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AIRCREW STANDARDIZATION AND EVALUATION PROGRAM

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This manual implements Air Force Instruction (AFI) 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure,* and is consistent with Department of the Air Force Policy Directive (DAFPD) 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapon Systems, and Activities* , and DAFPD 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 an aircrew Stan/Eval program. It is applicable to all units assigned to or gained by major commands (MAJCOMs) and applies to commanders, operations supervisors and aircrew personnel assigned or attached to all flying activities of these commands. This publication applies to the Regular Air Force, the Air Force Reserve (AFR), the Air National Guard (ANG), and to United States Air Force (USAF) aircrew personnel assigned to active flying in non-USAF aircraft and with non-USAF units. This publication does not apply to the United States Space

Force. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, *DoD Privacy Program*. The applicable SORN F011 AF XO A, *Aviation Resource Management Systems (ARMS)*, is available at **http://dpclo.defense.gov/Privacy/SORNs.aspx**. Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. Submit suggested improvements to this manual on AF Form 847, *Recommendation for Change of Publication*, through Stan/Eval channels, to Aircrew Task Force (AF/ACTF). MAJCOMs, field operating agencies (FOAs) and Headquarters Air Force (HAF) direct reporting units (DRUs) will supplement this manual. MAJCOMs, FOAs and DRUs will coordinate their supplement to this manual with AF/ACTF before publication. Units coordinate their supplement with the next higher Numbered Air Force (NAF)/MAJCOM, as applicable. Air Force Reserve Command (AFRC) and ANG units will provide a copy of their supplement to their gaining MAJCOM and the active duty NAF with Stan/Eval oversight responsibility. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See **paragraph 1.3** for further information on waiver authorities. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, as directed in **paragraph 1.3** for non-tiered compliance items.

(314AW) This supplement implements and extends the guidance of AFMAN 11- 202V2, AETC Supplement, Aircrew Standardization and Evaluation Program, 1 September 2022. This supplement establishes operating procedures for the 314th Airlift Wing. This supplement applies to all 314 AW assigned and attached aircrew to include AFRC and ANG. Unless otherwise specified, 314 AW is the overall waiver authority for this supplement. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, Records Management and Information Governance Program, and disposed of IAW with Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Submit suggested changes to this supplement on a Department of the Air Force (DAF) Form 847, Recommendation for Change of Publication, to 314 AW; Bldg 320 Thomas Avenue, Rm 212, Little Rock AFB AR, 72099; or Email to: **314ogogv@us.af.mil**.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include; conversion to a manual, organization name change (AF/A3TF to AF/ACTF), removed social security number requirements from the AF Form 8/8A, *Certificate of Aircrew Qualification* and AF Form 8A, *Certificate of Aircrew Qualification (Multiple Aircraft)*, updated form examples in the attachments, clarified how additional flight examiners provide comments for evaluations, clarified requalification evaluation details, out-of-the-eligibility timeframe calculation, and added additional justification to extend aircrew evaluation expiration date.

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Chapter 1

PURPOSE

1.1. General.

1.1.1. The purpose of the Aircrew Standardization and Evaluation (Stan/Eval) program is to provide commanders a tool to ensure aircrew possess the knowledge and skill consistent with the requirements of their assigned crew position as well as the ability to manage the risks of flight in order to act as an effective crew/flight member.

1.1.2. The Aircrew Stan/Eval program also provides commanders the means to document individual aircrew member qualifications and provide commanders feedback on the effectiveness of unit training programs and mission execution.

1.1.3. Aircrew includes the total complement of rated aircrew personnel, Career Enlisted Aviators, and nonrated aircrew personnel 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 DAFPD 11-4.

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

1.1.3.2. 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 aircrew capability to accomplish assigned flying duties.

1.2.2. Develop and ensure standardization of operational procedures for Weapon System/Mission Design Series (MDS) 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, the Deputy Chief of Staff, Operations, Director of Training and Readiness (AF/A3T) is the waiver authority for guidance in this manual. MAJCOM/A3s are the waiver authority for individual aircrew requirements (e.g., on a case-by-case basis rather than blanket waivers for a group).

