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***Flying Operations***

# *AIRCREW STANDARDIZATION/EVALUATION PROGRAM*

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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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**.

**(AMC)** This supplement implements and extends guidance of AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 13 Sep 2010. This supplement is AMC/ANG/AFRC approved and applies to AMC-gained CONUS-based AFRC and ANG mobility units. This publication applies to the Air National Guard (ANG). 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/gcss-af61a/afrims/afrims**/. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. The Privacy Act of 1974 applies to certain information gathered pursuant to 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.

**(911AW)** This instruction implements Air Force Instruction 11-202V2. This supplement defines procedures for accomplishing the objectives of AFI 11-202V2 and goals of the 911th Operations Group Commander (911 OG/CC). It delineates the responsibilities of 911 OG/OGV and each of the flying units assigned to 911 OG. These procedures apply to all aircrew members assigned or attached to flying units within the 911th Airlift Wing (911 AW) performing 911 OG operations. Submit recommended changes to 911 OG/OGV on an AF Form 847, Recommendation for Change of Publication. To ensure compliance with directives, the Chief of 911 OG/OGV will review this supplement annually or whenever a change is published to AFI 11-202, Volume 2, the MAJCOM supplement, or applicable AFI 11-202 MDS Specific Volume 2.

**(911AW)** WAIVERS: The 911 OG/CC is the waiver authority for this supplement.

**(911AW)** 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://afrims.amc.af.mil/**. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command. See Attachment 1 for a Glossary of References and Supporting Information.

***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.

**(AMC)** This document is substantially revised and must be completely reviewed. Revisions include: Waiver authority added to paragraph **1.3.3** Clarifies pyramid evaluation program and allows AFRC/A3V or NAF/A3V opportunity to conduct pyramids (paragraph **2.3.2.6**) Adds policy for ASEV flight evaluations between ASEVs (paragraph **2.5.1.3**) Expounds ASEV grading criteria (paragraph **2.5.1.7**) Allows AFRC/ANG units 2 months for SEB minute submissions (paragraph **3.2.2.7.2.1**) Adds email box for SEB minute submissions (paragraph **3.2.2.7.5**) Clarifies R&C Board requirement for 1 & 2 month training review (paragraph

3.3.2.12.2.2) Changed format of the R&C Board Minutes (**Table 3.1**) Added statement that safety officers should not be FEs (paragraph **4.2.1**) Adds further guidance on conducting pyramid evaluations (paragraph **4.3.10**, **Table 4.1**). Adds guidance for pubs checks of e-pubs (paragraph **5.4.1.2**) Adds C-17 testing guidance (paragraph **6.4.1.2.1**) Deleted Tactics test information. Adds a statement for re-aligning check ride dates (paragraph **7.3.4.4.5**) Adds order of prefixes (paragraph **7.3.5.2.2.2**) Delineates multiple single line entries if prefix does not apply to both (paragraph **7.3.5.2.2.4**) Adds AF Forms 8 digital signature as accepted (paragraph **7.3.5.6.1.1**) Adds minor discrepancy log information (paragraph **7.8.6.2.1**)

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# Chapter 1

# PURPOSE

## 1.1. General.

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

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

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

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

## 1.2. Objectives.

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

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

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

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

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

## 1.3. Waiver Authority.

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

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

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

1.3.3. **(AMC)** AMC/A3V is the waiver authority for the general guidance contained in this supplement. AFRC/A3V is the waiver authority for the AFRC specific guidance embedded in this supplement. NGB/A3O is the waiver authority for ANG specific guidance. Approved waivers are issued for a maximum of 1-year from the effective date or until this publication is

revised, whichever occurs first. Send waiver requests through OGV channels to HQ AMC/A3V, 402 Scott Drive Unit 3A1, Scott AFB IL 62225-5302. For ANG and AFRC units, send waiver requests through channels to NGB/A3O or HQ AFRC/A3V, as appropriate, for follow-on coordination with HQ AMC/A3V. File a copy of approved waivers with this instruction and send "info copy" to gaining NAF/A3V, if appropriate.

1.3.3. **(911AW)** The 911th Operations Group Commander (OG/CC) is the waiver authority for this supplement. All waivers to this supplement and parent regulations must be coordinated through 911 OG/OGV.

## Chapter 2

## HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

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

**2.2. Air Staff.**

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

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

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

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

2.2.2.1. Reviews and maintains this instruction.

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

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

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

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

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

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

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

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

2.2.5. **AFMOA/SG3P:**

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

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

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

**2.3. MAJCOMs.**

2.3.1. **General.**

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

2.3.1.1. **(AMC)** Aircrew Standardization/Evaluation Division (HQ AMC/A3V) is designated by the Directorate of Operations (HQ AMC/A3) for the overall management of AMC and AMC-gained ANG and AFRC mobility unit standardization and evaluation programs.

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

2.3.1.2. **(AMC)** HQ AMC and HQ AFRC flight examiners will maintain flying proficiency (evaluator status) and should maintain full mission ready status. They should also be qualified or certified in as many special missions as possible. Special missions include low altitude air refueling (LAAR), receiver air refueling (AR), special-operations low-level II (SOLL II), airdrop, joint precision airdrop system (JPADS), prime nuclear airlift force (PNAF), special operations air refueling (SOAR), etc. HQ AMC/HQ AFRC flight examiners are not required to maintain special mission currency according to AFI 11-202, Vol 1, *Aircrew Training*, and the appropriate AFI 11-2MDS-Specific Vol 1; but they should have initial qualification in the specific special mission and participate as an examiner or observer on at least one special mission every 6-months.

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

2.3.2. **Functions.**

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

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

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

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

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

2.3.2.3. **(AMC)** AMC/A3V will maintain FCIF status listing on the AMC Stan/Eval website: **https://private.amc.af.mil/a3/a3v**/.

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. **(AMC)** AMC/A3V will coordinate, build, maintain, and distribute one common Master Question File (MQF) for each aircrew position of each MDS for closed book qualification examinations (AE will build one MQF for FN and AETs encompassing all universal qualification MDSs). AMC/A3V may delegate this responsibility to units without HQ AMC MDS representation, but will grant final approval of all MQFs. AMC/A3V will make MQFs available via **https://private.amc.af.mil/a3/a3v/** or will provide copies of the MQF to user-MAJCOMs upon request.

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.

2.3.2.11. **(AMC) Flight Observation Program.** At the direction of HQ AMC/A3 or A3V, AMC/A3 personnel may observe AMC missions and provide feedback to AMC/A3 on the status and capability of the mobility system. AMC/A3 personnel may observe any 618 TACC directed (AMC and AMC gained) mission of any MDS. At the discretion of HQ AFRC/A3 or A3V, or AFRC NAF/A3 or A3V, HQ AFRC/A3 personnel may observe their subordinate AFRC mobility forces on AFRC missions. The purpose of Observation flights is to collect data on operations. Observation flights are not intended to evaluate aircrew. ***NOTE:*** MEP status is approved for all HQ flight observers IAW AFI 11-401.

2.3.2.12. **(Added-AMC) Mobility System Evaluation Program.** HQ flight examiners are the primary evaluators of aircrew performance in the mobility system. HQ personnel administer pyramid, no-notice (N/N), and other evaluations to mobility forces performing mobility missions in execution by the 618 TACC (also including JA/ATTs, JFEX, MAFEX, and Business Efforts) or as directed by AMC/A3. At the discretion of HQ AFRC/A3 or AFRC NAF/A3, HQ AFRC flight examiners may administer N/N, and other evaluations to their subordinate AFRC mobility forces on AFRC missions. The following requirements apply:

2.3.2.12.1. **(Added-AMC)** Aircraft commander and crewmembers must be notified prior to entering crew rest (not applicable for N/N evaluations).

2.3.2.12.2. **(Added-AMC)** For evaluations in a MDS or crew position in which the evaluator is not qualified, the evaluation is restricted to the areas listed under GENERAL in the respective AFI 11-2MDS Vol 2.

2.3.2.12.3. **(Added-AMC)** For ANG flying AMC missions, AMC/A3V or AFRC/A3V will coordinate with NGB/A3O and receive approval from the unit Operations Group Commander prior to performing N/N evaluations.

2.3.2.12.4. **(Added-AMC)** For AETC flying AMC missions, AMC/A3V or AFRC/A3V will coordinate with 19 AF and receive approval from unit Operations Group Commander prior to performing N/N evaluations.

2.3.2.12.5. **(Added-AMC)** User-command flying AMC missions – Appropriate MAJCOM/A3 (or as specified) concurrence is required prior to performing N/N evaluations.

2.3.2.12.6. **(Added-AMC)** Flight examiners administering evaluations in the mobility system will provide a written summary of observations to AMC/A3V within ten duty days of trip completion. Copies of these reports will be provided to AFRC/A3V and NGB/A3O.

2.3.2.13. **(Added-AMC)** Act as final operational approving authority for computer flight planning, TOLD, NAVAIDs, and weight and balance software. Also, HQ AMC is tasked to develop aircraft specific fuel planning pamphlets when not provided in aircraft technical orders. AFRC/A3V performs this function for AFRC missions.

2.3.2.14. **(Added-AMC)** Act as 24-hour on-call waiver authority for operational procedures according to the appropriate AFI 11-2MDS-Specific Vol 3, *Operations Procedures*, Chapter 4, Waiver Protocol.

2.3.2.15. **(Added-AMC)** Manage the Command's aircrew Special Interest Item (SII) Program using inputs from, but not limited to, aircrew trends received from units.

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. **(AMC)** This supplement establishes HQ AMC/A3 Standardization/Evaluation (Stan/Eval) Program to support AMC aircrew objectives. It applies to commanders, operations supervisors, aircrews assigned or attached to AMC for flying, and aircrew performing Stan/Eval duties aboard AMC or AMC-gained aircraft. For specific evaluation criteria for qualification on a particular mobility mission design series (MDS) or aircrew specialty, see the appropriate AFI 11-2MDS-Specific Vol 2. Unit supplements will be forwarded to the next higher Numbered Air Force/MAJCOM A3V for coordination. Forward copies of approved supplements for non-AMC units to AMC/A3V. Send proposed change to this instruction on AF Form 847, *Recommendation for Change of Publication*, according to AFI 11-215, *Flight Manuals Program (FMP)* and AMC Supplement 1.

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

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

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

**2.4. NAFs.**

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

2.4.1. **(AMC)** General. HQ AMC/A3V assumes responsibility for functions in paragraph **2.4** ***EXCEPTION***: AFRC maintains NAF functions as noted. AFRC NAF/A3V evaluators may administer evaluations (initial, recurring, SPOT, N/N, etc.) according to the following restrictions: with Chief of NAF/A3V prior coordination, NAF evaluators may conduct observations or SPOT evaluations on any AFRC MDS or aircrew member within their NAF. For SPOT evaluations in a MDS or crew position in which the evaluator is not qualified, the evaluation is restricted to areas listed under GENERAL in the respective AFI 11-2MDS Vol 2. At the request of the OG/CC and with the coordination of the NAF/A3V, AFRC HQ or NAF/A3V evaluators may administer evaluations (see paragraph **2.4.2.6** for pyramid evaluation requirements) in the MDS for which they maintain qualification.

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. **(AMC)** AFRC/NAFs may conduct SAVs at the request of the OG/CC or at the direction of the NAF/A3.

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**).

2.4.2.5. **(AMC)** AFRC/NAF may provide qualified flight examiners to augment other MAJCOM and NAF agencies, AMC ASEVs and mid-term SAVs 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.

2.4.2.6. **(AMC) Pyramid Evaluation Program.** See **Table 4.1** **(Added)** for complete Pyramid Evaluation and AF Form 8 routing guidance. Senior OG/OGV evaluators (including AFRC and ANG) or equivalent will receive a pyramid evaluation from HQ evaluators to satisfy the 17-month periodic qualification requirement. Units without MDS representation at AMC/A3V will not receive HQ flight evaluations unless directed by AMC/A3. HQ AFRC/A3V or AFRC NAF/A3V will coordinate with AMC/A3V prior to administering a pyramid evaluation to an AFRC OGV evaluator.

2.4.2.6.1. **(Added-AMC)** If there are no specific aircrew or aircraft representation at the pyramid level, then the next higher level is responsible. The senior evaluators for specific aircraft and missions receive evaluations from any appropriately qualified examiners when there are no qualified examiners in the pyramid above them.

2.4.2.6.2. **(Added-AMC)** When an examiner other than an HQ/A3V examiner administers a pyramid evaluation, the examiner will annotate in the remarks section of the AF Form 8 that the evaluation satisfies the requirement of the pyramid evaluation per prior coordination with AMC/A3V. The remarks will include the names of the HHQ examiners (as applicable) with whom coordination was accomplished. i.e. "Per coordination with SMSgt John Doe, 22AF/, CMSgt Bob Jones, AFRC/A3V, and Lt Col Phil Smith, AMC/A3V, this evaluation satisfies the requirement for a pyramid evaluation." ***EXCEPTION:*** Pyramid evaluation is not required for aircrew undergoing aircraft conversion, difference training on aircraft or for students completing formal qualification and training programs according to AFI 11-2MDS-Specific Vol 1.

2.4.2.6.3. **(Added-AMC)** Units may align Stan/Eval crewmembers' qualification expiration dates to allow all crew positions eligible for their pyramid evaluations to complete the check-ride at the same time.

2.4.2.6.4. **(Added-AMC)** AMC/A3V may perform a staff assistance visit (SAV) in conjunction with pyramid evaluations when specifically requested by the unit.

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

2.4.2.7. **(AMC)** At the direction of the AFRC NAF/A3, NAF/A3V personnel may observe AFRC unit missions and provide feedback to AFRC NAF/A3 or AMC/A3V, as appropriate. Spot and N/N evaluations may be administered. Comply with the requirements of paragraph **2.3.2.12** **(Added).**

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

2.4.2.8. **(AMC)** AFRC NAF/A3V will coordinate on unit local supplements and forward for approval to AFRC/A3V. Info copy the approved supplement to AMC/A3V.

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. **(AMC)** AFRC NAF/A3V will address ARC specific issues in subordinate units.

2.4.2.10. **(Added-AMC)** AMC/A3V will consolidate and analyze data from aircrew trends by MDS, crew position, and AF Form 3862, *Aircrew Evaluation Worksheet*, area for consideration to be incorporated in the command's aircrew SII Program. ***NOTE:*** This reporting requirement is exempt from licensing in accordance with AFI 33-324, *The*

*Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

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.

2.4.3.1. **(Added-AMC)** AFRC/NAF flight examiners will maintain flying proficiency (evaluator status) and should maintain full mission ready status. They should also be qualified or certified in as many special missions as possible. Special missions include receiver air refueling (AR), airdrop, joint precision airdrop system (JPADS), special operations air refueling (SOAR), etc. HQ AMC/HQ AFRC flight examiners are not required to maintain special mission currency according to AFI 11-202, Vol 1, *Aircrew Training*, and the appropriate AFI 11-2MDS-Specific Vol 1; but they should have initial qualification in the specific special mission and participate as an examiner or observer on at least one special mission every 6-months.

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.

2.5.1. **(Added-AMC) Aircrew Standardization/Evaluation Visit (ASEV):**

2.5.1.1. **(Added-AMC)** Purpose. ASEVs are the principal tool for evaluating aircrew flight operations and verifying safe and effective mission accomplishment. This is achieved through aircrew testing and flight evaluations to ensure compliance with approved operational procedures and applicable special interest items. Additionally, the effectiveness of unit aircrew Stan/Eval, Training, Tactics, and Aviation Resource Management programs are evaluated to ensure compliance and standardization among flying units, and provide feedback to unit commanders.

2.5.1.1.1. **(Added-AMC)** HQ AMC ASEV teams may request augmentation from units or user-commands. The AFRC NAF/A3Vs should augment teams for ASEV on their respective AFRC units, and may be asked to augment any ASEV team. AFRC augmentee support will be coordinated through HQ AFRC/A3V.

2.5.1.2. **(Added-AMC) ASEV Testing.** ASEV team will administer a closed book and Boldface/Critical Action Procedures (CAPs) examination to all available personnel, in the grade of O-5 and below, who are qualified to fly unsupervised in unit aircraft. Test individuals who are dual MDS aircraft qualified in only their primary aircraft. The ASEV examinations may be used to satisfy recurring closed book testing requirements for flight evaluations.

2.5.1.2.1. **(Added-AMC)** ASEV Tests will be derived from a minimum of 85% MQF questions, with the balance coming from Flight Publications, Safety/Operational Supplements, FCIFs, and local directives.

2.5.1.2.2. **(Added-AMC)** The minimum passing grade for an ASEV closed book exam is 85%. Boldface/CAPs exams are graded Q or U. Satisfactory performance

requires writing the proper actions in the correct sequence. Any crewmember failing an ASEV closed book test or Boldface/CAPs test will be placed in supervised status until successful completion of the unit closed book exam or Boldface/CAPs exam.

2.5.1.2.3. **(Added-AMC)** The ASEV team will report the names of individuals tested and their scores to the unit commander. The final ASEV report will list the average of test scores by crew position and the overall average test score.

