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SECRETARY OF THE AIR FORCE**



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Flying Operations

**AIRCREW
STANDARDIZATION/EVALUATION
PROGRAM**

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This instruction implements AFPD 10-9, *Lead Designation and Responsibilities for Weapons Systems*; AFPD 11-4, *Aviation Service*, and AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and provides guidance on how to structure and monitor an aircrew Stan/Eval program.

It is applicable to all units assigned to or gained by major commands (MAJCOMs) and applies to commanders, operations supervisors and aircrew personnel assigned or attached to all flying

activities of these commands. This publication applies to Air Force Reserve Command, the Air National Guard, and to USAF aircrew personnel assigned to active flying positions in the Civil Air Patrol. MAJCOMs, field operating agencies (FOAs) and Headquarters United States Air Force (HQ USAF) direct reporting units (DRUs) will supplement this instruction. MAJCOMs, FOAs and HQ USAF DRUs will coordinate their supplement to this instruction with AF/A3O-AI before publication and forward one copy to AF/A3O-AI after publication. Units will coordinate their supplement with the next higher Numbered Air Force (NAF)/MAJCOM, as applicable, prior to publication. Air Force Reserve Command (AFRC)/Air National Guard (ANG) units will provide a copy of their supplement to their gaining MAJCOM and the active duty NAF with Stan/Eval oversight responsibility. Units will forward one copy of their supplement to said higher headquarters after publication. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through Stan/Eval channels, to AF/A3O-AI, AFA3O-AI.Workflow@Pentagon.af.mil.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) *Records Disposition Schedule (RDS)* located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

(AFGSC) AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*, is supplemented as follows: This supplement describes procedures for use in conjunction with the basic AFI. This supplement describes the Aircrew Standardization/Evaluation (Stan/Eval) program for Air Force Global Strike Command (AFGSC) flying activities. This supplement applies to all AFGSC commanders of flying units, Numbered Air Force (NAF) and unit flight examiners and aircrew personnel. This supplement applies to Air National Guard or Air Force Reserve Command Units. The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) *Records Disposition Schedule (RDS)*. AFGSC units will send all AF Forms 847, *Recommendation for Change of Publication*, for this publication to HQ AFGSC/A3TV, 245 Davis Avenue East, Suite 167 Barksdale AFB, LA 71110. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI33-360, Table 1.1, for a description of the authorities associated with the Tier numbers. AFGSC/A3 is the waiver approving authority for T-2 requirements in this publication. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority.

(AFGSC) This instruction may be supplemented at any level in accordance with paragraph [3.2.2.13](#)

SUMMARY OF CHANGES

Changes certifying official and waiver authority (paragraph 1.3) to AF/A3O, updates MAJCOM/A3 waiver guidance, revises Chapter 2 to ensure compliance with AFI 90-201, updates NGB coordination guidance in Chapter 2 and Chapter 3, amplifies Requalification (RQ) evaluation guidance (paragraph 5.2.6.2 and subordinate paragraphs), adds Remotely Piloted Aircraft guidance (paragraph 5.14), deletes Combat Camera from Chapter 8, revises Flight Crew Information File (FCIF) requirements (paragraphs 9.1.1, 9.1.2.1, 9.1.2.2), moves forms to Attachment 1 and updates *References* and *Abbreviations and Acronyms*, adds new Attachment 8 Self-Assessment Checklists, updates office symbols and makes other administrative changes to ensure currency. A margin bar (|) indicates newly revised material.

(AFGSC) This supplement is substantially revised and must be completely reviewed. This supplement incorporates Tier waiver authorities (T-0, T-1, T-2, T-3) included for all mandated unit compliance items (Wing level and below) as prescribed by AFI 33-360, *Publication and Forms Management*, as well as guidance from AFI11-202V2_AFGSCSUP_AFGSCGM1, 9 October 2012, which clarifies the role of Standardization and Evaluation Visits in support of IG activities.

CHAPTER 1— PURPOSE	7
1.1. General.....	7
1.2. Objectives.....	7
1.3. Waiver Authority.....	7
CHAPTER 2— HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS, ORGANIZATION, AND VISITS	8
2.1. Scope.....	8
2.2. HAF.....	8
2.3. MAJCOMs.....	9
2.4. NAFs.....	11
2.5. Stan/Eval Visits (SEVs).....	12
2.5. (AFGSC) Stan/Eval Visits (SEVs).....	12
CHAPTER 3— UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION	15
3.1. Scope.....	15
3.2. Operations Group.....	15
3.2. (AFGSC) Operations Group.....	15
3.3. Squadron.....	18

CHAPTER 4— FLIGHT EXAMINERS	21
4.1. General.....	21
4.2. Selection.....	21
4.3. Flight Examiner Functions.....	22
4.4. Senior Flight Examiner Program.	23
CHAPTER 5— AIRCREW QUALIFICATION EVALUATIONS	24
5.1. General.....	24
5.2. Categories.	24
5.3. Grading System.....	28
5.4. Evaluation Criteria.	31
5.5. Requisites.....	32
5.6. Failure to Pass a Flight Evaluation.	34
5.7. Supervised Status.....	35
5.8. Timing of Aircrew Qualification Evaluations.	35
5.9. Commander-Directed Downgrade.....	37
5.10. Multiple Qualification.....	37
5.11. Universal Qualification.....	38
5.12. Aircrew Flying in Non-USAF Aircraft and with Non-USAF Units.....	38
5.13. Initial Cadre.	39
5.14. Remotely Piloted Aircraft (RPA).....	39
CHAPTER 6— AIRCREW EXAMINATION PROGRAM	40
6.1. Purpose.....	40
6.2. Scope.....	40
6.3. Administrative Procedures.....	40
6.4. Exam Sources.	40
6.4. (AFGSC) Exam Sources.....	40
6.5. End-of-Course Exams.....	41
6.6. Exam Management.	42
6.7. Exam Security.....	42

6.8.	Grading.....	42
6.9.	Failure to Pass a Requisite Exam.....	43
6.10.	Unit Periodic Examinations (Optional).....	43
6.10.	(AFGSC) Unit Periodic Examinations.....	43
CHAPTER 7— DOCUMENTATION		45
7.1.	Scope.....	45
7.2.	Qualifications versus Certifications.....	45
7.3.	AF Form 8/8a, Certificate of Aircrew Qualification.....	45
Table 7.1.	(Added-AFGSC) Evaluation-AF Form 8 Reviewer/Approver Matrix.....	52
7.4.	Commander-Directed Downgrade (see also paragraph 5.....	56
7.5.	Initial Cadre (see also paragraph 5.....	58
7.6.	AF Form 4348, USAF Aircrew Certifications (Optional).....	59
7.6.	(AFGSC) AF Form 4348, USAF Aircrew Certifications.....	59
7.7.	AF Form 942, Record of Evaluation.....	62
7.8.	Flight Evaluation Folders (FEF).....	63
CHAPTER 8— SPECIALIZED AIRCREW		69
8.1.	Purpose.....	69
8.2.	Evaluations.....	69
CHAPTER 9— ADDITIONAL PROGRAMS (FCIF, SII, GO/NO-GO, SUPPLEMENTARY EVALUATIONS)		70
9.1.	FCIF.....	70
Table 9.1.	Required Volumes.....	71
Table 9.2.	Volume II Mandatory Publications.....	74
9.2.	Flight Related SII.....	75
9.3.	Go/No-Go Procedures.....	75
9.3.	(AFGSC) Go/No-Go Procedures.....	75
9.4.	Supplementary Evaluations.....	76
9.4.	(AFGSC) Supplementary Evaluations.....	76
9.5.	DELETED (Moved to Atch 1).....	77

9.6. DELETED (Moved to Atch 1).....	77
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	78
ATTACHMENT 2— STAN/EVAL BOARD MINUTES	86
ATTACHMENT 3— AF FORM 8 COMMENT EXAMPLES	88
ATTACHMENT 4— AF FORM 8A COMMENT EXAMPLE	95
ATTACHMENT 5— SAMPLE AF FORM 942	96
ATTACHMENT 6— SAMPLE AF FORMS 4348	97
ATTACHMENT 7— FCIF TEMPLATE	99
Attachment 8— SELF-ASSESSMENT CHECKLISTS	100
Attachment 9—(Added-AFGSC) FLIGHT EXAMINERS OBJECTIVITY EVALUATION GRADING CRITERIA [N/A 582 HG]	101

CHAPTER 1

PURPOSE

1.1. General.

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

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

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

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

1.2. Objectives.

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

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

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

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

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

1.3. Waiver Authority.

1.3.1. Unless otherwise specified, AF/A3O is the waiver authority for policy guidance in this instruction. Except as provided in this instruction, or by direction of the approving authority, the MAJCOM/A3 is the waiver authority for individual aircrew requirements on a case-by-case basis.

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

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

CHAPTER 2

HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS, ORGANIZATION, AND VISITS

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

2.2. HAF.

2.2.1. AF/A3O:

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

2.2.1.2. Assigns AF/A3O-AI as the Office of Primary Responsibility (OPR) for this instruction.

2.2.2. AF/A3O-AI:

2.2.2.1. Reviews and maintains this instruction.

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

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

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

2.2.2.5. Coordinates with MAJCOM Stan/Eval functions to develop the AF-level aircrew Stan/Eval Self-Assessment Checklist (SAC) as specified in AFI 90-201, *The Air Force Inspection System*. IAW AFI 90-201, uploads the SAC in the Management Internal Control Toolset (MICT). See **Attachment 8**.

2.2.3. HQ USAF/A3O-AS:

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

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

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

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

2.2.5. AFMOA/SG3P:

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

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

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

2.2.7. **MAJCOM Gatekeepers.** Coordinate and schedule unit visits IAW AFI 90-201.

2.3. MAJCOMs.

2.3.1. General.

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

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

2.3.1.3. HQ USAF DRUs and the National Guard Bureau (NGB) are considered MAJCOMs for purposes of this instruction.

2.3.2. Functions.

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

2.3.2.1. (**AFGSC**) AFGSC is designated as the lead MAJCOM for the B-1, B-2, B-52 and UH-1N Mission Design Series (MDS). HQ AFGSC/A3TV is the office of primary responsibility (OPR) for the B-1, B-2, B-52 and UH-1N AFI 11-MDS V2, *Aircrew Evaluation Criteria*.

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

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

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

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

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

2.3.2.4. (**AFGSC**) HQ AFGSC mandated Stan/Eval software is Patriot Excalibur (PEX), and will be used for computer-based examinations IAW paragraph **6.3.2 (T-2)**.

2.3.2.5. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels (OGV, NAF [if applicable], MAJCOM) and IAW AFI 11-215, *USAF Flight Manuals Program (FMP)*. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility, and notify NGB/A3.

2.3.2.5. (**AFGSC**) [AFRC] AFRC units with a group Stan/Eval office will submit routine AF Forms 847 to AFRC/A3D. AFRC/A3D will send all 847's to 8 AF/OV and

AFGSC/A3TV for final coordination. Emergency/SIB AF Forms 847 will be submitted directly to AFRC/A3D and then to 8 AF/OV and AFGSC/A3TV Flight Manual Manager and to other organizations as required by AFI 11-215, *USAF Flight Manuals Program (FMP)*. (T-2).

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

2.3.2.6.1. (**Added-AFGSC**) To ensure standardization, HQ AFGSC/A3TV OPRs will retain oversight responsibility of MQFs, but may delegate their actual review and update to lower echelons (not ANG). If delegated, completed MQFs will be returned to AFGSC/A3TV as a Word document (.doc) and PEX QDB formats. Approved MQFs will be maintained on the HQ AFGSC/A3TV website.

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

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

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

2.3.2.9.1. (**Added-AFGSC**) AFGSC/A3TV assumes responsibility for all NAF Helicopter Stan/Eval functions listed in paragraph **2.4** For Helicopter Stan/Eval functions, all references to NAF Stan/Eval in this document refer to AFGSC/A3TV.

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

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

2.3.2.12. Provide functional area compliance inspection guidance to subordinate organizations and to MAJCOM/IG staffs. Establish procedures in MAJCOM supplements.

2.3.2.12. (**AFGSC**) Provide functional area compliance inspection guidance to AFGSC/IG staff IAW AFI 90-201, *The Air Force Inspection System*, and AFI90-201_AFGSCSUP. The NAF Stan/Eval will work with the AFGSC/IG to ensure all areas are inspected under the Aircrew Standardization/Evaluation section of AFI 90-201, Attachment 3, during the UEI period for each unit.

2.3.2.13. Coordinate with MAJCOM/IG functions to schedule unit visits.

2.3.3. **Organization.**

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

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

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

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

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

2.3.4.2.1. **(Added-AFGSC)** Paragraphs marked “AFRC” apply to units under AFRC operational control/direction or who have overall responsibility for Stan/Eval programs as specified by MAJCOM or wing level MOA/ MOU.

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

2.4. NAFs.

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

2.4.2. Functions.

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

2.4.2.2. Conduct Stan/Eval visits IAW MAJCOM supplements/directives. Coordinate with MAJCOM Stan/Eval and/or MAJCOM/IG functions to schedule visits.

2.4.2.3. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility, and notify NGB/A3.

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

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

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

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

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

2.4.2.8. **(AFGSC)** NAF Stan/Eval will normally review and return unit supplements with comments within 60 days of submission. To ensure adequate time for review and implementation, units should submit supplements at least 7 months before a scheduled formal visit IAW paragraph **2.5** If units submit their supplement less than 3 months before a scheduled visit, the NAF may complete the review during the scheduled visit.

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

2.4.2.10. **(Added-AFGSC)** 8 AF/OV will identify the minimum publications included in the FCIF index of publications and post updates on the 8 AF/OV Stan Eval website (<https://org1.eis.af.mil/sites/8af/int/OV/default.aspx>).

