

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

**AIR EDUCATION AND TRAINING
COMMAND INSTRUCTION 11-219**

12 AUGUST 2014

Flying Operations

INITIAL FLIGHT SCREENING



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 11-2, *Aircraft Rules and Procedures* and AFPD 11-4, *Aviation Service*. It establishes Air Education and Training Command policy and criteria for training, qualifying and evaluating USAF personnel performing duties as Military Flight Instructors (MFIs) in civilian aircraft flown IAW Federal Aviation Regulations (Title 14 Code of Federal Regulations) in support of the Initial Flight Screening (IFS) program. It also provides operational guidance applicable to MFIs and military students when flying civilian aircraft in support of IFS. It is intended to complement, not replace, the requirements found in other Air Force Instructions (AFIs) and their associated supplements. This instruction does not apply to Air National Guard units, Air Force Reserve Command units, or civilian contractor personnel. Unless otherwise specified, AETC/A2/3/10 is the waiver authority for this instruction. (T-2) Requests for waivers will be submitted in accordance with paragraph 1.2. See Attachment 1 for a glossary of the references and supporting information.

Forward proposed unit-level supplements to this instruction to HQ AETC/A3V for coordination before publication. (T-2)

Submit suggested improvements to this instruction via AF Form 847, *Recommendation for Change of Publication*, through standardization and evaluation (stan/eval) channels to the AETC/A3VO workflow email.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of Records notice F036 AF PC Q, Personnel Data System, applies.

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

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This change adds mandated tiering; deletes requirement to send a copy of published supplements to AETC; deletes specific unit references; adds a “General Guidance” chapter (**Chapter 1**); requires waiver requests be submitted via TMT (**1.2.2**); adds AETC/A3F responsibilities (**1.6.1**); adds AETC/A3V responsibilities (**1.6.2**); adds FTG/CC responsibilities (**1.6.3**); modifies SQ/CC responsibilities (**1.6.4**); modifies SQ/DO responsibilities (**1.6.5**); clarifies purpose of instructor development sorties (**1.7.3**); adds definition of “experienced” (**1.8**); modifies training documentation requirements (**1.9**); identifies MQT as part of the new hire syllabus (**2.2**); adds CT proration guidance (**2.8.3**); adds failure to complete CT guidance (**2.8.4**); adds CT flying training event requirements (**Table 2.3**); adds evaluation requisite guidance (**Table 3.1**); clarifies proper use of INIT prefix on AF Forms 8 (**3.3.3**); and adds “commendable” performance documentation guidance (**3.6.2**).

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Chapter 1

GENERAL GUIDANCE

1.1. Recommended Changes. AETC/A2/3/10 is approval authority for changes and revisions to this instruction. Submit suggested changes to this instruction via AF Form 847, *Recommendation for Change of Publication*, through standardization/evaluation (stan/eval) channels to the AETC/A3V workflow email. **(T-2)**

1.2. Waivers. Policy and procedures are enacted to provide quality and consistency in training and evaluation whether at an undergraduate or graduate level. Occasionally, unique circumstances may warrant special consideration and possible waiver of policy provisions. At the same time, because it is important to preserve fidelity of training, evaluation, and policy implementation throughout the command, a process must be established for review of proposed waivers.

1.2.1. Unless otherwise stated, AETC A2/3/10 is the waiver authority for waivers that change the intent of the policy outlined in this instruction. **(T-2)** Wing commanders are the approval authority for individual personnel exceptions to the policy outlined in this instruction caused by special or unusual circumstances **(T-3)**.

1.2.2. AETC commanders will submit all T-2 waiver requests to AETC/A2/3/10 in memorandum format via the Tasker Management Tool (TMT). **(T-2)** Waiver requests must provide justification why the individual or unit cannot comply with requirements. **(T-2)** AETC/A3VO and the units will file a copy of approved waivers according to AFI 33-360, *Publications and Forms Management*. **(T-1)**

1.3. Maximum Flight Duty Period Flight Time. AETC aircrews will comply with AFI 11-202, Volume 3, *General Flight Rules* maximum flight duty periods. **(T-1)** Consider the aircraft used in the IFS program as “Trainer” type aircraft.

1.4. Clothing Requirements. AFI 11-301, Volume 1, *Aircrew Flight Equipment (AFE) Program*, prescribes minimum aircrew clothing requirements. In the absence of specific guidance, all AETC aircrew members will wear flight suits and flight boots. **(T-1)**

1.4.1. Aircrew will carry appropriate seasonal flight clothing. **(T-1)**

1.4.2. Aircrew members will remove rings and scarves before performing aircrew duties. **(T-1)**

1.4.3. Aircrew will wear flight gloves during ground operations, departures, recoveries, and critical phases of flight. **Exception:** Do not wear flight gloves while straining fuel. **(T-1)**

1.5. Seat Belts and Shoulder Harnesses. All occupants will wear seatbelts and shoulder harnesses (if available) at all times while the aircraft is operating. **(T-0)**

1.6. Responsibilities:

1.6.1. **AETC/A3F.** Determines training requirements and ensures the appropriate policy guidance and syllabuses are developed, published, and implemented.

1.6.1.1. Reviews and monitors subordinate unit training programs.

- 1.6.1.2. Provides assistance to subordinate units for implementation, direction, and monitoring of training programs.
- 1.6.1.3. Initiates action to correct training deficiencies.
- 1.6.1.4. Ensure timely and accurate training reports are submitted.
- 1.6.2. **AETC/A3V**. Office of primary responsibility (OPR) for this instruction and will:
 - 1.6.2.1. Provide standardized command guidance for AETC flight screening programs.
 - 1.6.2.2. Process all change requests.
- 1.6.3. **Flying Training Group Commander (FTG/CC)**. The FTG/CC will:
 - 1.6.3.1. Ensure subordinate units manage training programs to meet unit needs. **(T-2)**
 - 1.6.3.2. Review programs annually. **(T-3)**
 - 1.6.3.3. Determine if additional training is required for reported end-of-cycle MFI training deficiencies. **(T-2)**
- 1.6.4. **Squadron Commander (SQ/CC)**. The SQ/CC will:
 - 1.6.4.1. Establish training policies and guidance to include, but not limited to, instructor development (ID), continuation training (CT), and buddy instructor pilot (BIP) programs. **(T-2)**
 - 1.6.4.2. Ensure training programs are designed to achieve the highest degree of qualification and proficiency consistent with safety and resource availability. **(T-2)**
 - 1.6.4.3. Ensure adequate continuity and supervision of individual training needs, experience, and proficiencies of assigned military flight instructors (MFIs). **(T-2)**
 - 1.6.4.4. Ensure review of training and evaluation records of newly assigned MFIs and those completing formal training to determine the training required to achieve qualification and to ensure provisions of this instruction have been met. **(T-2)**
 - 1.6.4.5. Brief new MFIs on their responsibilities prior to them accomplishing student training. **Note:** The squadron operations officer (SQ/DO) may conduct this briefing if the SQ/CC is unavailable. **(T-3)**
 - 1.6.4.6. Review completed BIP program documentation, assign qualified individuals to a training status, and certify instructors on an AF Form 4348, *USAF Aircrew Certifications*. **(T-2)**
 - 1.6.4.7. Determine and certify missions and events in which individual MFIs may participate. **(T-2)**
 - 1.6.4.8. Publish a roster (Letter of Xs/LoX) of instructor qualifications and certifications as required. **(T-2)** (May be delegated.)
 - 1.6.4.9. Report MFI end-of-cycle training deficiencies to the FTG/CC. **(T-3)**
 - 1.6.4.10. Identify the levels of supervision required to accomplish the required training, unless specifically directed elsewhere. **(T-2)**

1.6.4.11. Provide the Host Aviation Resource Management (HARM) office with a validated AF Form 4324, **Aircraft Assignment/Aircrew Qualification Worksheet** to assign the aircraft and crew position according to AFI 11-202, Volume 1. **(T-1)**

1.6.5. **Squadron Operations Officer (SQ/DO).** The SQ/DO will: (May be delegated.)

