

**BY ORDER OF THE COMMANDER
AVIANO AIR BASE**



AIR FORCE INSTRUCTION 11-202 VOLUME 2

**UNITED STATES AIR FORCES IN EUROPE
Supplement**

AVIANO AIR BASE

Supplement

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Flying Operations

**AIRCREW STANDARDIZATION/EVALUATION
PROGRAM**

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This supplement implements and extends the guidance of AFI 11-202V2 and AFI 11-202V2_USAFESUP. This supplement applies to all personnel assigned to the 31st Fighter Wing (FW) and units attached to the 31st Operations Group (OG), Aviano AB, Italy. It provides the standardization/evaluation procedures to assure the 31 OG/CC group/squadron training programs properly prepare pilots for the achievement and maintenance of the required combat capability. Waiver authority for this instruction rests with the 31 OG/CC. Written waiver requests will be submitted to the 31 OG/CC through 31 OG/OGV in MFR format. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Submit any recommended changes or clarification request to this publication, using AF Form 847, *Recommendation for Change of Publication*, through your chain of command to 31 OG/OGV, Unit 6170 Box 310, APO AE, 09603, or via email at 31OGST.OGV@aviano.af.mil.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Major changes include: Removal of guidance that is duplicated in other AFIs, renumbers paragraphs to reflect changes in the USAFE Sup, specifies OGV certification of "suitable stan/eval testing areas" (3.2.1.4.1.); replaces reference to USAFE form 135f and 135g with 31 OG/OGV Flight Evaluation Worksheet and 31 OG/OGV Emergency Procedures Evaluation Worksheet (3.2.2.5.5.5); stipulates OG/CC directed Squadron SEFE manning levels (3.3.3.3.1.1); clarifies procedures for administering requisite testing (6.3.1.1.1.); adds guidance on TEMP Form 8 procedures (7.3.8.6.1.1.); adds guidance on failed monthly CAPs examinations (9.3.3.1); adds guidance to Rear Cockpit (RCP) landing qualification (Attachments 14 and 15).

3.2.1.2.1. **(Added)** OGV Flight Examiner/Stan/Eval Examiners (SEFE/SEE) will be selected and approved by the OG/CC.

3.2.1.4.1. **(Added)** OGV certification will be documented via MFR and posted on the OGV SharePoint® site. Reference paragraph 6.3.1. of this instruction for further information on Stan/Eval testing procedures.

3.2.1.7.1. **(Added)** PEX software will be used to the maximum extent consistent with the program's capabilities. Squadron Aviation Resource Management (SARM) will create PEX accounts for pilots upon in-processing.

3.2.2.2.1. **(Added)** Prior to initiating signatures, CCVs will post a draft of the AF Form 8 in the appropriate review folder on SharePoint. ® They will then notify OGV via email of newly uploaded documents ready for initial review. Once reviewed, OGV will reply via email with any applicable comments.

3.2.2.3.1. **(Added)** FS/CCV will complete and route Attachment 18 along with all newly assigned pilots' FEFs to the agencies specified in Attachment 18. CCV will initiate and record an Initial Review on the USAFE Form 136, *Flight Evaluation Folder Review/Minor Discrepancy Log*, prior to routing for reviews. Following in-processing, the FEF will be reviewed annually by SQ/CCV. All FEF reviews will be documented on USAFE Form 136.

3.2.2.4.1. **(Added)** The standards and procedures for the administration of requisite exams is detailed in Chapter 6.

3.2.2.5.5.1. **(Added)** Minimum sample size for trend data is: 15 evaluations or examinations. A trend is a minimum of 15% or greater recurrence. 3.2.2.5.5.2 **(Added)** 31 OGV is the OPR for performing trend analysis of all requisite and semiannual examinations and flight evaluations accomplished and compiling trend information for review in the SEB.

3.2.2.5.5.3. **(Added)** Trend information should be used to develop semiannual examination questions. Trends should be identified to squadron SEFEs for use during general knowledge evaluations.

3.2.2.5.5.4. **(Added)** Trend information will be compiled and reported at the SEB. An OPR will be designated by OGV for each trend item. Examples of possible corrective action include Special Interest Items, Operational Supplementary Evaluations, Flying Supplementary Evaluations, Simulated Emergency Procedure Training (SEPT), or academic programs.

3.2.2.5.5.5. **(Added)** The trend analysis of flight checks is accomplished through the analysis of discrepancies input by the SEFE on the 31 OG/OGV Flight Evaluation Worksheet, in conjunction with the AF Form 8. Emergency procedures adverse trends are determined by analyzing the 31 OG/OGV Emergency Procedures Evaluation Worksheet. This data will be evaluated and presented during the SEB.

3.2.2.7.1.1. [31 FW] 31 OG/OGV reserves the right to invite other attendees, including the 31 FW Safety Office and contract simulator instructors.

3.2.2.7.1.2. [31 FW] Attendance waiver requests will be submitted to the 31 OG/CC through 31 OG/OGV in MFR format, and will be reported in the SEB.

3.2.2.7.2.3. **(Added)** FS/CCV will complete and submit the "SEB Data" spreadsheet (found on OGV SharePoint®) to OGV in preparation for the SEB.

3.2.2.7.3.2. **(Added)** The SEB minutes and SEB brief will be available on the 31 OGV SharePoint® website.

3.2.2.14. **(Added)** 31 OGV will maintain a continuity book, providing guidance and continuity in the operations group Stan/Eval program. The continuity book will reside on SharePoint® under the "OGV Continuity" section. It should be organized consistent with HHQ inspection areas.

3.2.3. [31 FW] 31 OGV manning will consist of a Chief, Assistant Chief, Air Control Squadron Stan/Eval Evaluator (SEE), and a civilian Office Automation Clerk. OGV SEFEs will provide SEFEs training and certification, wing standardization, squadron Staff Assistance Visits (SAV), and will augment squadron SEFEs.

