

**BY ORDER OF THE COMMANDER  
TRAVIS AIR FORCE BASE**

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

**TRAVIS AIR FORCE BASE  
Supplement**

**20 JULY 2009**

**Flying Operations**

**AIRCREW STANDARDIZATION/EVALUATION  
PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFI11-202V2, *Aircrew Standardization/Evaluation Program*, dated 8 Dec 2006 and AFI11-202V2\_AMCSUP 1, dated 24 August 2007 are supplemented as follows: This supplement implements AFD 11-2, *Aircraft Rules and Procedures*. This publication applies to Air Force Reserve Command (AFRC) Travis-assigned Units. It defines and implements specific procedures and policies applicable to all C-5, KC-10, C-17 and Aeromedical Evacuation Squadron (AES) crew members in the 60th and 349th Air Mobility Wings (AMW). Areas applicable to only the 60 OG or 349 OG are identified as such. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include adding procedures to maintain and review unit Flight Evaluation Folders (FEFs) in **paragraph 3.2.2.2** and documenting aircrew examination program in **paragraph 3.2.2.3**. **Paragraph 3.2.2.4.4** was added defining the trend program. **Paragraph 3.2.2.5** was added detailing the supplementary evaluation program. **Paragraph 3.2.2.11** was added detailing the purpose of this local supplement. **Paragraph 3.3.2.10.3.1.1** was added detailing Operations Group (R&C) interview procedures. **Paragraph 5.2.3.3.1.6** was added detailing the unit's N/N program. **Paragraph 6.4.3.2** was added detailing closed

book and boldface examination. **Table 7.1** was updated. Paragraph 7.8.3.2. details procedures for performance less than Q-1. **Paragraph 7.9.2.2.1.** was added detailing FEF program management. **Paragraph 9.1.3.4.4.** details electronic backup procedures. Paragraphs 9.8.6.2.3. and 9.8.6.2.4. were deleted. All SEMSPRO references were deleted. 349 OG R&C processes added. 349 OG Wing certification guidance was deleted. All numbering changed from 9.XX to corresponding chapters.

1.2.6. Standardize 60 and 349 OG aircrew operational procedures.

1.2.7. Ensure standardization of aircrew evaluations are IAW AFI 11-202V2 and AFI 11-202V2\_AMCSUP.

1.2.8. Establish, track and update standardization and evaluation programs as directed by AFI 11-202V2 and AFI 11-202V2\_AMCSUP1.

1.3. 60 and 349 OG/CCs are the waiver authority for requirements originating in this instruction for their respective groups. Coordinate waivers through respective Squadron Stan/Eval and Operation Group Standardization and Evaluation (OGV) offices.

2.4.2.6.5. (60 OG) Superintendents, chief flight engineers, chief loadmasters and chief boom operators will receive required evaluations from OGV flight examiners or higher.

2.4.2.6.6. (349 OG) Squadron section chiefs (ART and traditional reservist) will receive required evaluations from OGV senior or secondary flight examiners or higher. Use of higher echelon examiners must be approved by OGV in advance.

2.5.4. Use the current Headquarters Air Mobility Command (HQ AMC) Aircrew Standardization and Evaluation Visit (ASEV) standards guide to ensure quality of the programs. The OGV programs guide will form the core of continuity books and act as supplements to this instruction providing additional OGV policy on implementing programs. Units are encouraged to tailor program guides as necessary to explain their own implementation processes.

3.2.2.2. Squadron DOV will review the FEFs of assigned aircrew members prior to their first flight and annually thereafter. FEFs will also be maintained and kept secure by the respective squadron DOV section. All other FEF maintenance not specifically addressed in this FEF program guide and the Team Travis FEF and AF Form 8 Guide will be IAW AFI 11-202V2. Documents errors IAW AFI 11-202V2, Paragraph 7.9.5.2.–7.9.5.4.

3.2.2.3. Squadrons administer, grade, and record tests. OGV will report missed question data during the quarterly (349 OG Semiannual) Stan/Eval Board (*see Team Travis Stan/Eval Board Program Guide*). As of May 2007, the primary method of test development, delivery, and data collection is Patriot Excalibur (PEX) online software. Specific procedures are detailed in the Team Travis Testing Program Guide.

3.2.2.4.4. The main DOV source used to obtain and track trend information is the Patriot Excalibur (PEX) Stan/Eval computer software, which continuously receives inputs on AF Form 3862 data as evaluations are processed. This aspect of the program is limited, however, and neither computes percentages nor provides a means to track positive trends or any identified weaknesses unless assigned a grade of Q- or U. This limitation has been brought to the attention of PEX software engineers and is scheduled for future enhancement. Until that time, Travis units will continue to scrutinize PEX data, specific remarks, and actual numbers sampled in order to make trend determinations for correction and SEB reporting. Testing trend data is also tracked by PEX, enabling DOV and OGV to periodically monitor missed questions as part of the MQF/SQB review process detailed in the Team Travis Testing Program Guide. Finally, trend information may also be collected informally from squadron instructors, supervisors, contractors, or anyone else in a position to observe aircrew performance as detailed in the Team Travis Trends Program Guide and individual unit processes.

