

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

**AIR FORCE INSTRUCTION 11-2CAP-USAF,  
VOLUME 2**



**25 MARCH 2015**

***Flying Operations***

**CAP-USAF AIRCREW EVALUATION  
CRITERIA**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 11-2, *Aircrew Operations*, AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*, and AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*. It establishes procedures and criteria for evaluation of all Civil Air Patrol-US Air Force (CAP-USAF) active duty and civil service pilots. This instruction does not apply to the Air National Guard or Air Force Reserve Command. File a copy of all approved waivers with this instruction.

Major commands (MAJCOM) will forward proposed MAJCOM-level supplements to this volume through Headquarters, Air Education and Training Command, Directorate of Intelligence, Operations, and Nuclear Integration, Flight Standards and Policy Branch (HQ AETC/A3VO) to HQ United States Air Force, Total Force Aviation Management Division (HQ USAF/A3OI), for approval prior to publication. Field units below MAJCOM level will coordinate their supplements with their parent MAJCOM prior to publication. See [paragraph 1.1](#) for guidance on submitting comments and suggesting improvements to this publication.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance (IAW) with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). [Attachment 1](#) contains a glossary of references and supporting information used in this publication.

This publication requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The Systems of Records Notice F011 AF XO A, Aviation Resource

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Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through standardization and evaluation (stan/eval) channels to CAP-USAF/XO. CAP-USAF/XO will forward approved recommendations to HQ AETC/A3VO. HQ USAF/A3 is the approval authority for changes or revisions to this instruction. HQ AF/A3O is the waiver authority for training requirements established by AFI 11-202, Volume 1, or as stated in the AFI. Except as specified elsewhere in this instruction the MAJCOM/A3 is the waiver authority for individual aircrew member requirements this instruction. LRs will submit waiver requests through the chain of command to the OPR.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. This revision removes references to the use of the AF Form 8a, *Certification of Aircrew Qualification (Multiple Aircraft)*, as this is not applicable to CAP-USAF flight operations; updates aircrew qualification events and grading categories, as well as re-orders those events within the “Area” work and the “Traffic Pattern” work; deletes reference to AF Form 1381 and replaces with references to AF Form 4348; eliminates the potential for instrument approaches and landings to be verbally evaluated; prohibits the use of RNAV as both a precision and/or non-precision approach for the purposes of a flight evaluation; and provides for CAP-USAF crews the use and ability to fly (and be evaluated on) LPV DA approaches.

<b>Chapter 1—GENERAL</b>	<b>4</b>
1.1. Conducting Evaluations. ....	4
1.2. Procedures: .....	4
1.3. Grading Instructions: .....	4
Table 1.1. General Evaluation Criteria. ....	5
1.4. Emergency Procedures Evaluation (EPE). ....	5
1.5. Completing AF Form 8. ....	5
1.6. Waiver and Approval Authorities. ....	5

<b>AFI11-2CAP-USAFV2 25 MARCH 2015</b>	<b>3</b>
<b>Chapter 2—EVALUATION REQUIREMENTS</b>	<b>7</b>
2.1.    General. ....	7
2.2.    Requisites. ....	7
Table 2.1.    Evaluation Requisites. ....	7
2.3.    Pilot Evaluations. ....	7
2.4.    Instructor Pilot Evaluations. ....	8
Table 2.2.    Evaluation Requirements. ....	8
<b>Chapter 3—EVALUATION CRITERIA</b>	<b>11</b>
3.1.    Evaluation Criteria. ....	11
Table 3.1.    Evaluation Criteria. ....	11
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>35</b>

## Chapter 1

### GENERAL

**1.1. Conducting Evaluations.** Units will conduct all evaluations according to the provisions of AFI 11-202, Volume 2, and this instruction. (T1)

**1.2. Procedures:**

1.2.1. Flight examiners (FE) will use the evaluation criteria in Chapter 3 for conducting flight and emergency procedures evaluations (EPE). To ensure standard and objective evaluations, FEs must become thoroughly familiar with the evaluation requirements and criteria in this instruction. (T2)

1.2.2. Unless specified, the examinee will fly in the seat that best enables the FE to conduct a thorough evaluation. The FE normally occupies the left seat during periodic instructor mission evaluations. (T2)

1.2.3. Prior to the flight, the FE will brief the examinee on the purpose of the evaluation and how it will be conducted. The examinee will accomplish required flight planning during the evaluation and will furnish the FE a copy of necessary mission data and maps (as required). (T2)

1.2.4. The FE will thoroughly debrief all aspects of the evaluation. Debriefs 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, the FE must notify CAP-USAF/XOV.

1.2.5. FEs must be glass cockpit (G-1000) certified to give initial or periodic qualification (QUAL) or instrument (INSTM) evaluations to G-1000 certified members in a G-1000 aircraft.

**1.3. Grading Instructions:**

1.3.1. Tolerances in performance parameters are 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. Consider cumulative deviations when determining the overall grade.

1.3.2. FEs will use the evaluation criteria in **Table 1.1** and **Table 3.1** to determine individual area grades. When individual areas are performed well above the grading criteria standards, make an appropriate comment under Examiner's Remarks in the Comments block of the AF Form 8, *Certificate of Aircrew Qualification*, stating performance and (or) instruction was commendable. FEs must use judgment when the evaluation criterion is subjective or the specific situation is not covered.

1.3.3. FEs will derive the overall flight evaluation grade (Q-1, Q-2, or Q-3) from the area grades, based on a composite for the observed events and tasks according to AFI 11-202, Volume 2, this instruction, and FE judgment. If the examinee receives an unqualified area grade in any of the areas identified by this instruction, the FE will assign an overall unqualified grade (Q-3).

