

**BY ORDER OF THE COMMANDER
96TH TEST WING**

**AIR FORCE INSTRUCTION 11-202 VOLUME
2**



**AIR FORCE MATERIEL COMMAND
Supplement**

**96TH TEST WING
Supplement**

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Flying Operations

**AIRCREW STANDARDIZATION/
EVALUATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI11-202V2, *Aircrew Standardization/Evaluation Program*, 13 September 2010 Change 1 18 October 2012, and AFI11-202V2_AFMCSUP, 22 July 2014, are supplemented as follows:

This supplement applies to all 96 TW aircrew including 96th Operations Group, 96th Test Group, and the 645th Aeronautical Systems Group when Flight Operations Authority (FOA) applies. This supplement also applies to geographically separated units where the 96 OG/CC retains flight operations authority and 96 OGV retains Chief of Stan/Eval duties. Waivers to the basic guidance outlined in the AFI, or this supplement will be submitted to the respective OG/OGV. Refer recommended changes and questions about this publication to 96 OG/OGV using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This supplement has been substantially revised and must be reviewed in its entirety.

1.1.3. **(Added)** Throughout this supplement, “OG/CC” and “OGV” are used generically to refer to 96 OG and 96 TG functions; therefore, unless specifically stated, the statement refers to the respective Group with FOA (per *Aviation Management*, AFI 11-401 AFMC Sup) as applicable. “SQ/DOV” and “SQ/CCV” both refer to squadron-level Stan/Eval. 96 OG/OGV should be contacted for clarifications to this supplement.

1.1.4. **(Added)** Throughout this supplement, aircrew that are governed by a separate Memorandum of Agreement (MOA) between AFMC and other MAJCOMs, AFRC, and/or National Guard Bureau for issues of flight management and/or mishap accountability will follow guidance of that MOA if it conflicts with or supersedes this supplement.

1.3.3. The OG/CC may waive provisions of this supplement for their respective groups. All waivers to either the basic guidance outlined in the AFI or this supplement will be submitted to OGV on an AFMC Form 73.

3.1.1. **(Added)** For the 96 TG, 586 FLTS/DOV assumes both OGV and squadron-level Stan/Eval responsibilities unless stated otherwise.

3.2.2.2. SQ/CCV will review and maintain quality control of AF Forms 8/8a using the formatting and guidance in this instruction.

3.2.2.2.1. **(Added)** Form 8/8a signature routing will be via Center Ops On-Line (COOL) to the max extent possible. If any of the signature authorities in Block III do not have COOL access a paper copy or IMT version of the AF Form 8/8a will be created, signed and uploaded into COOL. If necessary, this signature may be digitally transcribed to the back of the AF Form 8/8a if used in conjunction with a periodic evaluation with multiple quals. Hardcopies will be routed from the evaluator to SQ/CCV, Reviewing Officer, Final Approving Officer, and then to the Examinee. Once the examinee signs the Form 8/8a, it will then be returned to SQ/CCV for filing.

3.2.2.3. Individual flying units will build, maintain, and review FEFs in COOL. At a minimum, units will review an aircrew’s FEF during in-processing, out-processing, and upon completion of an evaluation.

3.2.2.4. Tests will be proctored via COOL software. If all tests are available via COOL, a dedicated test station is not required. OG/OGV will provide computer access if aircrew do not have a local workstation. Closed book tests and requisite Boldface/ Critical Action Procedures (CAPS) tests will be monitored by OGV personnel or a designated representative.

3.2.2.5.1. COOL will be used to identify and track trend information.

3.2.2.7. OGV will conduct quarterly SEBs. Required attendees are flying unit squadron commanders or their designated representative, squadron Stan/Eval, flight evaluators and the Chief of OGV. Other squadrons and geographically separated units are highly encouraged to send representation either in person or via phone-in. If Flight Evaluators do not attend, they will be required to read the published minutes prior to conducting their next evaluation.