2.5.1.2.4. **(Added-AMC)** If it is impractical for the unit to complete ASEV testing prior to the end of the ASEV, the ASEV team chief, in coordination with the unit, may elect to send representatives to the unit to administer some or all ASEV testing after formal ASEV notification but before arrival of the ASEV team. In rare cases, AMC/A3V may identify a "trusted agent" to control the ASEV test content and conduct unit testing, or as specified by ASEV team chief.

2.5.1.3. **(Added-AMC) ASEV Flight Evaluations.** Normally, 5%-25% of each crew position will be administered ASEV flight evaluations. This number is dependent upon the total number of N/N evaluations conducted on unit personnel between unit ASEVs. HQ AMC/A3V N/N goal is 20% of unit personnel per crew position between unit ASEVs. N/N evaluations outside of the ASEV window can be credited toward Squadron goals. Credit may be taken for ASEV evaluations administered by HQ AMC flight examiners within 90 days of the designated start date of the ASEV (the 90-day window may be extended by AMC/A3V to meet unit ASEV flight evaluation requirements). The total number of evaluations will be announced to the unit at the beginning of the ASEV window. ***EXCEPTION***: ASEV Team Chief may elect to add or subtract from the total number of evaluations required.

2.5.1.3.1. **(Added-AMC)** HQ AMC flight examiners will administer in-flight evaluations to senior OG (or equivalent) Stan/Eval personnel for each of the unit's assigned mission or design aircraft.

2.5.1.3.1.1. **(Added-AMC)** Do not extend the senior Stan/Eval crewmember's evaluation expiration date to allow evaluation during the ASEV.

2.5.1.3.1.2. **(Added-AMC)** Pyramid evaluations received within 6 months before the start of an ASEV will count towards the ASEV in-flight evaluation requirements.

2.5.1.3.2. **(Added-AMC)** HQ AMC flight examiners will administer flight evaluations to instructors (preferably performing instructor duties) or flight examiners (preferably performing flight examiner or instructor duties).

2.5.1.3.3. **(Added-AMC)** ASEV Simulator Evaluations. HQ AMC flight examiners may evaluate crew members in the applicable training device (if available). The evaluation will include all activity required for a Simulator evaluation.

2.5.1.3.4. **(Added-AMC)** For KC-10 senior boom operator (squadron Chief Boom Operators), use Boom Operator Trainer (SIM/BOT). In addition, a KC-10 Formal Training Unit (FTU) instructor crew will be administered a SIM/BOT evaluation. Credit each SIM/BOT evaluation for one flight evaluation.

2.5.1.4. **(Added-AMC)** Complete an AF Form 8, *Certificate of Aircrew Qualification*, for all ASEV evaluations.

2.5.1.5. **(Added-AMC) ASEV Requirements**:

2.5.1.5.1. **(Added-AMC) ASEV Scheduling/Notification.** AMC ASEV teams will visit units approximately every 40 months for unit-equipped active duty units and approximately every 60 months for unit-equipped ANG and AFRC units. Associate unit (active duty and ARC) visits will be the same frequency (and usually concurrent) with their unit-equipped host unit. Official unit ASEV notification will be sent to the unit not less than 90 days prior to the scheduled visit. The notification message will include ASEV team composition, transportation requirements, special interest items, and other details of the visit. Initial planning dates for unit ASEVs are coordinated with AFRC and NGB IG and A3V counterparts, and are published semi-annually in the AMC/IG Command-Wide Inspection Schedule and posted on the AMC/A3V website. Unit scheduling conflicts should be reported to AMC/A3VS for consideration; all changes will be coordinated with the respective MAJCOM, with final approval by the AMC/A3.

2.5.1.5.2. **(Added-AMC)** Flight evaluations should represent a cross section of the unit's operational mission. Instructors may be asked to demonstrate maneuvers to help assess instructor ability. All crewmembers may be asked to accomplish specific tasks or maneuvers for their crew qualification to assess proficiency.

2.5.1.5.3. **(Added-AMC)** ASEV teams should complete all AF Forms 8 for in-flight evaluations before departure. At the unit commander's discretion, and with ASEV evaluator's approval, evaluations administered by ASEV flight examiners may be credited toward periodic evaluation requirements. This request must be made prior to the start of the evaluation. Complete remaining ground items within 2 months (AFRC and ANG units may use entire eligibility period for the accomplishment of requisites) but not later than the end of the eligibility period.

2.5.1.6. **(Added-AMC) ASEV Grading.** A unit-level overall ASEV grade will be awarded. At the conclusion of the visit, the ASEV team chief will provide feedback (oral and written) to the unit commander and staff. In addition, AMC/A3 or designated representative will release an ASEV written report following review/endorsement. ASEV teams will identify those areas not in compliance with current guidelines and include as "required improvements." Units will report corrective action to AMC/A3V within 90 days after receiving the final report. This report will be in the form of an official memorandum signed by the unit's operations group commander to AMC/A3V. It will provide specifics on what corrective action was taken to resolve each of the "required improvements" to bring each of the designated areas into compliance.

2.5.1.7. **(Added-AMC) ASEV Programs.** All unit Stan/Eval, Training, Tactics, and Aircrew Resource Management System programs are subject to inspection. In addition, compliance with HHQ Fuel Efficiency Initiatives will be subject to inspection in the Special Interest Item section. The AMC/A3V ASEV Standards Guide provides information and guidance on specific programs subject to assessment by the ASEV team. Individual programs will be awarded a grade using the following scale:

2.5.1.7.1. **(Added-AMC)** Outstanding: Program exceeds all requirements and is noted as a "best practice" by program evaluators.

2.5.1.7.2. **(Added-AMC)** Excellent: Program exceeds requirements with only minor deviations noted.

2.5.1.7.3. **(Added-AMC)** Satisfactory: Program meets requirements with some deviations noted. This is the "standard" ASEV program grade – equivalent to a Q1 flight evaluation.

2.5.1.7.4. **(Added-AMC)** Marginal: Program meets most requirements with significant discrepancies noted.

2.5.1.7.5. **(Added-AMC)** Unsatisfactory: Major discrepancies noted that degrade program effectiveness.

2.5.1.8. **(Added-AMC) ASEV Results.** Approved unit ASEV Reports are posted on the AMC/A3V website.

2.5.2. **(Added-AMC) Staff Assistance Visits.**

2.5.2.1. **(Added-AMC)** AMC/A3V (AFRC/A3V for AFRC Units) will conduct a scheduled mid-term Staff Assistance Visit (SAV) between ASEVs. Notification of the SAV will be sent to the unit approximately 45 days prior to SAV team arrival.

2.5.2.2. **(Added-AMC)** AMC/A3V will normally not conduct a SAV in the 6 month period prior to a stan/eval inspection.

2.5.2.3. **(Added-AMC)** Reports generated by a SAV will be informal (internal use only). Results from AFRC SAVs administered IAW paragraph **2.5.2.1** **(Added)** will be briefed to the AFRC/A3 and forwarded to NAF/A3 and AMC/A3V.

2.5.3. **(Added-AMC) Informal Visits**. For AMC evaluators visiting AMC units, prior coordination for an informal visit is not required. Informal visits to AFRC units other than to administer a pyramid evaluation will be coordinated through AFRC/A3V. AFRC NAF evaluators may perform informal visits within their NAFs with NAF/A3 approval. If the purpose of visit is other than continuation training or pyramid evals, HHQ evaluators will informally in/out-brief with the OG/CC. Reports, if generated, will be informal (for internal use only).

# Chapter 3

## UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

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

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

3.2.1. **OG/CC Responsibilities.**

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

3.2.1.2. 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.

3.2.1.4. Provide a suitable Stan/Eval testing area.

3.2.1.4. **(AMC)** OG/CC may consolidate unit aircrew testing facilities to simplify test administration.

3.2.1.4. **(911AW)** 911 OG/OGV (Bldg. 419 Rm. 115) is the designated aircrew testing room for all required evaluation tests. (Exception: Tactics Exam (Bldg. 419 Rm. 20))

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.

3.2.1.8. **(Added-AMC)** OG/CC, through OG/OGV, will establish the unit's baseline N/N evaluation program.

3.2.1.9. **(Added-AMC)** For non-collocated OG units with different MDS aircraft, the OG/CC will determine the basing location for each MDS/OG evaluator.

3.2.2. **OGV Functions.**

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

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

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

3.2.2.3.1. **(Added-911AW)** Maintain unit FEF. 911 OG/OGV will maintain a Flight Evaluation Folder for all assigned/attached personnel. Construct and maintain FEFs IAW AFI 11-202V2/AMCSUP1. Refer to Annex 1, Operations Process D, FEF Examples, for standardized FEF guidance examples. Annex 1 is maintained in the overhead bin at the OGV/P desk.

3.2.2.3.2. **(Added-911AW)** FEF Process. The FEF documents will be completed IAW AFI 11-202V2/AMCSUP1 guidance and the 911 OG/OGV "FEF Processing Guide Checklist" located under Tab 6 of Operational Process Guide D. PEX is the standard software used to generate FEF documents.

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. **(AMC)** Include the following areas in trend analysis (if available): open/closed book examination program, evaluations, supplementary evaluation program, supervisory observations, and ATS contractor feedback.

3.2.2.5.1. **(911AW)** Trend Analysis Sources. 911 OG/OGV proactively solicits feedback from many sources. In addition to AMC required sources, information is also gathered from EPEs and instructor/evaluator meetings.

3.2.2.5.1.1. **(Added-911AW)** Trend Analysis Requirements. Trend data will be analyzed on a recurring basis by the OG/OGV functional areas to try to identify trends as early as possible and address these concerns with corrective action. For those items that can be quantified, trends are items that occur 30% or more of the time by aircrew members. There are also items which may not be quantifiable (observations discussed at Instructor/Evaluator meeting) which may also be labeled a trend.

3.2.2.5.1.2. **(Added-911AW)** Trend analysis data will be analyzed at least semi-annually and reported at the SEB. This information is used by instructors and will be emphasized during training.

3.2.2.5.1.3. **(Added-911AW)** Trend Closing. The effectiveness of dealing with trends will be determined in the same way the trend was initially identified. Use historical data to determine the effectiveness of training programs. Ground or in-flight supplementary evaluations will be used to validate and close informal or formal trends.

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).

3.2.2.5.4.1. **(Added-911AW)** Trend analysis data will also be analyzed for the

entire semi-annual period ending in December and June. This information will be used to establish "Trends" that will be assigned to an OPR/OCR for action.

3.2.2.5.4.2. **(Added-911AW)** Instructor/Evaluator Meeting. Meetings should be held on a quarterly basis to present new trend analysis data to the instructors and evaluators. Discussions should also include existing trend data to determine whether previous trend items have successfully been addressed and can be closed. See meeting template under Tab 3 of Operational Process Guide E. Meeting minutes and all related information will be saved at: \\PITFS01\OG\OGV\E. Trends\Instructor Meeting. This information will be held for a minimum of 1 year.

3.2.2.5.4.3. **(Added-911AW)** Trend analysis data will also be used to ascertain the effectiveness of training after a "trend" has been identified.

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.

3.2.2.5.5. **(AMC)** Report trends to AMC/A3V and appropriate AFRC NAF/A3V (4AF or 22AF) quarterly (AFRC and ANG units semi-annually) in SEB minutes.

3.2.2.5.5.1. **(Added-911AW)** Trend Reporting. Trends will be reported to the Squadron Commanders, Operations Group Commander, and in the SEB.

3.2.2.5.5.2. **(Added-911AW)** The OPR/OCR will be given a "Trend Notification" letter that will have a description of the trend and a proposed resolution. These trends will be addressed by the OPR/OCR. Progress reports will be delivered to OGV monthly and annotated on the trend notification letter. Once a trend has been determined to be complete, they will be closed out at the semi-annual SEB.

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

3.2.2.6. **(AMC)** Document flight and ground supplementary evaluation program in unit supplement to this instruction.

3.2.2.6. **(911AW)** Supplementary Evaluation Program. The 911 OG Supplementary Evaluation Program is an administrative tool that can be useful to the Squadron and Operations Group Commanders. The overall goal of the 911 OG supplementary evaluation program is to enhance performance through a recommended improvement process. The evaluation data will be used as a tool in the improvement of tasks and functions of the area being evaluated. This program seeks to provide "improvement comments" rather than "critique comments". In addition to closing formal trends, Supplementary Evaluations will be conducted at the direction/request of the 911 OG/CC.

3.2.2.6.1. **(Added-911AW)** Areas eligible for evaluation under the Supplementary Evaluation program are not limited. Any time there appears to be a process or product problem, a Supplementary Evaluation may be requested. This will permit a potential fresh, unbiased look.

3.2.2.6.2. **(Added-911AW)** Use the 911 OG/OGV Supplementary Evaluation Worksheet located under Tab 2 of Operational Process Guide A to record

supplementary evaluation results. After completion of the Supplementary Evaluation, return the form to the 911 OG/OGV POC.

3.2.2.6.2.1. **(Added-911AW)** Ground Supplementary Evaluations may include but are not limited to Flight Records management, Life Support processes, Intelligence support, Mission Planning, Base Operations support, Training processes and Classes, and Form 847 processes. Virtually any operations related process or product in the 911th Operations Group can be reviewed at the request of a commander. 911 OG/OGV will frame the issue, research AFIs and other regulations as required, determine the scope of the evaluation, and then schedule the evaluation as applicable.

3.2.2.6.2.2. **(Added-911AW)** Ground or in-flight supplementary evaluations are used to validate and close informal trends, formal trends, or other leadership areas of concern. Crewmembers conducting an in-flight supplemental evaluation will be coded as an instructor or evaluator (if performing in conjunction with a flight evaluation).

3.2.2.7. Conduct SEBs and document IAW **Attachment 2** and MAJCOM supplement.

3.2.2.7.1. **(Added-AMC) SEB – General.** The Stan/Eval Board (SEB) summarizes the unit's Stan/Eval program and provides a forum for the review and resolution of aircrew related issues. Any area or item of concern, no matter how identified, should be addressed by the board.

3.2.2.7.2. **(Added-AMC) SEB – Requirements**. OG/OGV will establish an SEB. OGV should include non co-located squadron and detachments in the board proceedings. Squadron and detachments not co-located with their OG may conduct their own board or provide representation to the unit's SEB. Board minutes from non co-located squadron and detachment SEBs should be forwarded to the unit for inclusion in the unit's SEB.

3.2.2.7.2.1. **(Added-AMC)** AMC units convene the SEB after the end of each calendar quarter (in January, April, July, and October). AMC units will hold the SEB NLT 1 month from the end of the reporting period. AFRC and ANG units convene the SEB after the end of the calendar semi-annual period. AFRC and ANG units will hold the SEB NLT 2 months from the end of the reporting period, i.e. February and August.

3.2.2.7.2.1. **(911AW)** The SEB will normally occur on the first UTA after the semi-annual period has ended, or as soon as practical. 911OG/OGV, in concurrence with 911 OG/CC, should notify all crewmembers of the time, place and date a minimum of 2 weeks prior via the sample notification/agenda letter, located in Operational Process Guide B (Tab 1).

3.2.2.7.2.2. **(Added-911AW)** Normally two weeks prior to the SEB, the OGV chief will task each OGV section to compile data from the previous semi-annual period.

3.2.2.7.2.3. **(Added-911AW)** Data should be returned to the OGV chief one week prior to SEB for consolidation and discussion. The OGV Chief or his

designee will prepare the SEB briefing using the power point slide presentation located under \\PITFS01\OG\OGV\B. SEB\Archived SEB Presentations

3.2.2.7.3. **(Added-AMC)** Unit commander (normally OG/CC or equivalent) chairs the SEB and determines its composition. Board members will include representatives from Stan/Eval, Training, Tactics, Operations, Safety, and other areas as determined by the commander (e.g., ATS contractors).

3.2.2.7.3. **(911AW)** The purpose of the SEB is to provide a briefing to the OG/CC and other board members as determined in Operational Process Guide B (Tab 2) about the unit's Stan/Eval program, as well as provide a forum to discuss and resolve any aircrew related issues. The agenda/minutes templates will serve as an outline for the meeting format, although any area of concern brought to the board's attention before and during the meeting will be addressed. The SEB is a presentation of issues that should also offer resolutions and solutions.

3.2.2.7.4. **(Added-AMC)** Discuss items and prepare minutes IAW Attachment 2.

3.2.2.7.4. **(911AW)** 911 OG/OGV will include the following items in the briefing presented to 911 OG/CC: Manning (Stan/Eval); Summary of: Evaluations, Examinations, Waivers and Extensions, Trends, No-Notice Program and HHQ observation missions; Aircrew Flight Publications Program; Supplementary Evaluation Program; Military training routes; Old Business; New Business; Problems Requiring Higher Headquarters Assistance, and Results from Higher Headquarter (HHQ) Observation missions.

3.2.2.7.4.1. **(Added-AMC)** Identify trends by MDS, crew position, and AF Form 3862 area.

3.2.2.7.4.2. **(Added-AMC)** Add new item to the end of the "Summary" section: "Report results from any Higher Headquarters (HHQ) Observation missions."

