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AEROMEDICAL EVACUATION AIRCREW EVALUATION CRITERIA

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This instruction implements Air Force Policy Directive (AFPD) 11-2, *Aircraft Rules and Procedures*. It establishes criteria for the evaluation of aeromedical evacuation crew members (AECM) performance on C-17, C-130, and KC-135 aircraft to safely and successfully accomplish their worldwide mobility missions. The C-21 is included in the qualification process when applicable to the unit's mission. This AFI applies to all Air Force personnel conducting Aeromedical Evacuation (AE) missions including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. It is used in conjunction with AFI 11-202V2, *Aircrew Standardization/Evaluation Program*, and the appropriate MAJCOM supplement. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The Privacy Act System of Records Notice F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The authority for

maintenance of ARMS is Title 37 U.S.C. 301a Incentive Pay: Aviation Career, Public Law 92-204, Section 715 Appropriations Act for 1973, Public Laws 93-570 Appropriations Act for 1974, Public Law 93-294 Aviation Career Incentive Act of 1974, and Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons, as amended by Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers, November 18, 2008. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**. The Paperwork Reduction Act of 1995 as amended in 1996 affects this instruction. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Send comments and suggested improvements to this instruction through channels to AMC/A3V, **https://private.amc.af.mil/a3/a3v/eight47.aspx** according to AFI 11-215, *USAF Flight Manuals Program (FMP)*, and MAJCOM Supplement.

(375 AMW) AFI 11-2AE, Volume 2, *Aeromedical Evacuation Aircrew Evaluation Criteria,* is supplemented as follows: This supplement defines local evaluation criteria and local procedures for the 375th Air Mobility Wing (AMW) Aeromedical crew evaluations; applies to active duty and (when applicable), U.S. Air Force Reserve/Associate Aeromedical Evacuation Units. The Chief, 375th Operations Group Standardization/Evaluation (375 OG/OGV), has overall responsibility for administration of this supplement. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **ttps://www.my.af.mil/gcss-af61a/afrims/afrims**/. Send comments and suggested improvements to this supplement on AF Form 847, *Recommendation for Change of Publication*, through channels to 375 OG/OGV, 433 Hanger Drive, Scott AFB, IL 62225-5117, or Email to: 75og-ogv@us.af.mil.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: guidance for C-21qualification of an Aeromedical Evacuation Crew Member (AECM) that is already universally qualified (paragraph 1.1.2. Aligned; supplements and local procedures (paragraph 1.5), evaluations (paragraph 1.8), evaluation requirements (paragraph 1.9), aircrew testing (paragraph 1.15) with AFI 11-MDS Vol 2 template items. Deleted flight manuals from the entire document, revised aircrew training device or flight simulator (paragraph 1.17.), and the grading criteria (paragraphs 2.7-2.9).

(375 AMW) This document has been substantially revised and must be completely reviewed. Major changes include deletion of information from paragraphs 1.2., 1.7., and 1.14.1. that have been included in the revision of the basic instruction and changes in no-notice eligibility.

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Chapter 1

GENERAL INFORMATION

1.1. General. This instruction provides flight examiners and aircrews with procedures and evaluation criteria/tolerances to be used during flight evaluations according to AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*. Specific areas for evaluation are prescribed to ensure an accurate assessment of the proficiency and capabilities of aircrews. Flight examiners use this AFI when conducting aircrew evaluations. Instructors use this AFI when preparing aircrews for qualification. AMC is designated lead command for aeromedical evacuation issues according to AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities.* AMC/A3V is designated OPR for this instruction.

1.1. (375 AMW) General. The 375 OG/OGV program supports Air Force objectives and implements Air Mobility Command responsibilities outlined in AFI 11-202V2_AMCSUP, *Aircrew Standardization/Evaluation Program*, and AFI 11-2AEV2, *Aeromedical Evacuation Aircrew Evaluation Criteria.* Evaluators should use this supplement in conjunction with AFI 11-2AEV2, AFI 11-202V2_AMCSUP, and 375 OG/OGV program guides. The 375 OG/OGV Program Guides can be found on the 375 OG/OGV Enterprise Information Management (EIM) website.

1.1.1. Evaluators will use this AFI to conduct AECM evaluations to gain "Universal Qualification." The qualification process will ensure AECMs are qualified to fly/log time while performing in-flight duties on the C-17, C-130, and KC-135. The C-21 is included in the qualification process when applicable to the unit's mission. All AECM evaluations will be documented on an AF Form 8, *Certificate of Aircrew Qualification*.

1.1.1. **(375 AMW)** The C-21 is a major part in the 375 AMW mission, therefore the C-21 will be included in the qualification process for all 375 AMW (AECM).

1.1.2. In the case of Universal Qualified AECMs who PCS (Permanent Change of Station) from a flying unit with no C-21 mission to one with a C-21 mission, the gaining unit will conduct training IAW AFI 11-2AE Volume 1, *AE Aircrew Training*. The unit will administer a C-21 open-book test IAW paragraph 1.15.1 (below), but a flight evaluation is not required. Universal Qualified AECMs who are deploying to a unit with a C-21 mission must complete AFI 11-2AE Volume 1 training, including the open-book test prior to their first C-21 mission.

1.1.2.1. Completion of the AF Form 8 will not reset the AECM's expiration date of qualification. The expiration date for the AF Form 8 will reflect the AECM's current expiration date from last Qualification/Mission (QUAL/MSN) evaluation. The AF Form 8 will be entered on the AF IMT 942, *Record of Evaluation*. Enter "MSN" as type of evaluation on the AF IMT 942. Update the AECM(s) aircraft assignment aeronautical order.

1.1.2.2. Completion of the AF Form 8 will be IAW Attachment 3 of this instruction. AECMs will not perform aircrew duties on a C-21 mission until these requisites have been met.

1.1.3. Examinee will receive a flight evaluation on one of the following aircraft: C-17, C-130, or KC-135. The initial evaluation, not to include initial instructor, should be completed on the AECMs unit assigned MDS. EXCEPTION: FTU Evaluations may be conducted on aircraft listed in 1.1.1. by flight examiners approved by FTU leadership.

1.1.4. Opportune AE platforms are aircraft other than the C-17, C-130, KC-135, and C-21. See AFI 11-2AE V1 for training requirements.

1.2. Applicability. This AFI is applicable to all AECMs flying AE missions. Copies should be available to all AECMs performing AE. NOTE: This instruction does not apply to Flight Surgeons (FS) or Critical Care Air Transport Team (CCATT) personnel.

1.2. (375 AMW) Applicability. These procedures apply to all 375 AMW Aeromedical Evacuation Technician (AET) and Flight Nurse (FN) personnel, assigned/attached, who participate in flying activities.

1.3. Key Words and Definitions.

1.3.1. "Will" and "Shall" indicate a mandatory requirement.

