

**BY ORDER OF THE COMMANDER  
86TH AIRLIFT WING**

**AIR FORCE INSTRUCTION 11-202V2**



**86TH AIRLIFT WING  
Supplement**

**16 NOVEMBER 2012**

***Flying Operations***

**AIRCREW STANDARDIZATION  
EVALUATION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Air Force Instruction (AFI) 11-202, Volume 2, *Aircrew Standardization Evaluation Program*, 13 September 2010; and AFI 11-202V2\_USAFESUP, 11 July 2011, are supplemented as follows: this supplement implements Air Force Policy Directive (AFPD) 11-2, *Aircraft Rules and Procedures*, and establishes the aircrew standardization and evaluation (Stan/Eval) program for the 86th Airlift Wing (86 AW). The purpose of this supplement is to establish local guidance for 86 Operations Group (86 OG) standardization and evaluation programs. The 86 OG Commander (86 OG/CC) is the waiver authority for this supplement. Specific responsibilities are defined herein for the 86th Operations Group Stan/Eval (86 OG/OGV) flight examiners and all subordinate unit flight examiners. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the unit through 86 Operations Group Stan/Eval (86 OG/OGV). 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 in Air Force Records Information Management System (AFRIMS) on the AF Portal: <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

## ***SUMMARY OF CHANGES***

This supplement has been substantially revised and must be completely reviewed.

1.3.3.1. **(Added)** Waiver Request Process. Units will use the following process when requesting waivers (except AFI 11-202V1, *Aircrew Training*, and AFI 11-2MDSV1 waivers) for 86 OG aircrew and missions. The primary method of processing waivers is via eSSS. If time/conditions do not permit the use of eSSS, email or verbal waiver processing is authorized. Email or verbal waiver requests/approval will be followed up with eSSS notification at the earliest opportunity.

1.3.3.1.1. **(Added)** Normal Duty Hours. During normal duty hours, format the 86 OG/CC waiver/approval in official electronic Staff Summary Sheet (eSSS). See sample letter on the OGV SharePoint website <https://ice.usafe.af.mil/sites/86OG/OGV/default.aspx>, under “Waiver Examples.” Include, at a minimum, requested waiver reference (specific regulation/paragraph requesting to be waived), specific details and explanation of request (full details explaining the who, what, when, where, why, and how), and results or mission impact if waiver is not granted. Include any supporting documentation with the request. 86 OG/OGV will concur/non-concur and electronically forward the eSSS. The 86 OG/CC (or designated representative) will coord or approve/disapprove, electronically sign the eSSS, and forward to the next level or if complete to the requester and 86 OG/OGV. Approval/disapproval eSSS will be maintained electronically by 86 OG/OGV. If time does not permit drafting an eSSS on SharePoint, then the requester should send a detailed email message to the 86 OG/OGV Stan/Eval inbox or telephone the 86 OG/OGV office, in that order.

1.3.3.1.2. **(Added)** Non-Duty Hours and/or Short-notice Waiver Requests. If waivers are required during non-duty hours or with short-notice, requestors will contact the 86 OG/OGV Group On-Call (GOC) Evaluator through the 86 AW Command Post to request a verbal waiver. Verbal waivers will be followed up with an email request to 86 OG/OGV at the earliest opportunity. 86 OG/OGV GOC will notify requestor of waiver disposition.

1.3.3.1.3. **(Added)** For additional waiver information please reference the “*How to Create a Waiver*” document located in the “Waiver Examples” folder on the OGV SharePoint.

2.3.2.4.1. **(Added)** 86 OG units are directed to use PEX for management of stan/eval programs. Additional PEX implementation guidance is contained in the respective stan/eval program process guide (PG).

3.2.2.2. **(Added)** Refer to AFI 11-202V2, paragraph 7.3., and 86 OG/OGV PG-C3, *Evaluation Documentation and Flight Evaluation Folder*, for detailed guidance on completion, review, and quality control of AF Forms 8.

3.2.2.3. **(Added)** Refer to AFI 11-202V2, paragraph 7.8., and 86 OG/OGV PG-C3, *Evaluation Documentation and Flight Evaluation Folder*, for detailed guidance on construction, maintenance, and review of FEFs.

3.2.2.4. **(Added)** Refer to AFI 11-202V2, chapter 6 and 86 OG/OGV PG-NC1, *Aircrew Examination Program*, for detailed guidance on developing, maintaining, and administering requisite Aircrew Examinations.

3.2.2.5.1. Unit CCVs will compile trend information from aircrew examinations, flight evaluations/emergency procedures evaluations (EPE), supplemental evaluations, supervisory observations, and ATS contractor feedback (if applicable) on a quarterly basis.

3.2.2.5.1.1. **(Added)** Examination Trends. At the end of each quarter, the testing program monitor will analyze all questions missed and will identify any areas of concern or topics to emphasize. Report a negative trend when a question from a written examination (open/closed book) is missed three times over a quarterly period per crew position. Separate closed/open book trends from instrument examination trends.

