

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 11-202  
VOLUME 2**



**8 DECEMBER 2006**

**PACIFIC AIR FORCE  
Supplement**

**28 DECEMBER 2007**

**3RD WING  
Supplement**

**11 MARCH 2010**

**Certified Current 23 March 2012  
Flying Operations**

**AIRCREW STANDARDIZATION/  
EVALUATION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

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OPR: HQ USAF/A3O-AT  
Supersedes: AFI11-202v2, 17 June 2002

Certified by: AF/A3O  
(Maj Gen David E. Clary)  
Pages: 170

**(PACAF)**

OPR: HQ PACAF/A3TV  
Supersedes: PACAFGM11-02 to AFI11-  
202V2\_PACAFSUP1, 11 June 2007

Certified by: HQ PACAF/A3T  
(Col Carey A. Stegall)  
Pages: 21

**(3WG)**

OPR: 3 OG/OGV

Certified by: 3 OG/CC  
(Col William G. Routt)  
Pages:

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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. MAJCOMs, field operating agencies (FOAs) and Headquarters United States Air Force (HQ USAF) direct reporting units (DRUs) will supplement this instruction. Units will supplement this instruction (see **Chapter 2**). MAJCOMs, FOAs and 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.

The Privacy Act of 1974 affects this instruction. The Privacy Act System Number 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), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>.

**(PACAF)** This supplement implements and extends the guidance of Air Force Instruction 11-202,V2, *Aircrew Standardization/Evaluation Program, 8 December 2006*. It provides additional guidance to AFI 11-202, Vol 2, and applies to Pacific Air Forces assigned aircrew. When rules, restrictions, and provisions indicated in this supplement are less restrictive than applicable aircraft flight, training, and evaluation directives, the more restrictive directives apply. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>. Refer recommended changes and questions about this publication to the HQ PACAF/A3TV using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. This supplement applies to PACAF-gained Air National Guard (ANG) and Air Force Reserve Command (AFRC) aircrew.

**(3WG)** This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-202, Volume 2, *Aircrew Standardization/Evaluation Program, 8 December 2006*, and PACAF Sup 1, and establishes standardized procedures for implementing the 3rd Operations Group (3 OG) Standardization and Evaluation program. This supplement applies to all aircrew members assigned or attached to this unit but does not apply to the US Air Force Reserve or Air National Guard units or members. Refer recommended changes and questions about this supplement to the office of primary responsibility (OPR) (see **Attachment 1**) using the AF Form 847, *Recommendation for Change of Publication*. This supplement must be forwarded to HQ PACAF/A3TV for review and coordination prior to publishing. Official records created as a

result of this publication will be maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at [https://www.my.af.mil/gcss-af61a/afirms/afirms/rds/rds\\_series.cfm](https://www.my.af.mil/gcss-af61a/afirms/afirms/rds/rds_series.cfm). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

### ***SUMMARY OF CHANGES***

This interim change updates office symbols to reflect current HQ USAF structure, adds AF/A3O-A responsibilities, adds AFI 11-202 Vol 1 reference to discussion on loss of qualification due to loss of currency (paragraph 5.2.3.2.2), adds guidance for documenting requisites required for rechecks (paragraph 5.2.7.3.2), standardizes recheck completion dates (paragraph 5.2.13.1) and reexamination periods (paragraph 6.4.6.2), revises guidance pertaining to FEF reviews (paragraph 7.9.4.3), updates guidance for recording flight surgeon examinations (paragraph 8.2.7.2), updates guidance for documenting flight surgeon qualifications (paragraph 5.2.18.2), corrects administrative errors in text and in **Figure A3.4**, **Figure A3.11**, and **Figure A3.12**, and replaces **Figure A6.1** with current example. A bar ( | ) indicates a revision from the previous edition.

**(PACAF)** This document has been substantially revised and must be reviewed in its entirety. The revision realigns guidance with the basic instruction. A bar “|” indicates revised material since the last edition. Address questions concerning this instruction to HQ PACAF/A3TV, 25 E Street, Suite I-222, Hickam AFB, HI 96853-5426. DSN 315-449-1995.

**(3WG)** This document has been substantially revised and must be reviewed in its entirety. The changes include reorganization to align with major command (MAJCOM) standardization and evaluation directives.

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## Chapter 1

### PURPOSE

**1.1. Aircrew Standardization/Evaluation Program.** 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.

1.1.1. As defined in AFD 11-4, aircrew includes the total complement of rated (pilots, navigators, air battle managers, and flight surgeons), career enlisted aviators (1AXXX Air Force Specialty Codes), and nonrated specialized aircrew (K-, Q-, or X-prefixed Air Force Specialty Code) personnel 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. Includes members in initial formal training for immediate assignment to an authorized operational flying position.

**1.2. Objectives.** Specific program objectives are to:

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.** Unless otherwise specified in this instruction, HQ USAF/A3O-A is the waiver authority for this instruction. Request waivers to the basic guidance in this instruction through applicable stan/eval channels to MAJCOM/Director of Operations (A3), or equivalent level. MAJCOM/A3s will forward request in message or memo format to HQ USAF/A3O-A, with info copy to HQ USAF/A3O-AT. Waiver authority for supplemental guidance will be as specified in the supplement.

1.3.1. **(Added-3WG)** . Unless stated otherwise, the 3 OG/CC is the waiver authority for this supplement. Requests for waivers will be coordinated through 3 OG/OGV.

## Chapter 2

### HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

**2.1. Scope.** Higher Headquarters (HHQ) includes Air Staff, MAJCOM and NAF stan/eval functions for the purposes of this instruction.

#### **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. Monitors and 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.

##### 2.2.4. AFMOA/SG3P:

2.2.4.1. Coordinates with HQ USAF/A3O-AT to ensure Flight Surgeon evaluations comply with basic policy guidance in this instruction.

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

#### **2.3. Major Commands.**

##### 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.

2.3.1.1.1. **(Added-PACAF)** PACAF/A3TV website can be accessed at <https://www.ops.hickam.af.mil/default.cfm?id=12>. PACAF/A3TV will maintain Stan/Eval related information on this website.

2.3.1.2. MAJCOM stan/eval staffs may fly to maintain current and qualified expertise.

2.3.1.3. ANG is considered a MAJCOM for purposes of this instruction.

2.3.1.4. AETC maintains administrative oversight of USAF Academy stan/eval programs.

2.3.2. **Functions.** The MAJCOM stan/eval staff will:

2.3.2.1. Supplement this instruction IAW **Chapter 2**.

2.3.2.2. In coordination with AF/A3O-AT, provide staff coordination for separate AFIs to ensure compliance with basic policy guidance contained in this instruction.

2.3.2.3. In coordination with the MAJCOM designated lead command (see AFPD 10-9), develop and manage the appropriate AFI 11-2 MDS-Specific, Volume 2, *MDS XX - Aircrew Evaluation Criteria*. MDS-specific Volumes 2 will be no less restrictive than this AFI.

**NOTES:**

1. Some Volume 2 AFIs may be aircrew specific (such as the AE series) and some may be functionally specific (such as the FT series).

2. MAJCOM functionals will determine policy precedence for AE/FT/PJ and CRO and MDS-Specific policy guidance, in coordination AFI OPRs. Policy guidance will not be less restrictive than guidance contained in this AFI and MAJCOM supplements.

2.3.2.4. Convene conferences and working groups, as necessary, to review and improve command stan/eval policies and procedures.

2.3.2.5. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the MAJCOM level to units IAW **Chapter 9**.

2.3.2.6. Coordinate on and process applicable AF Forms 847:

2.3.2.6.1. For flight publications and technical order recommended changes in accordance with (IAW) AFI 11-215, *USAF Flight Manuals Program (FMP)*.

2.3.2.6.2. For AF publications recommended changes IAW **Attachment 9**.

2.3.2.7. Assist lead commands with the review, updating and distribution of MDS-Specific Master Question Files (MQFs) to using agencies.

2.3.2.7.1. Lead commands are OPR for their respective MQF programs and are responsible for distribution of updated MQFs to user commands and other agencies.

2.3.2.7.2. Using commands will coordinate on submissions to correct deficiencies and on updating questions in the MDS-Specific MQFs utilizing AF Form 847, or as required by the lead MAJCOM.

2.3.2.8. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with the lead command and other user commands operating like weapon systems.

2.3.2.9. Ensure compliance with AFI 11-215 for flight publications and technical orders.

2.3.2.10. Coordinate with Safety offices and agencies to assist in evaluation of aircraft mishaps as requested and to determine appropriate corrective actions.

2.3.2.11. In the absence of a NAF stan/eval function, assume responsibilities listed in paragraph 2.4

2.3.2.12. Observe/augment NAF stan/eval visits when feasible.

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

### 2.3.3. Organization.

2.3.3.1. MAJCOM Commanders will designate the Director of Operations, or equivalent position, responsible for the overall management of the command stan/eval program.

2.3.3.2. MAJCOM stan/eval staff will consist of no more than a section 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 to clarify policies, procedures, and unique mission requirements. Comply with AFI 33-360, *Publications and Forms Management*, guidance regarding publication supplements.

2.3.4.1. MAJCOM supplements will not be less restrictive than this instruction.

2.3.4.2. Additional forms required by MAJCOM supplements will be approved and issued as AF forms if they apply to more than one command. Comply with AFI 33-360.

2.3.4.3. AFRC and ANG will provide supplemental information to be included as part of the respective active duty MAJCOM supplement to this instruction IAW paragraph 2.3.4

2.3.4.4. MAJCOMs will define the scope and content of unit supplements in the MAJCOM supplement. Unit supplements will be formatted IAW AFI 33-360.

2.3.5. **Augmentation.** Each MAJCOM may use augmentees from other MAJCOMs to support or conduct cross command stan/eval program reviews that include aircrew evaluations and inspections with concurrence of all the MAJCOM stan/eval organizations involved. Augmentees will evaluate using criteria contained in the appropriate AFI and the augmented MAJCOM supplement.

2.3.5.1. **(Added-PACAF)** ACC/AMC examiners are authorized to conduct evaluations of PACAF assigned aircrew during FTU or simulator annual evals.

2.3.5.2. **(Added-PACAF)** NGB/A3O, AFRC/A3T and PACAF/A3T may develop a standing MOA regarding cross command evaluation procedures. The MOA will be posted on the PACAF/ A3TV website under the "MDS related" section. Any evaluations accomplished under the provisions of the MOA will be designated in the OGV semi-annual SEB minutes submitted to PACAF/ A3TV.

## 2.4. Numbered Air Forces.

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.** The NAF stan/eval function will:

2.4.2.1. Maintain oversight of evaluation 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:

2.4.2.3.1. For flight publications and technical order recommended changes IAW AFI 11-215.

2.4.2.3.2. For proposed AF publications changes IAW [Attachment 9](#).

2.4.2.3.3. For MQFs IAW paragraph [2.3.2.7.2](#)

2.4.2.4. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the NAF level to units IAW paragraph [9.1](#)

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 operational procedures, flying guidance and 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.

2.4.2.10. Assist MAJCOMs in the creation, review, updating and distribution of required MQFs. NAFs will coordinate on unit submissions to correct deficiencies to MQFs. Utilize AF Form 847 or submit as directed by lead MAJCOM.

2.4.3. **Organization.** Typical NAF stan/eval staff includes a section chief and one flight examiner per crew position per MDS. Manning for NAF flight examiner positions may be adjusted by the NAF Commander.

2.4.4. **Augmentation.** Each NAF may use qualified augmentees from other NAFs to support or conduct stan/eval aircrew evaluations and inspections with concurrence of all the NAF stan/eval organizations involved.

**2.5. Stan/Eval Visits.** HHQ stan/eval staffs may visit units during the administration of formal inspections, Staff Assistance Visits (SAVs) or in an informal capacity, as specified in MAJCOM supplements.

2.5.1. **(Added-PACAF)** Aircrew Stan/Eval Visits (ASEV) will normally be accomplished in conjunction with the PACAF/IG's Unit Compliance Inspection (UCI). ASEV schedules will be coordinated with the HQ PACAF/IG.

2.5.2. **(Added-PACAF)** ASEV notification will be IAW HQ PACAF ASEV guide. ASEVs will be conducted IAW the PACAF ASEV guide (obtain a copy via the website listed in paragraph [2.3.1.1.1 \(Added\)](#)). The purpose of the ASEV is to determine the effectiveness of the unit Stan/Eval; assess the capability of the Chief of Stan/Eval, flight examiners,

instructors, and unit crew members to evaluate, instruct, and perform the unit mission; identify operational or training factors adversely affecting air-crew capabilities; and provide quality feedback to commanders.

2.5.3. **(Added-PACAF)** HQ PACAF/A3TV flight examiners will normally accomplish six CT trips per year. Flight examiners will informally coordinate with flying units and OGV to ensure flying requirements can be met.

2.5.3.1. **(Added-PACAF)** Base support will include billeting and vehicle support. Hickam AFB Restricted Area Badge (AF Form 1199C) will be used for flightline access.

2.5.4. **(Added-3WG) . Staff Assistance Visits (SAV).** The 3 OG/OGV will conduct a SAV in each squadron a minimum of once per calendar year. A SAV report will be distributed to the SQ/CC and the squadron CCV office. In most cases, the Chief, 3 OG/OGV will coordinate SAV schedules with flying squadron commanders; however, OGV may conduct no-notice SAVs.

## Chapter 3

### UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

**3.1. Scope.** Units include levels of organization under HHQs required to establish a stan/eval function for purposes of this instruction. Most units are composed of an Operations Group (OG) and flying squadrons. Where there is no parent OG, squadrons/detachments will assume duties listed for OGs, where applicable.

**3.2. Operations Group.** The conduct of the unit level stan/eval program is directed by the OG/CC.

**3.2.1. Operations Group Commander Responsibilities.** Specific responsibilities of the OG/CC that relate to the stan/eval program:

- 3.2.1.1. Establish and provide manpower to staff a stan/eval function to perform the duties directed by this instruction.
- 3.2.1.2. Ensure materials provided for mission planning are accurate and current.
- 3.2.1.3. Provide a suitable stan/eval testing area.
- 3.2.1.4. Direct evaluations to maintain a quality aircrew force.
- 3.2.1.5. Direct supplementary evaluations.
- 3.2.1.6. Chair and determine the composition of the SEB.

**3.2.2. Operations Group Stan/Eval Functions.** At the Operations Group stan/eval (OGV) level, emphasis is on unit standardization. Under direction of the Chief of OGV, flight examiners will ensure standardization among squadrons and squadron-assigned flight examiners. The OGV will:

- 3.2.2.1. Establish procedures for review and quality control of AF Forms 8, *Certificate of Aircrew Qualification*, and AF Forms 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*.
  - 3.2.2.1.1. **(Added-3WG)** . Review and quality control of AF Forms 8, *Certificate of Aircrew Qualification*, will occur during the initial and annual flight evaluation folder (FEF) reviews performed by squadron CCV offices, and by 3 OG/OGV during SAVs and when reviewing FEFs for review and certification (R&C) boards.
- 3.2.2.2. Establish procedures to maintain and review unit Flight Evaluation Folders (FEFs). Document these procedures in unit supplements to this instruction. Maintain unit FEFs, if applicable.
- 3.2.2.3. Establish procedures for the Aircrew Examination Program according to **Chapter 6** and **Chapter 8** of this instruction. Document Aircrew Examination Program in the unit supplement to this instruction.
- 3.2.2.4. Establish and maintain a trend program.
  - 3.2.2.4.1. Scope will include trend analysis of all evaluations.
    - 3.2.2.4.1.1. **(Added-PACAF)** Trend analysis will include all flight and EP

evaluations as well as all requisite and periodic written examinations. Flight examiners, IPs, and, unit supervisors may identify trends to OGV for performance observed outside of evaluations. Units will define procedures in the unit supplement to this instruction for identified trends.

3.2.2.4.1.2. **(Added-3WG)** . The trends program is designed to identify areas of concern within the 3 OG training and evaluation programs and monitor those areas for possible process/program improvements. The primary source of trend information is aircrew evaluations, but also includes supervisor observations, training review panel (TRP) or stan/eval board (SEB) recommendations, aircrew testing, instructor comments, and any special emphasis areas identified by HQ PACAF. Areas of concern not constituting a statistical trend may also be tracked by OG/OGV if requested by OG/CC.

3.2.2.4.1.3. **(Added-3WG) . Evaluation and Testing Trends.** Squadrons will use Patriot Excalibur (PEX) ®, to the max extent possible, to track and compile evaluation trends. Areas/Sub-areas graded U or Q- can be tracked through PEX's "Trending Criteria" under the "Reports" tab. An area constitutes a trend if it is graded to a U or Q- in at least 15% (min sample size of 5) of the evaluations administered. Testing trends will comprise individual aircrew written examination questions missed by more than 15% of the examinees (minimum sample size of 5).

3.2.2.4.2. For units with more than one type of aircraft, combine discrepancies common to all aircraft/aircrews to determine trends (e.g., instrument procedures).

3.2.2.4.3. For Formal Training Units (FTUs)/Combat Crew Training Squadrons (CCTSs), maintain separate trend data for students and qualified/instructor aircrews.

3.2.2.4.4. When trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR); report trends and status to the OG/CC during the SEB until closed. OGV will publish and define the trend program in the unit supplement to this instruction and maintain trend data for at least one year.

3.2.2.4.4.1. **(Added-PACAF)** Units may include minimum sample size and percentages that constitute a trend in the unit supplement to this instruction. An evaluation area or test question with a discrepancy rate of 15% or higher is considered a trend unless inherent system capability dictates otherwise. If sample size is less than 20, three discrepancies are considered a trend.

3.2.2.4.5. **(Added-3WG)** The OGV is the OPR for the Trends program; however, SQ/CCV will manage the squadron trends program and provide squadron trend information to OGV for group analysis. The SQ/CCV Chief will appoint a primary and alternate program manager for the squadron trends program.

3.2.2.4.6. **(Added-3WG)** SQ/CCV will ensure all discrepancies from flight evaluations, emergency procedure evaluations, and written examinations are recorded and tracked. A computerized trend database is the primary method for tracking and recording trends.

- 3.2.2.4.7. **(Added-3WG) Informal Trends Identification.** Feedback provided by crewmembers, squadron supervisors, instructors, and evaluators on day-to-day missions, instructional sorties, ground training sessions and evaluations may identify weak areas before they become formal Stan/Eval trends. Any weak areas identified in this manner will be forwarded to SQ/CCV who will compile and forward to OGV (via monthly reports) for analysis and possible inclusion in the formal Stan/Eval trends program. SQ/CCV should also develop a plan to reverse any informal trend. The OGV monthly stan/eval meeting will place emphasis on identifying informal trends.
- 3.2.2.4.8. **(Added-3WG) Time Period.** Data collection is a continuous process, and trend analysis will normally be conducted on a floating 6-month period. The floating 6-month window allows for early identification of trends and appropriate action plans. Longer periods may be used if the sample size warrants it. Advise OGV via the monthly report if greater than 6 months were used to establish a trend.
- 3.2.2.4.9. **(Added-3WG) Trends Reporting and Tracking:**
- 3.2.2.4.9.1. **(Added-3WG)** Trends identified in the squadron will be forwarded to OGV via monthly reporting, unless more timely action is required. The squadron will work with OGV to assign an appropriate OPR, office of collateral responsibility (OCR) and develop realistic and effective courses of action to correct/stop negative trends. This corrective action will also be included in the monthly report. See paragraph [3.3.2.9](#), this publication, for requirements.
- 3.2.2.4.9.2. **(Added-3WG)** All trends will be assigned a tracking number by OGV. OGV will analyze all formal and informal trends reported throughout the group and determine whether there are any trends that are applicable to the group as a whole. The OGV will inform all squadron CCV's of group trends and identify them via flight crew information file (FCIF), special interest items (SII) and/or SEB. For trends developing early in any period, the OGV Chief will not wait until the SEB to initiate corrective action.
- 3.2.2.4.9.3. **(Added-3WG)** Formal and informal trends should be closed out via the supplementary evaluation program if practical.
- 3.2.2.5. Conduct Supplementary Evaluations as directed.
- 3.2.2.6. Conduct a SEB and publish minutes IAW the minimum outline of this instruction ([Attachment 2](#)) and guidance in the MAJCOM supplement to this instruction.
- 3.2.2.6.1. **(Added-PACAF)** Conduct SEBs semi-annually at a minimum.
- 3.2.2.6.2. **(Added-PACAF)** Complete the SEB as soon as practical after the end of the semi-annual period (periods end 30 June and 31 December).
- 3.2.2.6.3. **(Added-PACAF)** Forward SEB minutes to HQ PACAF/A3TV, AFRC/A3TV, 10 AF/A3V, parent HQ NAF/A3, and MDS similar PACAF units within 30 days following the SEB. Include all flight evaluation and EPE discrepancies noted during the semi-annual period.
- 3.2.2.6.4. **(Added-PACAF)** Include the following in the unit SEB minutes.

3.2.2.6.4.1. **(Added-PACAF)** Personnel Attending:

3.2.2.6.4.1.1. **(Added-PACAF)** List required members who are absent and reason for absence.

3.2.2.6.4.2. **(Added-PACAF)** Overview:

3.2.2.6.4.2.1. **(Added-PACAF)** Enter all flight evaluation and EPE discrepancies, whether trend items or not.

3.2.2.6.4.2.2. **(Added-PACAF)** Report trends and follow up action.

3.2.2.6.4.2.2.1. **(Added-3WG)** The SEB and/or the SEB minutes will serve as notification by 3 OG/ OGV to the squadrons on newly identified trends that occurred across the 3 OG.

3.2.2.6.4.2.3. **(Added-PACAF)** Identify each trend by a unit trend number (e.g., 18-02-1 for the 18WG's first identified trend in CY 2002), aircraft type, and short title. The narrative will include a statistical report of the number of times a trendable area was evaluated and identified in each squadron.

3.2.2.6.5. **(Added-PACAF)** HQ PACAF/A3TV will review all SEB minutes to identify MAJCOM wide trends and notify PACAF units when a possible trend is identified.

3.2.2.6.6. **(Added-3WG)** The 3 OG/OGV will conduct the Stan/Eval Board in accordance with the following procedures:

3.2.2.6.6.1. **(Added-3WG)** The 3 OG/OGV is OPR for the semiannual SEB. The board will be scheduled as early as possible after the end of the half. Standing members of the board are: 3 OG/CC, 3 OG/OGV, all 3 OG flight engineers (FE), and standardization/evaluation liaison officers (SELO). The following are encouraged to attend: 3 OG/CDs, all squadron CC/DOs, 3 WG/SEF, and 3 OSS/CC/DO/OSA. If the 3 OG/CC is unable to attend, the designated representative may conduct the board. The 3 OG/OGV will coordinate with 3 OG/CC regarding any requirements for additional board members or guests. Units will forward to 3 OG/OGV a list of their standardization/evaluation flight examiners (SEFE) unable to attend the SEB and the reason for their absence. OGV will forward SEB slides to squadron CCVs for distribution to SEFEs unable to attend the SEB.

3.2.2.6.6.2. **(Added-3WG)** The 3 OG/OGV will build, maintain, and disseminate no later than 3 weeks prior to each SEB, a properly formatted briefing shell which the squadrons will use to report that period's data.

3.2.2.6.6.3. **(Added-3WG) Notification.** No later than 2 weeks prior to the board, each board member will be notified of the time, location, proposed agenda, and any open items requiring corrective action from the last board. Attendees are encouraged to request additional topics to include in new business.

3.2.2.6.6.4. **(Added-3WG)** Using the format provided by OGV, each squadron will report the following semi-annually, no later than 10 days prior to the each SEB:

3.2.2.6.6.4.1. **(Added-3WG)** Total number of evals per type (qual, msn, inst, and so forth), as well as the total number of Q1s, Q2s, and Q3s per type.

3.2.2.6.6.4.2. **(Added-3WG)** Complete Trend Analysis per crew position using criteria in paragraph 3.2.2.4.1.3, this publication.

3.2.2.6.6.4.3. **(Added-3WG)** Exceptionally Qualified Evaluations.

3.2.2.6.6.4.4. **(Added-3WG)** Overall No-notice percentage per crew position.

3.2.2.6.6.4.5. **(Added-3WG)** Current Squadron SIIs.

3.2.2.6.6.4.6. **(Added-3WG)** AF Forms 847 submitted this period.

3.2.2.6.6.4.7. **(Added-3WG)** FE upgrades.

3.2.2.6.6.4.8. **(Added-3WG)** Waivers and Extensions.

3.2.2.6.6.5. **(Added-3WG)** The 3 OG/OGV will compile all squadron board data into a single comprehensive presentation in preparation for the SEB. The draft presentation should be provided to unit CCVs no later than 3 duty days prior to the SEB for content review. Corrections must be sent to OGV by close of business the next duty day. A copy of the final SEB slides will be provided to the unit CCV no later than one duty day prior to the SEB. CCV Chief is responsible to ensure these slides are provided to their commanders.

3.2.2.7. Establish, monitor, and maintain quality control of the unit FCIF program.

3.2.2.8. Establish procedures to manage the flight publications program.

3.2.2.8.1. **(Added-3WG) Control and Distribution.** The 3 OG/OGV Chief will appoint in writing a primary and secondary Technical Order Distribution Office (TODO) custodian. The TODO account will be maintained in accordance with TO 00-5-1, *AF Technical Order System*.

3.2.2.8.1.1. **(Added-3WG)** Squadron CCV Chiefs will appoint in writing a Technical Order Distribution Account (TODA) custodian to serve as OPR for squadron flight manuals and technical order accounts. This OPR will be responsible for forwarding updated technical order (TO) requirements to 3 OGV, as well as arranging for the delivery of new TOs/changes from OGV to their respective squadron.

3.2.2.8.2. **(Added-3WG)** The advent of electronic release of new/revised instructions or publications creates the potential for individual units to discover them prior to release by 3 OG/OGV. In such cases, units will notify 3 OG/OGV of the publication title and location (Web Site). This notification can be via any means available. The 3 OG/OGV will officially release publications by crew read file (CRF).

3.2.2.8.3. **(Added-3WG)** Squadron CCV Chiefs will conduct a semiannual review of all aircrew required flight manual publications (FMP) in conjunction with periodic examinations. The intent of the review is to ensure all crewmembers have been issued the required publications and are current. Documentation of the periodic test score will signify testing complete and FMPs current. This semiannual requirement

is in addition to the annual aircrew publications check requirement. Aircrews are subject to FMP no-notice checks. A listing of all aircrew required flight manual publications and regulations is maintained on the 3 OGV web page.

**3.2.2.8.4. (Added-3WG) The 3 WG Local Publications.** The 3 OG/OGV is the OPR for local In-flight Publications (In-flight Guide, Exercise Aids, Flight Crew Bulletins, master question files (MQF), and so forth) and for 3 OG supplements to operations-related mission design series (MDS)-specific regulations. This does not include E-3 positional handbooks or C-17 In-Flight Guide. OGV will provide initial publication issue. Squadron requirements in excess of this amount will be the responsibility of the individual unit. This policy may be modified by the Chief of OGV due to unexpected changes in funding.

3.2.2.9. Process AF Forms 847:

3.2.2.9.1. For flight publications and technical order recommended changes IAW AFI 11-215.

3.2.2.9.2. For AF publications recommended changes IAW [Attachment 9](#).

3.2.2.9.3. Forward endorsements for all approved AF Forms 847 to parent NAF stan/eval function or parent MAJCOM stan/eval function if a NAF stan/eval does not exist (see paragraph [2.3.2.11](#)).

**3.2.2.9.4. (Added-3WG) AF Form 847 Program.** The 3 OG/OGV will serve as the OPR. Squadron chiefs of CCV will assist in preparing and submitting AF Forms 847. E-mail completed AF Forms 847 to the 3 OG/OGV AF Form 847 inbox. The 3 OG/OGV will provide initial review, action, and tracking. The 3 OG AF Form 847 tracking log will be maintained on the 3 OGV web page along with instructions on how to submit an AF Form 847. Units will maintain copies (paper or electronic) of their initiated AF Form 847 until incorporated or one year after disapproval. See AFI 11-215, *USAF Flight Manuals Program*, and PACAF Sup 1, for additional guidance.

3.2.2.10. Ensure annual operational Military Training Route (MTR) and Air Refueling (AR) Track reviews are accomplished and documented in the SEB minutes for all MTRs and ARs for which the operations group is OPR.

3.2.2.10.1. **(Added-PACAF)** OGV should ensure MTR and Air Refueling Track reviews are conducted if an organization within their wing is listed in *Flight Information Publication (FLIP) Area Planning* as the Originating Activity or Scheduling Activity for MTRs, or the Scheduling Unit for Air Refueling Tracks.

3.2.2.10.2. **(Added-3WG)** The 3 OSS/OSK or OSO will conduct an annual review of local military training routes (MTR) predominantly used by wing aircraft and recommend changes, as deemed appropriate. The 3 OSS/OSO will conduct an annual review of local aerial refueling routes and recommend changes as deemed appropriate. Coordinate all reviews and changes through 611 AOC/CODK. Annual reviews will be documented and published in the SEB minutes.

3.2.2.11. Publish a unit supplement of procedures for the implementation of this instruction.

3.2.2.11.1. (Added-PACAF) Topics in **Table 3.1 (Added)** are provided as an aid to publishing the unit supplement but are not limiting. **Table 3.1 (Added)** should not be used as a sole source for topics.

**Table 3.1. (Added-PACAF) Unit Supplement Topics.**

- OGV manning policy
- Flight examiner nomination, training, and documentation process
- Unit stan/eval programs, responsibilities, OPRs, and OCRs
- Evaluation Procedures
-- Use of flight examiner guides to include pre and post briefing requirements
-- Evaluation profiles (if desired) to include OPRs, use of, and review procedures
--- Grading policies for areas/subareas not required by 11-2 MDS-Specific, Volume 2
-- No-notice program to include notification time, objectives, and goals
-- Requisite Procedures
--- Boldface/CAPs exam procedures and documentation
--- Local testing, test sources, and failed written exam procedures
--- Publication check procedures to include publications required to be checked
- Form 8 management
-- Review policy, quality control measures, suspense tracking methods
-- Reviewing and final approving officials
- Procedures to maintain and review unit FEFs
-- Items authorized to be included
- Supp/Eval programs and SAVs. Include areas to be reviewed, frequency, documentation, and disposition of findings
- Aircrew Examination Program
-- How program is implemented in conjunction with evaluations
-- Procedures for reviewing and updating MQFs and prepared exams
-- Procedures for grading requisite Boldface/CAPs exams prior to next flight
-- Optional unit periodic exams and the disposition of failed exams
-- Flight surgeon exams
- Trend program to include minimal sample size, corrective action, OPR/OCR, and reporting
- Temporary flight evaluation certification procedures
- Positive control system (Go/No-go) procedures and policy
-- Off-station Go/No-go procedures and policy
-- Off-station Boldface/CAPs completion requirements
- Management of HHQ/local SIIs to include procedures for reviewing and rescinding local SIIs
- 847 programs and administration
- Local forms used
- Recurring stan/eval reports
- OPRs for developing and maintaining local area briefings
- Briefing/mission planning room requirements and materials
- OPR for maintenance of SOF and simulator publications

3.2.2.12. **(Added-PACAF)** Forward the following within 30 days of publication: unit supplements to this instruction and aircraft/pilot operational procedures; unit developed inflight publications (inflight guides, flight crew bulletins, flight examiner guides, etc.); and unclassified unit standards.

3.2.2.13. **(Added-PACAF)** Use PEX for all supported stan eval functions.

**3.2.3. Operations Group Stan/Eval Organization.** OGV staff will consist of the Chief of Stan/Eval and at least one flight examiner per crew position per MDS. For large crew complement aircraft, manning for the OGV staff may be adjusted with OG/CC approval and notification to the MAJCOM through the SEB minutes. **EXCEPTION:** AFMC OGV staff organization will be as directed in the AFMC supplement to this instruction.

3.2.3.1. The Chief of Stan/Eval will be a qualified flight examiner in a unit aircraft. **EXCEPTION:** For units undergoing aircraft conversion, the Chief of Stan/Eval may be qualified in the aircraft 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.

3.2.3.3. The OG/CC may designate additional OGV flight examiners or designate OGV flight examiners who are not assigned to OGV when necessary to meet unique unit requirements. Notify the MAJCOM by recording such designation in the SEB minutes ([Attachment 2](#)).

3.2.3.4. The OG/CC may designate Standardization/Evaluation Liaison Officers (SELOs) to assist operations group examiners in administrative stan/eval duties

3.2.3.5. At the discretion of the OG/CC, squadron and OG stan/eval programs may be combined.

3.2.3.6. **(Added-3WG) Manning.** In addition to the Chief, Deputy Chief and Superintendent, 3 OG/ OGV will be manned with flight examiners appointed by the 3 OG/CC from each MDS as follows:

3.2.3.6.1. **(Added-3WG)** F-15C Pilot.

3.2.3.6.2. **(Added-3WG)** F-22 Pilot.

3.2.3.6.3. **(Added-3WG)** C-17 Pilot and Loadmaster.

3.2.3.6.4. **(Added-3WG)** E-3 Pilot, Navigator, Flight Engineer, Mission Crew Commander/Air Surveillance Officer/Senior Director/Electronic Combat Officer, and at least one technician computer display maintenance technician/airborne radar technician/communications systems operator/communications technician (CDMT/ART/CSO/CT). It's highly desirable that manning also include an Air Weapons Officer and/or Senior Surveillance Technician, at the discretion of the 962 AACS/CC.

3.2.3.6.5. **(Added-3WG)** C-12 Pilot.

**3.3. Squadron.** The squadron commander is directly responsible to the OG/CC for the conduct of the squadron stan/eval program.

### 3.3.1. Squadron Commander Responsibilities:

- 3.3.1.1. Direct evaluations as required to maintain a quality force.
- 3.3.1.2. Direct supplementary evaluations as needed (request assistance from OGV if necessary).
- 3.3.1.3. Designate squadron flight examiners.
- 3.3.1.4. Annotate all attached HHQ and attached unit flight examiners in the unit letter of certification, ensure designation is recorded in ARMS, and record attachment in SEB minutes (**Attachment 2**).
- 3.3.1.5. Attend as many evaluation debriefings as practical.
- 3.3.1.6. As necessary, may designate Standardization/Evaluation Liaison Officers (SELOs) to assist squadron examiners in administrative stan/eval duties.

3.3.2. **Squadron/Detachment 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 flying squadron. Squadron stan/eval functions include:

- 3.3.2.1. Managing and conducting flight evaluations and emergency procedures evaluations (EPE) as required.
- 3.3.2.2. Implementing the Aircrew Examination Program in conjunction with evaluations as outlined in the unit supplement to this instruction.
- 3.3.2.3. Implementing the OGV FEF maintenance and review program directed by the unit supplement to this instruction. This includes maintaining Flight Evaluation Folders, when applicable.
- 3.3.2.4. Assisting the OGV in managing the unit stan/eval trend program.
- 3.3.2.5. Reporting recommended changes to flight publications and technical orders utilizing the AF Form 847 IAW AFI 11-215 and to AF publications IAW **Attachment 9**.
- 3.3.2.6. Implementing the flight publications program and ensuring compliance with the unit FCIF program.
  - 3.3.2.6.1. **(Added-3WG) Annual Publication Review.** Each crewmember will complete an annual publication review. One master set of “required carry” publications will be located at each squadron CCV for publication checks. Crewmembers have the option of checking their publications against this master set or against a current set of electronic publications. Crewmembers will coordinate with their squadron CCV to ensure this review is logged into the appropriate aviation resource management system (ARMS) tracking databases.
- 3.3.2.7. Ensuring proper completion, routing, and filing of AF Forms 8 and 8a.
- 3.3.2.8. **(Added-PACAF)** Using PEX for all supported stan eval functions.
- 3.3.2.9. **(Added-3WG)** Provide Monthly Reports to 3 OG/OGV.
  - 3.3.2.9.1. **(Added-3WG)** Monthly reporting allows 3 OG/OGV to gather critical information for the semiannual SEB and provides an effective means to monitor

employment effectiveness, flight safety, and supervisory oversight. It also keeps squadron CCs, DOs and staff agencies informed on data collected and reported by CCV.

