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PROGRAM**

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This instruction implements AFPD 10-9, *Lead Operating Command Weapon System Management*; AFPD 11-2, *Aircraft Rules and Procedures*; and AFPD 11-4, *Aviation Service*. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and provides guidance on how to structure and monitor a Stan/Eval program. It is applicable to all units assigned to or gained by major commands (MAJCOMs) and applies to commanders, operations supervisors and aircrew personnel assigned or attached to all flying activities of these commands. This publication applies to Air Force Reserve Command, the Air National Guard, and to USAF aircrew personnel assigned to active flying positions in the Civil Air Patrol. MAJCOMs, field operating agencies (FOAs) and Headquarters United States Air Force (HQ USAF) direct reporting units (DRUs) will supplement this instruction. MAJCOMs, FOAs and HQ USAF DRUs will coordinate their supplement to this instruction with HQ USAF/A3O-AT before publication and forward one copy to HQ USAF/A3O-AT after publication. Units will coordinate their supplement with the next higher Numbered Air Force (NAF)/MAJCOM, as applicable, prior to publication. Air Force Reserve Command (AFRC)/Air National Guard (ANG) units will provide a copy of their supplement to their gaining MAJCOM and the active duty NAF with Stan/Eval oversight responsibility. Units will forward one copy of their supplement to said higher headquarters after publication. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through Stan/Eval channels, to HQ USAF/A3O-AT, 1480 Air Force Pentagon, Washington DC 20330-1480.

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. System of Records Notice F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), 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 as amended by Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers, November 18, 2008. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

**(ACC) AFI 11-202V2, 13 Sep 2010, is supplemented as follows.** This supplement provides information and instructions for ACC Aircrew Standardization/Evaluation Program. This supplement also provides for use of ACC Form 8a, *Flight Evaluation Checklist*; ACC Form 180, *Temporary Flight Evaluation Certificate*. This supplement applies to Air Combat Command (ACC), Air National Guard (ANG) and Air Force Reserve Command (AFRC) units under ACC oversight. The term MAJCOM, used throughout this supplement refers to ACC for ACC units and AFRC for their units. For the purposes of this supplement, the ANG is considered a MAJCOM and will coordinate with the National Guard Bureau (NGB). This supplement also applies to members of other commands, direct reporting units (DRUs), field operating agencies (FOA) (assigned and attached), and Personnel Recovery Units (PRU) when performing crew duties in ACC aircraft and under ACC oversight (ANG/AFRC). 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 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required for approval. Send comments and suggested improvements to this supplement on AF Form 847, *Recommendation for Change of Publication*, through channels, to ACC/A3TV, 205 Dodd Blvd, Suite 101, Langley AFB VA 23665-2789, [accdotvsrtb@langley.af.mil](mailto:accdotvsrtb@langley.af.mil).

**(482FW)** This attachment complements Air Force Instruction (AFI) 11-202V2\_Air Combat Command Supplement 1(ACC Sup 1), *Aircrew Standardization/Evaluation Program*. It provides expanded guidance regarding Standardization and Evaluation procedures for the 482d Fighter Wing (482 FW). This attachment applies to flying units and personnel assigned to the 482 FW. Refer recommended changes to and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847 (AF Form 847), *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363 (AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

**(482FW) Privacy Act Statement:** Authority: AFI 33-332, *The Air Force Privacy Act and Civil Liberties Program*, DOD Directive 5400.11-R, *Department of Defense Privacy Act Program*, Aviation Career Incentive Act of 1974, and Executive Order 9397 as amended by Executive Order 13478, Amendments to Executive Order 9397, relating to Federal Agency Use of Social Security Numbers, dated November 18, 2008. **Purpose:** Identification of personnel participating in local flights. **Routine Use:** To insure proper identification of personnel participating in flights of 93 FS aircraft. Disclosure is voluntary; however, failure to disclose your SSAN will result in denial of flights in USAFR aircraft.

## **SUMMARY OF CHANGES**

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

(ACC) This document has been substantially modified to align with a completely revised parent 11-202V2.

(ACC) This revision updates MAJCOM, Numbered Air Force (NAF), units, and squadron responsibilities and functions, and new Aircrew Standardization Evaluation (ASEV) grading criteria (Chapter 2); updates unit Stan/Eval functional and organizational guidance (Chapter 3); updates Flight Examiner guidance (Chapter 4); updates aircrew qualification evaluation guidance (Chapter 5); updates guidance for the aircrew examination program (Chapter 6); updates documentation guidance (Chapter 7), and deletes AF Form 1381; updates guidance on FCIF library (Chapter 9), and adds guidance on supplementary evaluations to this chapter; updates Attachment 8, and 9; deletes former attachment 12; makes administrative changes and adds PEX guidance throughout the AFI, and realigns chapter content from the previous publication. Adds attachment 10, USAFWS Cross-Command Stan/Eval guidance.

(482FW) This document has been substantially modified and must be completely reviewed. This revision aligns the supplement with AFI 11-202V\_ACC Sup 1. This revision updates group responsibilities and functions (Chapter 2); updates unit Stan/Eval functional and organizational guidance (Chapter 3); updates Flight Examiner guidance (Chapter 4); updates aircrew qualification evaluation guidance (Chapter 5); updates guidance for the aircrew examination program (Chapter 6); updates documentation guidance (Chapter 7); updates guidance on specialized aircrew requirements and provides new guidance on documentation required for these members (Chapter 8); updates guidance on FCIF library (Chapter 9); and adds guidance to supplementary evaluations to this chapter; updates Attachment 2; changes Attachment 13 to Attachment 12; adds visiting pilot checklist Attachment 13; makes administrative changes and adds PEX guidance throughout the AFI, and realigns chapter content from the previous publication.

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## Chapter 1

### PURPOSE

#### 1.1. General.

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

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

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

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

#### 1.2. Objectives.

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

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

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

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

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

#### 1.3. Waiver Authority.

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

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

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

1.3.3. (ACC) Waiver authority for this supplement is MAJCOM/A3. Submit waivers IAW AFI 11-202 Vol.2, *Aircrew Standardization/Evaluation Program*, paragraph 1.3.2. Waiver authority may be delegated by A3 and will be specifically addressed for individual requirements in this supplement.

## Chapter 2

### HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

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

#### **2.2. Air Staff.**

##### **2.2.1. HQ USAF/A3O-A:**

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

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

##### **2.2.2. HQ USAF/A3O-AT:**

2.2.2.1. Reviews and maintains this instruction.

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

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

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

##### **2.2.3. HQ USAF/A3O-AS:**

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

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

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

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

**2.2.4. (ACC) ACC/A3TV** will provide a PEX formatted QDB file generated from the AFFSA instrument question bank on the appropriate electronic forum (i.e. CoP or SharePoint)

##### **2.2.5. AFMOA/SG3P:**

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

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

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

### 2.3. MAJCOMs.

#### 2.3.1. General.

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

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

2.3.1.2.1. **(Added-ACC)** ACC/A3TV/NAF evaluators will maintain API-8/D (active flying) status in order to comply with paragraph 2.3.2.11 and 2.4.2.7.

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

#### 2.3.2. Functions.

2.3.2. (ACC) 4 Units will establish and maintain the latest version of PEX as the management software for Stan/Eval programs. All FEF's will be stored electronically in PEX and transferred between units via PEX files. Forms generated prior to PEX implementation will be electronically imported to PEX once the capability is implemented.

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

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

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

2.3.2.1.2. **(ACC)** Guardian Angel (GA) personnel will follow guidance contained within AFI 16-1202 Vol. 2, *Pararescue and Combat Rescue Officer Standardization and Evaluation*, (to become AFI 10-3512 Vol.2), AFI 11-202 Vol.2, and ACC Sup for administration of its Stan/Eval program. Policy precedence falls with AFI 11-202 Vol. 2 for all chapters except Chapters 5, 6, and 7, which refer specifically to Chapter 8 for Specialized Aircrew execution and documentation guidance. The GA applicable Vol. 2 provides specific and amplifying guidance along with additional procedures for Stan/Eval implementation.

2.3.2.1.3. **(Added-ACC)** Cross-Command units assigned to the United States Air Force Weapons School (USAFWS) will follow guidance contained in Attachment 10. Other Cross-Command units may use this guidance on a case-by-case basis. ACC/A3T is the approval authority for this authorization.

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

2.3.2.2. (ACC) ACC/A3TV should participate in or hold an annual Stan/Eval conference or working group that includes, at a minimum, representatives from the NAFs and other MAJCOMS. Wing/OG/SQ representation is desirable when their timing and funding allow.

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

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

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

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

2.3.2.6.1. (Added-ACC) To ensure standardization, ACC/A3TV OPRs will retain oversight responsibility of MQFs, but may delegate their actual review and update to lower echelons. Completed MQFs will be returned to ACC/A3TV in Word (.DOC) and PEX (.QDB) formats. Approved MQFs will be maintained on ACC/A3TV CoP. It is recommended that units utilize PEX to write/maintain the MQF and then subsequently export to a .DOC file to comply with this requirement. The QDB and Document must be clearly labeled with a "Current as of" date. Annual reviews will be completed by ACC/A3TV to ensure questions are updated to the latest publications. ACC may delegate annual review to the MQF author if desired.

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

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

2.3.2.9. In the absence of a NAF Stan/Eval function, assume responsibilities listed in paragraph 2.4.

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

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

2.3.2.12. (Added-ACC) MAJCOM/NAF flight examiners may receive their evaluations from any like-qualified aircrew examiner in the same crew position.

### 2.3.3. Organization.

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

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

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

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

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

2.3.4.2.1. **(Added-ACC)** Paragraphs preceded with “**(ACC)**” apply to ACC, AFRC, and ANG. Paragraphs added by ACC that are only applicable to AFRC or ANG, will be shown as “**(ACC)** (For AFRC/ANG Only).”

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

## 2.4. NAFs.

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

### 2.4.2. Functions.

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

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

2.4.2.2. **(ACC)** NAFs will make every effort to augment Aircrew Standardization Evaluation (ASEV) periodically with an ACC/A3TV evaluator. NAFs will provide ACC/A3TV and AFRC/A3V a yearly ASEV /SAV schedule to facilitate augmentation by MAJCOM/guest NAF evaluators.

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

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

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

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

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

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

2.4.2.8. **(ACC)** Unit supplements will normally be reviewed and returned to units with comments within 60 days of submission. To ensure adequate time for review and

implementation, units should submit supplements at least 7 months before a scheduled ASEV. If units submit their supplement less than 3 months before a scheduled ASEV, the NAF may complete the review during the scheduled ASEV.

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

2.4.2.9. (ACC) Initiate corrective action to eliminate noted discrepancies or deficiencies when HHQ action is required. Ensure unit corrective actions are satisfactory.

2.4.2.9.1. (Added-482FW) 482d Operations Group/Standardization Evaluation (482 OG/OGV) will complete the self-inspection 10AF Stan/Eval checklist located in the 10AF Stan/Eval webpage/Community of Practice (CoP) between January and March annually. Results will be documented in subsequent SEB minutes as a supplemental evaluation ([Attachment 2](#)).

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

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

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

**2.5. (ACC) Conduct Stan/Eval Evaluations.**

2.5.1. (Added-ACC) ASEVs to all units will be conducted within 48 months. Requests for delays less than three months beyond this period must be approved by the responsible NAF/OV/A3V, or ACC/A3TV for PRUs and DRUs. Requests for delays greater than three months must be approved by the responsible NAF/CC, or MAJCOM/A3 for PRUs and DRUs. ASEVs will be coordinated through the ACC/IG Gatekeeper. Units may request a HQ SAV not later than one year prior to a scheduled ASEV.

2.5.1.1. (Added-ACC) OG/CC will direct annual self evaluations, as applicable to the unit's Stan/Eval organization, and forward written reports to appropriate NAF/OV or ACC A3TV, for PRUs and DRUs. Self Evaluation reports may be incorporated and reported via the SEB Minutes. Self Evaluation Checklists will be available via the Air Force Inspection Agency Checklist Web Site and will be maintained by ACC/A3TV. OG/CC may request a SAV between ASEV.

2.5.1.2. (Added-ACC) ASEV schedules for AFRC units under ACC oversight will be coordinated with AFRC/A3V and AFRC/IGIO.

2.5.1.3. (Added-ACC) After final coordination with the above agencies, the responsible Stan/Eval office will publish and distribute the verified schedule to each affected unit, and oversighted Stan/Eval offices no later than 1 March and 1 September.

2.5.2. (Added-ACC) ASEV will be designed to:

2.5.2.1. (Added-ACC) Determine the effectiveness of the Stan/Eval program and compliance with all applicable publications.

2.5.2.2. **(Added-ACC)** Assess the capability of the Chief of Stan/Eval, flight examiners, instructors and unit crewmembers to evaluate, instruct and perform the unit's assigned taskings.

2.5.2.3. **(Added-ACC)** Identify operational or training factors adversely affecting aircrew capability to accomplish the assigned mission and initiate corrective actions as required.

2.5.2.4. **(Added-ACC)** Verify aircrew compliance with approved operational procedures.

2.5.2.5. **(Added-ACC)** Provide meaningful feedback to commanders from a broad viewpoint as well as the specific evaluation of the existing evaluation criteria. The unit operation will be evaluated covering the entire period stemming from the last ASEV, not just a "snapshot" of the unit's current program status.

### 2.5.3. **(Added-ACC) Notification Procedures:**

2.5.3.1. **(Added-ACC)** The evaluation OPR will send a ASEV notification message/memorandum to the unit with an info copy to ACC/A3TV 60 days before the evaluation. For AFRC/ANG evaluations, notification will be sent to the units and AFRC/A3V and 10AF/A3V or the State Adjutant General and NGB/A3O. The intent of this message/memorandum is to confirm the dates of the evaluation and inform the unit of the scope of the evaluation and support requirements. As a minimum, the message/memorandum will include the following:

2.5.3.1.1. **(Added-ACC)** Approximate number of team members.

2.5.3.1.2. **(Added-ACC)** Planned arrival date.

2.5.3.1.3. **(Added-ACC)** Support required as necessary.

2.5.3.1.4. **(Added-ACC)** Additional guidance on the selection of individuals and/or crews the team chief desires to evaluate--to include the Chief of Stan/Eval and/or Senior Examiners.

2.5.3.2. **(Added-ACC)** Thirty days prior to the evaluation, a follow-up message/memorandum will include name, rank, security clearance, restricted area badge number, MDS and crew position of each team member.

### 2.5.4. **(Added-ACC) Conduct of Evaluations:**

2.5.4.1. **(Added-ACC)** Units will receive an overall grade of Complies (C) or Does not Comply (DNC). The MAJCOM/A3 (for PRUs or DRUs) or NAF/CC is the final approval authority for the unit's overall grade. Individual grades for performance and/or program(s) are based on a three-tier system and will receive grades of Complies (C), Complies with comments (CWC) or Does not Comply (DNC). The evaluation team when grading performance and/or program(s) areas or applicable sub-areas, will use the following grading criteria:

2.5.4.1.1. **(Added-ACC) Complies:** Performance/program met or exceeded mission requirements and complied with applicable directives. The program had no findings. If errors and/or deviations existed, they were minor and did not affect mission accomplishment or safety. Processes were well-defined, effective and

efficiently executed. Performance/program was high quality and indicative of positive leadership involvement.

2.5.4.1.2. **(Added-ACC) Complies with Comments (CWC):** Performance/program met mission requirements. Findings existed that did not affect mission accomplishment or safety.

2.5.4.1.3. **(Added-ACC) Does not Comply (DNC):** Performance/program did not meet mission requirements and/or comply with applicable directives. Findings existed that affected mission accomplishment or safety. Effectiveness was degraded by deviations from or omission of procedures. Processes were not well-defined, effective or efficiently executed. Performance/program was poor quality and indicated lack of leadership involvement.

2.5.4.1.3.1. **(Added-ACC) DNC/CWC Corrective Actions.** The unit commander will take immediate corrective actions on any safety related discrepancies documented by the evaluation Team Chief. Within 10 working days of receipt of the approved evaluation report, the unit commander will submit a plan addressing corrective actions on all CWC or DNC programs. The unit commander will submit regular progress reports to the approval authority and the approval authority will make the final determination when programs have been corrected to a C level.

2.5.4.2. **(Added-ACC) MAJCOM/NAF Flying-Related Special Interest Items (SIIs).** SIIs will be evaluated during ASEV/SAVs. Compliance will be reflected in all ratings and evaluations, and will be commented on separately in ASEV/SAV reports.

2.5.4.3. **(Added-ACC)** Not more than 25 percent of total aircrew will be evaluated during the evaluation using SPOT evaluations IAW paragraph 5.2.5. Evaluations should include crewmembers of various experience levels and crew positions. Crewmembers maintaining multiple qualifications may be evaluated in either aircraft. Flight examiners may receive an Objectivity Evaluation (flight or ground).

2.5.4.3.1. **(Added-ACC)** Full notice evaluations are appropriate for those administered by unit flight examiners where a HHQ flight examiner will observe and administer a Flight Examiner Objectivity Evaluation. The full flight evaluation profile should be planned by the examinee. These evaluations will constitute an evaluation of the examinee (conducted by the unit flight examiner), as well as the unit flight examiner's objectivity and the unit's flight evaluation profiles (conducted by the HHQ Flight Examiner).

2.5.4.3.2. **(Added-ACC)** No-notice evaluations will be administered to individuals by notifying the unit at an appropriate time (if the individual is already on the flying schedule) or by requesting that an individual be added to the next day's schedule for this purpose. Any additional or unique HHQ flight examiner evaluation requirements, beyond the scheduled mission profile, will be communicated to the examinee no later than 24 hours prior to designated aircrew briefing to facilitate mission planning.

2.5.4.3.3. **(Added-ACC)** Flight evaluations/EPEs administered by HHQ flight examiners within 6 months of a ASEV may be counted toward the flight evaluation

sample for that evaluation. If this option is exercised, all intermediate flight evaluations by HHQ flight examiners (including evaluation team designated augmentees) must count toward that sample. The unit DO or OG/CC must be coordinated with prior to the 6 month period.

2.5.4.3.4. **(Added-ACC)** Examiners will notify the commander and Team Chief when the examinee's performance is less than Q-1. As a minimum, the examiner will provide a detailed debriefing to the Team Chief at the earliest opportunity. For evaluations, regardless of mission profile, "SPOT" will be entered in the flight phase block of the AF Form 8/8a, unless conducted in conjunction with a pre-coordinated recurring evaluation or a pyramid evaluation.

2.5.4.3.5. **(Added-ACC)** All evaluation examiners shall use the following statement as the first line following the Mission Description in the comments block on the AF Form 8/8a: "This evaluation was administered during an ACC (or NAF) ASEV." Document all supervisory attendance during mission debriefings. Furthermore, if in your opinion the examinee's performance demonstrated exceptional skill and knowledge in all phases of the evaluation, state the words "EXCEPTIONALLY QUALIFIED" on the first line of the Comments section preceding "Examiner's Remarks". This distinction should be reserved for those performances that are truly exceptional and are clearly justifiable.

2.5.4.4. **(Added-ACC)** In addition to aircrew flight evaluations, all available CMR/BMC aircrew will be administered a 50 question closed book written examination from the specific MDS MQF and have their flight publications evaluated. Flight publication checks will include all issued flight manuals/T.O.s, checklists, and OGV issued aircrew aids.

2.5.4.4.1. **(Added-ACC)** The written examination administered during an ASEV may fulfill either the requisite closed-book examination requirement, if it meets all the appropriate criteria, or the semi-annual test requirement at the discretion of the OG/CC.

2.5.4.4.2. **(Added-ACC)** The minimum passing grade for the written examination is 85%.