3.2.2.7.5. **(Added-AMC)** Identify recommendations beyond the authority of the unit commander in the board minutes and send to AMC/A3V via email (**amca3vunitseb.org@scott.af.mil**, include unit ID in the email subject line) and appropriate AFRC NAF/A3V (4 AF or 22 AF).

3.2.2.7.6. **(Added-AMC)** The OGV Chief is responsible for preparation of the agenda, notifying attendees, and preparing the SEB minutes. SEB minutes will be signed or endorsed by SEB chair. Units will maintain at least a 24 month (4-year UE AFRC and ANG) history of their signed (pen/ink or Common Access Card (CAC) signature) SEB minutes. Send a copy of the unit's SEB minutes to HQ AMC/A3V via email (**amca3vunitseb.org@scott.af.mil**, include unit ID in the email subject line). Additionally, AFRC units send a copy to appropriate AFRC NAF (4 AF or 22 AF) and to HQ AFRC/A3V. Electronic copies are preferred, and will be digitally signed, i.e. //Signed//. SEB minutes are due to AMC/A3V no later than 1 month past the reporting period. AFRC and ANG minutes are due NLT the end of February and August. ***NOTE:*** SEB minutes are exempt from reporting requirements and licensing according to AFI 33-324.

3.2.2.7.6. **(911AW)** Board minutes will be prepared IAW directives and submitted to 911 OG/CC for approval no later than the 15th working day following the meeting. An example of the SEB minutes format is located in Operational Process Guide B (Tab 3). Copies of the minutes, to include the latest 911 OG Flight Examiner Roster, will be forwarded to AMC/A3V and AFRC/A3V no later than 30 days following the SEB reporting period. The 911 OG/OGV slides, invitation letter, board agenda items, flight examiner lists and SEB minutes will be stored electronically at: \\PITFS01\\OG\OGV\B. SEB and will be retained for 4 years.

3.2.2.8. Establish and maintain the unit FCIF program.

3.2.2.8.1. **(Added-911AW)** FCIF Review. The person reviewing the FCIF entry will ensure that the message is accurate. After review of the message by the OGV crew position whose aircrew position is affected, the FCIF item is produced on the AF Form 446, 911AW overprint. The FCIF is then forwarded for final review and signing by the Chief of OGV, or designated representative. After final review, the FCIF item is placed in the FCIF book Vol. 1 Part B. The FCIF Vol. 1 is located at the base operations flight planning area adjacent to the operations desk. Additionally, the FCIF is entered into MAJCOM directed software for the electronic Go/No Go program. Do not delay posting FCIF Volume 1, Part B, items for editing.

3.2.2.8.2. **(Added-911AW)** FCIF Index Update. The FCIF Index is then updated, listing the FCIF control number, subject, and date to be reviewed/rescinded. The FCIF template is located at \\PITFS01\OG\OGV\H. FCIF\Part B. Update the FCIF following the instructions in Operational Process Guide H, Tab 3.

3.2.2.8.3. **(Added-911AW)** FCIF Item Removal. The FCIF monitor is responsible for the review/deletion of FCIF items per directives. If no date is listed for removal, the FCIF is retained in Part B until incorporated in the FCB. After incorporation in the FCB, it is removed from Part B.

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

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-AMC)** The OGV Chief is final approval authority at the unit level for AF Forms 847.

3.2.2.10.1. **(911AW)** 2 (Added) 911 OG/OGV will maintain a suspense file that will contain a control log and a copy of each AF Form 847. When an AF Form 847 is returned, the suspense file will be annotated and a copy of the AF Form 847 will be sent to the originating individual.

3.2.2.10.1.1. **(Added-911AW)** AF Form 847, Recommendation for Change of Publication (Flight Publications), will be submitted to 911 OG/OGV for formatting, assignment of a control number, and forwarding to AFRC/A3V.

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*.

3.2.2.13. **(Added-AMC) Unit Supplement**. The purpose of the unit supplement is to publish unit specific directive guidance by which units implement the requirements of this instruction. Supplements will not duplicate and will not be less restrictive than the provisions of this publication without prior authorization from AMC/A3V. Unit supplements will be written IAW AFI 33-360, *Publications and Forms Management*, and will be coordinated with the next higher NAF/MAJCOM, as applicable, prior to publication. Forward copies of approved supplements for non-AMC units to AMC/A3V. Supplements will include, but not be limited to, the following: Stan/Eval organization/manning, Flight Examiner certification program, N/N evaluation program/goals, trends program, SEB program, aircrew examination program to include open/closed book question sources and periodic testing program, supplementary evaluation program, flight manuals program, electronic publications program, AF Form 847 program, FEF maintenance, FCIF program, go/no-go procedures, completion/documentation of flight evaluation requisites, AF Form 8 completion/routing/filing to include additional training follow up and reviewing/approving officials, applicable certifications, R & C board procedures.

3.2.2.14. **(Added-AMC)** Review hazard reports and aircraft mishap reports and take corrective action, when required.

3.2.2.15. **(Added-AMC)** OG/OGV will maintain a record of all evaluations administered by assigned flight examiners. Record the following minimum information: date of evaluation, flight examiner's name and rank, examinee's name and rank, type of evaluation, and qualification level awarded. Each aircraft type will have a separate record. A two-year history will be maintained.

3.2.2.16. **(Added-AMC)** Flight examiners should be qualified in as many special mission qualifications as possible for which the OG has a mission responsibility. For special missions in which the OG/OGV does not maintain qualification, the Chief, OGV will select an examiner to perform pyramid evaluations.

3.2.2.17. **(Added-AMC)** Flight Examiners qualifying in special missions such as AR, SOLL II, etc., are flight examiners in those missions once upgrade is complete.

3.2.2.18. **(Added-AMC)** OG examiners will evaluate:

3.2.2.18.1. **(Added-AMC)** Senior evaluators at the next lower level, and may evaluate squadron and detachment crewmembers. OG/CCs or equivalent may designate a secondary senior evaluator to administer pyramid evaluations in the absence (DNIF, TDY, etc.) of the senior evaluator.

3.2.2.18.2. **(Added-AMC)** Squadron commanders and operations officers.

3.2.2.18.3. **(Added-AMC)** Associate OG squadron commanders and operations officers when the associate OG does not have a Stan/Eval function.

3.2.2.18.4. **(Added-AMC)** Senior evaluators assigned to reserve associate OG/OGV (squadron DOV where no associate OG/OGV exists) if HQ AMC, HQ AFRC, or AFRC NAF flight examiners are not available.

3.2.2.18.5. **(Added-AMC)** Subordinate detachment commanders and senior evaluator counterparts.

3.2.2.18.6. **(Added-AMC)** AMC FTU assigned instructors who are co-located with operational unit.

3.2.2.18.7. **(Added-911AW)** Conduct 911AW evaluations IAW the following evaluation matrix.

**Figure 3.1. (Added-911AW) 911 AW Evaluation Matrix.**

| POSITION | EVALUATOR |
|---|---|
| 911 AW/CC/CV | 911 OG/OGV |
| 911 OG/CC/CD | 911 OG/OGV |
| 758 AS/CC/DO | 911 OG/OGV |
| 911 AES/CC | 911 OG/OGV |
| 911 OG/OGV | AMC Counterpart |
| Additional Duty Evaluators | 911 OG/OGV |
| 911 AW assigned/attached | 911 OG/OGV or Additional Duty Evaluators |
| 911 OSF assigned | 911 OG/OGV or Additional Duty Evaluators |
| Squadron Assigned | 911 OG/OGV or Additional Duty Evaluators |
| Note 1: All Positions may be evaluated by AFRC or AMC counterparts | |

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. **(911AW)** The 911 OG/OGV will normally be manned with seven (7) personnel: a Chief, a flight examiner pilot, a flight examiner navigator, a flight examiner flight engineer, a flight examiner loadmaster, a flight examiner flight nurse, and a flight examiner aeromedical evacuation technician.

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.

3.2.3.3. 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. **(AMC)** Include OG/CC justification in the SEB minutes.

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. **(911AW)** The 911 AES and 758 AS Stan/Eval programs will be combined with the 911 OG Stan/Eval program.

**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.

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

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

3.3.2.5. **(AMC)** Use the AMC 847 CoP to process recommended changes.

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.

3.3.2.8. 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-AMC)** Maintain a record of all evaluations administered by assigned flight examiners. Record the following minimum information: date of evaluation, flight examiner's name and rank, examinee's name and rank, type of evaluation, and qualification level. Each aircraft type will have a separate record. Maintain a two-year history. For AFRC, the records may be consolidated under paragraph **3.2.2.15** **(Added)** to satisfy this requirement.

3.3.2.11. **(Added-AMC)** Manage the squadron N/N evaluation program.

3.3.2.12. **(Added-AMC)** Conduct Review and Certification (R&C) Boards. AFRC and ANG units without a squadron Stan/Eval function conduct R&C board at group or wing level.

3.3.2.12. **(911AW)** 5 (Added) Following the R&C Board: Compose minutes per AMC template located in Table 3.1 AFI11-202V2_AMCSUP_I. An example 911OG template is located under Tab 2 of Operational Process Guide C, - file electronically: \\PITFS01\OG\OGV\C. R&C\R&C Board Minutes Archive – Coordinate with board president for minutes approval. Submit 4324/4022/MFR if needed; Update Letter of X's as required.

3.3.2.12.1. **(Added-AMC) R&C Board - General.** Commanders will ensure aircrew members achieve and maintain only the highest standards and professional qualifications required to execute the mission. R&C Board certifies crewmembers have completed all training requirements and successfully completed all required flight evaluations.

3.3.2.12.2. **(Added-AMC) R&C Board – Requirements.** Squadron or detachment commanders will convene aircrew R&C Boards. With AMC/A3V approval, units may develop customized R&C Board procedures for specific missions and circumstances. Document all local R&C Board procedures in unit supplement.

3.3.2.12.2. **(911AW)** The 911 OG/CC will convene the R&C Board as appropriate. In his absence, the 758AS/DO may chair the board. If unavailable the 911 OG/CC will be notified of the date, time, location and personnel undergoing any R&C Board. The R&C Board will normally be held on the UTA, but can be held on an as needed basis. The board will consist of those individuals per the R&C Board Appointment Letter located under tab 1 of Operational Process Guide C.

3.3.2.12.2.1. **(Added-AMC)** An R&C Board is required for initial upgrade or re-qualification to aircraft commander, all instructor upgrades, and all flight examiner upgrades. Other crewmembers need not meet an R&C Board and are formally qualified by signature of final approving officer on the AF Form 8 or certified by signature of certifying official on AF Form 4324. Pilots initially qualifying to aircraft commander or re-qualifying to aircraft commander due to non-currency more than 12 months, will be certified at home station before serving "in command" unsupervised. Crew-members other than pilots may perform primary crew duties (unsupervised) before return to home station, if the initial or re-qualification evaluation is successfully completed and the flight

examiner annotates one copy of the flight authorization with "initial or re-qualification complete, date, and signature" next to crew member's name. The flight examiner may then depart the crew. Normally, complete all administrative actions before flight in the new crew qualification.

3.3.2.12.2.2. **(Added-AMC)** Conduct R&C Board to review adequacy of training at 1 and 2-month points of an aircrew member's re-qualification progress or when crewmembers fail to meet established standards and are placed in training status.

3.3.2.12.2.3. **(Added-AMC)** Conduct R&C Board to review all circumstances for possible downgrade when it is suspected an individual should no longer serve in the current crew position due to substandard performance. Commander directed downgrade procedures will be IAW paragraph **5.9**

3.3.2.12.2.4. **(Added-AMC)** R&C Board action is not required for: commanders and vice/deputy commanders at wing, group, and squadron level, NAF/CC, active duty advisors to AFRC and ANG units, flight examiners assigned to MAJCOM, NAF, and OG, and individuals who are re-qualifying or upgrading to a position in which they were current and qualified during the previous 12 months.

3.3.2.12.2.5. **(Added-AMC)** Units maintain a two-year history (4-year UE AFRC and ANG) of all R&C board minutes. Utilize **Table 3.1** **(Added)** for R&C minutes format.

3.3.2.12.2.6. **(Added-AMC)** R&C minutes format: see **Table 3.1** **(Added)** Minutes must include date of board, members present, actions taken to include, affected member's name, rank, certifications obtained, de-certifications and details of other actions taken, etc. ***NOTE*:** R&C Board Minutes are exempt from reporting requirements and licensing according to AFI 33-324.

3.3.2.12.3. **(Added-AMC) R&C Board - Procedures:**

3.3.2.12.3.1. **(Added-AMC)** Conduct R&C Board at the squadron or detachment level (AFRC and ANG units without squadron Standardization/Evaluation function conduct R&C board at group or wing level). Wing and group review, certification, and interview procedures will be detailed in the unit supplement.

3.3.2.12.3.1. **(911AW)** The board will discuss each case as presented prior to inviting the individual into the formal proceedings. Once discussion is complete, the individual will be called in before the board and introduced by the senior like specialty crewmember. The board president will direct comments and each board member will follow as directed. Pertinent aspects of the unit's mission including special items of emphasis should be discussed with the individual. Use of aircrew interview suggested topics under Tab 3 of Operational Process Guide C, to conduct the interview is recommended. After the board is complete, the individual will be released. This process will occur for each subsequent interview.

3.3.2.12.3.2. **(Added-AMC)** R&C Board - Composition. Commanders should preside at all R&C Boards. Squadron/DO may preside in the commander's

absence, and the commander will review R&C Board actions and acknowledge by endorsing the R&C minutes. Composition of R&C Board is at the discretion of the commander and will include board president and representatives from training and Stan/Eval. Other functions i.e. safety and maintenance are highly encouraged to attend.

3.3.2.12.3.3. **(Added-AMC)** The board president interviews aircrew members meeting the R&C Board for certification. Board members brief pertinent aspects of the unit's mission including special items of emphasis. In addition, the Sq/CC must review and certify all crewmembers upon completion of Mission Certification Training ***NOTE***: Any wing or group review, certification, or interview process above the squadron or detachment is in addition to the squadron or detachment process.

3.3.2.12.3.3. **(911AW)** Certifications that mandate a board interview are initial aircraft commander, re-qualifying to aircraft commander, initial flight instructor, and initial flight examiner. OG/CC and WG/CC interviews will be scheduled within 60 days of the R&C Board.

3.3.2.12.4. **(Added-AMC) R&C Board Actions** - Aircrew Member Fails to Meet Standards. R&C Board actions for aircrew members who fail to meet established standards in their aircrew position and are placed in a training status are as follows:

3.3.2.12.4.1. **(Added-AMC)** If the aircrew member has not re-qualified within one month (or first Unit Training Assembly [UTA] for AFRC and ANG units, whichever is greater) after the disqualifying event, the R&C board will convene to determine the adequacy of training and successful progress while completing re-qualification requirements.

3.3.2.12.4.2. **(Added-AMC)** For individuals not re-qualified by the last day of the second month (AFRC and ANG third month IAW paragraph **7.3.5.6.1.1**), the squadron/detachment will convene a second R&C Board to determine appropriate action (e.g., recommend re-training/re-qualification, Flying Evaluation Board [FEB] IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, airman re-classification, etc.). Any recommendation for additional training beyond the additional training due date must be approved by the individual's wing or group commander.

3.3.2.12.4.3. **(Added-AMC)** Before initiating FEB or airman reclassification action, the SQ/CC will counsel the crew member recommended for removal from flying status.

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. **(AMC)** Squadron Stan/Eval manning will be consistent with the squadron's Unit Manning Document. (AFRC, ANG see paragraph **4.2.4**)

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.

3.3.3.4. **(Added-AMC)** Special mission qualifications for which the squadron has mission responsibility will be represented by a minimum of one flight examiner per applicable crew position.

3.3.3.5. **(Added-AMC)** Squadron evaluators will be evaluated by the senior squadron evaluator or higher. Squadron Commanders and operations officers are authorized to evaluate squadron assigned and attached evaluators (other than senior evaluators in DOV and OGV).

**Table 3.1. (Added-AMC) R&C Minutes Format**

**DEPARTMENT OF THE AIR FORCE**
SQUADRON
YOUR AFB, YOUR STATE

28 November 2008

MEMORANDUM FOR RECORD

FROM:

SUBJECT: Aircrew Review and Certification Board Minutes (Date)

1. Members Present:

2. Actions Taken:

3. Certifications:

4. De-certifications:

5. Other Actions:

//Signed//
RICHARD BOBBY, Capt, USAF
Chief, Aircrew Standardization & Evaluation

1st Ind, Unit/CC 29 Nov 08

Concur / Non Concur

## 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**.).

4.2.1. **(AMC)** Flight Examiners should not be a current flight safety officer.

4.2.1.1. **(Added-911AW)** All first time C-130 examiner candidates will complete the 911 OG Flight Examiner Upgrade Checklist, Operational Process Guide A, Tab 3.

4.2.1.2. **(Added-911AW)** Candidates for evaluator upgrade will be recommended by the respective SQ/CCs. The chief of 911 OG/OGV may provide additional comments on nominees, as required. Candidates are approved by 911 OG/CC. Once selected as a candidate, OGV will be responsible for ensuring all training is documented and should be completed within 90 days of being entered into upgrade. 911 OG/CC may waive the requirement for flights if the individual was previously qualified as an evaluator in the same crew position. As a general rule, the total number of flight examiners will not normally exceed 15% of qualified members per crew position.