1.3.2. Request waivers through applicable Stan/Eval channels to the MAJCOM/A3. As applicable, MAJCOM/A3s will forward requests to AF/A3T, with an info copy to the Deputy Chief of Staff, Operations, Director of Training and Readiness, Aircrew Task Force (AF/ACTF).

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

Chapter 2

HIGHER HEADQUARTERS ROLES AND RESPONSIBILITIES

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

2.2. Headquarters Air Force (HAF).

2.2.1. **The Deputy Chief of Staff, Operations, through the Director for Training and Readiness (AF/A3T):**

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

2.2.1.2. Assigns AF/ACTF as the OPR for this manual.

2.2.2. **The Director, Aircrew Task Force (AF/ACTF):**

2.2.2.1. Reviews and maintains this manual.

2.2.2.2. Reviews MAJCOM supplements to this manual to ensure MAJCOMs adhere to basic guidance in this manual.

2.2.2.3. Maintains liaison with HAF organizations, MAJCOMs, and aircrew career-field functional managers.

2.2.2.4. Coordinates with HAF organizations and MAJCOM Stan/Eval functions to ensure guidance in separate publications conforms to and complies with basic Air Force guidance contained in this manual.

2.2.2.5. Coordinates with MAJCOM Stan/Eval functions to develop the AF-level aircrew Stan/Eval Self-Assessment Checklists (SAC) as specified in AFI 90-201, *The Air Force Inspection System*. In accordance with AFI 90-201, uploads the SAC in the Management Internal Control Toolset (MICT).

2.2.3. **The Deputy Chief of Staff, Operations, Director of Special Warfare (AF/A3S):**

2.2.3.1. Coordinates with AF/ACTF to ensure Air Force Special Warfare (AFSPECWAR) Aircrew evaluations comply with basic guidance in this manual (see **Chapter 8**).

2.2.3.2. Ensures AFSPECWAR Aircrew guidance in 10-35 series Vol. 1/2s fulfill the requirements of 11-2MDS Vol 1/2 guidance contained in this publication.

2.2.3.3. Is the OPR for AFSPECWAR requisites at the Air Force level.

2.2.4. **The Air Force Flight Standards Agency (AFFSA)** , under the guidance and direction of AF/A3: Maintains an online instrument examination test bank, in accordance with Air Force Manual (AFMAN) 11-210, *Instrument Refresher Program (IRP)*.

2.2.5. **The Air Force Medical Readiness Agency (AFMRA)** , under the guidance and direction of the Air Force Surgeon General (AF/SG):

2.2.5.1. Coordinates with AF/ACTF to ensure Flight Surgeon evaluations comply with basic guidance in this manual (see **Chapter 8**).

2.2.5.2. Is the OPR for the Flight Surgeon requisites at the Air Force level.

2.3. MAJCOMs.

2.3.1. **General.**

2.3.1.1. MAJCOM Stan/Eval staffs are primarily responsible for providing guidance and establishing administrative processes.

2.3.1.2. DRUs and FOAs are considered MAJCOMs for purposes of this manual.

2.3.1.3. The ANG is considered a MAJCOM for the purposes of this manual.

2.3.2. **Functions.**

2.3.2.1. In coordination with the appropriate lead MAJCOM, develop and manage applicable AFI/AFMAN 11-2MDS Vol 2, *MDS XX - Aircrew Evaluation Criteria*, per AFI 11-200.

2.3.2.1.1. Some Volume 2 publications may be aircrew specific (such as the Aeromedical Evacuation [AE] series) and some may be functionally specific (such as the Flight Test [F] series).

2.3.2.1.2. MAJCOM functional managers will determine policy and guidance precedence for AFSPECWAR and Mission Design Series (MDS)-specific guidance, in coordination with the other publication OPRs. Guidance in other series publications will not be less restrictive than guidance contained in this AFMAN and applicable MAJCOM supplements.