**Table 2.1. (Added-ACC) Stan/Eval Written Examination Rating Criteria.**

<b>Stan/Eval Written Examination Rating Criteria</b>			
<b>Rating</b>	<b>% Examinees Passing</b>	<b>and/or</b>	<b>Average Score</b>
Complies (C)	95 and above	and	85.0 - 100
Does not comply (DNC)	Below 95	or	Below 85.0

2.5.4.5. **(Added-ACC)** Team Chief Responsibilities:

2.5.4.5.1. **(Added-ACC)** Formally inbrief and outbrief the unit commander/staff.

2.5.4.5.2. **(Added-ACC)** Plan the number and types of evaluations to be conducted as well as which individuals will be evaluated.

#### 2.5.4.6. (Added-ACC) Post-evaluation Responsibilities:

2.5.4.6.1. (Added-ACC) Write and distribute copies of the ASEV report to the appropriate MAJCOM, NAF, ACC/A3G, State Adjutant General (ANG), AFRC/A3V, 10 AF/A3V and unit OGVs. NAFs will determine additional distribution of their reports.

2.5.4.6.2. (Added-ACC) Provide the unit Chief of Stan/Eval copies of the ASEV report and completed AF Forms 8 for the evaluations given by the team members during the evaluation. AF Forms 8 will be created using the unit PEX program/database. Unit stan/eval function will assist HHQ evaluators as needed to facilitate.

2.5.4.6.3. (Added-ACC) Reporting ASEV results will be in accordance with Figure 2.1. (Added) of this supplement. If the final report is not available prior to the team's departure, a draft report will be left with the unit.

2.5.4.6.3.1. (Added-ACC) Report. The ASEV team will write a comprehensive report addressing evaluations and program areas. The team will provide a narrative for leadership, supervision, and aircrew performance. The report may also contain findings, recommendations, areas for improvement, commendable areas and superior performers. Additional report elements are defined as follows:

2.5.4.6.3.1.1. (Added-ACC) Finding. Identifies a program area not in full compliance with instructions or applicable guidance.

2.5.4.6.3.1.2. (Added-ACC) Recommendation. Provides a suggestion to correct a finding

2.5.4.6.3.1.3. (Added-ACC) Area for improvement. Performance/program area was not in conflict with any instruction or guidance but may require further consideration.

2.5.4.6.3.1.4. (Added-ACC) Commendable Item. Identifies superior program or process.

2.5.4.6.3.1.5. (Added-ACC) Superior Performers. Specific individuals who have made exceptional contributions to the unit's Stan/Eval program.

2.5.4.6.3.2. (Added-ACC) Copies of the approved report should be forwarded within 15 working days after completion of the evaluation IAW paragraph 2.5.4.8.1. (Added) of this supplement.

#### 2.5.5. (Added-ACC) Reevaluations:

2.5.5.1. (Added-ACC) A supplemental evaluation will be made as soon as practical after an incomplete evaluation.

2.5.5.2. (Added-ACC) Units receiving an overall DNC (Does Not Comply) rating will be re-evaluated by the applicable MAJCOM/Stan/Eval or NAF/OV team within six months.

2.5.5.3. (Added-ACC) A 30-day notification memorandum/message will be sent prior to reevaluations in accordance with paragraph 2.5.3.1. (Added) of this supplement.

2.5.5.4. (Added-ACC) Reports from reevaluations will be addenda to the initial evaluation report and will follow the format in Figure 2.1. of this supplement.

**Figure 2.1. (Added-ACC) ASEV Report (1 of 2).**

**The ASEV report cover will include the following information:**

1. The evaluating headquarters.
2. The evaluated unit designation.
3. The evaluated unit location.
4. Type(s) of aircraft possessed.
5. Dates of the evaluation.
6. Overall rating.

**Section A--OVERALL--(Rating)**

1. Comment on overall unit performance capabilities. Comments can be subjective and should paint a broad picture of the unit's operation. Address the relationship to performance and program ratings to clarify the overall rating.
2. Supervision. Team chiefs will always comment on leadership and supervision, particularly as it relates to the support of the MAJCOM Stan/Eval Program.
3. Applicable Special Interest Items. Comment on unit compliance with applicable special interest items.

**Section B--OGV/SQUADRON--(Rating)**

- a. OGV/DOV -- (Rating)
  - (1) FLIGHT EXAMINER Objectivity Evaluations -- (Rating).
 

Qual Lvl

<u>#/Type Eval</u>	<u>Position</u>	<u>1</u>	<u>3</u>	<u>Discrepancy Areas</u>
Flight examiner Obj Flt				
Flight examiner Obj EPE				
Flight examiner Obj ATD				
  - (2) OGV Stan/Eval Programs--(Ratings). Cite FINDINGS, RECOMMENDATIONS and COMMENDABLE PROGRAMS/ITEMS.
- b. \_\_\_\_\_ SQUADRON -- (Rating)
  - (1) Evaluations
 

Qual Lvl

<u>#/Type Eval</u>	<u>Position</u>	<u>EQ</u>	<u>1</u>	<u>1/Discrepancies</u>	<u>2</u>	<u>3</u>	<u>Discrepancy Areas</u>
Msn							
Instm/Qual							
Msn EPE							
Instm/Qual EPE							
Msn/ATD							

**NOTE:** Unit Flight examiners administered \_\_\_\_ Msn, \_\_\_\_ Instm/Qual, \_\_\_\_ EPE, and \_\_\_\_ ATD Evals

- (2) Stan/Eval Programs--(Ratings). Cite FINDINGS, RECOMMENDATIONS, and COMMENDABLE PROGRAMS/ITEMS following the word picture for the programs. Word pictures will focus on squadron/detachment

responsibilities directed in paragraph 3.3.

**EXAMPLES:**

**FINDING:** Four pilots flew without initialing the most recent FCIF item (AFI 11-202V2\_ACC1, paragraph 9.3.3. [Added]).

**RECOMMENDATION:** Develop system to ensure Go/No-Go items are accomplished prior to flight IAW AFI 11-202V2, paragraph 9.3.

**COMMENDABLE ITEM:** The SELO had developed an outstanding checkride preparation folder for aircrew flight and EPE evaluations.

**Section C--ADDITIONAL COMMENTS**

1. Superior Performers. List name and unit of superior performers identified during the ASEV.
2. Limiting Factors.
3. Other: Pertinent comments, concerns/observations and recommendations may be included in this area if there is no other appropriate area in the report.

**Section D--GENERAL**

1. Team members were: Name/Rank (team chief will be identified)
2. Key Personnel Contacted (as appropriate):

WG/OG/CCs

SQ/CCs

OGV

Air Force Advisor (if applicable)

Team Chief Signature

2.5.6. **(Added-ACC)** Limited Notice Evaluations. ACC/A3, AFRC/A3, or NGB/A3 may direct limited notice evaluations of subordinate units. The directing authority will determine the scope and direction of this evaluation, select the team chief, and will consult NAF and wing leadership preceding the arrival of the evaluation team. The respective MAJCOM/A3 will inform wing leadership preceding the arrival of the evaluation team. The team chief will report to the WG/CC upon arrival and present the evaluation plan for coordination.

## Chapter 3

### UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

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

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

**3.2.(ACC) Operations Group.** OG/OGV is responsible for all Stan/Eval functions unless delegated to subordinate squadrons.

#### 3.2.1. OG/CC Responsibilities.

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

3.2.1.1.1. **(Added-ACC)** Provide a suitable facility and resources to accommodate the Stan/Eval function.

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

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

3.2.1.3. **(ACC)** Ensure adequate aircrew briefing facilities are provided at the unit level. Attachment 8 (Added) of this supplement contains guidance for the minimum mission planning materials required to conduct an adequate aircrew briefing.

3.2.1.3. **(482FW)** Briefing rooms will be inspected once a year by 482 OG/OGV. Results will be included as a supplementary evaluation in the SEB minutes.

3.2.1.4. Provide a suitable Stan/Eval testing area.

3.2.1.4. **(ACC)** A suitable Stan/Eval testing facility is one that provides a quiet, distraction-free atmosphere and allows easy monitoring of examinees by Stan/Eval personnel.

3.2.1.4. **(482FW)** The primary testing is located in 482 OG/OGV offices. It contains all the required materials for testing, including PEX access, and can be controlled to protect the integrity of the examination process and provide a comfortable testing atmosphere free of interruption for the examinee.

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

3.2.1.6. Chair the SEB.

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

### 3.2.2. OGV Functions.

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

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

3.2.2.2. (ACC) Establish procedures for review and quality control of AF Forms 803, *Report of Task Evaluations*, IAW GA applicable AFI Vol. 2.

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

3.2.2.3. (ACC) Establish procedures to review unit AF Form 623, *Individual Training Record* Tab 5 for Pararescue personnel and Individual Training and Evaluation Folder (ITEF) Tab 5 for Combat Rescue Officers.

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

3.2.2.5. Establish and maintain a trend program.

3.2.2.5.1. Scope will include trend analysis of all evaluations.

3.2.2.5.1. (ACC) Trend analysis will include all flight and EP evaluations as well as all requisite and periodic written examinations. ACC Form 8a or PEX may be used to document trend information. Any documents used to track trend information will be kept and disposed of IAW instructions on title page of this supplement.

3.2.2.5.1. (482FW) Trend Program. The Trend Program will use PEX tracking of discrepancies and missed test questions to compile data for trend analysis.

3.2.2.5.1.1. (Added-482FW) A trend is a recurring deficiency requiring corrective action. Trends are established by the 482d Operation Group Commander (482 OG/CC) at the SEB as the result of analysis of deficiencies. Objective analysis of deficiencies requires a meaningful quantity of data. A deficiency meets the threshold of a trend when: 1) a question missed 20% of the time with a sample size greater than 5 attempts; or 2) an evaluation area/sub area downgraded on 20% of administered evaluations; or 3) a requisite test question missed more than twice during a half. Meeting trend threshold alone is not the sole means of designating a deficiency as a trend. The 482 OG/CC is the final authority for trend designation.

3.2.2.5.1.2. (Added-482FW) An observation is a recurring deficiency that approaches but does not meet the trend threshold. Examples of an observation are a question/area missed 10 to 19 percent of the time with a sample size greater than 5 or a question/area missed greater than 20 percent of the time with a sample size less than 5. Once an observation is established, 482 OG/OGV will:

3.2.2.5.1.2.1. (Added-482FW) Expand the data sample size by including the previous semiannual trend analysis cycle and determine if the reoccurring deficiency warrants designation as a trend without meeting the 20% threshold.

3.2.2.5.1.2.2. **(Added-482FW)** Include the observation in the SEB for discussion and potential corrective action. Corrective action for an observation is not mandatory.

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

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

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

3.2.2.5.4. **(ACC)** Trends should be closed only after the OPR verifies the deficiency in performance or knowledge no longer exists in the applicable crew force. Such verification may be accomplished and documented through supplementary evaluation, aircrew testing, etc.

3.2.2.5.4.1. **(Added-482FW)** Corrective actions for trends and observations are approved by the 482 OG/CC. 482 OG/OGV recommends and the 482 OG/CC designates the appropriate Point of Contact/OPR (POC/OPR) to implement and report completion of each corrective action.

3.2.2.5.4.2. **(Added-482FW)** Corrective actions include, but are not limited to: tailored periodic testing, FE training emphasis, Unit Training Assembly (UTA) pilot briefings and bulletin board slides with appropriate information. Effectiveness of corrective actions will be verified with control measures. Control measures include, but are not limited to: Supervisor evaluations, SPOT evaluations, No-Notice evaluations, testing and briefings/academics review.

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

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

3.2.2.6.1. **(Added-ACC)** Establish unit supplementary evaluation program and goals IAW paragraph 9.4.

3.2.2.6.1. **(482FW)** The Supplementary Evaluation program may be used, but will not be limited, to verify compliance with directives/procedures and to gather additional information for 482 OG/CC use on any topic. Supplementary evaluations (Sup Eval) may include ground and/or flight events, but should encompass the entire lifecycle of the topic/events required to fulfill the 482 OG/CC's directives. The 482 OG/CC will designate the OPR, objectives, scope, methodology and suspense of Sup Evals. Upon completion of the Sup Eval, the OPR will brief the 482 OG/CC on the results. Document supplementary evaluation details and track all findings in the SEB until closed ([Attachment 2](#)).

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

- 3.2.2.7.1. **(Added-ACC)** As a minimum, SEBs will be held semiannually and as early as practical after the end of the previous 6-month period. AFRC units will conduct SEBs NLT end of February and August, respectively, and forward SEB minutes by the end of the subsequent calendar month (March/September). SEB minutes will be kept on file until the next ASEV.
- 3.2.2.7.2. **(Added-ACC)** Attendees should include squadron commanders and OGV/squadron flight examiners. Absent SEB members will read SEB minutes.
- 3.2.2.7.2. **(482FW)** Absent FEs will review the SEB minutes and SEB slides published by 482 OGV and be debriefed by 482 OGV.
- 3.2.2.7.3. **(Added-ACC)** Send a copy of the SEB minutes to the following: ACC/A3TV; **Active Duty Units** (except PRUs and DRUs)--NAF/OV/A3V; - **AFRC Units--** NAF/OV/A3V with oversight responsibility, 10 AF/A3V and HQ AFRC/A3V; - **ANG Units--** NAF/OV/A3V with oversight responsibility and NGB/A3.
- 3.2.2.8. Establish and maintain the unit FCIF program.
- 3.2.2.8.1. **(Added-482FW)** To ensure the quality of the unit FCIF program, 482 OG/OGV will review the FCIF library and publications library semi-annually and include results in subsequent SEB minutes. This will satisfy the requirements for reviews IAW AFI 11-215, *USAF Flight Manuals Program (FMP)*.
- 3.2.2.9. Establish procedures to manage the flight publications program IAW AFI 11-215 and TO 00-5-1.
- 3.2.2.9.1. **(Added-482FW)** To ensure the quality of the pilot publications program, 482 OG/OGV will review the pilot publications annually and include results in subsequent SEB minutes. This will satisfy the requirements for annual reviews IAW AFI 11-215.
- 3.2.2.9.2. **(Added-482FW)** Pilot publications will also be checked in conjunction with the QUAL evaluation. This will satisfy the requirements for reviews IAW AFI 11-215.
- 3.2.2.10. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility.
- 3.2.2.10.1. **(Added-482FW)** AF Form 847 Program. 482 OG/OGV will log, review, process, forward and monitor the status of all forms submitted the AF 847 will be submitted electronically on the 482 OG folder on the HARB shared drive, and a supplemental AF 847 binder is located in the Stan/Eval office). Once approved by the 482 OG/OGV and the 482 OG/CC, the AF Form 847 will be forwarded to AFRC/A3V. AF Form 847 will be submitted electronically to the maximum extent possible.
- 3.2.2.10.1.1. **(Added-482FW)** 482 OG/OGV will maintain the AF Form 847 tracking log until the change is incorporated or disapproved. Each AF Form 847 submitted will be tracked in the SEB until closed. When an AF Form 847 returns to the unit, 482 OG/OGV will notify the originator of the action taken and, if

approved, will maintain it until the change is incorporated into the publication.

3.2.2.10.2. **(Added-482FW)** 482 OG/OGV will ensure locally developed “Lazy Man AF Form 847” work-sheets are available to all pilots. Work-sheets are available in every briefing room and in the 482 OG/OGV office. Pilots will submit “Lazy Man AF Form 847s” with any substantiating documentation to 482 OG/OGV. 482 FW Lazy Man AF Form 847’s will also be posted in the 482 OG/OGV testing area, and FEs will actively solicit for necessary changes from examinees upon completion of EPEs and testing.

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

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

3.2.2.12.1. **(Added-482FW)** 482 FW OG Supervisors (Ops Sups) will be designated in writing by the 482 OG/CC and qualification will be maintained on the 93 FS Letter of X’s (LOX).

3.2.2.13. **(Added-ACC)** Monitor the upgrade and objectivity of all flight examiners IAW paragraph 4.2.

3.2.2.13.1. **(Added-482FW)** Flight examiners will upgrade using the evaluator upgrade checklist ([Attachment 12](#)) tailored to their experience by the 482 OG/CC. 482 OG/OGV (or designated representative) will ensure evaluator upgrade training is monitored and accomplished. EPE and FEs referenced on the checklist may be of any type Instrument/Qualification (INSTM/QUAL), Mission (MSN) and other. Upon completion of the upgrade requirements, the 482 OG/CC will certify the FE prior to accomplishing any FE duties. Except for previously certified flight examiners, the first evaluation administered by the FE (after certification) will be a FE objectivity evaluation, monitored by 482 OG/OGV, and documented as a SPOT evaluation. The completed FE Upgrade checklist will be maintained IAW AFI 11-202V2\_ACC SUP.

3.2.2.13.2. **(Added-482FW)** Flight examiner certification will be documented on the Letter of Certification (Letter of Xs) prior to performing flight examiner duties.

3.2.2.13.3. **(Added-482FW) Minimum Requirements.** As a minimum, all upgrading examiners will accomplish a complete review of AFI 11-202V2\_ACC SUP 1, AFI 11-2F-16V2 and all 482 OG/OGV Operating Procedures, successfully complete the FE Examination, interview with the Chief of Stan/Eval and the 482 OG/CC (or the 482 OG/CD in his absence).

3.2.2.14. **(Added-ACC)** Establish unit no-notice program to be utilized at the discretion of the OG/CC or SQ/CC/DO.

3.2.2.14.1. **(Added-482FW)** The 482 OG/OGV will conduct no-notice evaluations as a subset of periodic and SPOT evaluations. The program intent is a candid appraisal of typical continuation training missions, to identify trends and/or to evaluate the effect of corrective actions. The evaluations should be proportionately

distributed (approximately equal percentage) between each type of evaluation. An effort should be made to sample all crew qualifications/certifications (instructor pilot, flight lead, etc.). 482 OG/OGV will report evaluation distribution and results at the SEB ([Attachment 2](#)).

3.2.2.14.2. **(Added-482FW)** No-notice evaluations will be coordinated by the 482 OG/OGV with the 93d Fighter Squadron commander (93 FS/CC), 93FS/Director of Operation (DO) or 482 OG/CC and the 93 FS /Flight Crew Scheduling (93 FS/DOS). Examinees will be notified no earlier than normal mission planning would require (“normal mission planning” shall be left to the discretion of the FE based on mission type).

3.2.2.14.3. **(Added-482FW)** A no-notice A evaluation may 1 be used to monitor the progress of any pilot who receive an area grade of Unsatisfactory (“U”) or an overall Qualification Level-3 on an evaluation. The unit goal is to administer no-notice SPOT evaluation covering areas in which a “U” was received within six month of the completion of any additional training or successful completion of the initial evaluation.

3.2.2.14.4. **(Added-482FW)** No-notice evaluations, either in or out of the eligibility zone, may be administered to any pilot when considered appropriate by the 482 OG/CC or requested by the 93 FS/CC/DO when approved by the 482 OG/CC.

3.2.2.15. **(Added-ACC)** Publish a unit supplement of procedures for the implementation of this instruction.

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

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

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

3.2.3.2.1. **(Added-482FW)** All squadron, group and/or wing Stan/Eval personnel will report to the 482 OG/OGV on evaluation and Stan/Eval matters.

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

3.2.3.3. **(ACC)** OGV manning will be as required for mission accomplishment. As a guide, recommended flight examiner manning is provided in paragraph 3.3.3.2 and Table 3.2.

3.2.3.3.1. **(Added-482FW)** Detailed Local Internal Organization. The Stan/Eval organization will consist of a Chief at the Operations Group level, and flight examiners from the Wing, Operations Group and Squadron levels.

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

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

3.2.3.5. **(ACC)** The OG/CC will organize their Stan/Eval structure as required for mission accomplishment. Integrated units subject to AFI 90-1001, *Responsibilities for Total Force Integration*, will identify their Stan/Eval organization via Memorandum Of Understanding.