3.2.3.1.1. **(Added)** The Assistant Chief of OGV will be a current and qualified SOF.

3.2.3.1.2. **(Added)** To the maximum extent possible, the wing Functional Check Flight (FCF) program manager will be an FCF pilot assigned to 31 OG/OGV.

3.2.3.1.3. **(Added)** The Air Control Squadron (ACS) division of 31 OGV is established under the Chief, 31 OG/OGV to monitor the effectiveness of subordinate squadron Stan/Eval programs. It will be manned by a 13BXX (required) who will be fully qualified Stan/Eval Examiners (SEE) and who will maintain CMR status in their specialty (MCC, WD, ICT, etc.). Specific duties and responsibilities will be specified in AFI 13-1, STAN/EVAL Volume 2.

3.2.4.1. **(Added)** This Supplement and the 31 OG Viper Evaluation Guide are published by OGV and are used as a reference for planning and conducting standardized evaluations throughout the 31 FW. Inputs for product improvement should be forwarded to 31 OG/OGV. The current SEFE Guide will reside in the OGV SharePoint® page.

3.3.2.4.1. **(Added)** FS/CCV will track all squadron trends and corrective actions and report IAW 3.2.2.7.2.1.2.

3.3.2.10. **(Added)** FS/CCV will establish and maintain a Stan/Eval information board with the following minimum data: evaluation zone information, requisite accomplishment, current SEPT scenarios, CAPs, and trend data established at the semi-annual SEB.

3.3.3.3.1.1. **(Added)** Use a ratio of one SEFE/SEE in each crew position for each ten authorized crewmembers (assigned and attached) rounded up to the nearest whole number as the

maximum allotted SEFEs/SEEs. OGV SEFEs/SEEs and SQ/CC SEFEs/SEEs do not count against squadron SEFE/SEE manning.

3.3.3.3.3. **(Added)** Waiver authority for SEFE/SEE manning levels is 31 OG/CC. Waiver requests for deviations from required manning levels will be routed through OGV for OG/CC approval.

4.2.5. **(Added)** Document SEFE upgrade training on Attachment 13 and maintain in the upgrading SEFE's grade book. Instructors with previous SEFE experience may complete a reduced upgrade program. The reduced upgrade program will be documented on Attachment 13 ("n/a" or "PQ" for individual upgrade items as applicable), signed by the FS/CC, routed through 31 OG/OGV for review, and approved by the 31 OG/CC.

4.2.5.1. **(Added)** When an upgrading SEFE is administering a flight evaluation, the supervising SEFE must be in a position to monitor all aspects of the flight evaluation. The supervising SEFE will fly in the RCP of a D-model with the upgrading SEFE for an INSTM/QUAL evaluation, and anywhere in the formation for a MSN evaluation.

4.3.2.1.4.3. **(Added)** Waivers will be staffed through OGV. Active waivers will be posted on OGV SharePoint® and tracked on the waiver log.

4.3.8.1.1. **(Added)** Rear cockpit (RCP) evaluations will be considered an evaluation requisite and not require application of the pyramid evaluation system.

5.2.2.2.4. **(Added)** INSTM/QUAL evaluations will be completed IAW AFI 11-2F-16V2, Attachment 17 of this supplement, and the 31 OG/OGV Viper Evaluation Guide.

5.2.2.2.5. **(Added)** INSTM/QUAL evaluations may be combined with a tactical sortie.

5.2.2.2.6. **(Added)** During INSTM/QUAL evaluations, instructors must instruct on an INSTM/QUAL related topic.

5.2.3.2.4. **(Added)** MSN evaluations will be completed IAW AFI 11-2F-16V2, Attachment 17 of this supplement, and the 31 OG/OGV Viper Evaluation Guide.

5.2.4.2.1.1. **(Added)** Instructors should lead actual MQT missions on their recurring MSN evaluations, if possible. Instructors must instruct a tactical portion of their periodic MSN evaluation.

5.2.6.3.2.1.1. **(Added)** No-notice evaluations should not occur on Monday (or the first flying day of the week) or during any syllabus directed evaluation (for example INIT MSN or INIT INSTR evaluations).

5.2.6.3.2.2. [31 FW] 31 OG annual no-notice rate goal is 15% of periodic evaluations per fighter squadron. No-notice evaluations should be equally distributed between INSTM/QUAL and MSN evaluations. No-notice evaluations should be evenly distributed among wingmen, flight leads, and IPs and should include a representative sampling of current 31 FW missions, to include night missions.

5.2.6.3.2.2.1. **(Added)** N/N evaluations conducted by HQ USAFE SEFEs will count toward unit N/N program goals.

5.3.2.2.2.5. **(Added)** Additional training will also be annotated IAW Attachment 19, and on the temporary AF Form 8. The Reviewing Officer is responsible for ensuring additional training is

accomplished by the due date. FS/CCV will monitor incomplete additional training and notify the individual and the Reviewing Officer if it is within 30 days of the completion due date. Once complete, FS/CCV will ensure additional training completion date is entered on the AF Form 8.

5.4.1.2.1. [31 FW] IAW AFI 11-2F-16V2 the following publications will be evaluated on all flight evaluations: T.O. 1F-16CM-1CL-1, T.O. 1F-16CM-34-1-1CL-1, and 31 FW Pilot Aid. Pilots should use the CCV maintained master pubs to perform the pubs check and contact CCV if assistance is required. The pubs check will be accomplished during the EPE.

5.5.1.1.4. **(Added)** FS/CCV will notify pilots when they enter an evaluation zone either in writing, using email, or PEX generated notifications.

5.5.1.2.2.4.1. **(Added)** EPE program and profile options are located in Attachment 16 and 31 OG/OGV Viper Evaluation Guide.