3.3.2.9.2. **(Added-3WG)** The CCV will generate monthly reports certified by the CCV Chief. The report will be submitted electronically to SQ/CC, SQ/DO and 3 OG/OGV. Applicable portions of the report may be submitted to appropriate squadron staff agencies at the discretion of the SQ/CC or SQ/DO. Provide monthly reports to 3 OG/OGV not later than the fifth duty day of the following month. Use the example Monthly Report posted on the 3 OG/OGV web page.

3.3.2.9.3. **(Added-3WG)** Include the following data in the monthly report: Squadron assigned FEs, formal/informal trends, squadron SIIs, AF Forms 847 submissions, completed flight evaluations with discrepancies, completed emergency procedures evaluations (EPE) with discrepancies, no-notice evaluations with aircrew position breakout, testing results, boldface failures, go/no-go spot check results, letter of X's, FE upgrades, response to supplementary evaluation findings (if required), annual publications and flight crew information file (FCIF) review status, semi-annual testing results, special projects, and waivers/extensions status. Additional required data may be requested by OGV representative.

3.3.2.10. **(Added-3WG)** Provide inputs to the SEB.

3.3.2.11. **(Added-3WG)** Maintain a mission planning/briefing room.

3.3.2.11.1. **(Added-3WG)** SQ/CCV will ensure the mission planning area/briefing rooms includes the following items (as a minimum):

3.3.2.11.1.1. **(Added-3WG)** All mission planning documents and required flight information publication (FLIP) to plan missions.

3.3.2.11.1.2. **(Added-3WG)** All applicable SIIs are posted.

3.3.2.11.1.3. **(Added-3WG)** Current list of 3 OG aircrew trends (SQ trends if applicable).

3.3.2.11.1.4. **(Added-3WG)** Other items are at SQ/CC or DO discretion.

3.3.2.12. **(Added-3WG)** Ensure command required monthly Boldface/critical action procedures (CAP) exams are accomplished by applicable crewmembers.

3.3.2.13. **(Added-3WG)** Track check ride requisites as they are completed.

3.3.2.14. **(Added-3WG)** Notify schedulers, SQ supervisors, and individuals concerning monthly status of check rides and requirements.

3.3.2.15. **(Added-3WG)** Designate squadron flight examiners on a letter signed by the SQ/CC. This letter will also permit the standardization/evaluation flight examiners (SEFE) listed to conduct no-notice evaluations. An example letter is posted on the 3 OG/OGV web page.

3.3.2.16. **(Added-3WG)** Maintaining squadron level SII/squadron read file (SRF) programs at the discretion of the squadron commander.

3.3.2.17. **(Added-3WG)** Advising OGV if an attached OGV flight examiner reverts to non-combat mission ready/non-mission ready (N-CMR/N-MR) status.

3.3.2.18. **(Added-3WG)** Maintaining oversight of the squadron Go/No-Go program.

3.3.2.19. **(Added-3WG)** Assisting group level Stan/Eval activities as requested by 3 OG/OGV.

3.3.2.20. **(Added-3WG) The CCV Chief will:**

3.3.2.20.1. **(Added-3WG)** Identify operational or training factors adversely affecting aircrew capability and recommend corrective action as required.

3.3.2.20.2. **(Added-3WG)** Assign, in writing, a briefing room monitor. Duties will be to maintain squadron briefing rooms as functional to aircrew needs and in compliance with the requirements on the 3 OGV web page.

3.3.3. Squadron/Detachment Stan/Eval Organization.

3.3.3.1. The Chief of Stan/Eval will be a qualified flight examiner in a unit aircraft. This requirement can be waived with OG/CC approval and notification to the MAJCOM. Record waiver in SEB minutes (**Attachment 2**).

3.3.3.1.1. **(Added-PACAF)** The Chief of Stan/Eval will report directly to, and be rated by, the SQ/CC.

3.3.3.2. Squadron stan/eval manning will be as directed by the MAJCOM supplement to this instruction.

3.3.3.2.1. **(Added-PACAF)** Squadron flight examiner manning will not exceed three flight examiners per MDS crew position (excluding the SQ/CC). The OG/CC may allow two additional flight examiners per non-fighter MDS crew position (excluding copilots), not to exceed five total flight examiners per MDS crew position (excluding the SQ/CC). (ANG and AFRC Flight examiners authorizations are at the ANG/AFRC unit commander's discretion.)

3.3.3.2.1.1. **(Added-3WG)** If practical, SQ/CCV will consist of a Chief and a minimum of one flight evaluator representing each crew position. Normally, squadron evaluators will be assigned to their respective squadron. Flying squadron commanders should be certified as SEFEs once they are qualified instructors.

3.3.3.3. Squadron flight examiners should be assigned to the flying squadron. With OG/CC approval, the unit may designate flight examiners who are not assigned to the flying squadron when necessary to meet unique unit requirements. Notify the MAJCOM by recording such designation in the SEB minutes (**Attachment 2**).

## Chapter 4

### FLIGHT EXAMINERS

**4.1. General.** The evaluation portion of the Aircrew Stan/Eval Program is administered by flight examiners at both 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 are selected IAW paragraph **4.2.3**

4.2.2. The chief of the respective MAJCOM or NAF stan/eval function will select HHQ flight examiners. **EXCEPTION:** Senior flight examiners are selected IAW paragraph **4.2.3**

4.2.3. Senior flight examiner eligibility is defined as flying commanders at the NAF and OG levels. Vice commanders (NAF/CV) may perform this function if the principal incumbent is not qualified or not available. This eligibility includes deputy commanders at the OG level (OG/CD) in multi-MDS wings where the OG/CC and the OG/CD fly different aircraft. In single-MDS wings, deputies may perform this function if the principal incumbent is not qualified or not available.

4.2.4. The OG/CC will select, and designate in writing, all OGV flight examiners. Selection and designation will be annotated in the unit certification document, recorded in ARMS and reported in SEB minutes (**Attachment 2**).

4.2.5. The squadron commander will select, and designate in writing, squadron flight examiners. Selection and designation will be annotated in the unit certification document, recorded in ARMS and reported in SEB minutes (**Attachment 2**).

4.2.6. For AFRC and ANG units:

4.2.6.1. The Air Force advisor may be designated as a flight examiner.

4.2.6.2. 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 a flight examiner.

**4.2.7. (Added-3WG) Flight Examiner Upgrade Procedures:**

4.2.7.1. **(Added-3WG)** All prospective SEFEs will be approved for entry into upgrade by the 3 OG/ CC using the Flight Examiner Nomination Letter example found on the 3 OGV webpage. The 3 OG/CC, or designated representative, will interview FE's upon completion of all unit defined upgrade events and certify them using the Standardization/Evaluation Flight Examiner Certification Letter example, found on the 3 OGV webpage, prior to the SEFE conducting any unsupervised evaluations. Any FE not assigned at the squadron or OGV level must be approved, in writing, by the 3 OG/CC.

4.2.7.1.1. **(Added-3WG)** Prospective C-17 evaluators will also be entered into training management system (Boeing)® (TMS) for flight examiner computer based training (CBT) through squadron training with squadron CCV approval (SQ/CC may waive requirements for previous flight examiners in accordance with AFI 11-2C-17V1, *C-17 Aircrew Training*).

4.2.7.2. **(Added-3WG)** SEFEs upgrading for the first time will monitor at least one of each type of evaluation pertinent to their mission design series (MDS) and crew position. Upgrading SEFEs will be administered an FE objectivity check ride (documented as a SPOT evaluation) by a current SEFE of the same crew position and MDS. The upgrading SEFE will not sign any AF Forms 8, *Certificate of Aircrew Qualification*, for check rides accomplished during this upgrade. For previously qualified evaluators, the squadron commander may tailor the qualification program to the individual based on previous qualifications. As a minimum, previous evaluators will review PACAF and 3 OG Supplements to applicable instructions with an evaluator, complete the SEFE test at 3 OG/OGV and receive a FE objectivity check ride. Upon completion of the upgrade requirements, the completed squadron SEFE Certification Letter will be filed at the squadron CCV office, and a copy will be forwarded to 3 OG/OGV.

4.2.7.3. **(Added-3WG)** The upgrading SEFE will monitor evaluations within their aircrew specialty during the upgrade. At least one evaluation will be administered or supervised by a 3 OG/OGV FE (if available). The squadron commander, or DO, will determine which squadron SEFE may fulfill this requirement should an OGV FE not be available.

#### **4.3. Functions.** Flight Examiners:

4.3.1. Conduct flight and EP evaluations as required.

4.3.2. Maintain qualification as instructors. **EXCEPTION:** Not required for senior flight examiners.

4.3.3. Maintain MR/CMR status as defined in AFI 11-2 MDS-Specific, Volume 1 AFIs, *MDS XX -Aircrew Training*. **EXCEPTIONS:** FTU, HHQ, senior flight examiners, and HHQ-designated test/ evaluation units must maintain at least Basic Mission Capable (BMC) status.

4.3.4. Administer evaluations only within their aircrew specialty/weapon system and will only evaluate those missions in which they maintain qualification. **EXCEPTION:** SPOT evaluations and where specifically authorized in AFI 11-2 MDS-Specific, Volume 2. MAJCOMs may establish procedures for flight examiners to administer evaluations outside of NAF/unit.

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.

4.3.5.1. **(Added-PACAF)** Suggested briefing and debriefing items are available in **Table 4.1 (Added)**.

**Table 4.1. (Added-PACAF) Flight Examiner Brief and Debrief Guide Suggested Items.**

<b>Briefing</b>	<b>Debriefing</b>
- Introduction	- Performance
- Purpose of Evaluation	-- Strong areas
- Status of Requisites	-- Areas with discrepancies
- Evaluation Profile (Flight or Ground)	-- Overall Qualification
-- Areas required to be evaluated	- Additional training (if applicable)
-- Review of Area grading system (Q/Q-/U)	- Restrictions (if applicable)
-- Critical Areas	- Questions
-- Momentary deviations because of external factors	- Supervisor Comments
-- Weapons Criteria (If applicable)	
-- Contingencies (emergencies, real world events, etc.)	
-- Flight examiner responsibilities (duties, initiation of events not briefed, intervention, etc.)	
- Trends	
- Special Interest Items	
- Qualification Levels (Q-1, Q-2, Q-3)	
- Questions	

4.3.5.2. **(Added-3WG)** Prior to any flight evaluation, the SEFE will brief evaluation requirements in accordance with the 3 WG SEFE guide for the MDS. Following the flight, the SEFE will conduct a formal debriefing and critique with the examinee and examinee's supervisor (SQ/CC or SQ/DO preferred). Supervisors may be back-briefed for evaluations graded Q-1.

4.3.5.2.1. **(Added-3WG)** Supervisory involvement (SQ/CC/DO, Flight Commanders, Operations Superintendents/Supervisors, Standardization/Evaluation) is a critical element in the success of the Standardization/Evaluation program. Supervisory attendance at evaluation debriefings is highly encouraged on every evaluation and will be documented in the comment block, under mission description, of the AF Forms 8/8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*. . If unable to attend, a supervisory debrief is required and will be documented in the comment block under mission description of the AF Form 8/8a.

4.3.6. Immediately correct breaches of flying safety or flight discipline during an evaluation (this applies to all aircrew members). If this situation occurs, the flight examiner will also debrief unit supervision, as designated in the unit supplement, and if appropriate, document the deviation on an AF Form 8/8a.

4.3.7. Immediately notify the examinee's squadron commander/operations officer and flight commander whenever Qualification Level 2 or 3 ("Q-2" or "Q-3") performance is observed.

4.3.7.1. **(Added-PACAF)** If the flight commander does not supervise the examinee's flying duties, the appropriate flying supervisor should be notified in addition to the examinee's flight commander.

4.3.7.2. **(Added-3WG)** One copy of all Q-2 and Q-3 evaluations and commander directed downgrades will be hand carried or e-mailed to 3 OG/OGV within 2 working days of the evaluation (or within 2 working days of the examiner's return to home station).

4.3.8. 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.

4.3.9. **(Added-PACAF)** HQ PACAF/A3TV flight examiners may perform flight examiner duties for PACAF-gained units/aircrews upon request by the unit commander.

4.3.10. **(Added-PACAF)** Debrief a squadron supervisor (preferably the examinee's supervisor) as soon as practical after the evaluation on the results and pertinent elements of the evaluation.

4.3.11. **(Added-3WG)** If an evaluation results in a qualification level of less than Q-1, a formal debrief with the examinee will be administered with the SQ/CC or DO in attendance. Additionally, SQ/CCV will notify OGV who will in turn notify the 3 OG/CC. **(EXCEPTION:** If an evaluation results in a qualification level of less than Q-1 while off-station, the SEFE will contact the SQ/CC as soon as possible).

4.3.12. **(Added-3WG)** If applicable, the SEFE administering the formal flight evaluation should not fly as an instructor for an individual's subsequent pre-evaluation flights.

#### **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. Vice commanders and deputies may perform this function if the principal incumbent is not qualified or available.

4.4.2. NAF/CCs, OG/CCs, and OG/CDs that fly different aircraft from the OG/CC in multi-MDS wings, do not require, nor do they have to maintain, instructor certification or MR/CMR status. To become a flight examiner, NAF/CCs, OG/CCs, and applicable OG/CDs, must maintain BMC status and be flight examiner certified. For other than SPOT evaluations, Senior Flight Examiners will evaluate only events for which they are current and at a level for which they are qualified.

**4.5.** Aircrew positions that do not require a flight phase evaluation do not require flight examiners.

## Chapter 5

### EVALUATIONS

**5.1. General.** The Aircrew Stan/Eval Program utilizes three types of evaluations to ensure qualification of aircrew members and standardization of operations. Aircrew qualification evaluations are administered periodically and documented on the AF Forms 8/8a to ensure aircrew qualification. EPEs are requisites for some aircrew qualification evaluations. Supplementary evaluations are unstructured tools to be used by the commander to ensure standardization of flying and other operations.

5.1.1. **(Added-3WG) Formal course student evaluations.** Prior to administering an evaluation that completes a formal upgrade, SEFEs will ensure all requisites are completed. If possible, SEFEs should not administer evaluations to aircrew when more than 50 percent of the examinee's upgrade training, or the last flight prior to the flight evaluation, was conducted by the SEFE.

**5.2. Aircrew Qualification Evaluations.** Aircrew qualification evaluations consist of two structured phases, ground and flight. Each phase requires the completion of requisite tasks. The ground phase, when required, includes a series of examinations and evaluation of aircrew performance in a controlled emergency procedures environment. The flight phase includes an inflight or, if applicable, simulator evaluation of aircrew performance. **EXCEPTION:** For specialized aircrew qualified IAW Universal Qualification guidance see paragraph **5.2.18**

5.2.1. **Aircrew Qualification Evaluation Categories.** There are five types of aircrew qualification evaluations. Periodic aircrew qualification evaluations are administered to ensure basic qualification in the MDS and crew position of an aircrew member (QUAL), qualification to operate in instrument meteorological conditions (INSTM, when applicable) and qualification to employ the MDS of the air-crew member in accomplishing the unit's operational mission (MSN). Evaluations are accomplished to ensure aircrew are certified and maintain instructor qualification (INSTR). Evaluation and certification of specific aircrew performance may also be accomplished (SPOT). Aircrew will complete the following types of aircrew certification evaluations as appropriate:

5.2.1.1. **QUAL Evaluations.** All aircrew will complete a periodic QUAL evaluation in their primary assigned aircraft, to include requisites, as specified in the applicable AFI 11-2 MDS-Specific Volume 2.

5.2.1.1.1. **(Added-3WG) Loadmaster QUAL/MSN evaluations** should be administered on off-station missions. Exceptions to policy may be approved by SQ/CC prior to scheduling the evaluation. Notify 3 OG/OGV each time an exception is made.

5.2.1.2. **INSTM Evaluations.** All Air Force pilots (and other pilots flying operationally with the Air Force, e.g., exchange pilots) will maintain instrument qualification. **EXCEPTION:** Indoctrination flyers who fly under the provisions of AFI 11-401, *Aviation Management*; USAF Test Pilot School students; TG-series aircraft pilots; USAFA T-41 and T-51 pilots. **Note:** Pilots assigned to excepted aircraft who may also be assigned to other aircraft that are not excepted will maintain instrument qualification in

non-expected aircraft. To obtain/maintain instrument qualification, pilots must successfully complete a periodic INSTM evaluation.

5.2.1.2.1. A commander may revoke the instrument qualification of any pilot under his/her command who fails to maintain minimum instrument flying skills. To revoke an instrument qualification for reasons not related to an evaluation, use the procedures in **Chapter 7** for a commander-directed downgrade.

5.2.1.2.2. A pilot with a revoked or expired instrument qualification may not fly as a pilot in aircraft in which instrument qualification is required except in a training program leading to requalification. Pilots in this situation must be in supervised status. (Does not apply to pilots in excepted situations listed in paragraph **5.2.1.2**)

5.2.1.2.3. **(Added-PACAF)** For INSTM/QUAL flight evaluations for non-experienced fighter pilots, mission tasks other than required by 11-2MDS Vol 2 will be BFM or non-demanding events.

5.2.1.2.4. **(Added-3WG) F-15/F-22 Instrument Evaluations.** Inexperienced pilots will be scheduled for a dedicated instrument sortie. Experienced pilots will not be scheduled for a sortie that would cause the examinee not to complete the planned/briefed profile. Inexperienced pilots will fly their instrument evaluation to a location other than Elmendorf.

5.2.1.3. **MSN Evaluations.** All aircrew members maintaining MR/CMR or BMC aircrew status will complete a periodic MSN evaluation in their primary assigned aircraft, to include requisites, as specified in the applicable AFI 11-2 MDS-Specific Volume 2. The MSN evaluation should reflect the type and difficulty of tasks required in the performance of normal operational and training sorties. 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 11-2 MDS-Specific Volumes 2. QUAL and MSN evaluations may be combined into a single evaluation as specified in AFI 11-2 MDS-Specific Volumes 2.

5.2.1.3.1. **(Added-PACAF)** C-130 assault procedures will normally be evaluated during the examinee's MSN evaluation. For those pilots who are assault-only mission qualified, the assault procedures evaluation may be combined with the INSTM/QUAL evaluation (INSTM/ QUAL/MSN). Include the following restriction on the AF Form 8: "The examinee is an Assault-Only MSN qualified pilot". ANG units may combine assault procedures evaluations with the INSTM/QUAL evaluations and IAW local guidance.

5.2.1.3.2. **(Added-3WG)** Mission evaluations should be flown using the highest qualification of the examinee.

5.2.1.4. **INSTR Evaluations.** Aircrew members maintaining instructor qualification in a particular MDS aircraft must complete initial and periodic evaluations of instructional capability in that MDS aircraft. Specialized qualified, universally qualified, or multiple qualified aircrew maintaining instructor qualification in multiple similar aircraft will accomplish initial and periodic evaluations as specified in MAJCOM Supplements and/or AFI 11-2 MDS-Specific Volumes 2.

- 5.2.1.4.1. To initially qualify as an instructor in a particular MDS aircraft, the aircrew member must successfully complete an initial instructor (INIT INSTR) evaluation. Accomplish INIT INSTR evaluations on actual instructional missions whenever possible. When students are not available or mission requirements/crew composition requirements prevent inclusion of students, another crewmember or the evaluator may serve as the student for the purpose of evaluating the examinee's instructional ability.
- 5.2.1.4.2. Periodic evaluation of the ability of aircrew members to instruct will be conducted during all subsequent periodic evaluations. The AF Form 8/8a Mission/Check description for these periodic evaluations will not include INSTR as the AF Form 8/8a aircraft/crew position is already annotated with highest qualification demonstrated during the previous evaluation (e.g. IB, IN, IP).
- 5.2.1.4.3. If instructor qualification is lost in an MDS aircraft, it may be regained through an instructor requalification evaluation (see paragraphs 5.2.3.2.2 and 5.2.3.2.4) as directed in AFI 11-2 MDS-Specific Volume 1.
- 5.2.1.4.4. **(Added-PACAF)** Perform initial and requalification INSTR evaluations with the examinee occupying the seat/crew/flight position normally occupied when acting as an instructor. The emphasis on an initial instructor evaluation should be placed on examinee demonstration of instructional ability. This does not preclude the update of a required periodic evaluation, unless restricted by AFI 11-2MDS Vol 2, if all required flight phase requirements are completed during the instructor flight evaluation and the examinee subsequently completes all ground phase requirements for the evaluation within the periods described in paragraph 5.2.7 Label the evaluation appropriately (EXAMPLE: "INIT INSTR/MSN"). Do not add on missions (sorties) to complete the requirements for a periodic evaluation unless the group/squadron commander concurs.
- 5.2.1.4.5. **(Added-3WG) F-15C Instructor Pilot Rear Cockpit (RCP) Evaluations.** All RCP landing qualified instructor pilots (IP) must be designated as such via AF Form 8 in accordance with MDS Volume 2 procedures. The RCP landing qualification may occur on any sortie during the upgrade program. If not completed by or during the actual instructor evaluation sortie, the instructor (INSTR) AF Form 8 must contain the following statement after **ADDITIONAL EXAMINER REMARKS**: "Not qualified to perform rear cockpit landing instructor duties until successful completion of a RCP landing SPOT evaluation."
- 5.2.1.5. **SPOT Evaluations –Flight or Ground (Optional).** A SPOT evaluation is an evaluation not intended to satisfy the requirements of a periodic evaluation (e.g., INSTRM, QUAL, MSN or INSTR). SPOT evaluations have no specific requisites or requirements, unless specified in MAJCOM supplements. An evaluation that begins as a SPOT evaluation may become (and be documented as) a required periodic evaluation if all required flight phase requirements are completed during the SPOT eval and the examinee subsequently completes all ground phase requirements for the evaluation within the periods described in paragraph 5.2.7 Do not add on missions (flights) to complete the requirements for a periodic evaluation unless the group/squadron commander concurs with the aircrew member's desire to realign the evaluation expiration date and approves the additional flight time requirements. Evaluations not listed in paragraphs 5.2.1.1 -

**5.2.1.4** will be documented as SPOT evaluations. *Note:* When the flight examiner administering a SPOT evaluation is not qualified in the MDS and same crew position of the examinee, the evaluation will not be credited towards a periodic evaluation.

5.2.1.5.1. **(Added-PACAF)** Flight examiner objectivity evaluations are SPOT evaluations used by HHQ flight examiners, commanders, and OGV flight examiners to evaluate flight examiner performance. Do not conduct unless qualified in the same MDS as the flight examiner being evaluated. Do not use flight examiner objectivity evaluations to fulfill the requirements of periodic evaluations. Use the grading criteria for the areas listed in **Table 5.1 (Added)** Only Q-1 or Q-3 qualification levels will be used. Award a Q-3 if a grade of Q- with additional training or a U in any area is awarded. Consider cumulative deviations when determining the qualification level. The OG/CC will determine the future status of any flight examiner receiving a Q-3. Document evaluation on the AF Form 8 (an example Form 8 is provided in **Figure A3.12**

5.2.1.5.1.1. **(Added-PACAF)** If an examinee assigns incorrect area grading or assigns an incorrect qualification level, the flight examiner administering the flight examiner objectivity evaluation will assign the appropriate area grade or qualification level and complete the documentation for the evaluation being administered by the examinee.

**Table 5.1. (Added-PACAF) Flight Examiner Objectivity Grading Criteria.**

<b>AREA 1 – Compliance with HHQ and Local Stan/Eval Directives</b>	
Q	Complied with all directives pertaining to the administration of a flight evaluation.
Q-	Complied with most directives. Deviations did not jeopardize the effectiveness of the evaluation or flight safety.
U	Failed to comply with directives or allowed flight safety to be jeopardized.
<b>AREA 2 – Flight Examiner Briefing</b>	
Q	Thoroughly briefed the examinee on the conduct of the evaluation, mission requirements, responsibilities, grading criteria, and flight examiner actions/position during the evaluation.
Q-	Items were omitted during the briefing causing minor confusion or requiring later clarification. Did not fully brief the examinee as to the conduct and purpose of the evaluation
U	Flight examiner failed to adequately brief the examinee.
<b>AREA 3 – Identification of Discrepancies and Assignment of Area Grades</b>	
Q	Identified all discrepancies and assigned proper area grade.
Q-	Most discrepancies were identified. Failed to assign Q- grade when appropriate. Assigned discrepancies for performance which was within standards.
U	Failed to identify discrepancies related to flight discipline or deviations that merited an unqualified grade. Assigned Q grades, which should have been U or assigned U grades for performance within standards.
<b>AREA 4 – Assessment of Overall Performance</b>	
Q	Awarded the appropriate overall qualification level based on the examinee's performance.
Q-	Awarded an overall qualification level without consideration of cumulative deviations in the examinee's performance.
U	Did not award a qualification level commensurate with overall performance.

<b>AREA 5 – Appropriate Assignment of Additional Training and Restrictions</b>	
Q	Assigned proper additional training and restrictions (if warranted).
Q-	Additional training assigned was insufficient to ensure the examinee would achieve proper level of qualification. Restrictions assigned were not appropriate
U	Failed to assign additional training or restrictions when warranted.
<b>AREA 6 – Mission Critique</b>	
Q	Thoroughly debriefed the examinee on all aspects of the evaluation.
Q-	Failed to fully discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required.
U	Did not discuss any assigned area grades or the overall rating. Changed grades without briefing the examinee.
<b>AREA 7 – Flight/EP Evaluation Documentation</b>	
Q	Correctly completed and/or understands all required documentation.
Q-	Minor errors in documentation, which did not affect the validity of the evaluation.
U	Failed to complete all required documentation. Major errors caused the validity of the evaluation to be questioned.
<b>AREA 8 – Supervisor Debriefing</b>	
Q	Thoroughly debriefed the examinee's supervisor.
Q-	Debriefed the supervisor, but failed to adequately discuss all discrepancies, qualification level, or additional training.
U	Failed to debrief the examinee's supervisor on an unsatisfactory evaluation.
<b>AREA 9 – Flight Examiner Performance</b>	
Q	Flight examiner performed as briefed and contributed to a thorough evaluation of the examinee.
Q-	Flight examiner committed minor errors that did not detract from the examinee's performance.
U	Flight examiner committed major errors disrupting the examinee's performance or preventing a thorough evaluation.

5.2.1.5.2. **(Added-3WG)** Spot Evaluations will be used to document an initial flight examiner certification.

5.2.2. **Combined Aircrew Qualification Evaluations.** To promote efficient use of flying resources, accomplish evaluations concurrently, whenever practical. If combined, include the designation of each evaluation in the Flight Phase of the AF Form 8, e.g., QUAL/MSN or INSTM/QUAL/MSN. Evaluations in multiple crew positions will be addressed in MAJCOM supplements.

5.2.3. **Aircrew Qualification Evaluation Prefixes.** The following prefixes will be used, when applicable, to further describe the evaluations listed in paragraphs **5.2.1.1 -5.2.1.5**:

5.2.3.1. **Initial (INIT).** The first evaluation of any type for a crew position or instructor qualification in an MDS (e.g., INIT QUAL/INSTM, INIT MSN, INIT INSTR).

5.2.3.2. **Requalification (RQ).** An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency, a flight recheck following a failed periodic evaluation (see paragraph **7.3.9** for ground rechecks), or loss of qualification due to a commander-directed downgrade.

- 5.2.3.2.1. When loss of qualification is for expiration of a required periodic evaluation, the evaluation given will be IAW the guidance for that periodic evaluation. The AF Form 8/8a Mission/Check description will be documented with an RQ prefix. **Note:** When expiration of a required periodic evaluation is due to failure to complete one or more of the ground phase requisites (see paragraph 5.2.4), the flight evaluation has successfully been completed within the eligibility period for an in-the-eligibility period evaluation or within the period listed in paragraph 5.2.7.2 for an out-of-the-eligibility period evaluation, and the OG/CC determines that qualification will be re-established by completion of the ground requisites without re-accomplishment of the flight evaluation or completed ground requisites as outlined in paragraph 5.2.16, the AF Form 8/8a Mission/Check description will not be documented with an RQ prefix.
- 5.2.3.2.2. When loss of qualification is due to loss of currency, the evaluation profile will be as directed by the squadron commander and will include, as a minimum, those items for which the individual is non-current. The AF Form 8/8a Mission/Check description will be documented with RQ SPOT. See also AFI 11-202, Volume 1, *Aircrew Training*, for policy regarding loss of currency.
- 5.2.3.2.3. When loss of qualification is for failure to pass a flight evaluation, the recheck evaluation will be IAW the provisions of paragraph 5.2.13 The AF Form 8/8a Mission/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.
- 5.2.3.2.4. When loss of qualification is due to a commander-directed downgrade (see paragraph 7.4.8), the evaluation profile will be as directed by the commander. The AF Form 8/8a Mission/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.
- 5.2.3.2.5. Do not use RQ to prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.
- 5.2.3.2.6. When requalification deals with instructor capability, the AF Form 8/8a Mission/ Check description will be documented with RQ INSTR (not RQ SPOT).
- 5.2.3.3. **No-Notice (N/N).** 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. The beginning of normal preparation for a mission will be determined by the flight examiner and may be defined in supplements to this instruction. The intent is to preclude extraordinary preparation for the mission.
- 5.2.3.3.1. The no-notice evaluation program provides commanders a sampling of daily air-crew performance and an assessment of unit training effectiveness.
- 5.2.3.3.1.1. **(Added-PACAF)** Publish unit no-notice program objectives and goals in the unit supplement to this instruction.
- 5.2.3.3.1.1.1. **(Added-3WG) No-Notice (N/N) Evaluation Program and Goals.** The goal of the N/N program is to assess unit readiness and identify potential weak areas or trends to senior leadership.
- 5.2.3.3.1.1.2. **(Added-3WG)** The 3 OG annual no-notice goal is 15% of

available and qualified crewmembers. All qualified crewmembers are eligible for no-notice evaluations. No-notice evaluations may be in the form of a ground evaluation, flight evaluation, or both. An individual crewmember should not receive more than one no-notice or spot evaluation per calendar year (**EXCEPTION:** ASEV and/or commander-directed evaluations).

5.2.3.3.2. An examinee may utilize a no-notice evaluation to update a QUAL/INSTM/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in paragraph 5.2.7. If all requirements were not completed on the first flight, subsequent flights are authorized to complete required events. If the examinee elects not to update a QUAL/INSTM/MSN evaluation expiration date, the evaluation will be documented as a N/N SPOT evaluation.

5.2.3.3.3. (**Added-3WG**) N/N evaluations will not be used for initial or upgrade qualification evaluations. Evaluations will be approved or directed by the 3 OG/CC, SQ/CC, DO or 3 OG/ OGV. SQ/CCV will be the focal point for no-notice evaluations.

5.2.3.3.4. (**Added-3WG**) As a minimum, all N/N evaluations will include items designated under “General” as defined in the appropriate aircrew member’s chapter of the AFI 11-2MDS Volume 2. Evaluate other areas, as appropriate. Evaluators will use items from the special interest program to target and assess specific areas during all N/N evaluations. An evaluator will not change the mission profile in order to evaluate a specific area; however, the evaluator may direct a specific maneuver/item if the maneuver has been determined to be a weak area or trend and does not interfere with normal mission profile.

5.2.3.3.5. (**Added-3WG**) SQ/CCV will maintain a N/N log. This log is to be maintained for each calendar year and N/N check rides will be included in each unit’s monthly standardization/ evaluation report to OGV. Any N/N check rides administered by OGV will also be logged in the unit’s tracking system.

5.2.3.3.6. (**Added-3WG**) Squadron Commanders will develop criteria for no-notice evaluation eligibility. The criteria should include, as a minimum; multiple downgrades on previous check rides, recently upgraded to current certification, observed substandard performance and normal no-notice evaluation distribution.

5.2.3.4. **Simulator (SIM).** An evaluation where the flight phase requisite is conducted in a simulator.

5.2.3.5. **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 will be explained under Mission Description in the Examiner’s Remarks (see paragraphs 7.3.7.3 and 7.4.7.3).

5.2.4. **Ground Phase Requisites.** The ground phase for periodic aircrew evaluations includes requisites listed below. See **Chapter 6** of this instruction for additional guidance on aircrew examinations.

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

5.2.4.2. **INSTM Evaluations.** Instrument examination.

5.2.4.3. **MSN Evaluations.** As specified in AFI 11-2 MDS-Specific Volume 2.

5.2.4.3.1. **(Added-PACAF)** MAF pilots, navigators, flight engineers, and loadmasters will accomplish the MAF open book tactics exam as a requisite for their mission evaluation (N/A for aeromedical evacuation crew members, flight attendants, communications system operators and UH-1 aircrew). Boom operators will accomplish the MAF tactics exam as a requisite for their QUAL/MSN flight evaluation and not in association with their MSN CARGO evaluation.

5.2.4.3.1.1. **(Added-PACAF)** AMC tactics has created a classified secure question bank (SQB) for each MDS. They may be obtained (OG/CC or designated rep) by contacting AMC/A3D at DSN 312-779-1765. Instructions for obtaining the SQB are also available on SIPRNET at: [http://www.amc.scott.af.smil.mil/hosted\\_orgs/dok/](http://www.amc.scott.af.smil.mil/hosted_orgs/dok/) and select "go60 tactics and training".

5.2.4.3.1.2. **(Added-PACAF)** Unit tactics personnel will produce and administer the tactics exam using questions from the AMC tactics SQB (minimum of 25 questions). Tactics exams are not crewmember specific and only two test versions are required IAW para 6.4.1.1. Tactics exam scores will be passed to STAN EVAL for inclusion on the form 8. Document the tactics examination under the ground phase examination block as "TACTICS." If there is not sufficient room in the ground phase block, annotate "TACTICS" with date and score in the comments section. OG/CCs are encouraged to use resources at their disposal to provide suitable classified testing and study areas. Access to electronic publications is preferred where practical.

5.2.5. **Flight Phase Requisites.** The flight phase for aircrew evaluations include execution in the MDS or, if applicable, a suitable simulator profile that will allow evaluation of aircrew performance. The profile used to fulfill the flight phase requisite must incorporate all appropriate requirements set in the applicable AFI 11-2 MDS-Specific Volume 2, and allow accurate measure of the proficiency of the examinee. Evaluation profiles will reflect unit tasking, daily training missions, be realistic, and incorporate current tactics applicable to the unit mission.

5.2.6. **Timing of Aircrew Qualification Evaluations.**

5.2.6.1. **Expiration Date.** Required periodic evaluations expire on the last day of the 17<sup>th</sup> 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 04 expires on 31 Mar 06.).

