1. Board Agenda
2. Flight Examiner Roster Reviewed
3. As Required

ATTACHMENT 3

AF FORM 8 COMMENT EXAMPLES

Note: Examples are provided to illustrate content rather than format. In those instances where an example may not directly apply, units will adhere to published guidance.

Figure A3.1. Generic – Comments.

<p>RESTRICTION(S) (<i>If required</i>): See para. 7.3.7.1</p> <p>EXCEPTIONALLY QUALIFIED (<i>If desired</i>): See para. 7.3.7.2</p> <p>EXAMINER'S REMARKS: See para. 7.3.7.3.</p> <p>A. Mission Description. See para. 7.3.7.3.2. If more than one flight examiner was involved in administering the flight phase portion of the evaluation, annotate here with a “First Sortie”, “Second Sortie” and have all but the final flight examiner sign a signature block (enter name, rank, and organization) under each entry (see para. 7.3.7.3.1).</p> <p>B. Discrepancies. Document all discrepancies (Q- or U) or enter "None" (if “None” then Ground and Flight annotations not required). See para. 7.3.7.3.3.</p> <ol style="list-style-type: none"> 1. Ground. 2. Flight. <p>C. Recommended Additional Training. Enter additional training or “None” (if “None” then the Ground and Flight annotations not required). See para. 7.3.7.3.4.</p> <ol style="list-style-type: none"> 1. Ground. 2. Flight. <p>D. Additional Comments. Enter additional comments (to include Commendable areas/sub-areas) or “None.” See para. 7.3.7.3.5.</p> <ol style="list-style-type: none"> 1. ... 2. ... <p>REVIEWING OFFICER'S REMARKS: See para. 7.3.7.4.</p> <p>APPROVING OFFICER'S REMARKS: See para. 7.3.7.5.</p> <p>ADDITIONAL REVIEWS: See para. 7.3.7.6.</p>

Figure A3.2. with EQ (See [paragraph 7.3.7.2](#)).

<p>EXCEPTIONALLY QUALIFIED: The examinee demonstrated exceptional aircraft handling and instrument skills during all phases of this evaluation. Rapidly changing weather and denial of service at two planned out-bases caused the examinee to have to change his plan several</p>

times in-flight, each time done quickly and efficiently so that all aspects of the mission could still be accomplished.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.3. with Commendable (See [paragraph 7.3.7.3.5.2](#)).

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. Commendable. Area 36. Task Prioritization. Brief statement describing commendable performance

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.4. with Downgrade. (See paragraph 7.3.7.3.3.).

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground. None
2. Flight. Area 36. Task Prioritization: Q-. Short description of discrepancy.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.5. Two Sortie with Discrepancy on First Sortie.

EXAMINER'S REMARKS:

A. Mission Description.

First Sortie: IAW AFI 11-2MDS Vol 2.

FIRST M.I. LAST, Rank, USAF
Office Symbol

Second Sortie: Brief description of items not accomplished on first sortie.

B. Discrepancies.

1. Ground. None
2. Flight. First Sortie. Area 36. Task Prioritization: Q-. Short description of discrepancy.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.6. Q3 with Restrictions and Additional Training (See [paragraph 7.3.7.1.1](#)).

RESTRICTIONS: Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph 5.7.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground (EPE). Area 21. Gear Fail to Retract – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

2. Flight. Area 36. Task Prioritization – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Ground. Examinee will review gear fail to retract EPs with an instructor and perform another EPE with gear malfunctions as an emphasis item.

2. Flight. Examinee will accomplish a supervised flight with emphasis on task management in the instrument environment.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.7. RQ Following a Q3.

EXAMINER'S REMARKS:

A. Mission Description. This requalification evaluation was conducted... (enter short description of necessary events to regain lost qualification).

B. Discrepancies. None

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.8. Ground Recheck.

RESTRICTIONS: Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph 5.7.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground. None.

2. Flight. Area 25. Ability to Instruct – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

<p>1. Ground. Examinee will review procedures then provide an instructional brief to a squadron instructor on entries into holding and TACAN penetrations.</p> <p>2. Flight. None.</p> <p>D. Additional Comments. Ground recheck successfully accomplished. No further action required.</p> <p>(Signature and date)</p> <p>REVIEWING OFFICER'S REMARKS:</p> <p>APPROVING OFFICER'S REMARKS:</p> <p>ADDITIONAL REVIEWS:</p>
--

Figure A3.9. Commander-Directed Downgrade (Non-Flying).

<p>RESTRICTIONS: Commander-Directed Downgrade.</p> <p>EXAMINER'S REMARKS:</p> <p>A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement, if required.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training. As required or "None."</p> <p>D. Additional Comments. As required or "None."</p> <p>ADDITIONAL REVIEWS: As required.</p>
--

Figure A3.10. Commander-Directed Downgrade (Flying).

<p>RESTRICTIONS: Commander-Directed Downgrade.</p> <p>EXAMINER'S REMARKS:</p>

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement, if required.

B. Discrepancies. Document all Q- or U discrepancies.

C. Recommended Additional Training. As required or "None."

D. Additional Comments. As required or "None."

ADDITIONAL REVIEWS: As required.

ATTACHMENT 4
AF FORM 8A COMMENT EXAMPLE

Figure A4.1. Q1 (Universal) QUAL MSN.

EXAMINER'S REMARKS: (If applicable. Repeat if necessary for each aircraft.)

A. Mission Description. This evaluation was completed on an F-16B aircraft. Capt Bones demonstrated all egress procedures in an excellent manner. All required equipment use and limitations were evaluated simulating a representative test sortie.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A6.2. Certification and Decertification.

USAF AIRCREW CERTIFICATIONS									
THIS IS TO CERTIFY THAT									
NAME (LAST, FIRST, MIDDLE INITIAL) Magellan, Ferdinand R.		SSAN XXX-XX-9999	ACFT MC-130H	UNIT ORGANIZATION AND LOCATION 15 SOS, Hurlburt AFB, FL					
CERTIFIED EVENT INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DECERTIFICATION				
					DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION			
Touch and Go Landing	20020625	Lt Col Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		<input type="checkbox"/>				
Capt Joe Instructor, 8 SOS/DOT					<input type="checkbox"/>				
Drop Zone Controller (DZC)	20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	<input checked="" type="checkbox"/>	Lt Col Steve Starr 15 SOS/CC			
Capt Joe Instructor, 8 SOS/DOT					<input type="checkbox"/>				
Landing Zone Safety Officer (LZSO)	20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	<input checked="" type="checkbox"/>	Lt Col Steve Starr 15 SOS/CC			
Maj Ira M. Pressive, 8 SOS/DOV					<input type="checkbox"/>				
Close Interval Operations/MP	20080718	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>				
Maj Pencil Head, 15 SOS/DOT					<input type="checkbox"/>				
FARP	20080815	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>				
Capt Roger Cuethree, 15 SOS/DOV					<input type="checkbox"/>				
Flight Examiner	20100105	Lt Col Barry Reid 15 SOS/CC		20100730	<input type="checkbox"/>	Lt Col Barry Reid 15 SOS/CC			
Lt Col Robert Smart, 15 SOS/DOV					<input checked="" type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
PRIVACY ACT STATEMENT									
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to record aircrew certification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification. AF Form 4348 20061208									