5.5.1.2.2.4.2. **(Added)** EPEs will be accomplished in the Unit Training Device (UTD). EPE requirements which cannot be accomplished in the UTD due to UTD software or hardware limitations can be completed during the general knowledge evaluation. If the UTD is unavailable due to maintenance problems or extended TDY/contingency operations, a tabletop EPE may be administered. Every attempt should be made to schedule EPEs in the UTD to avoid the tabletop method. Any areas evaluated during a table top EPE due to lack of UTD availability will be annotated in the additional comments section (paragraph D.) on the reverse side of the AF Form 8.

5.5.1.2.2.5.1. **(Added)** Record EPE results, to include discrepancies, on a 31 OG/OGV Emergency Procedures Evaluation Worksheet.

5.5.2.3. [31 FW] Reference Flight Evaluation Management, Attachment 17, and the 31 OG/OGV Viper Evaluation Guide for a detailed explanation of 31 OGV policy, scheduling, evaluation profiles and SEFE/examinee responsibilities. These flight profiles may be used by SEFEs to ensure consistency of evaluations and should be available to squadron pilots for evaluation preparation.

5.5.3.1.1. **(Added)** All requisites for periodic evaluations should be completed NLT the end of the 4th month. SQ/CCs should consider grounding pilots at the beginning of the 5th month until ground examination requisites are complete.

5.8.2.1. **(Added)** Flight evaluations should be completed NLT the end of the 5th month of eligibility. Sixth month evaluations will be reported during the SEB.

6.3.1.1. **(Added)** OGV is responsible for all aspects of requisite written examinations, to include production, administration, scoring, and records keeping.

6.3.1.1.1. **(Added)** All requisite exams will be administered by OGV personnel in the OGV testing area during normal business hours. FS/CCV may administer requisite testing with OGV approval. Approval for FS/CCV to administer requisite testing will be on a case by case basis. Under no circumstances will FS/CCV receive approval to administer requisite testing without meeting the requirements listed in para 3.2.1.4.

6.3.1.1.2. **(Added)** 31 OGV will maintain a deployment examination kit. FS/CCV may administer requisite examinations while deployed. FS/CCV will sign out and return the examination kit at the end of the deployment. FS/CCV will be responsible for examination security while in possession of a deployed examination kit.

6.3.2. [31 FW] Testing via paper copies is authorized only if PEX is unavailable.

6.4.1.2.1.1. **(Added)** Open book questions will be derived from the T.O. 1F-16CM-1, *F-16 Flight Manual*; T.O. 1F-16CM-1-1 and T.O. 1F-16CM-1-2, *Supplemental Flight Manuals*; T.O. 1F-16CM-34-1-1, *Avionics and Nonnuclear Weapons Delivery Flight Manual*; AFI 11-202V3, *General Flight Rules with USAFE Supplement*; AFI 11-214, *Aircrew and Weapons Director Procedures for Air Operations*; AFI 11-2F-16V3, *Aircrew Operational Procedures-F-16*, with 31 FW Supplement (Local Chapter 8); 31 FW Pilot Aid; and 31 FW Standards.

6.4.2.2. [31 FW] OGV will develop and maintain a 31 FW local MQF consisting of questions from AFI 11-2F-16V3 31 FW Supplement (Local Chapter 8), 31 FW Pilot Aid, and 31 FW Standards. All MQFs will be reviewed annually.

6.4.2.2.1. [31 FW] Closed book question sources are the F-16CM ACC Master Question File (MQF) and 31 FW local MQF.

6.4.3. [31 FW] OGV will utilize the Instrument QDB found on the PEX website for Instrument testing. Only questions applicable to F-16 and compatible NAVAIDS will be included on test administered to 31 FW pilots. In the event there is no QDB available on the PEX website, OGV will generate test directly from the AFFSA Instrument Examination Test Bank.

6.4.4. [31 FW] OGV will review the Instrument, Closed book, Open book, SOF, FCF, and Low Level examination questions annually or within 60 days after any revisions in source documents.

6.6. [31 FW] Exam Management 31 FW utilizes unique exams, created by PEX, for requisite testing. The exception to this is for deployed testing. 31 OG/OGV maintains a deployed testing kit for squadron use during a deployment to administer requisite testing. The deployed testing kit will be updated prior to a known deployment or TDY where PEX will be unavailable and paper tests will be required. This deployed testing kit utilizes prepared exams and adheres to the requirements of paragraph 6.6.1.

6.9.1. [31 FW] Reexamination Policy. An “adequate study period” will be no less than 12 hours from the conclusion of the fail exam or the beginning of the next duty day, whichever occurs first.

6.9.2.1. **(Added)** Examinees who fail a requisite examination will be placed on supervised status (Reference Attachment 19) until successful retesting occurs. If unique electronic testing is not used, the retest must occur with the alternate version of a prepared requisite examination.

6.9.5.1. **(Added)** OGV will maintain and provide to FS/CCV a “Failed Requisite Examination Letter”, documenting dates/scores of failed requisite examinations and their successful re-accomplishment. FS/CCV will ensure the examinee is placed on a supervised status. OGV will track failed examinations and retests electronically (via PEX). FS/CCV will forward failed examination info to OGV (i.e. when deployed) as soon as possible in the instance of a failed requisite examination.

6.10.4. [31 FW] OGV will develop and CCVs will administer semi-annual tests. PEX is the primary means of administering semi-annual testing. Hard copy testing is permissible in the event PEX is not available. The tests should be administered near Jun and Dec, but timing may vary depending on HHQ inspections and other inspections with testing requirements that qualify. This program should evaluate a cross section of previously reported trends, general and tactical knowledge, and may be administered open or closed book. Squadrons will ensure all examinees

are debriefed on any incorrect answers, and failed exams are corrected to 100% (missed questions will be documented for trend data). If the exam is administered via hard copy, CCVs will forward trends from these tests to OGV. Semi-annual testing trends will be reported at the SEB. Semi-annual testing will be documented via AF Form 1522, and tracked via ARMS. FS/CCV will ensure all pilots (assigned and attached) take the semiannual test.