2.3.2.2. Maintain oversight of Stan/Eval functions in lower echelon units and in gained ANG units.

2.3.2.3. Convene conferences and working groups, as necessary, to review and improve command Stan/Eval policies and procedures.

2.3.2.4. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the MAJCOM level to units (see **Chapter 9**).

2.3.2.5. Establish guidance for MAJCOM-mandated Stan/Eval software.

2.3.2.6. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels (Operations Group Standardization/Evaluation [OGV], NAF [if applicable] and MAJCOM) and in accordance with AFI 11-215, *USAF Flight Manuals Program* (FMP). ANG units will utilize the lead/gaining MAJCOM's process. **(T-2)**.

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

2.3.2.8. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with the lead MAJCOM and other user MAJCOMs operating like MDS aircraft.

2.3.2.9. If requested, assist safety offices and agencies in evaluation of aircraft mishaps.

2.3.2.10. Provide Stan/Eval Subject Matter Experts to MAJCOM/Inspector General (IG) in support of Unit Effectiveness Inspections.

2.3.2.11. Provide staff assistance visits when requested by wing commanders (WG/CC).

2.3.2.12. MAJCOMs may establish a Higher Headquarters (HHQ) evaluation program that includes MAJCOM/NAF evaluator visits to subordinate units for the purpose of providing HHQ evaluations on a certain percentage of wing aircrew or on specific wing aircrew (e.g., Commanders and/or Chiefs of Stan/Eval). This program will be in accordance with AFI 90-201, **Attachment 2** and will not include programmatic compliance inspections.

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 supplements.

2.3.3.3. The chief of the respective MAJCOM Stan/Eval functions will designate and certify HHQ flight examiners in writing. These HHQ flight examiners will maintain qualification as an Instructor and will fly at a rate that will maintain an adequate level of proficiency and currency to fulfill the responsibilities of a HHQ evaluator.

2.3.4. **Augmentation.** Each MAJCOM may use augmentees from other MAJCOMs to support or conduct staff assistance visits, Inspector General inspections, and aircrew evaluations with concurrence of all the MAJCOM Stan/Eval organizations involved. Augmentees will use the criteria of the MAJCOM they are augmenting. **(T-2**).

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION ROLES AND RESPONSIBILITIES

3.1. Scope. For purposes of this manual, "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 AFMAN, "squadron" will be used synonymously with "detachment"). Where there is no parent OG, squadrons will assume duties listed for OGs. In a total force arrangement, unit and squadron responsibilities are assigned to the host unit only.

3.2. Operations Group. The conduct of the unit level Stan/Eval program is directed by the OG/CC.

3.2.1. **The Operations Group Commander (OG/CC) Responsibilities.** The OG/CC will:

3.2.1.1. Provide manpower to the unit Stan/Eval function to execute the duties directed by this AFMAN. **(T-2)**.

3.2.1.2. Designate and certify OG Stan/Eval (OGV) flight examiners (see **paragraph 4.2**). **(T-2)**.

3.2.1.3. Provide the means to procure the necessary materials for mission planning, pre-flight briefings, and flying supervision. **(T-2)**.

3.2.1.4. Provide a suitable Stan/Eval testing area. **(T-2)**.

3.2.1.5. Chair the Standardization and Evaluation Board (SEB). **(T-2)**.

3.2.1.6. Establish procedures to implement MAJCOM-mandated Stan/Eval software. **(T-2)**.

3.2.2. **Group Stan/Eval (OGV) Functions.** The OGV will:

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 throughout squadron Stan/Eval functions and squadron-assigned flight examiners. **(T-2)**.

3.2.2.2. Establish procedures for review and quality control of AF Forms 8, *Certificate of Aircrew Qualification*, (if applicable) AF Forms 8A, *Certificate of Universal Aircrew Qualification* (Multiple Aircraft) and AF Form 803, *Report of Task Evaluations* (AFSPECWAR). (T-2)).