1.3.2. "Should" is normally used to indicate a preferred, but not mandatory, method of accomplishment.

1.3.3. "May" indicates an acceptable or suggested means of accomplishment.

1.3.4. "Note" indicates operating procedures, techniques, etc., considered essential to emphasize.

1.4. Deviations and Waivers. Do not deviate from the policies and guidance in this AFI under normal circumstances, except for safety or when necessary to protect the crew or aircraft from a situation not covered by this AFI and immediate action is required. Report deviations or exceptions without waiver through channels to MAJCOM standardization/evaluation. MAJCOM standardization/evaluation will notify lead command for follow-on action, if necessary.

1.4.1. Unless otherwise specified, AF/A3O-A is the waiver authority for this instruction. ***EXCEPTIONS:*** MAJCOM/A3 is the waiver authority for individual aircrew requirements, but may not approve group waivers for two or more aircrew. With MAJCOM approval, the Flying Wing CC is the waiver authority for crew complement/management policies. The Wing CC may delegate waiver authority to the OG/CC with operational control.

1.4.1. **(375 AMW)** Request waivers to this supplement from 375 OG/CC through 375 OG/OGV.

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

1.5. Supplements and Local Procedures. This AFI is a basic directive. Each user MAJCOM may supplement this AFI according to AFPD 11-2. Limit supplements information to unique requirements only. MAJCOMs may specify unique evaluation items in their appropriate supplement (units use Chapter 5). Supplements and local procedures will not be less restrictive than the provisions of this AFI or the appropriate flight manual.

1.5.1. Supplement Coordination Process. Forward MAJCOM/A3 approved supplements, with attached AF Form 673, *Air Force Publication/Form Action Request***,** to AMC/A3 for review. AMC/A3 will provide a recommendation and forward to AF/A3O for approval (according to AFPD 11-2). Use the following OPR's address: AMC/**A3VM@scott.af.mil.** When supplements are published, provide a final copy to AF/A3O and AMC/A3.

1.5.2. If necessary, request and include approved long-term waivers to this AFI (including, approval authority, date, and expiration date) in the appropriate MAJCOM supplement.

1.5.2.1. Unit Supplements. Units may supplement this AFI according to AFPD 11-2. Units will coordinate their supplement with MAJCOM/A3, as applicable, prior to publication. Units will send copies of the supplements, within 30 days of posting, to the parent MAJCOM Standardization/Evaluation OPR and AMC/A3V.

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

1.6. Requisition and Distribution Procedures. Unit commanders may provide copies to aircrew members and associated support personnel.

1.7. Improvement Recommendations. Send comments and suggested improvements to this instruction IAW AFI 11-215, USAF *Flight Manuals Program (FMP)*, and MAJCOM Supplement.

1.7. (375 AMW)Improvement Recommendations. Submit recommended changes on an AF Form 847, *Recommendation for Change of Publication*, through your SQ/AEV to 375 OG/OGV.

1.8. Evaluations. This instruction establishes standardized qualification/mission and instructor evaluation criteria. It also establishes the areas and sub-areas necessary for the successful completion of evaluations, and which required areas/sub areas will be considered critical or non-critical.

1.9. Evaluation Requirements. Accomplish all flight evaluations IAW this instruction. Evaluations may be accomplished on operational missions or Aeromedical Readiness Mission (ARM). Complete the following evaluations at 17-month intervals according to AFI 11-202 V2.

1.9. (375 AMW)Evaluation Requirements. All evaluations will include: (a) Boldface testing (Boldface test completed with open/closed book test satisfies this requirement; however, the evaluator should still sample Boldface during the evaluation), (b) HQ AMC/A3VM and 375 OG special interest areas/items will be incorporated, emphasized, and/or demonstrated (c) and publications check. **(Note:** This standard does not suffice for annual pub check requirement).

1.9.1. Qualification (QUAL)/Mission (MSN) Evaluation. All AECMs will successfully complete a combined periodic QUAL/MSN evaluation. The flight phase will evaluate aircrew performance and the application of aircrew operating instructions. The ground phase includes the following requisites: open-book and closed-book examinations, Boldface examination, and an Emergency Procedures Evaluation (EPE).

1.9.1.1. The QUAL portion of the evaluation is designed to ensure AECMs are trained to perform and accomplish aircrew duties related to caring for the ill and injured in a safe manner. In addition AECMs will demonstrate knowledge of Air Force Instructions and applicable publications.

1.9.1.2. The MSN portion of the evaluation is designed to ensure AECMs are knowledgeable in the aircraft. As a minimum, MSN evaluations will ensure an AECM is trained to perform his/her aircrew duties in a safe manner, knowledgeable regarding Air Force Instructions, and can accomplish their assigned duties.

1.9.1.3. In addition, the MSN portion of the evaluation will ensure AECMs are knowledgeable on the following areas for the platforms outlined in paragraph 1.1.1.

1.9.1.3.1. Oxygen and electrical systems

1.9.1.3.2. Configuration

1.9.1.3.3. Location of primary ground and ditching exits

1.9.2. Instructor (INSTR) Evaluations. To initially qualify as an instructor, the AECM will successfully complete the initial instructor upgrade program IAW AFI 11-2AE V1, initial instructor open-book exam, and initial instructor (INIT INSTR) evaluation. Subsequently, aircrew members designated as instructors will be evaluated on their ability to instruct during all periodic evaluations. Crewmembers will not use their initial instructor evaluation to satisfy the requirements of a periodic evaluation.

1.9.3. SPOT Evaluations. IAW AFI 11-202V2. In addition, SPOT evaluations for Universal Qualified AECMs may be conducted on the C-17, C-130, C-21 or KC-135. Any SPOT evaluation given on a C-21 will not be converted to a QUAL/MSN.

1.9.4. Aircrew Qualification Evaluation Prefixes. The following prefixes will be used, if applicable, to further describe evaluations:

1.9.4.1. Initial (INIT). The first evaluation of any type for a crew position or instructor qualification. INIT QUAL/MSN evaluations should be conducted on the unit assigned aircraft.

1.9.4.2. Requalification (RQ). Use the prefix RQ (e.g., RQ QUAL/MSN, RQ INSTR, RQ SPOT) IAW AFI 11-202V2.

1.9.4.3. No-Notice (N/N). (See AFI 11-202V2.) The C-21 may be used to satisfy the N/N requirements for units with a C-21 mission. Any N/N evaluation given on a C-21 will not be converted to a QUAL/MSN.

1.9.4.3.1. **(Added-375 AMW)** No-Notice. AFI 11-202V2/375AMWSUP provides N/N evaluation program guidance. The N/N evaluation program provides unit commanders a sampling of daily aircrew performance and an assessment of unit training effectiveness. If applicable, the evaluator will discuss converting a N/N SPOT evaluation to a periodic evaluation, to realign the examinee's checkride date. The C-21A is an acceptable and approved platform for N/N evaluations.