ATTACHMENT 7
FCIF TEMPLATE

Note: The information below is an example of a template MAJCOMs may use when drafting an FCIF.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: The Subject Line contains the FCIF number and title of the FCIF (if applicable)

1. Applicability paragraph. This paragraph lists the MAJCOM(s) that the FCIF item is applicable to, and those MAJCOMs for which the FCIF item is "for information only." May also include applicable aircraft or units as necessary.
2. Directive paragraph. Use this paragraph to give direction to aircrews regarding procedures or guidance. This information should be placed immediately following the applicability paragraph in order to ensure a consistent place for new procedures or guidance.
3. Amplification paragraph. This paragraph should focus on background information to the aircrews or any other amplifying data deemed necessary by the FCIF item author for aircrews to understand the impetus behind the FCIF item. The FCIF item should be limited to one or two pages in length. Additional supporting background documentation should be included in attachments or references.
 - a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.
 - b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.
4. Administrative paragraph. Use this paragraph to show where the FCIF item is to be placed (Part B or C), and how for long the FCIF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.
5. Receipt/POC paragraph. This paragraph directs units to acknowledge receipt of the FCIF item within a desired period of time, FCIF item POC(s), and the POC phone number and email address.

Attachment 8 (Added-307BW)**STAN/EVAL FLIGHT EXAMINER (SEFE) UPGRADE WORKSHEET AND ACTIVE
ASSOCIATION WORKSHEET****Figure A8.1. Stan/Eval Flight Examiner (SEFE) Upgrade Worksheet.**

Figure A8.2. Stan/Eval Flight Examiner (SEFE) Active Association Worksheet.

**STAN/EVAL FLIGHT EXAMINER (SEFE)
ACTIVE ASSOCIATION WORKSHEET**

NAME (<i>Last, First, MI</i>)	RANK	SQUADRON
INSTRUCTIONS – The individual completing the requirement for the Active Association (11BS) SEFE should initial and date the checklist in the COMPLETED BY / DATE column. Complete the checklist items below IN ORDER! DO NOT SKIP STEPS!	AIRCRAFT	CREW POSITION
REQUIREMENT		COMPLETED BY / DATE
1. Instructor Certification.		
2. Interview with 307 OG Chief of Stan Eval or B-52 Branch Chief		
3. Complete review of: A. AFI 11-202 Vol 2/ACC SUP 1/307WG Addendum A. B. Appropriate grading volume (N/A) C. Appropriate 307 OGV SEFE guide.		
4. Successful completion of the 307 OG/OGV SEFE examination.		N/A
5. Emergency Procedures Evaluation (EPE) / ATD program review. An experienced SEFE of like specialty will familiarize the upgrading SEFE with EPE / ATD procedures, profiles, and equipment.		N/A
6. Operation Group Commander Interview		
7. Wing Commander Interview and Certification. The purpose of this meeting is to give the wing commander an opportunity to provide his overall perspective and policies on such far ranging issues as: - Management - Operational Risk Management (ORM) - Accountability - Command and Control - Mission Accomplishment - Compliance with Directives - Crew Resource Management (CRM) - Proper Use of Resources and any other issues that the wing commander feels are appropriate (safety, etc.).		
8. Those selected for upgrade with no previous SEFE experience will receive a SEFE Objectivity evaluation (flight or EPE / ATD) with an OGV SEFE of like specialty. For individuals previously qualified as SEFEs, the first evaluation administered prior or subsequent to certification will be monitored by an OGV SEFE. As a minimum, the monitor will observe the briefing, debriefing, and critique. [AFI 11-202V2/ACC SUP 1, para. 3.2.2.12.2.]		N/A
9. Return this worksheet to 307 OG/OGV upon completion. Flight examiner certification will be documented by a letter of certification (Letter of Xs) or ARMS product prior to performing flight examiner duties. [AFI 11-202V2/ACC SUP 1, paragraph. 3.2.2.12.1.]		

Attachment 9 (Added-307BW)

PILOT/NAVIGATOR/ELECTRONIC WARFARE OFFICER FORMS 8A

Figure A9.1. Pilot Form 8a (Front).

TEMPORARY FLIGHT EVALUATION CERTIFICATE					
RECOMMENDED ADDITIONAL TRAINING/CORRECTIVE ACTION:					
DATE COMPLETED:					
RESTRICTIONS:					
Requisites	Score	Date	Requisites	Score	Date
Instrument			Open Book		
Closed Book			Boldface		
Weapons Open Book			Nuclear Weapons Preflight		
SIGNATURE OF FLIGHT EXAMINER				DATE	

AFGSC FORM 8a, Jan 11 Revised 16 May 11 307 OG/OGV

PILOT FLIGHT EVALUATION CHECKLIST										
CHECK	TYPE		AFI 11-2B-52, V2 Chapter 3 (4 Jun 09)			DATE				
INST/M/QUAL/MSN	NUC / CONV									
SQDN/AIRCRAFT	EXAMINEE			SEFE						
11BS / 93BS / B52H										
CREW POSITION	INTL INSTR?	NO-NOTICE?	CIRCLE IF REQ			GRADE				
C / P / IP	YES / NO	YES / NO	IQ / RQ			EQ	1	10	2	3
AREA	Q	Q	U	AREA	Q	Q	U			
GENERAL				13. AIR REFUELING						
1. MISSION PLANNING				13.1. AR Rendezvous						
1.1. Mission Preparation				13.2. <u>AR Procedures</u>						
1.2. Publications				13.2.1. Breakaway						
2. BRIEFING				14. DESCENT						
2.1. Organization				15. GO-AROUND						
2.2. Presentation				16. <u>EMER TRAFFIC PTRNS</u>						
2.3. Mission Objectives				17. <u>VFR PATTERN/APP</u>						
2.4. Crew/Flight Consid.				18. LANDING						
3. PRE-TAKEOFF				18.1. Full Stop Landing						
3.1. Procedures				18.2. Touch and Go						
3.2. Weapons				19. AFTER-LANDING						
4. <u>TAKEOFF</u>				20. DEBRIEF/CRITIQUE						
5. <u>DEPARTURE</u>				21. KNOWLEDGE						
6. <u>LEVEL-OFF</u>				21.1. Aircraft General						
7. CRUISE/NAVIGATION				21.2. Emergency Proced.						
8. FORMATION				21.3 Flight Rules / Proced.						
8.1. Flight Lead				21.4. Wpns/Tactics/Threats						
8.2. Wingman				21.5. Local Area Proced.						
9. INFLIGHT CHECKS				21.6. Nuc Plns/Airt Proced.						
10. EQUIP OPERATION				22. AIRMANSHIP						
11. COMM/IFF/SIF PROC				23. SAFETY						
12. CREW COORD.				24. AIRCREW DISCIPLINE						
Grade Required			<i>Not Required for Co-Pilots</i>			Grade if Observed				

AFGSC FORM 8a, Jan 11 Revised 16 May 11 307 OG/OGV

Figure A9.2. Pilot Form 8a (Rear).