1.6.5.1. Recommend an individually tailored BIP training program to the squadron commander based on the new MFI's past performance and experience. **(T-2)**

1.6.5.2. Regularly update the SQ/CC on the status of all instructors in training. Provide an estimated completion date and reason for delay for all instructors exceeding 3 months in the BIP program. **(T-3)**

1.6.5.3. Ensure BIP documentation is maintained in a BIP folder and reviewed monthly until completion of the program. **(T-2)**

1.6.5.4. Ensure MFIs complete the BIP program in a timely manner. **(T-2)**

1.6.5.5. Verify new MFIs have met all BIP requirements before sending training documentation up the chain of command for review. **(T-2)**

1.6.5.6. Monitor currencies and requirements for assigned MFIs. **(T-2)**

1.6.5.7. Ensure MFIs only participate in sorties, events, and tasks for which they are adequately prepared, trained, and current. **(T-2)**

1.6.5.8. Maintain MFI training folders. **(T-2)** Secure, electronically generated training folders may be used.

1.6.5.9. Inspect training folders on MFIs who have completed initial qualification training (IQT)/mission qualification training (MQT) and forward the folders to the squadron commander. **(T-3)** Maintain all completed training records in each MFI's training folder until the AF Form 4348 is signed by the SQ/CC and disposed of IAW the Air Force Records Disposition Schedule. **(T-2)**

1.6.6. **Individual MFIs.** Individual MFIs will:

1.6.6.1. Hand-carry available training records to help the gaining unit assess qualifications and training requirements. **(T-3)**

1.6.6.2. Be responsible for completing training requirements and currencies within the guidelines of this instruction. **(T-2)**

1.6.6.3. Ensure they only participate in ground and flying activities for which they are qualified and current unless the activity is part of an upgrade program leading to certification. **(T-2)**

1.6.7. **Individual Pilot's Responsibilities.** The pilot in command (PIC) is ultimately responsible for the safe and effective operation of the aircraft and will ensure all occupants of the aircraft comply with federal aviation regulations (FARs), AFI 11-202, Volume 3, *General Flight Rules*, and this instruction. **(T-0)** Pilots will:

1.6.7.1. Accomplish sufficient flight planning to ensure safe mission accomplishment. **(T-0)**

1.6.7.2. Compute weight and balance, and takeoff and landing performance for each flight. Contractor approved tabulated data may be used when available. (T-0)

1.7. Phases of Training:

1.7.1. **Initial Qualification Training (IQT).** IQT prepares MFIs for the IFS mission. Prior to beginning the contractor's new hire syllabus, all MFIs will obtain a Federal Aviation Administration (FAA) Certified Flight Instructor (CFI) certificate (either multi-engine or single-engine land). (T-1) (See [Chapter 2.](#))

1.7.2. **Mission Qualification Training (MQT).** MQT is required to qualify an MFI for the IFS mission. (See [Chapter 2.](#))

1.7.3. **Continuation Training (CT).** Training necessary for qualified instructors to maintain their level of maneuver and instructor proficiency. It provides minimum ground and flight training requirements. The CT program consists of theater indoctrination (TI) training (when required), the Buddy Instructor Pilot (BIP) program, and periodic ground and flying training requirements. The flying training portion of CT consists of maneuver currency requirements, event requirements, and ID sorties. ID sorties are flown to enhance instructor development while completing CT requirements. The objectives of the CT program are to increase instructional skills, enhance basic maneuver flying skills, and meet maneuver currency requirements. While individual maneuver proficiency is very important, it does not ensure instructors continue to develop their instructional skills and techniques. As such, the primary emphasis of the CT program must be continuous instructor development as opposed to simple maneuver proficiency.

1.8. Training Concepts and Procedures. Unless specifically directed, the SQ/CC will determine the level of supervision required to accomplish training. (T-2) If the mission objectives include introduction to tasks or instruction to correct previous discrepancies, a highly experienced MFI or supervisor may be required. **Note:** An aircrew member who has been certified as an IP and has 100 hours of PIC time (or 50 hours PIC time for a previous AETC IP) can be considered experienced.

1.9. Training Records and Reports. The unit will:

1.9.1. Maintain a training folder for each assigned MFI. (T-2) The training folder will include records of individual training to include, but not limited to, IQT, MQT, BIP, and certifications AF Forms 4348), in accordance with the RDS. (T-2) Source documents maintained by the contractor do not need to be duplicated. **Note:** A model electronic training folder can be found on the AETC/A3V SharePoint site located at: <https://eis.aetc.af.mil/hq/A23/A3V/default.aspx>.

1.9.2. The SQ/CC will certify missions and events in which individual MFIs may participate by reviewing and signing an AF Form 4348 and the letter of aircrew certifications (letter of Xs). (T-2) The AF Form 4348 provides a permanent record and certification source for instructor certifications not attained through an AF Form 8, evaluation. Following signature on the AF Form 4348, records of training leading up to the certification may be removed from the training folder.

1.9.2.1. For each certification achieved and listed on the letter of Xs, the unit will maintain documentation on an AF Form 4348 in the individual's training folder. (T-2)

Use one line for each certification. If a certification is given with restrictions, state the restrictions on the AF Form 4348 in the Remarks block. (T-2)

Chapter 2

AIRCREW TRAINING

2.1. Prerequisites. Personnel selected for duty as a MFI must meet the physical examination and physiological training requirements in AFI 11-202, Volume 1, before starting training. **(T-1)** All MFIs must obtain an initial base clearance AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty* during in processing. **(T-1)**

2.2. Initial Qualification Training (IQT)/ Mission Qualification Training (MQT). The contractor's new hire training syllabus will be used to train all MFIs. **(T-2)** IQT and MQT will be considered complete upon successful completion of the syllabus. **Exception:** MFI candidates who don't already possess a, CFI Single Engine Land certificate see paragraph 2.2.2.

2.2.1. Once IQT/MQT is complete, MFIs will complete an AF Form 8, evaluation flown by a military flight examiner (FE) (see **Chapter 3**). **(T-2)**

2.2.2. After completion of the AF Form 8 evaluation, MFI candidates who don't already possess a, CFI Single Engine Land certificate will obtain their CFI Single Engine Land equivalency IAW Title 14 Code of Federal Regulations (CFR) part 61, § 61.73(g) before completing the final syllabus certification sortie. **(T-2)** Student sorties will not be flown prior to completion of IQT/MQT and CFI certification. **(T-2)**

2.3. Advanced Certifications:

2.3.1. Review, Final, Progress, and Elimination Check pilot certifications will be accomplished according to the IFS syllabus and documented on an AF Form 4348 in the training folder. **(T-2)** The letter of aircrew certifications (Letter of Xs) will reflect these advanced certifications. **(T-2)**

2.3.2. FE certification will be accomplished and documented IAW AFI 11-202V2. **(T-1)**

2.4. Differences Training. Certification in additional contractor aircraft will be attained via differences training and documented on an AF Form 4348 in the training folder and on the letter of Xs. **(T-2)**

2.5. Loss of IP Qualification

2.5.1. MFIs who fail a flight evaluation, allow an evaluation to lapse, receive a commander-directed downgrade, or go noncurrent in student instructional sorties or landings for more than 180 days will not perform instructor duties until a successful instructor requalification evaluation is accomplished in accordance with AFI 11-202, Volume 2 and Chapter 2 of this instruction. **(T-2)**

2.5.2. If an MFI fails a qualification written examination, they must successfully reaccomplish the written examination before performing instructor duties. **(T-2)**

2.6. Instructor Requalification. The following provides criteria for requalifying MFIs who have not performed instructor flying duties for:

2.6.1. A period up to 225 days (180 days beyond the 45 day currency), place the instructor in supervised status and fly instructor development (ID) sorties with current and qualified

instructors until all expired currencies are updated and completed in accordance with **Table 2.4 (T-2)**

2.6.2. A period of 226 days to 2 years may complete a locally generated upgrade at the discretion of the FTG commander. The unit will develop an individual requalification program taking into account the instructor's previous experience and currency for AETC/A3F approval. **(T-2)** Highly experienced instructors will conduct the flying training. **(T-3)** A mission evaluation conducted by a military FE will complete the requalification. **(T-2)**

2.7. Continuation Training (CT). Judicious scheduling of CT is required to develop instructors and ensure training standardization. As part of the CT program, ID sorties are flown to develop individual instructional skills and enhance basic proficiency. These sorties allow less experienced instructors to learn and refine techniques from more experienced instructors.