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

1.3.5. The general evaluation criteria in **Table 1.1** apply during all phases of flight (except as noted in **Table 3.1** for specific events).

**Table 1.1. General Evaluation Criteria.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>General Area</b>	<b>Q</b>	<b>Q-</b>	<b>U</b>
<b>1</b>	Altitude	±100 feet	±150 feet	Exceeds Q-limits
<b>2</b>	Airspeed	+10 knots	±15 knots	
<b>3</b>	Heading	Rolls out and maintains ±5 degrees of desired heading	Rolls out and maintains ±10 degrees of desired heading	

**1.4. Emergency Procedures Evaluation (EPE).** FEs will administer an oral EPE on the ground or in flight. The FE will include a sampling of emergency procedures resolved to a logical conclusion.

1.4.1. The FE will include an evaluation of the following items on the EPE:

1.4.1.1. **General Knowledge.** Evaluate aircraft systems and operating procedures, the national airspace system, and nontowered airfield operations.

1.4.1.2. **Emergency Procedures.** Evaluate all BOLDFACE or critical action procedures and at least one emergency procedure.

1.4.2. Units will not permit examinees receiving an overall unqualified grade (Q-3) because of an unsatisfactory EPE to fly in any aircrew position until the examinee completes a successful reevaluation. (T2)

1.4.3. For each EPE graded “qualified with additional training required,” the FE will indicate whether the additional training must be accomplished before the next flight.

**1.5. Completing AF Form 8.** Evaluators record aircrew member qualifications using the AF Form 8 in accordance with (IAW) AFI 11-202, Volume 2.

1.5.1. With the exception of restrictions and exceptionally qualified designation (if used), place all comments on the reverse side of the AF Form 8 or 8a.

1.5.2. Record additional aircraft upgrades, not requiring a flight evaluation, on AF Form 4348, *USAF Aircrew Certifications*, and maintain in the flight evaluation folder.

**1.6. Waiver and Approval Authorities.** HQ AF/A30 is the waiver authority for training requirements established by AFI 11-202, Volume 1, or as stated in the AFI. Except where specified in this instruction, each MAJCOM Director of Operations (A3) is the waiver authority

for individual aircrew provisions of this instruction. Units will submit waiver requests through the chain of command to the OPR.

## Chapter 2

### EVALUATION REQUIREMENTS

**2.1. General.** There are four types of evaluations in CAP-USAF aircraft: QUAL, instructor (INSTR), INSTM, and SPOT. The requirement for a mission evaluation is waived by this instruction according to the provisions of AFI 11-202, Volume 2. Evaluations include requisites and required areas. **Table 2.1** indicates when a requisite is required for an evaluation. **Table 2.2** prescribes required areas that must be included in the flight evaluation profile. Evaluation areas are aligned under the type of evaluation.

2.1.1. For the purposes of this instruction, all CAP-USAF aircraft are a single USAF mission design series equivalent, although additional aircraft equipment certifications may be required according to AFI 11-2CAP-USAF, Volume 1.

2.1.2. When it is impossible or impractical to evaluate a required area in flight, the FE may evaluate it by oral examination to complete the evaluation. Instrument approaches and landings cannot be evaluated orally. Document the oral evaluation in the Examiner's Remarks in the Comments block of the AF Form 8. If the FE determines the required item cannot be adequately evaluated orally, the examinee will require an additional flight to complete the evaluation.

2.1.3. A publications check is not required.

**2.2. Requisites.** **Table 2.1** indicates the minimum requisites for each type of evaluation. When periodic evaluations are combined, accomplish all requisites for each evaluation and document in the ground phase of the AF Form 8.

**Table 2.1. Evaluation Requisites.**

I T E M	A	B	C	D	E
	Requisite	QUAL	INSTM	INSTR	SPOT
1	Open Book Exam	R		R	
2	Closed Book Exam	R			
3	BOLDFACE Exam	R			
4	Instrument Exam		R		
5	EPE	R			
<p><b>Legend:</b> R = Required</p>					

**2.3. Pilot Evaluations.** All pilot evaluations are combined QUAL and INSTM evaluations. The examinee normally flies in the left seat. Area navigation (RNAV) approaches will not satisfy both precision and non-precision approach requirements on evaluations (i.e. at least one of the approaches will be non-RNAV).

2.3.1. Use either a precision approach radar (PAR), instrument landing system (ILS), or area navigation approach (RNAV) localizer performance with vertical guidance (LPV) decision altitude (DA) [if Wide-Area Augmentation System (WAAS) equipment is on the aircraft] to satisfy the precision approach requirement.

2.3.2. Use either an airport surveillance radar (ASR), very high frequency omnidirectional range (VOR), localizer (LOC), or area navigation approach to satisfy the nonprecision approach requirement.

**2.4. Instructor Pilot Evaluations.** To initially qualify as an instructor, a pilot must successfully complete a dedicated initial instructor evaluation. Subsequently, crewmembers designated as instructors will be evaluated on their ability to instruct during all periodic evaluations. All periodic INSTR evaluations are combined with aircraft QUAL/INSTM evaluations to evaluate both proficiency and instructor ability. The examinee normally flies in the right seat, but left-seat evaluations may be accomplished. The FE will act as a student for the purpose of evaluating the examinee's instructional ability. Include at least one maneuver from each of areas 20 to 23, 27 to 29, 35 to 38, and 47 to 48 in the flight evaluation profile.