3.2.2.5. Supplementary evaluations will be conducted IAW AFI 11-202v2, paragraph 5.4. Additional procedures for supplemental evaluations are contained in the Team Travis No-Notice Program Guide.

3.2.2.6.7. Additional SEB information can be found in the Team Travis SEB Program Guide.

3.2.2.11. The purpose of the Travis AFB local supplement to AFI 202v2 (AMC1) is twofold. First, it addresses those paragraphs required by the parent instruction and MAJCOM to be supplemented locally. Second, it refers to specific Team Travis program guides provide detailed instructions for the execution of all Stan/Eval functions performed by both the 60<sup>th</sup> and 349<sup>th</sup> Operations Groups. These guides standardize processes for all nine flying squadrons across both wings, provide program continuity, and serve as the core procedural references for both DOV and OGV. Between the regulations and program guides there should be enough detail so any individual can perform a given process when primary and alternate program managers are unavailable. The program guides are maintained electronically and are updated as requirements evolve, ensuring Travis Stan/Eval personnel always have access to the most current guidance.

3.2.2.17.7. All OG/OGV flight examiners should evaluate required continuation training taught by on-base agencies when attending courses as part of their continuation training requirements. Debrief the instructor immediately after the class, and document the training using the OG/OGV Ground Training Review Form.

3.2.3.3. (60 OG) Additional personnel assigned to OGV are designated secondary senior evaluators and may perform pyramid evaluations to squadron senior evaluators.

3.3.2.10.3.1.1. Operations Group (R&C) Interview Procedures.

3.3.2.10.3.1.1.1. (60 OG) All Aircraft Commanders, instructors, evaluators and Aerial Demonstration Pilots require an interview with the 60 OG/CC. The Operations Group Interview is not a mission ready requirement. It is a onetime requirement and additional interviews for upgrades are not required. For upgrading crew members, the interview should take place within 90 days of the Squadron R&C Board. 60 OG/CC will annotate the interview on a Memo for Record provided by 60 OG/OGV. Squadron Stan/Evals will contact the 60 OG/OGV Review and Certification (R&C) monitor to schedule a group interview. Additionally, each squadron will hand carry the FEF with the 60 AMW Form 163: Aircrew Member Resume, SURF, ROP, ARMS Flying History Report and Fitness Assessment Report to the 60 OG/OGV for processing no later than three working days prior to the requested interview.

3.3.2.10.3.1.1.2. (349 OG) After squadron certification, all aircraft commanders, instructors, and examiners require an interview with the 349 AMW/CC. The wing interview is not a mission-ready requirement. The interview will be completed within 90 days after the squadron certification board. If the interview is not completed within 90 days, the individual will revert to the previous crew position until the interview is complete. 349 OG/OGV will annotate the wing interview on a Memo for Record. Squadron Stan/Evals will contact the 349 OG/OGV R&C Monitor to schedule a wing interview.

3.3.2.10.3.1.1.3. (349 OG) Each squadron will hand carry a 349 OG/OGV Certification Worksheet, a completed copy of the AF Form 8 (N/A for evaluators), and a completed copy of the AF 4025 no later than three working days prior to the squadron certification board for review. After 349 OG/OGV informs the squadrons that reviews are completed they may conduct their squadron certification board. Each squadron will provide a copy of the squadron certification board minutes to 349 OG/OGV to complete the package for the wing interview. It is the responsibility of the squadron Stan/Eval to determine the crewmember's availability and notify OGV to schedule a wing interview.

4.3.6. Flight examiner will contact unit leadership by phone or email at the earliest opportunity for any evaluations less than Q-1.

5.2.1.4.1.1. Examiners will evaluate instructor candidates on a student briefing and critique. The examiner should provide the topic.

5.2.3.3.1.6. The goal of the No-Notice (N/N) program is to assess unit readiness and identify potential weak areas or trends to senior leadership. No-notice evaluations may be in the form of a ground evaluation, flight evaluation, or both. Available qualified crewmembers include those crewmembers attached and assigned to squadrons at Travis AFB with the exception of OGV. 60 OG/OGV will report the results at the quarterly (semi-annually for the 349 OG) Stan/Eval Board (SEB).

5.2.3.3.1.7. Squadron commanders are responsible for their squadron's no-notice program. Squadron commanders will ensure their squadron attains the minimum no-notice goal established by their Operations Group Commander.

