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SECRETARY OF THE AIR FORCE**

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VOLUME 2**



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**920TH RESCUE WING
Supplement**

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Flying Operations

**AIRCREW STANDARDIZATION
EVALUATION PROGRAM**

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This instruction implements AFD 10-9, *Lead Operating Command Weapon System Management*; AFD 11-2, *Aircraft Rules and Procedures*; and AFD 11-4, *Aviation Service*. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and provides guidance on how to structure and monitor a stan/eval program. It is applicable to all units assigned to or gained by major commands (MAJCOMs) and applies to commanders, operations supervisors and aircrew personnel assigned or attached to all flying activities of these commands. MAJCOMs, field operating agencies (FOAs) and Headquarters United States Air Force (HQ USAF) direct reporting units (DRUs) will supplement this instruction. Units will supplement this instruction (see Chapter 2). MAJCOMs, FOAs and DRUs will coordinate their supplement to this instruction with HQ USAF/A3O-AT before publication and forward one copy to HQ USAF/A3O-AT after publication. Units will coordinate their supplement with the next higher Numbered Air Force (NAF)/MAJCOM, as applicable, prior to publication. Air Force Reserve Command (AFRC)/Air National Guard (ANG) units will

provide a copy of their supplement to their gaining MAJCOM and the active duty NAF with stan/eval oversight responsibility. Units will forward one copy of their supplement to said higher headquarters after publication. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through stan/eval channels, to HQ USAF/A3O-AT, 1480 Air Force Pentagon, Washington DC 20330-1480.

The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil>.

(920RQW) This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-202 Volume 2, *Flying Operations*, 8 December 2006. This supplement provides guidance on 920th Rescue Wing responsibilities, requirements and procedures to be used in conjunction with the basic instruction. It applies to all aircrew assigned and attached to the 39th Rescue Squadron (39 RQS) (HC-130), 301st Rescue Squadron (301 RQS) (HH-60), and 308th Rescue Squadron (308 RQS) (Para rescue/Combat Rescue Officer). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

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

(920RQW) This document has been substantially revised and must be completely reviewed. This supplement aligns and incorporates the requirements, information, and procedures in AFI 11-202V2, Air Combat Command Supplement 1 (ACCSUP1) due to integration to Air Combat Command (ACC) on 1 April 2006. Major revisions include (paragraph 4), updated evaluation procedures incorporated in the Patriot Excalibur (PEX) Standardization/Evaluation (Stan/Eval)

computer management program (paragraph 6), and updated aircrew examination procedures to incorporate PEX. Go/No-Go procedures were changed (paragraph 9) to include PEX capabilities.

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Chapter 1

PURPOSE

1.1. Aircrew Standardization/Evaluation Program. The purpose of the aircrew stan/eval program is to provide commanders a tool to validate mission readiness and the effectiveness of unit flying, including documentation of individual aircrew member qualifications and capabilities.

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

1.2. Objectives. Specific program objectives are to:

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

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

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

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

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

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

1.3. (920RQW) Waiver Authority. The 920th Operations Group Commander (920 OG/CC) or his designee must approve all deviations to the 920 RQW Supplement unless specifically stated otherwise.

Chapter 2

HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

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

2.2. Air Staff.

2.2.1. HQ USAF/A3O-A:

2.2.1.1. Sets policy and guides the conduct and execution of the aircrew stan/eval program.

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

2.2.2. HQ USAF/A3O-AT:

2.2.2.1. Reviews and maintains this instruction.

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

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

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

2.2.3. HQ USAF/A3O-AS:

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

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

2.2.4. AFMOA/SG3P:

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

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

2.3. Major Commands.

2.3.1. General.

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

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

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

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

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

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

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

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

NOTES:

1. Some Volume 2 AFIs may be aircrew specific (such as the AE series) and some may be functionally specific (such as the FT series).
2. MAJCOM functionals will determine policy precedence for AE/FT/PJ and CRO and MDS-Specific policy guidance, in coordination AFI OPRs. Policy guidance will not be less restrictive than guidance contained in this AFI and MAJCOM supplements.

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

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

2.3.2.6. Coordinate on and process applicable AF Forms 847:

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

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

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

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

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

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

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

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

2.3.2.11. In the absence of a NAF stan/eval function, assume responsibilities listed in [paragraph 2.4](#).

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

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

2.3.3. **Organization.**

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

2.3.3.2. MAJCOM stan/eval staff will consist of no more than a section chief and one aircrew member per crew position per MDS, or as directed by MAJCOM/A3s.

2.3.4. **Supplements.** MAJCOMs will supplement this instruction to clarify policies, procedures, and unique mission requirements. Comply with AFI 33-360, *Publications and Forms Management*, guidance regarding publication supplements.

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

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

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

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

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

2.4. **Numbered Air Forces.**

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

2.4.2. **Functions.** The NAF stan/eval function will:

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

2.4.2.2. Conduct stan/eval visits IAW MAJCOM supplements/directives.

2.4.2.3. Coordinate on and process applicable AF Forms 847:

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

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

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

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

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

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

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

2.4.2.8. Review and coordinate on subordinate unit supplements to operational procedures, flying guidance and this instruction.

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

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

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

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

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

2.5. (920RQW) Stan/Eval Visits. The Chief of 920th Operations Group Standardizing Evaluation (920 OG/OGV) is the point of contact (POC) for all formal Higher Headquarter Stan/Eval staff visits and pyramid evaluation requirements.

2.5.1. **(Added-920RQW)** 920 OG/OGV will complete program self inspections between January and March annually using the 10th Air Force (10 AF) Stan/Eval self inspection checklists located on the 10 AF Stan/Eval Community of Practice (CoP). Results will be documented in subsequent Stan/Eval Board (SEB) minutes as a supplemental evaluation.

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

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

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

3.2. (920RQW) Operations Group. Specific 920 OG/OGV functions which have been delegated to the squadron (SQ) stan/eval function are located in paragraph 3.3.2.9 and subsequent paragraphs of this supplement.

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

3.2.1.1. Establish and provide manpower to staff a stan/eval function to perform the duties directed by this instruction.

3.2.1.2. Ensure materials provided for mission planning are accurate and current.

3.2.1.3. Provide a suitable stan/eval testing area.

3.2.1.4. Direct evaluations to maintain a quality aircrew force.

3.2.1.5. Direct supplementary evaluations.

3.2.1.6. Chair and determine the composition of the SEB.

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

3.2.2. (920RQW) All Stan/Eval programs are maintained and administered from the 920 OG/OGV. SQ Stan/Eval will implement delegated programs according to 920 OG/OGV directives. The 920 OG/OGV will use PEX as the Stan/Eval management tool to track evaluations, qualifications, certifications and generate documentation for Flight Evaluation Folder (FEF).

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

3.2.2.1. **(920RQW)** 920 OG/OGV will review, amend (if appropriate) and print/send electronically the final copy of AF Form 8/8a, *Certificate of Air Crew Qualifications*. The final copy is routed to SQ Stan/Eval to obtain appropriate signatures. Once completed with signatures, SQ Stan/Eval will route the final copy to 920 OG/OGV for filing in members FEF.

3.2.2.2. Establish procedures to maintain and review unit Flight Evaluation Folders (FEFs). Document these procedures in unit supplements to this instruction. Maintain unit FEFs, if applicable.

3.2.2.2. **(920RQW)** FEFs are maintained at 920 OG/OGV. Accomplish FEF initial, posting, and periodic reviews on each individual aircrew member in accordance with (IAW) paragraphs 7.9.4.1.3, 7.9.4.2, and 7.9.4.3 of this supplement.

3.2.2.3. Establish procedures for the Aircrew Examination Program according to **Chapter 6** and **Chapter 8** of this instruction. Document Aircrew Examination Program in the unit supplement to this instruction.

3.2.2.4. Establish and maintain a trend program.

3.2.2.4.1. Scope will include trend analysis of all evaluations.

3.2.2.4.1. **(920RQW)** The Trend Program will use PEX tracking of discrepancies and missed test questions to compile data for trend analysis.

3.2.2.4.1.1. **(Added-920RQW)** A trend is a reoccurring deficiency requiring corrective action. Trends are established by the OG/CC at the SEB as the result of analysis of deficiencies. Objective analysis of deficiencies requires a meaningful quantity of data. A deficiency meets the threshold of a trend when: a question missed 20% of the time with a sample size greater than 5 attempts; or an evaluation area/sub area downgraded on 20% of administered evaluations. Meeting trend threshold alone is not the sole means of designating a deficiency as a trend. The OG/CC is the final authority for trend designation.

3.2.2.4.1.2. **(Added-920RQW)** An observation is a reoccurring deficiency that approaches but does not meet the trend threshold. Examples of an observation are a question/area 10 to 19 percent of the time with a sample size greater than 5 or a question/area missed greater than 20 percent of the time with a sample size less than 5. Once an observation is established, OGV will:

3.2.2.4.1.2.1. **(Added-920RQW)** Expand the data sample size by including the previous semiannual trend analysis cycle and determine if the reoccurring deficiency warrants inclusion of a trend without meeting the 20% threshold.

3.2.2.4.1.2.2. **(Added-920RQW)** Include the observation in the SEB for discussion and potential corrective action. Corrective action for an observation is not mandatory.

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

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

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

3.2.2.4.4.1. **(Added-920RQW)** Corrective actions for trends and observations

are the same. OGV recommends and the OG/CC approves corrective actions.

3.2.2.4.4.2. **(Added-920RQW)** Corrective actions include, but are not limited to: tailored periodic testing, Flight Engineer (FE) training emphasis, unit training assembly (UTA) aircrew briefing, and bulletin board slides with appropriate information. Effectiveness of corrective actions will be verified with control measures. Control measures include, but are not limited to: Supervisor (SUP) evals, on the spot (SPOT) evals, No-Notice evals, testing, and tape review.

3.2.2.4.4.3. **(Added-920RQW)** Once a trend is identified, the OG/ CC with OGV will designate an appropriate POC and OPR for operating procedures to implement and report completion of each corrective action. The trend POC/OPR duties may include, but are not limited to:

3.2.2.4.4.3.1. **(Added-920RQW)** Track and analyze all appropriate data

3.2.2.4.4.3.2. **(Added-920RQW)** Recommend appropriate actions

3.2.2.4.4.3.3. **(Added-920RQW)** Track corrective actions

3.2.2.4.4.3.4. **(Added-920RQW)** Report findings

3.2.2.4.4.3.5. **(Added-920RQW)** Keep a copy of all pertinent records electronically in the e-file located at S:\920_OG\920OG_OGV \18-OGV-Trend Analysis

3.2.2.5. Conduct Supplementary Evaluations as directed.

3.2.2.5.1. **(Added-920RQW)** The Supplementary evaluation program will be used to verify compliance with directives/procedures and to gather additional information for OG/CC use on any topic. SUP evals may encompass ground and/or flight events. The OG/CC will designate the OPR, objectives, scope, methodology and suspense of SUP evals. Upon completion of the SUP eval, the OPR will brief the OG/CC on the results. Written documentation will be IAW Attachment 2. All findings will be tracked in the SEB until closed.

3.2.2.6. Conduct a SEB and publish minutes IAW the minimum outline of this instruction (**Attachment 2**) and guidance in the MAJCOM supplement to this instruction.

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

3.2.2.7. **(920RQW)** IAW AFI 33-360, *Publications and Forms Management*, 920 OG/CC designates the Chief of OGV as the primary OPR for the Flight Crew Information File (FCIF) Library. OGV will maintain a master FCIF Library. Each squadron will maintain an FCIF Library. To ensure the quality of the unit FCIF program, OG/OGV will review the FCIF library and publications library annually during the second half and include results in subsequent SEB minutes. This will satisfy the requirements for annual reviews IAW AFI 11-215, *USAF Flight Manuals Program* (FMP).

3.2.2.8. Establish procedures to manage the flight publications program.

3.2.2.8. **(920RQW)** To ensure the quality of the aircrew publications program, OG/OGV will review the pilot publications annually in the second half and include

results in subsequent SEB minutes. Personal publications check will be completed by the FE in conjunction with the Qualifying Instruction (QUAL/INST) or Mission (MSN) eval. This will satisfy the requirements for annual reviews IAW AFI 11-215.

3.2.2.9. Process AF Forms 847:

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

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

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

3.2.2.9.4. **(Added-920RQW)** OGV will maintain an AF Form 847, *Recommendation to Change a Publication* tracking log until the change is incorporated or disapproved. Each AF Form 847 submitted will be tacked in the SEB until closed. FEs will actively solicit for necessary changes from examinees upon completion of Emergency Procedure Evaluation (EPEs) and testing.

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

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

3.2.2.12. **(Added-920RQW)** Squadron Commanders will nominate flight examiner candidates during the SEB. The 920 OG/CC is the approval authority for all nominations. Except for previously certified flight examiners, the first evaluation administered by the FE (after certification) will be a FE objectivity evaluation, monitored by OGV, and documented as a SPOT evaluation. This will be accomplished within six months.

3.2.2.13. **(Added-920RQW)** The 920 OG/OGV will conduct no-notice evaluations as a subset of periodic and SPOT evaluations. The program intent is candid appraisal of typical continuation training missions. The evaluations should be proportionately distributed (approximately equal percentage) between each type of evaluation. An effort should be made to sample all qualifications/certifications (instructor pilot, copilot, flight engineer, gunner, loadmaster, radio operator, team leader, etc.). OGV will report evaluation distribution and results at the SEB (Attachment 2).

3.2.2.13.1. **(Added-920RQW)** The OG/CC goal for no-notice evaluations is a minimum of 10% for each Mission Designed Series (MDS) per calendar year.

3.2.2.13.2. **(Added-920RQW)** No notice evaluations will be requested/directed by Squadron Commander (SQ/CC) or Squadron Director of Operations (SQ/DO) or OG/CC. When requested, OGV in conjunction with SQ stan/eval will administer and track the evaluation.

3.2.2.14. **(Added-920RQW)** In addition to duties specified in AFI 11-202V2, Chief of OGV will:

- 3.2.2.14.1. **(Added-920RQW)** Maintain a Stan/Eval webpage
- 3.2.2.14.2. **(Added-920RQW)** Maintain an electronic files plan
- 3.2.2.14.3. **(Added-920RQW)** Manage the OGV Budget
- 3.2.2.14.4. **(Added-920RQW)** In/Out process all aircrew into Stan/Eval
- 3.2.2.14.5. **(Added-920RQW)** Keep a copy of all pertinent records electronically in the e-file located at S:\920_OG\920OG_OGV \01-OGV-OGV Management
- 3.2.2.14.6. **(Added-920RQW)** Maintain a master FCIF Publications Library
- 3.2.2.14.7. **(Added-920RQW)** Conduct an OGV review of all completed Form 8/8a prior to sending it out for signatures
- 3.2.2.14.8. **(Added-920RQW)** Produce and maintain a FE Guide used to by all FEs in administrative evaluations.
- 3.2.2.14.9. **(Added-920RQW)** Produce and maintain an EPE Guide used to aid Fes in conducting EPEs

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

3.2.3. **(920RQW)** 920 OG Stan/Eval (920 OG/OGV) organization consists of a group level office 920 OG/OGV overseeing three squadron level offices 39th Rescue Squadron /Stan/Eval (39 RQS/DOV), 301st Rescue Squadron/ Vice Commander (301 RQS/ CCV) and 308 Rescue Squadron /Stan/Eval (308 RQS/DOV)

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

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

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

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

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

3.2.4. **(Added-920RQW)** The OGV intent is that all flight evaluations should be completed by the fourth month of eligibility within the pyramid evaluation structure. In cases were FE/Supervisor can not receive their individual flight evaluations by a higher level examiner

(pyramid evaluations), the deviation will be documented in the additional comments section of the AF Form 8.

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

3.3. (920RQW) Squadron. Stan/eval functions are the responsibility of OGV. Squadron Stan/Eval will execute the processes as delegated in this supplement and as directed by the OG/CC.

3.3.1. Squadron Commander Responsibilities:

3.3.1.1. Direct evaluations as required to maintain a quality force.

3.3.1.2. Direct supplementary evaluations as needed (request assistance from OGV if necessary).

3.3.1.3. Designate squadron flight examiners.

3.3.1.3. **(920RQW)** Squadron Commanders will annotate flight examiners in the Squadron Letter of Xs. Certification of flight examiners are done by the 920 OG/CC.

3.3.1.4. Annotate all attached HHQ and attached unit flight examiners in the unit letter of certification, ensure designation is recorded in ARMS, and record attachment in SEB minutes (**Attachment 2**).

3.3.1.5. Attend as many evaluation debriefings as practical.

3.3.1.6. As necessary, may designate Standardization/Evaluation Liaison Officers (SELOs) to assist squadron examiners in administrative stan/eval duties.

3.3.2. Squadron/Detachment Stan/Eval Functions. The focus of the stan/eval program is at the squadron level. Its backbone is the program established by the squadron commander and administered by flight examiners embedded within the flying squadron. Squadron stan/eval functions include:

3.3.2.1. Managing and conducting flight evaluations and emergency procedures evaluations (EPE) as required.

3.3.2.1. **(920RQW)** Recommending to the SQ/CC that an individual not be allowed to reschedule a UTA if that individual is in his 5th or 6th month of eligibility.

3.3.2.2. Implementing the Aircrew Examination Program in conjunction with evaluations as outlined in the unit supplement to this instruction.

3.3.2.2. **(920RQW)** Distributing Master Question File (MQF) to squadron personnel in their first month of eligibility. They are responsible for scheduling squadron personnel for testing with OGV. The target month to have examinations complete is by the 4th month of eligibility.

3.3.2.3. Implementing the OGV FEF maintenance and review program directed by the unit supplement to this instruction. This includes maintaining Flight Evaluation Folders, when applicable.

3.3.2.4. Assisting the OGV in managing the unit stan/eval trend program.

3.3.2.5. Reporting recommended changes to flight publications and technical orders utilizing the AF Form 847 IAW AFI 11-215 and to AF publications IAW [Attachment 9](#).

3.3.2.6. Implementing the flight publications program and ensuring compliance with the unit FCIF program.

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

3.3.2.8. **(Added-920RQW)** Squadron Eval Management- Delegated

3.3.2.8.1. **(Added-920RQW)** In addition to previously delegated responsibilities, the squadron Stan/Eval function will actively manage individual's checkride progress, relay appropriate information to Squadron FEs, and ensure completion of evaluation through completed AF Form 8/8a. Complete these task using PEX (reports and notifications) and Checkride in Progress folders.”

3.3.2.8.2. **(Added-920RQW)** Checkride in Progress (CIP)

3.3.2.8.2.1. **(Added-920RQW)** Check ride in progress folders are worksheets of individual's evaluation requisites

3.3.2.8.2.2. **(Added-920RQW)** Create a new Checkride in Progress folder for individuals in their 1st month of eligibility

3.3.2.8.2.3. **(Added-920RQW)** When creating a new Checkride in Progress folder, review individuals previous checkride for any items that must be accomplished in-flight or items that where verbally evaluated.

3.3.2.8.3. **(Added-920RQW)** The Squadron Stan/Eval function will:

3.3.2.8.3.1. **(Added-920RQW)** Under direction from OGV, initiate SQ eval worksheets with personal details and provide them to squadron FEs for use

3.3.2.8.3.2. **(Added-920RQW)** Print a copy of the status report from the e-pex PEX web page for posting on the OGV Stan/Eval bulletin board

3.3.2.8.3.3. **(Added-920RQW)** Produce and maintain an EPE Guide used to aid FE's in conducting EPEs

3.3.2.8.3.4. **(Added-920RQW)** Produce and maintain a FE Guide used to by all FE's in administrative evaluations

3.3.2.8.3.5. **(Added-920RQW)** Maintain the FCIF Library, Volumes 1-5, IAW regulatory guidance including this supplement

3.3.2.8.3.6. **(Added-920RQW)** Author and submit FCIF Part C to OGV as needed

3.3.2.8.3.7. **(Added-920RQW)** Will conduct monthly review of Part C in conjunction with UTA

3.3.2.8.3.8. **(Added-920RQW)** Maintain squadron mission planning and briefing room area/rooms IAW regulatory guidance including this supplement

3.3.2.8.3.9. **(Added-920RQW)** Maintain a Stan/Eval board displaying required information

3.3.2.8.3.10. (Added-920RQW) Assist OGV in administering the No-Notice Evaluation program

3.3.2.8.3.11. (Added-920RQW) Keep a copy of all pertinent records electronically

3.3.3. Squadron/Detachment Stan/Eval Organization.

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

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

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

3.3.3.4. (Added-920RQW) Squadrons Commanders will staff Stan/Eval such to accomplish the unit mission but at a minimum will maintain at least one Flight Examiner per crew position. Those Flight Examiners may be additional duty evaluators, and not directly assigned to SQ Stan/Eval.