1.9.4.3.2. **(Added-375 AMW)** During a N/N evaluation, the evaluator's questions should concentrate on special interest areas/items, knowledge of emergency medical equipment, and items designated under "general," IAW AFI 11-202V2. The evaluator should critique other areas, as appropriate being mindful to instruct the crewmember that running the mission is the first priority when asking questions.

1.9.4.3.3. **(Added-375 AMW)** Newly upgraded basic aircrew members will be considered for a N/N evaluation three months following their initial upgrade.

1.9.4.3.4. **(Added-375 AMW)** Newly upgraded flight instructors and evaluators are subject to N/N evaluations effective, on their next assigned mission following completed upgrade.

1.9.5. Emergency Procedures Evaluations (EPE). Use AFI 11-202V2 and the following: Evaluate an aircrew member's knowledge of aircraft emergency procedures, emergency medical procedures and medical equipment emergency functions for all initial, requalification, and periodic QUAL/MSN evaluations (see paragraph 2.4.).

1.9.5.1. Group Standardization and Evaluation office (OG/OGV) will develop and maintain a list of EPE program requirements (topics, special interest, etc.). OG/OGV will also develop an EPE guide detailing the evaluation areas and conduct of the EPE. EPEs will emphasize emergency procedures and systems knowledge. Examiners may use one continuous scenario throughout the EPE, or use different scenarios as required to ensure appropriate areas are evaluated.

1.9.5.2. Examinees may use publications that are normally available in-flight. The examinee will recite, perform, or write all Boldface items without reference.

1.9.5.3. An EPE is a ground phase requisite. An EPE will be conducted on the ground anytime during the in-phase period. It will be through hands-on demonstration, and/or verbal discussion where hands-on demonstration is not feasible (e.g., aircraft emergency). The EPE will be conducted in a closed room or on a static aircraft offering one on one non-interference environment between examiner and examinee. EPE will include but is not limited to the following medical equipment: Bag-Valve-Mask Resuscitator, Cardiac Monitor, Suction Unit, Oxygen Equipment, and a Patient Mannequin for use during medical scenarios.

1.9.5.4. Examinees receiving an overall EPE grade of unqualified will be placed in supervised status until recommended additional training and re-evaluation are completed. Examinees receiving an overall EPE grade of unqualified because of unsatisfactory Boldface procedures will not be permitted to fly in their aircrew position until a successful re-evaluation is accomplished. Accomplish additional training IAW AFI 11-202V2.

1.10. Grading Policies. See AFI 11-202V2, Chapter 5, and the following:

1.10.1. When in-flight evaluation of a required area is not possible, the area may be verbally evaluated on the ground unless otherwise noted in this AFI. As a minimum, Safety Consciousness (Area 4), Flight Discipline (Area 5), Crew Resource Management (Area 6), Airmanship/Situational Awareness (Area 7), and Standards of Care/Plan/Implements Nursing Care (Area 11) will be evaluated in-flight. Exceptions to the minimum in-flight requirement are on a case-by-case basis only and will be approved by AMC/A3V. Flight examiners will make every effort to evaluate all required areas in-flight before resorting to this provision. If an alternate method is used to complete the evaluation, document in the Additional Comments portion of the AF Form 8.

1.11. Grading System. See AFI 11-202 V2 Chapter 5.

1.12. Conduct of Evaluations.

1.12.1. Flight examiners will pre-brief the examinee on the conduct, purpose, requirements of the evaluation, and all applicable evaluation criteria. Flight examiners will then evaluate the examinee in each graded area/subarea.

1.12.1. **(375 AMW)** Evaluators will pre-brief examinees on the conduct, purpose, requirements and all applicable evaluation criteria. The examinee is expected to plan for the EPE and flight evaluation IAW AFI11-2AEV2.

1.12.1.1. Flight examiners will normally not evaluate personnel they have primarily trained, recommended for upgrade, or who write their effectiveness/performance reports.

1.12.2. Unless otherwise specified, flight examiners may conduct the evaluation in any applicable crew position (example**:** MCD, FN, CMT, 2AET, or 3AET) that will best enable the examiner to conduct a thorough evaluation, observe the examinee's performance and allow for mission accomplishment. EXCEPTIONS: All INIT QUAL/MSN and RQ QUAL/MSN evaluations will be conducted in the Medical Crew Director (MCD) for FN or Charge Medical Technician (CMT) for AET position.

1.12.3. Note discrepancies and deviations from prescribed tolerances and performance criteria during the evaluation. Compare the examinee's performance with the tolerances provided in the grading criteria and assign an appropriate grade for each area.

1.12.3.1. An evaluation will not be changed to a training flight to avoid documenting substandard performance, nor will a training flight be changed to an evaluation.

1.12.3.2. The judgment of the flight examiner, guidance provided in AFI 11-202V2, and this instruction will be the determining factors in assigning an overall qualification level on the AF Form 8. The flight examiner will thoroughly critique all aspects of the flight. During the critique, the flight examiner will review the examinee's overall rating, specific deviations, area/subarea grades assigned, and any additional training required.

1.12.3.3. In the event of unsatisfactory performance, the flight examiner will determine additional training requirements. Required additional training may be accomplished on the same flight after the evaluation is complete. When used, the examinee must be informed when the additional training begins and ends.

1.13. Unsatisfactory Performance. See AFI 11-202V2, Chapter 5 and the following:

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

1.13.1.1. **(Added-375 AMW)** The unit commander or operations officer should attend all debriefs during normal duty hours. For evaluations completed after duty hours, the evaluator may back brief the commander or operations officer the following duty day. This may be accomplished by email notification. Record the attendance of the Commander or Operations Officer in the evaluator's comments on the AF Form 8, *Certificate of Aircrew Qualification*.

1.13.2. Immediately correct breaches of flying/patient safety or flight discipline during an evaluation. If this situation occurs, the flight examiner will also debrief an appropriate unit supervisor and if appropriate, document the deviation on an AF Form 8.

1.13.3. Notify the examinee's squadron commander/superintendent, if available, whenever less than Qualification Level "Q-1" performance is observed. These debrief attendees will be listed on the AF Form 8 under Mission Description in the comments section.

1.13.3.1. **(Added-375 AMW)** The commander or operations officer will always be debriefed for unqualified performance.

1.13.3.2. **(Added-375 AMW)** Report flight evaluations graded Q-3 or Q-2 to the appropriate OG/OGV NLT the end of the next duty day with a copy of the draft AF Form 8 detailing subareas graded Q-/U and the flight examiner's comments and recommended additional training. OGV will review the AF Form 8 to ensure the comments and additional training reflects the grade. OGV may make recommended changes, but it is ultimately up to the evaluator giving the evaluation and the unit commander to determine the appropriateness of the training.