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**).

4.2.3.2. **(AMC)** Unit certification document is Letter of X's replacing the use of 1381/4348s. The Letter of X's is populated by signed AF Form 4324s. See Attachment 8 for a sample Letter of X's.

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.

4.2.4.3. **(Added-AMC)** For AFRC and ANG units, one alternate flight examiner per MDS crew position may be designated to administer flight evaluations in the absence of the senior evaluator.

4.2.4.4. **(Added-AMC)** ART/Air Technician/AGR personnel should occupy senior evaluator positions. For all aircrew positions, when a non-technician/AGR fills a Stan/Eval Unit Manning Document (UMD) position, units may assign a technician/AGR in that crew position to the Stan/Eval division. In this case, the technician will assume the duties of the senior evaluator for that crew position and may administer all evaluations.

**4.3. Flight Examiner Functions.**

4.3.1. Conduct aircrew evaluations IAW **Chapter 5** and document IAW **Chapter 7**.

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. **(AMC)** Unit-level flight examiners will only administer SPOT evaluations within their respective MDS and crew position unless directed by OG/CC.

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. **(AMC)** Associate and host unit OG/OGV flight examiners may evaluate aircrew counterparts in both their OG and their Associate OG. Squadron or Detachment Flight examiners may administer evaluations outside their unit, with the approval of the examinee's squadron commander. HQ AMC and HQ AFRC flight examiners may perform flight evaluations on any 618 TACC mobility mission with Active Duty or AFRC crews. For evaluations of ANG crewmembers, follow guidance provided in paragraph **2.3.2.12.3 (Added).**

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. **(911AW)** Evaluation Debriefs. Supervisory involvement (SQ/CC/DO, Flight Commanders, Supervisors) is a critical element in the success of the Stan/Eval program. Supervisory attendance at evaluation debriefings is highly encouraged on every evaluation and will be documented in the comment block, under mission description, of the AF Form 8.

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. **(911AW)** Any evaluator, who during the course of an evaluation, witnesses a breach of flight discipline or safety will notify the appropriate squadron commander and OGV with recommendations. Once the commander has determined the course of action, OGV will submit an AF Form 4324 and update the Aircrew Status Board (ASB), if applicable.

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. **(AMC)** When a flight examiner observes less than Qualification Level "Q-1" performance from any crew-member not being evaluated, the flight examiner will consult with appropriate qualified personnel and (through the OGV Chief) will complete a follow-on recommendation for appropriate action to the unit commander (e.g., commander directed downgrade, follow-on N/N evaluation, additional training, etc.). The unit commander will determine the final course-of-action in accordance with "commander-directed downgrade" procedures.

4.3.7.1. **(Added-AMC)** The flight examiner normally does not assume the examinee's position for unsatisfactory performance. If warranted, the flight examiner may assume the duties of that crew member, if current and qualified. Advise the crew and assume full responsibility for the crew position for the rest of the mission leg. In the mobility system, evaluators will notify the mission execution authority immediately and coordinate follow-on action (replacement, if required). The evaluator should be prepared to continue follow-on missions if directed by the execution authority.

4.3.7.2. **(Added-AMC)** If, in the examiner's judgment, the examinee can continue safely (under supervision) the flight examiner should not assume the examinee's duties.

4.3.7.3. **(Added-AMC)** Flight examiners performing in-flight duties and not qualified and current for the crew position in which unsatisfactory performance is observed (non-specialty) will inform the aircraft commander immediately.

4.3.8. **(Added-AMC)** FTU/CCTS evaluators may evaluate AMC and AMC-gained aircrew members at formal schools or as augmentees to ASEVs.

4.3.9. **(Added-AMC)** For en route evaluations, flight examiner pilots may, at their discretion, serve as an augmented crewmember.

4.3.10. **(Added-AMC)** Use the pyramid evaluation system for all periodic evaluations, which require higher echelon Flight Examiners (FE) to administer evaluations to lower echelon FEs and disallows any FE from evaluating his or her rater. See **Table 4.1 (Added)** of this supplement. In addition:

4.3.10.1. **(Added-AMC)** **Table 4 1. (Added)** lists the minimum level of FE, Reviewing Officer and Final Approving Officer for evaluation and Form 8 routing purposes.

4.3.10.2. **(Added-AMC)** When a pyramid evaluation is not practical, request a waiver from the appropriate level of authority, e.g. OG/CC waiver required for Sq/CC to not receive a pyramid evaluation from OGV. Maintain the waiver in the individual's FEF until incorporated on the AF Form 8. Document the waiver in Section D. Additional Comments on the individual's AF Form 8.

**Table 4.1. (Added-AMC) AMC Pyramid Evaluation and AF Form 8 Routing Guidance**

| ITEM | Examinee | Flight Examiner (Notes 3, 4 & 9) | Reviewing Officer | Final Approving Officer |
|---|---|---|---|---|
| **1** | HQ A3V, Chief | Any | OG/CC | A3 |
| **2** | HQ A3V, Deputy | | | A3V |
| **3** | HQ A3V Evaluators | | OG/OGV | |
| **4** | Senior Staff Officers | OGV | | WG/CC |
| **5** | HQ , NAF Flyers | | SQ/CC **(Note 6)** | OG/CC |
| **6** | WG/CC **(Note 8)** | | | |
| **7** | WG/CV **(Note 8)** | | | WG/CC |
| **8** | WG/SE | | | |
| **9** | OG/CC, OG/CD **(Note 8)** | SQ/DOV **(Note 5)** | | |
| **10** | OGV Chief | HQ/A3V **(Note 7)** | | OG/CC |
| **11** | OGV Senior FEs in other crew positions | | | |
| **12** | SQ/CC | OGV | OGV Chief | |
| **13** | SQ/DO | | | SQ/CC **(Note 6)** |
| **14** | SQ/DOV FEs | | | |
| **15** | Additional Duty FEs | DOV **(Note 5)** | DOV Chief **(Note 5)** | |
| **16** | SQ/ADO, SE or Flt/CC | | | |
| **17** | Assigned to Squadron | Any | SQ/DOV **(Note 5)** | |
| **18** | Attached to Squadron | | | |

| | | | | |
|---|---|---|---|---|
| **19** | Formal Students | | | |
| **20** | FTU Students | | FTU SQ/DO | FTU SQ/CC |

Notes:

1. This chart is applicable to all recurring, no-notice, SPOT and ASEV checkrides.

2. All references to Sq/CC, OGV, OG/CC or WG/CC are for attached unit.

3. SEFEs augmenting HHQ inspection teams are considered HHQ equivalent for AF Form 8 routing purposes.

4. Normally, SEFEs will not evaluate personnel they have recommended for upgrade or primarily instructed during the final phase of training.

5. For units where OGV accomplishes SQ/DOV functions, substitute SQ/Senior Flight Examiner as Flight Examiner or Reviewing Officer.

6. Use of OG/CC or SQ/DO is authorized for units whose SQ/CC is a Traditional Reservist/Guardsman. ***EXCEPTION*:** When OG/CC or SQ/DO is examinee.

7. Senior examiner in crew position may evaluate secondary examiner in same crew position.

8. If individual is a Flight Examiner, then the pyramid rules supersede.

9. The flight examiner position is a minimum position. Any approved examiner higher in the chain may be substituted without changing the reviewing and approving officials.

**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.

# 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.**

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

5.2.1. **QUAL Evaluations.**

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

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

5.2.1.2. **(AMC)** If in-flight evaluations (e.g. QUAL and MSN) cannot be completed within the same calendar month, use a separate AF Form 8 with a separate expiration date or as specified in AFI 11-2MDS-Specific Vol 2.

5.2.2. INSTM Evaluations.

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

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

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

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

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

5.2.3. **MSN Evaluations.**

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

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

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

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

5.2.4. INSTR Evaluations.

5.2.4.1. **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.

5.2.4.2.1.1. **(Added-AMC)** The flight evaluator will determine the examinee's seat position (normally right seat) for the initial instructor pilot evaluation and

will include a minimum of one approach and landing.

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.

5.2.5.1. **(AMC)** SPOT Evaluations. Examinee must receive notification before entering pre-mission or pre-departure crew rest. The unit's (90/120-day prior) ASEV notification message satisfies this requirement. Crewmembers should not receive more than one SPOT evaluation per calendar year. ***EXCEPTION***: As directed by the commander, or as directed by AMC/A3V to meet ASEV evaluation requirements.

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

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

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

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

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

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

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

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

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

5.2.6.2.2. Loss of currency that requires a requal evaluation (IAW AFI11-2MDS Vol 1). In this case RQ SPOT will be used for documentation (see paragraph **7.3.5.2.2**).

The recheck profile will be as directed by the SQ/CC and will include, as a minimum, those items for which the individual is non-current.

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

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

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

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

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

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

5.2.6.3.1. 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.

5.2.6.3.2. **(911AW)** "Normal preparation" will be defined as the examinee's scheduled show-time for the mission on which the evaluation will take place. In no case will the examinee be notified after commencing normal crew duties for the mission.

5.2.6.3.3. **(Added-AMC) N/N In-flight Evaluation Program.** Each level of command (SQ/OG/AMC) will execute a N/N program. Develop the N/N program as an assessment tool for overall unit readiness and to provide indicators for appraisal and re-focusing unit training programs. OG and SQ levels will develop and publish a program to sample a combined minimum of 15% of available (qualified to perform aircrew duties) crewmembers (by crew position) annually. Adjustments for unit deployment rates are authorized and must be defined in the unit supplement. If a unit has less than five crewmembers in a given crew position, N/N minimum is at the commander's discretion. N/N evaluations given by HHQ may count towards the unit's N/N goal. ***NOTE***: HQ flight examiners performing N/N evaluations on local AFRC unit missions. HQ evaluators will notify the OG/CC in writing NLT seven days prior to intended dates of evaluations. Notification will include the names of the flight examiners and inclusive dates. The OG/CC may prohibit the evaluations, however, he/she will contact AFRC/A3V for a determination on when to reschedule the flight evaluations.

5.2.6.3.3.1. **(Added-911AW)** Crewmembers can anticipate an N/N evaluation any time a flight is generated by the 911 OG. Commanders should be notified

before N/N evaluations are administered.

5.2.6.3.4. **(Added-AMC)** Crewmembers will not receive more than one N/N evaluation per calendar year except as directed by their commander. This restriction does not prevent HQ AMC, HQ AFRC or AFRC/NAF evaluators from conducting HHQ N/N or SPOT evaluations.

5.2.6.3.4. **(911AW)** An annual N/N flight evaluation tracking sheet will be posted in the Operational Process Guide F (Tab 1) to help ensure individuals are not administered more than one N/N annually. Evaluators should check this tracking sheet and the individual's FEF to ensure a N/N evaluation has not been given in the previous 12 months. An electronic version of the N/N flight evaluation tracking sheet is located at \\PITFS01\OG\OGV\F. No-Notice

5.2.6.3.5. **(Added-AMC)** Avoid administering N/N evaluations within the eligibility period for the intended evaluation unless commander directed. This restriction does not prevent HQ AMC, HQ AFRC or AFRC/NAF evaluators from conducting HHQ N/N or SPOT evaluations.

5.2.6.3.5. **(911AW)** When a crewmember is in their eligibility window, they have a temporary flight evaluation folder (TFEF) built. The TFEF will contain an AF Form 3862 with their eligibility period displayed on it. The OGV representative is responsible for ensuring an individual scheduled for an N/N evaluation is not in their eligibility window by checking for a TFEF folder. PEX also displays who is in their eligibility period and is a back-up to ensure they are not scheduled in their eligibility period.

5.2.6.3.6. **(Added-AMC)** For mobility aircrews, as a minimum, all N/N evaluations will include items designated under "General" as defined in the appropriate aircrew member's chapter of the AFI 11-2MDS-Specific Vol 2. Evaluate other areas, as appropriate.

5.2.6.3.7. **(Added-AMC)** Evaluators will use items from the special interest program to target and assess specific areas during all N/N evaluations. Areas designated "special interest" are normally identified by higher headquarters message. AFRC, ANG, OG and squadron may also designate areas. Squadron and OG will provide feedback on special interest areas through the SEB. Squadron, OG, AFRC, ANG, and HQ AMC will develop a process to inform evaluators on the requirements of the special interest program.

5.2.6.3.8. **(Added-AMC)** Detail the unit's N/N program (including N/N rate) in the unit supplement.

5.2.6.3.8.1. **(Added-911AW)** When a no-notice evaluation is scheduled, a TFEF will be built and an AF Form 3862 will be placed in it for the evaluator to fill out during the evaluation. Flight evaluators will evaluate at a minimum, items designated under "General" of the AF Form 3862, Special Interest Items and instruction ability when coded as instructor. Evaluators will use the special interest program to target and assess specific areas during all N/N evaluations. Areas designated "special interest" are described in the FCIF, 911 FCB, and covered during the SOF briefing. Evaluators will be familiar with the special

interest items and will evaluate them on every evaluation.

5.2.6.3.8.2. **(Added-911AW)** 911 OG/CC no-notice goal is a minimum of 15% of eligible crewmembers annually. To achieve this goal, as well as adequately sample aircrew performance, we encourage a rate of approximately 4% per quarter. A no-notice tracking sheet is posted in OGV to help meet the OG goal.

5.2.6.3.8.3. **(Added-911AW)** Once a N/N evaluation has been administered, all trend and evaluation information will be processed in the same manner as a normal evaluation. The individual producing the AF Form 8 will record the name and date of the individual receiving the N/N evaluation on the N/N flight evaluation tracking sheet.

5.2.6.3.8.4. **(Added-911AW)** The N/N program progress will be reported and documented during the semi-annual SEB. Additionally, progress toward the unit goal will be monitored and reported during the instructor meeting on each UTA.

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. **(911AW)** Flight Evaluation discrepancies will be annotated on the AF Form 3862 during the evaluation by the flight examiner. Flight Evaluation discrepancies will be tabulated under the remarks section of the Form 8 log.

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. **(911AW)** Flight Examiners will make additional training recommendations. Log the additional training requirement on the additional training tracking worksheet (Tab 4 of Operational Process Guide C). Follow up on additional training requirements using the checklist on the back of the worksheet.

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).

5.3.2.2.2.2. **(AMC)** Will be complete by the last day of the second month (ANG/AFRC third month) following the date of the discrepancy.

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**.

5.3.2.2.2.5. **(Added-911AW)** 911 OG/OGV will notify the 758 AS/DOT or 911 AES/DOTA and their respective flight schedulers of required additional training and required dates for completion. The formal notification process consists of an Additional Training Letter to specify training requirement and corrective action. 758 AS/DOT or 911 AES/DOTA use the Additional Training Letter to assemble the applicable training folder specifying the training to be accomplished and required completion date.

5.3.2.2.2.6. **(Added-911AW)** Upon completion of additional training, 758 AS/DOT or 911 AES/DOTA will return the signed Additional Training Letter to 911 OG/OGV. Upon receipt 911 OG/OGV will confirm accomplishment and document on the appropriate AF Form 8.

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.

5.3.2.3. **(AMC)** Do not verbally evaluate takeoffs, instrument approaches, landings, aerial refueling contacts, cargo loads or nursing care standards unless specified in the AFI 11-2MDS-Specific 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. **(911AW)** Notification of grade less than Q-1. Upon notification of an evaluation graded less than Q1, OGV should coordinate with the evaluator to determine the crewmember's status, restrictions, and additional training requirements. If overall grade is Q-3, an OGV representative will submit an AF Form 4324. OGV and squadron training will monitor the progress of training, if required. Training progress will be reviewed to determine adequacy at the one and two month gates during the Review and Certification Board as required. When training is complete, DOT will forward the 4324/4022/4025/MFR to OGV for AF Form 8 completion, or for scheduling a requalification evaluation.

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. **(AMC)** Publications Check. For SPOT evaluations, flight examiners will check currency and validity of aircraft pubs kits. For periodic evaluations, individual crewmember publications will be evaluated for currency and validity. In all evaluations, paper checklists will also be evaluated for currency and validity. For aircrew members participating in the Electronic Publications program, the publications review conducted as part of an evaluation will include a check for currency. The examinee will demonstrate ability to navigate through and locate information in the electronic media. Successful completion of requisite testing using electronic pubs satisfies this requirement. The examinee will demonstrate ability to locate information in paper publications required for in-flight use (i.e. checklists, publications kits, etc). If during the flight evaluation the publications are checked IAW AFI 11-215, this will suffice for the annual review. In this case the flight examiner will sign the AF Form 1522.

5.4.1.2.1. Each aircrew member is responsible for maintaining required flight publications as outlined in applicable AFI11-2MDS 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. **(911AW)** Eligibility Period Notification. 911 OG/OGV will, using the PEX E-Mail Notification System and/or by printing a notification letter and placing it in the individual's mailbox, notify aircrew that they have entered their eligibility period for a specific evaluation. This letter will also inform the individual of their responsibility for completion of the requisite examinations.