6.10.5. **(Added)** CAPs examination will be accomplished monthly. Pilots will successfully complete a CAPs written exam prior to the first flight of the month.

7.1.2. [31 FW] When electronically signing Form 8s, digital (i.e. use of a CAC signature) is preferable over electronic (i.e. //SIGNED/initials//); however all are valid. Although not required, every effort should be made to use only one signature format on each individual Form 8 for consistency.

7.3.2.7. **(Added)** SEFEs will document flight evaluation completion on a 31 OG/OGV flight evaluation worksheet, 31 OG/OGV Emergency Procedures Evaluation Worksheet, and on a 31 OG/OGV TEMP FORM 8. FS/CCV will use the SEFE completed worksheet and 31 OG/OGV TEMP FORM 8 to complete the official AF Form 8 utilizing PEX, and post the Temp Form 8 and accompanying worksheets above the section II cover sheet of the members FEF.

7.3.7.6. [31 FW] OGV and 31 OG/CC will review all officer AF Form 8s and document this review on the reverse side of the AF Form 8 after the Form 8 has been routed and signed by the examinee. OGV and 31 OG/CC will review the Form 8 prior to complete routing if the examinee is no longer on station or if the Approving Officer is above 31 OG/CC. Only the initials will be required for the additional reviewers.

7.3.8.6.1.1. **(Added)** Upon completion of the evaluation (flight and all requisites), FS/CCV will file the completed 31 OG/OGV TEMP FORM 8 in the examinee's FEF along with the flight and emergency procedures evaluation worksheets pending actual AF Form 8 posting. FS/CCV must ensure the 31 OG/OGV Temp Form 8 is complete and adheres to all requirements of paragraph 7.3.8 of this instruction prior to posting into members FEF.

7.3.8.7. **(Added)** FS/CCV will prepare and maintain all AF Forms 8 IAW AFI 11-202V2 and USAFE Supplement. Reference *31 FW Flight Evaluation Folder (FEF) Guide* for examples and routing.

7.4.5.6.1. **(Added)** Additional reviews of AF Form 8s will be IAW para. 7.3.7.6 [31 FW].

7.8.1.2.1. **(Added)** FS/CCV will maintain FEFs on all assigned and attached squadron pilots. Pilots who receive an evaluation at home station from the other squadron because their own squadron is deployed will have their AF Form 8s processed by the FS/CCV at home station.

7.8.1.2.2. **(Added)** When one of the squadrons is deployed for more than 6 weeks, the squadron at home station will physically maintain all 31 FW FEFs. In addition, the FS/CCV at home station will be responsible for processing all AF Forms 8 (with inputs as required from the TDY FS/CCV).

7.8.1.2.3. **(Added)** Wing leadership flies with both fighter squadrons on a rotating basis. Their FEFs will be maintained, and evaluations tracked and processed by the squadron to which they are attached to for flying. When wing leadership rotates, their FEFs will follow them. HHQ personnel and other attached flyers' FEFs will be maintained by the CCV of their assigned squadron.

7.8.5.1.4. **(Added)** FS/CCV will complete and route Attachment 18 along with all newly assigned pilots' FEFs to the agencies specified in the Attachment 18. CCV will initiate and record an Initial Review on the USAFE Form 136 prior to routing for reviews.

8.2.1.1. **(Added)** Administration of the Flight Surgeon program is established at the CCV level, with oversight by OGV during supplementary evaluations. Flight Surgeons will accomplish an online, open book examination at <https://afms.csd.disa.mil>. Flight surgeons will provide CCV and FS SARMs with their examination certificate. SARMs will update ARMs and validate successful completion of all other required Go/No-Go items and currencies prior to flying. CCV will maintain examination certificates for their assigned Flight Surgeons.

9.1.1. [31 FW] OGV will maintain the Master FCIF Functional Publications Library. FS/CCV will maintain an FCIF Publications Library. FS/CCV is responsible for the issue, tracking, and retrieval of all pilot T.O.s and publications.

9.1.1.1. **(Added)** OGV will maintain an updated index for each FCIF Volume (Vols I-IV). OGV should review AFIs monthly, and T.O.s semiannually. OGV will distribute copies of the indices to each FS, ACS, and appropriate 31 OG units after each review, or when required as a result of changes.

9.1.5.1.2. **(Added)** The required publications will be maintained as directed by OGV on the FCIF Publication Library Index. OGV retains responsibility for the SOF and UTD TO accounts. FS/CCVs determine additional content to be added to the deployable publications library.

9.1.5.1.2.3. **(Added)** OGV will provide squadron CCVs with a CD-ROM containing the most current version of the FCIF Publication Library. This disk will be placed in Volume I, Part A with the FCIF Publication Library index.

9.1.5.1.2.5. **(Added)** OGV will specify the publication format, hard copy or electronic, required to be maintained in the FCIF Publications Library on the FCIF Publications Library index in Volume I, Part A of the Publication Library.

9.1.5.1.4. **(Added)** Pilots will only be required to maintain GE-100 engine related data in their TO flying checklist. In the instance where different configured airframes will be hosted by the 31 FW, OGV will ensure sufficient checklist supplements will be made available to meet flying needs.

9.2.5.1. **(Added)** FS/CCV will submit copies of squadron level SIIs to 31 OGV upon implementation and/or rescission.

9.3.2. [31 FW] SARMs will not release pilot's tail number or parking spot until all Go/No-Go items have been verified.