Chapter 4

FLIGHT EXAMINERS

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

4.2. Selection.

4.2.1. Select Flight Examiners from the most highly qualified and experienced instructors. **EXCEPTION:** Senior flight examiners are selected IAW [paragraph 4.2.3](#).

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

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

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

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

4.2.6. For AFRC and ANG units:

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

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

4.2.7. (**Added-920RQW**) All Flight Examiner candidates will complete the Flight Examiner Upgrade Program as outlined in the Flight Examiner Upgrade Checklist (Attachment 10).

4.3. Functions. Flight Examiners:

4.3.1. Conduct flight and EP evaluations as required.

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

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

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

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

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

4.3.6.1. **(Added-920RQW)** A squadron supervisor should attend the flight debriefing. The FE will determine required additional training and/or restrictions and will communicate to the appropriate operations supervision in accordance with AFI11-202v2, ACCSup1(Air Combat Command Supplement 1), Paragraphs 4.3.6 and 4.3.7. OGV will place the individual in supervised/restricted status in PEX with the required additional training. OGV will brief the operations supervision on the requirements to complete the assigned additional training and complete the evaluation. The squadron DO/CC is responsible for ensuring completion of requirements, and will monitor PEX to track completion of assigned additional training by the due date.

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

4.3.7. **(920RQW)** Notify the chief of SQ Stan/Eval. An e-mail is an acceptable form of notification.

4.3.8. Will not administer evaluations outside of their MAJCOM unless specifically requested by the MAJCOM stan/eval organization of the examinee and approved by the MAJCOM stan/eval organization of the examiner.

4.3.9. **(Added-920RQW)** Are expected to be the systems expert in their particular specialty. They will use their knowledge and experience to validate and advise the Squadron CC on any new system or new procedure that applies to their specialty.

4.4. Senior Flight Examiner Program.

4.4.1. Flying NAF/CCs and OG/CCs may maintain flight examiner status in their primary assigned aircraft. Vice commanders and deputies may perform this function if the principal incumbent is not qualified or available.

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

4.4.2. **(920RQW)** Senior examiners will upgrade using the Flight Examiner Upgrade Checklist (Attachment 10) tailored to their experience by the OG/CC. OG/OGV and

SQ/DOV will ensure evaluator upgrade training is monitored and accomplished. Upon completion of the upgrade requirements, the OG/CC will certify FE prior to accomplishing any FE duties. The first evaluation administered by the FE (after certification) will be a FE objectivity evaluation, monitored by OGV, and documented as a SPOT evaluation, to the maximum extent possible. As a minimum, OGV or a highly experienced Squadron Stan/Eval flight examiner will observe the briefing, debriefing, and critique. The completed FE Upgrade checklist will be filed in the individual's training folder and a copy sent to OGV.

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

Chapter 5

EVALUATIONS

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

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

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

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

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

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

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

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

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

5.2.1.4.1. To initially qualify as an instructor in a particular MDS aircraft, the aircrew member must successfully complete an initial instructor (INIT INSTR) evaluation. Accomplish INIT INSTR evaluations on actual instructional missions whenever possible. When students are not available or mission requirements/crew composition requirements prevent inclusion of students, another crewmember or the evaluator may serve as the student for the purpose of evaluating the examinee's instructional ability.

5.2.1.4.2. Periodic evaluation of the ability of aircrew members to instruct will be conducted during all subsequent periodic evaluations. The AF Form 8/8a Mission/Check description for these periodic evaluations will not include INSTR as the AF Form 8/8a aircraft/crew position is already annotated with highest qualification demonstrated during the previous evaluation (e.g. IB, IN, IP).

5.2.1.4.3. If instructor qualification is lost in an MDS aircraft, it may be regained through an instructor requalification evaluation (see [paragraphs 5.2.3.2.2](#) and [5.2.3.2.4](#)) as directed in AFI 11-2 MDS-Specific Volume 1.

5.2.1.5. SPOT Evaluations –Flight or Ground (Optional). A SPOT evaluation is an evaluation not intended to satisfy the requirements of a periodic evaluation (e.g., INSTM, QUAL, MSN or INSTR). SPOT evaluations have no specific requisites or requirements, unless specified in MAJCOM supplements. An evaluation that begins as a SPOT evaluation may become (and be documented as) a required periodic evaluation if all required flight phase requirements are completed during the SPOT eval and the examinee subsequently completes all ground phase requirements for the evaluation within the periods described in [paragraph 5.2.7](#) Do not add on missions (flights) to complete the requirements for a periodic evaluation unless the group/squadron commander concurs with the aircrew member's desire to realign the evaluation expiration date and approves the additional flight time requirements. Evaluations not listed in [paragraphs 5.2.1.1](#) [5.2.1.4](#) will be documented as SPOT evaluations. *Note:* When the flight examiner administering a SPOT evaluation is not qualified in the MDS and same crew position of the examinee, the evaluation will not be credited towards a periodic evaluation.

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

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

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

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

5.2.3.2.1. When loss of qualification is for expiration of a required periodic evaluation, the evaluation given will be IAW the guidance for that periodic evaluation. The AF Form 8/8a Mission/Check description will be documented with an RQ prefix. *Note:* When expiration of a required periodic evaluation is due to failure to complete one or more of the ground phase requisites (see [paragraph 5.2.4](#)), the flight evaluation has successfully been completed within the eligibility period for an in-the-eligibility period evaluation or within the period listed in [paragraph 5.2.7.2](#) for an out-of-the-eligibility period evaluation, and the OG/CC determines that qualification will be re-established by completion of the ground requisites without re-accomplishment of the flight evaluation or completed ground requisites as outlined in [paragraph 5.2.16](#), the AF Form 8/8a Mission/Check description will not be documented with an RQ prefix.

5.2.3.2.2. When loss of qualification is due to loss of currency, the evaluation profile will be as directed by the squadron commander and will include, as a minimum, those items for which the individual is non-current. The AF Form 8/8a Mission/Check description will be documented with RQ SPOT. See also AFI 11-202, Volume 1, *Aircrew Training*, for policy regarding loss of currency.

5.2.3.2.3. When loss of qualification is for failure to pass a flight evaluation, the recheck evaluation will be IAW the provisions of [paragraph 5.2.13](#). The AF Form 8/8a Mission/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

5.2.3.2.4. When loss of qualification is due to a commander-directed downgrade (see [paragraph 7.4.8](#)), the evaluation profile will be as directed by the commander. The AF Form 8/8a Mission/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

5.2.3.2.5. Do not use RQ to prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.

5.2.3.2.6. When requalification deals with instructor capability, the AF Form 8/8a Mission/Check description will be documented with RQ INSTR (not RQ SPOT).

5.2.3.3. **No-Notice (N/N).** A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. The beginning of normal preparation for a mission will be determined by the flight examiner and may be defined in supplements to this instruction. The intent is to preclude extraordinary preparation for the mission.

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

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

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

5.2.3.5. **Multiple Prefixes.** More than one prefix may be used to describe an evaluation (e.g., N/N SIM SPOT). The applicability of any prefixes to portions of any combined evaluations and the purpose for any prefixes will be explained under Mission Description in the Examiner's Remarks (see [paragraphs 7.3.7.3](#) and [7.4.7.3](#)).

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

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

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

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

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

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

5.2.6.1. **Expiration Date.** Required periodic evaluations expire on the last day of the 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 04 expires on 31 Mar 06.).

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

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

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

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

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

5.2.6.3.1.3. Individuals undergoing unit aircraft conversion.

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

5.2.6.3.1.5. Individuals participating in real world operations (to include operations other than war, alert, etc.) who are not able to complete the required flight evaluation(s) before or during deployment. This will be on a case-by-case basis and is not authority to grant blanket extensions for scheduled operational deployments.

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

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

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

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

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

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

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

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

5.2.7. **Requisite Completion.** One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI 11-2 MDS-Specific Volume 2. Requisites from a completed evaluation may be used for subsequent evaluations provided they cover all required areas and are within the requisite zone for each evaluation. See also [paragraph 5.3.1](#). For aircrew possessing multiple instrument qualifications, the instrument exam may count for separate evaluations provided the instrument exam occurs for each evaluation IAW the provisions of [paragraphs 5.2.7.1](#) and [5.2.7.2](#). For all evaluations, accomplish requisites as follows:

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

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

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

5.2.7.3.1. Requisites that were valid for a failed evaluation per [paragraph 5.2.7.1](#) or [5.2.7.2](#) remain valid, IAW [paragraph 5.2.13.1](#)

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

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

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

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

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

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

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

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

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

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

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

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

5.2.10.1.2. Q- indicates the examinee is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the flight examiner. Deviations from established standards must not exceed the prescribed Q- tolerances or jeopardize flight safety.

5.2.10.1.3. U indicates a breach of flight discipline, performance outside allowable parameters or deviations from prescribed procedures/tolerances that adversely affected mission accomplishment or compromised flight safety. An examinee receiving an area/subarea grade of U normally requires additional training. When, in the judgment of the flight examiner, additional training will not constructively

improve examinee's performance, it is not required. In this case, the flight examiner must thoroughly debrief the examinee.

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

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

5.2.10.3.1. **Qualification Level 1 (Q-1).** The aircrew member demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted, and may be awarded when discrepancies are noted if:

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

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

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

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

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

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

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

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

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

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

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

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

5.2.11. **Grading Policies.**

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

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

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

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

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

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

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

5.2.11.3. **Overall Qualification Levels.**

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

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

5.2.11.3.3. Overall qualification grades will be a cumulative process. While AFI 11-2 MDS Specific Volume 2 guidance may dictate the highest grade for a flight or EPE based on area and subarea performance, flight examiner judgment will always be the determining factor in deciding the overall qualification level.

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

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

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

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

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

5.2.12.1. **Debriefed Discrepancy.** Remedial action accomplished during debrief of the evaluation wherein the flight examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy the discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in paragraph B of the Examiner’s Remarks section of the AF Form 8/8a Comments.

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

5.2.12.2. **(920RQW)** The FE will determine required additional training and/or restrictions and will communicate to the appropriate operations supervision IAW AFI 11-202v2, ACCSup1, Paragraphs 4.3.6.and 4.3.7. OGV will place the individual in supervised/restricted status in PEX with the required additional training. OGV will brief the operations supervision on the requirements to complete the assigned additional training and complete the evaluation. The squadron DO/CC is responsible for ensuring completion of requirements, and will monitor PEX to track completion of assigned additional training by the due date.

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

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

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

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

5.2.12.2.5. Commanders will ensure required additional training is completed. Accomplish additional training by the last day of the third month following the date of the discrepancy, e.g., for an evaluation on 21 Jan 06, additional training must be accomplished by 30 Apr 06. If an aircrew member exceeds the allotted time for completion of additional training, the squadron commander will review the situation and direct appropriate action. Document the circumstances with an MFR placed in

Section II of the FEF of the affected individual. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFRs from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a.

5.2.13. Failure to Pass a Flight Evaluation.

5.2.13.1. **Recheck.** If an aircrew member fails a flight evaluation, a successful flight or ground recheck must be completed by the end of the third month after the date of the first failure, e.g. for an evaluation on 20 Jun 07, complete the recheck by 30 Sep 07. A recheck is successfully completed when the aircrew member performs to Q criteria (Q or Q-/debriefed) for each area graded U. OG/CCs may approve waivers to the time limits in this paragraph on a case-by-case basis. Document such action with an MFR placed in Section II of the FEF. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a. Every reasonable effort must be made to requalify the individual. Commanders will determine the number of flights to be allowed during this period, based on the individual's experience level, present qualifications and hours of training required. The flight examiner that administered the original check will not normally administer the recheck.

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

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

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

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

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

5.2.14.2. Specific restrictions and the criteria for the removal of the restrictions will be documented as the first item of the AF Form 8/8a Comments. Restrictions associated with failed requisite examinations will not be documented on the AF Form 8/8a.

5.2.14.3. Restrict aircrew receiving a Q-3 on an evaluation until a successful evaluation is completed:

5.2.14.3.1. For QUAL evaluations, place the examinee on supervised status in the aircraft in which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional aircraft. For specialized qualified, universally qualified, or multiple qualified aircrew maintaining qualification for similar duty in multiple aircraft, AFI 11-2 *MDS-Specific* Volumes 2 may direct supervised status in all aircraft in which the individual maintains qualification.

5.2.14.3.2. For INSTM evaluations, restrictions apply to all aircraft in which the examinee is required to maintain instrument qualification.

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

5.2.14.3.4. INSTR Evaluation. Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful recheck is completed.

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

5.2.16. **Failure to Complete an Evaluation within the Required Period.** If an aircrew member fails to complete an evaluation (either ground phase or flight phase) within the eligibility period for an in-the-eligibility period evaluation or within the period listed in [paragraph 5.2.7.2](#) for an out-of-the-eligibility period evaluation, the aircrew member loses the qualification covered by the evaluation and the restrictions of [paragraph 5.2.14.3](#) apply. Qualification may be re-established by administering a requalification evaluation (see [paragraph 5.2.3.2](#)) or by completion of the delinquent evaluation. OG/CCs may approve waivers to preclude the re-accomplishment of completed requisites to complete the evaluation on a case-by-case basis. Document such action with an MFR placed in Section II of the FEF. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a.

5.2.17. **Multiple Qualification.** Multiple qualification guidance applies to aircrew members who maintain qualification in two or more mission design series aircraft. When differences between series aircraft in the same MDS are great enough, the lead MAJCOM, in coordination with using MAJCOMs, will identify requirements for separate qualification requirements. When separate qualification is not required, document certification in different MDS series using AF Form 1381, *USAF Certification of Air Crew Training*, or AF Form

4348, *USAF Aircrew Certifications*. MAJCOMs may approve use of a unit certification document signed by an authorized official (such as a Letter of X's).

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

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

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

5.2.17.4. **Failure to Pass a Flight Evaluation.** A Q-3 on an INSTM evaluation results in a downgrade in all aircraft flown in which instrument qualification is required. A downgrade resulting from a Q-3 in QUAL or MSN evaluation applies only to the aircraft for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional aircraft.

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

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

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

5.2.18.3. **Qualification and Mission Evaluations.** All aircrew qualifications maintained under Universal Qualification guidance are considered a QUAL evaluation. A MSN evaluation may be directed by applicable AFI 11-2 MDS-Specific Volumes 2 and/or MAJCOM supplement to this Instruction. MSN evaluations, when required, will

include a flight phase evaluation in one MDS that the Specialized Aircrew member maintains qualification.

5.2.18.4. **Failure to Pass a Requisite/Flight Evaluation.** Failure of universally qualified aircrew members to pass a ground requisite or flight phase evaluation results in loss of applicable aircraft qualification, IAW MAJCOM supplement and AFI 11-2 MDS-Specific Volumes 2.

5.2.19. **Aircrews Flying in Non-US Air Force Aircraft and with Non-US Air Force Units.** Aircrew members authorized to perform duties in non-US Air Force aircraft IAW AFI 11-401, or on duty with or attached to non-US Air Force units for flying, abide by host service or host country guidance, except for the requirement to maintain a current physical and review their flight records according to AFI 11-202, Volume 1. They do not necessarily abide by USAF guidance, including AFI 11-202, Volume 2, and AFI 11-2 MDS-Specific Volume 2. Therefore, when they return to USAF units, they must complete applicable requisites and be evaluated for any periodic USAF evaluations that expired during their tour. The restrictions in [paragraph 5.2.14](#) of this instruction apply to such individuals until successful evaluations are completed.

NOTES:

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

5.3. Emergency Procedures Evaluations.

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

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

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

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

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

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

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

5.3.8. **(Added-920RQW)** Emergency Procedure Evaluations (EPEs) are administered verbally due to non-availability of simulators/training devices. Flight Examiners should use EPE scenarios maintained in each SQ Stan/Eval office.

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

5.4.1. Supplementary evaluations are not aircrew qualification evaluations.

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

5.4.3. Individuals other than flight examiners, as determined by the OG/CC, may conduct supplementary evaluations.

5.4.4. Supplementary evaluations may be administered in conjunction with a flight evaluation. If conducted in-flight, supplementary evaluations should not be all-encompassing, nor result in the assignment of an overall rating for any specific aircrew member, nor be documented on an AF Form 8/8a.

5.4.5. Supplementary evaluation results will be documented in SEB minutes.

Chapter 6

AIRCREW EXAMINATION PROGRAM

6.1. Purpose. The aircrew examination program measures aircrew member knowledge of normal/emergency procedures, threats, and other information essential for the safe and effective operation of their assigned weapon system through the administration of written, computer-based or electronic examinations. Poor testing performance on examinations indicates areas requiring increased training emphasis.

6.2. Scope. This chapter applies to rated (pilots, navigators, and air battle managers), career enlisted aviator (CEA), and non-rated X-prefix AE aircrew. For Flight Surgeons (rated) and non-rated aircrew (K-, Q-, or other X-prefix Air Force Specialty Code), see [Chapter 8](#). The examination program in this chapter includes requisite examinations for periodic evaluations and unit periodic examinations. Requisite examinations include qualification open book and closed book examinations, instrument examinations and Boldface/CAPs examinations as described in [paragraph 5.2.4](#). The ability to focus on specific knowledge areas is enhanced by the management of examination content and use of appropriate master question files.

6.3. Administrative Procedures.

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

6.3.1. (920RQW) All test banks (MQFs, Secure Question Banks, etc.) will be maintained by OGV using PEX. Alternate areas/means for testing (i.e. deployed, other room, hard copy) are authorized if approved by OGV, and the test is administered by a FE or other Stan/Eval personnel. Boldface and closed book tests will be taken in a single session, while the open book, instrument, Operations Supervisor / Squadron Director of Operations (OPS SUP/SQ/DO), FE tests can be completed during more than one session. Hard copy open book testing materials may be developed and maintained by OGV. All tests should be graded immediately upon completion hard copy tests will be scored and tracked manually and the completed test will be placed in the Check ride in Progress (CIP) folder. Tests taken as a hard copy will be manually entered into PEX for trending.

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

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

6.3.4. Examination Question Review. The stan/eval function will review all MQFs, secure question banks, and prepared exams for accuracy annually and after any changes in source documents. If a complete review was accomplished due to a source document change it may be annotated as the annual review. Units will document their procedures for reviewing and updating MQFs and prepared exams in their unit supplement to this instruction.

6.3.4. (920RQW) 920 OG/OGV will review all SQBs and MQFs annually in December. New examinations are created annually in January. Examinations are valid for one year. Create two versions (A and B) of each examination. Examination review status and overall

testing results for all tests will be a topic during the SEB and documented in the SEB minutes”

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

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

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

6.3.5.3. All EOC examinations that fulfill the requirements of requisite examinations will be graded according to **paragraph 6.4.4.1** and entered on the AF Form 8 according to **paragraph 7.3.5.1**.

6.3.5.4. (**Added-920RQW**) When secondary method of a formal school is accomplished the examinee will take the standard Open, Closed, Instrument, Boldface examinations in lieu of End of Course examinations.

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

6.4. (920RQW) All Requisite Examinations are a minimum of 40 Questions. Exception: Combat Rescue Officer / Pararescue Jumpers (CRO/PJs) QUAL evaluation will consist of an exam requirements as described in AFI 16-1202V2, *Pararescue and Combat Rescue Officer Standardization and Evaluation*.

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

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

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

6.4.1.1.1. (**920RQW**) Two different versions of each requisite test will be maintained. Annual reviews will confirm that at least 50% of the questions are changed.