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

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

5.5.1.1.2. **INSTM:** Instrument examination

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

5.5.1.1.4. **(Added-AMC)** Any requisite examination resulting in a failure to meet the minimum passing grade IAW paragraph **6.8**. will result in an overall Q-3. After successful re-examination IAW paragraph **6.9**, the overall qualification level will be annotated as "3/1" in the qualified block on the AF Form 8.

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**).

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

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

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

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

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

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

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

5.5.3. **Requisite Completion.**

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

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

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

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

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

**5.6. Failure to Pass a Flight Evaluation.**

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

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

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

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

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

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

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

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

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

5.6.2.1. **(Added-AMC)** AFRC only. Downgrade to lower crew duty qualification. In those cases where failure of a flight evaluation results in downgrading to a lower crew duty qualification (that is, instructor pilot to aircraft commander, aircraft commander to first pilot, etc.), these individuals may perform duty in the lower position without supervision provided that this action was recommended by the flight evaluator and properly annotated on the AF Form 8.

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. **(AMC)** Instructors, flight examiners, or authorized Aircrew Training System (ATS) contractor instructor personnel administer additional training. All flight training will be conducted by a like specialty.

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.

5.6.3.1.1.1. **(Added-AMC)** Initial qualification examinees will not fly as a qualified crewmember until additional training is complete.

5.6.3.1.1.2. **(Added-AMC)** Qualification Evaluation. AECMs who Q-3 in one qualification aircraft will fly in supervised status in all aircraft until recheck in that aircraft is complete.

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.

5.6.3.1.3.1. **(Added-AMC)** Mission evaluations graded overall Q-3 will result in

non-mission ready status in that mission only. Units will follow AFI 11-421, *Aviation Resource Management*, guidance and use the AF Form 4324, *Aviation Resource Management (ARMS) System Upgrade Worksheet*, to update aircrew qualifications in ARMS.

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.

5.6.3.1.4. **(AMC)** An instructor or flight examiner graded Q-2 on any evaluation will not perform instructor or examiner duties until the Q-2 is cleared. Flight examiners will clear instructor Q-2s. Flight examiner Q-2s should be cleared according to the pyramid evaluation system.

5.6.3.1.4.1. **(Added-AMC)** Re-evaluation may be administered in the aircraft, verbally, or in an Aircrew Training Device (ATD) at the examiner's discretion.

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**.

5.6.3.5. **(Added-AMC)** AFRC only. Squadron commanders review the records of aircrew members who fail a flight evaluation. Squadron commander's signature in Section III of the AF Form 8 satisfies this requirement.

5.6.3.5.1. **(Added-AMC)** AGR, ART, and Traditional Reservist (TR) aircrew members are disqualified or removed from aviation service when they indicate a repetitive pattern of failure and/or marginal performance according to AFI 11-402, as supplemented, and reassigned to a non-flying position or removed under the provisions of AFI 36-704, *Discipline and Adverse Actions*.

5.6.3.5.2. **(Added-AMC)** Civilian aircrew members are notified according to AFI 36-1001, *Managing the Civilian Performance Program*, when they fail to pass a qualification examination or flight evaluation. They may be removed from aviation service and reassigned to a non-flying position, or removed under the provisions of AFI 36-704 when they indicate a repetitive pattern of failure and/or marginal performance.

**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.

5.7.1. **(911AW)** Unqualified crew member. In the event an aircrew member becomes unqualified as a result of an overdue evaluation or commander directed downgrade, OGV will submit an AF Form 4324 for processing to ensure the individual does not fly unsupervised in an unqualified status.

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

**5.8. Timing of Aircrew Qualification Evaluations.**

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

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

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

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

5.8.3.2. **Extended Evaluations.**

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

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

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

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

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

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

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

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

5.8.3.3. **Non-Standard Approval Authority**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.10.3. **(AMC)** For O-6 and below, HQ AMC/A3 is approval authority according to AFI 11-202 Vol 1. Forward the request through the proper channels (Sq/CC, OG/CC, AMC/A3V, etc.). Multiple qualifications of General Officers is IAW AFI 11-202 Vol 1. AMC/A3V AF Flight Nurse (FN) and Aeromedical Evacuation Technician (AET) examiners may maintain multiple qualifications in the C-17, C-130, KC-135 and C-21 when applicable.

5.10.3.1. **(Added-AMC)** For AFRC, HQ AFRC/A3 is approval authority. Refer to AFI 11-202 Vol 1, AFRC Sup 1, for procedures to request multiple qualifications.

5.10.3.2. **(Added-AMC)** For ANG, approval authority is NGB/A3.

5.10.3.3. **(Added-AMC)** Approved crewmembers completing multiple qualifications see the appropriate AFI 11-2MDS-Specific Vol 1 for training requirements. Complete certification or evaluation according to the appropriate AFI 11-2MDS-Specific Vol 2.

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

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

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

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

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

5.11.2. **Documentation.** See **Chapter 7** or **Chapter 8**, as applicable.

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

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

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

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

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

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

**5.13. Initial Cadre.**

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

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

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

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

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

# Chapter 6

## AIRCREW EXAMINATION PROGRAM

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

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

**6.3. Administrative Procedures.**

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

6.3.1. **(911AW)** Unit Testing Program. The 911 OG requisite testing program consists of an open book, closed-book and boldface examination during the qualification eligibility periods for all crew positions. For the mission eligibility periods, all crew positions will accomplish a boldface examination, mission open-book examination and tactics open book examination. Pilots and navigators must complete an instrument examination during their instrument eligibility period. All crew position mission and qualification open-book examinations may be combined IAW 11-2C-130v2.

6.3.1.1. **(Added-911AW)** Testing data base (QDB) will be built and maintained by the OGV crew representative for open book tests.

6.3.1.2. **(Added-911AW)** Closed book, tactics, IRC and marshaling exam QDBs are built by sources other than OGV but are maintained in PEX by the OGV crew representative.

6.3.1.3. **(Added-911AW)** All tests except the Tactics Exam will be administered online using PEX Testing Module. Tests will be graded using the PEX and results are logged on the AF Form 8.

6.3.1.4. **(Added-911AW)** Test Scoring. When a requisite exam is administered, the OGV testing proctor will grade the requisite exam prior to the aircrew member's next flight. If there are any discrepancies on the test or questions that are challenged, a Bad Test Question Report Form under (Tab 2) of Operational Process Guide J, will be filled out and returned to respective 911 OG/OGV crew representatives for review.

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

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

**6.4. Exam Sources.**

6.4.1. **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. **(AMC)** Unless otherwise specified in the appropriate AFI 11-2MDS-Specific Vol 2, individuals qualified as crewmembers in more than one MDS aircraft must complete open and closed book exam for each aircraft.

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

6.4.1.1.1. **(Added-911AW)** Open Book Exam Sources. Ensure frequent updates (quarterly at a minimum) are made to the QDB to ensure FCIF volumes I, II, III, and IV are being incorporated and updated on a regular basis. The qualification open-book exam consists of a minimum of 60 questions randomly selected using MAJCOM directed software. Instructor open-book exams are incorporated as a portion of the qualification or mission open book exams for instructors. The mission open exam consists of a minimum of 40 questions, 25% of which will come from tactical doctrine documents related to C-130 combat operations AFTTP 3-3-C130, randomly selected using MAJCOM directed software. Ensure MSN QDB questions are tailored to the specific missions performed by the squadron and crew position being tested. The tactics open-book exam consists of a minimum of 25 questions from the AFTTP 3-1 series publications. This test will be created by AMC tactics and maintained, monitored and graded by the Tactics Office. Each crew position will be responsible for maintaining their question data bank (QDB) in PEX for test generation. Flight Engineers require only 10 to 20 questions related to C-130 combat operations AFTTP 3-3-C-130 for their Mission examination. A copy of the QDB will be sent to AFRC/A3V and AMC/A3V annually in January. Instrument examinations will consist of a minimum of 50 questions and will be constructed using the guidance in AFMAN 11-210. Questions will be taken from the Air Force Standards Agency (AFFSA) IRC MQF bank in the following proportions: 15 questions- AFMAN 11-217, Instrument Flight Procedures; 10 questions- AFI 11-202v3, General Flight Rules; 10 questions- Flight Information Publications (FLIP); 05 questions- AFI 11-203V1 and V2, Weather for Aircrews; the remainder of the questions will be developed locally from MAJCOM directives, supplements, aircraft tech orders, and/or local flying directives.

6.4.1.1.2. **(Added-911AW)** All crewmembers qualified to conduct ground taxi operations will be given a ground marshaling examination as part of their local indoctrination process. This test is administered with the PEX testing module.

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-AMC)** Development and maintenance of SQB is N/A for C-17. SQB is developed and maintained by contractors not the units.

6.4.1.3. **(Added-AMC)** If not specified in the appropriate AFI 11-2MDS-Specific Vol 2, open book exam will be derived from the Secure Question Bank (SQB) for each crew position of each MDS. The OG/OGV will create and manage the open book examination process. The SQB will consist of no less than 10 ground operations/taxi questions. Open book questions will be drawn from appropriate information contained in FCIF Vols I, II, III, and IV.

6.4.1.4. **(Added-AMC)** A portion of each open book exam will include questions pertaining to each mission qualification of the individual being tested. Include airdrop, AR, SOLL II, PNAF, cargo, instructor, etc., as required.

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

6.4.2. **(AMC)** If not specified in the appropriate AFI 11-2MDS-Specific Vol 2, mobility forces complete their closed book examination using a minimum of 20 questions from the MQF. When developing a closed book examination from the MQF, the unit should select questions to sample aircrew knowledge areas or correct potential trends.

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. **(AMC)** AMC/A3V will coordinate, build, maintain and distribute one common MQF for each crew position of each MDS. The MQF will contain at least 100 questions with periodic updates, as necessary. AMC/A3V may delegate a portion or all of MQF development and maintenance requirements to specific active duty, ANG, or AFRC units; or a designated civilian contractor providing this service, but will maintain active supervision of MQF contents.

6.4.2.1. **(911AW)** A closed-book exam for all qualification evaluations will be generated through the PEX software; This software will randomly select a minimum of 20 questions from the Master Question File (MQF). E-Pubs non-participants will be issued a copy of the MQF.

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.

6.4.2.1.1. **(AMC)** MQFs are available for download on the AMC/A3V website. The OG will distribute the MQF to all unit aircrew members.

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.

6.4.2.1.2. **(AMC)** OGV will forward corrections to AMC/A3V.

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. **(911AW)** OGV will also develop an individual crew position QDB that incorporates local procedures to augment the QDB sent by headquarters.

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.

6.4.3. **(AMC)** Exam requirements follow open book format and the exam is normally generated at the unit level. IRC program and Instrument Examination questions are available on Air Force Flight Standardization Agency (AFFSA) website, IRC Page.

6.4.3.1. **(Added-AMC)** Euro-NATO Joint Jet Pilot Training (ENJJPT) instrument examinations remain valid concurrent with the individual's initial qualification instrument evaluation. IRC or equivalent courseware may satisfy this requirement. Units will determine an internal process for managing ENJJPT instrument examination dates and scores. Incorporate the scores on the individual's first initial qualification AF Form 8.

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

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

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

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

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

6.5.4. **(Added-AMC)** An initial qualification or requalification student who fails an Aircrew Training System (ATS) examination while attending FTU/CCTS training will retake the ATS exam and complete the appropriate open and closed book examinations before flight evaluations.

**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.

6.6.2.2. 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.

6.6.4. **(Added-911AW)** Written examination discrepancy areas are recorded and tracked automatically through the PEX Testing Module. Boldface examination discrepancies will be tabulated under the remarks section of the AF Form 8 log. Testing thresholds are 15% of questions missed for areas of concern and 30% of questions missed for trends.

6.6.4.1. **(Added-911AW)** Updating Secure Question Banks. QDBs must be updated any time a publication change affects questions in the respective bank. Questions will also be reviewed annually, normally in January. Upon completion of changes save QDB information at: \\PITFS01\OG\OGV\J. Testing\QDB's [Individual crew position].

6.6.4.2. **(Added-911AW)** Bad Question Report. If a question is found to be incorrect, inaccurate, or non-applicable it should be marked as “Bad Question” on the “edit question” tab of the PEX testing module. Record all actions taken in the bad question report located under Tab 2 of Operational Process Guide J. Any questions in the Open Book, Instrument, or Instructor banks may be changed without coordination with NAF. However, any changes made to the Closed Book banks must have prior NAF approval. The “Bad Question” tab in the PEX system is for OGV reference to questions needing to be changed. It does not preclude that question being assigned on subsequent tests. For a question to be thrown out so it cannot be assigned again the OGV member will need to select the “Question N/A” tab. After a bad question has been corrected, place a copy of the bad test question form under Tab 4 of Operational Process Guide J and maintain for 6 months.

**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. (911AW)Exam Security.** QDBs in PEX are password protected via evaluator log-ins and permissions.

**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. **(AMC) Boldface/CAPs**. Examinations will consist of one question concerning each Boldface /CAPs applicable to an individual's specialty. Individuals qualified as crew members in more than one MDS aircraft must complete a Boldface/CAPs exam for each aircraft.

6.8.1.1. **(Added-AMC)** AMC policy is that Boldface/CAPs will be written as depicted in the flight manual(dash 1 or Vol 3 for AECM) to include the correct crew positions for the prescribed action. Unit commanders will ensure that crews are trained to this standard; however, HQ AMC does not intend for examiners to quibble over punctuation or minor misspellings.

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

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

6.8.3. **(911AW)** Computer-Based Examinations. Use of the PEX testing module ensures that all completed requisite exams are graded prior to the aircrew member's next flight.

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

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

6.9.1.1. **(Added-911AW)** Failure to Pass a Written Examination. If an examinee fails to pass an Open Book, Closed Book, Instrument exam, or Tactics exam, 911 OG/OGV will notify the Squadron Commander, 758 AS/DOT or 911 AES/DOT, and Crew Scheduling. Submit an AF Form 4324 and update the ASB. Squadron Commanders will be informed of adequacy of training via Review and Certification Board.

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.

6.9.3.1. **(Added-911AW)** Failure to Pass a Boldface Examination. If an examinee fails a boldface exam, 911 OG/OGV will notify the Squadron Commander, 758 AS/DOT or 911 AES/DOT, and Crew Scheduling. Submit an AF Form 4324 and update the ASB. Squadron Commanders will be informed of adequacy of training via Review and Certification Board.

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.

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

**6.10. (911AW)Unit Periodic Examinations (Optional).** A periodic examination can be used to evaluate additional knowledge beyond the scope of requisite exams, help identify trends, or to determine knowledge deficiencies within the unit. Periodic examination QDBs will be created separately and tailored to cover the topic desired to be evaluated. Test may also be printed out and administered in mass via a paper copy. Correct all examinations administered to 100% with the individual. Individuals scoring below 85% do not have to be put on supervised status based solely on their test score. Results of periodic examinations can be used to help establish possible trends or to determine if trends have been corrected. If a paper version of the examination was administered, destroy the examination when the desired information has been extracted.

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

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

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

6.10.4. **(Added-AMC)** An AF Form 8 will not be generated simply for a failed unit periodic examination.

# 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.

**7.3. 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.

7.3.1.3. **(911AW)** AF Form 8 documents will be generated using the PEX program IAW AMC assigned evaluation criteria. When the AF Form 8 is complete, a 911 OG/OGV member other than the one generating the AF Form 8 will review it for content. AF Form 8's will then be placed in the "Need Signatures" folders next to the OGV/P desk. Every effort should be made to complete all signatures and remarks within 30 days of completing the AF Form 8. When the AF Form 8 is complete, it will be filed in the individuals FEF. Reviewing and Approving Officers will be determined by the following matrix:

**Table 7.1. (Added-911AW) Reviewing and Approving Officers Matrix.**

| EXAMINEE | REVIEWING OFFICER | APPROVING OFFICER |
|---|---|---|
| Assigned to 758 AS | 911 OG/OGV Chief or Assistant Chief | 758 AS/CC |
| Assigned to 911 AES | 911 OG/OGV Chief or Assistant Chief | 911 AES/CC |
| 911 AES Senior Flight Nurse Examiner | 911 OG/OGV Chief or Assistant Chief | 911 OG/CC |
| 911 AW assigned | 911 OG/OGV Chief or Assistant Chief | 911 OG/CC |
| 911 OSF assigned | 911 OG/OGV Chief or Assistant Chief | 911 OSF/CC |
| 758 AS/DO | 758 AS/CC | 911 OG/CC |
| 758 AS/CC | 911 OG/OGV Chief or Assistant Chief | 911 OG/CC |
| 911 AES/CC | 911 OG/OGV Chief or Assistant Chief | 911 OG/CC |
| 911 OG/OGV | 911 OG/OGV Chief or Assistant Chief | 911 OG/CC |
| 911 OG/CD | 911 OG/OGV Chief or Assistant Chief | 911 OG/CC |
| 911 OG/CC | 911 OG/OGV Chief or Assistant Chief | 911 AW/CC |
| 911 AW/CC/CV | 911 OG/OGV Chief or Assistant Chief | 911 OG/CC |

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

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

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

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

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

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

7.3.3. **Date Completed.**

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

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

7.3.4. **- Examinee Identification.**

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

7.3.4.2. Organization and Location.

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

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

7.3.4.3. Aircraft/Crew Position.

7.3.4.3.1. Enter the MDS in which the evaluation was given

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

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

7.3.4.4. Eligibility Period.

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

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

7.3.4.4.2. **(AMC)** Enter N/A for all evaluations given within an eligibility period, but not intended to satisfy a recurring requirement (e.g. SPOT, N/N SPOT, etc.)