2.8. CT Administration:

2.8.1. Meetings:

2.8.1.1. The SQ/CC will direct and supervise quarterly CT meetings for all assigned aircrew members. **(T-2)** The purpose of these meetings is to discuss, standardization, mission-related topics, instructional techniques, grading practices, and general knowledge topics. A Cockpit/Crew Resource Management (CRM) topic or scenario should be discussed in each CT meeting, referring to CRM core concepts from AFI 11-290, *Cockpit/Crew Resource Management Training Program*. **(T-1)**

2.8.1.2. Attendance at CT meetings is mandatory. **(T-2)** If all the requirements of paragraph **2.8.1.1** are met, attending the contractor's CT meeting meets this requirement. The unit will track CT meeting attendance as part of the go/no-go process for flight. **(T-2)** Individuals not available for CT meetings will read the meeting minutes, or be briefed by an operations supervisor before their next flight. **(T-2)**

2.8.2. **Requirements.** ID crews will be matched by experience as much as possible allowing more experienced instructors the opportunity to mentor and develop less experienced instructors. **(T-3)** When flown, ID sorties will utilize SQ/CC approved profiles. **(T-3)** Profiles will detail the minimum events and/or currency maneuvers to be accomplished on the sortie. **(T-3)**

2.8.3. **Prorating End-of-Cycle Requirements.** At the end of the training cycle (31 Dec), the squadron commander may prorate training requirements for MFIs who were not available for duty. Use the prorating allowance in **Table 2.1** to determine the number of months to be prorated based on each period of consecutive calendar days of non-duty.

Table 2.1. Prorating Allowance.

I T E M	Consecutive Days of Non-Duty	Months of Proration
1	0 - 15	0
2	16 - 45	1
3	46 - 75	2
4	76 - 105	3
5	106 - 135	4
6	136 - 165	5
7	166 - 180	6

2.8.4. Failure to Complete CT Requirements:

2.8.4.1. MFIs who fail to maintain ground and/or flight training requirements will not instruct in the new training cycle until a review is completed to determine the cause of the deficiency and whether additional training is required. **(T-2)**

2.8.4.2. The FTG commander is the review authority. The reviewer should consider the type and magnitude of the deficiency and the individual's experience level to determine if the previous training cycle requirements must be accomplished or if additional training or increased supervision is warranted. Document reviews in the individual's training folder. **(T-3)**

2.9. Theater Indoctrination Training. TI is not required when MQT is conducted locally. However, TI sorties may be flown for local area orientation at the discretion of the squadron commander. All sorties flown during TI may be logged as an ID sortie for the cycle in which they are flown.

2.10. Buddy Instructor Pilot Program. Following TI training, the SQ/DO will assign each new MFI to a highly qualified BIP sponsor who will monitor the new MFI's performance and provide guidance in all areas of job requirements. **(T-2)** The BIP program should last approximately 1 to 3 months. Prior to accomplishing any student sorties, the new MFI will complete the ground training listed as "before flying with students." **(T-2)** Remaining ground training will be completed before the end of BIP. **(T-2)**

2.10.1. **Ground Training.** Ground training will consist of the following: **(T-3)**

2.10.1.1. Squadron policies briefing (before flying with students).

2.10.1.2. BIP briefing (before flying with students).

2.10.1.3. Instructor responsibilities briefing from the squadron commander (before flying with students). (In the squadron commander's absence, the squadron DO will accomplish the briefing.)

2.10.1.4. Commander's review or commander's awareness program briefing.

2.10.1.5. Grading practices briefing.

2.10.1.6. CT requirements briefing.

- 2.10.1.7. Scheduling briefing.
- 2.10.1.8. Grade book briefing.
- 2.10.1.9. Flying safety briefing.
- 2.10.1.10. Stan/eval briefing.
- 2.10.1.11. Check section briefing.
- 2.10.1.12. Check flight ground evaluation monitoring.
- 2.10.1.13. Emergency Procedures (EP)/CRM briefing.

2.10.2. **Flying Training.** The flying training portion of the BIP program will consist of two different kinds of sorties (BIP sorties and sponsor sorties). **(T-2)** All BIP sorties flown during the BIP program may be logged as an ID sortie for the cycle in which they are flown.

2.10.2.1. **Student Solo.** Prior to the new MFI soloing his or her first student, someone in the BIP chain of command will fly one of the last four sorties before the student's initial solo. **(T-2)** This sortie must not be the last sortie prior to initial solo. **(T-2)** Document the sortie in the new IP's BIP training record. **(T-3)**

2.10.2.2. **Sponsor Sorties.** The BIP or any supervisor in the new MFI's chain of command will fly sponsor sorties with the new MFI's students to ensure the students are being taught proper techniques. **(T-2)** The contractor chief pilot or assistant chief pilots may fly sponsor sorties if approved by SQ/CC.

2.10.2.2.1. At least one sponsor sortie will be flown after the student has had sufficient exposure to be influenced by the new MFI's techniques. **(T-2)**

2.10.2.2.2. Document all sorties and debriefings in the new MFI's BIP record. **(T-3)**

2.10.2.3. **BIP Sorties.** BIP sorties are those flown by the BIP with the new MFI. All BIP sorties will be flown with the assigned BIP or any supervisor in the new MFI's chain of command. **(T-2)** The objective of these flights is to further develop the new MFI's flying proficiency and instructional techniques. At least one BIP sortie will be flown. **(T-2)** On the sortie, the BIP will discuss instructional techniques, planning profiles, student progress, grading practices, possible pitfalls the new IP should avoid, local flying policies, and common student errors. **(T-2)** Document all sorties and debriefings in the new MFI's BIP record. **(T-3)**

2.10.3. **BIP Program Complete.** After completion of all of the ground and flying training events, the SQ/CC will certify program completion. **(T-2)** Place BIP training records in the MFI's training folder. **(T-3)**

2.11. CT Ground Training Requirements. Ground training accomplished during IQT, MQT, TI training and BIP may be credited toward CT requirements for the training cycle in which it was accomplished. AFI 11-202, Volume 1 and **Table 2.2** below establish aircrew ground training requirements. For ground training prescribed by other instructions, MFIs must reference those instructions for the latest requirement. **(T-2)** Refer to the Education and Training Course Announcements (ETCA) web page at <https://etca.randolph.af.mil/> for ancillary ground training requirements. **(T-2)**

Table 2.2. CT Ground Training Requirements.

I T E M	A	B	C	D
	Subject	Frequency	Prescribing Directive	Grounding
1	CRM Training	Initial & Biannual	AFI 11-290	Yes
2	Physiological Training	IAW AFI	AFI 11-403	
3	Life Support Familiarization Training	Initial	AFI 11-301V1	
4	Life Support Equipment Training	Initial		
5	Emergency Egress Training, Nonejection Seat	Initial & Annual		
6	Local Area Survival Training	Initial	AFI 16-1301	
7	Situational Emergency Procedures Training (SEPT)	Semiannual	This Instruction	

2.12. CT Flying Training Requirements. All qualified MFIs will accomplish the applicable annual requirements in **Table 2.3 (T-3)** Currencies may be updated on any sortie and will be tracked in Aviation Resource Management System (ARMS). **(T-3)**

Table 2.3. MFI Annual Sortie and Event Requirements.

I T E M	A	B
	Requirement	Inexperienced/Experienced
Sorties		
1	Student Sorties	32/24
2	ID Sorties	4/4
Events		
3	Total Pattern/Landings	16/8
4	Normal Pattern/Landings	8/4
5	No-Flap Pattern/Landing	4/2
6	Slip to a Landing	4/2
7	Simulated Forced Landing (SFL)	4/2
8	Stalls (Note)	4/2
Note: Accomplish both power-off and power-on stalls.		

2.13. ID Sortie. MFIs will log an ID sortie on all qualification evaluations and dedicated CT sorties flown with another instructor. **(T-3)** ID sorties should be flown dual to the maximum extent possible to facilitate instructor development and mentoring. ID sorties will include the following minimum requirements: **(T-3)**

2.13.1. Emergency approach and landing.

2.13.2. Three landings, with at least one no-flap approach and landing and one slip to a landing. Log a landing when performing any normal, no-flap, or emergency landing.

2.13.3. Approach to stalls, power-off stalls, and power-on stalls.

2.13.4. Other requirements as determined by the unit for effective instructor development.

2.14. Flying Training Currencies. Basic-CFI flying currency will be maintained according to FARs and the contractor's CT plan. (T-2) **Table 2.4** defines additional currency requirements for all qualified MFIs. (T-3)

Table 2.4. Currency Requirements.

I T E M	A	B
	Event	Currency (days)
1	ID Sortie	90
2	Student Sortie	45
3	Normal Pattern/Landing	
4	Slip to a Landing	
5	No-Flap Pattern/Landing	
6	Stalls (Note)	
7	Emergency (simulated engine failure) Pattern and Landing	90

Note: Accomplish both power-off and power-on to update currency.