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

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

2.5. Stan/Eval Visits (SEVs). HHQ Stan/Eval staffs may visit units during the administration of formal inspections (e.g. Combined Unit Inspections), Staff Assistance Visits (SAVs) that were requested by the Commander, or in an informal capacity, as specified in MAJCOM supplements. Formal unit visits will be coordinated and scheduled with the MAJCOM Gatekeeper IAW AFI 90-201.

2.5. (AFGSC) Stan/Eval Visits (SEVs). HHQ Stan Eval staff will conduct the Standardization/Evaluation Qualification Program Inspection in support of AFGSC/IG Unit Effectiveness Inspections (UEI) as designated in AFI 90-201, Attachment 2. Any Stan/Eval Visits and SAVs will be coordinated and scheduled with the MAJCOM Gatekeeper IAW AFI 90-201; routine flight currency and recurring pyramid, no-notice, and SPOT evaluations are exempt from Gatekeeper coordination.

2.5.1. **(Added-AFGSC)** SAVs. HHQ will provide SAVs to units only when requested by the unit commander or at the HHQ commander's discretion. Normally, SAVs are conducted to solve specific problems or exchange information, but may cover any operational area the unit desires.

2.5.2. **(Added-AFGSC)** NAF Stan/Eval will conduct the Standardization/Evaluation Qualification Program Inspection to all units no later than every 30 months in conjunction with and under the IG's Unit Effectiveness Inspection (UEI) guidelines. The Stan/Eval team lead will coordinate with the IG POC for team travel, schedules, etc.

2.5.3. **(Added-AFGSC)** Standardization/Evaluation Qualification Program Inspection Visits are designed to:

2.5.3.1. **(Added-AFGSC)** Determine the effectiveness of the Stan/Eval program and compliance with applicable AFIs and associated supplements.

2.5.3.2. **(Added-AFGSC)** Assess the capability of the Chief of Stan/Eval, Flight Examiners, instructors and unit crewmembers to evaluate, instruct and perform the unit's DOC statement/operational taskings.

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

2.5.3.4. **(Added-AFGSC)** Verify aircrew compliance with flight regulations.

2.5.3.5. **(Added-AFGSC)** Provide meaningful feedback to commanders from a broad viewpoint as well as the specific evaluation of the existing evaluation criteria. NAF

Stan/Eval will evaluate unit operations during the entire UEI period following the last formal capstone visit, not just a “snapshot” of the unit’s current program status.

2.5.4. (Added-AFGSC) Conduct of Standardization/Evaluation Qualification Program Inspection Visits.

2.5.4.1. (Added-AFGSC) The Standardization/Evaluation Qualification Program Inspection will be graded under MGA 4 Executing the Mission: Primary Mission IAW AFI 90-201. The Stan/Eval team lead will work with the AFGSC/IG to assign a grade under the Primary Mission category. The Standardization/Evaluation Qualification Program Inspection will include aircrew evaluations, documentation of certification/qualification records and go/no-go procedures of those individuals getting evaluations. The Stan/Eval team lead will provide a summary report of Standardization/Evaluation Qualification Program Inspection to the AFGSC/IG prior to or during each units UEI capstone to be included in the each units UEI capstone report. Additionally, the Stan/Eval team lead will work with the AFGSC/IG to designate who will accomplish the required inspection areas under the Aircrew Standardization/Evaluation section of AFI 90-201, Attachment 3, during each unit’s UEI period. For the current Air Force Inspection Requirements for Aircrew Standardization and Evaluation see AFI 90-201, Attachment 3, Table A3.1., located at the SAF/IGI Portal Page: (<https://www.my.af.mil/gcss-af/USAF/ep/browse.do?programId=t0ECF2BB84B791E82014BB6D8AF780572&channelPageId=s6925EC1351F40FB5E044080020E329A9>).

2.5.4.2. (Added-AFGSC) A representative sample (15 to 30 percent) of all qualified aircrew (supervisors, instructors, and line [experienced and inexperienced]) will be evaluated over the span of the UEI period for each unit. **(T-2)**. For units with an EPE/ATD requirement, a goal of 15 percent of qualified aircrew will be used. OGV evaluators may evaluate up to 10 percent of the qualified aircrew with coordination/approval from NAF Stan/Eval. **(T-2)**. OGV evaluators will be a Wing Inspection Team (WIT) member and will evaluate under the Commanders Inspection Program (CCIP). **(T-2)**. Normally, HHQ evaluators will perform flight examiner objectivity evaluations of all OGV evaluators. This will provide validation and verification of the CCIP. The OGV evaluation results will be forwarded to NAF Stan/Eval. Crewmembers maintaining multiple qualifications may be evaluated in either aircraft. All flight examiners may receive a Flight Examiner Objectivity Evaluation (flight or ground).

2.5.4.3. (Added-AFGSC) Full notice evaluations are appropriate for those administered by unit Flight Examiners where a HHQ Flight Examiner will observe and administer a Flight Examiners Objectivity Evaluation. The full flight evaluation profile should be planned by the examinee. These evaluations will constitute an evaluation of the examinee (conducted by the unit flight examiners), as well as the unit flight examiner’s objectivity and the unit’s flight evaluation profiles (conducted by the HHQ Flight Examiners).

2.5.4.4. (Added-AFGSC) Flight examiners will administer no-notice evaluations to individuals by notifying the unit at an appropriate time (if the individual is already on the flying schedule) or by requesting that an individual be added to the next day’s schedule

for this purpose. HHQ Flight Examiners will communicate any additional or unique evaluation requirements beyond the scheduled mission profile to the examinee no later than 24 hours prior to the aircrew briefing to facilitate mission planning.

2.5.4.5. **(Added-AFGSC)** All Flight evaluations/EPEs administered by HHQ Flight Examiners within the units UEI period may be counted toward the flight evaluation sample for that Standardization/Evaluation Qualification Program Inspection.

CHAPTER 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

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

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

3.2. (AFGSC) Operations Group. The 582d Helicopter Group Commander (HG/CC) is the same as the Operations Group Commander for all AFI references to the OG/CC.

3.2.1. OG/CC Responsibilities.

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

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

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

3.2.1.3. (AFGSC) Ensure adequate aircrew briefing facilities are provided at the unit level. (T-3).

3.2.1.4. Provide a suitable Stan/Eval testing area.

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

3.2.1.5. Direct supplementary evaluations (see Chapter 9).

3.2.1.6. Chair the SEB.

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

3.2.2. OGV Functions.

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

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

3.2.2.3. Establish procedures to maintain and review unit Flight Evaluation Folders (FEFs). If not maintained by the squadron Stan/Eval function, maintain unit FEFs.

3.2.2.4. Establish procedures for requisite Aircrew Exams (see Chapter 6).

3.2.2.5. Establish and maintain a trend program.

3.2.2.5. (AFGSC) The trend program will track discrepancies and missed examination questions to compile data for trend analysis. (T-2). As a minimum unit trend programs should contain a minimum sample size and threshold for determining a trend. For example, a deficiency meets the threshold of a trend when: 1) a question missed 20% of the time with a sample size greater than 5 attempts; 2) an evaluation area/sub area downgraded on 20% of administered evaluations; or 3) a requisite examination question missed more than twice during a semiannual period with a sample size less than five. Meeting trend threshold alone is not the sole means of designating a deficiency as a trend.

3.2.2.5.1. Scope will include trend analysis of all evaluations.

3.2.2.5.2. For units with more than one type of MDS and/or crew positions, combine discrepancies common to all MDSs/crew positions to determine trends (e.g., instrument procedures).

3.2.2.5.3. For Formal Training Units (FTUs) and Combat Crew Training Squadrons (CCTSs), maintain separate trend data for students and instructors.

3.2.2.5.4. When trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR).

3.2.2.5.4. (AFGSC) OGV should only close trends after the OPR verifies the deficiency in performance or knowledge no longer exists in the applicable crew force and the OG/CC approves. NAF Stan/Eval will collect trend information from AFGSC units via SEB reporting, and disseminate common areas of concern back to the units. (T-2).

3.2.2.5.4.1. (Added-AFGSC) Corrective actions include, but are not limited to: tailored periodic examinations, flight examiners training emphasis, aircrew briefing, and bulletin board slides with appropriate information. Use control measures to verify effectiveness of corrective actions. Control measures include, but are not limited to: Sup evals, SPOT evals, No-Notice evals, examinations, and media-recordings review, etc.

3.2.2.5.4.2. (Added-AFGSC) Brief the status of previous trends (open/closed) during SEBs. (T-2). A trend will remain open if it is identified during subsequent SEBs. (T-2).

3.2.2.5.5. Report trends and status to the OG/CC during the SEB until closed (see **Attachment 2**). Maintain an archive of trend data for at least one year from the date the trend was identified.

3.2.2.6. Conduct supplementary evaluations as directed by the OG/CC.

3.2.2.6.1. (Added-AFGSC) Unit supplements to this instruction will define the conduct of supplementary evaluations. (T-2). Units can use Inspector General Evaluation Management System (IGEMS) to document supplementary evaluations under a CCIP.

3.2.2.7. Conduct SEBs and document IAW **Attachment 2** and MAJCOM supplement.

3.2.2.7. (AFGSC) As a minimum, hold SEBs semiannually and as early as practical after the end of the previous 6-month period. (T-2). Conduct these SEBs NLT end of February and August, respectively, and forward SEB minutes to NAF Stan/Eval (AFRC/A3D for AFRC units) by the end of the subsequent calendar month (March/September), signed by the OG/CC. (T-2).

3.2.2.7.1. (Added-AFGSC) Attendees should include squadron commanders and OGV/squadron flight examiners. Absent SEB members will, at a minimum, read SEB minutes. (T-2).

3.2.2.7.2. (Added-AFGSC) 8AF Stan/Eval will send a copy of the SEB minutes to HQ AFGSC/A3TV. (T-2).

3.2.2.8. Establish and maintain the unit FCIF program.

3.2.2.9. Establish procedures to manage the flight publications program IAW AFI 11-215 and TO 00-5-1.

3.2.2.10. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility, and notify NGB/A3.

3.2.2.11. Ensure annual Military Training Route (MTR) and Air Refueling (AR) Track reviews (for the MTRs and ARs for which the unit is OPR) are accomplished and documented IAW AFI 13-201, *Airspace Management*. Document status of reviews in the SEB minutes (see **Attachment 2**).

3.2.2.12. Manage the Operations Supervision program as applicable IAW AFI 11-418, *Operations Supervision*. Established procedures will be documented in a unit supplement.

3.2.2.13. (Added-AFGSC) Units will develop a supplement to this instruction. (T-2). Prior to publication, send the draft unit supplement and subsequent changes to the NAF Stan/Eval with oversight responsibility for coordination. (T-2). AFRC units will forward unit supplement to HQ AFRC/A3D for review/approval. (T-2). HQ AFRC/A3D will forward approved unit supplements to HQ AFGSC/A3TV and 8 AF/OV. (T-2).

3.2.2.14. (Added-AFGSC) Monitor the upgrade and objectivity of all flight examiners.

3.2.2.15. (Added-AFGSC) Establish unit no-notice program and goals. (T-2). Goals must be quantifiable; zero is not considered an acceptable goal. Monitor this program to ensure goals set by the OG/CC are met and unit no-notice evaluations are distributed proportionately among aircrew positions, weapons systems and types of evaluations. (T-2).

3.2.3. **OGV Organization.** OGV staff will consist of a Chief of Stan/Eval and should include at least one flight examiner per crew position per MDS. Manning and organization may be adjusted IAW MAJCOM supplement or with OG/CC approval. If the OG/CC approves adjustments, notify the NAF and MAJCOM Stan/Eval functions, and document in the SEB minutes.

3.2.3.1. The chief of Stan/Eval will be a certified flight examiner in a unit weapon system. For units undergoing conversion, the Chief of Stan/Eval may be qualified in the weapon system to which the unit is converting, even if none are yet assigned.

3.2.3.2. The chief of Stan/Eval will report directly to, and be rated by, the OG/CC. For units not collocated with the parent wing/group, the Chief of Stan/Eval will report directly to and be rated by the unit commander, or as specified by MAJCOM supplement.

3.2.3.3. The OG/CC may designate additional OGV flight examiners who are not assigned to OGV when necessary to meet unique unit requirements. Document in the SEB minutes (see **Attachment 2**).

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

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

3.2.3.6. (**Added-AFGSC**) Other non-flying staff may consist of Technical Order Distribution Officer (TODO), and administrative personnel as required by the unit mission.

3.2.4. (**Added-AFGSC**) To the maximum extent possible, units will adhere to a pyramid style (See **Table 7.1**) evaluation structure where higher level flight examiners or flight examiners qualified supervisors evaluate subordinate aircrew and lower level flight examiners. Flight examiners should not evaluate their rater. Higher echelon flight examiners will administer evaluations to lower echelon flight examiners. This in no way shall restrict unit leadership's discretion to conduct evaluations on assigned/attached aircrew. When no qualified examiner above the examinee in the pyramid evaluation structure or chain of command, is available during the eligibility period, the highest available examiner will administer the evaluation. Report deviations from the pyramid in the SEB minutes, in addition to the comments section of the AF Form 8. (**T-2**).

3.2.4.1. (**Added-AFGSC**) OGV flight examiners may conduct evaluations in all squadrons in their wing flying aircraft/missions in which they are qualified. (**T-2**).

3.2.4.2. (**Added-AFGSC**) Examinees requiring NAF or MAJCOM examiners will consult the HHQ flight examiner for availability. The HHQ flight examiner will delegate if no appropriate flight examiner is available. Document deviations in the additional comments section of the AF Form 8.