**Table 2.2. Evaluation Requirements.**

A R E A	A	B	C	D
	Title	Type of Evaluation		
		QUAL	INSTM	INSTR
	<b>PREFLIGHT</b>			
1	Mission Planning	R	R	
2	Mission Briefing	R	R	R
3	Ground Operations	R	R	
	<b>GENERAL</b>			
4	Takeoff	R		R
5	Departure	R	R	
6	Clearing	R	R	
7	Level Off	R	R	
8	Cruise/Navigation		R	
9	In-Flight Checks	R	R	
10	In-Flight Planning/Area Orientation	R	R	
11	Communications/Transponder Procedures	R	R	R
12	Crew Coordination	R	R	R
13	Risk Management/Decisionmaking	R	R	R
14	Task Management	R	R	R

A R E A	A	B	C	D
	Title	Type of Evaluation		
		QUAL	INSTM	INSTR
15	Debriefing	R	R	R
16	Airmanship ( <b>Critical</b> )	R	R	R
17	Safety ( <b>Critical</b> )	R	R	R
18	Aircrew Discipline ( <b>Critical</b> )	R	R	R
19	Situational Awareness ( <b>Critical</b> )	R	R	R
	<b>AREA WORK</b>			
20	Steep Turns	R		
21	Power-on Stalls	R		
22	Power-off Stalls (Traffic Pattern Stalls)	R		
23	Slow Flight	R		
24	Unusual Attitude Recovery	R	R	
25	Simulated Forced Landing – Area	R		R
	<b>TRAFFIC PATTERN OPERATIONS</b>			
26	Arrival and Traffic Entry	R	R	
27	Normal Pattern	R	R	
28	Landing – Full Flap	R	R	R
29	Landing – Partial Flap	R	R	R
30	Landing – No Flap	R	R	R
31	Go-Around/Balked Landing	R	R	R
32	Touch-and-Go Procedures	R	R	R
33	Simulated Forced Landing – Traffic Pattern	R		R
34	Nontowered Operations	R		
	<b>SHORT AND SOFT FIELD OPERATIONS</b>			
35	Takeoff - Short Field	R		
36	Takeoff - Soft Field	R		
37	Landing - Short Field	R		
38	Landing - Soft Field	R		
	<b>INSTRUMENTS</b>			

A R E A	A	B	C	D
	Title	Type of Evaluation		
		QUAL	INSTM	INSTR
39	En Route Aircraft Control	R	R	
40	Holding/Procedure Turn		R	
41	En Route Descent		R	
42	Intercept/Maintain Course			
43	Intercept/Maintain Arc			
44	Precision Approach		R	R
45	Nonprecision Approach		R	R
46	Circling Approach			
47	Missed Approach/Climbout		R	
48	Transition to Land/Landing		R	
	<b>GENERAL KNOWLEDGE</b>			
49	Emergency Procedures	R	R	R
50	General Knowledge	R	R	R
	<b>INSTRUCTION</b>			
51	Briefing/Debriefing			R
52	Demonstration of Maneuvers			R
53	Instructor Knowledge			R
54	Ability to Instruct			R
55	Grading Practices			R
<b>Legend:</b>				
R – Required				

## Chapter 3

## EVALUATION CRITERIA

**3.1. Evaluation Criteria.** To ensure standard and objective evaluations, use the grading criteria in **Table 3.1** for required proficiency standards.