2.15. Failure to Complete Currency Requirements. Any MFI not meeting currency requirements will not perform the sortie or event except under the supervision of a current and qualified instructor. (T-3)

2.15.1. Loss of landing currency affects BAQ and requires the following action: (**Note:** Timing starts from date of last landing.) (T-2)

2.15.1.1. **For 46 Through 90 Days.** Regain landing currency by accomplishing three landings, including one no-flap landing, under the supervision of a current instructor.

2.15.1.2. **For 91 Through 135 Days.** Perform the same action as in paragraph 2.15.1.1, plus an instructor-supervised emergency procedures review session (normal and emergency procedures).

2.15.1.3. **For 136 Through 180 Days.** Perform the same action as in paragraph 2.15.1.2, plus an instructor-supervised ID sortie, qualification written examinations, and emergency procedures evaluation. AF Form 8 documentation is not required.

2.15.1.4. **More than 180 Days.** Perform requalification training in accordance with AFI 11-202, Volume 1. AETC/A3F must approve a locally administered qualification program that includes an AF Form 8 qualification evaluation including all requisites.

2.15.2. Loss of student sortie and ID sortie currency affects instructor status and requires the following action: (T-2)

2.15.2.1. **For 46 Through 90 Days.** Regain landing currency by accomplishing three landings, including one no-flap landing, under the supervision of a current instructor. (N/A for ID sortie currency.)

2.15.2.2. **For 91 Through 135 Days.** Perform the same action as in paragraph [2.15.2.1](#), plus an instructor-supervised emergency procedures review session (normal and emergency procedures).

2.15.2.3. **For 136 Through 180 Days.** Perform the same action as in paragraph [2.15.2.2](#), plus an instructor-supervised ID sortie, qualification written examinations, and emergency procedures evaluation. AF Form 8 documentation is not required.

2.15.2.4. **More than 180 Days.** Perform requalification training in accordance with AFI 11-202, Volume 1. AETC/A3F must approve a locally administered qualification program that includes an AF Form 8 qualification evaluation including all requisites.

Chapter 3

STANDARDIZATION AND EVALUATION

3.1. Conducting Evaluations. All MFI evaluations will be conducted and documented in accordance with the provisions of AFI 11-202, Volume 2 and this instruction. **(T-1)**

3.2. Requisites. **Table 2.1** indicates the minimum requisites for each type of evaluation. When periodic evaluations are combined, accomplish all requisites for each evaluation and document in the ground phase section of AF Form 8. All requisite testing will be accomplished according to AFI 11-202, Volume 2. **(T-1)**

Table 3.1. Evaluation Requisites.

I T E M	A	B	C
	Requisite	QUAL/MSN/INSTR	SPOT
1	Open book exam	R	
2	Closed book exam	R	
3	Boldface exam	R	
4	EPE	R	

3.3. Evaluation Procedures:

3.3.1. All initial evaluations will be combined Instructor/Qualification /Mission (annotated on the AF Form 8 as: INIT INSTR/QUAL/MSN). **(T-3)** Periodic evaluations will be combined Qualification/Mission evaluations (annotated on the AF Form 8 as: QUAL/MSN) and evaluate both proficiency and instructor ability. **(T-3)** The examinee will brief the profile selected in advance by the FE. **(T-3)** As a minimum, the planned profile will include all required areas **(R)** from **Table 3.2** **(T-2)** The FE will perform a representative sample of maneuvers for the examinee to instruct and evaluate. **(T-2)**

3.3.2. The examinee will fly in the seat that best enables the FE to conduct a thorough evaluation. **(T-2)**

3.3.3. To initially qualify as an instructor, a pilot must successfully complete a dedicated initial instructor evaluation. **(T-2)** Subsequently, crewmembers designated as instructors will be evaluated on their ability to instruct during all periodic QUAL/MSN evaluations. **(T-2)** FEs will act as a student for the purpose of evaluating the examinee's instructional ability. **(T-2)**

3.3.4. The examinee's publications will be checked prior to flight. **(T-2)** Required publications include the aircraft abbreviated checklist, in-flight guide and local area map.

Table 3.2. Evaluation Task Requirements.

IT E M	A	B
	Task	INIT INSTR/QUAL/MSN or QUAL/MSN
1	Mission Planning/Briefing/Debriefing	R
2	Publications / Ground Operations	R
3	Takeoff and Climb	R
4	Departure	R
5	Basic Aircraft Control & Crosscheck	R
6	Area Orientation & Inflight Planning	R
7	Slow Flight Maneuvering	R
8	Steep Turns	R
9	Power Off & Power On Stalls	R
10	Ground Reference Maneuvers	
11	Navigation Procedures / GPS / Map Use	R
12	Simulated Forced Landing	R
13	Arrival	R
14	Traffic Pattern Entry	R
15	Normal Pattern, Approach & Landing	R
16	No Flap Pattern, Approach & Landing	R
17	Forward Slip	
18	Go Around	
19	Touch & Go Procedures	R
20	Breakout	
21	Clearing / Collision Avoidance / Use of Traffic Avoidance System	R
22	Checklist Use	R
23	Communication / IFF Procedures	R
24	Risk Management / Decision Making	R
25	Situational Awareness (Critical)	R
26	Task Management	R
27	Emergency Procedures & Equipment	R
28	General Knowledge	R
29	Safety / Aircrew Discipline (Critical)	R
30	Airmanship (Critical)	R
31	Transfer of Aircraft Control	R
32	Instructional Ability / Maneuver Evaluation / Gradebook Documentation	R
33	Crew Coordination	R
34	Basic Instrument Maneuvers	
35	Recovery from Unusual Attitudes	
36	Short Field Takeoff & Landing	
37	Soft Field Takeoff & Landing	
38	Night Takeoff & Landing	
39	Night Navigation and Operations	
40	Cross Country Planning & Execution	
R—Required		

3.4. FE Responsibilities:

3.4.1. Prior to the flight evaluation, the FE will brief the examinee on the purpose of the evaluation and how it will be conducted. (T-2) The examinee will accomplish required flight

planning and furnish the FE with a copy of necessary mission data, mission materials, and maps (as required). **(T-3)**

3.4.2. The FE will thoroughly debrief all aspects of the flight. **(T-2)** Debriefs will include the examinee's overall rating, specific deviations, area grades assigned (if other than qualified), and any required additional training. A squadron supervisor must be debriefed on all evaluations. **(T-3)** Additionally, a squadron supervisor must attend the debrief if the overall grade is Qualification Level 3 (Q-3). **(T-3)**

3.4.3. Flight examiners (FE) will use the evaluation criteria contained in this instruction for conducting flight and emergency procedure evaluations (EPE). **(T-2)** To ensure standard and objective evaluations, FEs must become thoroughly familiar with the prescribed evaluation criteria. **(T-2)**

3.4.4. The FE conducting the evaluation is responsible for determining that the examinee meets acceptable standards of proficiency, teaching ability, knowledge, and skill in the selected areas/tasks. The FE makes this determination by accomplishing an objective that is appropriate to each selected area/task, and includes an evaluation of the examinee's:

3.4.4.1. Ability to apply the fundamentals of instructing (as applicable);

3.4.4.2. Knowledge of and ability to teach the subject matter, procedures, and maneuvers in **Table 3.2**.

3.4.4.3. Ability to perform the procedures and maneuvers in **Table 3.2** while giving effective flight instruction (as applicable);

3.4.4.4. Ability to identify and correct common errors (i.e., trim, throttle technique, pitch pictures, etc.) related to the procedures & maneuvers in **Table 3.2**.

3.4.5. Oral questioning may be used at any time during the ground or flight portion of the evaluation to determine if the examinee can instruct effectively (as applicable) and has a comprehensive knowledge of the areas/tasks and their related safety factors.

3.4.6. During the flight portion of the instructor evaluation, the FE shall act as a student during selected maneuvers. **(T-2)** This will give the FE an opportunity to evaluate the examinee's ability to analyze and correct simulated common errors related to these maneuvers.

3.4.7. FEs should, to the greatest extent possible, evaluate the examinee's application and correlation skills. When possible, scenario based questions should be used during the evaluation.