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

3.3.1. Squadron Commander Responsibilities:

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

3.3.1.2. Attend as many evaluation debriefings as practical.

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

3.3.1.3. (AFGSC) The squadron commander designates SELOs in writing as an additional duty. SELOs do not need to be flight examiners.

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

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

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

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

3.3.2.3. Implement OGV FEF maintenance and review guidance.

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

3.3.2.5. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility, and notify NGB/A3.

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

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

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

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

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

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

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

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

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

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

3.3.3.3.1. (Added-AFGSC) For FTU/CTS squadrons, the OG/CC may authorize as many additional duty flight examiners as required to accommodate student syllabus

evaluation requirements. FTU/CTS additional duty flight examiners should primarily evaluate students. (T-3).

3.3.3.3.2. (Added-AFGSC) The OG/CC will determine squadron flight examiner manning according to mission requirements. As a guide use [Table 3.2](#) ratios. Include all assigned and attached aviators:

Table 3.2. (Added) **Flight Examiners (s)/Crew(member)s Guideline.**

Mission Design Series (MDS)	Flight Examiner Ratio
B-1	1:8 crewmembers
B-2	1:5 crewmembers
B-52	1:8 crewmembers
T-38	1:10 crewmembers
UH-1N	1:5 crewmembers
<i>NOTE:</i> For those units manned with less than the minimum crews/crewmembers for a particular MDS, one flight examiner crew is recommended.	

CHAPTER 4

FLIGHT EXAMINERS

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

4.2. Selection.

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

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

4.2.2. (AFGSC) MAJCOM and NAF flight examiners will be current and qualified to perform examiner and instructor duties IAW MDS volumes. These individuals may conduct evaluations in their MDS qualification and augment MAJCOM inspections throughout AFGSC flying units. They must be on a MAJCOM or NAF Evaluator Orders letter.

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

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

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

4.2.3.3. (Added-AFGSC) Award flight examiners the “Q” AFSC prefix IAW AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*.

4.2.3.4. (Added-AFGSC) Prior to designation as a flight examiner, each flight examiner candidate will complete the applicable flight examiner upgrade program. Flight examiners upgrade program will consist of the following components: (T-3).

4.2.3.4.1. (Added-AFGSC) Review of AFI 11-202 Volume 2 and Supplements, AFI 11-2MDS Volume 2 and Supplements, AF Form 8, and Temporary Evaluation documentation. (T-3).

4.2.3.4.2. (Added-AFGSC) Flight examiners upgrade examination. This examination will be open book, focusing on administrative procedures involved in evaluations and will not test weapons system employment. (T-3).

4.2.3.4.3. (Added-AFGSC) Interview with SQ/CC (applicable to squadron evaluators), OGV and OG/CC to discuss Stan/Eval mission, philosophy, duties and responsibilities. (T-3).

4.2.3.4.4. (Added-AFGSC) Initial flight examiner candidates will be observed by an OGV/CCV flight examiner while administering a flight/ATD evaluation, from

briefing through AF Form 8 completion (of like crew position to the maximum extent possible). (T-3).

4.2.3.4.5. (Added-AFGSC) Previously certified flight examiners will observe the briefing, debriefing and critique of a flight/ATD evaluation. (T-3).

4.2.4. For AFRC and ANG units:

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

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

4.3. Flight Examiner Functions.

4.3.1. Conduct aircrew evaluations IAW **Chapter 5** and document IAW **Chapter 7**.

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

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

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

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

4.3.4. (AFGSC) For collocated Air Reserve Component (ARC) units, or instances where individuals from one MAJCOM have permanent positions established on another MAJCOM's base, OG/CCs may allow cross-component/command evaluations. For associated units, cross-component evaluations are approved and will be coordinated between the host unit and the associated unit at the OGV or group commander level or IAW their command supplement or MOU. For AFGSC associated ACC units (WPS, TES, etc...), cross-command evaluation guidance is IAW AFI 11-202 V2_ACCSUP Attachment 10. Any evaluation administered by MDS qualified HHQ evaluators is authorized IAW paragraph **4.2.2**

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

4.3.5. (AFGSC) [N/A FTU] The pre-mission brief for all evaluations includes a review of the evaluation grade sheet (or temp form 8) explaining the required areas for the evaluation, a discussion of specific crew duties/responsibilities and a review of the critical sub areas. For evaluations associated with upgrades, complete the following prior to flight: review training folder for completeness, ensure all syllabus requirements are met. The flight examiner will

debrief the examinee on all aspects of the evaluation and ensure the examinee understands the overall grade, remarks, and recommendations entered on the AF Form 8. **(T-3)**.

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

4.3.6. **(AFGSC)** If the flight examiner deems the aircraft commander incompetent or otherwise incapacitated and safety of flight is jeopardized, (s)he will assume command, or if (s)he is not at a set of controls, designate another fully qualified aircraft commander to assume command. Advise the aircraft commander and crew that during any evaluation, flight examiners witnessing significant deviations and/or unsafe airmanship in crew positions in which they are not qualified, will report the incident(s) to the unit commander and OGV. If the commander determines the deviation(s) warrant a downgrade or an overall Qualification Level 3, document the deviation(s) on an AF Form 8 IAW paragraph **7.4**

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

4.3.7. **(AFGSC)** Notification may be made via email or electronic means, but a thorough debrief must be conducted in person or over the telephone. **(T-3)**.

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

4.3.9. **(Added-AFGSC)** Unit Stan/Eval personnel will establish and maintain an account on the AFGSC/A3TV Stan/Eval website in order to receive alerts by enabling the account to automatically notify the user of changes to FCIF information, FCIF index of publications, and any other critical information. **(T-2)**.

4.4. Senior Flight Examiner Program.

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

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

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

4.4.1.3. Document designations IAW paragraph **4.2.3.2**.

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

CHAPTER 5

AIRCREW QUALIFICATION EVALUATIONS

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

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

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

5.1.2. (AFGSC) Evaluations in multiple crew positions will be conducted IAW AFI 11-2MDSV2.

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

5.2.1. QUAL Evaluations.

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

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

5.2.2. INSTM Evaluations.

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

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

5.2.2.2. (AFGSC) Aircrew members with multiple qualifications will accomplish the instrument evaluation in their primary aircraft (**Exception:** [B-2 Only] a companion trainer [i.e. T-38A] may be used to accomplish the instrument evaluation). (**T-2**).

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

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

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

5.2.3. MSN Evaluations.

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

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

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

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

5.2.3.2.3. (**Added-AFGSC**) Evaluate BMC aircrew members on their ability to fly missions routinely performed by the examinee.

5.2.4. INSTR Evaluations.

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

5.2.4.2. **Execution.** Aircrew members obtaining/regaining instructor qualification in a weapon system/crew position must complete evaluations of instructional capability in that weapon system/crew position. Guidance for specialized, universal, and/or multiple qualified aircrew will be specified in MAJCOM Supplements and/or AFI 11-2MDS Vol 2. **EXCEPTION:** For units undergoing aircraft conversion, when a complement of current and qualified Air Force instructors does not exist to accomplish initial unit instructor qualification, with MAJCOM/A3 approval and Lead MAJCOM/A3 coordination the OG/CC may establish an Initial cadre (minimum required for initial conversion) of flight instructors who do not require an INIT INSTR evaluation. Initial cadre must be current and qualified instructors in a US Air Force aircraft who will remain in the same crew position on the new aircraft. OG/CCs will notify MAJCOMs and provide initial cadre list for each crew position with current qualification and total flight and instructor hours. OG/CCs will use discretion when establishing initial cadre instructors and consider availability of suitable instructor courses. See also paragraph 5.13.

5.2.4.2. (AFGSC) Flight examiners should focus on examinee instructional ability during initial instructor evaluations. This does not preclude updating a required periodic evaluation if all required flight phase requirements are completed during the instructor flight evaluation and the examinee subsequently completes all ground phase requirements for the evaluation IAW paragraph 5.5.3 Label the evaluation appropriately (EXAMPLE: "INIT INSTR/MSN").

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

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

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

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

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

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

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

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

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

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

5.2.5.3. (AFGSC) SPOT evaluations will be documented on the Ground or Flight phase side of the Form 8 as applicable with any applicable prefix.

5.2.5.4. (Added-AFGSC) **Flight Examiner Objectivity Evaluations.** This is an evaluation of the objectivity and skill of a flight examiner in administering a flight/EP/ATD evaluation. Use SPOT as the type of evaluation under the Ground or Flight Phase, then explain in the mission description that the evaluation was a Flight Examiner Objectivity Evaluation. Overall rating for this type of an evaluation will be either qualified (1) or unqualified (3). (T-2).

5.2.5.4.1. **(Added-AFGSC)** Any airframe that already has flight examiner objectivity evaluation grading criteria in their AFI 11-2MDSV2 will use that grading criteria. All other airframes will use the grading criteria in **Attachment 9 (T-2)**.

5.2.5.4.2. **(Added-AFGSC)** The certification of the flight examiner receiving an unqualified rating will be determined by the SQ/CC or OG/CC as applicable. **(T-2)**.

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

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

5.2.6.2. **Requalification (RQ).** An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding six months (as specified in the applicable AFI 11-2MDS Vol 1), completion of a qualification evaluation in a different MDS, a recheck following a failed evaluation, or a commander-directed downgrade. A requalification evaluation requires AF Form 8/8a documentation.

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

5.2.6.2.2. Loss of currency that requires a requal evaluation (IAW AFI 11-2MDS Vol 1). In this case RQ SPOT will be used for documentation (see **paragraph 7.3.5.2.2**). The recheck profile will be as directed by the SQ/CC and will include, as a minimum, those items for which the individual is non-current and which require an evaluation IAW the applicable AFI 11-2MDS Vol 1/2.

5.2.6.2.3. Completion of a qualification evaluation in a different MDS. The recheck will be IAW the guidance for the periodic evaluation in the applicable AFI 11-2MDS Vol 2 and will include, as a minimum, those items for which the individual is regaining qualification.

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

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

5.2.6.2.5.1. If the expiration of a required periodic evaluation is due to failure to complete one or more of the ground phase requisites (see **paragraph 5.5.1**), but the flight evaluation has successfully been completed within the eligibility period and the OG/CC determines that qualification will be re-established by completion of the ground requisites without re-accomplishment of the flight evaluation.

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

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

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

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

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

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

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

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

5.2.6.3.2. (AFGSC) For no-notice evaluations, normal preparation is where the examinee is notified no earlier than the beginning of mission planning time and no later than the briefing time for helicopters or step brief time for bombers. (T-2).

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

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

5.3. Grading System.

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

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

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

5.3.2. **Performance Areas/Subareas.**

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

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

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

- 5.3.2.1.3. U indicates that performance was outside allowable parameters thereby compromising flight safety, that deviations from prescribed procedures/tolerances adversely affected mission accomplishment, and/or evaluated performance constituted a breach of flight discipline. An examinee receiving an area/subarea grade of U requires debriefing and/or additional training, as determined by the flight examiner.
- 5.3.2.2. **Remedial Action.** All grades of Q- or U require remedial action that includes either debriefing discrepancies and/or assignment of additional training.
- 5.3.2.2. (AFGSC) Do not accomplish additional training to clear a sub area graded Q-/U on the same flight as the evaluation. (T-2).
- 5.3.2.2.1. **Debriefed Discrepancy.** Remedial action accomplished during debrief of the evaluation wherein the flight examiner provides instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency.
- 5.3.2.2.2. **Additional Training.** Any training recommended by the flight examiner to remedy deficiencies identified during an evaluation.
- 5.3.2.2.2. (AFGSC) Additional Training. Units will outline procedures for ensuring additional training is accomplished in the unit supplement to this volume. (T-2).
- 5.3.2.2.2.1. May include self-study, ground instruction, use of a simulator/ATD or flying.
- 5.3.2.2.2.2. Will be complete by the last day of the third month following the date of the discrepancy (e.g., for an evaluation on 21 Jan 12, additional training must be accomplished by 30 Apr 12).
- 5.3.2.2.2.3. If an aircrew member exceeds the allotted time for completion of additional training, the SQ/CC will review the situation and direct appropriate action. Document the circumstances with an MFR to be included in the AF Form 8/8a (see paragraph 7.8.3.2.2).
- 5.3.2.2.2.4. Document additional training on the AF Form 8/8a IAW paragraphs 7.3.5.6 and 7.3.7.3.4.
- 5.3.2.3. The flight examiner must grade the areas/subareas listed as “required” in the general and specific evaluation sections of the applicable AFI 11-2MDS Vol 2.
- 5.3.2.3.1. (Added-AFGSC) **Alternate Means of Evaluation.** When a required area is verbally evaluated, the flight examiner will explain why the area could not be accomplished in flight in the comments on the AF Form 8. No comments are necessary if an optional area is not accomplished in flight. (T-2).
- 5.3.2.4. In addition to required areas/subareas, the flight examiner will grade any area/subarea observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or overall flight safety.
- 5.3.2.5. Grading criteria tolerances assume smooth air and stable aircraft conditions.

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

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

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

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

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

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

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

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

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

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

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

5.3.3.2.4. **(Added-AFGSC)** Aircrew receiving a Q-2 will continue to fly as a qualified crewmember while satisfying any additional training requirements, but will not accomplish any events graded “U” without instructor supervision until assigned additional training for those events is complete. **(T-2)**.

5.3.3.2.5. **(Added-AFGSC)** If the Q-2 was assigned for an evaluation completing an upgrade, the examinee will not fly in the new qualification until assigned additional training is complete. **(T-2)**.

