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SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 11-2C-21,  
VOLUME 2**



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***Flying Operations***

**C-21 AIRCREW EVALUATION CRITERIA**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 11-2, *Aircraft Rules and Procedures*. It establishes evaluation criteria for the operation of C-21 aircraft to safely and successfully accomplish the worldwide Operational Support Airlift (OSA) mission. It is used in conjunction with AFI 11-202, V2, *Aircrew Standardization/Evaluation Program*, and the appropriate Major Command (MAJCOM) supplement. This instruction applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through MAJCOM Stan/Eval. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

The Privacy Act of 1974 applies to certain information gathered pursuant to this instruction. The System of Records Notice F011 AF XO A, Aviation Resource Management System (ARMS), covers required information. The authority for maintenance of the system is 37 U.S.C. 301a, Incentive Pay; Public Law 92-204, Section 715, DoD Appropriations Act for 1972, December 18, 1971; Public Law 93-294, Aviation Career Incentives Act of 1974, May 31, 1974; Public Law 93-570, Continuing Appropriations, 1975, February 25, 1975; DoD Directive 7730.57, Aviation Career Incentive Act and Required Annual Report, February 5, 1976; and Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons, November 22, 1943. The Paperwork Reduction Act of 1995 affects this instruction.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include changes to simulated engine-out evaluation procedures and senior officer evaluations. In addition, AF Form 3862, *Flight Evaluation Worksheet*, and AF Form 8, *Certificate of Aircrew Qualification*, examples have been updated.

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## Chapter 1

### GENERAL INFORMATION

**1.1. General.** This instruction provides flight examiners and aircrews with procedures and evaluation criteria/tolerances to be used during flight evaluations according to AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*. Specific areas for evaluation are prescribed to ensure an accurate assessment of the proficiency and capabilities of aircrews. Flight examiners will use this AFI when conducting aircrew evaluations. Instructors will use this AFI when preparing aircrews for qualification.

**1.2. Applicability.** This AFI is applicable to all individuals operating C-21 aircraft. Copies should be available to all C-21 aircrew members.

**1.3. Key Words and Definitions.**

1.3.1. “Will” and “Shall” indicate a mandatory requirement.

1.3.2. “Should” is normally used to indicate a preferred, but not mandatory, method of accomplishment.

1.3.3. “May” indicates an acceptable or suggested means of accomplishment.

1.3.4. “Note” indicates operating procedures, techniques, etc., considered essential to emphasize.

**1.4. Deviations and Waivers.** Do not deviate from the policies and guidance in this AFI under normal circumstances, except for safety or when necessary to protect the crew or aircraft from a situation not covered by this AFI and immediate action is required. Report deviations or exceptions without waiver through channels to MAJCOM standardization/evaluation. MAJCOM standardization/evaluation will notify lead command for follow-on action, if necessary.

1.4.1. Waiver authority for the contents of this document is lead command, which in turn, delegates MAJCOM/A3 as waiver authority according to AFI 11-202V2 and the appropriate MAJCOM supplement.

1.4.2. MAJCOM/A3s will forward a copy of approved long-term waivers to this instruction to lead command for follow-on action, if required.

**1.5. Supplements.** This AFI is a basic directive. Each user MAJCOM may supplement this AFI according to AFD 11-2, *Aircraft Rules and Procedures*. Limit supplement information to unique requirements only. MAJCOMs may specify unique evaluation items in their appropriate supplement. Supplements will not be less restrictive than the provisions of this AFI or the appropriate flight manual.

1.5.1. MAJCOM Supplement Coordination Process. Forward MAJCOM/A3-approved supplements, with attached AF Form 673, *Air Force Publication/Form Action Request*, to lead command (HQ AMC/A3V) for review. HQ AMC/A3V will provide a recommendation and forward to HQ USAF/A3O-AT for approval. HQ USAF/A3O-AT advises HQ AMC/A3V of approval/denial of supplement. Use the following OPR's address: HQ AMC/A3V, 402 Scott Dr., Unit 3A1, Scott AFB IL, 62225-5302. Electronic copies may be

sent via e-mail to HQ AMC/A3V's Special Airlift and Inspection Branch organizational box (AMC/A3VS). When the supplement is published provide a final copy to HQ USAF/A3O-AT and lead command OPR (HQ AMC/A3V).

1.5.2. If necessary, request and include approved long-term waivers to this AFI (including, approval authority, date, and expiration date) in the appropriate MAJCOM supplement.

1.5.3. Local Supplement Coordination. Units send proposed Local Supplement to MAJCOM Stan/Eval for coordination, then MAJCOM/A3 for approval. When published, provide a final copy to HQ AMC/A3V and MAJCOM Stan/Eval.

**1.6. Requisition and Distribution Procedures.** Unit commanders may provide copies to aircrew members and associated support personnel.

**1.7. Improvement Recommendations.** Send comments and suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through channels to HQ AMC/A3V, 402 Scott Drive Unit 3A1, Scott AFB IL, 62225-5302 according to AFI 11-215, *Flight Manual Procedures*, and MAJCOM Supplement.

**1.8. Evaluations.** This instruction establishes standardized instrument, qualification, mission, and instructor evaluation criteria. It also establishes the areas and sub areas necessary for the successful completion of evaluations, and which required areas/sub areas will be considered critical or non-critical.

**1.9. Evaluation Requirements.** Accomplish all flight evaluations In Accordance With (IAW) this paragraph and **Chapter 2** of this instruction. All items on the AF Form 3862, *Flight Evaluation Worksheet*, are expected to be evaluated unless otherwise noted. Complete the following evaluations at 17-month intervals according to AFI 11-202, V2 and the appropriate MAJCOM supplement.

1.9.1. Instrument (INSTM) Evaluation. All C-21 pilots will successfully complete a periodic instrument evaluation. The flight phase shall evaluate pilot performance and application of instrument procedures and maneuvers. The ground phase includes open-book written instrument examination. Instrument Refresher Program (IRP) is according to Air Force Manual (AFMAN) 11-210, *Instrument Refresher Program*.

1.9.2. Qualification (QUAL) Evaluation. All C-21 crewmembers will successfully complete a periodic qualification evaluation. The flight phase is an in-flight evaluation of aircrew performance including both performance and application of flight manual procedures and maneuvers, and tasks normally performed on operational missions. The ground phase includes the following requisites: open-book and closed-book examinations, tactics open book examination, Boldface examination (CRITICAL action items), and emergency procedures evaluation (EPE). Tactics examination is not required for units with missions that do not include flying in threat areas. The QUAL evaluation fulfills the requirement of the Mission (MSN) evaluation IAW AFI 11-202, V2 paragraph 5.2.1.3.

1.9.3. Instructor (INSTR) Evaluations. To initially qualify as an instructor in the C-21, crewmembers will successfully complete an initial instructor qualification course and evaluation. Subsequently, aircrew members designated as instructors will be evaluated on their ability to instruct during all periodic evaluations. Crewmembers may use their initial

instructor evaluation to satisfy the requirements of a periodic evaluation provided all evaluation requirements for the periodic evaluation are met.

1.9.4. SPOT Evaluations. See AFI 11-202, V2.

1.9.5. Re-qualification (RQ). Use the prefix RQ according to AFI 11-202, V2.

1.9.6. Emergency Procedures Evaluations (EPE). Use AFI 11-202, V2 and the following: Evaluate an aircrew member's knowledge of emergency procedures and aircraft systems for all initial, re-qualification, and periodic QUAL evaluations. The EPE will include areas commensurate with the examinee's graduated training (e.g., initial, instructor, or evaluator).

1.9.6.1. Group Standardization and Evaluation office (OG/OGV) will develop and maintain a list of EPE program requirements (topics, special interest, etc.). OG/OGV shall develop an EPE guide for each crew position detailing the evaluation areas and conduct of the EPE. EPEs shall emphasize emergency procedures and systems knowledge. Examiners may use one continuous scenario throughout the EPE, or use different scenarios as required to ensure appropriate areas are evaluated.