PILOT FLIGHT EVALUATION CHECKLIST									
AREA		Q	Q	U	AREA		Q	Q	U
GENERAL					TACTICAL EMPLOYMENT				
25. IP PERF (Grade for IP's)					41. TACTICAL PLAN				
25.1. Briefing/Debriefing					42. TACTICAL EXEC				
25.2. Demo of Mvt/Equip Op					43. GCI/AWACS/COMP FORCE				
25.3. Instructor Knowledge					44. RADIO/INTER USAGE/DISC				
25.4. Training Forms Prep.					45. INGRESS				
25.5. Ability to Instruct					48. WEAPON EMPLOYMENT				
25.6. Initial Buffet					48.1 General				
					48.2. Unguided Wpn Del				
					48.3. Guided Wpn Del				
					48.4. LGB Wpn Del				
INSTRUMENT					49. WEAPON EMPTY C2				
31. HOLDING (If not in ATD)					51. RANGE/ESS PROCED				
32. INST PEN/ENRT DES					52. EGRESS				
33. PRECISION APP					53. TRNG RULES/ROE				
34. NON-PRECISION APP					60. EMCON PROCED.				
35. MISSED APP/CLIMB OUT									
36. CIRCLE/SIDE-STEP APP									
37. INSTM CRS CHECK									
Grade Required		<i>Not Required for Co-Pilots</i>			Grade if Observed				
Note 1: Dual seat Pilots require a precision instrument approach and touch-and-go from both seats.									
11-TIER GRADING SYSTEM									
Area Grade		Grading Area/Sub Area Criteria							
3-Tier	11-Tier								
Q	10	Clearly EXCEPTIONALLY QUALIFIED							
	9	Strong performance							
	8	Satisfactory performance, clearly QUALIFIED							
	7	Some minor problems, but QUALIFIED							
	6	Assistance from other flight/crewmember(s) prevented downgrade							
Q-	5	A single Q- deviation, omission, or error detracted from an otherwise strong performance							
	4	A single Q- deviation, omission or error in the course of an otherwise satisfactory perf.							
	3	Performance is marginal but correctable with debriefing							
	2	Performance is marginal and requires corrective training							
	1	Performance is minimally qualified and requires extensive corrective training							
U	0	Unqualified							
Shaded areas indicate grades that result in an overall qualification level no higher than Q-2									

TEMPORARY FLIGHT EVALUATION CERTIFICATE										
CHECK	TYPE		AFI 11-2B-52, V2				DATE			
INSTM/QUAL/MSN	NUC / CONV		Chapter 3 (4 Jun 09)							
SQDN/AIRCRAFT	EXAMINEE					SEFE				
11BS / 93BS / B52H										
CREW POSITION		INTL INSTR?	NO-NOTICE?	CIRCLE IF REQ		GRADE				
C / P / IP		YES / NO	YES / NO	IQ / RQ		60	1	10	2	3
DESCRIPTION:										
Mission Description. The examinee's mission consisted of a [single ship departure / two-ship departure in the (lead) (wingman) position], air refueling on _____, unguided [GP _____ / B-61 / B-83] and guided [JDAM / WCMD / LGB / JASSM / ALCM / CALCM] weapons delivery at _____, and transition at _____.										
Examinee performed a:										
<input type="checkbox"/> No-Flap (ILS)(LOC)(Other _____) Missed Approach <input type="checkbox"/> 6 Engine (ILS)(LOC)(Other _____) Missed Approach <input type="checkbox"/> 6 Engine (ILS)(LOC)(Other _____) Touch-and-Go <input type="checkbox"/> (ILS)(LOC)(Other _____) <input type="checkbox"/> Full Stop _____ Missed Approach <input type="checkbox"/> Touch-and-Go _____ with a Loss Of Engine On Takeoff <input type="checkbox"/> Visual <input type="checkbox"/> Full Stop _____ Low Approach <input type="checkbox"/> Touch-and-Go _____ with a Loss Of Engine On Takeoff										
The examinee instructed the following areas: (IP only): (initial buffet), (air refueling boom limit demo), (6-engine instrument approach), (6-engine missed approach), (6-engine touch – 8-engine go), (simulated loss of engine on takeoff), and (wing flaps up low approach and go-around).										
THIS EVALUATION IS / IS NOT COMPLETE. IF INCOMPLETE, THE FOLLOWING REQUIRED AREAS WERE NOT OBSERVED:										
DISCREPANCIES:										

Figure A9.3. Pilot EPE Form 8a (Front).

PILOT EPE CHECKLIST												
TYPE OF CHECK		AFI 11-2B-52 Vol 2						DATE				
INST/ QUAL / MSN		Chapter 4 (4 Jun 09)										
SQDN/AIRCRAFT		EXAMINEE			SEFE							
11BS / 93BS / B-52H												
CREW POSITION		NO-NOTICE?		CIRCLE IF REQ		GRADE						
CP / P / IP		YES / NO		IQ / RQ		EG	1	10	2	3		
AREA		Q	Q-	U	AREA		Q	Q-	U			
B O L D F A C E												
201. ENGINE FIRE ON THE GROUND					206. PRESSURIZED COMPARTMENT FIRE							
202. WHEEL BRAKE SYSTEM FAILURE					207. EMERGENCY ENGINE SHUTDOWN							
203. ABORT					208. UNSCHEDULED AUTOPILOT INPUTS							
204. RUNAWAY OR UNSCHEDULED STABILIZER TRIM					209. UPWARD EJECTION							
205. COMPLETE FAILURE OF ALL GENERATORS												
GROUND EMERGENCIES												
210. HOT START					215. GND TEST PUMPS INOP							
211. LOSS OF EXTERNAL POWER					216. RUD/ELEV - NO COOLING							
212. HUNG START					217. NO START							
213. GENERATOR CB OPEN					218. OTHER _____							
214. ANTI-ICE INOP												
TAKE OFF / IN FLIGHT												
220. YAW CHANNEL FAILURE					227. AIRSPEED IND FAILURE							
221. FLAP MALF					228. ENGINE AIR STARTING							
222. GEAR FAILURE TO RETRACT					229. AIR REFUELING MALF							
223. CABIN PRESSURE FAILURE					230. COMPRESSOR STALLS							
224. SLIPAWAY DOOR MALF					231. HYDRAULIC MALF							
225. FUEL MALF					232. ELECTRICAL MALF							
226. OIL MALF					233. OTHER _____							