5.3.3.2.6. **(Added-AFGSC)** An instructor or flight examiner graded Q-2 on any evaluation will not perform instructor or flight examiner duties until additional training is successfully accomplished. Mark the restriction block and document this restriction in the comments section on the AF Form 8. Refer to paragraph **7.3.5.7.2** for procedures to lift this type of restriction. **(T-2)**.

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

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

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

5.3.3.4. **Assigning the overall qualification level.**

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

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

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

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

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

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

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

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

5.4. **Evaluation Criteria.**

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

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

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

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

5.4.1.2.1. Each aircrew member is responsible for maintaining required flight publications as outlined in applicable AFI11-2MDS volumes.

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

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

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

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

5.5.1. Ground Phase Requisites.

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

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

5.5.1.1.2. **INSTM:** Instrument examination

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

5.5.1.2. Emergency Procedures Evaluations (EPEs).

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

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

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

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

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

5.5.1.2.4. **Additional Training.** For an EPE requiring additional training, the flight examiner will indicate if the additional training must be accomplished before the next

unsupervised flight (see also paragraph [5.3.2.2.2](#)). Document IAW paragraphs [7.3.5.6](#) and [7.3.7.3.4](#).

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

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

5.5.1.2.7. **(Added-AFGSC)** Record EPE discrepancies on the AF Form 3862, AFGSC Form 8A or MAJCOM-approved alternative. Keep them on file until the AF Form 8 is completed. **(T-2)**.

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

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

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

5.5.3. **Requisite Completion.**

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

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

5.5.3.2. **(AFGSC)** INIT and RQ evaluations will follow "Out-of-the-Eligibility Period" requisite completion requirements. **(T-2)**.

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

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

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

5.6. Failure to Pass a Flight Evaluation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.7. Supervised Status.

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

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

5.8. Timing of Aircrew Qualification Evaluations.

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

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

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

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

5.8.3.2. **Extended Evaluations.**

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

5.8.3.2.2. **MAJCOM-Extended Evaluations.** MAJCOM/A3s may extend evaluation expiration dates for aircrew members for up to six months. Provide notification to AF/A3O when extensions are approved (copy to AF/A3O-AI).

Provide guidance for MAJCOM extensions in MAJCOM supplements to this instruction.

5.8.3.2.2. (AFGSC) Request MAJCOM extensions through AFGSC/A3TV or AFRC/A3D with a Memo for Record (MFR) with justification to extend evaluation for AFGSC/A3 or AFRC/A3 signature.

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

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

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

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

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

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

5.8.3.2.3.5. (AFGSC) Unavailability of aircraft/assets due to deployments in support of real-world operations (only applies to periodic evaluations, not INIT or RQ evaluations). (T-3).

5.8.3.3. Non-Standard Approval Authority

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

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

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

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

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

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

5.8.5. FTU students, initial qual and requal aircrew members will complete all requisites and flight evaluation within a six month period. The OG/CC may waive this requirement on a case-by-case basis, document on the Form 8/8a IAW paragraph 7.8.3.2.2, and report this in the SEB minutes.

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

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

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

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

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

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

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

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

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

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

5.10.5. **QUAL and MSN Evaluations.** All aircrew require a QUAL evaluation, and, if applicable, a MSN evaluation, to include requisites, in each MDS aircraft they maintain qualification according to applicable AFI MDS Vol 2, or AFI 10-3502 Vol 2.

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

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

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

5.11.1. (AFGSC) Universal Qualified crewmember eligibility is IAW [Chapter 8. \(T-2\)](#).

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

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

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

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

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

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

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

5.13. Initial Cadre.

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

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

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

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

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

5.14. Remotely Piloted Aircraft (RPA). When RPA aircrew members are not qualified in certain areas (e.g. launch and recovery), provide comment and document restrictions in the remarks section of the AF Form 8. See paragraph 7.3.7.1.

CHAPTER 6

AIRCREW EXAMINATION PROGRAM

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

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

6.3. Administrative Procedures.

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

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

6.3.2. (AFGSC) AFGSC units will use the PEX Stan/Eval module. **(T-2)**.

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

6.4. Exam Sources.

6.4. (AFGSC) Exam Sources. OGVs/CCVs will develop a minimum of two copies of each required exam for the units or randomly generate a test for each crewmember, with questions applicable to the examinee's crew position. Update these exams annually. **(T-2)**.

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

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

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

6.4.1.2. (AFGSC) Units will document Open Book examination procedures in their unit supplement. **(T-2)**.

6.4.1.3. **(Added-AFGSC)** If required, each OGV will develop and maintain one 25-question FCF Open Book exam from published test banks, IAW AFI 21-101, *Aircraft and Equipment Maintenance Management*. **(T-2)**.

6.4.1.4. **(Added-AFGSC)** Do not select open book questions from any closed book MQF. **(T-2)**.

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

6.4.2. **(AFGSC)** Closed book exams include questions related to aircraft limitations, systems, normal and emergency procedures, and cautions and warnings. **(T-2)**. Pilots and flight engineers may take the same QUAL closed book exam. **(T-2)**.

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

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

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

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

6.4.2.2.1. **(Added-AFGSC)** Local instructions, range procedures, unit supplements to AFI 11-2 MDS-Specific Volumes 3, are examples of sources for the Local Procedures MQF. Units choosing to develop a Local Procedures MQF will document procedures for its development and distribution in unit supplement. AFRC Units will develop and distribute a local procedures MQF for all flight aircrew members. At least 10 percent of closed book examination questions will come from the local procedures MQF. **(T-2)**.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6.8. Grading.

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

6.8.1. (AFGSC) Complete boldface exams from memory. (T-2).

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

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

6.9. Failure to Pass a Requisite Exam.

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

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

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

6.9.4. Supervised Status.

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

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

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

6.10. (AFGSC) Unit Periodic Examinations. Units may use MQFs for informal periodic testing. Do not use the SQBs for unit periodic examinations. Units will include guidance in their supplement to include procedures for failed exams. **(T-3)**.

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

6.10.1.1. **(Added-AFGSC)** Each unit will conduct periodic testing at least semiannually. Periodic tests are intended to encourage aircrew review of operationally relevant topics selected by OGV. OGVs will determine whether the test is administered open or closed book and whether proctoring is required. A majority of the questions must come from sources other than MAJCOM-approved MQFs (i.e. flight manuals, Instructions, SPINS, etc). Flight Surgeons and non-rated/non-CEA aircrew members are exempt. **(T-2)**.

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

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

6.10.4. **(Added-AFGSC)** All units will establish a Boldface written examination program for all applicable crew positions. As a minimum, all applicable aircrew members will

successfully complete a Boldface written examination prior to the first flight of each month during the month in which it applies. **(T-2)**. Failure of this written exam grounds the individual until a successful examination is accomplished. **(T-3)**.

6.10.4.1. **(Added-AFGSC)** A Boldface written examination will be accomplished for each MDS for which the aircrew is qualified (if any portion of the Boldface is different from the primary aircraft). **(T-2)**.

6.10.4.2. **(Added-AFGSC)** Squadron operations supervisors or designated representatives will grade boldface written examinations IAW AFI paragraph **6.8.1 (T-2)**.

CHAPTER 7

DOCUMENTATION

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

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

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

7.1.2. (AFGSC) Describe documentation in unit supplement. Units choosing to use electronic FEFs will use PEX. (T-2). Units using PEX will allow access to HHQ evaluators and inspectors that request access to any modules within PEX. (T-2). Units will use electronic signatures for any required signatures on Stan/Eval forms within PEX to the maximum extent possible. (T-2).

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

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

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

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

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

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

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

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

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

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

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

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

7.3.2.5. (AFGSC) Use the AF Form 8 format in the PEX Stan/Eval module or a MAJCOM- approved alternate. (T-2).

7.3.3. **Date Completed.**

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

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

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

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

7.3.4.2. **Organization and Location.**

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

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

7.3.4.3. **Aircraft/Crew Position.**

7.3.4.3.1. Enter the MDS in which the evaluation was given

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

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

7.3.4.4. **Eligibility Period.**

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

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

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

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

7.3.5. **Section II - Qualification.**

7.3.5.1. **Ground Phase.**

7.3.5.1.1. **Examination/Check.**

7.3.5.1.1.1. Make a separate entry for each ground requisite exam/evaluation. Discrepancies will be noted in the examiner’s remarks (see paragraph [7.3.7.3.3](#)).

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

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

7.3.5.1.1.4. Annotate “Instrument” for instrument requisite exam.

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

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

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

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

7.3.5.1.3. **Grade.**

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

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

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

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

7.3.5.2. **Flight Phase.**

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

7.3.5.2.2. **Mission/Check.**

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

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

7.3.5.2.2.2. (**AFGSC**) When an ATD mission is used to accomplish a required Flight Phase event, make a line entry as applicable (e.g. SIM QUAL, SIM INSTM/QUAL/MSN). (**T-2**).

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

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

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

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

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

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

7.3.5.2.2.6. (**Added-AFGSC**) [Helicopters Only] When combining multiple evaluations on the same AF Form 8, if the in-flight evaluations (e.g. QUAL and INSTM) cannot be completed within the same calendar month, use a separate AF Form 8 with a separate expiration date or as specified in AFI 11-2MDSV2. (**T-2**).

7.3.5.2.3. **Date.**

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

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

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

7.3.5.3. Qualification Level.

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

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

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

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

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

7.3.5.4. Expiration Date of Qualification.

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

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

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

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

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

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

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

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

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

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

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

7.3.5.6.2. **Date Additional Training Completed.**

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

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

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

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

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

7.3.6.1. **Flight Examiner.**

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

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

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

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

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

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

7.3.6.2. **Reviewing and Final Approving Officers.**

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

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

7.3.6.2.2. **(AFGSC)** Personnel receiving evaluations away from home-station will have AF Forms 8 reviewed by officers from their assigned unit. **(T-2)**. Only make comments if the "Do not concur" block is checked, or as specified in this supplement. **Table 7.1** does not apply to evaluations conducted as part of a FTU syllabus. AFGSC-owned FTUs will establish AF Form 8 review/approval procedures in their unit supplement. **(T-2)**.

7.3.6.2.2.1. If either or both officers do not agree with any portion of the Form 8/8a, the overall grade will not be changed, but the dissenting officer will place an "X" in the "Do Not Concur" block on his/her line of the AF Form 8/8a. Remarks will not be modified without the concurrence of the individual who entered the original comments.

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

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

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

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

7.3.6.2.5. **(AFGSC)** Refer to **Table 7.1**. for determination of reviewing and final approving officers.

7.3.6.2.5.1. **(Added-AFGSC)** If Reviewing or Approving Official is unavailable

due to extended TDY or deployment, the acting commander (deputy or vice commander) or next higher available level of supervision will serve as the Reviewing or Approving Officer. Do not add “Acting as” or “Signing for” to any part of the AF Form 8. An explanation of who signed as the reviewer/approver may be made in the comments section on the back of the AF Form 8. (T-2).

7.3.6.2.5.2. (Added-AFGSC) Air National Guard and Total Force Integrated Associate Unit Reviewing and Final Approval Officers, unless otherwise specified by MOA/MOU, the Reviewing Officer will be the OPDIR SQ/CC and the Final Approving Officer will be the ADCON SQ/CC (or Det/CC). (T-2).

Table 7.1. (Added-AFGSC) Evaluation-AF Form 8 Reviewer/Approver Matrix.

Examinee	Examiner ³	Reviewing Officer (N/A AFRC)	Final Approving Officer (N/A AFRC)
Assigned to SQ	Any Qualified Flight Examiner	SQ/DO ²	SQ/CC
Attached to SQ	Any Qualified Flight Examiner	Attached SQ/DO ²	Attached SQ/CC
Flying SQ/DO	OGV, SQ/CC, OG/CC/CD, or HHQ Flight Examiner ¹	Chief (or Assistant Chief) of OGV, SQ/CC or OG/CD	OG/CC/CD or BW/CC
Flying SQ/CC	OGV, OG/CC/CD or HHQ Flight Examiner ¹	Chief (or Assistant Chief) of OGV, OG/CD or BW/CC	OG/CC/CD or BW/CC
Flight Examiner SQ Assigned/Attached	OGV, OG/CC/CD, SQ/CC/DO or HHQ Flight Examiner ¹	SQ/DO ²	OG/CC/CD or SQ/CC
OGV	HHQ Flight Examiner ¹ , OG/CC/CD or Chief of OGV	Chief (or Assistant Chief) of OGV or OG/CD	OG/CC/CD
Chief of OGV	HHQ Flight Examiner ¹ , OG/CC or OG/CD	Attached SQ/CC or OG/CD	OG/CC/CD
OG/CC/CD & WG/CC/CV	HHQ Flight Examiner ¹	Attached SQ/CC	OG/CC or Examinee's Supervisor
HHQ, HHQ/CC/CV	Any Flight Examiner	Attached SQ/CC	OG/CC or Examinee's Supervisor
Notes:			
1. If reasonable efforts have been made and a HHQ Flight Examiner is not available then the HHQ flight examiner will delegate if no appropriate flight examiner is available.			
2. SQ/CC can delegate reviewing officer signature authority to ADO or Chief of SQ/CCV.			
3. If the flight examiner is no longer in the military, the MAJCOM or NAF Stan/Eval office will determine the signature path for the flight examinees Form 8.			

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

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

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

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

7.3.6.3.2. **(AFGSC)** Annotate unit organization and office symbol in a unit standardized format.

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

7.3.7. **Section IV – Comments.**

7.3.7.1. **Restrictions (if required).**

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

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

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

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

7.3.7.3. **Examiner Remarks.**

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

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

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

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

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

7.3.7.3.4. Recommended Additional Training.

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

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

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

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

7.3.7.3.5. Additional Comments.

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

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

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

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

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

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

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

7.3.7.3.5.8. IAW paragraph [5.2.5.2.1](#), if a SPOT evaluation is used to update a

periodic evaluation and/or the OG/CC authorizes additional flights after the SPOT to accomplish a periodic evaluation, document the circumstances in this section.