3.2.3.5.1. **(Added-482FW)** The 482 OG/OGV function is centralized under the 482 OG/CC and managed by the Chief of Stan/Eval. The 93 FS and 482 OG/OGV programs are combined under the 482 OG/OGV.

3.2.3.6. **(Added-ACC)** Other non-flying staff may consist of personnel as required by the unit mission.

3.2.4. **(Added-ACC)** To the maximum extent possible, units will adhere to a pyramid style evaluation structure where higher level flight examiner or flight examiner qualified supervisors evaluate subordinate aircrew and lower level flight examiners. This in no way shall restrict unit leadership's discretion to conduct evaluations on assigned/attached aircrew.

3.2.4. **(482FW)** The 482 OG/OGV intent is to conduct all evaluations through the fifth month of eligibility within the pyramid evaluation structure. Exceptions to this policy are: no-notice evaluations; individuals requiring eligibility zone re-alignment, or to meet unit mission requirements. In all cases where the pyramid evaluation structure is not followed, deviations will be documented in the additional comments section of the Form 8.

**Table 3.1. (Added-ACC) Pyramid Evaluation Structure.**

<u>Examinee</u>	<u>Examiner</u>
SQ assigned/attached personnel (para. 3.2.4.)	Any flight examiner (IAW)
SQ/Det/CC, DO, Superintendent & SQ Flight examiners	Supervisor, OGV or above
OGV flight examiners	Supervisor, NAF or MAJCOM
MAJCOM, NAF, WG/CC/CV & OG/CC/CD/Superintendent	Any flight examiner
<b>Notes:</b>	
- Flight examiners will not conduct evaluations of supervisors in their chain of command. (Exception: Evaluations for senior or HHQ officers/NCOs).	
- Except for Objectivity Evaluations, flight examiners will be of like specialty.	
- OGV flight examiners in consolidated OGV organizations will receive evaluations from a supervisor or the OGV chief evaluator for their crew position. The chief evaluator will receive evaluations from a supervisor, NAF or MAJCOM.	

3.2.4.1. **(Added-ACC)** OGV flight examiners may conduct evaluations in all squadrons in their wing flying aircraft/missions in which they are qualified. To increase objectivity and standardization across the wing, whenever possible, squadron flight examiners should give checkrides in squadrons in which they are not primarily assigned/attached (exception: FTU student evaluations).

3.2.4.2. **(Added-ACC)** 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. Document this in the additional comments section of the AF Form 8.

3.2.4.3. **(Added-ACC)** Examinees requiring NAF or MAJCOM examiners will consult the HHQ Stan/Eval evaluation Chief for availability. The HHQ Stan/Eval Chief may delegate if no appropriate flight examiner is available.

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

**3.3.1. Squadron Commander Responsibilities:**

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

3.3.1.2. Attend as many evaluation debriefings as practical.

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

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

Applies to extended TDY that may preclude the member from completing a required evaluation within the prescribed eligibility period.

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

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

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

3.3.2.3. Implement OGV FEF maintenance and review guidance.

3.3.2.3. (ACC) Implement OGV AF Form 623 Tab 5 and ITEF Tab 5 maintenance and review guidance.

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

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

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

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

3.3.2.7. (ACC) Ensure proper completion, routing, and filing of AF Forms 803 for GA personnel.

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

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

3.3.2.10. (Added-ACC) Squadron Training function (DOT) is responsible for maintaining AF Form 4348, *USAF Aircrew Certifications*, or a unit certification document for all squadron personnel and personnel attached to the squadron for flying. Certification Document will be a summary of certifications awarded and will be signed by the OG/CC, SQ/CC, or SQ/DO. Letters of Certification may be maintained via PEX.

3.3.2.10.1. (Added-ACC) Squadron flight examiners will obtain a copy of the AF Form 4348 or unit certification document prior to administering an Emergency Procedures Evaluation or Flight Evaluation.

**3.3.3. Squadron Stan/Eval Organization.**

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

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

- 3.3.3.1.2. For units undergoing conversion, the chief of Stan/Eval may be qualified in the weapon system to which the unit is converting, even if none are yet assigned.
- 3.3.3.2. The chief of squadron Stan/Eval will report directly to and be rated by the squadron commander, or as specified by MAJCOM supplement.
- 3.3.3.3. Further manning will be as directed by the MAJCOM and/or unit supplement.
- 3.3.3.3.1. **(Added-ACC)** For FTU Squadrons, the OG/CC may authorize as many additionally duty flight examiner as required to accommodate student syllabus evaluation requirements. FTU additional duty flight examiner should primarily evaluate students.
- 3.3.3.3.2. **(Added-ACC)** Squadron flight examiner manning will be at the discretion of the OG/CC as required for mission accomplishment. As a guide for aircraft not listed in Table 3.2, recommended flight examiner manning consists of the Commander, Operations Officer, DOV Chief (if applicable) and up to two additional duty flight examiners per crew position who are highly qualified instructors. As a guide for aircraft listed below, in addition to the Commander and Operations Officer, the following ratios (or fractions thereof rounded up) should be used when figuring the number of flight examiners or flight examiner crews (Q-Prefix and additional duty) designated per crew position. (**Note:** A senior instructor may be used if the operations officer is not qualified for flight examiner duties.) Ratios include all assigned and attached aviators:

**Table 3.2. (Added-ACC) Flight Examiner(s)/Crew(member)s Guideline.**

<b>Mission Design Series (MDS)</b>	<b>Flight Examiner Ratio</b>
B-1/B-52/ EC-135/ E-4/ HH-60	1:8 crewmembers
C/EC/MC/HC-130 / MQ-1/RQ-4/MQ-9	1:10 crewmembers
E-3/E-8	1:9 crewmembers
Guardian Angel (CRO / PJ)	1:5 / 1:8 crewmembers
RC/OC/WC-135/U-2/B-2	1:5 crewmembers
<b>Note:</b> For those units manned with less than the minimum crews/crewmembers for a particular MDS, one flight examiner crew is recommended.	

## Chapter 4

### FLIGHT EXAMINERS

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

**4.2. Selection.**

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

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

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

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

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

4.2.3.3. (**Added-ACC**) Upgrading flight examiners must demonstrate a working knowledge of the MAJCOM Stan/Eval Program IAW the unit supplement.

4.2.3.4. (**Added-ACC**) Individuals with no previous flight examiner experience in any MDS/MAJCOM will, at a minimum, monitor a ground evaluation, emergency procedures evaluation (EPE), mission brief, and mission debrief performed by a certified flight examiner.

4.2.4. For AFRC and ANG units:

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

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

**4.3. Flight Examiner Functions.**

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

4.3.1.1. (**Added-482FW**) **Stan/Eval Flight Examiner/Examinee Responsibilities.** Prior to an evaluation of any type, FEs should review AFI 11-202V2, as supplemented, and AFI 11-2F-16V2 to ensure understanding of the evaluation requirements and grading criteria. In addition, FEs should review the 482 FW FE Guide (found in the 482 OG/OGV library) for procedures and responsibilities. Resolve any questions with 482 OG/OGV before the evaluation.

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

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

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

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

4.3.4.1. **(Added-ACC)** For integrated units, cross-component evaluations are approved and will be coordinated between the host unit and the associate unit at the OGV or group commander level or IAW their MOU.

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-482FW)** FEs will brief examinee(s) on the objectives of the evaluation, minimum event requirements, Critical Areas, FE chase position, safety observer responsibilities and the handling of In-flight emergencies. This briefing will include any necessary scenario information the examinee has not already received and should make clear what the FE expects of the examinee and what the examinee may expect from the FE. Specific grading criteria may have to be briefed in the case of a no-notice evaluation. The FE brief should be IAW the 482 FW FE Guide and will not infringe on allocated mission planning or briefing time.

4.3.5.2. **(Added-482FW)** Prior to the beginning of “normal” mission planning, FEs should review the examinee’s Evaluation Working Folder (EWF) and FEF (both located in 482 OG/OGV office) and coordinate with 482 OG/OGV to determine specific or general evaluation requirements.

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

4.3.6.1. **(Added-ACC)** Reporting Deviations by Like/Unlike Specialty: Evaluators, conducting evaluations or performing flight examiner, instructor, or aircrew duties must report aircrew members (within their aircraft or formation regardless of the individual's crew specialty) not receiving an evaluation who commit significant deviations from established procedures/directives to the Chief of OGV and unit supervision for necessary action (e.g. commander directed downgrade).

4.3.6.1. **(482FW)** If a flying safety or flight discipline event occurs during an evaluation, the flight examiner will notify the 93 FS/DO, 93FS/CC, 482 OG/OGV and 482 OG/CC. The deviation will be documented on the AF Form 8.

4.3.6.2. (**Added-482FW**) A squadron supervisor should attend the flight debriefing. The FE will determine required additional training and/or restrictions and will communicate to the appropriate operations supervision (ref AFI 11-202v2\_ACC Sup 1, paragraph 4.3.7). See **5.3.2.2.2** 482 OG/OGV will place the individual in supervised/restricted status in PEX with the required additional training. 482 OG/OGV will brief the operations supervision on the requirements to complete the assigned additional training and complete the evaluation. The 93 FS/CC/DO, is responsible for ensuring completion of requirements, and will monitor PEX to track completion of assigned additional training by the due date.

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

4.3.7. (**ACC**) The Supervisor of Flying (SOF) is considered an appropriate substitute for unit supervisors in their absence.

4.3.8. (**Added-ACC**) Flight examiners will not evaluate personnel they have primarily instructed or recommended for upgrade.

#### **4.4. Senior Flight Examiner Program.**

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

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

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

4.4.1.3. Document designations IAW paragraph **4.2.3.2**.

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

4.4.2. (**ACC**) Senior Flight Examiners will not perform instructor duties unless instructor qualified. Senior Examiners will not conduct initial or requalification instructor evaluations unless instructor qualified. Senior Examiner upgrade and documentation will be outlined in the unit supplement of the unit to which they are attached for flying.

4.4.2. (**482FW**) Senior flight examiners will upgrade using the evaluator upgrade checklist (**Attachment 12**) tailored to their experience by the 482 OG/CC in accordance with paragraph 3.2.2.13.1.

## Chapter 5

### AIRCREW QUALIFICATION EVALUATIONS

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

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

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

5.1.2. (ACC) Evaluations in multiple crew positions will be addressed in units supplements if required.

5.1.3. **(Added-482FW) Control of Evaluations:** PEX will be used to track and inform individuals of their entry into the evaluation eligibility zone, monitor requisites, flight evaluation completion, track additional training to completion, compile trend information, and prepare the AF Form 8, *Certificate of Aircrew Qualification*. The ACC Form 8a, *Evaluation Checklist* (482 FW Overprint) and ACC Form 180, *Temporary Flight Evaluation Certificate* (482 FW Overprint) will be used as a temporary Evaluation Certificate until the AF Form 8 is completed and filed in the Flight Evaluation Folder (FEF). ACC Forms 8a and 180 are locally consolidated on a single form called the **Evaluation Card**.

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

**5.2. (ACC)Use of simulators for the flight phase of flight evaluations is not approved by HQ ACC, unless flight phases/events evaluated are certified as Training Value Code (TVC) 1 or conducted in FAA CAT C or D simulators.** RPAs may use an approved ATD for flight evaluations IAW AFI11-2MDS-Vol2.

**5.2. (482FW)Flight evaluations will be conducted in accordance with AFI 11-202V2 and AFI 11-2F-16V2.** The 482 OG/OGV Examiner's Remarks Worksheet and ACC Form 8a will be overprinted to include all the evaluation event requirements/grading areas from AFI 11-2F-16V2 for use as evaluation worksheets.

5.2.1. QUAL Evaluations.

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

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

### 5.2.2. INSTM Evaluations.

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

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

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

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

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

5.2.2.2.4. **(Added-482FW)** The goal of the 482 OG/CC is to accomplish at least one instrument approach at an airport other than the local base when conditions permit.

### 5.2.3. MSN Evaluations.

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

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

5.2.3.2.1. **EXCEPTION:** The requirement for a MSN evaluation may be waived for those aircraft where performance of normal operational, test, and training sorties involves tasks covered during the accomplishment of an INSTM and/or QUAL evaluation as specified in AFI 11-2MDS Vol 2. Document waiver via memorandum for record (MFR) to be included in the FEF IAW paragraph 7.8.3.2.2. HQ USAF/A3O-A approval is not required for such waivers. Specify approval procedures in MAJCOM supplements to this instruction or in the applicable AFI 11-2MDS Vol 2.

5.2.3.2.1. **(ACC)** Units falling under this paragraph will add MSN to the type of evaluation given on the Form 8 (e.g. QUAL/MSN).

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

5.2.3.2.2.1. **(Added-482FW)** 482 OG/OGV will work with the 93 FS/DO, 93FS/DOW and DOI to ensure mission evaluation profiles reflect current tactics, unit tasking, theater AOR scenarios and unit phase training and will incorporate all appropriate evaluation requirements from AFI 11-2F-16V2. Local MSN

evaluations may also be flown IAW the tactical profiles and scenarios from the unit's current tactics/training phase. The phases are updated monthly by the individual phase managers and are briefed at the UTA to all pilots. They represent the unit's most current tactics and tasking.

5.2.3.2.2.2. **(Added-482FW) Evaluation Profiles.** Flight evaluations are encouraged during exercises and non-contingency deployments, assuming mission profiles allow the FE to evaluate appropriate events and qualifications in addition to basic airmanship. Evaluations given in conjunction with off station deployments or HHQ directed exercises will be tasked IAW the associated operations orders.

5.2.3.2.2.3. **(Added-482FW)** Initial mission evaluations should be flown in an air-to-ground scenario IAW current unit tasking, phase training and unit DOC statement. If the current squadron training phase allows, every attempt will be made to alternate mission evaluations between air-to-ground and air-to-air scenarios.

5.2.3.2.3. **(Added-ACC)** Units will determine the scope of these evaluations and adhere to the appropriate overall grading criteria in this volume. Tactical employment subareas will be evaluated and graded according to parameters in AFI 11-2MDS Volume 2.

5.2.3.2.4. **(Added-ACC)** BMC aircrew members will be evaluated on their ability to fly missions routinely performed by the examinee.

#### 5.2.4. INSTR Evaluations.

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

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

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

5.2.4.2.1. (ACC) 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 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 5.5.3. 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.

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

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

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

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

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

5.2.5.2. (ACC) HHQ flight examiners can administer SPOT checks at anytime in any MDS. Crew position annotation will be IAW para. 3.4.4., AFI11-401\_ACCSUP, *Aviation Management*.

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

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

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

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

5.2.5.4. (Added-ACC) **Flight examiner Objectivity Evaluations.** An evaluation of the objectivity and skill of a lower echelon flight examiner in administering a flight/EP/ATD evaluation. Use SPOT as the type of evaluation under the Ground or Flight Phase, then explain in the mission description that the evaluation was a Flight examiner Objectivity Evaluation. Overall rating for this type of an evaluation will be either qualified (1) or unqualified (3).

5.2.5.4. (482FW) FE objectivity evaluations will normally be administered to squadron-level evaluators by 482 OG or 482 FW assigned FEs or the 93 FS/CC/DO (if qualified). Objectivity evaluations will fulfill the requirements of the ACC supplement and graded IAW **Attachment 11** of that supplement.

5.2.5.4.1. (Added-ACC) The grading criteria in Attachment 9 (Added) will be used.

5.2.5.4.2. (Added-ACC) A qualified rating (1) indicates that the flight examiner objectivity examinee complied with HHQ and local Stan/Eval directives, properly briefed and debriefed the examinee, correctly identified discrepancies, awarded the correct grade for each evaluated area, awarded the appropriate overall grade and, if required, assigned appropriate additional training.

5.2.5.4.3. (Added-ACC) An unqualified rating (3) will be awarded when the flight examiner failed to satisfy the requirements of a qualification rating (1). The certification of the lower level flight examiner receiving an unqualified flight examiner Objectivity Evaluation will be determined by the SQ/CC or OG/CC as applicable. The SQ/CC or OG/CC may, at his/her discretion issue a commander directed AF Form 8 for the examinee based upon the higher level flight examiner recommendation.

5.2.5.4.4. (Added-482FW) **Rear Cockpit Landing Qualification.** If a rear cockpit landing qualified pilot is required, the 93 FS/CC or 482 OG/CC will direct a SPOT evaluation in accordance with AFI11-2F-16V2, *Aircrew Evaluation Criteria*. This evaluation will normally be flown in conjunction with a routine training sortie. Training prior to the evaluation will be at the discretion of the 93 FS/CC/DO.

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

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

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

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

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

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

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

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

5.2.6.2.5.1. If the expiration of a required periodic evaluation is due to failure to complete one or more of the ground phase requisites (see paragraph 5.5.1), but the flight evaluation has successfully been completed within the eligibility period and the OG/CC determines that qualification will be re-established by completion of the ground requisites without re-accomplishment of the flight evaluation.

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

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

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

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

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

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

### 5.3. **Grading System.**

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

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

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

#### 5.3.2. **Performance Areas/Subareas.**

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

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

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

5.3.2.1.3. U indicates that performance was outside allowable parameters thereby compromising flight safety, that deviations from prescribed procedures/tolerances adversely affected mission accomplishment, and/or evaluated performance

constituted a breach of flight discipline. An examinee receiving an area/subarea grade of U requires debriefing and/or additional training, as determined by the flight examiner.

5.3.2.2. **Remedial Action.** All grades of Q- or U require remedial action that includes either debriefing discrepancies and/or assignment of additional training.

5.3.2.2.1. **Debriefed Discrepancy.** Remedial action accomplished during debrief of the evaluation wherein the flight examiner provides instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency.

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

5.3.2.2.2. (ACC) Units will outline procedures for ensuring additional training is accomplished in the unit supplement to this volume.

5.3.2.2.2. (482FW) 482 OG/OGV will place the individual in supervised/restricted status in PEX with the required additional training. 482 OG/OGV will brief the operations supervision on the requirements to complete the assigned additional training and complete the evaluation. The 93 FS/CC and 93 FS/DO is responsible for ensuring completion of requirements, and will monitor PEX to track completion of assigned additional training by the due date.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.3.3.4. Assigning the overall qualification level.

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

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

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

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

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

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

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

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

#### **5.4. Evaluation Criteria.**

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

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

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

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

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

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

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

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

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

### 5.5.1. Ground Phase Requisites.

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

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

5.5.1.1.1. (**ACC**) The written instrument exam will be successfully completed as a requisite for the qualification evaluation for navigators/WSOs/EWOs with flight instruments used for navigation at their station. The instrument examination will consist of a minimum of 50 questions.

5.5.1.1.2. **INSTM:** Instrument examination

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

### 5.5.1.2. Emergency Procedures Evaluations (EPEs).

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

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

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

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

5.5.1.2.2.3. (**Added-482FW**) The FE will confirm the level at which the examinee will be evaluated by reference to the Certification Letter (Letter of Xs). The FE should follow the procedures in the FE Guide for all EPEs and include all the required elements specified in AFI 11-2F-16V2.

5.5.1.2.2.4. (**Added-482FW**) FEs will administer and grade a written Critical Action Procedures (CAPs) test prior to beginning an EPE.

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

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

5.5.1.2.4.1. (**Added-482FW**) Discrepancies will be recorded on the **EPE Evaluation Card, ACC Form 8a, 482 FW Overprint**. If the EPE demands additional training or an unqualified grade, follow the provisions of paragraph 5.3.2.2.2, as applicable.

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

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

5.5.1.2.7. **(Added-ACC)** EPE discrepancies will be recorded on ACC Form 8a or suitable alternate. These will be kept on file until the AF Form 8 is completed.