1.13.4. When an examinee jeopardizes safety of flight, the flight examiner may assume the duties of the aircrew member, if warranted. Advise the crew and assume full responsibility for the crew position for the rest of the mission leg. In the mobility system, evaluators will notify the mission execution authority immediately and coordinate follow-on action (replacement, if required). The evaluator should be prepared to continue follow-on missions if directed by the execution authority.

1.13.4.1. This does not mean the flight examiner must assume the examinee's position any time unsatisfactory performance is observed. If, in the examiner's judgment, the examinee can continue safely (under supervision) the flight examiner should not assume the examinee's duties.

1.14. Use of AF IMT 3862, *Flight Evaluation Worksheet*. Units (normally OGV) will overprint AF IMT 3862, (see Attachment 2) and use it as an evaluation worksheet. Copy each title, area number and text (in the order illustrated), and shading to the appropriate blocks. Units may add special interest items and/or local evaluation requirements. Units may add the EVALUATOR BRIEFING GUIDE. Use the worksheet to ensure all required areas are evaluated. Record positive and negative trend information and/or aircrew member's performance using the "Remarks" section if desired (this information is necessary when transcribing the flight information into the Patriot Excalibur (PEX) Stan/Eval module or other MAJCOM approved module). The AF IMT 3862 or draft copy of the AF Form 8, signed by the flight examiner, will serve as the temporary evaluation certificate. File the certificate in the aircrew member's Flight Evaluation Folder (FEF) immediately after the flight evaluation as a temporary record of the evaluation results. Maintain until the finished AF Form 8 is added to the FEF, then dispose of properly.

1.14.1. **(Added-375 AMW)** The 375 OG/OGV overprint of the AF IMT 3862 can be found on the OGV EIM website. Trends identified during flight evaluations are hand-written on the AF IMT 3862.

1.15. Aircrew Testing. See specific testing requirements in AFI 11-202V2 and include the following:

1.15.1. Open-book Exam (Open-Book). The student must successfully complete the open-book examination prior to initial flight evaluation. The open-book examination should normally be administered before the initial flight evaluation and subsequently with periodic

flight evaluations. The open-book examination will consist of 60-100 questions. The examination questions will come from a Secure Question Bank (SQB) created and managed by each OGV. A minimum of 15 questions per MDS listed in paragraph 1.1.1**.** will be incorporated into the periodic open-book examinations for AECMs. The questions should include but are not limited to aircraft systems (electrical and oxygen), emergency exits/procedures and emergency aircraft equipment. A portion of the open-book examination administered to flight instructors will include instructor (scenario-based) questions. A separate (unique) INSTR open-book examination is not required for periodic evaluations

1.15.2. Closed-Book (Closed-Book). The closed-book examination should normally be administered before the initial flight evaluation and subsequently with periodic flight evaluations. The closed-book exam will consist of minimum 20 questions derived from the Master Question File (MQF). Complete a Boldface exam in conjunction with the closed-book examinations.

1.15.3. The following technical orders will be available for open-book examination testing purposes: TO-1C-130H-1 or TO-1C-130E(H)-1 or TO-1C-130(K)H-1 or TO-1C-130J-1; TO-1C-130A-9 or TO-1C-130J-9, TO-1C-17A-1, TO-1C-17A-9, TO-1C-135(K)-1, TO-1C-135(K)-9 and TO-1C-21A-1 (if applicable).

1.15.4. Initial Instructor Open-Book (INIT INSTR Open-Book). Administer an initial instructor open-book before the initial instructor flight evaluation. The instructor open-book examination is requisite for INIT and RQ INSTR flight evaluations only. The examination will have a minimum of 20 questions from directives including AFMAN 36-2236, Guidebook for Air Force Instructors, AFI 11-2AEV1, V2, and V3 (including MAJCOM supplements) and other common flight or instructor related sources. Questions should include scenario-driven instructor related questions.

1.15.5. Failure to Pass an Exam. AECMs who fail an open-book or closed-book written examination will fly in supervised status until a successful re-test is completed. Examinees who fail Boldface procedures will not be permitted to fly in their aircrew position until a successful re-evaluation is accomplished.

1.16. Equivalent MDS/Model Aircraft. Consider AECMs qualified in one MDS as qualified in all MDSs of the same design (e.g., C-130H and C-130J).

1.17. Aircrew Training Device (ATD). All INIT QUAL/MSN evaluations should be conducted on unit assigned MDS by unit assigned examiners. EXCEPTION: FTU Evaluations may be conducted on aircraft listed in 1.1.1. by examiners approved by FTU leadership. In-flight evaluations are the AF standard for validating aircrew evaluation criteria for all types of evaluations. Approval authority for other than in-flight evaluations is HQ AMC/A3V. Lead command (HQ AMC/A3V) will approve ATDs that may supplement or replace in-flight evaluations.

1.17.1. An ATD may be used to accomplish additional training and ground re-checks. Areas for additional training and ground re-check should be limited to those areas/subareas that can be realistically accomplished in the ATD.

Chapter 2

FLIGHT NURSE (FN)/AEROMEDICAL EVACUATION TECHNICIAN (AET) EVALUATIONS

2.1. General. This chapter standardizes initial, periodic, and requalification evaluations, including requirements for qualification/mission and instructor evaluations.

2.2. Qualification/Mission Evaluations (Initial, Periodic and Requalification).

2.2.1. All initial, periodic, and requalification evaluations include all areas under GENERAL, QUALIFICATION and MISSION. For AECMs, the evaluation validates the basic capabilities of AECMs to transport and care for patients in the airborne environment.

2.2.2. INIT QUAL/MSN. An INIT QUAL/MSN evaluation will be accomplished at the unit of assignment or formal training unit (FTU). Upon successful completion of the INIT QUAL/MSN evaluation, the first AF Form 8 will indicate crew position codes as "MH" (mission qualified FN) or "MA" (mission qualified AET). Expiration date for initial qualification will be based on successful completion of the QUAL/MSN evaluation.

2.2.3. Periodic flight evaluations will be a QUAL/MSN evaluation. Use a single line entry under flight phase indicating "QUAL/MSN" and date. Use separate line entries if more than one flight is necessary to complete the evaluation. Expiration date is based on the latest flight phase accomplished. Periodic evaluations include all areas under GENERAL, QUALIFICATION and MISSION.

2.2.3.1. For evaluations that establish a new eligibility period (i.e., QUAL/MSN), enter the month and year that is 17 months after the month in which the flight phase of the evaluation was successfully completed.

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

2.2.4. Requalification evaluations will be a QUAL/MSN evaluation. Use a single line entry under flight phase indicating "RQ QUAL/MSN" and date. Use separate line entries if more than one flight is necessary to complete the evaluation. Expiration date is based on latest flight phase accomplished. Requalification evaluations include all areas under GENERAL, QUALIFICATION, and MISSION.