1.9.6.2. Examinees may use publications that are normally available in-flight. The examinee must recite, perform, or write all Boldface items.

1.9.6.3. Examinees receiving an overall EPE grade of unqualified will be placed in supervised status until recommended additional training and re-evaluation are completed. Examinees receiving an overall EPE grade of unqualified because of unsatisfactory Boldface procedures will not be permitted to fly in their aircrew position until a successful re-evaluation is accomplished. Accomplish additional training IAW AFI 11-202, V2.

**1.10. Grading Policies.** IAW AFI 11-202, V2 and the following.

1.10.1. When in-flight evaluation of a required area is not possible, the area may be verbally evaluated or evaluated in an Aircrew Training Device (ATD). Flight examiners will make every effort to evaluate all required areas in-flight before resorting to this provision. Takeoffs, instrument approaches, and landings may not be verbally evaluated. If an alternate method is used to complete the evaluation, document in the Additional Comments portion of the AF Form 8, *Certificate of Aircrew Qualification*. Use of this provision must be approved by the examinee's commander. The commander's signature on the AF Form 8 acknowledges this provision has been approved.

**1.11. Grading System.** See AFI 11-202, V2 and the following.

1.11.1. Critical Areas. Critical areas require adequate accomplishment by the aircrew member in order to successfully achieve the mission objectives. If an aircrew member receives an unqualified grade in any critical area, the overall grade for the evaluation will also be unqualified. Critical areas are identified by "(Critical)" in the area title and shading of the Q- block on the AF Form 3862, *Flight Evaluation Worksheet*.

**1.12. Conduct of Evaluations.**

1.12.1. Flight examiners will pre-brief the examinee on the conduct, purpose, requirements of the evaluation, and all applicable evaluation criteria. Flight examiners will then evaluate the examinee in each graded area/sub area.

1.12.1.1. Flight examiners will normally not evaluate personnel they have primarily trained, recommended for upgrade, or who write their effectiveness/performance reports.

1.12.2. Unless otherwise specified, flight examiners may conduct the evaluation in any seat or position that best enables them to observe the examinee's performance.

1.12.2.1. For Operational Mission Evaluation's (OME), the flight examiner should sit in the jump seat to better observe how the Aircraft Commander candidate leads the aircrew.

1.12.3. Note discrepancies and deviations from prescribed tolerances and performance criteria during the evaluation. Compare the examinee's performance with the tolerances provided in the grading criteria and assign an appropriate grade for each area.

1.12.3.1. An evaluation will not be changed to a training mission to avoid documenting substandard performance, nor will a training mission be changed to an evaluation.

1.12.3.2. The judgment of the flight examiner, guidance provided in AFI 11-202, V2 and this instruction will be the determining factors in assigning an overall qualification level on the AF Form 8. Failure of a ground requisite may contribute to, but does not necessitate an overall qualification level of Q-3 (see AFI 11-202, V2 for further clarification). The flight examiner will thoroughly critique all aspects of the flight. During the critique, the flight examiner will review the examinee's overall rating, specific deviations, area/sub area grades assigned, and any additional training required.

1.12.3.3. In the event of unsatisfactory performance, the flight examiner will determine additional training requirements. Required additional training will not be accomplished on the same flight. **EXCEPTION:** Required additional training on the same flight is allowed when unique situations presenting valuable training opportunities (i.e., thunderstorm avoidance, crosswind landings, etc.) exist. This option requires utmost flight examiner discretion and judicious application. When used, the examinee must be informed of when the additional training begins and ends.

1.12.4. The simulator/ATD may be used to accomplish additional training and re-checks. Areas for additional training and re-checks should be limited to those areas/sub areas that can be realistically accomplished in a simulator.

1.12.5. Rechecks will normally be administered by a flight examiner other than the one who administered the original evaluation.

**1.13. Unsatisfactory Performance.** See AFI 11-202, V2 and the following.

1.13.1. Conduct a thorough post-mission debriefing to the examinee and applicable aircrew members on all aspects of the evaluation.

1.13.2. Immediately correct breaches of flying safety or flight discipline during an evaluation (this applies to all crewmembers). The flight examiner will also debrief an appropriate unit supervisor and if appropriate, document the deviation on an AF Form 8.

1.13.3. Notify the examinee's squadron commander/operations officer and flight commander, if available, whenever less than Qualification Level "Q-1" performance is observed.

1.13.4. Flight examiners observing unsatisfactory performance by a crewmember other than the examinee (including one in a different crew position) will comply with the requirements in AFI 11-202, V2.

1.13.5. When an examinee jeopardizes safety of flight, the flight examiner may assume the duties of that aircrew member, if warranted. This does not mean the flight examiner must assume the examinee's position any time unsatisfactory performance is observed.

**1.14. Use of AF Form 3862, *Flight Evaluation Worksheet*.** Units may overprint AF Form 3862 (see [Attachment 2](#)) and use it as an evaluation worksheet. Copy each title, area number and text (in the order illustrated), and shading to the appropriate blocks. Units may add special interest items and/or local evaluation requirements. All items on the AF Form 3862 are expected to be evaluated unless otherwise noted. The worksheet should be used in flight to ensure all required areas are evaluated. Record positive and negative trend information and/or aircrew member's performance. File the AF Form 3862 or draft copy of the AF Form 8 in the aircrew member's Flight Evaluation Folder (FEF) immediately after the flight evaluation as a temporary record of the evaluation results. Maintain until the finished AF Form 8 is added to the FEF, then dispose of properly.

**1.15. Aircrew Testing.** See specific testing requirements in AFI 11-202, V2 and the following.

1.15.1. Open-Book Exam. An open-book examination is a requisite for all QUAL evaluations. The open book QUAL exam will consist of 60-80 questions for all crew positions.

1.15.2. Closed-Book Exam. A closed-book exam is a requisite for all QUAL evaluations. The exam will consist of a minimum of 20 questions from the Master Question File (MQF). Complete a Boldface (CRITICAL ACTIONS) exam in conjunction with the closed-book exam.

1.15.3. Instructor Open-Book Exam. An open-book exam will be given prior to the initial instructor flight evaluation.

1.15.3.1. The instructor open-book examination is a requisite for INIT INSTR flight evaluations. INIT INSTR open-book examinations will have a minimum of 20 questions and may be derived from AFMAN 36-2236, *Guidebook for Air Force Instructors*, AFI 11-2C-21, V1, 2, and 3, and flight instruction related sources. Questions should include scenario-driven instructor questions.

1.15.3.2. Subsequent (periodic) and re-qualification (RQ) INSTR Examinations. A portion of the open-book examination will include instructor questions. A separate (unique) INSTR open-book examination is not required.

1.15.4. Tactics Open-Book Exam. The Tactics exam is an open-book test intended to evaluate aircrew knowledge of classified threat and counter tactics information. AMC, AMC-gained, and USAFE C-21 pilots will accomplish this exam as a requisite to their initial and recurring QUAL evaluations. Tactics examination is not required for units with missions that do not include flying in threat areas. **NOTE:** The tactics exam will not normally be administered at Keesler AFB. All initial qualification AF Form 8, *Certificate of Aircrew Qualification*, from Keesler will include the remark (N/A if gaining unit mission does not require tactics certification), "Tactics test not accomplished due to lack of suitable testing

facility. Test will be accomplished in-unit prior to mission qualification/OME/aircraft commander certification (as appropriate).” For initial qualification evaluations conducted at Keesler AFB, Mobility Pilot Development (MPD) pilots will complete the tactics examination at their unit prior to mission qualification as an FP. For prior qualified pilots (PQP) and RQ pilot evaluations conducted at Keesler AFB (i.e., pilots going directly to MP or IP status upon mission qualification), the tactics examination will be completed prior to OME or aircraft commander certification, as appropriate for training program. Units will generate a separate AF Form 8, *Certificate of Aircrew Qualification*, for the tactics exam. Examination failure and retest will be documented IAW existing guidance for test failures.

