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SECRETARY OF THE AIR FORCE**

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*Flying Operations*

**AIRCREW  
STANDARDIZATION/EVALUATION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AAFP 10-9, *Lead Designation and Responsibilities for Weapons Systems*; AAFP 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](mailto:AFA3O-AI.Workflow@Pentagon.af.mil).

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## 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.

(AFSOC)) This document is substantially revised and must be completely reviewed. This document is revised to align with AFI 11-202, Vol 2; provides direction for units to use Patriot Excalibur (PEX) for AF Form 8/8a generation (**paragraph 2.3.2.4**); provides guidance for the documentation and certification of basic aircrew qualified (BAQ) instructors (**paragraphs 5.2.4.2.1.1** (Added) and **5.2.4.2.2.1** (Added)); provides guidance on the removal of a BAQ certification (**paragraph 5.2.5.4** (Added)); deletes the standardized/evaluation flight examiner (SEFE) objectivity program; allows the removal of a restriction from an AF Form 8/8a for items the gaining unit does not require (**paragraph 5.6.3.3**); provides guidance for multiple qualifications (**paragraph 5.10.3**; eliminates use of AF Form 1381 (**paragraph 7.6**); allows PEX to be used for Flight Crew Information File (FCIF) currency records (**paragraph 10.1.4.2.1.2** (Added)); provides direction for the conduct of aircrew standardization and evaluation visits (ASEV) (**Attachment 10** (Added)).

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## 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 AFD 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*.

2.3.2.1.1. 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. (AFSOC) PEX will be used for test and AF Forms 8/8a generation.

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.

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

2.3.2.6. (AFSOC) MQFs are required. HQ AFSOC/A3V will ensure mission design series (MDS)-specific MQFs containing approved questions for closed book testing are available for use and distributed to applicable aircrews. Units may edit MQFs to accommodate local testing procedures that reflect recent changes to systems and/or local procedures. Wing/groups will forward edits of MQF questions to HQ AFSOC/A3V for

review. HQ AFSOC/A3V will review MQFs annually and distribute changes as necessary.

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. (AFSOC) HQ AFSOC/A3V assumes all additional responsibilities normally associated with MAJCOM and NAF Stan/Eval functions. In this regard, HQ AFSOC/A3V executes both administrative and flying functions.

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.

2.3.2.13. 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. (AFSOC) Units will publish supplements to this instruction to define local stan/eval processes/programs. Refer to **Chapter 10 (Added)** for unit supplement information.

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

2.3.4.1. (AFSOC) Units will forward supplements to HQ AFSOC/A3V for approval prior to publication. AFRC units will forward supplements to HQ 10 AF/A3V and/or HQ AFRC/A3V as appropriate for approval and routing to HQ AFSOC/A3V.

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

2.3.5. **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.

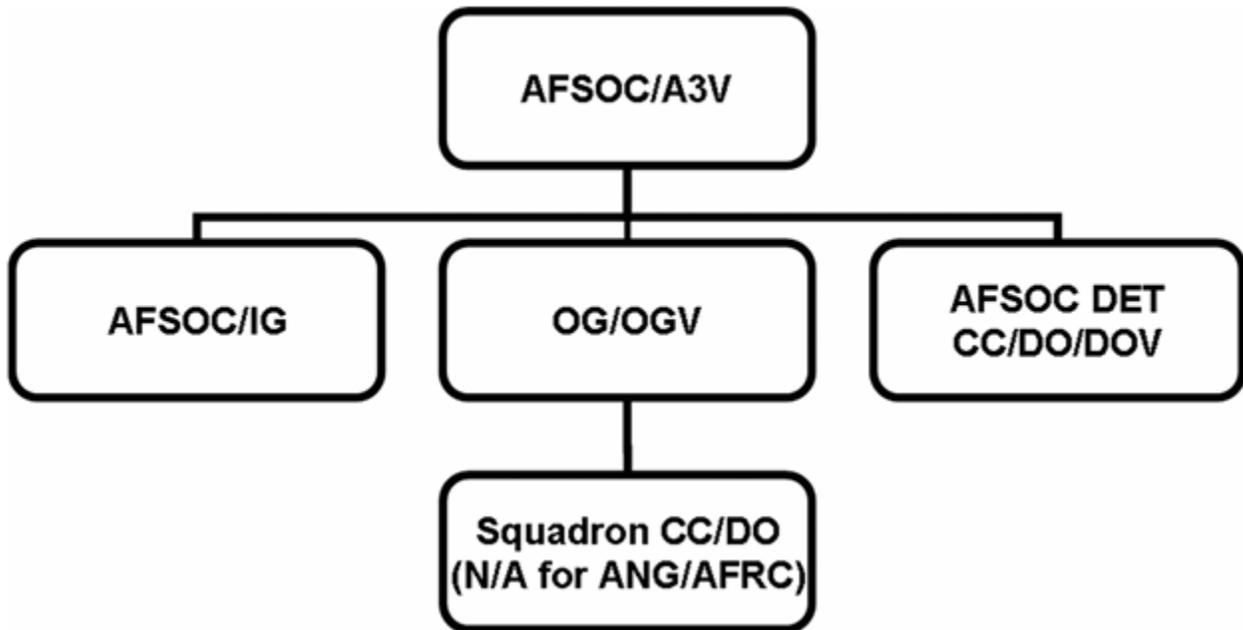
2.4.2.4. Provide staff coordination and control of all FCIF items issued from the NAF level to units (see [Chapter 9](#)).

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.

2.4.2.6. (AFSOC) (N/A for AFRC) HQ flight examiners will administer evaluations to the next lower level IAW [Figure 2.1 \(Added\)](#). Reasonable efforts will be made to accomplish these evaluations without a waiver. Waiver authority is HQ AFSOC/A3V. If a HQ AFSOC flight examiner position for a particular MDS crew position is unfilled, no waiver is required; however, a clarifying statement is required in the comments block of the AF Form 8/8a, *Certificate of Aircrew Qualification*.

**Figure 2.1. (Added-AFSOC) Senior Examiner Evaluation System.**



2.4.2.6.1. **(Added-AFSOC)** MAJCOM Flight Examiners. HQ AFSOC flight examiners are authorized to administer SPOT evaluations in any AFSOC aircraft and/or any crew position. **Exception:** when administering SPOT evaluations outside of AFSOC (i.e., ANG/AFRC assets), and the evaluations are not part of an ASEV, comply with [paragraph 4.3.4](#)

2.4.2.6.2. **(Added-AFSOC)** HQ AFSOC/A3V flight examiners may receive their evaluations from any appropriately qualified flight examiner.

2.4.2.6.3. **(Added-AFSOC)** Wing CC/CV and OG CC/CD who are not classified as senior flight examiners receive their evaluations from any appropriately qualified stan/eval flight examiner.

2.4.2.6.4. **(Added-AFSOC)** Units will determine the requirement for a Senior Examiner Evaluation System within their organization and define it in the Unit Supplement to this instruction.

2.4.2.6.5. **(Added-AFSOC)** 14 Weapons School (WPS) Special Operations Forces (SOF) Division crew members will receive flight evaluations from HQ AFSOC flight examiners. If HQ AFSOC flight examiners are not available, OGV evaluators may administer the evaluation. If HQ AFSOC or OGV flight examiners are unavailable, waiver authority is HQ AFSOC/A3V for unit evaluators to conduct the evaluation. If a HQ AFSOC flight examiner position for a particular MDS crew position is unfilled, no waiver is required; however, a clarifying statement is required in the comments block of the AF Form 8/8a.

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.

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

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. (AFSOC) Stan/Eval Visits.** HQ AFSOC will conduct stan/eval visits as specified in [Attachment 10 \(Added\)](#) of this supplement. The AFSOC Inspection Criteria can be accessed through the Air Force Inspection Agency web apps site for both the Headquarters Air Force (HAF) core checklist and the AFSOC supplemented checklist.

## 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.

#### 3.2.1. 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.

3.2.1.4. Provide a suitable Stan/Eval testing area.

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).

3.2.2.4. (AFSOC) Aircrew Examination Program. Conduct stan/eval aircrew testing at the group level (N/A for ANG/AFRC), except for geographically separated units. Control and monitor the administration of these examinations. Examinees may take either the open or closed book portion first.

3.2.2.5. Establish and maintain a trend program.

3.2.2.5. (AFSOC) Trend Program. Report trends for each squadron during the SEB.

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).
- 3.2.2.5.5. 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.
- 3.2.2.7. Conduct SEBs and document IAW [Attachment 2](#) and MAJCOM supplement.
- 3.2.2.7. (AFSOC) OGV will conduct a SEB semiannually. OGV will review, sign, consolidate, and forward their SEB report to HQ AFSOC/A3V by the 28th day of April and October (AFRC units will forward NLT end of February and August respectively, ANG units report NLT the end of May and November). Additionally, AFRC units will forward one copy each of SEB report to HQ 10 AF/A3V and HQ AFRC/A3V.
- 3.2.2.7.1. (Added-AFSOC) AFSOC and ANG Squadron and Group stan/eval will use the SEB format provided by HQ AFSOC/A3V. AFRC units will use the SEB format provided by HQ 10 AF/A3V.
- 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.
- 3.2.3. **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.

**3.3. 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.

3.3.1.4. 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.

3.3.2.10. **(Added-AFSOC)** Aircrew Certification Boards. Conduct squadron aircrew certification boards for initial upgrade or requalification to aircraft commander, aircrew instructor, or flight examiner certification (see **Attachment 9 (Added)** of this supplement for aircrew certification board procedures). For formal school graduates, the gaining squadron commander will conduct the certification. ANG/AFRC units whose manning doesn't allow for squadron certification boards will document group certification board procedures in the local supplement.

3.3.2.10.1. **(Added-AFSOC)** Aircrew Certifications specified in **paragraph 3.3.2.10 (Added)** will be documented on AF Form 4348, *USAF Aircrew Certifications*. See **Attachment 9 (Added)** of this supplement for aircrew certification board procedures.

### 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. **(AFSOC)** Flight Examiner Manning. Two flight examiners per crew position are always authorized. When there is more than one flight examiner in a crew position, the commander will designate one as the primary flight examiner. At least one flight examiner in each crew position must be assigned to stan/eval as the primary flight examiner. Other flight examiners may be assigned to other offices (either attached or in the squadron) as additional duty flight examiners. All flight examiners coordinate with the chief of stan/eval when performing stan/eval duties. Keep additional duty flight examiners to the absolute minimum necessary to accomplish the mission. When performing examiner duties, these examiners report to the chief of stan/eval who will monitor their performance and productivity to verify the need for their continuation.

3.3.3.3.1. **(Added-AFSOC)** (AFRC/ANG) OG/CC will determine the number of flight examiners IAW **paragraph 3.2.3.3** Squadron flight examiners may be

assigned to duties outside of stan/eval as necessary. All squadron flight examiners will coordinate with the chief of stan/eval when performing stan/eval duties.