3.4.8. If the FE determines that an area/task is incomplete, or the outcome uncertain, the FE may require the examinee to repeat that task, or portions of that task. This provision has been made in the interest of fairness and does not mean that instruction, practice, or the repeating of an unsatisfactory area/task is permitted during the evaluation. When practical, the remaining areas/tasks of the evaluation should be completed before repeating the questionable area/task.

3.4.9. When one or more required item(s) cannot be adequately evaluated in flight, they may be evaluated by an alternate method (that is, cockpit procedure trainer [CPT] or by oral examination) to complete the evaluation if in the FE's judgment, the items can be adequately

assessed. The alternate evaluation method will be documented in the Examiner's Remarks in the Comments block of the AF Form 8, *Certificate of Aircrew Qualification*. (T-2)

3.4.10. FEs are required to fly student sorties and maintain all currency requirements (ground and flying) as outlined in **Table 1.1** and **Table 1.2**. (T-2) If out of currency, the FE is required to regain all currencies IAW paragraph **2.15**, prior to flying in the capacity as an FE. (T-3)

3.5. Emergency Procedures Evaluation (EPE). FEs will administer an oral EPE prior to the flight portion of every evaluation. (T-2) FEs will use the evaluation criteria referenced in this instruction for conducting the flight and EPE. (T-2) To ensure standard and objective evaluations, FEs must become thoroughly familiar with the prescribed evaluation criteria. Units will not permit examinees receiving an overall unqualified grade (Q-3) because of an unsatisfactory EPE to fly in any aircrew position until the examinee completes a successful reevaluation. (T-2) As a minimum, the EPE will include an evaluation of the following items: (T-2)

3.5.1. General knowledge to include aircraft systems, operating limits and local area procedures.

3.5.2. Emergency procedures to include at least one boldface procedure.

3.5.3. Federal Aviation Regulations.

3.5.4. Stall / Spin Awareness.

3.5.5. Wake Turbulence Avoidance.

3.5.6. National Airspace System.

3.5.7. Weight & Balance.

3.5.8. Knowledge of Alternate Airfields and Diversion Procedures.

3.5.9. Runway Incursion Avoidance.

3.5.10. Temporary Flight Restrictions.

3.6. Flight Evaluation Grading Instructions:

3.6.1. Tolerances in performance parameters are based on conditions of smooth air and a stable aircraft. Momentary deviations from tolerances will not be considered in grading, provided the examinee applies prompt corrective action and such deviations do not jeopardize flight safety. Consider cumulative deviations when determining the overall grade.

3.6.2. FEs will use the grading criteria established in **Table 3.3** and **Table 3.4** to determine individual area/task grades. (T-2) Evaluation of an examinee's performance shall be based on the examinee's ability to satisfactorily meet the objectives of each required area/task. When individual areas are performed well above the grading criteria standards, make an appropriate comment stating performance and/or instruction was commendable in the Examiner's Remarks in the Comments block of the AF Form 8. (T-3) FE judgment must be exercised when the evaluation criterion is subjective or the specific situation is not covered.

3.6.3. Derive the overall flight evaluation grade (Q-1, Q-2, or Q-3) from the area/task grades, based on a composite for the observed tasks according to AFI 11-202, Volume 2, this publication, and FE judgment. **(T-1)**

3.6.4. Critical areas require adequate accomplishment by the examinee in order to successfully achieve the mission objectives. If the examinee receives an unqualified grade in any critical area, the overall grade for the evaluation will be unqualified (Q-3). **(T-2)** Critical areas are identified by "Critical" in the area title in **Table 3.4** Grade critical areas as "Q" or "U." **(T-2)**

3.6.5. The general evaluation criteria in **Table 3.3** apply during all phases of flight (except for specific areas/events noted in **Table 3.4**).

Table 3.3. General Evaluation Criteria.

I T E M	A	B	C	D
	General Area	Q	Q-	U
1	Altitude	±100 feet	±200 feet	Exceeds Q-Limits
2	Airspeed	± 10 knots	±15 knots	
3	Heading	Maintains/rolls out +5 degrees of desired heading	Maintains/rolls out ±10 degrees of desired heading	

NOTE: Criteria apply during all phases of flight unless specifically addressed in Table 3.3.

Table 3.4. Evaluation Criteria.

I T E M	A	B	C	D
		Grading Criteria		
		Q	Q-	U
1	Area 1. Mission Planning/Briefing/Debriefing.	Well organized, comprehensive, and accomplished in a logical sequence within the time allotted. Mission objectives clearly stated and evaluated. Complete and accurate analysis of all maneuvers flown or instructed.	Slightly unorganized and/or incomplete. Dwelled on non-essential mission items. Did not debrief all deviations. Was occasionally unclear in analysis of events or maneuvers. Did not make effective use of available training aids.	Errors of omission and/or commission exceeded Q- criteria.
2	Area 2. Publications / Ground Operations.	Publications were current & properly posted. Step, start and takeoff times were established / adhered to. Accurately determined readiness of aircraft for flight. Performed all required checks and procedures prior to T/O	Publications contained minor deficiencies that did not impact flight safety or mission accomplishment. Step, start and takeoff delay(s) occurred that were preventable. Minor errors with checklist compliance.	Omitted items that would have impacted flight safety / mission accomplishment. Failed to accurately determine readiness of aircraft for flight. Publications contained deficiencies that would have impacted flight safety or mission accomplishment
3	Area 3. Takeoff and Climb.	Maintained runway alignment ± 10 feet during takeoff. Applied proper crosswind controls. Maintained proper takeoff attitude and become airborne at appropriate airspeed for conditions. Retracted flaps IAW the flight manual.	Made minor procedural deviations that did not detract from the takeoff. Runway alignment was ± 20 feet. Became airborne -5 to +5 KIAS of published T/O speed. Pitch attitude inconsistent but safety not	Takeoff was potentially dangerous. Exceeded aircraft or systems limitations. Failed to establish proper climb attitude. Over-controlled aircraft, resulting in excessive deviations from intended flight-

		Performed climb with proper pitch attitude. Airspeed -5 to +5 KIAS. Complied with all restrictions.	compromised. Airspeed -10 to +10 KIAS.	path. Exceeded Q-criteria.
4	Area 4. Departure.	Executed departure as published or directed and complied with all restrictions.	Minor deviations in airspeed and/or navigation occurred that did not seriously degrade maneuver performance.	Failed to comply with published or directed departure instructions.
5	Area 5. Basic Aircraft Control & Crosscheck.	Maintained smooth and positive control consistent with flight conditions. Altitude, heading and airspeed control IAW Table 3.2.	Minor deviations in airspeed, altitude and heading throughout the flight but did not exceed criteria in Table 3.2.	Major deviations occurred that would have prevented safe mission accomplishment. See Table 3.2.
6	Area 6. Area Orientation & Inflight Planning.	Adjusted mission profile to comply with time / fuel limitations, weather, & area limits. Remained within area boundaries and used assigned airspace efficiently with minimum delay between maneuvers.	Slow to adjust mission profile for time / fuel limitations, weather, and area limits. Minor delays between maneuvers.	Failed to monitor time or fuel requirements. Poor time or fuel management prevented mission accomplishment. Attempted to deviate from area boundaries.
7	Area 7. Slow Flight Maneuvering.	Maintained slow flight airspeed, -0 to +5 KIAS. Altitude was ± 100 feet, ± 10 degrees of desired heading, and +0/-10 degrees of desired bank angle (not to exceed 30°) Used sufficient rudder to remain coordinated and maintain smooth and positive control consistent with flight conditions.	Maintained airspeed -5 to +10 KIAS. Altitude was ± 150 feet. Used insufficient rudder to remain coordinated throughout the maneuver. Made minor deviations to smooth and positive control.	Maintained deviations in excess of Q- criteria.
8	Area 8. Steep Turns.	Aircraft control was smooth and positive.	Minor deviations. Altitude was ± 200	Exceeded Q- criteria.