3.2.2.5.1.2. **(Added)** Flight Evaluation/EPE Trends. Report a negative trend from flight evaluations or EPEs if an area/sub-area is downgraded (Q- or U) twice over a quarterly period per aircrew position.

3.2.2.5.1.3. **(Added)** Supplemental Evaluations/Supervisory Observation Trends. OGV, unit CCVs, CCs, and DOs may subjectively determine that a trend exists from supplemental evaluations and/or supervisory observations of aircrew performance. OGV and CCV personnel should conduct supplemental evaluations whenever practical. OGV will review all supplemental evaluations to determine if a trend exists. Supervisory observation trends should conform to the AFI 11-2MDSV2 flight evaluation areas/sub-areas.

3.2.2.5.5.1. **(Added)** At the end of each quarterly reporting period, OGV will analyze the data and determine if any group-wide trends exist.

3.2.2.5.5.2. **(Added)** Unit CCVs will complete a MFR detailing the previous quarter's trends, with an OPR and recommended corrective actions for each area. Unit CCVs are the OPR for unit trends. 86 OG/OGV is the OPR for 86 OG trends. 86 OSS/OST and/or unit DOTs are the Office of Collateral Responsibility (OCR) for unit trends, as applicable. OPRs and OCRs have one quarter to correct negative trends. CCVs, OST, and/or DOTs will identify corrective action(s) and report the status to OGV via the trends MFR. Forward the MFR to OGV not later than 5 duty days after the close-out of the quarter. The status of all trends data (including trends common to all unit aircraft) will be tracked by OGV, presented during the quarterly SEB, and reported in the SEB minutes, until closed.

3.2.2.7. 86 OG units will refer to this paragraph, AFI 11-202V2 Attachment 2, and 86 OG PG-OGV1, *86 OG Stan/Eval Administration*, for preparation, conduct, and documentation of the quarterly 86 OG Stan/Eval Board.

3.2.2.7.1.1.1. **(Added)** 86 OG/CC normally chairs the SEB. Composition of the SEB should include: 86 OG/CC/CD/OGV, 86 OSS/CC/DO/OST, 37 AS/CC/DO/CCV/DOT, 86 AES/CC/DO/CCV/DOT, 76 AS CC/DO/CCV/DOT, and 86 AW/SE.

3.2.2.7.2.1.1. **(Added)** 86 OG SEB is held quarterly NLT than the last duty day of each of the following months: JAN, APR, JUL, OCT. The 86 OGV SEB point of contact (POC) will notify 37 AS, 86 AES, and 76 AS CCV offices approximately 30 days prior to scheduled SEB date. A SEB slide template will be sent out at this time for unit preparation. The SEB slide template is also available for download through the 86 OG/OGV SharePoint website. Complete guidance for preparation/conduct of the SEB is provided in PG-OGV1, *86 OG Stan/Eval Administration*.

3.2.2.7.2.1.2. **(Added)** Unit CCVs will complete the SEB slide template, provided by OGV, at the end of each quarter. Forward the completed template to 86 OG/OGV not later than 5 duty

days after the end of the quarter. Units will also provide an updated Letter of Xs and an updated Flight Examiner appointment letter (if there are any changes from the previous quarter).

3.2.2.7.3.1.1. **(Added)** 86 OG SEB minutes will document attendance. An electronic copy of the approved SEB minutes is maintained on the 86 OG/OGV SharePoint website. 86 OG/OGV will email the approved minutes to 86 AW/CC and HQ USAFE/A3TV for review.

3.2.2.7.3.2.1. **(Added)** A 2-year history of SEB minutes is maintained electronically on the 86 OGV SharePoint.

3.2.2.10.1.1. **(Added)** See the 86 OG/OGV PG-NC2, *Air Force Form 847 Program*, for 86 OG 847 processing guidance.

3.2.2.12.1. **(Added)** The 86 AW does not maintain an Operations Supervision program.

3.2.3. OGV Organization. 86 OG/OGV flight examiners will be selected from certified squadron flight examiners. Pilot examiner manning will consist of a minimum of three pilot flight examiners: one C-21 pilot; one C-20/C-37 pilot; and one C-130 pilot. Although a C-40 pilot is not specified in the minimum numbers, when 76 AS manning permits, consideration should be given to assigning a C-40 pilot to OGV. *NOTE:* If the Chief of OGV is a C-130 pilot, an additional C-130 pilot flight examiner will be assigned to 86 OG/OGV. Flight engineer flight examiner manning will consist of one C-20/C-37 flight engineer examiner. Loadmaster manning will consist of one C-130 LM examiner. Communication System Operator (CSO) examiner manning will consist of one C-20/C-37 CSO examiner. Flight attendant (FA) flight examiner manning will consist of one C-20/C-37 FA examiner. Aeromedical Evacuation Flight Nurse flight examiner manning will consist of one AE flight nurse examiner. Aeromedical Evacuation medical technician flight examiner manning will consist of one AE medical technician examiner.