3.3.3.3.2. **(Added-AFSOC)** 14 WPS-assigned personnel may maintain attached evaluator status with an AFSOC flying squadron they are attached to, only if requested by a squadron, group, or wing commander.

3.3.3.3.3. **(Added-AFSOC)** Squadrons with multiple assigned MDS will assign a primary evaluator per MDS per crew position to the stan/eval office. This requirement is waived if an assigned evaluator is a multiple aircraft qualified evaluator. **Exception:** This paragraph does not apply to units undergoing conversion between MDS aircraft.

## 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.

4.2.3. 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).

4.2.4. 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. (AFSOC) Flight examiners may administer scheduled evaluations outside their squadron in like MDS aircraft with the concurrence of the examinee's unit commander or operations officer.

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.

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

4.3.6.1. (Added-AFSOC) If substandard performance is observed in a crew position in which the flight examiner is not qualified, the flight examiner will debrief the commander. If the commander determines it appropriate, continue with Commander Directed Downgrade, IAW **paragraph 7.4.**

4.3.7. (Added-AFSOC) This notification must take place prior to an overall grade award of Q-2 or Q-3 (flight examiner judgment is the determining factor in arriving at the overall grade).

#### **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**.

**5.2. 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.

5.2.2.2.1. **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 112MDS 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.

#### 5.2.4. 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. (AFSOC) For units gaining a new MDS but not undergoing unit conversion, the same exception applies. OG/CCs will designate, with HQ AFSOC/A3 approval, an initial cadre of flight instructors and examiners.

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.

5.2.4.2.1.1. (Added-AFSOC) Crew members may be certified as BAQ-only

Instructors in their mission aircraft (i.e., AC/MC/EC-130X) after an “INIT INSTR” evaluation, either in the mission MDS or in a basic aircraft series within the same MDS (i.e., C-130E/H/J). Document the certification with restrictions on the AF Form 4348 IAW [paragraph 7.6.3](#) BAQ-only restrictions may be removed in conjunction with a periodic MSN evaluation (explain under Examiner Remarks) or with a SPOT evaluation IAW [paragraph 5.2.5.4 \(Added\)](#). A second certification board is not required.

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

5.2.4.2.2.1. **(Added-AFSOC)** Periodic MSN evaluations for BAQ-only Instructors will include evaluation of instructor qualification in GENERAL areas/subareas as listed in the AFI 11-2MDS, Specific Vol 2. The examinee’s qualification will be entered as Instructor (e.g., IP, IF, etc.).

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).

5.2.4.2.4. **(Added-AFSOC)** For aircrew who are multiple aircraft qualified in unlike MDS, a separate INSTR (INIT or RQ, as required) evaluation is required per MDS (does not apply to initial cadre instructor aircrew or aircrew universally qualified (UNIV) via AF Form 8a).

#### 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.

5.2.5.4. **(Added-AFSOC)** Evaluations conducted solely to remove BAQ-only certification restrictions will be documented as SPOT evaluations. The examinee’s

qualification will be entered as Instructor (e.g., IP, IF, etc.) and the purpose of the evaluation will be explained under Examiner's Remarks.

5.2.5.5. **(Added-AFSOC)** Inbound PCS/PCA aircrew members with a current AF Form 8/8a or equivalent document on the same MDS as the gaining unit may maintain the same qualification level (Mission Qualification (MQ) or BAQ-only restricted, at the discretion of the gaining unit commander), following any applicable AFSOC-specific differences training.

5.2.5.5.1. **(Added-AFSOC)** The gaining unit commander may elect to use a SPOT evaluation to validate AFSOC-specific differences training. For example, AMC C-130 IP may be certified as an AFSOC C-130 IP following a satisfactory SPOT evaluation.

5.2.5.5.2. **(Added-AFSOC)** If the gaining unit commander elects to partially downgrade the gained aircrew member (IP to MP, IP to BAQ-only IP), document via AF Form 4348 IAW [paragraph 7.6.1.3](#)

5.2.5.6. **(Added-AFSOC)** A SPOT evaluation may be used for HQ AFSOC evaluations of initial cadre aircrew. See [paragraph 5.13.4](#).

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 AFI11-2MDS 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.

5.2.6.3.3. **(Added-AFSOC)** Administer no-notice evaluations at a minimum of 10% semiannually by crew position. If assigned manning levels drive excessive no-notice evaluations as compared to required recurring evaluations, groups may tailor this requirement in their supplement. **Exception:** 10% rule is without regard to specific MDS for aircrew that are qualified on multiple MDS.

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.

5.3.2.2.1. **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.

5.3.2.2.2.1. 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).

5.3.2.2.2.3. (AFSOC) If an aircrew member fails to successfully accomplish the assigned additional training, the Sq/CC will review the situation and direct appropriate action. Document circumstances and any additional assigned training with an MFR IAW paragraph 7.8.3.2.2. If warranted, and additional training

will not correct the performance deficiency, document under Examiner Remarks, Paragraph D, Additional Comments on the original Form 8, and follow with a Commander-directed Downgrade IAW Paragraph 5.9.

5.3.2.2.4. 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.

5.3.2.4. 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.

5.3.3.3. **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 AFI 11-2MDS 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. (Added-AFSOC)Ground requisites for INIT and RQ evaluations are considered prerequisites and must be completed within 6 months prior to the flight phase.**

#### 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).m 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.

5.5.2. **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.

5.5.3.3. 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.

5.6.3.3. (AFSOC) For aircrew that receive a restricted AF Form 8/8a for an event not accomplished during formal school house training in an area that is not part of the gaining units Mission Essential Task List (METL), the restriction will be removed on the next evaluation. Under comments on the next AF Form 8/8a state “the restriction for XXX is removed due to METL incompatibility”.

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 17<sup>th</sup> 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.

**5.8.3.2.3. 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.

#### **5.8.3.3. 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/A30-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.

5.10.3. (AFSOC) HQ AFSOC/A3V retains approval authority for multiple qualifications unless otherwise stated (HQ AFRC/A3 for AFRC aircrews; HQ NGB/A3 for National Guard Bureau (NGB) aircrews). For multiple qualifications other than those listed in **paragraph 5.10.7 (Added)**, HQ AFSOC/A3V will maintain the authorized list of aircrew multiple qualifications and publish this list online. Units may request to add or delete names from the authorized list via appropriate stan/eval channels, either by hard copy MFR or an AFSOC-approved Common Access Card (CAC)-enabled digitally signed electronic request. Include the following information on requests: Name, grade, social security number (SSN), unit of assignment/attachment, current duty title, Air Force Specialty Code (AFSC), multiple qualification aircraft MDS, rationale, and flying time summary. AFRC units send requests through channels to HQ AFRC/A3V; ANG units send requests through channels to HQ

NGB/A3. Multiple qualification must be approved by HQ AFSOC/A3V (HQ AFRC/A3/HQ NGB/A3 as applicable) prior to receiving any training on any additional aircraft.

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.

5.10.7. **(Added-AFSOC)** The following crew positions are authorized multiple qualifications in the aircraft listed in each subparagraph below. Multiple qualifications in the aircraft listed in each subparagraph do not require written HQ AFSOC/A3V approval or an annual request and justification. See AFI 11-2 MDS Specific, Vol 1, for qualification requirements. Crew members listed below will adhere to evaluation criteria set forth in their AFI 11-2 MDS-Specific, Vol 2, IAW **paragraph 7.6**, document certifications using AF Form 4348.

5.10.7.1. **(Added-AFSOC)** Pilots.

5.10.7.1.1. **(Added-AFSOC)** MC-130J, EC-130J, C-130J.

5.10.7.1.2. **(Added-AFSOC)** UH-1H/N, TH-1H.

5.10.7.1.3. **(Added-AFSOC)** PC-12, U-28.

5.10.7.1.4. **(Added-AFSOC)** C-130E/H.

5.10.7.2. **(Added-AFSOC)** Navigators/Combat System Operators (CSO).

5.10.7.2.1. **(Added-AFSOC)** MC-130J, EC-130J.

5.10.7.2.2. **(Added-AFSOC)** AC-130H, C-130E/H.

5.10.7.2.3. **(Added-AFSOC)** MC-130E/H/P, C-130E/H (to “slick” only, not between MC variants).

5.10.7.3. **(Added-AFSOC)** Aerial Gunners.

5.10.7.3.1. **(Added-AFSOC)** UH-1H/N, TH-1H.

5.10.7.4. **(Added-AFSOC)** Flight Engineers.

5.10.7.4.1. **(Added-AFSOC)** AC-130H, C-130E/H.

5.10.7.4.2. **(Added-AFSOC)** MC-130E/H/P, C-130E/H (to “slick” only, not between MC variants).

5.10.7.4.3. **(Added-AFSOC)** UH-1H/N, TH-1H.

5.10.7.5. **(Added-AFSOC)** Loadmasters.

5.10.7.5.1. **(Added-AFSOC)** AC-130H, C-130E/H.

5.10.7.5.2. **(Added-AFSOC)** MC-130E/H/P, C-130E/H (to “slick” only, not between MC variants).

5.10.8. **(Added-AFSOC)** For multiple qualification in the AC-130H/U/W and/or MC-130E/H/P, and/or C-130 E/H accomplish conversion/differences and continuation training IAW AFI 11-2, MDS-Specific, Vol 1. BAQ certifications in different series of similar MDS are authorized IAW AFI 11-2MDS, Vol 1. Document all conversion/differences training on AF Form 4348 for all aircraft which do not require separate flight evaluations.

5.10.9. **(Added-AFSOC)** Multiple qualified MC-130 loadmasters (i.e., MC-130E, MC-130H, MC-130P, C-130E/H) may complete periodic evaluation requirements in any MC-130E/H/P in which they maintain qualification. Loadmasters multiple qualified in different MDS aircraft (i.e., MC-130, EC-130, C-212) must complete periodic evaluation requirements for each MDS.

**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. **(AFSOC)** Direct Support Operators (DSOs), Tactical Systems Operators (TSO), Pararescue Jumpers (PJs), and Combat Rescue Officers (CROs) are eligible for Universal Qualification in two or more MDS.

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.

5.11.3. **(AFSOC)** DSO/TSO. A periodic QUAL/MSN evaluation is required in one of the MDS in which the DSO/TSO maintains qualification. This periodic QUAL/MSN evaluation suffices as qualification for all MDS the DSO/TSO maintains qualification. See [Figure 5.1](#) and [5.2](#) below and [Figure A4.1](#) in [Attachment 4](#) for an example AF Form 8a.