Pilot EPE Checklist, Jan 11 Revised 16 May 11 307OG/OGV

PILOT EPE CHECKLIST												
TYPE OF CHECK		AFI 11-2B-52 Vol 2						DATE				
INST/ QUAL / MSN		Chapter 4 (4 Jun 09)										
SQDN/AIRCRAFT		EXAMINEE			SEFE							
11BS / 93BS / B-52H												
CREW POSITION		NO-NOTICE?		CIRCLE IF REQ		GRADE						
CP / P / IP		YES / NO		IQ / RQ		EG	1	10	2	3		
AREA		Q	Q-	U	AREA		Q	Q-	U			
B O L D F A C E												
201. ENGINE FIRE ON THE GROUND					206. PRESSURIZED COMPARTMENT FIRE							
202. WHEEL BRAKE SYSTEM FAILURE					207. EMERGENCY ENGINE SHUTDOWN							
203. ABORT					208. UNSCHEDULED AUTOPILOT INPUTS							
204. RUNAWAY OR UNSCHEDULED STABILIZER TRIM					209. UPWARD EJECTION							
205. COMPLETE FAILURE OF ALL GENERATORS												
GROUND EMERGENCIES												
210. HOT START					215. GND TEST PUMPS INOP							
211. LOSS OF EXTERNAL POWER					216. RUD/ELEV - NO COOLING							
212. HUNG START					217. NO START							
213. GENERATOR CB OPEN					218. OTHER _____							
214. ANTI-ICE INOP												
TAKE OFF / IN FLIGHT												
220. YAW CHANNEL FAILURE					227. AIRSPEED IND FAILURE							
221. FLAP MALF					228. ENGINE AIR STARTING							
222. GEAR FAILURE TO RETRACT					229. AIR REFUELING MALF							
223. CABIN PRESSURE FAILURE					230. COMPRESSOR STALLS							
224. SLIPAWAY DOOR MALF					231. HYDRAULIC MALF							
225. FUEL MALF					232. ELECTRICAL MALF							
226. OIL MALF					233. OTHER _____							

Pilot EPE Checklist, Jan 11 Revised 16 May 11 307OG/OG

Figure A9.4. Pilot EPE Form 8a (Rear).

PILOT EPE CHECKLIST						
AREA	Q	Q-	U	AREA	Q	Q- U
L A N D I N G						
240. GEAR FAILURE TO EXTEND				246. RUD ELEV OUT LDG		
241. LNG WITH PARTIAL GEAR				247. FUEL IMBALANCE		
242. LNG WITH HYD FAIL				248. 1 OR 2 ENGINE OUT LNG		
243. SPOILER CONTROL FAILURE				249. 3 OR 4 ENGINE OUT LNG		
244. FLAP MALF				250. OTHER _____		
245. LNG WITH STAB TRIM OUT						
I N S T / Q U A L						
264. INITIAL BUFFET				266. UNUSUAL ATTITUDES		
265. OTHER (HOLDING)						
M I S S I O N E P E						
301. WEAPONS JETT - NUC				302. WEAPONS JETT - CONV		
I N S T R U M E N T R E F R E S H E R						
STD INSTR DEPARTURES (SID)				LOW VISIBILITY LANDING		
LOW PROC TURN/TRACK APP				WIND SHEAR/MICROBURST		
HIGH PENATRATION APPROACH				OTHER _____		
DISCREPANCIES:						
AREAS:						
RECOMMENDED ADDITIONAL TRAINING/ CORRECTIVE ACTION				DUE DATE:		
THIS EXAMINEE IS / IS NOT ALLOWED TO ACCOMPLISH CHECKRIDE BEFORE ADDITIONAL EPE TRAINING.						
ADDITIONAL TRAINING ACCOMPLISHED				DATE COMPLETED:		
SIGNATURE OF FLIGHT EXAMINER				DATE		
Pilot EPE Checklist, Jan 11 Revised 16 May 11 3070G/OCV						

PILOT EPE CHECKLIST						
AREA	Q	Q-	U	AREA	Q	Q- U
L A N D I N G						
240. GEAR FAILURE TO EXTEND				246. RUD ELEV OUT LDG		
241. LNG WITH PARTIAL GEAR				247. FUEL IMBALANCE		
242. LNG WITH HYD FAIL				248. 1 OR 2 ENGINE OUT LNG		
243. SPOILER CONTROL FAILURE				249. 3 OR 4 ENGINE OUT LNG		
244. FLAP MALF				250. OTHER _____		
245. LNG WITH STAB TRIM OUT						
I N S T / Q U A L						
264. INITIAL BUFFET				266. UNUSUAL ATTITUDES		
265. OTHER (HOLDING)						
M I S S I O N E P E						
301. WEAPONS JETT - NUC				302. WEAPONS JETT - CONV		
I N S T R U M E N T R E F R E S H E R						
STD INSTR DEPARTURES (SID)				LOW VISIBILITY LANDING		
LOW PROC TURN/TRACK APP				WIND SHEAR/MICROBURST		
HIGH PENATRATION APPROACH				OTHER _____		
DISCREPANCIES:						
AREAS:						
RECOMMENDED ADDITIONAL TRAINING/ CORRECTIVE ACTION				DUE DATE:		
THIS EXAMINEE IS / IS NOT ALLOWED TO ACCOMPLISH CHECKRIDE BEFORE ADDITIONAL EPE TRAINING.						
ADDITIONAL TRAINING ACCOMPLISHED				DATE COMPLETED:		
SIGNATURE OF FLIGHT EXAMINER				DATE		
Pilot EPE Checklist, Jan 11 Revised 16 May 11 3070G/OCV						

Figure A9.5. Navigator Form 8a (Front).