3.2.4.1. **(Added)** Unit Supplement. 86 OG/OGV maintains responsibility for the development and content of the 86 AW unit supplement to AFI 11-202V2. The purpose of the 86 AW unit supplement is to document 86 AW policies pertaining to Stan/Eval programs. This supplement applies to 86 OG and stan/eval functions. Units desiring to make changes to the 86 AW supplement should forward requests to 86 OG/OGV for consideration. This supplement will be reviewed and updated, as necessary, and at least once annually. This review should occur during the first quarter. All OGV and unit-level CCV checklists/process guides should also be reviewed and updated, as necessary, during this period.

3.3.2. Squadron Stan/Eval Functions. The Chief of Sq/CCV is the Stan/Eval program manager and is directly responsible to the Sq/CC for the conduct of all stan/eval programs. Stan/Eval program managers are responsible for coordinating unit programs with OGV and following procedures established in OGV and unit process guides.

3.3.3.3.1. **(Added)** Manning of unit CCV offices is IAW the Unit Manning Document (UMD). In addition, Sq/CCs may certify additional flight examiners from their line aircrew manning to meet mission requirements. The 76 AS is authorized a minimum of two C-40 pilot flight examiners. Sq/CCs should designate a Stan/Eval Liaison Officer (SELO) to manage squadron Stan/Eval administrative duties, including maintenance of FEFs. SELOs may be officer or enlisted.

4.2.3.2.1. **(Added)** OGV flight examiners will be designated on a Flight Examiner appointment letter signed by the OG/CC. The appointment letter will also include the evaluation expiration

date (month/year) for all flight examiners. Attach a copy of the appointment letter to the SEB minutes and maintain an electronic copy in 86 OG/OGV Stan/Eval Administration process guide on SharePoint.

4.2.3.2.2. **(Added)** Squadron flight examiners will be designated on a Flight Examiner appointment letter signed by the Sq/CC. The senior flight examiner (by crew position and aircraft type) will be designated on the letter. The appointment letter will also include the evaluation expiration date (month/year) for all flight examiners. Attach a copy of the appointment letter to the SEB minutes and maintain an electronic copy in unit's Stan/Eval Administration process guide on SharePoint. Forward an updated letter to OGV whenever changes in personnel or evaluation expiration dates occur. In addition, document flight examiner certification on the unit Letter of Xs.

4.2.3.5. **(Added)** Flight Examiner Certification Program. Units will select candidates for certification as flight examiner from their most qualified personnel. Prior to Sq/CC certification as a flight examiner, aircrew members will complete the unit's flight examiner certification program. Refer to PG-NC3, *SEFE Program Management*, for the most recent flight examiner certification checklist. The flight examiner certification program will include the following:

4.2.3.5.1. **(Added)** Review AFI 11-202V2, AFI 11-2MDSV2, and all applicable supplements.

4.2.3.5.2. **(Added)** Review applicable unit and group stan/eval continuity books and process guides.

4.2.3.5.3. **(Added)** Aircrew members who were not previously certified as flight examiners (in any MDS) prior to coming to the 86 AW will observe an EPE and flight evaluation administered by a certified flight examiner. When flight evaluations are performed in both the simulator and aircraft, new flight examiners should observe an evaluation in both platforms.

4.2.3.5.4. Following Sq/CC certification as a flight examiner, 86 OG/CC flight examiner certification is required. Flight examiner duties may be performed before OG/CC certification.

4.3.5.1. **(Added)** Flight Examiners will brief examinees on all flight and ground phase requirements prior to the evaluation. Refer to OGV-approved Aircrew Aids Evaluation Briefing Guide. FEs will provide mission-specific data, as necessary, to facilitate accomplishment of the evaluation (e.g. tactical scenario). If required, FEs may adjust the planned profile to satisfy the AFI 11-2MDSV2 requirements to complete the evaluation.

4.3.7.1. Examiners should notify their Sq/CC during office hours when they are conducting the debrief, regardless of the overall grade, to provide the commander with the opportunity to attend.

4.3.8.4. **(Added)** Refer to Table 4.2. (Added) for 86 OG examinee/examiner requirements. If OG examiners cannot accomplish a pyramid evaluation IAW Table 4.2. (Added), any appropriately qualified 86 AW flight examiner may administer the evaluation, after coordination with 86 OG/OGV. Include the following statement in the remarks section of the AF IMT 8: "This evaluation satisfies the requirement of the pyramid evaluation per prior coordination with (evaluator's name), 86 OG/OGV."

**Table 4.2. (Added) 86 OG Examinee/Examiner Requirements.**

Examinee	Required Flight Examiner
Sq assigned/attached aircrew member	Any
Additional Duty Flight Examiner	Sq/CCV or higher
Sq/CCV Flight Examiner	OGV or higher
OGV Flight Examiner	HQ USAFE/A3TV flight examiner
MAJCOM Flight Examiner	Any
Sq/DO	OGV or higher
Sq/CC	OGV or higher
OG/CD	OGV or higher
OG/CC	HQ USAFE/A3TV flight examiner
WG/CV	OGV or higher
WG/CC	HQ USAFE/A3TV flight examiner

4.3.8.5. **(Added)** Unit CCV offices are responsible for notifying 86 OG/OGV when Sq/CC and Sq/DO enter phase for evaluation.