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

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

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

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

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

7.3.8. **Temporary Evaluation Documentation.**

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

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

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

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

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

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

7.3.8.6. **(AFGSC)** Upon completion of the flight evaluation, the temporary evaluation certificate (AF Form 3862, AFGSC Form 8A or MAJCOM-approved alternative) with an overall grade and the flight examiner's signature will serve as a temporary record and will be maintained until all evaluation requirements and permanent forms are complete (i.e. all ground and flight requisites). **(T-2)**.

7.3.9. **Rechecks**

7.3.9.1. **Flight Rechecks**

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

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

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

7.3.9.2. **Ground Rechecks.**

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

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

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

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

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

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

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

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

7.4.2. **Section I - Examinee Identification.**

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

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

7.4.3. **Section II - Qualification.**

7.4.3.1. **Flight Phase.** In the Mission/Check block enter the type evaluation commensurate with the downgrade being given (e.g. if the commander is downgrading an

area/subarea related to the tactical mission of the weapon system, then enter MSN) with the date of the situation that caused the downgrade.

7.4.3.2. **Qualification Level.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7.4.4. **Section III – Certification Signatures.**

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

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

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

7.4.5. **Section IV – Comments.**

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

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

7.4.5.3. Paragraph B, Discrepancies.

7.4.5.3.1. Non-flying cases: “None”.

7.4.5.3.2. Flying-related cases: IAW paragraph 7.3.7.3.3.

7.4.5.4. Paragraph C, Recommended Additional Training.

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

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

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

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

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

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

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

7.5.2. **Section I - Examinee Identification.**

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

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

7.5.3. **Section II – Qualification.**

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

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

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

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

7.5.4. **Section III – Certification Signatures.**

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

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

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

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

7.5.5. **Section IV – Comments.**

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

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

7.6. (AFGSC) AF Form 4348, USAF Aircrew Certifications. Use of the AF Form 4348 is optional for bomber units and mandatory for the UH-1N units.

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

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

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

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

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

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

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

7.6.1.6.1. **(Added-AFGSC) Units transitioning to AF Form 4348.** Generating an AF Form 4348 for existing certifications is not required. AF Form 4348 will be generated for new certification or PCS. For new certifications, post the AF Form 4348 on top of existing certification documents. **(T-2).** Keep previous certification documents IAW paragraph [7.6.6 \(T-2\)](#).

7.6.1.6.2. **(Added-AFGSC)** Units may, at their discretion, choose to transcribe current certifications on the AF Form 4348. If this is done, units will keep existing certification documents as historical record of previous certification documents IAW paragraph **7.6.6 (T-2)**.

7.6.2. **General Data Entry.**

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

7.6.2.2. Use one line for each certification.

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

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

7.6.3. **Certification.**

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

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

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

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

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

7.6.3.5. **(AFGSC)** Except where otherwise specified, the OG/CC will sign the AF Form 4348 as the certifying official for OGV and SQ/CC certifications, and the assigned/attached SQ/CC will sign as certifying official for all other certifications. Squadrons may not delegate this authority lower than the SQ/DO. **(T-2)**. When a new OG/CC or SQ/CC assumes command a new entry is not required until a new certification is obtained. **(T-2)**. The attached SQ/CC will sign the AF Form 4348 for HHQ evaluators after ensuring the evaluator is on a HHQ evaluator letter. **(T-2)**.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7.6.6.1.2. (AFGSC) The last line is the only signature required on a computer-generated form. (T-2).

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

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

7.7.1. Data Entry.

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

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

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

7.7.1.3. (AFGSC) Single AF Forms 8 containing multiple mission upgrade evaluations require only one entry on the AF Form 942, *Record of Evaluation*, to reflect completion of the upgrade. The date on the AF Form 942 will be the latest completion date (ground or flight phase) of the evaluation including additional training. (T-2).

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

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

7.7.1.6. (Added-AFGSC) A one-line entry may be used to document initial and annual FEF review IAW paragraphs [7.8.5.1](#) and [7.8.5.3.2](#) if conducted at the same time. Otherwise document on separate lines. (T-2).

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

7.7.3. **Type of Evaluation.** Enter type of evaluation (or applicable portions of a combined evaluation in which different qualification levels were awarded to different portions - see

paragraph **7.3.5.3.2.1**) as it appears in the Mission/Check area under Flight Phase of the subject AF Form 8/8a. If the evaluation did not include a flight phase, enter type of evaluation as it appears in the Examination/Check area under Ground Phase of the subject AF Form 8/8a.

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

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

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

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

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

7.8.1. Maintenance.

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

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

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

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

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

7.8.2. Electronic FEFs.

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

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

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

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

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

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

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

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

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

7.8.3.2.1. **AF Forms 8/8a.** File AF Forms 8/8a in chronological order with the most recent on top. Individuals who maintain qualification in two or more MDSs or two or more crew positions in the same MDS will file AF Forms 8/8a in chronological order – without consideration of MDS or crew position.

7.8.3.2.2. **MFRs.**

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

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

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

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

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

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

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

7.8.4. **Hard-Copy Folders.**

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

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

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

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

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

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

7.8.5.1. **(AFGSC) Initial Review.** The gaining squadron Stan/Eval will review the FEF for all newly assigned personnel prior to the first flight at the gaining squadron. Determine the individual's current qualification, any required training, and document any major discrepancies. If the aircrew member's qualification is in question, make every reasonable attempt to contact the member's losing Stan/Eval office to reconcile the discrepancy. The member's gaining final approving officer (per unit supplement **Table 7.1**) will make the final determination of the member's status of qualifications and certifications. The initial review is documented on the AF Form 942. **(T-2)**. Document any major discrepancies discovered during the review IAW paragraph **7.8.6.1** Minor discrepancies discovered during the review need not be documented. Units will establish procedures for documenting the posting review in their unit supplement to this instruction. **(T-2)**.

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

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

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

7.8.5.2. **Posting Review.**

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

7.8.5.2.2. The Form 8/8a review will confirm that the eligibility period and qualification as documented are correct, all required flight evaluation events and

requisites were accomplished within the eligibility period and that all signatures and initials are obtained within the allotted time (see paragraph 7.3.8.5).

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

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

7.8.5.3. **Periodic Review.**

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

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

7.8.5.3.2. (AFGSC) The periodic review will be documented on the AF Form 942 or on an AFGSC-approved local form. Discrepancies noted during the periodic review will be documented IAW paragraph 7.8.6. (T-2).

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

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

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

7.8.6.1. (AFGSC) **Major Discrepancies.** Discrepancies that alter the qualification of the affected aircrew member are characterized as major discrepancies and are defined as any error that would cause the AF Form 8 not to grant the qualification intended, or allow the aircrew member to continue to fly after their qualification expired. Errors in the "Qualification Level" blocks, the "Date Additional Training Completed" block, and the "Expiration Date of Qualification" block are major discrepancies. Administrative errors in the "Name", "Rank", "SSAN", "Organization and Location", "ACFT" and "Eligibility Period" blocks are not major discrepancies. An error in "Crew Position" could result in a major discrepancy – such as granting instructor status without meeting all requirements, but should be investigated to determine the actual status of the crew member. (T-2).

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

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

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

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

7.8.6.3. Corrections.

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

7.8.6.3.1. (**AFGSC**) When the original flight examiner is not available, OGV Chiefs may correct only minor discrepancies.

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

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

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

7.8.7. Transfer of FEF.

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

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

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

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

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

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

7.8.8. Disposition of FEF.

7.8.8.1. Dispose of the aircrew FEF according to the Air Force Records Disposition Schedule (RDS) and Air Force guidance concerning the protection of Personally Identifiable Information.

7.8.8.2. Outdated certification documents, ARMS products, medical recommendations and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

CHAPTER 8

SPECIALIZED AIRCREW

8.1. Purpose. This chapter provides additional guidance pertaining to flight surgeons and non-rated aircrew that only require an examination to establish qualification.

8.1.1. Initial and periodic qualification consists of a written (open or closed book) examination; a flight evaluation is not required. Upon completion of the examination, members will be qualified in all USAF aircraft (universal qualification).

8.1.2. MAJCOMs and subordinate units may direct additional general and/or MDS-Specific qualification requirements.

8.1.3. Qualification requirements will be documented on an AF Form 1522, *ARMS Additional Training Accomplishment Report*, and stored in ARMS in the Formal Training module with currency tracked in the Training module. No AF Form 8/8a or FEF is required; however, the Stan/Eval function of the unit to which specialized aircrew are assigned/attached for flying will verify that ARMS information is logged appropriately. When MAJCOMs or subordinate units require a flight phase, or if directed by the applicable MDS-Specific Volume 2, document IAW **Chapter 7** (to include creating an FEF).

8.2. Evaluations. Initial, periodic, and MDS-Specific (if required) examinations are considered QUAL evaluations. Other examinations are not required by this AFI, but may be prescribed in MAJCOM and subordinate unit supplements.

8.2.1. **Flight Surgeons.** Test questions will be randomly generated from a test bank maintained by AFMOA/SG3P.

8.2.2. DELETED.

8.2.3. **Non-Rated Aircrew Members.** Test questions will come from the lead MAJCOM Master Question Files (MQFs).

CHAPTER 9

ADDITIONAL PROGRAMS (FCIF, SII, GO/NO-GO, SUPPLEMENTARY EVALUATIONS)

9.1. FCIF.

9.1.1. Units will establish and maintain a library consisting of a current read file and publications. This library will consist of the items listed in **Table 9.1** in either hardcopy or electronic format. If a unit establishes a paper library, it will be organized into volumes as shown in the table.

9.1.2. FCIFs may be issued to alert crewmembers to publications changes for TOs or AFIs that affect aircraft operations, but actual publication changes must be accomplished IAW established procedural guidance, to include AFI 33-360 (as applicable) and TO 00-5-1.

9.1.2.1. MAJCOMs will advise user commands when releasing an FCIF item that affects a weapon system. FCIF items that affect weapon systems will include designated MAJCOM applicability.

9.1.2.1. **(AFGSC) Flight Crew Publications.** Unit commanders are responsible for ensuring aircrew members are aware of all information published in current technical orders and flight-related publications before flying. Unit commanders will notify aircrew members through Part B of Volume I of the unit FCIF and Go/No Go procedures to ensure they review new changes and supplements prior to their next flight IAW AFI 11-215_AFGSCSUP. **(T-2).**

9.1.2.2. FCIF items that contain weapon system data will be controlled IAW the applicable distribution statement in the governing Technical Order (TO).

9.1.3. **Required Volumes.** Volume I is a table of contents for all volumes and current read file items, Volumes II through IV are made up of publications and flight manuals, and Volume V (optional) is reserved for flight safety information. If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title as follows:

9.1.3. **(AFGSC) Required Volumes.** Locate the FCIF where it is readily accessible to aircrews for flight planning. **(T-2).** The FCIF serves as the master copy for aircrew publications and must be accurately posted, hardcopy or electronic. Publications issued (electronic or paper) to aircrew members must mirror the FCIF. If required publications are on order, place a memo for record in the appropriate locations in the library binders (hardcopy only). **(T-2).** At the OG/CC's discretion, the FCIF library may be electronic, provided measures are in place to ensure currency of publications and unrestricted access by crewmembers. **(T-2).** Units will support deployed forces with appropriate FCIF information. **(T-2).** Units will develop a deployment plan to successfully transfer or build a duplicate process to provide timely FCIF information to deployed aircrew. **(T-2).**

9.1.3.1. **(Added-AFGSC) Wing/Group agencies** who wish to disseminate information through an FCIF will submit the information to OGV for coordination and distribution (Volume V excluded). **(T-2).** Items entered into Volume I will be limited to those items

that contain information temporary in nature. To prevent overwhelming the aircrew members with unnecessary details, salient points may be extracted from lengthy documents or highlighted if inclusion in Volume I is necessary. Above the Wing/Group level, the NAF or MAJCOM Stan/ Eval function is the focal point for FCIF information. **(T-2).**

9.1.3.2. **(Added-AFGSC)** Units utilizing electronic media will maintain backup copies of FCIF Volumes I and IV (paper or electronic) in case of connectivity problems, external power supply problems, or unit deployment/field conditions. **(T-2).**

9.1.3.3. **(Added-AFGSC)** Electronic Flight Bags (EFB). Units employing electronic flight bags will ensure that current electronic publications are available for aircrew to load on to their EFBs. At a minimum, the content of FCIF Volumes II, III, and IV will be made available for aircrew to load on to the EFB via stand-alone computer or Mobile Device Management. Units should organize required publications in accordance with AFGSC-directed EFB file plans. Units should also make available to EFBs reference documents to enhance aircrew knowledge and studying abilities, to provide mission-related data in flight (i.e. AFTTP 3-3.MDS), and to leverage EFB capabilities. All reference data made available on stand-alone computers or Mobile Device Management systems must be current or be labeled with applicable dates for use. **(T-2).**

Table 9.1. Required Volumes.

VOLUME	TITLE
VOLUME I	Table of Contents/Current Read File
VOLUME II	Publications—Air Force Directives MAJCOM Supplements
VOLUME III	Publications—MAJCOM/NAF/Local Directives
VOLUME IV	Flight Manuals/Checklists/Aircrew Aids/Technical Orders
VOLUME V (Optional)	Flight Safety Information

9.1.4. **Current Read File.** Volume I consists of a minimum of two parts to include an Index (Part A) and Current Read Files (Parts B and C (*Note:* Part C is optional)). MAJCOMs may add additional components to Volume I as appropriate.