5.2.3.3.1.8. (60 OG) Squadron Stan/Evals will determine the number of available qualified crewmembers for each crew position (pilot, flight engineer, boom operator and loadmaster) on the first day of each quarter (do not include FTU instructors). Coordinate number with commander and or operations officer and report to OGV by the fifth working day of the quarter.

5.2.3.3.1.9. Squadrons may credit no-notice evaluations flown by OGV examiners toward attaining no-notice program goals. Do not credit Operational Mission Evaluation (OME) SPOT evaluations toward squadron no-notice program goals.

5.2.3.3.1.10. 60 OG examiners will not administer no-notice evaluations to 349 AMW crewmembers unless specifically requested by examinee's squadron commander and approved by 349 OG/CC.

5.2.3.3.1.11. 349 OG examiners will not administer no-notice evaluations to 60 AMW crewmembers unless specifically requested by examinee's squadron commander and approved by the 60 OG/CC.

5.2.3.3.1.12. 60 OG/OGV will present HQ AMC/A3V SII's during the quarterly SEB. 60 OG/OGV SII's are published quarterly in the FCIF Part B. 349 OG/OGV SII's are identified semi-annually during the SEB. 349 OG/OGV SII's are released on a FCIF Part B quarterly and published in the FCBs. Examiners will sample these items during no-notice and scheduled evaluations.

5.3.1.1. EPEs are accomplished on the ground prior to the mission, in-flight, or a combination of both, at the discretion of the examiner.

6.4.3.2. Closed-book and boldface requisite exams will be administered under the direct supervision of the testing proctor and graded automatically by PEX software upon completion. Open-book requisite exams will be graded as soon as the examinee notifies the proctor he/she is finished. For all examination failures, the testing proctor shall notify the SQ/CC or DO, Chief of Stan/Eval, and aircrew scheduling to ensure the aircrew member is not scheduled to fly without instructor supervision while in supervised status. Additional testing procedures for are contained in the Team Travis Testing Program Guide.

6.4.4.1.3. The open book Secure Question Banks (SQBs) are the responsibility of the 60 and 349 OG/OGV. The 60 and 349 OG will coordinate the development of SQB questions. SQBs for each MDS and crew position will be under the direct control of the designated test manager for that weapon system and crew position. Update the SQB annually or as required by changes in regulations.

6.4.4.1.5. Open book tactics testing can be found in the 60 and 349 OG/OGV Program Guide.

6.4.4.1.6. Closed book tests will consist of 20 to 30 questions and will be derived from the current MDS specific AMC/A3V approved Master Question File (MQF). OGV will review the MQF annually and correct administrative errors, and changes to aircraft systems and/or operating procedures. MQF subject matter will not be changed during this review. The most current MQF is available electronically on the HQ AMC/A3V Website.

6.4.4.1.7. Additional testing information can be found in the 60 and 349 OG/OGV Program Guide.

6.5. OGVs will determine if a need exists for periodic examinations beyond the scope of requisite exams, draft and administer the exam and report findings to the unit commander.

7.1.1. Squadrons will use the 60 and 349 AMW FEF AF Form 8 Guide along with the 60 and 349 OG/OGV FEF Program Guides as guidance.

7.3.1.3. Examiners will use Patriot Excalibur (PEX) to complete AF Forms 8. AF Form 8 templates in PEX will be managed by 60 OGV and 349 OGV. If errors are found with PEX templates or conflicting guidance is found in the FEF Guides, inform 60 or 349 OGV.

7.3.7.4. All applicable AF Forms 8, *Certificate of Aircrew Qualification*, will be reviewed and approved at squadron level except as shown in **Table 7.1**.

**Table 7.1. Reviewing and Approving Officials.**

EXAMINEE	REVIEWING OFFICER	FINAL APPROVING OFFICER
AMW/CC	Chief, OG/OGV	OG/CC
AMW/CV	Chief, OG/OGV	AMW/CC
OG/CC	Chief, OG/OGV	AMW/CC or CV
OG/CD	Chief, OG/OGV	OG/CC
Sq/CC	Chief, OG/OGV	OG/CC or CD
Sq/DO	Chief, OG/OGV	Sq/CC
Chief, Sq/DOV	Chief, OG/OGV	Sq/CC
OG/OGV Members	Chief, OG/OGV	OG/CC or CD
Chief, OGV	OG/CC or CD	OG/CC or CD
KC-10 FTU Instructors	Chief, OG/OGV	Sq/CC

**NOTES:**

Squadron/CC attached to for flying. (349 OG) Only applies to reserve instructors assigned to 60 Operational Support Squadron (OSS)/FTU

(349 OG) 349 OG/CC will be the final approving officer for Squadron DOs

(349 AES) Sq/DO may be the Senior Air Reserve Technician (ART)

The same official cannot be both the reviewing and final approving officer

7.3.7.6. Additional reviews are not part of the Team Travis AF Form 8 Process.

7.3.8.2. Travis units will use a draft AF Form 8 or completed AF Form 3862, signed by the evaluator, as a temporary evaluation certificate. For evaluations graded less than Q-1, only a draft AF Form 8 will be used, and will be signed by the examiner, final approving officer, and examinee. Additional guidance is contained in the Team Travis Evaluations Program Guide.