3.2.2.3. Establish procedures to maintain and review unit flight evaluation folders (FEFs). If not maintained by the squadron Stan/Eval function, OGV will maintain unit FEFs. **(T-2)**.

3.2.2.4. Establish procedures for requisite Aircrew Exams (see **Chapter 6**). **(T-2)**.

3.2.2.5. Establish and maintain a trend program. **(T-2)**. The scope should include, but is not limited to, trend analysis of all evaluations. 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). **(T-2)**.

3.2.2.5. **(314AW)** The trend program will collect, store, and analyze evaluation trend data. The program will be based on a two-tiered trend system consisting of "emphasis" and "trend" areas. An evaluation sub-area will be considered an emphasis area if graded less than Q on more than 10 percent of evaluations. An evaluation sub-area will be considered a trend if graded less than Q on more than 15 percent of evaluations. Two or less occurrences will not constitute an emphasis or trend, regardless of percentage.

FTU Student Trends. SQ/CCV will determine squadron emphasis and trend areas by analyzing areas downgraded during FTU student evaluations for each crew position at the end of the semi-annual period. When trends are discovered, notify 314 AW with a description of the trend, an OPR, and a planned course of action to prevent reoccurrence of the trend.
FTU Instructor Trends. SQ/CCV will determine squadron emphasis and trend areas by analyzing areas downgraded during assigned/attached crewmember evaluations for each crew position at the end of the semi-annual period. When trends are discovered, notify 314 AW with a description of the trend, an OPR, and a planned course of action to prevent reoccurrence of the trend.

3.2.2.5.1. For formal training units (FTU) and Combat Crew Training Squadrons (CCTSs), maintain separate trend data for students and instructors. **(T-2)**.

3.2.2.5.2. When trends are noted, OGV will accomplish the following:

3.2.2.5.2.1. Recommend an OPR/Office of Collateral Responsibility (OCR). **(T-2)**.

3.2.2.5.2.2. Recommend corrective action and a method to verify that this trend has been corrected. **(T-2)**.

3.2.2.5.2.3. Ensure the trend is closed when corrective action is successfully implemented and verified by the OPR/OCR. **(T-2)**.

3.2.2.5.2.4. Report trends and status to the OG/CC during the Standardization and Evaluation Board until closed (see **Attachment 2**). **(T-2)**.

3.2.2.5.3. **(Added-314AW)** AW Trends. 314 AW will analyze FTU instructor and student trends at the end of each semi-annual period. If group emphasis/trend areas are noted, they will be released with Stan/Eval Review Board (SEB) minutes via FCIF.

3.2.2.6. Conduct supplementary evaluations as directed by the OG/CC. **(T-2)**. (See **paragraph 9.5**).

3.2.2.7. Conduct Standardization and Evaluation Boards and document in accordance with **Attachment 2** and MAJCOM supplement. **(T-2)**.

3.2.2.8. Establish and maintain the unit Flight Crew Information File program. **(T-2)**.

3.2.2.9. Establish procedures to manage the flight manual program in accordance with AFI 11-215 and Technical Order (TO) 00-5-1, *AF Technical Order System.* **(T-2)**.

3.2.2.10. Ensure procedures are established for evaluating use of publications and flight related media in printed and/or digital formats. Evaluation of associated electronic device operation to readily access required publications and flight related data will be specified in AFMAN 11-2MDS Vol 2.

3.2.2.11. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and in accordance with AFI 11-215. **(T-2)**.

3.2.2.12. Ensure annual Military Training Route (MTR) reviews (for the military training route for which the unit is OPR) are accomplished and documented in accordance with Department of the Air Force Manual (DAFMAN) 13-201, *Airspace Management*. Document status of reviews in the Standardization and Evaluation Board minutes (see **Attachment 2**). **(T-1)**.

3.2.2.13. Manage the Operations Supervision program as applicable in accordance with AFI 11-418, *Operations Supervision.* **(T-1)**.