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

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

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

5.5.2.3. **(Added-482FW) Incomplete Flight Evaluations.** The FE will clearly indicate on the Evaluation Card any required grading areas that were not observed. The examiner will grade the areas that were observed and debrief or prescribe additional training and restrictions, as appropriate, for all Qualification-Minus/Unsatisfactory (“Q-U”) areas. Include the mission description and any other pertinent information on the Evaluation Card. 482 OG/OGV will coordinate with the squadron scheduling to reschedule the flight evaluation. The subsequent FE will check for the incomplete areas with 482 OG/OGV and grade these areas on a new Evaluation Card.

5.5.3. **Requisite Completion.**

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

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

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

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

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

5.5.3.6. **(Added-482FW) Requisites.** Every effort should be made to complete all ground requisites as soon as possible after a pilot enters the eligibility zone. The goal of the 482 OG/OGV is to complete all evaluation ground requisites by the end of the **fourth** month. Pilots will be put in the red at the end of the fourth month if requisites are not completed. The 93 FS/CC or 93 FS/DO may waive the fourth month requirement requisite completion due to extenuating circumstances by signing the flight authorization and notifying 482 OG/OGV.

5.5.3.7. **(Added-482FW) Completion of Evaluation Requisites.** Completion of evaluation requisites are tracked via the PEX computer program and by annotation on the outside of the Evaluation Work Folders (EWFs).

## 5.6. Failure to Pass a Flight Evaluation.

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

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

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

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

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

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

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

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

5.6.1.7. **(Added-482FW) Unqualified Evaluations.** If an aircrew member fails an evaluation, 482 OG/OGV will make four (4) copies of the Evaluation Card and distribute one copy each to 93FS/CC/DO, the SOF read file and Ops Sup Binder. The FE or 482 OG/OGV will then place the original in the examinee's FEF. The examinee's Stan/Eval bubble will be highlighted in PEX, signifying the individual has been placed in supervised status; restrictions and/or additional training will also be loaded in PEX. 482 OG/OGV will coordinate with 93 FS/Flight/Crew Training (93 FS/DOT) to ensure that individuals who fail an evaluation are placed in a non-CMR status until a successful

recheck. When the recheck has been accomplished, 482 OG/OGV will remove both the copy of the Evaluation Card from the Supervisor of Flying (SOF) read file and the highlighted status from examinee's name in PEX.

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

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

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

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

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

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

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

5.6.3.1.5. **(Added-482FW)** The FE will determine required additional training and/or restrictions and will communicate to the appropriate operations supervision (ref AFI 11-202V2, ACC Sup 1, Paragraph 4.3.7). 482 OG/OGV will place the individual in supervised/restricted status in PEX with the required additional training. 482 OG/OGV will brief the operations supervision on the requirements to complete the assigned additional training and complete the evaluation. The squadron 93 FS/CC and 93 FS/DO is responsible for ensuring completion of requirements, and will monitor PEX to track completion of assigned additional training by the due date.

5.6.3.1.5.1. **(Added-482FW) Additional Training Follow-up Procedures.** When additional training is required as a result of an evaluation, the FE will make two (2) copies of the Evaluation Card and provide one each to 93 FS/CC and 93 FS/DO. The FE or 482 OG/OGV will then place the original in the examinee's FEF.

5.6.3.1.5.2. **(Added-482FW)** When the additional training has been completed, a copy of the ACC Form 180 requiring the additional training will be annotated

with the date of completion, signed by the instructor completing the additional training and returned to the 482 OG/OGV for review. Completion of additional training will be documented on the AF Form 8. 482 OG/OGV is responsible for entering completion of the additional training in PEX.

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

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

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

## 5.7. Supervised Status.

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

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

## 5.8. Timing of Aircrew Qualification Evaluations.

5.8.1. **Expiration Date.** Required periodic evaluations expire on the last day of the 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 10 expires on 31 Mar 12.).

5.8.1.1. **(Added-482FW)** Evaluations will be scheduled by 93 FS/DOS in coordination with 482 OG/OGV. The Flight Evaluation Schedule, generated by PEX, tracks the month INSTM/QUAL and MSN checks are due for each pilot. The type of MSN evaluation will be tracked by 482 OG/OGV. 482 OG/OGV will notify 93 FS/DO and squadron schedulers of periodic, no-notice and FE objectivity evaluation requirements and priority of evaluations before and/or during the monthly bid run.

5.8.1.2. **(Added-482FW) Flight Evaluations.** The 482 OG/OGV goal is to complete all flight evaluations by the end of the **fifth** month of the eligibility period. If the flight evaluation is not completed by the end of the 5<sup>th</sup> month, the first flight of the individual in the sixth month will be scheduled as a flight evaluation to preclude delinquent evaluations. The 93 FS/CC or 93 FS/DO may waive this requirement, , due to extenuating circumstances, in conjunction with 482 OG/CC and 482 OG/OGV, by signing the flight authorization.

5.8.1.3. **(Added-482FW) Notification.** Each pilot will be notified of entering the eligibility period for a periodic flight evaluation by an email/letter from 482 OG/OGV in the first month of the eligibility period.

5.8.1.4. **(Added-482FW)** Following notification, it is the responsibility of each individual with evaluation requisites to accomplish those requisites with Stan/Eval and/or schedule with 93 FS/DOS.

5.8.1.5. **(Added-482FW) Examinee.** The examinee is responsible for understanding the grading criteria in advance of any requisite or flight evaluation taken. In addition, the examinee is responsible for resolving any questions about the evaluation by asking the FE.

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

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

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

5.8.3.2. **Extended Evaluations.**

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

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

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

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

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

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

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

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

5.8.3.2.3.5. **(ACC)** This also includes unavailability of aircraft/assets due to deployments in support of real world operations.

5.8.3.3. **Non-Standard Approval Authority**

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

5.8.3.3.2. In all other cases, if the flying chain of command differs from administrative chain of command (e.g. HHQ attached flyers), approvals will be by the attached unit/CC with the concurrence of the examinee's immediate administrative supervisor.

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

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

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

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

5.8.4.3. **(Added-482FW) Delinquent Flight Evaluations.** Pilots who do not complete Instrument/Qualification (INSTM/QUAL) or Mission (MSN) evaluations prior to the end of their eligibility zone will be placed in supervised status and the aircrew's PEX Stan/Eval bubble will be highlighted until a RQ evaluation is completed. Follow documentation procedures IAW paragraph 7.8.3.2.2. as supplemented in the basic instruction. The Memo for Record signed by the 482 OG/CC explaining the circumstances for the delinquent flight evaluation will be filed in Section II of the FEF, with copies given to 93 FS/CC/DO/DOT. Upon successful completion of the evaluation, the AF Form 8 will be placed in the FEF and the Memo for Record be incorporated into the Additional Comments.

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

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

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

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

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

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

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

5.10.2. When separate qualifications are not required, document certification in different MDS series using AF Form 4348, *USAF Aircrew Certifications*. In lieu of the AF Form 4348, MAJCOMs may approve use of a unit certification document signed by an authorized official.

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

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

5.10.4. (ACC) Aircrew members will accomplish the instrument evaluation in their primary aircraft. **EXCEPTION:** U-2 aircrew members will accomplish the instrument evaluation as outlined in AFI 11-2U-2V2, U-2--*Aircrew Evaluation Criteria*.

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

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

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

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

5.11.1. (ACC) Universal Qualified Aircrew are defined IAW Chapter 8 of this instruction.

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

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

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

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

5.12.1. Aircrew flying with non-USAF units (i.e. Exchange) do not need to abide by USAF guidance, including this AFI and AFI 11-2MDS Vol 2. Therefore, when they return to USAF units, they must complete applicable requisites and be evaluated for any periodic USAF evaluations that expired during their tour. The restrictions in paragraph [5.6.3](#) of this instruction apply to such individuals until successful evaluations are completed.

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

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

### **5.13. Initial Cadre.**

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

5.13.2. See paragraph [7.5](#) for guidance on Form 8/8a documentation.

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

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

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

## Chapter 6

### AIRCREW EXAMINATION PROGRAM

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

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

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

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

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

**6.3.2. (482FW)** Requisite testing will normally be accomplished in the 482 OG/OGV testing room. If testing is performed at another location, the facility will meet or exceed the testing room requirements of the basic instruction and ACC supplement. Testing will be accomplished IAW [6.3.1](#) of this attachment. Tests are graded on the spot by a FE or 482 OG/OGV representative and the results are debriefed with the examinee. If there are any discrepancies, the tests will be maintained in PEX until they can be resolved by the 482 OG/OGV.

**6.3.2.1. (Added-482FW)** All test banks Master Question File (MQF), Secure Question Bank (SQB), etc.) will be maintained by 482 OG/OGV using PEX. Alternate areas/means for testing are authorized if approved by 482 OG/OGV and test is administered by a FE or other Stan/Eval personnel. CAPs and closed book tests will be taken in a single session, while the open book, instrument, SOF, FE examinations can be completed during more than one session. Hard copy open book testing materials are available in the testing room in 482 OG/OGV. Tests will be taken as a hard copy will be manually entered into PEX for trending and the completed test will be placed in the EWF folder, SOF, FE examinations can be completed during more than one session. Testing materials are available in the testing room in 482 OG/OGV. Tests will be graded immediately upon completion by 482 OGV or any FE. The CAPs will be graded by the 482 FW Supervisor of Flying (SOF) or the 482 FW Operations Supervisors (Ops Sups). In the event of a failure, PEX will automatically indicate a red (No-Go status) under TEST. If there are any discrepancies, the tests will be maintained in PEX until they can be resolved by 482 OG/OGV.

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

#### 6.4. Exam Sources.

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

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

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

6.4.1.2.1. **(Added-482FW)** The Open Book SQB is derived from the following sources:

6.4.1.2.1.1. **(Added-482FW)** Technical Order (TO) 1F-16C-1, *Flight Manual*

6.4.1.2.1.2. **(Added-482FW)** TO 1F-16C-1CL-1, *Flight Crew Checklist*

6.4.1.2.1.3. **(Added-482FW)** TO 1-1M-34, *Flight Manual Aircrew Weapons Delivery Manual (Nonnuclear)*

6.4.1.2.1.4. **(Added-482FW)** TO 1F-16C-34-1-1, *Avionics and Non-Nuclear Weapons Delivery Flight Manual*

6.4.1.2.1.5. **(Added-482FW)** AFI 11-202 V3, *General Flight Rules*

6.4.1.2.1.6. **(Added-482FW)** AFI 11-205, *Aircraft Cockpit and Formation Flight Signals*

6.4.1.2.1.7. **(Added-482FW)** AFI 11-2F-16 V3, *Operations Procedures and the 482 FW Unit Supplement*

6.4.1.2.1.8. **(Added-482FW)** AFI 11-214, *Aircrew and Weapons Director Procedures for Air Operations*

6.4.1.2.1.9. **(Added-482FW)** AFI 13-212 V1, *Avon Park Air Force Range Addenda-A*

6.4.1.2.1.10. **(Added-482FW)** AFTTP 3-3, *F-16 Combat Fundamentals*

6.4.1.2.1.11. **(Added-482FW)** *482 FW Mako Pilot Aid*

6.4.1.2.1.12. **(Added-482FW)** *Combat Weapon Delivery System (CWDS)*

6.4.1.2.2. **(Added-482FW)** Two different 30 question, open-book tests will be generated by PEX using questions from the appropriate SQB.

6.4.1.2.3. **(Added-482FW)** 482 OG/OGV will maintain the 482 FW SQB in PEX as a “non-public” MQF.

6.4.1.3. **(Added-ACC)** The emphasis of open book exams is on technical orders, manuals, handbooks or instructions that may not require immediate recall or are not regularly referenced.

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

6.4.2. **(482FW)** Two different 50 question, closed-book tests will be generated in PEX. Each closed book test will consist of 40 questions from the Block 30 F16 MQF and 10 questions from the 482 FW local area MQF.

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

6.4.2.1. **(ACC)** Major emphasis of closed book requisite exams will be on aircraft systems and mission knowledge that the aircrews must immediately recall while airborne and key information from publications not available in-flight.

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

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

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

6.4.2.2.1. **(Added-ACC)** Local Procedures MQFs will be used to supplement the MAJCOM approved MQF. Units may include any information necessary for safe flight and mission accomplishment not included in the MAJCOM MQF. Local instructions, range procedures, unit supplements to AFI 11-2 MDS-Specific Volumes 3, are examples of sources for the Local Procedures MQF. At least 10 percent of closed book examination questions will come from the local procedures MQF.

6.4.2.2.1. **(482FW)** The 482 FW Local Area MQF will consist of a minimum of 20 questions derived from the sources in paragraph 6.4.2.2.1. (Added – ACC). 482 OG/OGV will maintain the 482 FW MQF in PEX as a “public” MQF.

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

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

6.4.4.1. **(Added-482FW)** 482 OG/OGV will review all SQBs and MQFs annually in December or after any changes in source documents. New examinations are created each

year in January. Two version (1 & 2) of each test are created, version 1 being the primary test between Jan and Jun and version 2 being the primary between July and December. Examination review status and overall examination results will be documented in the SEB.

6.4.5. **(Added-482FW) FE Examination.** 482 OG/OGV will maintain a FE examination to be administered, if required, to upgrading FEs. The examination is open book and correctable to 100%.

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

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

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

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

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

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

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

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

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

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

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

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

6.6.2.1. **(482FW)** All tests are computer generated utilizing PEX.

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

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

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

6.7.1. **(Added-482FW)** Security of the questions/answers for all Stan/Eval PEX tests will be ensured by the use of CAC enabled log-ins for PEX. Only the 482 OG/OGV chief, 482 OG/assistant chief, and designated SARM supervisors (these will be designated by the 482 OG/CC for PEX/ARM continuity and go/no-go purposes) will have access to PEX testing administration. The storage of all printed tests will be a locked drawer/file cabinet in the Stan/Eval office.

## **6.8. Grading.**

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

6.8.1. **(ACC)** Boldface/CAPs exam will be written from memory. Abbreviations which do not affect the correct meaning of the procedure are acceptable.

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

6.8.2.1. **(Added-482FW)** The graded answer sheets are maintained in the PEX trending program until AF Form 8 closeout.

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

6.8.3.1. **(Added-482FW)** All completed requisite and CAPs will be graded on the spot by the Stan/Eval administrative assistant or the FE administering the test.

## **6.9. Failure to Pass a Requisite Exam.**

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

6.9.1.1. **(Added-482FW)** If a member fails an exam, the other version of the yearly requisite exam (version 2 vice 1, etc) can be used to test them, or 482 OG/OGV can generate another test using PEX, tailoring questions towards weak areas.

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

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

6.9.4. **Supervised Status.**

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

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

6.9.4.3. **(Added-482FW)** 482 OG/OGV will document placing an individual in supervised status, and deliver a letter to the individual with copies to 93 FS/CC/DO and SOF Read File. 482 OG/OGV will coordinate with 93 FS/DOS for scheduling purposes. The individual's Stan/Eval bubble will be highlighted in PEX. This status will remain until completion of a successful re-test.

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

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

6.10.1. **(ACC)** Each unit will conduct periodic testing at least semiannually for all aircrew members. Periodic tests are intended to encourage aircrew review of operationally relevant topics selected by the OG/CC. The OG/CC will determine whether the test is administered open or closed book and whether proctoring is required. A majority of the questions must come from sources other than MAJCOM-approved MQFs (i.e. flight manuals, Instructions, SPINS, etc). Classified tests will be handled appropriately.

6.10.1. **(482FW)** Periodic semiannual examination is a Go/No-go task for all members and is tracked in PEX. Periodic semiannual examination should be accomplished at selected UTAs and may be developed from current trends, areas of interest, new systems, general knowledge and other areas deemed appropriate by 482 OG/OGV. If required, this process may be documented as a supplementary evaluation.

6.10.1.1. **(Added-ACC)** All units will establish a Boldface/Critical Action Procedure written examination program for all applicable crew positions. As a minimum, all applicable aircrew members will successfully complete a Boldface/Critical Action Procedure written examination prior to the first flight of each month. The examination will be taken in the period for which it is applicable. Failure of this written exam grounds the individual until a successful examination is accomplished.

6.10.1.1.1. **(Added-482FW)** Instructors, the deployed Ops Sup and/or the deployed SOF are responsible for administering, grading and tracking completion of the CAPS test when away from home station.

6.10.1.2. **(Added-ACC)** A Boldface/Critical Action Procedure written examination will be accomplished for each MDS for which the aircrew is qualified (if any portion of the Boldface/CAPS is different from the primary aircraft).

6.10.1.3. (**Added-ACC**) Boldface/Critical Action Procedure written examinations will be graded by the squadron operations supervisor or designated representative IAW paragraph 6.8.1. of this instruction.

6.10.1.3.1. (**Added-482FW**) Any SOF qualified pilot, Ops Sup or instructor may grade CAPs.

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

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

## Chapter 7

### DOCUMENTATION

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

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

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

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

**7.2. (482FW)482 FW will use unit certification document (Letter of X's) IAW para. 3.3.2. (Added-ACC).**

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

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

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

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

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

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

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

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

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

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

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

7.3.2.5. (ACC) Units may use the standard format established on the PEX Stan/Eval module Form 8 format. Once PEX includes the ability to embed digital CAC enabled signatures in the Form 8, units may route/sign Forms 8 completely digitally.

### 7.3.3. **Date Completed.**

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

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

### 7.3.4. - **Examinee Identification.**

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

7.3.4.2. Organization and Location.

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

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

7.3.4.3. Aircraft/Crew Position.

7.3.4.3.1. Enter the MDS in which the evaluation was given

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

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

7.3.4.3.3. (ACC) For dual qualified (multi-seat same aircraft) individuals (MP/MC, MR/MN, etc.), list both positions only when the examinee occupied both seats during the 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 12, enter Apr-Sep 12).

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

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

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

### 7.3.5. - Qualification.

#### 7.3.5.1. Ground Phase.

##### 7.3.5.1.1. Examination/Check.

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

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

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

7.3.5.1.1.4. Annotate “Instrument” for instrument requisite exam.

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

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

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

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

##### 7.3.5.1.3. Grade.

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

7.3.5.1.3.2. Enter failed Boldface/CAPs with successful re-accomplishment as follows: **U/Q**.

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

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

#### 7.3.5.2. **Flight Phase.**

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

#### 7.3.5.2.2. Mission/Check.

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

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

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

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

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

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

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

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

#### 7.3.5.2.3. Date.

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

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

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

#### 7.3.5.3. Qualification Level.

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

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

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

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

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

#### 7.3.5.4. Expiration Date of Qualification.

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

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

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

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

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

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

7.3.5.5. **(Form 8a) Universal Qualification.** Annotate each MDS separately in Section II, Universal Aircraft Qualification blocks, where qualification is being attained/maintained. The first block will contain the MDS listed under ACFT/CREW POSITION, and will be annotated on the AF Form 942 IAW paragraph 7.7.2.

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

#### 7.3.5.6.1. Due Date(s).

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

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

#### 7.3.5.6.2. Date Additional Training Completed.

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

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

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

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

### 7.3.6. – Certification Signatures.

#### 7.3.6.1. Flight Examiner.

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

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

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

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

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

7.3.6.1.3. If two or more flights are required to complete an evaluation, only the flight examiner completing the evaluation will sign Section III, any other evaluator(s) will enter remarks in the Mission Description block describing those parts of the flight evaluation they evaluated and sign a signature block immediately adjacent to their remarks (see examples in [Attachment 3](#)).

7.3.6.1.3. **(ACC)** Signature block will consist of name, grade, unit and flight examiner's office symbol as depicted in Fig A3.5,. Original signatures are not required. Faxed or electronically scanned documents are acceptable.