5.2.6.2. **Scheduling.** Schedule periodic evaluations in the eligibility period (six-month period prior to expiration date).

5.2.6.2.1. **(Added-3WG)** Flight evaluations should be completed no later than the 5th month of the individual's eligibility period.

5.2.6.3. **Extended Evaluations.** Periodic evaluations may be extended on a case-by-case basis according to the following criteria:

5.2.6.3.1. **Squadron Commander-Extended Evaluations.** Squadron commanders may extend the expiration date of periodic evaluations up to three months for the reasons listed below.

5.2.6.3.1.1. Individuals assigned PCS/PCA to a non-flying assignment.

5.2.6.3.1.2. Individuals departing PCS or TDY for retraining in another aircraft type.

5.2.6.3.1.3. Individuals undergoing unit aircraft conversion.

5.2.6.3.1.4. Individual removal from active flying status (e.g. separation or retirement from the Service).

5.2.6.3.1.5. Individuals participating 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. This will be on a case-by-case basis and is not authority to grant blanket extensions for scheduled operational deployments.

5.2.6.3.2. For squadron commanders and above, the approval authority is the next commander in the member's flying chain of command, with the concurrence of the member's immediate supervisor, IAW the guidance provided in paragraph [5.2.6.3.1](#). For individuals not assigned to a MAJCOM, AF/A3O-A is the approval authority.

5.2.6.3.3. **HHQ-Extended Evaluations.** HQ USAF/A3O-A may authorize the extension of expiration dates of periodic aircrew qualification evaluations.

5.2.6.3.4. **Documentation.** Document extensions with a memorandum for record (MFR) placed in Section II of the FEF specifying extension authority, the new expiration date, and include a brief description of the extension.

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

5.2.6.3.4.2. File the MFR on top of the affected AF Form 8/8a in Section II of the FEF.

5.2.6.3.4.3. Requisites not completed during original eligibility period must be completed prior to extended expiration date indicated on the MFR.

5.2.6.3.4.4. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks, paragraph D, Additional Comments, when action is complete and remove the MFR from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a. Example: If an evaluation was extended based on an HHQ waiver, an MFR will remain in the FEF until such time as the next evaluation is completed. That waiver reference is commented on in para D of the Form 8/8a.

**5.2.6.4. Requirements Before Permanent Change of Station/Temporary Duty.** If a periodic evaluation will expire within three months after the proposed departure for a Permanent Change of Station (PCS) to a flying assignment in the same aircraft MDS, or during an upcoming Temporary Duty (TDY) (flying or non-flying), complete the required evaluation(s) before departing for either the PCS flying assignment or the TDY. Obtain a MAJCOM stan/eval waiver for unusual situations.

**5.2.7. Requisite Completion.** One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI 11-2 MDS-Specific Volume 2. 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. See also paragraph **5.3.1**. For aircrew possessing multiple instrument qualifications, the instrument exam may count for separate evaluations provided the instrument exam occurs for each evaluation IAW the provisions of paragraphs **5.2.7.1** and **5.2.7.2**. For all evaluations, accomplish requisites as follows:

**5.2.7.1. In-the-Eligibility Period.** For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the six-month eligibility period prior to the expiration date of the current evaluation period to update that expiration date.

**5.2.7.2. Out-of-the-Eligibility Period.** For periodic evaluations outside the eligibility period, all requisites must be completed within a six-month period encompassing the month in which the flight evaluation was administered. **EXCEPTION:** For extended evaluations, requisites may be completed between the beginning of the six-month eligibility period prior to the original expiration date and the extended expiration date.

**5.2.7.3. Recheck.** For evaluations used to remedy a failed evaluation:

**5.2.7.3.1.** Requisites that were valid for a failed evaluation per paragraph **5.2.7.1** or **5.2.7.2** remain valid, IAW paragraph **5.2.13.1**

**5.2.7.3.2.** Valid requisite completion dates from the Q-3 AF Form 8/8a will not be annotated on the recheck AF Form 8/8a. The recheck AF Form 8/8a will only include documentation of the flight phase evaluation, unless requisites were not completed or are required to complete the recheck. 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.

**5.2.7.4. (Added-3WG) Completion of Flight Evaluation Requisites.** Flight evaluation requisites should be completed prior to administering an evaluation. Squadron CCV will develop a process to ensure that requisites not completed prior to the evaluations are completed in accordance with paragraph **5.2.7** (parent regulation).

**5.2.8. Alternate Means of Evaluation.** When in-flight evaluation of a required area is not possible, the area may be evaluated verbally or in an Aircrew Training Device (ATD). Flight examiners will make every effort to evaluate all required areas in-flight before resorting to this option. See the appropriate AFI 11-2 MDS-Specific Volume 2, for areas prohibited from verbal/ATD evaluation.

**5.2.9. Evaluation Criteria Source.** The MAJCOM designated as lead command in AFPD 10-9, in coordination with other user commands, will establish and maintain standardized INSTM, INSTR, MSN and QUAL evaluation criteria in the appropriate AFI 11-2 MDS-Specific Volume 2. The lead command is responsible for coordinating the establishment of:

5.2.9.1. Areas/subareas to be used for documenting required evaluations including those required and critical for evaluation completion. These areas/subareas will be arranged into general and specific evaluation areas. Where required, mission areas/subareas will be further subdivided into general and specific mission areas.

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

5.2.9.2.1. Each aircrew member is responsible for required flight publications as outlined in applicable AFI 11-2 MDS-Specific series publications.

5.2.9.2.1.1. **(Added-3WG)** SEFEs will conduct a publications check as a requisite for all recurring evaluations. FE's will inspect all publications issued to the aircrew member. Any SEFE (of the same MDS) may conduct the requisite publications check.

5.2.9.2.2. Satisfactory 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.

5.2.9.3. Cockpit/Crew Resource Management (CRM) evaluation criteria in the appropriate areas/ subareas. Use AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and MAJCOM supplements (as applicable).

5.2.9.4. Criteria to ensure operations comply with National Airspace System (NAS) rules and procedures. Must specifically ensure compliance with minimum safe maneuvering speeds below 10,000 ft MSL and NAS awareness in all areas of mission planning and flight operations.

**5.2.10. Grading System.** A two-tiered grading system is used to evaluate and document aircrew performance. On one level, individual scores are recorded for examinations while areas/subareas of aircrew performance are individually graded against established evaluation criteria. Performance less than fully qualified is documented. On the second level, an overall qualification level is determined from the compilation of these individual scores/grades.

5.2.10.1. **Area/Subarea Grades.** AFI 11-2 MDS-Specific Volumes 2 will establish areas and subareas to be evaluated during emergency procedure and other evaluations - to include the appropriate grading criteria for those areas/subareas. Areas/subareas will have a two-level (Q/U) or three-level (Q/Q-/U) grading system. Discrepancies will be documented against the listed subareas.

5.2.10.1.1. Q is the desired level of performance. The examinee demonstrated a satisfactory knowledge of all required information, performed aircrew duties within the prescribed tolerances, and accomplished the assigned mission.

5.2.10.1.2. 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 from established standards must not exceed the prescribed Q- tolerances or jeopardize flight safety.

5.2.10.1.3. U indicates a breach of flight discipline, performance outside allowable parameters or deviations from prescribed procedures/tolerances that adversely affected mission accomplishment or compromised flight safety. An examinee receiving an area/subarea grade of U normally requires additional training. When, in the judgment of the flight examiner, additional training will not constructively improve examinee's performance, it is not required. In this case, the flight examiner must thoroughly debrief the examinee.

5.2.10.2. **Critical Area.** The lead MAJCOM is responsible for the establishment of evaluation areas that, upon failure, would most adversely affect the qualification of an aircrew member. Critical areas include, but are not limited to, Airmanship, Flight Discipline and Safety. Grade all critical areas as either Qualified (Q) or Unqualified (U).

5.2.10.3. **Qualification Levels.** EPEs and overall evaluation performance are graded by qualification levels as follows:

5.2.10.3.1. **Qualification Level 1 (Q-1).** 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, and may be awarded when discrepancies are noted if:

5.2.10.3.1.1. The discrepancies resulted in no U grades being given in any area(s)/subarea(s).

5.2.10.3.1.2. In the judgment of the flight examiner, none of the discrepancies preclude awarding of an overall Qualification Level 1.

5.2.10.3.1.3. All discrepancies noted during the evaluation were cleared during the debrief of that evaluation.

5.2.10.3.2. **Qualification Level 2 (Q-2).** The aircrew member demonstrated the ability to perform duties safely, but:

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

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

5.2.10.3.2.3. In the judgment of the flight examiner, there is justification based on performance in one or several areas/subareas.

5.2.10.3.3. **Qualification Level 3 (Q-3).** The aircrew member demonstrated an unacceptable level of safety, performance or knowledge.

5.2.10.3.3.1. An area grade of U awarded in a critical area requires an overall Q-3 for the evaluation.

5.2.10.3.3.2. An overall Q-3 can be awarded if, in the judgment of the flight examiner, there is justification based on performance in one or several areas/subareas.

5.2.10.4. **Boldface/CAPs.** Grade Boldface/CAPs examinations as either Qualified (Q) or Unqualified (U).

5.2.10.5. **Written, Computer Based, or Electronic Examinations.** Grade written, computer based, or electronic examinations as a percentage of correct answers. See paragraph 6.4.4.1 for minimum passing grade criteria.

#### 5.2.11. Grading Policies.

5.2.11.1. **Requisite Examinations.** The flight examiner will consider performance on requisite examinations in assigning the overall qualification level.

5.2.11.2. **Performance Areas/Subareas.** Use the two-level (Q/U) or three-level (Q/Q-/U) grading system when applying the grading criteria definitions specified in the applicable AFI 11-2 MDS-Specific Volume 2, to grade areas/subareas.

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

5.2.11.2.2. The flight examiner will grade any area/subarea observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or flight safety.

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

5.2.11.2.4. Minor momentary deviations from grading criteria tolerances 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.

5.2.11.2.5. The flight examiner may further identify an area/sub-area as “Commendable” if, in the examiner’s determination, the aircrew member has demonstrated exceptional skill and knowledge in that particular area/sub-area. Document commendable areas in the examiner’s remarks section of the AF Form 8/8a.

#### 5.2.11.3. Overall Qualification Levels.

5.2.11.3.1. The overall qualification level awarded on an evaluation is based on performance during both the flight and ground phases. An overall grade of Q-1 or Q-2 will be awarded only after all evaluation requirements have been completed and given due consideration. An overall grade of Q-3 may be awarded at any time.

5.2.11.3.2. To receive a qualified grade on an evaluation, the aircrew member must satisfy the criteria set forth in the applicable AFI 11-2 MDS-Specific Volume 2, and demonstrate ability to operate the aircraft and/or equipment safely and effectively during all phases of an evaluation.

5.2.11.3.3. Overall qualification grades will be a cumulative process. While AFI 11-2 MDS Specific Volume 2 guidance 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 qualification level.

5.2.11.4. **Exceptionally Qualified Designation.** An exceptionally qualified designation may be awarded by the flight examiner. The designation can only be applied to the total evaluation - not to separate requisites. The designation may be awarded when:

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

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

5.2.11.4.3. The aircrew member received a qualified grade with no remedial action on all areas/subareas evaluated during emergency procedures and flight evaluations.

5.2.12. **Remedial Action.** All grades of Q- or less require action to remedy the discrepancy and/or deficiency in performance. Remedial action includes debriefing discrepancies and/or assignment of additional training. See paragraph 5.2.13 when discrepancies result in failure to pass a flight evaluation.

5.2.12.1. **Debriefed Discrepancy.** Remedial action 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 the discrepancy. The discrepancy area/subarea description is annotated with "Debriefed" in paragraph B of the Examiner's Remarks section of the AF Form 8/8a Comments.

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

5.2.12.2.1. Additional training may include self-study, ground instruction, use of a simulator or flying. To complete additional training, the examinee must demonstrate attainment of satisfactory knowledge or proficiency.

5.2.12.2.2. Additional training is documented in paragraph C, Recommended Additional Training, under Examiner's Remarks in the AF Form 8/8a Comments section. Description of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to a flight examiner or instructor.

5.2.12.2.3. Due dates and dates on which additional training is completed will be documented in the appropriate areas of the AF Form 8/8a (see paragraphs 7.3.5.5 and 7.4.5.5).

5.2.12.2.4. The flight examiner or instructor who completed the additional training will sign as the Certifying Official under Additional Training, Section II, verifying completion of all assigned training as documented in paragraph C, Recommended Additional Training, under Examiner's Remarks.

5.2.12.2.5. Commanders will ensure required additional training is completed. Accomplish additional training by the last day of the third month following the date of the discrepancy, e.g., for an evaluation on 21 Jan 06, additional training must be accomplished by 30 Apr 06. If an aircrew member exceeds the allotted time for completion of additional training, the squadron commander will review the situation and direct appropriate action. Document the circumstances with an MFR placed in Section II of the FEF of the affected individual. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks, paragraph D,

Additional Comments, when action is complete, and remove the MFRs from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a.

5.2.12.2.5.1. **(Added-PACAF)** If the examinee completes additional training that differs from that recommended by the flight examiner (recommended additional training changed by reviewing or approving officer), document the additional training and justify the change in the Additional Reviews section of the AF Form 8.

5.2.12.2.5.2. **(Added-3WG) Additional Training Follow-Up.** Procedures for documentation and tracking of corrective actions for failed tests/evaluations will be developed by each squadron in conjunction with OGV as part of the 3 OG standardized Go/No-Go process to ensure crewmembers do not fly unsupervised while unqualified.

#### 5.2.13. Failure to Pass a Flight Evaluation.

5.2.13.1. **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 07, complete the recheck by 30 Sep 07. A recheck is successfully completed when the aircrew member performs to Q criteria (Q or Q-/debriefed) for each area graded U. OG/CCs may approve waivers to the time limits in this paragraph on a case-by-case basis. Document such action with an MFR placed in Section II of the FEF. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a. Every reasonable effort must be made to requalify the individual. 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. The flight examiner that administered the original check will not normally administer the recheck.

5.2.13.2. **Status Downgrade.** Downgrade aircrew members receiving a Q-3 INSTM, QUAL or MSN evaluation to non-mission ready (NMR)/non-combat mission ready (N-CMR), non-basic mission capable (N-BMC), or non-basic aircraft qualified (N-BAQ) status, as applicable. For instructor evaluations, aircrew status (i.e., MR/CMR or BMC) need not be downgraded if the discrepancies were only in instructor areas.

5.2.14. **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.

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

5.2.14.1.1. Substandard performance in any area/subarea may require restrictions to ensure operational safety or mission accomplishment.

- 5.2.14.1.2. If defined in the MDS specific Volume 1 and/or Volume 2 , formal schoolhouses will include restrictions on the AF Forms 8 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.
- 5.2.14.2. Specific restrictions and the criteria for the removal of the restrictions will be documented as the first item of the AF Form 8/8a Comments. Restrictions associated with failed requisite examinations will not be documented on the AF Form 8/8a.
- 5.2.14.3. Restrict aircrew receiving a Q-3 on an evaluation until a successful evaluation is completed:
- 5.2.14.3.1. For QUAL evaluations, place the examinee on supervised status 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 qualified, universally qualified, or multiple qualified aircrew maintaining qualification for similar duty in multiple aircraft, AFI 11-2 *MDS-Specific* Volumes 2 may direct supervised status in all aircraft in which the individual maintains qualification.
  - 5.2.14.3.2. For INSTM evaluations, restrictions apply to all aircraft in which the examinee is required to maintain instrument qualification.
  - 5.2.14.3.3. MSN Evaluation. The examinee may perform basic qualification/instrument tasks unless specifically restricted. Place the examinee on supervised status for mission tasks.
  - 5.2.14.3.4. INSTR Evaluation. Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful recheck is completed.

5.2.15. **Supervised Status.** If unsatisfactory performance or restriction requires the aircrew member be placed on supervised status, the type of supervisor (i.e., instructor or designated supervisor) will be determined by the squadron commander (or equivalent) and as specified in AFI 11-2 MDS-Specific Volume 1. Supervision will be accomplished by instructors or designated supervisors (as specified in AFI 11-2 MDS-Specific Volume 1) qualified in the specific aircrew position.

5.2.16. **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 or within the period listed in paragraph 5.2.7.2 for an out-of-the-eligibility period evaluation, the aircrew member loses the qualification covered by the evaluation and the restrictions of paragraph 5.2.14.3 apply. Qualification may be re-established by administering a requalification evaluation (see paragraph 5.2.3.2) or by completion of the delinquent evaluation. OG/CCs may approve waivers to preclude the re-accomplishment of completed requisites to complete the evaluation on a case-by-case basis. Document such action with an MFR placed in Section II of the FEF. Incorporate the information contained in the MFR onto the affected AF Form

8/8a under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a.

5.2.16.1. **(Added-3WG)** Crewmembers who fail to complete an evaluation within the required period will be put in supervised status until the evaluation is completed.

5.2.17. **Multiple Qualification.** Multiple qualification guidance applies to aircrew members who maintain qualification in two or more mission design series aircraft. When differences between series aircraft in the same MDS are great enough, the lead MAJCOM, in coordination with using MAJ-COMs, will identify requirements for separate qualification requirements. When separate qualification is not required, document certification in different MDS series using AF Form 1381, *USAF Certification of Air Crew Training*, or AF Form 4348, *USAF Aircrew Certifications*. MAJCOMs may approve use of a unit certification document signed by an authorized official (such as a Letter of X's).

5.2.17.1. **Documentation.** Document MAJCOM authority for multiple qualification, including a list of aircraft in which qualification will be maintained, in an MFR placed in Section II of the FEF. (For Air Force Materiel Command [AFMC], MAJCOM authority may be delegated, but not lower than wing commander.) See AFI 11-202, Volume 1, for additional guidance.

5.2.17.1.1. **(Added-PACAF)** Units may use a "Letter of Xs" as a unit certification document.

5.2.17.2. **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.

5.2.17.3. **Qualification and Mission Evaluations.** All aircrew require a QUAL evaluation, and, if applicable, a MSN evaluation, to include requisites, in each mission design series aircraft according to applicable AFI 11-2 MDS-Specific Volumes 2. When specified IAW paragraph 5.2.17, QUAL and MSN evaluations are required for different series aircraft in the same MDS.

5.2.17.3.1. **(Added-PACAF)** For pilots qualified in multiple MDS (i.e. C-37 & C-40) a recurring eval must be accomplished in each aircraft. For communication system operators (CSO), flight attendants (FA), and Aeromedical Evacuation Crew Members (AECM or ACM) qualified on multiple MDS, one evaluation in the eligibility period will satisfy recurring qualification requirements in all aircraft assigned. Closed and open book examinations will contain representative questions from respective flight manuals, and EPEs will include discussions on aircraft differences in systems, performance, and limits. For all crew positions a separate initial qualification eval must be accomplished on each aircraft assigned.

5.2.17.4. **Failure to Pass a Flight Evaluation.** A Q-3 on an INSTM evaluation results in a downgrade in all aircraft flown in which instrument qualification is required. A downgrade resulting from a Q-3 in 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.

5.2.17.5. **(Added-PACAF)** PACAF/A3 authorizes PACAF CSO's and FA's multiple MDS qualification on C-37A and C-40B aircraft. HQ PACAF/A3T is the approval authority for other exceptions to this paragraph.

5.2.18. **Universal Qualification.** Universal qualification guidance applies to specialized aircrew who maintain qualification in two or more mission design series aircraft where qualification is attained/maintained via a minimum of a ground phase examination. MAJCOMs may require a flight phase evaluation. AE crewmembers require a ground and flight phase evaluation, IAW AFI 11-2AE, Volume 2. The flight phase evaluation, when required, may be accomplished on any of the aircraft in which the aircrew member is either gaining or maintaining qualification, and will update qualification on all aircraft listed on the specialized aircrew member's Aeronautical Order (AO). MAJCOMs may specify additional ground phase requisites.

5.2.18.1. **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.

5.2.18.1.1. **(Added-PACAF)** The following specialized aircrews are authorized to maintain qualification in two or more mission design series aircraft IAW Universal Qualification guidance: Flight Surgeons, Combat Rescue Officer, Pararescuemen, Aerial Still Photographers, and Aerial Broadcasters.

5.2.18.2. **Documentation.** Specialized aircrew qualifications maintained under Universal qualification guidance will be documented on an AF Form 8a, IAW paragraph 7.4 AECM qualification will be documented using AF Form 8, IAW paragraph 7.3 Flight surgeon qualification may be documented using either AF Form 8 or AF Form 8a, IAW paragraph 8.2.8 or paragraph 8.2.9

5.2.18.3. **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 11-2 MDS-Specific Volumes 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.

5.2.18.4. **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 11-2 MDS-Specific Volumes 2.

5.2.19. **Aircrews Flying in Non-US Air Force Aircraft and with Non-US Air Force Units.** Aircrew members authorized to perform duties in non-US Air Force aircraft IAW AFI 11-401, or on duty with or attached to non-US Air Force 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, Volume 1. They do not necessarily abide by USAF guidance, including AFI 11-202, Volume 2, and AFI 11-2 MDS-Specific Volume 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 5.2.14 of this instruction apply to such individuals until successful evaluations are completed.

**NOTES:**

1. MAJCOMs may approve exceptions to requirements for returning aircrew members to complete applicable requisites and expired USAF evaluations, if, after case-by-case review, they determine non-USAF evaluations are equivalent to applicable AFI 11-2 MDS-Specific Volume 2 evaluations. Document such action with an MFR placed in Section II of the FEF on top of the non-USAF AF Form 8 equivalent.
2. Air Force units that use non-US Air Force aircraft to execute an Air Force flying program will comply with current Air Force guidance, unless excepted by proper authority. See AFI 11-401 for definitions of Air Force and US Government aircraft.

5.2.20. **(Added-PACAF) Pyramid Evaluation Structure.** Units will adhere to the pyramid evaluation structure to the maximum extent possible. This in no way shall interfere with leadership's discretion to conduct evaluations on aircrews assigned/attached to their squadron:

**Table 5.2. (Added-PACAF) Pyramid Evaluation Structure.**

<u>Examinee</u>	<u>Examiner</u>
Sq assigned/attached personnel	Any FE (IAW para.5.20.1)
SQ FEs	SQ Stan Eval Chief/NCOIC or above
Sq/Det/CC, DO, Superintendent & SQ FEs	OGV or above
WG/CC/CV, OG/CC/CD/Superintendent and OGV FEs	NAF or above
HHQ FEs	IAW para 5.20.2. (Added)
NAF CC/CV and MAJCOM CC/CV/A3	MAJCOM FE
Associate unit reservists including	Any
AFRC Group/CC/CV, SQ/CC, SQ/ DO	
And any attached HHQ flyer	

**5.3. Emergency Procedures Evaluations.**

5.3.1. **Scope.** Evaluate an aircrew member's knowledge of MDS-Specific EPs and systems knowledge for all QUAL evaluations; evaluate MSN specific emergency procedures and systems knowledge during MSN evaluations. Only one EPE needs to be accomplished for each combined evaluation (i.e., one EPE for a QUAL/MSN or INSTM/QUAL/MSN evaluation). A single EPE may be used for separate evaluations (e.g. a MSN and INSTM/QUAL eval). The combined EPE must be of a scope and duration to cover required areas and must be within the requisite zone for each evaluation.

5.3.1.1. **(Added-PACAF)** C-130 pilots who are “assault only” mission qualified require only one EPE. Assault landing, takeoff procedures and maximum effort TOLD will be evaluated during this EPE.

5.3.2. **Satisfactory Performance.** Satisfactory 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.

5.3.3. **Content and Administration.** AFI 11-2 MDS-Specific Volumes 2 will specify contents of EPEs, grading areas to be evaluated, grading criteria and whether EPEs may be done inflight, in an ATD, or verbally.

5.3.4. **Grading.** The flight examiner will assign an EPE grade 1, 2, or 3 (Qualification Level 1, 2, or 3) in the Qualification Ground Phase block of the AF Form 8/8a, regardless of whether all or a portion of the EPE was performed inflight.

5.3.5. **Additional Training.** For an EPE requiring additional training, the flight examiner will indicate if the additional training will be accomplished before next flight under restrictions in the Comments block of the AF Form 8/8a.

5.3.6. **Boldface/CAPs Failure.** An incorrect response to a Boldface/CAP situation during an EPE requires an unqualified (3) EPE grade. An aircrew member who receives a 3 grade as a result of Bold-face/CAPs error will not fly again until a successful reevaluation is accomplished.

5.3.7. **Unqualified EPE.** An examinee receiving an unqualified EPE grade (3) will be placed on supervised status until a successful reevaluation is accomplished.

**5.4. Supplementary Evaluations.** Supplementary evaluations are administrative tools used by a commander to identify and evaluate implemented solutions to operational problems. These evaluations are most often administered as inspections (using specifically prepared checklists) where results are reported to the commander. The form and content of supplementary evaluations is at the discretion of the commander.

5.4.1. Supplementary evaluations are not aircrew qualification evaluations.

5.4.2. Commanders will determine evaluated areas. The stan/eval function will determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander.

5.4.2.1. **(Added-PACAF)** Accomplish the following when a specific area is identified for a supplementary evaluation:

5.4.2.1.1. **(Added-PACAF)** Outline the specific objectives of the evaluation and determine an adequate time frame to achieve the objectives.

5.4.2.1.2. **(Added-PACAF)** Develop checklists to ensure standardization and minimize oversight.

5.4.2.1.3. **(Added-PACAF)** For non-flying supplementary evaluations include a review of lesson plans, syllabi, training, tactics, etc.

5.4.2.1.4. **(Added-PACAF)** Evaluate the results and determine discrepancies, recommended corrective action, suspense dates, and OPR for corrective action.

- 5.4.2.1.5. **(Added-PACAF)** Report supplementary evaluation results to the appropriate OPR through the OG/CC. The report will include the objectives of the evaluation, the time frame during which it was performed, discrepancies that were noted, recommended corrective action and suspense dates for completion of corrective action.
- 5.4.2.1.6. **(Added-PACAF)** Perform follow-up to ensure that completed corrective action is effective. The stan/eval function will recommend when the commander should close corrective action items.
- 5.4.2.1.7. **(Added-PACAF)** Retain a copy of supplementary evaluation reports for at least 1 year.
- 5.4.3. Individuals other than flight examiners, as determined by the OG/CC, may conduct supplementary evaluations.
- 5.4.4. Supplementary evaluations may be administered in conjunction with a flight evaluation. If conducted in-flight, supplementary evaluations should not be all-encompassing, nor result in the assignment of an overall rating for any specific aircrew member, nor be documented on an AF Form 8/8a.
- 5.4.5. Supplementary evaluation results will be documented in SEB minutes.
- 5.4.6. **(Added-3WG) Responsibilities:**
- 5.4.6.1. **(Added-3WG)** OGV will conduct supplementary evaluations as directed by the 3 OG/CC. Duties permitting, OGV will conduct squadron-level supplementary evaluations at the request of the SQ/CC.
- 5.4.6.2. **(Added-3WG)** Normally, SQ/CCV will conduct SQ/CC-directed supplementary evaluations. Duties permitting, SQ/CCV personnel will assist with OG/CC-directed supplementary evaluations at the request of OGV.
- 5.4.6.3. **(Added-3WG)** The SQ/CCV Chief will appoint a primary and alternate program manager for the squadron supplementary evaluations program.
- 5.4.7. **(Added-3WG) Program Management:**
- 5.4.7.1. **(Added-3WG)** The 3 OG/CC-directed supplementary evaluations will normally be administered to all OG flying squadrons in an effort to identify trends across the group.
- 5.4.7.2. **(Added-3WG)** Specific areas, programs or topics will be evaluated based on PACAF's Squadron Self-Inspection Checklists. Additionally, SEFEs will evaluate any OG ground training class they attend. The ground training critique can be found on the 3 OGV webpage. Supplemental evaluations will be conducted by OGV quarterly as a minimum.
- 5.4.7.3. **(Added-3WG)** Results will be reported via the monthly report to OGV. These reports will be maintained for a minimum of 1 year. Following a squadron-level supplementary evaluation, SQ/CCV will forward a copy of the report to OGV. OGV will maintain copies of all reports.

5.4.7.4. **(Added-3WG)** OGV and SQ/CCV will maintain logs of all supplementary evaluations that track (as a minimum) the event or program evaluated, unit inspected, date of evaluation, examiner, grade, suspense date for corrective actions, date of follow-up evaluation and closeout date. The OGV log will contain entries for all supplementary evaluations conducted within the OG.

5.4.7.5. **(Added-3WG)** Evaluators will accomplish a follow-up evaluation on any program graded less than satisfactory or any program requiring corrective actions. This evaluation will normally be conducted following the suspense date for corrective actions, unless all corrective actions are reconciled before the suspense. Prior to close out, the program must be graded to at least a satisfactory level with no remaining corrective actions.

5.4.7.6. **(Added-3WG)** Evaluators will use the following definitions to grade supplemental evaluations:

5.4.7.6.1. **(Added-3WG) Outstanding:** Programs/Procedures are error free and far exceed all requirements. Program execution serves as a model which others should emulate.

5.4.7.6.2. **(Added-3WG) Excellent:** Programs/Procedures exceed requirements and enhance overall program effectiveness.

5.4.7.6.3. **(Added-3WG) Satisfactory:** Programs/Procedures met mission requirements. Procedures and activities are carried out in an effective and competent manner. Minor deficiencies may exist; however, they do not impede or limit program effectiveness or mission accomplishment.

5.4.7.6.4. **(Added-3WG) Marginal:** Program/Procedures met most requirements, but are not in full compliance with directives. Performance and program effectiveness are degraded by deviations from procedures.

5.4.7.6.5. **(Added-3WG) Unsatisfactory:** Major deviations or omissions from programs or procedures. Little compliance with appropriate directives is evident.

5.4.7.7. **(Added-3WG)** Additional comments that may be used in inspection reports from supplemental evaluations:

5.4.7.7.1. **(Added-3WG) Strengths:** Used to specify superior unit procedures identified during the evaluations.

5.4.7.7.2. **(Added-3WG) Areas for Improvement:** Used to identify procedures or non-compliance areas that may detract from mission performance or mission accomplishment.

5.4.7.7.3. **(Added-3WG) Findings:** Used to identify deviations from published directives or activities that result in unsatisfactory performance. Corrective action must be identified, accomplished and reported in writing to 3 OG/OGV no later than 30 days after receipt of the supplementary evaluation report. Findings will be re-inspected during subsequent supplementary evaluations.

5.20.1. **(Added-PACAF)** OGV FEs may conduct evaluations in all squadrons flying aircraft/missions in which they are qualified. To increase objectivity and standardization

across the wing, whenever possible, squadron FEs should give checkrides in squadrons in which they are not primarily assigned/attached (exception: FTU student evaluations).

5.20.2. **(Added-PACAF)** When no qualified examiner is available above the examinee in the pyramid evaluation structure or chain of command, the highest available evaluator will administer the evaluation.

## 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, computer-based or electronic examinations. Poor testing performance on examinations indicates areas requiring increased training emphasis.

**6.2. Scope.** This chapter applies to rated (pilots, navigators, and air battle managers), career enlisted aviator (CEA), and non-rated X-prefix AE aircrew. For Flight Surgeons (rated) and non-rated aircrew (K-, Q-, or other X-prefix Air Force Specialty Code), 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 **5.2.4**. The ability to focus on specific knowledge areas is enhanced by the management of examination content and use of appropriate master question files.

#### **6.3. Administrative Procedures.**

**6.3.1. Program Documentation.** Units will describe the unit aircrew examination program in the unit supplement to this instruction.

6.3.1.1. **(Added-3WG)** OGV will serve as the avenue for corrections to exams within PEX.

6.3.1.2. **(Added-3WG)** The SQ/CCV Chief will appoint a primary and alternate program manager for the squadron examination program.

**6.3.2. Computer Based or Electronic Examinations.** Computer based or electronic information management tools may fulfill the requirement for examinations as outlined in this instruction.

**6.3.3. Retention of Examination Records.** The stan/eval function will retain graded exam answer sheets/computer records until the AF Form 8/8a is completed.

**6.3.4. Examination Question Review.** The stan/eval function will review all MQFs, secure question banks, and prepared exams for accuracy 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 their procedures for reviewing and updating MQFs and prepared exams in their unit supplement to this instruction.

6.3.4.1. **(Added-3WG)** OGV will solicit input from SQ/CCV when conducting annual reviews of applicable master question files (MQF), secure question banks (SQB), exam databases, and prepared exams. OGV will forward MQF discrepancies to lead command through PACAF/A3TV. Outdated/incorrect MQF questions will not be included on requisite exams.

6.3.4.2. **(Added-3WG)** OGV review will be conducted in the first quarter of each calendar year or when a source document changes.

6.3.5. **End-of-Course Examinations.** 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) examinations to fulfill the requirements of the open book, closed book and Boldface/CAPS (if applicable) requisite examinations.

6.3.5.1. The stan/eval agencies of the MAJCOM responsible for training will coordinate with the MDS lead command to ensure the EOC examination meets the requirements of this instruction and AFI 11-2 MDS-Specific Volumes 2 before awarding credit for requisite completion.

6.3.5.2. EOC examination test questions do not need to incorporate MAJCOM MQFs. All questions must reflect the latest changes to all systems and/or operational procedures and not conflict with any MQFs.

6.3.5.3. All EOC examinations that fulfill the requirements of requisite examinations will be graded according to paragraph 6.4.4.1 and entered on the AF Form 8 according to paragraph

**6.4. Requisite Examinations.** Aircrew members will complete open book, closed book and Boldface/ CAPs examinations (if applicable) as requisites for periodic QUAL evaluations (see paragraph 5.2.4.1), instrument examination as requisite for periodic INSTM evaluations (see paragraph 5.2.4.2), and any other examinations required by the appropriate AFI 11-2 MDS-Specific Volume 2 (see paragraph 5.2.4.3).

6.4.1. **Requisite Examination Management.** With the exception of written Boldface/CAPs examinations, maintain either requisite examinations for each crew position or generate a unique test for each aircrew member requiring an exam.

6.4.1.1. If requisite examinations are maintained for each crew position:

6.4.1.1.1. Units are required to develop and control a minimum of two requisite examinations for each crew position.

6.4.1.1.2. Units having ten or fewer members per crew position require only one examination.

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

6.4.1.1.4. Change a minimum of 50 percent of the questions on requisite examinations each calendar year.

6.4.1.2. If a unique test is generated for each aircrew member requiring an exam:

6.4.1.2.1. Units may use MAJCOM-approved software for test creation.

6.4.1.2.1.1. **(Added-3WG)** Evaluation requisite testing will primarily be accomplished in PEX. In the event PEX is not available, contact OGV for alternate testing methods. Classified tests must be completed in an appropriately secure environment and may be computer or paper based tests.

6.4.1.2.2. Requisite exam databases will contain a sufficient number of questions to ensure a probability of no more than 50 percent duplication of questions for each test generated.

6.4.1.3. **(Added-PACAF)** Unless specifically directed otherwise by AFI 11-2MDS Vol 2, open and closed book exams will consist of a minimum of 40 questions.

6.4.1.4. **(Added-3WG)** To the max extent possible, all requisite examinations should be completed by the end of the third month of eligibility, and prior to the flight portion of the evaluation.

