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SECRETARY OF THE AIR FORCE**

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Flying Operations

C-12 AIRCREW EVALUATION CRITERIA

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This instruction implements AFPD 11-2, *Aircraft Rules and Procedures*; AFPD 11-4, *Aviation Service*; and AFI 11-202V2, *Aircrew Standardization/Evaluation Program*. The purpose of this publication is to provide evaluation criteria for C-12 aircrews to be used during required evaluations. It applies to all active duty C-12 flying units and personnel. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members except those under Air Force Materiel Command Operational Control (AFMC OPCON). Field units below Major Command (MAJCOM) level will forward copies of their proposed supplements to this publication to AFMC/ A3V for review and approval prior to publication. Keep supplements current by complying with AFI 33-360, *Publications and Forms Management*. See [paragraph 1.2](#) of this instruction for guidance on submitting waivers to this publication. See [paragraph 1.2](#) of this instruction for guidance on submitting comments and suggesting improvements to this publication. This instruction is affected by the Paperwork Reduction Act as amended in 1996. 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 the system 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 Air Force Manual (AFMAN) 37-123, *Management of Records* (will convert to AFMAN 33-363), and disposed of in accordance with Air Force Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://afrims.amc.af.mil/rds_series.cfm.

SUMMARY OF CHANGES

This interim change gives the address for AFMC/A3V and updates the waiver request format (1.2.), adds low visibility landings and spatial disorientation to Emergency Procedures Evaluations, sets criteria for ATD evaluations (2.1.2.), corrects information on circling approaches (2.2.2.3.), adds information concerning Administrative upgrade (2.6.), adds Fuel Conservation evaluation criteria (3.3.12), adds the AFMC Form 73 to adopted forms (4.1.3.1.), changes the definition of “Time Out”, and adds Attachment 2. A margin bar indicates newly revised material.

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Chapter 1

GENERAL INFORMATION

1.1. General. AFMC/A3V is the Office of Primary Responsibility (OPR) for the three-volume set of C-12 instructions. These instructions are numbered AFI 11-2C-12 Volume 1, 2, and 3, and will contain the training, evaluation criteria, and operations procedures, respectively. In the absence of published guidance units will coordinate with AFMC/A3V for approval of locally developed guidelines.

1.1.1. All evaluations will be conducted in accordance with (IAW) the provisions of AFI 11-202V2 and this instruction. Information gathering documents will be established as forms in accordance with AFI 33-360.

1.1.2. Guidance in aircraft flight manuals, performance manuals, and Technical Orders (T.O.s) are the primary references for operation of the corresponding aircraft.

1.2. Recommended Changes/Waivers. Recommendations for improvements to this instruction will be submitted on AF Form 847, *Recommendation for Change of Publication*, to AFMC/A3V, 508 W Choctawhatchee Ave, Suite 4, Eglin AFB FL 32542-5713. IAW AFPD 11-2, AF/XO is approval authority for interim changes/revisions to this instruction. Waiver authority for this instruction is AFMC/A3V. Waivers will be submitted on AFMC Form 73, *AFMC Flight Operations Waiver Request*, through Stan/Eval channels to AFMC/A3V.

1.3. Procedures:

1.3.1. Standardization and Evaluation (Stan/Eval) Flight Examiners (SEFE) will use the evaluation criteria contained in **Chapter 3** for conducting all flight evaluations and **paragraph 1.5** for all emergency procedures evaluations (EPEs). To ensure standard and objective evaluations, SEFEs will be thoroughly familiar with the prescribed evaluation criteria.

1.3.2. Unless specified, the examinee or SEFE may fly in any seat which will best enable the SEFE to conduct a thorough evaluation.

1.3.3. The SEFE will brief the examinee on the purpose of the evaluation and how it will be conducted prior to flight. The examinee will accomplish required flight planning in accordance with the duty position during the evaluation. Flight Examiners will be furnished a copy of necessary mission data, and mission materials.

1.3.4. The SEFE will thoroughly debrief all aspects of the flight. This debrief will include the examinee's overall rating, specific deviations, area grades assigned (if other than qualified) and any required additional training. If the overall grade is Q-2 or Q-3, a unit supervisor must attend the debrief.

1.4. Grading Instructions. This instruction contains the standards and criteria for conducting evaluations in C-12 aircraft. These standards when applied with SEFE judgment are the determining factor in awarding area and overall evaluation grades.

1.4.1. The SEFE will evaluate flight parameters based on conditions of smooth air and a stable aircraft. Do not consider momentary deviations from tolerances, provided the

examinee applies prompt corrective action and such deviations do not jeopardize flying safety. The SEFE will consider cumulative deviations when determining the overall grade.

1.4.2. The SEFE will evaluate each area accomplished during the evaluation using the standards provided in this instruction and assign an appropriate grade for the area. Derive the overall flight evaluation grade from a composite of the area grades. SEFE judgment must be exercised when the wording of areas is subjective and when specific situations are not covered. SEFE judgment will be the determining factor in arriving at the overall grade.

1.4.3. If the examinee receives an unqualified grade in any critical area, an overall unqualified grade will be assigned.

1.4.4. Examinees receiving an overall unqualified grade will be placed in supervised status until a re-evaluation is successfully accomplished. Examinees receiving an overall unqualified grade because of an unsatisfactory Bold Face evaluation will not be permitted to fly in their aircrew position until a successful re-evaluation is accomplished. If examinee receives a grade of qualified with additional training required for an EPE, the SEFE will indicate if the additional training will be accomplished before the flight evaluation. Additional training and re-evaluations will be accomplished IAW AFI11-202V2.

1.4.5. The following general criteria apply during all phases of flight except as noted for specific events and on instrument final approaches:

Table 1.1. General Criteria.

Grade	Parameter	Tolerance
Q	Altitude	+/- 100 Feet
	Airspeed	+10/-5 knots
	Course	+/- 5 degrees/3 NM (Whichever is greater)
	Arc	+/- 2 NM
Q-	Altitude	+/- 200 Feet
	Airspeed	+15/-5 knots
	Course	+/- 10 degrees/5 NM (Whichever is greater)
	Arc	+/- 4 NM
U	Any of the above	Exceeded Q- Tolerances

1.5. Emergency Procedures Evaluation (EPE). Aircrew will be administered EPEs. Use an Aircrew Training Device (ATD) to perform EPEs (when available and properly configured) to the maximum extent possible. If an ATD is not used, the EPE will be an oral evaluation.

1.5.1. The following items, as applicable, will be included on all emergency procedures evaluations:

1.5.1.1. Aircraft General Knowledge.

1.5.1.2. Emergency Procedures. Evaluate a minimum of two emergency procedures per phase of flight (i.e., pre-takeoff, takeoff, cruise and landing). All Bold Face will be evaluated (if applicable).

1.5.1.3. Crew Resource Management (CRM).

1.5.2. The following additional items will be included on EPEs as a requisite for the instrument and/or qualification evaluation (if applicable):

1.5.2.1. Evaluate use of standby/emergency instruments.

1.5.2.2. Alternate/Divert Airfields. Evaluate a minimum of one approach at an airfield other than the base/airfield of assignment, mission & conditions permitting.

1.5.2.3. Evaluate loss of visual references in close proximity to the runway (low visibility landings) including use of night vision devices during takeoff/landing, if authorized.

1.5.2.4. Evaluate transition to instruments in a spatial disorientation incident.

1.5.3. EPE scenarios should be tailored to unit tasking and should include emergencies occurring during situations an aircrew might encounter while flying the unit's mission.