### 7.3.6.2. Reviewing and Final Approving Officers.

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

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

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

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

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

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

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

7.3.6.2.5. **(ACC)** Squadron operations officers will review and squadron commanders will approve flight evaluations for all assigned, attached and HHQ aircrew members evaluated in their squadrons with the following exceptions. Squadron commanders will review and Operations Group commanders will approve evaluations given by or taken by the operations officer and squadron operations officers will review and operations group commanders will approve evaluations given by or taken by the squadron commander.

7.3.6.2.5.1. **(Added-482FW)** In the instance where the 93 FS/DO and 93 FS/CC give or receive an evaluation from each other the 482 OG/CC or 482 OG/Deputy Commander (482 OG/CD) will review and the 482 OG/CC will approve the AF Form 8.

7.3.6.2.5.2. **(Added-482FW)** If the 482 OG/CC acts as the FE for or is given an evaluation by the 93 FS/CC or 93 FS/DO, the AF Form 8 will be reviewed by 93 FS/DO or 93 FS/CC respectively and approved by the 482 FW/CC.

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

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

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

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

7.3.6.3.2. (ACC) Signature block will consist of name, grade, unit and office symbol.

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

7.3.7. – Comments.

7.3.7.1. Restrictions (if required).

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

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

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

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

7.3.7.3. Examiner Remarks.

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

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

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

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

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

7.3.7.3.4. Recommended Additional Training.

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

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

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

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

7.3.7.3.5. **Additional Comments.**

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

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

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

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

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

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

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

7.3.7.3.5.8. IAW paragraph [5.2.5.2.1](#), if a SPOT evaluation is used to update a

periodic evaluation and/or the OG/CC authorizes additional flights after the SPOT to accomplish a periodic evaluation, document the circumstances in this section.

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

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

7.3.7.3.5.11. **(Added-ACC)** For multi-place aircraft in which there are multiple position qualifications under the same two-letter crew position identifier, annotate the qualification for which the evaluation was given on in the comments section on the AF Form 8.

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

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

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

7.3.7.6. **(482FW)** Additional reviews will be documented on the back side of the AF Form 8. The 482 OG/CC will review all AF Form 8s upon complete routing; documentation is not required if the individual is a signing official. 482 OG/OGV will review the AF Form 8 prior to posting in the FEF. This will serve as documentation of the posting review IAW 7.8.5.2.4. and results will be documented in SEB minutes. This review is required even if the individual is the signing official.

### 7.3.8. **Temporary Evaluation Documentation.**

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

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

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

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

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

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

7.3.8.6. (482FW) When an individual enters the eligibility period for a periodic evaluation, is scheduled for an out of the eligibility period evaluation or begins any other type of evaluation which produces an AF Form 8, the Stan/Eval administrative assistant generates a Evaluation Work Folder (EWF) folder for that individual/evaluation. The EWF is color coded - gray for INSTM/QUAL, blue for air-to-air MSN and tan for air-to-ground MSN evaluations. The outside of the folder has a label with blocks to document name, eligibility zone, requisite, requisite completion goal month, requisite date completed, grade awarded, PEX data entry status, and the status of the temporary AF Form 8 and final AF Form 8.

7.3.8.6.1. (Added-ACC) An ACC Form 180 or suitable alternate will be used as the temporary evaluation certificate.

7.3.8.6.1. (482FW) **Evaluation Work Folders (EWF).** The EWF is the repository for all documents relating to an on-going evaluation. The contents are normally prepared prior to the initiation of an evaluation. The EWF is maintained until the AF Form 8 is completed, signed and filed in the examinee's FEF.

7.3.8.6.1.1. (Added-482FW) The EWF will contain a ACC Form 8a, *Flight Evaluation Checklist* /ACC Form 180, *Temporary Flight Evaluation Certificate* (482 FW Overprint), *Emergency Procedures Evaluation (EPE)*, ACC Form 8a, *Temporary Emergency Procedures*, (482 FW Overprint), F-16C/D CAP Worksheet, any completed *written* test answer sheets and the appropriate **482 OG/OGV Examiner's Remarks Worksheet** (Mission Description Template).

7.3.8.6.1.2. (Added-482FW) Following completion of any requisite, the Stan/Eval administrative assistant or FE administering the requisite will annotate the completion date and grade awarded on the examinee's EWF. Any documentation generated by requisite completion will be placed in the EWF until the final AF Form 8 is filed in the individual's Flight Evaluation Folder (FEF).

7.3.8.6.1.3. (Added-482FW) The Stan/Eval administrative assistant enters evaluation and requisite due data in PEX via password protected access. If they are not complete by the prescribed month; they will be placed in the "red" IAW **5.5.3.5.6** and **5.8.1.2** of this attachment.

7.3.8.6.1.4. (Added-482FW) The Stan/Eval administrative assistant reviews the EWF labels daily. Those requisites with dates completed/grades awarded are entered into PEX and are annotated in the SM (Standardization Management) Input box on the label on the outside of the EWF. The individual can only be removed from "the red" from the PEX Go/No Go Program for via password protected access.

7.3.8.6.2. (Added-482FW) **Evaluations Cards** (ACC Form 8a/180, 482 FW Overprint). Flight Evaluation results are documented on the **Flight Evaluation Card**; EPEs are documented on the **EPE Evaluation Card**.

7.3.8.6.2.1. (Added-482FW) Placed in the individuals Flight Evaluation Folder (FEF) serving as the Temporary Evaluation Certificate IAW **7.3.8.1** The Flight Evaluation Card will not be signed by the FE until all requisites are complete.

7.3.8.6.2.1.1. **(Added-482FW)** A PEX generated AF Form 8/8a with the word “draft” printed at the top and bottom of the page may be substituted for the **Evaluation Card** as an alternate source of temporary documentation if required.

7.3.8.6.2.2. **(Added-482FW)** The Evaluation Cards will be obtained from the pilot's EWF. It should include discrepancies, recommended additional training or restrictions imposed recorded in the "Remarks" section. If any additional training or follow-up is required it will be IAW **5.6.3.1.5** and **5.3.2.2.2** of this attachment. 482 OG/OGV will log the accomplishment in PEX and will coordinate with the 93 FS/DO and squadron scheduling if additional training and/or a recheck is required and if “Supervised Status” is in effect.

7.3.8.6.3. **(Added-482FW)** For a flight evaluation use the **Examiner's Remarks Worksheet** as a guide to complete the mission description or write in the Description box on the ACC Form 180 side of the **Evaluation Card**. In all cases, add specifics for the mission description. If it is an incomplete eval, state the missing events; if it is a requalification evaluation, state the reason for the requal (extended PCS, DNIF, etc.). If the **Evaluation Card** is complete, it will be placed in the FEF by the FE/OGV as a temporary Evaluation Certificate AF Form 8. The appropriate blocks on the EWF label will be completed and the EWF returned to its place on the EWF rack.

7.3.8.6.4. **(Added-482FW)** Requisite completion dates and grades awarded are found on the EWF label. The Stan/Eval administrative assistant is responsible for transferring data from the EWF into PEX.

7.3.8.6.4.1. **(Added-482FW)** Requisite completion dates and grades awarded are found on the EWF label. This data is entered on the AF Form 8 data entry screen.

7.3.8.6.4.2. **(Added-482FW)** Descriptions of EP and flight evaluation discrepancies or restrictions imposed are found on the **Evaluation Cards**. These will be entered in the comments block on the FORM 8 in PEX.

7.3.8.6.5. **(Added-482FW)** **AF Form 8 Routing and Filing.** When the completed AF Form 8 is printed by the Stan/Eval administrative assistant, it is reviewed by the 482 OG/OGV. Any discrepancies in the form or content of the Examiner's Remarks will be rectified by the 482 OG/OGV and the administering FE. The completed AF Form 8 is placed in the blue AF Form 8 “Pending Signatures” Folder. The AF Form 8 in the folder will be hand carried by Stan/Eval personnel to obtain the required signatures. The form is then reviewed by the OG/CC, if does not contain an OG/CC signature block. Following completion of all the required signatures, the administrative assistant will update the examinee's AF Form 942, *Record of Evaluation*, 482 OG/OGV will then complete a posting review of the AF Form 8 and AF Form 942. The AF Form 8 will then be closed out in PEX by the Stan/Eval administrative assistant.

7.3.8.6.5.1. **(Added-482FW)** Following close out in PEX, the AF Form 942 and the AF Form 8 will be filed immediately in the FEF. The filing process is complete when the AF Form 942 is filed in Section I and the AF Form 8 in

Section II of the FEF.

**7.3.9. Rechecks**

**7.3.9.1. Flight Rechecks**

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

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

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

**7.3.9.2. Ground Rechecks.**

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

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

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

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

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

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

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

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

7.4.2. - Examinee Identification.

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

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

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

7.4.3. - Qualification.

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

7.4.3.2. Qualification Level.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### 7.4.4. – Certification Signatures.

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

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

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

#### 7.4.5. – Comments.

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

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

7.4.5.3. Paragraph B, Discrepancies.

7.4.5.3.1. Non-flying cases: “None”.

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

7.4.5.4. Paragraph C, Recommended Additional Training.

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

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

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

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

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

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

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

#### 7.5.2. - Examinee Identification.

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

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

7.5.3. – Qualification.

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

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

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

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

7.5.4. – **Certification Signatures.**

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

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

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

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

7.5.5. – Comments.

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

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

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

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

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

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

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

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

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

### 7.6.2. General Data Entry.

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

7.6.2.2. Use one line for each certification.

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

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

### 7.6.3. Certification.

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

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

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

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

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

7.6.3.5. (ACC) When certifications are documented on AF Form 4348, flight examiner certifications will be signed by the SQ/CC or OG/CC. All other certifications will be signed by the SQ/CC or SQ/DO.

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

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

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

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

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

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

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

7.6.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFI11-2 Vol 1, when instructor certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of flight examiners as a result of reasons other than substandard performance.

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

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

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

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

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

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

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

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

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

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

7.7.1. Data Entry.

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

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

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

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

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

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

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

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

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

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

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

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

### 7.8.1. Maintenance.

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

7.8.1.1.1. (482FW) will be used to track FEFs.

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

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

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

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

### 7.8.2. Electronic FEFs.

7.8.2. (ACC) Units will convert and maintain all FEFs in electronic format using PEX but must establish a viable backup system. Upon conversion, the original FEF and copies of subsequent Forms 8 should be provided to the individual. The converted FEF will be marked on the outside of the folder, indicating date of conversion and for reference only. Units will keep the legacy portion of the FEF in hard copy and put a cover sheet on top of the Form 8 section indicating that all subsequent FEF action is maintained in PEX. OGV will produce a hard-copy FEF prior to a PCS or temporary assignment where the individual's unit does not possess the capability to manage forms electronically.

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

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

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

### 7.8.3. Contents. Divide the FEF into two sections:

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

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

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

7.8.3.1.2. **(482FW)** When an individual PCS's or the FEF is transferred to another agency, a copy of the individual's minor discrepancy log will be placed behind the oldest AF Form 942.

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

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

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

7.8.3.2.2. **MFRs**.

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

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

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

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

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

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

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

7.8.4. **Hard-Copy Folders**.

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

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

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

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

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

7.8.5. (ACC) Documentation of reviews will be outlined in the unit supplement.

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

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

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

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

7.8.5.1.4. **(Added-482FW)** 482 OG/OGV chief will conduct an initial review of all pilots (not visiting flyers) FEF prior to their first flight. The review will emphasize current qualifications (top 2 AF Forms 8) and major discrepancies. Qualifications, expected next evaluations, and tests will be assigned in PEX during this review. Initial reviews will be documented on the 482 OG/OGV FEF Minor Discrepancy spreadsheet. 482 OG/OGV will coordinate with the Squadron Aviation Resource Management System (SARM) for and 93 FS/DOT to complete an AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet* (AF Form 4324) for the Aviation Resource Management System (ARMS) input and for inclusion into certification document.

7.8.5.1.4.1. **(Added-482FW)** The 482 OG FEF review summary sheet (until the initial review is complete) will be placed on top of the most recent AF Forms 942.

7.8.5.2. **Posting Review.**

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

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

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

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

7.8.5.2.4. **(482FW)** 482 OG/OGV will accomplish a posting review on each AF Form 8/8a when they are placed in the FEF. 482 OG/OGV will also ensure PEX documentation is correct. Minor discrepancies found will be documented in the Minor Discrepancy Log spreadsheet. If major discrepancies are found, 482 OG/OGV will generate a correct AF Form 8/8a. An MFR will be produced if generating an AF Form 8 is impractical (i.e. signing official has PCS'd, retired, etc.). Posting review accomplishment will be annotated in the SEB minutes.

#### 7.8.5.3. Periodic Review.

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

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

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

7.8.5.3.3. **(482FW)** Periodic reviews will be conducted during the first month of the Instrument Qual zone and documented in subsequent SEB minutes and the Minor Discrepancy Log spreadsheet.

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

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

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

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

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

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

7.8.6.2.1. **(482FW)** Minor discrepancies will be documented in an external Minor Discrepancy Log spreadsheet. The AF Form 8 date, discrepancy, reason, and corrective action should be annotated if known.

### 7.8.6.3. Corrections.

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

7.8.6.3.1. (ACC) OGV Chiefs are allowed to correct minor discrepancies.

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

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

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

### 7.8.7. Transfer of FEF.

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

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

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

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

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

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

### 7.8.8. Disposition of FEF.

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

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

## Chapter 8

### SPECIALIZED AIRCREW

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

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

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

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

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

**8.2. (482FW)All flying related currencies, testing, and other requirements for Flight Surgeons are tracked and managed by the attached flying unit.**

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

8.2.1.1. **(Added-482FW)** 482 OG/OGV reserves the right to develop a paper version of the test if required. Flight Surgeons can either complete the course online and provide the 93 FS SARMS and 482 OG/OGV with a completion certificate, or request a hard copy of the exam. Flight Surgeons will complete the online examination during the 6-month eligibility period. ARMS will be used to track this requirement. If not accomplished during the eligibility period, the individual will be placed in a “no-Go” status in PEX until the testing is successfully completed. For all Flight Surgeons, this testing will be completed before the Flight Surgeon’s first flight.

8.2.1.2. **(Added-482FW)** Any additional certification programs required by the 93 FS will be maintained by 93FS/DOT. This certification may be tracked in ARMS as a training “go/no-go” item, but will not be a requisite event to the QUAL evaluation.

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

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

## Chapter 9

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

#### 9.1. FCIF.

##### 9.1. (ACC) Collocated units may use consolidated FCIF library.

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

9.1.1. (482FW) The FCIF library will be established and maintained as an individual publications set located at the 93 FS Ops desk. The 482 OG/OGV will ensure proper organization and maintenance of the FCIF library.

9.1.1.1. (Added-482FW) All information pertinent to the FCIF Program is backed up monthly on the 482 OG local area network.

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

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

9.1.3.1. (Added-ACC) Wing/Group agencies desiring to insert information into the FCIF will submit the information to OGV for coordination and distribution (Volume V excluded). Items entered into Volume I will be limited to those items that contain information temporary in nature. Subject matter may be condensed for incorporation into Vol 1 if necessary. Above the Wing/Group level, the NAF or MAJCOM Stan/Eval function is the focal point for FCIF information.

9.1.3.1.1. (Added-482FW) Staff agencies desiring to insert information into Part B, Volume I of the FCIF will submit such information to be reviewed by 482 OG/OGV. Staff agencies desiring to insert information into Part C, Volume I of the FCIF will submit such information to be reviewed by 482 OG/OGV. Information included in Part C requires approval from the 93 FS/CC/DO or 482 OG/CC/CD.

9.1.3.2. (Added-ACC) Units are not required to maintain MDS-specific T.Os and Instructions for geographically separated subordinate squadrons if aircraft operated by the subordinate squadron are not physically assigned and located at the parent unit base. Units will maintain positive oversight and track all assigned aircraft publications/T.Os via their Master Pubs Index.

9.1.3.3. (Added-ACC) Units utilizing electronic media will ensure electronic backup copies of FCIF Volumes I and II (paper or electronic) are maintained.

**Table 9.1. Required Volumes.**

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

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

9.1.4. (ACC) Volume I will be divided into three parts:

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

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

9.1.4.2.1. (Added-ACC) Part B will contain messages instituting revisions to mission procedures directly affecting safety of flight. MAJCOM directed FCIF items for Part B will be approved by the applicable MAJCOM/A3 and coordinated through ACC/A3T for ACC units, NGB/A3O for ANG units, and AFRC/A3V for AFRC units.

9.1.4.2.1.1. (Added-ACC) Part B will contain, as a minimum, an approved date, a control number, subject, Originator and Originator Title, expiration date. Note: the subject should match the MAJCOM FCIF subject, when applicable. The NoGo box in PEX will be checked for all Part B items. Units will review items for applicability in conjunction with the ACC quarterly FCIF review message. The most current list of active FCIFs can be viewed at the ACC/A3TV CoP and AFRC/A3V CoP.

9.1.4.2.1.2. (Added-ACC) Items in Part B will be filed in reverse numerical sequence with the most recent FCIF on top. Classified entries will be cross-referenced to the appropriate location. Part B may be indexed and divided by MDS.

9.1.4.2.2. (Added-482FW) After an FCIF is approved, it is entered into PEX. If an FCIF is rescinded, it is removed and placed in the rescinded read file in PEX. 482

OG/OGV manages the FCIFs according to the quarterly report from higher headquarters.

9.1.4.2.3. **(Added-482FW)** 482 OG/OGV will review Part B items for applicability in conjunction with the release of the AFRC quarterly message.

9.1.4.2.4. **(Added-482FW)** Pilots will conduct an annual review of Volume I, part B every January.

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

9.1.4.3.1. **(Added-ACC)** Part C will contain current operational and mission guidance of a non-safety of flight nature. Items in Part C will be filed in reverse numerical sequence with the most recent FCIF on top. Part C may be indexed and divided by MDS. Classified entries will be cross-referenced to the appropriate location.

9.1.4.3.1. **(482FW)** “Commander’s Read File” is the 482 FW current read file Part C and will exist in its own binder. “Commander’s Read File” contains current items of operational interest to all pilots as deemed necessary by the 482 OG/CC/CD or 93 FS/CC/DO and maintained by 482 OG/OGV.

9.1.4.3.2. **(Added-482FW)** 482 OG/OGV will initial the monthly review (normally on the UTA) of FCIF Part C on the checklist behind the “Commander’s Read File Index.”

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

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

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

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

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

9.1.5.2.1. **(Added-ACC)** FCIF Volume II will contain publications listed in AFI 11-202 V2, Table 9.2 with appropriate MAJCOM supplements.