6.4.1.5. **(Added-3WG)** Questions may be contested following the exam with the squadron or OGV testing monitor; squadron testing monitors will forward all contested question to OGV for determination. If OGV finds reasonable cause during the question review, credit may be given and the question may be updated in the master question bank.

6.4.1.6. **(Added-3WG) Deployed Testing Procedures.** Deploying personnel who will be in the zone should make every effort to complete all testing prior to deploying.

6.4.1.6.1. **(Added-3WG)** Requisite examinations may be taken at deployed locations at the discretion of the squadron commander. The process and procedure for deployed requisite testing must be coordinated through and approved by OGV, the affected SQ/CCV, and the SQ/CC.

6.4.1.6.2. **(Added-3WG)** CCV members may administer the squadron periodic examination while deployed. If no CCV personnel are available, the detachment commander (DETCO) may assign these duties at his or her discretion.

6.4.2. **Examination Security.** Stan/eval personnel will maintain positive control of all requisite exams, applicable answer sheets and associated computer based/electronic media. **EXCEPTION:** Requisite Open-book Flight Surgeon examination will be maintained by AFMOA/SG3P.

6.4.2.1. **(Added-PACAF)** Tests should be administered in designated testing location and monitored by stan/eval personnel.

6.4.2.1.1. **(Added-3WG)** Tests may be administered by SQ/CCV personnel using squadron facilities and equipment or at 3 OG/OGV. SQ/CCV will designate, in writing, personnel authorized to administer testing and authorized testing locations.

6.4.2.1.1.1. **(Added-3WG)** Due to limited facilities and manning, personnel wishing to test at OGV should call ahead to ensure testing is available prior to walking in.

6.4.2.2. **(Added-3WG)** SQ/CCV will maintain positive control over all printed exams and answer sheets. When not in use, these materials will be stored in a secure location. If an exam is compromised, SQ/CCV will replace the exam immediately.

6.4.3. Grading Policy For Examinations.

6.4.3.1. **Minimum Passing Grade.** The minimum passing grade for Boldface/CAPs exams is 100 percent. The minimum passing grade for all other stan/eval requisite examinations is 85 percent - corrected to 100 percent.

6.4.3.2. **Requisite and Boldface/CAPs Examination Grading Restriction.** Units will grade all completed requisite and/or Boldface/CAPs exams prior to the aircrew member's next flight. In the unit supplement to this instruction describe how this restriction is enforced.

6.4.3.3. **(Added-3WG)** Any squadron flight examiner or standardization/evaluation liaison officers (SELO) may administer an exam for any crewmember, regardless of MDS; however, the exam will be graded by a FE and the results will be given to the crewmember's standardization/ evaluation section for documentation. Incorrectly answered questions will be explained and entered into the trend analysis program by the crewmember's standardization/evaluation section.

6.4.3.4. **(Added-3WG)** The 3 OG/OGV will be the OPR for developing and maintaining all open book requisite examinations for all crew positions in every 3 WG MDS with the exception of the E-3 battle director technician (BDT). Unclassified open book examinations will not be developed for C-17 crewmembers as Boeing ® phase training CBTs satisfies open book exam requirements.

6.4.3.4.1. **(Added-3WG)** The 962 AACs/CCV will be the OPR for BDT requisite examinations.

6.4.3.4.2. **(Added-3WG)** All publications for unclassified open book testing are available on the stan/eval web page and will be accessible during testing. Paper copies may be used if available.

6.4.3.4.3. **(Added-3WG)** Either electronic or paper copies of publications required for the classified portion of any test will be made available at the squadron testing facility.

6.4.3.4.4. **(Added-3WG)** If not digitally available, paper copies of publications required for the instrument refresher course (IRC) test will be made available at any squadron or group testing facility.

#### 6.4.4. Examination Question Sources.

6.4.4.1. **Open Book Requisite Exam.** Open book questions will come from publications containing information pertinent to the operation of applicable aircraft and performance of the assigned mission. The open book subject areas and the publications used to generate the exam will be made available to aircrew. Each unit may develop an open book secure question bank (SQB) that serves as the source for some or all of the open book examination questions. Do not distribute the SQB to unit aircrews and safeguard it in the same manner as any other required stan/eval examination. Electronic publications may be used for open book examinations.

6.4.4.2. **Closed Book Requisite Exams.** Closed book questions will come from MQFs. These questions will emphasize system knowledge and information necessary for safe flight and mission accomplishment.

6.4.4.2.1. **MDS-Specific MQFs.** Lead command MAJCOMs will ensure MDS-Specific MQFs containing approved questions for closed book testing are available for MAJCOM use and distribution to applicable aircrew.

6.4.4.2.1.1. The highest organization with a stan/eval function (NAF or unit) may

develop, maintain and publish MQFs for weapons systems without MAJCOM expertise. That organization will submit these MQFs to the MAJCOM for approval prior to their publication.

6.4.4.2.1.2. MAJCOM OPRs will review MQFs annually and distribute changes to MQFs as necessary.

6.4.4.2.1.2.1. 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.

6.4.4.2.1.2.2. Units will forward edits of MQF questions to the appropriate MAJCOM.

6.4.4.2.2. Local Procedures MQF. Units may develop and distribute a local procedures MQF databank to augment HHQ MQFs.

6.4.4.3. **Instrument Requisite Exams.** Instrument test questions come from the Instrument MQF maintained by the Air Force Flight Standards Agency (AFFSA). The selection and content of the questions is dictated by the provisions of AFMAN 11-210.

6.4.5. Boldface/CAPs Requisite Examinations.

6.4.5.1. Aircrew member knowledge of applicable Boldface/CAPs will be evaluated through a written examination as a requisite to all periodic QUAL evaluations.

6.4.5.1.1. **(Added-PACAF)** For aircrew that have published Boldface/CAPs, include a separate Boldface/CAPs examination with closed book exams. Boldface/CAPs exams given in conjunction with an EPE may satisfy this requirement.

6.4.5.2. Satisfactory performance for the Boldface/CAPs examination requires writing the proper actions in the correct sequence, not necessarily a verbatim response. The flight examiner will assign a Boldface/CAPs grade (Q or U) in the Qualification Ground Phase block of the AF Form 8/8a.

6.4.6. **Failure to Pass a Requisite Exam.** An evaluation will not be complete until all failed items have been successfully re-accomplished.

6.4.6.1. **Reexamination Policy.** An aircrew member failing a requisite examination at any time 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.

6.4.6.2. **Reexamination Period.** Aircrew members who fail a requisite examination must complete a successful reexamination 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 examination is the OG/CC. Document such waivers with an MFR placed in Section II of the FEF of the affected individual. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a.

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

6.4.6.4. **Supervised Status Requirement.** Place aircrew members who fail a requisite open book, closed book, or instrument examination in supervised status until successful retesting is completed. 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 a requisite instrument exam results in the examinee being placed in supervised status in all aircraft in which instrument qualification is required.

6.4.6.5. **(Added-3WG)** Personnel who fail an exam will not be re-tested the same day. Failure of any requisite examination will be reported immediately to the SQ/CC. SQ/CCV will inform SQ/DO, applicable Fight/CC, squadron training, squadron scheduling and ARMS of any crewmember not eligible to fly due to failure to pass an exam. Squadron CCV will ensure the appropriate grade is annotated in the individual's AF Forms 8/8a. (Refer to the 3 OGV webpage for the Restrictions and Additional Training Sample Letter).

**6.5. Unit Periodic Examinations (optional).** 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. This exam may be open or closed book, but will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam. Units will describe this program in the unit supplement to this instruction, to include procedures for failed exams.

6.5.1. **(Added-PACAF)** Units will conduct semiannual testing. Test will consist of a minimum of 25 questions. Unit stan/eval should determine specific objectives prior to testing (MQF vs. non-MQF questions, inclusion of weapons or Intel questions, questions from past trends, etc.) Report the results (including percentage of aircrews tested) at the semi-annual SEB.

6.5.1.1. **(Added-3WG)** SQ/CCV offices will accomplish semi-annual testing for all crew positions during the second and fourth quarters (calendar year). All assigned/attached combat ready mission/basic mission capable (CMR/BMC) crewmembers will test. Newly assigned crewmembers, and those returning to CMR/BMC status after a prolonged period of non-flying, will test in the current semi-annual period if they attain CMR/BMC status prior to 1 week before the end of the semi-annual period. Semi-annual tests may be open book tests. The minimum passing grade is 85%. A different test (at least half the questions changed) will be administered for all retests. Crewmembers will retest within 1 month after the date of the first failure or by the end of the half, whichever occurs first. Commanders will be notified if any crewmember receives a failing score. SQ/CCV will inform OGV/SQ CC/SQ DO of the names and scores of each individual who fails their semi-annual test.

6.5.2. **(Added-3WG)** Each Squadron CCV will administer OGV approved semi-annual periodic exams for all crew positions.

6.5.2.1. **(Added-3WG)** SQ/CCV will report testing results to OGV via monthly reports. Include questions missed and percentage of crewmembers answering each question incorrectly.

6.5.3. **(Added-3WG)** Semi-annual periods are based upon the calendar year (that is, Jan-Jun and Jul-Dec).

6.5.4. **(Added-3WG)** At least 25 percent of the periodic exam questions will be replaced each semi-annual period.

**6.6. (Added-PACAF)** All units will establish a Boldface/CAPs written examination program for all applicable crew positions. As a minimum, all applicable aircrew members will successfully complete a Boldface/CAPs written examination prior to the first flight of each month. The examination will be taken in the month of or up to 7 days prior to the month for which it is applicable.

6.6.1. **(Added-3WG)** SQ/CCV will ensure that monthly Boldface exams are conducted for all applicable crewmembers.

6.6.2. **(Added-3WG)** Boldface accomplishment will be documented in PEX.

6.6.3. **(Added-3WG)** Crewmembers who depart on a mission that passes over the end of a month may continue to fly without accomplishing the current (new) month's Boldface as long as they do not return to home station. In the event the crew returns to home station complete the Boldface prior to next home station departure. **(EXAMPLE:** A crew leaves on 22 November with a 12-day -- scheduled return time (SRT) – each crewmember must complete their November boldface prior to home station launch, but are not required to do a December Boldface until they are put onto a subsequent mission or local after they return to home station from the current mission.)

6.6.4. **(Added-3WG) Failure to complete monthly Boldface.** SQ/CCV will place any member who does not complete monthly Boldface in supervised status until the individual has successfully completed the monthly boldface missed.

6.6.5. **(Added-3WG) Boldface failures.** Any member who fails monthly Boldface will be placed on supervised status until successful re-accomplishment. SQ/CCV will accomplish an Additional Training Letter using the example found on the 3 OGV webpage.

## Chapter 7

### DOCUMENTATION

**7.1. Scope.** Administration of the aircrew qualification evaluation program requires accurate documentation. The qualifications and authorizations for which an aircrew member is to be evaluated are determined from the unit certification document. The results of aircrew evaluations are recorded on the AF Form 8 or AF Form 8a, which certifies the qualification of the aircrew member. 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 for the aircrew member. **EXCEPTION:** Not required for cadets participating in USAFA airmanship programs.

**7.2. Qualifications and Certifications.** Aircrew qualifications are attained through evaluations and documented on the AF Form 8 or the AF Form 8a, as applicable. Aircrew certifications attained through methods other than evaluation (instructor-certified events and commander certifications for example) may be documented on an AF Form 1381, *USAF Certification of Air Crew Training*, or AF Form 4348, *USAF Aircrew Certifications*. As an alternative to use of AF Form 1381 or AF Form 4348, MAJCOMs may approve use of a unit certification document signed by an authorized official.

7.2.1. **(Added-PACAF)** Units may use a “Letter of Xs” as a unit certification document.

### 7.3. AF Form 8, Certificate of Aircrew Qualification.

7.3.1. **Purpose.** Use the AF Form 8 to record aircrew qualification. Certification of an AF Form 8 is accomplished by four individuals, beginning with the Flight Examiner, who completes the evaluation by signing the AF Form 8. Next, the Reviewing Officer and Final Approving Officer review the contents, the flight examiner’s overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and sign the AF Form 8. The final signature is provided by the examinee, who will sign the completed AF Form 8. **EXCEPTION:** For a Commander-Directed Downgrade AF Form 8, only the commander signs as the Final Approving Officer. See paragraph [7.4.8](#)

7.3.1.1. Use a separate AF Form 8 for all flight phase rechecks.

7.3.1.2. Ground rechecks will be completed on the original Q-3 AF Form 8 (see paragraph [7.3.9](#)).

7.3.2. **General Data Entry.** Use the following guidance when completing an AF Form 8. See [Attachment 3](#) for sample AF Forms 8.

7.3.2.1. For date fields in the AF Form 8 use a two-digit day, three-letter month and two-digit year format. For electronic forms, use the date format required by the form.

7.3.2.2. The Eligibility Period and Expiration Date of Qualification will use a three-letter month and two-digit year format. For electronic forms, use the date format required by the form.

7.3.2.3. Except for the organization of the Comments block described in paragraph [7.3.7](#), sample AF Forms 8 are provided to demonstrate the content, not the format, of the data presented (see [Attachment 3](#)).

7.3.2.4. To facilitate the entry of data on the form, except where specifically noted otherwise, use upper and lower case letters.

7.3.2.5. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

### 7.3.3. Date Completed.

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

7.3.3.2. Use this date on the AF Form 942.

### 7.3.4. Section I - Examinee Identification.

7.3.4.1. Name, Rank (abbreviated or non-abbreviated rank format is acceptable) and Social Security Account Number (SSAN). **Note:** Use of last four of SSAN is approved.

#### 7.3.4.2. Organization and Location.

7.3.4.2.1. Enter unit designation and location where the examinee is assigned or attached for flying.

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

7.3.4.2.3. **(Added-PACAF)** Use HQ PACAF/A3TV or HQ PACAF/IGO (as appropriate), Hickam AFB, HI for HQ PACAF flight examiners.

#### 7.3.4.3. Aircraft/Crew Position.

7.3.4.3.1. Enter the aircraft MDS in which the evaluation was given.

7.3.4.3.2. Enter the examinee's highest qualification reflecting the intention of the evaluation (e.g., IP, MP, MN, MF, MAWO, ISD, IAM, etc.) in that particular aircraft MDS. **Note:** Examiner is not a qualification, it is a certification, and should only be entered when demonstrated during the evaluation, i.e., a SPOT evaluation in which the examinee receives an evaluation while administering an evaluation.

#### 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 05, enter Apr-Sep 05).

7.3.4.4.2. Enter N/A (not applicable) for initial periodic aircrew qualification evaluations, SPOT evaluations, and requalification (RQ) evaluations.

7.3.4.4.3. Dual entries are authorized for misaligned combined evaluations (e.g., if last INSTM evaluation expires Nov 06 and QUAL evaluation expires Jan 07, enter "INSTM: Jun-Nov 06/QUAL: Aug 06-Jan 07" for an INSTM/QUAL evaluation).

7.3.4.4.4. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of paragraph **5.2.6.3.1**, enter the 6-month period preceding the original expiration date. **Note:** Squadron commanders extend only the expiration date, not the eligibility period.

### 7.3.5. Section II - 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 examination/evaluation. Discrepancies will be noted in the examiner's remarks.

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 "Instrument" for instrument requisite examination.

7.3.5.1.1.4. Annotate "Boldface" or "CAPs" as required by the applicable AFI 11-2 MDS-Specific Volume 2.

7.3.5.1.2. **Date.** In the date column, enter the date that the requisite is successfully completed.

##### 7.3.5.1.3. Grade.

7.3.5.1.3.1. Enter failed examination score with successfully completed score 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. Mission/Check.

7.3.5.2.1.1. Use the following designations to describe the purpose of the evaluation(s): INSTM, QUAL, MSN, INSTR and SPOT.

7.3.5.2.1.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, N/N and SIM. More than one prefix may be used to describe an evaluation as outlined in paragraph [5.2.3.5](#)

7.3.5.2.1.3. The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in paragraphs [5.2.1.4.1](#) and [5.2.3.2.6](#)

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

7.3.5.2.1.5. Make multiple single line entries for each flight/event if two or more flights/ events are required and they are administered by either different flight examiners or on separate days. **EXCEPTION:** Where a single mission (such as airlift tasking) consists of multiple flights over one or more days with the same flight examiner, a single line entry may be used.

##### 7.3.5.2.2. Date.

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

7.3.5.2.2.2. For evaluations where a single mission consists of multiple flights over one or more days, a single line entry with the inclusive dates of the flight(s) may be used (see paragraph 7.3.5.2.1.4). Document this fact in the Mission Description portion of the Examiner's Remarks.

7.3.5.2.2.3. For evaluations conducted on missions consisting of a single flight spanning more than one day, a single line entry with the date the mission was completed will be used. Document this fact in the Mission Description portion of the Examiner's Remarks.

#### 7.3.5.3. Qualification Level.

7.3.5.3.1. Place a "1" or "2" in the qualified block or a "3" in the unqualified block for the air-crew member's overall qualification level.

7.3.5.3.2. Combined evaluations (i.e., INSTM/QUAL, INSTM/QUAL/MSN) require only one qualification level number if all parts of the evaluation were awarded the same qualification level grade.

7.3.5.3.3. If the qualification levels assigned parts of a combined evaluation vary, 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).

7.3.5.3.4. In the event of a ground recheck for a flight phase Q-3 evaluation, annotate the overall qualification grade on the AF Form 8 (and AF Form 942) as "3/1" in the qualified block (see paragraph 7.3.9).

#### 7.3.5.4. Expiration Date of Qualification.

7.3.5.4.1. For evaluations that establish a new eligibility period (i.e. QUAL, MSN, and INSTM), 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 (i.e., INSTM/QUAL) require only one date if all parts of the evaluation were successfully completed and "N/A" if all parts were assigned an unqualified grade.

7.3.5.4.4. For a combined evaluation where one component is successfully completed and 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 06" under Qualified and "INSTM-N/A" under Unqualified).

#### 7.3.5.5. Additional Training.

##### 7.3.5.5.1. Due Date(s).

7.3.5.5.1.1. If required, enter a date not to exceed the last day of the third month following the event requiring additional training (e.g. 26 Jan 06 Flight Eval, 30 Apr 06 due date); otherwise, enter "N/A."

7.3.5.5.1.2. If more than one date is required, preface the due dates with EPE or FLT (Flight) as appropriate.

7.3.5.5.2. Date Additional Training Completed.

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

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

7.3.5.5.3. **Certifying Official.**

7.3.5.5.3.1. The Certifying Official signing Section II of the AF Form 8 is responsible for certifying additional training was complete.

7.3.5.5.3.2. The instructor completing the additional training (or last training event if more than one) will sign and date the Additional Training block in Section II of the AF Form 8.

7.3.5.5.4. **(Added-3WG) Additional Training.** FEs will document additional training requirements on the AF Form 8. Squadron DOT will notify CCV when training has been completed. This is the date which will be placed on the examinee's AF Form 8. Additional training documentation will be maintained in the examinee's current training record (TMS for C-17) until additional training is complete and documented on the AF Form 8; maintain in the permanent training folder until the member departs permanent change of station (PCS) or separates.

7.3.5.6. **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 examinations.

7.3.6. **Section III - Certification.**

7.3.6.1. **Flight Examiner.**

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

7.3.6.1.1.1. Is responsible for the content of the AF Form 8.

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

7.3.6.1.1.3. Will be the first dated signature on Section III of the AF Form 8.

7.3.6.1.2. If two or more flights are required to complete an evaluation, the flight examiner completing the evaluation will sign Section III of the AF Form 8.

7.3.6.1.3. If more than one flight examiner was involved in administering the in-flight portion of the evaluation, flight examiners other than the one signing Section III will enter remarks in the Mission Description block of the AF Form 8 describing those parts of the flight evaluation they evaluated and sign a signature block immediately adjacent their remarks as defined in Figure 7.1.

### 7.3.6.2. Reviewing and Final Approving Officers.

7.3.6.2.1. The Reviewing Officer will review the content, the flight examiner's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block indicating concurrence with the AF Form 8. If the Reviewing Officer does not agree with the overall rating, the overall grade will not be changed. The Reviewing Officer will place an "X" in the "Do Not Concur" block and will comment in Section IV, Comments block. The Reviewing Officer will sign and date the AF Form 8 after the examiner, prior to the Final Approval Officer.

7.3.6.2.2. The Final Approval Officer will review the content, the flight examiner's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block indicating concurrence with the content on the AF Form 8. If the Final Approval Officer does not agree with the overall rating, the overall grade will not be changed. Place an "X" in the "Do Not Concur" block and comment in Section IV, Comments block. The Final Approval Officer will sign and date the AF Form 8 after the Reviewing Officer.

7.3.6.2.3. MAJCOMs will specify the reviewing and final approving officers in the MAJCOM supplement to this instruction 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 in Section III of the AF Form 8.

7.3.6.2.3.1. **(Added-PACAF)** Units may develop their own matrices for determining reviewing and final approving officers. Any unit-developed matrices will be included in the unit supplement to this instruction. In the absence of unit-developed matrices, units will use **Table 7.1 (Added)** to determine reviewing and final approving officers. For attached flyers at the NAF level and above, use **Table 7.1 (Added)** to determine reviewing and final approving officers.

7.3.6.2.3.1.1. **(Added-3WG)** 3 OG flying units will comply with reviewing/approval officer guidance in **Table 7.1** of the parent regulation. **(EXCEPTION:** The 517 AS will use the CCV Chief as the reviewing officer for squadron assigned personnel, squadron assistant director of operations (ADO) and Flight Commanders.)

7.3.6.2.3.2. **(Added-PACAF)** (N/A AFRC) If Reviewing or Approving Officers are unavailable due to extended TDY or deployment, the acting commander (deputy or vice commander) or next higher available level of supervision may serve as the Reviewing or Approving Officer.

7.3.6.2.3.3. **(Added-PACAF)** In no case will the flight examiner administering any part of the flight evaluation be the reviewing or approving officer.

7.3.6.2.3.4. **(Added-PACAF)** If the FE is the examinee's Flt/CC, the reviewing officer will be the SQ/DO, approving officer will be the SQ/CC.

7.3.6.2.3.5. **(Added-PACAF)** If the FE is the examinee's DO, reviewing officer will be the examinee's Flt/CC, approving officer will be the SQ/CC.

7.3.6.2.3.6. **(Added-PACAF)** If FE is the examinee's SQ/CC, reviewing officer will be the OG/CD, approving officer will be the OG/CC.

7.3.6.2.3.7. **(Added-PACAF)** For attached flyers at the NAF level and below, if the FE is the examinee's attached SQ/CC, the reviewing officer will be the OG/CD. If the OG/CD is the examinee, the reviewing officer will be the OG/CC and the approving officer will be the WG/CC.

7.3.6.2.3.8. **(Added-PACAF)** Associate units will define variations from above required to satisfy Active/Guard/Reserve chain of command oversight in their unit supplements.

7.3.6.2.3.8.1. **(Added-PACAF)** (AFRC) Associate unit reservists will follow **Table 7.1 (Added)** for AF Form 8 routing/approving. Exceptions: 1) If the attached squadron commander is the evaluator, then the attached squadron DO or attached OG/CC will sign the Form 8 as Reviewing Officer. 2) If the assigned squadron commander is either the evaluator or the examinee, then the assigned OG/CC will approve the AF Form 8.

**Table 7.1. (Added-PACAF) AF Form 8 Reviewing/Approving Officers.**

Examinee	Reviewing Officer	Approving Officer
SQ Assigned	Flt/CC	SQ/CC
SQ ADO or Flt/CC	SQ/DO	SQ/CC
SQ/DO	SQ/CC	OG/CC
SQ/CC	OG/CD	OG/CC
WG/OG/SQ Attached	Attached Flying SQ/CC	OG/CC
OG/CD	Attached Flying SQ/CC	OG/CC
OG/CC	Attached Flying SQ/CC	WG/CC
WG/CV	Attached Flying SQ/CC	WG/CC
WG/CC	Attached Flying SQ/CC	NAF/CC/CV
NAF Attached	Attached Flying SQ/CC	NAF/CC
NAF/CC	Attached Flying SQ/CC	PACAF/A3
MAJCOM Attached	PACAF/A3T	PACAF/A3
MAJCOM IG/A3	PACAF/A3T	PACAF/A3
Associate unit reservists, including AFRC Group/CC, Group/CD, SQ/CC, SQ/DO, and any attached HHQ flyers	Attached (Host) SQ/CC	Assigned SQ/CC

7.3.6.2.4. 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, reviewing officer and final approving officer will be as follows:

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

7.3.6.3.2. Reviewing and Final Approving Officer. For Reviewing and Final Approving Officers annotate unit as directed by paragraph 7.3.6.2 (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's signature in Section III of the AF Form 8 certifying that the examinee has been briefed and understands the action being taken. The examinee will be the last dated signature on the AF Form 8.

7.3.7. **Section IV – Comments.** Use the following headings and format as in **Figure 7.1** in the space provided on the reverse side of the form, formatted head-to-foot.

7.3.7.1. **Restrictions (If required).** Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.

7.3.7.2. **Exceptionally Qualified Designation (Optional).** Enter designation in all capital letters. Document justification for award of exceptionally qualified designation (e.g., areas of excellence) before Examiner's Remarks, Section IV Comments. See **Figure 7.1**

7.3.7.3. Examiner Remarks.

7.3.7.3.1. General. For evaluations requiring two or more flights, the mission description and each required subsequent paragraph/subparagraph will be annotated with First Sortie, Second Sortie, etc., as applicable. First Sortie, Second Sortie, etc. entries on subsequent paragraphs/ subparagraphs will be annotated only if there are discrepancies or recommended additional training - otherwise annotate with "None" or omit as required. Flight examiners other than the one signing Section III will sign a signature block containing name, rank, unit and office symbol immediately adjacent their remarks under their Mission Description portion of the Examiner's Remarks (see **Figure 7.1** for Examiner Remarks format).

7.3.7.3.2. Mission Description. Mission descriptions will be of sufficient detail to verify that the significant required areas for the evaluation were accomplished. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all evaluations of instructors. For Aeromedical Evacuation crewmembers, enter mission descriptions for all AECM qualifications, IAW AFI 11-2AE, Vol 2.

7.3.7.3.2.1. **(Added-PACAF)** At the end of the Mission Description add the examinee's supervisor's rank, name, position (CC/DO/Flt CC), and whether he attended the debrief or was debriefed on mission results (i.e. "Lt Col Jones, 69 FS/DO, attended the debrief.").

7.3.7.3.2.2. **(Added-3WG)** Areas evaluated that are not required for the evaluation will be included in the examiner remarks.

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 awarded, annotation if discrepancy was debriefed and synopsis of discrepancy. Associate all ground phase (i.e. EPE, SIM, etc.) discrepancies under paragraph B.

Discrepancies, 1. Ground and all flight phase discrepancies under B. Discrepancies, 2. Flight (see **Figure 7.1**).

7.3.7.3.4. Additional Comments. Comments are restricted to significant information dealing with the evaluation not documented elsewhere. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited.

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

7.3.7.3.4.2. 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 ATD according to the AFI 11-2 MDS-Specific Volume 2 grading criteria), in this paragraph enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

7.3.7.3.4.3. If an individual received an overall Q-3, in this paragraph indicate whether the entire evaluation must be reaccomplished, or just specific grading areas/subareas.

7.3.7.3.4.4. If the recheck examiner of a ground recheck is different than the initial flight examiner, the recheck examiner will sign and date an appropriate statement under this paragraph.

7.3.7.3.4.5. Incorporate the information contained in any applicable MFRs (e.g. extension, waivers, etc.). Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8.

7.3.7.4. **Reviewing Officer Remarks.** (Optional) If used, Reviewing Officers will annotate their remarks following the Examiner's Remarks in the space provided.

7.3.7.5. **Approving Officer Remarks.** (Optional) If used, Approving Officers will annotate their remarks following the Reviewing Officer Remarks in the space provided.

7.3.7.6. **Additional Reviews.** (Optional) Additional reviews are at a unit's discretion and will be defined in the unit's supplement.

Figure 7.1. (Section IV, Comments block).

**RESTRICTION(S)** *(If required)*: See paragraph 7.3.7.1.

**EXCEPTIONALLY QUALIFIED** *(Optional)*: See paragraph 7.3.7.2.

**EXAMINER'S REMARKS**: See paragraph 7.3.7.3.

**A. Mission Description.** See paragraph 7.3.7.3.2. If more than one flight examiner was involved in administering the in-flight portion of the evaluation, note here (reference paragraph 7.3.6.1.3.). Sign and date comment (enter name, rank, and organization; sign and date).

**B. Discrepancies.** Document all discrepancies (Q- or U) or enter "NONE."

1 Ground. *Note:* Include date of Q-3 eval as follows: "(Date of Q-3: 11 Dec 03)."

2 Flight.

*(Use the following entries for paragraphs C and D if required)*

**C. Recommended Additional Training.** If paragraph C is not used and paragraph D is used, annotate "C. Recommended Additional Training. None."

1 Ground.

2 Flight.

**D. Additional Comments.**

1....

2....

**REVIEWING OFFICER'S REMARKS**: See paragraph 7.3.7.4.

**APPROVING OFFICER'S REMARKS**: See paragraph 7.3.7.5.

**ADDITIONAL REVIEWS**: See paragraph 7.3.7.6.

### 7.3.8. Temporary Evaluation Certification and Suspense.

7.3.8.1. File a temporary evaluation certificate or a draft AF Form 8 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 certificate or draft Form 8 will include examinee, examiner, type evaluation, qualification level, and date completed. List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates. The examiner completing the evaluation will sign and date the certificate. Procedures concerning the temporary evaluation certificate will be outlined in the unit supplement.

7.3.8.2.1. **(Added-3WG)** Temporary evaluation documentation or a draft AF Forms 8/8a will be completed no later than 5 working days after the evaluation is completed and placed in Section II (right side) of the FEF. After all signatures have been obtained on the original AF Form 8, remove the evaluation documentation or draft AF Form 8 and insert the original AF Form 8 into Section II. Make the appropriate entry in the AF Form 942, *Record of Evaluation*. If requisites have not been completed by the end of the flight portion of the evaluation, the evaluation is incomplete, and a draft copy of the AF Form 8 will be placed in the FEF pending completion.

7.3.8.3. Remove the temporary evaluation certificate when the permanent AF Form 8 is filed in the FEF.

7.3.8.4. File the completed AF Form 8 (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8.

7.3.8.4.1. **(Added-3WG)** Do not withhold filing an AF Form 8 while awaiting additional training. If AF Form 8 signatures are completed outside of this window, annotate as a minor discrepancy.

### 7.3.9. Ground Rechecks.

7.3.9.1. Ground rechecks are accomplished subsequent to the debriefing of an unqualified evaluation when the flight examiner deems a flight recheck unnecessary.

7.3.9.2. The ground recheck will be documented on the original AF Form 8 generated to document the Q-3 flight evaluation.

7.3.9.3. To document the ground recheck, follow instructions in paragraphs **7.3.3** through **7.3.6**, except as noted below:

7.3.9.3.1. Date Completed. Use the latest completion date (ground phase or successful ground recheck) of the evaluation.

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

7.3.9.3.3. Qualification Level. Annotate the overall qualification grade as "3/1" in the qualified block.

7.3.9.3.4. Expiration Date of Qualification. For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the ground recheck was successfully completed.

7.3.9.3.5. Examiner's Remarks: Recommended Additional Training. Document all recommended additional training associated with grading areas where deficiencies will be remedied by a ground recheck under subparagraph labeled Ground.

7.3.9.3.6. The flight examiner that completed the flight evaluation will sign the front of the AF Form 8. If the recheck examiner is different than the initial flight examiner, the recheck examiner will sign and date an appropriate statement in the Comments/Examiner's Remarks.

**7.4. AF Form 8a, Certificate of Aircrew Qualification (Multiple Aircraft).** Use of AF Form 8a is optional for aircrew maintaining qualification in multiple aircraft and/or multiple series qualification in the same MDS. See [Attachment 4](#) for sample AF Forms 8a.

7.4.1. **Purpose.** Use the AF Form 8a to record aircrew qualification in multiple aircraft as demonstrated in required ground and flight evaluations. Certification of an AF Form 8a is accomplished by four individuals, beginning with the Flight Examiner, who completes the evaluation by signing the AF Form 8a. Next, the Reviewing Officer and Final Approving Officer review the contents, the flight examiner's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and sign the AF Form 8a. The final signature is provided by the examinee, who will sign the completed AF Form 8a. Certification will not occur until all requisites of all aircraft for which the aircrew member possesses an aircraft AO are complete. **EXCEPTIONS:** Flight Surgeons and non-rated aircrew with only a ground phase examination do not require a Reviewing Officer's signature, IAW paragraph [7.4.6.2](#) For a Commander-Directed Downgrade AF Form 8a, only the commander signs as the Final Approving Officer. See paragraph [7.5.2.4.3](#)

7.4.1.1. Use a separate AF Form 8a for all flight phase rechecks.

7.4.1.2. Failed ground phase requisites will be completed on the original AF Form 8a.

7.4.2. **General Data Entry.** Use the following guidance when completing an AF Form 8a.

7.4.2.1. For date fields in the AF Form 8a use a two-digit day, three-letter month and two-digit year format. For electronic forms, use the date format required by the form.

7.4.2.2. The Eligibility Period and Expiration Date of Qualification will use a three-letter month and two-digit year format. For electronic forms, use the date format required by the form.

7.4.2.3. Except for the organization of the Comments block described in paragraph [7.4.7](#), sample AF Forms 8a are provided to demonstrate the content, not the format, of the data presented (see [Attachment 4](#)).

7.4.2.4. To facilitate the entry of data on the form, except where specifically noted otherwise, use upper and lower case letters.

7.4.2.5. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

7.4.3. **Date Completed.**

7.4.3.1. Use the latest requisite completion date (ground or flight phase) of the evaluation requisites or the additional training of all MDS listed on the AF Form 8a. Ensure all MDS on aircrew member's aircraft AO are listed on the AF Form 8a before determining the date completed.

7.4.3.2. Use this date on the AF Form 942.

**7.4.4. Section I - Examinee Identification.**

7.4.4.1. Name, Rank (abbreviated or non-abbreviated rank format is acceptable) and Social Security Account Number (SSAN). *Note:* Use of last four of SSAN is approved.

**7.4.4.2. Organization and Location.**

7.4.4.2.1. Enter examinee's unit designation and location assigned.

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

7.4.4.2.3. **(Added-PACAF)** Use HQ PACAF/A3TV or HQ PACAF/IGO (as appropriate), Hickam AFB, HI for HQ PACAF flight examiners.

**7.4.4.3. Eligibility Period.**

7.4.4.3.1. Enter the 6-month period preceding the expiration date from the last similar periodic aircrew qualification evaluation documented on either an AF Form 8 or AF Form 8a (e.g., if the evaluation expires Sep 06, enter Apr 06-Sep 06).

7.4.4.3.2. Enter N/A (not applicable) for initial/re-qualification periodic aircrew evaluations, SPOT aircrew evaluations and out-of-eligibility evaluations. (ex: adding additional aircraft to existing qualifications outside of eligibility period)

7.4.4.3.3. Periodic evaluation extended under the provisions of paragraph **5.2.6.3** will enter the original 6-month period preceding the expiration date from the last similar periodic air-crew qualification evaluation (e.g., if the last MSN evaluation expires Nov 06 with a 3 month extended periodic evaluation expiration date of Feb 07, enter Jun-Nov 06). *Note:* Extended evaluation only extends the expiration date, not the eligibility period.