1.5.4. The following grading criteria will be used to grade individual items on EPEs:

Q: Performance is correct. Quickly recognizes and corrects errors.

Q-: Performance is safe, with limited proficiency. Makes errors of omission or commission.

U: Performance is unsafe or indicates lack of knowledge or ability.

1.6. Publications. The examinee will submit their issued copy of required publications for evaluation. Digital T.O.s are approved for use by individual aircrew members. Maintain one copy of the designated digital media per individual IAW AFI 11-215, *USAF Flight Manuals Program (FMP)*. Units that fly multiple variants of a Mission Design Series (MDS) (i.e. C-12F, C-12J) will declare one variant (i.e. C-12J) as the primary weapon system.

Chapter 2

EVALUATION REQUIREMENTS

2.1. General.

2.1.1. All evaluations will follow the guidelines set in AFI 11-202V2, Chapter 5. The procedures outlined in this chapter apply to all flying units.

2.1.2. Requirements for aircrew evaluations are detailed in **Chapter 3**. The flight phase of the evaluation may be accomplished in the equivalent of an FAA Level D or greater Aircrew Training Device (ATD).

2.1.2.1. Takeoffs and landings should be accomplished/evaluated in flight.

2.1.3. Evaluate all issued flight publications for currency and accuracy on all flight evaluations. Units may specify additional publications to be evaluated in the unit supplement to AFI 11-202V2.

2.1.3.1. If digital T.O.s are used, in addition to a check for currency, the publications review conducted as part of an evaluation will include:

2.1.3.1.1. The examinee will demonstrate the ability to navigate through and locate information in the electronic media.

2.1.3.1.2. The examinee will demonstrate the ability to locate information in paper publications required for in-flight use (i.e. checklists, publication kits, etc).

2.2. Instrument Evaluation. A mission flown according to instrument flight rules (to the maximum extent practical) best fulfills the objective of the instrument evaluation. This evaluation will include approaches at airfields other than the base of assignment or deployed locations if possible. This evaluation may be administered on any compatible mission with the approval of the unit Chief of Stan/Eval and Commander's concurrence.

2.2.1. The minimum ground phase requisite is the instrument examination.

2.2.2. Minimum In-Flight Events.

2.2.2.1. Instrument Approaches. Evaluate three instrument approaches to include at least one precision and one non-precision approach.

2.2.2.1.1. Precision Approach. One precision instrument approach must be flown. An Instrument Landing System (ILS) or Precision Approach Radar (PAR) approach may fulfill this requirement.

2.2.2.1.2. Non-precision Approach. Accomplish at least one non-precision approach.

2.2.2.2. Holding or Procedure Turn. Every attempt should be made to accomplish this event. However, if mission constraints prevent accomplishment, this may be evaluated on the ground.

2.2.2.3. Circling Approach. Every attempt should be made to accomplish this event. However, if mission constraints prevent accomplishment, this may be evaluated on the ground. It may be combined, as appropriate, with the non-precision approach requirement.

2.2.2.4. Deleted

2.3. Qualification Evaluation. Requirements for a pilot qualification evaluation are the same as an instrument evaluation with the following exceptions and requirements:

2.3.1. Minimum ground phase requisites are closed and open book examinations, EPE, and Bold Face Written Exam. Answers must contain all Bold Face items in proper sequence. Abbreviations are allowed.

2.3.2. No instrument approaches or procedures (holding, instrument penetration) are required. A full or partial flap pattern and landing is required. Emergency pattern work to include a simulated engine failure immediately after takeoff, engine out go around/missed approach, engine out approach and landing, and a no flap approach and landing are also required. A Visual Flight Rules (VFR) traffic pattern is required (weather permitting).

2.3.3. Pilots will be evaluated on compliance with National Airspace System rules and procedures. Particularly, evaluate compliance with minimum safe maneuvering airspeeds below 10,000 feet Mean Sea Level (MSL) using criteria in **Table 1.1**, as well as using all means available to ensure safe operations (e.g., Flight following during VFR operations). **NOTE:** Individuals whose primary duty station is overseas may be evaluated on knowledge and application of appropriate International Civil Aviation Organization (ICAO) rules and procedures to meet the intent of this paragraph.

2.4. Instructor Evaluation. Initial Instructor and Instructor Requalification evaluations will be conducted IAW AFI 11-202V2, Chapter 4. Flight evaluations will include a thorough evaluation of the examinee's instructor knowledge and ability. The instructor candidate will demonstrate to the evaluator an EPE. This is a one-time check in which the examinee must demonstrate the ability to instruct in various phases of the unit's mission. Instruction should include both demonstrations and error analysis. Additionally, when possible the examinee should demonstrate the ability to accurately apply grading standards. The examinee's ability to analyze deficiencies and impart constructive criticism is an integral part of this evaluation. Except for requirements detailed on AFMC Form 59, *Fixed Wing Pilot*, 20070531 with the C-12 overlay, specific profiles and/or events will be determined by the SEFE. All subsequent periodic evaluations (for example, Instrument (INSTM), Qualification (QUAL)) will include instructor portions during the evaluations. Initial and Requal Instructor Evaluations will include the applicable portions of the following sections: General, Ground, Qualification, and Instructor.

2.5. Spot Evaluation. Spot evaluations will be conducted IAW AFI 11-202V2, Chapter 4. A SPOT evaluation is an evaluation not intended to satisfy the requirements of a periodic (i.e., INSTM, QUAL) evaluation. A spot has no particular requisites or requirements, but may be converted into a periodic evaluation if all of the requirements for that evaluation are met. SEFE objectivity evaluations will be documented as SPOT evaluations.

2.6. Administrative Upgrade.

2.6.1. **Purpose.** Use the administrative upgrade to document completion of Aircraft Commander requirements without administering an evaluation.

2.6.2. **AF Form 8/8a.** Unit training will indicate to the local stan/eval function when it is appropriate to prepare an AF Form 8/8a as directed below (See Attachment 2).

2.6.2.1. **Date Completed.** The effective date of the upgrade. The date does not have to match the final approval officer signature date. It may be prior to or the same as the date of the final approval officer signature date, but will not be after the Final Approving Officer's signature date.

2.6.2.2. **Section I. Examinee Identification.**

2.6.2.2.1. **Organization and Location.** Complete Name, Rank, SSAN, and organization and office symbol blocks IAW AFI 11-202 V2 *AIRCREW STANDARDIZATION/EVALUATION PROGRAM*.

2.6.2.2.2. **Aircraft /Crew Position.** Enter the aircrew member's upgraded aircraft MDS and crew position.

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

2.6.2.3. **Section II. Qualification.**

2.6.2.3.1. **Flight Phase.** Enter ~~MSN~~" with the date of final requirement accomplished.

2.6.2.3.2. **Qualification Level.** Place a ~~+~~" in the Qualified block.

2.6.2.3.3. **Expiration Date of Qualification.** Enter ~~N/A~~".

2.6.2.3.4. **Restriction(s) and Additional Training Due Date.** Leave the box for Restriction(s) unmarked and enter ~~N/A~~" for Due Dates and ~~N/A~~" for Date Additional Training Completed.

2.6.2.3.5. **Commander-Directed Downgrade Block.** Leave the box unmarked.

2.6.2.4. **Section III. Certification.**

2.6.2.4.1. **Flight Examiner.** Leave blank.