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).

7.3.4.4.5. **(Added-AMC)** For combination evaluations intending to re-align the examinee's check-rides, write the correct eligibility period of the in-phase check-ride on the top and N/A for the other. In the Examiner's Remarks Section D. Additional

Comments. Write this statement: "The MSN (or QUAL) portion of the evaluation was given outside the eligibility period to re-align the check-ride dates."

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. **(AMC)** The order of prefixes will be: INIT/RQ or N/N then SIM e.g. RQ SIM QUAL.

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.

7.3.5.2.2.4. **(AMC)** Make multiple single line entries when a combination evaluation is given and the prefix does not pertain to both parts of the check-rides even if both parts of the check-ride were given on the same day. For example a QUAL with RQ MSN would have two lines instead of a single line RQ QUAL/MSN.

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).

7.3.5.6.1.1. **(AMC)** If required, enter a date not to exceed the last day of the second month (AFRC/ANG third month) following the event requiring additional training (e.g. 26 Jan 07 Flight Eval, 31 Mar 07 due date [AFRC/ANG: 30 Apr 07 due date]); otherwise, enter "N/A."

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. **(AMC)** Signatures on AF Forms 8 will be digital (CAC) to the maximum extent possible. At the commander's discretion, units may use pen and ink signatures when digital signatures are not available or not practical.

7.3.6.1. **Flight Examiner.**

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

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

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

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

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

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

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

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

7.3.6.2.1. **(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.

7.3.6.2.4. **(AMC)** The final approving officer is the Sq/Det CC, OG/CC, Wing/CC, NAF/DO, or appropriate HQ Division Chief, based on where the examinee is assigned/attached. Refer to **Table 4.1** **(Added)** for guidance. Additional reviews may be made as appropriate. Show additional reviews in the comments section of the AF Forms 8. If review and certification board action is required, the final approving officer is the board president. AFRC and ANG unit AF Forms 8 will be reviewed and approved as directed by the wing/group commander.

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

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

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

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

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

7.3.6.3.3. **(Added-AMC)** Enter the unit and office symbol of assignment or attachment. (e.g. 2 ARS/DOV, 60 OG/CC, AMC/A3V.)

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).

7.3.7.3.2.1. **(Added-AMC)** Examiner's Remarks, Section A. Specific profile details are not required unless specified in AFI 11-2MDS Vol 2. Additionally, include the following (as appropriate):

7.3.7.3.2.2. **(Added-AMC)** Specific mission evaluation performed (i.e., airdrop, ARP, PNAF, etc.).

7.3.7.3.2.3. **(Added-AMC)** Evaluations which span more than one day will show inclusive dates.

7.3.7.3.2.4. **(Added-AMC)** Identify a commander-directed evaluation.

7.3.7.3.2.5. **(Added-AMC)** Show that two or more flight examiners were required for an evaluation (include the other flight examiner's name, grade, organization, and signature after their comments.)

7.3.7.3.2.6. **(Added-AMC)** Identify any area verbally evaluated IAW AFI 11-2MDS Vol 2.

7.3.7.3.2.7. **(Added-AMC)** List supervisory attendance. Supervisors are encouraged to attend all debriefs. Unit CC or designated representative will attend debrief on all less than Q-1 evaluations.

7.3.7.3.2.8. **(Added-AMC)** Annotate reason for recheck or re-qualification.

7.3.7.3.2.9. **(Added-AMC)** List qualification comments according to AFI 11-2MDS-Specific Vol 2.

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.”

7.3.7.3.4.5. **(Added-AMC)** Examiner’s Remarks, Section C: Recommended Additional Training, must include (as appropriate):

7.3.7.3.4.5.1. **(Added-AMC)** Show any special requirement for re-evaluation.

7.3.7.3.4.5.2. **(Added-AMC)** The Evaluator completing a ground recheck or EPE recheck will document completion. Include name, rank, organization and

signature.

7.3.7.3.5. **Additional Comments.**

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

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

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

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

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

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

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

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

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

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

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

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

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

7.3.8. **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. **(911AW)** Temporary Evaluation Certificate. An AF Form 3862 will be generated and placed in the member's TFEF when in-phase for an evaluation. Crew specific AF Form 3862's are located at \\PITFS01\OG\OGV\D. Flight Evaluation Folders\FEF D\AF Form 3862. When the evaluation is complete, the AF Form 3862 will be placed on the top of the most current AF Form 8 on the right side of the member's FEF. The AF Form 3862 will be removed and shredded once the final AF Form 8 is placed into 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. (AMC)AF Form 4348, *USAF Aircrew Certifications* (Optional).** AMC no longer uses AF Form 4348, *USAF Certification of Air Crew Training,* and has replaced it with the Letter of X's (Attachment 8).

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

7.6.1. **(AMC)** AMC Letter of X's. Unit certification document is the Letter of X's. This replaces the use of 1381/4348s. The Letter of X's is populated by signed AF Forms 4324. See Attachment 8 (Added) for sample Letter of X's. The unit training officer, in coordination with the SARM, will generate a monthly Letter of X's to be signed by the SQ/CC or authorized official. SQ/DOV will maintain monthly letters for 12 months. Flight Evaluators may make pen and ink changes to the latest/master letter to update certifications until the next monthly letter is published. Changes must be initialed by the evaluator. Evaluators will not annotate own certifications. A copy of the latest Letter of X's will be placed in the member's FEF prior to PCS for record. Letter of X's may be kept electronically provided a digital signature is produced from the Sq/CC or authorized official.

7.6.1. **(911AW)** Aircrew Letter of X's. Unit training officers will ensure that a new Letter of X is posted within the first 5 working days of the month. Letter of X's will be posted on the Aircrew Status Board (ASB). Provide a certified electronic or hard copy of the squadron's Letter of X's to 911 OG/OGV within 2 working days of squadron posting. All letters of X's outside the Stan/Eval office will be marked "working copy."

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.

7.6.1.7. **(Added-911AW)** Unit training officers will ensure that the Letter of X's posted in the squadron are certified as "true and correct" by the SQ/CC (or acting SQ/CC) and OG/CC whenever a new Letter of X is posted. Use the certified letter of X's as an aircrew qualification source document in the squadron Go/No-Go program (Aircrew Go/No-Go Procedures).

7.6.2. General Data Entry.

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

7.6.2.2. Use one line for each certification.

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

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

7.6.3. Certification.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7.7.1. Data Entry.

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

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

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

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

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

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

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

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

7.7.4.1. **(Added-AMC)** The 942 entry will be completed no later than the date the final approving officer signs the AF Form 8 for the check-ride completed.

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.

7.7.6. **(AMC)** This includes temporary duty in AETC to attend formal training courses. For all crew positions which do not complete an AETC qualification process, AMC will be the initial entry on the AF Form 942.

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**.

7.8.1.2. 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.**

7.8.2.1. 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. **(AMC)** Under the AF Form 942, maintain the following tabs, as required. Use AMC Form 457, *Flight Evaluation Folder Tabs*. Units must establish procedures for maintaining the FEF (e.g. AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*) in the unit supplement.

7.8.3.1.2.1. **(Added-AMC) TAB1--Special Mission Certifications.** A Letter of X's generated by the unit training officer, is the basic source document to provide

a current list of each individual's flying certifications. Include all certifications not annotated on AF Form 8 (i.e., formation lead, SIOP certification, flight examiner, initial cadre, nuclear, and tactical certifications, etc.). See Attachment 8 (Added) for a sample of Letter of X's. (Only required under Tab 2 when individual is PCS/PCA.)

7.8.3.1.2.2. **(Added-AMC) TAB 2--Waivers, and Miscellaneous Information**. Minor discrepancy log will be filed here. Maintain waivers in excess of two years for the effective period of the waiver.

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.

7.8.3.2.1. **(AMC)** Units may insert an appropriate cover sheet to identify AF Forms 8 previously reviewed by an ASEV team.

7.8.3.2.2. **MFRs**.

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

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

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

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

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

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

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

7.8.4. **Hard-Copy Folders.**

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

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

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

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

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

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

7.8.5.1. **(AMC)** Document accomplishment with an "Initial Review" entry and date entry on the AF Form 942. ***EXCEPTION:*** For all first-time Aeromedical Evacuation assignments, the AF Form 942 will be documented in the following sequence: "AMC", "Initial QUAL/MSN", followed by "Initial Review".

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-911AW)** Review FEF and annotate AF Form 942 for any newly assigned crewmember. Any major discrepancies found during an initial review will be documented with an MFR.

7.8.5.2. **Posting Review.**

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

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

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

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

7.8.5.3. Periodic Review.

7.8.5.3.1. 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.

7.8.5.3.2. **(AMC)** Accomplish NLT end of 12th month following initial or previous annual review.

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

7.8.5.3.3. **(AMC)** Document accomplishment with an "Annual Review" and date entry on the AF Form 942. The initial review entry suffices for the annual review requirement.

7.8.5.3.3. **(911AW)** Annual FEF reviews. Every effort shall be made to accomplish annual FEF reviews during the crewmember's birth month. Use the FEF Review Worksheet located under Tab 7 of Operational Process Guide D, to conduct annual reviews and document review on the AF Form 942. Review FEF for currency whenever an AF Form 8 is filed.

7.8.5.3.4. **(Added-AMC)** While all AF Forms 8 and Forms 942 shall be retained in the members FEF, additional information contained in the FEF which is not related to the member's current MDS(s) is considered obsolete. Obsolete documents will be returned to the member for their records.

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. **(AMC)** Units will utilize a locally developed log to document minor discrepancies.

7.8.6.2.1.1. **(Added-AMC)** The log will include the following as a minimum: specific document and section affected, date error discovered, description of discrepancy, corrected data, AFI reference for the discrepancy/correction, and reviewer identification data.

7.8.6.2.1.2. **(Added-AMC)** Minor discrepancy logs will be maintained under AMC Form 457, Flight Evaluation Folder Tabs, Tab 2, if required.

7.8.6.2.1.3. **(Added-911AW)** All minor discrepancies will be annotated in the FEF minor discrepancy log. A printout for insertion in the hard copy FEF is obtained by filtering the minor discrepancy log entries by name. The electronic minor discrepancy log is maintained on the server at \\PITFS01\OG\OGV\D. Flight Evaluation Folders\FEF D\Electronic Minor Discrepancy Log.xls

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. **(AMC)** When the original FE is not available, OGV Chiefs may also 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.

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

8.2.1. **(911AW)** Flight Surgeon Testing. Refer to *Roadmap to Access/Navigate Online Flight Surgeon Aircrew Qualification Test* located under (Tab 3) of Operational Process Guide J. Flight surgeons will be administered a standardized open book examination located on the AFIADL website (**https://afiadl.mont.disa.mil**) using a 17 month cycle.

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. (AMC)FCIF.** Information published in the FCIF is approved and signed by OG/CC, OGV or designated representative. The files will be readily accessible to the flight crew.

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. **(AMC)** The unit will develop and maintain an FCIF Library. At unit's discretion, the FCIF library may be electronic, provided measures are in place to ensure currency of publications and unrestricted access by crewmembers. Units should prepare to support deployed forces with appropriate FCIF information. Units develop a deployment plan to successfully transfer or build a duplicate process to provide timely FCIF information to aircrews supporting deployed operations (i.e., Contingency, Business Effort, Staging, etc.) Units must advise aircrews how to obtain FCIF message traffic updates when away from home station.

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. **(AMC)** FCIF Vol 1, Part A will be the table of contents of the FCIF library and index of outstanding FCIF message traffic. Vol 1 will be maintained in hard copy and will reference the location of any electronic library contents.

9.1.3. **(911AW)** The flight manuals program, to include duties of the Flight Manual Manager (FMM), is detailed in Process Guide G.

9.1.3.1. **(Added-AMC)** Vol I organizes short-notice aircrew operational information into a four-part FCIF system. FCIFs must be clear, concise, and short and include a specific duration. Use sectional dividers or separate binders, as required to present the information in Parts A-D. Units develop an FCIF Vol 1 process to ensure aircrews review and acknowledge receipt of the appropriate information.

9.1.3.2. **(Added-AMC)** OG/OGV use the AMC Form 446, *Flight Crew Information File*, to transfer, edit, and highlight new or revised material in Vols I through V, as well as higher HQ directed messages, guidance concerning safety, operations, etc. Do not delay posting FCIF Volume 1, Part B items for editing. OG/OGV will determine when

materials will be removed from the FCIF. Maintain information as directed or until the information is incorporated in Part C (FCB) or appropriate aircrew directives.

9.1.3.2. **(911AW)** AF Form 446 FCIF Part B_ 911 Local Overprint is used in place of AMC Form 446.

**Table 9.1. Required Volumes.**

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

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

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

9.1.4.1. **(AMC) Part A: FCIF Index.** Administrative tool summarizing outstanding FCIF messages and contents of the FCIF Library. The wing or group Stan/Eval office completes the FCIF index in January for each subordinate unit. Type the preparation date in the upper right-hand corner of the index. List all FCIFs that meet criteria for Volume I in the index. Publications included in the FCIF by subordinate units are added to the FCIF index by the unit. Wing publications not required in a subordinate unit's FCIF will be lined out on the subordinate unit's copy of the FCIF index. Include the location and instructions for accessing any electronic contents of the FCIF library.

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. **(AMC) Part B: Current Read File.** FCIF information identified by the originator or local commanders (as required) that crewmembers must review before flight. Includes publication notices, advisories, and general (operational type) information. Active duty host units will coordinate FCIFs with their reserve associate units. Crewmembers will document review of required FCIF items on the AF Form 396 or through electronic means at units utilizing Patriot Excalibur (PEX) before the mission or flight.

9.1.4.2. **(911AW)** Part B: Current Read File. Local Read File items that must be processed when OGV personnel are not present will be brought to the attention of the 911 OG/CC and 758 AS/DO. When necessary, local FCIF items may be transmitted to off station aircrews via email, fax, or telephone. If OGV personnel are not available, the Operations Supervisor should ensure that this is accomplished.

9.1.4.2.1. **(Added-AMC)** HQ AMC is lead command for mobility and tanker aircraft. AMC/A3V maintains Automated Message Handling System (AMHS) distribution lists. FCIF-type information will be coordinated (within time constraints) with user-command staffs. FCIF messages will have specific duration and MAJCOM applicability.

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. **(AMC) Part C: Flight Crew Bulletin (FCB).** OG/OGV manages the FCB process to ensure vital information, not otherwise available to aircrews, is published and updated. The FCB provides aircrews with FCIF information as a general knowledge reference tool and ensures current information is available to aircrews away from home station. Review, publish, and consolidate FCBs quarterly beginning January of each year. Use AMC/A3V website listing current or rescinded FCIF messages. As a minimum, the FCB should contain all outstanding (exceeding the unit's quarterly review) FCIFs. Host units will coordinate FCBs with their associate units. Host unit FCBs are applicable to their associate squadrons. Also see FCB requirements in the appropriate AFI 11-2MDS-Specific Vol 3.

9.1.4.3.1. **(Added-AMC)** Include the latest copy in the FCIF. Include one copy in each unit mission kit. Units determine internal requirements (i.e. copy to all aircraft commanders, instructors, etc.).

9.1.4.3.2. **(Added-AMC)** The FCB is signed by the chief, OGV and approved by the OG/CC (or equivalent) and (if applicable) reserve associate OG/CC (or equivalent). All items in the FCB cite the authority for inclusion, for example: Authority: AMC/A3V 092230ZAP019 message FCIF #01-04-11.

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.

9.1.4.6. **(Added-AMC) Part D: Theater Indoctrination Folders (Optional).** Define Theater Indoctrination Program in FCIF Vol 1, Part D. Develop folders for four geographic areas: 1. Asia, Pacific, Australia, and Indian Ocean. 2. Africa and Middle East. 3. Europe, Baltic, and Russia. 4. Caribbean, Central and South America. Units may elect to consolidate common Theater Information (e.g., deployment checklist in a fifth folder titled: General Deployment Information.) Tailor contents of the folders to the unit's mission. As a minimum, include Mission/Deployment Checklists, Airspace/Airfield Review, Theater Instrument Procedures, Organized Track System,

Communication/Emergency Procedures, Border Clearance, Flight Planning, Special Military Operations, and other requirements, as necessary.

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-AMC) Volume II.** Contains Air Force/Joint/DOD/JCS directives and AMC supplements. As a minimum, include publications listed in **Table 9.2 (AMC)**, and others as determined by the OG/CC in support of the unit's mission. A current listing is located on the AMC/A3V website. Directives listed in Attachment 1 of the appropriate AFI 11-2MDS-Specific Vols 1, 2, and 3, can be considered a source of additional references.