Figure 5.1. (AFSOC) Sample DSO/TSO Form 8a.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)						DATE COMPLETED 15 Jan 11	
<b>I. EXAMINEE IDENTIFICATION</b>							
NAME (Last, First, Middle Initial) Dizzo, Frank F.			GRADE MSgt		SSAN 0000		
ORGANIZATION AND LOCATION 25 IS, Huriburt Field, FL			ELIGIBILITY PERIOD Aug 09 -Feb 11		EXPIRATION DATE Jun 12		
<b>II. AIRCRAFT QUALIFICATION</b>							
ACFT/CREW POSITION	GROUND PHASE			FLIGHT PHASE		QUAL	
	EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE	QUAL LEVEL	
MC-130P/IQ	Closed Book	11 Oct 10	100	QUAL/MSN	15 Jan 11	1	
MC-130P/IQ	Open Book	11 Oct 10	100				
MC-130P/IQ	EPE	15 Jan 11	1				
MC-130P/IQ	Boldface	11 Oct 10	Q				
<b>UNIVERSAL QUALIFICATION AIRCRAFT</b>							
MC-130P	AC-130H	AC-130U	CV-22B	MC-130H	MC-130W		
<b>ADDITIONAL TRAINING</b>							
DUE DATE(S) N/A			DATE ADDITIONAL TRAINING COMPLETED N/A				
CERTIFYING OFFICIAL, RANK AND ORGANIZATION			SIGNATURE		DATE		
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Optional: Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
<b>III. CERTIFICATION</b>							
TYPED NAME AND GRADE	ORGANIZATION OFFICE SYMBOL	CHECK				SIGNATURE	DATE
		COPIES	DO	FOR	RECORD		
1 FLIGHT EXAMINER Joe E. Valuator Sr., MSgt	25 IS/DOV	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2 REVIEWING OFFICER Nomar D. Niff, MSgt	25 IS/DOV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3 FINAL APPROVING OFFICER Ibee D. Boss, Lt Col	25 IS/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND GRADE OF EXAMINEE Frank F. Dizzo, MSgt			SIGNATURE			

Figure 5.2. Sample DSO/TSO Form 8a (Continued).

AF FORM 8A CONTINUATION SHEET	
IV.	COMMENTS
<b>EXAMINER'S REMARKS:</b>	
<p><b>A. Mission Description.</b> This mission evaluation was flown onboard the MC-130P during a 9th SOS local training sortie consisting of Personnel Air Drops and low level tactical training. The examinee performed instruction in Emergency Procedures, Threat Reporting, CSS and TDR Operation, Mission Planning and Crew Coordination. All areas of AFI 11-2MC-130, Vol. 2, Tables 2.1, 3.1 and 10.1 were evaluated. The examinee performed all tasks in an outstanding manner.</p>	
<p><b>B. Discrepancies.</b> None.</p>	
<p><b>C. Recommended Additional Training.</b> None.</p>	
<p><b>D. Additional Comments.</b> None.</p>	
<p>Reviewing Officer's Remarks: None.</p>	
<p>Approving Officer's Remarks: None.</p>	
<p style="text-align: center;">PRIVACY ACT STATEMENT</p>	
<p>AUTHORITY: 10 USC 8013; EO 9397            PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification            DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

5.11.3.1. **(Added-AFSOC)** DSOs/TSOs may accomplish differences training to obtain additional certification on any AFSOC aircraft using AF Form 4348 as required. Commander, Air Force Special Operations Forces (COMAFSOF) may authorize TSOs to fly on other theater-assigned aircraft as mission requirements dictate. Additional certification is required for MC130, C-130, AC-130, rotary/tilt-rotor, and special mission aircraft. Differences training is an instructor certified event. Instructors will adhere strictly to the syllabus for ground and in-flight training.

5.11.3.2. **(Added-AFSOC)** Groups will consolidate periodic closed and open book examinations into one test for universal qualified aircrew members using MDS-specific MQFs. Consolidated examinations will contain questions unique to each MDS in which universal qualification is held and have sufficient questions to cover unique equipment, procedures, and information.

5.11.3.3. **(Added-AFSOC)** DSO/TSO Instructor upgrades. Flight evaluations for DSO/TSO initial instructor upgrade will be conducted on any MDS the DSO/TSO maintains qualification and documented on AF Form 8a. DSOs/TSOs will automatically be instructor qualified on all aircraft the DSO/TSO maintains qualification.

5.11.3.4. **(Added-AFSOC)** DSO/TSO Flight Examiner Certification. After examiner certification on a particular MDS, DSOs/TSOs will automatically be certified as a flight examiner on all aircraft the DSO/TSO maintains instructor 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.

5.11.4. **(AFSOC)** For DSOs/TSOs, failure to pass a ground requisite or flight phase for a periodic MSN evaluation, results in loss of qualification in all aircraft. For N/N or SPOT evaluations, the examiner will document under the restrictions section of the AF Form 8a, the aircraft for which loss of qualification will apply.

5.11.4.1. **(Added-AFSOC)** For DSO/TSOs, the requalification evaluation may be performed on any platform on which the DSO/TSO previously held a qualification. Upon completion of the requalification evaluation all previously held qualifications may be regained based on squadron/detachment commander or designated representative. Individual must regain currency in all previously held aircraft qualifications.

**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 11202, 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.

5.13.2. **(AFSOC)** Aircrew appointed as initial cadre will have the initial AF Form 8/8a completed within six months of the date on the initial cadre MFR IAW **paragraph 7.5**

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**.

5.13.3. **(AFSOC)** OG/CCs will designate a small group of instructors and flight examiners as the initial cadre. OG/CCs will submit to HQ AFSOC/A3 for approval a MFR containing name, rank, current qualification level, aircraft, designated new qualification level, total primary aircraft flight hours, total instructor, and evaluator hours (if applicable). HQ AFSOC/A3V will maintain the most current approved initial cadre letter.

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

5.13.4.1. **(Added)** At the discretion of HQ AFSOC/A3, for units gaining a new MDS, but not undergoing full unit conversion, a SPOT evaluation from HQ AFSOC/A3V may be used to validate operational procedures and conclude the initial cadre status on the new MDS. This SPOT evaluation does not preclude any other evaluation requirements that may exist for a particular initial cadre process. This SPOT evaluation should not be given until all new applicable guidance memoranda, operating instructions, checklists, or supplemental addenda have been approved by HQ AFSOC/A3. The requirement to conclude status with a HQ AFSOC/A3V SPOT evaluation will be indicated on the initial cadre memorandum.

5.13.4.1.1. **(Added-AFSOC)** When electing to use this process, one crew member (who has been designated as an evaluator on the new MDS) from each position will be evaluated by a HQ AFSOC/A3V evaluator (any MDS). Those crew members, following squadron certification, will then conduct the INIT QUAL/MSN evaluations for the rest of the individuals on the initial cadre letter.

5.13.4.1.2. **(Added-AFSOC)** The scope of the SPOT evaluation is determined by the HQ AFSOC/A3V evaluator, but should be comprehensive enough to validate any new or nonstandard operating procedures. Document the scope of the evaluation in the Examiner's Remarks and include the comment: "SPOT EVALUATION TO CONCLUDE INITIAL CADRE STATUS".

- 5.13.4.1.3. **(Added-AFSOC)** All ground prerequisites must be completed prior to the flight phase of the SPOT evaluation.
- 5.13.4.2. **(Added-AFSOC)** If HQ AFSOC/A3 determines there is no requirement to conduct a HQ AFSOC/A3V SPOT evaluation, or for units undergoing full unit conversion, the initial cadre members designated as evaluators will conduct the initial evaluations for all crew members. This will be done after all new applicable guidance memoranda, operating instructions, checklists, or supplemental addenda have been approved by HQ AFSOC/A3 and the members have been certified by the squadron.
- 5.13.4.3. **(Added-AFSOC)** Regardless of a SPOT evaluation requirement, any initial cadre crew member who fails to complete at least an evaluation by the end of the date on the MFR will lose the new MDS qualification and must complete a RQ evaluation in order to regain aircraft qualification.
- 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.

6.3.1. (AFSOC) Units will administer requisite exams in a quiet, distraction free testing environment.

**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. (AFSOC) Units will use PEX as the standard for aircrew testing. Paper testing may be used when computer maintenance problems arise. If the paper option is used, enter data into PEX as soon as practical.

**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.

**6.4.1. 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. (AFSOC) Open book SQBs will consist of enough questions to generate two separate tests.

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

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. (AFSOC) MQFs are maintained by HQ AFSOC/A3V.

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.

6.4.3. **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.

6.5.3. (AFSOC) Credit formal school EOC examinations toward requisite written examination requirements provided they are administered as part of a formal syllabus and a passing score of 85 percent is attained.

6.5.3.1. (Added-AFSOC) Contract/vendor EOC exams may be credited as written exams (open and/or closed) on a case-by-case basis. Units must submit the requested courseware and exams to HQ AFSOC/A3V for approval prior to use. Approval will be documented by MFR and maintained while valid by HQ AFSOC/A3V. Units will advise HQ AFSOC/A3V when the courseware and/or exams are updated or no longer required.

**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).

6.6.2.2. (AFSOC) Examinations will consist of a minimum of 40 questions. Combined QUAL/MSN examinations will consist of a minimum of 40 questions with equal emphasis on qualification and mission areas.

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.

6.8.2. **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. (AFSOC)Unit Periodic Examinations.** All aircrew members will successfully complete a Boldface written examination prior to the first flight of each month (if applicable to crew position). A Boldface written examination will be accomplished for each MDS in which the aircrew member is qualified/certified. Aircrew members failing this Boldface examination will not fly as aircrew members until a successful reexamination is accomplished.

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.

6.10.2. 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.

## 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 EPublishing web site.

**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.

### 7.3.3. **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. - **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**).

7.3.4.2.1.1. **(Added-AFSOC)** IAW AFSOC/Air Force Intelligence, Surveillance, and Reconnaissance Agency (AFISRA) Memorandum of Agreement (MOA), DSOs/TSOs are not assigned/attached to a flying unit. For DSOs/TSOs, the organization and location will reflect their unit of attachment and location (e.g., Detachment (Det) 2, 25 IS/DOV, RAF Mildenhall, United Kingdom).

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.).

7.3.5.1.1.8. **(Added-AFSOC)** Formal schools may enter the EOC as “EOC Open Book” and “EOC Closed Book” in lieu of “Open Book,” and “Closed Book”. For contract vendor EOC exams, enter the exam as “‘Vendor Name’ EOC Open Book” and “‘Vendor Name’ EOC Closed Book”. For new undergraduate flying training (UFT) graduates, enter “UFT Instrument Exam” with the date and grade from the undergraduate flying training AF Form 8/8a or equivalent (if available), or the AETC Form 240-5, *Summary Record of Training*.

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.).

7.3.5.2.2.1.1. **(Added-AFSOC)** Do not log mission and special mission evaluations on the same line in the flight phase block of the AF Form 8/8a. Special mission events requiring evaluation will be annotated individually as "SPOT" evaluations in the flight phase block of the AF Form 8/8a. Further define the specific evaluation in the mission description section under "Examiner's Remarks".

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](#).

7.3.5.2.2.2.1. 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.

#### 7.3.5.2.3. 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).

7.3.5.6.1.1.1. **(Added-AFSOC)** Whenever a Q-3 is given on a recheck (a previous Q-3), the additional training due date is based on the first Q-3 evaluation 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.

7.3.6.1.2.3. **(Added-AFSOC)** Both electronic and wet ink signatures are acceptable on the AF Form 8/8a.

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.

7.3.6.2.2.1. 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. (AFSOC) Reviewing and final approving officers are IAW [Table 7.1 \(Added\)](#).

**Table 7.1. (Added-AFSOC) Review and Final Approval of Aircrew Evaluations.**

<b>REVIEW AND FINAL APPROVAL OF AIRCREW EVALUATIONS</b>		
<b>Complete section III, Certification, as follows:</b>		
<b>Examinee</b>	<b>Reviewing Officer</b>	<b>Final Approving Officer</b>
HQ AFSOC/A3 and all General Officers	HQ AFSOC Chief of A3V	HQ AFSOC CC/CV
HQ AFSOC-assigned personnel, HQ AFSOC Advisors to AFRC/ANG	HQ AFSOC Chief of A3V	HQ AFSOC/A3
USAFWS-assigned personnel (2)	14 WPS/CC or DO	USAFWS/CC
Group flight examiners	Group chief or assistant chief of stan/eval	OG/CC
Squadron commander and operations officer (2)		
Squadron chief of stan/eval (2)	Group or detachment chief of stan/eval or assistant chief of stan/eval (3)	Wing, Group, or Det CC
Wing, Vice Wing, Group, or detachment commanders (4)		
Group or detachment chief of stan/eval	Group or detachment assistant chief of stan/eval (3)	Wing, Group, or Det CC
Detachment chiefs of stan/eval (2)	Squadron chief or assistant chief of stan/eval (3)	Squadron or Group CC
AFRC Wing, Vice Wing, Group, or Detachment Commanders	Group chief or assistant chief of stan/eval	Squadron CC or DO
AFRC Group personnel and stan/eval Squadron aircrew (includes HQ attached flyers)		
ANG Air Operations Officer	Group chief or assistant chief of stan/eval	Air Commander
ANG Group stan/eval personnel	Air Operations Officer	
ANG Squadron CC		
ANG Squadron flight examiners	Group chief or assistant chief of stan/eval	Air Operations Officer
All other ANG aircrew		
All other aircrew personnel (2)	Flying squadron/detachment chief or assistant chief of stan/eval	Flying squadron/detachment CC, DO or ADO
Commander-directed downgrade	NO ENTRY	Squadron CC or higher (1)
<b>Notes:</b>		
<p>1. Only the commander directing the downgrade or upgrade and the individual concerned will sign the AF Form 8/8a. The directing commander will sign in the final approving officer block and "X" the remarks block.</p> <p>2. If the examinee's unit of assignment is not collocated with the organization having review or final approving responsibility, blocks 2 and 3 may be completed IAW this instruction for "All other aircrew personnel". However, an additional copy of the completed AF Form 8/8a will be prepared and forwarded to the office having reviewing officer responsibility as indicated.</p> <p>3. When there is no assistant chief of stan/eval, the senior evaluator will be the reviewing officer for the chief of stan/eval.</p> <p>4. For commanders, the reviewing and approving officials will be assigned to the Wing, Group, or Detachment under which the examinee is attached for flying.</p>		



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).

7.3.6.4. **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. – 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 112MDS 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.

7.3.7.3.5.1.1. **(Added-AFSOC)** State if any flight evaluation events were not evaluated which must be evaluated on the next periodic evaluation (i.e., mountainous or non-mountainous terrain).

7.3.7.3.5.1.2. **(Added-AFSOC)** If subareas for a different evaluation were evaluated (i.e., special mission evaluation subareas evaluated during periodic mission), indicate which subareas were accomplished and whether or not those accomplishments are creditable toward other evaluation requirements in the mission description section under "Examiner's Remarks".

7.3.7.3.5.1.3. **(Added-AFSOC)** Show the specific reason why a RQ evaluation was required. "Requalification because examinee overdue annual evaluation" is insufficient. Give the specific reason (e.g., extended DNIF).

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. (AFSOC) The appropriate PEX generated MDS-specific Flight Evaluation Worksheet may be used as a temporary evaluation certificate.

### 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**).

7.4.3.2.3. **(Added-AFSOC)** If the commander intends for the individual to retain MC/FC qualification, while removing MP/FP qualification, then enter “1”.

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. (AFSOC)AF Form 4348, USAF Aircrew Certifications.** AF Form 4348 is considered a historical source document. Stan/Eval offices will no longer keep AF Form 1381s and will transcribe or decertify all aircrew certifications to an AF Form 4348.

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., F16C and F-16CM), only one AF Form 4348 is required; specify the primary mission MDS designation.

7.6.1.1. **(AFSOC)** DSOs/TSOs qualified in more than one MDS aircraft, annotate "UNIV" in the ACFT block. For DSOs/TSOs qualified in one aircraft, specify the 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.

7.6.1.3. (AFSOC) Retain old copies of AF Form 4348 in Section I of the FEF. Keep the newest AF Form 4348 on the top. Never delete any entries on the AF Form 4348, just decertify the aircrew member. If member regains certification, then add that back to the 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.

7.6.1.4. (AFSOC) When carrying over certifications for transcription, ensure previous AF Form 4348 decertification's are also carried over to maintain historical reference to the member's certifications/qualifications.

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. (AFSOC) AF Form 4348s will include all aircrew certifications to include instructor certified events, ETCA formal course syllabi resulting in aircraft certification/qualification, and any aircrew training not documented by an AF Form 8/8a and items as directed in **Attachment 9, paragraph A9.1** (Added) Aircrew Certification Board. Groups will supplement this paragraph to address unique training requirements of owned/gained aircraft and crews.

#### 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.

7.6.2.1.1. (Added-AFSOC) Full MDS i.e., MC-130P, AC-130U, PC-12, etc.

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. (AFSOC) OG/CC, Chief of OGV, Sq/CC, Chief of Squadron Stan/Eval, or representatives designated by the OG/CC or Sq/CC are AF Form 4348 certifying/decertifying officials. Document delegation authority in the unit supplement.

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.

7.6.4.2.1.1. (Added-AFSOC) Flight Examiners, instructors, and aircraft commanders may be decertified for discretionary purposes (PCS/PCA or due to overages in the applicable crew position) within the unit without the individual losing the qualification. Aircrew review board or an aircrew certification board is not required in these instances. For commander-directed decertification, use the decertification section on the AF Form 4348, annotating appropriate comments to clarify the intended qualification of the aircrew member. Instructor decertification does not require ARMS crew position status downgrade if the overall qualification level is left unchanged. Individuals who have been decertified as instructors for discretionary purposes must demonstrate instructor abilities on recurring evaluations IAW **paragraph 5.2.4.2.2** in order to maintain

instructor qualification.

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**.

7.6.4.2.4. (**AFSOC**) AFSOC crew members transferring between AFSOC MDS aircraft that have the same certified events do not require decertification/certification board action. Previous certification(s) will be valid upon completion of mission/conversion training. Add a new AF Form 4348 with crew member’s new MDS.

Table 7.2. (Added-AFSOC) Sample AF Form 4348.

USAF AIRCREW CERTIFICATIONS						
THIS IS TO CERTIFY THAT						
NAME (LAST, FIRST, MIDDLE INITIAL) Holmes, John D.		SSAN 0000	ACFT MC-130P	UNIT ORGANIZATION AND LOCATION 9 SOS, Eglin AFB, FL		
CERTIFIED EVENT INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DECERTIFICATION	
					DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION
Flight Examiner Lt Col George Bush, EP 1 SOW/SE	27 Aug 08	Col Rick Bobby, 1 SOG/OGV	Transcribed	04 Jul 10	<input checked="" type="checkbox"/>	Lt Col Bob Seager 9 SOS/CC
Air Refueling Instructor Lt Col Happy Gilmore, EP 9 SOS/DO	04 Feb 09	Capt Bill Smith, 9 SOS/DOV	Transcribed		<input type="checkbox"/>	
FCF/OCF Maj John Heart, EP 1 SOG/OGV	09 Apr 09	Maj Will Thrill 9 SOS/DOV	Transcribed		<input type="checkbox"/>	
FARP Maj John Heart, EP 9 SOS/ADO	01 Jun 09	TSgt Bob Gordan 9 SOS/DOV			<input type="checkbox"/>	
	02 Jun 09	<i>Will Thrill</i> Maj Will Thrill 9 SOS/DOV	I verify the above certification transcriptions to be accurate.		<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8913; EO 9397  
 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.

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**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.

7.6.5.1. **(Added-AFSOC)** For Aviation Foreign Internal Defense (AvFID) aircrew members that receive training on aircraft from other than USAF formal schools, units may transcribe and document any civilian certification/qualification on the AF Form 4348. The AF Forms 4348 will be used for documentation purposes only and apply only for operations on foreign military operated aircraft IAW AFSOCI 16-101, Vol 1 and 3. Complete the AF Form 4348 IAW **paragraph 7.6** except as follows:

7.6.5.1.1. **(Added-AFSOC)** Instructor name will be the name (and any known level of qualification, i.e., Federal Aviation Administration (FAA) Check Airman, etc.) transcribed from the civilian documentation. If the name from the documentation is difficult to discern, enter the name of the Chief of Stan/Eval and annotate in the remarks.

7.6.5.1.2. **(Added-AFSOC)** The certifying official for civilian training certification/qualification transcriptions will be no less than the squadron operations officer.

7.6.5.1.3. **(Added-AFSOC)** Under the Examiner's Remarks block, enter the nature of the source documents used to transcribe the qualification event. Enter a restriction comment as follows: "CERTIFICATION DOES NOT APPLY TO USAF OWNED OR LEASED AIRCRAFT".

**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.

**7.6.7. 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.

7.7.1.4. 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.

7.7.2. **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. (AFSOC) File any current qualification waivers applicable to a crew member's current status IAW **paragraph 7.8.3.2.2**. Waivers that no longer apply or pertain to a crew member's qualification or flight status will be returned to the member or disposed of IAW applicable directives and instructions. If MFR is required to clarify qualification status when waivers are removed, see **paragraph 7.8.3.2.2.1**.

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).

7.8.3.1.2. (AFSOC) Initial Cadre. Maintain all initial cadre letters on left side under Tab 2 after the AF Forms 8/8a have been posted to the right side IAW **paragraph 5.13.3, 7.5, and 7.8.3.2.2**

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.

7.8.4.3. (AFSOC) Labels on the FEF will show the crew member's name, last four of SSN, crew position, and birth month as documented below.

**Table 7.3. (Added-AFSOC) Label Example.**

<b>JONES, ROBERT M.</b> <b>6789</b>	<b>NAVIGATOR</b> <b>JUN</b>
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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.

7.8.5.1.1. 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.

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

7.8.5.3.3. (**AFSOC**) Periodic FEF reviews and evaluation dates are required. (N/A ANG/AFRC) Conduct during the individual's birth month. Publish in local procedures. If applicable, return all removed documents to the crew member.

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.