2.3. Instructor Evaluations (Initial, Periodic and Requalification). AECMs selected to establish and maintain instructor status will be evaluated on their ability to instruct using criteria in all areas of INSTRUCTOR. Flight examiners will place particular emphasis on the examinee's ability to recognize student difficulties and provide timely, effective corrective action. Examinees should be prepared to demonstrate and/or explain performance of a procedure, operation of equipment, or a duty associated with their crew position.

2.3.1. Initial instructor evaluations will include instructing a qualified AECM of like specialty or instructing a student in upgrade training. Crewmembers will not use their initial instructor evaluation to satisfy the requirements of a periodic evaluation. Initial instructor evaluations include all areas under GENERAL and INSTRUCTOR.

2.3.1.1. Initial instructor evaluations may be administered on any aircraft listed in paragraph 1.1.3. After successful completion of the initial instructor evaluation on one of

the aircraft listed in paragraph 1.1.3., the AECM may instruct on all aircraft listed in paragraph 1.1.3**.**

2.3.2. Periodic instructor evaluations will be administered in conjunction with required qualification/mission evaluations and will include all areas under GENERAL, QUALIFICATION, MISSION, and INSTRUCTOR.

2.3.2.1. Periodic instructor evaluations may be administered on any aircraft listed in paragraph 1.1.3.

2.4. Emergency Procedures Evaluations (EPE). Evaluate an AECM's knowledge of aircraft emergency procedures, emergency medical procedures and emergency medical equipment during the EPE portion of all QUAL/MSN evaluations, with scenario based questions. Use one continuous scenario throughout the EPE and/or different scenarios for each emergency procedure. A QUAL/MSN evaluation requires a single EPE. Document EPE, IAW AFI 11-202V2.

2.4.1. The EPE will cover the following areas to satisfy requirements for an initial, periodic, and requalification QUAL/MSN evaluation: Cardiac/Respiratory arrest and emergency medical equipment, emergency signals, in-flight emergencies, landing and ditching emergencies. Examinees should be able to demonstrate an understanding of Cardiac/Respiratory arrest and emergency medical equipment by "hands-on" application. Nursing considerations may be covered during an EPE based on nursing interventions taken during/after an emergency.

2.4.2. EPE areas previously graded qualified, "Q," do not need to be reevaluated during the flight phase of the mission, but will be, if observed.

2.4.2.1. **(Added-375 AMW)** Do not conduct an EPE during periods that would impede with normal preflight, flight or post flight duties. An EPE will be conducted on the ground through hands-on demonstration, and/or verbal discussion where hands-on demonstration is not feasible (e.g., aircraft emergency).

2.5. Additional Information.

2.5.1. Flight examiners will not conduct evaluations when scheduled as primary aircrew members.

2.5.2. Instructors and flight examiners receiving periodic evaluations may be evaluated in any crew position, as applicable (e.g., MCD, FN, CMT, 2AET or 3AET), but do not require an evaluation in all positions.

2.5.3. For AECM Universal Qualification, the following statement will be documented in the examiner's remarks section of the AF Form 8 for all QUAL/MSN evaluations: "This evaluation was administered on the X-XXX (aircraft type) and meets the requirements for universal qualification on the: C-17, C-130, and KC-135." (add C-21, when applicable).

2.6. FN/AET Grading Criteria.

2.7. GENERAL. Area 1, Directives and Publications.

Q Possessed a high level of knowledge of all applicable aircraft and medical publications and procedures and understood how to apply both to enhance mission accomplishment. Publications were current.

Q- Unsure of directives but could locate information in appropriate publications. Publications were current but not arranged IAW HHQ Directives.

U Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Publications were not current.

Area 2, Mission Preparation/Planning/AEC Crew Briefing.

Q Read and annotated FCIFs. Completed/obtained all applicable information to accomplish the mission (forms, O2 and electrical calculations, load plan, patient/equipment requirements). MCD or CMT briefing, if applicable, were thorough, clear and concise. Complied with all local directives. Attended required briefings. Had all required personal and professional equipment.

Q- Minor errors or omissions in obtaining information that could have detracted from mission effectiveness. MCD or CMT briefings, if applicable, were completed with errors or omissions. Did not fully comply with local directives. Late for required briefings. Did not have all required personal/professional equipment.

U Made major errors or omissions in obtaining information which would have prevented an effective mission. MCD or CMT briefings, if applicable, were poorly organized and essential items were omitted. Failed to comply with local directives, deviations could have jeopardized safety of crew, aircraft and/or patients. Failed to attend required briefings. Did not have required personal/professional equipment essential for the mission.

Area 3, Use of Checklist.

Q Procedures and checklist items required by applicable directives were accomplished in a thorough and proficient manner. Checklist was available, and referred to when performing crew duties.

Q- Procedures and checklist items required by applicable directives were accomplished with omission, deviation, or error, which detracted from the overall efficient conduct of the mission. Limited use of checklist was temporarily noted.

U Checklist was not utilized during phases of flight.

Area 4, Safety Consciousness (Critical).

Q Aware of and complied with all safety factors required for safe ground and flight operations. Demonstrated or explained safe procedures/practices around the aircraft, including refueling operations, vehicle movement, crash/rescue vehicle requirements, personal/patient safety, and cabin security. Momentary deviations in procedures and practices were corrected and did not impact safe aircraft operations.

U Not aware of, or did not comply with, all safety factors required for safe ground and flight

operations. Attempts to operate aircraft system or equipment in a dangerous manner.

Area 5, Flight Discipline/Situational Awareness (Critical).

Q Demonstrated strict professional flight and crew discipline throughout all phases of flight. Completed mission IAW with existing regulations and directives. Demonstrates knowledge of operating procedures and restrictions.

U Failed to exhibit strict flight and crew discipline. Unaware of established procedures. Failed to comply with existing instructions and directives which did or could have jeopardized safety or mission success.

Area 6, Crew Coordination/Crew Resource Management (CRM). (See AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and AF IMT 4031, *CRM Skills Criteria Training/Evaluation*, as a reference.)

Q Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrates operational knowledge of other crewmembers duties and responsibilities. Effectively applied CRM throughout the mission.

Q- Crew coordination adequate to accomplish mission. Demonstrated limited knowledge of other crewmembers' duties and responsibilities.

U Poor crew coordination or unsatisfactory knowledge of other crewmember duties and responsibilities negatively affected mission accomplishment or safety of flight. Poor C2 agency coordination negatively affected the mission.

Area 7, Anti-hijacking/Aircraft Security.

Q Correctly demonstrated/verbalized anti-hijacking and aircraft security procedures and applicable references.

Q- Minor deviations/omissions in verbalizing or demonstrating anti-hijacking/security procedures. Had difficulty locating references.

U Unaware of, or failed to comply with, aircraft anti-hijacking/security procedures required for safe aircraft operation or mission accomplishment. Deviations could have jeopardized safety of crew, aircraft, patient, and/or equipment.