**1.16. Typical C-21 Evaluation Profile(s).** The unit (OG/CC or OG/OGV) will determine the evaluation profiles suitable for aircrew evaluations based on unit mission requirements. All items on the AF Form 3862 are expected to be evaluated unless otherwise noted.

**1.17. Senior Officer Requirements.** See AFI 11-202, V1, *Aircrew Training*, and AFI 11-2C-21, V1, *C-21 Aircrew Training*. All Senior Officer Courses (SOC) will conclude in a qualification evaluation. This is the intent of the course. If a Senior Officer does not complete the flight evaluation the SOC is incomplete. Senior Officers will be evaluated on pilot monitoring procedures during simulated engine out scenarios. SOC graduates flying on a restricted AF Form 8 are not required to complete the Tactics examination as a requisite for completion of the evaluation.

## Chapter 2

### PILOT EVALUATIONS

**2.1. General.** This chapter standardizes initial, periodic, and re-qualification evaluations, including requirements for instrument/qualification, mission, and instructor evaluations.

2.1.1. Combined evaluations (i.e., QUAL/INSTM) are the desired method of evaluation.

2.1.2. Flight examiners will not intentionally fail any equipment during flight evaluations, but may deny the use of systems not affecting safety of flight.

2.1.3. Under no circumstances will a flight examiner allow the aircraft to slow below reference speed appropriate for configuration or exceed aircraft limitations specified in the flight manual, regardless of tolerances listed for specific areas.

2.1.4. If the flight manual recommends a specific airspeed range for performance of a maneuver, the flight examiner will apply the grading criteria to the upper and lower limits of that range.

2.1.5. Evaluator pilots may conduct evaluations when scheduled as primary aircrew members. However, for OMEs the evaluator should sit in the jump seat.

**2.2. Instrument Evaluations (Initial, Periodic and Re-qualification).** C-21 instrument evaluations will be done concurrently with qualification evaluations.

2.2.1. Accomplish a minimum of one precision approach, and two non-precision approaches. At least one approach must be flown using a ground-based radio aid to navigation (NAVAID) as the primary navigation source on final approach. INSTM evaluations should include approaches to airfields other than home station.

**2.3. Qualification Evaluations (Initial, Periodic, and Re-qualification).** The QUAL evaluation should be reflected in a realistic sortie for which the Pilot is current and qualified. The events requiring accomplishment are also illustrated in [Attachment 2](#).

2.3.1. A simulated single engine approach to a planned simulated single engine low approach and a simulated single engine approach to a simulated single engine landing is required on all QUAL evaluations. For QUAL evaluations utilize the simulator to the maximum extent possible. For AMC aircrews OG/CC approval is required to conduct a QUAL evaluation in the aircraft.

2.3.2. A tactical approach and departure should be flown if the examinee is certified in tactical maneuvers. If tactical maneuvers cannot be flown (i.e., weather or airspace), then verbally evaluate. Annotate the AF Form 8 "Tactics maneuvers not available due to weather/airspace (as appropriate) but were verbally evaluated".

**2.4. Operational Mission Evaluation (OME).** AMC and AMC-gained Aircraft Commanders will complete a one-time Operational Mission Evaluation (OME) demonstrating their ability to operate in command of an aircraft performing the unit's primary mission, prior to aircraft commander certification. This evaluation is not required for pilots currently/previously certified to operate in command of the C-21.

2.4.1. Although the goal is to complete the evaluation on the most representative mission, the profile must be balanced between mission availability and the imperative not to delay aircraft commander certification.

2.4.2. The evaluation profile is at the discretion of the Operations Group Commander or equivalent. Suggested profile for C-21 OME is: two mission legs (minimum), instrument approach and landing, off-station Remain Overnight (RON), if practical. Evaluate both pilot flying (PF) and pilot monitoring (PM) duties.

2.4.2.1. Application of tactical maneuvers will be evaluated on the OME for those crewmembers certified to fly tactical maneuvers. However, flying the maneuvers is not required for completion of the evaluation. Verbal evaluation of a tactical scenario is the suggested method for evaluating tactics on an OME. The purpose of the tactics portion of the OME is for the aircraft commander candidate to demonstrate the ability to command in a threat environment, not the ability to precisely fly the maneuvers.

2.4.3. Document the OME on the AF Form 8 as a "SPOT" evaluation. Include the following comment in the remarks section, "This OME was conducted in conjunction with Aircraft Commander Certification". If evaluation was conducted in conjunction with a QUAL/INSTM evaluation, include the remark, "This evaluation was conducted in conjunction with Aircraft Commander Certification".

**2.5. Instructor Evaluations (Initial, Periodic, and Re-qualification).** Flight examiners will place particular emphasis on the examinee's ability to recognize student difficulties and provide timely, effective corrective action. State that instructional ability was evaluated in the comments section of the AF Form 8. List a minimum of two specific areas instructed by the examinee (e.g., "single-engine approach to a landing and no flap landing"). Conduct initial or re-qualification instructor evaluations with a qualified pilot occupying the other seat. For the initial instructor evaluation the examinee will occupy the right seat. On recurring evaluations the instructor examinee may occupy either seat.

2.5.1. During periodic qualification evaluations, instructors will initiate a simulated aircraft malfunction requiring a simulated engine shutdown, simulated single-engine approach and go-around, and simulated single-engine partial flap landing. The instructor will be evaluated on his ability to ensure safe simulated engine-out operations.

2.5.2. All instructor areas/sub areas are required instructor evaluation items.

2.5.3. Instructor and flight examiner pilots receiving periodic evaluations may be evaluated in either seat, but are not required to be evaluated in both.

**2.6. Emergency Procedures Evaluation (EPE).**

2.6.1. The EPE should cover a cross section of aircraft systems emergencies such as bleed air, fuel, oil, electrical, engines, avionics, hydraulics, and Flight Management System (FMS). Examinees should be able to demonstrate an understanding of aircraft systems beyond the actual steps required for an emergency procedure. Include the following items on EPEs:

2.6.1.1. All Boldface procedures.

2.6.1.2. Take-off and Landing Data (TOLD) definitions, take-off procedures and emergencies.

## 2.7. Pilot Grading Criteria.

### 2.7.1. General.

#### Area 1. Directives/Publications/Personal and Professional Equipment.

**Q** Possessed an adequate knowledge of all applicable aircraft publications and procedures and understood how to apply both to enhance mission accomplishment. Publications were current and properly posted. Had all required personal/professional equipment. Displayed satisfactory knowledge of the care and use of such equipment. Required equipment inspections were current.

**Q-** Possessed a limited knowledge of directives but could locate information in appropriate publications. Publications were current but improperly posted.

**U** Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Publications were not current. Did not have required personal/professional equipment. Required equipment inspections were overdue or equipment was unserviceable.

#### Area 2. Mission Preparation/Planning/Performance.

**Q** Checked all factors applicable to flight such as weather, notices to airmen (NOTAM), alternate airfields, airfield suitability, fuel requirements, charts, etc. Displayed a high level of knowledge of performance capabilities and operating data. Attended required briefings. Evaluate the data intended for use during takeoff/landing after final adjustments and corrections have been made:

*V1, Vr, V2, flap retract: ±3 KIAS*

*N1 setting: ±0.3%*

*Takeoff/Landing Distance: suitable for takeoff/landing*

*Landing Speeds: ±3 KIAS*

**Q-** Made minor errors or omissions in checking all factors that could have detracted from mission effectiveness. Limited knowledge of performance capabilities or approved operating procedures/ rules. Late for required briefings. Performance calculations exceeded Q limits but did not exceed:

*V1, Vr, V2, flap retract: ±5 KIAS*

*N1 setting: ±0.6%*

*Takeoff/Landing Distance: suitable for takeoff/landing*

*Landing Speeds: ±5 KIAS*

**U** Made major errors or omissions that would have prevented an effective mission. Unsatisfactory knowledge of performance capabilities and/or operating data. Performance

calculations exceeded Q-limits. Failed to attend required briefings.