9.3.3. [31 FW] SARMs will grade completed CAPs. Minimum passing score is 100%. SARMs will notify the Ops Supervisor of failed exams. Any completed examinations or ops limits in conjunction with CAPs are not considered Go/No-Go items. Reference paragraph 6.10.5 (Added).

9.3.3.1. **(Added)** Pilots that fail the monthly CAPs examination will be removed from the flying schedule for the current day and will be required to accomplish and successfully pass another examination prior to flying again.

9.3.3.2. **(Added)** SARMs will check flight surgeon examination and 60 day flight currency prior to all flight surgeon flights. Flight surgeons will not be allowed to fly if out of currency on either item. After exceeding 60 day flight currency, flight surgeons must retake the flight surgeon examination before flying.

9.3.3.3. **(Added)** Squadrons will comply with procedures above while flying off-station.

9.3.4.1. **(Added)** 31 OGV will provide squadrons with a minimum of one monthly SEPT scenario. If possible, these scenarios should be based upon actual mishaps. Squadrons will ensure SEPTs are forwarded to deployed unit detachments.

9.3.4.2. **(Added)** Squadrons will use PEX to ensure SEPTs are properly documented.

9.3.4.3. **(Added)** Completion or administration of an evaluation EPE fulfills the SEPT requirement.

9.3.5. **(Added)** FCIFs are Go/No-Go items.

9.4.7. [31 FW] Supplementary Evaluations will be conducted IAW AFI 11-202V2, USAFE SUP, or as directed by OG/CC or OGV. OGV will prepare a written report on results of all supplementary evaluations IAW para. 9.4.3.1 of this instruction.

SCOTT J. ZOBRIST, Brigadier General, USAF
Commander

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

AFI 11-2F-16V1, *F-16 Pilot Training*, 11 August 2011
AFI 11-2F-16V2, *F-16 Aircrew Evaluation Criteria*, 27 August 2010
AFI 11-2F-16V3, *F-16 Operations Procedures*, 18 February 2010

Abbreviations and Acronyms

31 FW—Fighter Wing
31 FW/CC—Wing Commander
31 FW/JA—Legal Office
31 FW/SEW—Wing Safety
31 MXS/LGMW—Maintenance Squadron, Munitions Flight
31 FW/PA—Public Affairs Office
ACS—Air Control Squadron
AFRIMS—Air Force Records Information Management System
CAS—Close Air Support
DoD—Department of Defense
FEF—Flight Evaluation Folder
FAC (A)—Forward Air Controller (Airborne)
FS—Fighter Squadron
FS/CCV—Fighter Squadron Stan/Eval
GSU—Geographically Separated Unit
HQ USAFE/A3TV—Headquarters USAFE Stan/Eval
NATO—North Atlantic Treaty Organization
NLT—Not Later Than
OPR—Office of Primary Responsibility
PGM—Precision Guided Munitions
RCP—Rear Cockpit
SARM—Squadron Aviation Resource Management
SEE—Stan/Eval Examiner

SOF—Supervisor of Flying

SFO—Simulated Flame Out

UTD—Unit Training Device

Attachment 8 (Added)**SEFE OBJECTIVITY EVALUATION GRADING CRITERIA & DOCUMENTATION
GUIDANCE**

A8.2.2.2. (Added) Recertification following a failed SEFE Objectivity check is at the commander's discretion. Commanders will stipulate specific recertification requirements to regain SEFE status. At a minimum, recertifying SEFEs will monitor an EPE and administer a supervised EPE.

**Attachment 10 [31 FW]
BRIEFING FACILITIES GUIDANCE**

A10.9. **(Added)** The following Products meet the minimum Briefing Room Criteria IAW AFI 11-202 V2, USAFE Sup., and will be maintained in home station primary briefing rooms:

Table A10.1. (Added) Briefing Room Books

Product	Format	Providing Office
Air-to-Air Training Rules	Hard Copy Poster	31 OG/OGV
Air-to-Ground Training Rules	Hard Copy Poster	31 OG/OGV
Local Area Map	Hard Copy Poster	31 OG/OGV
Local Tanker/AAR procedures	Electronic	31 OG/OGV
Range Charts (as required)	Electronic	31 OG/OGV
Airfield Diagram	Contained In Pilot Aid	FS/CCV
Local Visual Pattern	Contained In Pilot Aid	FS/CCV
VFR Pattern / Entry Points	Contained In Pilot Aid	FS/CCV
IFR Standard Departures	Contained in FLIP, Vol 6	FS/CCV

Publications Book 1	Format
EP of the Day	1 vault hard copy and electronic in every briefing room
AFI 11-2F-16V1, F-16 Block 40 RAP Tasking Message	
OG OI 11-2F-16V1, 31 OG Pilot Training Syllabus	
AFI 11-2F-16V3_31FW, Local Chapter 8	
NATO Fighting Edge Standards	
AFI 11-214	

Publications Book 2	Format
T.O. 1F-16CM-1	1 vault hard copy, and electronic in every briefing room

Publications Book 3	Format
T.O. 1F-16CM-34-1-1	1 vault hard copy, and electronic in every briefing room

Checklists / Other Publications	Format
T.O. 1F-16CM-1CL-1	Hard Copy
T.O. 1F-16CM-34-1-1CL-1	
31 FW Pilot Aid.	
DOD FLIP Vol 6, and TCN (if applicable)	

Attachment 11 [31 FW]**LETTER OF CERTIFICATION GUIDANCE**

A11.3.2. **(Added)** Squadron Letter of Xs will be produced and maintained by FS/DOT.