		Maintained ± 100 feet of desired altitude, ± 10 KIAS of desired airspeed, $\pm 5^\circ$ of desired bank angle, and coordinated flight. Rolled out on designated heading within ± 10 degrees.	feet, ± 15 KIAS of airspeed, ± 10 degrees of bank angle. Rollout heading was ± 15 degrees. Used insufficient rudder to remain coordinated throughout the maneuver.	
9	Area 9. Power Off & Power On Stalls.	Recognized & announced first indications of the impending stall. Initiated recovery IAW flight manual procedures with minimum loss of altitude. Maintained heading $\pm 10^\circ$ in straight flight. Maintain $\pm 10^\circ$ of entry bank angle (20° max.) Maintain smooth and positive control consistent with flight conditions.	Delayed recognition and / or recovery. Allowed the aircraft to enter a secondary stall.	Failed to recognize approach to stall indications. Misapplied flight control and throttle inputs in a manner that aggravated the approach to stall/stall condition and resulted in excessive altitude loss. Exceeded aircraft limits. Uncoordinated flight led to a spin.
10	Area 10. Ground Reference Maneuvers.	Entered between 600 and 1,000 feet AGL, maintained altitude ± 100 feet, airspeed ± 10 KIAS, applied appropriate drift corrections. Attained proper entry parameters prior to beginning the maneuver and placed emphasis on use of outside references. Maneuvers planned and flown to remain within area boundaries.	Entry parameters were not met and energy levels were not adequate to properly accomplish maneuver. Aircraft control during maneuvers was adequate, but not smooth and positive. Maintained altitude ± 200 feet, airspeed ± 15 KIAS. Minor procedural deviations occurred.	Significantly missed entry parameters. Maneuvers were not flown IAW directives. Aircraft control was erratic, causing unsatisfactory accomplishment of maneuvers. Exceeded aircraft limit.
11	Area 11. Navigation	Demonstrated ability to navigate using	Made minor errors in procedures or use of	Exceeded Q- criteria. Made major errors in

	Procedures / GPS / Map Use.	ground references in conjunction with available navigational aids. Complied with clearance instructions. Was aware of position at all times.	navigation equipment. Was slow to comply with clearance instructions. Had some difficulty in establishing exact position and course.	procedures or use of navigation equipment. Could not establish position. Failed to recognize checkpoints or adjust for deviations in time and course.
12	Area 12. Simulated Forced Landing. (pattern/area)	Complied with all flight manual and operational procedures. Selected suitable touchdown point. Established proper approach and landing configuration. Maintained proper glide airspeed, ± 10 KIAS. Aimpoint was IAW applicable guidance. Did not descend below applicable altitude restrictions. Touchdown would have afforded a full stop within available landing distance.	Made minor procedural errors that did not detract from safe handling of the situation. Airspeed deviations occurred. Unnecessary maneuvering required due to minor errors in planning or judgment. Aimpoint was longer or shorter than desired.	Did not comply with applicable procedures. Erratic airspeed control compounded problems associated with the emergency. Judgment was unsafe. Required excessive maneuvering. Could not have landed safely. Touchdown point would not have allowed for safe stopping in available landing area. Exceeded aircraft limits.
13	Area 13. Arrival.	Performed arrival IAW local area procedures or assigned clearance.	Performed arrival with minor deviations.	Arrival was not performed IAW clearance. Safety would have been compromised.
14	Area 14. Traffic Pattern Entry.	Performed traffic entry as published or as directed. Complied with all restrictions and directives.	Minor deviations To published procedures occurred.	Failed to comply with published or directed traffic entry instructions or directives.
15	Area 15. Normal Pattern, Approach & Landing	Properly analyzed winds. Maintained pattern altitude ± 100 ft. Final turn and final airspeed was -0 to +10 KIAS. Maintained runway alignment	Wind analysis was lacking. Maintained pattern altitude ± 200 ft. Final turn and final airspeed was -5 to +15 KIAS. Touchdown was	Exceeded Q- criteria. Configuration was improper.

		(±10 feet). Touch down occurred on speed in the first 1,000 feet of the landing zone. Proper spacing from other aircraft was maintained.	slightly outside the prescribed landing zone but safe. Ineffective braking resulted in an increased landing roll.	
16	Area 16. No Flap Traffic Pattern / Approach & Landing	Properly analyzed winds. Maintained pattern altitude ±100 ft. Final turn and final airspeed was -0 to +10 KIAS. Maintained runway alignment (±10 feet). Touch down occurred on speed in the first 1,500 feet of the landing zone. Proper spacing from other aircraft was maintained.	Wind analysis was lacking. Maintained pattern altitude ±200 ft. Final turn and final airspeed was -5 to +15 KIAS. Touchdown was slightly outside the prescribed landing zone but safe.	Exceeded Q- criteria.
17	Area 17. Forward Slip	Adequately assessed the need for / properly applied forward slip procedure IAW the flight manual.	Slow to recognize / properly apply published slip procedure. Airspeed was erratic. Ground track deviations occurred but did not impact safety.	Exceeded Q- criteria. Configuration was Improper. Flap over-speed occurred.
18	Area 18. Go Around	Initiated and properly performed go-around IAW published procedures. Maintained spacing from preceding aircraft and applied proper ground track control.	Was slow to initiate go-around. Performed maneuver with minor discrepancies.	Did not initiate go-around when appropriate or as directed. Execution was unsafe or performed incorrectly.
19	Area 19. Touch & Go Procedures	Maintained proper runway alignment ±10 feet. Application of power, cross-check of engine instruments, configuration	Exceed Q-1 runway alignment criteria. Application of power, cross-check of engine instruments,	Exceeded Q- criteria. Application of power, cross-check of engine instruments, configuration

		changes, and runway alignment during takeoff phase were smooth and timely.	configuration changes, and runway alignment during the takeoff phase were less than optimum.	changes, and runway alignment were less than adequate.
20	Area 20. Breakout	Complied with all published procedures. Ensured adequate flight path deconfliction.	Deviated from published procedures but ensured flight path deconfliction.	Did not ensure flight path deconfliction.
21	Area 21. Clearing / Collision Avoidance / Use of Traffic Avoidance System (TAS)	Recognized actual or potential conflicts and adjusted flight path to safely avoid. Effectively utilized radios and TAS to aid in clearing.	Was slow to recognize / take actions to reduce possible conflicts.	Clearing was inadequate. Actions were not taken / were insufficient to reduce possible conflicts.
22	Area 22. Checklist Use	Completed all checklist items correctly and at the proper point in the mission.	Demonstrated minor deviations in checklist discipline that did not detract from mission accomplishment.	Inadequate / improper use of the checklist.
23	Area 23. Communication / IFF Procedures	Able to understand and prioritize multiple radio transmissions. Correctly formulated timely and accurate responses using proper terminology. Inter-cockpit communication was clear and concise. Used appropriate IFF procedures IAW directives.	Slow to initiate (or missed) some required calls. Minor errors or omissions did not significantly detract from situational awareness or mission accomplishment. Transmissions not in proper sequence. Used nonstandard terminology.	Inadequate communication skills caused confusion and jeopardized mission accomplishment. Omitted (or missed) numerous required radio calls. Unclear or confusing inter-cockpit communication.
24	Area 24. Risk Management / Decision Making	Accurately identified all contingencies and alternatives. Gathered and cross-checked available data before deciding. Clearly stated decisions and ensured they were understood. Modified actions as necessary	Minor errors in identifying contingencies, gathering data, or communicating a decision that did not affect safe or effective mission accomplishment. Errors did not detract	Improperly or ineffectively identified contingencies, gathered data, or communicated a decision that seriously degraded mission accomplishment

		to obtain the best outcome.	from safety.	and/or flight safety.
25	Area 25. Situational Awareness (Critical)	Accurately analyzed flight conditions (weather, airspace, DA, etc.) to minimize effects of adverse factors. Prioritization of flight requirements assured mission success.	<i>NOTE: Because this area is critical, Q- is not applicable.</i>	Mis-analyzed flight conditions. Failed to adequately prioritize. Compromised safety.
26	Area 26. Task Management	Correctly prioritized and managed multiple tasks based on existing and new information that assured mission success.	Made minor errors in prioritization or management of tasks that did not affect safe or effective mission accomplishment.	Incorrectly prioritized or managed tasks that seriously degraded mission accomplishment or safety of flight.
27	Area 27. Emergency Procedures & Equipment	Correctly and immediately responded to boldface or critical action procedures and nonboldface emergency situations while maintaining aircraft control. Effectively used checklist and in-flight guide as appropriate.	Response to boldface or critical action procedures was correct, but response to nonboldface procedures was slow or confused. Aircraft deviations (if in flight) existed but did not compromise safety. Used the checklist and in-flight guide, but was slow to locate required data.	Made incorrect response for boldface or critical action procedures. Unable to analyze problems or take corrective action. Aircraft deviations (in-flight) compromised safety. Did not use checklist or in-flight guide or lacked acceptable familiarity with its arrangement or content.
28	Area 28. General Knowledge	Demonstrated thorough knowledge of all areas sampled.	Demonstrated deficiencies in depth of knowledge or comprehension.	Demonstrated inadequate knowledge.
29	Area 29. Safety / Aircrew Discipline (Critical)	Aware of & complied with all factors required for safe aircraft operation and mission accomplishment. Demonstrated strict flight discipline	<i>NOTE: Because this area is critical, Q- is not applicable.</i>	Operated the aircraft in a dangerous manner. Knowingly violated established procedures or flight restrictions.