**Table 3.1. Evaluation Criteria.**

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
1	Mission Planning	Developed a plan to complete all mission requirements in a timely manner and IAW all applicable directives. Was aware of alternative available if flight couldn't be completed as planned. Read and initialed all items in the flight crew information file (FCIF) or read files.	Made minor errors or omissions that did not detract from mission effectiveness. Demonstrated limited knowledge of performance capabilities or approved operating procedures or rules in some areas.	Made major errors or omissions that would have prevented a safe or effective mission. Displayed faulty knowledge of operating data or procedures. Did not review or initial FCIF.
2	Mission Briefing: a. Organization	Briefing was well organized with a logical sequence. Finished in time to allow for element or crew briefing (if applicable) and preflight of personal equipment and aircraft.	Events were out of sequence, hard to follow, and some were redundant.	Gave a confusing presentation. Did not allow time for element or crew briefing (if applicable) and preflight of personal equipment and aircraft.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
	b. Presentation	Clearly defined mission requirements/goals. Effectively used training aids. Ensured cockpit/crew resource management objectives were clearly understood. Solicited questions and comments.	Did not make effective use of available training aids. Dwelled on nonessential mission items.	Did not use training aids. Briefing was redundant throughout. Lost interest of flight members. Presentation created doubts or confusion.
	c. Mission Coverage	Established objectives for the mission. Presented all events and technique discussion for accomplishing the mission.	Omitted some minor training events. Had limited discussion of techniques.	Did not establish objectives for the mission. Omitted major training events/did not discuss techniques.
3	Ground Operations	Established and adhered to station, start engine, taxi, and takeoff times to assure thorough preflight, check of personal equipment, etc. Accurately determined readiness of aircraft for flight. Performed all checks and procedures prior to takeoff IAW approved checklists and applicable directives.	Made minor procedural deviations that did not detract from mission effectiveness.	Omitted major checklist items. Major deviations in procedure would have prevented safe mission accomplishment. Failed to accurately determine readiness of aircraft for flight. Errors directly contributed to a late takeoff that degraded the mission or made it ineffective.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
4	Takeoff	Maintained smooth aircraft control throughout takeoff. Maintained runway alignment $\pm 10$ feet during takeoff. Rotated -0 to +10 knots of rotation speed. Retracted gear and flaps after safely airborne and prior to exceeding aircraft limits.	Made minor procedural deviations that did not detract from the takeoff. Control was rough or erratic. Runway alignment was $\pm 15$ feet. Rotated -0 to +15 knots indicated airspeed (KIAS) of rotation speed.	Takeoff was potentially dangerous. Exceeded aircraft or systems limitations. Raised gear or flaps too early or too late. Failed to establish proper climb attitude. Overcontrolled aircraft, resulting in excessive deviations from intended flight path.
5	Departure	Executed departure as published or directed and complied with all restrictions.	Minor deviations in airspeed and navigation occurred during completion of departure.	Failed to comply with published or directed departure instructions.
6	Clearing	Recognized actual and potential conflicts and adjusted aircraft performance to safely avoid those conflicts. Effectively used accepted clearing techniques and employed radios to aid in clearing.	Was intermittent throughout sortie. Was slow to take actions to reduce possible conflicts.	Clearing was inadequate, and actions were not taken to reduce possible conflicts.
7	Level Off	Level off was smooth. Promptly established proper cruise airspeed.	Level off was erratic. Was slow in establishing proper cruise airspeed.	Level off was erratic. Had excessive delay or failed to establish proper cruise airspeed. Failed to reset altimeter as required.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
8	Cruise/Navigation	Demonstrated satisfactory capability to navigate, using appropriate navigation procedures. Ensured navigation aids were properly tuned, identified, and monitored. Complied with clearance instructions. Was aware of position at all times. Remained within the confines of assigned airspace.	Made minor errors in procedures or use of navigation equipment. Some deviations in tuning, identifying, and monitoring navigation aids. Was slow to comply with clearance instructions. Had some difficulty in establishing exact position and course.	Made major errors in procedures or use of navigation equipment. Could not establish position. Failed to recognize checkpoints or adjust for deviations in time and course. Did not remain within the confines of assigned airspace. Exceeded parameters for Q-.
9	In-Flight Checks	Completed all checklist items correctly and at the proper point in the mission.	Performed same as Q except for minor deviations or omissions during checks that did not detract from mission accomplishment.	Did not perform in-flight checks or monitor systems to the degree that an emergency condition would have developed if allowed to continue uncorrected.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
10	In-Flight Planning and Area Orientation	Actively monitored fuel throughout the mission and complied with all established fuel requirements. Adhered to briefed joker/bingo fuels. Adjusted mission profile to comply with time or fuel limitations, weather, and area limits. Remained within area boundaries with or without ground references and used assigned airspace efficiently.	Made errors in fuel management procedures that did not prevent mission accomplishment. Was slow to adjust mission profile for time or fuel limitations, weather, and area limits.	Failed to monitor fuel status or comply with established fuel requirements. Poor fuel management prevented mission accomplishment. Exceeded area boundaries.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
11	Communication/ Transponder Procedures	Was able to understand and prioritize multiple radio transmissions. Correctly formulated timely and accurate responses, using proper terminology. Complied with and acknowledged all required instructions. All required radio calls (to include use of pilot-to-meteorological service/automatic terminal information service) made IAW directives. Intercockpit communication was clear and concise. All visual signals performed correctly and IAW directives. Used appropriate transponder procedures IAW directives.	Occasional deviations from procedures required retransmissions or resetting of codes. Slow to initiate (or missed) some required calls. Made minor errors or omissions that did not significantly detract from situational awareness or mission accomplishment. Transmissions were not in proper sequence or used nonstandard terminology. Communication was sometimes unclear or confusing but did not significantly impact mission accomplishment or flight safety.	Incorrect procedures or poor performance caused confusion and jeopardized mission accomplishment. Omitted (or missed) numerous required radio calls. Inaccurate or confusing terminology significantly detracted from situational awareness, threat warning, or mission accomplishment. Unclear or confusing intercockpit or interflight communication significantly impacted mission accomplishment or flight safety.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
12	Crew Coordination	Provided direction and information when necessary. Effectively coordinated with other crewmember through-out the mission. Focused crew attention on task at hand. Solicited inputs from other crewmembers, or outside agency when appropriate.	Crew coordination was adequate to accomplish the mission. Deficiencies in crew communication or inter-action resulted in degraded crew or mission efficiency.	Poor crew coordination seriously degraded mission accomplishment or safety of flight.
13	Risk Management/ Decisionmaking	Accurately identified all contingencies and alternatives. Gathered and cross-checked available data before deciding. Clearly stated decisions and ensured they were understood.	Made minor errors in identifying contingencies, gathering data, or communicating a decision that did not affect safe or effective mission accomplishment.	Improperly or ineffectively identified contingencies, gathered data, or communicated a decision that seriously degraded mission accomplishment or safety of flight.
14	Task Management	Correctly prioritized and managed multiple tasks based on existing and new information that assured mission success.	Made minor errors in prioritization or management of tasks that did not affect safe or effective mission accomplishment.	Incorrectly prioritized or managed tasks that seriously degraded mission accomplishment or safety of flight.
15	Debriefing	Thoroughly debriefed applicable portions of the mission. Compared mission results with briefed objectives and debriefed deviations. Offered corrective guidance as appropriate.	Performed a limited debriefing. Did not thoroughly discuss performance in relationship to mission objectives. Did not debrief all deviations.	Did not debrief mission deviations or offer corrective guidance.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
16	Airmanship (Critical)	Executed the assigned mission in a timely, efficient manner. Conducted the flight with a sense of understanding and comprehension.	note 1	Poor decisions resulted in failure to accomplish the assigned mission. Demonstrated poor judgment that compromised safety.
17	Safety (Critical)	Was aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment.	note 1	Was not aware of or did not comply with all safety factors required for safe operation or mission accomplishment. Operated the aircraft in a dangerous manner. Knowingly violated established procedures or flight restrictions.
18	Aircrew Discipline (Critical)	Demonstrated strict professional flight and crew discipline throughout all phases of the mission.	note 1	Failed to exhibit strict flight or crew discipline. Violated flight restrictions or established procedures.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
19	Situational Awareness (Critical)	Accurately analyzed flight conditions to minimize effects of adverse factors and capitalized on opportunities. Maintained fuel awareness and planned and (or) acted in a timely manner to ensure safe mission accomplishment. Never exceeded the capability to safely control the aircraft. Prioritization of flight requirements assured mission success.	note 1	Misanalysis of flight conditions and failure to prioritize compromised safety or mission accomplishment.
20	Steep Turns	Aircraft control was smooth and positive. Bank angle was 50 degrees $\pm 10$ degrees. Performed 360 degree turn in both directions. Altitude was $\pm 100$ feet. Rollout heading $\pm 10$ degrees. Used sufficient rudder to remain coordinated throughout the maneuver.	Made minor deviations. Bank angle was 50 degrees $\pm 10$ degrees. Altitude was $\pm 200$ feet. Rollout heading was $\pm 15$ degrees. Used insufficient rudder to remain coordinated throughout the maneuver.	Exceeded Q-criteria. Failed to make appropriate corrections.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
21	Power-On Stalls: a. Straight Ahead b. Turning c. Secondary	Recovered at the loss of control effectiveness to level flight with minimum loss of altitude at a safe flying airspeed and without entering a secondary stall. Remained coordinated throughout maneuver.	Delayed recovery beyond the loss of control effectiveness. Allowed the aircraft to enter a secondary stall. Delayed recognition and correction of uncoordinated flight.	Failed to recognize stall indications. Misapplied flight control and throttle inputs in a manner that aggravated the stalled condition and resulted in excessive altitude loss. Exceeded aircraft limits.
22	Power-Off Stalls (Traffic Pattern): a. Overshooting b. Undershooting c. Landing Attitude	Recovered properly at first aerodynamic indication of a stall with minimum loss of altitude at a safe flying airspeed and without entering a secondary stall. Remained coordinated throughout.	Delayed recovery beyond the first imminent stall indication (aerodynamic buffet). Allowed the aircraft to enter a secondary stall. Delayed recognition and correction of uncoordinated flight.	Failed to recognize stall indications. Misapplied flight control and throttle inputs in a manner that aggravated the stalled condition and resulted in excessive altitude loss. Exceeded aircraft limits.
23	Slow Flight	Maintained airspeed of slow flight airspeed -0 to +5 KIAS. Altitude was $\pm 50$ feet. Used sufficient rudder to remain coordinated throughout the maneuver.	Maintained slow flight airspeed -5 to +10 KIAS. Altitude was $\pm 100$ feet. Used insufficient rudder to remain coordinated throughout the maneuver.	Maintained deviations in excess of Q-criteria.
24	Unusual Attitude Recovery	Made expeditious recovery to level flight with minimum altitude loss and without stalling or exceeding aircraft limits.	Was slow to analyze attitude or erratic in recovery to level flight. Correct recovery procedures used.	Was unable to determine attitude. Used improper recovery procedures. Exceeded aircraft limits. Lost excessive altitude during recovery.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
25	Simulated Forced Landing – Area	<p>Complied with all flight manual and operational procedures. Established and maintained appropriate glide speed within 10 KIAS. Completed <b>BOLDFACE</b> emergency procedures.</p> <p>Flew an approach compatible with the situation. Used sound judgment. Configured at the appropriate position or altitude. Had smooth, positive control of aircraft. Placed the aircraft in a position to safely land in a suitable field.</p>	<p>Made minor procedural errors. Glide speed varied greater than 10 KIAS. Configured at a position and altitude that allowed for a safe approach. Required unnecessary maneuvering due to minor errors in planning or judgment.</p> <p>Placed the aircraft in a position to safely land in a suitable field but with a longer than desired planned touchdown point.</p>	<p>Made major deviations or did not comply with applicable procedures. Judgment was unsafe. Excessive maneuvering was required. Glide speed varied greater than 10 KIAS. Touchdown point would not have allowed for safe stopping in suitable field, or field was unsuitable for landing. Exceeded aircraft limits. Failed to complete <b>BOLDFACE</b> emergency procedures.</p>
26	Arrival and Traffic Entry	<p>Performed visual flight rules (VFR) arrival IAW procedures and techniques outlined in the flight manual, operational procedures, and local directives. Performed traffic entry as published or directed and complied with all restrictions and directives.</p>	<p>Performed VFR arrival with minor deviations to procedures and techniques outlined in the flight manual, operational procedures, and local directives. Minor deviations occurred.</p>	<p>VFR arrival was not performed according to procedures and techniques outlined in the flight manual, operational procedures, and local directives. Failed to comply with published or directed traffic entry instructions or directives.</p>