2.6.2.4.2. **Reviewing Officer.** Leave blank

2.6.2.4.3. **Final Approving Officer.** The unit commander, designated alternate, or activity equivalent will sign and place an ~~X~~" in the remarks block. This may satisfy the requirements for commander certification of Aircraft Commander (MP) privileges.

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

2.6.2.5. **Section IV. Comments.**

2.6.2.5.1. Enter ~~A~~. Narrative:" followed by narrative detailing upgrade.

2.6.2.5.2. Enter ~~B~~. Recommendations: None:" .

2.7. Evaluation Instructions. Requirements for aircrew evaluations are detailed in **Chapter 3**. SEFEs may use the AFMC Form 59 FW Pilot , 20100112, C-12 overlay to document examinee performance. This form overlay is available electronically at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-OP-MC-42>. To conserve flying resources, units should make every attempt to combine evaluations (for example INSTM/QUAL examinations should be combined to the maximum extent possible).

Chapter 3

PILOT EVALUATION CRITERIA

3.1. General Grading Standards.

3.1.1. The grading criteria in this attachment are divided into five sections: Ground Phase, General, Qualification, Instrument, and Instructor. These areas match the graded areas for pilots found in AFMC Form 59 with the C-12 overlay. Grade all areas and items sampled, even if not required to complete the evaluation.

3.1.2. If published guidance is not sufficient or does not apply, with concurrence from AFMC/A3V, MAJCOMs will establish their own criteria. These criteria may not be less restrictive than this regulation or AFI 11-202V2.

3.2. Section A: Ground Phase.

3.2.1. Area A-1: Publications.

3.2.1.1. Digital T.O.'s are approved for use by individual aircrew members.

3.2.1.2. Q. Assigned flight publications were current, complete, and usable for any of the unit's tasking.

3.2.1.3. Q-. Assigned flight publications contained deviations, omissions, and/or errors; however, contained everything necessary to effectively accomplish the mission and did not compromise safety of flight.

3.2.1.4. U. Contained major deviations, omissions, and/or errors which compromise safety of flight

3.2.2. Area A-2: Emergency Procedures Evaluation.

3.2.2.1. Q. Displayed correct, immediate response to Bold Face and non-Bold Face emergency situations. Effectively used checklist.

3.2.2.2. Q-. Response to Bold Face emergencies 100% correct. Response to certain areas of non-Bold Face emergencies or follow-on steps to Bold Face procedures was slow/confused. Used the checklist when appropriate, but slow to locate required data.

3.2.2.3. U. Incorrect response for Bold Face emergency. Unable to analyze problems or take corrective action. Did not use checklist, or lacks acceptable familiarity with its arrangement or contents.

3.3. Section B: General.

3.3.1. Area B-1: Safety (Critical).

3.3.1.1. Q. Aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment.

3.3.1.2. U. Unaware of or did not comply with all safety factors required for safe operation or mission accomplishment. Did not adequately clear. Operated the aircraft in a dangerous manner.

3.3.2. Area B-2: Judgment (Critical).

3.3.2.1. Q. Executed the assigned mission in a timely, efficient manner. Conducted the flight with a sense of understanding and comprehension.

3.3.2.2. U. Decisions or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent that safety could have been compromised.

3.3.3. Area B-3: Flight Discipline (Critical).

3.3.3.1. Q. Demonstrated strict professional flight and crew discipline throughout all phases of the mission.

3.3.3.2. U. Failed to exhibit strict flight or crew discipline. Violated or ignored rules or instructions.

3.3.4. Area B-4: Briefings.

3.3.4.1. Q. Presented briefing in a professional manner. Briefing was well organized and in a logical sequence. Established objectives for the mission. Effective use of training aids. Concluded briefing in time to allow preflight of personal equipment and aircraft. Crewmembers clearly understood mission requirements. Considered the abilities of all crewmembers. Briefed corrective action from previous mission and probable problem areas when appropriate.

3.3.4.2. Q-. Events out of sequence, hard to follow, some redundancy. Did not make effective use of available training aids. Dwelled on non-essential mission items. Limited discussion of techniques. Did not consider all crewmembers' abilities. Did not identify probable problem areas.

3.3.4.3. U. Confusing presentation. Did not allow time for preflight of personal equipment and aircraft. Did not use training aids. Redundant throughout briefing. Lost interest of crewmembers. Presentation created doubts or confusion. Did not establish objectives for the mission. Omitted major training events or did not discuss techniques. Ignored crewmembers' abilities and past problem areas.

3.3.5. Area B-5: Personal Equipment.

3.3.5.1. Q. Thoroughly familiar with personal equipment requirements, usage, and preflight.

3.3.5.2. Q-. Possessed required personal equipment items and was familiar with most of the preflight and usage procedures.

3.3.5.3. U. Unfamiliar with required personal equipment preflight and usage.

3.3.6. Area B-6: Forms, Reports, Logs.

3.3.6.1. Q. Completed or supervised completion of all required forms without significant error.

3.3.6.2. Q-. Completed or supervised completion of all required forms with some errors or omissions that had to be corrected.

3.3.6.3. U. Forms were incomplete, improperly filled out. Data on forms inaccurate, detracting from recording the mission data.

3.3.7. Area B-7: Flight Planning.

3.3.7.1. Q. Developed a sound plan to accomplish the mission. Checked all factors applicable to flight in accordance with applicable directives. Aware of alternatives available, if flight cannot be completed as planned. Read and initialed all items in the Flight Crew Information File (FCIF)/ Read Files. Prepared at briefing time. Required flight publications are current.

3.3.7.2. Q-. Same as above, except minor error(s) or omission(s) that did not detract from mission effectiveness. Demonstrated limited knowledge of performance capabilities or approved operating procedures/rules in some areas.

3.3.7.3. U. Made major error(s) or omission(s) that would have prevented a safe or effective mission. Displayed faulty knowledge of operating data or procedures. Did not review or initial Go/ No-Go items. Not prepared at briefing time.

3.3.8. Area B-8: Use of Checklists.

3.3.8.1. Q. Used current checklist and accomplished all items in proper sequence with no deviations or omissions.

3.3.8.2. Q-. Only minor deviations from checklist procedures were noted.

3.3.8.3. U. Failed to use current checklist or deviated from checklist procedures resulting in the mission being compromised.

3.3.9. Area B-9: Crew Resource Management.

3.3.9.1. Q. Coordinated effectively with other crewmembers. Effectively used all crewmembers. Gave clear, concise crew instructions.

3.3.9.2. Q-. Coordinated satisfactorily with other crewmembers. Some instructions were not clear and concise.

3.3.9.3. U. Failed to coordinate with crewmembers. Did not give clear and concise instructions. Failed to utilize resources causing degradation of the mission or safety of flight.

3.3.10. Area B-10: Communication Procedures.

3.3.10.1. Q. Radio and inter-cockpit communications were concise, accurate and effectively used to direct maneuvers or describe the situation.

3.3.10.2. Q-. Minor terminology errors or omissions occurred, but did not significantly detract from situational awareness or mission accomplishment. Extraneous comments presented minor distractions.

3.3.10.3. U. Radio communications were inadequate or excessive. Inaccurate or confusing terminology significantly detracted from situational awareness or mission accomplishment.

3.3.11. Area B-11: Knowledge of Directives.

3.3.11.1. Q. Demonstrated thorough knowledge of aircraft systems, limitations and performance characteristics.

3.3.11.2. Q-. Knowledge of aircraft systems, limitations, and performance characteristics sufficient to perform the mission safely. Demonstrated deficiencies either in depth of knowledge or comprehension.