3.2.2.8. COOL will be used for FCIFs. COOL will be used for annual FCIF review. Squadron SELOs will maintain paper copy back-ups in case COOL is not functioning or the aircrew does not have COOL accounts.

3.2.2.9. Squadron publications libraries are the responsibility of SQ/CCV. Squadrons may maintain a “Pubs Checker” in hardcopy or electronically. If a “Pubs Checker” is not used, SQ/CCV will ensure reference copies (hard copy or electronic) of all applicable publications are available to aircrew.

3.2.2.10. The electronic Form 847 submission/tracking process is on the 96 OGV SharePoint website. All Forms 847 will be briefed at the SEB. Forms 847 will be submitted through OGV.

3.2.2.11. Annual Military Training Route (MTR) and Air Refueling (AR) reviews will be conducted by the Eglin Airspace Manager.

3.2.3. The minimum 96 OG/OGV staff should include a fixed-wing fighter pilot/WSO, a fixed-wing large-aircraft and/or rotary wing pilot/navigator/WSO, an enlisted aviator, and the Stan/Eval Administrative Assistant. This manning provides suitable expertise across the wide range of aircraft types for which the 96 OG is responsible.

3.2.3.5. 586 FLTS/DOV will assume Stan/Eval duties for the 96 TG. The 586 SQ/CC will appoint a squadron Chief of Stan/Eval (586 FLTS/DOV) to assume duties listed for the operations group and squadron programs. The 96 OG/OGV will provide Stan/Eval administrative support to the 586 FLTS, as required.

3.3.2.3. Individual flying units will build, maintain, and review FEFs.

3.3.2.6.1. **(Added)** SQ/CCV is responsible for ensuring Modification Flight Manuals (MFM), Tailored Aircrew Checklists (TAC), Modification Operational Supplements (MOS), and Mission Modification Manuals (MMM) are kept current IAW AFI 11-215 Flight Manuals Program, AFMC Supplement 1, and other applicable instructions.

3.3.2.6.2. **(Added)** SQ/CCV is responsible for maintaining squadron FCIF Vols I, II, and III libraries. For portions of these libraries that can be maintained electronically IAW Table 9.2, hyperlinks to the OGV website and COOL satisfy this requirement.

3.3.2.11. **(Added)** Squadron Stan/Eval will coordinate with OGV to ensure proper completion, routing, and filing of AF Form 80s for assigned/attached aircrew.

3.3.2.12. **(Added)** SQ/CCV is responsible for MDS specific attachments to the OG Inflight Guide. The requirement for an MDS specific attachment will be determined by the flying SQ/CC.

3.3.3.4. **(Added)** For units with multiple MDS, the SQ/CC may appoint an MDS Chief Pilot to assist the Squadron Chief of Stan/Eval for MDS-specific items. For single MDS squadrons, the Squadron Chief of Stan/Eval may fulfill chief pilot duties.

4.2.3. Proposed flight examiner appointments will be briefed at the Stan/Eval Board for OG/CC approval and reported in SEB minutes. All flight examiner candidates, including those whose qualifications are accepted from prior assignments, require an interview with the OG/CC. 96 OG flight examiner candidates who have not previously been a flight examiner require a ground or flight SPOT check with a current examiner prior to certification. The SPOT check will use

SEFE objectivity criteria as a guideline. Once approved, SQ/CCV will ensure that OGV and unit flight examiners are tracked on the Letter of Xs.

4.3.1. Squadron Stan/Eval will coordinate subordinate evaluation waiver requests with OG/OGV.

4.3.6.1. The OG Inflight Guide provides a briefing guide for use in administering evaluations.

5.2.1.3. Non-rated aircrew members will be evaluated on life support equipment, egress procedures and crew coordination relevant to aircraft for which they are being qualified. Crew coordination discussions should focus on their role in assisting primary crew members in handling emergencies as well as assisting in test mission accomplishment.

5.5.1.2.2. Squadron Stan/Eval, in conjunction with squadron MDS chief pilots, will make EPE profile guides available for use by evaluators during EPEs. These guides can be in any format.