3.2.2.14. Establish and maintain unit Electronic Flight Bag (EFB) program as required in accordance with MAJCOM/NAF guidance. **(T-1)**.

3.2.2.15. Establish and maintain unit EFB guidance for utilization and publication management tools. **(T-1)**.

3.2.3. **Operations Group Standardization/Evaluation (OGV) Organization.**

3.2.3.1. OGV staff will consist of a Chief of Stan/Eval. **(T-2)**. Staff should include at least one flight examiner, per crew position, per Weapon System/MDS**.**

3.2.3.2. The Chief of Stan/Eval will be a certified flight examiner in a unit MDS. **(T-2)**. For units undergoing conversion, the Chief of Stan/Eval may be qualified in the MDS to which the unit is converting, even if none are yet assigned**.**

3.2.3.3. The Chief of Stan/Eval will report directly to, and be rated by, the OG/CC. **(T-2)**. 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. **(T-2)**. The OG/CC may designate Stan/Eval Liaison Officers (SELOs) to assist OGV in administrative duties.

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

3.3. Squadron. Any or all of the following responsibilities may be assumed at a higher level in situations where a squadron Stan/Eval function does not exist, as specified in MAJCOM and/or unit supplements to this manual.

3.3.1. **Squadron Commander (SQ/CC) Responsibilities.** The SQ/CC will:

3.3.1.1. Designate and certify squadron flight examiners (see **paragraph 4.2**). **(T-3)**.

3.3.1.2. Attend as many aircrew evaluation debriefings as practical.

3.3.1.3. If desired, utilize SELOs designated to assist in administrative Stan/Eval duties.

3.3.2. **Squadron Stan/Eval (CCV) Functions.** The focus of the CCV program is at the squadron level. Its backbone is the program established by the squadron commander and administered by flight examiners assigned to the squadron. The squadron Stan/Eval function will:

3.3.2.1. Manage and conduct aircrew evaluations in accordance with published guidance. **(T-1)**.

3.3.2.2. Conduct supplementary evaluations as directed by the SQ/CC (see **Chapter 9**). **(T-2**).

3.3.2.3. Implement Stan/Eval aircrew examination procedures in accordance with published guidance. **(T-2**).

3.3.2.4. Implement OGV flight evaluation folder maintenance and review guidance. **(T-3)**.

3.3.2.5. Assist OGV in managing the trend program (see **paragraph 3.2.2.5**). **(T-2)**.

3.3.2.6. Coordinate and process applicable AF Forms 847 through Stan/Eval channels and in accordance with AFI 11-215 for Technical Orders, and DAFI 33-360, *Publications and Forms Management*, for other publications. **(T-2)**.

3.3.2.7. Assist OGV in implementing the flight manuals program in accordance with AFI 11-215 and Technical Order (TO) 00-5-1 and ensure compliance with the OG Flight Crew Information File program. **(T-2)**.

3.3.2.8. Ensure proper completion, routing, and filing of AF Forms 8/8A. **(T-2)**.

3.3.2.9. Advise squadron leadership of aircrew progression toward completion of aircrew evaluations and requisites. **(T-2)**.

3.3.2.10. Implement OG guidance on the usage of MAJCOM-mandated Stan/Eval software. **(T-2)**.

3.3.3. **Squadron Standardization and Evaluation (CCV) Function Organization.**

3.3.3.1. The CCV function will consist of a Chief of Stan/Eval who is a certified flight examiner in a squadron MDS/Weapon System. **(T-3)**.

3.3.3.1.1. Document waivers in Standardization and Evaluation Board minutes (see **Attachment 2**).

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

3.3.3.2. The CCV Chief of Stan/Eval will report directly to, and is rated by, the squadron commander, or as specified by MAJCOM supplement. **(T-1)**.

3.3.3.3. Further manning is as directed by the MAJCOM and/or unit supplement. **(T-2)**.

3.3.3.3. **(314AW)** The FTU recognizes two distinct levels of flight examiners: FTU student flight examiner, and permanent party flight examiner. FTU student flight examiners will only administer FTU student evaluations. Typically, upgrades to the FTU student flight examiner and permanent party flight examiner levels occur independently. Evaluators will conduct No-Notice Evaluations at the discretion of the 314th Airlift Wing and 62d Airlift Squadron Commanders based on trend data as well as observations/data gained from the Instructor Development Sortie II (Semi-Annual FTU Observation Sorties). For no-notice purposes, “normal preparation” time is defined as published aircrew show time. Annually and following source publication changes, 314 AW will accomplish examination reviews for each test and documenting the review via GTIMS’s testing setup function.

Chapter 4

FLIGHT EXAMINERS

4.1. General. The aircrew 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. Commanders will designate all flight examiners, certify their examiner status on an AF Form 4348, *USAF Aircrew Certifications*, or as directed by the MAJCOM. **(T-2)**.

4.2.3. For AFRC and ANG units:

4.2.3.1. The USAF advisor is an active duty officer assigned to AFRC advisor duties, and may be certified as a flight examiner.

4.2.3.2. Air Technician (AT), Air Reserve Technician (ART), and 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. Responsibilities. Flight examiners will:

4.3.1. Conduct aircrew evaluations in accordance with **Chapter 5** and document in accordance with **Chapter 7** **(T-1)**.

4.3.2. Maintain qualification as instructors (not applicable (N/A) for senior flight examiners, see **paragraph 4.4.1**). **(T-2)**.

4.3.3. Administer aircrew evaluations only within their MDS/aircrew specialty and only evaluate those mission/skill sets in which they maintain qualification and/or certification. **(T-2)**. Exception is when specifically authorized in Weapon System/Mission Design Series specific AFMAN 11-2MDS Volumes 2.

4.3.4. Shall not administer aircrew 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. **(T-2)**. MAJCOMs may establish procedures in their supplement for flight examiners to administer aircrew evaluations outside of NAFs/units within their own MAJCOM (see also **paragraph 2.3.3.3**). Aircrew evaluations administered in accordance with formal training course syllabi, including periodic aircrew evaluations, do not require cross-command approval when the syllabus evaluation requirements completely cover all owning MAJCOM periodic aircrew evaluation requirements.

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. **(T-2)**.

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 crewmembers). **(T-1)**.

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 5.4.3**). **(T-3**).

4.4. Senior Flight Examiner Program.

4.4.1. Senior flight examiners do not require, nor do they have to maintain, instructor qualification, but they must have completed flight examiner certification in accordance with unit standards (**T-1**).

4.4.2. Flying NAF/CCs, WG/CCs and OG/CCs are eligible for senior flight examiner status in their primary assigned aircraft.

4.4.2.1. NAF vice commanders (NAF/CV), WG/CVs, and OG deputy commanders (OG/CD) may perform this function if the principal incumbent, is not qualified or available at the discretion of the OG/CC, WG/CC, or NAF/CC.

4.4.2.2. 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.

4.4.2.3. Document designations in accordance with **paragraph 4.2.2 (T-2)**.

Chapter 5

AIRCREW EVALUATIONS

5.1. General.

5.1.1. An aircrew evaluation is an assessment of individual aircrew capability to accomplish assigned flying duties.

5.1.2. An aircrew qualification is a documented designation that identifies an aircrew member as having the capability to accomplish specific flying duties. These aircrew qualifications are broken into four types:

5.1.2.1. **Basic Qualification.** A documented designation allowing an aircrew member to perform the basic duties of a particular crew position in the specified weapons system.

5.1.2.2. **Instrument Qualification.** A documented designation allowing an aircrew member to operate under Instrument Flight Rules (IFR).

5.1.2.3. **Mission Qualification.** A documented designation allowing an aircrew member to employ the assigned MDS in accomplishing the unit's operational or Designed Operational Capability (DOC) statement mission.

5.1.2.4. **Instructor Qualification.** A documented designation allowing an aircrew member to instruct and provide airborne supervision of unqualified and/or uncertified aircrew members.