**7.4.4.4. Expiration Date.**

7.4.4.4.1. 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.

7.4.4.4.2. 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.

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

**7.4.5. Section II –Aircraft Qualification.**

**7.4.5.1. Aircraft/Crew Position.**

7.4.5.1.1. Enter the aircraft MDS in which the flight phase evaluation was given. When no flight phase evaluation was accomplished or when aircrew is qualified in two or more aircraft IAW Universal Qualification guidelines, enter the primary aircraft MDS, as shown on aircrew's Aeronautical Order.

7.4.5.1.2. Enter the examinee's highest qualification reflecting the intention of the evaluation (e.g., IJ, MJ, IH, IAM, etc.) in that particular aircraft MDS. *Note:*

Examiner is not a qualification, it is a certification, and should only be entered when demonstrated during the evaluation, i.e., a SPOT evaluation in which the examinee receives an evaluation while administering an evaluation.

7.4.5.1.3. Flight Surgeon. Enter “ALL” for the aircraft, unless qualification is for a specific MDS and “FS” for the Flight Surgeon crew position.

#### 7.4.5.2. Ground Phase.

##### 7.4.5.2.1. Examination/Check.

7.4.5.2.1.1. Make a separate entry for each ground requisite, by MDS, as required by the applicable AFI 11-2 MDS-Specific Volume 2 and/or other applicable AFI guidance.

7.4.5.2.1.2. 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.)

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

7.4.5.2.2. **Date.** In the date column, enter the date that the requisite is successfully completed.

7.4.5.2.3. **Grade.** Enter failed examination score with successfully completed score as follows: 84/98.

7.4.5.3. **Flight Phase** (if required by AFI 11-2 MDS-Specific Volume 2, and/or other applicable AFI guidance). 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 8/8a for each MDS with flight phase evaluations IAW multiple qualification guidance in paragraphs 5.2.17 and universal qualification guidance in paragraph 5.2.18

##### 7.4.5.3.1. Mission/Check.

7.4.5.3.1.1. Use the following designations to describe the purpose of the evaluation(s): QUAL, MSN, INSTR and SPOT.

7.4.5.3.1.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, and N/N. More than one prefix may be used to describe an evaluation as outlined in paragraph 5.2.3.5

7.4.5.3.1.3. The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in paragraphs 5.2.1.4.1 and 5.2.3.2.6

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

7.4.5.3.1.5. Make multiple single line entries for each flight/event if two or more flights/ events are required and they are administered by either different flight examiners or on separate days. **EXCEPTION:** Where a single mission (such as

airlift tasking) consists of multiple flights over one or more days with the same flight examiner, a single line entry may be used.

#### 7.4.5.3.2. **Date.**

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

7.4.5.3.2.2. For evaluations where a single mission consists of multiple flights over one or more days, a single line entry with the inclusive dates of the flight(s) may be used (see paragraph [7.4.5.3.1.5](#)). Document this fact in the Mission Description portion of the Examiner's Remarks.

7.4.5.3.2.3. For evaluations conducted on missions consisting of a single flight spanning more than one day, a single line entry with the date the mission was completed will be used. Document this fact in the Mission Description portion of the Examiner's Remarks.

#### 7.4.5.4. **Qualification Level.**

7.4.5.4.1. Enter member's overall qualification level, place a "1" or "2" in the qualified block or a "3" for unqualified for the aircrew member's overall qualification level.

7.4.5.4.2. Combined evaluations (i.e., QUAL/MSN) are not applicable to Universal Qualified aircrew members and will not be annotated on an AF Form 8a.

7.4.5.4.3. In the event of a ground recheck for a flight phase Q-3 evaluation, annotate the overall qualification grade on the AF Form 8a as "3" and on the AF Form 942 as "3/1".

7.4.5.5. **Universal Qualification Aircraft.** Annotate each MDS separately in Section II, Universal Aircraft Qualification blocks, as listed on the aircrew member's aircraft AO where qualification is being attained/maintained by this AF Form 8a. The first block will contain the MDS listed under ACFT/CREW POSITION block, and will be annotated on the AF Form 942 IAW paragraph 7.8.2.

7.4.5.6. **Additional Training.** Additional training required by a flight examiner to remedy deficiencies identified during an evaluation will be IAW paragraph [5.2.12.2](#) and paragraphs below.

##### 7.4.5.6.1. **Due Date(s) .**

7.4.5.6.1.1. If required, enter a date not to exceed the last day of the third month following the event requiring additional training; otherwise, enter "N/A."

7.4.5.6.1.2. If more than one date is required, preface the due dates with the type of training required.

##### 7.4.5.6.2. **Date Additional Training Completed.**

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

7.4.5.6.2.2. If more than one date is required, preface the date completed with type of training required.

#### 7.4.5.6.3. **Certifying Official.**

7.4.5.6.3.1. The Certifying Official signing Section II of the AF Form 8a is responsible for the certifying additional training was complete.

7.4.5.6.3.2. The instructor completing the additional training (or last training event if more than one) will sign and date the Additional Training block in Section II of the AF Form 8a.

7.4.5.7. **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 examinations, see paragraph [7.4.5.2.3](#)

#### 7.4.6. **Section III - Certification.**

##### 7.4.6.1. **Flight Examiner.**

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

7.4.6.1.1.1. Is responsible for the content of the AF Form 8a.

7.4.6.1.1.2. When flight phase is required, will always place an "X" in the remarks block and make comments in the Comments block Section IV.

7.4.6.1.1.3. With only ground phase requisites required, do not place an "X" in the remarks block and no Examiner Remarks are required in the Comments block in Section IV.

7.4.6.1.1.4. Will be the first dated signature on Section III of the AF Form 8a.

7.4.6.1.2. If two or more flights are required to complete an evaluation, the flight examiner completing the evaluation will sign Section III of the AF Form 8a.

7.4.6.1.3. With only ground phase requisites required, any unit designated flight examiner can sign the AF Form 8a as the certifying Flight Examiner.

7.4.6.1.4. If more than one flight examiner was involved in administering the in-flight portion of the evaluation, flight examiners other than the one signing Section III will enter remarks in the Comments block of the AF Form 8a describing those parts of the flight evaluation they evaluated and sign a signature block immediately adjacent their remarks.

##### 7.4.6.2. **Reviewing and Final Approving Officers.**

7.4.6.2.1. **Reviewing Officer.** After the Flight Examiner has signed the AF Form 8a, the Reviewing Officer will review the content, the flight examiner's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block indicating concurrence with the AF Form 8a. If the Reviewing Officer does not agree with the overall rating, the overall grade will not be changed. The Reviewing Officer will place an "X" in the "Do Not Concur" block and will comment in Section IV, Comments block. **EXCEPTION:** A Reviewing Officer is not required for a Flight Surgeon or any non-rated aircrew with only ground phase examination requisites for qualification on the AF Form 8a.

- 7.4.6.2.2. **Final Approving Officer.** After the Reviewing Officer has signed the AF Form 8a, the Final Approving Officer will review the content, the flight examiner's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block indicating concurrence with the content on the AF Form 8a. If the Final Approval Officer does not agree with the overall rating, the overall grade will not be changed. Place an "X" in the "Do Not Concur" block and comment in Section IV, Comments block.
- 7.4.6.2.3. MAJCOMs will specify the reviewing and final approving officers in the MAJCOM supplement to this instruction 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 in Section III of the AF Form 8a.
- 7.4.6.2.4. For evaluations completed at formal course FTU locations, the reviewing and final approving officers will be assigned to the FTU.
- 7.4.6.2.5. **(Added-PACAF)** The flight examiner will not be the reviewing or approving officer for any evaluation they administer.
- 7.4.6.3. **Organization Block Format.** The format and content of data for the Organization block for the flight examiner, reviewing officer and final approving officer will be as follows:
- 7.4.6.3.1. **Flight Examiner.** Annotate unit or organization and office symbol of the flight examiner that administered the evaluation(s) (e.g., 526 ARS/DOT, 9AF/OV, AFSOC/A3V).
- 7.4.6.3.2. **Reviewing and Final Approving Officer.** For Reviewing and Final Approving Officers annotate unit and office symbol as directed by paragraph **7.4.6.2.3**
- 7.4.6.4. **Examinee.** The examinee will sign and date after the Final Approving Officer's signature in Section III of the AF Form 8a certifying that the examinee has been briefed and understands the action being taken. The examinee will be the last dated signature on the AF Form 8a.
- 7.4.7. **Section IV – Comments.** Use the following headings and format in the space provided on the reverse side of the form, formatted head-to-foot.
- 7.4.7.1. **Restrictions (If required).** Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.
- 7.4.7.2. **Exceptionally Qualified Designation (Optional).** Enter designation in all capital letters. Document justification for award of exceptionally qualified designation (e.g., areas of excellence) before Examiner's Remarks, Section IV Comments.
- 7.4.7.3. **Examiner Remarks.**
- 7.4.7.3.1. General. For evaluations requiring two or more flights, the mission description and each required subsequent paragraph/subparagraph will be annotated with First Sortie, Second Sortie, etc., as applicable. First Sortie, Second Sortie, etc.

entries on subsequent paragraphs/ subparagraphs will be annotated only if there are discrepancies or recommended additional training - otherwise annotate with "None" or omit as required. Flight examiners other than the one signing Section III will sign a signature block containing name, rank, unit and office symbol immediately adjacent their remarks under their Mission Description portion of the Examiner's Remarks (see **Figure 7.1** for Examiner Remarks format).

7.4.7.3.2. Mission Description. Mission descriptions will be of sufficient detail to verify that the significant required areas for the evaluation were accomplished. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all evaluations of instructors.

7.4.7.3.2.1. **(Added-PACAF)** At the end of the Mission Description add the examinee's supervisor's rank, name, position (CC/DO/Flt CC), and whether he attended the debrief or was debriefed on mission results (i.e. "Lt Col Jones, 69 FS/DO, attended the debrief.").

7.4.7.3.3. Discrepancies. Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy. Associate all ground phase (i.e. EPE, SIM, etc.) discrepancies under paragraph B. Discrepancies, 1. Ground and all flight phase discrepancies under B. Discrepancies, 2. Flight (see **Figure 7.1**).

7.4.7.3.4. Additional Comments. Comments are restricted to significant information dealing with the evaluation not documented elsewhere. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited.

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

7.4.7.3.4.2. 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 ATD according to the AFI 11-2 MDS-Specific Volumes 2 grading criteria), in this paragraph enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

7.4.7.3.4.3. If an individual received an overall Q-3, in this paragraph indicate whether the entire evaluation must be reaccomplished, or just specific grading areas/subareas.

7.4.7.3.4.4. If the recheck examiner of a ground recheck is different than the initial flight examiner, the recheck examiner will sign and date an appropriate statement under this paragraph.

7.4.7.3.4.5. Incorporate the information contained in any applicable MFRs (e.g. extension, waivers, etc.). Memos For Record become a permanent part of the FEF only when the major discrepancy addressed by the MFR is *not* addressed or corrected by a later AF Form 8/8a.

7.4.7.4. **Reviewing Officer Remarks.** If used, Reviewing Officers will annotate their remarks following the Examiner's Remarks in the space provided.

7.4.7.5. **Approving Officer Remarks.** If used, Approving Officers will annotate their remarks following the Reviewing Officer Remarks in the space provided.

7.4.7.6. **Additional Reviews (Optional).** Reviews are at a unit's discretion and will be defined in the unit's supplement to this instruction, if used.

#### 7.4.8. **Temporary Evaluation Certification and Suspende.**

7.4.8.1. File a temporary evaluation certificate or a draft AF Form 8a 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.

7.4.8.2. The temporary evaluation certificate (if applicable) or a Flight Examiner signed draft AF Form 8a will include examinee, examiner, type evaluation, qualification level, and date completed. If applicable, list any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates. The flight examiner completing the evaluation will sign and date the certificate. Procedures concerning the temporary evaluation certificate will be outlined in the unit supplement.

7.4.8.3. Remove the temporary evaluation certificate when the permanent AF Form 8a is filed in the FEF.

7.4.8.4. File the completed AF Form 8a (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8a.

#### 7.4.9. **Ground Rechecks for Evaluations Requiring a Flight Phase Evaluation.**

7.4.9.1. Ground rechecks are accomplished subsequent to the debriefing of an unqualified evaluation when the flight examiner deems a flight recheck unnecessary.

7.4.9.2. The ground recheck will be documented on the original AF Form 8a generated to document the Q-3 flight evaluation.

7.4.9.3. To document the ground recheck, follow instructions in paragraphs [7.4.3](#) through [7.4.6](#), except as noted below:

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

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

7.4.9.3.3. **Qualification Level.** Annotate overall qualification as "1" in the qualified block after successful completion of Ground Recheck.

7.4.9.3.4. **Expiration Date of Qualification.** For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the ground recheck was successfully completed.

7.4.9.3.5. **Examiner's Remarks: Recommended Additional Training.** Document all recommended additional training associated with grading areas where deficiencies will be remedied by a ground recheck under subparagraph labeled Ground.

7.4.9.3.6. The flight examiner that completed the flight evaluation will sign the front of the AF Form 8a. If the recheck examiner is different than the initial flight

examiner, the recheck examiner will sign and date an appropriate statement in the Comments/Examiner's Remarks.

## **7.5. Commander-Directed Downgrade.**

**7.5.1. Purpose.** Any commander (squadron/detachment or above) in the aircrew member's chain of command may direct a downgrade to an intermediate level of qualification/certification or unqualified/decertified status without administering an evaluation under the following guidance:

7.5.1.1. For flying-related cases, use for cause only, e.g., breach of flying discipline or flight safety - including incidents not observed by an examiner, or observed, but by an examiner of another aircrew specialty.

7.5.1.2. For non-flying-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions. Use in cases where such actions directly affect the commander's confidence in the aircrew member's flying or performance ability to safely operate the aircraft and/or equipment.

**7.5.2. Commander-Directed Downgrade AF Form 8/8a.** Commanders will direct local stan/eval function to prepare an AF Form 8/8a as follows:

7.5.2.1. **Date Completed.** The effective date of the downgrade. The crewmember will cease acting in the qualification(s) in which they have been downgraded. The date does not have to match the final approval officer signature date. It may be prior to or the same as the date of the final approval officer signature date, but will not be after the commander's signature date.

### **7.5.2.2. Section I. Examinee Identification.**

7.5.2.2.1. **Organization and Location.** Complete Name, Rank, SSAN, and organization and office symbol blocks IAW paragraphs [7.3.4](#) and [7.4.4](#)

7.5.2.2.2. **Aircraft /Crew Position.** Enter the aircrew member's downgraded aircraft MDS and crew position. If the individual is downgraded to an unqualified status, enter the crew position to which he will be re-qualified.

7.5.2.2.3. **Eligibility Period.** Enter "N/A" for the block.

### **7.5.2.3. Section II. Qualification.**

7.5.2.3.1. **Flight Phase.** Enter the qualification(s) to be downgraded (i.e. INSTM/QUAL/ MSN) with the date of the situation that caused the downgrade in the appropriate flight or ground phase blocks.

7.5.2.3.2. **Qualification Level.** If the individual is downgraded to an intermediate level of qualification, place a "2" in the Qualified block. If the crewmember is downgraded to an unqualified status, place a "3" in the Unqualified block.

7.5.2.3.3. **Expiration Date of Qualification.** Enter "N/A".

7.5.2.3.4. **Restriction(s) and Additional Training Due Date.** If the downgrade is simply to a basic level of qualification, leave the box for Restriction(s) unmarked and enter "N/A" for Due Dates and "N/A" for Date Additional Training Completed. If the downgrade is to an unqualified status, place an "X" in the box for Restriction(s) and

enter a Due Date as the last day of the third month from the effective date. Complete the Date Additional Training Completed when required training is complete. The Instructor completing the additional training (or last training event if more than one) will sign and date the Date Additional Training Completed block in Section II of the AF Form 8/8a.

7.5.2.3.5. **Commander-Directed Downgrade Block.** Place an “X” in the box.

7.5.2.4. **Section III.** Only the commander directing the downgrade and the individual concerned will sign the AF Form 8/8a. Additional reviews are at the MAJCOM discretion.

7.5.2.4.1. **Flight Examiner.** Leave blank.

7.5.2.4.2. **Reviewing Officer.** Leave Blank.

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

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

7.5.2.5. **Section IV. Comments** (see **Figure 7.2**, **Figure 7.3** and **Figure 7.4**).

7.5.2.5.1. Non-flying cases. See **Figure 7.2** for example.

7.5.2.5.2. Flying cases.

7.5.2.5.2.1. If the downgrade is to an intermediate level of qualification (**Figure 7.3**) enter “COMMANDER’S REMARKS.” Follow this by “A. Narrative,” describing the reason for the downgrade. Include “for cause” in the reasoning statement. Identify discrepancies in paragraph B. Recommend additional training (optional) in paragraph C. Additional Comments may be included in paragraph D. If additional reviews are accomplished, annotate in remaining space or use continuation page.

7.5.2.5.2.2. If the downgrade is to an unqualified status (**Figure 7.4**), enter “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.” Follow this by “A. Narrative,” describing the reason for the commander-directed downgrade. Include “for cause” in the reasoning statement. Identify discrepancies in paragraph B. Recommend additional training in Paragraph C, followed by the specific corrective action or training required prior to requalification, or enter “None.” Additional Comments may be included in paragraph D. If additional reviews are accomplished, annotate in remaining space or use continuation page.

**Figure 7.2. Commander-Directed Downgrade (non-flying-related cases).**

**RESTRICTION(s):** Comments are mandatory, see paragraph 5.2.14.

**COMMANDER'S REMARKS:**

**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.

**B. Recommended Additional Training.** If paragraph C is not used annotate "B. Recommended Additional Training. None."

**C. Additional Comments. ...**

**Additional Reviews:** *(Optional)*

**Figure 7.3. Commander-Directed Downgrade (flying-related cases, intermediate level of restriction).**

<p><b>COMMANDER'S REMARKS:</b></p> <p><b>A. Narrative.</b> 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.</p> <p><b>B. Discrepancies.</b> Document all discrepancies (Q- or U). Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy.</p> <ol style="list-style-type: none"><li>1. Ground.</li><li>2. Flight.</li></ol> <p><i>Use the following entries if required:</i></p> <p><b>C. Recommended Additional Training.</b> Enter recommended additional training or "None."</p> <ol style="list-style-type: none"><li>1. Ground.</li><li>2. Flight.</li></ol> <p><b>D. Additional Comments. ...</b></p> <p><b>Additional Reviews:</b> <i>(Optional)</i></p>
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**Figure 7.4. Commander-Directed Downgrade (flying-related cases, unqualified status).****RESTRICTION(s): COMMANDER-DIRECTED DOWNGRADE**

- 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.
- B. Discrepancies.** Document all discrepancies (Q- or U). Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy.
1. Ground.
  2. Flight.
- C. Recommended Additional Training.** Enter recommended additional training or "None."
1. Ground.
  2. Flight.
- D. Additional Comments. ...**

**Additional Reviews: (Optional)**

**7.6. AF Form 1381, USAF Certification of Air Crew Training.** Optional. If used, comply with the following guidance when completing an AF Form 1381. MAJCOMs may prescribe use of AF Form 1381 or AF Form 4348 (see paragraph 7.7). If prescribed, use either form. See [Attachment 6](#) for sample AF Form 1381.

7.6.1. **Purpose.** The AF Form 1381 provides a permanent record/certification source for aircrew certifications not attained through an AF Form 8/8a qualification. (MAJCOMs may approve use of a unit certification document signed by an authorized official. An authorized official for a unit certification document will be an official authorized to approve an AF Form 8 or 8a, or another appropriate authority designated in writing by this official.)

7.6.1.1. Maintain a separate AF Form 1381 in the FEF, Section I, documenting certifications by individual assigned flying unit and primary MDS. For aircrew members with multiple aircraft certifications attained through difference training, only one AF Form 1381 is required; specify the primary mission MDS designation. File AF Forms 1381 in chronological order with the most recent on top. **Note:** May also be filed in an aircrew member's permanent training folder, as a training completion document. When AF Form 1381 is used as a training completion document, refer to AFI 11-202, Volume 1, for guidance.

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.

7.6.1.2.1. The AF Form 1381 will document all certifications attained in previous and current MDS(s). Retain as a historical source document. File AF Forms 1381 in chronological order with the most recent on top.

7.6.1.2.2. During the initial review of individual FEF, also review AF Form 1381 entries in the aircrew member's training folder to determine applicable certifications of new assigned/ attached aircrew members. Document aircrew certifications as specified by the assigned/ attached flying unit commander on a new AF Form 1381.

7.6.1.2.2.1. The OGV/DOV Chief or other individual designated by the squadron commander will sign a one line entry below all other entries signifying acceptance of those events listed above (see paragraph 7.6.7 for documentation requirements).

7.6.1.2.3. AFI 11-202, Volume 2/MAJCOM Supplement will specify AF Form 1381 certifying officials, IAW paragraph 7.6.3.4

7.6.1.2.3.1. **(Added-PACAF)** HQ PACAF/A3TV approves the use of a unit certification document signed by an authorized official (such as a Letter of X's) in lieu of an AF Form 1381. An authorized official for a unit certification document or AF Form 1381 will be an official authorized to approve an AF Form 8 or 8a, or another appropriate authority designated in writing by this official.

7.6.1.2.4. **(Added-PACAF)** When differences between series aircraft in the same MDS are great enough (ex: KC-135A to KC-135R), the lead MAJCOM (ex: AMC), in coordination with using MAJCOMs (ex: PACAF), will identify requirements for separate qualification requirements. When separate qualification is not required (ex: KC-135R Block 30 to KC-135R Block 40), document certification in different MDS series using AF Form 1381 or unit certification document.

7.6.1.3. Do not use AF Form 1381 to document one-time training/new equipment unless directed by HHQ.

7.6.1.4. Appropriate guidance that may require aircrew certification using AF Form 1381 entry include AFI 11-202, Volume 2/MAJCOM Supplement; AFI 11-2 MDS-Specific Volume 1; AFI 11-2 MDS-Specific Volume 3, *MDS XX - Operations Procedures*; CONOPS; HHQ messages; and local unit guidance.

7.6.1.5. MAJCOMs supplements may specify procedures or sources for preparing AF Forms 1381.

7.6.1.5.1. **(Added-PACAF)** The AF Form 1381 provides a permanent record/certification source for aircrew certifications not attained through an AF Form 8/8a qualification. A completed AF Form 4022 (specific to required training) which includes AF Forms 4023, 4024, 4025, training guides, and additional information (waivers, etc.) will be used as source documentation for AF Form 1381. Refer to AFI11-2-MDSV1 for guidance on form completion.

#### 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) and last four of SSAN.

7.6.2.2. Use one line for each certification or decertification.

7.6.2.3. Enter each certification or decertification in chronological order base on the date the action is completed.

7.6.2.4. For date fields in the AF Form 1381, use a two-digit day, three-letter month and two-digit year format (e.g., 20 Dec 05), or as required by electronic form (20051220).

#### 7.6.3. **Certification.**

7.6.3.1. **(DELETE.)**

7.6.3.2. Subject Title. Enter each certification title on the AF Form 1381.

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

7.6.3.3.1. 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.

7.6.3.4. Certification Official/Organization. The Certifying Official will sign above their typed name, rank, organization and office symbol.

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

7.6.3.6. If a certification is given with restrictions, state the restrictions on the AF Form 1381. Use additional lines on the AF Form 1381, as necessary.

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, line out the event, date and certifying official/organization/location; annotate "Decertification for Cause" under Training Requirement/ Subject Title; enter date of decertification under Date

Completed; enter name, rank, organization, and office symbol and signature of decertifying official under Certifying Official/Organization.

**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 AFI 11-2 MDS-Specific Volume 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: line out the event, date and certifying official/organization/location; annotate “Discretionary Decertification” under Training Requirement/Subject Title; enter date of decertification under Date Completed; enter name, rank, organization and office symbol of the decertifying official under Certifying Official/ Organization. **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: line out the event, date and certifying official/ organization/location; annotate “Renamed (new name)” under Subject Title.

7.6.4.2.4. For members who change MDS while assigned/attached to the same stan/eval organization, prepare a new AF Form 1381 indicating the new MDS and transcribe all events which apply to the new MDS IAW paragraph [7.6.1.2.2](#)

**7.6.5. Unusual Circumstances.** When unusual circumstances require additional information for an AF Form 1381 entry, use additional lines as necessary or reaccomplish the AF Form 1381.

**7.6.6. Computer Generated AF Forms 1381.** Units may use a computer-generated AF Form 1381 to make new entries or corrections as long as cumulative hard copy entries are maintained. Computer-generated forms must mirror AF forms as published on the Air Force e-Publishing web site.

7.6.6.1. A computer-generated AF Form 1381 must be signed IAW paragraph [7.6.1.2.2.1](#)

7.6.6.2. The last signature on a computer-generated AF Form 1381 certifies:

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

7.6.6.2.2. 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 1381.

**7.6.7. Unit Supplement.** Describe unit AF Form 1381 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 1381

are also included in ARMS. Annotate if someone other than the Chief of OGV/DOV has been authorized by the squadron commander to sign the last line of an AF Form 1381.

**7.7. AF Form 4348, USAF Aircrew Certifications.** Optional. Use in place of AF Form 1831 when used. If used, comply with the following guidance when completing an AF Form 4348. See [Attachment 7](#) for sample AF Forms 4348.

**7.7.1. Purpose.** The AF Form 4348 provides a permanent record and certification source for aircrew certifications not attained through an AF Form 8/8a qualification.

7.7.1.1. 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 (i.e. F-16C and F-16CG), only one AF Form 4348 is required; specify the primary mission MDS designation. File AF Forms 4348 in chronological order with the most recent on top.

7.7.1.2. 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.

7.7.1.2.1. The AF Form 4348 will document all certifications attained in previous and current MDS(s). Retain in the FEF, Section I, under tab 1, as a historical source document. File AF Forms 4348 in chronological order with the most recent on top.

7.7.1.2.2. 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.

7.7.1.2.2.1. The OGV/DOV Chief or other individual designated by the squadron commander will sign a one line entry below all other entries verifying that above certification transcriptions are accurate (see paragraph [7.7.7](#) for documentation requirements).

7.7.1.2.3. AFI 11-202, Volume 2/MAJCOM Supplement will specify AF Form 4348 certifying officials, IAW paragraph [7.7.3.4](#)

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

7.7.1.4. Appropriate guidance that may require aircrew certification using AF Form 4348 entry include AFI 11-202, Volume 2/MAJCOM Supplement; AFI 11-2 MDS Specific, Volume 1; AFI 11-2 MDS Specific, Volume 3; CONOPS; HHQ messages; and local unit guidance.

7.7.1.5. MAJCOMs supplements will specify procedures or sources for preparing AF Forms 4348.

**7.7.2. General Data Entry.**

7.7.2.1. Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II), last four of SSAN, unit MDS and unit organization/location.

7.7.2.2. Use one line for each certification.

7.7.2.3. Enter each certification in chronological order base on the date the action is completed.

7.7.2.4. 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.

### 7.7.3. **Certification.**

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

7.7.3.2. 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.

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

7.7.3.3.1. 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.

7.7.3.4. Certification Official/Organization. The Certifying Official will sign above their typed name, rank, organization and office symbol.

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

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

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

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

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

7.7.4.1.2. 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.

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

7.7.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFI 11-2 MDS-Specific Volume 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.

- 7.7.4.2.2. 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.
- 7.7.4.2.3. 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.
- 7.7.4.2.4. 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 [7.7.1.2.2](#)
- 7.7.5. **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.
- 7.7.6. **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.
- 7.7.6.1. A computer-generated AF Form 4348 must be signed IAW paragraphs [7.7.1.2.2.1.](#), [7.7.3.4.](#), [7.7.4.1.](#), and [7.7.4.2](#) as applicable.
- 7.7.6.2. The signature on a computer-generated AF Form 4348 certifies:
- 7.7.6.2.1. New or rescinded certification attained while assigned/attached to unit of certifying official.
- 7.7.6.2.2. 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.
- 7.7.7. **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/DOV has been authorized by the squadron commander to sign the last line of an AF Form 4348 to signify transcription accuracy IAW paragraph [7.7.1.2.2.1.](#)

**7.8. 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.

- 7.8.1. **Data Entry.** The sample AF Form 942 is provided to demonstrate the content, not the format, of the data presented (see [Attachment 5](#)).
- 7.8.1.1. To facilitate the entry of data on the form, except type of evaluation designations in capital letters, use upper and lower case letters.

7.8.1.2. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

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

7.8.1.4. 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.

7.8.1.5. Use each AF Form 942 until it is filled or “Z” out any unused blocks.

**7.8.2. Type Aircraft/Crew Position.** Enter type 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.

**7.8.3. 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 7.3.5.4.4) 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.

**7.8.4. Date Completed.** Enter date from the Date Completed block of the subject AF Form 8/8a (i.e., the latest completion date of the evaluation ground and flight phase requisites or additional training).

**7.8.5. Qualification Level.** Enter the appropriate qualification level as it appears on the subject AF Form 8/8a (1, 2, 3 or 3/1).

**7.8.6. MAJCOM Change.** A one-line, undated entry containing MAJCOM title will be made for each change in the MAJCOM under which an evaluation was administered.

**7.8.7. Computer Generated AF Form 942.** A computer generated AF Form 942 may be used as long as cumulative entries are retained. Computer-generated forms must mirror AF forms as published on the Air Force e-Publishing web site. Electronic copies of the AF Form 942 should be forwarded with the FEF when the individual moves to a new squadron. If electronic backups are normally maintained on removable storage media (e.g., DVD-ROM/CD-ROM, external hard drive, floppy disk) or are specifically prepared to facilitate transfer of an FEF, file the storage media in Section I of the FEF.

**7.9. Flight Evaluation Folders.** The FEF contains the source documents that constitute the history of flying qualification for each aircrew member. The AF Form 8/8a is the source document used to record and certify the qualification of an aircrew member. A complete history of the AF Forms 8/8a in an FEF is maintained on an accompanying AF Form 942.

**7.9.1. Maintenance.** Each aircrew member who is on flying status must have a FEF, which includes all AF Forms 8/8a, AF Forms 942, AF Forms 1381/4348 (optional; see paragraphs 7.2., 7.6.), and additional MAJCOM specified items. **EXCEPTION:** See paragraph 8.4 for PJ and CRO evaluation folders.

7.9.1.1. 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.

7.9.1.2. HHQ personnel on active flying status may have their FEFs maintained by the stan/eval function at their assigned stations.

7.9.1.3. The FEF for personnel in inactive flying status will be maintained with their Flight Records Folder (FRF).

7.9.1.4. FEF maintenance may be further defined in the MAJCOM supplement to this instruction.

7.9.1.5. Individuals assigned or attached to other than USAF units may use the format of the service of the unit of attachment to document their history of qualification/certification.

7.9.2. **Contents of FEF.** Divide the FEF into two sections:

7.9.2.1. **Section I (left side).** This Section contains AF Forms 942, AF Forms 1381/4348 (if used); see paragraph 7.2 for use of alternate documentation, MAJCOM required items and those items authorized by the unit supplement to this instruction (e.g., logs of initial and annual reviews). Section I may contain two tabbed sub-sections, Tabs are optional.

7.9.2.1.1. AF Forms 942 will be placed on top of Tab 1 this section (when tabs are used), in chronological order with the most recent on top. Place the AF Form 1381/4348, if used (or alternate document) or any certifications, qualifications, authorizations, and/or cross-references to such documents.

7.9.2.1.2. Tab 2 (if used) maintain any additional information as directed by MAJCOM supplement or paragraph 7.7.2.1.4

7.9.2.1.3. If used, file backup electronic storage media in Section I of the FEF.

7.9.2.1.4. If the FEF is not maintained at the same base with the individual's flight record, 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 Tab 2.

7.9.2.1.5. **(Added-PACAF)** Do not maintain extraneous documents, such as AF Forms 46, in the FEF.

7.9.2.2. **Section II (right side).** This Section contains AF Forms 8/8a and Memos for Record for all evaluations listed on the AF Form 942 in Section I.

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

7.9.2.2.2. Memos for record documenting waivers and extensions are filed on top of the affected AF Form 8/8a. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Permanent

MFRs documenting major discrepancies relating to qualification (see paragraph **7.8.5.1.1**) are filed immediately above the latest affected AF Form 8/8a or, in cases where the memo is for items other than those found on AF Forms 8/8a, in chronological order with AF Forms 8/8a. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a.

7.9.2.2.3. Memos for record documenting major discrepancies of a particular AF Form 8/8a will be filed on top of that AF Form 8/8a regardless of date the discrepancy is discovered.

7.9.2.2.4. Memos for record documenting similar discrepancies found on multiple AF Forms 8/8a will be filed on top of the latest affected AF Form 8/8a.

7.9.2.2.5. Copies of these source documents may be filed with other unit agencies for evaluation program management.

### 7.9.3. **Description of Folders.**

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

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

7.9.3.3. Affix a label bearing the individual's name and last four of SSAN to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required.

7.9.3.4. Folders must bear the "Privacy Act" statement or a "For Official Use Only" label/stamp on both sides of the FEF folder.

7.9.4. **Review of FEF.** Document the procedures on how to accomplish an initial review and how to implement the annual review of FEFs in the unit supplement to this instruction.

7.9.4.1. **Initial Review.** The flying unit will review the FEF for all newly assigned aircrew members to establish their currency and qualification prior to their first flight.

7.9.4.1.1. The reviewing organization is responsible for establishing the currency and qualification of the aircrew member as determined from the latest applicable documentation in Sections I and II of the FEF. Following determination of the currency and qualification of the aircrew member, the unit maintaining the FEF is responsible only for documentation subsequently placed in the FEF.

7.9.4.1.2. If the FEF of HHQ personnel on active flying status is maintained by the stan/eval function at their assigned stations, that stan/eval function will also review the FEF prior to their first flight.

7.9.4.1.3. **(Added-PACAF)** Document initial reviews with a one-line entry on the AF Form 942. Annotate "Initial Review" in the Type of Evaluation block and the date conducted in the Date Completed block.

7.9.4.2. **Posting Review.** The stan/eval function will review each AF Form 8/8a, AF Form 1381, or AF Form 4348 when they are placed in the FEF to ensure accuracy and completeness. This review will confirm that the eligibility period and qualification as

documented are correct, all required flight evaluation events were accomplished and requisites were accomplished within the eligibility period and that the AF Form 8/8a contains all signatures and initials within allotted time. AF Forms 1381/4348 will be reviewed for correct certification signature and to ensure all previous entries are accounted for and are accurate. Document the posting review IAW unit or MAJCOM supplement.

7.9.4.3. **Periodic Review.** The stan/eval function will review all unit FEFs to confirm expiration dates used to track required aircrew qualification evaluations are the same as those listed in the FEFs. The interval between reviews will not exceed the qualification period window established by paragraph 5.2.6.1 unless a more restrictive review period is established by the MAJCOM supplement. Document the periodic review IAW unit or MAJCOM supplement. Periodic review of FEFs for personnel in inactive status is not required.

7.9.4.3.1. **(Added-PACAF)** Document annual reviews with a one-line entry on the AF Form 942. Annotate “Annual Review” in the Type of Evaluation block and the date conducted in the Date Completed block.

7.9.5. **FEF Discrepancies.** FEF Discrepancies include those of the AF Forms 8/8a, AF Form 1381, AF Form 4348, and AF Form 942.