7.8.6.1.1. 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. **(AFSOC) Chiefs of OGV** may make corrections to minor discrepancies on AF Form 8/8a. Initial as near the change as possible to maintain legibility.

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.

8.1.2.1. (**Added-AFSOC**) Specialized Aircrew will develop MDS-specific qualification and examination requirements in coordination with the applicable OGV.

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.

9.1.2.2. 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:

**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

9.1.3. (AFSOC) Volume V, when used, is exempt from the controls applicable to Volumes I through IV. Units will specify Volume V review and certification procedures/requirements in unit supplement. Items for this volume will be submitted to unit/squadron safety officer IAW AFPAM 91-211, *USAF Guide to Aviation Safety Investigation*.

9.1.3.1. (**Added-AFSOC**) Required Joint, Special Operations Command, Department of Defense, or North Atlantic Treaty Organization publications will be included in Volume II.

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. (**AFSOC**) If units use automated programs to provide positive verification of FCIF Part B items, they will document procedures in unit supplements.

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

9.1.4.1. (**AFSOC**) Part A - FCIF Index. Prepare the index using the information on the HQ AFSOC publications website. Use the format established on this file or Part A and Part B formats as prepared from MAJCOM approved stan/eval software. At a minimum, the wing/group stan/eval office completes the FCIF index in January for each subordinate unit. Type the preparation date in the upper right hand corner of the index. Units which have to reaccomplish the FCIF index will type the date the index was accomplished in the upper right hand corner of the index.

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. (**AFSOC**) Part B - AFSOC Form 12, *Flight Crew Information File (FCIF)*. The AFSOC Form 12 contains only temporary material. New or revised material is included in Volumes II, III, and IV. Use the "CREW POSITION" column to identify those crew positions responsible for review of information on the form. The wing/group stan/eval office normally prepares the AFSOC Form 12 when located on the same base with subordinate units. For non-collocated units, the unit aircrew stan/eval office may assume responsibility for preparation. The removal date (review date for units maintaining an active Part B via stan/eval software) is established by the office responsible for preparation and will not exceed 6 months. The preparing office enters the index number and date/time group on the AFSOC Form 12 when posting the item to the FCIF. The preparing office monitors non-collocated unit input to ensure unrelated information is excluded from the AFSOC Form 12. Prior coordination is required for collocated unit input. **Exception:** Units may use Part A and Part B formats as prepared from MAJCOM-approved stan/eval software.

9.1.4.2.1. (**Added-AFSOC**) **Flight Crew Information Summary (FCIS).** The OG or detachment chief of stan/eval publishes an FCIS semiannually beginning January 1 of each year. **Exception:** AFRC and ANG wings and groups gained by HQ AFSOC or under HQ AFSOC oversight are not required but encouraged to publish FCISs. Host active duty FCISs may be applicable to their Reserve squadrons and vice versa, as specified in Unit Supplement. FCISs contain vital information not otherwise available to crews. Individual FCIS items should have a reference/point of contact, retention statement and will remain effective for the duration of the current FCIS,

unless rescinded sooner. Consolidate FCIF items semiannually into subsequent FCISs. The FCIS format is located on the HQ AFSOC/A3V online site. Upon publication, forward one copy of the FCIS to HQ AFSOC/A3V, HQ AFRC/A3V, and HQ 10 AF/A3 (A3V) for AFRC units.

9.1.4.2.1.1. **(Added-AFSOC)** AFRC only. When units do not publish FCIS, ensure individuals accomplish an initial review and certification of all volumes prior to first flight. Assigned and attached aircrew will accomplish a complete review of all volumes and recertify prior to flight whenever absent from flying for 90 days or more. Compliance with these additional reviews will be specified in unit supplement and tracked via unit Go/No-go program.

9.1.4.2.1.2. **(Added-AFSOC)** AF Form 4121 (PEX may be used), *FCIF Currency Record*, documents aircrew member review of applicable AFSOC Form 12s, as well as the current FCIS. The unit aircrew stan/eval office will prepare an AF Form 4121 for each assigned and attached aircrew member. Begin a new form each year on 1 January. When a second card is needed, staple it to the original. Update the AF Form 4121 if new material has been added since the last review. All aircrew members enter the index number for the last item and date and initial the AF Form 4121, regardless of the CREW POSITION annotated on the AFSOC Form 12.

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.

9.1.4.4. 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.

9.1.4.6. **(Added-AFSOC)** Part D – **Squadron Read File (Optional)**. Squadrons/Units may use this section for read file information. When used, specify procedures in unit supplement.

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. **(AFSOC)** For the most current listing, refer to HQ AFSOC/A3V SharePoint and Central Hub (CHUB) sites.

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.

9.1.5.2. 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.**

<b>PUBLICATION</b>	<b>TITLE</b>
AFI 11-202, Vol 1	<i>Aircrew Training</i>
AFI 11-2MDS, Vol 1	<i>Aircrew Training</i>
AFI 11-202, Vol 2	<i>Aircrew Standardization Evaluation Program</i>
AFI 11-2MDS, Vol 2	<i>Aircrew Evaluation Criteria</i>
AFI 11-202, Vol 3	<i>General Flight Rules</i>
AFI 11-2MDS, Vol 3	<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).

9.1.5.4. The FCIF index and library will be filed IAW AFI 33-360, regardless of hardcopy or electronic format.

9.1.5.4. (AFSOC) FCIF Volumes II through V will contain all unit applicable supplements.

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.

## **9.2. 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.

9.3.1. 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 112MDS 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.

**9.4. Supplementary Evaluations.**

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).

**9.5. DELETED. (Moved to Atch 1).**

**9.6. DELETED (Moved to Atch 1).**

## Chapter 10 (Added-AFSOC)

### UNIT SUPPLEMENT

**10.1. (Added-AFSOC) Supplement Format.** Use the following paragraph structure to construct the unit supplement. Specific items should include, but need not be limited to the following:

10.1.1. (Added-AFSOC) Purpose.

10.1.2. (Added-AFSOC) Applicability.

10.1.3. (Added-AFSOC) Recommended Changes.

10.1.4. (Added-AFSOC) Stan/Eval Organization/Manning.

10.1.4.1. (Added-AFSOC) Detailed Local Internal Organization (if required).

10.1.4.2. (Added-AFSOC) Stan/Eval Manning (will only be addressed by units authorized by this instruction to set manning standards).

10.1.4.3. (Added-AFSOC) Stan/Eval Flight Examiner Upgrade Program. Include procedures for senior examiner upgrade.

**10.2. (Added-AFSOC) Flight Evaluation Program.**

10.2.1. (Added-AFSOC) Control of Evaluations.

10.2.1.1. (Added-AFSOC) Scheduling of Evaluations. Include procedures to preclude delinquent evaluations, coordination with the scheduling function, and notification of supervisors and/or examinees.

10.2.1.2. (Added-AFSOC) Evaluation Profiles (if applicable). Include where profiles will be located and profile update procedures. Mission evaluation tasking procedures will be developed IAW AFI 11-2 MDS-Specific, Volumes 2. Evaluations should be flexible enough to accommodate changes in tactics, unit tasking, and individual skill levels.

10.2.1.3. (Added-AFSOC) No-notice Evaluation Program. Include quantifiable goals and procedures to ensure no-notice evaluations will be distributed proportionately among aircrew positions, weapons systems, and type evaluation. A goal of zero is not considered a goal.

10.2.1.4. (Added-AFSOC) Completion of Evaluation Requisites.

10.2.1.5. (Added-AFSOC) Additional Training Follow-up Procedures. Include procedures for certifying additional training accomplishment.

10.2.2. (Added-AFSOC) Conduct of Evaluations. Outline the unit procedures for the conduct of all evaluations.

10.2.2.1. (Added-AFSOC) Stan/Eval Flight Examiner/Examinee Responsibilities. If the AFI 11-2MDS V2 does not specify the responsibilities of the examiner and/or the examinee, include as a minimum, flight examiner/examinee responsibilities and state what information the flight examiner will furnish to the examinee.

10.2.2.2. (Added-AFSOC) ATD Evaluations.

10.2.2.3. (Added-AFSOC) Flight Evaluations.

10.2.2.4. (Added-AFSOC) Formal course student evaluations (if applicable).

10.2.3. (Added-AFSOC) Documentation of Evaluations.

10.2.3.1. (Added-AFSOC) Evaluation Requisites. Include procedures to track, schedule, and notify examinee of evaluation requisites.

10.2.3.2. (Added-AFSOC) Flight EP/ATD Evaluations. Include procedures for recording and processing evaluation results on AFSOC Forms 48 or similar documentation.

10.2.3.3. (Added-AFSOC) AF Forms 8/8a Procedures.

10.2.3.3.1. (Added-AFSOC) Procedure for Completion of AF Forms 8/8a. If necessary, include any unit-developed examples of AF Forms 8/8a as attachments to the unit supplement.

10.2.3.3.2. (Added-AFSOC) AF Form 8/8a Routing and Filing. Include temporary flight evaluation documentation procedures.

10.2.3.3.3. (Added-AFSOC) Reviewing and Approving Officials.

**10.3. (Added-AFSOC) FEFs.**

10.3.1. (Added-AFSOC) Procedures for completing AF Form 942.

10.3.2. (Added-AFSOC) Procedures for completing AF Form 4348.

10.3.3. (Added-AFSOC) Annual Review of FEF.

**10.4. (Added-AFSOC) Unit Testing Program.**

10.4.1. (Added-AFSOC) Open Book Question Sources. Identify, by publication number and title, those documents that comprise the source material for open book questions.

10.4.2. (Added-AFSOC) Closed Book Question Sources (if other than MQF).

10.4.3. (Added-AFSOC) Periodic Testing Program (optional).

10.4.4. (Added-AFSOC) Procedures for tracking the dates of failed exams.

**10.5. (Added-AFSOC) Trend Program.**

**10.6. (Added-AFSOC) Stan/Eval Board.**

**10.7. (Added-AFSOC) Supplementary Evaluation Program.**

**10.8. (Added-AFSOC) FCIF Program.** Include procedures for ensuring required reviews are accomplished. If FCIF library is maintained electronically IAW **paragraph 9.1**, outline unit procedures for maintaining and updating the electronic data.

**10.9. (Added-AFSOC) Go/No-go Procedures.**

**10.10. (Added-AFSOC) Aircrew Flight Manuals Program.**

10.10.1. **(Added-AFSOC)** Control and Distribution. Include procedures to ensure and record receipt of Technical Orders, Operational/Safety Supplements, and USAF/MAJCOM Regulations and Manuals. Determination of crew member publication requirements other than those required by published guidance will be the responsibility of the OG/CC or OG/CV.

10.10.2. **(Added-AFSOC)** Flight Manual Annual Review. Outline procedures for completing the annual review of flight manuals IAW AFI 11-215, *Flight Manuals Program (FMP)*.

10.10.3. **(Added-AFSOC)** AF Form 847 Program. Include procedures for completion and tracking of all AF Forms 847.