3.3.11.3. U. Demonstrated unsatisfactory knowledge of aircraft systems, limitations or performance characteristics.

3.3.12. Area B-12: Fuel Conservation

3.3.12.1. Q. Possessed a high level of knowledge of all applicable aircraft publications and other governing directives and understood how to apply both to enhance fuel conservation. Successfully applied fuel conservation procedures during mission planning and through-out the mission execution.

3.3.12.2. Q-. Possessed some knowledge of applicable aircraft publications and other governing directives and understood how to apply both to enhance fuel conservation. Successfully applied some fuel conservation procedures, but failed to apply fuel conservation procedures during mission planning or during some phases of the mission.

3.3.12.3. U. Unaware of fuel conservation procedures. Failed to apply any fuel conservation procedures in any area of the mission.

3.4. Section C: Qualification.**3.4.1. Area C-1: Performance Data.**

3.4.1.1. Q. Accurately computed/reviewed all required takeoff and landing data. Ensured all crewmembers were prepared. Aware of abort considerations, runway condition, weather, impact of weather on mission accomplishment.

3.4.1.2. Q-. Computed/reviewed required takeoff data with minor omissions or errors which did not detract from mission accomplishment or safety.

3.4.1.3. U. Major errors or omissions which compromise safety. Faulty or improper knowledge of performance data.

3.4.2. Area C-2: Preflight Inspection.

3.4.2.1. Q. Established and adhered to station, engine start, taxi and take-off times to assure thorough preflight, check of personal equipment, crew briefing, etc. Accurately determined readiness of aircraft for flight.

3.4.2.2. Q-. Minor procedural deviations which did not detract from the overall mission.

3.4.2.3. U. Major deviations in procedure which would preclude safe mission accomplishment. Failed to accurately determine readiness of aircraft for flight. Crew errors directly contributed to a late takeoff which degraded the mission or made it non-effective.

3.4.3. Area C-3: Engine Start.

3.4.3.1. Q. Accomplished engine start IAW flight manual procedures and checklists. Used correct hand signals, if applicable.

3.4.3.2. Q-. Accomplished engine start with significant omissions or deviations from flight manual checklist procedures that did not affect safety.

3.4.3.3. U. Omitted required procedures. Deviations to flight manual which could potentially damage aircraft or mission equipment.

3.4.4. Area C-4: Taxi.

3.4.4.1. Q. Ensured adequate maneuvering space for aircraft. Satisfactorily used power, steering, rudder, or brakes. Taxi speed was adequate for existing conditions. Displayed satisfactory knowledge of marshaling signals.

3.4.4.2. Q-. Taxi speed was erratic. Taxi was safe but over-controlled and rough when turning or using brakes. Deviations or omissions from flight manual procedures that did not affect safety or mission accomplishment.

3.4.4.3. U. Taxi speed dangerous to aircraft control or systems. Overused brakes causing hot brakes or tire damage. Intervention required to prevent further damage to aircraft.

3.4.5. Area C-5: Takeoff.

3.4.5.1. Q. Maintained smooth aircraft control throughout takeoff. Performed takeoff IAW flight manual procedures and techniques. Maintained runway centerline alignment +/- 10 feet during takeoff ground roll.

3.4.5.2. Q-. Minor flight manual procedural or technique deviations. Control was rough or erratic. Maintained runway centerline alignment +/- 25 feet during takeoff ground roll.

3.4.5.3. U. Takeoff potentially dangerous. Exceeded aircraft systems limitations. Raised gear too early/late. Failed to establish proper climb attitude. Over-controlled aircraft resulting in excessive deviations from intended flight path. Exceeded Q- parameters.

3.4.6. Area C-6: Climb Procedures.

3.4.6.1. Q. Climbed IAW the applicable flight manual. Airspeed +/- 10 knots.

3.4.6.2. Q-. Some under or over-control. Flight manual deviations significant but did not affect safety of flight or mission accomplishment. Airspeed +/- 20 knots.

3.4.6.3. U. Failed to comply with flight manual procedures. Major deviation affecting safety and mission accomplishment.

3.4.7. Area C-7: Traffic Pattern.

3.4.7.1. Q. Performed patterns/approaches IAW procedures and techniques outlined in the flight manual, operational procedures and local directives. Pattern altitude: +/- 100 feet, airspeed: 140 knots, minimum, prior to base turn. Aircraft control was smooth and positive. Accurately aligned with runway. Maintained correct glidepath until threshold. Maintained proper/briefed airspeed.

3.4.7.2. Q-. Performed patterns/approaches with minor deviations to procedures and techniques outlined in the flight manual, operational procedures and local directives. Pattern altitude - +/- 200 feet. Aircraft control was not consistently smooth, but safe. Alignment with runway varied. Minor glidepath deviations were corrected before crossing threshold. Slow to correct to proper/briefed airspeed. Final approach speed: Approach Speed (Vapp) +20/-10 knots.

3.4.7.3. U. Approaches not performed IAW procedures and techniques outlined in the flight manual, operational procedures and local directives. Erratic aircraft control. Large deviations in runway alignment. Exceeded Q- parameters.

3.4.8. Area C-8: Full Flap/Partial Flap Landing.

3.4.8.1. Where runway configuration, arresting cable placement or flight manual limitations require an adjustment to the desired touchdown point, a simulated runway threshold will be identified and the grading criteria applied accordingly.

3.4.8.2. Q. Performed landings IAW procedures and techniques outlined in the flight manual, operational procedures and local directives. Maintained runway centerline +/- 10 feet. Touchdown point was +1000/-300 feet of intended landing point. For VFR approaches, the intending landing point will be between 500 – 1000 ft from the threshold. For Instrument approaches, the intended landing point will be the Runway Point of Intercept (RPI) for ILS or Visual Approach Slope Indicator (VASI) / Precision Approach Path Indicator (PAPI), if available. If no glidepath guidance is available, use 1000 ft from the threshold as the intended landing point. Airspeed crossing the threshold was Vapp + ½ the gust factor (not to exceed 10 knots) +5/-0 knots.

3.4.8.3. Q-. Performed landings with minor deviations to procedures and techniques outlined in the flight manual, operational procedures and local directives. Maintained runway centerline +/-25 feet. Touchdown point was +2000/-1000 feet of intended landing point as detailed in **paragraph 3.4.8.2**, not prior to runway threshold. Airspeed crossing the threshold was Vapp + ½ the gust factor (not to exceed 10 knots) +15/-5 knots.

3.4.8.4. U. Landing not performed IAW procedures and techniques outlined in the flight manual, operational procedures and local directives. Exceeded Q- parameters.

3.4.9. Area C-9: No Flap Landing.

3.4.9.1. Q. Used sound judgment. Configured at the appropriate position/altitude. Flew final based on tech order procedures, airspeed and glide path. Smooth, positive control of aircraft. Performance parameters were IAW criteria detailed in **paragraph 3.4.8.2**

3.4.9.2. Q-. Safety not compromised. Configured at a position and altitude which allowed for a safe approach. Minor deviations from tech order procedures, airspeed and altitudes. Unnecessary maneuvering due to minor errors in planning or judgment. Performance parameters were IAW criteria detailed in **paragraph 3.4.8.3**

3.4.9.3. U. Major deviations from tech order procedures, airspeed and altitudes. Required excessive maneuvering due to inadequate planning or judgment. Exceeded Q- parameters.

3.4.10. Area C-10: Engine Out Pattern/Landing: Includes simulated engine out varied flap settings, as appropriate. In addition to the criteria below, criteria from **3.4.9** also applies to this area if applicable.