7.5.1.3. Squadrons will complete an AF Form 8 for less than Q-1 evaluations, including Q-3/1 evals and commander-directed downgrades for cause, and notify OGV of their availability in PEX within five working days of the evaluation or the evaluator's return to home station.

7.9.2.1.4. Host Aviation Resource Management System (HARM) will maintain the current copy of the AF Form 1042, Medical Recommendations for Flying or Special Duty and AF Form 702, Individual Physiological Training Record, in the individual's flight records.

7.9.2.2.1. FEF program management is substantially detailed in the Team Travis FEF Program Guide and the FEF/AF Form 8 Completion Guide.

9.1. 60 OG/OGV is the FCIF OPR for both the 60 and 349 AMWs and will maintain the master file for Part B and Part C. 349 OG/OGV is the FCIF OPR for the AES. 349 OGV will forward AFRC (and AES) specific FCIFs to 60 OGV for inclusion in the FCBs (Flight Crew Bulletin).

9.1.3.4.4. All updating and backup of electronic data is completed by the Communications Squadron. A complete backup of all drives is completed each Sunday with period backups throughout the week.

9.1.3.5. Squadrons may establish a Unit Read File for squadron-specific information. The information within the Unit Read File will be maintained and tracked (using numeric sequence) by the squadron Stan/Eval office. Send informational copies of squadron-issued Unit Read Files to the respective OGV office.

9.1.3.6. When flying with a squadron to which they are not assigned, aircrew members will acknowledge understanding of FCIF information by placing the last FCIF number(s) and their initials behind their name on the record copy of the flight authorization or Additional Crew Member (ACM) orders.

9.3. Squadrons will establish a positive control system to ensure aircrew members have met all requirements prior to flight and will not exceed required due dates for grounding items prior to Firm Scheduled Return Time (FSRT).

9.3.2. Squadron Director of Operations (DO) or Assistant Director of Operations (ADO) and schedulers should, as a minimum, ensure the following applicable items are accomplished:

9.3.2.1. Review Operational Risk Management (ORM) for crew members and mission requirements.

9.3.2.2. Verify Mission Ready (MR) status.

9.3.2.3. Ensure AF Form 4327A, Crew Flight Authorization, is completed accurately.

9.3.2.4. Pilots-in-Command will review during the crew brief.

9.3.2.5. PICs will also ensure that crew members have signed off their FCIF cards signifying review of latest FCIFs.

9.3.3. See the OGV Oversight Program Guide for additional information.

9.7.4. 60 OG/OGV is the Technical Order Distribution Office (TODO) for both the active and reserve flying squadrons. As such, 60 OG/OGV is responsible for ordering and issuing all aircraft Technical Orders (T.O.s) and selected AF, MAJCOM, and local flying directives (publications).

9.7.5. Each squadron will appoint manuals control POC(s) in writing and forward a copy to 60 OG/OGV.

9.7.6. T.O. and flying publications ordering and distribution processes are identified in OGV Publications and Manuals Program Guide.

MARK C. DILLON, Colonel, USAF  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI11-2AEV1, *Aeromedical Evacuation Aircrew Training*

AFI11-2AEV2, *Aeromedical Evacuation Evaluation Criteria*

AFI11-2C-5V1, *C-5 Aircrew Training*

AFI11-2C-5V2, *C-5, Aircrew Evaluation Criteria*

AFI11-2C-17V1, *C-17 Aircrew Training*

AFI11-2C-17V2, *C-17 Aircrew Evaluation Criteria*

AFI11-2KC-10V1, *KC-10 Aircrew Training*

AFI11-2KC-10V2, *KC-10 Aircrew Evaluation Criteria*

AFI11-202V2\_AMCSUP1, *Aircrew Standardization/Evaluation Program*

AFI11-215\_AMC1, *Flight Manuals Program*

60 and 349 OG/OGV Program Guides

60 and 349 OG/OGV Flight Evaluation Folder/AF Form 8Guide

**Attachment 9****RECOMMENDING CHANGES TO AF PUBLICATIONS**

A9.1. Aircrew members are encouraged to submit changes to this publication. Make recommendations via the AF Form 847, *Recommendation for Change of Publication*, IAW Air Force Instruction 11-215\_AMCSUP1, *Flight Manuals Program*. Route recommendations for change through the respective squadron Standardization and Evaluation (Stan/Eval) and OGV offices. Reference the Team Travis 847 Program Guide for additional guidance.