Area 8, Knowledge/Completion of Forms.

Q All required forms were complete, accurate, readable, accomplished on time and IAW applicable directives. Relayed an accurate debrief of significant events to applicable agencies (MTF, AECT, 618 TACC/PMRC, etc.)

Q- Minor errors on forms that did not affect conduct of the mission. Incorrectly or incompletely

reported some information due to minor errors, omissions, and/or deviations.

U Did not accomplish required forms. Omitted or incorrectly reported significant information due to major errors, omissions, and/or deviations.

2.8. QUALIFICATION. Area 9, Standards of Care/Plans/Implements Nursing Care.

Q Knowledgeable in Standards of Care. Planned and implemented nursing care IAW current nursing care guidelines. Had general knowledge and familiarization of patients on the mission to include patient classification, movement precedence and diagnosis. Recognized negative changes in patient condition and behavior due to stresses of flight. Intervened effectively based on patient's diagnosis and applicable stresses of flight. Adhered to infection control standards.

Q- Minor knowledge deficits of patient care standards based on patient's diagnosis and stresses of flight. Had some difficulty or made minor errors/omissions in planning/implementing for patient care on the mission. Minor deviations noted with compliance of infection control standards. Minor deviations did not impact patient's condition.

U Inadequate knowledge of patient care standards, nursing interventions, and/or stresses of flight. Did not anticipate and/or plan/implement for patient requirements based on diagnosis and standards of care. Unaware of infection control standards. Deviations without correction may have caused injury/suffering to patient.

Area 10, IV Therapy/Medication Management.

Q Demonstrated procedures and management of medications to include over-the-counter (OTC), IV/drips, and controlled substances as applicable. Demonstrated proper documentation procedures with associated medications.

Q- Minor errors/omissions in performing or locating medication procedures and/or documenting, which may have detracted from quality patient care.

U Major errors or omissions in drug management and/or documentation. Did not safeguard controlled substances. Unfamiliar with appropriate references. Lacked knowledge that may have jeopardized patient care outcome.

Area 11, Hypoxia/Hyperventilation.

Q Able to describe symptoms and verbalize or demonstrate appropriate treatment for hypoxia and hyperventilation for both crewmembers and patients.

Q- Minor deviations noted in describing hypoxia/hyperventilation symptoms. Minor deviations noted in treatment of hypoxia and hyperventilation for crewmembers and/or patients.

U Unable to describe symptoms and/or demonstrate appropriate treatment for hypoxia and hyperventilation. Lack of knowledge may have jeopardized patient care or crewmember effectiveness.

Area 12, Medical Response.

Q Demonstrated/verbalized responses to changes in patient medical status per applicable reference. Able to prepare equipment required for medical intervention.

Q- Minor deviations noted in medical response that would not lead to patient compromise or adversely affect patient safety.

U Unable to correctly demonstrate/verbalize responses to changes in patient medical status per applicable reference. Actions may have led to patient compromise or adversely affected safety. Unable to correctly prepare equipment needed for medical intervention.

Area 13, Cardiac/Respiratory Arrest (Critical).

Q Demonstrated responses to cardiac/respiratory arrest per applicable reference and established response plan. Initiated plan for patient stabilization

U Unable to correctly demonstrate responses to cardiac/respiratory arrest per applicable reference and response plan. Actions may have led to patient compromise or adversely affected safety.

Area 14, AE Medical Equipment Emergency Functions (Critical).

Q Correctly assembled and demonstrated operation of suction in order to clear the airway, without use of references. Correctly assembled the Bag-Valve-Mask resuscitator and was able to deliver up to 100% oxygen, without use of references. Able to correctly deliver oxygen to patient using flow meter and non-rebreather mask without use of references. Correctly operated the cardiac monitor, including set up, application of leads; to include quick look capabilities and charge/discharge of paddles and multi-function pads without use of references. NOTE: AETs will verbalize discharge of paddles, multi-function pads principles, and safety considerations only.

U Could not locate and/or demonstrate operation of emergency equipment. Lack of knowledge may have led to patient compromise or adversely affected safety.

Area 15, AE Medical Equipment.

Q Demonstrated preflight, function check, operated and secured medical equipment with the use of references.

Q- Minor errors/omissions in preflight, function check, equipment operation and/or securing (with reference). Deviations may not adversely affect patient care or equipment effectiveness.

U Major errors in operation of medical equipment. Unable to perform preflight, function check, operate and/or secure equipment with the use of references.

Area 16, AE In-flight Kits/Supplies.

Q Able to locate contents of AE in-flight kits/supplies with use of references.

Q- Minor deviations in locating contents of AE in-flight kits/supplies with use of references.

U Unable to locate contents of AE in-flight kits/supplies with use of references.

Area 17, Enroute Mission Requirements.

Q Described or demonstrated procedures for Border Clearance, Mission Delay, Enroute Diversion, Remain over Night (RON), and Unscheduled RON required for enroute mission requirements. Able to locate information in references.

Q- Minor errors or omissions in describing/demonstrating procedures required for enroute mission requirements, which may have adversely effected mission accomplishment. Had difficulty locating information in references.

U Unfamiliar with procedures or references for enroute mission requirements.

2.9. MISSION. Area 18, Boldface Emergency Procedures (Critical). Includes Fuselage Fire/Smoke and Fumes and Rapid Decompression related to the aircraft in which the flight evaluation is performed on.

Q Correct, immediate responses.

U Incorrect sequence, unsatisfactory response,

Area 19, Other Emergency Procedures. Includes Emergency Signals, Emergency Landing, Ditching, In-flight, and Ground Emergencies on the aircraft in which the flight evaluation is performed.

Q Stated or demonstrated emergency procedures for applicable crew positions with use of checklist.

Q- Prompting required to initiate use of checklist. Accomplished procedures with minor errors, omissions, or deviations that may not have jeopardized patient safety.

U Unable to state or demonstrate the correct emergency procedure with use of checklist.

Area 20, Aircraft Emergency Exits. Includes emergency exits on the aircraft in which the flight evaluation is performed and associated egress equipment with the exits (Escape Ropes, Ladders, Slides, and Emergency Lights). Includes location of primary ground and ditching exits for the platforms outlined in paragraph 1.1.1.

Q Demonstrated or verbalized proper operating procedures of aircraft exits/egress equipment

associated with the AECMs exit of responsibility for emergency landing and ditching on the aircraft in which the flight evaluation is performed. Correctly verbalized location of primary ground and ditching exits for the platforms outlined in paragraph 1.1.1.

Q- Unsure of the proper operating procedures used for aircraft exits/egress equipment associated with the AECMs exit of responsibility for emergency landing and ditching on the aircraft in which the flight evaluation is performed. Limited knowledge of primary ground and ditching exits for the platforms outlined in paragraph 1.1.1.