3.4.10.1. Q. Complied with all flight manual and operational procedures. Maintained safe maneuvering airspeed. Flew approach compatible with the situation. Adjusted approach for type emergency simulated. Airspeed crossing the threshold was $V_{app} + \frac{1}{2}$ the gust factor (not to exceed 10 knots) +10/-0 knots.

3.4.10.2. Q-. Minor procedural errors. Erratic airspeed control. Errors did not detract from safe handling of the situation. Airspeed crossing the threshold was $V_{app} + \frac{1}{2}$ the gust factor (not to exceed 10 knots) +15/-0 knots.

3.4.10.3. U. Did not comply with applicable procedures. Erratic airspeed control compounded problems associated with the emergency. Flew an approach which was incompatible with the simulated emergency. Did not adjust approach for simulated emergency. Exceeded Q- parameters.

3.4.11. Area C-11: Engine Out Go-Around.

3.4.11.1. Q. Initiated and performed go-around promptly in accordance with flight manual and operational procedures and directives.

3.4.11.2. Q-. Slow to initiate go-around or procedural steps.

3.4.11.3. U. Did not self-initiate go-around when appropriate or directed. Techniques inappropriate or applied incorrect procedures.

3.4.12. Area C-12: Full Stop Landing.

3.4.12.1. Q. Landing accomplished IAW flight manual procedures. Aircraft control throughout the landing was smooth and positive using proper braking, steering, and flight control inputs.

3.4.12.2. Q-. Landing accomplished with significant deviations to established procedures but safety was not affected. Aircraft control to include braking, steering, and flight control inputs was erratic, but safe.

3.4.12.3. U. Airspeed, alignment, or sink rate limitations exceeded. Landing unsafe, inappropriate control inputs jeopardized safety.

3.4.13. Area C-13: After Landing.

3.4.13.1. Q. Appropriate after landing checks and aircraft taxi procedures were accomplished.

3.4.13.2. Q-. Significant deviations or omissions from established procedures but safety and mission effectiveness were not affected.

3.4.13.3. U. Checks were not accomplished in timely manner. Errors of omission committed without correction.

3.4.14. Area C-14: Systems Knowledge.

3.4.14.1. Q. Thorough knowledge of aircraft systems, limitations, and performance characteristics.

3.4.14.2. Q-. Knowledge of aircraft systems, limitations, and performance characteristics sufficient to perform the mission safely. Deficiencies either in depth of knowledge or comprehension.

3.4.14.3. U. Unfamiliar with systems operation. Unable to recall details, limits, or operational processes.

3.4.15. Area C-15: National Airspace System (NAS) Rules and Procedures. NOTE: Individuals whose primary duty station is overseas may be evaluated on knowledge and application of appropriate ICAO rules and procedures to meet the intent of this area.

3.4.15.1. Q. Complied with NAS rules/requirements and airspeed restrictions or potential traffic conflicts within NAS. When descending VFR took appropriate precautions to avoid traffic conflicts.

3.4.15.2. Q-. Same as above but minor deviations detracted from safe accomplishment of the mission.

3.4.15.3. U. Unfamiliar with NAS rules and procedures. Unaware of potential traffic conflicts. Did not use appropriate risk mitigating tools such as flight following during VFR operations in high traffic areas.

3.4.16. Area C-16: Simulated Engine Failure After Takeoff.

3.4.16.1. Q. Applied flight manual procedures in a timely manner.

3.4.16.2. Q-. Slow to identify situation and/or improperly applied flight controls, but was able to control aircraft within safe flying parameters without assistance.

3.4.16.3. U. Applied flight manual procedures in an untimely manner. Attempted to place aircraft in unsafe condition by misapplication of flight controls.

3.4.17. Area C-17: Maximum Reverse Thrust Landing.

3.4.17.1. Q. Executed procedures IAW flight manual.

3.4.17.2. Q-. Executed flight manual procedures with minor deviations.

3.4.17.3. U. Misapplied procedures and/or exceeded Q- limits.

3.5. Section D: Instrument.

3.5.1. Area D-1: Instrument Takeoff.

3.5.1.1. Q. Maintained smooth aircraft control throughout takeoff. Performed takeoff IAW flight manual procedures and AFMAN 11-217V1, *Instrument Flight Procedures*.

3.5.1.2. Q-. Minor procedural deviations. Control was rough or erratic.

3.5.1.3. U-. Examinee executed a potentially dangerous takeoff. Exceeded aircraft systems limitations. Raised gear too early/late. Failed to establish proper climb attitude. Over controlled aircraft resulting in excessive deviations from intended flight path.

3.5.2. Area D-2: Instrument Departure.

3.5.2.1. Q. Performed departure as published/directed and complied with all restrictions.

3.5.2.2. Q-. Minor deviations in airspeed and navigation occurred during completion of departure.

3.5.2.3. U. Failed to comply with published/directed departure instructions.

3.5.3. Area D-3: Climb/Level off.

3.5.3.1. Q. Climb IAW flight manual. Airspeed tolerance in climb +/- 10 knots. Accomplished required checks. Leveled off smoothly. Promptly established proper cruise airspeed.

3.5.3.2. Q-. Climb airspeed deviations. Airspeed tolerance in climb +/- 20 knots. Level-off was erratic. Slow in establishing proper cruise airspeed.

3.5.3.3. U. Level-off was grossly erratic. Exceeded Q- limits. Excessive delay or failed to establish proper cruise airspeed. Failed to reset altimeter, as required.

3.5.4. Area D-4: Unusual Attitudes (N/A for C-12 flight evaluations)

3.5.5. Area D-5: Holding or Procedure Turn.

3.5.5.1. Q. Performed entry and holding/procedure turn IAW published procedures and directives. Leg timing +/- 15 seconds, Tactical Air Navigation (TACAN) / Distance Measuring Equipment (DME) +/- 1 NM.

3.5.5.2. Q-. Performed entry and holding/procedure procedures with minor deviations. Leg timing +/- 30 seconds, TACAN/DME +/- 2 NM.

3.5.5.3. U. Holding/procedure turn was not IAW flight manual, directives, or published procedures. Exceeded Q- tolerances.

3.5.6. Area D-6: Descent/Arrival.

3.5.6.1. Q. Performed descent as directed, complied with all restrictions. Planned ahead for altitude restrictions.

3.5.6.2. Q-. Performed descent as directed with minor deviations. Difficulty achieving altitude restrictions. Slow to respond to controller instructions.

3.5.6.3. U. Examinee performed descent with major deviations. Ignored controller instructions. Violated altitude restrictions.

3.5.7. Area D-7: Instrument Traffic Pattern.

3.5.7.1. Q. Performed procedures as published or directed and IAW flight manual. Examinee executed smooth and timely response to controller instruction.

3.5.7.2. Q-. Examinee performed procedures with minor deviations. Slow to respond to controller instruction.

3.5.7.3. U. Examinee performed procedures with major deviations/erratic corrections. Failed to comply with controller instruction.

3.5.8. Area D-8: Precision Approach (ILS)

3.5.8.1. Q. Examinee performed procedures as published and IAW applicable flight manual. Smooth and timely corrections to azimuth and glide slope. Complied with

decision height and position would have permitted a safe landing. Approach was within the following parameters:

3.5.8.1.1. Airspeed tolerance prior to Final Approach Fix (FAF): +15/-5 knots, when attempting to maintain a constant airspeed. Airspeed tolerance inside FAF: +10/-0 knots.