**Table 9.2. Volume II Mandatory Publications.**

| PUBLICATION | TITLE |
|---|---|
| AFI 11-202V1 | *Aircrew Training* |
| AFI 11-2MDSV1 | *Aircrew Training* |
| AFI 11-202V2 | *Aircrew Standardization Evaluation Program* |
| AFI 11-2MDSV2 | *Aircrew Evaluation Criteria* |
| AFI 11-202V3 | *General Flight Rules* |
| AFI 11-2MDSV3 | *Aircrew Operational Procedures* |
| AFI 11-401 | *Aviation Management* |

**Table 9.2. (AMC) Volume II Mandatory Publications.**

| | |
|---|---|
| AFTTP 3-1.1 | *General Mission Planning* |
| AFTTP 3-1.2 | *Threat Reference Guide and Counter tactics* |
| AFTTP 3-1 MDS Specific | *Tactical Employment (**NOTES 1,7**)* |
| AFTTP 3-3 MDS Specific | *Combat Aircraft Fundamentals (**NOTES 1,7**)* |
| AFPD 10-1 | *Mission Directives* |
| AFPD 10-9 | *Lead Command Designation and Responsibilities for Weapon Systems* |
| AFPD 10-21 | *Air Mobility Lead Command Roles and Responsibilities* |
| AFI 10-245 | *Air Force Antiterrorism (AT) Standards* |
| AFI 10-403 | *Deployment Planning and Execution* |
| AFPD 11-2 | *Aircraft Rules and Procedures* |
| AFPD 11-4 | *Aviation Service* |
| AFI 10-206 | *Operational Reporting* |
| AFI 11-2MDS-Specific, Vol 1 | *Training* |
| AFI 11-2MDS-Specific, Vol 2 | *Aircrew Evaluation Criteria* |
| AFI 11-2MDS-Specific, Vol 3 | *Operations Procedures* |
| AFI 11-202, Vol 1 | *Aircrew Training* |
| AFI 11-202, Vol 2 | *Aircrew Standardization/Evaluation Program* |
| AFI 11-202, Vol 3 | *General Flight Rules* |
| AFH 11-203, Vols 1 & 2 | *Weather for Aircrews* (***NOTE* 1**) |
| AFI 11-205 | *Aircraft Cockpit and Formation Flight Signals* (***NOTE* 1**) |
| AFI 11-207 | *Combat Aircraft Delivery* (***NOTES* 1,3**) |
| AFI 11-209 | *Aerial Event Policy and Procedures* (***NOTE* 1**) |
| AFI 11-214 | *Air Operations Rules and Procedures* |
| AFI 11-215 | *USAF Flight Manuals Program (FMP)* |
| AFMAN 11-217, Vols 1 & 3 | *Instrument Flight Procedures* (***NOTE* 1**) |
| AFI 11-218 | *Aircraft Operations and Movement on the Ground* |
| AFI 11-221 | *Air Refueling Management (KC-10 and KC-135)* (***NOTE* 1** |

| | |
|---|---|
| | **/NOTE 3)** |
| AFI 11-222 | *Tanker Activity Report* (***NOTE 1*** **and** ***NOTE*** **3**) |
| AFI 11-230 | *Instrument Procedures* (***NOTE*** **1**) |
| AFI 11-231 | *Computed Air Release Point Procedures* (***NOTES*** **1,4)** |
| AFI 11-246 Vol 6 | *Air Force Aircraft Demonstrations (C-17, C-130, C-141, C/KC/NKC-135, UH-1)* |
| AFI 11-289 | *Phoenix Banner, Silver, and Copper Operations* (***NOTE*** **1**) |
| AFI 11-290 | *Cockpit/Crew Resource Management Training Program* |
| AFI 11-301, Vol 1 | *Aircrew Life Support (ALS) Program* |
| AFI 11-401 | *Aviation Management* |
| AFI 13-207 | *Preventing and Resisting Aircraft Piracy (Hijacking)* |
| AFI 13-217 | *Drop Zone and Landing Zone Operations* (***NOTES*** **1,4,5)** |
| AFI 21-101 | *Aircraft and Equipment Maintenance Management (**NOTE** **1**)* |
| AFI 24-101 | *Passenger Movement* |
| AFI 24- 203 | *Preparation and Movement of Air Force Cargo* (***NOTE*** **1**) |
| AFMAN(I) 24-204 | *Preparing Hazardous Materials For Military Air Shipments* |
| AFJI 24-210 | *Packaging of Hazardous Materials* (***NOTE*** **1**) |
| AFI 24-405 | *Department of Defense Foreign Clearance Guide* |
| AFI 31-101 | *Air Force Installation Security Program* |
| AFJI 31-102 | *Physical Security* |
| AFI 31-207 | *Arming and Use of Force by Air Force Personnel* |
| AFI 31-401 | *Information Security Program Management* |
| AFI 41-301 | *Worldwide AE System (**NOTE** **6**)* |
| AFI 41-307 | *Aeromedical Evacuation Patient Considerations and Standards of Care (**NOTE 6**)* |
| AMCI 90-903 | *Aviation Operational Risk (ORM) Management Program* |
| AFI 91-202 | *The US Air Force Mishap Prevention Program* |
| AFOSH Standard 91-100 | *Aircraft Flight Line-Ground Operations and Activities* |
| ATP-56B | *NATO Air to Air Refueling document* (***NOTES*** **1,2,8)** |
| AFI 10-2909 | *Aeromedical Evacuation Equipment Standards(**NOTE** **6**)* |

***NOTES:***

1. Items do not apply to AECM.
2. Available at WWW site: http://www.raf.mod.uk/downloads/airtoair56b.cfm
3. Tanker (KC-135 and KC-10) units.
4. Airdrop (C-5, C-17, and C-130) units.
5. C-130 units.
6. AECM only.
7. C-5 (3-1.C-5, 3-3.C-5), C-17 (3-1.C-17, 3-3.C-17), C-130 (3-1.C-130, 3-3.C-130) KC-10 (3-1.KC-10, 3-3.KC-10), and KC-135 (3-1.KC-135, 3-3.KC-135) OSA VIP/SAAM (3-1.OSA) C-21 (3-3.C-21), C-20/37 (3-3.C20/37), C-32/40 (3-3.C-32/40) only, after publication release.
8. N/A C-130, C-130J

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

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

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

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

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

9.1.5.4.3. **(911AW)** Deployable FCIF. On a Stan/Eval computer go to: \\PITFS01\OG\OGV\H. FCIF; Copy this entire folder to either a removable hard drive or CD drive; Insert blank CD/R or RW and then burn files to the disk. These disks, along with the Deployed FCIF binder, will be given to an assigned person on the initial deployment. This appointed person is responsible for setup and maintenance of the FCIF binder. New messages will be sent to the deployed location via email, fax or telephone. The deployable FCIF is stored in the Stan/Eval cabinet in room 115.

9.1.5.5. **(Added-AMC) Volume III.** Contains AMC and local directives. As a minimum, include publications in **Table 9.3 (Added)**, and others as determined by the OG/CC in support of the unit's mission. A current listing is located on the AMC/A3V website. Publications listed in Attachment 1 of the appropriate AFI 11-2MDS-Specific Vol 1, 2, and 3, and other publications regarding Flight Planning, Training, PAX/ Cargo Handling, Refueling, Ground Servicing, Safety, Security, MEL/MESL (if not included in T.O. or AFI), PNAF, etc., can be considered a source of additional references.

9.1.5.6. **(Added-AMC) Volume IV**. Include assigned MDS Flight Manuals, Checklists, Air Refueling, Performance, Weight and Balance and other technical orders.

9.1.5.7. **(Added-AMC) AMC Form 396, *FCIF Currency Record.*** Units utilizing PEX do not have to use the AMC Form 396 as documentation is done electronically. See FCIF requirements in the appropriate AFI 11-2MDS-Specific Vol 3, Chapter 6.

9.1.5.7.1. **(Added-AMC)** Prior to each flight, aircraft commanders will ensure all crewmembers have complied with the FCIF review procedure.

9.1.5.7.2. **(Added-AMC)** Aircraft commander (or designated representative) will brief Mission Essential Personnel (MEP) according to AMCI 11-208, *Tanker/Airlift Operations*, on applicable FCIF and airfield threat and security items before flight.

**Table 9.3. (Added-AMC) FCIF Volume III Requirements.**

| | |
|---|---|
| AMCI 10-202, Volume 1 | *AMC Command and Control Operations* |
| AMCI 10-202, Vol 2 | *Command and Control (C2) Responsibilities and Procedures* |
| AMCI 10-202, Vol 6 | *Mission Reliability Reporting System (MRRS)* |
| AMCPAM 10-210 | *Stage Crew Management* |
| AMCI 11-206 | *Mobility Force Management* |
| AMCI 11-207 | *AMC Weapons and Tactics Program* (***NOTE* 1**) |
| AMCI 11-208 | *Tanker/Airlift Operations* |
| AMCI 11-301 | *Aircrew Life Support (ALS) Program* |
| AMCPAM 31-1 | *The Air Mobility Command Arming Policy* |
| AMCI 31-104 | *PHOENIX RAVEN Program (**NOTE 1**)* |
| | *AMC Border Clearance Guide* |
| ***NOTES:*** 1. Items do not apply to AECM. | |

## 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. (AMC)Go/No-Go Procedures.** [AMC-only] Units will limit the number of Flight Authorization Approving Officials to no more than 6. Approving Officials must be in the grade of O-4 or higher.

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

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

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

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

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

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

9.3.2. **(Added-AMC) Operational Risk Management.** All units under the command and control of 618 TACC will utilize the standard Aviation ORM worksheet to analyze associated risks for all 618 TACC directed missions. This worksheet will be integrated into the Go/No-go process. Units will maintain a hard copy of the worksheet for a period of 3 months, if available.

9.3.2.1. **(Added-AMC)** ORM worksheet completion will be IAW Chapter 7 of AMCI 90-903. The Fatigue and Stress Scorecard will be posted behind the last guide in

9.3.3. **(Added-911AW)** Go/No-Go Program. The 911 OG/OGV Go/No-Go system is a eight-tiered control system to ensure that aircrew members have met all requirements before flight including currency, qualifications, ground training, FCIF, DNIF, monthly boldface, crew rest and crew duty day limitations. The eight tiers of the Go/No-Go control system include ARMS, training, scheduling, flight authorization, OGV, SOF, aircraft commander, and the individual crewmember. The 911 OG/OGV is responsible for maintaining, supervising, and verifying accomplishment of the Go/No-Go program.

9.3.3.1. **(Added-911AW)** Squadron Aviation Resource Management (SARM). The 911 OG/OGV Go/No-Go process begins with the Aviation Resource Management System (ARMS). The SARM is responsible for keeping the ARMS programs updated with the latest currency and Duty Not Including Flying (DNIF) status information. The SARM will review go no-go currency items and initial the flight authorization. SARM shall route flight authorizations to the flight authorizer including a print out of all applicable aircrew members' flight and ground currency. Once flight authorizations are complete, follow normal routing procedures to include a copy placed in the mission folder.

9.3.3.2. **(Added-911AW)** The squadron commander, operations officer, or their designated representative's signature on the squadron developed flight authorization signifies all aircrew members have been cleared for flight and that all prerequisites have been met. Review of ARMS currency printouts and computerized scheduling software PEX is the primary method for the flight authorizer to evaluate aircrew preflight requirements. 758 AS and 911 AES schedulers will reference updated training products to supplement the information provided by PEX. Through the SARM, squadron training will ensure a flight and ground training currency report is updated daily on the ASB.

9.3.3.3. **(Added-911AW)** Squadron scheduling offices will ensure that aircrew members are cleared to fly before they are added to the flight schedule. Use PEX and the products the SARM and Stan/Eval provide to make sure aircrew members are legal to fly in the position they are assigned.

9.3.3.4. **(Added-911AW)** The Supervisor of Flying (SOF) is crucial to the Go/No-Go system. All 911 OG assigned and attached aircrew will accomplish a monthly boldface test prior to their first flight of the month. The SOF is responsible for ensuring the monthly boldface tests are completed and corrected prior to flight by using the Boldface binder located at the Base Operations counter. After an aircrew member completes their monthly boldface, initial next to their name in the boldface tracker located behind the operations counter. The SOF verifies daily, monthly, quarterly, semi-annually, and

annually that crewmembers scheduled to fly have met their preflight requirements including currency, qualifications, ground training, and monthly boldface by checking the flight authorization against the products provided on the ASB. After the flight authorization has been checked for accuracy and all aircrew members have initialed next to their names, the SOF will check off the appropriate portions of the Mission Checklist.

9.3.3.5. **(Added-911AW)** Aircrew members will ensure they meet the Go/No-Go criteria including FCIF review, boldface, currency, and qualification for scheduled events. After these items are complete they will initial next to their name on the flight authorization. This will indicate to the A/C that they have completed all of their requirements. The aircraft commander will brief applicable FCIF items to a crewmember joining a mission enroute.

9.3.3.6. **(Added-911AW)** Mission Essential Personnel (MEP). The aircraft commander will brief mission essential personnel on applicable FCIF and airfield threat and security items before flight.

9.3.3.7. **(Added-911AW)** Visiting aircrew members. The Squadron Operations Officer, or designated representative, will brief visiting aircrew members on current FCIF items and local area restrictions/hazards. As a minimum, the visiting aircrew member will document review of HHQ/Local FCIFs by entering the last FCIF number and their initials behind their name on the file copy of the flight authorization and accomplish a boldface test.

9.3.3.8. **(Added-911AW)** Aircraft Commanders are responsible for ensuring all aircrew members have initialed next to their names on the flight authorization. Next they will check that everyone on the flight authorization is current, qualified, not in a DNIF status, have completed their monthly boldface and are not in a training status unless they are scheduled with an instructor. Once all of this has been verified, check off the appropriate portions of the Mission Checklist and initial block 16 of the flight authorization. If a crewmember is added, the AC will sign Block 16 on the flight authorization verifying that all Go/No-Go items were checked for that individual. Include the flight authorization sheet with the packet of material turned into the SOF before you fly your mission. This packet should include flight authorization, flight plan, Mission Checklist and Form F.

**9.4. Supplementary Evaluations.**

**9.4. (911AW)Supplementary Evaluations.** See **paragraph 3.2.2.6** of this supplement for the 911 OG/OGV Supplementary Evaluations program.

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. **(AMC)** Document the supplementary evaluation program in the unit supplement. The program will consist of ground and in-flight inspections. Use the in-flight supplementary evaluation to validate and close informal trends, formal trends, or other leadership areas of concern. Supplementary Evaluations will be focused enough and of

sufficient duration to gather data to validate trends and enable OG/CCs to fully address negative trends during unit SEBs.

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.

9.4.3. **(AMC)** As a minimum, use in-flight or ground supplemental evaluations to close formal trends generated in the unit trends program.

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

9.4.4. **(AMC)** Instructors will be used to conduct in-flight supplemental evaluations.

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. (AMC)Forms Adopted.** AMC Form 396, *FCIF Currency Record*, AMC Form 446, *Flight Crew Information File*, AMC Form 457, *Flight Evaluation Folder Tabs*, AF Form 702, *Individual Physiological Training Record*, AF Form 847, *Recommendation for Change of Publication*, AF Form 1042, *Medical Recommendations for Flying or Special Operational Duty*, AF Form 3862, *Aircrew Evaluation Worksheet*, AF Form 4025, *Aircrew Summary/Closeout Report.*

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

**9.7. (Added-AMC) Electronic Publications Procedures.**

9.7.1. **(Added-AMC)** The program will be managed by unit OG/OGV

9.7.1.1. **(Added-AMC)** Units will coordinate with the appropriate MDS specific section in AMC/A3V to ensure a single source for digital flight manuals is used for all like MDS units.

9.7.1.2. **(Added-AMC)** All aircrew members are required to carry and use the appropriate paper checklists. Paper flight manuals will be used as the primary document in the event of an emergency. In all cases, paper flight manuals are required to be maintained onboard the aircraft for flight as a back up to electronic media.

9.7.1.3. **(Added-AMC)** Only Air Force approved equipment (in accordance with AFI 11-202 Vol 3, *General Flight Rules*) will be used to display "E-Pubs" in flight. This equipment will be specified in the local guidance with a reference to the applicable approving authority.

9.7.2. **(Added-AMC)** In addition, participating units will establish guidance addressing the following areas, as a minimum: distribution of interim safety and operational supplements, process to ensure e-pubs are current and all participating personnel have the latest version, designate individuals eligible to participate in the program, how to manage personnel who are not participating in the e-pubs programs, how to manage those individuals who do not have access to a personal computer and wish to participate in the e-pubs program, and crewmember's responsibilities for participating in the e-pubs program. Additionally, crewmembers participating in the e-pubs program will have access to a set of current paper pubs while attending initial/recurring training programs, if required (i.e. AETC formal training courses or recurring simulator training).

9.7.3. **(Added-AMC)** E-pubs will be standardized throughout the unit by following the AMC Electronic Flight Manuals Program as outlined in AFI 11-215 AMC SUP. This will include all publications, technical orders and AFI's required to be issued to unit air crew members.

9.7.3.1. **(Added-911AW)** Electronic Flight Bag / E-Pub Procedures. Crewmembers participating in the electronic publications program are only required to maintain paper copies of their aircrew checklists, local Tactical Aircrew Flimsy and any required T.O. not available electronically. Paper publications will be distributed to applicable crewmembers via the individual’s mailboxes. If individuals carry additional paper copies of publications for in-flight use they will be current and posted correctly.