### **Area 3. Use of Checklist.**

**Q** Consistently used and called for the correct checklist and gave the correct response at the appropriate time throughout the mission.

**Q-** Checklist responses were untimely and/or crewmember required continual prompting for correct response.

**U** Used or called for incorrect checklist or consistently omitted checklist items. Unable to identify the correct checklist to use for a given situation. Did not complete checklist prior to event.

### **Area 4. Safety Consciousness. (Critical)**

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

**U** Not aware of, or did not comply with all safety factors required for safe aircraft operation or mission accomplishment. Operated aircraft in a dangerous manner.

### **Area 5. Judgment/Compliance. (Critical)**

**Q** Exhibited strict flight and crew discipline. Prepared and completed mission in compliance with existing instructions and directives.

**U** Failed to exhibit strict flight and crew discipline. Failed to comply with existing instructions and directives which did or could have jeopardized safety or mission success.

### **Area 6. Crew Coordination/Management/Crew Resource Management (CRM).**

Refer to AF Form 4031, *CRM Skills Criteria Training/Evaluation Form*, as a reference.

**Q** Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrated operational knowledge of other crewmembers' duties and responsibilities. Effectively applied CRM skills throughout the mission.

**Q-** Crew coordination skills detracted from mission accomplishment. Demonstrated limited knowledge of other crewmembers' duties and responsibilities.

**U** Poor crew coordination or unsatisfactory knowledge of other crewmember duties and responsibilities negatively affected mission accomplishment or safety of flight.

### **Area 7. Communication/IFF/SIF Procedures.**

**Q** Complete knowledge of and compliance with correct communication/IFF/SIF procedures. Transmissions were concise with proper terminology. Complied with and acknowledged all required instructions including successful operation of the IFF/SIF (including Mode 4 and Mode

S).

**Q-** Occasional deviations from procedures required re-transmissions or resetting codes. Slow in initiating or missed several required radio calls. Transmissions contained extraneous matter, were not in proper sequence, or used non-standard terminology. Difficulty configuring IFF/SIF without mission impact.

**U** Incorrect procedures or poor performance caused confusion and jeopardized mission accomplishment. Omitted numerous radio/interphone calls. Unable to configure IFF/SIF with direct impact on mission success.

#### **Area 8. Life Support Systems/Egress.**

**Q** Displayed thorough knowledge of location and use of life support systems and equipment. Demonstrated and emphasized the proper operating procedures used to operate aircraft egress door and hatch.

**Q-** Limited knowledge of location and use of life support systems and equipment. Unsure of the proper operating procedures used to operate some of the aircraft egress devices.

**U** Displayed unsatisfactory knowledge of location and use of life support systems and equipment. Unsatisfactory knowledge of aircraft egress procedures.

#### **Area 9. Knowledge/Completion of Forms.**

**Q** All required forms and/or flight plans were complete, accurate, readable, accomplished on time and IAW applicable directives. Provided an accurate debrief of significant events to applicable agencies (Intel, Maintenance, etc.)

**Q-** Minor errors on forms and/or flight plans did not affect conduct of the mission. Incorrectly or incompletely reported some information due to minor errors, omissions, and/or deviations.

**U** Did not accomplish required forms and/or flight plans. Omitted or incorrectly reported significant information due to major errors, omissions, and/or deviations.

#### **Area 10. Airmanship/Situational Awareness.**

**Q** Executed the assigned mission in a timely, efficient manner. Maintained situational awareness and exercised sound judgment throughout the mission. Conducted the flight with a sense of understanding and comprehension. Prioritized tasks properly.

**Q-** Untimely or inappropriate decisions degraded or prevented accomplishment of a portion of the mission. Momentary lapses of situational awareness and sound judgment detracted from the mission. Limited ability to prioritize tasks.

**U** Lacked situational awareness. Faulty judgment resulted in decisions that had negative mission impact. Lacks the skills to prioritize tasks. Unaware of significant events that impacted the mission.

**Area 11. Boldface. (Critical)**

**Q** Correct, timely responses in the proper sequence. Maintained aircraft control. Coordinated proper crew actions.

**U** Incorrect sequence, unsatisfactory response, or unsatisfactory performance of corrective actions.

**Area 12. Other Emergency Procedures.**

**Q** Operated within prescribed limits and correctly diagnosed problems. Performed/explained proper corrective action for each type of malfunction. Effectively used available aids.

**Q-** Operated within prescribed limits but was slow to analyze problems or apply proper corrective actions. Did not effectively use, omitted, or deviated in use of checklist and/or available aids.

**U** Exceeded limitations. Unable or failed to analyze problem or take proper corrective action. Did not use checklist and/or available aids.

**Area 13. Systems Operations/Knowledge/Limitations.**

**Q** Demonstrated a complete knowledge of aircraft systems and operating limitations both with and without reference to the flight manual and/or available aids.

**Q-** Limited knowledge of aircraft systems operations and limitations in some areas. Used individual technique instead of established procedure and was unaware of differences.

**U** Unsatisfactory systems knowledge. Unable to demonstrate or explain the procedures for aircraft systems operations with or without reference to the flight manual and/or available aids.

## 2.7.2. Qualification.

**Area 14. Basic Aircraft Control.**

**Q** Maintained positive aircraft control. Experienced minor deviations but corrected in a timely manner. Meets the following tolerances:

*Airspeed: +10/-5 KIAS Altitude: +/-100 feet Heading/Course: +/-5 degrees*

**Q-** Frequent deviations in airspeed altitude or heading, but does not compromise flight safety. Slow to correct deviations. Exceeds Q criteria but does not exceed:

*Airspeed: +15/-5 KIAS Altitude: +/-200 feet Heading/Course: +/-10 degrees*

**U** Exceeded Q- criteria

**NOTES:**

1. Use the following criteria as general tolerances for airspeed, altitude, and heading/course. May be used for any flight portion of the evaluation.
2. Airspeed tolerances apply when a specific airspeed has been assigned by Air Traffic Control or pre-scribed in the flight manual. Airspeed “minus” tolerances are based on minimum maneuvering speed for aircraft configuration.
3. This criteria does not apply to landings. See specific landing area for landing tolerances.

#### **Area 15. Ground Operations/Taxi.**

**Q** Established and adhered to station, start engine, taxi, and take-off time to assure thorough preflight, check of personal equipment, crew/passenger briefings, etc. Accurately determined readiness of aircraft for flight. Completed all systems preflight/post-flight inspections IAW flight manual. Conducted taxi operations according to flight manual, AFI 11-218, *Aircraft Operations and Movement on the Ground*, and local procedures.

**Q- Same** as above except for minor procedural deviations that did not detract from mission effectiveness.

**U** Crew errors directly contributed to a late takeoff that degraded the mission. Failed to accurately determine readiness for flight. Failed to preflight/post-flight a critical component or could not conduct a satisfactory preflight/post-flight inspection.

#### **Area 16. Takeoff.**

**Q** Maintained smooth, positive aircraft control throughout the takeoff. Performed the takeoff IAW flight manual and as published/directed.

**Q-** Minor deviations from published procedures without affecting safety of flight. Aircraft control was safe but not consistently smooth and positive. Hesitant in application of procedures or corrections.

**U** Takeoff was potentially dangerous. Exceeded aircraft/systems limitations. Failed to establish proper climb attitude. Excessive deviation from intended flight path. Violated flight manual procedures. Exceeded Q- criteria.

#### **Area 17. Radar Ops/Weather Avoidance/Windshear.**

**Q** Effectively demonstrated procedures for operating weather radar. Updated weather radar/analysis throughout the mission. Highly knowledgeable of windshear detection and avoidance equipment/procedures. Used all available sources to determine if and/or to what degree severe weather conditions exist. Complied with all weather separation and windshear avoidance directives.

**Q-** Minor deviations observed when operating weather radar. Did not update radar/weather analysis during worsening weather conditions. Limited knowledge of windshear detection and avoidance equipment.

U Unable to demonstrate proper use of weather radar. Failed to update radar/weather analysis when critical. Displayed unsatisfactory knowledge of windshear detection and avoidance equipment. Failed to comply with weather separation or windshear avoidance directives that could have jeopardized safety or mission success.

**Area 18. Fuel Conservation.**

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 the mission.

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 missed several opportunities to apply fuel conservation procedures during the mission.

U Unaware of fuel conservation procedures. Failed to apply any fuel conservation procedures during the mission.

**Area 19. VFR Pattern. (Weather permitting, verbally evaluate if not observed)**

Q Performed traffic pattern and turn to final/final approach IAW published procedures. Aircraft control was smooth and positive. Constantly cleared area of intended flight.

Q- Performed traffic pattern and turn to final/final approach with minor deviations to procedures. Air craft control was safe but not consistently smooth and positive. Over/under shot final approach, but was able to intercept normal glide path. Adequately cleared area of intended flight.

U Did not perform traffic pattern and/or turn to final/final approach IAW published procedures. Displayed erratic aircraft control. Did not clear area of intended flight.

**Area 20. Landings.** Includes sub-areas of Full Flap, Partial Flap, No-Flap, Touch-and-Go Landings.

**Sub Area 20A. Full Flap Landing.**

**Sub Area 20B. Partial Flap Landing. (Normally 20 degrees, but can be 8 degrees)**

**Sub Area 20C. No Flap Landing.**

**Sub Area 20D. Touch and Go Landing.**

Q Performed landings as published/directed IAW flight manual and met the following criteria:

*Airspeed: +/-5 KIAS Touchdown Zone: 800-2000 feet Centerline: +/-15 feet left or right TCH: +25/-5 feet*

**Q-** Performed landings with minor deviation to procedures as published/directed. Landed in a slight crab. Exceeded Q criteria but not the following:

*Airspeed: +10/-5 KIAS Touchdown Zone: Threshold-3000 feet Centerline: +/-25 feet left or right TCH: +50/-10 feet*

**U** Landing not performed as published/directed. Exceeded Q- criteria.

**NOTES:**

1. Specific items to evaluate include threshold altitude/airspeed, runway alignment, flare, touchdown speed, and landing in a crab.
2. Airspeed tolerances apply to computed TOLD speeds.
3. Add +5 KIAS for single-engine operations.

**Area 21. Landing Roll/Braking/Reverse Thrust.**

**Q** Performed as published/directed IAW flight manual. Braking action and thrust reverser actuation (if used) was prompt and smooth.

**Q-** Performed landing roll with minor deviation to procedures. Braking action and reverse thrust actuation (if used) unnecessarily delayed or not smooth.

**U** Landing roll not performed as published/directed. Braking or reverse thrust actuation (if used) accomplished in an unsafe manner or actuated prior to touchdown. Exceeded Q- criteria.

**Area 22. All Engine Go-Around. (Not Required if Area 24 or 34 is Accomplished)**

**Q** Initiated and performed go-around promptly and IAW flight manual and directives. Applied smooth control inputs. Acquired and maintained a positive climb.

**Q-** Slow or hesitant to initiate go-around. Slightly over controlled the aircraft. Minor deviations did not affect mission accomplishment or compromise safety.

**U** Did not initiate go-around when appropriate or directed. Major deviations or misapplication of procedures could have led to an unsafe condition.

**Area 23. Engine Out Partial-Flap Landing.** Use Area 20 criteria.

**Area 24. Engine Out Go-Around.**

**Q** Performed all required procedures IAW the flight manual and directives. Applied smooth, positive, and coordinated control inputs. Rudder and aileron inputs were in correct direction. Airspeed no less than Vref + 7 and no greater than Vref +20 KIAS. Course or heading, as appropriate, ±10 degrees.

**Q-** Errors were made which did not affect safety. Aircraft control was not consistently smooth

and positive. Rudder and aileron inputs were in the correct direction with some over/under control. Airspeed no less than Vref +7 and no greater than Vref +25. Course or heading, as appropriate,  $\pm 15$  degrees.

U Rudder and/or aileron inputs were incorrect. Failed to perform the maneuver IAW the flight manual and current directives. Exceeded Q- criteria.

**Area 25. Tactical Maneuvers (includes sub-areas of Tactical Arrival and Tactical Departure).**

**25A. Tactical Arrival. (Weather, ATC, and mission permitting, verbally evaluate if not observed)**

**25B. Tactical Departure. (Weather, ATC, and mission permitting, verbally evaluate if not observed)**

Q Performed maneuver IAW the flight manual and directives. Performed appropriate maneuver for given scenario. Aircraft control was smooth and positive. Constantly cleared area of intended flight.

Q- Performed maneuver with minor deviations to published procedures. Performed appropriate maneuver for given scenario. Aircraft control was safe but not consistently smooth and positive. Adequately cleared area of intended flight.

U Did not perform maneuver IAW published procedures. Did not perform appropriate maneuver for given scenario. Displayed erratic aircraft control. Did not clear area of intended flight. Exceeded Q-criteria.

2.7.3. Instrument.

Q Meets the following tolerances:

*Airspeed: +10/-5 KIAS Altitude: +/-100 feet Heading/Course: +/-5 degrees*

Q- Exceeds Q criteria but does not exceed:

*Airspeed: +15/-5 KIAS Altitude: +/-200 feet Heading/Course: +/-10 degrees*

U Exceeded Q- criteria.

**NOTES:**

1. Use the following criteria as general tolerances for airspeed, altitude, and heading/course.
2. Airspeed tolerances apply when a specific airspeed has been assigned by Air Traffic Control or prescribed in the flight manual.
3. This criteria does not apply to landings. See specific landing area for landing tolerances.

4. Add 5 KIAS, 50 feet (when practical), and 2 degrees to these criteria for engine-out operations.

**Area 26. Instrument Departure/Standard Instrument Departure (SID).**

**Q** Complied with all restrictions or controlling agency instructions. Made all required reports. Applied course/heading corrections promptly. Demonstrated smooth, positive control.

**Q-** Minor deviations in navigation occurred during departure. Slow to comply with controlling agency instructions or unsure of reporting requirements. Slow to apply course/heading corrections. Aircraft control was not consistently smooth and positive.

**U** Failed to comply with published/directed departure, or controlling agency instructions. Accepted an inaccurate clearance. Aircraft control was erratic.

**Area 27. Navigation.**

**Q** Able to navigate using all available means. Used appropriate navigation procedures. Complied with clearance instructions. Aware of position at all times. Remained within the confines of assigned airspace.

*Fix to Fix: ±3 NM TACAN/VOR-DME Arc: ±2 NM*

**Q-** Minor errors in procedures/use of navigation equipment. Slow to comply with clearance instructions. Had some difficulty in establishing exact position and course. Slow to adjust for deviations in time and course. Exceeded Q criteria but not greater than:

*Fix to Fix: ±5 NM TACAN/VOR-DME Arc: ±4 NM*

**U** Major errors in procedures/use of navigation equipment. Could not establish position. Failed to recognize checkpoints or adjust for position deviations from course. Did not remain within the confines of assigned airspace. Exceeded Q- criteria.

**Area 28. Holding or Procedure Turn.**

**Q** Performed entry and holding/procedure turn IAW published procedures and directives.

**Q-** Performed entry and holding procedures with minor deviations.

**U** Holding/procedure turn was not IAW flight manual, directives, or published procedures.

**Area 29. Use of NAVAIDs.**

**Q** Ensured NAVAIDs were properly tuned, identified, and monitored.

**Q-** Some deviations in tuning, identifying, and monitoring NAVAIDs.

**U** Did not ensure NAVAIDs were tuned, identified, and monitored.

**Area 30. Descent/Arrival.**

**Q** Performed descent as directed. Complied with all flight manual, controller issued, or Standard Terminal Arrival (STAR) restrictions in a proficient manner. Accomplished all required checks.

**Q-** Performed descent as directed with minor deviations that did not compromise mission safety. Slow to accomplish required checks.

**U** Performed descent with major deviations. Did not accomplish required checks. Erratic corrections. Exceeded flight manual limitations.

**Area 31. Precision Approaches. (Includes sub-areas of PAR and ILS)**

**Q** Meets the following tolerances:

*Airspeed: +10/-5 KIAS Altitude: Initiated missed approach at decision height +50/-0 feet  
Heading: +/-5 degrees of controller's instructions (PAR) Glide Slope: Within one dot (ILS)  
Azimuth: Within one dot (ILS)*

**Q-** Exceeds Q criteria but does not exceed:

*Airspeed: +15/-5 KIAS Altitude: Initiated missed approach at decision height +100/-0 feet  
Heading: +/-10 degrees of controller's instructions (PAR) Glide Slope: Within one dot low, two dots high (ILS), after runway was in sight examinee momentarily deviated below glide path but corrected for a safe landing ("duck-under"). Azimuth: Within two dots (ILS)*

**U** Exceeded Q- criteria.

**NOTES:**

1. Use the above criteria as general tolerances for airspeed, altitude, heading, glide slope, and azimuth.
2. Airspeed tolerances are based on computed approach speed for configuration.
3. One or the other required for QUAL evaluation.

**Sub Area 31A. PAR.**

**Q** Approach was IAW published procedures. Smooth and timely response to controller's instructions. Established initial glide path and maintained glide slope with minor deviations. Complied with decision height. Position would have permitted a safe landing. Elevation did not exceed slightly above or slightly below glide path.

**Q-** Performed approach with minor deviations. Slow to respond to controller's instructions and make corrections. Complied with decision height. Position would have permitted a safe landing. Elevation did not exceed well above or well below glide path. Exceeded Q criteria.

**U** Approach not IAW flight manual, directives, or published procedures. Erratic corrections and

glide path control. Did not respond to controller's instructions. Did not comply with decision height and/or position would not have permitted a safe landing. Exceeded Q- criteria.

**NOTE:** Perform either a PAR or ILS for QUAL evaluation. If PAR is flown, then at least one non-precision approach must be flown using a conventional NAVAID.

### **Sub Area 31B. ILS.**

**Q** Approach was IAW published procedures. Smooth and timely corrections to azimuth and glide slope. Complied with decision height. Position would have permitted a safe landing. Maintained glide path with only minor deviations.

**Q-** Performed approach with minor deviations. Slow to make corrections. Slow to comply with decision height. Position would have permitted a safe landing. Inconsistent glide path control.

**U** Approach not IAW flight manual, directives, or published procedures. Erratic corrections and glide path control. Did not comply with decision height and/or position at decision height would not have permitted a safe landing. Exceeded Q- criteria.

**NOTE:** Perform either a PAR or ILS for QUAL evaluation. If PAR is flown, then at least one non-precision approach must be flown using conventional NAVAID.

### **Area 32. Non-Precision Approaches. (Includes NDB, Localizer (LOC), VOR, ASR, TACAN, RNAV (GPS))**

#### **Sub Area 32A. NDB.**

#### **Sub Area 32B. LOC/VOR.**

#### **Sub Area 32C. ASR.**

#### **Sub Area 32D. TACAN.**

#### **Sub Area 32E. RNAV (GPS).**

**Q** Approach was IAW published procedures. Used appropriate descent rate to arrive at MDA at or before VDP. Position would have permitted a safe landing. Smooth and timely response to controller's instructions (ASR).

*Airspeed: +10/-5 KIAS MDA: +100/-0 feet Course: +/-5 degrees at MAP (NDB, VOR, TAC), less than one dot deflection (LOC, RNAV*

*(GPS)) Timing: Computed/adjusted timing to determine MAP within 10 seconds (when required)*

*Distance: Determined MAP within +/-0.5 NM*

**Q-** Performed approach with minor deviations. Arrived at MDA at or before the MAP, but past the VDP. Position would have permitted a safe landing. Slow to respond to controller's instructions and make corrections (ASR). Exceeded Q criteria but does not exceed:

*Airspeed: +15/-5 KIAS*

*MDA: +150/-50 feet*

*Course: +/-10 degrees at MAP (NDB, VOR, TAC), within 2 dots (LOC, RNAV (GPS))*

*Timing: Computed/adjusted timing to determine MAP within 20 seconds (when required).*

*Distance: Determined MAP within +1/-0.5 NM*

**U** Approach not IAW published procedures. Maintained steady-state flight below the MDA, even though the -50 foot limit was not exceeded. Position would not have permitted a safe landing. Failed to compute or adjust timing to determine MAP (when required). Exceeded Q-criteria.

**NOTES:**

1. Use the following description and criteria as general tolerances for airspeed, altitude at MDA, heading, course, timing, and distance with all engines operating.
2. Airspeed tolerances are based on computed approach speed.
3. Any two approaches required for QUAL evaluation. If precision approach is PAR, then at least one non-precision must be flown using a conventional NAVAID. If the precision approach is an ILS, then both non-precision approaches may be RNAV (GPS) and/or ASR.

**Area 33. Circling Approach.**

**Q** Properly identified aircraft category for the approach and remained within the lateral limits for that category. Complied with controller's instructions. Attained runway alignment without excessive bank angles. Did not descend from the MDA until in a position to place the aircraft on a normal glide path or execute a normal landing.

*Airspeed: +10/-5 KIAS*

*Altitude: +100/-0 feet*

**Q-** Deviated from established procedures but was not unsafe. Slow to comply with controller's instructions. Attained runway alignment but occasionally required excessive bank angles or maneuvering.

*Airspeed: +15/-5 KIAS*

*Altitude: +150/-50 feet*

**U** Did not properly identify aircraft category or exceeded the lateral limits of circling airspace. Did not comply with controller's instructions. Excessive maneuvering to attain runway alignment was potentially unsafe. Descended from the MDA before the aircraft was in a position for a normal glide path or landing. Exceeded Q- criteria.

**Area 34. Missed Approach. (Not Required if Area 22 or 24 is Accomplished)**

**Q** Executed missed approach IAW published procedures. Complied with controller's instructions. Applied smooth control inputs.

**Q-** Executed missed approach with minor deviations to published procedures. Slow to comply with controller's instructions. Slightly over controlled the aircraft.

**U** Did not execute missed approach IAW flight manual, directives, or published procedures. Did not comply with controller's instructions. Deviation or misapplications of procedures could have led to an unsafe condition. Exceeded Q- criteria.

## 2.7.4. Instructor.

**Area 35. Instructor Ability (Critical).**

**Q** Demonstrated the ability to communicate effectively. Provided appropriate guidance when necessary. Planned ahead and made timely decisions. Identified and corrected potentially unsafe maneuvers/situations.

**U** Unable to effectively communicate or provide timely feedback to the student. Did not provide corrective action when necessary. Did not plan ahead or anticipate student problems. Did not identify unsafe maneuvers/situations in a timely manner. Made no attempt to instruct.

**Area 36. Instructor Demonstration (Critical).**

**Q** Effectively demonstrated correct procedures, systems operation or flight maneuvers. Thorough knowledge of applicable aircraft systems, procedures, publications, and directives.

**U** Ineffective or incorrect demonstration of procedures, systems operation, or flight maneuvers. Insufficient depth of knowledge about applicable aircraft systems, procedures, and/or proper source material.

**Area 37. Student Briefing/Critique (Critical).**

**Q** Briefings were well organized, accurate, and thorough. Reviewed student's present level of training and defined mission events to be performed. Demonstrated the ability during the critique to reconstruct the flight, offer mission analysis, and provide guidance where appropriate. Training grade reflected the actual performance of the student relative to the standard. Pre-briefed the student's next mission, if required.

**U** Briefings were unsatisfactory or non-existent. Did not review student's past performance. Failed to adequately critique student or analyze the mission. Training grade did not reflect actual performance of student. Overlooked or omitted major discrepancies. Incomplete pre-briefing of student's next mission, if required.

**Area 38. Knowledge of Training Forms.**

**Q** All required forms were accomplished on time and IAW applicable directives. Demonstrated

satisfactory knowledge of forms/publications required for mission accomplishment. Training documentation was concise and readable.

**Q-** All required forms were accomplished but may have been late or with minor deviations from applicable directives. Demonstrated adequate knowledge of forms/publications required for mission accomplishment. Training documentation had minor errors that detracted from the overall quality and readability.

**U** Knowledge of mission required forms/publications was inadequate. Did not accomplish required forms. Omitted or incorrectly documented significant training information.

#### 2.7.5. Operational Mission Evaluation (Initial Aircraft Commander)

**NOTE:** This section can also be used when conducting SPOT or QUAL evaluations that include operational mission legs.

#### **Area 39. Aircraft Commander Responsibilities (Critical)**

**Q** Was thoroughly aware of aircraft commander's responsibilities and performed them adequately to allow for mission accomplishment without major discrepancies.

**U** Was unsure of aircraft commander's responsibilities and would have hindered the accomplishment of the mission if evaluator did not intervene.

#### **Area 40. Flight Progress.**

**Q** Kept mission on-time to the best of the aircrew's capabilities. Timely notification to required agencies of departure and arrival information and maintenance discrepancies.

**Q-** Minor deviations in itinerary caused by insufficient management. Notification to required agencies of departure and arrival information and maintenance discrepancies were sometimes late.

**U** Mission was delayed or degraded due to insufficient management by the evaluatee. Notification to required agencies of departure and arrival information and maintenance discrepancies were not accomplished.

#### **Area 41. Passenger Contact.**

**Q** Worked closely with the passenger contact to ensure accurate itinerary details and passenger requirements

**Q-** Was slow to interact with passenger contact, which led to minor itinerary problems. Did not adversely affect mission accomplishment.

**U** Did not interact with the passenger contact. Led to miscommunications between aircrew and party, which hampered mission accomplishment.

**Area 42. Enroute Procedures.** Use Area 27 criteria and those below.

**Q** Accurately planned and performed enroute portion of mission to include compliance with ATC and diplomatic requirements. Set reasonable block times and met them within 5 minutes except when conditions were beyond examinee's control (i.e. ATC delays).

**Q-** Planning of enroute portion of mission was not always appropriate or complete. In flight performance was adequate and no ATC or diplomatic requirements were violated. Set reasonable block times and met them within 10 minutes except when conditions were beyond examinee's control (i.e. ATC delays).

**U** Enroute planning was inadequate. Violated ATC instruction or diplomatic requirements. Set unrealistic block times were not within 10 minutes except when conditions were beyond examinee's control (i.e. ATC delays).

#### **Area 43. Post Flight/RON Procedures.**

**Q** Accomplished required checklists and ensured required aircraft servicing was completed. Managed crew to ensure their location and departure times were always known.

**Q-** Slow to complete required checklists or ensure required aircraft servicing was completed. Was sometimes unaware of crewmember's location during crew rest. Was slow to set an adequate hotel departure time and pass information to the crew.

**U** Did not accomplish the required checklists and aircraft was not properly serviced. Unaware of crew members' location during crew rest. Inadequate hotel departure times were set. Communication to crew during crew rest was inadequate.

#### **Area 44. Aircraft Security.**

**Q** Ensured security requirements were met IAW appropriate directives.

**Q-** Was sometimes unaware of security requirements, but ensured they were met when researched.

**U** Was unaware of security requirements, which led to evaluator intervention to ensure they were met.

#### **Area 45. Approach and Landing.**

One each is required for an OME. Use appropriate Area tolerances for type of approach flown.

2.7.6. Prescribed Forms. (None.)

2.7.7. Adopted Forms. AF Form 8, *Certificate of Aircrew Qualification*; AF Form 3862, *Flight Evaluation Worksheet*, AF Form 4031, *CRM Skills Criteria Training/Evaluation Form*.

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

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

AFI 11-2C-21V1, *C-21 Aircrew Training*, 27 Dec 2006  
AFI 11-2C-21V3, *C-21 Operations Procedures*, 8 Jun 2007  
AFI 11-202, Volume 1, *Aircrew Training*, 17 May 2007  
AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*, 8 Dec 2006  
AFMAN 11-210, *Instrument Refresher Course (IRC) Program*, 3 Feb 2005  
AFI 11-215, *Flight Manuals Program (FMP)*, 6 Apr 2005  
AFI 11-218, *Aircraft Operations and Movement on the Ground*, 11 May 2005  
AFMAN 36-2236, *Guidebook for Air Force Instructors*, 12 Nov 2003  
AFPD 11-2, *Aircraft Rules and Procedures*, 14 Jan 2005

***Abbreviations and Acronyms***

**AC**—Aircraft Commander  
**ADS**—Aircraft Defensive System  
**AF**—Air Force  
**AFB**—Air Force Base  
**AFI**—Air Force Instruction  
**AFJMAN**—Air Force Joint Manual  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFRC**—Air Force Reserve Command  
**AGL**—Above Ground Level  
**AMC**—Air Mobility Command  
**ANG**—Air National Guard  
**ARMS**—Aviation Resource Management System  
**ASR**—Airport Surveillance Radar  
**ATA**—Actual Time of Arrival  
**ATD**—Aircrew Training Device  
**AW**—Airlift Wing  
**CC**—Commander  
**CG**—Center of Gravity

**CRM**—Crew Resource Management  
**DD**—Department of Defense  
**DH**—Decision Height  
**DO**—Director of Operations  
**DR**—Dead Reckoning  
**EPE**—Emergency Procedures Evaluation  
**ETA**—Estimated Time of Arrival  
**ETP**—Equal Time Point  
**FEF**—Flight Evaluation Folder  
**FMS**—Flight Management System  
**FP**—Flight Pilot  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**IFF**—Identification Friend or Foe  
**ILS**—Instrument Landing System  
**Form**—Information Management Tool  
**INIT**—Initial  
**INSTM**—Instrument  
**INSTR**—Instructor  
**IP**—Instructor Pilot  
**IRP**—Instrument Refresher Program  
**KIAS**—Knots Indicated Airspeed  
**LOC**—Localizer  
**MAJCOM**—Major Command  
**MAP**—Missed Approach Point  
**MDA**—Minimum Descent Altitude  
**MP**—Mission Pilot  
**MQF**—Master Question File  
**MPD**—Mobility Pilot Development  
**MSN**—Mission  
**N1**—Engine Fan Speed in RPM  
**N/A**—Not Applicable

**NAVAID**—Navigation Aid  
**NDB**—Non-directional Radio Beacon  
**NM**—Nautical Mile  
**NOTAM**—Notice to Airmen  
**OG**—Operations Group  
**OME**—Operational Mission Evaluation  
**OPR**—Office of Primary Responsibility  
**PAR**—Precision Approach Radar  
**PEX**—Patriot Excalibur  
**PF**—Pilot Flying  
**PM**—Pilot Monitoring  
**PQP**—Prior Qualified Pilot  
**Q**—Qualified  
**Q-**—Qualified Minus  
**Q-1**—Qualification Level 1  
**Q-2**—Qualification Level 2  
**Q-3**—Qualification Level 3  
**QUAL**—Qualification  
**RON**—Remain Overnight  
**RQ**—Requalification  
**SID**—Standard Instrument Departure  
**SIF**—Selective Identification Feature  
**SOC**—Senior Officer Course  
**STAR**—Standard Terminal Arrival  
**T**—Trend  
**TACAN**—Tactical Air Navigation System  
**TAS**—True Airspeed  
**TOLD**—Takeoff and Landing Data  
**U**—Unqualified  
**USAF**—United States Air Force  
**V1**—Take-Off Decision Speed  
**V2**—Take-Off Safety Speed

**V<sub>r</sub>**—Rotation Speed

**VDP**—Visual Descent Point

**VFR**—Visual Flight Rules

**V<sub>mca</sub>**—Minimum Control Airspeed

**VOR**—Very High Frequency Omni-directional Radio Beacon

Attachment 2

FLIGHT EVALUATION WORKSHEET EXAMPLE

Figure A2.1. Flight Evaluation Worksheet.

**EVALUATOR BRIEFING GUIDE**

1. Introduction (Name, Background, etc.)
2. Type of Flight Evaluation (INSTN/QUAL, SPOT, etc.)
3. Evaluator Specifics:  
 Note Taking (Describe)  
 EPE (If Not Previously Accomplished)  
 Verbal Debrief of Areas (If Applicable)  
 Post Mission Debriefing  
 Evaluator Intervention

**TREND ANALYSIS GUIDANCE** (Note: record in column to left of area/subarea)  
 Grade each sub-area using the following guidelines:  
 A=Q awarded and the evaluator makes a positive comment during debrief  
 B=Q awarded and no other comment is warranted  
 C=Q or Q- awarded and the evaluator makes a negative comment during debrief  
 D=U action taken

FLIGHT EVALUATION WORKSHEET		DATE COMPLETED	
NAME (Last, First, Middle Initial)	RANK	SSN	
ORGANIZATION/LOCATION	AIRCRAFT/CREW POSITION	ELIGIBILITY PERIOD	
GROUND PHASE		FLIGHT PHASE	
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK DATE
QUALIFICATION		QUALIFICATION	
QUALIFIED	UNQUALIFIED	DUE DATE (9)	DATE ADDITIONAL TRAINING COMPLETED
EXPIRATION OF QUALIFICATION		CERTIFYING OFFICIAL, RANK, ORG	SIGNATURE DATE
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)	
PRINT NAME/GRADE/ORGANIZATION		SIGNATURE/DATE	
FLIGHT EXAMINER		REVIEWING OFFICER	
FINAL APPROVING OFFICER			



Attachment 3

TACTICS TEST FORM 8 EXAMPLES

Figure A3.1. Tactics Test Form 8 Q1.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED 26 May 09	
<b>I. EXAMINEE IDENTIFICATION</b>					
NAME (Last, First, Middle Initial) Smith, John A.		RANK Capt	SSAN 1234	ELIGIBILITY PERIOD N/A	
ORGANIZATION AND LOCATION 458 AS, Scott AFB, IL		ACFT/CREW POSITION C-21A/FP			
<b>II. QUALIFICATION</b>					
<b>GROUND PHASE</b>			<b>FLIGHT PHASE</b>		
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE	
Tactics	26 May 09	100			
<b>QUALIFICATION LEVEL</b>			<b>ADDITIONAL TRAINING</b>		
QUALIFIED 1	UNQUALIFIED	DUE DATE(S) N/A	DATE ADDITIONAL TRAINING COMPLETED N/A		
EXPIRATION DATE OF QUALIFICATION N/A		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE
RESTRICTIONS <i>(Explain in Comments on Task)</i>		EXCEPTIONALLY QUALIFIED <i>(Explain in Comments on Task)</i>		COMMANDER-DIRECTED DOWNGRADE <i>(Explain in Comments on Task)</i>	
<b>III. CERTIFICATION</b>					
TYPED NAME AND RANK		ORGANIZATION	CHECK		DATE
			RECORDED	COPIED	
			INDEXED	FILED	
1 Jane R. Doe, Maj		458 AS/DOV	<input type="checkbox"/>	<input type="checkbox"/>	11 Jun 09
2 Joseph A. Jones, Maj		458 AS/DOV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11 Jun 09
3 Stephen D. Miller, Lt Col		458 AS/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24 Jun 09
I CERTIFY that I have been briefed and understand the action being taken this date.					
DATE 24 Jun 09	TYPED NAME AND GRADE OF EXAMINEE John A. Smith, Capt			SIGNATURE	



Figure A3.2. Tactics Test Form 8 Q3/1.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED 27 May 09	
<b>I. EXAMINEE IDENTIFICATION</b>					
NAME (Last, First, Middle Initial) Smith, John A.		RANK Capt	SSAN 1234	ELIGIBILITY PERIOD N/A	
ORGANIZATION AND LOCATION 458 AS, Scott AFB, IL		ACFT/CREW POSITION C-21A/FP			
<b>II. QUALIFICATION</b>					
<b>GROUND PHASE</b>		<b>FLIGHT PHASE</b>			
EXAMINATION/CHECK	DATE	GRADE	MISSED/CHECK	DATE	
Tactics	26 May 09	69/100			
<b>QUALIFICATION LEVEL</b>			<b>ADDITIONAL TRAINING</b>		
QUALIFIED 3/1	UNQUALIFIED	DUE DATE(S) 30 Jul 09	DATE ADDITIONAL TRAINING COMPLETED 27 May 09		
EXPIRATION DATE OF QUALIFICATION N/A	CERTIFYING OFFICIAL, RANK AND ORGANIZATION Joseph A. Jones, Maj 458 AS/DOV		SIGNATURE		DATE 27 May 09
RESTRICTIONS <i>(Explain in Comments on Back)</i>	EXCEPTIONALLY QUALIFIED <i>(Explain in Comments on Back)</i>		COMMANDER-DIRECTED DOWNGRADE <i>(Explain in Comments on Back)</i>		
<b>III. CERTIFICATION</b>					
TYPED NAME AND RANK		ORGANIZATION	CHECK		DATE
			RECOGN	TOE OD	RECOGN
FLIGHT EXAMINER 1 Jane R. Doe, Maj		458 AS/DOV	<input type="checkbox"/>	<input type="checkbox"/>	11 Jun 09
REVIEWING OFFICER 2 Joseph A. Jones, Maj		458 AS/DOV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11 Jun 09
FINAL APPROVING OFFICER 3 Stephen D. Miller, Lt Col		458 AS/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24 Jun 09
I CERTIFY that I have been briefed and understand the action being taken this date.					
DATE 24 Jun 09	TYPED NAME AND GRADE OF EXAMINEE John A. Smith, Capt		SIGNATURE		

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<b>RESTRICTIONS:</b>	
SUPERVISED STATUS. Examinee will fly with an instructor pilot until successful reaccomplishment of tactics open book exam.	
<b>EXAMINER'S REMARKS:</b>	
<b>A. Mission Description.</b> Tactics open-book exam. Exam unavailable prior to initial qualification evaluation at Keesler AFB due to lack of suitable testing facility.	
<b>B. Discrepancies.</b> Achieved a score of 69% on test.	
<b>C. Recommended Additional Training.</b>	
1. Ground. Two hours instructor supervised study of AFI 11-2C-21V3, Chapter 17, AFTTP 3-3.38A and AFTTP 3-1. Completion of tactics exam with 85% or better score is required.	
2. Flight. None.	
<b>D. Additional Comments.</b> None.	
<b>PRIVACY ACT STATEMENT</b>	
AUTHORITY: 10 USC 8013; EO 9397	
PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification	
DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.	