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

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

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

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

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

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

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

6.4.2. **(920RQW)** Examinees will accomplish all requisite testing in the OGV testing area. Periodic tests taken as part of mass unit/periodic testing may be accomplished at other locations under proper supervision. Tests are administered by OGV, Stan/Eval personnel, or any FE. Requisite testing conducted at an alternate location must be approved by OGV on a case by case basis.

6.4.3. **Grading Policy For Examinations.**

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

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

6.4.4. **Examination Question Sources.**

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

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

6.4.4.2. **(920RQW)** Create SQBs from the sources listed in Attachment 11.

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

6.4.4.2.1.1. The highest organization with a stan/eval function (NAF or unit) may develop, maintain and publish MQFs for weapons systems without MAJCOM expertise. That organization will submit these MQFs to the MAJCOM for approval prior to their publication.

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

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

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

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

6.4.4.2.2. (920RQW) In addition to the Mission Design Series (MDS) specific MQF, questions from the locally generated MQFs will be used. The MQFs will be available on the OGV web page.

6.4.4.2.2.1. (Added-920RQW) OGV will develop a local MQF based on publications listed in Attachment 13. 301, 308, and 39 RQS/DOW (Department of Tactics) will develop any required weapons MQF. Local MQF may be used to generate questions in any periodic test.

6.4.4.2.3. (Added-920RQW) Closed book exams must be completed within one testing period.

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

6.4.4.3. (920RQW) OGV will generate and revise this exam with consultation from squadron Advanced Instrument School (AIS) instructors.

6.4.4.3.1. (Added-920RQW) There is no time limit for open book examinations. Once an open book exam is started the examinee may elect to complete it on a different date than when it was started.

6.4.5. **Boldface/CAPs Requisite Examinations.**

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

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

6.4.5.2. **(920RQW)** Any aircrew member failing a Boldface test will be placed on supervised status in PEX. The examinee will be subsequently re-tested no earlier than the next day. Failed examination dates and dates of successful accomplishment will be tracked in PEX.

6.4.5.2.1. **(Added-920RQW)** Prior to the EPE, the FE will administer the requisite written boldface exam. Immediately grade the boldface exam and annotate the grade on the worksheet. If the boldface is graded "U" do not continue with the EPE and contact OGV. Document the boldface failure on the 920 RQW EPE worksheet.

6.4.5.3. **(Added-920RQW)** Boldface written examinations are given in conjunction with Closed Book Qualification examinations.

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

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

6.4.6.2. **Reexamination Period.** Aircrew members who fail a requisite examination must complete a successful reexamination by the end of the third month following the date of the first failure, or the end of their eligibility period, whichever occurs first. Waiver authority to extend the time allowed to successfully complete the examination is the OG/CC. Document such waivers with an MFR placed in Section II of the FEF of the affected individual. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a.

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

6.4.6.4. **Supervised Status Requirement.** Place aircrew members who fail a requisite open book, closed book, or instrument examination in supervised status until successful retesting is completed. For aircrew members who maintain multiple qualifications, supervised status resulting from failure of either an open or closed book examination applies only to the aircraft for which the examination was administered. Failure of a requisite instrument exam results in the examinee being placed in supervised status in all aircraft in which instrument qualification is required.

6.5. Unit Periodic Examinations (optional). Each group/squadron stan/eval function may conduct periodic testing for all aircrew. The intent of this testing is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit. This exam may be open or closed book, but will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam. Units will describe this program in the unit supplement to this instruction, to include procedures for failed exams.

6.5. (920RQW) The OPR for periodic examinations is OGV. Tests should emphasize tactical employment, squadron standards, and/or other areas deemed appropriate by OGV. Examinations are a minimum of 20 questions. OGV will establish guidance for examination disposition (Open/Closed book, Pass/Fail) for each periodic exam.

6.5.1. **(Added-920RQW)** Periodic semiannual testing is a Go/No-go task for all members and is tracked via FCIF as “semi-annual test.” Periodic semiannual testing should be accomplished at selected Unit Training Assemblies (normally February and August) and may be developed from current trends, areas of interest, new systems, general knowledge and other areas deemed appropriate by OGV. The test will be correctable to 100%.

6.5.1.1. **(Added-920RQW)** Boldface testing is a Go/No-go item for all applicable aircrew prior to the first flight of each month and is tracked via FCIF as “Bold Face.” The Operations Squadron Duty Officer (Sup/SDO) is responsible for ensuring this test is graded prior to the crew briefing. Completed exams will be kept at the Ops desk until the end of each month. If an exam is failed, as determined by the OPS SUP / SDO, a re-test can be given immediately if approved by the TOP-3 or SQ/DO.

6.5.1.1.1. **(Added-920RQW)** Instructors and above may grade BOLDFACE examinations.

6.5.1.1.2. **(Added-920RQW)** The Ops Supervisor will not let crews step to the plane unless he has verified the examination is complete and an AF IMT 1522, *ARMS Additional Training Accomplishment Report* has been submitted to DOTF.

6.5.1.1.3. **(Added-920RQW)** Aircraft Commanders are responsible for administering, grading and tracking completion when away from home station.

Chapter 7

DOCUMENTATION

7.1. Scope. Administration of the aircrew qualification evaluation program requires accurate documentation. The qualifications and authorizations for which an aircrew member is to be evaluated are determined from the unit certification document. The results of aircrew evaluations are recorded on the AF Form 8 or AF Form 8a, which certifies the qualification of the aircrew member. The chronological history of evaluations for an aircrew member is recorded on an AF Form 942, *Record of Evaluation*. These AF forms are maintained in the FEF for the aircrew member. **EXCEPTION:** Not required for cadets participating in USAFA airmanship programs.

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

7.2. (920RQW) Qualifications and Certifications. The AF Form 4348, *Aircrew Certifications* is the source document for aircrew related certifications. SQ Stan/Eval will generate a Letter of Xs that reflects the AF Form 4348. The Letter of Xs may be used as the source document for other non-aircrew related certifications e.g. Drop Zone Controller (DZC), Ops Sup, Joint Air-drop Inspector (JAI), Red X.

7.3. AF Form 8, Certificate of Aircrew Qualification.

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

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

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

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

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

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

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

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

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

7.3.3. **Date Completed.**

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

7.3.3.2. Use this date on the AF Form 942.

7.3.4. **Section I - Examinee Identification.**

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

7.3.4.2. **Organization and Location.**

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

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

7.3.4.3. **Aircraft/Crew Position.**

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

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

7.3.4.4. **Eligibility Period.**

7.3.4.4.1. Enter the 6-month period preceding the expiration date from the last similar periodic aircrew qualification evaluation (e.g., if the last MSN evaluation expires Sep 05, enter Apr-Sep 05).

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

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

7.3.4.4.4. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of [paragraph 5.2.6.3.1](#), enter

the 6-month period preceding the original expiration date. *Note:* Squadron commanders extend only the expiration date, not the eligibility period.

7.3.5. Section II - Qualification.

7.3.5.1. Ground Phase.

7.3.5.1.1. Examination/Check.

7.3.5.1.1.1. Make a separate entry for each ground requisite examination/evaluation. Discrepancies will be noted in the examiner's remarks.

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

7.3.5.1.1.3. Annotate "Instrument" for instrument requisite examination.

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

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

7.3.5.1.3. Grade.

7.3.5.1.3.1. Enter failed examination score with successfully completed score as follows: 84/98.

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

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

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

7.3.5.2. Flight Phase.

7.3.5.2.1. Mission/Check.

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

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

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

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

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

flight examiner, a single line entry may be used.

7.3.5.2.2. **Date.**

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

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

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

7.3.5.3. **Qualification Level.**

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

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

7.3.5.3.3. If the qualification levels assigned parts of a combined evaluation vary, indicate the qualification level for each part separately (e.g., "INSTM: 1" and "QUAL: 2" in the qualified block or "INSTM/MSN: 1" in the qualified block and "QUAL: 3" in the unqualified block).

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

7.3.5.4. **Expiration Date of Qualification.**

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

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

7.3.5.4.3. Combined evaluations (i.e., INSTM/QUAL) require only one date if all parts of the evaluation were successfully completed and "N/A" if all parts were assigned an unqualified grade.

7.3.5.4.4. For a combined evaluation where one component is successfully completed and one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and "N/A" for those portions awarded an unqualified grade (e.g., QUAL 1 and INSTM 3, then enter "QUAL-Jul 06" under Qualified and "INSTM-N/A" under Unqualified).

7.3.5.5. **Additional Training.**

7.3.5.5.1. **Due Date(s).**

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

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

7.3.5.5.2. Date Additional Training Completed.

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

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

7.3.5.5.3. Certifying Official.

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

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

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

7.3.6. Section III - Certification.

7.3.6.1. Flight Examiner.

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

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

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

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

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

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

7.3.6.2. Reviewing and Final Approving Officers.

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

will place an “X” in the “Do Not Concur” block and will comment in Section IV, Comments block. The Reviewing Officer will sign and date the AF Form 8 after the examiner, prior to the Final Approval Officer.

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

7.3.6.2.3. MAJCOMs will specify the reviewing and final approving officers in the MAJCOM supplement to this instruction for evaluations other than formal course evaluations accomplished at an FTU. The same individual will not sign as both the Reviewing and Final Approving Officer in Section III of the AF Form 8.

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

7.3.6.2.5. (**Added-920RQW**) When two of the following individuals (SQ/DO, SQ/CC or 920 OG/CC) are involved in the evaluation (administering and receiving) then the reviewing officer will be in order (SQ/DO, SQ/CC, 920 OG/CD) and the final approving official will be in order (920 OG/CC, 920 RQW/CC).

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

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

7.3.6.3.2. Reviewing and Final Approving Officer. For Reviewing and Final Approving Officers annotate unit as directed by [paragraph 7.3.6.2](#) (e.g., 93 BS/DO, 388 OG/CC, 4 FW/CC).

7.3.6.4. **Examinee.** The examinee will sign and date after the Final Approving Officer’s signature in Section III of the AF Form 8 certifying that the examinee has been briefed and understands the action being taken. The examinee will be the last dated signature on the AF Form 8.

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

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

7.3.7.2. **Exceptionally Qualified Designation (Optional).** Enter designation in all capital letters. Document justification for award of exceptionally qualified designation

(e.g., areas of excellence) before Examiner's Remarks, Section IV Comments. See [Figure 7.1](#).

7.3.7.3. Examiner Remarks.

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

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

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

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

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

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

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

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

7.3.7.3.4.5. Incorporate the information contained in any applicable MFRs (e.g. extension, waivers, etc.). Memos for record become a permanent part of the FEF

only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8.

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

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

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

Figure 7.1. (Section IV, Comments block).

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

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

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

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

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

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

2. Flight.

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

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

1. Ground.

2. Flight.

D. Additional Comments.

1. ...
2. ...

REVIEWING OFFICER'S REMARKS: See paragraph 7.3.7.4.

APPROVING OFFICER'S REMARKS: See paragraph 7.3.7.5.

ADDITIONAL REVIEWS: See paragraph 7.3.7.6.

7.3.8. Temporary Evaluation Certification and Suspense.

7.3.8.1. File a temporary evaluation certificate or a draft AF Form 8 in the aircrew member's FEF after all evaluation requirements are complete (i.e., all ground and flight requisites) as a temporary record of the flight evaluation results.

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

7.3.8.2. (920RQW) A PEX generated AF Form 8, *Certification of Aircrew Qualification* with the word "draft" printed at the top and bottom of the page or 920 OG/OGV evaluation worksheets are used to record and maintain evaluation information until the AF Form 8 is completed and filed in the Flight Evaluation Folder (FEF).

7.3.8.2.1. (Added-920RQW) FEs will complete the 920 OG/OGV evaluation worksheet and place them in examinee's CIP folder. When all requisites are complete, the signed draft (AF Form 8/8a or OG/OGV evaluation worksheet) will be placed in the examinee's FEF and will serve as the Temporary Evaluation Certificate with FE signature until the AF Form 8 coordination process is complete.

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

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

7.3.9. Ground Rechecks.

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

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

7.3.9.3. To document the ground recheck, follow instructions in [paragraphs 7.3.3 through 7.3.6](#), except as noted below:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7.4.3. **Date Completed.**

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

7.4.3.2. Use this date on the AF Form 942.

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

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

7.4.4.2. **Organization and Location.**

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

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

7.4.4.3. **Eligibility Period.**

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

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

7.4.4.3.3. Periodic evaluation extended under the provisions of [paragraph 5.2.6.3](#) will enter the original 6-month period preceding the expiration date from the last

similar periodic aircrew qualification evaluation (e.g., if the last MSN evaluation expires Nov 06 with a 3 month extended periodic evaluation expiration date of Feb 07, enter Jun-Nov 06). **Note:** Extended evaluation only extends the expiration date, not the eligibility period.

7.4.4.4. **Expiration Date.**

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

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

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

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

7.4.5.1. **Aircraft/Crew Position.**

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

7.4.5.1.2. Enter the examinee’s highest qualification reflecting the intention of the evaluation (e.g., IJ, MJ, IH, IAM, etc.) in that particular aircraft MDS. **Note:** Examiner is not a qualification, it is a certification, and should only be entered when demonstrated during the evaluation, i.e., a SPOT evaluation in which the examinee receives an evaluation while administering an evaluation.

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

7.4.5.2. **Ground Phase.**

7.4.5.2.1. **Examination/Check.**

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

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

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

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

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

7.4.5.3. **Flight Phase** (if required by AFI 11-2 MDS-Specific Volume 2, and/or other applicable AFI guidance). If applicable governing instructions require non-rated aircrew to demonstrate in-flight proficiency in more than one MDS, MAJCOMs may use a separate AF Form 8/8a for each MDS with flight phase evaluations IAW multiple qualification guidance in [paragraphs 5.2.17](#) and universal qualification guidance in [paragraph 5.2.18](#).

7.4.5.3.1. **Mission/Check.**

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

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

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

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

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

7.4.5.3.2. **Date.**

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

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

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

7.4.5.4. **Qualification Level.**

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

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

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

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

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

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

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

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

7.4.5.6.2. **Date Additional Training Completed.**

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

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

7.4.5.6.3. **Certifying Official.**

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

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

7.4.5.7. **Restrictions/Exceptionally Qualified/Commander-Directed**

Downgrade. Place an “X” in the appropriate block when comments are annotated in Section IV. Do not annotate for restrictions resulting from failed requisite examinations, see [paragraph 7.4.5.2.3](#)

7.4.6. **Section III - Certification.**

7.4.6.1. **Flight Examiner.**

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

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

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

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

in Section IV.

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

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

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

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

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

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

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

7.4.6.2.3. MAJCOMs will specify the reviewing and final approving officers in the MAJCOM supplement to this instruction for evaluations other than formal course evaluations accomplished at an FTU. The same individual will not sign as both the Reviewing and Final Approving Officer in Section III of the AF Form 8a.

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

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

7.4.6.3.1. **Flight Examiner.** Annotate unit or organization and office symbol of the flight examiner that administered the evaluation(s) (e.g., 526 ARS/DOT, 9AF/OV, AFSOC/A3V).

7.4.6.3.2. **Reviewing and Final Approving Officer.** For Reviewing and Final Approving Officers annotate unit and office symbol as directed by [paragraph 7.4.6.2.3](#)

7.4.6.4. **Examinee.** The examinee will sign and date after the Final Approving Officer's signature in Section III of the AF Form 8a certifying that the examinee has been briefed and understands the action being taken. The examinee will be the last dated signature on the AF Form 8a.

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

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

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

7.4.7.3. **Examiner Remarks.**

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

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

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

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

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

7.4.7.3.4.2. If an alternate evaluation method is used to satisfy a part of the ground or flight phase requirements (unless always accomplished verbally, on the

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

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

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

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

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

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

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

7.4.8. **Temporary Evaluation Certification and Suspense.**

7.4.8.1. File a temporary evaluation certificate or a draft AF Form 8a in the aircrew member's FEF after all evaluation requirements are complete (i.e., all ground and flight requisites) as a temporary record of the flight evaluation results.

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

7.4.8.2. **(920RQW)** A PEX generated AF Form 8/8a with the word "draft" printed at the top and bottom of the page, or a 920 OG/OGV evaluation worksheets are used to record and maintain evaluation information until the AF Form 8a is completed and filed in the Flight Evaluation Folder (FEF).

7.4.8.2.1. **(Added-920RQW)** FEs will complete the 920 OG/OGV evaluation worksheet and place them in examinee's CIP folder. When all requisites are complete, the signed draft (AF Form 8a or OG/OGV evaluation worksheet) will be placed in the examinee's FEF and will serve as the Temporary AF Form 8a with FE signature until the AF Form 8a coordination process is complete.

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

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

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

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

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

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

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

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

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

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

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

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

7.5. Commander-Directed Downgrade.

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

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

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

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

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

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

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

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

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

7.5.2.3. **Section II. Qualification.**

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

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

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

7.5.2.3.4. **Restriction(s) and Additional Training Due Date.** If the downgrade is simply to a basic level of qualification, leave the box for Restriction(s) unmarked and enter "N/A" for Due Dates and "N/A" for Date Additional Training Completed. If the downgrade is to an unqualified status, place an "X" in the box for Restriction(s) and enter a Due Date as the last day of the third month from the effective date. Complete the Date Additional Training Completed when required training is complete. The Instructor completing the additional training (or last training event if more than one) will sign and date the Date Additional Training Completed block in Section II of the AF Form 8/8a.

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

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

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

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

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

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

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

7.5.2.5.1. Non-flying cases. See [Figure 7.2](#) for example.

7.5.2.5.2. Flying cases.

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

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

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

RESTRICTION(s): Comments are mandatory, see [paragraph 5.2.14](#).

COMMANDER'S REMARKS:

A. Narrative: Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement.

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

C. Additional Comments. ...

Additional Reviews: *(Optional)*

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

COMMANDER'S REMARKS:

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement.

B. Discrepancies. Document all discrepancies (Q- or U). Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy.

1. Ground.

2. Flight.

Use the following entries if required:

C. Recommended Additional Training. Enter recommended additional training or "None."

1. Ground.

2. Flight.

D. Additional Comments. ...

Additional Reviews: *(Optional)*

Figure 7.4. Commander-Directed Downgrade (flying-related cases, unqualified status).**RESTRICTION(s): COMMANDER-DIRECTED DOWNGRADE**

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement.

B. Discrepancies. Document all discrepancies (Q- or U). Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy.

1. Ground.

2. Flight.

C. Recommended Additional Training. Enter recommended additional training or "None."

1. Ground.

2. Flight.

D. Additional Comments. ...

Additional Reviews: *(Optional)*

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

7.6. (920RQW) 920 OG/OGV will ensure that all AF Forms 1381, *USAF Certification of Air Crew Training* are transcribed onto AF Forms 4348. The Squadron/CC, OG/CC or OGV Chief will sign a one line entry signifying acceptance.

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

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

7.6.1.2. Unit stan/eval will document all initial, downgrade and re-certifications for aircrew assigned/attached to their flying unit to indicate a chronological history of certifications of aircrew while assigned/attached to their flying unit.

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

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

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

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

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

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

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

7.6.2. **General Data Entry.**

7.6.2.1. Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II) and last four of SSAN.

7.6.2.2. Use one line for each certification or decertification.

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

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

7.6.3. **Certification.**

7.6.3.1. **(DELETED)**

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

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

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

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

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

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

7.6.3.1. **(DELETE.)**

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

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

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

7.6.4.1.2. To document Decertification for Cause, line out the event, date and certifying official/organization/location; annotate "Decertification for Cause" under Training Requirement/Subject Title; enter date of decertification under Date Completed; enter name, rank, organization, and office symbol and signature of decertifying official under Certifying Official/Organization.

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

7.6.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFI 11-2 MDS-Specific Volume 1, when instructor certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of flight examiners as a result of reasons other than substandard performance.

7.6.4.2.2. To document Discretionary Decertification: line out the event, date and certifying official/organization/location; annotate “Discretionary Decertification” under Training Requirement/Subject Title; enter date of decertification under Date Completed; enter name, rank, organization and office symbol of the decertifying official under Certifying Official/Organization. **Note:** For decertification due to loss of currency with no requirement for re-certification, the effective date of decertification will be the date of certification loss.