A11.3.2.1.2.1. **(Added)** After SQ/CC (or SQ/DO in SQ/CC absence) signs the Master Letter of Xs, SQ/DOT will finalize the electronic document to prevent further changes from being made. In order to finalize the Letter of Xs, SQ/DOT will add the phrase "FOR REFERENCE ONLY" and send an Adobe® .pdf copy of the document to OGV. OGV will post the document on SharePoint. ® SQ/DOT will not distribute the Excel® file of the Letter of Xs. Any copies of the signed Letter of Xs will be annotated with the phrase "FOR REFERENCE ONLY." The intent is for there to be only one Master Letter of Xs per squadron.

A11.3.2.1.3.1. **(Added)** After being finalized, the Master Letter of Xs (the signed original) will be posted at the SQ Ops Desk. Pen & Ink updates can be made to the Master Letter of Xs by the SQ/CC or SQ/DO IAW para A11.3.3. (Added - USAFE).

A11.4.1. **(Added)** The Letter of Xs will reflect the new certification level (If a SQ/CC decertifies a Flight Lead down to wingman, the Letter of Xs will indicate that pilots new certification level of wingman).

A11.5.1. **(Added)** When SQ/DOT replaces the Master Letter of Xs at the Ops Desk, the previous months Master will be archived IAW paragraph A11.5. The intent is to archive the document that may have been updated via pen & ink rather than archiving a document that was only current as of the signature date. The method of archival is at the discretion of the squadron.

Attachment 13 (Added)

FLIGHT EXAMINER UPGRADE PROGRAM

Name: _____ SQ: _____ Date Entered Program: _____

The above pilot is nominated for upgrade to SEFE. He will complete the following upgrade program prior to certification.

SEFE Program Entry is APPROVED / DISAPPROVED _____
 FS/CC _____ Date _____

REQUIRED ITEMS	DATE/INITIALS
a. SQ/CC Briefing (Squadron SEFEs)	_____/_____
b. Briefing by Squadron CCV on squadron level Stan/Eval programs and procedures to include AF Form 8 preparation.	_____/_____
c. Briefing by OG Chief of Stan/Eval on mission, philosophy, flight examiner duties, responsibilities, TEMP Form 8 preparation, routing and examination procedures.	_____/_____
d. Publication/Guidance Review	
AFI 11-202V2, USAFE Supplement, 31 OG Supplement	_____/_____
AFI 11-2F-16V2	_____/_____
31 OG/OGV Viper Evaluation Guide	_____/_____
Previous Half SEB minutes	_____/_____
e. Monitor MSN or INSTM/QUAL EPE (circle the type monitored)	_____/_____
f. Administer MSN or INSTM/QUAL EPE (type opposite of monitored EPE)	_____/_____
g. Monitor MSN or INSTM/QUAL Flight Evaluation (circle the type monitored)	_____/_____
h. Administer supervised MSN or INSTM/QUAL Flight Evaluation (circle one - opposite of type monitored is desired). Evaluation supervised by Chief OGV, OG/CC, or SQ/CC.	_____/_____
i. OG/CC Briefing (All SEFEs)	_____/_____

I certify that the above named individual completed the SEFE upgrade on _____. (date)

 FS/CC Signature _____ Date _____
 (Squadron SEFEs)

Approved / Disapproved as a Flight Examiner _____
 OG/CC Signature _____ date _____

SEFE Objectivity (Accomplished within the first 12 months after becoming a SEFE)

_____/_____
For SEFEs who have never certified before
Either In-flight or EPE
Must be given by any HQ USAFE SEFE, OGV SEFE, OG/CC, or SQ/CC

MAINTAIN ORIGINAL IN GRADEBOOK

Attachment 14 (Added)

REAR COCKPIT (RCP) LANDING QUALIFICATION

Name: _____ SQ: _____ Date Entered Program: _____

The above instructor pilot is previously qualified and nominated to regain RCP Landing Qualification. He will complete the following upgrade program.

Program Entry is APPROVED / DISAPPROVED _____
 FS/CC _____ Date _____

Previously Qualified _____ DATE/INITIALS _____

RCP LANDING CURRENCY LESS THAN 90 DAYS

REQUIRED ITEMS

a. Regain Currency _____/_____

RCP LANDING CURRENCY 91-135 DAYS

REQUIRED ITEMS

a. Accomplish the following events from the RCP: _____/_____
 Instrument Approach, Emergency Pattern/Approach (SFO), Landing
 - IAW AFI 11-2F-16V1 Table 4.1, the Front Cockpit must be occupied by a
 BMC/CMR pilot with landing currency

RCP LANDING CURRENCY GREATER THAN 135 DAYS

REQUIRED ITEMS

a. Accomplish the following events from the RCP: _____/_____
 Instrument Approach, Emergency Pattern/Approach (SFO), Landing
 - The Front Cockpit must be occupied by an IP with landing currency
 b. RCP SPOT Evaluation (SFO Pattern/Approach, Overhead Pattern, Landing) _____/_____

I certify that the above named individual completed the RCP Landing Qualification upgrade on _____
 Date

 FS/CC Signature _____ Date

Pilots will notify FS/DOT and update their Pilot Qualification Summary upon receiving any new qualifications.

Attachment 15 (Added)**REAR COCKPIT EVALUATIONS**

A15.1. RCP evaluations will be flown as a SPOT Evaluation and will be conducted IAW the Rear Cockpit (RCP) Landing Qualification syllabus in Attachment 14 and AFI 11-202V2, AFI 11-2F-16V2 and associated supplements. Evaluations may be accomplished as a dedicated sortie or during any mission with the examinee in the rear cockpit (an observe ride or sandbagging any mission as long as training requirements are not diminished). An FE will occupy the front seat. IAW paragraph 4.3.3.1. the 31 OG/CC waives the requirement for the FE to be current and qualified in RCP landings. The FE will be current and qualified in landing.

A15.2. In order to maintain RCP qualifications, IPs will accomplish the RCP qualification as a requisite for their INSTM/QUAL evaluation.