9.1.4.1. Part A is a table of contents listing all material contained in FCIF Volumes I through V.

9.1.4.2. Part B is the Current Read File of FCIF messages. Messages contain information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight. FCIFs that contain aircraft-related information will be forwarded to all using MAJCOMs.

9.1.4.2. **(AFGSC)** Part B of Volume I will include the FCIF AFGSC Form 80, *Flight Crew Information File*, Index and all current AFGSC Forms 80 affecting safety of flight.

(T-2). AFGSC Forms 80 released by HHQ will be posted on the HQ AFGSC/A3TV Stan/Eval website. OGV is the OPR for the AFGSC Form 80. OGV will review all AFGSC Forms 80, regardless of posting authority, prior to release. AFGSC Part B entries should not remain in FCIF Index longer than 1 year from date of issue. Post information no later than the posting date. OGV may reissue FCIFs upon expiration as applicable, unless specifically directed to remove the FCIF by HHQ. OGV may request to rescind HHQ FCIFs through appropriate coordination with the posting authority. (T-2).

9.1.4.2.1. (Added-AFGSC) HQ AFGSC/A3T will approve AFGSC-directed FCIF items for Part B, with HQ AFGSC/A3TV coordination, for AFGSC units (HQ AFRC/A3D for AFRC B-52 and B-1 units). (T-2). AFGSC/A3TV will issue FCIFs and INFO using MAJCOMs to decide if the FCIF is applicable to their aircrew. (T-2). OGV will maintain and post an FCIF AFGSC Form 80 Index at the beginning of Part B/C Volume I. Label the title block, FCIF AFGSC Form 80 Index. Label the topic blocks, Index Number, Subject, Date Posted, Withdrawal Date, and Removed By. (T-2).

9.1.4.2.1.1. (Added-AFGSC) Part B will contain, as a minimum, an approved date, an index number, subject, Originator and Originator Title (From block), withdrawal date, and posting date. (T-2). *Note:* The subject should match the MAJCOM FCIF subject, when applicable. When using PEX, the No Go box will be checked for all Part B items. The most current list of active FCIFs can be viewed at the AFGSC/A3TV website. (T-2).

9.1.4.2.1.2. (Added-AFGSC) File Part B items in reverse numerical sequence with the latest item on top. (T-2). Cross-reference classified entries to the appropriate location. (T-2). Part B may be indexed and divided by MDS. If unit PEX database is contained on an unclassified net and a classified Part B FCIF is issued, the FCIF will cross reference the specific location where aircrew can review classified message. (T-2).

9.1.4.2.2. (Added-AFGSC) Use the AFGSC Form 80 as a cover sheet for all Part B FCIFs. (T-2). The body of the FCIF should be transferred to the front of the AFGSC Form 80 or carried as an attachment behind the AFGSC Form 80 if necessary. (T-2). If there are multiple topics from one originator, use one AFGSC Form 80. (T-2). If there are multiple originators, use one AFGSC Form 80 per originator. (T-2). When creating a new FCIF via AFGSC Form 80, enter all applicable information.

9.1.4.3. Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct of flight and not required to be read before flight.

9.1.4.3. (AFGSC) Part C of Volume I. Use the AFGSC Form 80 as a cover sheet for all Part C FCIFs. (T-2). The body of the FCIF should be transferred to the front of the AFGSC Form 80 or carried as an attachment behind the AFGSC Form 80, if necessary. (T-2). Issue read file entries for safety meeting minutes, Operations Notes, or to inform crewmembers of items not critical to the safety of flight. (T-2). Use the guidance found in paragraphs 9.1.4.2 – 9.1.4.2.2.10 FCIF Part C may be rescinded at any time at the discretion of the posting authority. File Part C items in reverse numerical sequence with the latest item on top. (T-2). Part C may be indexed and divided by MDS. If unit PEX

database is contained on an unclassified net and a classified Part C FCIF is issued, the FCIF will cross reference the specific location where aircrew can review classified message. (T-2).

9.1.4.4. Squadrons with both primary crewmembers and mission crewmembers may use separate sections in Volume I for mission crewmembers. In addition, these squadrons are exempt from the requirement to maintain mission crewmember checklist and aircrew aids in the FCIF volumes.

9.1.4.5. Refer to [Attachment 7](#) for a sample FCIF format.

9.1.5. **Publications Library.** Volumes II through IV will consist of an FCIF Functional Publications Library according to MAJCOM directives. See AFI 33-360 for basic library requirements.

9.1.5. (AFGSC) **Publication Library.** HQ AFGSC/A3 Stan/Eval designates the minimum list of publications in addition to mandatory publications IAW [Table 9.2](#) for FCIF libraries. Each flying squadron requires a hard or electronic copy FCIF library available to aircrew. NAF Stan/Eval will publish an FCIF Index of Publications on the NAF website and provide periodic updates as required. (T-2). The NAF-published FCIF Index of Publications will list the current publishing date, any changes, and applicable FCIFs. Ensure changes to the published Index of Publications are easily identifiable (for example, highlighted). (T-2). The unit's basic index will reflect, at a minimum, those instructions and technical orders that are listed in the FCIF Index of Publications. (T-2). Units may add other publications at the discretion of unit Stan/Eval, but must maintain these publications with the most current versions available. Units will place the index in Part A of Volume I (Current Read File). (T-2). Notification of publications or index of publications changes may be accomplished by HHQ release of a new FCIF Index of Publications. Units have five working days from notification to post the affected publication. Units will notify NAF Stan/Eval if a newer version of a publication is available and not listed on the FCIF Index of Publications. Stand-alone computers and spare or backup EFB devices may be used as part of a unit electronic publications library. However, the stand-alone computers and EFB devices must be configured appropriately within AFGSC EFB guidance, and must separately maintain a file structure that meets the requirements of this instruction and supplement. (T-2). The priority of EFB device utilization goes toward individual aircrew, so if there are no spare EFB devices, then an individually issued device may not be used as part of a unit electronic publication library. (T-2).

9.1.5.1. All publications in the library will be current and complete. MAJCOMs may authorize units to withhold posting of information that does not apply based on aircraft configuration.

9.1.5.1. (AFGSC) LEP checks will be accomplished IAW with TO 00-5-1 and AFI 11-215. (T-2).

9.1.5.2. Units will establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles. Publication dates, supplements and changes are not required.

Table 9.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFI 11-202V1	<i>Aircrew Training</i>
AFI 11-2MDSV1	<i>Aircrew Training</i>
AFI 11-202V2	<i>Aircrew Standardization Evaluation Program</i>
AFI 11-2MDSV2	<i>Aircrew Evaluation Criteria</i>
AFI 11-202V3	<i>General Flight Rules</i>
AFI 11-2MDSV3	<i>Aircrew Operational Procedures</i>
AFI 11-401	<i>Aviation Management</i>

9.1.5.3. MAJCOMS may waive Volumes II-V requirements for special training units (i.e., Red Flag).

9.1.5.3. **(AFGSC)** AFGSC/A3T (or AFRC/A3D) is the waiver authority. **(T-2)**.

9.1.5.4. The FCIF index and library will be filed IAW AFI 33-360, regardless of hardcopy or electronic format.

9.1.5.4.1. If any part of the FCIF library is maintained electronically and not specifically addressed above (or in AFI 33-360 and/or TO 00-5-1), units will ensure that the information is current and accessible for concurrent viewing by multiple aircrew members.

9.1.5.4.2. At a minimum, units will maintain the required index and location of electronic files in a hard-copy binder in the FCIF library.

9.1.5.4.3. Documents in the FCIF library will be made available for deployments via either electronic or hardcopy means.

9.1.5.4.3. **(AFGSC)** Deployed units will maintain a FCIF library and a backup system that provides concurrent viewing by multiple aircrew members. **(T-2)**.

9.1.5.4.4. **(Added-AFGSC)** Categorize FCIF messages from other MAJCOMs deemed applicable to units under AFGSC oversight as follows:

9.1.5.4.4.1. **(Added-AFGSC)** FCIF messages containing information applicable to addressed units and meeting AFGSC Part B criteria: A statement of FCIF applicability and coordination should be contained in messages transmitted by other MAJCOMs. Otherwise, such messages will be retransmitted by HQ AFGSC/A3TV with the necessary statement. HQ AFGSC/A3TV and applicable units will categorize these messages as Part B messages. HQ AFGSC/A3TV is responsible for message currency.

9.1.5.4.4.2. **(Added-AFGSC)** FCIF messages not containing an applicability

statement: These messages contain information that may be applicable to addressed units but does not meet FCIF Part B criteria. Units may include them in Part C if the dissemination of the information is deemed appropriate.

9.2. Flight Related SII.

9.2.1. Flight Related SIIs are items of emphasis relating to existing procedure(s) designed to mitigate or eliminate specific risks or trends.

9.2.1.1. SIIs do not add to or amend established procedures (reference guidance on issuing FCIFs in paragraph 9.1, above).

9.2.1.2. SIIs will be based on analysis of risks and trends from a variety of sources to include Safety Investigation Board (SIB) findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

9.2.2. SII(s) will be issued through the same process used to release FCIFs with the following elements:

9.2.2.1. Specific MDS applicability

9.2.2.2. References (document, SIB, etc)

9.2.2.3. Risk factors and trend details

9.2.2.4. Specific emphasis actions to reduce/eliminate the risk or trend that generated the SII.

9.2.2.5. Effective date of rescission

9.2.2.6. SME/POC for further information

9.2.3. SII(s) will be of limited duration (generally not to exceed 90 days).

9.2.4. SII(s) may be issued/rescinded from the HAF, MAJCOM, NAF or unit level. If issued from agencies outside the MAJCOMs (e.g. HAF, HQ AFFSA, but not subordinate NAFs or units), the lead MAJCOM stan/eval function will coordinate the intent and verbiage of the SII with other MAJCOM stan/eval functions in order to determine the level of applicability within the individual MAJCOMs prior to release.

9.2.5. Units will place all applicable SIIs into the FCIF, Current Read File, Part B, for dissemination to crewmembers.

9.2.6. All current MDS-Specific and CRM/ORM related SII(s) will be briefed during flight briefings for the duration of the SII(s). Mission-specific SII(s) need only be briefed on those missions for which the SII is relevant.

9.3. Go/No-Go Procedures. Units will establish a positive control system that ensures aircrew members have completed all ground training and Stan/Eval items required for flight. Units will provide guidance on this system in the unit supplement.

9.3. (AFGSC) Go/No-Go Procedures. Unit supplements will include a positive control Go/No-Go system for aircrew operating unit aircraft away from home station and/or non-assigned/attached aircrew being utilized as crewmembers on unit aircraft. (T-2).

9.3.1. As a minimum, the Go/No Go system will monitor:

9.3.1.1. Form 8/8a qualification or appropriate ARMS products.

9.3.1.2. Ground and flight currency items required for flight IAW AFI 11-202, Vol 1, AFI 11-2MDS Vol 1, and AFI 11-421 *Aviation Resource Management*.

9.3.1.3. Examination items required for flight from this AFI and applicable supplements (see **Chapter 6**).

9.3.1.4. Any Duty Not Involving Flying (DNIF) status.

9.3.1.5. Currency on all FCIF (Volume 1, Part B) items.

9.3.1.6. **(Added-AFGSC)** Individuals will accomplish an initial review and certification of all volumes prior to their first flight. **(T-2)**.

9.3.2. **(Added-AFGSC)** AFGSC Form 81, *FCIF Currency Record*: The AFGSC Form 81 documents aircrew review of the FCIF and the Current Read File as a hardcopy alternative. If used, aircrew members must review the volumes of the FCIF and initial the AFGSC Form 81 in pen or pencil before their first flight. Prior to each flight, aircrew members will review the Current Read File for new entries and enter the latest entry number and their initials on the AFGSC Form 81, indicating they have read, understood, and will comply with the new FCIF. Replace the AFGSC Form 81 at the beginning of the calendar year. The first entry will represent a comprehensive review of all previous entries. Indicate Current Read File review for crewmembers not assigned/attached on the flight authorization with the latest entry number and initials. An electronic database approved by HQ AGFSC/A3TV (e.g. PEX) may be used in lieu of the AFGSC Form 81 as long as it captures the same information. **(T-2)**. *Note:* Throughout this publication, the term “FCIF Currency Record” includes the AFGSC Form 81 or an electronic method (i.e. PEX).

9.3.2.1. **(Added-AFGSC)** Units will use a Letter of Xs in paper or electronic format summarizing certifications and qualifications deemed important by unit leadership. **(T-2)**.

9.4. Supplementary Evaluations.

9.4. (AFGSC) Supplementary Evaluations. OGVs will develop and OG/CCs will approve the supplementary evaluation program. **(T-2)**. Units may incorporate the supplementary evaluation program into the Commander’s Inspection Program (CCIP) and the Inspector General Evaluation Management System (IGEMS).

9.4.1. **Purpose.** Supplementary evaluations are administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems, such as negative checkride trends. The form and content of a supplementary evaluation is at the discretion of the commander directing it.

9.4.2. Supplementary evaluations are not aircrew qualification evaluations.

9.4.3. The commander directing the supplementary evaluation will determine the areas to be evaluated. The Stan/Eval function directly under the commander directing the supplementary evaluation will determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander.

9.4.4. Individuals other than flight examiners, as determined by the commander directing the supplementary evaluation, may participate in its conduct.

9.4.5. Supplementary evaluations may be administered in conjunction with a flight evaluation. If conducted in-flight, supplementary evaluations will not be all-encompassing, result in the assignment of an overall grade or be documented on an AF Form 8/8a.