U Unable to properly operate aircraft exits/egress equipment associated with the AECMs exit of responsibility for emergency landing and ditching on the aircraft in which the flight evaluation is performed. With the use of references examinee unable to verbalize location of primary ground and ditching exits for the platforms outlined in paragraph 1.1.1.

Area 21, Aircraft Systems. Includes Oxygen, Electrical interface for the platforms outlined in paragraph 1.1.1.

Q Demonstrated correct operational procedures for oxygen/electrical systems, on the aircraft in which the evaluation was performed. Able to locate and access components of the oxygen/electrical systems. Identified differences in operation/capability, location, and access to oxygen/electrical systems on remaining aircraft (with the use of references). Explained use of alternate oxygen sources in the event no aircraft oxygen is available.

Q- Had limited operational knowledge of oxygen/electrical systems, on the aircraft in which the evaluation was performed. Had difficulty locating and accessing components of the oxygen/electrical systems. Had difficulty describing differences in operation/capability, location, and access to oxygen electrical systems on remaining aircraft (with the use of references). Had difficulty explaining use of alternate oxygen sources in the event no aircraft oxygen is available.

U Unsatisfactory operational knowledge of oxygen/electrical systems, on the aircraft in which the evaluation was performed. Unable to locate and access oxygen/electrical system components. Unable to describe differences in operation/capability, location, and access to oxygen/electrical systems on remaining aircraft (with the use of references). Unable to explain use of alternate oxygen sources in the event no aircraft oxygen is available.

Area 22, Enplaning/Deplaning.

Q Describes or demonstrates general knowledge of enplaning/deplaning operations per applicable instructions.

Q- Unfamiliar with some aspects of enplaning/deplaning operations.

U Unfamiliar with enplaning/deplaning operations and/or applicable instructions.

Area 23, Configurations. Includes configuration procedures for the platforms outlined in paragraph 1.1.1.

Q Demonstrated or described standard AE configuration procedures on the aircraft in which the evaluation is performed. Described floor-loading procedures in which the evaluation was performed with use of reference. Identified differences in standard AE configurations and floor loading on remaining aircraft with use of reference.

Q- Unsure of standard AE configuration procedures on the aircraft in which the evaluation was performed. Had difficulty describing or locating floor-loading references for the aircraft in which the evaluation is performed. Had difficulty locating standard AE configurations and floor loading references on remaining aircraft.

U Unable to demonstrate or describe standard AE configurations on the aircraft in which the evaluation was performed with us of references. Unable to describe or locate floor-loading references for the aircraft in which the evaluation was performed. Unable to locate standard AE configurations and floor loading references on remaining aircraft.

Area 24, Aircraft Emergency Equipment. Includes Fire Extinguisher, Smoke Mask and/or Quick Don Mask/Goggles, Oxygen Mask (Quick Don type if used), EPOS, Life Preservers and Rafts on the aircraft in which the flight evaluation is performed.

Q Demonstrated or verbalized operational use of emergency equipment and life support systems which are located in the AECM's assigned patient care/egress areas of responsibility.

Q- Demonstrated or verbalized limited operational knowledge of emergency equipment and life support systems which are located in the AECM's assigned patient care/egress areas of responsibility.

U Unsatisfactory operational knowledge of emergency equipment and life support systems which are located in the AECM's assigned patient care/egress areas of responsibility.

2.10. INSTRUCTOR. Area 25, Instructor Ability (Critical).

Q Demonstrated the ability to communicate effectively. Provided appropriate guidance when necessary. Planned ahead and made timely decisions. Identified and corrected potentially unsafe actions/situations.

U Unable to effectively communicate or provide timely feedback to the student. Gave instruction that was unsafe or contradicted published directives. Did not provide corrective action when necessary. Did not plan ahead or anticipate student problems. Did not identify unsafe actions/situations in a timely manner. Made no attempt to instruct.

Area 26, Instructor Demonstration (Critical).

Q Effectively demonstrated correct procedures, systems operation, and techniques. Thorough knowledge of applicable aircraft systems, procedures, publications, and directives.

U Ineffective or incorrect demonstration of procedures, systems operation, or techniques.

Insufficient depth of knowledge about applicable aircraft systems, procedures, publications and directives.

Area 27, Student Briefing/Critique (Critical).

Q Briefings were well organized, accurate, and thorough. Reviewed student's present level of training and defined mission events to be performed. During the critique, demonstrated an effective ability to reconstruct the flight, offer mission analysis, and provide guidance, where appropriate. Training grade reflected the actual performance of the student relative to the standard. Pre-briefed the student's next mission, if required.

U Briefings were unsatisfactory or non-existent. Did not review students past performance. Failed to adequately critique student or analyze the mission. Training grade did not reflect actual performance of student. Overlooked or omitted major discrepancies. Incomplete pre-briefing of student's next mission, if required.

Area 28, Knowledge of Training Forms.

Q All required training forms were accomplished on time and IAW applicable directives. Demonstrated satisfactory knowledge of forms/publications required for mission accomplishment. Training documentation was concise and readable.

Q- Displayed limited knowledge of training forms/publications. Required forms were completed with some delay but IAW applicable directives. Minor errors or omissions in training documentation.

U Knowledge of required training forms/publications was inadequate. Did not accomplish required forms. Omitted or incorrectly documented significant training information.

Chapter 3

INFORMATION COLLECTION

3.1. Information Collections. No information collections are created by this publication.

HERBERT J. CARLISLE, Lt Gen, USAF
DCS, Operations, Plans, and Requirements

(375 AMW)

MICHAEL J. HORNITSCHEK, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*, 1 May 1998

AFPD 11-2, *Aircraft Rules and Procedures*, 14 Jan 2005

AFPD 33-3, *Information Management*, 28 Mar 2006

AFI 11-202, Volume 1, *Aircrew Training*, 22 Nov 2010

AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*, 13 Sep 2010

AFI 11-202 Volume 3, *General Flight Rules*, 22 Oct 2010

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*, 10 Dec 2010

AFI 11-2AE, Volume 1, *AE Aircrew Training*, 24 Jan 2010

AFI 11-2AE, Volume 3, *Aeromedical Evacuation (AE) Operations Procedures*, 18 May 2010

AFI 11-2AE, Volume 3, Addenda A, *Aeromedical Evacuation Operations Configuration/Mission Planning*, 27 May 2005

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFMAN 36-2236, *Guidebook for Air Force Instructors*, 12 Nov 2003