7.6.4.2.3. For events that have changed in name only (e.g., In-Flight Refueling to Air Refueling) no action is necessary. If desired for clarity: line out the event, date and certifying official/organization/location; annotate “Renamed (new name)” under Subject Title.

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

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

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

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

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

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

7.6.6.2.2. All cumulative entries were maintained; that they were signed or had proper documentation; or were carried forward from a previously signed computer-generated AF Form 1381.

7.6.7. Unit Supplement. Describe unit AF Form 1381 procedures/program. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying officials. Document procedures to ensure certifications reflected on AF Form 1381 are also included in ARMS. Annotate if someone other than the Chief of OGV/DOV has been authorized by the squadron commander to sign the last line of an AF Form 1381.

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

7.7. (920RQW) AF Form 4348, USAF Aircrew Certifications. For new entries on the AF Form 4348, the SQ/CC, OG/CC or OGV Chief will sign a one line entry signifying acceptance.

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

7.7.1.1. Maintain a separate AF Form 4348 in the FEF, Section I, under tab 1 documenting certifications by assigned flying unit and primary MDS. For aircrew members with aircraft certifications in multiple MDS aircraft which do not require qualification in each aircraft (i.e. F-16C and F-16CG), only one AF Form 4348 is required; specify the primary mission MDS designation. File AF Forms 4348 in chronological order with the most recent on top.

7.7.1.2. Unit stan/eval will document all initial, downgrade and re-certifications for aircrew assigned/attached to their flying unit to indicate a chronological history of certifications of aircrew while assigned/attached to their flying unit.

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

7.7.1.2.2. During the initial review of individual FEF, also review previous AF Form 4348 entries to determine all applicable certifications of new assigned/attached aircrew member. Then, document applicable aircrew certifications accepted by the gaining flying unit commander on a new AF Form 4348.

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

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

7.7.1.2.3. **(920RQW)** All Flight Examiner certifications are signed by the 920 OG/CC

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

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

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

7.7.2. General Data Entry.

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

7.7.2.2. Use one line for each certification.

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

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

7.7.3. **Certification.**

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

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

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

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

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

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

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

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

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

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

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

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

7.7.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFI 11-2 MDS-Specific Volume 1, when instructor certified events become core mission events, or when a higher certification

is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of flight examiners as a result of reasons other than substandard performance.

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

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

7.7.4.2.4. For members who change MDS while assigned/attached to the same stan/eval organization, prepare a new AF Form 4348 indicating the new MDS and transcribe all events which apply to the new MDS IAW [paragraph 7.7.1.2.2](#).

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

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

7.7.6.1. A computer-generated AF Form 4348 must be signed IAW [paragraphs 7.7.1.2.2.1, 7.7.3.4, 7.7.4.1, and 7.7.4.2](#) as applicable.

7.7.6.2. The signature on a computer-generated AF Form 4348 certifies:

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

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

7.7.7. **Unit Supplement.** Describe unit AF Form 4348 procedures/program. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying officials. Document procedures to ensure certifications reflected on AF Form 4348 are also included in ARMS. Annotate if someone other than the Chief of OGV/DOV has been authorized by the squadron commander to sign the last line of an AF Form 4348 to signify transcription accuracy IAW [paragraph 7.7.1.2.2.1](#).

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

7.8.1. **Data Entry.** The sample AF Form 942 is provided to demonstrate the content, not the format, of the data presented (see [Attachment 5](#)).

7.8.1.1. To facilitate the entry of data on the form, except type of evaluation designations in capital letters, use upper and lower case letters.

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

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

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

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

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

7.8.3. **Type of Evaluation.** Enter type of evaluation (or applicable portions of a combined evaluation in which different qualification levels were awarded to different portions - see [paragraph 7.3.5.4.4](#)) as it appears in the Mission/Check area under Flight Phase of the subject AF Form 8/8a. If the evaluation did not include a flight phase, enter type of evaluation as it appears in the Examination/Check area under Ground Phase of the subject AF Form 8/8a.

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

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

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

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

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

7.9.1. **Maintenance.** Each aircrew member who is on flying status must have a FEF, which includes all AF Forms 8/8a, AF Forms 942, AF Forms 1381/4348 (optional; see [paragraphs](#)

7.2, 7.6), and additional MAJCOM specified items. **EXCEPTION:** See [paragraph 8.4](#) for PJ and CRO evaluation folders.

7.9.1.1. The FEF must be maintained by a stan/eval functional office - normally in the organization to which the individual is assigned or attached for flying.

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

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

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

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

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

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

7.9.2.1. (**920RQW**) The only additional items allowed in 920 RQW FEF is the 920 RQW/CC FEF Initial Review Sheet. Once the initial review process is complete the sheet will be removed. Clear section covers and inspection/AF Form 8 responsibility dividers are also authorized. PJ EFs will be IAW HHQ guidance

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

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

7.9.2.1.2. (**920RQW**) Tab 2 is not used.

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

7.9.2.1.4. If the FEF is not maintained at the same base with the individual's flight record, a copy of the most recent AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*, and AF Form 702, *Individual Physiological Training Record*, may be filed in this section behind Tab 2.

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

7.9.2.2.1. File AF Forms 8/8a in chronological order with the most recent on top. Individuals who maintain qualification in two or more mission design aircraft or two

or more crew positions in the same mission design aircraft will file AF Forms 8/8a in chronological order – without consideration of MDS or crew position.

7.9.2.2.2. Memos for record documenting waivers and extensions are filed on top of the affected AF Form 8/8a. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Permanent MFRs documenting major discrepancies relating to qualification (see [paragraph 7.8.5.1.1](#)) are filed immediately above the latest affected AF Form 8/8a or, in cases where the memo is for items other than those found on AF Forms 8/8a, in chronological order with AF Forms 8/8a. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a.

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

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

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

7.9.3. **Description of Folders.**

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

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

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

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

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

7.9.4. **(920RQW)** 2 OG/OGV will review each AF Form 8/8a or AF Form 4348 when they are placed in the FEF to ensure accuracy and completeness using the 10AF FEF checklist located on the 10AF Stan/Eval CoP. They will also ensure PEX documentation is correct. Minor discrepancies found will be documented in the Minor Discrepancy Log spreadsheet. If major discrepancies are found, OGV will generate a correct AF Form 8/8a and re-route for signatures whenever practical. An MFR will be produced if generating an AF Form 8 is impractical (i.e. signing official has Permanent Change of Station (PCS), retired, etc.). Posting review accomplishment will be annotated in the SEB minutes.

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

- 7.9.4.1.1. The reviewing organization is responsible for establishing the currency and qualification of the aircrew member as determined from the latest applicable documentation in Sections I and II of the FEF. Following determination of the currency and qualification of the aircrew member, the unit maintaining the FEF is responsible only for documentation subsequently placed in the FEF.
- 7.9.4.1.2. If the FEF of HHQ personnel on active flying status is maintained by the stan/eval function at their assigned stations, that stan/eval function will also review the FEF prior to their first flight.
- 7.9.4.1.3. **(Added-920RQW)** OGV chief will conduct an initial review of all aircrew (not visiting flyers) FEF prior to their first flight using the 920 RQW FEF Initial Review Sheet/10AF FEF checklist located on the 10AF Stan/Eval CoP. The review will emphasize current qualifications (top 2 AF Forms 8) and major discrepancies. Qualifications, expected next evaluations, and examinations will be assigned in PEX during this review. OG/OGV will complete an AF Form 4324, *Aircraft Assignment / Qualification Worksheet* route to Squadron Aviation Resource Management (SARM) for Aviation Resource Management Systems (ARMS) input and Division of Training DOT for Certification Document inclusion.
- 7.9.4.2. **Posting Review.** The stan/eval function will review each AF Form 8/8a, AF Form 1381, or AF Form 4348 when they are placed in the FEF to ensure accuracy and completeness. This review will confirm that the eligibility period and qualification as documented are correct, all required flight evaluation events were accomplished and requisites were accomplished within the eligibility period and that the AF Form 8/8a contains all signatures and initials within allotted time. AF Forms 1381/4348 will be reviewed for correct certification signature and to ensure all previous entries are accounted for and are accurate. Document the posting review IAW unit or MAJCOM supplement.
- 7.9.4.3. **Periodic Review.** The stan/eval function will review all unit FEFs to confirm expiration dates used to track required aircrew qualification evaluations are the same as those listed in the FEFs. The interval between reviews will not exceed the qualification period window established by paragraph 5.2.6.1 unless a more restrictive review period is established by the MAJCOM supplement. Document the periodic review IAW unit or MAJCOM supplement. Periodic review of FEFs for personnel in inactive status is not required.
- 7.9.4.3. **(920RQW)** Periodic reviews will be conducted annually during the first half using the 10AF FEF checklist located on the 10AF Stan/Eval Community of Practice. Periodic review accomplishment will be documented and tracked in SEB minutes.
- 7.9.5. **FEF Discrepancies.** FEF Discrepancies include those of the AF Forms 8/8a, AF Form 1381, AF Form 4348, and AF Form 942.
- 7.9.5.1. **Categories of Discrepancies.** Discrepancies are categorized by their impact on qualification/certification.
- 7.9.5.1.1. Discrepancies that alter the qualification/certification of the affected aircrew member are considered major.

7.9.5.1.2. Those discrepancies that do not alter the qualification/certification of the affected aircrew member are considered minor and include typos, formatting and misspellings.

7.9.5.2. **Major Discrepancies Disposition.** Identified major discrepancies are documented on a permanent MFR filed in Section I or II immediately above the affected AF Form 8/8a/1381/4348, or in chronological order with the AF Forms 8/8a/1381/4348 for items other than those found on AF Forms 8/8a/1381/4348. An MFR created to document late evaluations, OG/CC waivers, etc. is removed from the FEF once the information is incorporated onto the completed affected AF Form 8/8a under Examiner Remarks paragraph D, Additional Comments. Memos for record become a permanent part of the FEF only when the major discrepancy addressed by the MFR is *not* addressed or corrected by a later AF Form 8/8a.

7.9.5.3. **Minor Discrepancies Disposition.** Minor discrepancies are documented on a non-permanent record as defined by the unit supplement to this instruction.

7.9.5.3. (**920RQW**) Minor discrepancies will be documented in a Minor Discrepancy Log spreadsheet. The AF Form 8 date, discrepancy, reason, and corrective action should be annotated if known.

7.9.5.3.1. The record of minor discrepancies is to be used to ensure standardization of AF Forms 8/8a, AF Forms 942, AF Forms 1381, AF Forms 4348, and aircrew member FEFs.

7.9.5.3.2. Record of minor discrepancies need not reside in the FEF.

7.9.5.3.3. Any records of minor discrepancies kept in the FEF will be removed prior to any permanent change in station or status of the affected aircrew member.

7.9.5.4. **Corrections.**

7.9.5.4.1. **AF Form 8/8a.** As a source document, the AF Form 8/8a may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the flight examiner signing Section III of the form initials the correction.

7.9.5.4.2. **AF Form 942.** AF Forms 942, not being source documents, may be altered without restriction to reflect the assignment of the affected aircrew member and the contents of Section II of the FEF.

7.9.5.4.3. **AF Form 1381.** As a source document, the AF Form 1381 may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the certifying official signing that line of the AF Form 1381 initials the correction. For significant corrections, which alter the certification's intent, make a new AF Form 1381 entry.

7.9.5.4.4. **AF Form 4348.** As a source document, the AF Form 4348 may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the certifying official signing that line of the AF Form 4348 initials the correction. For significant corrections, which alter the certification's intent, make a new AF Form 4348 entry.

7.9.6. **Transfer of FEF.** When custody of the FEF is transferred to a new unit or base:

7.9.6.1. **Retention of Records.** Retain all records in the folder until reviewed by the gaining unit. After review, return to the individual those forms not retained in the folder.

7.9.6.2. **Formal Training Graduates.** For Formal Training School graduates reporting directly to an overseas command for a short tour, retain formal training school records for transfer to the subsequent gaining unit.

7.9.6.3. **PCS of Individual.** Aircrew members will normally hand-carry their FEF with their FRF to the gaining organization.

7.9.6.3.1. When circumstances prevent this, the losing organization will mail the folder to the gaining unit.

7.9.6.3.2. Mail any flight evaluation records not included in the folder at time of transfer to the gaining organization with clear identification of the individual concerned.

7.9.6.3.3. When mailing an FEF or any of its contents, retain a copy until the gaining organization has received the original FEF.

7.9.6.3.4. If any FEF information is maintained electronically, a suitable storage media containing that information will be included with the FEF.

7.9.7. **Disposition of FEF.**

7.9.7.1. Dispose of the aircrew FEF according to the Air Force Records Disposition Schedule (RDS).

7.9.7.2. Outdated certification letters, ARMS products, medical recommendations and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

7.9.8. **PJ and CRO Evaluation Folders.** See [paragraph 8.4](#) for PJ and CRO evaluation folder guidance.

Chapter 8

SPECIALIZED AIRCREW PROCEDURES

8.1. Purpose This chapter provides guidance for Flight Surgeons and non-rated aircrew personnel to include K-, Q-, and X- prefix Air Force Specialty Codes. **EXCEPTION:** **Chapter 8** does not apply to X-prefix Aeromedical Evacuation crewmembers.

8.2. Flight Surgeon.

8.2.1. Flight Surgeon Qualification. Basic initial and periodic flight surgeon qualification consists of an open-book examination; a flight evaluation is not required. Upon completion of the basic examination, flight surgeons will be qualified in all USAF aircraft (universal qualification). MAJCOMs and subordinate units may direct additional general and MDS-Specific flight surgeon requirements. Qualification requirements will be documented on AF Form 8/8a. Certification requirements will be documented on AF Forms 1381/4348. Qualification and certification, when required, must be accomplished before flight as an aircrew member.

8.2.2. Evaluations. Flight surgeon initial, periodic, and MDS-Specific (if required) examinations are considered QUAL evaluations. Other examinations are not required by this AFI, but may be prescribed in MAJCOM and subordinate unit supplements.

8.2.3. Timing of Flight Surgeon Evaluations.

8.2.3.1. Expiration Date. The required periodic evaluations expire on the last day of the 17th month following the month in which the date of the AF Form 8/8a was successfully completed.

8.2.3.2. Scheduling. Schedule the periodic evaluation in the eligibility period (6-month period prior to expiration date).

8.2.3.3. Extended Evaluations. The OG/CC may extend the expiration date of the Flight Surgeon periodic evaluation up to three months on a case-by-case basis. Inform AFMSA/SGPA. Document extended evaluations IAW **paragraph 5.2.6.3.4**.

8.2.4. Requisite Completion. MAJCOMs may establish requisites for flight surgeons as necessary. Requisites from a completed evaluation or an examination used for re-currency will not be used for subsequent evaluations. All requisites for scheduled periodic evaluations in the eligibility period must be completed within the 6-month eligibility period prior to the expiration date of the current evaluation period to update that expiration date.

8.2.5. Grading Policies. An overall qualification level of Q-1 will be awarded upon the successful completion of the flight surgeon examination(s).

8.2.6. Flight Surgeon Failure to Complete an Evaluation Within the Required Period. If a flight surgeon fails to complete an evaluation prior to the qualification expiration date, the flight surgeon loses the qualification covered by the evaluation. The flight surgeon will not fly as a crew member until successful completion of the delinquent evaluation.

8.2.6.1. Qualification is re-established by successfully completing the periodic examination(s).

8.2.6.2. Document in the Comments block on the AF Form 8/8a the reason for out of the eligibility period evaluation.

8.2.7. **Flight Surgeon Examination.**

8.2.7.1. **Administrative Procedures.** Flight surgeons will complete a standardized open-book examination. Questions will be randomly generated from a test bank maintained by AFMOA/SG3P. MAJCOMs and subordinate organizations may establish additional requirements. Examinations will be completed in the unit stan/eval testing area or other appropriate location approved by the unit stan/eval chief.

8.2.7.1. (920RQW) Flight surgeon universal QUAL examinations are tracked and conducted by OGV. The Flight Surgeon Examination procedures for QUAL include completing the online exam available at <https://afms.csd.disa.mil/kc/login.login.aspat>. Flight Surgeons can either complete the course online and provide OGV with a certificate, or complete the examination in the OGV testing area. Flight Surgeons will complete the online examination during the 6-month eligibility period. Examination results will be documented and maintained by OGV until completion of the AF Form 8a. PEX will be used to track this requirement. If not accomplished during the eligibility period, the individual will be placed in a “no-Go” status in PEX until the examination is successfully completed. For all Flight Surgeons, the Qual examination will be administered before the Flight Surgeon’s first flight.

8.2.7.2. **Grading Policy for Examination.** The minimum passing grade for exams is 85 percent – corrected to 100 percent. The open book examination will be corrected to 100% and a certificate will be generated following successful completion. Units will validate successful completion of all required exams prior to flight. Document examination scores as Pass/Fail on the AF Form 8/8a.

8.2.7.3. **Examination Question Sources.** AFMOA/SG3P, in coordination with AF/A3O-AT, will develop the basic flight surgeon examination. AF/A3O-AT will coordinate with applicable MAJCOMs.

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

8.2.7.4.1. **Reexamination Policy.** A flight surgeon failing a requisite examination at any time must be afforded an adequate study period prior to reexamination. The flight surgeon will be reevaluated using an alternate exam.

8.2.7.4.2. **Reexamination Period.** Failed requisite examination must be completed by successful reexamination before the flight surgeon can resume aircrew flying duties.

8.2.8. **AF Form 8, Certificate of Aircrew Qualification.** See **Chapter 7** for basic format. Accomplish flight surgeon-specific actions as directed in this section.

8.2.8.1. **Section I – Examinee Identification.**

8.2.8.1.1. **Aircraft/Crew Position.** When qualification for one specific aircraft is directed, enter aircraft MDS.

8.2.8.2. Section II- Qualification.

8.2.8.2.1. **Flight Phase.** A flight evaluation is not required.

8.2.8.2.2. **Expiration Date of Qualification.** For an evaluation that establish a new eligibility period, enter the month and year that is 17 months after the month in which the last ground phase requisite was successfully completed.

8.2.8.3. Section III. Certification.

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

8.2.8.3.1.1. Is responsible for the content of the AF Form 8 and ensures that the evaluation is complete.

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

8.2.8.3.1.3. The signing flight examiner will annotate their unit and office symbol for the organization block (e.g. 432 FS/DOT).

8.2.8.3.1.4. Any unit designated flight examiner can sign the Flight Surgeon AF Form 8 as the certifying flight examiner.

8.2.8.3.2. Reviewing and Final Approving Officers.

8.2.8.3.2.1. A Reviewing Officer is not required for Flight Surgeon AF Forms 8.

8.2.8.3.2.2. The flying unit level commander will sign as the Final Approving Officer.

8.2.8.3.2.3. The Final Approving Officer will annotate unit and position for the organization block (e.g. 432 FS/CC).

8.2.8.3.3. **Examinee.** The flight surgeon will be the last dated signature on the AF Form 8.

8.2.8.4. **Section IV – Comments.** As required.

8.2.8.5. **Additional Reviews.** Additional reviews are at the discretion of the unit.

8.2.9. **AF Form 8a. Certificate of Aircrew Qualification (Multiple Aircraft)** . AF Form 8a may be used to document Flight Surgeon Qualification. See [Chapter 7](#) for basic format. Accomplish specific actions as directed in this section.

8.2.9.1. Section I – Examinee Identification.

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

8.2.9.2. Section II- Aircraft Qualification.**8.2.9.2.1. Ground Phase.**

8.2.9.2.1.1. Aircraft/Crew Position. Enter the annotation “ALL” for the aircraft

and “FS” for the crew position.

8.2.9.2.2. **Flight Phase.** A flight evaluation is not required.

8.2.9.3. **Section III.Certification.**

8.2.9.3.1. **Flight Examiner.**

8.2.9.3.1.1. The flight examiner signing Section III of the AF Form 8a is responsible for the content of the AF Form 8a and ensures that the evaluation is complete.

8.2.9.3.1.2. Examiner Remarks are not required in the Comments block on the Continuation Sheet. If comments are necessary, the flight examiner will place an “X” in the remarks block and make comments on the Continuation Sheet.

8.2.9.3.1.3. The signing flight examiner will annotate their unit and office symbol for the organization block (e.g. 432 FS/DOT).

8.2.9.3.1.4. Any unit designated flight examiner can sign the Flight Surgeon AF Form 8a as the certifying flight examiner.

8.2.9.3.2. **Reviewing and Final Approving Officers.**

8.2.9.3.2.1. A Reviewing Officer is not required for Flight Surgeon AF Forms 8a.

8.2.9.3.2.2. The flying unit level commander will sign as the Final Approving Officer.

8.2.9.3.2.3. The Final Approving Officer will annotate unit and position for the organization block (e.g. 432 FS/CC).

8.2.9.3.3. **Examinee.** The flight surgeon will be the last dated signature on the AF Form 8a.

8.2.9.4. **Section IV.Comments.** As required on Continuation Sheet.

8.2.9.5. **Additional Reviews.** Additional reviews are at the discretion of the unit.

8.2.9.6. **Additional Aircraft Qualification.** Upon completion of the flight surgeon examination ([paragraph 8.2.7](#)), flight surgeons will be qualified in all USAF aircraft. MAJCOMs and subordinate units may establish additional requirements. When flight surgeon qualification is limited to specific aircraft and additional aircraft qualification is required, the following guidance applies:

8.2.9.6.1. Flight Surgeons seeking qualification in additional aircraft must have a valid aircraft assignment aeronautical order IAW AFI 11-402 for that MDS and have successfully completed any MAJCOM requirements for MDS specific exams. Annotate additional aircraft qualifications on the AF Form 8a as specified in the MAJCOM supplement.

8.2.9.6.2. Flight Surgeons assigned to one command/unit, but attached for flying to another command/unit, will accomplish examination requirements as directed by the command/unit of attachment.

8.2.9.6.3. Flight surgeons may be authorized to perform inflight duties in non-USAF aircraft. Comply with AFI 11-401 and [paragraph 5.2.19](#).

8.2.10. **Suspense of Flight Surgeon AF Forms 8/8a.** File the completed AF Form 8/8a (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8/8a.

8.3. Non-Rated Aircrew.

8.3.1. **Compliance.** Non-rated aircrew personnel will comply with provisions in this instruction, AFI 11-2 MDS-Specific Volume 2, and/or other applicable AFI guidance. Standardization/Evaluation procedures may be contained in designated chapters/sections of AFIs in other series.

8.3.2. **Non-Rated Aircrew Qualification.** Basic initial and periodic non-rated aircrew qualification will be accomplished by a written examination. A flight evaluation may be directed. MAJCOMs and subordinate units may direct additional general and MDS specific qualification requirements. Qualification requirements will be documented on AF Form 8/8a. Certification requirements will be documented on AF Forms 1381/4348. Qualification and certification, when required, must be accomplished before flight as an aircrew member.

8.3.3. **Evaluations.** Initial, periodic, and MDS-Specific or Aircrew-Specific examinations are considered QUAL evaluations. Flight evaluation may be directed. Additional evaluations (INSTR, SPOT, MSN) may be directed. The MSN flight evaluation, when directed, may be further described by the use of prefixes (INIT, RQ, and N/N) as appropriate, see [paragraph 5.2.3](#).

8.3.4. Timing of Non-Rated Aircrew Evaluations.

8.3.4.1. Expiration Date. The required periodic evaluations expire on the last day of the 17th month following the month in which the date of the AF Form 8/8a was successfully completed.

8.3.4.2. Scheduling. Schedule the periodic evaluation in the eligibility period (6-month period prior to expiration date).

8.3.4.3. Extended Evaluations. The OG/CC may extend the expiration date of non-rated aircrew periodic evaluations up to three months on a case-by-case basis. Document extended evaluations IAW [paragraph 5.2.6.3.4](#).

8.3.5. **Requisite Completion.** Requisites from a completed evaluation or an examination used for re-currency will not be used for subsequent evaluations. All requisites for scheduled periodic evaluations in the eligibility period must be completed within the 6-month eligibility period prior to the expiration date of the current evaluation period to update that expiration date.

8.3.6. **Grading Policies.** Grade evaluations as specified in [Chapter 5](#). Grading policy may be specified in MAJCOM and subordinate unit supplements or in specific AFI guidance.

8.3.7. **Failure to Complete an Evaluation Within the Required Period.** If a non-rated aircrew member fails to complete an evaluation prior to the qualification expiration date, the member loses the qualification covered by the evaluation. The individual will not fly as a crew member until successful completion of the delinquent evaluation.

8.3.7.1. Qualification is re-established by successfully completing the periodic examination(s).

8.3.7.2. Document in the Comments block on the AF Form 8/8a the reason for out of the eligibility period evaluation.

8.3.8. Non-Rated Aircrew Examination.

8.3.8.1. **Administrative Procedures.** Management of non-rated aircrew examinations will be IAW [paragraph 6.3](#). Reference [paragraph 6.4.2](#) for examination security.

8.3.8.2. **Grading Policy for Examination.** The minimum passing grade for exams is 85 percent – corrected to 100 percent. Units will grade all completed requisite exams prior to the member's next flight. Units will describe how to enforce this restriction in the unit supplement to this instruction.

8.3.8.3. **Examination Question Sources.** The lead MAJCOM will develop non-rated aircrew examinations. Open book examinations may be prescribed. Closed book examinations will consist of a minimum of 20 questions, of which a minimum of 10 questions must be safety related (i.e. Emergency Procedures, life support equipment, egress as applicable to the aircrew member's crew position).

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

8.3.8.4.1. **Reexamination Policy.** An aircrew member failing a requisite examination at any time must be afforded an adequate study period prior to reexamination. The member will be reevaluated using an alternate exam.

8.3.8.4.2. **Reexamination Period.** Failed requisite examination must be completed by successful reexamination before the member can resume aircrew flying duties.

8.3.9. **AF Form 8, *Certificate of Aircrew Qualification*.** When AF Form 8 is used for non-rated aircrew qualification, accomplish as specified in [paragraph 8.2.8](#). See [Chapter 7](#) for basic format. When a flight evaluation is directed, accomplish applicable portions of the AF Form 8 as specified in [Chapter 7](#).

8.3.10. **AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*.** When AF Form 8a is used for non-rated aircrew qualification, accomplish as specified in [paragraph 8.2.9](#). See [Chapter 7](#) for basic format. When a flight evaluation is directed, accomplish applicable portions of the Form 8a as specified in [Chapter 7](#).

8.3.11. **Suspense of Non-Rated Aircrew AF Forms 8/8a.** File the completed AF Form 8/8a (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8/8a.

8.3.12. **AF Form 942, *Record of Evaluation*.** Document evaluations on an AF Form 942 IAW [paragraph 7.6](#). For AF Form 8a, enter first aircraft.

8.4. PJ and CRO Additional Procedures. PJ and CRO additional procedures are established in AFI 16-1202, Volume 2, *Pararescue and Combat Rescue Officer Evaluations*. The OPR for AFI 16-1202, Volume 2, will coordinate the initial guidance and any changes with AF/A3O-AT, to ensure compliance with AFI 11-202, Volume 2. AF/A3O-AT will coordinate with applicable MAJCOMs.

8.4. (920RQW) 308 RQS will follow Stan/Eval organization and function policies IAW this instruction. Specific Examination and Evaluation guidance is IAW AFI 16-1203, *Control and Recovery* and AFI 16-1202v2, *Pararescue Emergency Medical Treatment*.

Chapter 9

ADDITIONAL PROGRAMS

9.1. Flight Crew Information File Units will establish and maintain a library consisting of a current read file and publications. This library will consist of a minimum of four volumes as listed in **Table 9.1** in either hardcopy or electronic format.

9.1.1. **Required Volumes.** Volume I is a table of contents for all volumes and current read file items, Volumes II through IV are made up of publications and flight manuals, and Volume V (optional) is reserved for flight safety information. If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title as follows:

9.1.1. **(920RQW)** 920 OG/OGV is the OPR for standardization of the FCIF. OGV and all squadrons will maintain a paper copy of all FCIF read file items with Part B and C of the FCIF Library. During periods when PEX is not available due to outage, etc, crews will annotate reading FCIF Part B on the flight orders. Deployed/Temporary Duty Assignment aircrew will obtain/read latest FCIF items via EPEX or via email from the home station unit.

Table 9.1. Required Volumes.

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

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

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

9.1.2.2. Part B is the Current Read File of FCIF messages. Messages contain information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight.

9.1.2.3. Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct of flight and not required to be read before flight. Part C is optional.

9.1.2.4. Squadrons with both primary crewmembers and mission crewmembers may use separate sections in Volume I for mission crewmembers. In addition, these squadrons are exempt from the requirement to maintain mission crewmember checklist and aircrew aids in the FCIF volumes.

9.1.2.5. Refer to [Attachment 8](#) for a sample message format for use when issuing an FCIF item from a MAJCOM/NAF stan/eval organization.

9.1.3. **Publications Library.** Volumes II through IV will consist of an FCIF Functional Publications Library according to MAJCOM directives.

9.1.3.1. All publications in the library will be current and complete.

9.1.3.2. Units will establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles. Publication dates, supplements and changes are not required.

Table 9.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFI 11-202 V1	<i>Aircrew Training</i>
AFI 11-2 MDS-Specific V1	<i>Aircrew Training</i>
AFI 11-202 V2	<i>Aircrew Standardization Evaluation Program</i>
AFI 11-2 MDS-Specific V2	<i>Aircrew Evaluation Criteria</i>
AFI 11-202 V3	<i>General Flight Rules</i>
AFI 11-2 MDS-Specific V3	<i>Aircrew Operational Procedures</i>
AFI 11-401	<i>Aviation Management</i>

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

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

9.1.3.4.1. If any part of the FCIF library is maintained electronically and not specifically addressed above, units will ensure that the information is current and accessible for concurrent viewing by multiple aircrew members.

9.1.3.4.2. At a minimum, units will maintain the required index and location of electronic files in the applicable binder in the FCIF library.

9.1.3.4.3. Documents will be made available for deployments.

9.1.3.4.4. Procedures for maintaining, updating and backup to prevent loss or corruption of the electronic data will be outlined in the unit supplement/addendum.

9.2. Flight Related Special Interest Item (SII).

9.2.1. Flight Related SIIs are items of emphasis of existing procedure(s) designed to mitigate or eliminate specific risks or trends. SIIs do not add to or amend established procedures. SIIs will be based on analysis of risks and trends from a variety of sources to include Safety Investigation Board (SIB) findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

9.2.2. SII(s) should normally be of limited duration (i.e. not to exceed 90 days) so as to maintain the focus. If the situation for which the SII was issued remains, consideration should be given to amending current procedures and issuing corrective action via a command message or FCIF.

9.2.3. SII(s) may be issued/rescinded from the MAJCOM, NAF or unit level.

9.2.4. MAJCOM/NAF SII(s) will be issued to applicable unit OGVs in a message format identifying the following elements: subject/title, unique DTG, specific MDS applicability, references (document, SIB, etc) risk and trend details, specific emphasis actions to reduce/eliminate the risk or trend that is the SII topic, effective date of rescission, and SME/POC for further information.

9.2.5. Units will place all MAJCOM/NAF issued SIIs into the FCIF, Current Read File, Part B, for dissemination to crewmembers.

9.2.6. All current flight-related MDS-Specific and CRM/ORM related SII(s) will be briefed during flight briefings for the duration of the SII(s). Mission related SII(s) need only be briefed on those missions for which the SII is relevant.

9.2.7. Current MAJCOM/NAF and unit issued SII(s) will be identified in Flight Crew Information Summary (FCIS) attachments. Units that do not publish a FCIS will maintain current SII(s) in Part B of their FCIF until rescinded.

9.3. Go/No-Go Procedures Units will establish a positive control system that ensures aircrew members have completed all ground training and stan/eval items required for flight.

9.3. (920RQW) Go/No-Go Procedures. The flight authorization authenticating official will verify aircrew Go/No-Go status, except for FCIF and Boldface, prior to signing the flight authorization. The OPS SUP/SDO will verify all items of aircrew Go/No-Go status are complete prior to releasing the crew for flight. Units will utilize PEX Go/No-Go program and ARMS products. The following items will be checked for Go/No-Go prior to each flight:

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

9.3.1. **(920RQW)** ARMS products checked for events and currencies required by AFI 11-2MDS-Specific, Volume 1 and AFI 11-202V1/ACC Sup 1 Flying Operations (non-currency will result in grounding, flying in supervised status, or restricting the mission profile, depending on the non-current events):

9.3.1.1. The training items from AFI 11-202, Volume 1, required for flight.

9.3.1.1. **(920RQW)** FCIF (Part B currency mandatory, Part D currency desired)

9.3.1.2. The ground training items required for flight from the applicable AFI 11-2 MDS-Specific Volume 1.

9.3.1.2. **(920RQW)** Boldface Testing (applicable crewmembers only)

9.3.1.3. The aircrew physical, physiological training, centrifuge training, egress training, and current Aeronautical Order items IAW AFI 11-421, *Aviation Resource Management*.

9.3.1.3. **(920RQW)** Duty not involving flying (DNIF) status

9.3.1.4. The stan/eval examination items required for flight from AFI 11-202, Volume 2/MAJCOM Supplement.

9.3.1.4. **(920RQW)** Supervised status

9.3.1.5. Any aircrew Duty Not Involving Flying (DNIF) status.

9.3.1.5. **(920RQW)** Valid Aeronautical Order

9.3.1.6. Currency on all FCIF (Volume 1, Part B and C (*Note:* Part C is optional)) items.

9.3.1.6. **(920RQW)** Applicable Combat Mission Ready training currencies

9.3.1.7. **(Added-920RQW)** Visiting Aircrews. The squadron aviation resource manager collects and reviews all required ARMS products/currencies to ensure a visiting (inter-fly) crewmember is qualified and current before placing the individual on the flight authorization. Visiting aircrew will initial and annotate the current Part B FCIF number on the flight authorization before flight

9.3.2. Units will define and publish their positive control system in the unit supplement to this instruction.

9.3.2. **(920RQW)** The PEX Go/No-Go computer program located at the Ops Sup/SDO counter can be used by applicable aircrew to record and track the review or accomplishment of certain Go/No-go items. Currently PEX is used to track and indicate Go/No-go status using DNIF, S/E testing, FCIF, etc. Aircrew indicating “red” in these columns are not cleared to fly.

9.3.2.1. **(Added-920RQW)** Current items tracked in PEX as FCIF items include (not limited to): FCIF B read file, FCIF C read file, boldface, init/annual read file review, publication issue (flight), Safety read file, semi-annual test accomplishment, and OPS SUP/SDO read file.

9.3.2.2. **(Added-920RQW)** Aircrew/team members will be displayed by a colored dot indicating his/her current status in each column. “Red” indicates that an aircrew member cannot fly until the current items are confirmed accomplished and/or signed off in PEX. A yellow status indicates that a crewmember is overdue a currency or needs to sign off a non-grounding item, but may still fly with proper supervision or sortie profile. A “green” status indicates that all Go/No-go items for that column are satisfied, cleared to fly.

9.3.2.3. **(Added-920RQW)** Current Aeronautical Order, Flight Physical, Physiological Training, Physical Availability (DNIF) will always need to be checked manually using the ARMS reports regardless of PEX implementation.

9.3.2.4. **(Added-920RQW)** As a positive control measure, the OPS SUP/SDO will review the No-go status of all aircrew members prior to the mission brief and resolve any discrepancies prior to aircrew members stepping to the aircraft. If PEX is not available, the most current ARMS products will be used.

9.3.2.5. **(Added-920RQW)** In addition, the OPS SUP/SDO will review the OPS SUP/SDO Currency Report for training items/currencies (non-grounding) that may affect mission profiles. If PEX is not available, the most current ARMS products will be used.

9.3.2.6. **(Added-920RQW)** Backup Procedures. Units will maintain paper copy of all FCIF Read File items. In the event of PEX failure, or password problems when signing off PEX FCIF items, an aircrew may document FCIF accomplishment by indicating “thru FCIF XX-XX” in the remarks section of the flight authorization. In the event that the local PEX system is not available, the flight authorization system will be used to document FCIF Go/No-go status.

9.3.2.7. **(Added-920RQW)** Other Requirements. Each flight will fill out an ORM sheet prior to the OPS SUP/SDO briefing. The OPS SUP/SDO is responsible for getting the appropriate supervisor approval if required. Although this is a pre-flight item, the ORM sheet is not a Go/No-go item.

9.3.3. **(Added-920RQW)** Prior to each flight, aircraft commanders will check their crew’s Go/No-go status and flight leads will confirm the status of all flight members. The OPS SUP/SDO, DO, and one Commanding Officer (CO) also have redundant responsibilities to ensure Go/No-go status so that no aircrew/team member flies “in the red”. Training items accomplished, but not yet entered in ARMs (i.e. red on the ARMS Currency Report or under the training column when implemented in PEX) must be verified accomplished by asking the aircraft commander or instructor. Document training event accomplishments on an IMT 1522 or in the remarks section of the Flight Authorization prior to the OPS SUP/SDO brief.

9.4. Electronic Data Storage Units may use electronic database files for record keeping, trend analysis, printing of standard forms, etc. MAJCOMs will establish standards for archiving and inspection of electronic files. Units not in compliance will maintain hard-copy records as directed in this instruction.

9.5. Adopted Forms.

AF Form 702, *Individual Physiological Training Record*,

AF Form 847, *Recommendation for Change of Publication*,

AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*,

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*.

9.5. (920RQW) Adopted Forms:

AF Form 8/8A, Certificate of Air Crew Qualifications

AF Form 847, Recommendation for Change of Publication

AF IMT 1522, ARMS Additional Training Accomplishment

AF Form 4348, USAF Aircrew Certifications

AF Form 1381, USAF Certification of Air Crew Training

AF Form 4324, Aircraft Assignment/ Aircrew Qualification Worksheet

9.6. Prescribed Forms.

AF Form 8, *Certificate of Aircrew Qualification*;

AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*;

AF Form 942, *Record of Evaluation*;

AF Form 1381, *USAF Certification of Air Crew Training*;

AF Form 4348, *USAF Aircrew Certifications*;

CARROL H. CHANDLER, Lt Gen, USAF
DCS, Air, Space & Information
Operations, Plans & Requirements

(920RQW)

STEVEN W. KIRKPATRICK, Col, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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- (Added-920RQW) AFMAN 33-363, Management of Records, 1 March 2008
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- (Added-920RQW) T.O. 1C-130-1-4, SCNS, 4 September 2002
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- (Added-920RQW) T.O. 1C-130A-9, Loading Manual, 13 October 2006
- (Added-920RQW) T.O. 1C-130H-H-1, Flight Manual, 21 August 2009
- (Added-920RQW) T.O. 1C-130H-1-1, Performance Manual, 15 March 2001
- (Added-920RQW) T.O. 1H-60H-G-1, Flight Manual, 30 June 2009
- (Added-920RQW) AFI 11-202V2, ACCSUP1, *Aircrew Standardization/Evaluation*, 15 December 2004
- (Added-920RQW) AFI 11-202V2, *Flying Operations*, 8 December 2006
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- (Added-920RQW) AFI 11-210, *Instrument refresher course (IRC) Program*, 3 February 2005
- (Added-920RQW) AFI 11-231, *Computer Air Release*, 31 August 2005
- (Added-920RQW) AFI 11-290_AFRCSUP1, *Cockpit/Crew Resource Management Training Program*, 5 March 2004
- (Added-920RQW) AFI 11-2HC-130V1, *HC-130 Aircrew Training*, 2 May 2007
- (Added-920RQW) AFI 11-2HC-130V3, *Operations Procedures*, 30 June 2007
- (Added-920RQW) AFI 11-2HH-60V3, *Operations Procedures*, 19 May 2007
- (Added-920RQW) AFI 11-418, *Operations Supervision*, 21 October 2005
- (Added-920RQW) AFI 13-201_AFRCSUP, *Airspace Management*, 2 October 2007
- (Added-920RQW) AFI 13-217, *Drop Zone and Landing Zone Operations*, 10 May 2007

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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)*, 6 Apr 2005

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

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

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Abbreviations and Acronyms

(Added-920RQW) **10 AF**— 10th Air Force

(Added-920RQW) **39 RQS**— 39th Rescue Squadron

(Added-920RQW) **301 RQS**— 301st Rescue Squadron

(Added-920RQW) **308 RQS**— 308th Rescue Squadron

(Added-920RQW) **920 OG**— 920th Operations Group

(Added-920RQW) **920 RQW**— 920th Rescue Wing

A3—Director of Operations

(Added-920RQW) **ACC**— Air Combat Command

AE—Aeromedical Evacuation

AF—Air Force

AFFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

(920RQW) AFI— Air Force Instruction

AFMAN—Air Force Manual

(920RQW) AFMAN— Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

(Added-920RQW) AFRIMS— Air Force Records Information Management System

AGR—Active Guard and Reserve

(Added-920RQW) AIS— Advanced Instrument School

ANG—Air National Guard

AO—aeronautical order

AR—air refueling

ARMS—Aviation Resource Management System

(920RQW) 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

(920RQW) CC— Commander

CCTS—Combat Crew Training Squadron

(Added-920RQW) CCV— Vice Commander

(Added-920RQW) CD— Deputy Commander

CEA—Career Enlisted Aviator

(Added-920RQW) CIP— Checkride-in-progress

CMR—Combat Mission Ready

(Added-920RQW) CO— Commanding Officer

CRM—Cockpit/Crew Resource Management

CRO—Combat Rescue Officer

(Added-920RQW) CRO/PJs— Combat Rescue Office/Pararescue Jumpers

DNIF—duty not involving flying

(920RQW) DNIF— Duty Not Involving Flying

(Added-920RQW) DO— Director of Operations

(Added-920RQW) DOV— Squadron Standardization and Evaluation

(Added-920RQW) DOW— Tactics

DRU—direct reporting unit

(Added-920RQW) DZC— Drop Zone Controller

EOC—end of course

EP—emergency procedures

EPE—emergency procedures evaluation

(Added-920RQW) EPEs— Emergency Procedure Evaluations

ETCA—Education and Training Course Announcement

FCIF—Flight Crew Information File

(920RQW) FCIF— Flight Crew Information File

(Added-920RQW) FE— Flight Engineer

FEF—Flight Evaluation Folder

(920RQW) 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

(920RQW) IAW— In Accordance With

IMT—Information Management Tool (IAW AFI 33-360, the IMT designator is being phased out, but will continue to be used until all publications and forms bearing the IMT reference are updated. The IMT designator has been replaced by “Form” in this AFI.)

INIT—initial

INSTM—instrument

INSTR—instructor

(Added-920RQW) JAI— Joint Air-Drop Inspector

MAJCOM—Major Command

MDS—Mission Design Series
(920RQW) MDS— Mission Design Series
MFR—memorandum for record
(Added-920RQW) MNS— Mission Evaluation
MQF—master question file
(920RQW) 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
(920RQW) OGV— Group Standardization and Evaluation
OPR—office of primary responsibility
(920RQW) OPR— Office of Primary Responsibility
(Added-920RQW) OPS SUP— Operations Supervision
ORM—operational risk management
PCA—permanent change of assignment
PCS—permanent change of station
(920RQW) PCS— Permanent Change of Station
(Added-920RQW) PEX— Patriot Excalibur
PJ—pararescue jumper
(Added-920RQW) POC— Point of Contact
QUAL—qualification
Q—qualified

(Added-920RQW) QUAL/INST— Qualifying Instruction

(Added-920RQW) RDS— Records Disposition Schedule

RQ—requalification

(Added-920RQW) SARM— Squadron Aviation Resource Management

SAV—staff assistance visit

SEB—Standardization/Evaluation Board

(920RQW) SEB— Stan/Eval Board

SELO—Standardization/Evaluation Liaison Officer

SIM—simulator

(Added-920RQW) SPOT— Spot Evaluation

(Added-920RQW) SQ— Squadron

SQB—secure question bank

(920RQW) SQB— Secure Question Bank

SSAN—Social Security Account Number

STAN/EVAL—standardization/evaluation

(Added-920RQW) SUP— Supervisor

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 a flight examiner to remedy deficiencies identified during an evaluation that must be completed by the due date. This training may include self-study, ground instruction, ATD, simulator or flying. Additional training must include demonstration of satisfactory knowledge or proficiency to a flight examiner, supervisor or instructor to qualify as completed.

Aircrew—The total complement of rated, career enlisted aviator, and nonrated aircrew personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to the accomplishment of the aircraft's mission. Individuals must be on aeronautical orders and assigned to an authorized position according to AFI 65-503, or nonrated aircrew not in an aircraft's basic complement, but required for the mission. See AFPD 11-4.

Aircrew Training Device (ATD)—A training platform suitable to conduct evaluations.

Air Reserve Technician (ART)—A civilian employee of the United States Air Force Reserve Command (AFRC) who provides permanent party support to an AFRC unit and occupies an AFRC Unit Manning Document military position in the unit comparable to his or her civilian position.

Air Technician (AT)—A civilian employee of the Air National Guard (ANG) who provides permanent party support to an ANG unit and occupies an ANG unit manning document military position in the unit comparable to his or her civilian position.

Certification—Procedure used to document competency in a particular task. Not interchangeable with “qualification,” which requires Form 8/8a documentation.

Combat Crew Training Squadron (CCTS)/Formal Training Unit (FTU)—A unit with a primary mission to train aircrew personnel according to approved syllabi.

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

Eligibility Period—The six-month period prior to the expiration date of an evaluation.

Emergency Procedures Evaluation (EPE)—A flight, aircrew training device or verbal evaluation used to evaluate emergency procedures and systems knowledge.

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

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

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

Flight Evaluation Folder (FEF)—A two-part folder containing the source documents that constitute the history of flying qualifications of each aircrew member.

Flight Examiner—An aircrew member designated to perform evaluation duties as specified by this instruction. Flight examiners must be current and qualified in the events they evaluate (exception: SPOT evaluations). *Unit Flight Examiners* include squadron flight examiners assigned to the flying squadron, OGV flight examiners assigned to the OGV but attached to the flying squadron and other Wing individuals tasked with flight examiner duties assigned above the squadron level. *HHQ Flight Examiner* is a flight examiner assigned to a NAF or MAJCOM.

Senior Flight Examiners are senior flying commanders – specifically, flying NAF/CCs and OG/CCs - that act in the capacity of flight examiners.

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

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

Instructor Evaluation—An evaluation that certifies and maintains instructor qualification of the examinee. Includes evaluations that initially qualify and requalify an aircrew member as an instructor in a MDS aircraft (i.e., INIT INSTR and RQ INSTR) as directed in AFI 11-2 MDS-Specific Volume 1.

Instrument Evaluation—Qualifies an aircrew member to operate in instrument meteorological conditions.

Lead Command—The Air Force MAJCOM or agency possessing an MDS that is designated by AFPD 10-9 as responsible for the coordination of MDS-Specific activities.

Master Question File (MQF)—Question bank used to construct closed book exams. Aircrew members have access to MQFs.

Mission Evaluation—Qualifies an aircrew member to employ the MDS of the unit in accomplishing the unit's operational mission.

No-Notice Evaluation—An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

Office of Collateral Responsibility (OCR)—Any headquarters, agency, or activity having coordinating functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Operations Group Commander (ANG/AFRC)—ANG/AFRC may use Air Operations Officer/ Operations and Training Officer, if appropriate, when Operations Group Commander (OG/CC) is referenced.

Qualification Evaluation—Qualifies an aircrew member to perform the duties of a particular crew position in the specified aircraft. Requires AF Form 8/8a documentation.

Requalification Evaluation—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding six months (as specified in applicable AFI 11-2 MDS-Specific Volume 1) or a recheck following a failed evaluation.

Requisites—Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete.

Recheck—A subsequent evaluation used to remedy a failed evaluation.

Secure Question Bank (SQB)—Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

Specialized Aircrew—Flight Surgeons and Non-Rated aircrew, to include K-, Q- and X- prefix specialty codes. Does not include X-prefix Aeromedical Evacuation Crewmembers.

SPOT Evaluation—An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation.

Squadron Supervisor—Any of the following: squadron commander, operations officer, assistant operations officer, flight commander or person specifically designated by the squadron commander.

Stan/Eval Board (SEB)—A forum convened at the group level to review and resolve aircrew-related issues.

Stan/Eval Function—An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

Standardization/Evaluation Liaison Officer (SELO)—An individual (officer or enlisted) tasked to perform squadron stan/eval administrative duties.

Student Aircrew Member—An aircrew member enrolled in a formal course or training under a MAJCOM approved syllabus.

Supervised Status—The status of an aircrew member who must fly under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI 11-2 MDS-Specific Volume 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI 11-2 MDS-Specific Volume 1, or as determined by the squadron commander.

Supplementary Evaluation Program—Unit directed evaluation of unit activities other than the flight evaluations listed in this instruction (e.g., IRC, Radio Communications, Life Support, Aero Club).

Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

Unit—A level of organization under HHQs (MAJCOM and/or NAF) required to establish a stan/eval function (normally this is an operations group and consists of both the group and flying squadrons).

Universal Qualification—Process where Specialized Aircrew attain/maintain qualification in two or more MDS aircraft where qualification is attained/maintained via a minimum of a ground phase examination. Universal Qualification also applies to Aeromedical Evacuation (AE) crewmembers. IAW AFI 11-2AE, Volume 2, AE crewmembers will maintain qualification in MAF aircraft and will accomplish a ground and flight phase evaluation with qualification documented as directed in the AE Vol 2 AFI.

User Command—Any Air Force MAJCOM/agency, other than the lead command, that possess a MDS.

Attachment 2

STAN/EVAL BOARD MINUTES

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

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)
2. Overview:
 - a. Manning. (Enter any stan/eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron flight examiners.) Include any OG/CC designated additional OGV flight examiners.
 - b. Summary.
 - (1) Evaluations. Report EP and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2 MDS-Specific Volume 2). Include SPOT, N/N, and INIT INSTR evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).
 - (a) Q-1s
 - (b) Q-2s
 - (c) Q-3s
 - (d) Total evaluations for each crew position
 - (2) Examinations. Report examination results by crew position and type of examination (open book, closed book, instrument and boldface/CAPs).
 - (3) Waivers and Extensions. Identify all waivers and extensions granted to extend the period of qualification (see **paragraph 5.2.6.3.**), preclude re-accomplishment of requisites (see **paragraph 5.2.16.**), extend recheck periods (see **paragraph 5.2.13.1.**), extend additional training periods (see **paragraph 5.2.12.2.5.**) and extend periods to re-accomplish examinations (see **paragraph 6.4.7.2.**).
 - (4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.
 - (5) Report progress toward achievement of no-notice requirements, if applicable.
 - c. Required Stan/Eval Program Inspections and Reviews (if applicable).
 - d. Aircrew Flight Publications Program. Review open AF Forms 847.

- e. Supplementary Evaluation Program. Report results of evaluations conducted.
 - f. MTR and Air Refueling Track Reviews (annotate date completed or “N/A” as applicable - see **paragraph 3.2.2.10.**).
3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal stan/eval inspections will be addressed and covered until they are closed out.
4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.
5. Other: This is an optional paragraph that can be used as necessary.
- 5a. **(Added -920 RQW)** Results of annual FCIF library and publications review.
 - 5b. **(Added -920 RQW)** Results of annual aircrew publications review.
 - 5c. **(Added -920 RQW)** AF Form 847 tracking.
 - 5d. **(Added -920 RQW)** Results of 10AF self-inspection checklist (First Half SEB only).
 - 5e. **(Added -920 RQW)** FEF Posting review accomplishment and status (# of posting reviews accomplished vs. awaiting accomplishment).
 - 5f. **(Added -920 RQW)** FEF Periodic review accomplishment and status (First Half SEB only).
 - 5g. **(Added -920 RQW)** MQF/SQB update and review status (Second Half SEB only).
6. Problems Requiring HHQ Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:

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

Attachment 3
SAMPLE AF FORMS 8

Figure A3.1. Commendable INSTM-QUAL.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED	
					2 Feb 04	
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)			RANK	SSAN	ELIGIBILITY PERIOD	
Brown, Steve L.			Maj	5234	May – Oct 03	
ORGANIZATION AND LOCATION				AIRCRAFT/CREW POSITION		
66 FS, Homestead AFB, FL				F-16C/IP		
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE	
Open Book	16 Jan 04	98	INSTM/QUAL		23 Jan 04	
Closed Book	22 Jan 04	100				
CAPS	22 Jan 04	Q				
Instrument	17 Jan 04	100				
EPE	2 Feb 04	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)			DATE ADDITIONAL TRAINING COMPLETED	
1		N/A			N/A	
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
Jun 05						
<input type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)	<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	<input type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)	
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER John Q. White, Major	66 FS/DOS			X		
2 REVIEWING OFFICER Ron A. Bear, Lt Col	66 FS/DO					
3 FINAL APPROVING OFFICER George C. Scott, Lt Col	66 FS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	Steve L. Brown, Maj					

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p>EXAMINER'S REMARKS:</p> <p>A. Mission Description. The examinee planned, briefed, led, instructed and debriefed this INSTM/QUAL 2-ship ACT mission to W-168. This mission consisted of a single ship takeoff, TOAD 2 departure, climbout, weapons system check, direct to W-168, G-warm up maneuver, fence check and Air to Air maneuvering. Return to base consisted of a battle damage check, radar vectors to Southwest Florida International for an enroute descent to the localizer RWY 6, missed approach, climbout and point to point navigation to the CAJUN IAF at Homestead ARB to the HI ILS RWY 5, penetration and approach, climb to high key for an SFO, low approach, followed by a closed pattern to a full stop landing. The examinee instructed on ILS instrument procedures, SFO and SADL avionics during the pre-flight briefing and during the post-flight debrief of the mission.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training. None.</p> <p>D. Additional Comments. The examinee's Flight Leadership during a complex ACT mission was commendable.</p> <p>The expiration date of the INSTM/QUAL evaluation documented on AF Form 8, dated 25 May 02 is extended to 30 Apr 04 per AF/XO waiver message, "Waiver of Minimum Aircrew Requirements", dated 15 Apr 03. Maj. Brown was deployed in support of OPERATION IRAQI FREEDOM until 1 Dec 04. All requisites may be completed within the extended eligibility period created by the extension of the expiration date.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
<p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.2. EQ-1 INSTM-QUAL.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED		
				6 Oct 05		
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)			RANK	SSAN	ELIGIBILITY PERIOD	
Smith, George E.			Capt	6789	May – Oct 05	
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION			
123 FS, Davis-Monthan AFB, AZ			A/OA-10AMP			
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
Open Book	16 Jul 05	98	INSTM/QUAL	23 Sep 05		
Closed Book	17 Jul 05	100				
Boldface	17 Jul 05	Q				
Instrument	5 Aug 05	100				
EPE	6 Oct 05	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
1		N/A		N/A		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
Feb 07						
<input type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)	<input checked="" type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	<input type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)	
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER John Q. White, Major	123 FS/DOW			X		
2 REVIEWING OFFICER Ron A. Bear, Lt Col	123 FS/DO					
3 FINAL APPROVING OFFICER George C. Scott, Lt Col	123 FS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	George E. Smith, Capt					

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p>EXCEPTIONALLY QUALIFIED: Capt Smith was exceptional in his precise handling of the aircraft throughout the air-work and multiple instrument approaches.</p> <p>EXAMINER'S REMARKS:</p> <p>A. Mission Description. The examinee planned and briefed this instrument/qualification evaluation to Tombstone MOA for BFM direct Libby AAF for no-flap PAR low approach/missed approach to a SSE ILS low approach/climbout, fix-to-fix navigation to Holding/TACAN penetration and nonprecision low approach at Davis-Monthan AFB to a closed pattern overhead full stop.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training. None.</p> <p>D. Additional Comments. None.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
<hr/>	
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.3. Q-2 Two Sortie.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED		
				17 Dec 05		
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)		RANK	SSAN	ELIGIBILITY PERIOD		
Johnson, John, O.		TSgt	9876	Jul – Dec 05		
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION			
301 RQS, Patrick AFB, FL			HH-60G/MG			
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
Closed Book	26 Oct 05	95	MSN	9 Nov 05		
Open Book	29 Oct 05	94	MSN	17 Dec 05		
EPE	15 Nov 05	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
2		28 Feb 06		11 Dec 05		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
May 07		STEPHEN C. SCHWARZ, SMSgt, 301RQS/DOT			14 Dec 05	
<input checked="" type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Tim P. Smith, MSgt	920 OG/OGV			X		
2 REVIEWING OFFICER Joe M. Kakas, Maj	920 OG/OGV					
3 FINAL APPROVING OFFICER John T. Bass, Lt Col	301 RQS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	John O. Johnson, TSgt					

AF Form 8 (Example)

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
RESTRICTIONS:	
SUPERVISED STATUS. Examinee will not perform aircrew duties unsupervised until additional training is completed satisfactory.	
EXAMINER'S REMARKS:	
A. Mission Description.	
<p><u>First Sortie.</u> Scheduled as a two-ship night tactical sortie with no weapons mounted and a three-man Pararescue team. Examinee performed alternate insertion/extraction (AIE) pre-flight and brief, aircraft interior inspection, and cabin configuration. The sortie was cancelled due to an aircraft flight control problem and no spare aircraft was available. Weapon preflight and all in-flight areas/sub-areas remain to be accomplished. The unit CC and DO were debriefed on the results.</p>	
<p>KEN R. HACKER, MSgt, USAFR 301 RQS/DOV</p>	
<p><u>Second Sortie.</u> Continuation evaluation was a two-ship night tactical sortie from Patrick AFB to Echo Range at Avon Park, FL. Examinee accomplished weapon preflight, in-flight arming, target acquisition, and de-arming procedures for the GAU-2. Threat reactions were accomplished enroute. Examinee completed a thirty-foot fast rope insertion followed by a fifteen-foot rope ladder extraction. Performed multiple takeoffs, approaches, gunnery patterns and PJ team options using terminal area tactics. Examinee demonstrated good safety, judgment, system knowledge, and attention to detail throughout the sortie. Other aircraft weapon systems (GAU-18 and M-240D) were evaluated verbally.</p>	
B. Discrepancies.	
<ol style="list-style-type: none"> 1. Ground. None. 2. Flight. (First Sortie) Area 5. Systems Knowledge – U. Examinee demonstrated unsatisfactory knowledge of aircraft operating limits, AIE equipment pre-flight, and AIE procedures. 	
C. Recommended Additional Training.	
<ol style="list-style-type: none"> 1. Ground. None. 2. Flight. (First Sortie) Review with an instructor T.O. 1H-60(H)G-1 chapter 5, AFI 11-2HH-60v3 chapters 3 and 6, and AFTTP 3-3.24 chapter 5 and demonstrate a satisfactory level of knowledge and understanding. 	
D. Additional Comments. None.	
Reviewing Officer's Remarks:	
Approving Officer's Remarks:	
<p>PRIVACY ACT STATEMENT</p>	
<p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.4. Q-3 QUAL-MSN.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED		
				10 Jan 04		
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)		RANK	SSAN	ELIGIBILITY PERIOD		
Hightower, Thomas W.		Maj	3860	Aug 03 – Jan 04		
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION			
123 BS, Barksdale AFB, LA			B-52H/IE			
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
Open Book	12 Sep 03	70/85	QUAL/MSN	19 Nov 03		
Closed Book	14 Oct 03	98				
Boldface	14 Oct 03	Q				
SIM ALQ T-4/EPE	8 Nov 03	3/1				
SIM INSTR ALQ T-4	21 Oct 03	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
MSN 1	QUAL 3	EPE: 28 Feb 04 FLT: 28 Feb 04		EPE: 7 Nov 03 FLT: 10 Jan 04		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
MSN Apr 05	QUAL N/A	Mike B. Sultan, Maj 123 BS/DOT			11 Jan 04	
<input checked="" type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)	<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	<input type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)	
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Joel S. Brown, Major	123 BS/DOT			X		
2 REVIEWING OFFICER John T. McDonald, Lt Col	123 BS/DO					
3 FINAL APPROVING OFFICER Robert W. Davis, Lt Col	123 BS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	Thomas W. Hightower, Maj					

AF Form 8 (Example)

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
RESTRICTION:	
<p>SUPERVISED STATUS. Maj Hightower will not perform aircrew duties unsupervised until a successful QUAL recheck has been accomplished.</p>	
EXAMINER'S REMARKS:	
<p>A. Mission Description. The examinee's mission consisted of a two-ship departure in the lead position, air refueling on AR-112W, Electronic Attack (EA) at Smoky Hill ANG Range, and transition at Barksdale AFB. The examinee performed three MUTES S-01 EA runs at Smoky Hill ANG Range. The examinee instructed the following areas in the ALQ T4: airborne, naval and land-based threat identification, countermeasures, and procedures.</p>	
B. Discrepancies.	
<p>1. Ground (EPE). (Date of Q-3: 21 Oct 03) Area 20. Boldface Emergency Procedures – U. The examinee performed Boldface out of sequence for Smoke In The Cockpit emergency procedure.</p>	
<p>2. Flight. Area 23. Safety – U. The examinee failed to install the Flight Safety Pins No. 1 in the Arming Levers before he left the ejection seat in-flight.</p>	
C. Recommended Additional Training.	
<p>1. Ground (EPE). Examinee will review all aspects of Smoke In The Cockpit emergency procedures, to include Boldface with an instructor. An EPE recheck must be accomplished prior to next flight.</p>	
<p>2. Flight. Review with an instructor T.O. 1B-52H-1, section one Escape Systems (Upward Ejection Seat) procedures to a satisfactory level of knowledge and understanding. Fly a mission demonstrating proper upward ejection seat safety procedures in accordance with the T.O. 1B-52H-1 to an instructor. Flight qualification recheck must be accomplished.</p>	
D. Additional Comments. None.	
Reviewing Officer's Remarks:	
Approving Officer's Remarks:	
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.5. Q-1 REQUAL.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED	
					16 Feb 04	
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)			RANK	SSAN	ELIGIBILITY PERIOD	
Hightower, Thomas W.			Maj	3860	N/A	
ORGANIZATION AND LOCATION				AIRCRAFT/CREW POSITION		
123 BS, Barksdale AFB, LA				B-52H/IE		
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE	
			RQ QUAL		16 Feb 04	
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)			DATE ADDITIONAL TRAINING COMPLETED	
1		N/A			N/A	
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE		DATE
Jul 05						
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Juan V. Rodriguez, Maj	123 BS/DOW			X		
2 REVIEWING OFFICER John T. McDonald, Lt Col	123 BS/DO					
3 FINAL APPROVING OFFICER Robert W. Davis, Lt Col	123 BS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	Thomas W. Hightower, Maj					

AF Form 8 (Example)

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p>EXAMINER'S REMARKS:</p> <p>A. Mission Description. This Requalification qualification evaluation was conducted as a single-bomber departure with air refueling on AR-112W, Electronic Attack (EA) at Smoky Hill ANG Range, and transition at Barksdale AFB. The examinee performed two MUTES M-06 EA runs at Smoky Hill ANG Range. Equipment operation was performed within technical order compliance.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training. None.</p> <p>D. Additional Comments. This Requalification evaluation was required to remedy a failed periodic qualification evaluation. This evaluation was debriefed with the 123 BS/DO.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.6. Ground Recheck.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED		
				11 Apr 05		
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)		RANK	SSAN	ELIGIBILITY PERIOD		
Flintstone, Fredrick B.		TSgt	6789	Dec 04 – May 05		
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION			
6 AS, Travis AFB, CA			C-5B/ML			
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
Open Book	12 Jan 05	85	QUAL/MSN	6 Apr 05		
Closed Book	14 Jan 05	96	GROUND RECHECK	11 Apr 05		
Boldface	14 Jan 05	Q				
EPE	5 Apr 05	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
3/1		31 Jul 05		9 Apr 05		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
Sep 06		John G. Smith, MSgt 6 AS/DOT			10 Apr 05	
<input checked="" type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)	<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	<input type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)	
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Randall S. Blacksmith, MSgt	6 AS/DOT			X		
2 REVIEWING OFFICER Kevin W. MacDill, Maj	14 AS/DO					
3 FINAL APPROVING OFFICER John R. Dallas, Lt Col	14 AS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	Fredrick B. Flintstone, TSgt					

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
RESTRICTION:	
<p>SUPERVISED STATUS. TSgt. Flintstone will not perform aircrew duties unsupervised until additional training and ground recheck has been accomplished.</p>	
EXAMINER'S REMARKS:	
<p>A. Mission Description. The examinee's mission consisted of a channel mission Travis AFB – Elmendorf AFB – Travis AFB with 14 pallets of cargo and 26 passengers onboard.</p>	
<p>B. Discrepancies.</p>	
<p>1. Ground. None.</p>	
<p>2. Flight. Area 14. Cargo Loading – U. The examinee failed to identify and then used a defective cargo tie-down chain. Evaluator intervened before takeoff.</p>	
<p>C. Recommended Additional Training.</p>	
<p>1. Ground. Examinee will review and then successfully demonstrate to an instructor, the proper markings and the restrictions affecting the MA-7J4 tie-down chain.</p>	
<p>2. Flight. None.</p>	
<p>D. Additional Comments. Ground recheck successfully accomplished on 11 Apr 04. No further action required.</p>	
<p>Reviewing Officer's Remarks:</p>	
<p>Approving Officer's Remarks:</p>	
<p>PRIVACY ACT STATEMENT</p>	
<p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p>EXAMINER'S REMARKS:</p> <p>A. Mission Description. This was a No-Notice evaluation night mountainous mission profile on SR-119/101 in the left seat with multiple simulated threats and simulated equipment failures/EPs. Time On Target was accomplished to a simulated drop en-route with a zero second deviation. Airdrops performed were an actual HSSLADS and CRS at Pino DZ (50/6 and 50/10) and SCAs were performed at Duke Field. All sub-areas were performed in an outstanding manner.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training. None.</p> <p>D. Additional Comments. None.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.9. Flight Surgeon.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED	
					23 Nov 05	
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)			RANK	SSAN	ELIGIBILITY PERIOD	
Cutter, Roger, T.			Lt Col	1234	Aug 05 - Jan 06	
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION			
99 FS, Shaw AFB, GA			ALL/FS			
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE	
Open Book	23 Nov 05	85				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
1		N/A		N/A		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
Apr 07						
<input type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)	<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	<input type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)	
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Walter P. Wright, Maj	99 FS/DOW					
2 REVIEWING OFFICER N/A						
3 FINAL APPROVING OFFICER Jack R. Hutter, Lt Col	99 FS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	Roger T. Cutter, Lt Col					

AF Form 8 (Example)

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
PRIVACY ACT STATEMENT	
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.	

Figure A3.10. AE QUAL-MSN.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED		
				28 Jun 05		
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)		RANK	SSAN	ELIGIBILITY PERIOD		
Good, Johnnie B.		TSgt	9876	Apr - Sep 05		
ORGANIZATION AND LOCATION		AIRCRAFT/CREW POSITION				
459 AES, Andrews AFB, MD		KC-135R/IAM				
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
Open Book	10 Jun 05	98	QUAL/MSN	28 Jun 05		
Closed Book	11 Jun 05	100				
Boldface	11 Jun 05	Q				
EPE	27 Jun 05	1				
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
1		N/A		N/A		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
Nov 06						
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Orville L. Blake, SMSgt	459 AES/DOV			X		
2 REVIEWING OFFICER Deborah S. Jones, Lt Col	459 AES/DOV	X				
3 FINAL APPROVING OFFICER Dale L. Grey, Col	459 AES/CC	X				
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	Johnnie B. Good, TSgt					

AF Form 8 (Example)

Figure A3.11. AE Ground Recheck.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED			
				7 Jul 05			
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial)		RANK	SSAN	ELIGIBILITY PERIOD			
Goodwind, Johnnie B.		Maj	4321	Apr – Sep 05			
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION				
43 AES, Pope AFB, NC			C-130H/MH				
II. QUALIFICATION							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE			
Open Book	10 Jun 05	98	QUAL/MSN	28 Jun 05			
Closed Book	11 Jun 05	100	GROUND RECHECK	7 Jul 05			
Boldface	11 Jun 05	Q					
EPE	27 Jun 05	1					
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED			
3/1		30 Sep 05		5 Jul 05			
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE		
Dec 06		Billy D. Johnson, Capt 43 AES/DOV			5 Jul 05		
<input checked="" type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)	<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	<input type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
III. CERTIFICATION							
	TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER Orville L. Blake, Maj	43 AES/DOV			X		
2	REVIEWING OFFICER Deborah S. Jones, Lt Col	43 AES/DOV	X				
3	FINAL APPROVING OFFICER Dale L. Grey, Col	43 AES/CC	X				
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE		TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
		Johnnie B. Goodwind, Maj					

AF Form 8 CONTINUATION SHEET	
IV.	COMMENTS
RESTRICTION:	
<p>SUPERVISED STATUS. Maj Goodwind will not perform aircrew duties until additional training and ground recheck have been accomplished.</p>	
EXAMINER'S REMARKS:	
<p>A. Mission Description. This evaluation was administered on the C-130H aircraft and meets the requirement for universal qualification on the: C-17, KC-135 and C-130. The evaluation was conducted with the examinee in the FN position on an Aeromedical Readiness Mission originating from Pope AFB and terminating at Pope AFB, with no enroute stops. Simulated Patient load was 4-4+0. Routine medical equipment was used inflight. Col Dale Grey, 43 AES/CC, was debriefed.</p>	
B. Discrepancies.	
<p>1. Ground. None.</p> <p>2. Flight. Area 24. Aircraft systems – U. The examinee failed to verbalize the location/access of the KC-135 electrical system.</p>	
C. Recommended Additional Training.	
<p>1. Ground. None.</p> <p>2. Flight. Examinee will review and verbalize with an instructor all aspects of the KC-135 electrical system related to AE.</p>	
D. Additional Comments. Ground recheck successfully accomplished on 7 Jul 05. No further action required.	
Reviewing Officer's Remarks:	
Approving Officer's Remarks:	
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.12. Commander-Directed Downgrade.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED		
				2 Feb 06		
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)			RANK	SSAN	ELIGIBILITY PERIOD	
Sauck, Jess I.			Maj	3669	N/A	
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION			
369 FS, Nellis AFB, NV			F-16C/FP			
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
			INSTM/QUAL	19 Nov 05		
			MSN	19 Nov 05		
QUALIFICATION LEVEL		ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
	3	FLT: 28 Feb 06 GND: 28 Feb 06		14 Jan 06 2 Feb 06		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
N/A		Mike Q. Tees, Maj 369 FS/DOT			2 Feb 06	
<input checked="" type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)	<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	<input checked="" type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)	
III. CERTIFICATION						
TYPED NAME AND RANK	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER						
2 REVIEWING OFFICER						
3 FINAL APPROVING OFFICER Hugh G. Hammer, Lt Col	369 FS/CC			X		
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
	Jess I. Sauck, Maj					

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p>RESTRICTION(s): COMMANDER-DIRECTED DOWNGRADE, SUPERVISED STATUS: Maj Sauck will not perform aircrew duties until a successful INSTM/QUAL and MSN recheck have been accomplished.</p> <p>A. Narrative. This directed downgrade is for cause. Maj Sauck failed to follow written Air Force Instructions and range guidance, and he committed gross errors in judgment. Maj Sauck led a 4-ship formation to the Northern Ranges of the NTTR to conduct a CT 4v4 Opposed SAT mission against professional adversaries while carrying inert GBU-12 ordnance. During ingress, Maj Sauck unwittingly led his element well outside the western border of the range, ignoring multiple radio calls from GCI, Range Control and his adversaries. Furthermore, he violated air to air training rules by flying in the adversary's block without SA leading to a near mid-air collision. After the training rule and border violations, the adversaries attempted to knock off the fight, but Maj Sauck continued his planned attack. He misidentified his target and released inert ordnance onto a manned target in Range 71. There were no injuries to personnel on the ground. Finally, during RTB, Maj Sauck ignored an ATC directed altitude leading to another near mid-air collision with a separate recovering formation.</p> <p>B. Discrepancies.</p> <ol style="list-style-type: none"> 1. Ground. None. 2. Flight. Area 30, Aimanship -U. Examinee violated written Command and range guidance. Area 31, Safety -U. Examinee violated Command and range guidance placing adversary, range maintenance and recovering crews in extreme danger. Area 32, Aircrew Discipline-U. Examinee violated written Command and range guidance in situations described in the mission narrative. <p>C. Recommended Additional Training.</p> <ol style="list-style-type: none"> 1. Ground. Examinee requires separate flight lead, range, air to air training rules and target identification academics. Furthermore, he must conduct a 4v4 Opposed SAT mission in the simulator. 2. Flight. Examinee requires four training sorties: instruments, Day unopposed SAT as a wingman, Day SAT as an element lead, and Day SAT as a 4-ship flight lead. <p>D. Additional Comments. Upon completion of training, Examinee must successfully complete both an INSTM/QUAL and MSN evaluation for requalification in both respective areas.</p>	
<hr/> PRIVACY ACT STATEMENT <hr/>	
<p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

**Attachment 4
SAMPLE AF FORMS 8A**

Figure A4.1. Q1 (Universal) QUAL MSN.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)						DATE COMPLETED 17 Jan 06
I. EXAMINEE IDENTIFICATION						
NAME (Last, first, Middle Initial) Hook, Michael R.				GRADE MSgt	SSAN 1001	
ORGANIZATION AND LOCATION 459 AES, Andrews AFB, MD				ELIGIBILITY PERIOD Sep 05 – Feb 06	EXPIRATION DATE Jun 07	
II. AIRCRAFT QUALIFICATION						
ACFT/CREW POSITION	GROUND PHASE			FLIGHT PHASE		QUAL
	EXAM/CHECK	DATE	GRADE	MISSION/CHECK	DATE	QUAL LEVEL
C-130H/IAM	Open Book	7 Dec 05	95	MSN	17 Jan 06	1
C-130H/IAM	Closed Book	8 Dec 05	100			
C-130H/IAM	Boldface	8 Dec 05	Q			
C-130H/IAM	EPE	7 Jan 06	1			
UNIVERSAL QUALIFICATION AIRCRAFT						
C-130	C-141	KC-135				
ADDITIONAL TRAINING						
DUE DATE(S) N/A				DATE ADDITIONAL TRAINING COMPLETED N/A		
CERTIFYING OFFICIAL, RANK AND ORGANIZATION				SIGNATURE		DATE
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)	<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Optional: Explain in Comments on Back)			<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
III. CERTIFICATION						
TYPED NAME AND GRADE	ORGANIZATION OFFICE SYMBOL	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER OB L. Blake, SMSgt	459 AES/DOV			X		
2 REVIEWING OFFICER DJ S. Jones, Lt Col	459 AES/DOV					
3 FINAL APPROVING OFFICER DG L. Grey, Col	459 AES/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE Michael R. Hook, MSgt			SIGNATURE		

Figure A4.2. Q3 (Universal) QUAL MSN Ground Recheck.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)						DATE COMPLETED 7 Jul 05	
I. EXAMINEE IDENTIFICATION							
NAME (Last, first, Middle Initial) Goodwind, Johnnie B.				GRADE TSgt	SSAN 4321		
ORGANIZATION AND LOCATION 43 AES, Pope AFB, NC				ELIGIBILITY PERIOD Apr – Sep 05	EXPIRATION DATE Dec 06		
II. AIRCRAFT QUALIFICATION							
ACFT/CREW POSITION	GROUND PHASE			FLIGHT PHASE		QUAL	
	EXAM/CHECK	DATE	GRADE	MISSION/CHECK	DATE	QUAL LEVEL	
C-130H/MH	Open Book	10 Jun 05	98	MSN	20 Jun 05	3	
C-130H/MH	Closed Book	11 Jun 05	100	GROUND RECHECK	7 Jul 05	1	
C-130H/MH	Boldface	11 Jun 05	Q				
C-130H/MH	EPE	28 Jun 05	1				
UNIVERSAL QUALIFICATION AIRCRAFT							
C-130	C-17	C-141	KC-135				
ADDITIONAL TRAINING							
DUE DATE(S) 30 Sep 05				DATE ADDITIONAL TRAINING COMPLETED 5 Jul 05			
CERTIFYING OFFICIAL, RANK AND ORGANIZATION Billy D. Johnson, Capt 43 AES/DOT				SIGNATURE		DATE 6 Jul 05	
<input checked="" type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Optional: Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
III. CERTIFICATION							
	TYPED NAME AND GRADE	ORGANIZATION OFFICE SYMBOL	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER OB L. Blake, Maj	43 AES/DOV			X		
2	REVIEWING OFFICER DJ S. Jones, Lt Col	459 AES/DOV					
3	FINAL APPROVING OFFICER DG L. Grey, Col	459 AES/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND GRADE OF EXAMINEE Johnnie B. Goodwind, TSgt			SIGNATURE			

AF Form 8a (Example)

AF FORM 8a CONTINUATION SHEET	
IV.	COMMENTS
<p>RESTRICTION:</p> <p>SUPERVISED STATUS: TSgt Goodwind will not perform aircrew duties until additional training and ground recheck have been successfully accomplished.</p> <p>EXAMINERS REMARKS:</p> <p>A. Mission Description. This evaluation was administered onboard the C-130 aircraft. The evaluation was conducted with the examinee in the 2AET position on an Aeromedical Readiness Mission originating from Scott AFB and terminating at Scott AFB, with no enroute stops. Simulated Patient load was 4-4+0. Routine medical equipment was used in-flight.</p> <p>B. Discrepancies.</p> <ol style="list-style-type: none"> 1. Ground. None. 2. Flight. Area 24. Aircraft systems-U. The examinee failed to verbalize the location/access of the KC-135 electrical system. <p>C. Recommended Additional Training.</p> <ol style="list-style-type: none"> 1. Ground. Examinee will review and verbalize with an instructor to a satisfactory level of knowledge all aspects of the KC-135 electrical system related to AE. 2. Flight. None. <p>D. Additional Comments. Ground recheck successfully accomplished on 7 Jul 05. No further action required.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
<p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A4.3. REQUAL (Universal) QUAL MSN.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)						DATE COMPLETED 13 Jan 06	
I. EXAMINEE IDENTIFICATION							
NAME (Last, first, Middle Initial) Headwind, Ronda B.				GRADE Maj	SSAN 5555		
ORGANIZATION AND LOCATION 43 AES, Pope AFB, NC				ELIGIBILITY PERIOD N/A	EXPIRATION DATE Jun 07		
II. AIRCRAFT QUALIFICATION							
ACFT/CREW POSITION	GROUND PHASE			FLIGHT PHASE		QUAL	
	EXAM/CHECK	DATE	GRADE	MISSION/CHECK	DATE	QUAL LEVEL	
C-17/MH				RQ MSN	13 Jan 06	1	
UNIVERSAL QUALIFICATION AIRCRAFT							
C-17							
ADDITIONAL TRAINING							
DUE DATE(S)				DATE ADDITIONAL TRAINING COMPLETED			
N/A				N/A			
CERTIFYING OFFICIAL, RANK AND ORGANIZATION				SIGNATURE		DATE	
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Optional: Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
III. CERTIFICATION							
	TYPED NAME AND GRADE	ORGANIZATION OFFICE SYMBOL	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER OB L. Blake, Maj	43 AES/DOV			X		
2	REVIEWING OFFICER DJ S. Jones, Lt Col	459 AES/DOV					
3	FINAL APPROVING OFFICER DG L. Grey, Col	459 AES/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND GRADE OF EXAMINEE Ronda B. Headwind, Maj			SIGNATURE			

AF Form 8a (Example)

AF FORM 8a CONTINUATION SHEET	
IV.	COMMENTS
<p>EXAMINERS REMARKS:</p> <p>A. Mission Description. This Requalification evaluation was administered onboard the C-17 aircraft. The evaluation was conducted with the examinee in the FN position on an Aeromedical Readiness Mission originating from Scott AFB and terminating at Scott AFB, with no enroute stops. Simulated Patient load was 4-4+0. Routine medical equipment was used in-flight.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training. None.</p> <p>D. Additional Comments. None.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
PRIVACY ACT STATEMENT	
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.	

Figure A4.4. Q1 (Universal) CRO-PJ Multi-MDS.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)						DATE COMPLETED 20 Dec 05	
I. EXAMINEE IDENTIFICATION							
NAME (Last, first, Middle Initial) Case, Peter W.				GRADE SSgt	SSAN 9999		
ORGANIZATION AND LOCATION 99 RQS, Hurlburt Field, FL				ELIGIBILITY PERIOD Sep 05 – Feb 06	EXPIRATION DATE May 07		
II. AIRCRAFT QUALIFICATION							
ACFT/CREW POSITION	GROUND PHASE			FLIGHT PHASE		QUAL	
	EXAM/CHECK	DATE	GRADE	MISSION/CHECK	DATE	QUAL LEVEL	
HH-60G/MJ	Closed Book	20 Dec 05	72/98			3/1	
UNIVERSAL QUALIFICATION AIRCRAFT							
HH-60	HC-130	MH-53					
ADDITIONAL TRAINING							
DUE DATE(S) N/A				DATE ADDITIONAL TRAINING COMPLETED N/A			
CERTIFYING OFFICIAL, RANK AND ORGANIZATION				SIGNATURE	DATE		
<input type="checkbox"/>	RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/>	EXCEPTIONALLY QUALIFIED (Optional: Explain in Comments on Back)		<input type="checkbox"/>	COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)
III. CERTIFICATION							
	TYPED NAME AND GRADE	ORGANIZATION OFFICE SYMBOL	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER David Q. Rock, MSgt	99 RSQ/DOV					
2	REVIEWING OFFICER						
3	FINAL APPROVING OFFICER James O. Maegad, Lt Col	99 RSQ/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND GRADE OF EXAMINEE Peter W. Case, SSgt			SIGNATURE			

AF FORM 8a CONTINUATION SHEET	
IV.	COMMENTS
PRIVACY ACT STATEMENT	
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.	

Figure A4.5. Q1 (Universal) Flight Surgeon Multi-MDS.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)						DATE COMPLETED 10 Aug 05	
I. EXAMINEE IDENTIFICATION							
NAME (Last, first, Middle Initial) Welby, Marcus T.				GRADE Maj	SSAN 2345		
ORGANIZATION AND LOCATION 524 FS, Canon AFB, NM				ELIGIBILITY PERIOD Jun - Nov 05	EXPIRATION DATE Jan 07		
II. AIRCRAFT QUALIFICATION							
ACFT/CREW POSITION	GROUND PHASE			FLIGHT PHASE		QUAL	
	EXAM/CHECK	DATE	GRADE	MISSION/CHECK	DATE	QUAL LEVEL	
ALL/FS	Open Book	10 Aug 05	100			1	
UNIVERSAL QUALIFICATION AIRCRAFT							
B-52	C-130	KC-135					
ADDITIONAL TRAINING							
DUE DATE(S) N/A				DATE ADDITIONAL TRAINING COMPLETED N/A			
CERTIFYING OFFICIAL, RANK AND ORGANIZATION				SIGNATURE		DATE	
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Optional: Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
III. CERTIFICATION							
	TYPED NAME AND GRADE	ORGANIZATION OFFICE SYMBOL	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER Robert B. Young, Capt	524 FS/DOV					
2	REVIEWING OFFICER						
3	FINAL APPROVING OFFICER Jack A. Marshall, Maj	524 FS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND GRADE OF EXAMINEE Marcus T. Welby, Maj			SIGNATURE			

AF Form 8a (Example)

Figure A7.2. New Certification.

USAF AIRCREW CERTIFICATIONS						
THIS IS TO CERTIFY THAT						
NAME (LAST, FIRST, MIDDLE INITIAL) Magellan, Ferdinand, R.		SSAN 9999	ACFT MC-130H	UNIT ORGANIZATION AND LOCATION 15 SOS, Hurlburt AFB, FL		
CERTIFIED EVENT INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DECERTIFICATION		
				DATE	DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION
Touch and Go Landing Capt. Joe Instructor, IP 8 SOS/DOT	25 Jun 97	Lt. Col. Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Drop Zone Controller (DZC) Capt. Joe Instructor, IP 8 SOS/DOT	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Landing Zone Safety Officer (LZSO) Maj. Ira M. Pressive, EP 8 SOS/DOV	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Close Interval Operations/MP Maj. Pencil Head, IP 15 SOS/DOT	18 Jul 03	<i>Steve Starr</i> Lt Col. Steve Starr 15 SOS/CC			<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
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					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
PRIVACY ACT STATEMENT						
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to record aircrew certification. DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification.						

Figure A7.3. CC Decertification.

USAF AIRCREW CERTIFICATIONS						
THIS IS TO CERTIFY THAT						
NAME (LAST, FIRST, MIDDLE INITIAL) Magellan, Ferdinand, R.		SSAN 9999	ACFT MC-130H	UNIT ORGANIZATION AND LOCATION 15 SOS, Hurlburt AFB, FL		
CERTIFIED EVENT INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DECERTIFICATION		
				DATE	DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION
Touch and Go Landing Capt. Joe Instructor, IP 8 SOS/DOT	25 Jun 97	Lt. Col. Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Drop Zone Controller (DZC) Capt. Joe Instructor, IP 8 SOS/DOT	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.	16 Nov 04	<input checked="" type="checkbox"/>	Lt Col. Steve Starr 15 SOS/CC
Landing Zone Safety Officer (LZSO) Maj. Ira M. Pressive, EP 8 SOS/DOV	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.	16 Nov 04	<input checked="" type="checkbox"/>	Lt Col. Steve Starr 15 SOS/CC
Close Interval Operations/MP Maj. Pencil Head, IP 15 SOS/DOT	18 Jul 03	Lt Col. Steve Starr 15 SOS/CC			<input type="checkbox"/>	
FARP Capt. Roger Cuethree, EP 15 SOS/DOV	15 Aug 03	Lt Col. Steve Starr 15 SOS/CC			<input type="checkbox"/>	
Flight Examiner Lt Col Robert Smart 15 SOS/DOV	28 Jan 05	Lt Col. Steve Starr 15 SOS/CC		30 Aug 05	<input checked="" type="checkbox"/>	Steve Starr Lt Col. Steve Starr 15 SOS/CC
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

PRIVACY ACT STATEMENT

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

Attachment 8**FLIGHT CREW INFORMATION FILE TEMPLATE**

Note: The information below is an example of a template MAJCOMs may use when drafting an FCIF item.

FROM: HQ AFSOC HURLBURT FLD FL//A3V//

TO: 16 OG HURLBURT FLD FL//CC/OGV//

58 OG KIRTLAND AFB NM//DO/OGV//

106 OG GABRESKI APRT NY//CC/OGV//

INFO: HQ AFRC ROBINS AFB GA//A3/A3V//

NGB WASHINGTON DC//A3/A3OT//

HQ AETC RANDOLPH AFB TX//A3/A3FV//

SUBJECT: The Subject Line contains the FCIF number and title of the FCIF item (if applicable)

REF A: Reference A is a location the FCIF reviewer can reference any other material, whether it is a message or another FCIF item, pertinent to the FCIF entry. If more than one reference is needed, use REF B, C, etc.

1. Applicability paragraph. This paragraph lists the MAJCOM(s) that the FCIF item is applicable to, lists the MAJCOM(s) that will retransmit the FCIF item and those MAJCOMs for which the FCIF item is “for information only.”
2. Directive paragraph. FCIF authors will use this paragraph to give direction to aircrews regarding procedures or guidance. This information will be placed immediately following the applicability paragraph in order to ensure a consistent place for new procedures or guidance.
3. Amplification paragraph. This paragraph should focus on background information to the aircrews or any other amplifying data deemed necessary by the FCIF item author for aircrews to understand the impetus behind the FCIF item. The FCIF item should be limited to one or two pages in length. Additional supporting background documentation should be included in attachments or references.
 - a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.
 - b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.
4. Administrative paragraph. Use this paragraph to show where the FCIF item is to be placed (Part B or C), and how for long the FCIF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.
5. Receipt/POC paragraph. This paragraph directs units to acknowledge receipt of the FCIF item within a desired period of time, FCIF item POC(s), and the POC phone number and email address.

Attachment 9

RECOMMENDING CHANGES TO AF PUBLICATIONS

A9.1. General. The stan/eval function is responsible for the orderly and efficient processing of recommended changes to Air Force flying-related publications at each command level. Unless different guidance is provided by the appropriate AF publication OPR, submit recommended changes and improvements to Air Force publications on AF Form 847 according to the procedures below and in AFI 11-215, Attachment 3 (covering completion of the form). Submit recommended changes for conditions that have negative effects on operational efficiency, to correct content errors or to recommend improved procedures or processes. Do not use the AF Form 847 to call attention to typographical, printing or quality errors unless they cause misinterpretation. Such deficiencies can be remedied by direct communication with the AF publication OPR.

A9.2. Processing AF Forms 847.

A9.2.1. Submit and process all AF Forms 847 through MAJCOM channels as outlined in the MAJCOM supplement to this instruction, in accordance with routing as outlined in **Figure A9.1** and in compliance with instructions in AFI 11-215, Attachment 3. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility. Units will submit AF Forms 847 electronically to the maximum extent possible.

A9.2.2. At each level the stan/eval function will document receipt of original AF Forms 847, ensure the AF Form 847 reaches the appropriate functional OPR at that level for review, forward approved original AF Forms 847 to the next command level while informing the preceding command level of disposition (positive and negative) with comments. The advent of electronic Forms 847 may allow each level to inform all levels below (including the originator) of such disposition. The goal is to keep each command level and the originator advised of the progress and disposition of a submitted AF Form 847.

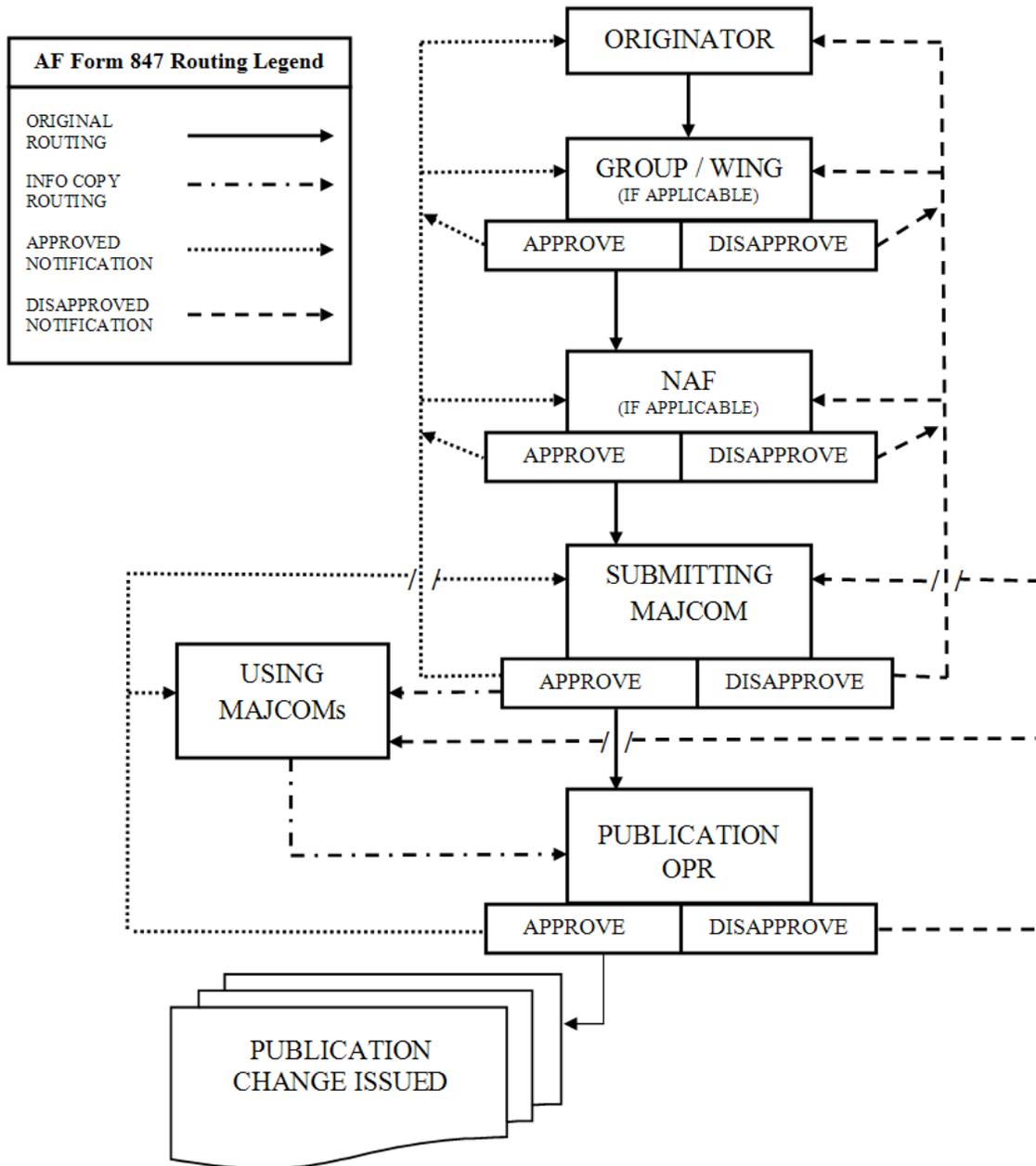
A9.2.3. The parent MAJCOM of the originator will forward the reviewed original AF Form 847 to the AF publication OPR. Once the AF publication OPR decides on disposition of the AF Form 847, the AF publication OPR will notify the submitting, parent MAJCOM as to disposition. The parent MAJCOM will then inform the lower command levels of the disposition of the original AF Form 847.

A9.2.4. The parent MAJCOM of the originator will simultaneously forward information copies of AF Forms 847 to all other MAJCOMs that utilize the subject AF publication. The other using MAJCOMs may forward comments on the information AF Form 847 suggestions to the AF publication OPR.

A9.2.5. An AF Form 847 may be disapproved by any command level reviewing the original AF Form 847. All disapproved recommendations will be returned to the submitting command level with justification annotated on the AF Form 847 stating the reason for the disapproval. Disapproved recommendations are not normally forwarded to other MAJCOMs, but may be forwarded for additional considerations if desired. MAJCOMs may address how to resubmit an AF Form 847 disapproved at a command level below the AF publication OPR in their supplement to this instruction.

A9.2.6. The movement and disposition of the original AF Form 847 will be tracked by the stan/eval function at all command levels that review the original AF Form 847. There is no requirement to track receipt or disposition of information copies of an AF Form 847.

Figure A9.1. Routine AF Form 847 Publication Routing Process.



Attachment 10 (Added-920RQW)
SAMPLE FE UPGRADE CHECKLIST

Table A10.1. Sample FE Upgrade Checklist.

FE UPGRADE CHECKLIST	
NAME: (FIRST, LAST)	
1. Interview with the 920 OG/OGV Chief of Stan/Eval to include discussion of OGV and DOV mission, flight examiner duties and responsibilities.	Date/Initial
2. Review appropriate AFI 11-2 MDS specific Volume 2.	Date/Initial
3. Review AFI 11-202V2.	Date/Initial
4. Briefing by a FE on the following areas:	Date/Initial
a. Office procedures/layout	Date/Initial
b. CIP folders	Date/Initial
c. Flight Evaluation Worksheet and AF Form 8 preparation	Date/Initial
d. Flight, No-Notice, Spot, and FE Objectivity Evaluation	Date/Initial
e. Emergency Procedure Evaluations and Profiles	Date/Initial
f. Testing	Date/Initial
g. Trend Analysis	Date/Initial
h. Flight Pubs/847 Program	Date/Initial
i. Stan/Eval Board	Date/Initial
j. Supplementary Evaluations	Date/Initial
k. GO/NO-GO Procedures	Date/Initial
5. Briefing by FE counterpart on FE duties and responsibilities.	Date/Initial
6. Demonstrate working knowledge of PEX (Open eval/Create worksheet, Create/Open examinations, Grade eval worksheets, Restricted/Supervised status)	Date/Initial
7. Observe a FE administer an EPE.	Initial Only
8. Observe a FE administer flight evaluation	Initial Only
9. Interview with 920 OG/CC	Date/Initial
10. Interview with 920 RQW/CC	Date/Initial
11. Complete necessary paperwork (2096, 4348, 4324)	Date/Initial
12. I verify all training is complete and confirmed the above named individual is a certified Flight Examiner.	Signature of Chief of DOV

Attachment 11 (Added-920RQW)

OPEN BOOK TEST SOURCE PUBLICATIONS

Table A11.1. Open Book Test Source Publications.

HH-60 Open Book Source List	
45 SWI 13-203	<i>Airfield Operations Procedures</i>
AFI 11-2HH60V3	<i>Operations Procedures</i>
AFI 11-202V3	<i>General Flight Rules</i>
AFTTP 3-3.HH-60G	<i>Tactical Employment HH-60G</i>
ATP-56 (B)	<i>Air to Air Refueling- Rotary Procedures</i>
T.O. 1H-60H-G-1	<i>Flight Manual</i>
T.O. 1-1C-1-20	<i>Flight Crew Air Refueling Procedures</i>
HC-130 Open Book Source List	
45 SWI 13-203	<i>Airfield Operations Procedures</i>
AFI 11-2HC-130V1	<i>HC-130 Aircrew Training</i>
AFI 11-2HC-130V3	<i>Operations Procedures</i>
AFI 11-202V3	<i>General Flight Rules</i>
AFI 11-231	<i>Computer Air Release</i>
AFI 13-217	<i>Assault Zone Procedures</i>
AFTTP 3-3 HC/MC-130	<i>Combat Aircraft Fundamentals HC-130</i>
T.O. 1C-130H-H-1	<i>Flight Manual</i>
T.O. 1C-130H-1-1	<i>Performance Manual</i>
T.O. 1C-130-1-4	<i>SCNS</i>
T.O. 1-1C-1-20	<i>Flight Crew Air Refueling Procedures</i>
T.O. 1C-130-101	<i>Aircraft Usage</i>
T.O. 1C-130A-9	<i>Loading Manual</i>
T.O. 1-1B-50	<i>Weight and Balance</i>
AFMAN 24-204_IP	<i>Preparing Hazardous Materials For Military Air Shipments</i>

Attachment 12 (Added-920RQW)**SAMPLE FLIGHT EVALUATION FOLDER INITIAL REVIEW****Figure A12.1. Sample Flight Evaluation Folder Initial Review.**

DATE

NAME: (FIRST, LAST)

CREW POSITION:

1. Review FEF or form 8's if there is no FEF
2. Compare AF Form 942 index to existing AF Forms 8 ensuring the FEF is a complete record.
3. Determine eligibility period:
4. Instrument (Date)
5. Qual (Date)
6. Mission (Date)
7. If there are any major discrepancies without a more recent and valid Form 8, prepare a Memo for Record detailing the major discrepancies found and place it on top of the subject Form 8.
8. Determine special qualifications or certifications: (List All)
9. Determine crew qualification: (e.g. UPAI, IFAE)
10. Complete an AF Form 4324 and send to DOT and then DOTF (Date)
11. Verify DOTF has input aircrews 4324 into PEX (Date)
12. Load aircrew qualification/942 in PEX Stan/Eval at this time to start PEX tracking (Rainbow)
13. Load special qualifications or certifications (Letter of X/4348) in PEX
14. Complete an AF Form 4348
15. Chief of DOV Review
16. Have crewmembers CC Sign new AF Form 4348
17. CC/DO initials
18. Crewmember with an existing FEF Return FEF with FEF initial review and a signed AF Form 4348 to 920OG/OGV
19. Crewmembers without an existing FEF just route current Form8s/8as with init review and signed AF Form 4348 to 920OG/OGV