5.2.5. SEFE Objectivity Evaluations. See Attachment 8 (Added-USAFE) for SEFE objectivity evaluation requirements. For failed/unsatisfactory SEFE objectivity evaluations, refer to AFI 11-202V2\_86AWSUP, paragraph 7.4.

5.2.6.3.2.2.1. **(Added)** 86 OG/CC establishes a no-notice minimum goal of 15% of available (qualified to perform aircrew duties) crewmembers (by crew position) annually. Units are encouraged to make every effort to exceed the 15% minimum goal to promote standardization across the 86 AW. Comply with the following 86 AW N/N guidance:

5.2.6.3.2.2.1.1. **(Added)** For the purposes of this guidance, “available crewmembers” will be based on the number of qualified aircrew members in each crew position, as of 31 December of each calendar year. 86 OG units will establish their 15% goal (by crew position) based on this number and report it to 86 OG/OGV not later than 31 January of each calendar year. The memo will be posted on the OGV SharePoint site in each squadron’s respective PG-NC5, *No-Notice Program*, folder.

5.2.6.3.2.2.1.2. **(Added)** The flight examiner will notify the examinee’s Sq/CC or Sq/DO of their intent to administer a N/N evaluation. This policy does not apply to 86 OG/OGV flight examiners; however, they are strongly encouraged to coordinate N/N evaluations with unit leadership to ensure the examinee is eligible for a N/N.

5.2.6.3.2.2.1.3. **(Added)** Document all N/N evaluations IAW AFI 11-202V2 chapter 7.

5.2.6.3.2.2.1.4. **(Added)** Evaluators will ensure the N/N candidate is aware of applicable N/N evaluation guidance including any opportunity to utilize the N/N evaluation to update a periodic evaluation expiration date.

5.5.1.2.2.5.1. **(Added)** OGV-approved EPE guides are provided to assist flight examiners in the conduct of EPEs. Flight examiners may download the guides through OGV SharePoint. CCVs may forward requests for updates to OGV-approved EPE guides for review/approval. Document grade/completion of the EPE using the PEX EPE worksheet.

5.3.2.2.2.5. **(Added)** CCV will notify DOT of any additional training requirements resulting from a Q2 (with additional training) or Q3 evaluation. CCV will track the completion and documentation of the required training events to ensure the applicable suspense is met. Unit CCVs will conduct a monthly review of required additional training in all aircrew positions. Report status of additional training to Sq/CC and Sq/DO.

5.5.3.1.1. **(Added)** Requisites should be completed no later than the third month of the evaluation in-the-eligibility period.

5.8.2.1. **(Added)** Unit CCVs will notify aircrew members in writing via e-mail or PEX notification when they have entered their eligibility period for a specific evaluation. As a minimum, the letter will contain the eligibility period and requisites to complete the specific evaluation.

5.8.2.2. **(Added)** Normally, periodic evaluations are scheduled when the aircrew member has completed all requisites for the evaluation. The desired month for the completion of the flight phase evaluation is the fifth month of the eligibility period.

6.3.1.1. **(Added)** PEX is the primary means used to manage and administer the Aircrew Examination program. Refer to PG-NC1, *Aircrew Examination Program*, on OGV SharePoint for complete guidance related to the aircrew examination program.

6.4.1.2. 86 OG/OGV is responsible for writing and updating all open book Secure Question Banks (SQB) for each crew position. Open book tests for all crew positions will consist of a minimum of 50 questions.

6.4.1.2.1. **(Added)** 86 OG/OGV will ensure open book tests for pilots and flight engineers include a random sampling of questions related to aircraft taxi operations and ground marshalling.

6.4.1.2.2. **(Added)** 86 OG/OGV will ensure a portion of the open book examination administered to flight instructors in each crew position will include instructor (scenario-based) questions.

6.4.3.1. **(Added)** The instrument exam SQB is published, in a PEX-useable format, by AFFSA on an annual basis. 86 OG/OGV will maintain the latest version. The SQB will be reviewed annually and/or following an AFFSA update for question content and relevance. CCVs are responsible for notifying OGV of any questions that require review or update. OGV will produce two versions of the requisite instrument exam annually for each MDS. Refer to OGV process guide PG-NC1 for complete guidance concerning preparation of the instrument exam.

6.6.5. **(Added)** The primary method of generating requisite aircrew exams is through randomly generated questions in PEX. Refer to OGV process guide PG-NC1 for complete guidance concerning preparation/generation of aircrew exams.

6.9.1. **(Added)** "Adequate study period" is defined as 12 hours from the conclusion of the failed exam, or the beginning of the next duty day, whichever occurs first. For Boldface/CAPs exam failures, the examinee will retest no earlier than the beginning of the next duty day.