TEMPORARY FLIGHT EVALUATION CERTIFICATE					
DISCREPANCIES/REMARKS:					
RECOMMENDED ADDITIONAL TRAINING/ CORRECTIVE ACTION				DUE DATE:	
DATE ACCOMPLISHED: _____					
RESTRICTIONS:					
Requisites	Score	Date	Requisites	Score	Date
Instrument			Open Book		
Closed Book			Boldface		
Weapons Open Book			Nuclear Weapons Preflight		
SIGNATURE OF FLIGHT EXAMINER				DATE	
AFGSC FORM 8a, Jan 11 Revised 12 May 11 307OG/OGV					

NAVIGATOR FLIGHT EVALUATION CHECKLIST							
TYPE OF CHECK	TYPE	AFI 11-2B-52 Vol 2 Chapter 3 (4 Jun 09)	DATE				
MSN / QUAL	NUC / CONV						
SQDN/AIRCRAFT	EXAMINEE	SEFE					
11 / 93 BS / B-52H							
CREW POSITION	INTL INSTR?	NO-NOTICE?	CIRCLE IF REQ'D	GRADE			
N / R / IR / DSN	YES / NO	YES / NO	INTL / REQUAL	EG	1	2	
AREA	Q	Q-	U	AREA	Q	Q-	U
GENERAL							
1. MISSION PLANNING				13.1. AIR REFUELING RENDEZVOUS			
1.1. MISSION PREP.				14. DESCENT			
1.2. PUBLICATIONS				19. AFTER LANDING			
2. BRIEFING				20. DEBRIEFING/ CRITIQUE			
2.1. ORGANIZATION				21. KNOWLEDGE			
2.2. PRESENTATION				21.1 AIRCRAFT GENERAL			
2.3. MISSION OBJECTIVES				21.2 EMERGENCY PROCEDURES			
2.4. FLIGHT/CREWMEMBER CONSIDERATION				21.3 FLIGHT RULES PROCEDURES			
3. PRE-TAKE OFF				21.4 WEAPONS / TACTICS / THREATS			
3.1. PROCEDURES				21.5 LOCAL AREA PROCEDURES			
3.2. WEAPONS PREFLIGHT				21.6 NUCLEAR PLANS / ALERT PROCEDURES			
4. TAKEOFF							
5. DEPARTURE				22. AIRMANSHIP			
7. CRUISE/NAVIGATION				23. SAFETY			
8. FORMATION				24. AIRCREW DISCIPLINE			
8.2. WINGMAN				25. INSTRUCTOR PERFORMANCE			
9. INFLIGHT CHECKS				25.1. BRIEFING/DEBRIEFING			
10. EQUIPMENT OPERATIONS				25.2. DEMO OF MANEUVER/ EQUIPMENT OPS			
11. COMM/IFF/SIF PROCEDURES				25.3. INSTRUCTOR KNOWLEDGE			
12. CREW COORD				25.4. TRAINING FORMS PREPARATION			
13. AIR REFUELING				25.5. ABILITY TO INSTRUCT			
AFGSC FORM 8a, Jan 11 Revised 12 May 11 307OG/OGV							

Figure A9.6. Navigator Form 8a (Rear).

NAVIGATOR FLIGHT EVALUATION CHECKLIST							
AREA	Q	Q-	U	AREA	Q	Q-	U
TACTICAL				EMPLOYMENT			
41. TACTICAL PLAN				48.2. GUIDED			
42. TACTICAL EXECUTION				48.3. LGB			
43. GCI/AWACS/COMP. FORCE INTERFACE				49. WEAPONS EMPLOYMENT C2			
44. RADIO TRANSMISSION/ INTERPHONE-USAGE AND DISCIPLINE				50. TARGETING POD OPERATIONS			
45. INGRESS				51. RANGE/ESS PROCEDURES			
				52. EGRESS			
48. WEAPONS EMPLOYMENT (GENERAL)				53. TRAINING RULES/ROE			
48.1. UNGUIDED				60. EMCON PROCEDURES			
Evaluators complete the evaluation card by placing a number from the 11-tier column for each grading area and subarea under the appropriate grade column (Q, Q- or U) in accordance with the table below:							
Area Grade		Grading Area/Subarea Criteria					
3-Tier	11-Tier						
	10	Clearly EXCEPTIONALLY QUALIFIED					
	9	Strong performance					
Q	8	Satisfactory performance, clearly QUALIFIED					
	7	Some minor problems, but QUALIFIED					
	6	Assistance from other flight/crewmember(s) prevented downgrade					
	5	A single Q- deviation, omission or error detracted from an otherwise strong performance					
Q-	4	A single Q- deviation, omission or error in the course of an otherwise satisfactory performance					
	3	Performance is marginal but correctable with debriefing					
	2	Performance is marginal and requires corrective training					
	1	Performance is minimally qualified and requires extensive corrective training					
U	0	UNQUALIFIED					
Shaded areas indicate grades that result in an overall qualification level no higher than Q-2							
AFGSC FORM 8a, Jan 11 Revised 12 May 11 307OG/OGV							

TEMPORARY FLIGHT EVALUATION CERTIFICATE								
TYPE OF CHECK	TYPE	AFI 11-2B-52 Vol 2 Chapter 3 (4 JUN 09)	DATE					
MSN / QUAL	NUC / CONV							
SQDN/AIRCRAFT	EXAMINEE	SEFE						
11/93BS / B-52H								
CREW POSITION	INTL INSTR?	NO-NOTICE?	CIRCLE IF REQ'D	GRADE				
N / R / IR / DSN	YES / NO	YES / NO	INTL / REQUAL	60	1	10	2	3
DESCRIPTION:								
Mission Description:								
The examinee's mission consisted of a (two-ship) (single-ship) departure in the (lead) (wingman) position, air refueling on _____								
Unguided _____ [GP/B-61/B-83] and / or								
guided [JDAM/WCMD/LGB/LCM/CALCM/JASSM] weapons delivery at _____, and transition at Barksdale AFB and/or _____								
The examinee instructed the following areas: (IRN)								
THIS EVALUATION IS / IS NOT COMPLETE. IF INCOMPLETE, THE FOLLOWING REQUIRED AREAS WERE NOT OBSERVED:								
AFGSC FORM 8a, Jan 11 Revised 12 May 11 307OG/OGV								

Figure A9.7. Navigator EPE Form 8a (Front).