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
27	Normal Pattern	Properly analyzed pattern winds. Attained climb airspeed -0 to +10 KIAS, before start of turn to crosswind. Maintained downwind airspeed -0 to +10 KIAS, while on downwind. Maintained pattern altitude $\pm 100$ feet prior to the base turn. Complied with published directives.	Misanalysis of pattern winds resulted in wide/tight downwind or long or short final. Attained climb speed, -5 to +15 KIAS, before start of turn to cross-wind. Airspeed on downwind was -5 to +15 KIAS. Maintained pattern altitude $\pm 200$ feet prior to the base turn.	Exceeded Q-criteria.
28	Full-Flap Landing	Properly analyzed winds. Aircraft was properly configured. Final turn and final airspeed were -0 to +10 KIAS. Maintained proper runway alignment ( $\pm 10$ feet) in the prescribed landing zone, and touchdown was within 200 feet of the designated touchdown point. Braking was smooth and effective. Pitch attitude at touchdown was slightly higher than the pitch attitude used for takeoff.	Final turn and final airspeed was -5 to +15 KIAS. Maintained runway centerline plus or minus 15 feet. Touchdown was slightly outside the prescribed landing zone but safe. Ineffective braking resulted in an increased landing roll.	Exceeded Q-criteria. Configuration was improper.
29	Partial Flap Landing			
30	No-Flap Landing			