		throughout the mission.		
30	Area 30. Airmanship (Critical)	Correctly prioritized and managed multiple tasks.	<i>NOTE: Because this area is critical, Q- is not applicable.</i>	Poor prioritization and/or decision making negatively impacted mission accomplishment. Demonstrated poor judgment that compromised safety.
31	Area 31. Transfer of Aircraft Control	Transfer of aircraft control was positive.	Transfer of aircraft control led to momentary doubts as to who was in control of the aircraft.	Poor communication led to improper transfer of aircraft control.
32	Area 32. Instructional Ability / Maneuver Evaluation / Gradebook Documentation	Instruction & evaluation were accurate, effective, and timely. Adequately assessed and recorded performance. Comments were clear and pertinent.	Problems in communication or analysis degraded effectiveness of instruction or evaluation. Made minor errors in records documentation. Comments were incomplete or slightly unclear.	Demonstrated inadequate ability to instruct or evaluate. Did not complete required forms or records. Comments were invalid, unclear, or inaccurate.
33	Area 33. Crew Coordination	Provided direction and information when necessary. Effectively coordinated with other crewmember throughout the mission. Focused crew attention on task at hand. Solicited inputs from other crew member, formation member, or outside agency when appropriate.	Crew coordination was adequate to accomplish the mission. Deficiencies in crew communication or interaction resulted in degraded crew or mission efficiency.	Poor crew coordination seriously degraded mission accomplishment or safety of flight.
34	Area 34. Basic Instrument Maneuvers	Performed required maneuvers within prescribed parameters. Provided concise,	Performed required maneuvers with minor deviations from prescribed	Was unable to properly perform required maneuvers. Made major

		meaningful in-flight commentary. Demonstrated excellent Instructor proficiency.	parameters. In-flight commentary was sometimes unclear.	procedural errors. Did not provide in-flight commentary. Demonstrated below-average Instructor proficiency.
35	Area 35. Recovery from Unusual Attitudes	Made expeditious recovery to level flight with minimum altitude loss and without stalling or exceeding aircraft limits.	Slow to analyze attitude or erratic in recovery to level flight. Correct recovery procedures used.	Was unable to determine attitude. Used improper recovery procedures. Exceeded aircraft limits.
36	Area 36. Short Field Takeoff & Landing	a. Taxied onto runway utilizing all available runway length (actual or simulated). Maintained runway alignment ± 10 feet during takeoff roll. Established and maintained proper takeoff attitude and appropriate airspeed for simulated and existing conditions. b. Selected suitable touchdown point, made correct procedural callouts, and established recommended approach/landing configuration. Made smooth, timely, and correct control applications during the roundout and touchdown. Touched down smoothly within 200 feet beyond the specified touchdown point and applied appropriate braking pressure for simulated	Made minor procedural errors. Errors did not detract from safe handling of the situation. Configured at a position and altitude that allowed for a safe approach. Required unnecessary maneuvering due to minor errors in planning or judgment. Takeoff or landing longer than desired, but permitted stopping in available runway.	Made major deviations or did not comply with applicable procedures. Judgment was unsafe. Excessive maneuvering was required. Could not have landed safely. Rotation/touchdown point would not have allowed for safe takeoff/landing on available runway. Exceeded aircraft limits.

		and existing conditions.		
37	Area 37. Soft Field Takeoff & Landing	<p>a. Taxied onto runway and began takeoff roll without stopping. Maintained runway alignment ± 10 feet during takeoff roll. Established and maintained proper takeoff attitude and appropriate airspeed for simulated and existing conditions.</p> <p>b. Selected suitable touchdown point, made correct procedural callouts, and established recommended approach/landing configuration. Made smooth, timely, and correct control applications during the roundout and touchdown. Touched down softly and smoothly within the first 1000 feet of the runway and applied appropriate braking pressure for simulated and existing conditions.</p>	<p>Made minor procedural errors which did not detract from safe handling of the situation. Configured at a position and altitude that allowed for a safe approach. Required unnecessary maneuvering due to minor errors in planning or judgment. Takeoff or landing longer than desired, but permitted stopping in available runway.</p>	<p>Made major deviations or did not comply with applicable procedures. Judgment was unsafe. Excessive maneuvering was required. Could not have landed safely. Rotation/touchdown point would not have allowed for safe takeoff/landing on available runway. Exceeded aircraft limits.</p>
38	Area 38. Night Takeoff & Landing	<p>a. Maintained runway alignment ± 10 feet during takeoff. Applied proper crosswind controls. Maintained proper takeoff attitude and become airborne at appropriate airspeed for conditions. Retracted flaps IAW</p>	<p>a. Made minor procedural deviations that did not detract from the takeoff. Runway alignment was ± 20 feet. Became airborne -5 to +5 KIAS of published T/O speed. Pitch attitude inconsistent</p>	<p>a. Takeoff was potentially dangerous. Exceeded aircraft or systems limitations. Failed to establish proper climb attitude. Over-controlled aircraft, resulting in excessive deviations</p>

		<p>the flight manual. Performed climb with proper pitch attitude. Airspeed -5 to +5 KIAS. Complied with all restrictions.</p> <p>b. Properly analyzed winds. Maintained pattern altitude ± 100 ft. Final turn and final airspeed was -0 to +10 KIAS. Maintained runway alignment (± 10 feet). Touchdown occurred on speed in the first 1,500 feet of the landing zone. Proper spacing from other aircraft was maintained.</p>	<p>but safety not compromised. Airspeed -10 to +10 KIAS.</p> <p>b. Wind analysis was lacking. Maintained pattern altitude ± 200 ft. Final turn and final airspeed was -5 to +15 KIAS. Touchdown was slightly outside the prescribed landing zone but safe. Ineffective braking resulted in an increased landing roll.</p>	<p>from intended flight-path. Exceeded Q-criteria.</p> <p>b. Attempted approach/landing was unsafe or exceeded Q-criteria. Configuration was improper.</p>
39	Area 39. Night Navigation and Operation	<p>Demonstrated satisfactory capability to maneuver and navigate using appropriate visual references, aircraft lighting, navigation equipment, and procedures. Ensured NAVAIDs were properly tuned, identified, and monitored. Was aware of position at all times. Remained within the confines of assigned airspace.</p>	<p>Made minor procedural errors or use of navigation equipment, aircraft lighting, or visual references. Some deviations in tuning, identifying, and monitoring NAVAIDs. Had some difficulty in establishing exact position and course.</p>	<p>Made major procedural errors or in use of navigation equipment, aircraft lighting, or visual references. Could not establish position. Failed to Recognize checkpoints or visual cues. Did not remain within the confines of assigned airspace.</p>
40	Area 40. Cross Country Planning & Execution	<p>Ensured VMC conditions and preplanned route on appropriate aeronautical chart/local area guide annotated with appropriate flight</p>	<p>Made minor errors or omissions that did not detract from mission effectiveness. Demonstrated limited knowledge of performance</p>	<p>Made major errors or omissions that would have prevented a safe or effective mission. Displayed faulty knowledge of operating data or procedures. Did not</p>

		<p>information. Followed a pre-planned course by reference to landmarks and corresponding chart symbols. Navigated by means of precomputed headings, groundspeeds, and elapsed time. Corrected for differences between preflight planned groundspeed and heading calculations and those encountered enroute. Verified the airplanes' position within 3 NM of the planned route. Arrived at enroute checkpoints within 5 minutes of the initial revised ETA. Maintained appropriate altitude ± 200 feet and heading ± 15 degrees.</p>	<p>capabilities or approved operating procedures or rules in some areas. Made minor errors in procedures or use of navigation products or equipment. Made some deviations in tuning, identifying, and monitoring NAVAIDs. Was slow to comply with clearance instructions. Had some difficulty establishing exact position and course. Made errors in fuel management procedures that did not prevent mission accomplishment. Was slow to adjust mission profile for fuel and/or time limitations, weather, and airspace limits.</p>	<p>review or initial FCIF. Was not prepared at briefing time. Made major errors in procedures or use of navigation products or equipment. Could not establish position. Failed to recognize checkpoints or adjust for deviations in time and course. Did not remain within the confines of assigned airspace. Failed to monitor fuel status or comply with established fuel requirements. Poor fuel and/or time management prevented mission accomplishment. Did not adjust to weather and airspace.</p>
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3.7. Special Emphasis Areas.