5.5.3.1. Squadron Stan/Eval will ensure requisites for all rated aircrew are completed by the end of the fifth month of the eligibility zone. Non-rated aircrew may wait to complete requisites until their sixth month to avoid resetting the eligibility period for other aircraft in which they are qualified (see 7.3.5.4.4). Rated aircrew that do not have all checkride requisites completed by the end of the fifth month will not fly until all requisites are completed. The waiver authority to this paragraph is the SQ/CC.

5.5.3.1.1. **(Added)** 96 OG/OGV and 586 FLTS/DOV will administer requisite tests via COOL.

5.6.1.3. If an examinee fails an evaluation or requires additional training, the original flight examiner will not conduct the recheck unless approved by the SQ/CC.

5.8.3.2.3. SQ/CCVs will complete a Squadron Commander Extended Flight Evaluation MFR via COOL IAW Attachment 9. If a successful evaluation is subsequently completed a statement will be included in the Additional Comments Section of the AF Form 8/8a explaining the approval of and reason for the extension.

5.10.3.1. The flying organization to which an aircrew member is assigned for flying purposes (including attached and contractor aircrew) will complete the AFMC Form 80 and forward it to OGV for coordination and processing. The primary means to create a Form 80 is through COOL. AFMC Form 80 for contractor aircrew will be sent to the Government Flight Representative (GFR) first and then to OGV. OGV will forward the AFMC Form 80 to the appropriate office for approval and then distribute the final approved/disapproved AFMC Form 80 to the requesting unit, who will then forward a copy to the GFR (as required).

5.10.3.2. SQ/CCVs will compile and review all multiple qualified aircrew members assigned/attached to their organization and forward the list to OGV by 31 August of each year. This list will recommend continuing or cancelling existing multiple qualifications for each aircrew. Aircrew members who PCA and do not change OG/CCs are not required to initiate a new AFMC Form 80. If the PCA includes a change of flying organization, the gaining commander will review the AFMC Form 80, and SQ/CCV will place an MFR in the FEF stating the AFMC Form 80 was reviewed and accepted.

5.10.3.5. For multi-qualified rated aircrew, the primary aircraft will be designated on the Letter of Xs.

6.3.2. Open book, closed book, Boldface/CAPS and Instrument tests may be accomplished at any computer capable of connecting to COOL. For the Boldface/CAPS and closed book examination, the examinee will be supervised.

6.4.1.2. SQ/CCV, in conjunction with squadron MDS chief pilots, will develop and/or review MDS open book SQBs and tests.

6.4.2.1. OGV will develop the local procedures MQF. Units that are geographically separated from their OGV may develop their own local procedures MQF.

6.4.3. OGV will build and maintain the Instrument MQF. SQ/CCV will build and maintain the unit Instrument Test. SQ/CCV may build and maintain a supplemental Instrument MQF if desired.

6.4.4.1. **(Added)** OGV will review the Marshalling Test and MQF, Instrument MQF, and Local Procedures Test and MQF annually or after any changes in source documents. These reviews will be documented by updating the dates in the titles in COOL.

6.4.4.2. **(Added)** SQ/CCV in conjunction with MDS chief pilots will review the Open Book Test and MQF, Instrument Test, and unit supplemental MQFs to the Local Procedures Exam and Instrument Exam annually or after any changes in the source documents. These reviews will be documented by updating the dates in the titles in COOL. SQ/CCV, in conjunction with MDS chief pilots, will maintain and review their MDS Boldface/CAPS test, if applicable.

6.4.4.3. **(Added)** Examinees will notify the test owner or OGV if they discover a test inaccuracy or to challenge a question from any requisite examination. The test owner or OGV will review the discrepancy for validity, take action (if needed), notify the examinee of the outcome, and update scores (as required).

6.6.2.1. Units will use COOL to generate exams. If the examinee does not have COOL access, a test may be generated and printed from COOL, and the score will be manually inputted into the system.