9.4.6. At a minimum, supplementary evaluations results will be documented in SEB minutes (see Attachment 2).

9.4.6.1. **(Added-AFGSC) Electronic Data Storage.** Units will maintain electronic records of SEB minutes, supplementary evaluation reports, and trend data for a minimum of two years. **(T-2).**

9.4.7. **(Added-AFGSC)** Supplementary evaluation program should cover the following areas: Go/No-Go process, FCIF library, Aircrew Publications, mission kits, flight evaluation folders, and ARMS products.

9.4.7.1. **(Added-AFGSC)** Nuclear tasked bomber units will conduct annual supplementary evaluations of the unit nuclear certification course and nuclear weapons preflight class. **(T-2).**

9.5. DELETED (Moved to Atch 1)

9.6. DELETED (Moved to Atch 1)

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

(AFGSC)

GLEN D. VANHERCK
Brigadier General, USAF
Director of Operations

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

AFPD 10-9, *Lead Operating Command Weapon Systems Management*, 8 Mar 2007

AFPD 11-2, *Aircrew Operations*, 19 Jan 2012

(Added-AFGSC) AF Form 3126, *General Purpose (8½" x 11")*.

(Added-AFGSC) AF Form 3862, *Flight Evaluation Worksheet*

(Added-AFGSC) AF Form 614, *Charge Out Record*

(Added-AFGSC) AFGSC Form 194, *AF Form 8 Suspense Record*

(Added-AFGSC) AFGSC Form 190, *Examination Answer Sheet*

(Added-AFGSC) AFGSC Form 168, *In-flight Supplementary Evaluation Record*

(Added-AFGSC) AFGSC Form 81, *FCIF Currency Record*

(Added-AFGSC) AFGSC Form 80, *Flight Crew Information File*

(Added-AFGSC) AFGSC Form 8A, *Flight Evaluation Checklist*

(Added-AFGSC) AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

(Added-AFGSC) AFI 11-215_AFGSCSUP, *USAF Flight Manuals Program (FMP)*, 1 January 2010

AFPD 11-4, *Aviation Service*, 1 Sep 2004

AFPD 33-3, *Information Management*, 8 Sep 2011

AFI 10-3502, Volume 2, *Pararescue and Combat Rescue Officer Standardization and Evaluation Program*, 30 April 2012

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

AFI 11-202, Volume 1, *Aircrew Training*, 22 Nov 2010

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 Dec 2008

AFI 11-290, *Cockpit/Crew Resource Management Training Program*, 11 Apr 2001

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

AFI 11-418, *Operations Supervision*, 15 Sep 2011

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

AFI 13-201, *Airspace Management*, 21 Aug 2012

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 Dec 2006

AFI 36-2201, *Air Force Training Program*, 15 Sep 2010

AFI 65-503, *US Air Force Cost and Planning Factors*, 4 Feb 1994

AFI 90-201, *The Air Force Inspection System*, 23 Mar 2012

AFMAN 11-210, *Instrument Refresher Program (IRP)*, 3 Feb 2005

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

Prescribed Forms

AF Form 8, *Certificate of Aircrew Qualification*

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

AF Form 942, *Record of Evaluation*

AF Form 4348, *USAF Aircrew Certifications*

Adopted Forms

AF Form 702, *Individual Physiological Training Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*

AF Form 1522, *ARMS Additional Training Accomplishment Report*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

Abbreviations and Acronyms

A3—Director of Operations

AE—Aeromedical Evacuation

AF—Air Force

AFFSA—Air Force Flight Standards Agency

(Added) AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

(Added-AFGSC) AFSC—Air Force Specialty Code

AGR—Active Guard and Reserve

ANG—Air National Guard

AO—aeronautical order

AR—air refueling

ARMS—Aviation Resource Management System
ART—Air Reserve Technician
AT—Air Technician
ATD—aircrew training device
BMC—Basic Mission Capable
(Added-AFGSC) BRI—Briefing Room Interactive
CAPs—Critical Action Procedures
CC—Commander
CCTS—Combat Crew Training Squadron
CEA—Career Enlisted Aviator
CFM—Career Field Manager
CMR—Combat Mission Ready
CRM—Cockpit/Crew Resource Management
CRO—Combat Rescue Officer
DNIF—duty not involving flying
DRU—direct reporting unit
EOC—end of course
EP—emergency procedures
EPE—emergency procedures evaluation
ETCA—Education and Training Course Announcement
FCIF—Flight Crew Information File
FEF—Flight Evaluation Folder
FLT—flight
FOA—Field Operating Agency
FRF—Flight Record Folder
FT—flight test
FTU—Formal Training Unit
HAF—Headquarters Air Force
HHQ—higher headquarters
IAW—in accordance with
IFR—Instrument Flight Rules
INIT—initial

INSTM—instrument
INSTR—instructor
MAJCOM—Major Command
MDS—Mission Design Series
MFR—memorandum for record
MICT—Management Internal Control Toolset
MQF—master question file
MR—Mission Ready
MSN—mission
MTR—Military Training Route
N/A—not applicable
NAF—Numbered Air Force
NAS—National Airspace System
N-BMC—Non-Basic Mission Capable
N-CMR—Non-Combat Mission Ready
NMR—Non Mission Ready
N/N—no-notice
OCR—office of collateral responsibility
OG—Operations Group
OGV—Operations Group Standardization/Evaluation
OPR—office of primary responsibility
ORM—operational risk management
PCA—permanent change of assignment
PCS—permanent change of station
(Added-AFGSC) PEX—Patriot Excalibur
PJ—pararescue jumper
Q—qualified
QUAL—qualification
RQ—requalification
SAC—Self-Assessment Checklist
SAV—staff assistance visit
SEB—Standardization/Evaluation Board

SELO—Standardization/Evaluation Liaison Officer

SIM—simulator

SQB—secure question bank

SSN—Social Security Number

STAN/EVAL—standardization/evaluation

TDY—temporary Duty

U—unqualified

(Added-AFGSC) UEI—Unit Effectiveness Inspection

USAF—United States Air Force

Terms

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6).

Additional Training—Any training recommended by flight examiner to remedy deficiencies identified during an evaluation that must be completed by a specific due date. This training may include self-study, ground instruction, ATD, simulator or flying. Additional training must include demonstration of satisfactory knowledge or proficiency to flight examiner, supervisor or instructor (as stipulated in the Additional Training description) to qualify as completed.

Aircrew—The total complement of rated, career enlisted aviator, and nonrated aircrew personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to the accomplishment of the aircraft's mission. Individuals must be on AOs and assigned to an authorized position according to AFI 65-503, or nonrated aircrew not in an aircraft's basic complement, but required for the mission. See AFPD 11-4.

Aircrew Training Device (ATD)—A training platform suitable to conduct evaluations.

Air Reserve Technician (ART)—A civilian employee of the United States Air Force Reserve Command (AFRC) who provides permanent party support to an AFRC unit and occupies an AFRC Unit Manning Document military position in the unit comparable to his or her civilian position.

Air Technician (AT)—A civilian employee of the Air National Guard (ANG) who provides permanent party support to an ANG unit and occupies an ANG unit manning document military position in the unit comparable to his or her civilian position.

Certification—Procedure used to document competency in a particular task. Not interchangeable with “qualification,” which requires Form 8/8a documentation.

Combat Crew Training Squadron (CCTS)/Formal Training Unit (FTU)—A unit with a primary mission to train aircrew personnel according to approved syllabi.

Debriefed Discrepancy—Remedial action taken by a flight examiner to remedy a discrepancy noted during an in-flight or, if applicable, simulator evaluation (e.g. EPE conducted in the sim). This action is accomplished during debrief of the evaluation wherein the flight examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in the Examiner’s Remarks section of the AF Form 8/8a Comments.

Eligibility Period—The six-month period prior to the expiration date of an evaluation that includes the month in which the evaluation is due.

Emergency Procedures Evaluation (EPE)—A flight, ATD, sim or verbal evaluation used to evaluate emergency procedures and systems knowledge.

Evaluation—1) Procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. 2) The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. See also Joint Pub 1-02.

Education and Training Course Announcement (ETCA)—Air Force Database located at URL: <https://etca.randolph.af.mil/> that incorporates all the information previously contained in AFCAT 36-2223, *USAF Formal Schools Catalog*. ETCA is prescribed by AFI 36-2201, *Air Force Training Program*.

Flight Crew Information File (FCIF)—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

Flight Evaluation Folder (FEF)—A two-part folder containing the source documents that constitute the history of flying qualifications (and certifications if the AF Form 4348 is used) of each aircrew member.

Flight Examiner—An aircrew member designated to perform evaluation duties as specified by this instruction. Flight examiners must be qualified in the events they evaluate (*EXCEPTION*: SPOT evaluations). *Unit Flight Examiners* include squadron flight examiners assigned to the flying squadron, OGV flight examiners assigned to the OGV but attached to the flying squadron and other Wing individuals tasked with flight examiner duties assigned above the squadron level. A *HHQ Flight Examiner* is a flight examiner assigned to a NAF or MAJCOM. *Senior Flight Examiners* are senior flying commanders – specifically, flying NAF/CCs and OG/CCs (and/or, their deputies) – that act in the capacity of flight examiners.

(Added-Added) Flight Examiners Objectivity Evaluation—A Flight Examiner Objectivity Evaluation is an evaluation of a flight examiner’s objectivity and ability to conduct an evaluation during a flight/EPE/ATD while demonstrating adherence to governing regulations.

Ground Recheck—A procedure used by an examiner to remedy an unqualified evaluation that does not entail in-flight or simulator demonstration on the part of the examinee.

Initial Evaluation—The first evaluation of any type for an MDS (e.g., INIT QUAL/ INSTM, INIT MSN, INIT INSTR).

Instructor Evaluation—An evaluation that initially and reestablishes instructor qualification of the examinee in an MDS (i.e., INIT INSTR and RQ INSTR) as directed in AFI11-2MDS Vol 1.

Instrument Evaluation—Qualifies an aircrew member to operate under IFR.

Lead Command—The Air Force MAJCOM or agency possessing an MDS that is designated by AFPD 10-9 as responsible for the coordination of MDS-Specific activities.

Master Question File (MQF)—Question bank used to construct closed book exams. Aircrew members have access to MQFs.

Mission Evaluation—Qualifies an aircrew member to employ the member's assigned weapon system in accomplishing the unit's operational or DOC statement mission. Requires AF Form 8/8a documentation.

No-Notice Evaluation—An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

Office of Collateral Responsibility (OCR)—Any headquarters, agency, or activity having coordinating functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Operations Group Commander (ANG/AFRC)—ANG/AFRC may use Air Operations Officer/Operations and Training Officer, if appropriate, when Operations Group Commander (OG/CC) is referenced.

Qualification Evaluation—Qualifies an aircrew member to perform the duties of a particular crew position in the specified aircraft. Requires AF Form 8/8a documentation.

Requalification Evaluation—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding six months (as specified in applicable AFI11-2MDS Vol 1), a recheck following a failed evaluation or a commander directed downgrade. Requires AF Form 8/8a documentation.

Requisites—Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete. Requires AF Form 8/8a documentation.

Recheck—A subsequent evaluation used to remedy a failed evaluation. Requires AF Form 8/8a documentation.

Secure Question Bank (SQB)—Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

Specialized Aircrew—Flight Surgeons, Combat Camera, and Non-Rated aircrew, to include K-, Q- and X- prefix specialty codes. Does not include X-prefix Aeromedical Evacuation Crewmembers.

SPOT Evaluation—An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation. May be No-Notice. Requires AF Form 8/8a documentation.

Squadron Supervisor—Any of the following: squadron commander, operations officer, assistant operations officer, flight commander or person specifically designated by the squadron commander.

Stan/Eval Board (SEB)—A forum convened at the group level to review and resolve aircrew-related issues.

Stan/Eval Function—An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

Standardization/Evaluation Liaison Officer (SELO)—An individual (officer or enlisted) tasked to perform squadron Stan/Eval administrative duties.

Student Aircrew Member—An aircrew member enrolled in a formal course or training under a MAJCOM approved syllabus.

Supervised Status—The status of an aircrew member who must fly under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI11-2MDS Vol 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI11-2MDS Vol 1, or as determined by the SQ/CC.

Supplementary Evaluation Program—Administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems.

Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

Unit—A level of organization under HHQs (MAJCOM and/or NAF) required to establish a Stan/Eval function (normally this is an operations group and consists of both the group and flying squadrons).

Universal Qualification—Process where Specialized Aircrew attain/maintain qualification in two or more MDS aircraft where qualification is attained/maintained via a minimum of a ground phase examination.

User Command—Any Air Force MAJCOM/agency, other than the lead command, that possess a MDS.

Weapon System—A combination of one or more weapons with all related equipment, materials, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.

ATTACHMENT 2
STAN/EVAL BOARD MINUTES

Note: The information below is an example of the minimum information a Board should address.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM:(UNIT'S COMPLETE ADDRESS)

SUBJECT:STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)
2. Overview:
 - a. Manning. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron flight examiners.) Include any OG/CC designated additional OGV flight examiners.
 - b. Summary.
 - (1) Evaluations. Report EPEs and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2MDS Vol 2). Include SPOT, N/N, and INIT INSTR evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).
 - (a) Q1s
 - (b) Q2s
 - (c) Q3s
 - (d) Total evaluations for each crew position
 - (2) Examinations. Report examination results by crew position and type of examination (open book, closed book, instrument and boldface/CAPs).
 - (3) Waivers and Extensions. Identify all waivers and extensions as identified in this AFI.
 - (4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.
 - (5) Report progress toward achievement of no-notice requirements, if applicable.
 - c. Stan/Eval Program Inspections and Reviews (if applicable).
 - d. Aircrew Flight Publications. Review open AF Forms 847.
 - e. Supplementary Evaluations. Report results of evaluations conducted at both the OGV and squadron level.
 - f. MTR and Air Refueling Track Reviews (annotate date completed or "N/A" as applicable - see para 3.2.2.11.).