3.7.1. Examiners shall place special emphasis upon areas of aircraft operation considered critical to flight safety. **(T-2)** Emphasis should be placed on normal and emergency procedure patterns and landings, VFR navigation instruction, stall recoveries, and avionics procedures and systems usage.

3.7.2. Although these areas may not be specifically addressed under each task, they are essential to flight safety and will be evaluated. **(T-2)** In all instances, the examinee's actions will relate to the complete situation. Special emphasis areas are:

- 3.7.2.1. Positive aircraft control;
- 3.7.2.2. Positive exchange of the flight controls procedure;
- 3.7.2.3. Stall/spin awareness
- 3.7.2.4. Collision avoidance;
- 3.7.2.5. Wake turbulence avoidance;

- 3.7.2.6. Runway incursion avoidance;
- 3.7.2.7. Controlled flight into terrain (CFIT);
- 3.7.2.8. Aeronautical decision making and risk management;
- 3.7.2.9. Wire strike avoidance;
- 3.7.2.10. Checklist usage;
- 3.7.2.11. Temporary flight restrictions (TFRs);
- 3.7.2.12. Special use airspace (SUA);
- 3.7.2.13. Spatial disorientation;
- 3.7.2.14. Low level wind shear avoidance

3.8. Completion of AF Forms 8. Evaluators will record aircrew member qualifications using the AF Form 8 in accordance with AFI 11-202, Volume 2 and [Attachment 2](#). **(T-1)**

3.9. Flight Crew Information File (FCIF). The unit will maintain a FCIF Functional Publications Library, as required, for visibility on relevant Air Force specific FCIFs that are not applicable to the contractor. **(T-2)** The SQ/DO will be responsible to ensure all MFIs have signed off all applicable FCIFs prior to any flight duties. The contractor will then ensure all MFIs, as attached fliers, have signed off the contractor's FCIFs prior to any flight duties. If technology permits, these processes can be combined. The flying training group stan/eval will ensure the contractor receives all applicable flying training group FCIFs so they can update their library. **(T-3)**

3.9.1. The flying training group stan/eval will conduct quarterly reviews of FCIFs. **(T-2)**

3.9.2. The flying training group stan/eval will review group Special Interest Items (SIIs) in concurrence with the quarterly FCIF review. **(T-2)**

3.10. Go-No-Go. The SQ/DO will establish a squadron-specific go-no-go process IAW AFI 11-202, Volume 2 that all MFIs will comply with in addition to the contractor's go-no-go process. **(T-1)** The SQ/DO will verify aircrew qualifications and currency IAW AFI 11-202, Volume 2, and will not release an aircrew if a Go/No-Go discrepancy is unresolved. **(T-2)**

3.10.1. The SQ/DO, through the on-duty Military Instructor Liaison Officer (MiLO), will ensure all MFIs have complied with the squadron go-no-go process, to include squadron FCIFs. **(T-2)** If technology permits single point visibility of both the squadron and contractor's go-no-go processes, the SQ/DO may delegate review of the squadron go-no-go process to the contractor's Supervisor of Flying (SOF).

3.10.2. Prior to flight off-station aircrews will contact their squadron supervisor/duty desk or command post for notification of any new information affecting their mission. **(T-2)**

MICHAEL A. KELTZ, Major General, USAF
Director of Intelligence, Operations, and Nuclear
Integration

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- AFPD 11-2, *Aircraft Rules and Procedures*, 19 January 2012
- AFPD 11-4, *Aviation Service*, 1 September 2004
- AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*, 19 January 2012
- AFI 11-202, Volume 1, *Aircrew Training*, 22 November 2010
- AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 13 September 2010
- AFI 11-202, Volume 3, *General Flight Rules*, 22 October 2010
- AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 December 2008
- AFI 11-290, *Cockpit/Crew Resource Management Training Program*, 15 October 2012
- AFI 11-301, Volume 1, *Aircrew Flight Equipment (AFE) Program*, 25 February 2009
- AFMAN 33-363, *Management of Records*, 1 March 2008
- Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) (<https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>)

Prescribed Forms

This instruction does not prescribe any forms.

Adopted Forms

- AF Form 8, *Certificate of Aircrew Qualification*
- AF Form 847, *Recommendation for Change of Publication*
- AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*
- AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*
- AF Form 4348, *USAF Aircrew Certifications*

Abbreviations and Acronyms

- ARMS**—Aviation Resource Management System
- BIP**—buddy instructor pilot
- CFI**—certified flight instructor
- CRM**—cockpit/crew resource management
- CT**—continuation training
- EP**—emergency procedure
- EPE**—emergency procedures evaluation

ETCA—Education and Training Course Announcements
FAA—Federal Aviation Administration
FAR—Federal Aviation Regulation
FCIF—flight crew information file
FE—flight examiner
FTG—flying training group
FTS—flying training squadron
HARM—host aviation resource management
ID—instructor development
INSTR—instructor
IP—instructor pilot (contractor CFI or military flight instructor)
IQT—initial qualification training
KIAS—knots indicated airspeed
Knots—nautical miles per hour
MFI—military flight instructor
MiLO—Military Instructor Liaison Officer
MQT—mission qualification training
MSN—mission
NAS—national airspace system
PIC—pilot in command
Q—qualified
QUAL—qualification
R—required area
SII—special interest item
SOF—supervisor of Flying
stan/eval—standardization and evaluation
TI—theater indoctrination
U—unqualified
VFR—visual flight rules

Attachment 2**AF FORM 8 DOCUMENTATION****A2.1. Examinee Identification:**

A2.1.1. See AFI 11-202, Volume 2.

A2.2. Qualification:

A2.2.1. **Ground Phase.** Document open book and closed book examinations, EPE, and boldface requisites.

A2.2.2. **Flight Phase.** Enter either INIT INSTR/QUAL/MSN, RQ INSTR/QUAL/MSN, N/N SPOT, or QUAL/MSN.

A2.2.3. **Additional Training.** Any training recommended by the flight examiner to remedy deficiencies identified during the evaluation. If required, enter a “Due Date” not to exceed the last day of the third month following the evaluation (i.e., 23 Jan 07 Flight Eval, 30 Apr 07 due date); otherwise enter “N/A” in the Due Date and Date Additional Training Completed fields. The official responsible for certifying completion of additional training will sign and date the Form 8. If no additional training is required, leave the certifying official, signature and date fields blank.

A2.3. Certification:

A2.3.1. **Flight Examiner.** Evaluator who administered the in-flight portion of the flight evaluation. .

A2.3.2. **Reviewing Officer.** Refer to AFI 11-202, Volume 2/AETC Supplement.

A2.3.3. **Final Approving Officer.** Refer to AFI 11-202, Volume 2/AETC Supplement.

A2.3.4. Examinee.

A2.4. Comments. Use the following headings and format in the space provided on the reverse side of the form, formatted head-to-foot.

A2.4.1. **Restrictions (If required).** The evaluator will document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction. Mark the “Restrictions” Block in section II.

A2.4.2. **Exceptionally Qualified (Optional).** The evaluator will document justification for award of exceptionally qualified designation (e.g., areas of excellence) before Examiner’s Remarks. Mark the “Exceptionally Qualified” block in section II.

A2.4.3. Examiner’s Remarks:

A2.4.3.1. **Mission Description.** The mission description should be a synopsis of what was accomplished on the evaluation. Mission descriptions will be of sufficient detail to verify required were evaluated. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all evaluations of instructors.

A2.4.3.2. **Discrepancies.** Evaluators will document discrepancies by annotating the grading area number and title (Table 5), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy. Associate all ground phase (i.e., open book,

closed book, etc.) discrepancies under paragraph B. Discrepancies, 1. Ground and all flight phase discrepancies under B. Discrepancies, 2. Flight.

A2.4.3.3. **Recommended Additional Training.** Document Recommended Additional Training, under Examiner's Remarks in the AF Form 8 Comments section. Description of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to a flight examiner, supervisor or instructor.

A2.4.3.4. **Additional Comments.** Comments will be restricted to significant information dealing with the evaluation not documented elsewhere. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited.