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Flying Operations

AIRCREW STANDARDIZATION/ EVALUATION PROGRAM

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This instruction implements AFPD 10-9, *Lead Operating Command Weapon System Management*; AFPD 11-2, *Aircraft Rules and Procedures*; and AFPD 11-4, *Aviation Service*. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and provides guidance on how to structure and monitor a 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 HQ USAF/A3O-AT before publication and forward one copy to HQ USAF/A3O-AT 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 HQ USAF/A3O-AT, 1480 Air Force Pentagon, Washington DC 20330-1480.

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. System of Records Notice F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397 as amended by Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers, November 18, 2008. 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.

(USAFE) This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-202, Vol 2, 13 September 2010. This supplement provides guidance on procedures applicable to all United States Air Forces in Europe (USAFE) units and units under USAFE oversight. This supplement does not apply to Air Force Reserve Command and the Air National Guard.

Recommended changes to this supplement through the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 IAW AFI 11-215 and this volume. This publication shall be supplemented by all USAFE units. Supplements must be routed to HQ USAFE/A3TV for coordination prior to certification and approval.

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 in Air Force Records Information Management System (AFRIMS) on the AF Portal: **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

SUMMARY OF CHANGES

This revision updates the aircrew definition, modifies program objectives and clarifies waiver authorities (**Chapter 1**); updates Air Force, MAJCOM, and Numbered Air Force (NAF) responsibilities and functions (**Chapter 2**); updates unit Stan/Eval functional and organizational guidance (**Chapter 3**); updates Flight Examiner guidance (**Chapter 4**); updates aircrew qualification evaluation guidance (**Chapter 5**), to include new guidance on initial cadre

members; updates guidance for the aircrew examination program (**Chapter 6**); updates documentation guidance (**Chapter 7**), to include initial cadre documentation, and deletes AF Form 1381 (moved to AFI 11-202 Vol 1); updates guidance on specialized aircrew requirements and provides new guidance on documentation required for these members (**Chapter 8**); updates guidance on FCIFs and special interest items (**Chapter 9**), and adds guidance on supplementary evaluations to this chapter; deletes the former Attachment 9; updates examples and makes administrative changes throughout the AFI, and realigns chapter content from the previous publication.

(USAFE) This publication has been substantially revised and must be completely reviewed. Major changes include: updated waiver request guidance (1.3.2.1.); revised SAV/ASEV guidance with reference to the *HQ USAFE SAV/ASEV Criteria Guide* (2.5.1.); updated and expanded SEB guidance with reference to SEB Attendance, SEB Execution, and SEB Minutes (3.2.2.7.1.); added AF Form 847 process description (3.2.2.10.1.); adds mandatory use of the "CCV" designation for squadron stan/eval (3.3.3.2.); adds CAF SEFE flying requirements (4.3.2.1.); updated pyramid evaluation guidance (4.3.8.); revised No-Notice guidance (5.2.6.3.2.); adds guidance on requesting checkride extensions (5.8.3.2.2.); clarifies guidance on use of PEX or other aircrew testing system for requisite exams (6.3.2.); guidance on use of an electronic library to facilitate aircrew testing (6.4.1.1.1.); clarifies timeline for review exam question review after release of updated source publications (6.4.4.); changes minimum number of questions on Open/Closed book exams to 25 (6.6.4.); revises guidance on semi-annual testing (6.10.4.); adds guidance on use of digital/electronic signatures and wholly electronic FEFs (7.1.2. and 7.8.2.4.); clarifies use of PEX for AF Form 8/8a management (7.3.2.6.); revises AF Form 8/8a reviewing/approving authority guidance (7.3.6.2.5.); adds guidance on what to do if the examinee refuses/can't sign the final AF Form 8 (7.3.6.4.1.); clarifies temp AF Form 8/8a guidance (7.3.8.7.); adds guidance on correcting AF Forms 8/8a (7.8.6.3.1.1.); adds guidance on use of publications and TOs released by lead-MAJCOMs (9.1.2.1.); updates and clarifies FCIF library guidance and allows the use of completely electronic FCIF libraries within the limitations of new guidance (9.1.5.1.); adds guidance on time limit for SIIs and clarifies that "SIIs" released under the AF IG are not Stan/Eval SIIs (9.2.1.3.); revised/expanded SUPEVAL guidance (9.4.1.1.); expanded guidance on SEFE Objectivity Evaluations (Attachment 8); revised Unit Supplement attachment (Attachment 9); revised Briefing Facilities attachment that provide clear definitions of terms (Attachment 10); added Letter of X guidance into new attachment (Attachment 11); added expanded SUPEVAL guidance attachment (Attachment 12)

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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 mission readiness and the effectiveness of unit flying, including documentation of individual aircrew member qualifications and capabilities.

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

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

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

1.2. Objectives.

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

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

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

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

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

1.3. Waiver Authority.

1.3.1. Unless otherwise specified, HQ USAF/A3O-A is the waiver authority for this instruction. ***EXCEPTION:*** MAJCOM/A3 is the waiver authority for individual aircrew requirements, but may not approve blanket or group (two or more aircrew) waivers.

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

1.3.2.1. **(Added-USAFE)** For USAFE waiver information reference the ***Aircrew Stan/Eval Waiver Standards and Expectations*** memorandum posted under the "*Waivers*" folder on the USAFE/A3TV Information Collaborative Environment (ICE) site (**https://ice.usafe.af.mil/sites/A3/A3T/A3TV_External/default.aspx**). USAFE users may request access directly from the ICE page upon their first access attempt. Non-USAFE users may request access by sending an email to the "USAFE/A3TV

(Workflow)" organizational email account with name, rank, organization, and reason for access.

1.3.2.2. **(Added-USAFE)** For the most current waiver request templates, reference the "*Waivers*" folder on the USAFE/A3TV ICE. Do not "recycle" previously approved waivers unless the currency of the template has been checked against the ICE waiver template.

1.3.2.3. **(Added-USAFE) Written Approval**.

1.3.2.3.1. **(Added-USAFE) USAFE/A3T and higher waiver authority**. Process waivers through local stan/eval channels to the OG/CC (for USAFE/A3T approval) or the WG/CC (for USAFE/A3 or higher approval) then send to the "USAFE/A3T (Workflow)" organizational email account (info to "USAFE/A3TV (Workflow)").

1.3.2.3.2. **(Added-USAFE) USAFE/A3TV waiver authority**. Process waivers through local Stan/Eval channels to OGV, then send directly to the "USAFE/A3TV (Workflow)" organization email account.

1.3.2.3.3. **(Added-USAFE)** As much as practical, staff waiver requests so as to arrive at USAFE/A3T (for A3T or higher approval) or USAFE/A3TV (for A3TV approval) at least 10 business days prior to when the waiver is needed.

1.3.2.4. **(Added-USAFE) Verbal Approval**. Reference the "***Aircrew Stan/Eval Waiver Standards and Expectations***" memorandum posted under the "*Waivers*" folder on the USAFE/A3TV ICE.

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

1.3.3. **(USAFE)** Unless otherwise specified, USAFE/A3 is the waiver authority for this supplement.

Chapter 2

HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

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

2.2. Air Staff.

2.2.1. **HQ USAF/A3O-A:**

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

2.2.1.2. Assigns HQ USAF/A3O-AT as the Office of Primary Responsibility (OPR) for this instruction.

2.2.2. **HQ USAF/A3O-AT:**

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 Air Staff 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.

2.2.3. **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**).

2.3. 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.

2.3.1.2. **(USAFE)** USAFE Stan/Eval SEFEs will fly IAW the API-8/D guidance in their respective AFI 11-2MDS, Vol 1.

2.3.1.3. HQ USAF DRUs and the ANG Bureau (ANGB) 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. **(USAFE)** USAFE OGVs will use the Stan/Eval module of Patriot Excaliber (PEX) as the primary method to implement Stan/Eval processes to include Go/No-Go tracking, FCIF tracking, evaluation zone and requisite management, and aircrew testing. All other functions of PEX will be at the discretion of the unit. Waiver authority for this paragraph is USAFE/A3TV.

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.

2.3.2.5. **(USAFE)** HQ USAFE/A3TV will update the AF Form 847 log on the HQ USAFE/A3TV ICE upon receipt of any AF Form 847 and again whenever the status changes.

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

2.3.2.7. 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**.

2.3.2.10. 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. **(Added-USAFE)** Maintain USAFE Stan/Eval information on the HQ USAFE/A3TV ICE (**https://ice.usafe.af.mil/sites/A3/A3T/A3TV_External/default.aspx**).

2.3.3. **Organization.**

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

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

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

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

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

2.3.5. **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.

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.

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

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

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

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

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

2.4.2.9. 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. Unit Compliance Inspections), Staff Assistance Visits (SAVs), or in an informal capacity, as specified in MAJCOM supplements.

2.5.1. **(Added-USAFE) General.**

2.5.1.1. **(Added-USAFE)** In addition to the guidance below, all Stan/Eval SAV/ASEV execution guidance and criteria are detailed in the ***HQ USAFE SAV/ASEV Criteria Guide*** posted on the HQ USAFE A3TV ICE under the "*SAV/ASEV Info*" folder (**https://afkm.wpafb.af.mil/usafe_a3tv**).

2.5.1.2. **(Added-USAFE)** USAFE units will review the Criteria Guide prior to each SAV and/or ASEV and forward any alibis to the visit/inspection PROJO (with Cc to the "USAFE/A3TV (Workflow)" email account) at least two weeks prior to the applicable visit/inspection.

2.5.2. **(Added-USAFE) Scheduling:**

2.5.2.1. **(Added-USAFE) ASEV.** ASEVs will be conducted once every 20-30 months.

2.5.2.2. **(Added-USAFE) SAV.** USAFE/A3TV will conduct a SAV on or before the sixth calendar month prior to an ASEV. "Pre-ASEV" SAVs conducted less than six months from an ASEV are at the discretion of USAFE/A3T, but may be requested by the OG/CC.

2.5.2.2.1. **(Added-USAFE)** A3TV reserves the right to conduct a mid-cycle SAV if it will be more than 24 months in between ASEVs.

2.5.2.2.2. **(Added-USAFE)** The unit may request additional SAVs through HQ USAFE/A3T at any time.

2.5.3. **(Added-USAFE) Coordination.**

2.5.3.1. **(Added-USAFE)** IAW AFI 90-201, USAFE/A3TV will coordinate inspection schedules (both SAVs and ASEVs) with the USAFE Inspector General (HQ USAFE/IG)

2.5.3.2. **(Added-USAFE)** For SAVs, a formal 30-day memo will be sent from USAFE/A3T to the OG/CC. For ASEVs, a formal six-month notification memo will be sent from USAFE/A3 to the WG/CC. A follow-up 30-day memo will be sent from USAFE/A3 to the WG/CC to confirm the inspection schedule and any unit alibis. Any changes after the 30-day memo, but prior to the inspection, will be coordinated directly with USAFE/A3TV.

2.5.3.3. **(Added-USAFE)** After completion of an ASEV, Units have 60 calendar days from receipt of the final report to respond to any "Deficiencies".

2.5.3.3.1. **(Added-USAFE)** Responses will be in "Memorandum" format addressed to "HQ USAFE/A3" and, at a minimum, will include reference to the "Deficiency" tracking number as annotated on the final report and the planned or actual corrective action.

2.5.3.3.2. **(Added-USAFE)** Responses will be submitted via email and routed through the WG/CC to USAFE/A3T (info USAFE/A3TV).

2.5.3.3.3. **(Added-USAFE)** Corrective actions to ASEV findings will also be included in the unit's next SEB minutes as well as all subsequent SEB minutes until corrective action is concluded.

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.

3.2.1.3. **(USAFE)** **Attachment 10** **(Added)** of this supplement contains guidance for the minimum materials to be maintained in squadron briefing and flight planning rooms.

3.2.1.3.1. **(Added-USAFE)** Any material used in the planning, briefing, supervising (e.g. Operations Supervisor/SOF), or execution of flying operations will be current and correct. See **paragraph A10.2** **(Added).**

3.2.1.4. Provide a suitable Stan/Eval testing area.

3.2.1.4. **(USAFE)** OG/CC will consider a “suitable stan/eval testing area” as one that provides a quiet, distraction-free atmosphere and allows monitoring of examinees by stan/eval personnel.

3.2.1.4.1. **(Added-USAFE)** OG/CCs may allow the squadrons to set up suitable testing areas as long as OGV certifies the testing areas as being in compliance with the above guidance.

3.2.1.5. Direct supplementary evaluations (see **Chapter 9**).

3.2.1.6. Chair the SEB.

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

3.2.2. **OGV Functions.**

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

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

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

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

3.2.2.5. Establish and maintain a trend program.

3.2.2.5.1. 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.

3.2.2.5.5. **(USAFE)** Trend guidance in the unit supplement will include minimum sample size and percentages that constitute a trend. Trend information will be archived for 2 years.

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.

3.2.2.7.1. **(Added-USAFE) SEB Attendance**.

3.2.2.7.1.1. **(Added-USAFE)** Attendees will include the OG/CC, OGV personnel, SQ/CCs (including the OSS/CC), CCV chief, and all available Stan/Eval Flight Examiners (SEFE) and Stan/Eval Liaison Officers (SELO). For GSUs, teleconferencing is allowed with at least one representative from those listed above in attendance.

3.2.2.7.1.2. **(Added-USAFE)** Waiver authority for SEB attendance is the OG/CC. Waivers will be obtained on a case-by-case basis prior to the SEB and posted in the SEB minutes. Waivers are not required for individuals on leave (all categories), TDY, or deployments.

3.2.2.7.2. **(Added-USAFE) SEB Execution**.

3.2.2.7.2.1. **(Added-USAFE)** SEBs will be held semi-annually NLT 31 Jan and 31 Jul (see **paragraph 3.2.2.7.4 (Added)** for waiver guidance).

3.2.2.7.2.2. **(Added-USAFE)** In addition to the items listed in **Attachment 2**, SEBs will include any local operational or training factors adversely affecting aircrew capability.

3.2.2.7.3. **(Added-USAFE) SEB Minutes**.

3.2.2.7.3.1. **(Added-USAFE)** The OG/CC (or designated representative) will sign the SEB minutes and distribute to the WG/CC and HQ USAFE/A3TV for

review within 2 weeks after the SEB.

3.2.2.7.3.2. **(Added-USAFE)** Units will maintain a 2-year history of SEB minutes, either electronically or hardcopy.

3.2.2.7.3.3. **(Added-USAFE)** USAFE/A3TV will review the SEB minutes and provide feedback to the respective units within three weeks from date the SEB minutes are received.

3.2.2.7.4. **(Added-USAFE)** Waiver authority for SEB timing and SEB minutes distribution is USAFE/A3TV Chief. Waivers will be submitted to the "USAFE/A3TV (Workflow)" org account for A3TV Chief approval NLT one week prior to the SEB due date. Approved waivers will be documented in the SEB minutes.

3.2.2.7.5. **(Added-USAFE)** If a problem is identified during the SEB requiring HHQ assistance, and no coordination concerning the issue has yet occurred, OGV will send a message to the appropriate agencies within one month of the SEB detailing the issue and the assistance required. Info USAFE/A3TV on all correspondence that involves agencies outside of Stan/Eval (e.g. A3TO).

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.

3.2.2.10.1. **(Added-USAFE) AF Form 847 submission process**. The originator will forward the AF Form 847 to the squadron stan/eval function who then forwards approved recommendations to OGV. OGV endorses the AF Form 847 and forwards approved forms to the “USAFE/A3TV (Workflow)” email account. The AF Form 847 doesn't allow space for endorsement other than OGV, NAF (left blank in USAFE), and MAJCOM. Any other reviews desired by the unit are acceptable, but will not appear on the AF Form 847.

3.2.2.10.2. **(Added-USAFE)** OGVs will reference the USAFE/A3TV AF Form 847 log on the HQ USAFE/A3TV ICE and maintain a copy of all 847s to ensure duplicate recommendations are not forwarded. Monitor the status of 847s using the USAFE/A3TV 847 log until final closing action. Ensure authors of the original recommendation are informed of the final action(s) taken.

3.2.2.10.3. **(Added-USAFE) Disapprovals.** IAW AFI 11-215, disapproved recommendations will be returned with remarks explaining the reason for disapproval. Disapproved recommendations may be resubmitted with additional justification under a new control number.

3.2.2.10.4. **(Added-USAFE)** Final closing action on an 847 includes any of the following:

3.2.2.10.4.1. **(Added-USAFE)** Nonconcurrence/disapproval at any level of review

3.2.2.10.4.2. **(Added-USAFE)** Concurrence/approval by the Flight Manual Manager or OPR for the publication

3.2.2.10.4.3. **(Added-USAFE)** Concurrence/approval at the Flight Manual Review Conference (FMRC).

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*.

3.2.2.12. **(USAFE)** Mandatory management of the Operations Supervision program is N/A for the OGVs of USAFE Mobility Air Forces (MAF) units. However, if a MAF unit elects to maintain an Operations Supervision program, then OGV will be the managing agency.

3.2.2.13. **(Added-USAFE)** OGV will provide USAFE/A3TV with electronic copies, or a link to the information if posted electronically, of the following products within 30 days of publication.

3.2.2.13.1. **(Added-USAFE)** Unit supplements to this instruction.

3.2.2.13.2. **(Added-USAFE)** Unit supplements to aircraft/aircrew operational procedures (i.e. AFI 11-2MDS, Vol 2 and Vol 3).

3.2.2.13.3. **(Added-USAFE)** Unit developed in-flight publications (in-flight guides, flight crew bulletins, SEFE guides, etc.).

3.2.2.13.4. **(Added-USAFE)** Unit supplement to AFI 11-418, *Operations Supervision* (as applicable).

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

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

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

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

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

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

3.2.4. **(Added-USAFE)** Units will supplement this document IAW AFI 33-360. **Attachment 9** **(Added)** contains a checklist of unit supplement contents. Units will coordinate supplements with USAFE/A3TV throughout the publication coordination process.

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.

3.3.2.5. **(USAFE)** Reference **paragraph 3.2.2.10.1** **(Added)** for more guidance on AF Form 847 submissions.

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

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

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

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

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

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

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

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

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

3.3.3.2. **(USAFE)** With the chief of squadron Stan/Eval reporting to and being rated by the SQ/CC, all Squadron Stan/Eval functions will assume the "CCV" designation.

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

3.3.3.3.1. **(Added-USAFE)** Squadron SEFE manning is at the discretion of OG/CC. As a guide for determining SEFE manning use a ratio of one SEFE in each crew position for each ten authorized crewmembers (assigned and attached) rounded up to the nearest whole number.

3.3.3.3.2. **(Added-USAFE)** OG/CC authorized manning will be documented in the SEB minutes (see **Attachment 2**).

Chapter 4

FLIGHT EXAMINERS

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

4.2. Selection.

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

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

4.2.2. **(USAFE)** USAFE/A3T will select those aircrew in HQ USAFE who will be designated as HHQ SEFEs. The designation will be documented by USAFE/A3TV and distributed IAW **paragraph 4.2.2** USAFE/A3TV will review/update the document as needed or annually, whichever occurs first.

4.2.2.1. **(Added-USAFE)** HQ USAFE SEFEs will be qualified/certified in as many special missions as practical in their respective MDS/crew position for which USAFE units are tasked.

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

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

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

4.2.3.2. **(USAFE)** See **Attachment 11** **(Added)** for further guidance on the Squadron Letter of Certification (a.k.a. Letter of Xs).

4.2.3.3. **(Added-USAFE)** OGV SEFEs will be qualified/certified (as appropriate) in as many special missions as practical.

4.2.3.4. **(Added-USAFE)** SQ/CCs will strive to qualify/certify (as appropriate) squadron SEFEs in as many special missions/skill sets as practical that the squadron is tasked for.

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**).

4.3.2. **(USAFE)** The intent of parent AFI guidance is that SEFEs maintain "full" instructor qualification. See **paragraph 5.2.4.2.3 (USAFE).**

4.3.2.1. **(Added-USAFE) CAF SEFE flying requirements.** ***These requirements are for the purpose of SEFE "active" status only and do not supersede AFI 11-202 Vol 1 and AFI 11-2MDS Vol 1 flying requirements for MR aircrew in CMR/BMC billets.***

4.3.2.1.1. **(Added-USAFE)** To maintain an "active" status (i.e. able to evaluate AF Form 8/8a qualifying events), SEFEs will adhere to the following minimum flying requirements. See **Figure 4.1 (Added)** to aid in determining CMR SEFE "active" status.

4.3.2.1.1.1. **(Added-USAFE)** For the purpose of this guidance, the use of "sortie" includes both flights and sims as allowed by the MDS RAP Tasking Memorandum (RTM).

4.3.2.1.1.2. **(Added-USAFE)** "In-active" status does not necessarily equate to being decertified as a SEFE. Decertification is an OG/CC (for OGV-designated evaluators) or SQ/CC (for SQ-designated evaluators) action (reference **paragraph A11.4 (Added))**.

4.3.2.1.2. **(Added-USAFE)** All SQ-designated SEFEs, must maintain CMR status. SQ/CC, SQ/DO and API-6/B flight examiners under the OG/CC's command must, at a minimum, maintain BMC status. As used in this guidance, CMR/BMC "status" is based solely on sortie rate (ground training items tied to CMR/BMC status are not applicable).

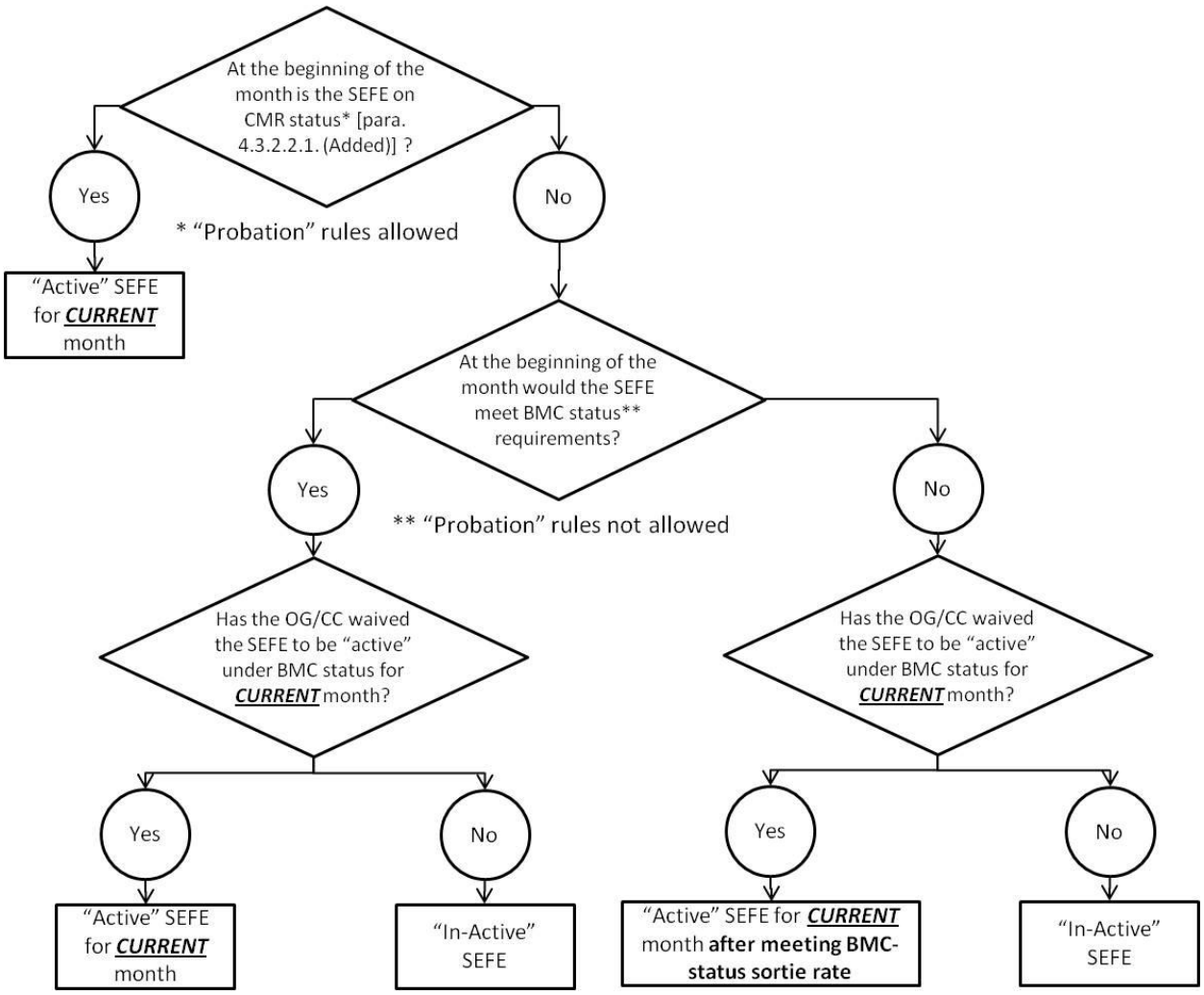
4.3.2.1.3. **(Added-USAFE)** HHQ SEFEs and Senior Flight Examiners (see **paragraph 4.4**), to the maximum extent practical, will maintain BMC status based solely on sortie rate (lookback IAW AFI 11-2MDS Vol 1, commensurate with their API number [6/8/B/D]).

4.3.2.1.4. **(Added-USAFE) Waiver.** The following guidance is based on the AFI 11-2MDS Vol 1 understanding that the previous month's sortie rate determines the current month's CMR/BMC status.

4.3.2.1.4.1. **(Added-USAFE)** The OG/CC may waive the CMR-status requirement to BMC status, but for no more than two consecutive months. BMC "probation" rules do not apply for BMC status waivers.

4.3.2.1.4.2. **(Added-USAFE)** Insert a copy of approved waivers into the individual's training folder (or equivalent training documentation). Summarize all approved waivers by recording in SEB minutes (see **Attachment 2**).

Figure 4.1. (Added-USAFE) Determining a CMR SEFE's "Active" Status



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

4.3.3.2. **(Added-USAFE) EXAMPLE**: A Senior Flight Examiner (designated IAW **paragraph 4.4**) may not evaluate an instructor if they themselves are not instructor qualified; however, USAFE/A3 may waive this requirement on a case-by-case basis IAW **paragraph 1.3**

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. **(USAFE)** See **paragraph 7.3.7.3.5.11** **(Added)** for guidance on documenting approval for a cross-command evaluation on the examinee's AF Form 8/8a. See also **paragraph 7.7.6** for documentation on the AF Form 942.

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. **(USAFE)** If current and qualified/certified in the crew position and/or event being executed SEFEs may assume the in-flight duties of the examinee. If applicable advise the crew and assume full responsibility for the examinee's crew position for the rest of the mission.

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

4.3.8. **(Added-USAFE)** Use a pyramid evaluation system IAW **Table 4.1** **(Added)** When unable to comply with pyramid evaluation system, obtain a waiver from HQ USAFE/A3TV using the waiver template found on the USAFE/A3TV ICE. The best available evaluator will be used to conduct waived pyramid evaluations. Annotate waiver IAW **paragraph 7.8.3.2.2**

4.3.8.1. **(Added-USAFE)** The pyramid evaluation system does not apply to evaluation requisites (i.e. any appropriately certified SEFE may administer an EPE).

4.3.8.2. **(Added-USAFE)** No waiver is needed when there is no certified examiner above the examinee (to include none at HQ USAFE). In these cases, use the highest level evaluator available to conduct the evaluation.

4.3.8.3. **(Added-USAFE)** For the following individuals, the pyramid evaluation system applies regardless of their SEFE status: SQ/CC, OGV Chief, OG/CC/CD, WG/CC/CV.

Table 4.1. (Added-USAFE) USAFE Pyramid Evaluations

Examinee	**Examiner (must be appropriately certified)**
WG/CC	HQ USAFE SEFE
OG/CC	WG/CC (Note 1), HQ USAFE SEFE
WG/CV, OG/CD, SQ/CC	OG/CC (Note 2), OGV SEFE, HQ USAFE SEFE
OGV SEFE	OG/CC (Note 2), OGV MDS Chief, HQ USAFE SEFE
OGV Chief	OG/CC (Note 2), HQ USAFE SEFE
HQ USAFE SEFE	Any SEFE
Note 1: Since WG/CCs are not authorized Senior Flight Examiner status, they must be fully certified and "active" SEFEs IAW their API code. Note 2: May be OG/CD if designated as a Senior Flight Examiner IAW **paragraph 4.4.1.2.**	

4.4. Senior Flight Examiner Program.

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

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

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

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

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

Chapter 5

AIRCREW QUALIFICATION EVALUATIONS

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

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

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

5.2. 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 11-2MDS Vol 2.

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

5.2.3.2.3. **(Added-USAFE)** Boom operators will designate cargo loading evaluations as "MSN (CARGO)." Attempt to align cargo loading evaluation with the qualification/mission (QUAL/MSN) evaluation (i.e. accomplish within the same month). When alignment is not possible, document the evaluations on separate AF Forms 8 to avoid expiration date discrepancies.

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**.

5.2.4.2.1. Accomplish INIT INSTR evaluations on actual instructional missions whenever possible. When students are not available or mission/crew composition

requirements prevent inclusion of students, another crewmember or the evaluator will serve as the student.

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

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

5.2.4.2.3. **(USAFE)** SEFE-certifed aircrew who expire on any periodic checkride will not be certified to perform SEFE duties until the expired evaluation is reaccomplished.

5.2.4.2.4. **(Added-USAFE)** INIT and RQ INSTR evaluations may be conducted in conjunction with any periodic evaluation. For INIT INSTR evaluations, place emphasis on examinee demonstration of instructional ability. Incomplete INIT INSTR flight phase requirements do not preclude the update of the combined periodic evaluation if, 1) all flight-phase requirements are successfully completed, and 2) all ground phase requirements are completed within the periods described in **paragraph 5.5.3** Conversely, not completing all periodic flight phase requirements does not preclude the completion of the INIT/RQ INSTR evaluation if all INSTR items have been evaluated. See **Chapter 7** for documentation guidance.

5.2.4.2.5. **(Added-USAFE)** Unless otherwise stated in AFI 11-2MDS, Vol 2, for multiple qualified aircrew members, one INIT INSTR evaluation is valid for all aircraft in which the aircrew member is qualified.

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

5.2.5. **(USAFE)** 4 (Added) **SEFE Objectivity Evaluations**. See **Attachment 8 (Added)** for guidance, documentation, and grading criteria on SEFE Objectivity Evaluations.

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.

5.2.5.2.1.3. **(Added-USAFE)** If not limited by **paragraph 5.2.5.2.1.2,** , the SEFE must advise the examinee of the option to use a SPOT evaluation to update his/her periodic evaluation zone prior to the beginning of the aircrew mission brief.

5.2.5.2.1.4. **(Added-USAFE)** Examinees intending to use a SPOT evaluation to update their periodic evaluation zone must declare their intent prior to the beginning of the aircrew mission brief.

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

5.2.5.3. **(USAFE) EXAMPLE:** AFI 11-218, *Aircraft Operations and Movement on the Ground*, **Chapter 1**, prescribes evaluation requirements for non-pilot aircrew authorized to conduct engine start, run-up, and test of engines. Unless incorporated as a periodic evaluation requisite in AFI 11-2MDSV2, a SPOT evaluation would be the appropriate type of evaluation for this requirement (documented IAW **Chapter 7**).

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:

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.

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

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

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.

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

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

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

5.2.6.3.2. **(USAFE)** "Normal preparation" will be defined as no sooner than 24 hours prior to schedule takeoff and no later than aircrew brief time. **MAF only**: For N/N SPOT, notification may be at any time [paragraphs **5.2.5.2.1.3** **(Added)** and **5.2.5.2.1.4** **(Added)** still apply]. In this case evaluators will coordinate with squadron supervision as to when notification will occur.

5.2.6.3.2.1. **(Added-USAFE)** N/N checkrides will not be given in the sixth month of the eligibility period. Waiver authority is the OG/CC.

5.2.6.3.2.2. **(Added-USAFE)** The OG/CC will determine quantifiable N/N program goals that will be included in the unit supplement along with guidance on program implementation. Distribute no-notice evaluations proportionately among aircraft (for multi-MDS wings), crew positions, and evaluation types. At unit discretion, N/N evaluations conducted by HQ USAFE SEFEs may count toward unit N/N program goals.

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**).

5.3.2.2.2.4. 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.***

5.3.3.4.5. **(Added-USAFE)** A requisite (flight or ground) graded Q2, does not automatically drive the overall grade to a Q2 (see **paragraph 5.3.3.4.1**). Likewise, the flight-phase SEFE may assign a flight phase grade that is different from the

overall qualification level. Reference **paragraph 7.3.7.3.5.4 (USAFE)** for documentation.

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

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

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

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

5.4. Evaluation Criteria.

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

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

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

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

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

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

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

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

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

5.5.1.2). The flight phase includes an in-flight and/or simulator evaluation of aircrew performance.

5.5.1. **Ground Phase Requisites.**

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

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

5.5.1.1.2. **INSTM:** Instrument examination

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

5.5.1.2. **Emergency Procedures Evaluations (EPEs).**

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

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

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

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

5.5.1.2.2.3. **(Added-USAFE)** EPEs will consist of at least one boldface/CAPs (if applicable) and one non-boldface/CAPs EP per phase of flight (i.e., start/taxi, takeoff/departure, cruise/mission employment, and approach/landing) or as directed by AFI 11-2MDS Vol 2. If an aircraft does not have Boldface/CAPs, then only one EP per phase of flight is required.

5.5.1.2.2.4. **(Added-USAFE)** All EPEs will be of sufficient length to ensure adequate coverage of applicable material. Do not accomplish the EPE in-flight when the examinee is a required crewmember unless specifically allowed in AFI 11-2MDS Vol 2.

5.5.1.2.2.5. **(Added-USAFE)** Record EPE results, to include discrepancies, on a USAFE Form 135G, *Emergency Procedures Grade Sheet*, PEX EPE worksheet, or OGV-approved unit-produced worksheet. Keep a copy of the signed form/worksheet on file until a suitable temporary AF Form 8/8a (see **paragraph 7.3.8**) is posted in the FEF.

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

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

unsupervised flight (see also paragraph **5.3.2.2.2**). Document IAW paragraphs **7.3.5.6** and **7.3.7.3.4**.

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

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

5.5.2. **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.

5.5.2.3. **(Added-USAFE) CAF only**. Include unit procedures for the conduct of MSN evaluations in the unit supplement. As a minimum, procedures will include SEFE/examinee responsibilities and what profile information (e.g. ATO) the SEFE will furnish to the examinee.

5.5.2.4. **(Added-USAFE)** If an event is required to be completed in-flight (i.e. not normally in a simulator/ATD) and the evaluation would be considered incomplete if the event were not accomplished on an additional flight, at SQ/CC discretion a suitable sim/ATD may be used to fulfill the requirement (unless specifically prohibited by AFI 11-2MDS Vol 2). Ensure documentation is IAW **paragraphs 7.3.5.2.2.4 (USAFE)** and **7.3.7.3.5.5**.

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.

5.6.1.4. **(USAFE)** If an examinee performs to Q- criteria for each area previously graded U, but additional training is still required, an additional recheck must be accomplished after completion of the assigned additional training. In this case, the time limit to complete the recheck is still based on **paragraph 5.6.1** and an additional recheck AF Form 8/8a will be completed.

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.

5.6.1.7. **(Added-USAFE)** At OG/CC discretion, a flight recheck may be combined with other periodic evaluations to facilitate completion of evaluations that are normally combined based on the MDS/crew position.

5.6.1.7.1. **(Added-USAFE)** The non-recheck portion of the combined evaluation (along with any associated requisites) must be completed within the zones described in **paragraphs 5.5.3 and 5.8** The recheck portion (and any associated requisites) must be completed within the time period described above.

5.6.1.7.2. **(Added-USAFE)** See **Chapter 7** for AF Form 8/8a documentation with special emphasis on **paragraphs 7.3.4.4.4.1 (Added)** and **7.3.9**

5.6.1.7.3. **(Added-USAFE) EXAMPLE**: If the INSTM and QUAL evaluations are normally combined, but the examinee earns a Q3 due to a U on a QUAL event prior to completion of the evaluation, the OG/CC may approve the examinee to fly a combined RQ QUAL (to satisfy recheck requirements IAW guidance above) and INSTM evaluation.

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**).

5.6.3.2. **(USAFE)** Restrict instructors graded Q2 on any evaluation (to include EPEs) from performing instructor duties on downgraded areas until additional training/debriefing is complete. Likewise, SEFEs receiving a Q2 on any evaluation will be restricted from giving evaluations (to include EPEs) until additional training is completed.

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

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

5.7. Supervised Status.

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

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

5.7.3. **(Added-USAFE)** See **paragraph 7.3.7.1.2** for documentation of "designated supervisor" on the AF Form 8/8a.

5.8. Timing of Aircrew Qualification Evaluations.

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

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

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

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

5.8.3.2. **Extended Evaluations.**

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

5.8.3.2.2. **MAJCOM-Extended Evaluations.** MAJCOM/A3s may extend evaluation expiration dates for individual aircrew members on a case-by-case basis IAW paragraph **1.3.1**. Provide guidance for MAJCOM extensions in MAJCOM supplements to this instruction.

5.8.3.2.2. **(USAFE)** Units will forward extension requests not otherwise approved by the SQ/CC using the "USAFE Evaluation Extension Request" template located on the USAFE/A3TV ICE (**https://ice.usafe.af.mil/sites/A3/A3T/A3TV_External/default.aspx**) under the "*Waivers*" folder.

5.8.3.2.2.1. **(Added-USAFE)** Coordination will originate with the CCV that manages the individual's FEF then proceed as follows: SQ/CC → OGV → OG/CC → WG/CC → USAFE/A3T → USAFE/A3 (for final approval).

5.8.3.2.2.2. **(Added-USAFE)** To the maximum extent practical, units will coordinate requests so as to arrive at HQ USAFE at least one month prior to the original zone expiring. Incorporate documentation of approved extensions into the examinee's FEF IAW **paragraph 7.8.3.2.2**

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.

5.8.3.3.1. **(USAFE)** The intent of the non-standard approval guidance in **paragraph 5.8.3.3.1** is for approvals of the zone extension circumstances in **paragraph 5.8.3.2.3** for senior leadership (SQ/CCs and above).

5.8.3.3.1.1. **(Added-USAFE)** For all API-8 O-6s and above (e.g. USAFE/IG, 3 AF/CC, COMUSAFE, etc.) approval authority for evaluation extensions needed for any reason will be HQ USAFE/A3 (EXCEPTION: COMUSAFE is approval authority for USAFE/A3 evaluation extensions). 5.8.3.3.1.2. (Added) Submit requests IAW **paragraph 5.8.3.2.2 (USAFE)** using the applicable routing in **Table 5.1 (Added)** ***Evaluation Extension Request Coordination***.

Table 5.1. (Added-USAFE) Evaluation Extension Request Coordination.

Examinee	Coordination Routing	Final Approval
SQ/CC, OG/CD	CCV → SQ/CC → OGV →	OG/CC
OG/CC, WG/CV	CCV → SQ/CC → OGV → OG/CC →	WG/CC
WG/CC	CCV → SQ/CC → OGV → OG/CC → WG/CC →	NAF/CC
USAFE/IG, NAF/CC, COMUSAFE	CCV → SQ/CC → OGV → OG/CC → WG/CC → USAFE/A3T →	USAFE/A3
USAFE/A3	CCV → SQ/CC → OGV → OG/CC → WG/CC → USAFE/A3T → USAFE/A3	COMUSAFE

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

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

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

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

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

5.8.4.2. **(USAFE)** The OG/CC waiver will explain the circumstances causing the delinquent evaluation and the specific requisites being waived. Furnish a copy to HQ USAFE/A3TV.

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**.

5.9.5. **(Added-USAFE)** See **Attachment 11 (Added)** for Commander-Directed decertification (e.g. downgrades on non-AF Form 8/8a qualifying events, non-punitive removal of certifications due to manning, etc.),

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.

5.10.2. **(USAFE)** Squadrons will use a Letter of Xs (see **Attachment 11 (Added))** in lieu of the AF Form 4348 unless the AF Form 4348 is specifically directed by the applicable AFI 11-2MDSV2.

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

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

5.10.5. **QUAL and MSN Evaluations.** All aircrew require a QUAL evaluation, and, if applicable, a MSN evaluation, to include requisites, in each MDS aircraft they maintain qualification according to applicable AFI MDS Vol 2, or AFI 16-1202 Vol 2.

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

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

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

5.11.1. **(USAFE)** USAFE AECMs are universally qualified IAW AFI 11-2AEV1, Chapter 2.

5.11.2. **Documentation.** See **Chapter 7** or **Chapter 8**, as applicable.

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

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

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

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

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

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

5.13. Initial Cadre.

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

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

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

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

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

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. **(USAFE)** In addition to guidance on the overall execution of the unit Aircrew Exam program, describe how PEX will be used for the aircrew exam program at all Stan/Eval functional levels.

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. **(USAFE)** PEX will be the primary means to administer requisite open/close book, instrument, and semi-annual testing. Hard copy testing is permissible, but units shall strive to incorporate PEX as much as possible.

6.3.2.1. **(Added-USAFE)** Units may use a locally-derived aircrew testing system once certified and approved by USAFE/A3TV and its implementation described in the unit supplement. Units desiring certification will allow USAFE/A3TV to verify that the desired system complies with the intent of this volume. Certification/approval documentation will be included in SEB minutes (see **Attachment 2**).

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

6.4. Exam Sources.

6.4.1. **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.

6.4.1.1.1. **(Added-USAFE)** Units may provide aircrew access to a completely electronic library in lieu of a hardcopy library for the purposes of Open Book testing.

6.4.1.1.1.1. **(Added-USAFE)** If used, an electronic library will be accessible in a suitable testing environment (see **paragraph 3.2.1.4**) and will include all relevant publications in one electronic location (i.e. aircrew should not have to search around the internet for the individual publications).

6.4.1.1.1.2. **(Added-USAFE)** The electronic library will ensure aircrew are accessing the document as it was released from the release/publishing authority (i.e. scanned copies of hardcopy source documents are not allowed).

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. **(USAFE)** OGVs will develop an SQB for each crew position of each unit MDS. SQBs may be combined if different crew positions are responsible for the same information (e.g. F-15E pilots and WSOs).

6.4.1.2.1. **(Added-USAFE)** Do not select open book questions from any closed-book MQF (MDS or local).

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.

6.4.2.1.1. 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.

6.4.2.1.2. **(USAFE)** Forward MQF edits and suggestions for MQF changes using the AF Form 847 IAW local procedures to the "USAFE/A3TV (Workflow)" org account. USAFE/A3TV will review the changes and forward to the appropriate lead MAJCOM Stan/Eval function.

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

6.4.2.2. **(USAFE)** Units will develop a local procedures MQF derived from relevant USAFESUP guidance, local supplements, and local operating guidance.

6.4.2.2.1. **(Added-USAFE)** Closed book exams will include questions from the local MQF.

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.

6.4.3. **(USAFE)** Unit supplements will include guidance on how the unit plans to manage instrument exam creation and quality control.

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.

6.4.4. **(USAFE) Exam Question Review.** Units have 60 days after any changes in source guidance to complete reviews of affected exams. If no changes in source guidance have occurred throughout the year (thus constituting an exam review), units will plan on completing and documenting their annual reviews before holding the first semi-annual SEB (reference **paragraph 3.2.2.7.1 (Added)**).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6.6.4. **(Added-USAFE)** Open and closed book exams will consist of a minimum of 25 questions.

6.6.5. **(Added-USAFE)** The unit supplement will be clear about which type of exam management is being used (prepared v. randomly generated). Even if PEX is used to administer the exam, the exam may actually be a "prepared exam" if PEX is not randomly generating the test from an exam database IAW **paragraph 6.6.2.2** Whichever method is used, units will make every effort to capture legitimate trend information that is both meaningful and relevant to the unit's mission and the commander's overall unit vision.

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

6.8. Grading.

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

6.8.1. **(USAFE) Boldface/CAPs.** Boldface/CAPs will be written from memory.

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.

6.9.1. **(USAFE) Reexamination Policy.** An "adequate study period" will be defined in the unit supplement, but may be no less than 12 hours from the conclusion of the fail exam or the beginning of the next duty day, whichever occurs first. OG/CC is waiver authority for retesting with less than an "adequate study period."

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.

6.9.3. **(USAFE) Boldface/CAPs Reexamination Restriction.** Aircrew failing a Boldface/CAPS requisite exam will retest no earlier than the beginning of the next duty day. OG/CC is waiver authority for same-day retesting.

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.

6.9.5. **(Added-USAFE)** Include procedures for tracking failed examination dates and how leadership will be informed in unit supplements.

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

6.10.1. 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.

6.10.4. **(Added-USAFE)** As a minimum, OGVs or CCVs will conduct semi-annual testing for all flight crewmembers. Timing of the semi-annual test is at unit discretion and will be defined in the unit supplement.

6.10.4.1. **(Added-USAFE)** Semi-annual tests will be a minimum of 20 questions and at least 25 percent of the questions must come from sources other than MDS and local MQFs or SQBs (e.g. FCIFs).

6.10.4.2. **(Added-USAFE)** Units may use aircrew testing accomplished during USAFE/A3TV ASEVs as the semi-annual test, but must communicate this desire to the administering A3TV inspector prior to the commencement of testing (aircrew testing during USAFE/A3TV ASEVs shall not be used to meet requisite examination requirements).

6.10.4.3. **(Added-USAFE)** Flight surgeons and non-CEA aircrew (e.g. CRO/PJ) are exempted from semi-annual testing, but may test at OG/CC's discretion. This exemption does not apply to AE personnel.

6.10.5. **(Added-USAFE)** As a minimum, all applicable aircrew will successfully complete a Boldface/CAPs written exam every prior to the first flight of each calendar month.

6.10.5.1. **(Added-USAFE)** A Boldface/CAPs written exam will be accomplished in each MDS for which the aircrew is qualified.

6.10.5.2. **(Added-USAFE)** Boldface/CAPs exam will be written from memory. Abbreviations which do not affect the correct meaning of the procedure are acceptable.

6.10.5.3. **(Added-USAFE)** Boldface/CAPs exams will be graded by the squadron operations supervisor or designated representative (Fighter); Aircraft Commander (AC) or any available instructor (MAF and HH-60s) IAW **paragraph 6.8.1**. Failure of this written exam grounds the individual until a successful reexamination is accomplished.

6.10.5.4. **(Added-USAFE)** Outline unit execution in the unit supplement under Go/No-Go Procedures (**paragraph 9.3.3 (Added)**). Unit supplements will clearly define failure procedures (grounding, amount of time until retesting, level of supervision required for retest) regarding monthly Boldface/CAPS requirements.

Chapter 7

DOCUMENTATION

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

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

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

7.1.2. **(USAFE)** Digital (i.e. use of a CAC signature) and electronic (i.e. //SIGNED//) signatures are authorized on all AF Forms 8/8a and FEF documentation generated by USAFE units. A combination of signature formats (including those on the same document) are allowed.

7.1.2.1. **(Added-USAFE)** When electronically signing a document, USAFE units will use the following standard (IAW AFI 33-119 and AFI 33-321): **//SIGNED/*initials*//**. The date will be included in the appropriate "date" block of the respective form

7.1.2.2. **(Added-USAFE)** The stan/eval function responsible for routing the AF Form 8/8a for signature will QC the form upon receipt after a signature is added prior to sending it out for further signatures. The intent is to mitigate unknown content changes from occurring while the document is being routed.

7.1.2.3. **(Added-USAFE)** To the max extent possible, AF Forms 8/8a will be sent via encrypted email to personal NIPR accounts (i.e. no org accounts or civilian addresses--Gmail, Hotmail, etc.) with the appropriate "For Official Use Only" (FOUO) paragraph (see example below) included on the email.

7.1.2.3.1. **(Added-USAFE) EXAMPLE**: "CONFIDENTIALITY NOTICE: This document, including all attachments, may contain information that is For Official Use only (FOUO). Information may be FOUO because it includes information protected by the Privacy Act. If any information in this e-mail falls under the Privacy Act of 1974, you must safeguard the information and, if applicable, all attachments. Disclosure of information is IAW DOD 5400.11R."

7.1.2.4. **(Added-USAFE)** Other than through PEX, USAFE units will not use wholly electronic FEFs unless the desired system is certified and approved by USAFE/A3TV. Units desiring certification will allow A3TV to verify that the desired system complies with the intent of this volume. See **paragraph 7.8.2** for more information on electronic FEFs.

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.

7.2. (USAFE)Qualifications versus Certifications. Squadrons will use a Letter of Xs [see **Attachment 11 (Added)**] in lieu of the AF Form 4348 unless the AF Form 4348 is specifically directed by the applicable AFI 11-2MDS Vol 2.

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.

7.3.1.3. **(USAFE) EXCEPTION**: Commander-directed downgrade AF Form 8 is completed by the Commander directing the downgrade and the individual being downgraded. See **paragraph 7.4**

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

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

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

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

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

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

7.3.2.6. **(Added-USAFE)** PEX will be used as the primary system for AF Form 8/8a and AF Form 942 data entry. As needed, once PEX data are input the appropriate Stan/Eval function completing the form may finalize the form outside of PEX.

7.3.2.7. **(Added-USAFE)** Unit supplements will provide guidance on PEX usage regarding evaluation data entry (e.g. direct PEX entry by SEFEs, worksheet use by SEFEs that is then input into PEX by SELOs, etc.).

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**).

7.3.4.2.2. 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**).

7.3.4.4.2. **(USAFE)** Since a flight recheck following a failed evaluation is by definition an "RQ" evaluation, "N/A" will be entered on flight recheck AF Forms 8/8a.

7.3.4.4.2.1. **(Added-USAFE)** If, at the discretion of the OG/CC, a flight recheck is combined with other periodic evaluations (i.e. RQ QUAL combined with an INSTM), document IAW **paragraph 7.3.4.4.4**

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).

7.3.4.4.3. **(USAFE)** The intent of **paragraph 7.4.4.3** guidance is that *any* extension approval (SQ/CC, USAFE/A3, etc.) only extends 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).

7.3.4.4.4. **(USAFE)** This is true for INIT/RQ INSTR evaluations that are combined with MSN evaluations IAW **paragraph 5.2.4.2.4** **(Added)** (i.e., for an INIT INSTR/MSN, enter "INSTR: N/A" then on the next line, "MSN: Aug 12-Jan 13").

7.3.4.4.4.1. **(Added-USAFE)** Flight rechecks due to failed evaluations combined with other, non-recheck periodic evaluations will be documented with the RQ portion as "N/A". **EXAMPLE**: An RQ QUAL (due to a recheck from a failed evaluation) combined with an INSTM would be documented "QUAL: N/A" then on the next line, "INSTM Aug 12-Jan 13".

7.3.5. **- 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.

7.3.5.1.1.3.1. **(Added-USAFE)** Document any N/N EPE (see **paragraph 5.2.6.3**) as "N/N EPE".

7.3.5.1.1.3.2. **(Added-USAFE)** Document a SPOT EPE (see **paragraph 5.2.5**) as "SPOT" or "N/N SPOT" (as appropriate). If no other evaluation was accomplished, then annotate the EPE grade under both the Ground Phase and Overall Qualification blocks.

7.3.5.1.1.4. Annotate "Instrument" for instrument requisite exam.

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

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

7.3.5.1.1.7. **(Form 8a)** For a combined ground requisite that includes all applicable aircraft under Universal Qualification guidelines (example: one closed/open book examination which contains questions for more than one

aircraft or one EPE which evaluates more than one aircraft) make a single line entry for each requisite (i.e. Open Book, Closed Book, EPE etc.).

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

7.3.5.1.3. Grade.

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

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

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

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

7.3.5.2. **Flight Phase.**

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

7.3.5.2.2. Mission/Check.

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

7.3.5.2.2.1. **(USAFE)** Evaluations may be listed in any order as long as prefixes (if used) are in front of the evaluation they are describing.

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.

7.3.5.2.2.4. **(USAFE)** If executing IAW **paragraph 5.5.2.4** **(Added)** a second sortie entry is required. In this case, the second sortie entry will be entered with a SIM prefix (see **paragraph 5.2.6.4**). See also **paragraph 7.3.7.3.5.5**.

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

7.3.5.2.2.6. **(Added-USAFE)** Multiple single-line entries for multiple flight evaluations accomplished in the same calendar month may be used if directed by the unit supplement.

7.3.5.2.2.6.1. **(Added-USAFE)** Use a separate AF Form 8/8a for flight evaluations accomplished in different months even if a combined EPE was accomplished IAW **paragraph 5.5.1.2.2.2**.

7.3.5.2.2.6.2. **(Added-USAFE) EXAMPLE (If option is directed by the unit supplement)**: A KC-135 INSTM/QUAL evaluation is conducted on 15 Sep with a MSN evaluation on 22 Sep, and a combined INSTM/QUAL/MSN EPE on 25 Sep. On one AF Form 8, document the EPE IAW paragraph 7.3.5.1.1.3., but document the flight evaluations on separate lines.

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).

7.3.5.3.2.2. **(Added-USAFE)** Reference **paragraph 7.3.9** for documentation of flight and ground rechecks.

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."

7.3.5.4.2. **(USAFE)** This is true for INIT/RQ INSTR evaluations that are combined with MSN evaluations IAW **paragraph 5.2.4.2.4 (Added)** (i.e., for an INIT INSTR/MSN, enter "INSTR: N/A" then next line, "MSN: Aug 12").

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

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

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

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

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

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

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

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

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

7.3.5.6.2. Date Additional Training Completed.

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

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

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

7.3.5.6.3.1. **(Added-USAFE)** Contract instructors who are certified by the USAF to conduct aircrew training (e.g. sim instructors) may complete additional training. If a contract instructor is used, a qualified USAF instructor from the same MDS who is familiar with and can certify the validity of the additional training will sign the AF Form 8/8a under "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. **– Certification Signatures.**

7.3.6.1. **Flight Examiner.**

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

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

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

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

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

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

7.3.6.1.3. **(USAFE)** The signature block may be electronically signed and will be written as follows:

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. **(USAFE)** The intent of "acting in their stead" applies to acting CCs/CVs/DOs if the reviewing and/or approving officer is unavailable to sign within the time period described in **paragraph 7.3.8.5**.

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.

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**.

7.3.6.2.2.2. **(USAFE)** Non-concur comments may direct additional restrictions, but will not add downgrades. See **paragraph 7.3.6.2.5**

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. **(USAFE)** **Table 7 1. (Added)** lists reviewing and final approval authorities for AF Forms 8/8a. In the organization block, list both the organization and the office symbol.

7.3.6.2.5.1. **(Added-USAFE)** In no case will the SEFE also sign as the reviewing/approving officer for an evaluation he/she administered. If the SEFE would normally be the reviewing or approving officer and an exception is not noted in **Table 7.1 (Added)**, the SEFE's deputy/vice commander (e.g. OG/CD for the OG/CC, WG/CV fr the WG/CC) may be used. If there is no deputy/vice available, use the next reviewing/approving officer in the examinee's chain of command (i.e. Flt/CC, SQ/CC, OG/CC, WG/CC, NAF/CC, COMUSAFE).

Table 7.1. (Added-USAFE) AF Forms 8/8a Reviewing and Final Approval Authorities

Examinees:	Reviewing Officers	Approving Officers
API 1/2 Flyers (except SQ/CC & SQ/DO)	Flying SQ/DO or ADO (Notes 1 & 6)	SQ/CC (Note 1)
API 6 Flyers	Attached SQ/CC (Notes 2 & 6)	Assigned Rated Supervisor (Note 3)
API 8/D Flyers (except USAFE/A3/IG & NAF/CC)	Attached SQ/CC (Note 2)	Assigned Rated Supervisor or Division Chief (Notes 3 & 5)
Flying SQ/DO	SQ/CC (OG/CD if the SQ/CC is the SEFE)	OG/CC (Note 4)
Flying SQ/CC	OG/CD	OG/CC (Note 4)
OG/CD	Attached SQ/CC (Note 2)	OG/CC (Note 4)
OG/CC	Attached SQ/CC (Note 2)	WG/CC
WG/CV	Attached SQ/CC (Note 2)	WG/CC
WG/CC	Attached SQ/CC (Note 2)	NAF/CC or CV (if CC not available
USAFE/A3/IG	Attached SQ/CC (Note 2)	USAFE/CV (Note 7)
NAF/CC	Attached SQ/CC (Note 2)	COMUSAFE (Note 7)

NOTES:
1. If the SQ/CC or DO is the SEFE, at SQ/CC discretion the examinee's Flt/CC or a SQ/ADO may be the reviewing officer and the SQ/DO/CC (whomever was not the SEFE) the approving officer.
2. If the SQ/CC is the SEFE, the DO will be the reviewing officer.
3. If the immediate supervisor is not rated, then use the next rated supervisor in the examinee's chain of command
4. If the OG/CC is the SEFE, the WG/CC will be the approving officer
5. For HQ USAFE and HQ NAF personnel below the division chief level, the applicable division chief is the approving officer (e.g. for A3TV SEFEs, A3T is the approving officer).
6. **MAF Only**: At unit discretion (as described in the unit supplement), the Chief of CCV may sign as Reviewing Officer in instances where the DO would sign.
7. After attached SQ/CC review, route AF Form 8 to USAFE/A3T (with info to USAFE/A3TV) for further staffing.

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

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

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

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

7.3.6.3.2. **(USAFE)** Annotate unit/organization office symbol IAW with examples in **paragraph 7.3.6.3.2**

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.).

7.3.6.4.1. **(Added-USAFE)** If the examinee chooses not to sign, the AF Form 8/8a is still considered valid and will be filed in the FEF without the examinee's signature. A Major Discrepancy MFR (see **paragraph 7.8.6.1**) will then be written and signed by the approving officer stating the circumstances behind the examinee's lack of signature. Ensure that the MFR communicates whether or not the examinee has been briefed on the results of their evaluation.

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

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

7.3.7.3.3.1. **(Added-USAFE)** If using paragraphs B and C (i.e. if discrepancies are documented or additional training is needed), include both "1. Ground." and "2. Flight." In cases where a discrepancy or additional training is documented in only one phase, annotate "None" as applicable in the other area.

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."

7.3.7.3.4.5. **(Added-USAFE)** In the event of a failed evaluation, the intent of documentation under the "Additional Training" heading is only to annotate what the examinee must do PRIOR to any requalification actions. Comments detailing requalification events and/or how an examinee will regain qualification after additional training is completed will not be annotated in this section. Requalification requirements and criteria will be annotated under "Restrictions" (see **paragraph 7.3.7.1.1**).

7.3.7.3.5. **Additional Comments.**

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

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

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

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

7.3.7.3.5.4. **(USAFE)** This applies to both flight and/or ground requisites where

the requisite grade differs from the overall grade (see **paragraph 5.3.3.4.5 (Added)**). Include a brief explanation of the difference in grades.

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.

7.3.7.3.5.11. **(Added-USAFE)** IAW **paragraph 4.3.4 (USAFE)** document approvals for the examinee to receive a cross-command evaluation if the evaluator is not from the same MAJCOM as the examinee. See also **paragraph 7.7.6** for AF Form 942 documentation.

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.

7.3.7.6. **(USAFE) Additional Reviews (Optional).** An additional review will be conducted and annotated by OGV. Format of annotation is at unit discretion (as defined in the unit supplement), but at a minimum will include initials of the reviewer.

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.

7.3.8.5. **(USAFE)** Annotate on the USAFE Form 136 in the respective FEF any alibis for not meeting this requirement.

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

7.3.8.6.1. **(Added-USAFE)** Any signed documentation (to include PEX-produced worksheets) that meet the requirements of **paragraph 7.3.8.2** may be used as temporary evaluation documentation.

7.3.8.6.2. **(Added-USAFE)** Reference **paragraph 7.7** **(USAFE)** for updating the AF Form 942 upon the filing of temporary eval documentation in the FEF.

7.3.8.6.3. **(Added-USAFE)** Once units have compiled all AF Form 8/8a documentation requirements and are simply waiting on signatures to complete the form, all previous temporary documentation will be removed from the FEF and a copy of the AF Form 8/8a with the evaluator's signature (pen & ink, electronic, or digital) will be filed as the new temporary evaluation documentation.

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.

7.3.9.1.3. **(USAFE) EXAMPLE**: An examinee takes and fails an INSTM flight evaluation in the third month of eligibility, but successfully completes a flight recheck in the fourth month; however, ground requisites are not completed until the fifth month. In this case, the Q3 AF Form 8 will not have the ground requisites annotated and may be completed and signed with just the flight phase documented (with associated verbiage in Section II). The flight recheck AF Form 8 will then

annotate the results of both ground requisites and the flight phase recheck (with associated verbiage in Section II.

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. - 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. - Qualification.

7.4.3.1. **Flight Phase.** In the Mission/Check block enter the type evaluation commensurate with the downgrade being given (e.g. if the commander is downgrading an area/subarea related to the tactical mission of the weapon system, then enter MSN) with the date of the situation that caused the downgrade.

7.4.3.2. Qualification Level.

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

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

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

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

7.4.3.3. **Expiration Date of Qualification.** Enter "N/A".

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

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

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

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

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

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

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

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

7.4.3.5. **Commander-Directed Downgrade Block.** Place an "**X**".

7.4.4. **– 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.

7.4.4.3.1. **(Added-USAFE)** If the examinee chooses not to sign, the AF Form 8/8a is still considered valid and will be filed in the FEF without the examinee's signature. A Major Discrepancy MFR (see **paragraph 7.8.6.1**) will then be written and signed

by the commander directing the downgrade stating the circumstances behind the examinee's lack of signature. Ensure that the MFR communicates whether or not the examinee has acknowledged the fact that the downgrade is being processed.

7.4.5. **– 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"

7.4.6. **(Added-USAFE)** For documentation of Commander-Directed decertification (i.e. downgrades on non AF Form 8/8a qualifying events) see **paragraph 5.9.5 (Added)** and **Attachment 11 (Added)**.

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. **- 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. – 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. **– 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. – 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.

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

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

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

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

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

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

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

7.6.1.7. **(Added-USAFE)** Unless specifically directed by AFI 11-2MDS Vol 2, USAFE units will not use the AF Form 4348, but will instead use a Squadron Letter of Xs [see **Attachment 11 Added)**]

7.6.2. General Data Entry.

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

7.6.2.2. Use one line for each certification.

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

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

7.6.3. Certification.

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

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

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

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

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

7.6.3.5. **(USAFE)** The flying SQ/CC (or equivalent) or designated representative will be the certifying official.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7.6.7. **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. (USAFE)AF Form 942, *Record of Evaluation*. Update the AF Form 942 in the FEF as soon as temp eval documentation is filed in the FEF IAW **paragraph 7.3.8**. This update may be a pen & ink update (see **paragraph 7.8.6.3.2**) until the AF Form 8/8a is finalized and a new AF Form 942 is printed.

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.

7.7.6. **(USAFE) MAJCOM Change.** A "USAFE" entry is not needed until the individual completes their first checkride after being assigned to USAFE, i.e., "USAFE" will be annotated in conjunction with logging the first completed evaluation.

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**.

7.8.1.1. **(USAFE)** A USAFE Form 136, *Flight Evaluation Folder Review/Minor Discrepancy Log*, will be kept in the FEF. Unless specifically authorized by AFI 11-2MDS Vol 2 or unit supplement, other documents will not be kept in the FEF.

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.

7.8.2.4. **(Added-USAFE)** Upon conversion to an electronic FEF, units will mark the hardcopy FEF on the outside with conversion date and "For Reference Use Only". A cover sheet will then be inserted on top of Section II stating that all subsequent AF Form 8 documentation is kept in PEX (or other certified system IAW **paragraph 7.1.2.4 (Added)**.

7.8.2.5. **(Added-USAFE)** Unit supplement will provide guidance on electronic FEF standards, expectations, and management as well as the unit process for validating squadron compliance.

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

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

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

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

7.8.3.1.2. **(USAFE)** The USAFE Form 136, will be placed under the last AF Form 942 and AF Form 4348 (if used).

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

7.8.3.2. **(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.

7.8.3.2.2.2.3. **(Added-USAFE)** Send a copy of the memo to the "USAFE/A3TV (Workflow)" org account prior to the original evaluation's

expiration date.

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

7.8.4. **Hard-Copy Folders.**

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

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

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

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

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

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

7.8.5.1.1. 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. **(USAFE)** CCVs will conduct FEF reviews annually (defined as once every 12 months). A "posting" review may count as an annual review if both **paragraphs 7.8.5.2** and **7.8.5.3** are complied with at the time of review.

7.8.5.4. **(Added-USAFE)** Document initial, posting, and annual reviews on the USAFE Form 136.

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.

7.8.6.2.2. **(Added-USAFE)** Minor discrepancies will be recorded on the USAFE Form 136. Each minor discrepancy listed on the form will contain the affected AF Forms 8/8a/4348 (if used), completion date on form (if applicable), short description of discrepancy and date the discrepancy was discovered. Units are not responsible for documenting the minor discrepancies on any stan/eval form that was generated prior to the individuals arrival in USAFE.

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.

7.8.6.3.1.1. **(Added-USAFE)** SEFE initials on corrections do not need to be wet ink. Since electronic/digital signatures are allowed on the final form, if the SEFE is no longer available in person, initials may be obtained whereby the AF Form 8/8a is emailed IAW **paragraph 7.1.2.3 (Added)** and the SEFE emails a scanned, initialed copy for filing in the FEF.

7.8.6.3.1.2. **(Added-USAFE)** OGV Chiefs may initial for corrections of minor discrepancies in the original SEFE's absence; however, a "Lack of SEFE availability" that would drive this requirement is limited to instances where the SEFE has separated/retired or otherwise is not able to receive an electronic document IAW **paragraph 7.1.2.3 (Added)**.

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.

7.8.7.3.4. **(Added-USAFE)** A copy of the latest Letter of Xs (see **Attachment 11 (Added)**) will be placed in the member's FEF prior to an extended TDY (where the FEF is required to be transported by the member) or a PCS.

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, Combat Camera, and non-rated aircrew that only require an examination to establish qualification.

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

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

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

8.1.3.1. **(Added-USAFE)** If a flight phase event is required thereby generating an AF Form 8/8a, an FEF will be built and maintained by the applicable Stan/Eval function.

8.1.3.2. **(Added-USAFE)** If no flight phase event is required, the applicable Stan/Eval function will not include the affected specialized aircrew on the Squadron Letter of Xs (see **Attachment 11 (Added))** until ARMs and the associated AF Form 1522 has been verified.

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. **Combat Camera**. Test questions will be randomly generated from a test bank maintained by the Combat Camera career field manager (CFM), in coordination with HQ USAF/A3O-AT and using commands.

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 a minimum of four volumes as listed in **Table 9.1** in either hardcopy or electronic format.

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. **(USAFE)** The intent of this guidance is not to prohibit the release of waivers to publications via FCIF.

9.1.2.1. **(Added-USAFE)** HQ USAFE/A3 will not release FCIFs to issue publications. Units will issue TOs (to include operational/safety supplements), USAF, Lead-MAJCOM (that has not associated USAFE guidance), USAFE, and local instructions required for flight via unit FCIFs.

9.1.2.2. **(Added-USAFE) MAF**. Even if unit TODOs received formal releases of TOs and associated checklist from their Flight Manual Managers, OGVs will not release to aircrew until AMC has issued a formal release message (usually via AMC FCIF). USAFE/A3TV SMEs will provide awareness to the OGVs of AMC's formal release message; however, this is for information only and units should not withhold release of publications waiting for a USAFE/A3TV notification.

9.1.2.2.1. **(Added-USAFE)** This guidance also applies to non-TO, non-AFI publications managed and released by lead-MAJCOM and annotated as required by AFI 11-2MDS Volumes.

9.1.2.2.2. **(Added-USAFE)** This guidance does not apply to AFIs. Once an AFI is officially published on USAF E-Publishing site, it is considered official, enforceable guidance.

9.1.2.3. **(Added-USAFE) CAF**. Upon receipt of TO (and associated checklists) release notification from the applicable Flight Manual Manager, OGVs may release to aircrew at their discretion.

9.1.2.4. **(Added-USAFE)** In all instances, if units encounter difficulties (e.g. receipt of paper products, errors in product distribution) that cannot be resolved directly with the applicable Flight Manual Manager, send any questions or requests for assistance to USAFE/A3TV.

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

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

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

9.1.4.1. **(USAFE)** Include squadron appointment letter for primary and alternate FCIF monitor (see **paragraph 9.1.5.8 (Added)**).

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.

9.1.4.2.1. **(Added-USAFE)** Part B will be divided into two sections (with associated indexes): Current and Rescinded FCIF Read Files. HQ USAFE/A3 approves/rescinds all USAFE-directed Part B FCIF items. The OG/CC approves all unit-directed FCIF items. Squadron's will not issue FCIFs, but may use a Squadron Read File or similar forum for release of squadron-specific FCIF-type information.

9.1.4.2.1.1. **(Added-USAFE)** Rescinded items will be maintained for six months according to T13-08 R38.00 of the Air Force RDS. Upon rescission, the date rescinded, 6-month removal date, and disposition will be entered in the appropriate index (see **Table 9.3 (Added)**).

9.1.4.2.1.2. **(Added-USAFE)** Index and divide FCIF read files by MDS or squadron designation.

9.1.4.2.1.3. **(Added-USAFE)** Index and file individual FCIFs in reverse numerical sequence with the latest item on top.

9.1.4.2.1.4. **(Added-USAFE)** Annotate the current index with the assigned control number, title, OPR/USAFE item number, distribution date, and

suspense/expiration. Annotate the rescinded index with the assigned control number, title, OPR/USAFE item number, date rescinded, and 6-month removal date (see **Table 9.3 (Added)**).

9.1.4.2.1.4.1. **(Added-USAFE)** A single index may be used for both current and rescinded FCIFs. If used annotated items IAW **Table 9.3 (Added)** below.

9.1.4.2.1.4.2. **(Added-USAFE)** In all cases cross-reference classified entries to the appropriate location.

9.1.4.2.1.4.3. **(Added-USAFE)** The annotated suspense will also be considered a review date. If the item is still determined valid and necessary after review, the suspense date must be changed or the item must be reissued.

9.1.4.2.2. **(Added-USAFE) Flight Crew Bulletin (FCB)**.,

9.1.4.2.2.1. **(Added-USAFE)** If an FCB is used place it in Part B of Vol I. The FCB may be used in lieu of the FCIFs annotated in the FCB as long as the FCB contains all current FCIFs (as applicable to the OG's assigned MDSs) at the time the FCB is published.

9.1.4.2.2.2. **(Added-USAFE)** OGV is responsible for the update and maintenance of the FCB and will reference the HQ USAFE/A3TV ICE for an updated listing of current and rescinded FCIFs.

9.1.4.2.2.3. **(Added-USAFE)** New FCIFs will be placed on top of the FCB per instructions in **paragraph 9.1.4.2.1 (Added)** until a new FCB is published.

9.1.4.2.2.4. **(Added-USAFE)** Annotate each FCB entry by the date (month and year) of original FCIF release, the releasing authority (e.g. HQ USAFE, OGV, etc.), and whether the item has been carried over from a previous edition of the FCB. See also any FCB requirements in the appropriate AFI 11-2MDS, Vol 3.

9.1.4.2.2.5. **(Added-USAFE)** Once an FCB is published, all FCIFs contained in the FCB may be removed from the Current section of Part B. Incorporation of an FCIF item into an FCB does not constitute rescission of that FCIF. The incorporated FCIFs will be filed elsewhere until such time that they become rescinded.

9.1.4.2.2.6. **(Added-USAFE)** Once an FCIF is rescinded, it will be deleted from the FCB and filed in the Rescinded section of Part B.

Table 9.3. (Added-USAFE) Index Title Descriptions.

Title	Description
Control Number	Number assigned by OG/OGV for FCIF item control
Title	Subject of FCIF item
OPR/USAFE Item Number	Office of creation/HQ USAFE/A3 assigned FCIF number (if applicable)
Distribution Date	Date FCIF item distributed to subordinate units and date-time-group of HQ USAFE/A3 FCIF item (if applicable)
Suspense/Expiration	Date of predicted rescission from current read file (i.e. "until

	incorporated into AFI-XXX", "until rescinded by HQ USAFE/A3", suspense date for review, etc.)
Date Rescinded	Date current FCIF item is rescinded and placed in rescinded read file
6-month Removal Date	Rescinded FCIF item removal date--6-months after rescinded date (according to Air Force RDS)
Disposition	Status of FCIF item (i.e. current, rescinded, what rescinded it, etc.)

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

9.1.4.3. **(USAFE)** Part C will be annotated as a "Squadron Read File" and will include current operational and mission guidance that does not have a direct impact on flight-safety. At SQ/CC discretion items in the squadron read file may be required reading prior to flight. Clearly document such intention on the actual read file.

9.1.4.3.1. **(Added-USAFE)** Part C items will not be less restrictive than any published guidance.

9.1.4.3.2. **(Added-USAFE)** Index and file individual documents in reverse numerical sequence with the latest item on top.

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.

9.1.4.5.1. **(Added-USAFE)** Within two duty days of receiving HQ USAFE FCIFs, affected OGVs will acknowledge receipt via email to the "USAFE/A3TV (Workflow)" org account and post the FCIF IAW the guidance in this Chapter.

9.1.4.5.2. **(Added-USAFE)** Approval authority for waivers to USAFE FCIFs is USAFE/A3 unless otherwise stated in the USAFE FCIF. Submit waivers IAW **paragraph 1.3**

9.1.4.5.3. **(Added-USAFE)** Units may use any FCIF format that suits their mission requirements as long as the following minimum items are annotated: unit control number, date distributed, post-not-later-than date (for squadrons), and review/rescission date. FCIFs will be approved and signed by the OG/CC or designated representative.

9.1.4.5.3.1. **(Added-USAFE)** For the release of HQ USAFE FCIFs, units will either release as-is or, if needed, provide more restrictive implementation guidance. At no time will units issue less restrictive guidance than is communicated in the USAFE FCIF.

9.1.4.5.4. **(Added-USAFE)** OGV is the focal point for any information released to aircrew via FCIF. Staff agencies at the wing-level and below that desire to release information via FCIF will coordinate with OGV (Volume V of the FCIF library excluded). Above the wing level, HQ USAFE/A3TV is the focal point for FCIF information.

9.1.4.6. **(Added-USAFE)** OGVs may add additional components to Volume I as desired.

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.

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

9.1.5.1. **(USAFE)** OGV and squadrons will establish a Publications Library that contain all USAF, MAJCOM, Technical Orders, and local publications applicable to the unit's operation. If any part of the library is separated, it will be cross-referenced using a DD Form 2861, *Cross Reference sheet* for Technical Orders or identified on the publication library index for Air Force Instructions.

9.1.5.1.1. **(Added-USAFE)** OGV and squadrons will appoint a primary and alternate Publications Library monitor to ensure proper maintenance as directed by this supplement, AFI 33-360; section 2J, TO 00-5-1 *AF Technical Order System*, and local guidance. Place the appointment letter in Part A, Volume I of the FCIF Library.

9.1.5.1.2. **(Added-USAFE)** Reference the USAFE Publication Library Index on the USAFE/A3TV ICE (**https://ice.usafe.af.mil/sites/A3/A3T/A3TV_External/default.aspx**) to determine minimum requirements for Volumes II through IV of the Publication Library. As directed in the unit supplement, units may maintain any/all of the library in electronic format as long as all of the following conditions are met.

9.1.5.1.2.1. **(Added-USAFE)** All publications must be stored in the same format as they are distributed from the release/publishing authority, i.e. scanned copies of documents that are released/published only in hardcopy format are not allowed.

9.1.5.1.2.2. **(Added-USAFE)** All relevant publications will be available from one electronic location (i.e., the library will not force aircrew to search for individual publications) and will be accessible and viewable by multiple aircrew simultaneously. This does not preclude the use of links to networked storage (e.g. USAF Epubs site), but the links will be directly to the publications and not to sub-folders that aircrew must look through to find the desired document.

9.1.5.1.2.3. **(Added-USAFE)** Each location that must keep an FCIF library will also have at least one tier of a non-network, standalone backup capability (e.g. external harddrive, laptop, CD-ROM, etc.). The intent is to ensure the e-library is accessible and viewable when required regardless of primary e-library availability.

9.1.5.1.2.4. **(Added-USAFE)** Prior to allowing aircrew use of an e-library, units will gain USAFE/A3TV certification to ensure it complies with the standards in this supplement. E-library certification will be obtained from any A3TV evaluator on a formal (during a SAV/ASEV) or informal (during a regular flying visit) basis and will be annotated in Part A of Vol I signed by both the certifying individual and the OGV Chief.

9.1.5.1.2.5. **(Added-USAFE)** The unit supplement will provide guidance on establishment of the e-library to include guidance on any unit-mandated hardcopy requirements. Units will maintain process descriptions with the e-library to facilitate program continuity. This process description may be published in the unit supplement or as a standalone document.

9.1.5.1.3. **(Added-USAFE)** Units will reference the USAF E-Pubs site and ETIMS to verify the currency of library publications.

9.1.5.1.4. **(Added-USAFE) EXCEPTION**: As described in the unit supplement, OGVs may allow their squadrons to maintain only the TO guidance on aircraft configurations assigned to that squadron. In the event units must host or be temporarily responsible for alternately configured aircraft (e.g. -220 engines at -229-equipped units), OGVs will document in the unit supplement the standards and expectations for referencing applicable TOs.

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.

9.1.5.2. **(USAFE)** OGV will develop, maintain, and distribute a Master Publications Library Index to subordinate squadrons. The Master Index will identify publications required by OGV to be in hard copy format (if applicable).

Table 9.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFI 11-202V1	*Aircrew Training*
AFI 11-2MDSV1	*Aircrew Training*
AFI 11-202V2	*Aircrew Standardization Evaluation Program*
AFI 11-2MDSV2	*Aircrew Evaluation Criteria*
AFI 11-202V3	*General Flight Rules*
AFI 11-2MDSV3	*Aircrew Operational Procedures*
AFI 11-401	*Aviation Management*

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.

9.1.5.4.1. 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.

9.1.5.4.2. **(USAFE)** File the index in Volume I, Part A.

9.1.5.4.3. Documents in the FCIF library will be made available for deployments via either electronic or hardcopy means.

9.1.5.4.3. **(USAFE)** Deployment publications libraries may be fully electronic, but will have at least one standalone backup (e.g. hard drive, CD-ROM, etc.).

9.1.5.5. **(Added-USAFE)** Volume IV. In addition to the items listed in Table 9.1, the following items will be included (as applicable, to include cross references to classified volumes): weapons delivery manuals, weapons checklists (ballistic tables are not required), ATP-56 (Air Refueling guidance), and any locally prepared aircrew aids.

9.1.5.6. **(Added-USAFE)** Volume V, if used, is exempt from guidance applicable to Volumes I through VI published in this supplement.

9.1.5.7. **(Added-USAFE) Volume VI: Weight and Balance (optional for non-airlift squadrons)**.

9.1.5.7.1. **(Added-USAFE)** If used by non-airlift squadrons, this volume will contain appropriate aircraft weight and balance information for all applicable aircraft in accordance with TO 1-1B-50, *Basic Technical Order for USAF Aircraft Weight and Balance,* (a minimum of one per MDS) if it is not readily available to aircrew elsewhere.

9.1.5.7.2. **(Added-USAFE)** For airlift squadrons, Volume VI will include, as a minimum, TO 1C-XX-5.

9.1.5.7.2.1. **(Added-USAFE)** Aircraft designated as "Class 2" in the USAF Aircraft Weight and Balance Classifications will have a copy of each DD Form 365-4, *Weight and Balance Clearance Form F - Transport/Tactical*, for the standardized loads maintained in Volume VI. Additionally, maintain a list of applicable aircraft configurations and unit standard conventional loads (SCL) in this volume.

9.1.5.7.2.2. **(Added-USAFE)** If pre-computed DD Forms 365-4 are used, file them in this volume.

9.1.5.8. **(Added-USAFE)** OGV and squadrons will appoint a primary and alternate FCIF monitor to ensure proper maintenance as directed by this supplement, AFI 33-360, TO 00-5-1, and local guidance. Place the appointment letter in Volume I, Part A.

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.

9.2.1.3. **(Added-USAFE)** HAF or COMUSAFE SIIs released under the AF Inspector General program as defined in AFI 90-201, **paragraph 2.7**. are not Stan/Eval SIIs in and of themselves. Unless an AFI 90-201 SII is subsequently released via FCIF as a Stan/Eval SII IAW the guidance in this section, a HAF or COMUSAFE SII will be inspected by the IG only during UCIs IAW AFI 90-201 guidance.

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

9.2.2.5.1. **(Added-USAFE)** Effective date of rescission will be IAW **paragraph 9.2.3.1 (Added)**.

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).

9.2.3.1. **(Added-USAFE)** All SIIs will have a review/rescission date no more than 90 days from the date of issue. If after 90 days the SII is still valid, the issuing authority may reissue the SII at 90-day increments. The intent of this guidance is preclude SIIs from losing their effectiveness. If SII items need to become part of normal aircrew briefings, units will issue changes to unit standards or recommend changes to governing publications via the AF Form 847.

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.

9.2.4. **(USAFE)** SIIs may be issued from either the OG or SQ level.

9.2.5. Units will place all applicable SIIs into the FCIF, Current Read File, Part B, for dissemination to crewmembers.

9.2.5. **(USAFE)** If issued from the squadron level, SIIs will be released via Squadron Read File (or equivalent) and stored in FCIF Volume I, Part C (see **paragraph 9.1.4.3**). Reference **paragraph 9.2.3.1 (Added)** for rescission guidance.

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.

9.2.6. **(USAFE)** A listing of all current SII topics separated by issuing authority (e.g. USAFE, OG, SQ) will be posted in each briefing room or applicable aircrew flight briefing area for immediate reference during aircrew briefs. Additionally, post any quick-reference briefing aids that may accompany the release of an SII. Unless specifically prohibited by the FCIF releasing the SII, units may tailor briefings aids released in USAFE Stan/Eval SIIs to suit unit requirements.

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 11-2MDS Vol 1, and AFI 11-421 *Aviation Resource Management*.

9.3.1.3. Examination items required for flight from this AFI and applicable supplements (see **Chapter 6**).

9.3.1.4. Any Duty Not Involving Flying (DNIF) status.

9.3.1.5. Currency on all FCIF (Volume 1, Part B) items.

9.3.1.5.1. **(Added-USAFE)** All aircrew (assigned and attached) will review and sign off FCIFs (Vol 1, part B) using either the USAFE Form 287**,** *Flight Crew Information File Certification*, or an automated FCIF tracking system (e.g. PEX). If an automated tracking system is used, a temporary USAFE Form 287 will be used if the automated tracking system cannot be accessed for any reason. The temporary USAFE Form 287 may be disposed of when all reviews have subsequently been re-entered into the automated tracking system.

9.3.1.5.2. **(Added-USAFE) Initial/Annual FCIF Reviews**.

9.3.1.5.2.1. **(Added-USAFE)** All aircrew (both assigned and attached) will accomplish an initial and annual review of all FCIFs (vol 1, Part B). The initial review will be completed prior to the first flight after being assigned/attached to a squadron (not required for attached flyers if the initial review was accomplished when the attached flyer was previously assigned to the same unit regardless of squadron).

9.3.1.5.2.2. **(Added-USAFE)** Assigned or attached crewmembers absence from flying at their home station 90 days or more will accomplish a complete review prior to flight (this review may be counted as the annual review).

9.3.1.5.2.3. **(Added-USAFE)** Document reviews IAW **paragraph 9.3.1.5.1 (Added)**.

9.3.2. **(Added-USAFE)** SARM personnel will be the primary verifiers of Go/No-Go status. The unit supplement may designate additional levels of supervision to include Aircraft/Mission Commanders (MAF) as able to verify Go/No-Go status prior to releasing aircrews for scheduled missions.

9.3.3. **(Added-USAFE) Monthly Boldface/CAPs**. Reference **paragraph 6.10.5 (Added)**, monthly Boldface/CAPs exams are a Go/No-Go item. Unit supplements will include guidance on implementation under this paragraph.

9.3.4. **(Added-USAFE) Situation Emergency Procedures Training (SEPT)**. For fighter aircrew, SEPTs are a Go/No-Go item. Accomplish SEPTs in accordance with AFI 11-2MDS, Vol 1.

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.

9.4.1.1. **(Added-USAFE)** SUPEVALs aid the commander in determining if there is a problem in standardization or execution of the unit's mission(s) as reflected in inspection findings or negative trends during checkrides. SUPEVALs also are the last link in the chain connecting known problems and the implementation of corrective actions. The consequences of SUPEVALs may be as small as implementing an extra step in a checklist to as far reaching as changing a squadron's entire annual training program. See **Attachment 12 (Added)** for more information

9.4.1.2. **(Added-USAFE)** SUPEVALs should be implemented by all levels of flying supervision, not just by the OG/CC.

9.4.1.3. **(Added-USAFE)** The USAFE SUPEVAL program consist of both operational and in-flight evaluations.

9.4.1.3.1. **(Added-USAFE) Operational SUPEVALs**. Operational SUPEVALs cover shop duties that require compliance with published guidance.

9.4.1.3.1.1. **(Added-USAFE)** Conduct unit operational SUPEVALs once every calendar year, but not to exceed 12 months. Units will use the USAFE/A3TV Inspection Checklists posted on the USAFE/A3TV ICE under the "*SAV/ASEV Info*" folder as the baseline for constructing their own SUPEVAL checklists.

9.4.1.3.1.2. **(Added-USAFE)** The OG/CC may extend the expiration date of required operational SUPEVALs up to 3 months. Document extensions in SEB minutes.

9.4.1.3.1.3. **(Added-USAFE)** As a minimum, the unit program will conduct a SUPEVAL on all squadron Stan/Eval programs areas as listed in the most current *USAFE/A3TV SAV/ASEV Criteria Guide*.

9.4.1.3.2. **(Added-USAFE) In-flight SUPEVALs**. In-flight SUPEVALs cover a specific topic for a finite period. Examples include (but are not limited to): SFO

execution, flight discipline, flight leadership, noise abatement, communication discipline, CRM issues, etc..

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.

9.4.3.1. **(Added-USAFE) Reporting**. Submit a written report to the commander that initiated the SUPEVAL no later than 2 weeks after completion of the SUPEVAL (info copy to USAF/A3TV). OGV (for mandatory and OG-directed SUPEVALS) and CCV (for SQ/CC-directed SUPEVALs) shall retain a 2 year history of all SUPEVAL reports (may be electronic, hardcopy, or both at unit's discretion). The report shall include the following items at a minimum:

9.4.3.1.1. **(Added-USAFE)** Purpose and objectives of SUPEVAL (e.g. in response to SEB findings, trends, etc.)

9.4.3.1.2. **(Added-USAFE)** Discrepancies

9.4.3.1.3. **(Added-USAFE)** Recommendation(s) for corrective actions

9.4.3.1.4. **(Added-USAFE)** OPR and Suspense dates for completion of corrective actions.

9.4.4. Individuals other than flight examiners, as determined by the commander directing the supplementary evaluation, may participate in its conduct.

9.4.5. Supplementary evaluations may be administered in conjunction with a flight evaluation. If conducted in-flight, supplementary evaluations will not be all-encompassing, result in the assignment of an overall grade or be documented on an AF Form 8/8a.

9.4.6. At a minimum, supplementary evaluations results will be documented in SEB minutes (see Attachment 2).

9.4.7. **(Added-USAFE)** The unit supplement will define the execution of the unit SUPEVAL program.

9.5. Forms Adopted. 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*.

9.6. Forms Prescribed. AF Form 8**,** *Certificate of Aircrew Qualification*; AF Form 8a, *Certificat**e** of Aircrew Qualification (Multiple Aircraft)*; AF Form 942, *Record of Evaluation*; AF Form 4348, *USAF Aircrew Certifications*.

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

(USAFE)

JACK B. EGGINTON, Major General, USAF
Director of Air and Space Operations

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-9, *Lead Operating Command Weapon Systems Management*, 13 Jun 2000

AFPD 11-2, *Aircraft Rules and Procedures*, 14 Jan 2005

AFPD 11-4, *Aviation Service*, 1 Sep 2004

AFPD 33-3, *Information Management*, 28 Mar 2006

AFI 11-202, Volume 1, *Aircrew Training*, 23 Nov 2005

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*, 7 Mar 2007

AFI 11-418, *Operations Supervision*, 21 Oct 2005

AFI 11-421, *Aviation Resource Management*, 1 Nov 2004

AFI 13-201, *Airspace Management*, 1 Dec 2006

AFI 16-1202, Volume 2, *Pararescue and Combat Rescue Officer Standardization and Evaluation*, 11 Feb 2008

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 Dec 2006

AFI 36-2201, Volume 1, *Training Development, Delivery, and Evaluation*, 1 Oct 2002

AFI 65-503, *US Air Force Cost and Planning Factors*, 4 Feb 1994

AFI 90-201, *Inspector General Activities*, 22 Nov 2004

AFMAN 11-210, *Instrument Refresher Program (IRP)*, 3 Feb 2005

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Abbreviations and Acronyms

A3—Director of Operations

AE—Aeromedical Evacuation

AF—Air Force

AFFSA—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

HQ—headquarters

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

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

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

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, Vol 1, *Training Development, Delivery, and Evaluation.*

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 AFPD 10-9 as responsible for the coordination of MDS-Specific activities.

Master Question File (MQF)—Question bank used to construct closed book exams. Aircrew members have access to MQFs.

Mission Evaluation—Qualifies an aircrew member to employ the member's assigned weapon system in accomplishing the unit's operational or DOC statement mission. Requires AF Form 8/8a documentation.

No—Notice Evaluation-An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

Office of Collateral Responsibility (OCR)—Any headquarters, agency, or activity having coordinating functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Operations Group Commander (ANG/AFRC)—ANG/AFRC may use Air Operations Officer/ Operations and Training Officer, if appropriate, when Operations Group Commander (OG/CC) is referenced.

Qualification Evaluation—Qualifies an aircrew member to perform the duties of a particular crew position in the specified aircraft. Requires AF Form 8/8a documentation.

Requalification Evaluation—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding six months (as specified in applicable AFI11-2MDS Vol 1), a recheck following a failed evaluation or a commander directed downgrade. Requires AF Form 8/8a documentation.

Requisites—Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete. Requires AF Form 8/8a documentation.

Recheck—A subsequent evaluation used to remedy a failed evaluation. Requires AF Form 8/8a documentation.

Secure Question Bank (SQB)—Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

Specialized Aircrew—Flight Surgeons, Combat Camera, and Non-Rated aircrew, to include K-, Q- and X- prefix specialty codes. Does not include X-prefix Aeromedical Evacuation Crewmembers.

SPOT Evaluation—An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation. May be No-Notice. Requires AF Form 8/8a documentation.

Squadron Supervisor—Any of the following: squadron commander, operations officer, assistant operations officer, flight commander or person specifically designated by the squadron commander.

Stan/Eval Board (SEB)—A forum convened at the group level to review and resolve aircrew-related issues.

Stan/Eval Function—An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

Standardization/Evaluation Liaison Officer (SELO)—An individual (officer or enlisted) tasked to perform squadron Stan/Eval administrative duties.

Student Aircrew Member—An aircrew member enrolled in a formal course or training under a MAJCOM approved syllabus.

Supervised Status—The status of an aircrew member who must fly under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI11-2MDS Vol 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI11-2MDS Vol 1, or as determined by the SQ/CC.

Supplementary Evaluation Program—Administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems.

Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

Unit—A level of organization under HHQs (MAJCOM and/or NAF) required to establish a Stan/Eval function (normally this is an operations group and consists of both the group and flying squadrons).

Universal Qualification—Process where Specialized Aircrew attain/maintain qualification in two or more MDS aircraft where qualification is attained/maintained via a minimum of a ground phase examination.

User Command—Any Air Force MAJCOM/agency, other than the lead command, that possess a MDS.

Weapon System—A combination of one or more weapons with all related equipment, materials, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.

Attachment 1 (USAFE)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMAION

References

AFI 11-214, *Air Operations Rules and Procedures*, 22 December 2005

AFI 11-218, *Aircraft Operations and Movement on the Ground*, 11 May 2005

TO 00-5-1, *AF Technical Order System*, 01 Oct 2008

TO 1-1B-50, *Basic Technical Order for USAF Aircraft Weight and Balance*, 01 April 2008

Prescribed Forms

USAFE Form 135f, *Flight Check Grading*, 16 Oct 2003

USAFE Form 135g, *Emergency Procedures Grade Sheet*, 16 Oct 2003

USAFE Form 136, *Flight Evaluation Folder Review/Minor Discrepancy Log*, 20 Feb 2004

USAFE Form 287, *Flight Crew Information File Certification*, 13 Feb 2007

Adopted Forms

DD Form 2861, *Cross Reference*, Jun 2003

DD Form 365-4, *Weight and Balance Clearance Form - Transport/Tactical*, Aug 1996

Abbreviations and Acronyms

A3T - Chief, Operations and Training Division

A3TV - Chief, Standardization/Evaluation Branch

AAR—Air-to-Air Refueling

AECM—Aeromedical Evacuation Crewmember

ASEV - Aircrew Stan/Eval Visit

CCV—Squadron Stan/Eval

FCB—Flight Crew Bulletin

ICE--Information Collaborative Environment

OG/CC—Commander, Operations Group

OSS/CC—Operations Support Squadron Commander

PEX—Patriot Excalibur

SEFE--Stan/Eval Flight Examiner

SOF—Supervisor of Flying

SQ/CC—Squadron Commander

SUPEVAL - Supplementary Evaluation

TO—Technical Order

USAFE—United States Air Forces in Europe

WG/CC—Wing Commander

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

A2.1. (Added-USAFE) SEB Minutes Paragraph Format Additions.

A2.1.1. **(Added-USAFE)** Paragraph 1. Include office symbols. Also include absent members (name, organization, office symbols) and reasons for their absence.

A2.1.2. **(Added-USAFE)** Paragraph 2.b.(1)(a). Separate Q1s into Q1s without discrepancies and Q1s with discrepancies (debriefed).

A2.1.3. **(Added-USAFE)** Paragraph 2.d.(1) The status of all outstanding AF Forms 847 will be listed. Listing will include title; unit assigned tracking number and governing directive or AFI. Outstanding 847s will continue to be listed until final closing action is achieved (see **paragraph 3.2.2.10.4**).

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 7.3.7.1.1).

RESTRICTIONS: Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph **5.7**.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground (EPE). Area 21. Gear Fail to Retract – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.

2. Flight. Area 36. Task Prioritization – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Ground. Examinee will review gear fail to retract EPs with an instructor and perform another EPE with gear malfunctions as an emphasis item.

2. Flight. Examinee will accomplish a supervised flight with emphasis on task management in the instrument environment.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.7. RQ Following a Q3.

EXAMINER'S REMARKS:

A. Mission Description. This requalification evaluation was conducted… (enter short description of necessary events to regain lost qualification).

B. Discrepancies. None

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.8. Ground Recheck.

RESTRICTIONS: Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph **5.7**.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground. None.

2. Flight. Area 25. Ability to Instruct – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Ground. Examinee will review procedures then provide an instructional brief to a squadron instructor on entries into holding and TACAN penetrations.

2. Flight. None.

D. Additional Comments. Ground recheck successfully accomplished. No further action required.

(Signature and date)

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.9. Commander-Directed Downgrade (Non-Flying).

RESTRICTIONS: Commander-Directed Downgrade.

EXAMINER'S REMARKS:

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement, if required.

B. Discrepancies. None.

C. Recommended Additional Training. As required or “None.”

D. Additional Comments. As required or “None.”

ADDITIONAL REVIEWS: As required.

Figure A3.10. Commander-Directed Downgrade (Flying).

RESTRICTIONS: Commander-Directed Downgrade.

EXAMINER'S REMARKS:

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement, if required.

B. Discrepancies. Document all Q- or U discrepancies.

C. Recommended Additional Training. As required or “None.”

D. Additional Comments. As required or “None.”

ADDITIONAL REVIEWS: As required.

ATTACHMENT 4

AF FORM 8A COMMENT EXAMPLE

Figure A4.1. Q1 (Universal) QUAL MSN.

EXAMINER'S REMARKS: (If applicable. Repeat if necessary for each aircraft.)

A. Mission Description. This evaluation was completed on an F-16B aircraft. Capt Bones demonstrated all egress procedures in an excellent manner. All required equipment use and limitations were evaluated simulating a representative test sortie.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

ATTACHMENT 5

SAMPLE AF FORM 942

Figure A5.1. Sample AF Form 942.

RECORD OF EVALUATION

NAME *(Last, First, Middle Initial)* White, Roger E.

SSAN XXX-XX-1234

ACFT/CREW POSITION	TYPE OF EVALUATION	DATE COMPLETED	QUALIFICATION LEVEL	ACFT/CREW POSITION	TYPE OF EVALUATION	DATE COMPLETED	QUALIFICATION LEVEL
	ACC						
F-16C/MP	MSN	20060529	1				
F-16C/MP	INSTM/QUAL	20070402	1				
F-16C/IP	INIT INSTR	20070611	1				
F-16C/IP	MSN	20070918	2				
	AMC						
C-5B/MP	INIT INSTM/QUAL	20090306	1				
C-5B/MP	INIT MSN	20090604	1				

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013; EO 9397
PRINCIPAL PURPOSE: Source document used to record aircrew evaluations.
DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may result in a loss of aircrew evaluation records.

AF Form 942, 20061208

ATTACHMENT 6
SAMPLE AF FORMS 4348

Figure A6.1. Initial Review.

USAF AIRCREW CERTIFICATIONS

THIS IS TO CERTIFY THAT

NAME *(LAST, FIRST, MIDDLE INITIAL)*	SSAN	ACFT	UNIT ORGANIZATION AND LOCATION
Magellan, Ferdinand R.	XXX-XX-9999	MC-130H	15 SOS, Hurlburt AFB, FL

CERTIFIED EVENT / INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DECERTIFICATION DATE	DECERTIFICATION DISCRETIONARY / FOR CAUSE	DECERTIFICATION 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.		☐	
Capt Joe Instructor, 8 SOS/DOT					☐	
Drop Zone Controller (DZC)	20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		☐	
Capt Joe Instructor, 8 SOS/DOT					☐	
Landing Zone Safety Officer (LZSO)	20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		☐	
Maj Ira M. Pressive, 8 SOS/DOV					☐	
Close Interval Operations/MP	20080718	Lt Col Steve Starr 15 SOS/CC			☐	
Maj Pencil Head, 15 SOS/DOT					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	

PRIVACY ACT STATEMENT

AUTHORITY:10 USC 8013;EO9397
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

Figure A6.2. Certification and Decertification.

USAF AIRCREW CERTIFICATIONS

THIS IS TO CERTIFY THAT

NAME *(LAST, FIRST, MIDDLE INITIAL)*	SSAN	ACFT	UNIT ORGANIZATION AND LOCATION
Magellan, Ferdinand R.	XXX-XX-9999	MC-130H	15 SOS, Hurlburt AFB, FL

CERTIFIED EVENT / INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DECERTIFICATION DATE	DECERTIFICATION DISCRETIONARY / FOR CAUSE	DECERTIFICATION 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.		☐	
Capt Joe Instructor, 8 SOS/DOT					☐	
Drop Zone Controller (DZC)	20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	☑	Lt Col Steve Starr 15 SOS/CC
Capt Joe Instructor, 8 SOS/DOT					☐	
Landing Zone Safety Officer (LZSO)	20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	☑	Lt Col Steve Starr 15 SOS/CC
Maj Ira M. Pressive, 8 SOS/DOV					☐	
Close Interval Operations/MP	20080718	Lt Col Steve Starr 15 SOS/CC			☐	
Maj Pencil Head, 15 SOS/DOT					☐	
FARP	20080815	Lt Col Steve Starr 15 SOS/CC			☐	
Capt Roger Cuethree, 15 SOS/DOV					☐	
Flight Examiner	20100105	Lt Col Barry Reid 15 SOS/CC		20100730	☐	Lt Col Barry Reid 15 SOS/CC
Lt Col Robert Smart, 15 SOS/DOV					☑	
					☐	
					☐	
					☐	
					☐	

PRIVACY ACT STATEMENT

AUTHORITY:10 USC 8013;EO9397
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 (Added-USAFE)

SEFE OBJECTIVITY EVALUATION GRADING CRITERIA & DOCUMENTATION GUIDANCE

A8.1. (Added) Purpose. To hold SEFEs accountable to objectively evaluating aircrew against the standards of performance outlined in AFI 11-2MDS Vol 2 as well as provide commanders a way to assess the capabilities of the SEFEs under their command.

A8.2. (Added) Execution. SEFE-certified commanders at any level (to include Senior Flight Examiners) may give or direct SEFE objectivity evaluations at any time. Additionally, a SEFE objectivity evaluation (given either in-flight or during the administration of an EPE) will be given to initially-certified SEFEs (SEFEs who have never been certified before) by any HQ USAFE SEFE, OGV SEFE, the OG/CC, or the SEFE's assigned SQ/CC within the first 12 months after becoming a SEFE (may not be accomplished on the first evaluation after becoming a SEFE). See **Table A8.1 (Added)** for grading criteria.

A8.2.1. **(Added)** Waiver authority for extending the 12 month window for Objectivity Evaluations conducted on initially certified SEFEs is the SQ/CC. Document IAW **paragraph 7.8.3.2.2**

A8.2.2. **(Added)** Use the area grading criteria in **Table A8.1 (Added)** to assign both area and overall grades based on the two-tier grading system Q/U.

A8.2.2.1. **(Added)** An overall Q indicates that the SEFE complied with HHQ and local stan/eval directives, properly briefed and debriefed the examinee, correctly identified discrepancies, awarded an appropriate grade for each area evaluated, awarded an appropriate overall grade, and, if required, assigned appropriate additional training.

A8.2.2.2. **(Added)** Award an overall U when, in the SEFE's judgment, the SEFE examinee failed to satisfy Q requirements or additional training is warranted. Awarding a U will result in loss of SEFE certification until re-certified by the SQ/CC (squadron-designated evaluators) or the OG/CC (OGV-designated evaluators). Recertification standards will be stipulated in the unit supplement.

A8.2.3. **(Added)** The OG/CC and Chief of OGV may administer objectivity evaluations in all unit aircraft to a SEFE in any crew position.

A8.2.4. **(Added)** HQ USAFE SEFEs may conduct objectivity evaluations in all command aircraft to a SEFE in any crew position.

A8.2.5. **(Added)** SEFEs authorized by AFI 11-2MDS Vol 2 to administer evaluations to other crew positions can also administer these crewmembers an objectivity evaluation, e.g. F-15E Weapon System Operator (WSO) SEFEs can give F-15E pilot SEFEs objectivity evaluations.

A8.2.6. **(Added)** Objectivity evaluations may be combined with any other evaluation.

A8.3. (Added) Grading. SEFEs will use the grading criteria shown in **Table A8.1 (Added)** when conducting SEFE Objectivity Evaluations.

A8.4. (Added) Documentation. Except as described below, the AF Form 8 for a SEFE Objectivity Evaluation will be completed IAW **paragraph 7.3** Use a separate AF Form 8 if the objectivity evaluation is combined with any other evaluation.

A8.4.1. **(Added) - Examinee Identification**.

A8.4.1.1. **(Added) Aircraft/Crew Position**. Annotate the applicable crew position preceded by "E" as annotated on the AF Form 781 (e.g. EP, EW, EF, EB, etc.).

A8.4.1.2. **(Added) Eligibility Period**. Enter N/A.

A8.4.2. **(Added) - Qualification**.

A8.4.2.1. **(Added)** Enter SPOT under the Ground (for EPEs) or Flight Phase (for all flight evaluations given either in-flight or in the sim) block as appropriate.

A8.4.2.2. **(Added) Qualification Level**. Enter either "1" in the qualified block or "3" in the unqualified block, as appropriate.

A8.4.2.3. **(Added) Expiration Date**. Enter N/A

A8.4.3. **- Certification Signatures**.

A8.4.3.1. **(Added)** Reviewing Officer. For squadron evaluators, the Chief of CCV or DO will sign. For OGV evaluators the Chief of OGV or OG/CD will sign.

A8.4.3.2. **(Added)** Approving Officer. For squadron evaluators the SQ/CC will sign. For OGV evaluators, the OG/CC will sign.

A8.4.4. **(Added) - Comments**.

A8.4.4.1. **(Added) Examiner Remarks**. Mission description will be a succinct statement that verifies all items in Table A8.1 were evaluated and any alibis for items that were not evaluated. If the objectivity evaluation is conducted in conjunction with a ASEV, then the mission description will be preceded by the following statement: "This evaluation conducted as part of a HQ USAFE ASEV."

Table A8.1. Grading Criteria. (Added)

AREA 1. COMPLIANCE WITH STAN/EVAL DIRECTIVES.	
Q	Complied with all directives pertaining to the administration of a flight evaluation and flight safety.
Q-	Complied with most directives. Deviations did not jeopardize the effectiveness of the evaluation or flight safety.
U	Failed to comply with directives or allowed flight safety to be jeopardized.
AREA 2. SEFE BRIEFING.	
Q	Thoroughly briefed the examinee on the purpose of the evaluation and how it would be conducted. Discussed mission requirements, responsibilities, grading criteria, and SEFE actions/position during the evaluation.
Q-	Items were omitted during the briefing causing minor confusion or requiring later clarification.
U	SEFE failed to adequately brief the examinee.
AREA 3. IDENTIFICATION OF DISCREPANCIES AND ASSIGNMENT OF AREA GRADES.	

Q	Identified all discrepancies and assigned proper area grade.
Q-	Most discrepancies were identified. Failed to assign Q- grade when appropriate. Assigned discrepancies for performance that was within standards.
U	Failed to identify discrepancies related to flight discipline or deviations which merited an unqualified grade. Assigned Q- grades which should have been U or assigned U grades for performance within standards.
AREA 4. ASSESSMENT OF OVERALL PERFORMANCE.	
Q	Awarded the appropriate overall grade based on the examinee's performance.
Q-	Awarded an overall grade without consideration of cumulative deviations in the examinee's performance.
U	Did not award a grade commensurate with overall performance.
AREA 5. APPROPRIATE ASSIGNMENT OF ADDITIONAL TRAINING.	
Q	Assigned proper additional training if warranted.
Q-	Additional training assigned was insufficient to ensure the examinee would achieve proper level of qualification.
U	Failed to assign additional training when warranted.
AREA 6. MISSION CRITIQUE.	
Q	Thoroughly debriefed the examinee on all aspects of the evaluation. Discussed all deviations, area/overall grades, and additional training (if required).
Q-	Failed to discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required.
U	Did not discuss any assigned area grades or the overall rating. Changed grades without briefing the examinee.
AREA 7. FLIGHT/EPE EVALUATION DOCUMENTATION.	
Q	Correctly completed all required documentation.
Q-	Minor errors in documentation that did not affect the validity of the evaluation.
U	Failed to complete all required documentation. Major errors caused the validity of the evaluation to be questioned.
AREA 8. BRIEFING THE SUPERVISOR ON THE EVALUATION (IF REQUIRED).	
Q	Thoroughly debriefed an appropriate squadron supervisor if breaches of flight safety of flight discipline were observed during the evaluation. Discussed all deviations, area/overall grades, and additional training (if required). Immediately notified the examinee's SQ/CC/DO and flight commander, if available, if Q2 or Q3 performance was observed.
Q-	Debriefed the supervisor, but failed to discuss all discrepancies, grades, or additional training.
U	Failed to immediately notify the examinee's squadron commander/operations officer and flight commander, if available, when Q2 or Q3 performance was observed.
AREA 9. SEFE PERFORMANCE.	
Q	SEFE performed as briefed and contributed to a thorough evaluation of the examinee.
Q-	Committed minor errors that did not detract from the examinee's performance.
U	Committed major errors disrupting the examinee's performance or preventing a thorough evaluation.

Attachment 9 (Added-USAFE)

UNIT SUPPLEMENT CONTENTS

A9.1. (Added) Purpose. The purpose of this attachment is to act as a guide for the items to be included in the unit supplement. This attachment is a compilation only and does not introduce new guidance.

Table A9.1. (Added) Unit Supplement Checklist

Item	Included?			Unit Supplement Guidance	Reference(s)
	Yes	No	N/A		
1				Standards and procedures for the selection of OGV and squadron SEFEs	**3.2.1.2., 4.2.3**
2				Standards and procedures for the implementation of the PEX Stan/Eval module	**2.3.2.4. (USAFE), 3.2.1.7.**
3				Standards and procedures for the review and QC of AF Forms 8/8a	**3.2.2.2.**
4				Standards and procedures for the maintenance and review of unit FEFs (if not maintained by the squadron)	**3.2.2.3.**
5				Standards and procedures for the administration of Requisite Exams	**3.2.2.4.**
6				Standards and procedures for Trend program, minimum sample size, and percentages that constitute a trend	**3.2.2.5.5 (USAFE)**
7				Standards and procedures for SEB execution, attendance waivers, minutes production/archiving, problem resolution	**3.2.2.7.**
8				Guidance on squadron SEFE manning	**3.3.3.3.1. (Added)**
9				Quantifiable N/N program goals and guidance	**5.2.6.3.2.2. (Added)**
10				**(CAF Only)** Procedures for the conduct of MSN evals: SEFE/examinee responsibilities, what profile info the SEFE will furnish	**5.5.2.3. (Added)**
11				Guidance on Aircrew Exam program and how PEX will be used	**6.3.1. (USAFE)**
12				(If applicable) Describe implementation of locally-derived aircrew testing system	**6.3.2.1. (Added)**
13				Guidance on unit plans to manage instrument exam creation and QC	**6.4.3. (USAFE)**
14				Guidance on type of exam management being used (prepared v. randomly generated)	**6.6.5. (Added)**
15				Define “adequate study period” following exam failures	**6.9.1. (USAFE)**
16				Process for tracking failed exam dates and how leadership will be informed	**6.9.5. (Added)**

Item	Included?			Unit Supplement Guidance	Reference(s)
17				Describe timing of semi-annual testing	**6.10.4. (Added)**
18				Guidance on exam failure procedures as it relates to Go/No-Go	**6.10.5.4. (Added)**
19				Guidance on PEX usage regarding evaluation data entry	**7.3.2.7. (Added)**
20				(If applicable) Guidance on multiple single-line entries for multiple flight evals accomplished in the same calendar month	**7.3.5.2.2.6 (Added)**
21				(**MAF Only**) (If applicable) Allowance for the Chief of CCV to sign as Reviewing Officer in instances where the DO would sign	**Table 7.1. (Added) Note 5.**
22				Guidance on the annotation format of OGV AF Form 8/8a reviews (at a minimum will include initials of the reviewer).	**7.3.7.6. (Added)**
23				Guidance on "Additional Reviews" of AF Forms 8/8a	**7.4.5.6.**
24				Describe AF Form 4348 procedures/program (if applicable)	**7.6.7.**
25				Guidance on additional items required to be included in the FEF (if applicable)	**7.8.1.1., 7.8.3.1., 7.8.3.1.2.**
26				Guidance on additional information required on the FEF label	**7.8.4.3.**
27				Guidance for use/maintenance of electronic documents in the FCIF library	**9.1.5.1.2. (Added)**
28				Guidance and process descriptions on use of an e-FCIF library	**9.1.5.1.2.5. (Added)**
29				(As applicable) Allowance for squadrons to maintain only the TO guidance on aircraft configs assigned to the squadron	**9.1.5.1.4. (Added)**
30				Standards and procedures for Go/No-Go program	**9.3.**
31				(As applicable) Designation of additional levels of supervision able to verify go/no-go status	**9.3.2. (Added)**
32				(As applicable) Describe handoff of IRP management to another wing organization than OGV	**9.4.1.3.1.3.1. (Added)**
33				Guidance on execution of the SUPEVAL program	**9.4.7. (Added)**
34				Guidance on recertification standards for SEFEs receiving a U on a SEFE Objectivity Eval	**A8.2.2.2. (Added)**
35				Stipulate specific location for briefing materials; procedures for verification of currency and how aircrew will be made aware of changes	**A10.8 (Added)**
36				Letter of Xs 1. Describe overall management of Letter of Xs and which shop in the squadron is primary manager	**Atch 11 (Added)**

Item	Included?			Unit Supplement Guidance	Reference(s)
				2. As applicable, identify designated representative(s) for the SQ/CC to sign the Letter of Xs 3. Guidance on how the Letter of Xs will be finalized after signature 4. Stipulate where the Letter of Xs will be posted so as to be readily available to squadron supervision 5. Guidance on the use of the Letter of Xs for documenting CC-directed decertifications	

Attachment 10 (Added-USAFE)

BRIEFING FACILITIES GUIDANCE

A10.1. (Added-USAFE) As a minimum, the following materials will be available in either the mission planning area or flight briefing room(s) for the express purpose of facilitating the mission planning/briefing process as described in AFI 11-2MDS Vol 3. Items not applicable based on MDS and/or host nation requirements may be omitted. Use the following definitions:

A10.1.1. **(Added-USAFE)** Mission Planning: Includes the time period from the start of dedicated planning and any material used/produced specifically for the execution of the tasked mission.

A10.1.2. **(Added-USAFE)** Briefing: Starts with the beginning of the official aircrew pre-mission brief as described in AFI 11-2MDS, Vol 3. Does not include pre-brief "rallies" or informal gatherings not a part of the AFI 11-2MDS, Vol 3 briefing process.

A10.1.3. **(Added-USAFE)** Supervision of Flying: Includes SOF, Ops Sup/Top 3, or any similar duty position within the squadron involved with advising aircrew while they are on-mission starting from ground ops and continuing through engine shutdown.

A10.2. (Added-USAFE) All information, either hard copy or electronic, used for mission planning, briefing, and supervision of flying must be current and correct (i.e. no "For Reference Use Only" material will be used). See also paragraph 3.2.1.3.1. (Added).

A10.2.1. **(Added-USAFE)** Items listed below will be current and correct to the level of detail commensurate with their role in the planned mission/brief IAW AFI 11-2MDS Vol 3 and AFI 11-202 Vol 3 (e.g. if the local area map is also used for planning/briefing low-level ops then it must have current DAFIF/ECHUM).

A10.2.2. **(Added-USAFE)** Information need not be updated for items of a temporary nature (i.e. released through NOTAM, FCIF, or similar guidance), but aircrew will include temporary updates that are relevant to the mission in the briefing.

A10.2.3. **(Added-USAFE)** In lieu of replacing required information each time new guidance is released, units may provide a summary of changes relevant to the unit's missions (either individually for each applicable item listed below or combined for all items) that is/are available for each briefing.

A10.3. (Added-USAFE) Flight briefing rooms will be well lit and of adequate size to comfortably seat all flight members. In squadrons where space is limited, the flight planning room and briefing room may be collocated.

A10.4. (USAFE) A hard copy of the unit Pilot/Aircrew Aid, In-Flight Guide (IFG), and/or electronic briefing material may be used to satisfy these requirements as long as they are accessible and viewable by all flight members during the brief.

A10.5. (USAFE) If electronic briefing items are used to fulfill any of these requirements, squadrons will maintain an effective backup capability. The backup products need not be to the same resolution as the primary, but will be current/complete IAW A10.2.2. (Added).

A10.6. (USAFE) Regardless of the method used to display the material or the location in which it is maintained, aircrew will ensure that items relevant to the mission are present in the flight briefing room at the time of briefing.

A10.7. (USAFE) SQ/CCs (or equivalent) of forward operating locations may waive any of the below requirements as long as aircrew briefing capabilities are not degraded.

A10.8. (USAFE) Unit supplement will stipulate the specific location(s) required materials in this attachment will be maintained, how the squadrons will verify/maintain currency and correctness of required items, and how the squadrons will ensure aircrew are aware of any applicable changes.

A10.9. (USAFE) Briefing Boards and/or Electronic Slides:

A10.9.1. **(Added-USAFE)** Airfield diagram

A10.9.1.1. **(Added-USAFE)** Taxi routes

A10.9.1.2. **(Added-USAFE)** Arm/de-arm areas

A10.9.1.3. **(Added-USAFE)** Hot brake/hydrazine areas

A10.9.1.4. **(Added-USAFE)** Hot Refueling areas

A10.9.1.5. **(Added-USAFE)** Hung ordnance/unsafe gun area

A10.9.1.6. **(Added-USAFE)** Arresting gear locations.

A10.9.2. **(Added-USAFE)** Local area IFR/VFR pattern/references

A10.9.2.1. **(Added-USAFE)** IFR departures/Local Radar Climbout

A10.9.2.2. **(Added-USAFE)** Arrival routes/entry points

A10.9.2.3. **(Added-USAFE)** Significant geographic/cultural references

A10.9.2.4. **(Added-USAFE)** Hot/hung ordnance routes.

A10.9.3. **(Added-USAFE)** Local area map

A10.9.3.1. **(Added-USAFE)** Local flying areas

A10.9.3.2. **(Added-USAFE)** Traffic control areas

A10.9.3.3. **(Added-USAFE)** Commonly used Danger and Restricted areas (or Host Nation equivalent)

A10.9.3.4. **(Added-USAFE)** Alternate airfields

A10.9.3.5. **(Added-USAFE)** Primary AAR/HAR tracks

A10.9.3.6. **(Added-USAFE)** Controlled bailout area

A10.9.3.7. **(Added-USAFE)** Weapons Jettison area.

A10.9.3.8. **(Added-USAFE)** Landing Zones (LZs)

A10.9.4. **(Added-USAFE)** Information for most frequently used ranges

A10.9.4.1. **(Added-USAFE)** Patterns

A10.9.4.2. **(Added-USAFE)** Entry and departure points

A10.9.4.3. **(Added-USAFE)** Holding patterns

A10.9.4.4. **(Added-USAFE)** Target Photographs

A10.9.5. **(Added-USAFE)** Tanker/AAR/HAR Procedures (may use hard/electronic copy of ATP-56, AFTTP 3-3.MDS, and/or TOs)

A10.9.5.1. **(Added-USAFE)** Director lights (KC-135/KC-10)

A10.9.5.2. **(Added-USAFE)** Radio calls/visual signals

A10.9.5.3. **(Added-USAFE)** Visual depictions of observation/pre-contact/contact

A10.9.5.4. **(Added-USAFE)** MDS-specific emergency procedures

A10.9.6. **(Added-USAFE)** Training Rules (reference AFI 11-214)

A10.9.7. **(Added-USAFE)** Posting of all applicable local and USAFE SIIs

A10.9.8. **(Added-USAFE)** Dry-erase board (or equivalent).

A10.10. (Added-USAFE) Publications:

A10.10.1. **(Added-USAFE)** Primary Flight Manual, checklist(s), and aircrew aid.

A10.10.2. **(Added-USAFE)** Aircrew operational procedures (i.e. AFI11-2MDS Vol 3, and local guidance).

A10.10.3. **(Added-USAFE)** Range orders and any supplemental information for commonly used ranges.

A10.10.4. **(Added-USAFE)** FLIP (both DoD and Host Nation, if used) for local area. FLIP may be photo-copies of actual FLIP volumes or printouts from official on-line sources (IAW AFI 11-202V3, paragraph 2.3.3.), but must have a “Valid Through” date printed/posted on the document. This requirement may be fulfilled by having an aircrew member from the flight bring a set of FLIP to the brief.

A10.11. (Added-USAFE) Mission playback equipment.

A10.12. (USAFE) Cockpit photographs, system mock-ups, panel graphics, Computer-Based Trainers (CBT) of sufficient scale to be used as a briefing aid, or TO diagrams.

A10.12. (Added-USAFE) Aeromedical Evaluation (AE)-specific information

A10.12.1. **(Added-USAFE)** Squadron Operating Instructions (OIs) or equivalent.

A10.12.2. **(Added-USAFE)** AE In-flight Packaging Guide.

A10.12.3. **(Added-USAFE)** AE Aircrew Forms Guide.

A10.12.4. **(Added-USAFE)** Aeromedical Evacuation Equipment Standards.

A10.12.5. **(Added-USAFE)** Surgeon General (SG) Policy Letters (as applicable).

A10.12.6. **(Added-USAFE)** Recent editions of:

A10.12.6.1. **(Added-USAFE)** Lippincott Manual of Nursing Practice.

A10.12.6.2. **(Added-USAFE)** Current medical Diagnosis and Treatment.

A10.12.6.3. **(Added-USAFE)** Nursing Drug Reference.

A10.12.6.4. **(Added-USAFE)** Adult and Pediatric Advanced Cardiac Life Support Algorithms.

Attachment 11 (Added-USAFE)

LETTER OF CERTIFICATION GUIDANCE

A11.1. (Added-USAFE) Purpose. The purpose of this attachment is to further define USAFE requirements for units to maintain a Letter of Xs. The requirement to maintain a Letter of Xs is IAW paragraphs 4.2.3.2., 5.10.2., 7.1., and 7.2.

A11.2. (USAFE) Intent. The intent of the Letter of Xs is to provide the SQ/CC a summary document annotating the certifications/qualifications of all aircrew in the squadron.

A11.2.1. **(Added-USAFE)** Being a summary document, the Letter of Xs will be used in concert with source training/certification/qualification documentation (e.g. gradebooks, AF Forms 8/8a, etc.) to verify the validity of certification/qualification claims.

A11.2.2. **(Added-USAFE)** Specifically for certifications, in any instance where the source document cannot be located, the Master Letter of Xs, with a valid SQ/CC (or designated representative) signature, may be used as the source document for that certification.

A11.3. (Added-USAFE) Management and Publication.

A11.3.1. **(Added-USAFE)** Unit supplements will describe the overall management of the Letter of Xs, which may be assumed by the unit training function if desired.

A11.3.1.1. **(Added-USAFE)** If units choose to have the squadron training function manage the Letter of Xs, the Stan/Eval function will still verify the correctness of the final Letter of X prior to SQ/CC (or designated representative as annotated in the unit supplement) signature.

A11.3.2. **(Added-USAFE)** As a minimum, a Master Letter of Xs will be published by the 7th of each month IAW the following guidance.

A11.3.2.1. **(Added-USAFE)** Signature and Posting. The Master Letter of Xs will be signed by the SQ/CC (or designated representative). Electronic/digital signatures are authorized and will conform to the guidance in paragraph 7.1.2.

A11.3.2.1.1. **(Added-USAFE)** After the SQ/CC (or designated representative as annotated in the unit supplement) signs the Master Letter of Xs and prior to any distribution of the document, the managing office will “finalize” the document so that no further changes may be made.

A11.3.2.1.2. **(Added-USAFE)** Units will define in their supplements how the Letter of Xs will be finalized (e.g. saved as a PDF file, using the "Mark as Final" function in MS Office, etc.)

A11.3.2.1.3. **(Added-USAFE)** After being finalized, the Letter of Xs will be posted in a central location as stipulated in unit supplement, but will be readily available to squadron supervision. All other distributed copies will be taken as “For Reference Use Only”.

A11.3.2.2. **(Added-USAFE)** Minimum Items. Annotate a Master Letter of Xs with the following minimum information as applicable to the MDS/crew position and specific mission taskings.

A11.3.2.2.1. **(Added-USAFE)** A listing of all assigned and attached flying personnel.

A11.3.2.2.2. **(Added-USAFE)** Instructor qualifications

A11.3.2.2.3. **(Added-USAFE)** Evaluator certifications

A11.3.2.2.4. **(Added-USAFE)** Pilot Weather Category (PWC) certifications

A11.3.2.2.5. **(Added-USAFE)** Flight Lead certifications (at unit discretion, this may be broken out into two and four-ship flight lead listings)

A11.3.2.2.6. **(Added-USAFE)** Functional Check Flight (FCF) aircrew certifications

A11.3.2.2.7. **(Added-USAFE)** Aircraft in which AE crewmembers, CSOs, and FAs are qualified.

A11.3.3. **(Added-USAFE)** Annotating changes on the Master Letter of Xs. When changes to the Letter of Xs are needed, units have two options: 1) create a new Master Letter of Xs IAW paragraph A11.3.2., or 2) make pen and ink changes to the posted Master Letter of Xs IAW the following guidance.

A11.3.3.1. **(Added-USAFE)** The SQ/CC (or designated representative) are the only individuals authorized may make pen and ink changes to the Master Letter of Xs.

A11.3.3.2. **(Added-USAFE)** The Master Letter of Xs will only be updated after the individual's training is complete and the appropriate qualification/certification documentation has been signed/verified by the approving authority for that event.

A11.3.3.3. **(Added-USAFE)** Using red ink, update the Master Letter of Xs and initial next to the change.

A11.4. (Added-USAFE) Commander-directed decertification. Units will provide guidance in the unit supplement on the use of the Squadron Letter of X for documenting Commander-Directed decertifications.

A11.5. (USAFE) Disposition. Managing offices will archive superseded letters for at least 12 months from the date of signature on a new master Letter of Xs.

Attachment 12 (Added-USAFE)

USAFE SUPPLEMENTARY EVALUTION GUIDANCE

A12.1. (Added-USAFE) Purpose. The purpose of this attachment is provide units with more education on how SUPEVALs may be used to maximize aircrew training and ensure the commander has awareness of how best to vector the unit's daily mission accomplishment.

A12.2. (USAFE) To determine which SUPEVAL flow is appropriate, the unit must begin with awareness of two types of problems within the unit: 1) a suspected problem [reference Figure A12.1. (Added).], or 2) a known problem [reference Figure A12.2. (Added).].

Figure A12.1. SUPEVAL Flow for Suspected Problems

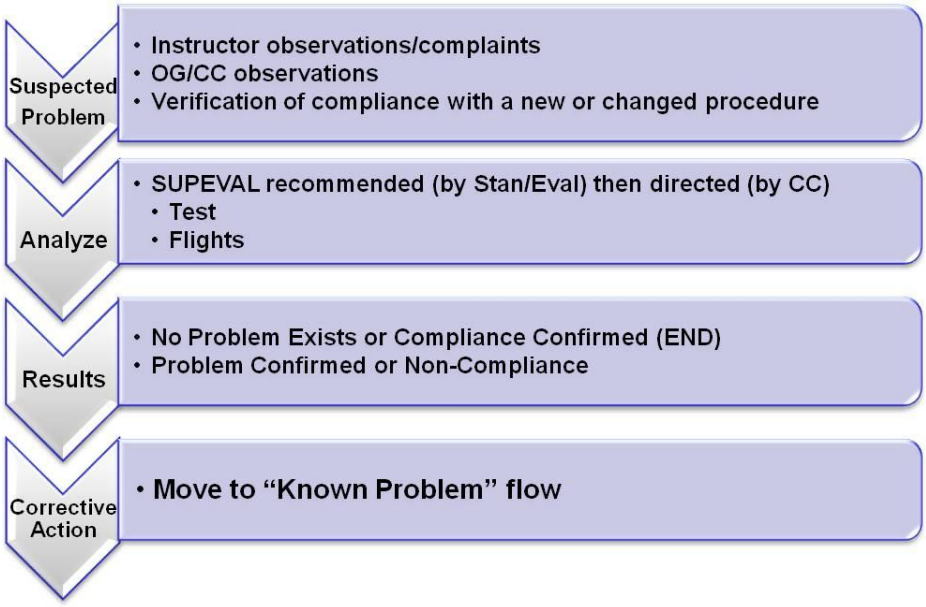
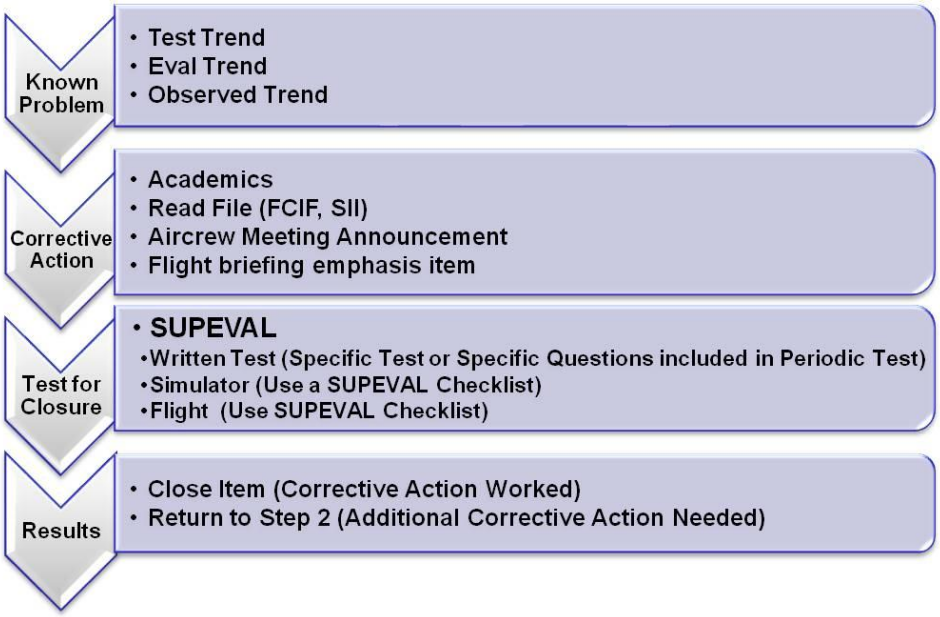



Figure A12.2. SUPEVAL Flow for a Known Problem