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
31	Go-Around/Balked Landing	Initiated and performed go-around/balked landing promptly IAW operational procedures and directives.	Was slow to initiate go-around/balked landing or procedural steps.	Did not initiate go-around/balked landing when appropriate or directed. Techniques were unsafe or applied incorrect procedures.
32	Touch-and-Go Procedures	Maintained proper runway alignment ( $\pm 10$ feet), and was in the prescribed landing zone. Application of power, cross-check of engine instruments, configuration changes, and runway alignment during takeoff phase was smooth and timely.	Executed landing phase with minor deviations. Touch-down speed was slightly outside the prescribed landing zone but safe. Application of power, cross-check of engine instruments, configuration changes, and runway alignment during the takeoff phase was slow.	Exceeded Q-criteria. Application of power, cross-check of engine instruments, configuration changes, and runway alignment were late during the takeoff phase.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
33	Simulated Forced Landing – Traffic Pattern	Complied with all flight manual and operational procedures. Established and maintained appropriate glide speed within 10 KIAS. Completed <b>BOLDFACE</b> emergency procedures. Flew an approach compatible with the situation. Used sound judgment. Configured at the appropriate position or altitude. Had smooth, positive control of aircraft. Placed the aircraft in a position to safely land on available runway.	Made minor procedural errors. Glide speed varied greater than 10 KIAS. Configured at a position and altitude that allowed for a safe approach. Required unnecessary maneuvering due to minor errors in planning or judgment. Placed the aircraft in a position to safely land on available runway but with a longer than desired planned touchdown point.	Made major deviations or did not comply with applicable procedures. Judgment was unsafe. Excessive maneuvering was required. Glide speed varied greater than 10 KIAS. Touchdown point would not have allowed for safe stopping on available runway. Exceeded aircraft limits.
34	Nontowered Operations	Ability to properly apply FAR/AIM procedures for nontowered operations.	Had some deficiencies in depth of knowledge or comprehension of how to properly apply FAR/AIM procedures for nontowered operations.	Had unsatisfactory deficiencies in depth of knowledge or comprehension of how to properly apply FAR/AIM procedures for nontowered operations.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
35	Takeoff - Short Field	Maintained smooth aircraft control throughout takeoff. Maintained runway alignment $\pm 10$ feet during takeoff. Accelerated down runway with elevator in neutral position. Rotated -0 to +10 knots of rotation speed. Climbed at maximum angle climb speed until 50 feet above ground level and accelerated to normal climb speed while slowly retracting the flaps.	Made minor procedural deviations that did not detract from the takeoff. Control was rough or erratic. Runway alignment was $\pm 15$ feet. Rotated -0 to +15 KIAS of rotation speed.	Takeoff was potentially dangerous. Exceeded aircraft or systems limitations. Raised gear or flaps too early or too late. Failed to establish proper climb attitude. Overcontrolled aircraft, resulting in excessive deviations from intended flight path.
36	Takeoff - Soft Field (note 2)	Maintained smooth aircraft control throughout takeoff. Maintained runway alignment $\pm 10$ feet during takeoff. Raised the nosewheel off runway as soon as elevator became effective. Lowered nose as soon as airplane became airborne and accelerated in-ground effect to a climb speed, slowly retracting the flaps while climbing.	Made minor procedural deviations that did not detract from the takeoff. Control was rough or erratic. Runway alignment was $\pm 15$ feet. Delayed raising the nosewheel off runway after elevator became effective.	Takeoff was potentially dangerous. Exceeded aircraft or systems limitations. Raised gear or flaps too early or too late. Failed to establish proper climb attitude. Overcontrolled aircraft, resulting in excessive deviations from intended flight path.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
37	Landing - Short Field	Final turn and final airspeed was -0 to +10 KIAS. Maintained proper runway alignment ( $\pm 10$ feet) in the prescribed landing zone. Touchdown within first 200 feet of runway. Braking was smooth, heavy and effective without skidding tires. Throttle was closed at touchdown. Flaps raised and elevator back pressure was applied to transfer weight to main wheels.	Final turn and final airspeed was -5 to +15 KIAS. Maintained runway centerline $\pm 15$ feet. Touchdown was slightly outside the prescribed landing zone but safe. Ineffective braking and weight transfer resulted in an increased landing roll.	Exceeded Q-criteria. Configuration was improper.
38	Landing - Soft Field (note 2)	Final turn and final airspeed was -0 to +10 KIAS. Maintained proper runway alignment ( $\pm 10$ feet) in the prescribed landing zone. Slight power was maintained during approach until wheels settled. Power reduced slowly and no braking was used. Elevator back pressure was applied to hold nose wheel off the ground.	Final turn and final airspeed was -5 to +15 KIAS. Maintained runway centerline $\pm 15$ feet. Use of brakes and ineffective use of elevator caused nosewheel to touchdown early.	Exceeded Q-criteria. Configuration was improper

