



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR COMBAT COMMAND
JOINT BASE LANGLEY-EUSTIS VA

AFI11-202V2_ACCSUP_ACCGM2016-01

25 August 2016

MEMORANDUM FOR ACC

FROM: ACC/A3
205 Dodd Blvd, Suite 101
Joint Base Langley-Eustis, VA 23665-2789

SUBJECT: ACC Guidance Memorandum 16-01 to AFI11-202V2_ACCSUP, *Aircrew Standardization/Evaluation Program*

Releasability: There are no releasability restrictions on this publication.

By Order of the Commander, Air Combat Command, this Guidance Memorandum immediately implements changes to AFI 11-202V2, ACC Supplement, *Aircrew Standardization/Evaluation Program*. This Guidance Memorandum (GM) supersedes ACC GM 2015-1. ACC GM 2016-01 deletes existing guidance regarding the Aircrew Standardization Evaluation (ASEV) and replaces with guidance on the Aircrew Qualification Checkride (AQC) Program. This GM also prescribes the use of ACC 50 for FCIFs and SIIs. Compliance with this memorandum is mandatory. To the extent its direction is inconsistent with other Air Force publications, the information herein prevails, in accordance with (IAW) AFI 33-360, *Publications and Forms Management*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Table 1.1. for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

This guidance memorandum applies to all ACC Active Duty Air Force, Air Force Reserve, Air National Guard, DOD Civilians and DOD Contractors assigned or attached to ACC, or conducting operations in support of COCOM directives. Exception: Commanders may exempt DOD Civilians and DOD contractors IAW COCOM guidance when assigned to US Territories who have no possibility of deploying or attending Temporary Duty outside of US Territories.

Ensure all records created as a result of processes prescribed in this Memorandum are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

Agile Combat Power

In advance of a rewrite of AFI 11-202V2, ACC Supplement, paragraph 2.5 (Added)(ACC) is deleted and replaced with paragraphs 2.5, 2.5.1, 2.5.2, and 2.5.3 to include subparagraphs (Added)(ACC). In addition, to implement the use of the ACC 50 for FCIFs and SIIs, ACC Supplement paragraphs 9.1.4.5, 9.2.2, 9.6 and Attachments 7 and 11 (Added)(ACC) are added.

2.5. (Added)(ACC) Conduct of Aircrew Standardization and Evaluation Visits.

2.5.1. (Added)(ACC) Aircrew Qualification Checkride (AQC) Program. The AQC Program is a series of aircrew qualification evaluations performed by Higher Headquarters (HHQ) Evaluators, specifically MAJCOM Stan/Eval or its delegates. The AQC Program verifies unit's ability to evaluate the qualification of CMR/BMC aircrew IAW AFI MDSv2, the unit's DOC statement and associated publications. The AQC Program assesses the capability of the Chief of Stan/Eval, flight examiners, instructors and unit crewmembers to evaluate, instruct and perform the unit's assigned mission and verifies aircrew compliance with approved operational procedures. Unit Stan/Eval programs are inspected separately under AFI 90-201, Attachment 3.

2.5.1.1. (Added)(ACC) The AQC Program is part of the UEI cycle. The results are reported to MAJCOM/IG and may be included in the Wing's final UEI report. The AQC Program may be completed in one visit, or in multiple visits, depending on the unit's schedule and availability of HHQ evaluators. The timing of the AQC Program may be aligned with any UEI on-site inspection, or as stand-alone HHQ/Stan Eval visits.

2.5.1.2. (Added)(ACC) The AQC Program visit schedule is first coordinated between NAF Stan/Eval office and/or the MAJCOM Stan/Eval office and the Unit's Operations Group Stan/Eval office based on the unit's schedule and HHQ evaluator availability. Operations Group Stan/Eval offices then coordinate this proposed schedule with the Wing IG office. Lastly, MAJCOM/NAF Stan/Eval offices coordinate the AQC Program visit schedule with MAJCOM/IG Gatekeeper. MAJCOM Stan/Eval may source HHQ evaluators from other MAJCOMs, NAFs, Wings or may source HHQ evaluators from the inspected unit.

2.5.1.3. (Added)(ACC) The AQC program evaluates up to 15% of a unit's BMC/CMR aircrew per UEI cycle. The distribution of evaluations provided during the AQC program should be 80% Flight Examiner (FE) Objectivity Evaluations and 20% Aircrew Evaluations or Emergency Procedure Evaluation (EPE) requisites. FE Objectivity Evaluations and Aircrew Evaluations should contain a mix of MSN, INSTM and QUAL evaluations, with a sample of unit mission types. AQC program Aircrew Evaluations and EPEs should be provided within the Eligibility Period to the maximum extent possible.

2.5.1.4. (Added)(ACC) Include the following statement as the first line following the Mission Description in the comments block on the AF Form 8/8a or AF Form 803: "This evaluation was administered as part of the ACC AQC Program."

2.5.2. (Added)(ACC) AQC Program Reporting:

2.5.2.1. (Added)(ACC) The AQC Program visit Team Chief reports the results to the OG/CC in the format of Table 2.2 (Added)(ACC) and sends a copy to NAF Stan/Eval, MAJCOM Stan/Eval and MAJCOM/IGI. A template for the AQC Program visit report can be found on the ACC/A3TV SharePoint at:

<https://acc.eim.acc.hedc.af.mil/org/A3/A3T/A3TV/UEI/AQC%20Templates/Forms/AllItems.aspx?InitialTabId=Ribbon%2ELibrary&VisibilityContext=WSSTabPersistence>

Table 2.2. (Added)(ACC) Minimum AQC Program Report Contents.

Section A--COVERSHEET							
1. The evaluated unit designation.							
2. Dates of the evaluation.							
3. The evaluated unit location.							
4. Type(s) of weapon system possessed.							
Section B--OGV/SQUADRON							
AIRCREW EVALUATIONS & EMERGENCY PROCEDURES EVALUATIONS:							
TOTAL # of EVENTS:	TOTAL # of AIRCREW ASSIGNED:	% of AIRCREW EVALUATED:	TOTAL # and % of EQ-1:	TOTAL # and % of Q-1:	TOTAL # and % of Q-1 w/D:	TOTAL # and % of Q-2:	TOTAL # and % of Q-3:
TOTAL # of INSTM:	TOTAL # of QUAL:	TOTAL # of MSN:	TOTAL # of SPOT:	TOTAL # of OBJ:	TOTAL # of EPE:		
BREAKOUT OF DIFFERENT CREW POSITIONS PER MDS/MWS							
(One Table for EACH Unit /Crew Position, separate FTU students from Permanent party)							
ACFT / CREW POSITION:	TYPE OF EVENT:	QUALIFICATION LEVEL:					REMARKS / LIST of DOWNGRADES:
		EQ-1:	Q-1	Q-1 w/D:	Q-2	Q-3:	

(NOTE #1: Copy / Paste the above table below this one for each crew position within each unit and add as many rows as are required in each table to capture the different types of AQCs accomplished)

(NOTE #2: For incomplete evaluations, list them in this section, do not include them in the Qualification Level block (i.e. EQ-1, Q-1, etc), just record them as incomplete in the remarks.)

(NOTE #3: For each evaluation list them according to the type of event. Examples include: OBJ MSN EPE, OBJ INSTM EPE, MSN EVAL, OBJ QUAL EVAL, MSN/QUAL EVAL, etc.)

Section C--ADDITIONAL COMMENTS

1. Limiting Factors.
2. Other: Any pertinent comments, concerns, observations, superior performers, incomplete evaluations, or recommendations may be included in this area if there is no other appropriate area in the report.

Section D—GENERAL

1. List of HHQ Evaluators: Name/Rank (team chief will be identified)

Team Chief Signature

2.5.3. (Added)(ACC) Staff Assistance Visit (SAV). The specific scope and focus of a SAV is defined by the Wing Commander. A SAV can only be requested by the Wing CC (or equivalent). Initial SAV coordination is accomplished by the NAF/MAJCOM Stan/Eval and the Operations Group Stan/Eval Office. The final SAV schedule is coordinated through the Wing IGI and the MAJCOM/IG Gatekeeper. During a SAV, the HHQ Stan/Eval Team augments the Wing Inspection Team (WIT) in support of the Commanders Inspection Program (CCIP). The unit conducts a thorough self-inspection with over the shoulder instruction/guidance from HHQ evaluators. The desired outcome is a plan for correcting identified deficiencies with milestones for completion. The SAV Team Chief out-briefs the appropriate unit leadership and provides a formal report.

9.1.4.5. (Added)(ACC) **ACC 50.** ACC 50 is used to issue all HHQ FCIF messages and SII guidance. Units use ACC 50 for local FCIF messages and SII. Directions for filling out the form are included on page three of the form; see Attachment 7.

9.2.2. (Added)(ACC) ACC 50 (Attachment 7) is used to release MAJCOM and NAF SIIs. SIIs contain all the information listed in paragraph 9.2.2.1 through 9.2.2.6 of the parent AFI.

9.6. (Added)(ACC) Prescribed Forms.

ACC 50, Flight Crew Information File Messages/Special Interest Item

The guidance in this Memorandum becomes void after one-year has elapsed from the date of this Memorandum, or upon release of an AF or ACC publication incorporating the guidance, whichever is earlier.

HERBERT J. CARLISLE
General, USAF
Commander

**Attachment 7 (ACC)
FCIF TEMPLATE**

Note: ACC 50 can be found at the Air Force e-publishing website.

Figure A7.1. FCIF Template.

FLIGHT CREW INFORMATION FILE				
HHQ: FCIF <input type="checkbox"/> SII <input type="checkbox"/>	UNIT FCIF / SII #	RELEASE DATE	UNIT POST DATE	RESCIND DATE
SUBJECT:				UNTIL FURTHER NOTICE <input type="checkbox"/>
APPLICABILITY:				
				AIRCRAFT:
				ALL <input type="checkbox"/>
				A-10 <input type="checkbox"/>
				B-1 <input type="checkbox"/>
				C-130 <input type="checkbox"/>
				C-135 <input type="checkbox"/>
				E-3 <input type="checkbox"/>
				E-4 <input type="checkbox"/>
				E-8 <input type="checkbox"/>
				E-9 <input type="checkbox"/>
				E-11 <input type="checkbox"/>
				F-15 <input type="checkbox"/>
				F-16 <input type="checkbox"/>
				F-22 <input type="checkbox"/>
				F-35 <input type="checkbox"/>
				HH-60 <input type="checkbox"/>
				MC-12 <input type="checkbox"/>
				MQ-1 <input type="checkbox"/>
				MQ-9 <input type="checkbox"/>
				QF-4 <input type="checkbox"/>
QF-16 <input type="checkbox"/>				
RQ-4 <input type="checkbox"/>				
RQ-170 <input type="checkbox"/>				
T-38 <input type="checkbox"/>				
U-2 <input type="checkbox"/>				
OTHER <input type="checkbox"/>				
RELEASING AUTHORITY		PHONE	SIGNATURE	
RELEASING OFFICE		PHONE	SIGNATURE	

ACC50, 20150608

Attachment 11 (Added-ACC)

ANG & NAF Alignment

The following NAF / ANG alignment identifies the first point of contact for HHQ Stan/Eval, AFI 11-202v2 and AFI 11-202v2 ACCSUP guidance.

Figure A11.1. ANG & NAF Alignment.

1 AF		
125 FW	Jacksonville IAP	Florida ANG
142 FW	Portland ANG Base	Oregon ANG
144 FW	Fresno ANG Base	California ANG
148 FW	Duluth ANG Base	Minnesota ANG
158 FW	Burlington ANG Base	Vermont ANG
177 FW	Atlantic City ANG Base	New Jersey ANG
9 AF		
116 ACW	Robins AFB	Georgia ANG
104 FW	Barnes ANG Base	Massachusetts ANG
113 FW	JB Andrews	District of Columbia ANG
122 FW	Fort Wayne ANG Station	Indiana ANG
127 FW	Selfridge ANG Base	Michigan ANG
169 FW	McEntire ANG Base	South Carolina ANG
175 FW	Warfield ANG Base	Maryland ANG
180 FW	Toledo ANG Base	Ohio ANG
187 FW	Montgomery ANG Base	Alabama ANG
192 FW	JB Langley-Eustis	Virginia ANG
106 RQW	Gabreski ANG Base	New York ANG
12 AF		
107 ATKW	Niagara Falls Joint ARS	New York ANG
110 ATKW	Kellogg ANG Base	Michigan ANG
111 ATKW	Horsham Air Guard Station	Pennsylvania ANG
118 ATKW	Berry ANG Base	Tennessee ANG
174 ATKW	Hancock Field ANG Base	New York ANG
232 OS	Creech AFB	Nevada ANG
214 RG	Davis-Monthan AFB	Arizona ANG
147 RW	Ellington Field	Texas ANG
163 RW	March Joint ARB	California ANG
178 WG	Springfield ANG Base	Ohio ANG
119 WG	Fargo ANG Base	North Dakota ANG
188 WG	Ebbing ANG Base	Arkansas ANG
114 FW	Joe Foss Field ANG Station	South Dakota ANG

115 FW	Truax Field	Wisconsin ANG
124 FW	Gowen Field ANG Base	Idaho ANG
132 FW	Des Moines IAP	Iowa ANG
138 FW	Tulsa IAP	Oklahoma ANG
140 FW	Buckley AFB	Colorado ANG
159 FW	NAS JRB New Orleans	Louisiana ANG
129 RQW	Moffett Federal Airfield	California ANG
25 AF		
170 GP	Offutt AFB	Nebraska ANG

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

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



13 SEPTEMBER 2010

**AIR COMBAT COMMAND
Supplement**

30 JUNE 2011

Flying Operations

**AIRCREW
STANDARDIZATION/EVALUATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAF/A3O-AT

Certified by: AF/A3O-A
(Col Jeffrey R. McDaniels)

Supersedes: AFI11-202V2, 8 December
2006

Pages: 112

(ACC)

OPR: ACC/A3TV

Certified by: ACC/A3
(Maj Gen David L. Goldfein)

Supersedes: AFI11-202V2_ACCSUP1,
10 December 2007

Pages: 25

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. This publication applies to Air Force Reserve Command, the Air National Guard, and to USAF aircrew personnel assigned to active flying positions in the Civil Air Patrol. MAJCOMs, field operating agencies (FOAs) and Headquarters United States Air Force (HQ USAF) direct reporting units (DRUs) will supplement this instruction. MAJCOMs,

FOAs and HQ USAF DRUs will coordinate their supplement to this instruction with HQ USAF/A3O-AT before publication and forward one copy to HQ USAF/A3O-AT after publication. Units will coordinate their supplement with the next higher Numbered Air Force (NAF)/MAJCOM, as applicable, prior to publication. Air Force Reserve Command (AFRC)/Air National Guard (ANG) units will provide a copy of their supplement to their gaining MAJCOM and the active duty NAF with Stan/Eval oversight responsibility. Units will forward one copy of their supplement to said higher headquarters after publication. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through Stan/Eval channels, to HQ USAF/A3O-AT, 1480 Air Force Pentagon, Washington DC 20330-1480.

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. System of Records Notice F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397 as amended by Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers, November 18, 2008. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

(ACC) AFI 11-202V2, 13 Sep 2010, is supplemented as follows. This supplement provides information and instructions for ACC Aircrew Standardization/Evaluation Program. This supplement also provides for use of ACC Form 8a, *Flight Evaluation Checklist*; ACC Form 180, *Temporary Flight Evaluation Certificate*. This supplement applies to Air Combat Command (ACC), Air National Guard (ANG) and Air Force Reserve Command (AFRC) units under ACC oversight. The term MAJCOM, used throughout this supplement refers to ACC for ACC units and AFRC for their units. For the purposes of this supplement, the ANG is considered a MAJCOM and will coordinate with the National Guard Bureau (NGB). This supplement also applies to members of other commands, direct reporting units (DRUs), field operating agencies (FOA) (assigned and attached), and Personnel Recovery Units (PRU) when performing crew duties in ACC aircraft and under ACC oversight (ANG/AFRC). The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact supporting records managers as required for approval. Send comments and suggested improvements to this supplement on AF Form 847, *Recommendation for Change of Publication*, through channels, to ACC/A3TV, 205 Dodd Blvd, Suite 101, Langley AFB VA 23665-2789, accdotvsrtb@langley.af.mil.

SUMMARY OF CHANGES

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

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

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

CHAPTER 1—PURPOSE	7
1.1. General.	7
1.2. Objectives.	7
1.3. Waiver Authority.	7
CHAPTER 2—HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION	9
2.1. Scope.	9
2.2. Air Staff.	9
2.3. MAJCOMs.	10
2.4. NAFs.	12
2.5. Stan/Eval Visits (SEVs).	13
2.5. (ACC) Conduct Stan/Eval Evaluations.	13

Table 2.1. (Added-ACC) Stan/Eval Written Examination Rating Criteria. 16

Figure 2.1. (Added-ACC) ASEV Report (1 of 2). 18

CHAPTER 3—UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION 21

3.1. Scope. 21

3.2. Operations Group. 21

3.2. (ACC) Operations Group. 21

Table 3.1. (Added-ACC) Pyramid Evaluation Structure. 24

3.3. Squadron. 25

Table 3.2. (Added-ACC) Flight Examiner(s)/Crew(member)s Guideline. 27

CHAPTER 4—FLIGHT EXAMINERS 28

4.1. General. 28

4.2. Selection. 28

4.3. Flight Examiner Functions. 28

4.4. Senior Flight Examiner Program. 29

CHAPTER 5—AIRCREW QUALIFICATION EVALUATIONS 31

5.1. General. 31

5.2. Categories. 31

5.2. (ACC). 31

5.3. Grading System. 35

5.4. Evaluation Criteria. 38

5.5. Requisites. 38

5.6. Failure to Pass a Flight Evaluation. 40

5.7. Supervised Status. 41

5.8. Timing of Aircrew Qualification Evaluations. 42

5.9. Commander-Directed Downgrade. 43

5.10. Multiple Qualification. 43

5.11. Universal Qualification. 44

5.12. Aircrew Flying in Non-USAF Aircraft and with Non-USAF Units. 45

5.13. Initial Cadre. 45

CHAPTER 6—AIRCREW EXAMINATION PROGRAM 46

6.1. Purpose. 46

6.2. Scope. 46

6.3.	Administrative Procedures.	46
6.4.	Exam Sources.	46
6.5.	End-of-Course Exams.	47
6.6.	Exam Management.	47
6.7.	Exam Security.	48
6.8.	Grading.	48
6.9.	Failure to Pass a Requisite Exam.	48
6.10.	Unit Periodic Examinations (Optional).	49
CHAPTER 7—DOCUMENTATION		50
7.1.	Scope.	50
7.2.	Qualifications versus Certifications.	50
7.3.	AF Form 8/8a, Certificate of Aircrew Qualification.	50
7.4.	Commander-Directed Downgrade (see also paragraph 5.	60
7.5.	Initial Cadre (see also paragraph 5.	62
7.6.	AF Form 4348, USAF Aircrew Certifications (Optional).	63
7.7.	AF Form 942, Record of Evaluation.	65
7.8.	Flight Evaluation Folders (FEF).	66
CHAPTER 8—SPECIALIZED AIRCREW		72
8.1.	Purpose.	72
8.2.	Evaluations.	72
CHAPTER 9—ADDITIONAL PROGRAMS (FCIF, SII, GO/NO-GO, SUPPLEMENTARY EVALUATIONS)		73
9.1.	FCIF.	73
9.1.	(ACC)	73
Table 9.1.	Required Volumes.	74
Table 9.2.	Volume II Mandatory Publications.	75
Table 9.2.	(ACC) Volume II Mandatory Publications.	76
Table 9.3.	(Added-ACC) Volume VI Appropriate Publications.	77
9.2.	Flight Related SII.	78
9.3.	Go/No-Go Procedures.	78
9.3.2.	(ACC) Added) Flight Crew Publications	79
9.4.	Supplementary Evaluations.	79
9.5.	Adopted Forms.	80

9.6. Prescribed Forms.	80
ATTACHMENT 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	81
ATTACHMENT 2—STAN/EVAL BOARD MINUTES	90
ATTACHMENT 3—AF FORM 8 COMMENT EXAMPLES	92
ATTACHMENT 4—AF FORM 8A COMMENT EXAMPLE	102
ATTACHMENT 5—SAMPLE AF FORM 942	103
ATTACHMENT 6—SAMPLE AF FORMS 4348	104
ATTACHMENT 7—FCIF TEMPLATE	106
ATTACHMENT 8—(Added-ACC) BRIEFING FACILITIES GUIDANCE	107
ATTACHMENT 9—(Added-ACC) FLIGHT EXAMINER OBJECTIVITY EVALUATION GRADING CRITERIA	110
ATTACHMENT 10—(Added-ACC) USAF Weapons School (USAFWS) Cross-Command Stan/Eval Guidance`	112

Chapter 1

PURPOSE

1.1. General.

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

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

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

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

1.2. Objectives.

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

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

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

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

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

1.3. Waiver Authority.

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

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

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

1.3.3. (ACC) Waiver authority for this supplement is MAJCOM/A3. Submit waivers IAW AFI 11-202 Vol.2, *Aircrew Standardization/Evaluation Program*, paragraph 1.3.2. Waiver

authority may be delegated by A3 and will be specifically addressed for individual requirements in this supplement.

Chapter 2

HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

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

2.2. Air Staff.

2.2.1. HQ USAF/A3O-A:

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

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

2.2.2. HQ USAF/A3O-AT:

2.2.2.1. Reviews and maintains this instruction.

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

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

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

2.2.3. HQ USAF/A3O-AS:

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

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

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

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

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

2.2.5. AFMOA/SG3P:

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

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

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

2.3. MAJCOMs.

2.3.1. General.

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

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

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

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

2.3.2. Functions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.3.3. Organization.

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

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

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

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

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

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

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

2.4. NAFs.

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

2.4.2. Functions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.5. (ACC) Conduct Stan/Eval Evaluations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- 2.5.4.1.2. **(Added-ACC) Complies with Comments (CWC):** Performance/program met mission requirements. Findings existed that did not affect mission accomplishment or safety.
- 2.5.4.1.3. **(Added-ACC) Does not Comply (DNC):** Performance/program did not meet mission requirements and/or comply with applicable directives. Findings existed that affected mission accomplishment or safety. Effectiveness was degraded by deviations from or omission of procedures. Processes were not well-defined, effective or efficiently executed. Performance/program was poor quality and indicated lack of leadership involvement.
- 2.5.4.1.3.1. **(Added-ACC) DNC/CWC Corrective Actions.** The unit commander will take immediate corrective actions on any safety related discrepancies documented by the evaluation Team Chief. Within 10 working days of receipt of the approved evaluation report, the unit commander will submit a plan addressing corrective actions on all CWC or DNC programs. The unit commander will submit regular progress reports to the approval authority and the approval authority will make the final determination when programs have been corrected to a C level.
- 2.5.4.2. **(Added-ACC) MAJCOM/NAF Flying-Related Special Interest Items (SIIs).** SIIs will be evaluated during ASEV/SAVs. Compliance will be reflected in all ratings and evaluations, and will be commented on separately in ASEV/SAV reports.
- 2.5.4.3. **(Added-ACC)** Not more than 25 percent of total aircrew will be evaluated during the evaluation using SPOT evaluations IAW paragraph 5.2.5. Evaluations should include crewmembers of various experience levels and crew positions. Crewmembers maintaining multiple qualifications may be evaluated in either aircraft. Flight examiners may receive an Objectivity Evaluation (flight or ground).
- 2.5.4.3.1. **(Added-ACC)** Full notice evaluations are appropriate for those administered by unit flight examiners where a HHQ flight examiner will observe and administer a Flight Examiner Objectivity Evaluation. The full flight evaluation profile should be planned by the examinee. These evaluations will constitute an evaluation of the examinee (conducted by the unit flight examiner), as well as the unit flight examiner's objectivity and the unit's flight evaluation profiles (conducted by the HHQ Flight Examiner).
- 2.5.4.3.2. **(Added-ACC)** No-notice evaluations will be administered to individuals by notifying the unit at an appropriate time (if the individual is already on the flying schedule) or by requesting that an individual be added to the next day's schedule for this purpose. Any additional or unique HHQ flight examiner evaluation requirements, beyond the scheduled mission profile, will be communicated to the examinee no later than 24 hours prior to designated aircrew briefing to facilitate mission planning.
- 2.5.4.3.3. **(Added-ACC)** Flight evaluations/EPEs administered by HHQ flight examiners within 6 months of a ASEV may be counted toward the flight evaluation sample for that evaluation. If this option is exercised, all intermediate flight evaluations by HHQ flight examiners (including evaluation team designated

augmentees) must count toward that sample. The unit DO or OG/CC must be coordinated with prior to the 6 month period.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The ASEV report cover will include the following information:

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

Section A--OVERALL--(Rating)

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

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

a. OGV/DOV -- (Rating)

(1) FLIGHT EXAMINER Objectivity Evaluations -- (Rating).

Qual Lvl

<u>#/Type Eval</u>	<u>Position</u>	<u>1</u>	<u>3</u>	<u>Discrepancy Areas</u>
--------------------	-----------------	----------	----------	--------------------------

Flight examiner Obj Flt

Flight examiner Obj EPE

Flight examiner Obj ATD

(2) OGV Stan/Eval Programs--(Ratings). Cite FINDINGS, RECOMMENDATIONS and COMMENDABLE PROGRAMS/ITEMS.

b. _____ SQUADRON -- (Rating)

(1) Evaluations

Qual Lvl

#/Type Eval Position EQ 1 1/Discrepancies 2 3 Discrepancy Areas

Msn

Instm/Qual

Msn EPE

Instm/Qual EPE

Msn/ATD

NOTE: Unit Flight examiners administered ____ Msn, ____ Instm/Qual, ____EPE, and ____ATD Evals

(2) Stan/Eval Programs--(Ratings). Cite FINDINGS, RECOMMENDATIONS, and COMMENDABLE PROGRAMS/ITEMS following the word picture for the programs. Word pictures will focus on squadron/detachment responsibilities directed in paragraph 3.3.

EXAMPLES:

FINDING: Four pilots flew without initialing the most recent FCIF item (AFI 11-202V2_ACC1, paragraph 9.3.3. [Added]).

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

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

Section C--ADDITIONAL COMMENTS

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

Section D--GENERAL

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

WG/OG/CCs

SQ/CCs

OGV

Air Force Advisor (if applicable)

Team Chief Signature

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

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

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

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

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

3.2.1. OG/CC Responsibilities.

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

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

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

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

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

3.2.1.4. Provide a suitable Stan/Eval testing area.

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

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

3.2.1.6. Chair the SEB.

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

3.2.2. OGV Functions.

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

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

- 3.2.2.2. (ACC) Establish procedures for review and quality control of AF Forms 803, *Report of Task Evaluations*, IAW GA applicable AFI Vol. 2.
- 3.2.2.3. Establish procedures to maintain and review unit Flight Evaluation Folders (FEFs). If not maintained by the squadron Stan/Eval function, maintain unit FEFs.
- 3.2.2.3. (ACC) Establish procedures to review unit AF Form 623, *Individual Training Record* Tab 5 for Pararescue personnel and Individual Training and Evaluation Folder (ITEF) Tab 5 for Combat Rescue Officers.
- 3.2.2.4. Establish procedures for requisite Aircrew Exams (see [Chapter 6](#)).
- 3.2.2.5. Establish and maintain a trend program.
- 3.2.2.5.1. Scope will include trend analysis of all evaluations.
- 3.2.2.5.1. (ACC) Trend analysis will include all flight and EP evaluations as well as all requisite and periodic written examinations. ACC Form 8a or PEX may be used to document trend information. Any documents used to track trend information will be kept and disposed of IAW instructions on title page of this supplement.
- 3.2.2.5.2. For units with more than one type of MDS and/or crew positions, combine discrepancies common to all MDSs/crew positions to determine trends (e.g., instrument procedures).
- 3.2.2.5.3. For Formal Training Units (FTUs) and Combat Crew Training Squadrons (CCTSs), maintain separate trend data for students and instructors.
- 3.2.2.5.4. When trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR).
- 3.2.2.5.4. (ACC) Trends should be closed only after the OPR verifies the deficiency in performance or knowledge no longer exists in the applicable crew force. Such verification may be accomplished and documented through supplementary evaluation, aircrew testing, etc.
- 3.2.2.5.5. Report trends and status to the OG/CC during the SEB until closed (see [Attachment 2](#)). Maintain an archive of trend data for at least one year from the date the trend was identified.
- 3.2.2.6. Conduct supplementary evaluations as directed by the OG/CC.
- 3.2.2.6.1. (Added-ACC) Establish unit supplementary evaluation program and goals IAW paragraph 9.4.
- 3.2.2.7. Conduct SEBs and document IAW [Attachment 2](#) and MAJCOM supplement.
- 3.2.2.7.1. (Added-ACC) As a minimum, SEBs will be held semiannually and as early as practical after the end of the previous 6-month period. AFRC units will conduct SEBs NLT end of February and August, respectively, and forward SEB minutes by the end of the subsequent calendar month (March/September). SEB minutes will be kept on file until the next ASEV.
- 3.2.2.7.2. (Added-ACC) Attendees should include squadron commanders and OGV/squadron flight examiners. Absent SEB members will read SEB minutes.

- 3.2.2.7.3. **(Added-ACC)** Send a copy of the SEB minutes to the following: ACC/A3TV; **Active Duty Units** (except PRUs and DRUs)--NAF/OV/A3V; - **AFRC Units**-- NAF/OV/A3V with oversight responsibility, 10 AF/A3V and HQ AFRC/A3V; - **ANG Units**-- NAF/OV/A3V with oversight responsibility and NGB/A3.
- 3.2.2.8. Establish and maintain the unit FCIF program.
- 3.2.2.9. Establish procedures to manage the flight publications program IAW AFI 11-215 and TO 00-5-1.
- 3.2.2.10. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility.
- 3.2.2.11. Ensure annual Military Training Route (MTR) and Air Refueling (AR) Track reviews (for the MTRs and ARs for which the unit is OPR) are accomplished and documented IAW AFI 13-201, *Airspace Management*. Document status of reviews in the SEB minutes (see [Attachment 2](#)).
- 3.2.2.12. Manage the Operations Supervision program as applicable IAW AFI 11-418, *Operations Supervision*.
- 3.2.2.13. **(Added-ACC)** Monitor the upgrade and objectivity of all flight examiners IAW paragraph 4.2.
- 3.2.2.14. **(Added-ACC)** Establish unit no-notice program to be utilized at the discretion of the OG/CC or SQ/CC/DO.
- 3.2.2.15. **(Added-ACC)** Publish a unit supplement of procedures for the implementation of this instruction.
- 3.2.3. **OGV Organization.** OGV staff will consist of a Chief of Stan/Eval and should include at least one flight examiner per crew position per MDS. Manning and organization may be adjusted IAW MAJCOM supplement or with OG/CC approval. If the OG/CC approves adjustments, notify the NAF and MAJCOM Stan/Eval functions, and document in the SEB minutes.
- 3.2.3.1. The chief of Stan/Eval will be a certified flight examiner in a unit weapon system. For units undergoing conversion, the Chief of Stan/Eval may be qualified in the weapon system to which the unit is converting, even if none are yet assigned.
- 3.2.3.2. The chief of Stan/Eval will report directly to, and be rated by, the OG/CC. For units not collocated with the parent wing/group, the Chief of Stan/Eval will report directly to and be rated by the unit commander, or as specified by MAJCOM supplement.
- 3.2.3.3. The OG/CC may designate additional OGV flight examiners who are not assigned to OGV when necessary to meet unique unit requirements. Document in the SEB minutes (see [Attachment 2](#)).
- 3.2.3.3. **(ACC)** OGV manning will be as required for mission accomplishment. As a guide, recommended flight examiner manning is provided in paragraph 3.3.3.2 and Table 3.2.

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

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

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

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

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

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

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

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

3.2.4.2. (Added-ACC) When no qualified examiner is available above the examinee in the pyramid evaluation structure or chain of command, the highest available evaluator will administer the evaluation. Document this in the additional comments section of the AF Form 8.

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

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

3.3.1. Squadron Commander Responsibilities:

3.3.1.1. Designate squadron flight examiners (see paragraph **4.2.3**).

3.3.1.2. Attend as many evaluation debriefings as practical.

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

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

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

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

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

3.3.2.3. Implement OGV FEF maintenance and review guidance.

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

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

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

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

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

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

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

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

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

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

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

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

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

3.3.3.1.2. For units undergoing conversion, the chief of Stan/Eval may be qualified in the weapon system to which the unit is converting, even if none are yet assigned.

3.3.3.2. The chief of squadron Stan/Eval will report directly to and be rated by the squadron commander, or as specified by MAJCOM supplement.

3.3.3.3. Further manning will be as directed by the MAJCOM and/or unit supplement.

3.3.3.3.1. **(Added-ACC)** For FTU Squadrons, the OG/CC may authorize as many additionally duty flight examiner as required to accommodate student syllabus evaluation requirements. FTU additional duty flight examiner should primarily evaluate students.

3.3.3.3.2. **(Added-ACC)** Squadron flight examiner manning will be at the discretion of the OG/CC as required for mission accomplishment. As a guide for aircraft not listed in Table 3.2, recommended flight examiner manning consists of the Commander, Operations Officer, DOV Chief (if applicable) and up to two additional duty flight examiners per crew position who are highly qualified instructors. As a guide for aircraft listed below, in addition to the Commander and Operations Officer, the following ratios (or fractions thereof rounded up) should be used when figuring the number of flight examiners or flight examiner crews (Q-Prefix and additional duty) designated per crew position. (**Note:** A senior instructor may be used if the operations officer is not qualified for flight examiner duties.) Ratios include all assigned and attached aviators:

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

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

Chapter 4

FLIGHT EXAMINERS

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

4.2. Selection.

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

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

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

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

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

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

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

4.2.4. For AFRC and ANG units:

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

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

4.3. Flight Examiner Functions.

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

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

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

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

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

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

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

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

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

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

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

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

4.4. Senior Flight Examiner Program.

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

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

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

4.4.1.3. Document designations IAW paragraph 4.2.3.2.

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

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

Chapter 5

AIRCREW QUALIFICATION EVALUATIONS

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

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

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

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

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

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

5.2.1. QUAL Evaluations.

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

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

5.2.2. INSTM Evaluations.

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

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

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

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

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

5.2.3. MSN Evaluations.

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

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

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

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

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

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

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

5.2.4. INSTR Evaluations.

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

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

in the same crew position on the new aircraft. OG/CCs will notify MAJCOMs and provide initial cadre list for each crew position with current qualification and total flight and instructor hours. OG/CCs will use discretion when establishing initial cadre instructors and consider availability of suitable instructor courses. See also paragraph 5.13.

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

5.2.4.2.1. (ACC) The emphasis on an initial instructor evaluation should be placed on examinee demonstration of instructional ability. This does not preclude the update of a required periodic evaluation if all required flight phase requirements are completed during the instructor flight evaluation and the examinee subsequently completes all ground phase requirements for the evaluation within the periods described in paragraph 5.5.3. Label the evaluation appropriately (**EXAMPLE:** "INIT INSTR/MSN"). Do not add on missions (sorties) to complete the requirements for a periodic evaluation unless the group/squadron commander concurs.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.2.6.2.5.1. If the expiration of a required periodic evaluation is due to failure to

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

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

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

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

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

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

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

5.3. Grading System.

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

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

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

5.3.2. **Performance Areas/Subareas.**

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

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

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

5.3.2.1.3. U indicates that performance was outside allowable parameters thereby compromising flight safety, that deviations from prescribed procedures/tolerances adversely affected mission accomplishment, and/or evaluated performance constituted a breach of flight discipline. An examinee receiving an area/subarea grade

of U requires debriefing and/or additional training, as determined by the flight examiner.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.3.3.4. Assigning the overall qualification level.

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

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

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

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

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

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

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

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

5.4. Evaluation Criteria.

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

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

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

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

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

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

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

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

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

5.5.1. Ground Phase Requisites.

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

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

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

5.5.1.1.2. **INSTM:** Instrument examination

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.5.3. Requisite Completion.

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

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

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

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

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

5.6. Failure to Pass a Flight Evaluation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.7. Supervised Status.

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

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

5.8. Timing of Aircrew Qualification Evaluations.

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

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

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

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

5.8.3.2. Extended Evaluations.

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

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

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

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

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

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

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

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

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

5.8.3.3. Non-Standard Approval Authority

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.13. Initial Cadre.

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

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

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

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

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

Chapter 6

AIRCREW EXAMINATION PROGRAM

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

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

6.3. Administrative Procedures.

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

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

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

6.4. Exam Sources.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6.8. Grading.

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

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

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

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

6.9. Failure to Pass a Requisite Exam.

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

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

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

6.9.4. **Supervised Status.**

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

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

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

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

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

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

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

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

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

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

Chapter 7

DOCUMENTATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7.3.3. **Date Completed.**

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

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

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

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

7.3.4.2. **Organization and Location.**

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

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

7.3.4.3. **Aircraft/Crew Position.**

7.3.4.3.1. Enter the MDS in which the evaluation was given

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

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

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

7.3.4.4. **Eligibility Period.**

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

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

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

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

7.3.5. 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 exam/evaluation. Discrepancies will be noted in the examiner’s remarks (see paragraph 7.3.7.3.3).

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

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

7.3.5.1.1.4. Annotate “Instrument” for instrument requisite exam.

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

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

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

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

7.3.5.1.3. Grade.

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

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

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

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

7.3.5.2. Flight Phase.

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

7.3.5.2.2. Mission/Check.

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

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

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

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

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

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

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

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

7.3.5.2.3. Date.

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

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

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

7.3.5.3. Qualification Level.

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

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

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

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

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

7.3.5.4. Expiration Date of Qualification.

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

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

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

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

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

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

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

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

7.3.5.6.1. **Due Date(s).**

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

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

7.3.5.6.2. **Date Additional Training Completed.**

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

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

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

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

7.3.6. **Section III – Certification Signatures.**

7.3.6.1. **Flight Examiner.**

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

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

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

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

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

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

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

7.3.6.2. Reviewing and Final Approving Officers.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7.3.7. **Section IV** – Comments.

7.3.7.1. Restrictions (if required).

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

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

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

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

7.3.7.3. Examiner Remarks.

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

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

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

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

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

7.3.7.3.4. Recommended Additional Training.

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

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

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

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

7.3.7.3.5. Additional Comments.

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

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

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

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

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

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

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

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

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

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

7.3.7.3.5.11. **(Added-ACC)** For multi-place aircraft in which there are multiple

position qualifications under the same two-letter crew position identifier, annotate the qualification for which the evaluation was given on in the comments section on the AF Form 8.

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

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

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

7.3.8. Temporary Evaluation Documentation.

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

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

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

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

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

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

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

7.3.9. Rechecks

7.3.9.1. Flight Rechecks

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

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

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

7.3.9.2. Ground Rechecks.

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

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

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

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

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

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

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

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

7.4.2. - Examinee Identification.

7.4.2.1. **Aircraft/Crew Position.** In addition to the aircrew member’s MDS, if the downgrade includes a loss of a qualification (i.e. instructor) enter the downgraded crew position. If the individual is downgraded to a completely unqualified status (i.e. IP to UP), enter the crew position to which he/she will be re-qualified upon successful completion of either an RQ evaluation or ground recheck.

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

7.4.3. **Section II - Qualification.**

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

7.4.3.2. Qualification Level.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7.4.4. Section III – Certification Signatures.

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

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

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

7.4.5. Section IV – Comments.

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

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

7.4.5.3. Paragraph B, Discrepancies.

7.4.5.3.1. Non-flying cases: “None”.

7.4.5.3.2. Flying-related cases: IAW paragraph 7.3.7.3.3.

7.4.5.4. Paragraph C, Recommended Additional Training.

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

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

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

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

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

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

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

7.5.2. - Examinee Identification.

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

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

7.5.3. – Qualification.

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

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

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

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

7.5.4. – Certification Signatures.

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

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

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

7.5.4.4. **Examinee.** The crewmember will sign.

7.5.5. – Comments.

7.5.5.1. Paragraph A, Narrative. Include a brief description of the new qualification as well as any training received before awarding qualification. Reference the MAJCOM/A3 memo described in paragraph 5.12.2.

7.6. AF Form 4348, USAF Aircrew Certifications (Optional). See [Attachment 7](#) for sample AF Forms 4348.

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

7.6.1.1. Maintain a separate AF Form 4348 in the FEF, Section I, under tab 1 documenting certifications by assigned flying unit and primary MDS. For aircrew members with aircraft certifications in multiple MDS aircraft which do not require qualification in each aircraft (e.g. F-16C and F-16CM), only one AF Form 4348 is required; specify the primary mission MDS designation.

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

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

7.6.1.4. The OGV/squadron Stan/Eval Chief or other individual designated by the SQ/CC will sign a one line entry below all other entries verifying that above certification transcriptions are accurate.

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

7.6.1.6. Appropriate guidance that may require aircrew certification using AF Form 4348 entry include MAJCOM and/or supplement; AFI11-2MDS Vol 1; AFI11-2MDS Vol 3.

7.6.2. **General Data Entry.**

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

7.6.2.2. Use one line for each certification.

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

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

7.6.3. **Certification.**

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

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

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

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

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

7.6.3.5. (ACC) When certifications are documented on AF Form 4348, flight examiner certifications will be signed by the SQ/CC or OG/CC. All other certifications will be signed by the SQ/CC or SQ/DO.

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

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

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

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

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

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

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

7.6.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFI11-2 Vol 1, when instructor certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of flight examiners as a result of reasons other than substandard performance.

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

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

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

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

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

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

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

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

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

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

7.7.1. Data Entry.

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

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

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

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

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

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

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

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

7.7.5. **Qualification Level.** Enter the appropriate qualification level as it appears on the subject AF Form 8/8a.

7.7.6. **MAJCOM Change.** A one-line, undated entry containing MAJCOM title will be made for each change in the individual's MAJCOM based on a Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA). Do not annotate a change of MAJCOM if the individual is receiving an evaluation from an evaluator in a different MAJCOM unless the individual is enrolled in a formal training program.

7.7.7. **Computer Generated AF Form 942.** A computer generated AF Form 942 may be used as long as cumulative entries are retained. Electronic copies of the AF Form 942 should be forwarded with the FEF when the individual moves to a new squadron.

7.8. Flight Evaluation Folders (FEF). The FEF contains the source documents that constitute the history of flying qualifications for each aircrew member.

7.8.1. Maintenance.

7.8.1.1. Each aircrew member who is on flying status must have a FEF that includes all AF Forms 8/8a, AF Forms 942, AF Forms 4348 (if used), and any additional MAJCOM and/or unit specified items. **EXCEPTION:** for flight surgeons, combat camera, and non-rated aircrew that only require an examination to establish qualification do not require an FEF, documentation will be IAW paragraph **8.1**.

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

7.8.1.3. HHQ personnel on active flying status may have their FEFs maintained by the Stan/Eval function of the unit to which they are attached for flying.

7.8.1.4. For personnel on inactive flying status, the FEF will be maintained with their Flight Records Folder (FRF).

7.8.1.5. Individuals assigned or attached to other than USAF units may use the format of the service to which they are attached to document their history of qualifications.

7.8.2. **Electronic FEFs.**

7.8.2. (ACC) Units will convert and maintain all FEFs in electronic format using PEX but must establish a viable backup system. Upon conversion, the original FEF and copies of subsequent Forms 8 should be provided to the individual. The converted FEF will be marked on the outside of the folder, indicating date of conversion and for reference only. Units will keep the legacy portion of the FEF in hard copy and put a cover sheet on top of the Form 8 section indicating that all subsequent FEF action is maintained in PEX. OGV will produce a hard-copy FEF prior to a PCS or temporary assignment where the individual's unit does not possess the capability to manage forms electronically.

7.8.2.1. For electronic FEFs, any hard copy historical information (once incorporated into the electronic FEF system) will be archived with the Stan/Eval function that maintains the FEFs. Archive method will be at unit discretion.

7.8.2.2. Scanned versions of historical documents will be saved IAW AFI 33-364, *Records Disposition—Procedures and Responsibilities*.

7.8.2.3. Electronic FEF systems must be able to produce hard copies of FEF products, when needed, consistent with the guidance in this AFI. Additionally, the electronic FEF must be transportable.

7.8.3. **Contents.** Divide the FEF into two sections:

7.8.3.1. **Section I (left side).** This Section contains AF Forms 942, AF Forms 4348 (if used), and any items authorized by the MAJCOM and/or unit supplement. Section I may contain two sub-sections.

7.8.3.1.1. AF Forms 942 will be placed on top in chronological order with the most recent on top, followed by the AF Form 4348 (if used).

7.8.3.1.2. Any additional information as directed by MAJCOM and/or unit supplement will be placed under the AF Form 942 and 4348 (if used).

7.8.3.1.3. If the FEF is not maintained at the same base with the individual's FRF, a copy of the most recent AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*, and AF Form 702, *Individual Physiological Training Record*, may be filed in this section behind and MAJCOM and/or unit directed items.

7.8.3.2. **Section II (right side).** This Section contains AF Forms 8/8a and any related MFRs for all evaluations listed on the AF Form 942.

7.8.3.2.1. **AF Forms 8/8a.** File AF Forms 8/8a in chronological order with the most recent on top. Individuals who maintain qualification in two or more MDSs or two or

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

7.8.3.2.2. **MFRs.**

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

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

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

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

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

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

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

7.8.4. **Hard-Copy Folders.**

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

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

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

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

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

7.8.5. (ACC) Documentation of reviews will be outlined in the unit supplement.

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

7.8.5.1.1. The reviewing organization is responsible for establishing the qualification of the aircrew member as determined from the latest applicable documentation in Sections I and II of the FEF.

7.8.5.1.2. Following the initial review, the unit maintaining the FEF is responsible only for documentation subsequently placed in the FEF.

7.8.5.1.3. If the FEF of HHQ personnel on active flying status is maintained by the Stan/Eval function at the unit/squadron to which they are attached to fly, the Stan/Eval function of that unit/squadron will also review the FEF prior to their first flight.

7.8.5.2. **Posting Review.**

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

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

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

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

7.8.5.3. **Periodic Review.**

7.8.5.3.1. The Stan/Eval function will review all applicable FEFs to confirm expiration dates used to track required aircrew qualification evaluations are the same as those listed in the FEFs. Periodic review of FEFs for personnel in inactive status is not required.

7.8.5.3.2. The interval between reviews will not exceed the standard qualification period window unless a more restrictive review period is established by the MAJCOM and/or unit supplement.

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

7.8.6. **FEF Discrepancies.** FEF Discrepancies include those of the AF Forms 8/8a, AF Forms 4348 (if used), AF Form 942, and any MAJCOM-directed documentation.

7.8.6.1. **Major Discrepancies.** Discrepancies that affect the qualification of the affected aircrew member.

7.8.6.1.1. Major discrepancies are documented on a permanent MFR filed in Section I or II immediately above the affected AF Forms 8/8a and/or 4348 (if used), or in chronological order for items other than those found on AF Forms 8/8a and/or 4348 (if used).

7.8.6.1.2. MFRs documenting similar major discrepancies found on multiple AF Forms 8/8a will be filed on top of the latest affected AF Form 8/8a.

7.8.6.2. **Minor Discrepancies.** Discrepancies that do not affect the qualification (and/or certifications if using the AF Form 4348) of the affected aircrew member (e.g. typos, formatting and misspellings).

7.8.6.2.1. Minor discrepancies are documented on a non-permanent record as defined by the MAJCOM or unit supplement to this instruction and need not reside in the FEF.

7.8.6.3. Corrections.

7.8.6.3.1. **AF Form 8/8a.** As a source document, the AF Form 8/8a may be corrected by use of white-out or pen and ink alteration of the original document provided the flight examiner signing Section III of the form initials the correction. If the original FE is not available then document the discrepancy IAW paragraphs **7.8.6.1** or **7.8.6.2**. When the original FE is not available, OGV Chiefs may also correct minor discrepancies as prescribed in MAJCOM supplements.

7.8.6.3.1. (ACC) OGV Chiefs are allowed to correct minor discrepancies.

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

7.8.6.3.3. **AF Form 4348** (if used). AF Forms 4348 may be corrected by use of white-out or pen and ink alteration of the original document provided the certifying official signing that line of the AF Form 4348 initials the correction. For significant corrections that alter the certification's intent, make a new AF Form 4348 entry.

7.8.6.3.4. **Electronic Corrections.** If the system used to store the record does not allow corrections to be made, then document the discrepancy IAW paragraph **7.8.6.1** and/or paragraph **7.8.6.2**.

7.8.7. Transfer of FEF.

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

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

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

7.8.7.3.1. When circumstances prevent this, the losing organization will mail the folder to the gaining unit via registered mail.

7.8.7.3.2. Mail any records not included in the FEF to the gaining organization with clear identification of the individual concerned.

7.8.7.3.3. When mailing an FEF or any of its contents, retain a copy (hard or soft copy is acceptable) until the gaining organization has received the original FEF.

7.8.8. Disposition of FEF.

7.8.8.1. Dispose of the aircrew FEF according to the Air Force Records Disposition Schedule (RDS) and Air Force guidance concerning the protection of Personally Identifiable Information.

7.8.8.2. Outdated certification documents, ARMS products, medical recommendations and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

Chapter 8

SPECIALIZED AIRCREW

8.1. Purpose. This chapter provides additional guidance pertaining to flight surgeons, Combat Camera, and non-rated aircrew that only require an examination to establish qualification.

8.1.1. Initial and periodic qualification consists of a written (open or closed book) examination; a flight evaluation is not required. Upon completion of the examination, members will be qualified in all USAF aircraft (universal qualification).

8.1.2. MAJCOMs and subordinate units may direct additional general and/or MDS-Specific qualification requirements.

8.1.3. Qualification requirements will be documented on an AF Form 1522, *ARMS Additional Training Accomplishment Report*, and stored in ARMS in the Formal Training module with currency tracked in the Training module. No AF Form 8/8a or FEF is required; however, the Stan/Eval function of the unit to which specialized aircrew are assigned/attached for flying will verify that ARMS information is logged appropriately. When MAJCOMs or subordinate units require a flight phase, or if directed by the applicable MDS-Specific Volume 2, document IAW [Chapter 7](#) (to include creating an FEF).

8.2. Evaluations. Initial, periodic, and MDS-Specific (if required) examinations are considered QUAL evaluations. Other examinations are not required by this AFI, but may be prescribed in MAJCOM and subordinate unit supplements.

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

8.2.2. **Combat Camera.** Test questions will be randomly generated from a test bank maintained by the Combat Camera career field manager (CFM), in coordination with HQ USAF/A3O-AT and using commands.

8.2.3. **Non-Rated Aircrew Members.** Test questions will come from the lead MAJCOM Master Question Files (MQFs).

Chapter 9

ADDITIONAL PROGRAMS (FCIF, SII, GO/NO-GO, SUPPLEMENTARY EVALUATIONS)

9.1. FCIF.

9.1. (ACC) Collocated units may use consolidated FCIF library.

9.1.1. Units will establish and maintain a library consisting of a current read file and publications. This library will consist of a minimum of four volumes as listed in [Table 9.1](#) in either hardcopy or electronic format.

9.1.2. FCIFs may be issued to alert crewmembers to publications changes for TOs or AFIs that affect aircraft operations, but actual publication changes must be accomplished IAW established procedural guidance, to include AFI 33-360 (as applicable) and TO 00-5-1.

9.1.3. **Required Volumes.** Volume I is a table of contents for all volumes and current read file items, Volumes II through IV are made up of publications and flight manuals, and Volume V (optional) is reserved for flight safety information. If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title as follows:

9.1.3.1. **(Added-ACC)** Wing/Group agencies desiring to insert information into the FCIF will submit the information to OGV for coordination and distribution (Volume V excluded). Items entered into Volume I will be limited to those items that contain information temporary in nature. Subject matter may be condensed for incorporation into Vol 1 if necessary. Above the Wing/Group level, the NAF or MAJCOM Stan/Eval function is the focal point for FCIF information.

9.1.3.2. **(Added-ACC)** Units are not required to maintain MDS-specific T.Os and Instructions for geographically separated subordinate squadrons if aircraft operated by the subordinate squadron are not physically assigned and located at the parent unit base. Units will maintain positive oversight and track all assigned aircraft publications/T.Os via their Master Pubs Index.

9.1.3.3. **(Added-ACC)** Units utilizing electronic media will ensure electronic backup copies of FCIF Volumes I and II (paper or electronic) are maintained.

Table 9.1. Required Volumes.

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

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

9.1.4. (ACC) Volume I will be divided into three parts:

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

9.1.4.2. Part B is the Current Read File of FCIF messages. Messages contain information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight. FCIFs that contain aircraft-related information will be forwarded to all using MAJCOMs.

9.1.4.2.1. (Added-ACC) Part B will contain messages instituting revisions to mission procedures directly affecting safety of flight. MAJCOM directed FCIF items for Part B will be approved by the applicable MAJCOM/A3 and coordinated through ACC/A3T for ACC units, NGB/A3O for ANG units, and AFRC/A3V for AFRC units.

9.1.4.2.1.1. (Added-ACC) Part B will contain, as a minimum, an approved date, a control number, subject, Originator and Originator Title, expiration date. Note: the subject should match the MAJCOM FCIF subject, when applicable. The NoGo box in PEX will be checked for all Part B items. Units will review items for applicability in conjunction with the ACC quarterly FCIF review message. The most current list of active FCIFs can be viewed at the ACC/A3TV CoP and AFRC/A3V CoP.

9.1.4.2.1.2. (Added-ACC) Items in Part B will be filed in reverse numerical sequence with the most recent FCIF on top. Classified entries will be cross-

referenced to the appropriate location. Part B may be indexed and divided by MDS.

9.1.4.3. Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct of flight and not required to be read before flight.

9.1.4.3.1. **(Added-ACC)** Part C will contain current operational and mission guidance of a non-safety of flight nature. Items in Part C will be filed in reverse numerical sequence with the most recent FCIF on top. Part C may be indexed and divided by MDS. Classified entries will be cross-referenced to the appropriate location.

9.1.4.4. Squadrons with both primary crewmembers and mission crewmembers may use separate sections in Volume I for mission crewmembers. In addition, these squadrons are exempt from the requirement to maintain mission crewmember checklist and aircrew aids in the FCIF volumes.

9.1.4.5. Refer to [Attachment 7](#) for a sample FCIF format.

9.1.5. **Publications Library.** Volumes II through IV will consist of an FCIF Functional Publications Library according to MAJCOM directives. See AFI 33-360 for basic library requirements.

9.1.5.1. All publications in the library will be current and complete. MAJCOMs may authorize units to withhold posting of information that does not apply based on aircraft configuration.

9.1.5.2. Units will establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles. Publication dates, supplements and changes are not required.

9.1.5.2.1. **(Added-ACC)** FCIF Volume II will contain publications listed in AFI 11-202 V2, Table 9.2 with appropriate MAJCOM supplements.

9.1.5.2.2. **(Added-ACC)** FCIF Volume II will also contain the following items (if applicable to unit):

Table 9.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFI 11-202V1	<i>Aircrew Training</i>
AFI 11-2MDSV1	<i>Aircrew Training</i>
AFI 11-202V2	<i>Aircrew Standardization Evaluation Program</i>
AFI 11-2MDSV2	<i>Aircrew Evaluation Criteria</i>
AFI 11-202V3	<i>General Flight Rules</i>

AFI 11-2MDSV3	<i>Aircrew Operational Procedures</i>
AFI 11-401	<i>Aviation Management</i>

Table 9.2. (ACC) Volume II Mandatory Publications.

PUBLICATION	TITLE
AFI 11-205	<i>Aircraft Cockpit and Formation Flight Signals</i>
AFI 11-209	<i>Air Force Participation in Aerial Events</i>
AFI 11-214	<i>Aircrew, Weapons Director, and Terminal Attack Controller Procedures for Air Operations</i>
AFI 11-215	<i>Flight Manuals Program (FMP)</i>
AFMAN 11-217V1	<i>Instrument Flight Procedures</i>
AFMAN 11-217V2	<i>Visual Flight Procedures</i>
AFMAN 11-217V3	<i>Supplemental Information</i>
AFI 11-218	<i>Aircraft Operations and Movement on the Ground</i>
AFI 11-290	<i>Cockpit/Crew Resource Management Training Program</i>
AFI 11-301V1	<i>Aircrew Life Support (ALS) Program</i>
AFI 11-418	<i>Operations Supervision</i>
AFPAM 11-419	<i>G-Awareness for Aircrew</i>
AFI 13-201	<i>Air Force Airspace Management</i>
AFI 13-207 (FOUO)	<i>Preventing and Resisting Aircraft Piracy (Hijacking)</i>
AFI 16-1301	<i>Survival, Evasion, Resistance, and Escape (SERE) Program</i>
AFI 33-360	<i>Publications and Forms Management</i>
Allied Tactical Publication (ATP)-56(B) (Note)	<i>Air-to-Air Refueling</i>

Note: All units with an air refueling mission (tanker or receiver, fixed-wing or rotary) will post Part 1. In addition, units conducting fixed wing air refueling operations will post Part 2 and applicable Annexes. Units conducting rotary wing operations will post Part 3 and applicable Annexes.

9.1.5.2.3. **(Added-ACC)** Additional publications may be placed in Volume II at unit discretion.

9.1.5.2.4. **(Added-ACC)** The following may be placed in Volume III at unit discretion: Other MAJCOM/NAF/ local directives, such as NAF, AD, Center or Local directives, FTU syllabi and phase manuals and ATC Letters of Agreement covering local flying areas, traffic patterns and air traffic control.

9.1.5.2.5. **(Added-ACC)** Volume IV of the FCIF library will contain the following, as applicable (to include references for obtaining/viewing classified information): flight manuals, performance data, aircrew checklists, weapons delivery manuals, weapons checklists (ballistic tables are not required), air refueling manuals, T.O. 00-5-1, *AF Technical Order System*, and OGV issued aircrew aids.

9.1.5.2.6. **(Added-ACC)** Volume V of the FCIF library is an optional volume reserved for the unit/squadron safety officer. This volume, if used, is exempt from the controls applicable to Volumes I through VI. Volume V inputs will be submitted to the unit/squadron safety officer for approval IAW AFPAM 91-211, *USAF Guide to Aviation Safety Investigation*.

9.1.5.2.7. **(Added-ACC)** Units may establish an optional Volume VI titled "Weight and Balance." Volume VI contains appropriate aircraft weight and balance information for all applicable aircraft IAW TO 1-1B-50, *Weight and Balance--USAF*, (a minimum of one per MDS) if not readily available to aircrew members elsewhere.

9.1.5.2.7.1. **(Added-ACC)** Units may have a copy of each canned DD Form 365-4, Weight and Balance Clearance Form F - Transport, for the standardized loads maintained in this volume. Additionally, a list of applicable aircraft configurations/unit standard conventional loads (SCL) will be maintained in this volume.

9.1.5.2.7.2. **(Added-ACC)** Units using pre-computed weight and balance forms should file them in this volume.

9.1.5.2.7.3. **(Added-ACC)** The following publications are appropriate for inclusion in Volume VI, if desired:

Table 9.3. (Added-ACC) Volume VI Appropriate Publications.

PUBLICATION	TITLE
1-1B-50	<i>Weight and Balance--USAF</i>
1 C-XX-5	<i>Basic Weight Checklist and Loading Data</i>
TO-00-20-1	<i>Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures.</i>

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

9.1.5.3. **(ACC)** Volume II-IV requirements are waived for Red Flag, Green Flag, Combat Hammer, and Combat Archer.

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

9.1.5.4.1. If any part of the FCIF library is maintained electronically and not specifically addressed above (or in AFI 33-360 and/or TO 00-5-1), units will ensure

that the information is current and accessible for concurrent viewing by multiple aircrew members.

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

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

9.2. Flight Related SII.

9.2.1. Flight Related SIIs are items of emphasis relating to existing procedure(s) designed to mitigate or eliminate specific risks or trends.

9.2.1.1. SIIs do not add to or amend established procedures (reference guidance on issuing FCIFs in paragraph 9.1, above).

9.2.1.2. SIIs will be based on analysis of risks and trends from a variety of sources to include Safety Investigation Board (SIB) findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

9.2.2. SII(s) will be issued through the same process used to release FCIFs with the following elements:

9.2.2.1. Specific MDS applicability

9.2.2.2. References (document, SIB, etc)

9.2.2.3. Risk factors and trend details

9.2.2.4. Specific emphasis actions to reduce/eliminate the risk or trend that generated the SII.

9.2.2.5. Effective date of rescission

9.2.2.6. SME/POC for further information

9.2.3. SII(s) will be of limited duration (generally not to exceed 90 days).

9.2.4. SII(s) may be issued/rescinded from the HAF, MAJCOM, NAF or unit level. If issued from agencies outside the MAJCOMs (e.g. HAF, HQ AFFSA, but not subordinate NAFs or units), the lead MAJCOM stan/eval function will coordinate the intent and verbiage of the SII with other MAJCOM stan/eval functions in order to determine the level of applicability within the individual MAJCOMs prior to release.

9.2.5. Units will place all applicable SIIs into the FCIF, Current Read File, Part B, for dissemination to crewmembers.

9.2.6. All current MDS-Specific and CRM/ORM related SII(s) will be briefed during flight briefings for the duration of the SII(s). Mission-specific SII(s) need only be briefed on those missions for which the SII is relevant.

9.3. Go/No-Go Procedures. Units will establish a positive control system that ensures aircrew members have completed all ground training and Stan/Eval items required for flight. Units will provide guidance on this system in the unit supplement.

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

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

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

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

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

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

9.3.1.5.1. **(Added-ACC)** An initial review and certification of all volumes will be accomplished prior to an individual's first flight. Aircrew members on extensive absence from flying (90 days or more) will accomplish a complete review of all volumes and recertification prior to flight.

9.3.1.6. **(Added-ACC)** Use the Go/No-Go procedures to document the review, certification, and acknowledgment of Volume 1 Part B information by Aircrew members. Volume 1 Part C may be monitored by using Go/No Go procedures at unit discretion. Units will utilize PEX for Go/No-Go to ensure verification that aircrews have acknowledged each applicable item. Backup Go/No-Go procedures will be maintained to permit Go/No-Go verification procedures when information system connectivity difficulties are experienced.

9.3.1.7. **(Added-ACC)** Units will designate person(s) to verify Go/No-Go status prior to releasing aircrew members for any scheduled mission.

9.3.2. (ACC) Added) Flight Crew Publications Unit commanders are responsible for ensuring that aircrew members are aware of all information published in current technical orders and flight-related publications before participating in flight operations. Unit commanders will utilize notification through Part B of Volume I of the unit FCIF and Go/No Go procedures to ensure aircrew members review new changes and supplements prior to their next flight IAW AFI 11-215_ACC SUP 1.

9.4. Supplementary Evaluations.

9.4.1. **Purpose.** Supplementary evaluations are administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems, such as negative checkride trends. The form and content of a supplementary evaluation is at the discretion of the commander directing it.

9.4.1. **(ACC)** Supplemental evaluation program goals must be quantifiable; zero is not considered a goal. Monitor this program to ensure goals set by the OG/CC.

9.4.2. Supplementary evaluations are not aircrew qualification evaluations.

9.4.3. The commander directing the supplementary evaluation will determine the areas to be evaluated. The Stan/Eval function directly under the commander directing the supplementary evaluation will determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander.

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

9.4.5. Supplementary evaluations may be administered in conjunction with a flight evaluation. If conducted in-flight, supplementary evaluations will not be all-encompassing, result in the assignment of an overall grade or be documented on an AF Form 8/8a.

9.4.6. At a minimum, supplementary evaluations results will be documented in SEB minutes (see Attachment 2).

9.5. 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*,

AF Form 1522, *ARMS Additional Training Accomplishment Report*,

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*.

9.5.1. (Added-ACC)

AF Form 803, *Report of Task Evaluations*,

AF Form 623, *Individual Training Record*

ACC Form 8a, *Flight Evaluation Checklist*

ACC Form 180, *Temporary Flight Evaluation Certificate*

9.6. 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 4348, *USAF Aircrew Certifications*.

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

(ACC)

WILLIAM J. REW, Lieutenant General, USAF
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- (Added-ACC) AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, 11 November 1994
- (Added-ACC) AFPAM 11-216, *Air Navigation*, 01 Mar 2001
- (Added-ACC) AFMAN 11-217, Volume 1, *Instrument Flight Procedures*, 22 October 2010
- (Added-ACC) AFMAN 11-217, Volume 2, *Visual Flight Procedures*, 22 October 2010
- (Added-ACC) AFMAN 11-217, Volume 3, *Supplemental Flight Information*, 23 February 2009
- (Added-ACC) AFPAM 11-419, *G-Awareness for Aircrew*, 01 December 2009
- AFPAM 91-211, *USAF Guide to Aviation Safety Investigation*, 23 July 2001
- (Added-ACC) FAA Handbook 7610.4, *FAA Regulations*
- (Added-ACC) FAR Part 1, *Definitions and Abbreviations*
- (Added-ACC) FAR Part 91, *General Operating and Flight Rules*
- (Added-ACC) FAR Part 93, *Special Air Traffic Rules and Airport Traffic Patterns*
- (Added-ACC) TO 1-1B-50, *Weight and Balance—USAF*, 01 April 2008
- (Added-ACC) TO 1 C-XX-5, *Basic Weight Checklist and Loading Data*
- (Added-ACC) TO 00-20-1, *Aerospace Vehicle/Equipment Inspection and Documentation*, 01 September 2010
- (Added-ACC) AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 13 September 2010
- (Added-ACC) AFI 11-202, Volume 3, *General Flight Rules*, 22 October 2010
- (Added-ACC) AFI 11-202, Volume 3_ACC SUP 1, *General Flight Rules*, 27 February 2007
- (Added-ACC) AFI 11-205, *Aircraft Cockpit and Information Flight Signals*, 19 May 1994
- (Added-ACC) AFI 11-209, *Aerial Event Policy and Procedures*, 04 May 2006
- (Added-ACC) AFI 11-209_ACC SUP 1, *Aerial Event Policy and Procedures*, 10 January 2007
- (Added-ACC) AFI 11-214, *Aircrew, Weapons Director, and Terminal Attack Controller Procedures for Air Operations*, 22 December 2005
- (Added-ACC) AFI 11-215_ACC SUP 1, *Flight Manuals Program (FMP)*, 07 January 2010
- (Added-ACC) AFI 11-218, *Aircraft Operations and Movement on the Ground*, 11 May 2005
- (Added-ACC) AFI 11-218_ACC SUP 1, *Aircraft Operations and Movement on the Ground*, 17 November 2005
- (Added-ACC) AFI 11-290, *Cockpit/Crew Resource Management Training Program*, 11 April 2001
- (Added-ACC) AFI 11-290_ACC SUP, *Cockpit/Crew Resource Management Training Program*, 16 July 2010

(Added-ACC) AFI 11-2U-2, Volume 2, *U-2--Aircrew Evaluation Criteria*, 10 June 2004

(Added-ACC) AFI 11-301, Volume 1, *Aircrew Life Support (ALS) Program*, 25 February 2009

(Added-ACC) AFI 11-401_ACC SUP 1, *Aviation Management*, 25 April 2008

(Added-ACC) AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, 13 December 2010

(Added-ACC) AFI 11-418, *Operations Supervision*, 21 October 2005

(Added-ACC) AFI 13-201, *Air Force Airspace Management*, 01 December 2006

(Added-ACC) AFI 13-201_ACC SUP 1, *Air Force Airspace Management*, 14 May 2007

(Added-ACC) AFI 13-207_ACC SUP 1, *Preventing and Resisting Aircraft Piracy (Hijacking)*, 30 September 1994

(Added-ACC) AFI 13-212, *Range Planning and Operations*, 16 November 2007

(Added-ACC) AFI 13-212, *Range Planning and Operations*, 29 April 2010

(Added-ACC) AFI 33-360, *Publications and Forms Management*, 18 May 2006

(Added-ACC) AFI 91-202 ACC SUP 1, *The US Air Force Mishap Prevention Program*, 05 October 2001

(Added-ACC) AFI 91-202, *The US Air Force Mishap Prevention Program*, 01 August 1998

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Abbreviations and Acronyms

A3—Director of Operations

AE—Aeromedical Evacuation

AF—Air Force

AFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

(Added-ACC) AFSC— Air Force Specialty Code

AGR—Active Guard and Reserve

(Added-ACC) ALO—Air Liaison Officer

ANG—Air National Guard

AO—aeronautical order

AR—air refueling

ARMS—Aviation Resource Management System

ART—Air Reserve Technician

(Added-ACC) ASEV—Aircrew Standardization Evaluation

AT—Air Technician

ATD—aircrew training device

BMC—Basic Mission Capable

(Added-ACC) BRI—Briefing Room Interactive

CAPs—Critical Action Procedures

CC—Commander

CCTS—Combat Crew Training Squadron

CEA—Career Enlisted Aviator

CFM—Career Field Manager

CMR—Combat Mission Ready

CRM—Cockpit/Crew Resource Management
CRO—Combat Rescue Officer
DNIF—duty not involving flying
DRU—direct reporting unit
(ACC) DRU—Direct Reporting Unit
EOC—end of course
EP—emergency procedures
EPE—emergency procedures evaluation
ETCA—Education and Training Course Announcement
(Added-ACC) FAC—Forward Air Control
FCIF—Flight Crew Information File
FEF—Flight Evaluation Folder
FLT—flight
FOA—Field Operating Agency
FRF—Flight Record Folder
FT—flight test
FTU—Formal Training Unit
(Added-ACC) GSU—Geographically Separated Unit
(Added-ACC) GTAC—Ground Tactical Air Controller
HQ—headquarters
HHQ—higher headquarters
IAW—in accordance with
IFR—Instrument Flight Rules
INIT—initial
INSTM—instrument
INSTR—instructor
(Added-ACC) LIMFAC—Limiting Factor
MAJCOM—Major Command
MDS—Mission Design Series
MFR—memorandum for record
MQF—master question file
MR—Mission Ready

MSN—mission
MTR—Military Training Route
N/A—not applicable
NAF—Numbered Air Force
NAS—National Airspace System
N-BMC—Non-Basic Mission Capable
N-CMR—Non-Combat Mission Ready
NMR—Non Mission Ready
N/N—no-notice
OCR—office of collateral responsibility
OG—Operations Group
OGV—Operations Group Standardization/Evaluation
OPR—office of primary responsibility
ORM—operational risk management
PCA—permanent change of assignment
PCS—permanent change of station
(Added-ACC) PEX—Patriot Excalibur
PJ—pararescue jumper
(Added-ACC) PRU—Personnel Recovery Unit
Q—qualified
QUAL—qualification
RQ—requalification
SAV—staff assistance visit
SEB—Standardization/Evaluation Board
SELO—Standardization/Evaluation Liaison Officer
SIM—simulator
SQB—secure question bank
SSN—Social Security Number
STAN/EVAL—standardization/evaluation
TDY—temporary Duty
U—unqualified
USAF—United States Air Force

(Added-ACC) USAFWS— United States Air Force Weapons School

Terms

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6).

Additional Training—Any training recommended by flight examiner to remedy deficiencies identified during an evaluation that must be completed by a specific due date. This training may include self-study, ground instruction, ATD, simulator or flying. Additional training must include demonstration of satisfactory knowledge or proficiency to flight examiner, supervisor or instructor (as stipulated in the Additional Training description) to qualify as completed.

Aircrew—The total complement of rated, career enlisted aviator, and nonrated aircrew personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to the accomplishment of the aircraft's mission. Individuals must be on AOs and assigned to an authorized position according to AFI 65-503, or nonrated aircrew not in an aircraft's basic complement, but required for the mission. See AFPD 11-4.

Aircrew Training Device (ATD)—A training platform suitable to conduct evaluations.

Air Reserve Technician (ART)—A civilian employee of the United States Air Force Reserve Command (AFRC) who provides permanent party support to an AFRC unit and occupies an AFRC Unit Manning Document military position in the unit comparable to his or her civilian position.

Air Technician (AT)—A civilian employee of the Air National Guard (ANG) who provides permanent party support to an ANG unit and occupies an ANG unit manning document military position in the unit comparable to his or her civilian position.

Certification—Procedure used to document competency in a particular task. Not interchangeable with "qualification," which requires Form 8/8a documentation.

Combat Crew Training Squadron (CCTS)/Formal Training Unit (FTU)—A unit with a primary mission to train aircrew personnel according to approved syllabi.

(Added-ACC) **Cross-command unit**— A unit assigned to ACC that flies an MDS of which ACC is not designated as Lead Command.

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

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

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

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

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

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

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

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

(Added-ACC) Flight examiner Objectivity Evaluation—A flight examiner Objectivity Evaluation is a flight/EPE/ATD evaluation administered to a lower echelon flight examiner who is administering an evaluation.

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

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

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

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

Lead Command—The Air Force MAJCOM or agency possessing an MDS that is designated by AFPD 10-9 as responsible for the coordination of MDS-Specific activities.

Master Question File (MQF)—Question bank used to construct closed book exams. Aircrew members have access to MQFs.

Mission Evaluation—Qualifies an aircrew member to employ the member's assigned weapon system in accomplishing the unit's operational or DOC statement mission. Requires AF Form 8/8a documentation.

No—Notice Evaluation—An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

Office of Collateral Responsibility (OCR)—Any headquarters, agency, or activity having coordinating functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Operations Group Commander (ANG/AFRC)—ANG/AFRC may use Air Operations Officer/Operations and Training Officer, if appropriate, when Operations Group Commander (OG/CC) is referenced.

Qualification Evaluation—Qualifies an aircrew member to perform the duties of a particular crew position in the specified aircraft. Requires AF Form 8/8a documentation.

Requalification Evaluation—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding six months (as specified in applicable AFI11-2MDS Vol 1), a recheck following a failed evaluation or a commander directed downgrade. Requires AF Form 8/8a documentation.

Requisites—Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete. Requires AF Form 8/8a documentation.

Recheck—A subsequent evaluation used to remedy a failed evaluation. Requires AF Form 8/8a documentation.

Secure Question Bank (SQB)—Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

Specialized Aircrew—Flight Surgeons, Combat Camera, and Non-Rated aircrew, to include K-, Q- and X- prefix specialty codes. Does not include X-prefix Aeromedical Evacuation Crewmembers.

SPOT Evaluation—An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation. May be No-Notice. Requires AF Form 8/8a documentation.

Squadron Supervisor—Any of the following: squadron commander, operations officer, assistant operations officer, flight commander or person specifically designated by the squadron commander.

Stan/Eval Board (SEB)—A forum convened at the group level to review and resolve aircrew-related issues.

Stan/Eval Function—An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

Standardization/Evaluation Liaison Officer (SELO)—An individual (officer or enlisted) tasked to perform squadron Stan/Eval administrative duties.

Student Aircrew Member—An aircrew member enrolled in a formal course or training under a MAJCOM approved syllabus.

Supervised Status—The status of an aircrew member who must fly under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI11-2MDS Vol 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI11-2MDS Vol 1, or as determined by the SQ/CC.

Supplementary Evaluation Program—Administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems.

Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

Unit—A level of organization under HHQs (MAJCOM and/or NAF) required to establish a Stan/Eval function (normally this is an operations group and consists of both the group and flying squadrons).

Universal Qualification—Process where Specialized Aircrew attain/maintain qualification in two or more MDS aircraft where qualification is attained/maintained via a minimum of a ground phase examination.

User Command—Any Air Force MAJCOM/agency, other than the lead command, that possess a MDS.

Weapon System—A combination of one or more weapons with all related equipment, materials, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.

ATTACHMENT 2
STAN/EVAL BOARD MINUTES

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

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

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

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

(SIGNATURE BLOCK)

Attachments:

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

ATTACHMENT 3

AF FORM 8 COMMENT EXAMPLES

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

Figure A3.1. Generic Section IV – Comments.

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

EXCEPTIONALLY QUALIFIED (*If desired*): See para. 7.3.7.2

EXAMINER'S REMARKS: See para. 7.3.7.3.

A. Mission Description. See para. 7.3.7.3.2. If more than one flight examiner was involved in administering the flight phase portion of the evaluation, annotate here with a “First Sortie”, “Second Sortie” and have all but the final flight examiner sign a signature block (enter name, rank, and organization) under each entry (see para. 7.3.7.3.1).

B. Discrepancies. Document all discrepancies (Q- or U) or enter "None" (if “None” then Ground and Flight annotations not required). See para. 7.3.7.3.3.

1. Ground.
2. Flight.

C. Recommended Additional Training. Enter additional training or “None” (if “None” then the Ground and Flight annotations not required). See para. 7.3.7.3.4.

1. Ground.
2. Flight.

D. Additional Comments. Enter additional comments (to include Commendable areas/sub-areas) or “None.” See para. 7.3.7.3.5.

1. ...
2. ...

REVIEWING OFFICER'S REMARKS: See para. 7.3.7.4.

APPROVING OFFICER'S REMARKS: See para. 7.3.7.5.

ADDITIONAL REVIEWS: See para. 7.3.7.6.

Figure A3.2. with EQ (See [paragraph 7.3.7.2](#)).

EXCEPTIONALLY QUALIFIED: The examinee demonstrated exceptional aircraft handling and instrument skills during all phases of this evaluation. Rapidly changing weather and denial of service at two planned out-bases caused the examinee to have to change his plan several times in-flight, each time done quickly and efficiently so that all aspects of the mission could still be accomplished.

EXAMINER'S REMARKS:

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

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.3. with Commendable (See [paragraph 7.3.7.3.5.2](#)).

EXAMINER'S REMARKS:

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

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. Commendable. Area 36. Task Prioritization. Brief statement describing commendable performance

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.4. with Downgrade. (See paragraph 7.3.7.3.3.).

EXAMINER'S REMARKS:

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

B. Discrepancies.

1. Ground. None
2. Flight. Area 36. Task Prioritization: Q-. Short description of discrepancy.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.5. Two Sortie with Discrepancy on First Sortie.**EXAMINER'S REMARKS:****A. Mission Description.**

First Sortie: IAW AFI 11-2MDS Vol 2.

FIRST M.I. LAST, Rank, USAF
Office Symbol

Second Sortie: Brief description of items not accomplished on first sortie.

B. Discrepancies.

1. Ground. None
2. Flight. First Sortie. Area 36. Task Prioritization: Q-. Short description of discrepancy.

C. Recommended Additional Training. None.**D. Additional Comments.** None.**REVIEWING OFFICER'S REMARKS:****APPROVING OFFICER'S REMARKS:****ADDITIONAL REVIEWS:**

Figure A3.6. Q3 with Restrictions and Additional Training (See [paragraph 7.3.7.1.1](#)).

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

EXAMINER'S REMARKS:

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

B. Discrepancies.

1. Ground (EPE). Area 21. Gear Fail to Retract – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

2. Flight. Area 36. Task Prioritization – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Ground. Examinee will review gear fail to retract EPs with an instructor and perform another EPE with gear malfunctions as an emphasis item.

2. Flight. Examinee will accomplish a supervised flight with emphasis on task management in the instrument environment.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.7. RQ Following a Q3.**EXAMINER'S REMARKS:**

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

B. Discrepancies. None

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:**APPROVING OFFICER'S REMARKS:****ADDITIONAL REVIEWS:**

Figure A3.8. Ground Recheck.

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

EXAMINER'S REMARKS:

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

B. Discrepancies.

1. Ground. None.
2. Flight. Area 25. Ability to Instruct – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Ground. Examinee will review procedures then provide an instructional brief to a squadron instructor on entries into holding and TACAN penetrations.
2. Flight. None.

D. Additional Comments. Ground recheck successfully accomplished. No further action required.

(Signature and date)

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.9. Commander-Directed Downgrade (Non-Flying).

RESTRICTIONS: Commander-Directed Downgrade.

EXAMINER'S REMARKS:

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

B. Discrepancies. None.

C. Recommended Additional Training. As required or "None."

D. Additional Comments. As required or "None."

ADDITIONAL REVIEWS: As required.

Figure A3.10. Commander-Directed Downgrade (Flying).

RESTRICTIONS: Commander-Directed Downgrade.

EXAMINER'S REMARKS:

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

B. Discrepancies. Document all Q- or U discrepancies.

C. Recommended Additional Training. As required or "None."

D. Additional Comments. As required or "None."

ADDITIONAL REVIEWS: As required.

ATTACHMENT 4

AF FORM 8A COMMENT EXAMPLE

Figure A4.1. Q1 (Universal) QUAL MSN.

EXAMINER'S REMARKS: (If applicable. Repeat if necessary for each aircraft.)

A. Mission Description. This evaluation was completed on an F-16B aircraft. Capt Bones demonstrated all egress procedures in an excellent manner. All required equipment use and limitations were evaluated simulating a representative test sortie.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A6.2. Certification and Decertification.

USAF AIRCREW CERTIFICATIONS									
THIS IS TO CERTIFY THAT					UNIT ORGANIZATION AND LOCATION				
NAME (LAST, FIRST, MIDDLE INITIAL)		SSAN	ACFT	MC-130H	15 SOS, Hurlburt AFB, FL				
CERTIFIED EVENT	INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DECERTIFICATION			
						DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION		
Touch and Go Landing		20020625	Lt Col Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		<input type="checkbox"/>			
Capt Joe Instructor, 8 SOS/DOT		20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	<input checked="" type="checkbox"/>	Lt Col Steve Starr 15 SOS/CC		
Capt Joe Instructor, 8 SOS/DOT		20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	<input checked="" type="checkbox"/>	Lt Col Steve Starr 15 SOS/CC		
Landing Zone Safety Officer (LZSO)		20080718	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>			
Maj Ira M. Pressive, 8 SOS/DOV		20080815	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>			
Close Interval Operations/MP		20100105	Lt Col Barry Reid 15 SOS/CC		20100730	<input type="checkbox"/>			
Maj Pencil Head, 15 SOS/DOT						<input type="checkbox"/>			
FARP						<input type="checkbox"/>			
Capt Roger Cuethree, 15 SOS/DOV						<input type="checkbox"/>			
Flight Examiner						<input type="checkbox"/>			
Lt Col Robert Smart, 15 SOS/DOV						<input checked="" type="checkbox"/>	Lt Col Barry Reid 15 SOS/CC		
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013; EO 9397
 PRINCIPAL PURPOSE: Source document used to record aircrew certification
 DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification.
 AF Form 4348 20061208

ATTACHMENT 7
FCIF TEMPLATE

Note: The information below is an example of a template MAJCOMs may use when drafting an FCIF.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: The Subject Line contains the FCIF number and title of the FCIF (if applicable)

1. Applicability paragraph. This paragraph lists the MAJCOM(s) that the FCIF item is applicable to, and those MAJCOMs for which the FCIF item is "for information only." May also include applicable aircraft or units as necessary.
2. Directive paragraph. Use this paragraph to give direction to aircrews regarding procedures or guidance. This information should be placed immediately following the applicability paragraph in order to ensure a consistent place for new procedures or guidance.
3. Amplification paragraph. This paragraph should focus on background information to the aircrews or any other amplifying data deemed necessary by the FCIF item author for aircrews to understand the impetus behind the FCIF item. The FCIF item should be limited to one or two pages in length. Additional supporting background documentation should be included in attachments or references.
 - a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.
 - b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.
4. Administrative paragraph. Use this paragraph to show where the FCIF item is to be placed (Part B or C), and how for long the FCIF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.
5. Receipt/POC paragraph. This paragraph directs units to acknowledge receipt of the FCIF item within a desired period of time, FCIF item POC(s), and the POC phone number and email address.

ATTACHMENT 8 (Added-ACC)**BRIEFING FACILITIES GUIDANCE**

A8.1. (ACC) As a minimum, the following mission planning/briefing materials will be available in either the mission planning area or flight briefing rooms (specific location as determined by the unit). Applicable items must provide readily accessible instructional value. Items not applicable to unit MDS may be omitted.

A8.1.1. (ACC) Slide, View graph or Boards:

A8.1.1.1. (ACC) Airfield diagram:

A8.1.1.1.1. (ACC) Taxi routes.

A8.1.1.1.2. (ACC) Arm and de-arm areas.

A8.1.1.1.3. (ACC) Hot brake/Hydrazine areas.

A8.1.1.1.4. (ACC) Hot Gas/Hot Refueling/FARRP areas.

A8.1.1.1.5. (ACC) Hung ordinance/Unsafe gun area and procedures

A8.1.1.1.6. (ACC) Arresting gear locations.

A8.1.1.2. (ACC) Standard departure (if applicable).

A8.1.1.3. (ACC) Local Tanker/AAR/HAR procedures:

A8.1.1.3.1. (ACC) Director lights (KC-135/KC-10 as applicable).

A8.1.1.3.2. (ACC) Mandatory radio calls/visual signals.

A8.1.1.3.3. (ACC) Emergency procedures.

A8.1.1.4. (ACC) Charts depicting:

A8.1.1.4.1. (ACC) . Flight Charts AFRC Those charts as required to accomplish unit missions. Any classified material will be maintained in an appropriate location.

A8.1.1.4.2. (ACC) Most frequently used ranges.

A8.1.1.4.3. (ACC) Nuclear and conventional patterns.

A8.1.1.4.4. (ACC) Locally devised departure/ recovery routing, holding, pattern entry points, etc. A8.1.1.5. IFR departures.

A8.1.1.6. (ACC) Arrivals:

A8.1.1.6.1. (ACC) VFR entries and traffic patterns.

A8.1.1.6.2. (ACC) Hot/hung ordnance routes.

A8.1.1.7. (ACC) Wall/table mounted local area map depicting:

A8.1.1.7.1. (ACC) Local flying areas. (include MOAs and MTRs)

A8.1.1.7.2. (ACC) Class B/C/D airspace and areas of high-density civilian traffic.

A8.1.1.7.3. (ACC) Special Use Airspace. (reference FLIP AP/1A)

A8.1.1.7.4. (ACC) Alternate airfields.

A8.1.1.7.5. (ACC) Primary AAR/HAR tracks.

A8.1.1.7.6. (ACC) Drop zone diagrams with current surveys

A8.1.1.7.7. (ACC) Landing zone diagrams with current surveys

A8.1.1.7.8. (ACC) Buffer zones.

A8.1.1.7.9. (ACC) Controlled bailout area.

A8.1.1.7.10. (ACC) Jettison area.

A8.1.2. (ACC) Dry Erase Board (or equivalent).

A8.1.3. (ACC) Publications:

A8.1.3.1. (ACC) Flight manual, checklist, and aircrew aid.

A8.1.3.2. (ACC) AFI 11-2MDS Vol 3 and Local Supplement

A8.1.3.3. (ACC) Range procedures for the local range and supplemental information for other frequently used ranges.

A8.1.3.4. (ACC) DOD Flip Documents as required.

A8.1.4. (ACC) A current posting of all current and applicable Special Interest Items.

A8.1.5. (ACC) Mission playback equipment (if available and if applicable).

A8.1.6. (ACC) Training rules.

A8.1.7. (ACC) Mid-air collision avoidance information, Bird Air Strike Hazards (BASH) guidance, Bird Avoidance Model (BAM) guidance, or equivalent, and other factors as required by safety instructions.

A8.1.8. (ACC) Other information, such as a blowup of mission data card or cockpit photographs of sufficient scale for use as briefing aids on switch settings, and so forth as deemed necessary by the unit.

Notes:

1. For units using Briefing Room Interactive (BRI) or similar software, any of the above information may be maintained electronically. This includes the wall/table mounted local area map required by A8.1.1.7.
2. Forward Operating Location commanders may waive portions of the above requirements if aircrew briefing capabilities are degraded.
3. USAFADS/CC will determine the required briefing items and media for the Thunderbird briefing room.
4. Squadrons may maintain flight manuals, AFI 11-2MDS Vol 3 and Local Supplement, and Flight Information Publications in close proximity to briefing rooms.
5. Units will maintain an effective backup capability (e.g. backup laptop computer, printouts of slides, and/or maps in a binder) in the event technical difficulties prevent aircrew from utilizing electronic versions.
6. Briefing room requirements for mission crew personnel are at the OG/CC discretion and will

be addressed in the local procedures supplement.

7. Flight briefing rooms for all type aircraft will be well lighted and of adequate size to comfortably seat all flight members.

ATTACHMENT 9 (Added-ACC)**FLIGHT EXAMINER OBJECTIVITY EVALUATION GRADING CRITERIA**

A9.1. Instructions. The following grading criteria will be used by FLIGHT EXAMINERs when conducting FLIGHT EXAMINER Objectivity Evaluations. A grade of Q- with corrective training or a U in any area will require an overall rating of "3." Cumulative deviations will be considered when determining the overall rating of either "1" or "3."

Table A9.1. Criteria.

GRADE	GRADE CRITERIA
AREA 1--COMPLIANCE WITH STAN/EVAL DIRECTIVES	
Q	Complied with all directives pertaining to the administration of a flight evaluation.
Q-	Complied with most directives. Deviations did not jeopardize the effectiveness of the evaluation or flight safety.
U	Failed to comply with directives or allowed flight safety to be jeopardized.
AREA 2 -- FLIGHT EXAMINER'S BRIEFING	
Q	Thoroughly briefed the examinee on the conduct of the evaluation, mission requirements, responsibilities, grading criteria, and flight examiner actions/position during the evaluation.
Q-	Items were omitted during the briefing causing minor confusion. Did not fully brief the examinee as to the conduct and purpose of the evaluation.
U	Flight examiner failed to adequately brief the examinee.
AREA 3-- IDENTIFICATION OF DISCREPANCIES AND ASSIGNMENT OF AREA GRADES	
Q	Identified all discrepancies and assigned proper area grade.
Q-	Most discrepancies were identified. Failed to assign Q-grade when appropriate. Assigned discrepancies for performance which was within standards.
U	Failed to identify discrepancies related to flight discipline or deviations which merited an unqualified grade. Assigned Q- grades which should have been U or assigned U grades for performance within standards.
AREA 4 -- ASSESSMENT OF OVERALL PERFORMANCE	
Q	Awarded the appropriate overall grade based on the examinee's performance.
Q-	Awarded an overall grade without consideration of cumulative deviations in the examinee's performance.
U	Did not award a grade commensurate with overall performance.
AREA 5-- APPROPRIATE ASSIGNMENT OF ADDITIONAL TRAINING	
Q	Assigned proper additional training if warranted.

Q-	Additional training assigned was insufficient to ensure the examinee would achieve proper level of qualification.
U	Failed to assign additional training when warranted.
AREA 6 -- MISSION CRITIQUE	
Q	Thoroughly debriefed the examinee on all aspects of the evaluation. Debriefed all key mission events, providing instruction and references as required.
Q-	Failed to discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required. Failed to debrief or adequately reconstruct all key mission events.
U	Did not discuss any assigned area grades or the overall rating. Changed grades without briefing the examinee. Did not debrief mission at all. Debriefed few or no key mission events.
AREA 7-- FLIGHT/EPE/ATD EVAL UATION DOCUMENTATION	
Q	Correctly completed all required documentation.
Q-	Minor errors in documentation which did not affect the validity of the evaluation.
U	Failed to complete all required documentation. Major errors caused the validity of the evaluation to be questioned.
AREA 8 -- BRIEFING THE SUPERVISOR ON THE EVALUATION	
Q	Thoroughly debriefed the examinee's supervisor.
Q-	Debriefed the supervisor, but failed to discuss all discrepancies, grades, or additional training.
U	Failed to debrief the examinee's supervisor on an unsatisfactory evaluation.
AREA 9 -- FE'S PERFORMANCE	
Q	FE performed as briefed and contributed to a thorough evaluation of the examinee.
Q-	Committed minor errors which did not detract from the examinee's performance.
U	Committed major errors disrupting the examinee's performance or preventing a thorough evaluation.

ATTACHMENT 10 (Added-ACC)

A10.1. (Added-ACC) This attachment provides Stan/Eval guidance for Cross-Command USAFWS units of the 57 WG and Test and Evaluation Squadrons (TES) in the 53 WG . "Cross-Command units," as defined by this attachment are units assigned to ACC that fly an MDS of which Air Combat Command (ACC) is not designated as Lead Command.

A10.2. (ACC)ACC will maintain oversight of Cross-Command unit Stan/Eval functions, but will engage with Lead Commands to the max extent possible to provide augmentation for an ASEV and SAV. ACC may delegate execution of ASEVs/SAVs to the Lead Command NAF/OV

A10.3. (ACC)Cross-Command units are authorized to receive check rides from Lead Command examiners. When this occurs, it will be documented on the AF Form 8, Section D, Additional Comments (e.g. "Cross command evaluation authorized by AFI 11-202 V2, ACC Supp, Atch XX"). The Cross-Command unit will document the flight evaluation IAW 57 WG guidance.

A10.4. (ACC)Cross-Command units will adhere to Lead Command supplements to all AFIs, and will supplement them as follows:

A10.4.1. **(Added-ACC)** Basic AFI.

A10.4.2. **(Added-ACC)** Lead Command Supplement.

A10.4.3. **(Added-ACC)** 57 WG/ 53 WG Supplement (as applicable). If there is a conflict, Lead Command supplement takes precedence. Units will notify 57 WG/WGV, 53 WG/WGV and ACC/A3TV of all conflicts.

A10.4.4. **(Added-ACC)** Unit Supplement (as applicable).

A10.5. (Added-ACC) Cross-Command units will post and adhere to Lead Command FCIFs, 57th Wing FCIFs, and applicable "Alpha" (general aviation) ACC FCIFs. In case of conflict, lead command FCIFs will take precedence. Units will notify 57 WG/WGV, 53 WG/WGV and ACC/A3TV of all conflicts.

A10.6. (ACC)Cross-Command units will process AF Form s 847 through their host wing to their lead command.

A10.7. (ACC)Cross-Command units are authorized to create and manage a periodic Flight Crew Bulletin (FCB). The unit should utilize the host wing/group FCB except in cases where mission types or other circumstances make the host wing/group FCB unusable.

A10.8. (ACC)Other Cross-command units not within the USAFWS that wish to use this guidance will be granted approval on a case-by-case basis. ACC/A3T is the approval authority for this authorization.