6.7. SQ/CCV will ensure unit member COOL permissions allow access to review only the permissible question banks. In general, this will only be question banks for closed exams.

6.8.4. **(Added)** Aircrew will notify OGV upon completion of a requisite test. OGV will ensure the proper score was recorded in COOL and address any disputed questions.

6.9.1. The time required for an “adequate study period” will be at the discretion of the examinee, not to exceed the parent regulation guidance unless a waiver is granted.

6.10.1. Periodic testing will consist of all aircrew (rated, non-rated, CEA and mission support) completing a boldface/CAPS test (if applicable) and a test consisting of Closed Book MQF questions prior to flight. Periodic testing will be completed as a go/no-go in COOL due on a rolling 14-day cycle.

6.10.2. Squadron Stan/Eval will be responsible for building the bi-weekly exam for their respective unit MDS. The exam will consist of a minimum of 10 questions selected at random from the respective MDS closed book question bank.

6.10.3. Periodic tests are not required while deployed/TDY or when COOL is not operational. Flying TDY aircrew are not required to accomplish periodic testing until they return to home station.

6.10.4. **(Added)** Passing grades are 100% for Boldface/CAPS and 85% for tests. If a member fails a test, the Operations Supervisor will be notified to unlock the test in COOL so the member may re-test. A passing grade must be obtained prior to flying. All incorrect answers will be reviewed prior to flying. Units may direct further guidance for a periodic test failure.

7.1.2. If an evaluator does not have access to COOL, paper/IMT versions of COOL will be accepted. The evaluator, reviewing officer, final approving officer, and examinee will sign a hard-copy of the AF Form 8/8a. Unit Stan/Eval will then scan the final version into the electronic FEF in COOL. The final signed paper copy will be placed in the member's hardcopy FEF.

7.3.3.3.1. **(Added)** For non-rated aircrew initial qualifications, the AF Form 8a will be closed immediately upon completion of the last requisite for that aircraft qualification. If this is the first INIT evaluation completed this establishes the primary aircraft and eligibility period for the evaluation and allows the aircrew to perform missions in that aircraft while continuing to complete requisites for follow-on aircraft. Once requisites are completed for follow-on aircraft, a new AF Form 8a will be completed, and the expiration date will be based upon the examinee's primary aircraft. This does NOT establish a new eligibility period. Since the primary aircraft may be on a different AF Form 8a, Stan/Eval functions must be diligent in confirming proper expiration dates on AF Forms 8a. The evaluation process will re-open with a new AF Form 8a as requisites for follow-on aircraft are completed IAW para 7.3.5.2.1 (AFMC).

7.3.5.4.4. For non-rated aircrew In the Eligibility Period (periodic) evaluations, SQ/CCV will assess which aircraft qualifications are still required; those deemed no longer necessary will be allowed to expire. SQ/CCV will create an AF Form 8a shell with only the required aircraft and the examinee may begin requisite completion. The AF Form 8a will remain open until all aircraft evaluations are complete or the end of the eligibility window, whichever occurs first.

7.3.6.2.5. The flying unit commander will be the first rated commander with G-series orders, not necessarily the commander with FOA. When Table 7.1 (Added-AFMC) directs "Unit Chief of Stan/Eval" as the Reviewing Officer, OGV will perform these duties when examinees are Chiefs of Stan/Eval, Commanders, or above the squadron level. When permitted by Table 7.1, SQ/CCV will be the reviewing officer for all other evaluations.

7.3.6.2.5.1. SQ/CCV will upload scanned digital copy of the temporary Form 8/8a to the FEF documents or maintain a paper copy of the temporary evaluation worksheet, with signed authorization by the final approving officer, until the AF Form 8/8a has completed the signature process. The following is an example statement for the temporary Form 8/8a: "(Rank-Name) is approved to perform unsupervised duties IAW AFI 11-202v2, AFMC Sup. Date: _____"

7.3.8.1. Flight examiners will use the COOL worksheet templates to format mission descriptions and to complete temporary AF Forms 8/8a. The evaluation requirements in COOL (Sections A through F, as required) will be completed immediately by the evaluator following completion of an EPE, Egress practical, or flight phase of the evaluation.