3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal Stan/Eval inspections will be addressed and covered until they are closed out.
4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.
5. Other: This is an optional paragraph that can be used as necessary.
6. Problems Requiring HHQ Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

1. Board Agenda
2. Flight Examiner Roster Reviewed
3. As Required

ATTACHMENT 3

AF FORM 8 COMMENT EXAMPLES

Note: Examples are provided to illustrate content rather than format. In those instances where an example may not directly apply, units will adhere to published guidance.

Figure A3.1. Generic Section IV – Comments.

<p>RESTRICTION(S) (<i>If required</i>): See para. 7.3.7.1</p> <p>EXCEPTIONALLY QUALIFIED (<i>If desired</i>): See para. 7.3.7.2</p> <p>EXAMINER'S REMARKS: See para. 7.3.7.3.</p> <p>A. Mission Description. See para. 7.3.7.3.2. If more than one flight examiner was involved in administering the flight phase portion of the evaluation, annotate here with a “First Sortie”, “Second Sortie” and have all but the final flight examiner sign a signature block (enter name, rank, and organization) under each entry (see para. 7.3.7.3.1).</p> <p>B. Discrepancies. Document all discrepancies (Q- or U) or enter "None" (if “None” then Ground and Flight annotations not required). See para. 7.3.7.3.3.</p> <ol style="list-style-type: none"> 1. Ground. 2. Flight. <p>C. Recommended Additional Training. Enter additional training or “None” (if “None” then the Ground and Flight annotations not required). See para. 7.3.7.3.4.</p> <ol style="list-style-type: none"> 1. Ground. 2. Flight. <p>D. Additional Comments. Enter additional comments (to include Commendable areas/sub-areas) or “None.” See para. 7.3.7.3.5.</p> <ol style="list-style-type: none"> 1. ... 2. ... <p>REVIEWING OFFICER'S REMARKS: See para. 7.3.7.4.</p> <p>APPROVING OFFICER'S REMARKS: See para. 7.3.7.5.</p> <p>ADDITIONAL REVIEWS: See para. 7.3.7.6.</p>

Figure A3.2. Section IV with EQ (See paragraph 7.3.7.2.).

<p>EXCEPTIONALLY QUALIFIED: The examinee demonstrated exceptional aircraft handling and instrument skills during all phases of this evaluation. Rapidly changing weather and denial of service at two planned out-bases caused the examinee to have to change his plan several times in-flight, each time done quickly and efficiently so that all aspects of the mission could</p>
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still be accomplished.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.3. Section IV with Commendable (See paragraph 7.3.7.3.5.2.).

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. Commendable. Area 36. Task Prioritization. Brief statement describing commendable performance

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.4. Section IV with Downgrade. (See paragraph 7.3.7.3.3.).

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground. None
2. Flight. Area 36. Task Prioritization: Q-. Short description of discrepancy.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:**APPROVING OFFICER'S REMARKS:****ADDITIONAL REVIEWS:**

Figure A3.5. Two Sortie with Discrepancy on First Sortie.

EXAMINER'S REMARKS:**A. Mission Description.**

First Sortie: IAW AFI 11-2MDS Vol 2.

FIRST M.I. LAST, Rank, USAF
Office Symbol

Second Sortie: Brief description of items not accomplished on first sortie.

B. Discrepancies.

1. Ground. None
2. Flight. First Sortie. Area 36. Task Prioritization: Q-. Short description of discrepancy.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.6. Q3 with Restrictions and Additional Training (See paragraph 7.3.7.1.1.).

RESTRICTIONS: Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph 5.7.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground (EPE). Area 21. Gear Fail to Retract – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

2. Flight. Area 36. Task Prioritization – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Ground. Examinee will review gear fail to retract EPs with an instructor and perform another EPE with gear malfunctions as an emphasis item.

2. Flight. Examinee will accomplish a supervised flight with emphasis on task management in the instrument environment.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:**Figure A3.7. RQ Following a Q3.****EXAMINER'S REMARKS:**

A. Mission Description. This requalification evaluation was conducted... (enter short description of necessary events to regain lost qualification).

B. Discrepancies. None

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:**APPROVING OFFICER'S REMARKS:****ADDITIONAL REVIEWS:****Figure A3.8. Ground Recheck.**

RESTRICTIONS: Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph 5.7.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground. None.
2. Flight. Area 25. Ability to Instruct – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Ground. Examinee will review procedures then provide an instructional brief to a

squadron instructor on entries into holding and TACAN penetrations.

2. Flight. None.

D. Additional Comments. Ground recheck successfully accomplished. No further action required.

(Signature and date)

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.9. Commander-Directed Downgrade (Non-Flying).

RESTRICTIONS: Commander-Directed Downgrade.

EXAMINER'S REMARKS:

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement, if required.

B. Discrepancies. None.

C. Recommended Additional Training. As required or "None."

D. Additional Comments. As required or "None."

ADDITIONAL REVIEWS: As required.

Figure A3.10. Commander-Directed Downgrade (Flying).

RESTRICTIONS: Commander-Directed Downgrade.

EXAMINER'S REMARKS:

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement, if required.

B. Discrepancies. Document all Q- or U discrepancies.

C. Recommended Additional Training. As required or "None."

D. Additional Comments. As required or "None."

ADDITIONAL REVIEWS: As required.

ATTACHMENT 4
AF FORM 8A COMMENT EXAMPLE

Figure A4.1. Q1 (Universal) QUAL MSN.

EXAMINER'S REMARKS: (If applicable. Repeat if necessary for each aircraft.)

A. Mission Description. This evaluation was completed on an F-16B aircraft. Capt Bones demonstrated all egress procedures in an excellent manner. All required equipment use and limitations were evaluated simulating a representative test sortie.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A6.2. Certification and Decertification.

USAF AIRCREW CERTIFICATIONS									
THIS IS TO CERTIFY THAT					UNIT ORGANIZATION AND LOCATION				
NAME (LAST, FIRST, MIDDLE INITIAL)		SSAN	ACFT	MC-130H	15 SOS, Hurlburt AFB, FL				
CERTIFIED EVENT	INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DISCRETIONARY FOR CAUSE	DECERTIFICATION OFFICIAL/ORGANIZATION		
Touch and Go Landing	Capt Joe Instructor, 8 SOS/DOV	20020625	Lt Col Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		<input type="checkbox"/>			
Drop Zone Controller (DZC)	Capt Joe Instructor, 8 SOS/DOV	20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	<input checked="" type="checkbox"/>	Lt Col Steve Starr 15 SOS/CC		
Landing Zone Safety Officer (LZSO)	Maj Ira M. Pressive, 8 SOS/DOV	20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	<input checked="" type="checkbox"/>	Lt Col Steve Starr 15 SOS/CC		
Close Interval Operations/MP	Maj Pencil Head, 15 SOS/DOV	20080718	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>			
FARP	Capt Roger Cuethree, 15 SOS/DOV	20080815	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>			
Flight Examiner	Lt Col Robert Smart, 15 SOS/DOV	20100105	Lt Col Barry Reid 15 SOS/CC		20100730	<input checked="" type="checkbox"/>	Lt Col Barry Reid 15 SOS/CC		
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013; EO 9357
 PRINCIPAL PURPOSE: Source document used to record aircrew certification
 DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification.
 AF Form 4348 20061208

ATTACHMENT 7
FCIF TEMPLATE

Note: The information below is an example of a template MAJCOMs may use when drafting an FCIF.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: The Subject Line contains the FCIF number and title of the FCIF (if applicable)

1. Applicability paragraph. This paragraph lists the MAJCOM(s) that the FCIF item is applicable to, and those MAJCOMs for which the FCIF item is "for information only." May also include applicable aircraft or units as necessary.
2. Directive paragraph. Use this paragraph to give direction to aircrews regarding procedures or guidance. This information should be placed immediately following the applicability paragraph in order to ensure a consistent place for new procedures or guidance.
3. Amplification paragraph. This paragraph should focus on background information to the aircrews or any other amplifying data deemed necessary by the FCIF item author for aircrews to understand the impetus behind the FCIF item. The FCIF item should be limited to one or two pages in length. Additional supporting background documentation should be included in attachments or references.
 - a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.
 - b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.
4. Administrative paragraph. Use this paragraph to show where the FCIF item is to be placed (Part B or C), and how for long the FCIF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.
5. Receipt/POC paragraph. This paragraph directs units to acknowledge receipt of the FCIF item within a desired period of time, FCIF item POC(s), and the POC phone number and email address.

Attachment 8

SELF-ASSESSMENT CHECKLISTS

A8.1. IAW AFI 90-201, all Air Staff offices will develop self assessment checklists for wing and wing equivalents. Compliance requirements will be coordinated with MAJCOMs and NGB and loaded into MICT. (See **paragraph 2.2.2.5**)

A8.1.1. The aircrew Stan/Eval functional area SAC will be IAW AFI 90-201. Checklist terminology is based on specific terms (IN COMPLIANCE, IN COMPLIANCE WITH COMMENTS, NOT IN COMPLIANCE) defined in AFI 90-201.

A8.1.2. As provided for in AFI 90-201, MAJCOMs may supplement HAF prioritized inspection requirements with MAJCOM-specific requirements, as required. MAJCOMs may develop and maintain MAJCOM-specific inspection requirements where no HAF functional inspection requirements exist. See AFI 90-201.

Attachment 9 (Added-AFGSC)

FLIGHT EXAMINERS OBJECTIVITY EVALUATION GRADING CRITERIA [N/A 582 HG]

A9.1. (AFGSC) Instructions. Flight examiners will use the following grading criteria when conducting Flight Examiners Objectivity Evaluations. A grade of Q- with corrective training or a U in any area will require an overall rating of "3." Cumulative deviations will be considered when determining the overall rating of either "1" or "3." **(T-2).**

A9.2. (AFGSC) Qualified Rating. A qualified rating (1) indicates that the flight examiner objectivity examinee complied with HHQ and local Stan/Eval directives, properly briefed and debriefed the examinee, correctly identified discrepancies, awarded the correct grade for each evaluated area, awarded the appropriate overall grade and, if required, assigned appropriate additional training. **(T-2).**

A9.3. (AFGSC) Unqualified Rating. An unqualified rating (3) will be awarded when the flight examiner failed to satisfy the requirements of a qualification rating (1). **(T-2).**

Table A9.1. (AFGSC) Criteria.

GRADE	GRADE CRITERIA
AREA 1--COMPLIANCE WITH STAN/EVAL DIRECTIVES	
Q	Complied with all directives pertaining to the administration of a flight evaluation.
Q-	Complied with most directives. Deviations did not jeopardize the effectiveness of the evaluation or flight safety.
U	Failed to comply with directives or allowed flight safety to be jeopardized.
AREA 2--FLIGHT EXAMINER'S BRIEFING	
Q	Thoroughly briefed the examinee on the conduct of the evaluation, mission requirements, responsibilities, grading criteria, and flight
Q-	Items were omitted during the briefing causing minor confusion. Did not fully brief the examinee as to the conduct and purpose of the evaluation.
U	Flight examiner failed to adequately brief the examinee.
AREA 3--IDENTIFICATION OF DISCREPANCIES AND ASSIGNMENT OF AREA GRADES	
Q	Identified all discrepancies and assigned proper area grade.
Q-	Most discrepancies were identified. Failed to assign Q- grade when appropriate. Assigned discrepancies for performance which was within standards.
U	Failed to identify discrepancies related to flight discipline or deviations which merited an unqualified grade. Assigned Q grades which should have been U or assigned U grades for performance within standards.
AREA 4--ASSESSMENT OF OVERALL PERFORMANCE	

Q	Awarded the appropriate overall grade based on the examinee's performance.
Q-	Awarded an overall grade without consideration of cumulative deviations in the examinee's performance.
U	Did not award a grade commensurate with overall performance.
AREA 5--APPROPRIATE ASSIGNMENT OF ADDITIONAL TRAINING	
Q	Assigned proper additional training if warranted.
Q-	Additional training assigned was insufficient to ensure the examinee would achieve proper level of qualification.
U	Failed to assign additional training when warranted.
AREA 6--MISSION CRITIQUE	
Q	Thoroughly debriefed the examinee on all aspects of the evaluation. Debriefed all key mission events, providing instruction and references as required.
Q-	Failed to discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required. Failed to debrief or adequately reconstruct all key mission events.
U	Did not discuss any assigned area grades or the overall rating. Changed grades without briefing the examinee. Did not debrief mission at all. Debriefed few or no key mission events.
AREA 7--FLIGHT/EPE/ATD EVALUATION DOCUMENTATION	
Q	Correctly completed all required documentation.
Q-	Minor errors in documentation which did not affect the validity of the evaluation.
U	Failed to complete all required documentation. Major errors caused the validity of the evaluation to be questioned.
AREA 8--BRIEFING THE SUPERVISOR ON THE EVALUATION	
Q	Thoroughly debriefed the examinee's supervisor.
Q-	Debriefed the supervisor, but failed to discuss all discrepancies, grades, or additional training.
U	Failed to debrief the examinee's supervisor on an unsatisfactory evaluation.
AREA 9--FLIGHT EXAMINER'S PERFORMANCE	
Q	Flight examiners performed as briefed and contributed to a thorough evaluation of the examinee.
Q-	Committed minor errors which did not detract from the examinee's performance.
U	Committed major errors disrupting the examinee's performance or preventing a thorough evaluation.