TO 1C-130H-1, *Flight Manual*, 17 Mar 10

TO 1C-130E(H)-1, *Flight Manual*, 21 Aug 09

TO-1C-130(K)H-1, *Flight Manual*, 15 Jan 08

TO-1C-130J-1, *Flight Manual*, 1 Jan 08

TO-1C-130HA-9, *Cargo Loading Manual*, 7 Dec 09

TO-1C-130J-9, *Cargo Loading Manual*, 1 Jul 09

TO-1C-17A-1, *Flight Manual*, 15 Oct 08

TO-1C-17A-9, *Cargo Loading Manual*, 1 Jul 02

TO-1C-135(K)-1, *Flight Manual*, 30 Jun 00

TO-1C-21A-1, *Flight Manual*, 1 Oct 07

Prescribed Forms

AF IMT 3862, *Flight Evaluation Worksheet*, 6 Jun 2006

Adopted Forms/IMTs

AF Form 8, *Certificate of Aircrew Qualification*, 8 Dec 2006

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

AF Form 942, *Record of Evaluation*, 8 Dec 2006

AF IMT 4031, *CRM Skills Criteria Training/Evaluation*, 1 Mar 1998

Abbreviations and Acronyms

AE—Aeromedical Evacuation

AECM—Aeromedical Evacuation Crew Member

AECT—Aeromedical Evacuation Control Team

AET—Aeromedical Evacuation Technician

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AMC—Air Mobility Command

ANG—Air National Guard

ARM—Aeromedical Readiness Mission

ARMS—Aviation Resource Management System

CMT—Charge Medical Technician

CRM—Crew Resource Management

DD—Department of Defense

(Added-375 AMW) EIM—Enterprise Information Management

EPE—Emergency Procedures Evaluation

EPOS—Emergency Passenger Oxygen System

FCIF—Flight Crew Information File

FEF—Flight Evaluation Folder

FN—Flight Nurse

FTU—Formal Training Unit

HQ—Headquarters

IAW—In Accordance With

INIT—Initial

INSTR—Instructor

MAJCOM—Major Command

MCD—Medical Crew Director

MQF—Master Question File

MSN—Mission

MTF—Medical Treatment Facility

OTC—Over-the-counter

PEX—Patriot Excalibur

PMRC—Patient Movement Requirements Center

Q—Qualified

Q-—Qualified Minus

Q-1—Qualification Level 1

Q-2—Qualification Level 2

Q-3—Qualification Level 3

QUAL—Qualification

RON—Remain over Night

RQ—Requalification

U—Unqualified

USAF—United States Air Force

618 TACC—618 Tanker Airlift Control Center

Attachment 2

FLIGHT EVALUATION WORKSHEET EXAMPLE AF IMT 3862

Figure A2.1. Flight Nurse/Aeromedical Evacuation Technician Flight Evaluation Worksheet (Front).

COMMENTS:

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AECM Evaluation Worksheet			DATE COMPLETED:	
NAME (Last, First, MI)			GRADE	SSN:
ORGANIZATION/LOCATION		ACFT/CREW POS		ELIGIBILITY PERIOD
QUALIFICATION				
GROUND PHASE			**FLIGHT PHASE**	
EXAM/CHECK	DATE	GRADE	MISSION/CHECK	DATE
QUALIFICATION LEVEL		**ADDITIONAL TRAINING**		
QUALIFIED	UNQUALIFIED	DUE DATE(S)	DATE ADDITIONAL TRAINING COMPLETED	
EXPIRATION DATE		CERTIFYING OFFICIAL, RANK AND ORG	SIGNATURE	DATE
☐ RESTRICTIONS (Explain in Comments on Back)			☐ EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	
CERTIFICATION				
PRINT NAME/GRADE/ORGANIZATION			SIGNATURE/DATE	
FLIGHT EXAMINER				
REVIEWING OFFICER				
FINAL APPROVING OFFICER				

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Figure A2.2. Flight Nurse/Aeromedical Evacuation Technician Flight Evaluation Worksheet (Back)

AECM FLIGHT EVALUATION WORKSHEET

AREA / SUB AREA	Q	Q-	U	T	REMARKS		AREA / SUB AREA	Q	Q-	U	T	REMARKS
GENERAL												
1. Directives and Publications												
2. Mission Preparation / Planning /AEC Briefing												
3. Use of Checklist												
4. Safety Consciousness (Critical)												
5. Flight Discipline / Situational Awareness (Critical)												
6. Crew Coordination / CRM												
7. Anti-hijacking/Aircraft Security												
8. Knowledge/Completion of Forms												
QUALIFICATION												
9. Standard of Care/Plans/ Implements Nursing Care												
10. IV Therapy/Medication Management												
11. Hypoxia / Hyperventilation												
12. Medical Response												
13. Cardiac / Respiratory Arrest (Critical)												
14. AE Emergency Medical Equipment Functions (Critical)												
15. AE Medical Equipment												
16. AE In-Flight/Supplies												
17. Enroute Mission Requirements												
MISSION												
18. Boldface Emergency Procedures (Critical)												
19. Other Emergency Procedures												
20. Aircraft Emergency Exits												
21. Aircraft Systems												
22. Enplaning / Deplaning												
23. Configuration												
24. Aircraft Emergency Equipment												
INSTRUCTOR												
25. Instructor ability (Critical)												
26. Instructor Demonstration (Critical)												
27. Student Briefing / Critique (Critical)												
28. Knowledge of Training Forms												

AF IMT 3862, (Attachment 2) (Reproduce Locally as Required)

1

Attachment 3

COMPLETION OF C-21 AF FORM 8

A3.1. C-21 AF Form 8. Accomplish C-21 AF Form 8 for AECM's who PCS from a flying unit with no C-21 mission to a unit with a C-21 mission or deploy to a unit with a C-21 mission (upon completion of requisites outlined in paragraph 1.1.2. of this AFI).

A3.2. – Examinee Identification.

A3.2.1. **Aircraft/Crew Position.** Enter C-21A/crew position (i.e., IA, MH)

A3.3. – Qualification.

A3.3.1. **Ground Phase.** Enter C-21 Open-book Exam, date of exam, and exam score.

A3.3.2. **Flight Phase.** A flight evaluation is not required.

A3.3.3. **Qualification Level.** Enter 1 or 3.

A3.3.4. **Restrictions.** If Applicable.

A3.3.5. **Additional Training.** If Applicable

A3.3.6. **Expiration Date of Qualification.** This date is the same as last accomplished QUAL/MSN AF Form 8 for the AECM.

A3.3.7. **Comments.** If Applicable.

A3.4. . Certification.

A3.4.1. **Flight Examiner.** The flight examiner signing Section III of the AF Form 8:

A3.4.1.1. Is responsible for the content of the AF Form 8 and ensures that the test is complete.

A3.4.1.2. No Examiner Remarks are required in the Comments block in Section IV. The flight examiner will place an "X" in the remarks block and make comments in Section IV only when required.

A3.4.2. **Reviewing and Final Approving Officers.**

A3.4.2.1. A Reviewing Officer is not required.

A3.4.2.2. The unit Commander will sign as the final Approving Officer.

A3.5. Comments. As required.

A3.6. Additional Reviews. Additional reviews are at the discretion of the unit.