NAV EPE / MSN / ATD EVALUATION CARD									
TYPE OF CHECK EPE / MSN		TYPE N/C / CONV		AFI 11-2B-52 Vol 2 (4 JUN 09)		DATE			
SQDN/AIRCRAFT 11BS / 93BS / B-52H		EXAMINEE			SEFE				
CREW POSITION N / R / IR / DSN		NO-NOTICE? YES / NO			GRADE				
					EQ 1 10 2 3				
AREA		Q Q- U			AREA		Q Q- U		
EMERGENCY PROCEDURES EVALUATION (EPE)									
301. WEAPON JETTISON					201-209. EMERGENCY PROCEDURES				
302. WEAPON MALFUNCTION					208. PRESSURIZED COMPARTMENT FIRE 209. DOWNWARD EJECTION				
					Note: An unsatisfactory Bold Face Emergency performance will result in a grade of "U" in AIRCRAFT GENERAL KNOWLEDGE.				
MISSION EVALUATION									
12. CREW COORD					25. INSTRUCTOR PERFORMANCE				
21. AIRCRAFT GENERAL KNOWLEDGE					25.1. BRIEFING/ DEBRIEFING 25.2. DEMO OF MANEUVER / EQUIPMENT OPS 25.3. INSTRUCTOR KNOWLEDGE 25.4. TRAINING FORMS PREPARATION 25.5. ABILITY TO INSTRUCT				
11-Tier Grading									
Area Grade		Grading Area/Subarea Criteria							
3-Tier	11-Tier								
	10	Clearly EXCEPTIONALLY QUALIFIED							
	9	Strong performance							
Q	8	Satisfactory performance, clearly QUALIFIED							
	7	Some minor problems, but QUALIFIED							
	6	Assistance from other flight/crewmember(s) prevented downgrade							
	5	A single Q- deviation, omission or error detracted from an otherwise strong performance							
	4	A single Q- deviation, omission or error in the course of otherwise satisfactory performance							
Q-	3	Performance is marginal but correctable with debriefing							
	2	Performance is marginal and requires corrective training							
	1	Performance is minimally qualified and requires extensive corrective training							
	0	Unqualified							
AFGSC FORM 8a, Jan 11		Revised 12 May 11			307OG/OGV				

NAV EPE / MSN / ATD EVALUATION CARD	
DESCRIPTION:	
DESCREPANCIES:	
THIS EVALUATION IS / IS NOT COMPLETE. IF INCOMPLETE, THE FOLLOWING REQUIRED AREAS WERE NOT OBSERVED:	
RECOMMENDED ADDITIONAL TRAINING/ CORRECTIVE ACTION	DUE DATE:
THIS EXAMINEE IS / IS NOT ALLOWED TO ACCOMPLISH CHECKRIDE BEFORE ADDITIONAL EPE TRAINING.	
ADDITIONAL TRAINING ACCOMPLISHED	DATE COMPLETED:
SIGNATURE OF FLIGHT EXAMINER	DATE
AFGSC FORM 8a, Jan 11 Revised 12 May 11 307OG/OGV	

Figure A9.8. Electronic Warfare Officer Form 8a (Front).

TEMPORARY FLIGHT EVALUATION CERTIFICATE					
RECOMMENDED ADDITIONAL TRAINING/ CORRECTIVE ACTION				DUE DATE:	
ADDITIONAL TRAINING ACCOMPLISHED				DATE COMPLETED:	
RESTRICTIONS:					
Requisite	Score	Date	Requisite	Score	Date
Closed Book			Open Book		
WPNs Open Book			WPNs PreFit		
SIGNATURE OF FLIGHT EXAMINER				DATE	
AFGSC FORM 8a, Jan 11 Revised 12 May 11 307OG/OGV					

EW FLIGHT EVALUATION CHECKLIST									
CHECK	TYPE	AFI 11-2B-52, V2				DATE			
MSN / QUAL	NUC / CONV	Chapter 3 (4 Jun 09)							
SQDN/AIRCRAFT	EXAMINEE	SEFE							
11BS / 93BS / B-52H									
CREW POSITION	INTL INSTR?	NO-NOTICE?	CIRCLE IF REQ			GRADE			
E / IE	YES / NO	YES / NO	INTL / REQUAL	EG	1	10	2	3	
AREA	Q	Q	U	AREA	Q	Q	U		
G E N E R A L									
1. MISSION PLANNING					21. KNOWLEDGE				
1.1. MISSION PREPARATION					21.1. AIRCRAFT GENERAL				
1.2. PUBLICATIONS					21.2. EP's				
2. BRIEFING					21.3. FLIGHT RULES / PROCEDURES				
2.1. ORGANIZATION					21.4. WEAPONS / TACTICS / THREATS				
2.2. PRESENTATION					21.5. LOCAL AREA PROCEDURES				
2.3. MISSION OBJECTIVES					21.6. NUCLEAR PLANS / ALERT PROCEDURES				
2.4. CREW/FLIGHT MEMBER CONSIDERATION					22. AIRMANSHIP / SA				
3. PRE-TAKEOFF					23. SAFETY				
3.1. PROCEDURES					24. AIRCREW DISCIPLINE				
3.2. WEAPONS					25. INSTRUCTOR PERFORMANCE				
5. DEPARTURE					25.1. BRIEFING/DEBRIEFING				
7. CRUISE/NAVIGATION					25.2. DEMO OF MANEUVERS / EQUIPMENT OPS				
9. IN-FLIGHT CHECKS					25.3. INSTRUCTOR KNOWLEDGE				
10. EQUIPMENT OPERATION					25.4. TRAINING / EVAL FORMS PREP				
11. COMM/IFF/5IF PROCEDURES					25.5. ABILITY TO INSTRUCT				
12. CREW COORDINATION									
14. DESCENT									
19. AFTER-LANDING									
20. DEBRIEFING/ CRITIQUE									
3.2 (Weapons Qualified EWs are responsible for cross checking and ensuring proper Weapons preflight procedures.)									
AFGSC FORM 8a, Jan 11 Revised 12 May 11 307 OG/OGV									

Figure A9.9. Electronic Warfare Officer Form 8a (Rear).

TEMPORARY FLIGHT EVALUATION CERTIFICATE			
TACTICAL		EMPLOYMENT	
41. TACTICAL PLAN		53. TRAINING RULES/ROE	
42. TACTICAL EXECUTION		54. THREAT IDENTIFICATION	
43. GCI / AWAC / COMPOSITE FORCE		55. PENETRATION PROCEDURES	
44. RADIO TRANSMISSION/ INTERPHONE-USAGE AND DISCIPLINE		56. EXPENDABLE PROCEDURES	
45. INGRESS		57. THREAT COUNTERMEASURES	
49. WEAPONS EMPLOYMENT C2		58. ACQ / COMM COUNTERMEASURES	
51. RANGE/ESS PROCEDURES		59. WITHDRAWAL PROCEDURES	
52. EGRESS		60. EMCON PROCEDURES	
Evaluators complete the evaluation card by placing a number from the 11-tier column for each grading area and subarea under the appropriate grade column (Q, Q- or U) in accordance with the table below:			
Area Grade		Grading Area/Subarea Criteria	
3-Tier	11-Tier		
Q	10	Clearly EXCEPTIONALLY QUALIFIED	
	9	Strong performance	
	8	Satisfactory performance, clearly QUALIFIED	
	7	Some minor problems, but QUALIFIED	
	6	Assistance from other flight/crewmember(s) prevented downgrade	
Q-	5	A single Q- deviation, omission or error detracted from an otherwise strong performance	
	4	A single Q- deviation, omission or error in the course of an otherwise satisfactory performance	
	3	Performance is marginal but correctable with debriefing	
	2	Performance is marginal and requires corrective training	
U	1	Performance is minimally qualified and requires extensive corrective training	
	0	Unqualified	
Shaded areas indicate grades that result in an overall qualification level no higher than Q-2			
AFGSC FORM 8a, Jan 11			