9.7.3.2. **(Added-911AW)** A Publications review conducted as part of an evaluation will include; a check for currency, demonstrating the ability to navigate through and locate information in the electronic media, and demonstrating the ability to locate information in paper publications required for in-flight use. Electronic flight bags (EFB) will be checked for currency and battery charge.

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

**(AMC)**

FREDERICK H. MARTIN, Brigadier General, USAF
Directorate of Operations

**(911AW)**

CRAIG C. PETERS, Colonel, USAFR

Commander

# ATTACHMENT 1

# GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***References***

**(Added-911AW)** AFI11-202V2, AIRCREW STANDARDIZATION/EVALUATION PROGRAM, 13 Sep 2010

AFPD 10-9, *Lead Operating Command Weapon Systems Management*, 13 Jun 2000

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

AFPD 11-4, *Aviation Service*, 1 Sep 2004

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

AFI 11-202, Volume 1, *Aircrew Training*, 23 Nov 2005

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 Dec 2008

AFI 11-290, *Cockpit/Crew Resource Management Training Program*, 11 Apr 2001

AFI 11-401, *Aviation Management*, 7 Mar 2007

AFI 11-418, *Operations Supervision*, 21 Oct 2005

AFI 11-421, *Aviation Resource Management*, 1 Nov 2004

AFI 13-201, *Airspace Management*, 1 Dec 2006

AFI 16-1202, Volume 2, *Pararescue and Combat Rescue Officer Standardization and Evaluation*, 11 Feb 2008

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

AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 Dec 2006

AFI 36-2201, Volume 1, *Training Development, Delivery, and Evaluation*, 1 Oct 2002

AFI 65-503, *US Air Force Cost and Planning Factors*, 4 Feb 1994

AFI 90-201, *Inspector General Activities*, 22 Nov 2004

AFMAN 11-210, *Instrument Refresher Program (IRP)*, 3 Feb 2005

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

**(Added-911AW)** AFMAN33-363, MANAGEMENT OF RECORDS, 1 Mar 2008

**(Added-911AW)** ***Adopted Forms***

**(Added-911AW)** AF847, RECOMMENDATION FOR CHANGE OF PUBLICATION, 22 Sep 2009

***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

**AGR**—Active Guard and Reserve

**ANG**—Air National Guard

**AO**—aeronautical order

**AR**—air refueling

**ARMS**—Aviation Resource Management System

**ART**—Air Reserve Technician

**AT**—Air Technician

**ATD**—aircrew training device

**BMC**—Basic Mission Capable

**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

**EOC**—end of course

**EP**—emergency procedures

**EPE**—emergency procedures evaluation

**ETCA**—Education and Training Course Announcement

**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

**HQ**—headquarters

**HHQ**—higher headquarters

**IAW**—in accordance with

**IFR**—Instrument Flight Rules

**INIT**—initial

**INSTM**—instrument

**INSTR**—instructor

**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

**PJ**—pararescue jumper

**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

***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.

**Debriefed Discrepancy**—Remedial action taken by a flight examiner to remedy a discrepancy noted during an in-flight or, if applicable, simulator evaluation (e.g. EPE conducted in the sim). This action is accomplished during debrief of the evaluation wherein the flight examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/subarea description is annotated with "Debriefed" in the Examiner's Remarks section of the AF Form 8/8a Comments.

**Eligibility Period**—The six-month period prior to the expiration date of an evaluation that includes the month in which the evaluation is due.

**Emergency Procedures Evaluation (EPE)**—A flight, ATD, sim or verbal evaluation used to evaluate emergency procedures and systems knowledge.

**Evaluation—1)** Procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. 2) The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. See also Joint Pub 1-02.

**Education and Training Course Announcement (ETCA)**—Air Force Database located at URL: **https://etca.randolph.af.mil/** that incorporates all the information previously contained in AFCAT 36-2223, *USAF Formal Schools Catalog*. ETCA is prescribed by AFI 36-2201, Vol 1, *Training Development, Delivery, and Evaluation.*

**Flight Crew Information File (FCIF)**—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

**Flight Evaluation Folder (FEF)**—A two-part folder containing the source documents that constitute the history of flying qualifications (and certifications if the AF Form 4348 is used) of each aircrew member.

**Flight Examiner**—An aircrew member designated to perform evaluation duties as specified by this instruction. Flight examiners must be qualified in the events they evaluate (*EXCEPTION:* SPOT evaluations). *Unit Flight Examiners* include squadron flight examiners assigned to the flying squadron, OGV flight examiners assigned to the OGV but attached to the flying squadron and other Wing individuals tasked with flight examiner duties assigned above the squadron level. A *HHQ Flight Examiner* is a flight examiner assigned to a NAF or MAJCOM. *Senior Flight Examiners* are senior flying commanders – specifically, flying NAF/CCs and OG/CCs (and/or, their deputies) – that act in the capacity of flight examiners.

**Ground Recheck**—A procedure used by an examiner to remedy an unqualified evaluation that does not entail in-flight or simulator demonstration on the part of the examinee.

**Initial Evaluation**—The first evaluation of any type for an MDS (e.g., INIT QUAL/ INSTM, INIT MSN, INIT INSTR).

**Instructor Evaluation**—An evaluation that initially and reestablishes instructor qualification of the examinee in an MDS (i.e., INIT INSTR and RQ INSTR) as directed in AFI11-2MDS Vol 1.

**Instrument Evaluation**—Qualifies an aircrew member to operate under IFR.

**Lead Command**—The Air Force MAJCOM or agency possessing an MDS that is designated by 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 (AMC)

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***References***

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

AFI 11-218, *Aircraft Operation And Movement On The Ground,* 11 May 2005

AFI 11-2 MDS Vol 1, MDS Specific *Aircrew Training,*

AFI 11-2 MDS Vol 2, MDS Specific *Aircrew Evaluation Criteria,*

AFI 11-2 MDS Vol 3, MDS Specific *Operations Procedures,*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges,* 25 Sep 2007

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections,* 1 Jun 2000

AFI 33-360, *Publications and Forms Management,* Change 3, 11 Jun 2009

AFI 36-704, *Discipline and Adverse Actions,* 22 Jul 1994

AFI 36-1001, *Managing the Civilian Performance Program,* 1 Jul 1999

AMCI 11-208, *Tanker/Airlift Operations,* 1 Jun 2000

***Abbreviations and Acronyms***

**MEP—**Mission Essential Personnel

**ASEV—**Aircrew Stan/Eval Visit

**ATS—**Aircrew Training System

**ENJJPT—**Euro-NATO Joint Jet Pilot Training

**JA/ATT—**Joint Airborne/Air Transportability Training

**MAF—**Mobility Air Force

**SIOP—**Single Integrated Operational Plan

**UE—**Unit Equipped

***Terms***

**AMC Gained –** AFRC and ANG Mobility units which, when mobilized, would become AMC units.

**Flight Crew Bulletin (FCB)—**Vital operational information held for an extended time in Vol I of the FCIF.

**Flight Examiner—*EXCEPTION:*** NAF/CCs, AMC/A3V, and NAF/A3V examiners need not be current or qualified to give a SPOT or N/N SPOT Eval in aircraft other than their primary.

**Higher Headquarters—**Numbered Air Forces and above.

**Prime Nuclear Airlift Force (PNAF)—**Nuclear airlift qualified aircrews assigned to accomplish peacetime nuclear airlift missions.

**Pyramid Evaluation Program—**AMC and AMC-gained AFRC and ANG units will use the pyramid evaluation process. AMC/A3V is the top of the pyramid, executes the pyramid evaluation program, and manages waiver authority. One individual crewmember per crew position at each level of Stan/Eval (including squadron or detachment) will be designated as the senior evaluator for pyramid evaluation purposes.

**Review and Certification Board (R&C)—**A board convened by the commander to certify aircrew members after upgrades, review adequacy of training, and consider administrative downgrade actions for cause.

**Stan/Eval Board (SEB)—**A unit board normally convened on a quarterly basis (calendar year cycle) to provide a forum for review and resolution of aircrew standardization, evaluation, and qualification issues and provide feedback to AMC/A3V on aircrew trend information, N/N accomplishment rates, and special interest item findings.

**Unit—**Usually used to mean operations group in this supplement.

## ATTACHMENT 2

## STAN/EVAL BOARD MINUTES

***Note:*** The information below is an example of the minimum information a Board should address.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)
2. Overview:
   a. Manning. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron flight examiners.) Include any OG/CC designated additional OGV flight examiners.
   b. Summary.
      (1) Evaluations. Report EPEs and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2MDS Vol 2). Include SPOT, N/N, and INIT INSTR evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).
         *(a)* Q1s
         *(b)* Q2s
         *(c)* Q3s
         *(d)* Total evaluations for each crew position
      (2) Examinations. Report examination results by crew position and type of examination (open book, closed book, instrument and boldface/CAPs).
      (3) Waivers and Extensions. Identify all waivers and extensions as identified in this AFI.
      (4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.
      (5) Report progress toward achievement of no-notice requirements, if applicable.
   c. Stan/Eval Program Inspections and Reviews (if applicable).
   d. Aircrew Flight Publications. Review open AF Forms 847.
   e. Supplementary Evaluations. Report results of evaluations conducted at both the OGV and squadron level.
   f. MTR and Air Refueling Track Reviews (annotate date completed or "N/A" as applicable - see para 3.2.2.11. ).

3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal Stan/Eval inspections will be addressed and covered until they are closed out.
4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.
5. Other: This is an optional paragraph that can be used as necessary.
6. Problems Requiring HHQ Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:

1. Board Agenda
2. Flight Examiner Roster Reviewed
3. As Required

# ATTACHMENT 3

## AF FORM 8 COMMENT EXAMPLES

***Note:*** Examples are provided to illustrate content rather than format. In those instances where an example may not directly apply, units will adhere to published guidance.

**Figure A3.1. Generic – Comments.**

**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.**

**EXAMINER'S REMARKS:**

**A. Mission Description.** This requalification evaluation was conducted… (enter short description of necessary events to regain lost qualification).

**B. Discrepancies.** None

**C. Recommended Additional Training.** None.

**D. Additional Comments.** None.

**REVIEWING OFFICER'S REMARKS:**

**APPROVING OFFICER'S REMARKS:**

**ADDITIONAL REVIEWS:**

**Figure A3.8. Ground Recheck.**

**RESTRICTIONS:** Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph **5.7**.

**EXAMINER'S REMARKS:**

**A. Mission Description.** IAW AFI 11-2MDS Vol 2.

**B. Discrepancies.**

1. Ground. None.

2. Flight. Area 25. Ability to Instruct – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.

**C. Recommended Additional Training.**

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:**

# ATTACHMENT 5

## SAMPLE AF FORM 942

**Figure A5.1. Sample AF Form 942.**

RECORD OF EVALUATION

| NAME (Last, First, Middle Initial) | SSAN |
|---|---|
| White, Roger E. | XXX-XX-1234 |

| ACFT/CREW POSITION | TYPE OF EVALUATION | DATE COMPLETED | QUALIFICATION LEVEL | ACFT/CREW POSITION | TYPE OF EVALUATION | DATE COMPLETED | QUALIFICATION LEVEL |
|---|---|---|---|---|---|---|---|
| | ACC | | | | | | |
| F-16C/MP | MSN | 20060529 | 1 | | | | |
| F-16C/MP | INSTM/QUAL | 20070402 | 1 | | | | |
| F-16C/IP | INIT INSTR | 20070611 | 1 | | | | |
| F-16C/IP | MSN | 20070918 | 2 | | | | |
| | AMC | | | | | | |
| C-5B/MP | INIT INSTM/QUAL | 20090306 | 1 | | | | |
| C-5B/MP | INIT MSN | 20090604 | 1 | | | | |
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PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013; EO 9397
PRINCIPAL PURPOSE: Source document used to record aircrew evaluations.
DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may result in a loss of aircrew evaluation records.

AF Form 942, 20061208

# ATTACHMENT 6
## SAMPLE AF FORMS 4348

**Figure A6.1. Initial Review.**

**USAF AIRCREW CERTIFICATIONS**

THIS IS TO CERTIFY THAT

| NAME *(LAST, FIRST, MIDDLE INITIAL)* | SSAN | ACFT | UNIT ORGANIZATION AND LOCATION |
|---|---|---|---|
| Magellan, Ferdinand R. | XXX-XX-9999 | MC-130H | 15 SOS, Hurlburt AFB, FL |

| CERTIFIED EVENT / INSTRUCTOR | DATE CERTIFIED | CERTIFYING OFFICIAL ORGANIZATION | REMARKS | DECERTIFICATION DATE | DECERTIFICATION DISCRETIONARY / FOR CAUSE | DECERTIFICATION 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. | | ☐ | |
| Capt Joe Instructor, 8 SOS/DOT | | | | | ☐ | |
| Drop Zone Controller (DZC) | 20030720 | Col Tom Smith 16 OG/CC | Change MDS: Original certification for MC-130E. Decert/recert not required. | | ☐ | |
| Capt Joe Instructor, 8 SOS/DOT | | | | | ☐ | |
| Landing Zone Safety Officer (LZSO) | 20030720 | Col Tom Smith 16 OG/CC | Change MDS: Original certification for MC-130E. Decert/recert not required. | | ☐ | |
| Maj Ira M. Pressive, 8 SOS/DOV | | | | | ☐ | |
| Close Interval Operations/MP | 20080718 | Lt Col Steve Starr 15 SOS/CC | | | ☐ | |
| Maj Pencil Head, 15 SOS/DOT | | | | | ☐ | |
| | | | | | ☐ | |
| | | | | | ☐ | |
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| | | | | | ☐ | |

PRIVACY ACT STATEMENT

AUTHORITY:10 USC 8013;EO9397
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

**Figure A6.2. Certification and Decertification.**

**USAF AIRCREW CERTIFICATIONS**

THIS IS TO CERTIFY THAT

| NAME *(LAST, FIRST, MIDDLE INITIAL)* | SSAN | ACFT | UNIT ORGANIZATION AND LOCATION |
|---|---|---|---|
| Magellan, Ferdinand R. | XXX-XX-9999 | MC-130H | 15 SOS, Hurlburt AFB, FL |

| CERTIFIED EVENT / INSTRUCTOR | DATE CERTIFIED | CERTIFYING OFFICIAL ORGANIZATION | REMARKS | DECERTIFICATION 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. | | ☐ | |
| Capt Joe Instructor, 8 SOS/DOT | | | | | ☐ | |
| Drop Zone Controller (DZC) | 20030720 | Col Tom Smith 16 OG/CC | Change MDS: Original certification for MC-130E. Decert/recert not required. | 20091116 | ☑ | Lt Col Steve Starr 15 SOS/CC |
| Capt Joe Instructor, 8 SOS/DOT | | | | | ☐ | |
| Landing Zone Safety Officer (LZSO) | 20030720 | Col Tom Smith 16 OG/CC | Change MDS: Original certification for MC-130E. Decert/recert not required. | 20091116 | ☑ | Lt Col Steve Starr 15 SOS/CC |
| Maj Ira M. Pressive, 8 SOS/DOV | | | | | ☐ | |
| Close Interval Operations/MP | 20080718 | Lt Col Steve Starr 15 SOS/CC | | | ☐ | |
| Maj Pencil Head, 15 SOS/DOT | | | | | ☐ | |
| FARP | 20080815 | Lt Col Steve Starr 15 SOS/CC | | | ☐ | |
| Capt Roger Cuethree, 15 SOS/DOV | | | | | ☐ | |
| Flight Examiner | 20100105 | Lt Col Barry Reid 15 SOS/CC | | 20100730 | ☐ | Lt Col Barry Reid 15 SOS/CC |
| Lt Col Robert Smart, 15 SOS/DOV | | | | | ☑ | |
| | | | | | ☐ | |
| | | | | | ☐ | |
| | | | | | ☐ | |
| | | | | | ☐ | |

**PRIVACY ACT STATEMENT**

**AUTHORITY:10 USC 8013;EO9397**
**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-AMC)**

**SAMPLE LETTER OF X'S**

| LastName | FirstName | Crew Code | IP | EP | Phoenix AC | NVG Airdrop | NVG Airland | NVG Touch and Go | NVG Assault | 2-Ship | 2-Ship Element Lead | Lead | Dirt | Touch and Go | FCF |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | X | X | | | | | | X | | |
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| | | | | | | X | X | | X | X | | | X | X | |
| | | | | | | X | X | | X | X | X | X | X | X | |
| | | | | | X | X | X | | | X | | | | | |
| | | | | | | | X | | | | | | | | |
| | | | | | | X | X | | X | X | | | X | | |
| | | | X | | | X | X | X | X | X | X | X | | | |
| | | | X | | | X | X | | X | X | X | X | X | X | |
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| | | | X | X | X | X | X | X | | X | X | X | X | X | |
| | | | X | | | X | X | X | X | X | X | X | X | X | |
| | | | | | | X | X | | X | X | | | | | |
| | | | X | | | X | X | | X | X | X | X | X | X | |
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Certifying Official_____ Date_____