**10.11. (Added-AFSOC) Stan/Eval Electronic Data Procedures.**

10.11.1. **(Added-AFSOC)** Data Backup Plan. If paper backup not used, include procedures to ensure three separate data media storage devices (e.g. CD-ROM, Hard Drive, Local Area Network Drive) are available for electronic files.

10.11.2. **(Added-AFSOC)** Outline procedures for electronic record keeping of stan/eval programs (e.g. trend analysis, testing program, FCIF program, etc.) if not defined in applicable paragraphs above.

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

**(AFSOC)**

THEODORE A. CORALLO, Col, 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

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

(Added-AFSOC) AFPAM 91-211, *USAF Guide to Aviation Safety Investigation*, 23 July 2001

**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*

(Added-AFSOC) AFSOC Form 12, *Flight Crew Information File*

**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*

**(Added-AFSOC)** AF Form 847, *Recommendation for Change of Publication*

**(Added-AFSOC)** AF Form 4348, *USAF Aircrew Certifications*

**(Added-AFSOC)** AETC Form 240-5, *Summary Record of Training*

**(Added-AFSOC)** AF IMT 4121, *FCIF Currency Record*

**(Added-AFSOC)** AF Form 2096, *Classification/On-The-Job Training Action*

**(Added-AFSOC)** AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*

**(Added-AFSOC)** AETC Form 240-5, *Summary Record of Training*

**(Added-AFSOC)** AF IMT 3862, *Flight Evaluation Worksheet*

**(Added-AFSOC)** AF IMT 4111, *SOF/CSAR Training Record*

### ***Abbreviations and Acronyms***

**A3**—Director of Operations

**AE**—Aeromedical Evacuation

**AF**—Air Force

**AFSA**—Air Force Flight Standards Agency

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**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  
**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  
**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

USAF—United States Air Force

(Added-AFSOC) **Abbreviations and Acronyms**—

(Added-AFSOC) **ADO**—Assistant Director of Operations

(Added-AFSOC) **AFISRA**—Air Force Intelligence, Surveillance, and Reconnaissance Agency

(Added-AFSOC) **AFRIMS**—Air Force Records Information Management System

(Added-AFSOC) **AFSC**—Air Force Specialty Code

(Added-AFSOC) **AFSOC**—Air Force Special Operations Command

(Added-AFSOC) **AMSS**—Airborne Mission System Specialist

(Added-AFSOC) **ANG**—Air National Guard

(Added-AFSOC) **ARMS**—Aviation Resource Management System

(Added-AFSOC) **ASEV**—Aircrew Standardization and Evaluation Visits

(Added-AFSOC) **ATD**—Aircrew Training Device

(Added-AFSOC) **AvFID**—Aviation Foreign Internal Defense

(Added-AFSOC) **BAQ**—Basic Aircrew Qualified

(Added-AFSOC) **CAC**—Common Access Card

(Added-AFSOC) **COMAFSOF**—Commander, Air Force Special Operation Forces

(Added-AFSOC) **CRO**—Combat Rescue Officer

(Added-AFSOC) **CV**—Vice Commander

(Added-AFSOC) **Det**—Detachment

(Added-AFSOC) **DO**—Director of Operations

(Added-AFSOC) **DOV**—Squadron Standardization/Evaluation

(Added-AFSOC) **DSO**—Direct Support Operator

(Added-AFSOC) **FAA**—Federal Aviation Administration

(Added-AFSOC) **FCIF**—Flight Crew Information File

(Added-AFSOC) **FCIS**—Flight Crew Information Summary

(Added-AFSOC) **HAF**—Headquarters Air Force

(Added-AFSOC) **HQ**—Headquarters

(Added-AFSOC) **MDS**—Mission Design Series

(Added-AFSOC) **METL**—Mission Essential Task List

(Added-AFSOC) **MOA**—Memorandum of Agreement

(Added-AFSOC) **MQ**—Mission Qualification

- (Added-AFSOC) **NGB**—National Guard Bureau
- (Added-AFSOC) **PJ**—Pararescue Jumpers
- (Added-AFSOC) **PEX**—Patriot Excalibur
- (Added-AFSOC) **RDS**—Records Disposition Schedule
- (Added-AFSOC) **SARM**—squadron aviation resource management
- (Added-AFSOC) **SAV**—Staff Assistance Visits
- (Added-AFSOC) **SEFE**—Standardization/Evaluation Flight Examiner
- (Added-AFSOC) **SOF**—Special Operations Forces
- (Added-AFSOC) **SOI**—Syllabus of Instruction
- (Added-AFSOC) **SSN**—Social Security Number
- (Added-AFSOC) **TSO**—Tactical Systems Operators
- (Added-AFSOC) **UFT**—Undergraduate Flying Training
- (Added-AFSOC) **UNIV**—Universally Qualified
- (Added-AFSOC) **WPS**—Weapons School

### *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.

**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 AFD 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.

**(Added-AFSOC) May**—Indicates an acceptable or suggested means of accomplishment.

**(Added-AFSOC) Must**—Indicates a mandatory requirement.

**(Added-AFSOC) Should**—Indicates a recommended procedure that is required if practical.

**(Added-AFSOC) Will**—Indicates a mandatory requirement.

**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)

Attachments:

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 – Comments.**

**RESTRICTION(S)** (*If required*): See para. **7.3.7.1**

**EXCEPTIONALLY QUALIFIED** (*If desired*): See para. **7.3.7.2**

**EXAMINER'S REMARKS:** See para. **7.3.7.3.**

**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**).

**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.**

1. Ground.
2. Flight.

**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.**

1. Ground.
2. Flight.

**D. Additional Comments.** Enter additional comments (to include Commendable areas/sub-areas) or “None.” See para. **7.3.7.3.5.**

1. ...
2. ...

**REVIEWING OFFICER'S REMARKS:** See para. **7.3.7.4.**

**APPROVING OFFICER'S REMARKS:** See para. **7.3.7.5.**

**ADDITIONAL REVIEWS:** See para. **7.3.7.6.**

**Figure A3.2. with EQ (See [paragraph 7.3.7.2](#))**

**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 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. 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. 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](#))

**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									
NAME (LAST, FIRST, MIDDLE INITIAL) Magellan, Ferdinand R.		SSAN XXX-XX-9999	ACFT MC-130H	UNIT ORGANIZATION AND LOCATION 15 SOS, Hurlburt AFB, FL					
CERTIFIED EVENT INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DECERTIFICATION				
					DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION			
Touch and Go Landing	20020625	Lt Col Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		<input type="checkbox"/>				
Capt Joe Instructor, 8 SOS/DOT					<input type="checkbox"/>				
Drop Zone Controller (DZC)	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			
Capt Joe Instructor, 8 SOS/DOT					<input type="checkbox"/>				
Landing Zone Safety Officer (LZSO)	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			
Maj Ira M. Pressive, 8 SOS/DOV					<input type="checkbox"/>				
Close Interval Operations/MP	20080718	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>				
Maj Pencil Head, 15 SOS/DOT					<input type="checkbox"/>				
FARP	20080815	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>				
Capt Roger Cuethree, 15 SOS/DOV					<input type="checkbox"/>				
Flight Examiner	20100105	Lt Col Barry Reid 15 SOS/CC		20100730	<input type="checkbox"/>	Lt Col Barry Reid 15 SOS/CC			
Lt Col Robert Smart, 15 SOS/DOV					<input checked="" type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
PRIVACY ACT STATEMENT									
AUTHORITY: 10 USC 8013; EO 9397 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-AFSOC)**  
**AIRCREW CERTIFICATION BOARDS**

**A9.1. (Added-AFSOC) Aircrew Certification Board.** Squadron certification boards are required for crew members after all required training and flight evaluations are completed for initial upgrade or requalification or certification to aircraft commander, instructor, or flight examiner. For aircrew qualified on multiple aircraft, a separate certification board is required for aircraft commander, instructor, or flight examiner on each MDS. Group boards may be convened at the discretion of the Group Commander. ANG/AFRC units whose manning doesn't allow for squadron certification boards will document group certification board procedures in the local supplement.

**A9.2. (Added-AFSOC) Certification board action is not required for:**

A9.2.1. **(Added-AFSOC)** Certification to flight examiner for personnel assigned to HQ AFSOC/A3V. This includes personnel assigned to HQ AFSOC/A3V who requalify to instructor/flight examiner.

A9.2.2. **(Added-AFSOC)** Commanders, deputy commanders, or HQ AFSOC/A3s; wings, groups, and active duty advisors to AFRC units.

A9.2.3. **(Added-AFSOC)** Crew members arriving PCS that were aircraft commanders, instructor or flight examiner qualified/certified in the losing MAJCOM unit.

**Exception:** Crew members arriving PCS en route from formal aircraft commander/instructor schools will require a certification board prior to assuming duties.

A9.2.4. **(Added-AFSOC)** Crew members who are requalifying or upgrading to a position in which they were current and qualified during the previous 12 months.

**Note:** Certification is required for crew members requalifying or upgrading to a position following a for cause commander-directed downgrade.

A9.2.5. **(Added-AFSOC)** Non-flying related commander-directed downgrade of instructors or flight examiners when substandard performance is not a factor.

**A9.3. (Added-AFSOC) Composition of Certification Boards.** Commanders should preside over all certification board proceedings. If a primary board member cannot be present, an alternate may be appointed. Certification boards should be composed of, but not limited to the following:

A9.3.1. **(Added-AFSOC)** Squadron Boards. Commander, operations officer, chief of stan/eval, stan/eval counterpart(s), safety officer, and training officer.

A9.3.2. **(Added-AFSOC)** Group Boards. The commander determines the composition and chairs the board. In his absence, the group commander may designate the chair of the board. If ANG/AFRC units do not conduct squadron certification boards, the squadron commander or operations officer will be the minimum squadron leadership requirement to attend the group board.

A9.3.2.1. **(Added-AFSOC)** Flight Evaluation Folder (FEF).

A9.3.2.2. **(Added-AFSOC)** AF Form 4348. Do not sign the AF Form 4348 until after the certification board action is completed at the highest required level. This will ensure the qualification status of the crew member being certified is not changed until after the final approval authority has reviewed and approved the certification/qualification.

A9.3.2.3. **(Added-AFSOC)** AF Form 2096, *Classification/On-The-Job Training Action*. Do not sign the AF Form 2096 until after the certification board action is completed at the highest required level. This will ensure the qualification status of the crew member being certified is not changed until after the final approval authority has reviewed and approved the certification/qualification.

A9.3.2.4. **(Added-AFSOC)** AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet* (if applicable). Do not sign the AF Form 4324 for the same reasons as stated above for the AF Form 2096.

A9.3.2.5. **(Added-AFSOC)** AF IMT 4111, *SOF/CSAR Training Record* (if applicable).

A9.3.2.6. **(Added-AFSOC)** Experience Summary. This includes, but is not limited to, flying hours, previous aircraft experience, previous qualifications, previous assignments, etc.

**A9.4. (Added-AFSOC) Certification Board Procedures.** After successful completion of flight evaluations or upgrade training, the certification board will interview all crew members initially upgrading or requalifying or certifying to aircraft commander, instructor, or flight examiner through:

A9.4.1. **(Added-AFSOC)** A review of the crew member's total flying experience, past performance, total time in the present MDS aircraft, etc.

A9.4.2. **(Added-AFSOC)** Personal interview, including a complete briefing. Commanders will ensure that all crew members are aware of the unit mission, Commander's expectations for the crew member's responsibilities, and the professional requirements of an aircrew member. Briefings will emphasize the following:

A9.4.2.1. **(Added-AFSOC)** The necessity for safety in all aspects of the aircraft operations.

A9.4.2.2. **(Added-AFSOC)** The high standard of professional qualification, which requires thorough and conscientious education and training.

A9.4.2.3. **(Added-AFSOC)** The maintenance of full qualification and proficiency, and the need to keep abreast of new information.

A9.4.2.4. **(Added-AFSOC)** The need to maintain the highest standards of air discipline, personal integrity, and the responsibility of each crew member to adhere strictly to the spirit, as well as to the written word, of all directives.

A9.4.2.5. **(Added-AFSOC)** The aircraft commander's command and control responsibilities, with special attention to the development of leadership qualities and ability to manage a crew.

A9.4.2.6. **(Added-AFSOC)** The crew member's responsibility for the maintenance and protection of government property.

**ATTACHMENT 10 (Added-AFSOC)****AIRCREW STANDARDIZATION AND EVALUATIONS VISIT (ASEVS)**

**A10.1. (Added-AFSOC) Introduction.** The AF/IG is now the OPR for the inspection criteria previously conducted by HQ AFSOC/A3V. Consequently, future ASEVs will be conducted IAW AF/IG inspection criteria. To ensure thorough and comprehensive inspections standards are maintained, HQ AFSOC will supplement the baseline guidance provided by AF/IG in the management internal control toolset (MICT) system with functional area checklists. HQ AFSOC/A3V will maintain the most current inspection guidelines and checklists (e.g., HAF A3-17 Stan/Eval) and post links to them on its Stan/Eval SharePoint page for unit level review and inspection preparation, as well as on the MICT site.

A10.1.1. **(Added-AFSOC) Purpose.** Units may use the checklist in whole, or part, depending upon mission set and MDS specifics. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through local publications/forms managers.

**A10.2. (Added-AFSOC) Aircrew Standardization/Evaluation Visits**

A10.2.1. **(Added-AFSOC) General.** The primary ASEV purpose is to validate the unit's standardization programs.

A10.2.2. **(Added-AFSOC) Aircrew Testing.** Test all available aircrew members, closed book and boldface (if applicable) who are qualified to fly unsupervised in unit aircraft and Lieutenant Colonel and below (not applicable for commanders and directors of operations). Closed book examination questions will be derived from MDS crew position MQFs; however, up to 10% of the questions may be from AFSOC special interest items.

A10.2.2.1. **(Added-AFSOC)** If the testing rate is less than 100% of available, assigned and qualified crew members, additional testing may be scheduled by the ASEV Team Chief.

A10.2.2.2. **(Added-AFSOC)** The unit will provide a list of aircrew members not available for testing, with valid reasons, to the ASEV Team Chief.

A10.2.2.3. **(Added-AFSOC)** The passing grade is IAW AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, grading policy for requisite examinations. Any aircrew members who fail the examination will not perform any flight related duties until completion of the corrective action(s) recommended by the OG/CC.

A10.2.2.4. **(Added-AFSOC)** Any identified trends, from testing, will be documented in the ASEV report.

A10.2.3. **(Added-AFSOC) Flight Evaluations.** The flight evaluation profiles should represent a cross section of the unit's operational mission.

A10.2.3.1. **(Added-AFSOC)** The ASEV flight schedule should allow for evaluations of a variety of aircrew experience levels (i.e., senior OGV personnel, flight examiners, instructors, and basic-qualified crew members) to be evaluated.

A10.2.3.2. **(Added-AFSOC)** The ASEV Team Chief will make the final determination of the minimum acceptable number of evaluations.

A10.2.4. **(Added-AFSOC)** Grading. Examiners will notify the ASEV Team Chief or Executive Officer prior to debrief, when an examinee's performance is less than Q1.

A10.2.4.1. **(Added-AFSOC)** ASEV examiners will complete all applicable area/subarea grades on the crew position evaluation worksheet.

A10.2.4.2. **(Added-AFSOC)** Examiners will document complete and detailed trend(s) to provide the unit with accurate and constructive feedback. Any trends identified, from flight evaluation analysis, will be documented in the ASEV report.

A10.2.5. **(Added-AFSOC)** AF Form 8/8a, Certificate of Aircrew Qualification, Documentation. ASEV evaluations, regardless of mission profile, will indicate "SPOT" in the flight phase block of the AF Form 8/8a, unless conducted in conjunction with a pre-coordinated recurring evaluation (e.g., pyramid evaluation).

A10.2.5.1. **(Added-AFSOC)** Crew Position. Enter the crew position as mission (AFI 11-202, Vol 2 specifies the examinee's highest qualification reflecting the intention of the evaluation). If instructor abilities were observed and evaluated enter the crew position as instructor.

A10.2.5.2. **(Added-AFSOC)** Comments. All ASEV flight examiners shall use the following statement as the first line of the Mission Description in the section IV, comments block, on the AF Form 8/8a: "This evaluation was administered during a HQ AFSOC Aircrew Stan/Eval Visit."

A10.2.5.2.1. **(Added-AFSOC)** For instructors the comments must include specific areas in which instructional ability was demonstrated (IAW AFI 11-202, Vol 2).

A10.2.5.2.2. **(Added-AFSOC)** Document all supervisory attendance during mission debriefings.

A10.2.5.2.3. **(Added-AFSOC)** Furthermore, if the examinee demonstrated exceptional skills and knowledge in all phases of the evaluation, document exceptionally qualified (EQ) IAW AFI 11-202, Vol 2.

**ATTACHMENT 11 (Added-AFSOC)**  
**FLIGHT EXAMINER GROUND TRAINING AID**

**A11.1. (Added-AFSOC)** Use the following ground training guide and AF Form 4111s to augment Flight Examiner upgrades.

**A11.2. (Added-AFSOC) Publications.**

A11.2.1. (Added-AFSOC) AFI 11-202, Vol 2, AFSOCSUP/Unit Sups.

A11.2.2. (Added-AFSOC) AFI 11-2MDS, Vol 2/Unit Sups.

A11.2.3. (Added-AFSOC) AFI 11-401W, AFSOCSUP/Unit Sups.

A11.2.4. (Added-AFSOC) AFI 11-402, AFSOCSUP.

**A11.3. (Added-AFSOC) AFSOC STAN/EVAL Program.**

A11.3.1. (Added-AFSOC) AFI 11-202, Vol 2, AFSOCSUP, Chapter 1.

A11.3.1.1. (Added-AFSOC) Purpose ([paragraph 1.1](#)).

A11.3.1.2. (Added-AFSOC) Objectives; ensure standardization of operational procedures, ensure compliance with directives, evaluate, and revise operational directives ([paragraph 1.2](#)).

A11.3.1.3. (Added-AFSOC) Waivers and authorities ([paragraph 1.3](#)).

A11.3.2. (Added-AFSOC) AFI 11-202, Vol 2, AFSOCSUP, Chapter 2.

A11.3.2.1. (Added-AFSOC) Higher Headquarters Stan/Eval Functions and Organization; MAJCOM, OGV, and DOV.

A11.3.2.2. (Added-AFSOC) Pyramid Evaluation in AFSOC SUP – directs Reviewing and Final Approving signatories for aircrew evaluations.

A11.3.3. (Added-AFSOC) AFI 11-202, Vol 2, AFSOCSUP, Chapter 3.

A11.3.3.1. (Added-AFSOC) Unit Stan/Eval Functions and Organization.

A11.3.4. (Added-AFSOC) AFI 11-202, Vol 2, AFSOCSUP, Chapter 4.

A11.3.4.1. (Added-AFSOC) Flight Examiner Functions ([paragraph 4.3](#).)

A11.3.4.1.1. (Added-AFSOC) Conduct evaluations.

A11.3.4.1.2. (Added-AFSOC) Maintain qualification as instructors.

A11.3.4.1.3. (Added-AFSOC) Conduct thorough pre-mission briefing and post-mission debriefing for the examinee and applicable aircrew members on all aspects of the evaluation.

A11.3.4.1.4. (Added-AFSOC) Immediately correct breaches of flying safety or flight discipline during an evaluation.

A11.3.4.1.5. (Added-AFSOC) As soon as possible, notify the examinee's squadron commander (or available supervision if the Sq/CC cannot be reached) whenever Qualification Level 2 or 3 (Q2 or Q3) performance is observed.

A11.3.5. **(Added-AFSOC)** AFI 11-202, Vol 2, AFSOCSUP, Chapter 5.

A11.3.5.1. **(Added-AFSOC)** Aircrew Qualification Evaluations.

A11.3.5.1.1. **(Added-AFSOC)** Categories (**paragraph 5.2.**): QUAL, INSTM, MSN, INSTR, SPOT, Prefixes, No-notice.

A11.3.5.1.2. **(Added-AFSOC)** Grading System (**paragraph 5.3.**).

A11.3.5.1.3. **(Added-AFSOC)** Criteria (**paragraph 5.4.**).

A11.3.5.1.4. **(Added-AFSOC)** Requisites (**paragraph 5.5.**).

A11.3.5.1.4.1. **(Added-AFSOC)** For all evals with an INIT or RQ prefix: testing, EPE, and boldface items are PREREQUISITES, i.e., must be completed within 6-months prior to the flight phase.

A11.3.5.1.4.2. **(Added-AFSOC)** BOLDFACE required for all QUAL Evals.

A11.3.5.1.4.3. **(Added-AFSOC)** Completion In/Out of Eligibility Period (**paragraph 5.5.3.**).

A11.3.5.1.4.4. **(Added-AFSOC)** IRC required for all INSTM Evals.

A11.3.5.1.5. **(Added-AFSOC)** Failure to Pass a Flight Evaluation (**paragraph 5.6.**).

A11.3.5.1.5.1. **(Added-AFSOC)** Rechecks (RQ).

A11.3.5.1.5.2. **(Added-AFSOC)** Restrictions and Q3 impacts on QUAL, INSTM, and MSN qualifications (**paragraph 5.6.3.**).

A11.3.5.1.6. **(Added-AFSOC)** Supervised Status (paragraph 5.7.).

A11.3.5.1.7. **(Added-AFSOC)** Timing of Aircrew Qualification Evaluations (**paragraph 5.8.**).

A11.3.5.1.7.1. **(Added-AFSOC)** Expiration Date, Eligibility Period, Out-of-the-Eligibility Period, and Evaluations conducted prior to the eligibility period.

A11.3.5.1.7.2. **(Added-AFSOC)** Extended Evaluations (**paragraph 5.8.3.2.**) HHQ, MAJCOM, Sq/CC Extensions.

A11.3.5.1.7.3. **(Added-AFSOC)** Failure to complete and evaluation within the required period (**paragraph 5.8.4.**).

A11.3.5.1.8. **(Added-AFSOC)** CC Directed Downgrade: For flying-related cases, for non-flying related cases, Upgrade look in AFSOC Supplement. (**paragraph 5.9.**).

A11.3.5.1.9. **(Added-AFSOC)** Multiple Qualifications (**paragraph 5.10.**)/Universal Qualifications (paragraph 5.11.).

A11.3.5.1.10. **(Added-AFSOC)** Initial Cadre (**paragraph 5.13.**).

A11.3.5.1.11. **(Added-AFSOC)** Cross-command evaluation approval processes.

A11.3.6. **(Added-AFSOC)** AFI 11-202V2, AFSOCSUP, Chapter 6.

A11.3.6.1. **(Added-AFSOC)** Aircrew Examination Program.

A11.3.6.1.1. **(Added-AFSOC)** Open/Closed Book and Instrument Exams.

A11.3.7. (Added-AFSOC) AFI 11-202, Vol 2, AFSOC SUP, Chapter 7.

A11.3.7.1. (Added-AFSOC) Documentation.

A11.3.7.1.1. (Added-AFSOC) Form 8/8a (**paragraph 7.3.**) – outlines how to fill out.

A11.3.7.1.2. (Added-AFSOC) CC-Directed Downgrade (**paragraph 7.4.**) – outlines how to fill out.

A11.3.7.1.3. (Added-AFSOC) Initial Cadre (**paragraph 7.5.**).

A11.3.7.1.4. (Added-AFSOC) AF Form 4348, *USAF Aircrew Certifications* (**paragraph 7.6.**).

A11.3.7.1.5. (Added-AFSOC) AF Form 942, *Record of Evaluation* (**paragraph 7.7.**).

A11.3.7.1.6. (Added-AFSOC) Flight Evaluation Folders (FEF) (**paragraph 7.8.**).

A11.3.7.1.6.1. (Added-AFSOC) Maintenance.

A11.3.7.1.6.2. (Added-AFSOC) Electronic FEFs.

A11.3.7.1.6.3. (Added-AFSOC) Contents.

A11.3.7.1.6.4. (Added-AFSOC) Hard Copy FEF labeling requirements.

A11.3.7.1.6.5. (Added-AFSOC) Reviews (**paragraph 7.8.5.**).

A11.3.7.1.6.5.1. (Added-AFSOC) Initial.

A11.3.7.1.6.5.2. (Added-AFSOC) Periodic.

A11.3.7.1.6.5.3. (Added-AFSOC) Posting Review (Form 8/8a).

A11.3.7.1.6.6. (Added-AFSOC) Discrepancies (**paragraph 7.8.6.2.**).

A11.3.7.1.6.6.1. (Added-AFSOC) Major Discrepancies (means it needs an MFR).

A11.3.7.1.6.6.2. (Added-AFSOC) Minor Discrepancies.

A11.3.7.1.6.7. (Added-AFSOC) Corrections; who can make them and how? (**paragraph 7.8.6.3.**)

A11.3.7.2. (Added-AFSOC) PEX; ensure individual is familiar with PEX functions and can create, modify, and delete forms in PEX.

A11.3.7.3. (Added-AFSOC) Timelines: expiration date, eligibility period, out-of-the-eligibility period, evaluations conducted prior to the eligibility period, extended evaluations.

A11.3.7.4. (Added-AFSOC) Waivers: when do you need them, how do you get them, who approves them, where do you keep them, and for how long?

A11.3.7.5. (Added-AFSOC) Rechecks/Downgrades/Restrictions: failure to pass a flight evaluation, supervised status, when is a restriction required, how is a restriction

removed, how long do you have to remove a restriction, what happens when that restriction is not removed?

A11.3.7.6. **(Added-AFSOC)** Assigning additional training Chapter 5, AFI 11-202, Vol 2, additional training block.

A11.3.7.7. **(Added-AFSOC)** AF IMT 3862/draft Form 8/8a.

A11.3.7.7.1. **(Added-AFSOC)** When is a draft Form 8/8a complete? Timeline for AF Form 8/8a accomplishment and processing. When and what forms to submit to ARMS for updating crew qualifications and evaluation dates.

A11.3.8. **(Added-AFSOC)** AFI 11-202, Vol 2, AFSOCSUP, Chapter 8 – Specialized Aircrew.

A11.3.9. **(Added-AFSOC)** AFI 11-202, Vol 2, AFSOCSUP, Chapter 9 – Additional Programs.

A11.3.9.1. **(Added-AFSOC)** FCIF (**paragraph 9.1.** and **Attachment 7.**).

A11.3.9.2. **(Added-AFSOC)** SII (**paragraph 9.2.**).

A11.3.9.3. **(Added-AFSOC)** Go/No-go (**paragraph 9.3.**).

A11.3.9.4. **(Added-AFSOC)** Supplementary Evaluations (**paragraph 9.4.**).

A11.3.10. **(Added-AFSOC)** AFI 11-2MDS, Vol 2 – individual check ride breakdown by crew position.

#### **A11.4. (Added-AFSOC) STAN/EVAL Programs.**

A11.4.1. **(Added-AFSOC)** In-process/Out-process.

A11.4.1.1. **(Added-AFSOC)** Input information into PEX.

A11.4.1.2. **(Added-AFSOC)** Initial FEF Review.

A11.4.1.3. **(Added-AFSOC)** Update 4348 and 4324 with ARMS.

A11.4.1.4. **(Added-AFSOC)** Transfer of FEF. What do you do for a PCS?

A11.4.2. **(Added-AFSOC)** FCIF/FCIS.

A11.4.2.1. **(Added-AFSOC)** How do I post/rescind an FCIF?

A11.4.2.2. **(Added-AFSOC)** Where do I get FCIFs/FCIS?

A11.4.2.3. **(Added-AFSOC)** Who runs the FCIF/FCIS program?

A11.4.2.4. **(Added-AFSOC)** For FCIS look in AFSOC Sup.

A11.4.3. **(Added-AFSOC)** Special Interest Items.

A11.4.3.1. **(Added-AFSOC)** Who updates, how do I get the SII? For how long?

A11.4.4. **(Added-AFSOC)** Supplemental Evaluations.

A11.4.4.1. **(Added-AFSOC)** Who gives them, when, scope?

A11.4.5. **(Added-AFSOC)** Stan/Eval Boards.

A11.4.5.1. **(Added-AFSOC)** - What do they entail, who goes to them, why?

A11.4.6. **(Added-AFSOC)** SAV/ASEVs.

A11.4.6.1. **(Added-AFSOC)** What is a SAV/ASEV used for, timeline, scope, items inspected? AFSOC Sup.

**A11.5. (Added-AFSOC) Flight Evaluations.**

A11.5.1. **(Added-AFSOC)** AFI 11-2MDS, Vol 2 Evaluation Criteria.

A11.5.2. **(Added-AFSOC)** AF IMT 3862.

A11.5.3. **(Added-AFSOC)** Prebrief.

A11.5.4. **(Added-AFSOC)** In-flight Techniques – i.e., questions as time permits, etc.

A11.5.5. **(Added-AFSOC)** Debrief.

**A11.6. (Added-AFSOC) Flight Phase.**

A11.6.1. **(Added-AFSOC)** Eval Observation.

A11.6.2. **(Added-AFSOC)** Accomplish Eval/Documentation.

A11.6.2.1. **(Added-AFSOC)** Complete Form 8/8a in PEX and submit to DOV for routing/signatures.

A11.6.2.2. **(Added-AFSOC)** Update 4348 in PEX and Letter of X for any instructor certified events accomplished.

A11.6.2.3. **(Added-AFSOC)** Update 942 in PEX when Form 8/8a is completed and signed

A11.6.2.4. **(Added-AFSOC)** Produce 4324 and submit to squadron aviation resource management (SARM) for any crew position changes as a result of an evaluation, i.e., MP to IP or IP to MP, etc.

Figure A11.1. (Added) SOF Flight Examiner AF 4111.

SOF/CSAR TRAINING RECORD																
NAME		CREW POSITION					COURSE/PHASE									
		All Crew Positions					FLIGHT EXAMINER UPGRADE (Pg 1 of 2)									
PROGRAMMED TRAINING PROFILE																
ACTUAL TRAINING PROFILE																
ID	TASK/TOPIC LISTING	MIN EVENT	GR		GR		GR		GR		GR		GR		GR	
			P	K	P	K	P	K	P	K	P	K	P	K	P	K
	PUBLICATIONS															
	-AFI 11-202V2/AFSOC Sup 1 / Unit Sups															C
	- AFI 11-2MDSV2 / Unit Sups															C
	- AFI 11-401 / AFSOC Sup 1 / Unit Sups															C
	- AFI 11-402/ AFSOC Sup															C
	AFSOC STAN/EVAL PROGRAM															
	- Purpose, Objective, Waivers															C
	- Unit Stan/Eval Functions															C
	- Flight Examiner Functions															C
	- Aircrew Qualification Evaluations															C
	-Evaluation Prerequisites / Requisites/Testing															C
	- Failure to Pass an Evaluation															C
	- Supervised Status															C
	- Timing of Evaluations															C
	-CC Directed Downgrades															C
	- Multi Qual / Initial Cadre															C
	- Cross Command Evaluations															C
	- Aircrew Examination Program															C
	- Documentation															C
	- PEX															C
	- Timelines															C
	- Waivers															C
	- Rechecks / Restrictions															C
	- Additional Training															C

Figure A11.2. (Added) SOF Flight Examiner AF 4111 (Continued).

SOF/CSAR TRAINING RECORD																		
NAME		CREW POSITION				COURSE/PHASE												
		All Crew Positions				FLIGHT EXAMINER UPGRADE (Pg 2 of 2)												
PROGRAMMED TRAINING PROFILE																	REQ PROF LEVEL	
ACTUAL TRAINING PROFILE																		
ID	TASK/TOPIC LISTING	MIN EVENT	GR		GR		GR		GR		GR		GR		GR		GR	
			P	K	P	K	P	K	P	K	P	K	P	K	P	K		
	- Form 48																	C
	- Specialized Aircrew																	C
	- Additional Programs																	C
	- AFI 11-2MDSV2																	C
	STAN/EVAL PROGRAMS																	
	- In/Out process																	C
	- FCIF/FCIS																	C
	- Special Interest Items																	C
	- Supplemental Evaluations																	C
	- Stan/Eval Boards																	C
	- SAV/ASEVs																	C
	FLIGHT EVALUATIONS																	
	-AFI 11-2MDS Vol 2 Eval Criteria																	C
	- AFSOC Form 48x																	C
	Prebrief																	C
	- In-flight Techniques																	C
	- Debrief																	C
	FLIGHT PHASE																	
	-Eval Observation																	C
	-Accomplish Eval/Documentation																	3C