TEMPORARY FLIGHT EVALUATION CERTIFICATE					
CHECK	TYPE	AFI 11-2B-52, V2	DATE		
MSN / QUAL	NUC / CONV	Chapter 3 (4 Jun 09)			
SQDN/AIRCRAFT	EXAMINEE	SEFE			
11BS / 93BS / B-52H					
CREW POSITION	INTL INSTR?	NO-NOTICE?	CIRCLE IF REQ	GRADE	
E / IE	YES / NO	YES / NO	INTL / REQUAL	EG	1 10 2 3
DESCRIPTION:					
Mission Description. The examinee's mission consisted of a (single / two)-ship departure in the (lead / trail) position, air refueling on _____, electronic attack (EA) at _____, and transition at Barksdale AFB. The examinee performed ___ MUTES S-01 EA run(s) at _____. The examinee instructed the following areas in the ALQ T4: airborne, naval and land-based threat identification, countermeasures, and procedures.					
THIS EVALUATION IS / IS NOT COMPLETE. IF INCOMPLETE, THE FOLLOWING REQUIRED AREAS WERE NOT OBSERVED:					
DISCREPANCIES:					
AFGSC FORM 8a, Feb 10					

Figure A9.10. Electronic Warfare Officer EPE Form 8a (Front).

EW ATD/EPE EVALUATION CHECKLIST											
TYPE OF CHECK (Circle one) EPE / MSN / INSTR		AFI 11-2B-52 Vol 2 Chapter 3 (4 Jun 09)				DATE					
SQDN/AIRCRAFT 11BS / 93BS / B-52H		EXAMINEE			SEFE						
CREW POSITION E / IE		NO-NOTICE? YES / NO		CIRCLE IF REQ'D INTL / REQUAL		GRADE REQ 1 1B 2 3					
MISSION (SEAT) EVALUATION					INSTRUCTOR EVALUATION						
AREA			Q	Q-	U	AREA			Q	Q-	U
10. EQUIPMENT OPERATION						58. ACQ/COMM COUNTERMEASURES					
42. TACTICAL EXECUTION						59. WITHDRAWAL PROCEDURES					
44. RADIO TRANSMISSION / INTERPHONE USAGE AND DISCIPLINE						60. EMCON PROCEDURES					
45. INGRESS						25. INSTRUCTOR PERFORMANCE					
52. EGRESS						25.1 BRIEFING / DEBRIEFING					
54. THREAT IDENTIFICATION						25.2 DEMO OF MANEUVER EQUIPMENT OPS					
55. PENETRATION PROCEDURES						25.3. INSTRUCTOR KNOWLEDGE					
56. EXPENDABLE PROCEDURES						25.4. TRAINING FORMS PREPARATION					
57. THREAT COUNTERMEASURES						25.5. ABILITY TO INSTRUCT					
57.1 FIGHTERS											
57.2 SAM											
57.3 AAA											
57.4 NAVAL											
EMERGENCY PROCEDURES EVALUATIONS (EPE)											
206. PRESSURIZED COMPARTMENT FIRE						209. UPWARD/ DOWNWARD EJECTION					
THE EXAMINEE IS / IS NOT ALLOWED TO ACCOMPLISH FLIGHT EVALUATION BEFORE ADDITIONAL EPE TRAINING.											
AFGSC FORM 8a, Jan 11		Revised 12May 11			307 OG/OGV						

TEMPORARY EPE/ATD EVALUATION CERTIFICATE											
(Complete for No-Notice Spot Evaluations or in case of discrepancies)											
TYPE OF CHECK (Circle one) EPE / MSN / INSTR		AFI 11-2B-52 Vol 2 Chapter 3 (4 Jun 09)				DATE					
SQDN/AIRCRAFT 11BS / 93BS / B-52H		EXAMINEE			SEFE						
CREW POSITION E / IE		NO-NOTICE? YES / NO		CIRCLE IF REQ'D INTL / REQUAL		GRADE REQ 1 1B 2 3					
DESCRIPTION: Mission Description (Seat). The evaluatee's mission consisted of analyzing one system malfunction, a fighter attack (forward and/or rear hemisphere), and penetration of high and/or low altitude threat areas. The evaluatee's EPE was / was not accomplished concurrently in this ATD.											
Mission Description (Instructor). The evaluatee instructed a qualified student using the _____ mission.											
THIS EVALUATION IS / IS NOT COMPLETE. IF INCOMPLETE, THE FOLLOWING REQUIRED AREAS WERE NOT OBSERVED:											
DISCREPANCIES:											
AFGSC FORM 8a, Jan 11		Revised 12May 11			307 OG/OGV						

Attachment 10 (Added-307BW)**FLIGHT EVALUATIONS/REQUISITES COMPLETION DATES LETTER**

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

14 April 2010

MEMORANDUM FOR 307 BW AIRCREW MEMBERS

FROM: 307 OG/CC

SUBJECT: Flight Evaluations/Requisites Completion Dates

1. 307 BW policy outlined in the wing supplement to AFI11-202V2 states evaluation ground requisites should be completed by the end of the 4th month and flight requisites completed by the end of the 5th month of eligibility. No more than 20 percent of evaluations should extend into the 6th month of eligibility.

2. To ensure aircrew members accomplish flight evaluations and requisites in accordance with the 307th OGV goals, aircrew assigned, attached, or associated to the 307 BW will use the following guidelines:

GROUND REQUISITES

Month 1 – 3	Individual completes requisites
Month 4	Unit schedules time for individual to complete requisites
Month 5 – 6	Backup for completion of ground requisites

FLIGHT

Month 1-4	Individual schedules flight evaluation
Month 5	Unit schedules individual at first availability
Month 6	Backup for completion of flight requisites

3. This letter supersedes all previous letters on the same subject.

KEITH D. SCHULTZ, Colonel, USAFR
 Commander

Attachment 11 (Added-307BW)

B-52 EVALUATIONS PROFILES/CREW PROCEDURES LETTER

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

MEMORANDUM FOR 307 OG/CC

22 Mar 2011

FROM: 307 OG/OGV

SUBJECT: B-52 Evaluation Profiles / Crew Procedures

Flight Mission Profiles: The 93/11 BS will use OGV approved Flight Evaluation Profiles for all flight evaluations. 93/11 BS/DOW, in coordination with 307 OG/OGV, developed squadron specific tactical scenarios with mission objectives and commander's intent providing aircrews with tactical and weaponing options to achieve their mission objectives. Aircrews may expand upon the provided scenarios to reflect unit taskings or to fulfill training objectives. 307 OG/OGV ensured these tactical scenarios do not conflict with the minimum requirements of AFI 11-2B-52V2. Profiles that differ from those outlined in this memorandum will be reviewed and approved by OGV before use.