7.9.5.1. **Categories of Discrepancies.** Discrepancies are categorized by their impact on qualification/certification.

7.9.5.1.1. Discrepancies that alter the qualification/certification of the affected aircrew member are considered major.

7.9.5.1.2. Those discrepancies that do not alter the qualification/certification of the affected aircrew member are considered minor and include typos, formatting and misspellings.

7.9.5.2. **Major Discrepancies Disposition.** Identified major discrepancies are documented on a permanent MFR filed in Section I or II immediately above the affected AF Form 8/8a/1381/4348, or in chronological order with the AF Forms 8/8a/1381/4348 for items other than those found on AF Forms 8/8a/1381/4348. An MFR created to document late evaluations, OG/CC waivers, etc. is removed from the FEF once the information is incorporated onto the completed affected AF Form 8/8a under Examiner Remarks paragraph D, Additional Comments. Memos for record become a permanent part of the FEF only when the major discrepancy addressed by the MFR is *not* addressed or corrected by a later AF Form 8/8a.

7.9.5.3. **Minor Discrepancies Disposition.** Minor discrepancies are documented on a non-permanent record as defined by the unit supplement to this instruction.

7.9.5.3.1. The record of minor discrepancies is to be used to ensure standardization of AF Forms 8/8a, AF Forms 942, AF Forms 1381, AF Forms 4348, and aircrew member FEFs.

7.9.5.3.2. Record of minor discrepancies need not reside in the FEF.

7.9.5.3.3. Any records of minor discrepancies kept in the FEF will be removed prior to any permanent change in station or status of the affected aircrew member.

7.9.5.3.4. **(Added-PACAF)** Minor discrepancy documentation will be maintained in section 1 (left side) of the FEF.

7.9.5.3.4.1. **(Added-3WG)** Document minor discrepancies using the locally generated FEF Minor Discrepancies Log located on the 3 OGV web page. Place the minor discrepancies log behind the oldest AF Form 942, or equivalent, on the left side of the FEF. Entries on this form may be typed or computer printed.

#### 7.9.5.4. Corrections.

7.9.5.4.1. **AF Form 8/8a.** As a source document, the AF Form 8/8a may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the flight examiner signing Section III of the form initials the correction.

7.9.5.4.2. **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 Section II of the FEF.

7.9.5.4.3. **AF Form 1381.** As a source document, the AF Form 1381 may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the certifying official signing that line of the AF Form 1381 initials the correction. For significant corrections, which alter the certification's intent, make a new AF Form 1381 entry.

7.9.5.4.4. **AF Form 4348.** As a source document, the AF Form 4348 may be corrected by use of white-out/over-print 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, which alter the certification's intent, make a new AF Form 4348 entry.

#### 7.9.6. **Transfer of FEF.** When custody of the FEF is transferred to a new unit or base:

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

7.9.6.2. **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.

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

7.9.6.3.1. When circumstances prevent this, the losing organization will mail the folder to the gaining unit.

7.9.6.3.2. Mail any flight evaluation records not included in the folder at time of transfer to the gaining organization with clear identification of the individual concerned.

7.9.6.3.3. When mailing an FEF or any of its contents, retain a copy until the gaining organization has received the original FEF.

7.9.6.3.4. If any FEF information is maintained electronically, a suitable storage media containing that information will be included with the FEF.

**7.9.7. Disposition of FEF.**

7.9.7.1. Dispose of the aircrew FEF according to the Air Force Records Disposition Schedule (RDS).

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

**7.9.8. PJ and CRO Evaluation Folders.** See paragraph [8.4](#) for PJ and CRO evaluation folder guidance.

## Chapter 8

### SPECIALIZED AIRCREW PROCEDURES

**8.1. Purpose.** This chapter provides guidance for Flight Surgeons and non-rated aircrew personnel to include K-, Q-, and X- prefix Air Force Specialty Codes. **EXCEPTION: Chapter 8** does not apply to X-prefix Aeromedical Evacuation crewmembers.

#### **8.2. Flight Surgeon.**

**8.2.1. Flight Surgeon Qualification.** Basic initial and periodic flight surgeon qualification consists of an open-book examination; a flight evaluation is not required. Upon completion of the basic examination, flight surgeons will be qualified in all USAF aircraft (universal qualification). MAJCOMs and subordinate units may direct additional general and MDS-Specific flight surgeon requirements. Qualification requirements will be documented on AF Form 8/8a. Certification requirements will be documented on AF Forms 1381/4348. Qualification and certification, when required, must be accomplished before flight as an aircrew member.

**8.2.2. Evaluations.** Flight surgeon 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.

#### **8.2.3. Timing of Flight Surgeon Evaluations.**

**8.2.3.1. Expiration Date.** The required periodic evaluations expire on the last day of the 17<sup>th</sup> month following the month in which the date of the AF Form 8/8a was successfully completed.

**8.2.3.2. Scheduling.** Schedule the periodic evaluation in the eligibility period (6-month period prior to expiration date).

**8.2.3.3. Extended Evaluations.** The OG/CC may extend the expiration date of the Flight Surgeon periodic evaluation up to three months on a case-by-case basis. Inform AFMSA/SGPA. Document extended evaluations IAW paragraph [5.2.6.3.4](#)

**8.2.4. Requisite Completion.** MAJCOMs may establish requisites for flight surgeons as necessary. Requisites from a completed evaluation or an examination used for re-currency will not be used for subsequent evaluations. All requisites for scheduled periodic evaluations in the eligibility period must be completed within the 6-month eligibility period prior to the expiration date of the current evaluation period to update that expiration date.

**8.2.5. Grading Policies.** An overall qualification level of Q-1 will be awarded upon the successful completion of the flight surgeon examination(s).

**8.2.6. Flight Surgeon Failure to Complete an Evaluation Within the Required Period.** If a flight surgeon fails to complete an evaluation prior to the qualification expiration date, the flight surgeon loses the qualification covered by the evaluation. The flight surgeon will not fly as a crew member until successful completion of the delinquent evaluation.

8.2.6.1. Qualification is re-established by successfully completing the periodic examination(s).

8.2.6.2. Document in the Comments block on the AF Form 8/8a the reason for out of the eligibility period evaluation.

### 8.2.7. **Flight Surgeon Examination.**

8.2.7.1. **Administrative Procedures.** Flight surgeons will complete a standardized open-book examination. Questions will be randomly generated from a test bank maintained by AFMOA/ SG3P. MAJCOMs and subordinate organizations may establish additional requirements. Examinations will be completed in the unit stan/eval testing area or other appropriate location approved by the unit stan/eval chief.

8.2.7.1.1. **(Added-3WG)** Flight surgeons will complete an initial examination followed by a periodic examination every 17 months consisting of standardized on line open-book examination. A flight evaluation is not required. Upon completion of the basic examination, flight surgeons will be qualified in all USAF aircraft. Flight surgeons will accomplish currency requirements as specified in AFI 11-202, Vol 1 and this instruction. Flight surgeons should also deliver their test score to their assigned flying SQ/CCV for Form 8 completion.

8.2.7.2. **Grading Policy for Examination.** The minimum passing grade for exams is 85 percent – corrected to 100 percent. The open book examination will be corrected to 100% and a certificate will be generated following successful completion. Units will validate successful completion of all required exams prior to flight. Document examination scores as Pass/Fail on the AF Form 8/8a.

8.2.7.3. **Examination Question Sources.** AFMOA/SG3P, in coordination with AF/A3O-AT, will develop the basic flight surgeon examination. AF/A3O-AT will coordinate with applicable MAJCOMs.

8.2.7.4. **Failure to Pass a Requisite Exam.** An evaluation will not be complete until failed exams have been successfully re-accomplished.

8.2.7.4.1. **Reexamination Policy.** A flight surgeon failing a requisite examination at any time must be afforded an adequate study period prior to reexamination. The flight surgeon will be reevaluated using an alternate exam.

8.2.7.4.2. **Reexamination Period.** Failed requisite examination must be completed by successful reexamination before the flight surgeon can resume aircrew flying duties.

8.2.8. **AF Form 8, Certificate of Aircrew Qualification.** See [Chapter 7](#) for basic format. Accomplish flight surgeon-specific actions as directed in this section.

#### 8.2.8.1. **Section I – Examinee Identification.**

8.2.8.1.1. **Aircraft/Crew Position.** When qualification for one specific aircraft is directed, enter aircraft MDS.

#### 8.2.8.2. **Section II- Qualification.**

8.2.8.2.1. **Flight Phase.** A flight evaluation is not required.

8.2.8.2.2. **Expiration Date of Qualification.** For an evaluation that establish a new eligibility period, enter the month and year that is 17 months after the month in which the last ground phase requisite was successfully completed.

8.2.8.3. **Section III. Certification.**

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

8.2.8.3.1.1. Is responsible for the content of the AF Form 8 and ensures that the evaluation is complete.

8.2.8.3.1.2. 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.

8.2.8.3.1.3. The signing flight examiner will annotate their unit and office symbol for the organization block (e.g. 432 FS/DOT).

8.2.8.3.1.4. Any unit designated flight examiner can sign the Flight Surgeon AF Form 8 as the certifying flight examiner.

8.2.8.3.2. **Reviewing and Final Approving Officers.**

8.2.8.3.2.1. A Reviewing Officer is not required for Flight Surgeon AF Forms 8.

8.2.8.3.2.2. The flying unit level commander will sign as the Final Approving Officer.

8.2.8.3.2.3. The Final Approving Officer will annotate unit and position for the organization block (e.g. 432 FS/CC).

8.2.8.3.3. **Examinee.** The flight surgeon will be the last dated signature on the AF Form 8.

8.2.8.4. **Section IV – Comments.** As required.

8.2.8.5. **Additional Reviews.** Additional reviews are at the discretion of the unit.

8.2.9. **AF Form 8a. *Certificate of Aircrew Qualification (Multiple Aircraft)*.** AF Form 8a may be used to document Flight Surgeon Qualification. See [Chapter 7](#) for basic format. Accomplish specific actions as directed in this section.

8.2.9.1. **Section I – Examinee Identification.**

8.2.9.1.1. **Expiration Date of Qualification.** For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the last ground phase requisite was successfully completed.

8.2.9.2. **Section II- Aircraft Qualification.**

8.2.9.2.1. **Ground Phase.**

8.2.9.2.1.1. Aircraft/Crew Position. Enter the annotation “ALL” for the aircraft and “FS” for the crew position.

8.2.9.2.2. **Flight Phase.** A flight evaluation is not required.

### 8.2.9.3. Section III. Certification.

#### 8.2.9.3.1. Flight Examiner.

8.2.9.3.1.1. The flight examiner signing Section III of the AF Form 8a is responsible for the content of the AF Form 8a and ensures that the evaluation is complete.

8.2.9.3.1.2. Examiner Remarks are not required in the Comments block on the Continuation Sheet. If comments are necessary, the flight examiner will place an "X" in the remarks block and make comments on the Continuation Sheet.

8.2.9.3.1.3. The signing flight examiner will annotate their unit and office symbol for the organization block (e.g. 432 FS/DOT).

8.2.9.3.1.4. Any unit designated flight examiner can sign the Flight Surgeon AF Form 8a as the certifying flight examiner.

#### 8.2.9.3.2. Reviewing and Final Approving Officers.

8.2.9.3.2.1. A Reviewing Officer is not required for Flight Surgeon AF Forms 8a.

8.2.9.3.2.2. The flying unit level commander will sign as the Final Approving Officer.

8.2.9.3.2.3. The Final Approving Officer will annotate unit and position for the organization block (e.g. 432 FS/CC).

8.2.9.3.3. **Examinee.** The flight surgeon will be the last dated signature on the AF Form 8a.

8.2.9.4. **Section IV. Comments.** As required on Continuation Sheet.

8.2.9.5. **Additional Reviews.** Additional reviews are at the discretion of the unit.

8.2.9.6. **Additional Aircraft Qualification.** Upon completion of the flight surgeon examination (paragraph 8.2.7), flight surgeons will be qualified in all USAF aircraft. MAJCOMs and subordinate units may establish additional requirements. When flight surgeon qualification is limited to specific aircraft and additional aircraft qualification is required, the following guidance applies:

8.2.9.6.1. Flight Surgeons seeking qualification in additional aircraft must have a valid aircraft assignment aeronautical order IAW AFI 11-402 for that MDS and have successfully completed any MAJCOM requirements for MDS specific exams. Annotate additional aircraft qualifications on the AF Form 8a as specified in the MAJCOM supplement.

8.2.9.6.2. Flight Surgeons assigned to one command/unit, but attached for flying to another command/unit, will accomplish examination requirements as directed by the command/unit of attachment.

8.2.9.6.3. Flight surgeons may be authorized to perform inflight duties in non-USAF aircraft. Comply with AFI 11-401 and paragraph 5.2.19

8.2.10. **Suspense of Flight Surgeon AF Forms 8/8a.** File the completed AF Form 8/8a (all reviews/ approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8/8a.

8.2.11. **(Added-3WG) Flight Surgeon FEFs.** The SQ/CCV will be responsible for creating and maintaining the FEFs of flight surgeons that are attached to their squadron. The flight surgeon exam certificate will act as a draft copy of the AF Form 8 until completed and filed. The FEF will consist of an AF Form 942 (Annotate the type of eval on the AF Form 942 as "OPEN BOOK") and all AF Forms 8.

### 8.3. Non-Rated Aircrew.

8.3.1. **Compliance.** Non-rated aircrew personnel will comply with provisions in this instruction, AFI 11-2 MDS-Specific Volume 2, and/or other applicable AFI guidance. Standardization/Evaluation procedures may be contained in designated chapters/sections of AFIs in other series.

8.3.2. **Non-Rated Aircrew Qualification.** Basic initial and periodic non-rated aircrew qualification will be accomplished by a written examination. A flight evaluation may be directed. MAJCOMs and subordinate units may direct additional general and MDS specific qualification requirements. Qualification requirements will be documented on AF Form 8/8a. Certification requirements will be documented on AF Forms 1381/4348. Qualification and certification, when required, must be accomplished before flight as an aircrew member.

8.3.3. **Evaluations.** Initial, periodic, and MDS-Specific or Aircrew-Specific examinations are considered QUAL evaluations. Flight evaluation may be directed. Additional evaluations (INSTR, SPOT, MSN) may be directed. The MSN flight evaluation, when directed, may be further described by the use of prefixes (INIT, RQ, and N/N) as appropriate, see paragraph [5.2.3](#)

#### 8.3.4. Timing of Non-Rated Aircrew Evaluations.

8.3.4.1. Expiration Date. The required periodic evaluations expire on the last day of the 17<sup>th</sup> month following the month in which the date of the AF Form 8/8a was successfully completed.

8.3.4.2. Scheduling. Schedule the periodic evaluation in the eligibility period (6-month period prior to expiration date).

8.3.4.3. Extended Evaluations. The OG/CC may extend the expiration date of non-rated aircrew periodic evaluations up to three months on a case-by-case basis. Document extended evaluations IAW paragraph [5.2.6.3.4](#)

8.3.5. **Requisite Completion.** Requisites from a completed evaluation or an examination used for re-currency will not be used for subsequent evaluations. All requisites for scheduled periodic evaluations in the eligibility period must be completed within the 6-month eligibility period prior to the expiration date of the current evaluation period to update that expiration date.

8.3.6. **Grading Policies.** Grade evaluations as specified in [Chapter 5](#). Grading policy may be specified in MAJCOM and subordinate unit supplements or in specific AFI guidance.

**8.3.7. Failure to Complete an Evaluation Within the Required Period.** If a non-rated aircrew member fails to complete an evaluation prior to the qualification expiration date, the member loses the qualification covered by the evaluation. The individual will not fly as a crew member until successful completion of the delinquent evaluation.

8.3.7.1. Qualification is re-established by successfully completing the periodic examination(s).

8.3.7.2. Document in the Comments block on the AF Form 8/8a the reason for out of the eligibility period evaluation.

### **8.3.8. Non-Rated Aircrew Examination.**

8.3.8.1. **Administrative Procedures.** Management of non-rated aircrew examinations will be IAW paragraph 6.3 Reference paragraph 6.4.2 for examination security.

8.3.8.2. **Grading Policy for Examination.** The minimum passing grade for exams is 85 percent – corrected to 100 percent. Units will grade all completed requisite exams prior to the member's next flight. Units will describe how to enforce this restriction in the unit supplement to this instruction.

8.3.8.3. **Examination Question Sources.** The lead MAJCOM will develop non-rated aircrew examinations. Open book examinations may be prescribed. Closed book examinations will consist of a minimum of 20 questions, of which a minimum of 10 questions must be safety related (i.e. Emergency Procedures, life support equipment, egress as applicable to the aircrew member's crew position).

8.3.8.4. **Failure to Pass a Requisite Exam.** An evaluation will not be complete until failed exams have been successfully re-accomplished.

8.3.8.4.1. **Reexamination Policy.** An aircrew member failing a requisite examination at any time must be afforded an adequate study period prior to reexamination. The member will be reevaluated using an alternate exam.

8.3.8.4.2. **Reexamination Period.** Failed requisite examination must be completed by successful reexamination before the member can resume aircrew flying duties.

**8.3.9. AF Form 8, Certificate of Aircrew Qualification.** When AF Form 8 is used for non-rated aircrew qualification, accomplish as specified in paragraph 8.2.8 See Chapter 7 for basic format. When a flight evaluation is directed, accomplish applicable portions of the AF Form 8 as specified in Chapter 7.

**8.3.10. AF Form 8a, Certificate of Aircrew Qualification (Multiple Aircraft).** When AF Form 8a is used for non-rated aircrew qualification, accomplish as specified in paragraph 8.2.9 See Chapter 7 for basic format. When a flight evaluation is directed, accomplish applicable portions of the Form 8a as specified in Chapter 7.

**8.3.11. Suspense of Non-Rated Aircrew AF Forms 8/8a.** File the completed AF Form 8/8a (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8/8a.

**8.3.12. AF Form 942, Record of Evaluation.** Document evaluations on an AF Form 942 IAW paragraph 7.6 For AF Form 8a, enter first aircraft.

**8.4. PJ and CRO Additional Procedures.** PJ and CRO additional procedures are established in AFI 16-1202, Volume 2, *Pararescue and Combat Rescue Officer Evaluations*. The OPR for AFI 16-1202, Volume 2, will coordinate the initial guidance and any changes with AF/A3O-AT, to ensure compliance with AFI 11-202, Volume 2. AF/A3O-AT will coordinate with applicable MAJCOMs.

## Chapter 9

### ADDITIONAL PROGRAMS

**9.1. Flight Crew Information File.** 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.

9.1.1. **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	Flight Safety Information (Optional)

9.1.1.1. **(Added-PACAF)** The unit Stan/Eval organization is the OPR for any information to be entered into FCIF Volumes I - IV. Limit entries to those items with a direct bearing on immediate flight requirements.

9.1.1.2. **(Added-PACAF)** NAFs generating Volume I FCIF items and/or SIIs should coordinate with their units' OGV prior to publication for the purpose of the units' OGV providing stan/eval expertise. NAFs will forward a copy of all Volume I FCIF items and SIIs to HQ PACAF/A3TV.

9.1.2. **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.

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

9.1.2.2. 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.

9.1.2.2.1. **(Added-PACAF)** Part B may also contain information designated by the MAJCOM/A3 or OG commander as required to be read before flight. Lengthy documents should be summarized or salient points highlighted to avoid overwhelming aircrews.

9.1.2.2.2. **(Added-3WG)** These items will be considered Go/No-Go information and the OPR for inputs to Part B is 3 OG/OGV. Squadrons may submit proposals for

inputs to 3 OG/OGV in draft form. Final approval authority for inputs is the 3 OG/CC, or designated representative. Part B will contain a numerical index of current and rescinded Part B FCIF items as well as all current Part B FCIFs.

9.1.2.3. 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. Part C is optional.

9.1.2.3.1. **(Added-PACAF)** Part C, General Read File will be used for publication changes, policy notices, etc. Lengthy documents should be summarized or salient points highlighted to avoid overwhelming aircrews. Use Part C to provide current operations guidance that is neither critical nor required to be read before flight.

9.1.2.3.2. **(Added-3WG)** Part C will contain a numerical index of current and rescinded Part C items as well as all current Part C CRFs.

9.1.2.4. 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.

9.1.2.5. Refer to **Attachment 8** for a sample message format for use when issuing an FCIF item from a MAJCOM/NAF stan/eval organization.

9.1.2.6. **(Added-PACAF)** Part D (optional) is reserved for the Flight Crew Bulletin (FCB). At the OG/CC's discretion, a FCB may be used to ensure vital aircrew information, not otherwise immediately accessible by aircrews, is published and updated. Maintain a current copy of the unit FCB in Part D.

9.1.2.6.1. **(Added-PACAF)** OGV manages the FCB process if utilized. Review, publish, and consolidate FCBs quarterly. Active duty host units will coordinate FCBs with their guard/ reserve associate units as applicable. The FCB will include Official Memorandum indicating crewmember applicability. The memorandum will be signed by the OGV Chief and approved by the OG/CC (or equivalent) and (if applicable) guard/reserve associate OG/CC (or equivalent).

9.1.2.6.2. **(Added-3WG)** Squadrons may request MDS-specific Flight Crew Bulletins (FCBs) through OGV.

9.1.2.7. **(Added-PACAF)** Part B and C Admin.

9.1.2.7.1. **(Added-PACAF)** Annotate Part B and Part C FCIF items with, as a minimum, an approved date, a control number, subject, originator and originator title, expiration date, and suspense date (review date) and a cross-reference of classified items (if used). Note: the subject should match the MAJCOM FCIF subject, when applicable. The NoGo box will be checked for all Part B items. Units will review items for applicability in conjunction with the PACAF quarterly message.

9.1.2.7.2. **(Added-PACAF)** Part B and Part C will each consist of a numerical index of current FCIF items, a numerical index of rescinded FCIF items, and FCIF items filed in reverse numerical sequence with the last item on top.

9.1.2.7.3. **(Added-PACAF)** Part B and C indexes may be combined.

9.1.2.7.4. **(Added-PACAF)** Part B and C indexes will contain at a minimum the following information: subject, control number, and suspense date (review date).

9.1.2.7.5. **(Added-PACAF)** List the subject, control number, expiration date, and disposition in the rescinded FCIF index. Remove from index at the end of the quarter following the quarter of rescission. OGV will maintain rescinded items in a separate file for at least 6 months. Electronic copies are adequate.

9.1.2.7.6. **(Added-3WG)** 3 OG/OGV will disseminate Volume I, Part B FCIF and Part C crew read file (CRF) items via the 3 OGV web page. In addition, an e-mail will be sent to each affected SQ/CCV and Aviation Resources Management function (if required). SQ/CCV will notify OGV when the FCIF/CRF is received.

9.1.2.7.6.1. **(Added-3WG)** The 3 OG/OGV will update the applicable index with each new FCIF/CRF item. The SQ/CCV will print and post the new index in the FCIF/CRF binder. Each FCIF/CRF will be numbered sequentially. Since all FCIFs/CRFs will not apply to all MDSs, the index will indicate the applicable FCIF/CRF items for each MDS. Each squadron will maintain only those items that apply to their MDS.

9.1.2.7.7. **(Added-3WG)** The 3 OG/OGV will release all Technical Orders, Operational Supplements, and USAF/MAJCOM instructions and manuals related to flying activities via FCIF, Volume I, Part C, the CRF, unless specified otherwise by the releasing authority or OG/CC. Urgent changes or Safety Supplements may be posted via FCIF, Volume I, Part B, FCIF. All technical order, operational/safety supplements, AF/MAJCOM instructions and manuals related to flying activities are affected by this policy. Squadrons will not distribute instructions or publications prior to release by 3 OG/OGV. This policy does not affect the distribution/release of DOD FLIP.

9.1.2.7.8. **(Added-3WG)** Squadron CCVs will forward urgent messages, publication changes and safety supplements to the Elmendorf Command Post for distribution to their deployed/temporary duty (TDY) crews.

9.1.2.8. **(Added-3WG)** The 3 OG/OGV, the OPR for the FCIF program, will ensure all FCIF messages are routed and distributed to SQ/CCV as applicable to individual MDS.

9.1.2.9. **(Added-3WG)** SQ/CCV will manage the FCIF program at squadron level. The SQ/CCV Chief will appoint a primary and alternate program manager for the squadron FCIF program.

9.1.2.10. **(Added-3WG)** All FCIF Part B messages will be coordinated through the 3 OG/CC (176 OG/CC if C-17 related) prior to release. FCIF Part C messages will be coordinated through OGV.

9.1.2.11. **(Added-3WG)** Off-station aircrews will check the 3 OG/OGV website or EPEX ® (if available) for updated Part B FCIFs prior to departure of their next mission. If internet connectivity is unavailable, aircraft commanders will contact the Elmendorf Command Post for FCIF updates.

9.1.3. **Publications Library.** Volumes II through IV will consist of an FCIF Functional Publications Library according to MAJCOM directives.

9.1.3.1. All publications in the library will be current and complete.

9.1.3.1.1. **(Added-PACAF)** Volume II will contain Air Force publications with corresponding HHQ and unit supplements applicable to the unit's operation. Publications will be included in Volume II as denoted in **Table 9.2** R denotes required publication. M denotes required publication based on unit's mission. O denotes optional publication. (Note: Some AFI 11-2MDS series required publications may not apply to every MDS. Publications not listed but pertinent to the unit's mission may be included in the appropriate volume.)

9.1.3.1.2. **(Added-PACAF)** Volume III will contain publications with corresponding supplements, applicable to the unit's operation, originating from an outside agency, MAJCOM, NAF, or the unit (see **Table 9.3 (Added)**). Publications may include unit standards, unit syllabi, phase manuals, Letters of Agreement, etc. (Note: Publications not listed but pertinent to the unit may be included).

9.1.3.1.3. **(Added-PACAF)** Volume IV (see **Table 9.4 (Added)**) of the FCIF library will contain (as applicable) flight manuals, performance data, aircrew checklists, weapons delivery manuals, weapons checklists, air refueling aids, and locally prepared aircrew aids. Include all tech orders normally used by aircrew. This volume contains aircraft weight and balance information for all applicable aircraft IAW T.O. 1-1B-50 if it is not available elsewhere. A copy of each canned DD Form 365-4 for standardized loads may be maintained in this volume. Units using pre-computed weight and balance forms may file them in this volume.

9.1.3.1.4. **(Added-PACAF)** Volume V is an optional volume, reserved for the unit safety officer. This volume is exempt from the controls applicable to Volumes I through IV. Items for this volume will be submitted to and maintained current by the unit safety officer in accordance with AFI 91-202.

9.1.3.2. 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.**

<b>PUBLICATION</b>	<b>TITLE</b>
AFI 11-202 V1	<i>Aircrew Training</i>
AFI 11-2 MDS-Specific V1	<i>Aircrew Training</i>
AFI 11-202 V2	<i>Aircrew Standardization Evaluation Program</i>
AFI 11-2 MDS-Specific V2	<i>Aircrew Evaluation Criteria</i>
AFI 11-202 V3	<i>General Flight Rules</i>
AFI 11-2 MDS-Specific V3	<i>Aircrew Operational Procedures</i>
AFI 11-401	<i>Aviation Management</i>

**Table 9.2. (PACAF) Volume II Publications.**

<b>PUBLICATION</b>	<b>TITLE</b>	
AFI 11-2MDSV3 ADD A	<i>Operations Configuration/Mission Planning</i>	<b>R</b>
AFI 11-2MDSV3CL	<i>X Briefing Guide/Checklist</i>	<b>R</b>
AFI 11-205	<i>Aircraft Cockpit and Formation Flight Signals</i>	<b>M</b>
AFI 11-207	<i>Combat Aerial Delivery</i>	<b>M</b>
AFI 11-209	<i>Aerial Event Policy and Procedures</i>	<b>R</b>
AFI 11-214	<i>Air Operations Rules and Procedures</i>	<b>R</b>
AFI 11-215	<i>Flight Manuals Program</i>	<b>R</b>
AFI 33-360	<i>Publications and Forms Management</i>	<b>R</b>
AFPAM 11-216	<i>Air Navigation</i>	<b>O</b>
AFMAN 11-217V1	<i>Instrument Flight Procedures</i>	<b>O</b>
AFMAN 11-217V2	<i>Instrument Flight Procedures</i>	<b>O</b>
AFI 11-218	<i>Aircraft Operations and Movement on the Ground</i>	<b>O</b>
AFPAM 11-238	<i>The Aircrew Quick Reference to the METAR/TAF Codes</i>	<b>O</b>
AFI 11-290	<i>Cockpit/Crew Resource Management Training Program</i>	<b>O</b>
AFI 11-301	<i>Aircrew Life Support (ALS) Program</i>	<b>O</b>
AFI 11-401	<i>Aviation Management</i>	<b>R</b>
AFI 11-404	<i>Centrifuge Training for High-G Aircrew</i>	<b>O</b>
AFI 11-418	<i>Operations Supervision</i>	<b>R</b>
AFPAM 11-419	<i>G-Awareness for Aircrews</i>	<b>O</b>
AFI 13-201	<i>Airspace Management</i>	<b>O</b>
AFI 13-212V1	<i>Range Planning and Operations</i>	<b>O</b>
AFI 13-212V2	<i>Range Construction and Maintenance</i>	<b>O</b>
AFI 13-213	<i>Airfield Management</i>	<b>O</b>
AFI 13-217	<i>Drop Zone and Landing Zone Operations</i>	<b>O</b>
AFVA 13-221	<i>Control Tower Light Signals</i>	<b>O</b>
AFIM 24-204	<i>Preparing Hazardous Materials for Military Air Shipments</i>	<b>M</b>
AFI 90-901	<i>Operational Risk Management</i>	<b>O</b>
AFPAM 90-902	<i>Operation Risk Management (ORM) Guidelines and Tools</i>	<b>O</b>
AFI 91-202	<i>The US Air Force Mishap Prevention Program</i>	<b>O</b>
AFTTP 3-3VX	<i>Combat Aircraft Fundamentals</i>	<b>M</b>

**Table 9.3. (Added-PACAF) Volume III Publications.**

<b>PUBLICATION</b>	<b>TITLE</b>	
AFI 11-209, PACAFSUP	<i>PACAF Participation in Aerial Events</i>	<b>M</b>
PACAFI 11-301	<i>Aircrew Life Support (ALS) Program</i>	<b>O</b>
PACAFI 13-201	<i>Prevention of Inadvertent Overflight of Non-friendly Borders</i>	<b>M</b>
PACAFI 13-202	<i>Altitude Reservation (ALTRV) Procedures</i>	<b>O</b>
PACAFI 21-202	<i>PACAF Standard Conventional Loads</i>	<b>O</b>
FAA Handbook 7610.4	<i>Special Military Operations</i>	<b>O</b>
FAR Part 1	<i>Definitions and Abbreviations</i>	<b>O</b>
FAR Part 91	<i>General Operating and Flight Rules</i>	<b>O</b>
FAR Part 93	<i>Special Air Traffic Rules and Airport Traffic Patterns</i>	<b>O</b>

**Table 9.4. (Added-PACAF) Volume IV Publications.**

<b>PUBLICATION</b>	<b>TITLE</b>	
Aircrew T.O.s	All T.O.s normally used by aircrew. Flight manuals, performance data, aircrew checklists, weapons delivery manuals, weapons checklists, cargo loading manuals, air refueling aids, and locally prepared aircrew aids	<b>R</b>
TO-00-20-5	<i>Airspace Vehicle Inspection and Documentation</i>	<b>O</b>
T.O.1-1B-50	<i>Weight and Balance—USAF</i>	<b>O</b>

9.1.3.2.1. **(Added-3WG)** . Table of Contents will be located in Volume I, Part A. It will list the mandatory items in accordance with AFI 11-202, Vol 2/PACAF Sup 1 as appropriate for each MDS. Squadron Publications not listed in the Table of Contents will not be posted in the publications library, unless directed by the squadron via a memo for record (MFR). This MRF will be posted behind the 3 OGV Table of Contents.

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

9.1.3.3.1. **(Added-PACAF)** 353 CTS and 497 CTS are not required to maintain Volumes II-V.

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

9.1.3.4.1. If any part of the FCIF library is maintained electronically and not specifically addressed above, units will ensure that the information is current and accessible for concurrent viewing by multiple aircrew members.

9.1.3.4.2. At a minimum, units will maintain the required index and location of electronic files in the applicable binder in the FCIF library.

9.1.3.4.3. Documents will be made available for deployments.

9.1.3.4.4. Procedures for maintaining, updating and backup to prevent loss or corruption of the electronic data will be outlined in the unit supplement/addendum.

9.1.3.5. **(Added-3WG)** If paper copies of the FCIF library are maintained, separate each publication in Volumes II – V with a divider marked with the publication number and title. For example, “AFI 11-401, *Aviation Management*.” Each required publication will have a divider, even if the actual publication is missing or non-current. Arrange publications in the same order shown in the Table of Contents. If a publication is missing, or incomplete, insert a MFR in the binder behind the divider for the publication. The squadron FCIF Monitor or Chief of CCV will sign the MFR identifying the missing/incomplete/non-current publication, the status (on order, and so forth), a projected “get well date,” and any follow-ups done. Publications maintained in squadron FCIFs must be in good condition.

9.1.3.6. **(Added-3WG)** If a publication will be maintained in a location other than the squadron FCIF library, insert an MFR behind the divider for each affected publication, stating where the publication is stored.

9.1.3.7. **(Added-3WG)** To reduce the workload involved with maintaining the Squadron Master FCIF Publications Library, 3 OGV has developed an electronic publications (E-Pubs) database that is located on the 3 OGV web page.

9.1.3.8. **(Added-3WG)** At the SC/CC's discretion, all Vol. II and non-MDS specific Vol. III publications are permitted to be kept in electronic format only (not required to be kept in hard copy) if the following conditions are met (**EXCEPTION:** The 517th AS will maintain all volumes of the FCIF Publications Library electronically):

9.1.3.8.1. **(Added-3WG)** A computer will be made available that is dedicated to the use of the E-Pubs database. The computer must have Adobe Acrobat Reader installed and have an E-Pub shortcut on the desktop.

9.1.3.8.2. **(Added-3WG)** In addition to 3 OGV E-Pubs database, required publications must be saved on external media (computer disk (CD), thumb drive, external hard drive, and so forth) to be used should the 3 OGV database not be accessible. These media must be controlled in the same way as the Master Publications File (that is, they will be signed out if they are removed from the library). Due to problems associated with keeping the database current, copies of the database should not be distributed beyond the Publications Library.

9.1.3.8.3. **(Added-3WG)** Squadrons put a MFR in the front of Vol. II and Vol. III stating which publications in each volume are maintained electronically. (**EXCEPTION:** The 517th AS will have a single binder with the FCIF Library Index and a memo describing how the electronic FCIF library can be accessed.)

9.1.3.8.4. **(Added-3WG)** The following publications will be kept in hard copy in the squadron publications library (N/A for 517th AS):

9.1.3.8.4.1. **(Added-3WG)** 11-MDS Specific Volumes 1, 2, and 3.

9.1.3.8.4.2. **(Added-3WG)** All required TOs, Checklists, and In-flight Guides. Minimum one copy per crew position.

9.1.3.8.4.3. **(Added-3WG)** Any other required publications the squadron commander directs.

## **9.2. Flight Related Special Interest Item (SII).**

9.2.1. Flight Related SIIs are items of emphasis of existing procedure(s) designed to mitigate or eliminate specific risks or trends. SIIs do not add to or amend established procedures. 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) should normally be of limited duration (i.e. not to exceed 90 days) so as to maintain the focus. If the situation for which the SII was issued remains, consideration should be given to amending current procedures and issuing corrective action via a command message or FCIF.

9.2.3. SII(s) may be issued/rescinded from the MAJCOM, NAF or unit level.

9.2.4. MAJCOM/NAF SII(s) will be issued to applicable unit OGVs in a message format identifying the following elements: subject/title, unique DTG, specific MDS applicability,

references (document, SIB, etc) risk and trend details, specific emphasis actions to reduce/eliminate the risk or trend that is the SII topic, effective date of rescission, and SME/POC for further information.

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

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

9.2.6.1. **(Added-3WG)** Units will post higher headquarters (HHQ) and OG SIIs in mission planning rooms for ease of access during mission briefings. SIIs will be displayed prominently.

9.2.7. Current MAJCOM/NAF and unit issued SII(s) will be identified in Flight Crew Information Summary (FCIS) attachments. Units that do not publish a FCIS will maintain current SII(s) in Part B of their FCIF until rescinded.

9.2.8. **(Added-3WG) Special Interest Item (SII) Program.** The 3 OG/OGV will serve as OPR. Proposed group SIIs will be approved by the 3 OG/CC. Once approved, Group SIIs will be published via FCIF and posted on the OGV web page. SQ/CCs may develop squadron SIIs independent of the group program. Squadron SIIs will be posted via squadron read file (SRF) in Volume I, Section D of the FCIF. CCV will notify 3 OG/OGV of any squadron level SIIs. Aircrews will emphasize all SIIs during daily mission briefs, flights, and debriefs until rescinded.

**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.

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

9.3.1.1. The training items from AFI 11-202, Volume 1, required for flight.

9.3.1.2. The ground training items required for flight from the applicable AFI 11-2 MDS-Specific Volume 1.

9.3.1.3. The aircrew physical, physiological training, centrifuge training, egress training, and current Aeronautical Order items IAW AFI 11-421, *Aviation Resource Management*.

9.3.1.4. The stan/eval examination items required for flight from AFI 11-202, Volume 2/MAJCOM Supplement.

9.3.1.4.1. **(Added-PACAF)** All applicable aircrew members will successfully complete a Boldface/CAPs written examination prior to the first home station flight of each month. The examination will be taken in the month of or up to 7 days prior to the month for which it is applicable.

9.3.1.4.1.1. **(Added-3WG)** SQ CCV or OGV (if taken at OGV) will inform appropriate supervisor and DO of any testing failures. Any crewmember that fails a monthly Boldface/critical action procedures (CAP) exam will be grounded until successful completion. A suitable study period of at least one day is required prior to retest (waiverable by SQ/CC). The squadron CCV Chief will establish written policy for grading monthly Boldface/CAPs exams. Grading may be

delegated, if necessary, to other than squadron FEs as designated in the squadron policy letter, but in no case delegated below the flight commander level. Completed exams will be forwarded to CCV for subsequent review and quality control.

9.3.1.5. Any aircrew Duty Not Involving Flying (DNIF) status.

9.3.1.6. Currency on all FCIF (Volume 1, Part B and C (*Note*: Part C is optional)) items.

9.3.1.7. (**Added-3WG**) Operational Resource Management (ORM) assessment for the current duty day may be accomplished by the aircraft commander or by the operations superintendent.

9.3.1.8. (**Added-3WG**) Situational emergency Procedures Training (SEPT) accomplishment (F-15C/F-22). Fighter crews will accomplish SEPTs once per month prior to their first flight of the month. SEPTs may be accomplished in the month prior but no earlier than the first day of that month. For example, the earliest that crews could accomplish November's SEPTs is October 1. One SEPT session will **NOT** fulfill this requirement for two months. An EP simulator may count as the monthly SEPT as long as the minimum SEPT requirements are met. Squadrons will track SEPT accomplishment in such a way as to ensure all emergency procedures (EP) are covered at least once within the calendar year.

9.3.2. Units will define and publish their positive control system in the unit supplement to this instruction.

9.3.2.1. (**Added-PACAF**) Units will develop procedures to notify off-station aircrews of new Go/No-Go items prior to the aircrew's next takeoff.

9.3.2.1.1. (**Added-3WG**) Each squadron will notify off-station aircrews by fax, e-mail, telephone, or any other means necessary to ensure they are aware of appropriate FCIFs or other Go/No-Go items. Off-station aircrew may access the 3 OG/OGV webpage, from any military networked computer at a deployed or contingency location.

9.3.2.2. (**Added-PACAF**) Accomplish and annotate an annual review of FCIF Vol 1, Part B/C items. Inactive flyers for greater than 90 days will accomplish and annotate a review of FCIF Vol 1, Part B/C items.

9.3.2.2.1. (**Added-3WG**) In September of each year (end of the fiscal year), 3 OG/OGV will issue a CRF directing all 3 OG aircrew members to complete their annual review of FCIF Part B/C items. Individual acknowledgement of the CRF will serve as the required documentation and must be completed before the first flight of the new fiscal year.

9.3.2.3. (**Added-PACAF**) Units will designate individuals (ops admin, 1COs, etc.) required to verify Go/No-Go status of aircrew members prior to releasing aircraft for any scheduled mission. Aircraft Commanders may perform this duty.

9.3.2.3.1. (**Added-3WG**) The Operations Supervisor (or designated representative) will complete a thorough check to ensure all Go/No-Go items are completed/accomplished and signed off before the mission. The designated representative will not be part of the aircrew and is an independent check of Go/No-

Go compliance. The Flight Lead/Aircraft Commander (and Mission Crew Commanders for E-3 Aircraft) will be the final check to ensure all Go/No-Go items are accomplished for all aircrew before crew step. This applies to deployed as well as home station sorties. ORM will be evaluated as a Go/No-Go item in accordance with AFI 11-418, *Operations Supervision*, 3 OG Sup 1, and squadron developed procedures.

9.3.2.4. **(Added-PACAF)** Use the Go/No-Go procedures to document the review, certification, and acknowledgment of Volume 1 Part B information by assigned, attached, and visiting aircrew members. Volume 1 Part C may be monitored by using Go/No Go procedures at unit discretion. Units will utilize PEX for Go/No-Go to ensure verification that aircrews have acknowledged each applicable item. Backup Go/No-Go procedures will be maintained to permit Go/No-Go verification procedures when information system connectivity difficulties are experienced.

9.3.2.5. **(Added-3WG) Visiting Aircrew.** Host units will assign a point of contact (POC) responsible to ensure visiting aircrew complete all requirements, to include the 3 OG Local Area Orientation (LAO) briefing, prior to flight operations. These flight operations are defined as any sortie using locally approved procedures (3 WG IFG, 3WGI 13-201, *Airspace Management*, AFI 13-212/Wg Sup 1, *Range Planning and Operations*, and so forth). The 3 OG/OGV will develop and maintain the LAO. The LAO will include, as a minimum, airfield layout, taxi route/arm-dearm procedures, arrival/departure procedures, airspace restrictions, pattern procedures, hot/hung armament, and hot brake locations.

### 9.3.3. **(Added-3WG) The 3 OG Program Management:**

9.3.3.1. **(Added-3WG)** The 3 OG/OGV is the OPR for the Go/No-Go program. SQ/CCV will manage the Go/No-Go program at squadron level.

9.3.3.2. **(Added-3WG)** The SQ/CCV Chief will appoint a primary and alternate program manager for the squadron Go/No-Go program.

9.3.3.3. **(Added-3WG)** Units will verify Go/No-Go status of all visiting aircrew prior to authorizing flight on 3 WG aircraft. In such cases, the visiting aircrew member will provide a letter approving their participation in the specific flights and a current copy of their individual training summary (ITS). The ITS will be used to verify items listed in the mandatory items paragraph above. A sample visiting aircrew flight release form is located on the 3 OGV webpage.

9.3.3.3.1. **(Added-3WG)** Visiting aircrew flying on 3 OG aircraft will provide a copy of their AF Form 942, AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*, Letter of X's, ARMS printout, interfly approval (if required), and training records (if upgrade training is to be accomplished). If additional information is required by individual units, that squadron CCV, in conjunction with the squadron operations section will develop unit-tailored visiting aircrew flight release procedures. The example found on the OGV webpage should be used as a guide to develop the unit process.

9.3.3.4. **(Added-3WG)** The 3 OG crewmembers will "sign off" FCIFs in PEX and Aircraft Commanders will use PEX to verify Go/No-Go status of each crewmember prior

to crew launch. Squadrons may continue to use any specific mission launch checklists for crew launch; however, PEX will be used to validate crewmember Go/No-Go status.

9.3.3.5. **(Added-3WG)** All crewmembers must show a “Go” status for each Go/No-Go category in PEX or be annotated as approved to fly on a “No-Go” status by an orders authenticating official. Additionally, a description of the decision to override a “No-Go” status is required.

9.3.3.5.1. **(Added-3WG)** Squadron Aircrew Resource Management (SARM) will import PEX resource and training data from ARMS a minimum of once every duty day.

9.3.3.6. **(Added-3WG)** SQ/CCV, or designated representatives, will continue to produce paper FCIF and Read File products in addition to loading them into PEX. In the event that PEX is unavailable prior to launch, crews may indicate acknowledgement of current FCIFs/read files by annotating the most recent FCIF number and their initials on the original crew orders.

9.3.3.7. **(Added-3WG)** SQ/CCV will conduct monthly spot checks of the Go/No-Go program and report accomplishment and findings in the monthly report. Additionally, any findings of non-compliance require immediate notification to an appropriate supervisor, DO or SQ/CC.

9.3.4. **(Added-3WG) Off-Station Go/No-Go.** Crewmembers will accomplish a new Go/No-Go check prior to each new crew duty day while off station. This check will encompass confirmation that no individual has become duty not to include flying (DNIF), accomplish a new ORM for the upcoming duty day, and checking for new FCIFs in Volume 1 Part B. Check for new Part B FCIFs by any means available.

9.3.5. **(Added-3WG) Extended Beyond Scheduled Return Time (SRT).** In the event of a crew being extended beyond their original SRT, the Aircraft Commander is responsible for contacting a squadron orders authenticating official to verify each crewmembers Go-No/Go status for the entire duration of the extension.

9.3.6. **(Added-3WG)** Red Flag Alaska units operating out of Elmendorf will be in accordance with AFI 13-212V1/11 AF Sup 1 and 353 CTS OI 11-02.

**9.4. Electronic Data Storage.** Units may use electronic database files for record keeping, trend analysis, printing of standard forms, etc. MAJCOMs will establish standards for archiving and inspection of electronic files. Units not in compliance will maintain hard-copy records as directed in this instruction.

**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*, AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*.

9.5.1. **(Added-3WG) Forms Adopted.** AF Form 8, *Certificate of Aircrew Qualification*; AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*; AF Form 847, *Recommendation for Change of Publication*; AF Form 942, *Record of Evaluation*; AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*.

**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 1381, *USAF Certification of Air Crew Training*, AF Form 4348, *USAF Aircrew Certifications*.

9.6.1. **(Added-3WG) Forms Prescribed.** No forms were prescribed in this supplement.

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## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

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- 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)*, 6 Apr 2005
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- AFI 11-421, *Aviation Resource Management*, 1 Nov 2004
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- AFI 65-503, *US Air Force Cost and Planning Factors*, 4 Feb 1994
- AFI 90-201, *Inspector General Activities*, 22 Nov 2004
- AFMAN 11-210, *Instrument Refresher Program (IRP)*, 3 Feb 2005
- AFMAN 37-123, *Management of Records*, 31 Aug 1994

*Abbreviations and Acronyms*

A3—Director of Operations

(Added-3WG) ADO—Assistant Director of Operations.

**AE**—Aeromedical Evacuation

**AF**—Air Force

**AFFSA**—Air Force Flight Standards Agency

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**(Added-3WG) AFRIMS**— Air Force Records Information Management System.

**AGR**—Active Guard and Reserve

**ANG**—Air National Guard

**AO**—aeronautical order

**(Added-3WG) AP**— Critical Action Procedures.

**AR**—air refueling

**ARMS**—Aviation Resource Management System

**(3WG) ARMS**— Aviation Resource Management System.

**ART**—Air Reserve Technician

**(3WG) ART**— Airborne Radar Technician.

**AT**—Air Technician

**ATD**—aircrew training device

**(Added-3WG) BDT**— Battle Director Technician.

**BMC**—Basic Mission Capable

**(3WG) BMC**— Basic Mission Capable.

**(Added-3WG) CAP**— Critical Action Procedures.

**CAPs**—Critical Action Procedures

**(Added-3WG) CBT**— Computer Based Training.

**CC**—Commander

**CCTS**—Combat Crew Training Squadron

**(Added-3WG) CD**— Computer Disk.

**(Added-3WG) CDMT**— Computer Display Maintenance Technician.

**CEA**—Career Enlisted Aviator

**CMR**—Combat Mission Ready

**(3WG) CMR**— Combat Ready Mission.  
**(Added-3WG) CRF**— Crew Read File  
**CRM**—Cockpit/Crew Resource Management  
**CRO**—Combat Rescue Officer  
**(Added-3WG) CSO**— Communications Systems Operator.  
**(Added-3WG) CT**— Communications Technician.  
**(Added-3WG) DETCO**— Detachment Commander.  
**DNIF**—duty not involving flying  
**(3WG) DNIF**— Duty Not To Include Flying.  
**DRU**—direct reporting unit  
**EOC**—end of course  
**EP**—emergency procedures  
**(3WG) EP**— Emergency Procedures.  
**EPE**—emergency procedures evaluation  
**(3WG) EPE**— Emergency Procedures Evaluations.  
**ETCA**—Education and Training Course Announcement  
**FCIF**—Flight Crew Information File  
**(3WG) FCIF**— Flight Crew Information File.  
**(Added-3WG) FE**— Flight Engineers.  
**FEF**—Flight Evaluation Folder  
**(3WG) FEF**— Flight Evaluation Folder.  
**(Added-3WG) FLIP**— Flight Information Publication.  
**FLT**—flight  
**(Added-3WG) FMP**— Flight Manual Publication  
**FOA**—field operating agency  
**FRF**—Flight Record Folder  
**FT**—flight test  
**FTU**—Formal Training Unit  
**HQ**—headquarters  
**HHQ**—higher headquarters  
**(3WG) HHQ**— Higher Headquarters.  
**IAW**—in accordance with

**IMT**—Information Management Tool (IAW AFI 33-360, the IMT designator is being phased out, but will continue to be used until all publications and forms bearing the IMT reference are updated. The IMT designator has been replaced by “Form” in this AFI.)

**INIT**—initial

**INSTM**—instrument

**INSTR**—instructor

**(3WG) INSTR**—Instructor.

**(Added-3WG) IP**— Instructor Pilots.

**(Added-3WG) IRC**— Instrument Refresher Course.

**(Added-3WG) ITS**— Individual Training Summary.

**(Added-3WG) LAO**— Local Area Orientation.

**MAJCOM**—Major Command

**(3WG) MAJCOM**— Major Command.

**MDS**—Mission Design Series

**(3WG) MDS**— Mission Design Series.

**MFR**—memorandum for record

**(3WG) MFR**— Memo For Record.

**MQF**—master question file

**(3WG) MQF**— Master Question File.

**MR**—Mission Ready

**(3WG) MR**— Non-Mission Ready.

**MSN**—mission

**MTR**—Military Training Route

**(3WG) MTR**— Military Training Routes.

**N/A**—not applicable

**NAF**—Numbered Air Force

**NAS**—National Airspace System

**N-BMC**—Non-Basic Mission Capable

**N-CMR**—Non-Combat Mission Ready

**NMR**—Non Mission Ready

**N/N**—no-notice

**(3WG) N/N**— No-Notice.

**OCR**—office of collateral responsibility

**(3WG) OCR**— Office of Collateral Responsibility.  
**OG**—Operations Group  
**OGV**—Operations Group Standardization/Evaluation  
**OPR**—office of primary responsibility  
**(3WG) OPR**— Office of Primary Responsibility.  
**ORM**—operational risk management  
**(3WG) ORM**— Operational Resource Management.  
**PCA**—permanent change of assignment  
**PCS**—permanent change of station  
**(3WG) PCS**— Permanent Change of Station.  
**(Added-3WG) PEX**— Patriot Excalibur.  
**PJ**—pararescue jumper  
**(Added-3WG) POC**— Point of Contact.  
**QUAL**—qualification  
**Q**—qualified  
**(Added-3WG) R & C Boards**— Review and Certification Boards.  
**(Added-3WG) RCP**— Rear Cockpit.  
**(Added-3WG) RDS**— Records Disposition Schedule.  
**RQ**—requalification  
**SAV**—staff assistance visit  
**(3WG) SAV**— Staff Assistance Visit.  
**SEB**—Standardization/Evaluation Board  
**(3WG) SEB**— Stan/Eval Board.  
**(Added-3WG) SEFE**— Standardization/Evaluation Flight Examiners.  
**SELO**—Standardization/Evaluation Liaison Officer  
**(3WG) SELO**— Standardization/Evaluation Liaison Officers.  
**(Added-3WG) SEPT**— Situational emergency Procedures Training.  
**(Added-3WG) SII**— Special Interest Item.  
**SIM**—simulator  
**SQB**—secure question bank  
**(3WG) SQB**— Secure Question Bank.  
**(Added-3WG) SRF**— Squadron Read File.

(Added-3WG) **SRT**— Scheduled Return Time.

**SSAN**—Social Security Account Number

**STAN/EVAL**—standardization/evaluation

**TDY**—temporary Duty

(3WG) **TDY**— Temporary Duty.

(Added-3WG) **TMS**— Training Management System.

(Added-3WG) **TO**— Technical Order.

(Added-3WG) **TODA**— Technical Order Distribution Account.

(Added-3WG) **TODO**— Technical Order Distribution Office.

(Added-3WG) **TRP**— Training Review Panel.

**U**—unqualified

**USAF**—United States Air Force

### *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 a flight examiner to remedy deficiencies identified during an evaluation that must be completed by the 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 a flight examiner, supervisor or instructor 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 aeronautical orders 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 AFPD 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. 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.

**Emergency Procedures Evaluation (EPE)**—A flight, aircrew training device 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 of each aircrew member.

**Flight Examiner**—An aircrew member designated to perform evaluation duties as specified by this instruction. Flight examiners must be current and 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. *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 - 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 a crew position in an MDS (e.g., INIT QUAL/ INSTM, INIT MSN, INIT INSTR).

**Instructor Evaluation**—An evaluation that certifies and maintains instructor qualification of the examinee. Includes evaluations that initially qualify and requalify an aircrew member as an instructor in a MDS aircraft (i.e., INIT INSTR and RQ INSTR) as directed in AFI 11-2 MDS-Specific Volume 1.

**Instrument Evaluation**—Qualifies an aircrew member to operate in instrument meteorological conditions.

**Lead Command**—The Air Force MAJCOM or agency possessing an MDS that is designated by AFPD 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 MDS of the unit in accomplishing the unit's operational mission.

**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 AFI 11-2 MDS-Specific Volume 1) or a recheck following a failed evaluation.

**Requisites**—Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete.

**Recheck**—A subsequent evaluation used to remedy a failed evaluation.

**Secure Question Bank (SQB)**—Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

**Specialized Aircrew**—Flight Surgeons 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.

**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 AFI 11-2 MDS-Specific Volume 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 AFI 11-2 MDS-Specific Volume 1, or as determined by the squadron commander.

**Supplementary Evaluation Program**—Unit directed evaluation of unit activities other than the flight evaluations listed in this instruction (e.g., IRC, Radio Communications, Life Support, Aero Club).

**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. Universal Qualification also applies to Aeromedical Evacuation (AE) crewmembers. IAW AFI 11-2AE, Volume 2, AE crewmembers will maintain qualification in MAF aircraft and will accomplish a ground and flight phase evaluation with qualification documented as directed in the AE Vol 2 AFI.

**User Command**—Any Air Force MAJCOM/agency, other than the lead command, that possess a MDS.

**Attachment 1 (PACAF)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-2MDS-SpecificV1, *Aircrew Training*

AFI 11-2MDS-SpecificV3, *Operations Procedures*

AFI 11-214, *Air Operations Rules and Procedures*

AFI 11-301V1, *Aircrew Life Support (ALS) Program*

AFI 11-301V2, *Maintenance and Configuration Requirements For Aircrew And Aircraft-Installed Life Support Equipment (LSE)*

AFI 11-401, *Aviation Management*

AFI 11-410, *Personnel Parachute Operations*

AFI 13-217, *Drop Zone and Landing Zone Operations*

AFI 31-101, *The Air Force Installation Security Program*

AFJI 31-201, *Physical Security*

FAR, *Federal Aviation Regulation*

***Abbreviations and Acronyms***

**ANR**—Alaska NORAD Region

**AOS**—Air Operations Squadron

**ACP**—Air Commanders Pointer

**DA**—Decision Altitude

**EAL**—Entry Authority List

**FCF**—Functional Check Flight

**FMS**—Flight Management System

**FTIP**—Foreign Terminal Instrument Procedures

**GFE**—Government Furnished Equipment

**GSA**—Government Supply Agency

**IFE**—In-Flight Emergency

**LEP**—Laser Eye Protection

**LNAV**—Lateral Navigation

**MAF**—Mobility Air Forces

**MLS**—Microwave Landing System

**MSO**—Mandatory Scramble Order

**NDB**—Non-Directional Beacon

**NGA**—National Geospatial-Intelligence Agency

**NGB**—National Guard Bureau

**OST**—Off Station Training

**PDA**—Personal Digital Assistant

**PFPS**—Portable Flight Planning Software

**PRM**—Precision Radar Monitoring

**RF**—Radio Frequency

**SOIR**—Simultaneous Operations on Intersecting Runways

**VNAV**—Vertical Navigation

**WBC**—Weight Bearing Capacity

### *Terms*

**Off Station Training Sortie**—An off-station training (OST) flight is any O&M-funded training mission that carries passengers, remains over night (RONs), or flies outside of the local flying area.

## 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 EP and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2 MDS-Specific Volume 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) Q-1s

(b) Q-2s

(c) Q-3s

(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 granted to extend the period of qualification (see paragraph **5.2.6.3.**), preclude re-accomplishment of requisites (see paragraph **5.2.16.**), extend recheck periods (see paragraph **5.2.13.1.**), extend additional training periods (see paragraph **5.2.12.2.5.**) and extend periods to re-accomplish examinations (see paragraph **6.4.7.2.**)

(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. Required Stan/Eval Program Inspections and Reviews (if applicable).
  - d. Aircrew Flight Publications Program. Review open AF Forms 847.
  - e. Supplementary Evaluation Program. Report results of evaluations conducted.
  - f. MTR and Air Refueling Track Reviews (annotate date completed or “N/A” as applicable - see paragraph **3.2.2.10.**).
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

SAMPLE AF FORMS 8

Figure A3.1. Commendable INSTM-QUAL.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED		
				2 Feb 04		
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)		RANK	SSAN	ELIGIBILITY PERIOD		
Brown, Steve L.		Maj	5234	May – Oct 03		
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION			
66 FS, Homestead AFB, FL			F-16C/IP			
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
Open Book	16 Jan 04	98	INSTM/QUAL	23 Jan 04		
Closed Book	22 Jan 04	100				
CAPS	22 Jan 04	Q				
Instrument	17 Jan 04	100				
EPE	2 Feb 04	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
1		N/A		N/A		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
Jun 05						
<input type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)	<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	<input type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)	
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONC.JR	DO NOT CONC.JR	REMARKS		
1 FLIGHT EXAMINER John Q. White, Major	66 FS/DOS			X		
2 REVIEWING OFFICER Ron A. Bear, Lt Col	66 FS/DO					
3 FINAL APPROVING OFFICER George C. Scott, Lt Col	66 FS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	Steve L. Brown, Maj					

AF Form 8 (Example)

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p><b>EXAMINER'S REMARKS:</b></p> <p><b>A. Mission Description.</b> The examinee planned, briefed, led, instructed and debriefed this INSTM/QUAL 2-ship ACT mission to W-168. This mission consisted of a single ship takeoff, TOAD 2 departure, climbout, weapons system check, direct to W-168, G-warm up maneuver, fence check and Air to Air maneuvering. Return to base consisted of a battle damage check, radar vectors to Southwest Florida International for an enroute descent to the localizer RWY 6, missed approach, climbout and point to point navigation to the CAJUN IAF at Homestead ARB to the HI ILS RWY 5, penetration and approach, climb to high key for an SFO, low approach, followed by a closed pattern to a full stop landing. The examinee instructed on ILS instrument procedures, SFO and SADL avionics during the pre-flight briefing and during the post-flight debrief of the mission.</p> <p><b>B. Discrepancies.</b> None.</p> <p><b>C. Recommended Additional Training.</b> None.</p> <p><b>D. Additional Comments.</b> The examinee's Flight Leadership during a complex ACT mission was commendable.</p> <p>The expiration date of the INSTM/QUAL evaluation documented on AF Form 8, dated 25 May 02 is extended to 30 Apr 04 per AF/XO waiver message, "<b>Waiver of Minimum Aircrew Requirements</b>", dated 15 Apr 03. Maj. Brown was deployed in support of OPERATION IRAQI FREEDOM until 1 Dec 04. All requisites may be completed within the extended eligibility period created by the extension of the expiration date.</p> <p><b>Reviewing Officer's Remarks:</b></p> <p><b>Approving Officer's Remarks:</b></p>	
<p style="text-align: center;"><b>PRIVACY ACT STATEMENT</b></p> <p>AUTHORITY: 10 USC 8013; EO 9397          PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification          DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.2. EQ-1 INSTM-QUAL.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED		
				6 Oct 05		
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)		RANK	SSAN	ELIGIBILITY PERIOD		
Smith, George E.		Capt	6789	May – Oct 05		
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION			
123 FS, Davis-Monthan AFB, AZ			A/OA-10AMP			
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
Open Book	16 Jul 05	98	INSTM/QUAL	23 Sep 05		
Closed Book	17 Jul 05	100				
Boldface	17 Jul 05	Q				
Instrument	5 Aug 05	100				
EPE	6 Oct 05	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
1		N/A		N/A		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
Feb 07						
<input type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)	<input checked="" type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	<input type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)	
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER John Q. White, Major	123 FS/DOW			X		
2 REVIEWING OFFICER Ron A. Bear, Lt Col	123 FS/DO					
3 FINAL APPROVING OFFICER George C. Scott, Lt Col	123 FS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	George E. Smith, Capt					

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p><b>EXCEPTIONALLY QUALIFIED:</b> Capt Smith was exceptional in his precise handling of the aircraft throughout the air-work and multiple instrument approaches.</p> <p><b>EXAMINER'S REMARKS:</b></p> <p><b>A. Mission Description.</b> The examinee planned and briefed this instrument/qualification evaluation to Tomstone MOA for BFM direct Libby AAF for no-flap PAR low approach/missed approach to a SSE ILS low approach/climbout, fix-to-fix navigation to Holding/TACAN penetration and nonprecision low approach at Davis-Monthan AFB to a closed pattern overhead full stop.</p> <p><b>B. Discrepancies.</b> None.</p> <p><b>C. Recommended Additional Training.</b> None.</p> <p><b>D. Additional Comments.</b> None.</p> <p><b>Reviewing Officer's Remarks:</b></p> <p><b>Approving Officer's Remarks:</b></p>	
<hr/> <b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> 10 USC 8013; EO 9397  <b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification  <b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.3. Q-2 Two Sortie.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED		
				17 Dec 05		
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)		RANK	SSAN	ELIGIBILITY PERIOD		
Johnson, John, O.		TSgt	9876	Jul - Dec 05		
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION			
301 RQS, Patrick AFB, FL			HH-60G/MG			
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
Closed Book	26 Oct 05	95	MSN	9 Nov 05		
Open Book	29 Oct 05	94	MSN	17 Dec 05		
EPE	15 Nov 05	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
2		28 Feb 06		11 Dec 05		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
May 07		STEPHEN C. SCHWARZ, SMSgt, 301RQS/DOT			14 Dec 05	
<input checked="" type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Tim P. Smith, MSgt	920 OG/OGV			X		
2 REVIEWING OFFICER Joe M. Kakas, Maj	920 OG/OGV					
3 FINAL APPROVING OFFICER John T. Bass, Lt Col	301 RQS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	John O. Johnson, TSgt					

AF Form 8 (Example)

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<b>RESTRICTIONS:</b>	
<b>SUPERVISED STATUS.</b> Examinee will not perform aircrew duties unsupervised until additional training is completed satisfactory.	
<b>EXAMINER'S REMARKS:</b>	
<b>A. Mission Description.</b>	
<p><u>First Sortie.</u> Scheduled as a two-ship night tactical sortie with no weapons mounted and a three-man Pararescue team. Examinee performed alternate insertion/extraction (AIE) pre-flight and brief, aircraft interior inspection, and cabin configuration. The sortie was cancelled due to an aircraft flight control problem and no spare aircraft was available. Weapon preflight and all in-flight areas/sub-areas remain to be accomplished. The unit CC and DO were debriefed on the results.</p>	
<p>KEN R. HACKER, MSgt, USAFR 301 RQS/DOV</p>	
<p><u>Second Sortie.</u> Continuation evaluation was a two-ship night tactical sortie from Patrick AFB to Echo Range at Avor Park, FL. Examinee accomplished weapon preflight, in-flight arming, target acquisition, and de-arming procedures for the GAU-2. Threat reactions were accomplished enroute. Examinee completed a thirty-foot fast rope insertion followed by a fifteen-foot rope ladder extraction. Performed multiple takeoffs, approaches, gunnery patterns and PJ team options using terminal area tactics. Examinee demonstrated good safety, judgment, system knowledge, and attention to detail throughout the sortie. Other aircraft weapon systems (GAU-18 and M-240D) were evaluated verbally.</p>	
<b>B. Discrepancies.</b>	
1. Ground. None.	
2. Flight. (First Sortie) Area 5. Systems Knowledge – U. Examinee demonstrated unsatisfactory knowledge of aircraft operating limits, AIE equipment pre-flight, and AIE procedures.	
<b>C. Recommended Additional Training.</b>	
1. Ground. None.	
2. Flight. (First Sortie) Review with an instructor T.O. 1H-60(H)G-1 chapter 5, AFI 11-2HH-60v3 chapters 3 and 6, and AFTTP 3-3.24 chapter 5 and demonstrate a satisfactory level of knowledge and understanding.	
<b>D. Additional Comments.</b> None.	
<b>Reviewing Officer's Remarks:</b>	
<b>Approving Officer's Remarks:</b>	
<p style="text-align: center;"><b>PRIVACY ACT STATEMENT</b></p> <p>AUTHORITY: 10 USC 8013; EO 9397          PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification          DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.4. Q-3 QUAL-MSN.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED		
				10 Jan 04		
<b>I. EXAMINEE IDENTIFICATION</b>						
NAME (Last, First, Middle Initial)		RANK	SSAN	ELIGIBILITY PERIOD		
Hightower, Thomas W.		Maj	3860	Aug 03 – Jan 04		
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION			
123 BS, Barksdale AFB, LA			B-52H/IE			
<b>II. QUALIFICATION</b>						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
Open Book	12 Sep 03	70/85	QUAL/MSN	19 Nov 03		
Closed Book	14 Oct 03	98				
Boldface	14 Oct 03	Q				
SIM ALQ T-4/EPE	8 Nov 03	3/1				
SIM INSTR ALQ T-4	21 Oct 03	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
MSN 1	QUAL 3	EPE: 28 Feb 04 FLT: 28 Feb 04		EPE: 7 Nov 03 FLT: 10 Jan 04		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
MSN Apr 05	QUAL N/A	Mike B. Sultan, Maj 123 BS/DOT			11 Jan 04	
<input checked="" type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)	<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	<input type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)	
<b>III. CERTIFICATION</b>						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Joel S. Brown, Major	123 BS/DOT			X		
2 REVIEWING OFFICER John T. McDonald, Lt Col	123 BS/DO					
3 FINAL APPROVING OFFICER Robert W. Davis, Lt Col	123 BS/CC					
DATE	I CERTIFY that I have been briefed and understand the action being taken this date.			SIGNATURE		
	TYPED NAME AND RANK OF EXAMINEE					
	Thomas W. Hightower, Maj					

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<b>RESTRICTION:</b>	
<p><b>SUPERVISED STATUS.</b> Maj Hightower will not perform aircrew duties unsupervised until a successful QUAL recheck has been accomplished.</p>	
<b>EXAMINER'S REMARKS:</b>	
<p><b>A. Mission Description.</b> The examinee's mission consisted of a two-ship departure in the lead position, air refueling on AR-112W, Electronic Attack (EA) at Smoky Hill ANG Range, and transition at Barksdale AFB. The examinee performed three MUTES S-01 EA runs at Smoky Hill ANG Range. The examinee instructed the following areas in the ALQ T4: airborne, naval and land-based threat identification, countermeasures, and procedures.</p>	
<b>B. Discrepancies.</b>	
<p>1. Ground (EPE). (Date of Q-3: 21 Oct 03) Area 20. Boldface Emergency Procedures – U. The examinee performed Boldface out of sequence for Smoke In The Cockpit emergency procedure.</p>	
<p>2. Flight. Area 23. Safety – U. The examinee failed to install the Flight Safety Pins No. 1 in the Arming Levers before he left the ejection seat in-flight.</p>	
<b>C. Recommended Additional Training.</b>	
<p>1. Ground (EPE). Examinee will review all aspects of Smoke In The Cockpit emergency procedures, to include Boldface with an instructor. An EPE recheck must be accomplished prior to next flight.</p>	
<p>2. Flight. Review with an instructor T.O. 1B 52H 1, section one Escape Systems (Upward Ejection Seat) procedures to a satisfactory level of knowledge and understanding. Fly a mission demonstrating proper upward ejection seat safety procedures in accordance with the T.O. 1B-52H-1 to an instructor. Flight qualification recheck must be accomplished.</p>	
<b>D. Additional Comments.</b> None.	
<b>Reviewing Officer's Remarks:</b>	
<b>Approving Officer's Remarks:</b>	
<p style="text-align: center;"><b>PRIVACY ACT STATEMENT</b></p> <p>AUTHORITY: 10 USC 8013; EO 9397          PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification          DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.5. Q-1 REQUAL.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED			
					16 Feb 04			
<b>I. EXAMINEE IDENTIFICATION</b>								
NAME (Last, First, Middle Initial)			RANK	SSAN	ELIGIBILITY PERIOD			
Hightower, Thomas W.			Maj	3860	N/A			
ORGANIZATION AND LOCATION				AIRCRAFT/CREW POSITION				
123 BS, Barksdale AFB, LA				B-52H/IE				
<b>II. QUALIFICATION</b>								
GROUND PHASE				FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE			
			RQ QUAL		16 Feb 04			
QUALIFICATION LEVEL		ADDITIONAL TRAINING						
QUALIFIED	UNQUALIFIED	DUE DATE(S)			DATE ADDITIONAL TRAINING COMPLETED			
1		N/A			N/A			
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE			
Jul 05								
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)				
<b>III. CERTIFICATION</b>								
TYPED NAME AND RANK		ORGANIZATION		CHECK			SIGNATURE	DATE
				CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER Juan V. Rodriguez, Maj	123 BS/DOW				X		
2	REVIEWING OFFICER John T. McDonald, Lt Col	123 BS/DO						
3	FINAL APPROVING OFFICER Robert W. Davis, Lt Col	123 BS/CC						
I CERTIFY that I have been briefed and understand the action being taken this date.								
DATE		TYPED NAME AND RANK OF EXAMINEE			SIGNATURE			
		Thomas W. Hightower, Maj						