3.5.8.1.2. Glide Slope/Azimuth within one dot.

3.5.8.1.3. Initiated missed approach (if applicable) at decision height, +50/-0 ft.

3.5.8.2. Q-. Examinee performed procedures with minor deviations. Slow to make corrections or initiate procedures. Position would have permitted a safe landing. Approach exceeded Q parameters but was within the following parameters:

3.5.8.2.1. Airspeed tolerance prior to FAF: +30/-5 knots, when attempting to maintain a constant airspeed. Airspeed tolerance inside FAF: +20/-5 knots.

3.5.8.2.2. Glide Slope/Azimuth within two dots.

3.5.8.2.3. Initiated missed approach (if applicable) at decision height, +100/-0 ft.

3.5.8.3. U. Examinee performed procedures with major deviations. Examinee made erratic corrections. Exceeded Q- limits. Did not comply with decision height or position at Decision Height (DH) would not have permitted a safe landing.

3.5.9. Area D-9: Precision Approach (PAR, if available). NOTE: (DELETED).

3.5.9.1. Q. Examinee performed procedures as directed and IAW applicable flight manual. Examinee performed smooth and timely responses to controller instruction. Complied with decision height. Position would have permitted a safe landing. Maintained glide path with only minor deviations. Approach was flown within the following parameters:

3.5.9.1.1. Airspeed tolerance prior to FAF: +15/-5 knots, when attempting to maintain a constant airspeed. Airspeed tolerance inside FAF: +10/-0 knots.

3.5.9.1.2. Heading within 5 degrees of controller instruction.

3.5.9.1.3. Initiated missed approach (if applicable) at decision height, +50/-0 ft.

3.5.9.2. Q-. Examinee performed procedures with minor deviations. Slow to respond to controller's instructions. Position would have permitted a safe landing. Improper glide path control. Approach was flown outside of Q standards but within the following parameters:

3.5.9.2.1. Airspeed tolerance prior to FAF: +30/-5 knots, when attempting to maintain a constant airspeed. Airspeed tolerance inside FAF: +20/-5 knots.

3.5.9.2.2. Heading within 10 degrees of controller instruction.

3.5.9.2.3. Initiated missed approach (if applicable) at decision height, +100/-0 ft.

3.5.9.3. U. Examinee performed procedures with major deviations. Examinee made erratic corrections. Did not respond to controller instruction. Exceeded Q- limits. Did not comply with decision height and/or position would not have permitted a safe landing. Erratic glide path control.

3.5.10. Area D-10: Non-Precision Approach.

3.5.10.1. Q. Examinee adhered to all published/directed procedures and restrictions. Used appropriate descent rate to arrive at Minimum Descent Altitude (MDA) at or before Visual Descent Point (VDP)/ Missed Approach Point (MAP). Position would have permitted a safe landing. Approach was flown within the following parameters:

3.5.10.1.1. Airspeed tolerance prior to FAF: +15/-5 knots, when attempting to maintain a constant airspeed. Airspeed tolerance inside FAF: +10/-0 knots.

3.5.10.1.2. Heading +/-5 degrees (Airport Surveillance Radar (ASR)).

3.5.10.1.3. Maintained course +/-5 degrees.

3.5.10.1.4. Localizer course guidance less than one dot deflection.

3.5.10.1.5. Minimum Descent Altitude +100/-0 feet.

3.5.10.1.6. Identified the MAP before passing 0.5 NM past (with DME) or 10 sec past (without DME).

3.5.10.2. Q-. Examinee performed approach with minor deviations. Arrived at MDA at or before the MAP, but past the VDP. Position would have permitted a safe landing. Approach was flown outside of Q parameters, but within the following parameters:

3.5.10.2.1. Airspeed tolerance prior to FAF: +30/-5 knots, when attempting to maintain a constant airspeed. Airspeed tolerance inside FAF: +20/-5 knots.

3.5.10.2.2. Heading +/-10 degrees (ASR).

3.5.10.2.3. Maintained course +/-10 degrees.

3.5.10.2.4. Localizer course guidance within two dots deflection.

3.5.10.2.5. Minimum Descent Altitude +125/-50 feet.

3.5.10.2.6. Identified the MAP before passing 1.0 NM past (with DME) or 20 sec past (without DME).

3.5.10.3. U. Examinee did not comply with published/directed procedures or restrictions. Exceeded Q- limits. Maintained steady-state flight below the MDA, even though the -50 foot limit was not exceeded. Could not land safely from the approach. **NOTE:** The -50 foot tolerance applies only to momentary excursions.

3.5.11. Area D-11: Circling. When executing the circling approach, apply criteria from paragraphs 3.4.7 and 3.4.10, as appropriate.

3.5.11.1. Q. Examinee executed circling approach as published/directed. Completed all procedures IAW applicable flight manual.

3.5.11.2. Q-. Examinee executed circling approach with minor deviations. Slow to comply with published procedures, controller's instructions or flight manual procedures.

3.5.11.3. U. Examinee executed circling approach with major deviations or did not comply with applicable directives.

3.5.12. Area D-12: Missed Approach/Climb Out.

3.5.12.1. Q. Examinee executed missed-approach/climb-out as published/directed. Completed all procedures IAW applicable flight manual.

3.5.12.2. Q-. Examinee executed missed approach/climb-out with minor deviations. Slow to comply with published procedures, controller's instructions or flight manual procedures.

3.5.12.3. U. Examinee executed missed-approach/climb-out with major deviations, or did not comply with applicable directives.

3.5.13. Area D-13: Transition to Landing.

3.5.13.1. Q. Examinee transitioned to visual cues so that a normal glidepath was flown to landing.

3.5.13.2. Q-. Examinee transitioned to visual cues with minor deviations, resulting in a steep final or "duck under" final approach, but did not exceed safe flight parameters.

3.5.13.3. U. Examinee failed to pick up visual cues early enough to execute a safe landing.

3.6. Section E: Instructor.**3.6.1. Area E-1: Instructional Ability.**

3.6.1.1. Q. Examinee demonstrated satisfactory instructor/evaluator ability. Clearly defined all mission requirements and any required additional training/corrective action. Instruction/evaluation was accurate, effective and timely. Was completely aware of aircraft/mission situation at all times.

3.6.1.2. Q-. Examinee had problems with communication or analysis which degraded effectiveness of instruction/evaluation.

3.6.1.3. U. Examinee demonstrated inadequate ability to instruct/evaluate. Unable to perform, teach or assess techniques, procedures or systems use. Did not remain aware of aircraft/mission situation at all times.

3.6.2. Area E-2: Briefing/Debriefing.

3.6.2.1. Q. Examinee conducted a well-organized briefing and debriefing which analyzed mission requirements, identified significant discrepancies and presented the correct procedure. Adequately briefed and instructed the student on specific mission requirements. Did not overwhelm the upgrading aircrew with a long and detailed discussion of minor discrepancies.

3.6.2.2. Q-. Examinee conducted an acceptable debriefing. Omitted some items that were important to completing the student's mission. Analyzed most significant discrepancies and presented the correct procedures with minor deviations or omissions.

3.6.2.3. U. Examinee failed to instruct required mission items. Examinee was unable to analyze deviations and present corrections. Did not notice or debrief major deviations. Mission non-effective for planning and instruction reasons.

3.6.3. Area E-3: Demonstration and Performance.

3.6.3.1. Q. Examinee performed required maneuvers within prescribed parameters. Provided concise, meaningful in-flight commentary. Demonstrated appropriate instructor proficiency.