9.1.5.2.2. **(Added-ACC)** FCIF Volume II will also contain the following items (if applicable to unit):

**Table 9.2. Volume II Mandatory Publications.**

<b>PUBLICATION</b>	<b>TITLE</b>
AFI 11-202V1	<i>Aircrew Training</i>
AFI 11-2MDSV1	<i>Aircrew Training</i>
AFI 11-202V2	<i>Aircrew Standardization Evaluation Program</i>
AFI 11-2MDSV2	<i>Aircrew Evaluation Criteria</i>
AFI 11-202V3	<i>General Flight Rules</i>
AFI 11-2MDSV3	<i>Aircrew Operational Procedures</i>
AFI 11-401	<i>Aviation Management</i>

**Table 9.2. (ACC) Volume II Mandatory Publications.**

<b>PUBLICATION</b>	<b>TITLE</b>
AFI 11-205	<i>Aircraft Cockpit and Formation Flight Signals</i>
AFI 11-209	<i>Air Force Participation in Aerial Events</i>
AFI 11-214	<i>Aircrew, Weapons Director, and Terminal Attack Controller Procedures for Air Operations</i>
AFI 11-215	<i>Flight Manuals Program (FMP)</i>
AFMAN 11-217V1	<i>Instrument Flight Procedures</i>
AFMAN 11-217V2	<i>Visual Flight Procedures</i>
AFMAN 11-217V3	<i>Supplemental Information</i>
AFI 11-218	<i>Aircraft Operations and Movement on the Ground</i>
AFI 11-290	<i>Cockpit/Crew Resource Management Training Program</i>
AFI 11-301V1	<i>Aircrew Life Support (ALS) Program</i>
AFI 11-418	<i>Operations Supervision</i>
AFPAM 11-419	<i>G-Awareness for Aircrew</i>
AFI 13-201	<i>Air Force Airspace Management</i>
AFI 13-207 (FOUO)	<i>Preventing and Resisting Aircraft Piracy (Hijacking)</i>
AFI 16-1301	<i>Survival, Evasion, Resistance, and Escape (SERE) Program</i>
AFI 33-360	<i>Publications and Forms Management</i>
Allied Tactical Publication (ATP)-56(B) (Note)	<i>Air-to-Air Refueling</i>
Note: All units with an air refueling mission (tanker or receiver, fixed-wing or rotary) will post Part 1. In addition, units conducting fixed wing air refueling operations will post Part 2 and applicable Annexes. Units conducting rotary wing operations will post Part 3 and applicable Annexes.	

9.1.5.2.3. **(Added-ACC)** Additional publications may be placed in Volume II at unit discretion.

9.1.5.2.4. **(Added-ACC)** The following may be placed in Volume III at unit discretion: Other MAJCOM/NAF/ local directives, such as NAF, AD, Center or Local directives, FTU syllabi and phase manuals and ATC Letters of Agreement covering local flying areas, traffic patterns and air traffic control.

9.1.5.2.5. **(Added-ACC)** Volume IV of the FCIF library will contain the following, as applicable (to include references for obtaining/viewing classified information): flight manuals, performance data, aircrew checklists, weapons delivery manuals, weapons checklists (ballistic tables are not required), air refueling manuals, T.O. 00-5-1, *AF Technical Order System*, and OGV issued aircrew aids.

9.1.5.2.6. **(Added-ACC)** Volume V of the FCIF library is an optional volume reserved for the unit/squadron safety officer. This volume, if used, is exempt from

the controls applicable to Volumes I through VI. Volume V inputs will be submitted to the unit/squadron safety officer for approval IAW AFPAM 91-211, *USAF Guide to Aviation Safety Investigation*.

9.1.5.2.7. (Added-ACC) Units may establish an optional Volume VI titled "Weight and Balance." Volume VI contains appropriate aircraft weight and balance information for all applicable aircraft IAW TO 1-1B-50, *Weight and Balance--USAF*, (a minimum of one per MDS) if not readily available to aircrew members elsewhere.

9.1.5.2.7.1. (Added-ACC) Units may have a copy of each canned DD Form 365-4, Weight and Balance Clearance Form F - Transport, for the standardized loads maintained in this volume. Additionally, a list of applicable aircraft configurations/unit standard conventional loads (SCL) will be maintained in this volume.

9.1.5.2.7.2. (Added-ACC) Units using pre-computed weight and balance forms should file them in this volume.

9.1.5.2.7.3. (Added-ACC) The following publications are appropriate for inclusion in Volume VI, if desired:

**Table 9.3. (Added-ACC) Volume VI Appropriate Publications.**

PUBLICATION	TITLE
1-1B-50	<i>Weight and Balance--USAF</i>
1 C-XX-5	<i>Basic Weight Checklist and Loading Data</i>
TO-00-20-1	<i>Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures.</i>

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

9.1.5.3. (ACC) Volume II-IV requirements are waived for Red Flag, Green Flag, Combat Hammer, and Combat Archer.

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

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

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

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

9.1.5.4.3.1. (Added-482FW) When a 482 FW unit is deployed, an 482 OG/OGV representative will take copies of all FCIFs, in case of PEX connectivity problems

during the deployment. If new FCIFs cannot be reviewed by PEX, they will be sent to the deployed location either by e-mail or fax. If connected to ePEX, aircrew can view and signoff any FCIFs that are posted at home station. Deployed OGV and/or SOF/Ops Sup will develop an electronic and/or hard copy backup FCIF tracking program to ensure all aircrew receive current FCIF information. In addition, one SOF kit will be deployed to ensure all required hard copy publications are available at the deployed location. 482 OG/OGV will contact the deployed location and ensure they receive new FCIF information if appropriate.

## 9.2. Flight Related SII.

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

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

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

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

9.2.2.1. Specific MDS applicability

9.2.2.2. References (document, SIB, etc)

9.2.2.3. Risk factors and trend details

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

9.2.2.5. Effective date of rescission

9.2.2.6. SME/POC for further information

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

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

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

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

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

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

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

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

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

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

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

9.3.1.5.1. **(Added-ACC)** An initial review and certification of all volumes will be accomplished prior to an individual's first flight. Aircrew members on extensive absence from flying (90 days or more) will accomplish a complete review of all volumes and recertification prior to flight.

9.3.1.5.1. **(482FW)** PEX will be used to ensure required reviews are accomplished by all assigned and attached pilots.

9.3.1.5.2. **(Added-482FW)** The SOF and/or Ops Sup is notified by 93 FS/DOT or by the SOF Currency report when any individual is absent for 90 days or more. Upon notification, the SOF, Ops Sup or OGV puts the absentee pilot in the “red” in PEX for a complete review of all volumes of the FCIF and re-certification prior to flight.

9.3.1.6. **(Added-ACC)** Use the Go/No-Go procedures to document the review, certification, and acknowledgment of Volume 1 Part B information by 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.

9.3.1.6.1. **(Added-482FW)** The PEX (e.g. “Go/No-Go” display) computer program located at the Ops counter can be used by pilots to record and track the review or accomplishment of certain Go/No-go items. Currently PEX is used to track and indicate Go/No-go status using DNIF, S/E testing, FCIF, etc. Pilots indicating “red” in these columns are not cleared to fly.

9.3.1.6.2. **(Added-482FW)** Current items tracked in PEX as FCIF items include (not limited to): FCIF B read file, initial/annual read file review, publication issue (flight), Safety read file, semi-annual test accomplishment, and Ops Sup read file. FCIF C read file items (or certain other ‘non-grounding’ items) will not be “no-go;” they will be entered in PEX as a “yellow” status. The primary OPR for FCIF item entry into PEX is 482 OG/OGV.

9.3.1.6.3. **(Added-482FW)** Aircrew will be displayed by a colored dot indicating his/her current status in each column. “Red” indicates that a pilot cannot fly until the

current items are accomplished and/or signed off in PEX. A “yellow” status indicates a non-grounding overdue item or restriction that *may* require flying with supervision or sortie profile restriction. A “green” status indicates that all Go/No-go items for that column are satisfied - cleared to fly.

9.3.1.6.4. **(Added-482FW)** Backup Procedures. In the event of PEX failure, or password problems when signing off PEX FCIF items, a pilot may document FCIF accomplishment by indicating “thru FCIF XX-XX” in the remarks section of the flight authorization. The pilot may also sign off FCIF accomplishment in the hard copy “sign-off” binder located at the Ops Desk. In the event that the local PEX system is not available (i.e. deployed), the flight authorization (or other manual means), or locally developed system will be used to document FCIF Go/No-go status.

9.3.1.6.5. **(Added-482FW)** Newly assigned pilots will complete an “In-processing Checklist” managed by 93 FS/DOT. This checklist requires an initial review and certification of all volumes of the FCIF - accomplished before the first flight of the individual. This initial review is also documented in PEX as the initial introduction of the operation of that program for the newly assigned pilot.

9.3.1.6.6. **(Added-482FW)** Visiting pilots not assigned or attached to the 93 FS must complete a Visitor's Flying Checklist prior to flight. This checklist includes a complete review of the FCIF library. See [Attachment 12](#).

9.3.1.7. **(Added-ACC)** Units will designate person(s) to verify Go/No-Go status prior to releasing aircrew members for any scheduled mission.

9.3.1.7.1. **(Added-482FW)** Responsibilities. Individuals will acknowledge accomplishment or completion of grounding and non-grounding items by electronically signing off items in the PEX Go/No-Go Program. 482 OG/OGV will place all individuals in “red” (No-Go) status when a new item is entered in FCIF Volume I Part B and for requisite completion. Additionally, 482 OG/OGV will place all pilots in the “red” at the beginning of each month for CAPs testing and at the end of the month for Situational Emergency Procedure Training (SEPT) for those pilots that have not accomplished SEPTs. When a new FCIF Volume I Part C item is entered, 482 OG/OGV will place all individuals in a “yellow” status. The SOF and Ops Sup will verify the Go (non-red) status of all crewmembers prior to releasing them to fly. In addition, the SOF and Ops Sup will review the SOF Currency Report (or the Go/No-Go Hard Copy Binder in the result of PEX or computer failure) for grounded individuals or training items/currencies that may affect mission profiles and verify that individuals have satisfied any Go/No-Go requirements not covered by the PEX color coded system (such as a visiting pilot checklist or incentive flight checklist).

9.3.1.7.2. **(Added-482FW)** Current Aeronautical Orders will always need to be checked manually using the ARM currency report regardless of PEX implementation.

9.3.1.7.3. **(Added-482FW)** As a positive control measure, the Ops Sup will terminate the Ops Sup or “step” brief if any pilot is found to be in a No-go status. Once the No-go status has been changed/documented, the Ops Sup can continue briefing.

9.3.1.7.4. **(Added-482FW)** Prior to each flight, flight leads will confirm the status of all flight members. The Ops Sup, 93 FS/DO, and 1CO's also have redundant responsibilities to ensure Go/No-go status so that no aircrew/team member flies "in the red." Training items accomplished, but not yet entered in ARMs (i.e. red on the ARMS or SOF Currency Report or under the training column when implemented in PEX) may be verified accomplished by asking the pilot or instructor. Document training event accomplishment on an AF Form 1522, *ARMS Additional Training Accomplishment Report* (AF Form 1522), Training Accomplishment Report, Training Accomplishment Report (TAR) sheet, or in the remarks section of the Flight Authorization prior to the Ops Sup or "step" brief. The Ops Sup and 1CO's will withhold tail numbers until all pilots are "in the green".

9.3.1.7.5. **(Added-482FW)** Other Requirements. Each flight will fill out an ORM sheet prior to the Ops Sup or "step" brief. The Ops Sup is responsible for getting the appropriate supervisor approval if required. Although this is a pre-flight item, the ORM sheet is not tracked in PEX as a Go/No-go item.

**9.3.2. (ACC) Added) Flight Crew Publications** Unit commanders are responsible for ensuring that aircrew members are aware of all information published in current technical orders and flight-related publications before participating in flight operations. Unit commanders will utilize notification through Part B of Volume I of the unit FCIF and Go/No Go procedures to ensure aircrew members review new changes and supplements prior to their next flight IAW AFI 11-215\_ACC SUP 1.

9.3.2.1. **(Added-482FW)** Aircrew Flight Manuals Program. Distribution of flying publications, technical orders and checklists is the responsibility of 482 OG/OGV.

9.3.2.1.1. **(Added-482FW)** Control and Distribution. The Chief of Stan/Eval will function as the Flight Manual Control Officer (FMCO) responsible for the control, ordering and issuing of required publications to all pilots assigned/attached to the 93 FS. 482 OG/OGV is responsible for distributing publications to all assigned/attached pilots. Individuals using these publications are ultimately responsible for verifying their completeness and accuracy before flight.

9.3.2.1.2. **(Added-482FW)** When distributing applicable training manuals, technical orders, and operation and safety supplements, the FMCO, or designated assistant, will notify assigned/attached pilots by issuing an entry in Part B of Volume 1 of the Flight Crew Information File (FCIF). When the pilot signs off the FCIF No-Go item, it is acknowledgment of having received the publication and/or making appropriate changes to existing publications.

9.3.2.1.3. **(Added-482FW)** Flight Manual Annual Review. 482OG/OGV will review applicable F-16 flight manuals and checklists each calendar year IAW AFI 11-215\_ACC Sup 1. Participation in a Flight Manual Review Conference (FMRC) satisfies this requirement. The reviews will include pending AF Forms 847. Yearly reviews will be documented in the SEB.

#### **9.4. Supplementary Evaluations.**

9.4.1. **Purpose.** Supplementary evaluations are administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to

operational problems, such as negative checkride trends. The form and content of a supplementary evaluation is at the discretion of the commander directing it.

9.4.1. (ACC) Supplemental evaluation program goals must be quantifiable; zero is not considered a goal. Monitor this program to ensure goals set by the OG/CC.

9.4.2. Supplementary evaluations are not aircrew qualification evaluations.

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

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

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

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

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

9.5.1. (Added-ACC) **AF Form 803**, *Report of Task Evaluations*, **AF Form 623**, *Individual Training Record ACC Form 8a*, *Flight Evaluation Checklist*; *ACC Form 180*, *Temporary Flight Evaluation Certificate*

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

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

(ACC)

WILLIAM J. REW, Lieutenant General, USAF  
Commander

(482FW)

CHRISTOPHER G. FUNK, Colonel, USAFR  
Commander, 482d Fighter Wing

## ATTACHMENT 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

- (Added-ACC) Operational Procedures for Aircraft Carrying Hazardous Materials, 11 November 1994
- (Added-ACC) Air Navigation, 01 Mar 2001
- (Added-ACC) Instrument Flight Procedures, 22 October 2010
- (Added-ACC) Visual Flight Procedures, 22 October 2010
- (Added-ACC) Supplemental Flight Information, 23 February 2009
- (Added-ACC) G-Awareness for Aircrew, 01 December 2009
- (Added-ACC) USAF Guide to Aviation Safety Investigation, 23 July 2001
- (Added-ACC) FAA Regulations
- (Added-ACC) Definitions and Abbreviations
- (Added-ACC) General Operating and Flight Rules
- (Added-ACC) Special Air Traffic Rules and Airport Traffic Patterns
- (Added-ACC) Weight and Balance—USAF, 01 April 2008
- (Added-ACC) , Basic Weight Checklist and Loading Data
- (Added-ACC) Aerospace Vehicle/Equipment Inspection and Documentation, 01 September 2010
- (Added-ACC) AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 13 September 2010
- (Added-ACC) AFI 11-202, Volume 3, *General Flight Rules*, 22 October 2010
- (Added-ACC) AFI 11-202, Volume 3\_ACC SUP 1, *General Flight Rules*, 27 February 2007
- (Added-ACC) AFI 11-205, *Aircraft Cockpit and Information Flight Signals*, 19 May 1994
- (Added-ACC) AFI 11-209, *Aerial Event Policy and Procedures*, 04 May 2006
- (Added-ACC) AFI 11-209\_ACC SUP 1, *Aerial Event Policy and Procedures*, 10 January 2007
- (Added-ACC) AFI 11-214, *Aircrew, Weapons Director, and Terminal Attack Controller Procedures for Air Operations*, 22 December 2005
- (Added-ACC) AFI 11-215\_ACC SUP 1, *Flight Manuals Program (FMP)*, 07 January 2010
- (Added-ACC) AFI 11-218, *Aircraft Operations and Movement on the Ground*, 11 May 2005
- (Added-ACC) AFI 11-218\_ACC SUP 1, *Aircraft Operations and Movement on the Ground*, 17 November 2005

(Added-ACC) AFI 11-290, *Cockpit/Crew Resource Management Training Program*, 11 April 2001

(Added-ACC) AFI 11-290\_ACC SUP, *Cockpit/Crew Resource Management Training Program*, 16 July 2010

(Added-ACC) AFI 11-2U-2, Volume 2, *U-2--Aircrew Evaluation Criteria*, 10 June 2004

(Added-ACC) AFI 11-301, Volume 1, *Aircrew Life Support (ALS) Program*, 25 February 2009

(Added-ACC) AFI 11-401\_ACC SUP 1, *Aviation Management*, 25 April 2008

(Added-ACC) AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, 13 December 2010

(Added-ACC) AFI 11-418, *Operations Supervision*, 21 October 2005

(Added-ACC) AFI 13-201, *Air Force Airspace Management*, 01 December 2006

(Added-ACC) AFI 13-201\_ACC SUP 1, *Air Force Airspace Management*, 14 May 2007

(Added-ACC) AFI 13-207\_ACC SUP 1, *Preventing and Resisting Aircraft Piracy (Hijacking)*, 30 September 1994

(Added-ACC) AFI 13-212, *Range Planning and Operations*, 16 November 2007

(Added-ACC) AFI 13-212, *Range Planning and Operations*, 29 April 2010

(Added-ACC) AFI 33-360, *Publications and Forms Management*, 18 May 2006

(Added-ACC) AFI 91-202 ACC SUP 1, *The US Air Force Mishap Prevention Program*, 05 October 2001

(Added-ACC) AFI 91-202, *The US Air Force Mishap Prevention Program*, 01 August 1998

AFPD 10-9, *Lead Operating Command Weapon Systems Management*, 13 Jun 2000

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

AFPD 11-4, *Aviation Service*, 1 Sep 2004

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

AFI 11-202, Volume 1, *Aircrew Training*, 23 Nov 2005

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 Dec 2008

AFI 11-290, *Cockpit/Crew Resource Management Training Program*, 11 Apr 2001

AFI 11-401, *Aviation Management*, 7 Mar 2007

AFI 11-418, *Operations Supervision*, 21 Oct 2005

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AFI 16-1202, Volume 2, *Pararescue and Combat Rescue Officer Standardization and Evaluation*, 11 Feb 2008

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

AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 Dec 2006

AFI 36-2201, Volume 1, *Training Development, Delivery, and Evaluation*, 1 Oct 2002

AFI 65-503, *US Air Force Cost and Planning Factors*, 4 Feb 1994

AFI 90-201, *Inspector General Activities*, 22 Nov 2004

AFMAN 11-210, *Instrument Refresher Program (IRP)*, 3 Feb 2005

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

### ***Abbreviations and Acronyms***

**A3**—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-ACC) AFSC**— Air Force Specialty Code

**AGR**—Active Guard and Reserve

**(Added-ACC) ALO**—Air Liaison Officer

**ANG**—Air National Guard

**AO**—aeronautical order

**AR**—air refueling

**ARMS**—Aviation Resource Management System

**ART**—Air Reserve Technician

**(Added-ACC) ASEV**—Aircrew Standardization Evaluation

**AT**—Air Technician

**ATD**—aircrew training device

**BMC**—Basic Mission Capable

**(Added-ACC) BRI**—Briefing Room Interactive

**CAPs**—Critical Action Procedures

**CC**—Commander

**CCTS**—Combat Crew Training Squadron

**CEA**—Career Enlisted Aviator  
**CFM**—Career Field Manager  
**CMR**—Combat Mission Ready  
**CRM**—Cockpit/Crew Resource Management  
**CRO**—Combat Rescue Officer  
**DNIF**—duty not involving flying  
**DRU**—direct reporting unit  
**(ACC) DRU**—Direct Reporting Unit  
**EOC**—end of course  
**EP**—emergency procedures  
**EPE**—emergency procedures evaluation  
**ETCA**—Education and Training Course Announcement  
**(Added-ACC) FAC**—Forward Air Control  
**FCIF**—Flight Crew Information File  
**FEF**—Flight Evaluation Folder  
**FLT**—flight  
**FOA**—Field Operating Agency  
**FRF**—Flight Record Folder  
**FT**—flight test  
**FTU**—Formal Training Unit  
**(Added-ACC) GSU**—Geographically Separated Unit  
**(Added-ACC) GTAC**—Ground Tactical Air Controller  
**HQ**—headquarters  
**HHQ**—higher headquarters  
**IAW**—in accordance with  
**IFR**—Instrument Flight Rules  
**INIT**—initial  
**INSTM**—instrument  
**INSTR**—instructor  
**(Added-ACC) LIMFAC**—Limiting Factor  
**MAJCOM**—Major Command  
**MDS**—Mission Design Series

**MFR**—memorandum for record  
**MQF**—master question file  
**MR**—Mission Ready  
**MSN**—mission  
**MTR**—Military Training Route  
**N/A**—not applicable  
**NAF**—Numbered Air Force  
**NAS**—National Airspace System  
**N-BMC**—Non-Basic Mission Capable  
**N-CMR**—Non-Combat Mission Ready  
**NMR**—Non Mission Ready  
**N/N**—no-notice  
**OCR**—office of collateral responsibility  
**OG**—Operations Group  
**OGV**—Operations Group Standardization/Evaluation  
**OPR**—office of primary responsibility  
**ORM**—operational risk management  
**PCA**—permanent change of assignment  
**PCS**—permanent change of station  
**(Added-ACC) PEX**—Patriot Excalibur  
**PJ**—pararescue jumper  
**(Added-ACC) PRU**—Personnel Recovery Unit  
**Q**—qualified  
**QUAL**—qualification  
**RQ**—requalification  
**SAV**—staff assistance visit  
**SEB**—Standardization/Evaluation Board  
**SELO**—Standardization/Evaluation Liaison Officer  
**SIM**—simulator  
**SQB**—secure question bank  
**SSN**—Social Security Number  
**STAN/EVAL**—standardization/evaluation

**TDY**—temporary Duty

**U**—unqualified

**USAF**—United States Air Force

**(Added-ACC) USAFWS**— United States Air Force Weapons School

### *Terms*

**Active Guard and Reserve (AGR)**—Members of a Reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6).

**Additional Training**—Any training recommended by flight examiner to remedy deficiencies identified during an evaluation that must be completed by a specific due date. This training may include self-study, ground instruction, ATD, simulator or flying. Additional training must include demonstration of satisfactory knowledge or proficiency to flight examiner, supervisor or instructor (as stipulated in the Additional Training description) to qualify as completed.