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
39	En Route Aircraft Control	Aircraft control was smooth and positive. Maintained airspeed $\pm 10$ KIAS, altitude $\pm 150$ feet, and heading $\pm 5$ degrees of desired.	Erratic aircraft control resulted in minor deviations. Maintained airspeed $\pm 30$ knots, altitude $\pm 300$ feet, and heading $\pm 10$ degrees of desired.	Exceeded Q-criteria. Consistently deviated from airspeed, altitude, and (or) heading.
40	Holding/Procedure Turn	Executed entry and holding IAW published procedures and directives. Stayed within $\pm 15$ seconds (VOR), $\pm 2$ nautical miles (NM) (distance measuring equipment [DME]), and $\pm 2$ minutes of expect further clearance (if assigned) of holding pattern limit fix.	Made minor errors that did not detract from safety. Stayed within $\pm 20$ seconds (VOR), $\pm 3$ NM (DME), and $\pm 3$ minutes of expect further clearance (if assigned) of holding pattern limit fix.	Exceeded Q-criteria. Did not comply with published procedures and directives.
41	En Route Descent	Executed descent as directed. Complied with all restrictions. Remained position oriented.	Executed descent as directed with minor deviations.	Executed descent with major deviations. Did not comply with restrictions.
42	Intercept/Maintain Course	Complied with basic control standards. Established a valid intercept. Maintained course $\pm 5$ degrees.	Maintained course $\pm 10$ degrees, not to exceed 5 miles.	Exceeded Q-criteria.
43	Intercept/Maintain Arc	Complied with basic control standards. Established valid arc or radial intercept. Maintained arc $\pm 2$ NM.	Maintained arc $\pm 3$ NM.	Exceeded Q-criteria.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
44	Precision Approach	Executed approach as published IAW the flight manual. Made smooth and timely corrections to azimuth and glide slope to remain within one dot (ILS), or maintained glidepath with only minor deviations and heading within 5 degrees of controller instructions (PAR). Airspeed was -0 to +10 KIAS. Complied with decision height. Position would have permitted a safe landing.	Minor deviations did not detract from the approach. Slow to make corrections or initiate procedures. Glide slope was within one dot low or two dots high, and azimuth was within two dots (ILS), or glidepath never exceeded well above or below glidepath, and heading was within 10 degrees of controller instruction (PAR). Airspeed was -5 to +15 KIAS and glide slope was within one dot low or two dots high. Azimuth was within two dots. Position at decision height would have permitted a safe landing.	Exceeded Q-limits. Performed procedures with major deviations. Made erratic corrections. Did not comply with decision height, or position at decision height would not have permitted a safe landing.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
45	Nonprecision Approach	Adhered to all published or directed procedures and restrictions. Made smooth and timely response to controller instructions (ASR). Used appropriate descent rate to arrive at minimum descent altitude (MDA) (+100 to -0 feet) at or before the visual descent point. Maintained less than one dot deflection (LOC), course within 5 degrees (VOR), or heading within 5 degrees of controller instructions (ASR). Airspeed was -0 to +10 KIAS. Position at the missed approach point (MAP) would have permitted a safe landing.	Executed approach with minor deviations. Arrived at MDA (+150 to -0 feet) at or before the MAP, but past the visual descent point. Maintained within two dots deflection (LOC), course within 10 degrees (VOR), or heading within 10 degrees of controller instructions (ASR). Airspeed was -5 to +15 KIAS. Position at the MAP would have permitted a safe landing.	Exceeded Q-limits. Did not comply with procedures, restrictions, and controller instructions (ASR). Maintained steady-state flight below the MDA. Could not land safely from the approach.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
46	Circling Approach	Executed approach IAW the flight manual and AFMAN 11-217, Volume 1. Maintained minimum recommended circling airspeed until established on final. Maintained circling minimums and visual meteorological conditions until acquisition of visual glidepath. Smoothly positioned the aircraft for a safe landing.	Aircraft control was not consistently smooth but safe. Made minor deviations that did not detract from the approach. Maintained circling minimums and visual meteorological conditions until acquisition of visual glidepath. Runway displacement was adequate, but not optimum, and did not require a missed approach.	Approach was not flown IAW the flight manual or AFMAN 11-217, Volume 1. Aircraft control was erratic. Failed to correct large deviations in airspeed or altitude. Displacement was not adequate to allow safely aligning with the landing runway and a missed approach was required.
47	Missed Approach/ Climbout	Executed missed approach or climb out as published or directed IAW flight manual procedures.	Executed missed approach or climb out with minor deviations. Was slow to comply with published procedures, controller's instructions, or flight manual procedures.	Executed missed approach or climb out with major deviations. Did not comply with applicable directives or procedures.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
48	Transition to Land/Landing	Smooth and timely transition based on computed visual descent point or where runway environment visually acquired. Maintained runway alignment and touch-down speed was -5 to +10 KIAS, 500 to 2,000 feet from the runway threshold.	Slow transition led to a steeper-than-desired final, but appropriate corrections were made. Excessive power and pitch inputs resulted in a long or short landing.	Late transition or attempt to land in the “normal” landing zone led to an excessive “duck under.” Improper calculation of visual descent point or excessively late transition prevented landing out of the approach.
49	Emergency Procedures	Correctly and immediately responded to <b>BOLDFACE</b> or critical action procedures and non <b>BOLDFACE</b> emergency situations. Effectively used checklist.	Response to <b>BOLDFACE</b> or critical action procedures was correct but response to non- <b>BOLDFACE</b> procedures was slow or confused. Used the checklist, but was slow to locate required data.	Made incorrect response for <b>BOLDFACE</b> or critical action procedures. Unable to analyze problems or take corrective action. Did not use checklist or lacked acceptable familiarity with its arrangement or content.
50	General Knowledge: a. Aircraft General	Had a thorough knowledge of aircraft systems, limitations, and performance characteristics.	Had deficiencies in either depth of knowledge or comprehension.	Had unsatisfactory knowledge of aircraft systems, limitations, or performance characteristics.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
	b. Flight Rules and Procedures	Had thorough knowledge of flight rules and procedures.	Had deficiencies in depth of knowledge.	Had inadequate knowledge of flight rules or procedures.
	c. Local Area Procedures	Had a thorough knowledge of local procedures.	Had limited knowledge of local procedures.	Had inadequate knowledge of local procedures.
<b>51</b>	Briefing/Debriefing	Presented a comprehensive, instructional briefing or debriefing that encompassed all mission events. Made excellent use of training aids. Gave an excellent analysis of all events or maneuvers. Clearly defined objectives.	Made minor errors or omissions in briefing, debriefing, or mission critique. Was occasionally unclear in analysis of events or maneuvers.	Made major errors or omissions in briefing or debriefing. Analysis of events or maneuvers was incomplete, inaccurate, or confusing. Did not use training aids or reference material effectively. Briefing or debriefing was below the caliber of that expected of instructors. Failed to define mission objectives.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
52	Demonstration of Maneuvers	Performed required maneuvers within prescribed parameters. Provided concise, meaningful in-flight commentary. Demonstrated excellent instructor proficiency.	Performed required maneuvers with minor deviations from prescribed parameters. In-flight commentary was sometimes unclear.	Was unable to properly perform required maneuvers. Made major procedural errors. Did not provide in-flight commentary. Demonstrated below-average instructor proficiency.
53	Instructor Knowledge	Demonstrated in-depth knowledge of procedures, requirements, aircraft systems, performance characteristics, and mission beyond that expected of noninstructors.	Had deficiencies in depth of knowledge, comprehension of procedures, requirements, aircraft systems, performance characteristics, or mission.	Was unfamiliar with procedures, requirements, aircraft systems, performance characteristics, or mission. Lack of knowledge seriously detracted from instructor effectiveness.
54	Ability to Instruct	Demonstrated excellent instructor or evaluator ability. Clearly defined all mission requirements and any required additional training or corrective action. Instruction or evaluation was accurate, effective, and timely. Was completely aware of aircraft or mission situation at all times.	Problems in communication or analysis degraded effectiveness of instruction or evaluation.	Demonstrated inadequate ability to instruct or evaluate. Was unable to perform, teach, or assess techniques, procedures, systems use, or tactics. Was not aware of aircraft or mission situation at all times.