The approved mission profiles are maintained electronically and in hard-copy format in the 307 OG/OGV office. The tactical scenarios are classified and are maintained in 93 BS/DOI office. Annual reviews are conducted by 307 OG/OGV to ensure changes in unit's taskings or tactics are incorporated.

Pilot profiles will include at least one air refueling track, weapon delivery event, and transition.

Attempt to schedule air refueling to allow each B-52 IP/AC examinee at least 30 minutes of air refueling track time and each CMP 15 minutes of air refueling track time. Student air refueling should only be evaluated during daytime.

Attempt to schedule a minimum of 40 minutes transition for each B-52 pilot examinee. Daytime transition for pilot examinees is preferred.

Radar Navigator/Navigator profiles will include air refueling, demonstration of EMCON procedures, at least one unguided weapon delivery event and one standoff or guided weapon delivery event.

EWO profiles will include penetration of a simulated hostile integrated air defense system (IADS), at least two electronic attack (EA) run and withdrawal from a simulated hostile IADS.

EA runs will not be scheduled earlier than 1 hour after planned take-off, and should be scheduled concurrently with a weapon delivery event.

OGV EWO evaluator (with coordination with the Wing EWO) will maintain a list of MUTES and other EA scenarios approved for flight evaluations.

Emergency Procedure Evaluation (EPE)/ATD Profiles: OGV oversees the development and maintenance of EPE and ATD evaluation profiles for all crew positions. ATD evaluation and EPE profiles will be reviewed annually.

Pilot EPE profiles will be maintained in the Weapon System Trainer (WST) and Cockpit Procedures Trainer (CPT).

RN/N EPEs profiles will be maintained in the Weapon System Trainer (WST). The EPE may be accomplished verbally if the WST is unavailable. A verbal EPE guide will be maintained in the 93 BS SELO office.

EWO ATD/EPE evaluation profiles will be maintained at the ALQ T-4.

Evaluation Flight Scheduling Profiles

93/11 BS Flight Scheduling will normally schedule all planned flight evaluations with one of the following profiles. The time lines, areas, and air refueling tracks will fulfill all 11-2B-52v2 requirements and help establish an even grading platform for all aircrews.

1. Take off plus 1+00 (minimum) to Smoky Hill or Lancer for 1+00; AR116, 112, 101, 013 or other regularly used air refueling track; transition at KBAD 0+40 per examinee. Schedule at least 30 minutes between dissimilar flight events.
2. Take off plus 1+00 (minimum) to AR116, 112, 101, 013 or other regularly used air refueling track; Smoky Hill or Lancer for 1+00; transition at KBAD 0+40 per examinee. Schedule at least 30 minutes between dissimilar flight events.
3. Night Profile: Take off plus 1+00 (minimum) to refueling on AR116, 112, 101, 013 or other regularly used air refueling track; Smoky Hill or Lancer for 1+00; transition at KBAD 0+40 per examinee. Schedule at least 30 minutes between dissimilar flight events. Do not evaluate student aircraft commanders or combat mission pilots on night air refueling.

Mission Plan-Fly/Show-and-Go

Student evaluations and mixed instructor/student evaluations will be mission plan-fly sorties. Instructor only evaluations (no students onboard) will be show-and-go missions with mission materials provided by 307 OSF. Show-and-go profiles will be planned as a conventional mission unless coordinated otherwise by the crew.

Aircrew Actions Checklist

1. Ensure sortie is scheduled for one of the profiles listed below. If not, contact flight commander to coordinate with scheduling office as early as possible. Deviations from the listed profiles require OGV approval.
2. Notify 93BS/DOI of the evaluation sortie so they can prepare an appropriate tactical scenario briefing.
3. Utilize the tactical scenario from the mission planning brief or pre-coordinated tactical scenario if different from the briefing. Expand upon, brief and employ the scenario IAW AFI 11-2B-52V2 paragraph 2.3.
4. Determine what type of weapons will be employed in order to accomplish AFI 11-2B-52V2 flight evaluation requirements while reflecting the latest weapon specific special instructions (SPINS).
5. Clarify the crew's strike mission objectives in conjunction with one of the country specific profiles (i.e., required Pd, attack parameters, commit/withhold criteria, etc.).
6. Review and understand what is required for the evaluation. Pay particular attention to the Mission Objectives. References are AFI 11-2B-52V2, paragraph 2.3 and tables 2.1, 2.2, and 2.3.
7. If the evaluation profile is a "show-and-go", mission materials will be provided by 917 OSF. Contact them ASAP for changes to the standard profiles.

CHARLES C. ROUNDS, LtCol, USAFR
307 OG/OGV

1st Ind, 307 OG/CC

Approved

KEITH D. SCHULTZ, Col, USAFR
Commander

Attachment 12 (Added-307BW)

SUPPLEMENTARY EVALUATION FINDINGS LETTER

MEMORANDUM FOR 307OG/CC THROUGH: 307 OG/OGV	20 May 05
FROM: 307 OGVB	
SUBJECT: Supplementary Evaluation, XXXXXXXXXX	
1. A supplementary evaluation of the <u>93BS XXXXXXXX PROGRAM</u> was conducted on <u>18 May 2005</u> . The overall rating was <u>EXCELLENT</u> .	
2. Strengths:	
a.	
b.	
3. Findings:	
a. (05-01) Aircraft Commanders are not certifying the AFTO Form 46 prior to each sortie.	
b. Ref. (03-06) Sufficient work, storage, and training areas are not available. New building to include additional life support space is scheduled for construction.	
c. (05-02) Aircrew members non-current for Combat Survival Training are not designated Non-CMR/BMC.	
4. Observation:	
a. The current LSO has not attended the formal Life Support Officer course.	
5. Recommendations:	
a. Brief Aircraft Commanders that AFI 11-301 requires their signature on the AFTO Form 46 prior to each sortie certifying that all pre-positioned life support equipment is present and serviceable. Life Support Technicians check these items and update this form every 30 days. They have neither the resources nor the responsibility to "pre-flight" all of the equipment prior to each sortie.	
b. Establish a system to ensure that aircrew members non-current for CMR/BMC life support training are not reported as CMR/BMC.	
c. Schedule the LSO for formal training as soon as his availability permits. Course duration is 5 days.	
6. Written responses to all findings are due to 307OGV NLT 1 JUL 05 detailing the improvement processes the squadron is taking to correct the findings and the expected completion/implementation date.	
7. The 93BS Life Support Training Program will be evaluated again in the first half 2006.	
<i>//SIGNED//</i>	
ROBERT N. BURGESS, Major, USAFR Stan/Eval, B-52 Pilot	
Attachment: Checklist	
cc: 93BS/CC/DO/DOL	