3.6.3.2. Q-. Examinee performed required maneuvers with minor deviations from prescribed parameters. In-flight commentary was sometimes unclear.

3.6.3.3. U. Examinee was unable to properly perform required maneuvers. Made major procedural errors. Did not provide in-flight commentary. Demonstrated below-average instructor proficiency.

3.6.4. Area E-4: Conduct of the Mission.

3.6.4.1. Q. Examinee executed the assigned mission in a timely, efficient manner. Conducted the flight with a sense of understanding and comprehension.

3.6.4.2. Q-. Examinee made untimely or inappropriate decisions degraded or prevented accomplishment of a portion of the mission. Resources were not effectively used to the extent specific mission objectives were not achieved.

3.6.4.3. U. Examinee's unacceptable or unsafe decisions compromised safety. Undisciplined actions violated training rules repeatedly.

3.6.5. Area E-5: Touch and Go Landings.

3.6.5.1. Q. Examinee demonstrated thorough knowledge of safety emergency contingencies during touch and go landings. Performed maneuver IAW established procedures accomplishing all checklist items in a timely manner.

3.6.5.2. Q-. Examinee made minor deviations or omissions from established procedures but safety and mission accomplishment not affected. Limited knowledge of safety/emergency contingencies during touch and go landings.

3.6.5.3. U. Examinee improperly configured the aircraft for landing or procedures compromised safety. Examinee was unprepared for contingencies.

Chapter 4

INFORMATION COLLECTION, RECORDS, AND FORMS

4.1. Information Collection, Records, and Forms.

4.1.1. Information Collections. No information collections are created by this publication.

4.1.2. Records. The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363) and disposed of in accordance with the AFRIMS RDS located at https://afrims.amc.af.mil/rds_series.cfm.

4.1.3. Prescribed and Adopted Forms.

4.1.3.1. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*,
AF IMT 8, *Certificate of Aircrew Qualification*,
AFMC Form 59, *Fixed Wing Pilot*.
AFMC Form 73, *AFMC Flight Operations Waiver Request*

4.1.3.2. **Prescribed Forms:** No forms are prescribed by this publication.

RICHARD E. WEBBER, Maj Gen, USAF
Asst DCS, Operations Plans and Requirements

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

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T.O. 1C-12F-1, Operator's Manual – US Air Force C-12F (Beechcraft), Chg 3, 1 Mar 2007

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Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMCI—Air Force Materiel Command Instruction

AFPAM—Air Force Pamphlet

AFRC—Air Force Reserve Command

AFRIMS—Air Force Information Management System

AFTTP—Air Force Tactics, Techniques, and Procedures

AGL—above ground level

AMC—Air Mobility Command

APU—auxiliary power unit

ARMS—Aviation Resource Management System

ASR—Airport Surveillance Radar

ATC—Air Traffic Control

ATD—aircrew training device

CC—Commander

CPT—cockpit procedures trainer

CRM—Crew Resource Management

DH—decision height

DME—distance measuring equipment

DO—Director of Operations

DR—dead reckoning

EP—Evaluator Pilot/emergency procedure

EPE—Emergency Procedures Evaluation

ETA—Expected Time of Arrival

FAAH—Federal Aviation Administration Handbook

FAR—Federal Aviation Regulation

FCIF—Flight Crew Information File

FLIP—Flight Information Publications

GPS—Global Positioning System

HF—high frequency

HQ—Headquarters

IAW—in accordance with

ICAO—International Civil Aviation Organization

IFR—Instrument Flight Rules

ILS—Instrument Landing System

INSTM—Instrument Evaluation

INSTR—Instructor Evaluation

IP—Instructor Pilot or Initial Point

IRC—Instrument Refresher Course

KIAS—knots indicated airspeed

MAJCOM—Major Command

MAP—Missed Approach Point

MC—Mission Capable/Mission Commander **MDS**—Mission Design Series

MDA—Minimum Descent Altitude

MSA—Minimum Safe Altitude

MSL—mean sea level

NAS—National Airspace System

N/A—Not Applicable

NM—nautical miles

OG—Operations Group

OPCON—Operational Control

OPR—Office of Primary Responsibility

PAPI—Precision Approach Path Indicator

PAR—Precision Approach Radar

QUAL—Qualification Evaluation

RDS—Records Disposition Schedule

RPM—revolutions per minute
RPI—runway point of intersection
SEFE—Stan/Eval Flight Examiner
STAN/EVAL—Standardization & Evaluation
TACAN—Tactical Air Navigation
TERPS—Terminal Instrument Procedures
UHF—Ultra High Frequency
USAF—United States Air Force
V_{app}—Approach Speed
VASI—Visual Approach Slope Indicator
VDP—Visual Descent Point
VOR—VHF Omni Range
VFR—Visual Flight Rules
VHF—Very High Frequency
VMC—Visual Meteorological Conditions

Terms

Airlift—Aircraft is considered to be performing airlift when manifested passengers or cargo are carried.

Allowable Cabin Load (ACL)—The maximum payload that can be carried on an individual sortie.

Augmented Crew—Basic aircrew supplemented by additional qualified aircrew members to permit in-flight rest periods.

Block Time—Time determined by the scheduling agency responsible for mission accomplishment for the aircraft to arrive at (block in) or depart from (block out) the parking spot.

Class I Navigation—Class I navigation is defined as any enroute flight operation conducted in controlled or Class G airspace that is entirely within operational service volumes of ICAO standard ground-based NAVAIDs (VOR, VOR/DME, NDB).

Class II Navigation—Class II navigation is any enroute operation that is not categorized as Class I navigation and includes any operation or portion of an operation that takes place outside the operational service volumes of ICAO standard ground-based NAVAIDs.

Command Chief Pilot—An aircrew assigned to HQ AFMC/A3V or an appointee that assists the HQ Stan/Eval team and conducts flight evaluations on behalf of the headquarters.

Conference SKYHOOK—Communication conference available to help aircrews solve in-flight problems that require additional expertise.

Critical Phase of Flight—Takeoff, low level (below MSA), approach, and landing.

Deadhead Time—Duty time for crewmembers positioning or de-positioning for a mission or mission support function and not performing crew duties. Crewmembers will be listed on the flight authorization, but will log “other” time IAW AFI11-401. See AFI 11-202 Vol 3 Chap 9 for further restrictions.

Deviation—A deviation occurs when takeoff time is not within -20/+14 minutes of scheduled takeoff time.

Difference (conversion) Evaluation—An evaluation administered to an aircrew qualified in a variant of a particular aircraft. For example, variants of the B-707 airframe, different series of a particular M/D, or different block versions. Difference training is considered Phase I (initial qualification) training.

Direct Instructor Supervision—Supervision by an instructor of like specialty with immediate access to controls (for pilots, the instructor must occupy either the pilot or copilot seat).

Due Regard—Operational situations that do not lend themselves to International Civil Aviation Organization (ICAO) flight procedures, such as military contingencies, classified missions, politically sensitive missions, or training activities. Flight under “Due Regard” obligates the military aircraft commander to be his or her own air traffic control (ATC) agency and to separate his or her aircraft from all other air traffic. (See FLIP General Planning, section 7)

Equal Time Point—Point along a route at which an aircraft may either proceed to destination or first suitable airport or return to departure base or last suitable airport in the same amount of time based on all engines operating.

Estimated Time In Commission (ETIC)—Estimated time required to complete required maintenance. Used by maintenance in increments up to mission cancel time.

Evaluation Form—Worksheet used to document any evaluation to prepare the AF IMT 8.

Execution—Command-level approval for initiation of a mission or portion thereof after due consideration of all pertinent factors. Execution authority is restricted to designated command authority.

Familiar Field—An airport in the local flying area at which unit assigned aircraft routinely perform transition training. Each operations group commander will designate familiar fields within their local flying area.

Fix—A position determined from terrestrial, electronic, or astronomical data.

Fuel—

Normal Fuel—Fuel state on initial or at the final approach fix such that the aircraft can land with the fuel reserves specified in 11-2C-12 Vol. 3.

Minimum Fuel—Fuel state, where, upon reaching the destination, the aircraft can accept little or no delay. This is not an emergency situation but merely indicates an emergency situation is possible should any undue delay occur.

Emergency Fuel—Fuel state requires immediate traffic priority to safely recover the aircraft. An emergency will be declared and the aircraft immediately recovered at the nearest suitable field.

Global Decision Support System (GDSS)—AMC primary execution command and control system. GDSS is used to manage the execution of AMC airlift and tanker missions.

Hazardous Cargo or Materials (HAZMAT)—Articles or substances that are capable of posing significant risk to health, safety, or property when transported by air and classified as explosive (class 1), compressed gas (class 2), flammable liquid (class 3), flammable solid (class 4) oxidizer and organic peroxide (class 5), poison and infectious substances (class 6), radioactive material (class 7), corrosive material (class 8), or miscellaneous dangerous goods (class 9). Classes may be subdivided into divisions to further identify hazard (i.e., 1.1, 2.3, 6.1, etc.).

Initial Cadre—Those personnel assigned to conduct flight testing of experimental, developmental, or new aircraft for which there are no established formal training programs nor standardized evaluation criteria. Initial Cadre designations are appropriate through Initial Operational Capability.

Instructor Supervision—Supervision by an instructor of like specialty (see also Direct Instructor Supervision).

Inter-fly—The exchange and/or substitution of aircrews and aircraft between Mobility Air Forces (MAF) including crewmembers and/or aircraft from AETC, ACC, PACAF, USAFE, AMC, ANG and AFRC forces not gained by AFMC.

Knock-it-Off—A term any crewmember may call to terminate a training maneuver. Upon hearing “knock-it-off” the crew should establish a safe altitude, airspeed and return the aircraft power and flight controls to a normal configuration.

Letter of “X”s—A document used by units, signed by appropriate authority, that lists each assigned/attached aircrew’s aircraft designation, crew position, and mission qualifications.

Local Training Mission—A mission scheduled to originate and terminate at home station (or an off-station training mission), generated for training or evaluation and executed at the local level.

Maintenance Status—

Code 1—No maintenance required.

Code 2 (Plus Noun)—Minor maintenance required, but not serious enough to cause delay. Add nouns that identify the affected units or systems, i.e. hydraulic, ultra high frequency (UHF) radio, radar, engine, fuel control, generator, etc. Attempt to describe the nature of the system malfunction to the extent that appropriate maintenance personnel will be available to meet the aircraft. When possible, identify system as mission essential (ME) or mission contributing (MC).

Code 3 (Plus Noun)—Major maintenance. Delay is anticipated. Identify affected units or systems as in Code 2 status above.

Manmade Obstructions—Structures that present a hazard to flight. Structure height is measured from the ground-base.

Mission—1. The task, together with the purpose, that clearly indicates the action to be taken and the reason therefore. 2. In common usage, especially when applied to lower military units, a duty assigned to an individual or unit; a task. 3. The dispatching of one or more aircraft to accomplish one particular task.

Mission Contributing (MC)—Any degraded component, system, or subsystem which is desired, but not essential to mission accomplishment.

Mission Essential (ME)—A degraded component, system, or subsystem which is essential for safe aircraft operation or mission completion.

Off Station Training Flight—A training flight that originates or terminates at other than home station that is specifically generated to provide the aircrew experience in operating away from home station. Off station trainers will not be generated solely to transport passengers, cargo, or position/deposition crewmembers.

Operational Risk Management (ORM)—A logic-based common sense approach to making calculated decisions on human, material, and environmental factors before, during, and after Air Force operations. It enables commanders, functional managers and supervisors to maximize operational capabilities while minimizing risks by applying a simple systematic process appropriated for all personnel and Air Force functions.

Opportune Airlift—Transportation of personnel, cargo, or both aboard aircraft with no expenditure of additional flying hours to support the airlift.

Originating Station—Base from which an aircraft starts on an assigned mission. May or may not be the home station of the aircraft.

Over Water Flight—Any flight that exceeds power off gliding distance from land.

Provisions—A statement on the front of the AF IMT 8 indicating conditions for which the evaluation may satisfy recurring evaluation requirements, usually used for no-notice or out-of-the-eligibility-period evaluation. For example: –Provision: Open and closed book exams due NLT 30 Apr 97.”

Restriction—A statement on the front of the AF IMT 8 that places limitations on the duties that may be performed by an aircrew, usually as a result of a failed ground or flight phase event. For example, –Restriction: Examinee will not fly unless under the supervision of an instructor pilot, Day Only, Conus Only”.

Senior Flight Examiner—A commander authorized to conduct SPOT evaluations for assigned/attached aircrews.

Time Out—Common assertive statement used to voice crewmember concern when safety may be jeopardized. The term is generally used as an internal CRM assertion within multi-place aircraft.

Training Mission—Mission executed at the unit level for the sole purpose of aircrew training for upgrade or proficiency. Does not include operational missions as defined in this AFI.

Zero Fuel Weight—Weight, expressed in pounds, of a loaded aircraft not including wing and body tank fuel. All weight in excess of the maximum zero fuel weight will consist of usable fuel.

Attachment 2

EXAMPLE ADMINISTRATIVE UPGRADE AF FORM-8

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED	
 					12 Jan 2010	
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)		RANK	SSAN	ELIGIBILITY PERIOD		
Smith, Andrew S.		Maj	XXX-XX-1234	N/A		
ORGANIZATION AND LOCATION			ACFT/CREW POSITION			
AFMC/A3V OL Ft Rucker, Ft Rucker AIN, AL			C-12C/D MP			
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
			MSN	12 Jan 2010		
QUALIFICATION LEVEL			ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED	DUE DATE(S)	DATE ADDITIONAL TRAINING COMPLETED			
1		N/A	N/A			
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE	
N/A						
<input type="checkbox"/> RESTRICTIONS <small>(Explain in Comments on Back)</small>	<input type="checkbox"/> EXCEPTIONALLY QUALIFIED <small>(Explain in Comments on Back)</small>	<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE <small>(Explain in Comments on Back)</small>				
III. CERTIFICATION						
TYPED NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
		LOOK/OK	LOOK/NO OK	EXEMPTION		
1 FLIGHT EXAMINER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2 REVIEWING OFFICER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3 FINAL APPROVING OFFICER		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE		
	Andrew S. Smith, Maj					

 Close Save As Save Print Email << Previous	
AF FORM 8 CONTINUATION SHEET	
IV. COMMENTS	
<p>A. Narrative: Maj Smith has satisfactorily completed all Mission Pilot upgrade requirements as perscribed by AFI 11-2C-12V1. Maj Smith is administratively upgraded to MP as of 12 Jan 2010.</p> <p>B. Recommendations: None.</p>	
PRIVACY ACT STATEMENT	
<small>AUTHORITY: 50 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</small>	
AF FORM 8, 20061208 (REVERSE)	