A R E A	A	B	C	D
	Title	Grading Criteria		
		Q	Q-	U
55	Grading Practices	Completed appropriate training or evaluation records accurately. Adequately assessed and recorded performance. Comments were clear and pertinent.	Made minor errors or omissions in training or evaluation records. Comments were incomplete or slightly unclear.	Did not complete required forms or records. Comments were invalid, unclear, or did not accurately document performance.
<b>Notes:</b> 1. Because this area is critical, Q- is not applicable. 2. Procedure may be evaluated on hard surface runways.				

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DCS, Operations

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

DoDI 7730.57, *Aviation Incentive Pays and Continuation Bonus Program*, 12 August 2008

AFPD 11-2, *Aircraft Operations*, 19 January 2012

AFI 11-2CAP-USAF, Volume 1, *CAP-USAF Aircrew Training*

AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*, 19 January 2012

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 13 September 2010

AFI 11-401, *Aviation Management*, 10 December 2010

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, 13 December 2010

AFI 11-421, *Aviation Resource Management*, 13 December 2010

AFMAN 11-217, Volume 1, *Instrument Flight Procedures*, 22 October 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

***Adopted Forms***

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1381, *USAF Certification of Aircrew Training*

AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*

AF Form 4348, *USAF Aircrew Certifications*

***Abbreviations and Acronyms***

**AIM**—Aeronautical Information Manual

**ARMS**—Aviation Resource Management System

**ASR**—airport surveillance radar

**CAP**—Civil Air Patrol

**DME**—distance measuring equipment

**EPE**—emergency procedures evaluation

**FAA**—Federal Aviation Administration

**FAR**—Federal Aviation Regulations

**FCIF**—flight crew information file

**FE**—flight examiner  
**IAW**—in accordance with  
**ILS**—instrument landing system  
**INSTM**—instrument evaluation  
**INSTR**—instructor evaluation  
**KIAS**—knots indicated airspeed  
**MAJCOM**—major command  
**MAP**—missed approach point  
**MDA**—minimum descent altitude  
**NM**—nautical miles  
**OPR**—office of primary responsibility  
**PAR**—precision approach radar  
**Q**—Qualified  
**QUAL**—qualification  
**SFL**—Simulated forced landing  
**U**—Unsatisfactory  
**VFR**—visual flight rules  
**VOR**—very high frequency omnidirectional range

*Terms*

**Certificated Flight Instructor**—A pilot certified by the Federal Aviation Administration (FAA) to perform basic flight instruction.

**Certificated Flight Instructor Instrument**—A pilot certified by the FAA to perform advanced instrument instruction.

**Civilian Examiner**—A HQ CAP/DOV or CAP check pilot with an FAA certificated flight instructor—instrument certificate.

**Contract Rental Aircraft**—An aircraft operated by CAP-USAF under a valid government contract. The aircraft is considered an Air Force aircraft during the period of its control.