6.9.5. **(Added)** Procedures for Failed Examinations. IAW AFI 11-202V2, paragraphs 5.7.1 and 6.9.4.1, place crewmembers that fail a requisite or periodic exam in a supervised status until a successful retest is completed. An evaluation will not be complete until all failed items have been successfully re-accomplished. If an aircrew member fails a Boldface/CAPs exam, they will

not fly as aircrew members until a successful Boldface/CAPs re-test is accomplished. If an aircrew member fails a written exam they must complete a successful reexamination prior to the end of the second month following the date of the first failure, or obtain a waiver from the OG/CC. Additionally, squadrons should maintain a 30/60-day tracking sheet with a column provided to document OG/CC waiver status and include a testing completion date. The squadrons may use the 86 OG/OGV provided, *Additional Training/Tracking Sheet*, or develop their own. Crewmembers will retest using an alternate exam. In addition to using an alternate exam, crewmembers will not be re-administered a new exam on the same day of the exam failure. Testing administrators will ensure the CC, DO, schedulers, and SOC duty officers are notified when a crewmember successfully accomplishes a re-test following an exam failure.

6.10.4. **(Added)** 86 OG Semi-Annual testing is administered from 1 Jan – 30 Jun and 1 Jul – 31 Dec. Units will generate new semi-annual tests for each semi-annual period. Refer to PG-NC1 for complete guidance concerning semi-annual periodic examinations.

7.1.1. Sq/CCV and/or OGV will ensure that all flight examiners are trained on AF Form 8 procedures. Examiners will use the flight evaluation checklist provided by Sq/CCVs to ensure all required actions are documented.

7.3.1.3. AF Form 8 Routing and Filing Procedures. 86 OG will utilize the following processes to ensure timely and accurate completion of all AF Forms 8. Additional guidance for routing and filing of AF Forms 8 is detailed in the 86 OG/OGV Evaluation Documentation and FEF Process Guide, PG-C3.

7.3.1.3.1. **(Added)** Immediately following the completion of an evaluation, the flight examiner will file a temporary evaluation certificate in Section II (right side) of the examinee's FEF as a temporary record of the flight evaluation result. Complete the temporary evaluation certificate IAW paragraph 7.3.8. The temporary evaluation certificate will be a signed copy of the AF Form 3862 or PEX-generated evaluation worksheet, or a draft AF Form 8. Document evaluation completion in the unit evaluation log. If a qualification level 2 or 3 is given, or the evaluation debrief cannot be immediately accomplished for an evaluation that may result in a qualification level 2 or 3, the flight examiner will immediately notify the Sq/CC and/or DO, Sq/CCV, scheduling, and SARM, so the status (qualified/unqualified or supervised) of the individual is clearly understood. Sq/CCV should notify OGV at the earliest opportunity whenever a qualification level 2 or 3 is given.

7.3.1.3.2. **(Added)** Within 1 duty day after the completion of post-mission crew rest (if applicable), the examiner should complete any additional actions required by unit-specific AF Form 8 completion checklists. The completed AF Form 8 will be reviewed by OGV prior to routing for signatures. Two copies of the AF Form 8 will be printed and signed by the examiner completing the evaluation. One copy of the signed AF Form 8 will be annotated as a "draft" and placed in section II of the examinee's FEF and the other copy will be routed for signatures. Signatures for the AF Form 8 should be obtained as soon as possible.

7.3.1.3.3. **(Added)** Once the AF Form 8 is completed and all signatures have been obtained, the temporary evaluation certificate placed in the FEF will be removed and destroyed. Sq/CCVs will establish a process to ensure the AF Form 8 and all associated processing steps in the evaluation checklist are completed in a timely manner.

7.3.2. **(Added)** Refer to the 86 OG guide, *How to Create an Evaluation/AF Form 8 in PEX*, for guidance concerning preparation of an evaluation/AF Form 8 in PEX. Additional information is found in PG-C3, *Evaluation Documentation and FEF Process Guide*.

7.3.5.2.2.6. **(Added)** Multiple single-line entries for multiple flight evaluations completed within the same calendar month are authorized for 86 OG units. If a different examiner is required to complete the evaluations, prepare a separate PEX evaluation worksheet for each evaluation.

7.3.5.2.2.6.1. **(Added)** Combined QUAL/MSN (INSTM/QUAL/MSN for pilot) evaluations are the preferred method for completing evaluations. If separate QUAL and MSN evaluations are conducted across different months, two separate AF Forms 8 are required. Separate evaluations must be created/completed in PEX to ensure proper eligibility window tracking.

7.3.6.2.5. Refer to Table 7.2. (Added) for a list of 86 OG reviewing and final approving officers. Unless specified elsewhere, all notes in Table 7.1. (Added) apply to Table 7.2. (Added). IAW the provisions of Table 7.1., Note 6, 86 OG/OGV directs the Chief of CCV to function as the Reviewing Officer as depicted in Table 7.2. (Added) If the Chief of CCV is the flight examiner signing Section III of the AF Form 8, or the Chief of CCV is the examinee, the Sq/DO will function as the Reviewing Officer, unless the type of Examinee requires a higher level Reviewing Officer.