**Aircrew**—The total complement of rated, career enlisted aviator, and nonrated aircrew personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to the accomplishment of the aircraft's mission. Individuals must be on AOs and assigned to an authorized position according to AFI 65-503, or nonrated aircrew not in an aircraft's basic complement, but required for the mission. See 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.

**(Added-ACC) Cross-command unit**— A unit assigned to ACC that flies an MDS of which ACC is not designated as Lead Command.

**Debriefed Discrepancy**—Remedial action taken by a flight examiner to remedy a discrepancy noted during an in-flight or, if applicable, simulator evaluation (e.g. EPE conducted in the sim). This action is accomplished during debrief of the evaluation wherein the flight examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy

area/subarea description is annotated with “Debriefed” in the Examiner’s Remarks section of the AF Form 8/8a Comments.

**Eligibility Period**—The six-month period prior to the expiration date of an evaluation that includes the month in which the evaluation is due.

**Emergency Procedures Evaluation (EPE)**—A flight, ATD, sim or verbal evaluation used to evaluate emergency procedures and systems knowledge.

**Evaluation**—1) Procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. 2) The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. See also Joint Pub 1-02.

**Education and Training Course Announcement (ETCA)**—Air Force Database located at URL: <https://etca.randolph.af.mil/> that incorporates all the information previously contained in AFCAT 36-2223, *USAF Formal Schools Catalog*. ETCA is prescribed by AFI 36-2201, Vol 1, *Training Development, Delivery, and Evaluation*.

**Flight Crew Information File (FCIF)**—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

**Flight Evaluation Folder (FEF)**—A two-part folder containing the source documents that constitute the history of flying qualifications (and certifications if the AF Form 4348 is used) of each aircrew member.

**Flight Examiner**—An aircrew member designated to perform evaluation duties as specified by this instruction. Flight examiners must be qualified in the events they evaluate (*EXCEPTION*: SPOT evaluations). *Unit Flight Examiners* include squadron flight examiners assigned to the flying squadron, OGV flight examiners assigned to the OGV but attached to the flying squadron and other Wing individuals tasked with flight examiner duties assigned above the squadron level. A *HHQ Flight Examiner* is a flight examiner assigned to a NAF or MAJCOM. *Senior Flight Examiners* are senior flying commanders – specifically, flying NAF/CCs and OG/CCs (and/or, their deputies) – that act in the capacity of flight examiners.

**(Added-ACC) Flight examiner Objectivity Evaluation**—A flight examiner Objectivity Evaluation is a flight/EPE/ATD evaluation administered to a lower echelon flight examiner who is administering an evaluation.

**Ground Recheck**—A procedure used by an examiner to remedy an unqualified evaluation that does not entail in-flight or simulator demonstration on the part of the examinee.

**Initial Evaluation**—The first evaluation of any type for an MDS (e.g., INIT QUAL/ INSTM, INIT MSN, INIT INSTR).

**Instructor Evaluation**—An evaluation that initially and reestablishes instructor qualification of the examinee in an MDS (i.e., INIT INSTR and RQ INSTR) as directed in AFI11-2MDS Vol 1.

**Instrument Evaluation**—Qualifies an aircrew member to operate under IFR.

**Lead Command**—The Air Force MAJCOM or agency possessing an MDS that is designated by 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 member's assigned weapon system in accomplishing the unit's operational or DOC statement mission. Requires AF Form 8/8a documentation.

**No—Notice Evaluation**—An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

**Office of Collateral Responsibility (OCR)**—Any headquarters, agency, or activity having coordinating functional interest in, and responsibility for, a specific action, project, plan, program or problem.

**Office of Primary Responsibility (OPR)**—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program or problem.

**Operations Group Commander (ANG/AFRC)**—ANG/AFRC may use Air Operations Officer/Operations and Training Officer, if appropriate, when Operations Group Commander (OG/CC) is referenced.

**Qualification Evaluation**—Qualifies an aircrew member to perform the duties of a particular crew position in the specified aircraft. Requires AF Form 8/8a documentation.

**Requalification Evaluation**—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding six months (as specified in applicable AFI11-2MDS Vol 1), a recheck following a failed evaluation or a commander directed downgrade. Requires AF Form 8/8a documentation.

**Requisites**—Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete. Requires AF Form 8/8a documentation.

**Recheck**—A subsequent evaluation used to remedy a failed evaluation. Requires AF Form 8/8a documentation.

**Secure Question Bank (SQB)**—Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

**Specialized Aircrew**—Flight Surgeons, Combat Camera, and Non-Rated aircrew, to include K-, Q- and X- prefix specialty codes. Does not include X-prefix Aeromedical Evacuation Crewmembers.

**SPOT Evaluation**—An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation. May be No-Notice. Requires AF Form 8/8a documentation.

**Squadron Supervisor**—Any of the following: squadron commander, operations officer, assistant operations officer, flight commander or person specifically designated by the squadron commander.

**Stan/Eval Board (SEB)**—A forum convened at the group level to review and resolve aircrew-related issues.

**Stan/Eval Function**—An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

**Standardization/Evaluation Liaison Officer (SELO)**—An individual (officer or enlisted) tasked to perform squadron Stan/Eval administrative duties.

**Student Aircrew Member**—An aircrew member enrolled in a formal course or training under a MAJCOM approved syllabus.

**Supervised Status**—The status of an aircrew member who must fly under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI11-2MDS Vol 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI11-2MDS Vol 1, or as determined by the SQ/CC.

**Supplementary Evaluation Program**—Administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems.

**Trend Program**—Analysis designed to identify areas requiring attention, monitoring or correction.

**Unit**—A level of organization under HHQs (MAJCOM and/or NAF) required to establish a Stan/Eval function (normally this is an operations group and consists of both the group and flying squadrons).

**Universal Qualification**—Process where Specialized Aircrew attain/maintain qualification in two or more MDS aircraft where qualification is attained/maintained via a minimum of a ground phase examination.

**User Command**—Any Air Force MAJCOM/agency, other than the lead command, that possess a MDS.

**Weapon System**—A combination of one or more weapons with all related equipment, materials, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.

**Attachment 1 (482FW)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-202V2, *Aircrew Standardization/Evaluation Program*, 13 September 2010

AFI 11-202V2\_ACC Supplement 1, *Aircrew Standardization/Evaluation Program*, 20 June 2011

AFI11-2F-16V2, *Aircrew Evaluation Criteria*, 20 June 2009

AFI 11-202 V3, *General Flight Rules*, 22 October 2010

AFI 11-202 V3\_ACC Supplement, *General Flight Rules*, 28 November 2010

AFI 11-2F-16 V3, *Operations Procedures*, 18 December 2013

AFI 11-2F-16 V3, *Operations Procedures\_482 FW Supplement*, 5 October 2006

AFI 11-205, *Aircraft Cockpit and Formation Flight Signals*, 19 May 1994

AFI 11-214, *Air Operations Rules and Procedures*, 14 August 2012

AFI 13-212, *Range Planning and Operations*, 16 November 2007 (Incorporating C1, 10 Jul 2008)

AFTTP 3-3, *F-16 Combat Fundamentals*, 5 May 2008

HARBI 13-201, *Airfield Management*, 10 January 2006

*482 FW Mako Pilot Aid*, June 2008

TO 1F-16C-1, *Flight Manual*, 1 July 2010

TO 1F-16C-1CL-1, *Flight Crew Checklist*, 15 August 2009

TO 1F-16C-34-1-1, *Avionics and Non-Nuclear Weapons Delivery Flight Manual*, 1 July 2010

TO 1-1M-34, *Flight Manual Aircrew Weapons Delivery Manual (Non-Nuclear)*, 15 April 2008 (C3, 1 August 2010)

***Abbreviations and Acronyms***

**1CO** – Duty Desk Person

**A3V** –

**ACC** – Air Combat Command

**AF** – Air Force

**AFI** – Air Force Instruction

**AFMAN** – Air Force Manual

**AFRC** – Air Force Reserve Command

**ARB** – Air Reserve Base

**ARMS** – Aviation Procedure Management System

**ATD** – Aircrew Training Device  
**CAPs** – Critical Action Procedures  
**CC** – Commander  
**CD** – Deputy Commander  
**CDWS** – Combat Weapon Delivery System  
**CMR** – Combat Mission Ready  
**CoP** – Community of Practice  
**CPT** – Cockpit Procedures Trainer  
**DACT** – Dissimilar Air Combat Training  
**DNIF** – Do Not Include Flying  
**DO** – Director of Operations  
**DOS** – Operations Scheduling  
**DOT** – Operations Training  
**EP** – Emergency Procedures  
**EPE** – Emergency Procedures Evaluation  
**EVAL** – Evaluation  
**EWF** – Evaluation Work Folder  
**FCIF** – Flight Crew Information File  
**FE** – Flight Examiner  
**FEF** – Flight Evaluation Folder  
**FMCO** – Flight Manual Control Officer  
**FMP** – Flight Manual Program  
**FMRC** – Flight Manual Review Conference  
**FS** – Fighter Squadron  
**FW** – Fighter Wing  
**HARB** – Homestead Air Reserve Base  
**HHQ** – Higher Headquarters  
**IAW** – In Accordance With  
**INIT** – Initial  
**INSTM** – Instrument  
**INSTR** – Instructor  
**IP** – Instructor Pilot

**IRC** – Instrument Refresher Course  
**LAN** – Local Area Network  
**MAJCOM** – Major Command  
**MQF** – Master Question File  
**MSN** – Mission  
**MTT** – Multi Task Trainer  
**N/A** – Not Applicable  
**OG** – Operations Group  
**OGV** – Operations Group Standardization/Evaluation  
**OPR** – Office of Primary Responsibility  
**ORM** – Operational Risk Management  
**PEX** – Patriot Excalibur  
**POC** – Point of Contact  
**Q** – Qualified  
**QUAL** – Qualification  
**RDS** – Records Disposition Schedule  
**RQ** – Requalification  
**SAT** – Surface Attack Tactics  
**SEB** – Standardization/Evaluation Board  
**FE** – Flight Examiner  
**SEPT** – Situational Emergency Procedure Training  
**SM** – Standardization Management  
**SOF** – Supervisor of Flying  
**SQB** – Secure Question Bank  
**STAN/EVAL** – Standardization/Evaluation  
**SUP** – Supplementary  
**TAR** – Training Accomplishment Report  
**TDY** – Temporary Duty  
**U** – Unqualified  
**USAF** – United States Air Force  
**USAFR** – United States Air Force Reserve  
**UTA** – Unit Training Assembly

**ATTACHMENT 2**  
**STAN/EVAL BOARD MINUTES**

*Note:* The information below is an example of the minimum information a Board should address.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)
2. Overview:
  - a. Manning. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron flight examiners.) Include any OG/CC designated additional OGV flight examiners.
  - b. Summary.
    - (1) Evaluations. Report EPEs and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2MDS Vol 2). Include SPOT, N/N, and INIT INSTR evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).
      - (a) Q1s
      - (b) Q2s
      - (c) Q3s
      - (d) Total evaluations for each crew position
    - (2) Examinations. Report examination results by crew position and type of examination (open book, closed book, instrument and boldface/CAPs).
    - (3) Waivers and Extensions. Identify all waivers and extensions as identified in this AFI.
    - (4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.
    - (5) Report progress toward achievement of no-notice requirements, if applicable.
  - c. Stan/Eval Program Inspections and Reviews (if applicable).
  - d. Aircrew Flight Publications. Review open AF Forms 847.
  - e. Supplementary Evaluations. Report results of evaluations conducted at both the OGV and squadron level.
  - f. MTR and Air Refueling Track Reviews (annotate date completed or "N/A" as applicable - see para 3.2.2.11. ).

3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal Stan/Eval inspections will be addressed and covered until they are closed out.
4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.
5. Other: This is an optional paragraph that can be used as necessary.
6. Problems Requiring HHQ Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

**Attachments:**

1. Board Agenda
2. Flight Examiner Roster Reviewed
3. As Required

**Attachment 2 (482FW)****OTHER ITEMS REPORTED IN SEB MINUTES**

**A2.1.1. (482FW) (Added)** Results of semi-annual FCIF library and publications review (3.2.2.8.1.)

A2.1.2. **(Added-482FW)** Results of 10AF self-inspection checklist (First Half SEB only) ((2.4.2.9.1).

A2.1.3. **(Added-482FW)** FEF Posting review accomplishment and status (# of posting reviews accomplished/# of posting reviews awaiting accomplishment (7.8.5.2.4.).

A2.1.4. **(Added-482FW)** FEF Periodic review accomplishment and status (First Half SEB only (7.8.5.3.3.).

A2.1.5. **(Added-482FW)** MQF/SQB update review status (Second Half SEB only (6.4.4.1.).

## ATTACHMENT 3

## AF FORM 8 COMMENT EXAMPLES

**Note:** Examples are provided to illustrate content rather than format. In those instances where an example may not directly apply, units will adhere to published guidance.

**Figure A3.1. Generic – Comments.**

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

**EXCEPTIONALLY QUALIFIED** (*If desired*): See para. **7.3.7.2**

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

**A. Mission Description.** See para. **7.3.7.3.2.** If more than one flight examiner was involved in administering the flight phase portion of the evaluation, annotate here with a “First Sortie”, “Second Sortie” and have all but the final flight examiner sign a signature block (enter name, rank, and organization) under each entry (see para. **7.3.7.3.1**).

**B. Discrepancies.** Document all discrepancies (Q- or U) or enter "None" (if “None” then Ground and Flight annotations not required). See para. **7.3.7.3.3.**

1. Ground.
2. Flight.

**C. Recommended Additional Training.** Enter additional training or “None” (if “None” then the Ground and Flight annotations not required). See para. **7.3.7.3.4.**

1. Ground.
2. Flight.

**D. Additional Comments.** Enter additional comments (to include Commendable areas/sub-areas) or “None.” See para. **7.3.7.3.5.**

1. ...
2. ...

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

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

**ADDITIONAL REVIEWS:** See para. **7.3.7.6.**

**Figure A3.2. with EQ (See [paragraph 7.3.7.2](#)).**

**EXCEPTIONALLY QUALIFIED:** The examinee demonstrated exceptional aircraft handling and instrument skills during all phases of this evaluation. Rapidly changing weather and denial of service at two planned out-bases caused the examinee to have to change his plan several times in-flight, each time done quickly and efficiently so that all aspects of the mission could still be accomplished.

**EXAMINER'S REMARKS:**

**A. Mission Description.** IAW AFI 11-2MDS Vol 2.

**B. Discrepancies.** None.

**C. Recommended Additional Training.** None.

**D. Additional Comments.** None.

**REVIEWING OFFICER'S REMARKS:**

**APPROVING OFFICER'S REMARKS:**

**ADDITIONAL REVIEWS:**

**Figure A3.3. with Commendable** (See [paragraph 7.3.7.3.5.2](#)).

**EXAMINER'S REMARKS:**

**A. Mission Description.** IAW AFI 11-2MDS Vol 2.

**B. Discrepancies.** None.

**C. Recommended Additional Training.** None.

**D. Additional Comments.** Commendable. Area 36. Task Prioritization. Brief statement describing commendable performance

**REVIEWING OFFICER'S REMARKS:**

**APPROVING OFFICER'S REMARKS:**

**ADDITIONAL REVIEWS:**

**Figure A3.4. with Downgrade. (See paragraph 7.3.7.3.3.).**

**EXAMINER'S REMARKS:**

**A. Mission Description.** IAW AFI 11-2MDS Vol 2.

**B. Discrepancies.**

1. Ground. None
2. Flight. Area 36. Task Prioritization: Q-. Short description of discrepancy.

**C. Recommended Additional Training.** None.

**D. Additional Comments.** None.

**REVIEWING OFFICER'S REMARKS:**

**APPROVING OFFICER'S REMARKS:**

**ADDITIONAL REVIEWS:**

**Figure A3.5. Two Sortie with Discrepancy on First Sortie.****EXAMINER'S REMARKS:****A. Mission Description.**

First Sortie: IAW AFI 11-2MDS Vol 2.

FIRST M.I. LAST, Rank, USAF  
Office Symbol

Second Sortie: Brief description of items not accomplished on first sortie.

**B. Discrepancies.**

1. Ground. None
2. Flight. First Sortie. Area 36. Task Prioritization: Q-. Short description of discrepancy.

**C. Recommended Additional Training.** None.**D. Additional Comments.** None.**REVIEWING OFFICER'S REMARKS:****APPROVING OFFICER'S REMARKS:****ADDITIONAL REVIEWS:**

**Figure A3.6. Q3 with Restrictions and Additional Training** (See [paragraph 7.3.7.1.1](#)).

**RESTRICTIONS:** Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph 5.7.

**EXAMINER'S REMARKS:**

**A. Mission Description.** IAW AFI 11-2MDS Vol 2.

**B. Discrepancies.**

1. Ground (EPE). Area 21. Gear Fail to Retract – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

2. Flight. Area 36. Task Prioritization – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

**C. Recommended Additional Training.**

1. Ground. Examinee will review gear fail to retract EPs with an instructor and perform another EPE with gear malfunctions as an emphasis item.

2. Flight. Examinee will accomplish a supervised flight with emphasis on task management in the instrument environment.

**D. Additional Comments.** None.

**REVIEWING OFFICER'S REMARKS:**

**APPROVING OFFICER'S REMARKS:**

**ADDITIONAL REVIEWS:**

**Figure A3.7. RQ Following a Q3.**

<p><b>EXAMINER'S REMARKS:</b></p> <p><b>A. Mission Description.</b> This requalification evaluation was conducted... (enter short description of necessary events to regain lost qualification).</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> <p><b>ADDITIONAL REVIEWS:</b></p>
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**Figure A3.8. Ground Recheck.**

**RESTRICTIONS:** Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph 5.7.

**EXAMINER'S REMARKS:**

**A. Mission Description.** IAW AFI 11-2MDS Vol 2.

**B. Discrepancies.**

1. Ground. None.
2. Flight. Area 25. Ability to Instruct – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

**C. Recommended Additional Training.**

1. Ground. Examinee will review procedures then provide an instructional brief to a squadron instructor on entries into holding and TACAN penetrations.
2. Flight. None.