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p><b>EXAMINER'S REMARKS:</b></p> <p><b>A. Mission Description.</b> This Requalification qualification evaluation was conducted as a single-bomber departure with air refueling on AR-112W, Electronic Attack (EA) at Smoky Hill ANG Range, and transition at Barksdale AFB. The examinee performed two MUTES M-06 EA runs at Smoky Hill ANG Range. Equipment operation was performed within technical order compliance.</p> <p><b>B. Discrepancies.</b> None.</p> <p><b>C. Recommended Additional Training.</b> None.</p> <p><b>D. Additional Comments.</b> This Requalification evaluation was required to remedy a failed periodic qualification evaluation. This evaluation was debriefed with the 123 BS/DO.</p> <p><b>Reviewing Officer's Remarks:</b></p> <p><b>Approving Officer's Remarks:</b></p>	
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 1397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.6. Ground Recheck.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED		
				11 Apr 05		
<b>I. EXAMINEE IDENTIFICATION</b>						
NAME (Last, First, Middle Initial)		RANK	SSAN	ELIGIBILITY PERIOD		
Flintstone, Fredrick B.		TSgt	6789	Dec 04 – May 05		
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION			
6 AS, Travis AFB, CA			C-5B/ML			
<b>II. QUALIFICATION</b>						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
Open Book	12 Jan 05	85	QUAL/MSN	6 Apr 05		
Closed Book	14 Jan 05	96	GROUND RECHECK	11 Apr 05		
Boldface	14 Jan 05	Q				
EPE	5 Apr 05	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
3/1		31 Jul 05		9 Apr 05		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
Sep 06		John G. Smth, MSgt 6 AS/DOT			10 Apr 05	
<input checked="" type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)	<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	<input type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)	
<b>III. CERTIFICATION</b>						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Randall S. Blacksmith, MSgt	6 AS/DOT			X		
2 REVIEWING OFFICER Kevin W. MacDill, Maj	14 AS/DO					
3 FINAL APPROVING OFFICER John R. Dallas, Lt Col	14 AS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	Fredrick B. Flintstone, TSgt					

AF Form 8(Example)

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<b>RESTRICTION:</b>	
<p><b>SUPERVISED STATUS.</b> TSgt. Flintstone will not perform aircrew duties unsupervised until additional training and ground recheck has been accomplished.</p>	
<b>EXAMINER'S REMARKS:</b>	
<p><b>A. Mission Description.</b> The examinee's mission consisted of a channel mission Travis AFB – Elmendorf AFB – Travis AFB with 14 pallets of cargo and 26 passengers onboard.</p>	
<p><b>B. Discrepancies.</b></p> <ol style="list-style-type: none"> <li>1. Ground. None.</li> <li>2. Fight. Area 14. Cargo Loading – U. The examinee failed to identify and then used a defective cargo tie-down chain. Evaluator intervened before takeoff.</li> </ol>	
<p><b>C. Recommended Additional Training.</b></p> <ol style="list-style-type: none"> <li>1. Ground. Examinee will review and then successfully demonstrate to an instructor, the proper markings and the restrictions affecting the MA-7J4 tie-down chain.</li> <li>2. Fight. None.</li> </ol>	
<p><b>D. Additional Comments.</b> Ground recheck successfully accomplished on 11 Apr 04. No further action required.</p>	
<p><b>Reviewing Officer's Remarks:</b></p>	
<p><b>Approving Officer's Remarks:</b></p>	
<p style="text-align: center;"><b>PRIVACY ACT STATEMENT</b></p>	
<p><b>AUTHORITY:</b> 10 USC 8013; EO 9397  <b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification  <b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.7. Q-1 No-Notice SPOT.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED		
					2 Feb 05		
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial)			RANK	SSAN	ELIGIBILITY PERIOD		
Magellan, James M.			Maj	1234	N/A		
ORGANIZATION AND LOCATION				AIRCRAFT/CREW POSITION			
88 SOS, Duke Field, FL				MC-130E/MN			
II. QUALIFICATION							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
			N/N SPOT		2 Feb 05		
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED			
1		N/A		N/A			
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE		
N/A							
<input type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)	<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	<input type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
III. CERTIFICATION							
	TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER Peter E. Pepper, Major	88 SOS/DO			X		
2	REVIEWING OFFICER Russell B. Block, Lt Col	717 OG/OGV					
3	FINAL APPROVING OFFICER Thomas O. Speaks, Lt Col	88 SOS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE			
	James M. Magellan, Maj						



Figure A3.8. Q-1 SPOT Ground.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED	
					23 Jan 06	
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)			RANK	SSAN	ELIGIBILITY PERIOD	
Flake, Ira M.			SMSgt	5432	N/A	
ORGANIZATION AND LOCATION				AIRCRAFT/CREW POSITION		
88 SOS, Duke Field, FL				MC-130E/MF		
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
SPOT	23 Jan 06	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
1		N/A		N/A		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE		DATE
N/A						
<input type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)	<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Paul Q. Jones, MSgt	AFSOC/A3V			X		
2 REVIEWING OFFICER Russell B. Block, Lt Col	717 OG/OGV					
3 FINAL APPROVING OFFICER Thomas O. Speaks, Lt Col	88 SOS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	Ira M. Flake, SMSgt					

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p><b>EXAMINER'S REMARKS:</b></p> <p><b>A. Mission Description.</b> This Ground SPOT evaluation was conducted during a HQ AFSOC ASEV. Profile included an aircraft preflight and a question and answer session on applicable aircraft systems. The examinee's aircraft systems knowledge was commendable and the examinee accomplished a complete aircraft preflight with no discrepancies.</p> <p><b>B. Discrepancies.</b> None.</p> <p><b>C. Recommended Additional Training.</b> None.</p> <p><b>D. Additional Comments.</b> None.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.9. Flight Surgeon.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED	
					23 Nov 05	
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)			RANK		SSAN	ELIGIBILITY PERIOD
Cutter, Roger, T.			Lt Col		1234	Aug 05 - Jan 06
ORGANIZATION AND LOCATION				AIRCRAFT/CREW POSITION		
99 FS, Shaw AFB, GA				ALL/FS		
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
Open Book	23 Nov 05	85				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
1		N/A		N/A		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE		DATE
Apr 07						
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Walter P. Wright, Maj	99 FS/DOW					
2 REVIEWING OFFICER N/A						
3 FINAL APPROVING OFFICER Jack R. Hutter, Lt Col	99 FS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE				SIGNATURE	
	Roger T. Cutter, Lt Col					

AF FORM 8 CONTINUATION SHEET

IV. COMMENTS

[Empty area for comments]

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013; EO 9397  
PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification  
DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.

Figure A3.10. AE QUAL-MSN.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED		
				28 Jun 05		
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)			RANK	SSAN	ELIGIBILITY PERIOD	
Good, Johnnie B.			TSgt	9876		
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION		Apr - Sep 05	
459 AES, Andrews AFB, MD			KC-135R/IAM			
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
Open Book	10 Jun 05	98	QUAL/MSN	28 Jun 05		
Closed Book	11 Jun 05	100				
Boldface	11 Jun 05	Q				
EPE	27 Jun 05	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
1		N/A		N/A		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
Nov 06						
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Orville L. Blake, SMSgt	459 AES/DOV			X		
2 REVIEWING OFFICER Deborah S. Jones, Lt Col	459 AES/DOV	X				
3 FINAL APPROVING OFFICER Dale L. Grey, Col	459 AES/CC	X				
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	Johnnie B. Good, TSgt					

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<b>EXAMINERS REMARKS:</b>	
<p><b>A. Mission Description.</b> This evaluation was administered on the KC-135R aircraft and meets the requirements for universal qualification on the: C-17, C-130 and KC-135. The evaluation was conducted with the examinee in the 3AET position on an Operational mission originating from Andrews AFB and terminating at Andrews AFB, with no enroute stops. Patient load was 4-4+0. Routine medical equipment was used in-flight. Instructor abilities were evaluated while examinee taught the ZOLL M-Series CCT, Monitor/Defibrillator. Col Dale Grey, 459 AES/CC, was debriefed.</p>	
<p><b>B. Discrepancies.</b> None.</p>	
<p><b>C. Recommended Additional Training.</b> None.</p>	
<p><b>D. Additional Comments.</b> None.</p>	
<p>Reviewing Officer's Remarks:</p>	
<p>Approving Officer's Remarks:</p>	
<p>PRIVACY ACT STATEMENT</p>	
<p>AUTHORITY: 10 USC 8013; EO 9397            PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification            DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.11. AE Ground Recheck.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED		
				7 Jul 05		
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)		RANK	SSAN	ELIGIBILITY PERIOD		
Goodwind, Johnnie B.		Maj	4321	Apr – Sep 05		
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION			
43 AES, Pope AFB, NC			C-130H/MH			
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
Open Book	10 Jun 05	98	QUAL/MSN	28 Jun 05		
Closed Book	11 Jun 05	100	GROUND RECHECK	7 Jul 05		
Boldface	11 Jun 05	Q				
EPE	27 Jun 05	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
3/1		30 Sep 05		5 Jul 05		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
Dec 06		Billy D. Johnson, Capt 43 AES/DOV			5 Jul 05	
<input checked="" type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)	<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	<input type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)	
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Orville L. Blake, Maj	43 AES/DOV			X		
2 REVIEWING OFFICER Deborah S. Jones, Lt Col	43 AES/DOV	X				
3 FINAL APPROVING OFFICER Dale L. Grey, Col	43 AES/CC	X				
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	Johnnie B. Goodwind, Maj					

AF Form 8 CONTINUATION SHEET	
IV.	COMMENTS
<b>RESTRICTION:</b>	
<p><b>SUPERVISED STATUS.</b> Maj Goodwind will not perform aircrew duties until additional training and ground recheck have been accomplished.</p>	
<b>EXAMINER'S REMARKS:</b>	
<p><b>A. Mission Description.</b> This evaluation was administered on the C-130H aircraft and meets the requirement for universal qualification on the: C-17, KC-135 and C-130. The evaluation was conducted with the examinee in the FN position on an Aeromedical Readiness Mission originating from Pope AFB and terminating at Pope AFB, with no enroute stops. Simulated Patient load was 4-4+0. Routine medical equipment was used in flight. Col Dale Grey, 43 AES/CC, was debriefed.</p>	
<b>B. Discrepancies.</b>	
<p>1. Ground. None.</p>	
<p>2. Flight. Area 24. Aircraft systems – U. The examinee failed to verbalize the location/access of the KC-135 electrical system.</p>	
<b>C. Recommended Additional Training.</b>	
<p>1. Ground. None.</p>	
<p>2. Flight. Examinee will review and verbalize with an instructor all aspects of the KC-135 electrical system related to AE.</p>	
<b>D. Additional Comments.</b> Ground recheck successfully accomplished on 7 Jul 05. No further action required.	
<b>Reviewing Officer's Remarks:</b>	
<b>Approving Officer's Remarks:</b>	
<p style="text-align: center;"><b>PRIVACY ACT STATEMENT</b></p>	
<p><b>AUTHORITY:</b> 10 USC 8013; EO 9397  <b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification  <b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.12. Commander-Directed Downgrade.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED		
					2 Feb 06		
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial)			RANK	SSAN	ELIGIBILITY PERIOD		
Sauck, Jess I.			Maj	3669	N/A		
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION				
369 FS, Nellis AFB, NV			F-16C/FP				
II. QUALIFICATION							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
			INSTM/QUAL		19 Nov 05		
			MSN		19 Nov 05		
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED			
	3	FLT: 28 Feb 06 GND: 28 Feb 06		14 Jan 06 2 Feb 06			
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE		DATE	
N/A		Mike Q. Tees, Maj 369 FS/DOT				2 Feb 06	
<input checked="" type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input checked="" type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)
III. CERTIFICATION							
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE	
		CONCUR	DO NOT CONCUR	REMARKS			
1 FLIGHT EXAMINER							
2 REVIEWING OFFICER							
3 FINAL APPROVING OFFICER Hugh G. Hammer, Lt Col	369 FS/CC			X			
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE			
	Jess I. Sauck, Maj						

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
	<p><b>RESTRICTION(s): COMMANDER-DIRECTED DOWNGRADE, SUPERVISED STATUS:</b> Maj Sauck will not perform aircrew duties until a successful INSTM/QUAL and MSN recheck have been accomplished.</p> <p><b>A. Narrative.</b> This directed downgrade is for cause. Maj Sauck failed to follow written Air Force Instructions and range guidance, and he committed gross errors in judgment. Maj Sauck led a 4-ship formation to the Northern Ranges of the NTTR to conduct a CT 4v4 Opposed SAT mission against professional adversaries while carrying inert GBU-12 ordnance. During ingress, Maj Sauck unwittingly led his element well outside the western border of the range, ignoring multiple radio calls from GCI, Range Control and his adversaries. Furthermore, he violated air to air training rules by flying in the adversary's block without SA leading to a near mid-air collision. After the training rule and border violations, the adversaries attempted to knock off the fight, but Maj Sauck continued his planned attack. He misidentified his target and released inert ordnance onto a manned target in Range 71. There were no injuries to personnel on the ground. Finally, during RTB, Maj Sauck ignored an ATC directed altitude leading to another near mid-air collision with a separate recovering formation.</p> <p><b>B. Discrepancies.</b></p> <ol style="list-style-type: none"> <li>1. Ground. None.</li> <li>2. Flight. Area 30, Aimanship -U. Examinee violated written Command and range guidance. Area 31, Safety -U. Examinee violated Command and range guidance placing adversary, range maintenance and recovering crews in extreme danger. Area 32, Aircrew Discipline-U. Examinee violated written Command and range guidance in situations described in the mission narrative.</li> </ol> <p><b>C. Recommended Additional Training.</b></p> <ol style="list-style-type: none"> <li>1. Ground. Examinee requires separate flight lead, range, air to air training rules and target identification academics. Furthermore, he must conduct a 4v4 Opposed SAT mission in the simulator.</li> <li>2. Flight. Examinee requires four training sorties: instruments, Day unopposed SAT as a wingman, Day SAT as an element lead, and Day SAT as a 4-ship flight lead.</li> </ol> <p><b>D. Additional Comments.</b> Upon completion of training, Examinee must successfully complete both an INSTM/QUAL and MSN evaluation for requalification in both respective areas.</p>
<hr/> <b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> 10 USC 8013; EO 9397  <b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification  <b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	



AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
EXAMINER'S REMARKS:	
<p>A. Mission Description. Maj Brown flew his SEFE Objectivity evaluation as Red Air number 2 of 4 F-16s to W151 on a 2 vs 4 ACT sortie in support of a MSN evaluation. Evaluator observed as Red Air number 4. Mission elements included: flight evaluation briefing, in-flight evaluation, mission critique and debriefing, and flight evaluation documentation. Major Brown complied with all HHQ and local Stan/Eval directives, properly briefed and debriefed the evaluation, awarded the correct grades for each evaluated area and the appropriate overall grade. Col Smith, 45 OG/CC, was debriefed on the evaluation results.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training: None.</p> <p>D. Additional Comments: None</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p> <p>Additional Reviews:</p> <p>OGV____</p>	
PRIVACY ACT STATEMENT	
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.	

## Attachment 4

## SAMPLE AF FORMS 8A

Figure A4.1. Q1 (Universal) QUAL MSN.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)						DATE COMPLETED
						17 Jan 06
<b>I. EXAMINEE IDENTIFICATION</b>						
NAME (Last, first, Middle Initial)			GRADE	SSAN		
Hook, Michael R.			MSgt	1001		
ORGANIZATION AND LOCATION			ELIGIBILITY PERIOD	EXPIRATION DATE		
459 AES, Andrews AFB, MD			Sep 05 – Feb 06	Jun 07		
<b>II. AIRCRAFT QUALIFICATION</b>						
ACFT/CREW POSITION	GROUND PHASE			FLIGHT PHASE		QUAL
	EXAM/CHECK	DATE	GRADE	MISSION/CHECK	DATE	QUAL LEVEL
C-130H/IAM	Open Book	7 Dec 05	95	MSN	17 Jan 06	1
C-130H/IAM	Closed Book	8 Dec 05	100			
C-130H/IAM	Boldface	8 Dec 05	Q			
C-130H/IAM	EPE	7 Jan 06	1			
<b>UNIVERSAL QUALIFICATION AIRCRAFT</b>						
C-130	C-141	KC-135				
<b>ADDITIONAL TRAINING</b>						
DUE DATE(S)			DATE ADDITIONAL TRAINING COMPLETED			
N/A			N/A			
CERTIFYING OFFICIAL, RANK AND ORGANIZATION			SIGNATURE		DATE	
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Optional: Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
<b>III. CERTIFICATION</b>						
TYPED NAME AND GRADE	ORGANIZATION OFFICE SYMBOL	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER OB L. Blake, SMSgt	459 AES/DOV			X		
2 REVIEWING OFFICER DJ S. Jones, Lt Col	459 AES/DOV					
3 FINAL APPROVING OFFICER DG L. Grey, Col	459 AES/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE		
	Michael R. Hook, MSgt					

AF FORM 8a CONTINUATION SHEET	
IV.	COMMENTS
<b>EXAMINER'S REMARKS:</b>  <b>A. Mission Description.</b> This evaluation was administered orboard the C-130 aircraft. The evaluation was conducted with the examinee in the FN position on an Operational mission originating from Andrews AFB and terminating at Andrews AFB, with no enroute stops. Patient load was 4-4+0. Routine medical equipment was used in-flight. Instructor abilities were evaluated while examinee taught the ZOLL M-Series CCT, Monitor/Defibrillator.  <b>B. Discrepancies.</b> None.  <b>C. Recommended Additional Training.</b> None.  <b>D. Additional Comments.</b> None.  <b>Reviewing Officer's Remarks:</b>  <b>Approving Officer's Remarks:</b>	
<b>PRIVACY ACT STATEMENT</b>	
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.	

Figure A4.2. Q3 (Universal) QUAL MSN Ground Recheck.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)						DATE COMPLETED 7 Jul 05
<b>I. EXAMINEE IDENTIFICATION</b>						
NAME (Last, first, Middle Initial) Goodwind, Johnnie B.			GRADE TSgt		SSAN 4321	
ORGANIZATION AND LOCATION 43 AES, Pope AFB, NC			ELIGIBILITY PERIOD Apr – Sep 05		EXPIRATION DATE Dec 06	
<b>II. AIRCRAFT QUALIFICATION</b>						
ACFT/CREW POSITION	GROUND PHASE			FLIGHT PHASE		QUAL
	EXAM/CHECK	DATE	GRADE	MISSION/CHECK	DATE	QUAL LEVEL
C-130H/MH	Open Book	10 Jun 05	98	MSN	20 Jun 05	3
C-130H/MH	Closed Book	11 Jun 05	100	GROUND RECHECK	7 Jul 05	1
C-130H/MH	Boldface	11 Jun 05	Q			
C-130H/MH	EPE	28 Jun 05	1			
<b>UNIVERSAL QUALIFICATION AIRCRAFT</b>						
C-130	C-17	C-141	KC-135			
<b>ADDITIONAL TRAINING</b>						
DUE DATE(S) 30 Sep 05			DATE ADDITIONAL TRAINING COMPLETED 5 Jul 05			
CERTIFYING OFFICIAL, RANK AND ORGANIZATION Billy D. Johnson, Capt 43 AES/DOV			SIGNATURE		DATE 6 Ju 05	
<input checked="" type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Optional: Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
<b>III. CERTIFICATION</b>						
TYPED NAME AND GRADE	ORGANIZATION OFFICE SYMBOL	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER OB L. Blake, Maj	43 AES/DOV			X		
2 REVIEWING OFFICER DJ S. Jones, Lt Col	459 AES/DOV					
3 FINAL APPROVING OFFICER DG L. Grey, Col	459 AES/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE Johnnie B. Goodwind, TSgt			SIGNATURE		

AF FORM 8a CONTINUATION SHEET	
IV.	COMMENTS
<p><b>RESTRICTION:</b></p> <p><b>SUPERVISED STATUS:</b> TSgt Goodwind will not perform aircrew duties until additional training and ground recheck have been successfully accomplished.</p> <p><b>EXAMINERS REMARKS:</b></p> <p><b>A. Mission Description.</b> This evaluation was administered onboard the C-130 aircraft. The evaluation was conducted with the examinee in the 2AET position on an Aeromedical Readiness Mission originating from Scott AFB and terminating at Scott AFB, with no enroute stops. Simulated Patient load was 4-4+0. Routine medical equipment was used in-flight.</p> <p><b>B. Discrepancies.</b></p> <ol style="list-style-type: none"> <li>1. Ground. None.</li> <li>2. Flight. Area 24. Aircraft systems-U. The examinee failed to verbalize the location/access of the KC-135 electrical system.</li> </ol> <p><b>C. Recommended Additional Training.</b></p> <ol style="list-style-type: none"> <li>1. Ground. Examinee will review and verbalize with an instructor to a satisfactory level of knowledge all aspects of the KC-135 electrical system related to AE.</li> <li>2. Flight. None.</li> </ol> <p><b>D. Additional Comments.</b> Ground recheck successfully accomplished on 7 Jul 05. No further action required.</p> <p><b>Reviewing Officer's Remarks:</b></p> <p><b>Approving Officer's Remarks:</b></p>	
<p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397          PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification          DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A4.3. REQUAL (Universal) QUAL MSN.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)						DATE COMPLETED 13 Jan 06	
<b>I. EXAMINEE IDENTIFICATION</b>							
NAME (Last, first, Middle Initial) Headwind, Ronda B.				GRADE Maj	SSAN 5555		
ORGANIZATION AND LOCATION 43 AES, Pope AFB, NC				ELIGIBILITY PERIOD N/A	EXPIRATION DATE Jun 07		
<b>II. AIRCRAFT QUALIFICATION</b>							
ACFT/CREW POSITION	GROUND PHASE			FLIGHT PHASE		QIAI	
	EXAM/CHECK	DATE	GRADE	MISSION/CHECK	DATE	QUAL LEVEL	
C-17/MH			RQ MSN		13 Jan 06	1	
<b>UNIVERSAL QUALIFICATION AIRCRAFT</b>							
C-17							
<b>ADDITIONAL TRAINING</b>							
DUE DATE(S)			DATE ADDITIONAL TRAINING COMPLETED				
N/A			N/A				
CERTIFYING OFFICIAL, RANK AND ORGANIZATION			SIGNATURE		DATE		
<input type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Optional: Explain in Comments on Back)		<input type="checkbox"/>	
<b>III. CERTIFICATION</b>							
	TYPED NAME AND GRADE	ORGANIZATION OFFICE SYMBOL	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER OB L. Blake, Maj	43 AES/DOV			X		
2	REVIEWING OFFICER DJ S. Jones, Lt Col	459 AES/DOV					
3	FINAL APPROVING OFFICER DG L. Grey, Col	459 AES/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND GRADE OF EXAMINEE Ronda B. Headwind, Maj			SIGNATURE			

AF FORM 8a CONTINUATION SHEET	
IV.	COMMENTS
<p><b>EXAMINERS REMARKS:</b></p> <p><b>A. Mission Description.</b> This Requalification evaluation was administered onboard the C-17 aircraft. The evaluation was conducted with the examinee in the FN position on an Aeromedical Readiness Mission originating from Scott AFB and terminating at Scott AFB, with no enroute stops. Simulated Patient load was 4-4+0. Routine medical equipment was used in-flight.</p> <p><b>B. Discrepancies.</b> None.</p> <p><b>C. Recommended Additional Training.</b> None.</p> <p><b>D. Additional Comments.</b> None.</p> <p><b>Reviewing Officer's Remarks:</b></p> <p><b>Approving Officer's Remarks:</b></p>	
<b>PRIVACY ACT STATEMENT</b>	
AUTHORITY: 10 USC 8013; EO 9337	
PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification	
DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.	

Figure A4.4. Q1 (Universal) CRO-PJ Multi-MDS.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)						DATE COMPLETED 20 Dec 05
<b>I. EXAMINEE IDENTIFICATION</b>						
NAME (Last, first, Middle Initial) Case, Peter W.				GRADE SSgt	SSAN 9999	
ORGANIZATION AND LOCATION 99 RQS, Hurlburt Field, FL				ELIGIBILITY PERIOD Sep 05 – Feb 06	EXPIRATION DATE May 07	
<b>II. AIRCRAFT QUALIFICATION</b>						
ACFT/CREW POSITION	GROUND PHASE			FLIGHT PHASE		QUAL
	EXAM/CHECK	DATE	GRADE	MISSION/CHECK	DATE	QUAL LEVEL
HH-60G/MJ	Closed Book	20 Dec 05	72/98			3/1
<b>UNIVERSAL QUALIFICATION AIRCRAFT</b>						
HH-60	HC-130	MH-53				
<b>ADDITIONAL TRAINING</b>						
DUE DATE(S) N/A				DATE ADDITIONAL TRAINING COMPLETED N/A		
CERTIFYING OFFICIAL, RANK AND ORGANIZATION				SIGNATURE		DATE
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)	<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Optional: Explain in Comments on Back)			<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
<b>III. CERTIFICATION</b>						
TYPED NAME AND GRADE	ORGANIZATION OFFICE SYMBOL	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1. FITSRY EXAMINER David Q. Rock, MSgt	99 RSQ/DOV					
2. REVIEWING OFFICER						
3. FINAL APPROVING OFFICER James O. Maegad, Lt Col	99 RSQ/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE Peter W. Case, SSgt			SIGNATURE		

AF FORM 8a CONTINUATION SHEET	
IV.	COMMENTS
PRIVACY ACT STATEMENT	
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.	

Figure A4.5. Q1 (Universal) Flight Surgeon Multi-MDS.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)						DATE COMPLETED
						10 Aug 05
<b>I. EXAMINEE IDENTIFICATION</b>						
NAME (Last, first, Middle Initial)				GRADE	SSAN	
Welby, Marcus T.				Maj	2345	
ORGANIZATION AND LOCATION				ELIGIBILITY PERIOD	EXPIRATION DATE	
524 FS, Canon AFB, NM				Jun – Nov 05	Jan 07	
<b>II. AIRCRAFT QUALIFICATION</b>						
ACFT/CREW POSITION	GROUND PHASE			FLIGHT PHASE		QUAL
	EXAM/CHECK	DATE	GRADE	MISSION/CHECK	DATE	QUAL LEVEL
ALL/FS	Open Book	10 Aug 05	100			1
<b>UNIVERSAL QUALIFICATION AIRCRAFT</b>						
B-52	C-130	KC-135				
<b>ADDITIONAL TRAINING</b>						
DUE DATE(S)				DATE ADDITIONAL TRAINING COMPLETED		
N/A				N/A		
CERTIFYING OFFICIAL, RANK AND ORGANIZATION				SIGNATURE		DATE
<input type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Optional. Explain in Comments on Back)		<input type="checkbox"/>
<b>III. CERTIFICATION</b>						
TYPED NAME AND GRADE	ORGANIZATION OFFICE SYMBOL	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Robert B. Young, Capt	524 FS/DOV					
2 REVIEWING OFFICER						
3 FINAL APPROVING OFFICER Jack A. Marshall, Maj	524 FS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE		
	Marcus T. Welby, Maj					

AF FORM 8a CONTINUATION SHEET	
IV.	COMMENTS
<b>PRIVACY ACT STATEMENT</b>	
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.	





**Attachment 7**

**SAMPLE AF FORMS 4348**

**Figure A7.1. Initial Review.**

USAF AIRCREW CERTIFICATIONS						
THIS IS TO CERTIFY THAT						
NAME (LAST, FIRST, MIDDLE INITIAL) <b>Magellan, Ferdinand, R.</b>		SSAN <b>9999</b>	ACFT <b>MC-130H</b>	UNIT ORGANIZATION AND LOCATION <b>15 SOS, Hurlburt AFB, FL</b>		
CERTIFIED EVENT INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DECERTIFICATION		
				DATE	DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION
Touch and Go Landing Capt. Joe Instructor, IP 8 SOS/DOT	25 Jun 97	Lt. Col. Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Drop Zone Controller (DZC) Capt Joe Instructor, IP 8 SOS/DOT	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Landing Zone Safety Officer (LZSO) Maj. Ira M. Pressive, EP 8 SOS/DOV	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
I verify the above certification transcriptions to be accurate.	19 Apr 02	<i>Steve Jones</i> Lt. Col. Steve Jones 16 OG/OGV			<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input 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.

Figure A7.2. New Certification.

USAF AIRCREW CERTIFICATIONS						
THIS IS TO CERTIFY THAT						
NAME (LAST, FIRST, MIDDLE INITIAL) <b>Magellan, Ferdinand, R.</b>		SSAN <b>9999</b>	ACFT <b>MC-130H</b>	UNIT ORGANIZATION AND LOCATION <b>15 SOS, Hurlburt AFB, FL</b>		
CERTIFIED EVENT INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DECERTIFICATION		
				DATE	DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION
Touch and Go Landing Capt. Joe Instructor, IP 8 SOS/DOT	25 Jun 97	Lt. Col. Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Drop Zone Controller (DZC) Capt Joe Instructor, IP 8 SOS/DOT	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Landing Zone Safety Officer (LZSO) Maj. Ira M. Pressive, EP 8 SOS/DOV	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Close Interval Operations/MP Maj. Pencil Head, IP 15 SOS/DOT	18 Jul 03	<i>Steve Starr</i> Lt Col. Steve Starr 15 SOS/CC			<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input 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.

Figure A7.3. CC Decertification.

USAF AIRCREW CERTIFICATIONS						
THIS IS TO CERTIFY THAT						
NAME (LAST, FIRST, MIDDLE INITIAL) Magellan, Ferdinand, R.		SSAN 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 Capt. Joe Instructor, IP 8 SOS/DOT	25 Jun 97	Lt. Col. Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Drop Zone Controller (DZC) Capt Joe Instructor, IP 8 SOS/DOT	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.	16 Nov 04	<input checked="" type="checkbox"/>	Lt Col. Steve Starr 15 SOS/CC
Landing Zone Safety Officer (LZSO) Maj. Ira M. Pressive, EP 8 SOS/DOV	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.	16 Nov 04	<input checked="" type="checkbox"/>	Lt Col. Steve Starr 15 SOS/CC
Close Interat Operations/MP Maj. Pencil Head, IP 15 SOS/DOT	18 Jul 03	Lt Col. Steve Starr 15 SOS/CC			<input type="checkbox"/>	
FARP Capt. Roger Cuethree, EP 15 SOS/DOV	15 Aug 03	Lt Col. Steve Starr 15 SOS/CC			<input type="checkbox"/>	
Flight Examiner Lt Col Robert Smart 15 SOS/DOV	28 Jan 05	Lt Col. Steve Starr 15 SOS/CC		30 Aug 05	<input checked="" type="checkbox"/>	Steve Starr Lt Col. Steve Starr 15 SOS/CC
					<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.

## Attachment 8

### FLIGHT CREW INFORMATION FILE TEMPLATE

**Note:** The information below is an example of a template MAJCOMs may use when drafting an FCIF item. FROM: HQ AFSOC HURLBURT FLD FL//A3V//

TO: 16 OG HURLBURT FLD FL//CC/OGV//  
58 OG KIRTLAND AFB NM//DO/OGV//  
106 OG GABRESKI APRT NY//CC/OGV//

INFO: HQ AFRC ROBINS AFB GA//A3/A3V//  
NGB WASHINGTON DC//A3/A3OT//  
HQ AETC RANDOLPH AFB TX//A3/A3FV//

SUBJECT: The Subject Line contains the FCIF number and title of the FCIF item (if applicable)

REF A: Reference A is a location the FCIF reviewer can reference any other material, whether it is a message or another FCIF item, pertinent to the FCIF entry. If more than one reference is needed, use REF B, C, etc.

1. Applicability paragraph. This paragraph lists the MAJCOM(s) that the FCIF item is applicable to, lists the MAJCOM(s) that will retransmit the FCIF item and those MAJCOMs for which the FCIF item is “for information only.”
2. Directive paragraph. FCIF authors will use this paragraph to give direction to aircrews regarding procedures or guidance. This information will 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 9

### RECOMMENDING CHANGES TO AF PUBLICATIONS

**A9.1. General.** The stan/eval function is responsible for the orderly and efficient processing of recommended changes to Air Force flying-related publications at each command level. Unless different guidance is provided by the appropriate AF publication OPR, submit recommended changes and improvements to Air Force publications on AF Form 847 according to the procedures below and in AFI 11-215, Attachment 3 (covering completion of the form). Submit recommended changes for conditions that have negative effects on operational efficiency, to correct content errors or to recommend improved procedures or processes. Do not use the AF Form 847 to call attention to typographical, printing or quality errors unless they cause misinterpretation. Such deficiencies can be remedied by direct communication with the AF publication OPR.

#### **A9.2. Processing AF Forms 847.**

A9.2.1. Submit and process all AF Forms 847 through MAJCOM channels as outlined in the MAJCOM supplement to this instruction, in accordance with routing as outlined in **Figure A9.1** and in compliance with instructions in AFI 11-215, Attachment 3. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility. Units will submit AF Forms 847 electronically to the maximum extent possible.

A9.2.2. At each level the stan/eval function will document receipt of original AF Forms 847, ensure the AF Form 847 reaches the appropriate functional OPR at that level for review, forward approved original AF Forms 847 to the next command level while informing the preceding command level of disposition (positive and negative) with comments. The advent of electronic Forms 847 may allow each level to inform all levels below (including the originator) of such disposition. The goal is to keep each command level and the originator advised of the progress and disposition of a submitted AF Form 847.

A9.2.3. The parent MAJCOM of the originator will forward the reviewed original AF Form 847 to the AF publication OPR. Once the AF publication OPR decides on disposition of the AF Form 847, the AF publication OPR will notify the submitting, parent MAJCOM as to disposition. The parent MAJCOM will then inform the lower command levels of the disposition of the original AF Form 847.

A9.2.4. The parent MAJCOM of the originator will simultaneously forward information copies of AF Forms 847 to all other MAJCOMs that utilize the subject AF publication. The other using MAJCOMs may forward comments on the information AF Form 847 suggestions to the AF publication OPR.

A9.2.5. An AF Form 847 may be disapproved by any command level reviewing the original AF Form 847. All disapproved recommendations will be returned to the submitting command level with justification annotated on the AF Form 847 stating the reason for the disapproval. Disapproved recommendations are not normally forwarded to other MAJCOMs, but may be forwarded for additional considerations if desired. MAJCOMs may address how to resubmit an AF Form 847 disapproved at a command level below the AF publication OPR in their supplement to this instruction.

A9.2.6. The movement and disposition of the original AF Form 847 will be tracked by the stan/eval function at all command levels that review the original AF Form 847. There is no requirement to track receipt or disposition of information copies of an AF Form 847.

Figure A9.1. Routine AF Form 847 Publication Routing Process.