**Table 7.2. (Added) 86 AW Reviewing and Final Approving Officers.**

<b>Examinee:</b>	<b>Reviewing Officer:</b>	<b>Final Approving Officer:</b>
Sq assigned/on-loan crewmember & enlisted aircrew (Wg level and below)	Chief, Sq/CCV	Sq/CC
Sq attached crewmember (Wg level and below)	Attached Sq/CC	Rated Supervisor
Sq attached crewmember (Above Wg level/USAFE Staff)	Attached Sq/CC	Rated Supervisor or Division Chief
86 OG/OGV Flight Examiner	Attached Sq/CC	86 OG/CC
Sq/DO	Sq/CC	86 OG/CC
Sq/CC	OG/CD	86 OG/CC
86 OG/CD	Attached Sq/CC	86 OG/CC
86 OG/CC	Attached Sq/CC	86 AW/CC
86 AW/CV	Attached Sq/CC	86 AW/CC
86 AW/CC	Attached Sq/CC	3 AF/CC (or CV, if CC unavailable)
HQ USAFE Flight Examiner	Attached Sq/CC	HQ USAFE/A3T
HQ USAFE/CC/A3/IG	Attached Sq/CC	HQ USAFE/CV
3 AF/CC	Attached Sq/CC	HQ USAFE/CC

7.3.7.6. An Additional Review conducted by 86 OG/OGV is required for all AF Forms 8 generated by 86 OG units. Particular emphasis will be placed on date completed, proper format, requisite completion, and examiner's remarks during the Additional Review. Refer to PG-C3 for procedures to accomplish the Additional Review. The Additional Review will follow the

Approving Officer's Remarks, in the same manner as depicted in Figure A3.1. Document the Additional Review IAW the following example:

7.3.7.6.1. **(Added) Additional Reviews:** OGV XYZ (XYZ represents the initials of the OGV examiner conducting the Additional Review).

7.4. Commander-Directed Downgrade. A failed/unsatisfactory SEFE Objectivity Evaluation will result in Commander-Directed Downgrade. Commanders will decertify flight examiners who fail an objectivity evaluation. Recertification is at the discretion of the commander. If the desire is to recertify, unit CCV Chief (OGV Chief for OGV examiners) will prepare a recertification program which includes, at a minimum: review of AFI 11-202V2 and AFI 11-2MDSV2; observation of a complete evaluation; conduct of an evaluation while being observed by a certified flight examiner; and certification board.

7.6.7. The master Letter of Xs is the source document for unit-specific certifications. Unit CCV is responsible for managing the Letter of Xs and generating the master letter of Xs. Units are responsible for determining the certifications required on the Letter of Xs. At a minimum, comply with applicable items listed in Attachment 11, paragraph A11.3.2.2. Whenever changes to an individual aircrew member's certifications are required, Sq/CCV will coordinate changes to the master Letter of Xs with Sq/DOT to ensure all applicable training is completed. Refer to AFI 11-202V2\_USAFESUP, Attachment 11, and PG-C5, *Letter of Certification (Xs) and Certification Board*, for complete guidance concerning preparation and management of the unit's Letter of Xs.

7.6.7.1. **(Added)** NLT the 7th of each month, Sq/CC (or designated representative) will electronically sign the master Letter of Xs. After signing, CCV will "finalize" the document by saving as a PDF file. The "finalized" Letter of Xs is the master Letter of Xs. Refer to PG-C3 for additional guidance concerning finalization of the Letter of Xs.

7.6.7.1.1. **(Added)** Units will maintain a letter signed by the Sq/CC designating those unit representatives authorized to sign/update the master Letter of Xs in the absence of the Sq/CC.

7.6.7.2. **(Added)** The master Letter of Xs is the aircrew qualification source document. After the monthly Letter of Xs is "finalized," maintain this "finalized" master Letter of Xs in the squadron's Go/No-Go binder.

7.6.7.2.1. **(Added)** Whenever changes to the master Letter of Xs are necessary, pen/ink changes are authorized IAW Attachment 11, paragraph A11.3.3.

7.6.7.3. **(Added)** Annotate CC-directed decertification/downgrades in the REMARKS column on the interim Letter of Xs, IAW AFI 11-202V2 Attachment 11, paragraph A.11.3.3. The remarks should include reason for decertification/downgrade, and new qualification level IAW AFI 11-202V2, para. 5.9.

7.8.1.1. Unit CCVs are responsible for maintaining the contents, accountability, and security of FEFs for all assigned and attached aircrew members within their respective squadrons.

7.8.3.1.1. If there is more than one AF Form 942, ensure the most recent is on top, and previous 942s are either completely filled out or remaining empty entries are Z'd out.

7.8.4.3. **(Added)** Additional information on the FEF label is not authorized.

7.8.5.1. Upon initial receipt of an FEF for a newly assigned member the applicable Sq/CCV will review their FEF for currency and qualification and annotate this review on the USAFE Form 136 (Initial Review). Additionally, CCV will submit an AF Form 1522 to the SARM documenting an FEF review. Refer to PG-C3 for additional guidance concerning FEF reviews.

8.1.1. Flight surgeons will complete an initial examination followed by a periodic examination every 17 months. This examination is a standardized online open-book examination and is not maintained or updated by OGV or unit CCVs. A flight evaluation is not required. Flight surgeons will accomplish currency requirements as specified in AFI 11-202V1, AFI 11-2MDSV1, and this instruction. Flight surgeons should also report their test score to their assigned flying Sq/CCV. If provided scores, Sq/CCVs will record flight surgeon test scores in their aircrew examination log.

9.1.1. 86 OG/OGV is the primary manager of the FCIF program for all 86 OG flying units. The master FCIF Library is located in the 86 OG/OGV office. Copies of the FCIF Library will be maintained by all unit CCVs. These copies will be available for aircrews during pre-flight mission planning. In addition, an electronic copy will be maintained on the 86 OG/OGV SharePoint website.

9.1.1.1. **(Added)** Deployed Operations. Sq/CCV assumes responsibilities for ensuring deployed aircrews from their respective squadron are provided the most current FCIF information. Email will be the primary means of communicating new releases.

9.1.3. Required Volumes. 86 OG/OGV determines which publications in the FCIF Library are kept in hard copy or electronic format.

9.1.4.2. 86 OG/OGV is responsible for issuing FCIFs for 86 AW aircrews and maintaining the master Part B index. PEX is the primary means of distributing FCIFs to 86 OG aircrews.

9.1.4.3. **(Added)** Sq/CCs may institute a “read file” to disseminate additional information to squadron aircrew. Sq/CCV, in coordination with the Sq/DO, will manage the squadron read file. Sq/CCVs are authorized to use the FCIF Admin portion of PEX to disseminate the squadron read file. If PEX is used, an additional FCIF type, labeled “(Sq) Read File” (e.g., 76 AS Read File) will be established in the FCIF Admin section. Sq/CCVs will number each read file with “RF” and the last two digits of the year followed by a “dash” and a sequential 2-digit number (e.g., RF 09-01).

9.1.4.3.1. **(Added)** 86 OG/OGV publishes a quarterly Part B: Flight Crew Bulleting (FCB). The FCB is divided into five volumes: Volume I pertains C-20/C-37 crewmembers; Volume II pertains to C-21 crewmembers; Volume III pertains to C-40 crewmembers; Volume IV pertains to C-130 crewmembers; and Volume V pertains to AE crewmembers. 86 OG/OGV will review all current FCIFs at the end of each quarterly period (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec) and determine which FCIFs should be maintained in current Part B, which should be transferred to Part C, and/or which should be completely rescinded. Units are encouraged to submit items for inclusion in the Part B FCB. 86 OG/CC approves FCB Volumes I-V.

9.1.5.1. **(Added)** The establishment of the publications library is a coordinated effort between 86 OG/OGV, 86 MXG, and squadron flight manuals control officers (FMCO). The 86 OG/OGV technical order distribution office (TODO) is normally headed by C-20/C-37 OGV flight engineer. The 86 OG/OGV TODO is responsible for ensuring units are provided updated USAF technical orders and commercial aircraft flight manuals on an as required basis. The 86

OG/OGV TODO coordinates with unit CCV FMCOs to ensure aircrew are in possession of all required flight manuals. Due to the use of extensive use of commercial flight manuals within the 86 AW, some manuals are provided under contract and shipped directly to the 86 MXG TODO IAW contractual provisions. 86 OG/OGV is responsible for coordinating the delivery and distribution of commercial flight manuals received by 86 MXG or the Contractor Operated and Managed Base Supply (COMBS).

9.1.5.1.1. **(Added)** Chief, 86 OG/OGV will appoint, by letter, a minimum of one Officer/Noncommissioned Officer (NCO) assigned to 86 OG/OGV the additional duty of flight manuals program manager (FMPM). The TODO is composed of these appointed FMPMs. The TODO will:

9.1.5.1.1.1. **(Added)** Utilize Enhanced Technical Information Management System (ETIMS) to order and track flight publications.

9.1.5.1.1.2. **(Added)** Establish procedures for ordering and distributing TOs/commercial flight manuals, and all applicable changes and supplements required by squadron FMCOs.

9.1.5.1.1.3. **(Added)** Inform aircrew about the release of new/updated publications or supplements, and emergency, critical, and safety hazard notice messages, by releasing an USAFE/A3TV or 86 OG/OGV FCIF.

9.1.5.1.1.4. **(Added)** Perform annual checks in accordance with T.O. 00-5-1 and ensure unit FMCOs complete their annual checks.

9.1.5.1.1.5. **(Added)** Sq/CCs will appoint, by letter to 86 OG/OGV, a minimum of one Officer/NCO, the additional duty of FMCO to manage the unit's flight manuals program. Unit FMCOs will:

9.1.5.1.1.5.1. **(Added)** Establish baseline subscriptions for all required paper publications and coordinate requests for additional publications with 86 OG/OGV TODO.

9.1.5.1.1.5.2. **(Added)** Notify 86 OG/OGV TODO of any personnel changes.

9.1.5.1.1.5.3. **(Added)** Ensure all aircrew in- and out- process with squadron FMCOs. Publications issued will be signed for by aircrew and tracked by squadron FMCOs for accountability.

9.1.5.1.1.5.4. **(Added)** Establish procedures for annual reviews to ensure individuals are properly maintaining publications in accordance with T.O. 00-5-1. Squadron FMCOs are responsible for certifying publications review on individuals ARMS product.

9.1.5.2. 86 OG/OGV is responsible for maintaining/updating and distributing the master FCIF Library index. 86 OG/OGV will define which publications are kept in hard copy or electronic format.

9.1.5.1.2.5. **(Added)** Refer to 86 OGV PG-C1, *Flight Crew Information File*, for complete guidance concerning 86 OG electronic publication library establishment and maintenance.

9.3.1.5.1. **(Added)** Aircrew will use PEX as the primary means of reviewing and signing off required FCIFs prior to flight. FCIFs loaded into PEX will reflect exactly what is in the Current Read File. If PEX is unavailable, aircrew will refer to the FCIF Library binders maintained by Sq/CCVs. Aircrew will annotate the current FCIF number and initial the flight authorization beside their name. The initialed flight authorizations will be filed with the unit Squadron

Operations Center (SOC) to signify review of the required FCIFs. When PEX subsequently becomes available after an outage, aircrew members will electronically sign off FCIF's previously acknowledged on the flight authorization. Aircraft Commanders are responsible for ensuring Senior Officers are knowledgeable of applicable FCIFs.

9.3.2. The 86 AW Go/No-Go procedures are performed in four steps. The first three steps of the Go/No-Go process are accomplished by the SARM, squadron schedulers, and the SOC/ADO/DO prior to the flight authorization being signed. The fourth step in the Go/No-Go process is performed by the Pilot-in-Command (PIC) prior to stepping to the aircraft.

9.3.2.1. **(Added)** Go/No-Go Process. The 86 OG Go/No-Go procedures are detailed in 86 OG/OGV PG-C4, *Go/No-Go Procedures*, process guide.

9.3.2.2. **(Added)** Squadron Go/No-Go Binder. Sq/CCVs are responsible for maintaining a squadron Go/No-Go binder which is accessible by all aircrew members. This binder will detail the squadron's implementation of the Go/No-Go process. The Go/No-Go binder will contain the following items: 86 OG/OGV Go/No-Go Process Guide, 86 OG Go/No-Go Procedures Checklist, 86 OG Go/No-Go Procedures Checklist (PEX outage), a copy of the unit's master letter of Xs, a current version of the restricted aircrew letter (e.g. supervised status, unqualified, in training, etc.), and a roster documenting completion of monthly Boldface/CAPs exam. The restricted aircrew letter will include aircrew whose restriction is not otherwise showing in PEX or ARMS. Additional items may be added at the discretion of the Sq/CC, DO, or Sq/CCV to enhance the unit's Go/No-Go process.

9.3.3. **(Added)** The sortie/mission aircraft commander or any available instructor will verify accuracy of monthly Boldface/CAPs exams.

9.3.3.1. **(Added)** IAW paragraph 6.9.3., aircrew members failing a Boldface/CAPs exam will not fly as aircrew members until a successful reexam is accomplished. Immediately notify unit CCV, DO/ADO, SOC and/or schedulers of a failed monthly Boldface/CAPs exam. Comply with reexam procedures outlined in AFI 11-202V2\_USAFESUP, paragraph 6.9.3.

9.4.1.3.1.4. **(Added)** SAVs conducted by OGV or USAFE satisfy the intent and purpose of Supplementary Evaluations. When a SAV is conducted, the final report satisfies the requirement for a written report and will be retained by OGV for two years as part the supplementary evaluations history.

9.4.7. **(Added)** Refer to 86 OGV PG-NC6, *Supplementary Evaluation Program*, for complete guidance concerning 86 OG SUPEVAL program.

CHARLES K. HYDE, Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 11-202V2\_USAFESUP, *Aircrew Standardization/Evaluation Program*, 11 Jul 2011

*Abbreviations and Acronyms*

**AW—Airlift Wing**

**CCV—Squadron Stan/Eval**

**COMBS—Contractor Operated and Managed Base Supply**

**DOT—Squadron Training**

**eSSS—Electronic Staff Summary Sheet**

**ETIMS—Enhanced Technical Information Management System**

**FA—Flight Attendant**

**FMCO—Flight Manuals Control Officer**

**FMPM—Flight Manuals Program Manager**

**GOC—Group On-Call**

**NCO—Noncommissioned Officer**

**OG—Operations Group**

**OGV—Operations Group Stan/Eval**

**PG—Process Guide**

**POC—Point of Contact**

**RDS—Records Disposition Schedule**

**SEFE—Stan/Eval Flight Examiner**

**SUPEVAL—Supplementary Evaluation**

**TODO—Technical Order Distribution Officer**

**UMD—Unit Manning Document**

**A10.8.** Flight planning/briefing room requirements vary depending on 86 OG unit/MDS. For complete guidance concerning requirements, specific posting locations, currency, and notification of changes for items displayed in mission planning/briefing rooms, refer to 86 OGV PG-NC4, *Flight Planning/Briefing Rooms and USAFE SII*.