**D. Additional Comments.** Ground recheck successfully accomplished. No further action required.

(Signature and date)

**REVIEWING OFFICER'S REMARKS:**

**APPROVING OFFICER'S REMARKS:**

**ADDITIONAL REVIEWS:**

**Figure A3.9. Commander-Directed Downgrade (Non-Flying).**

**RESTRICTIONS:** Commander-Directed Downgrade.

**EXAMINER'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, if required.

**B. Discrepancies.** None.

**C. Recommended Additional Training.** As required or "None."

**D. Additional Comments.** As required or "None."

**ADDITIONAL REVIEWS:** As required.

**Figure A3.10. Commander-Directed Downgrade (Flying).**

**RESTRICTIONS:** Commander-Directed Downgrade.

**EXAMINER'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, if required.

**B. Discrepancies.** Document all Q- or U discrepancies.

**C. Recommended Additional Training.** As required or "None."

**D. Additional Comments.** As required or "None."

**ADDITIONAL REVIEWS:** As required.

**ATTACHMENT 4**  
**AF FORM 8A COMMENT EXAMPLE**

**Figure A4.1. Q1 (Universal) QUAL MSN.**

**EXAMINER'S REMARKS:** (If applicable. Repeat if necessary for each aircraft.)

**A. Mission Description.** This evaluation was completed on an F-16B aircraft. Capt Bones demonstrated all egress procedures in an excellent manner. All required equipment use and limitations were evaluated simulating a representative test sortie.

**B. Discrepancies.** None.

**C. Recommended Additional Training.** None.

**D. Additional Comments.** None.

**REVIEWING OFFICER'S REMARKS:**

**APPROVING OFFICER'S REMARKS:**

**ADDITIONAL REVIEWS:**





Figure A6.2. Certification and Decertification.

USAF AIRCREW CERTIFICATIONS									
THIS IS TO CERTIFY THAT									
NAME (LAST, FIRST, MIDDLE INITIAL) Magellan, Ferdinand R.		SSAN XXX-XX-9999	ACFT MC-130H	UNIT ORGANIZATION AND LOCATION 15 SOS, Hurlburt AFB, FL					
CERTIFIED EVENT INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DECERTIFICATION				
					DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION			
Touch and Go Landing	20020625	Lt Col Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		<input type="checkbox"/>				
Capt Joe Instructor, 8 SOS/DOT					<input type="checkbox"/>				
Drop Zone Controller (DZC)	20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	<input checked="" type="checkbox"/>	Lt Col Steve Starr 15 SOS/CC			
Capt Joe Instructor, 8 SOS/DOT					<input type="checkbox"/>				
Landing Zone Safety Officer (LZSO)	20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	<input checked="" type="checkbox"/>	Lt Col Steve Starr 15 SOS/CC			
Maj Ira M. Pressive, 8 SOS/DOV					<input type="checkbox"/>				
Close Interval Operations/MP	20080718	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>				
Maj Pencil Head, 15 SOS/DOT					<input type="checkbox"/>				
FARP	20080815	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>				
Capt Roger Cuethree, 15 SOS/DOV					<input type="checkbox"/>				
Flight Examiner	20100105	Lt Col Barry Reid 15 SOS/CC		20100730	<input type="checkbox"/>	Lt Col Barry Reid 15 SOS/CC			
Lt Col Robert Smart, 15 SOS/DOV					<input checked="" type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
PRIVACY ACT STATEMENT									
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to record aircrew certification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification. AF Form 4348 20061208									

**ATTACHMENT 7**  
**FCIF TEMPLATE**

*Note:* The information below is an example of a template MAJCOMs may use when drafting an FCIF.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: The Subject Line contains the FCIF number and title of the FCIF (if applicable)

1. Applicability paragraph. This paragraph lists the MAJCOM(s) that the FCIF item is applicable to, and those MAJCOMs for which the FCIF item is "for information only." May also include applicable aircraft or units as necessary.
2. Directive paragraph. Use this paragraph to give direction to aircrews regarding procedures or guidance. This information should be placed immediately following the applicability paragraph in order to ensure a consistent place for new procedures or guidance.
3. Amplification paragraph. This paragraph should focus on background information to the aircrews or any other amplifying data deemed necessary by the FCIF item author for aircrews to understand the impetus behind the FCIF item. The FCIF item should be limited to one or two pages in length. Additional supporting background documentation should be included in attachments or references.
  - a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.
  - b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.
4. Administrative paragraph. Use this paragraph to show where the FCIF item is to be placed (Part B or C), and how for long the FCIF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.
5. Receipt/POC paragraph. This paragraph directs units to acknowledge receipt of the FCIF item within a desired period of time, FCIF item POC(s), and the POC phone number and email address.

**ATTACHMENT 8 (Added-ACC)****BRIEFING FACILITIES GUIDANCE**

**A8.1. (ACC)** As a minimum, the following mission planning/briefing materials will be available in either the mission planning area or flight briefing rooms (specific location as determined by the unit). Applicable items must provide readily accessible instructional value. Items not applicable to unit MDS may be omitted.

A8.1.1. (ACC) Slide, View graph or Boards:

A8.1.1.1. (ACC) Airfield diagram:

A8.1.1.1.1. (ACC) Taxi routes.

A8.1.1.1.2. (ACC) Arm and de-arm areas.

A8.1.1.1.3. (ACC) Hot brake/Hydrazine areas.

A8.1.1.1.4. (ACC) Hot Gas/Hot Refueling/FARRP areas.

A8.1.1.1.5. (ACC) Hung ordinance/Unsafe gun area and procedures

A8.1.1.1.6. (ACC) Arresting gear locations.

A8.1.1.2. (ACC) Standard departure (if applicable).

A8.1.1.3. (ACC) Local Tanker/AAR/HAR procedures:

A8.1.1.3.1. (ACC) Director lights (KC-135/KC-10 as applicable).

A8.1.1.3.2. (ACC) Mandatory radio calls/visual signals.

A8.1.1.3.3. (ACC) Emergency procedures.

A8.1.1.4. (ACC) Charts depicting:

A8.1.1.4.1. (ACC) . Flight Charts AFRC Those charts as required to accomplish unit missions. Any classified material will be maintained in an appropriate location.

A8.1.1.4.2. (ACC) Most frequently used ranges.

A8.1.1.4.3. (ACC) Nuclear and conventional patterns.

A8.1.1.4.4. (ACC) Locally devised departure/ recovery routing, holding, pattern entry points, etc. A8.1.1.5. IFR departures.

A8.1.1.6. (ACC) Arrivals:

A8.1.1.6.1. (ACC) VFR entries and traffic patterns.

A8.1.1.6.2. (ACC) Hot/hung ordnance routes.

A8.1.1.7. (ACC) Wall/table mounted local area map depicting:

A8.1.1.7.1. (ACC) Local flying areas. (include MOAs and MTRs)

A8.1.1.7.2. (ACC) Class B/C/D airspace and areas of high-density civilian traffic.

A8.1.1.7.3. (ACC) Special Use Airspace. (reference FLIP AP/1A)

A8.1.1.7.4. (ACC) Alternate airfields.

- A8.1.1.7.5. (ACC) Primary AAR/HAR tracks.
- A8.1.1.7.6. (ACC) Drop zone diagrams with current surveys
- A8.1.1.7.7. (ACC) Landing zone diagrams with current surveys
- A8.1.1.7.8. (ACC) Buffer zones.
- A8.1.1.7.9. (ACC) Controlled bailout area.
- A8.1.1.7.10. (ACC) Jettison area.
- A8.1.2. (ACC) Dry Erase Board (or equivalent).
- A8.1.3. (ACC) Publications:
  - A8.1.3.1. (ACC) Flight manual, checklist, and aircrew aid.
  - A8.1.3.2. (ACC) AFI 11-2MDS Vol 3 and Local Supplement
  - A8.1.3.3. (ACC) Range procedures for the local range and supplemental information for other frequently used ranges.
  - A8.1.3.4. (ACC) DOD Flip Documents as required.
- A8.1.4. (ACC) A current posting of all current and applicable Special Interest Items.
- A8.1.5. (ACC) Mission playback equipment (if available and if applicable).
- A8.1.6. (ACC) Training rules.
- A8.1.7. (ACC) Mid-air collision avoidance information, Bird Air Strike Hazards (BASH) guidance, Bird Avoidance Model (BAM) guidance, or equivalent, and other factors as required by safety instructions.
- A8.1.8. (ACC) Other information, such as a blowup of mission data card or cockpit photographs of sufficient scale for use as briefing aids on switch settings, and so forth as deemed necessary by the unit.

**Notes:**

1. For units using Briefing Room Interactive (BRI) or similar software, any of the above information may be maintained electronically. This includes the wall/table mounted local area map required by A8.1.1.7.
2. Forward Operating Location commanders may waive portions of the above requirements if aircrew briefing capabilities are degraded.
3. USAFADS/CC will determine the required briefing items and media for the Thunderbird briefing room.
4. Squadrons may maintain flight manuals, AFI 11-2MDS Vol 3 and Local Supplement, and Flight Information Publications in close proximity to briefing rooms.
5. Units will maintain an effective backup capability (e.g. backup laptop computer, printouts of slides, and/or maps in a binder) in the event technical difficulties prevent aircrew from utilizing electronic versions.
6. Briefing room requirements for mission crew personnel are at the OG/CC discretion and will

be addressed in the local procedures supplement.

7. Flight briefing rooms for all type aircraft will be well lighted and of adequate size to comfortably seat all flight members.

**ATTACHMENT 9 (Added-ACC)****FLIGHT EXAMINER OBJECTIVITY EVALUATION GRADING CRITERIA**

**A9.1. Instructions.** The following grading criteria will be used by FLIGHT EXAMINERs when conducting FLIGHT EXAMINER Objectivity Evaluations. A grade of Q- with corrective training or a U in any area will require an overall rating of "3." Cumulative deviations will be considered when determining the overall rating of either "1" or "3."

**Table A9.1. Criteria.**

<b>GRADE</b>	<b>GRADE CRITERIA</b>
<b>AREA 1--COMPLIANCE WITH STAN/EVAL DIRECTIVES</b>	
<b>Q</b>	Complied with all directives pertaining to the administration of a flight evaluation.
<b>Q-</b>	Complied with most directives. Deviations did not jeopardize the effectiveness of the evaluation or flight safety.
<b>U</b>	Failed to comply with directives or allowed flight safety to be jeopardized.
<b>AREA 2 -- FLIGHT EXAMINER'S BRIEFING</b>	
<b>Q</b>	Thoroughly briefed the examinee on the conduct of the evaluation, mission requirements, responsibilities, grading criteria, and flight examiner actions/position during the evaluation.
<b>Q-</b>	Items were omitted during the briefing causing minor confusion. Did not fully brief the examinee as to the conduct and purpose of the evaluation.
<b>U</b>	Flight examiner failed to adequately brief the examinee.
<b>AREA 3-- IDENTIFICATION OF DISCREPANCIES AND ASSIGNMENT OF AREA GRADES</b>	
<b>Q</b>	Identified all discrepancies and assigned proper area grade.
<b>Q-</b>	Most discrepancies were identified. Failed to assign Q-grade when appropriate. Assigned discrepancies for performance which was within standards.
<b>U</b>	Failed to identify discrepancies related to flight discipline or deviations which 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>	
<b>Q</b>	Awarded the appropriate overall grade based on the examinee's performance.
<b>Q-</b>	Awarded an overall grade without consideration of cumulative deviations in the examinee's performance.
<b>U</b>	Did not award a grade commensurate with overall performance.
<b>AREA 5-- APPROPRIATE ASSIGNMENT OF ADDITIONAL TRAINING</b>	
<b>Q</b>	Assigned proper additional training if warranted.

Q-	Additional training assigned was insufficient to ensure the examinee would achieve proper level of qualification.
U	Failed to assign additional training when warranted.
<b>AREA 6 -- MISSION CRITIQUE</b>	
Q	Thoroughly debriefed the examinee on all aspects of the evaluation. Debriefed all key mission events, providing instruction and references as required.
Q-	Failed to discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required. Failed to debrief or adequately reconstruct all key mission events.
U	Did not discuss any assigned area grades or the overall rating. Changed grades without briefing the examinee. Did not debrief mission at all. Debriefed few or no key mission events.
<b>AREA 7-- FLIGHT/EPE/ATD EVAL UATION DOCUMENTATION</b>	
Q	Correctly completed 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 -- BRIEFING THE SUPERVISOR ON THE EVALUATION</b>	
Q	Thoroughly debriefed the examinee's supervisor.
Q-	Debriefed the supervisor, but failed to discuss all discrepancies, grades, or additional training.
U	Failed to debrief the examinee's supervisor on an unsatisfactory evaluation.
<b>AREA 9 -- FE'S PERFORMANCE</b>	
Q	FE performed as briefed and contributed to a thorough evaluation of the examinee.
Q-	Committed minor errors which did not detract from the examinee's performance.
U	Committed major errors disrupting the examinee's performance or preventing a thorough evaluation.

**ATTACHMENT 10 (Added-ACC)****USAF WEAPONS SCHOOL (USAFWS) CROSS-COMMAND STAN/EVAL GUIDANCE**

**A10.1. (Added-ACC)** This attachment provides Stan/Eval guidance for Cross-Command USAFWS units of the 57 WG and Test and Evaluation Squadrons (TES) in the 53 WG . "Cross-Command units," as defined by this attachment are units assigned to ACC that fly an MDS of which Air Combat Command (ACC) is not designated as Lead Command.

**A10.2. (ACC)**ACC will maintain oversight of Cross-Command unit Stan/Eval functions, but will engage with Lead Commands to the max extent possible to provide augmentation for an ASEV and SAV. ACC may delegate execution of ASEVs/SAVs to the Lead Command NAF/OV

**A10.3. (ACC)**Cross-Command units are authorized to receive check rides from Lead Command examiners. When this occurs, it will be documented on the AF Form 8, Section D, Additional Comments (e.g. "Cross command evaluation authorized by AFI 11-202 V2, ACC Supp, Atch XX"). The Cross-Command unit will document the flight evaluation IAW 57 WG guidance.

**A10.4. (ACC)**Cross-Command units will adhere to Lead Command supplements to all AFIs, and will supplement them as follows:

A10.4.1. **(Added-ACC)** Basic AFI.

A10.4.2. **(Added-ACC)** Lead Command Supplement.

A10.4.3. **(Added-ACC)** 57 WG/ 53 WG Supplement (as applicable). If there is a conflict, Lead Command supplement takes precedence. Units will notify 57 WG/WGV, 53 WG/WGV and ACC/A3TV of all conflicts.

A10.4.4. **(Added-ACC)** Unit Supplement (as applicable).

**A10.5. (Added-ACC)** Cross-Command units will post and adhere to Lead Command FCIFs, 57th Wing FCIFs, and applicable "Alpha" (general aviation) ACC FCIFs. In case of conflict, lead command FCIFs will take precedence. Units will notify 57 WG/WGV, 53 WG/WGV and ACC/A3TV of all conflicts.

**A10.6. (ACC)**Cross-Command units will process AF Form s 847 through their host wing to their lead command.

**A10.7. (ACC)**Cross-Command units are authorized to create and manage a periodic Flight Crew Bulletin (FCB). The unit should utilize the host wing/group FCB except in cases where mission types or other circumstances make the host wing/group FCB unusable.

**A10.8. (ACC)**Other Cross-command units not within the USAFWS that wish to use this guidance will be granted approval on a case-by-case basis. ACC/A3T is the approval authority for this authorization.

Attachment 11 (Added-482FW)

FE UPGRADE CHECKLIST

A12.1. (482FW) FE Upgrade Checklist:

MEMORANDUM FOR \_\_\_\_\_/\_\_\_\_\_  
RANK NAME

FROM: 482 OG/OGV

SUBJECT: Upgrading Flight Examiner Checklist

1. The following is a list of items that must be accomplished to complete your FE checkout. After all items are completed, return this checklist to the Chief of Stan/Eval.

2. **REQUIREMENTS** (At a minimum all \* items must be accomplished) **COMPLETION DATE**

(482FW) a. Complete review of AFI 11-202V2\_ACC Sup 1, AFI 11-2F-16 V2 and all 482 OG/OGV Operating Procedures  
\_\_\_\_\_

\*b. Successful completion of FE Examination \_\_\_\_\_

c. Demonstrate a working knowledge of PEX \_\_\_\_\_

d. Monitor a flight evaluation \_\_\_\_\_

e. Monitor an EPE \_\_\_\_\_

\*f. Interview with Chief of Stan/Eval \_\_\_\_\_

g. Administer a supervised EPE (Not FE of Record) \_\_\_\_\_

\*h. Interview with 482 OG/CC \_\_\_\_\_

3. Personnel Action: Q prefix to AFSC with HOSM and Update Letter of Xs.

4. This is to certify that \_\_\_\_\_ is fully qualified to perform duties as an F-16 Flight Examiner.

\_\_\_\_\_  
Chief, Stan/Eval Division

\_\_\_\_\_  
Commander, 482d Operations Group

First evaluation administered by the FE (after certification) \_\_\_\_\_ (date) monitored by an OGV FE (or supervisory FE) by accomplishment of a FE objectivity evaluation.

## Attachment 12 (Added-482FW)

## VISITORING PILOT CHECKLIST

**A13.1. (482FW) FE Upgrade Checklist: PLEASE GIVE THIS CHECKLIST TO THE OPS SUP, SOF, OR 1C0X2 WHEN COMPLETE.**

1. Full Name & Rank: \_\_\_\_\_ SSN: \_\_\_\_\_
2. Date of Flight (s): \_\_\_\_\_
3. WX Category: \_\_\_\_\_ Crew Position: \_\_\_\_\_
4. Form 8 (Expiration Date)- MSN: \_\_\_\_\_ INSTM: \_\_\_\_\_
5. FCIF Review (Date Completed) : \_\_\_\_\_

**Date Due For Grounding Training Events:**

Emergency Egress Training (LL02): \_\_\_\_\_

Life Support Familiarization Training (LL01): \_\_\_\_\_ - Date Accomplished

Aircrew Life Support Equipment Training/ALSE (LL06): \_\_\_\_\_

Local Area Survival briefing from life support: \_\_\_\_\_ - Date Accomplished

Emergency Parachute Training/EPT (SS06): \_\_\_\_\_

Water Survival Training/WST (SS05): \_\_\_\_\_ -Grounding if flying over water.

SEPT (GS03): \_\_\_\_\_ CRM (GA06): \_\_\_\_\_

Flight Physical: \_\_\_\_\_ Altitude Chamber: \_\_\_\_\_

AO Termination: \_\_\_\_\_ CAPS (Block 30): \_\_\_\_\_

**Briefings Needed To Be Accomplished Before Stepping:**

LAO Brief/ Pubs/ G.E. Academics: \_\_\_\_\_

SCU-7/ SADL/ LIT AT Academics: \_\_\_\_\_

ASM Academics &amp; Computer Log in: \_\_\_\_\_

1C0X2 Initials: \_\_\_\_\_ Ops Sup/ SOF Signature: \_\_\_\_\_

**Privacy Act Statement:** Authority DOD Directive 5400.11-R. **Purpose:** Identification of personnel participating in local flights. **Routine Use:** To insure proper identification of personnel participating in flights of 93 FS aircraft. Disclosure is voluntary; however, failure to disclose your SSAN will result in denial of flights in USAFR aircraft.