7.6.7. Each unit will document conversion/difference training for the MDS variants flown by their personnel on the AF Form 4348. SQ/CCV will ensure ARMS matches the AF Form 4348. Only the Chief of OGV or SQ/CCV may sign the last line of an AF Form 4348 to indicate correct transcription of the FEF information.

7.8.1.2. SQ/CCV will maintain all archived hardcopy FEFs for their respective units. SQ/CCV is responsible for in-processing, building, reviewing, and maintaining assigned and attached aircrew members' FEFs in COOL. FEFs will typically be maintained with the unit to which the member is formally attached for primary flying duties.

7.8.2.1. Hard copy FEFs received during an individual's in-processing will be maintained by SQ/CCV or the formally attached primary flying unit, with SQ/CCV concurrence. SQ/CCV will ensure all relevant historical contents of the FEF are scanned into COOL.

7.8.2.1.1. **(Added)** Hard copy FEFs will be in archive status until the member departs the unit and are not required to be maintained current.

7.8.5.1. SQ/CCV will conduct the initial review once the electronic FEF has been created in COOL to ensure the historical information was loaded into the electronic FEF correctly. The initial review will then be documented in the electronic FEF review section.

7.8.5.2.4. SQ/CCV will document the posting review in the review section of the electronic FEF.

7.8.5.3.3. SQ/CCV will document FEF reviews in the review section of the electronic FEF.

7.8.6.1. Major discrepancies will be documented via electronic means in the MFR section of the FEF using the format COOL dictates. An example major discrepancy MFR outline is provided in Attachment 10 for units that are not able to access COOL.

7.8.7.1. A digital copy of the individual's FEF will be maintained by SQ/CCV for 45 days following PCS. Individuals planning to in-process the gaining unit later than 45 days should coordinate with SQ/CCV prior to departure. After the 45 days, SQ/CCV will digitally archive the FEF; they will not delete the digital folder. The intent is for the FEF to be available for a member after a non-flying assignment upon return to AFMC.

9.1.1. SQ/CCV has overall responsibility for maintaining squadron FCIF Vols I, II, and III libraries.

9.1.5.3.1. Local units will maintain the following additional publications in the FCIF, Vol III, as applicable: EAFBI 11-201, Air Operations; 10-Series OG OIs; Operations; 11-Series OG OIs, Flying Operations; Other publications at the discretion of the unit

9.3. Go/No-Go Procedures. All aircrew are responsible for ensuring their FCIF status is "green" before each flight (to include off-station sorties). This may be accomplished by a call to the squadron's operations desk prior to flight or other method deemed suitable by the Squadron DO. Operations supervisors will verify flyers have completed GO/NO GO procedures prior to aircrew step.

9.7.1. OGV is the FCIF monitor for Group level FCIFs. SQ/CCV will monitor unit level FCIFs.

9.7.2. The 96 TW will use COOL to track FCIF signatures and annual reviews. If COOL is unavailable, the current FCIF will be annotated on the AF Form 4327 or AF Form 4327a, as applicable, with initials next to the crew member's name. COOL will be updated as soon as possible.

9.7.3. If circumstances allow, off-station aircrew will use COOL to update FCIFs, Boldface/Tests, and review currencies. All aircrew operating away from home station are responsible for contacting the operations supervisor or DO to ensure they are FCIF-current and

will be notified of any safety-critical FCIFs prior to flight (regardless of accessibility to COOL). Once the deployed aircrew is briefed on any new FCIFs, the operations supervisor will ensure the aircrew member's FCIF status is updated.

CHRISTOPHER P. AZZANO, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

COOL—Center Ops Online

AESG—Aeronautical Systems Group

AFRIMS—Air Force Records Information Management System

SQ—Squadron

FLTS—Flight Test Squadron

MOA—Memorandum of Agreement

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*