A15.3. The SPOT evaluation is a “flight phase” sortie and may influence the period evaluation expiration date. For example, if the SPOT evaluation is flown after the INST/QUAL evaluation flight, the expiration date of qualification will be based off the SPOT.

A15.4. The examinee will be given an FE coordination brief prior to flying the evaluation.

A15.5. If a SPOT evaluation is given as part of a requalification evaluation, the expiration date of the SPOT Form 8 will be aligned with that of the current INST/QUAL evaluation.

Attachment 16 (Added)**EMERGENCY PROCEDURES EVALUATION PROGRAM**

A16.1. Purpose: The purpose of the Emergency Procedures Evaluation (EPE) program is to evaluate emergencies, procedures, and tactical situations that cannot be safely evaluated in flight. EPEs should be tailored to the examinee's training and experience level. The purpose of the EPE profiles in the 31 OG Viper Evaluation Guide is to provide SEFEs with a standardized guide to administer EPEs. Profiles in the 31 OG Viper Evaluation Guide are intended to be used as a guide and do not preclude SEFEs from administering alternate profiles.

A16.2. Reference: EPEs will be administered IAW AFI 11-202V2, USAFE and 31 FW Supplements, AFI 11-2F-16V2, and the 31 OG Viper Evaluation Guide.

A16.3. Medium: The Unit Training Device (UTD) is the preferred medium for EPEs. EPEs may be administered tabletop (verbal evaluation) if the UTD is not available. Squadron SEFEs will be the primary evaluators for all EPEs. 31 OGV SEFEs may augment either squadron and will normally give all rechecks. The general knowledge evaluation portion is not usually given in conjunction with the flight evaluation and will be performed as part of the EPE.

A16.4. Requirements: All EPEs will include requirements listed in AFI 11-2F-16V2, and AFI 11-202V2 and USAFE Sup I.

A16.5. Grading: EPEs will be graded and recorded IAW AFI 11-202V2, USAFE and 31 OG supplements, and AFI 11-2F-16V2. 31 OG/OGV Emergency Procedures Evaluation Worksheet, should be used to assist in grading and evaluating the EPE. Examinees receiving an overall unqualified grade (3) will not be permitted to fly until a successful recheck is accomplished. SEFEs will complete the additional training letter (Attachment 19) if required, and will indicate on the 31 OG/OGV Emergency Procedures Evaluation Worksheet if the additional training must be completed prior to the flight evaluation.

A16.6. Profiles: EPE profiles are provided in the 31 OG Viper Evaluation Guide to aid and standardize EPEs for the wing. The MSN EPE will involve a combat oriented scenario. Mission materials for MSN EPE profiles are located at the UTD. NATO MSN EPE profiles should be administered along with NATO MSN evaluations if a compatible simulator is available (reference Attachment 17 for NATO MSN requirements). NATO specific Pre-MSN EPEs and MEPEs should be annotated on the schedule to ensure the examinee is given the opportunity to prepare for the evaluation (eg: PMEPE/N, MEPE/N). Pilots must be fully qualified (INT complete) to be evaluated in this mission. Attached pilots and temporarily decertified pilots ("R" on letter of Xs), may still be evaluated. Only fully qualified (INT complete) SEFEs may administer a NATO MSN EPE

Attachment 17 (Added)**FLIGHT EVALUATION MANAGEMENT**

A17.1. Scheduling: It is desirable for mission evaluations to be scheduled as 4-ships when possible (CAS and NATO are the two exceptions) with the examinee flying in his most qualified position. SEFEs will not administer more than one INSTM/QUAL evaluation on a single sortie. Squadron CCV will monitor the scheduling process to ensure examinees are provided adequate mission planning and debrief time. Strange field approach requests should be included on the PVG two days prior to flight.

A17.2. Checkride Documentation Folder: CCVs will maintain a checkride folder to collect and maintain requisite documents during the evaluation process. When the flight evaluation is complete, the SEFE will fill in the flight evaluation information, sign, and date the 31 OG/OGV Temp Form 8. When applicable, upon completion of the evaluation, CCVs will complete and sign the AF Form 1522, and turn it in to the SARMS.

A17.3. Evaluation Administration: Examinees should contact the SEFE at least one day prior to establish the exact requirements and profile. Instructors who are receiving recurring evaluations will be evaluated on their ability to instruct in at least one area. This area will be the instructional topic and will be emphasized throughout the flight. It is highly desirable for instructors to instruct an actual upgrade ride (MQT) for the evaluation. Instructors receiving an INSTM/QUAL evaluation will instruct on an INSTM/QUAL flying-related topic. The remainder of the INSTM/QUAL mission may be briefed and flown as a CT type flight. Examinees will fly in their most qualified position. Pit-and-Go evaluations should be completed prior to the hot-pits, if all requirements were observed. However, both flights may be evaluated at SEFE discretion. Pit-and-Go evaluations will be annotated as one sortie on the AF Form 8. Fight-Tank-Fight evaluations should be completed after landing.

A17.4. INSTM/QUAL Evaluations: Evaluations for instrument/qualification will be flown as a combined evaluation. INSTM/QUAL profiles will include as a minimum those areas defined by AFI 11-2F-16V2, and should include at least one approach at a field other than home station (preferably non-US), if possible. There are currently no DoD published PAR approaches in the local area and will not be required due to lack of facilities. Document a failure to accomplish a PAR on the AF Form 8 under "Additional Comments". The evaluation will be flown on a tactical/RAP sortie when possible.

A17.5. MSN Evaluations: Pilots arriving who are not MR will receive an initial MSN evaluation, which should be an air-to-surface PGM profile. All MSN checks should be scheduled as "scenario-based missions" (i.e. SAT, CAS, DCA, etc). Suggested evaluation profiles can be found in the 31 OG Viper Evaluation Guide.

A17.5.1. Air-to-Air Evaluations: Air-to-Air evaluations will include as a minimum those areas defined by AFI 11-2F-16V2. Normally air-to-air mission evaluations should be scheduled as DCA. For all profiles, the examinee will fly as an F-16, using F-16 weaponry and will not execute bandit tactics. To call an Air-to-Air MSN check complete, an examinee must successfully execute an air-to-air tactic and employ ordnance on a hostile aircraft.

A17.5.2. Air-to-Surface Evaluations: Air-to-Surface evaluations will include as a minimum those areas defined by AFI 11-2F-16V2. If weapons employment evaluation is required IAW

AFI 11-2F-16V2, and air-to-surface weapons cannot be employed (either simulated or actual), the evaluation is incomplete. Pilots and SEFEs should determine which target/profile they will be fragged against. The flight examiner will then provide the examinee additional information to aid mission planning.

A17.5.3. NATO MSN profiles: When NATO profiles are flown, both the MEPE and flight should be NATO mission specific. Pilots must be fully qualified (INT complete) to be evaluated in this mission. Attached pilots and temporarily decertified pilots (“R” on letter of Xs), may still be evaluated. Only fully qualified (INT complete) SEFEs may administer a NATO MSN evaluation. NATO missions should be flown using single-ship tactics with the SEFE in a chase aircraft or in the rear seat of a D-model. NATO profiles may be administered no-notice.

A17.6. Instructor Evaluations: Pilots who are not previous F-16 instructor pilots require an initial INSTR evaluation. Initial INSTR evaluations should be conducted by the OG/CC, FS/CC, FS/DO, or an OGV SEFE. Initial instructor evaluations can be flown on any profile but should be flown on an actual upgrade sortie when possible. Evaluation will be flown according to AFI 11-2F-16V1, 31 FW Supplement, and the 31 FW syllabus. These missions will be flown primarily on MQT sorties with the instructor upgrade briefing and leading the flight. While no specific evaluation requirements exist for INSTR evaluations, instructional ability will be evaluated throughout the mission.

A17.7. An examinee’s SQ/CC, DO, and flight commander will be debriefed for any Q-2 or Q-3 evaluations and/or if the SEFE intervenes due to breaches in flight safety.

A17.8. Every attempt should be made to accomplish required areas during the actual flight. Six month evaluation completion should be limited to flight evaluation “clean up items.” A verbal examination is acceptable only if a reasonable number of attempts are accomplished to evaluate required areas during actual flight.

Attachment 18 (Added)

INITIAL FLIGHT EVALUATION FOLDER (FEF) REVIEW

	DEPARTMENT OF THE AIR FORCE 31ST FIGHTER WING (USAFE)
<p style="text-align: right;">_____ (date)</p> <p>MEMORANDUM FOR _____ FLT/CC _____ FS/DO _____ FS/CC _____ 31 OG/OGV _____ 31 OG/CC IN TURN</p> <p>FROM: _____ FS/CCV</p> <p>SUBJECT: Initial Flight Evaluation Folder (FEF) Review</p> <p>1. A squadron CCV FEF review was conducted on the records of _____ (name). The pilot's FEF is attached. Please initial the routing slip and forward to the next individual or squadron CCV.</p> <p>2. Squadron CCV has determined the following:</p> <ul style="list-style-type: none"> a. INSTM/QUAL evaluation valid until the end of _____ (month/year) b. MSN evaluation valid until the end of _____ (month/year) c. Individual is in the ____ month of his/her zone for: MSN // INSTM/QUAL d. The individual's FEF has been completely reviewed and "Initial Review" is annotated by FS/CCV on the USAFE Form 136 along with any minor discrepancies. e. Remarks: <p>3. Squadron CCV has entered the individual's evaluation expiration dates into PEX.</p> <p>4. This FEF will be hand carried by squadron CCV. DO NOT place in base distribution.</p> <p style="text-align: right;">_____ FS/CCV</p> <p>Attachment: FEF</p> <p style="text-align: center;">"Return With Honor"</p>	

Attachment 19 (Added)
ADDITIONAL TRAINING LETTER

	DEPARTMENT OF THE AIR FORCE 31ST FIGHTER WING (USAFE)
(date)	
<p>MEMORANDUM FOR SEE DISTRIBUTION</p> <p>FROM: FLIGHT EXAMINER</p> <p>SUBJECT: Additional Training Letter</p> <p>1. _____ displayed less than Qual performance in the following area(s):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Failed CAPS. Pilot will not fly until successful retest at OGV. <input type="checkbox"/> Failed requisite examination. Must successfully retest NLT _____ at OGV. <input type="checkbox"/> EPE <input type="checkbox"/> Mission Flight Evaluation. <input type="checkbox"/> Instrument/Qualification Flight Evaluation. <p>2. The pilot will complete the following additional training NLT _____: (date)</p> <hr/> <hr/> <hr/> <p>3. The pilot (IS / IS NOT) on supervised status until completion of additional training. (Circle "IS" for Q2 with additional training, Q3 check rides, Q3 EPEs, and failed requisite exams)</p> <p>4. The pilot (IS / IS NOT) CMR until completion of additional training. (Circle "IS NOT" for Q3 evaluations)</p> <p>5. Examinee's FLT/CC will coordinate with FS/CCV, DOT, and DOS to ensure appropriate</p>	

restrictions are complied with until additional training is accomplished. FLT/CC will also coordinate with same FS agencies once restrictions are removed.

Flight Examiner

1st Ind, _____FS/CCV _____
(date)

MEMORANDUM FOR SEE DISTRIBUTION

1. Additional training was completed on _____ by _____.
(date) (IP/Supervisor)

FS/CCV

DISTRUBUTION:
FLT/CC, FS/DO, FS/CCV, FS/DOT, FS/DOS, FS/CC, 31 OG/OGV, IN TURN

“Return With Honor”