5.2. Evaluation Types. Aircrew evaluations are divided into five types: Qualification (QUAL), Instrument (INSTM), Mission (MSN), Instructor (INSTR), and SPOT. Each type, except for SPOT evaluations, requires the completion of requisites.

5.2.1. **Qualification (QUAL) Evaluations.**

5.2.1.1. **Purpose.** To assess an aircrew member's ability to perform the basic duties of a particular crew position within the specified MDS and to obtain/maintain Basic Qualification in that MDS.

5.2.1.2. **Execution.** All aircrew will complete a periodic QUAL evaluation in their assigned aircraft and crew position as specified in the applicable AFI/AFMAN 11-2MDS Vol 2. **(T-2**). Follow guidance in applicable AFI/AFMAN 11-2MDS Vol 2 for combined evaluations. QUAL evaluations may be combined with INSTM, initial (INIT) INSTR and/or MSN evaluations in accordance with AFMAN 11-2MDS Vol 2. See **Chapter 8** for specialized aircrew.

5.2.2. **Instrument (INSTM) Evaluations.**

5.2.2.1. **Purpose.** To assess an aircrew member's ability to operate under Instrument Flight Rules (IFR) and to obtain/maintain Instrument Qualification.

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 DAFMAN 11-401, *Aviation Management*; USAF Test Pilot School students; pilots

who fly aircraft assigned to the 1st Flying Training Squadron (FTS), 94th FTS, and 557th FTS.

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 Evaluation in the non-excepted aircraft. **(T-1)**.

5.2.2.2.3. A pilot with a revoked or expired instrument qualification will not fly under Instrument Flight Rules except under the supervision of an instructor. (Does not apply to pilots in excepted situations listed above.) **(T-1)**.

5.2.3. **Mission (MSN) Evaluations.**

5.2.3.1. **Purpose.** To assess an aircrew member's ability to employ the assigned MDS in accomplishing the unit's operational or DOC statement mission(s). Successful completion of a MSN Evaluation results in Mission Qualification.

5.2.3.2. **Execution.** The MSN evaluation will reflect the type and difficulty of tasks required in fulfillment of the aircraft's operational or DOC statement missions. **(T-1)**. MSN evaluations will be completed in accordance with AFMAN 11-2MDS Vol 2. **(T-1)**. **Exception**: This requirement for a MSN evaluation may be waived for those aircrew whose current flying duties do not align with the MSN Evaluation required graded areas in the MDS that they currently maintain Basic Qualification in accordance with AFMAN 11-2MDS Vol 2. The exception will be approved by MAJCOM/A3s and a Memorandum for the Record (MFR) will be maintained in the members flight evaluation folders. **(T-2)**.

5.2.4. **Instructor (INSTR) Evaluations.**

5.2.4.1. **Purpose.** To assess an aircrew member's instructional ability in their MDS/crew position and to obtain/maintain instructor qualification.

5.2.4.2. **Execution.** Aircrew members obtaining/regaining instructor qualification in a MDS/crew position must complete an evaluation of instructional capability in that position. Guidance for specialized, universal, and/or multiple qualified aircrew will be specified in MAJCOM Supplements and/or AFMAN 11-2MDS Vol 2. **(T-1**). **Exception**: For units undergoing aircraft conversion, when a complement of current and qualified Air Force instructors does not exist to accomplish initial unit INSTR Evaluations, 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 5.12**)

5.2.4.2.1. Accomplish INIT INSTR evaluations by instructing an actual student on an instructional sortie to the maximum extent practical. When students are not available or mission/crew composition requirements prevent inclusion of students, another aircrew member 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. **(T-1**).

5.2.4.2.3. Instructors whose INSTM, QUAL, and/or MSN evaluations have expired are not qualified to instruct in those areas (e.g., if an instructor's Mission Qualification expires, they may still instruct in Instrument and/or Basic Qualification related areas as specified in AFI/AFMAN 11-2MDS Vol 2).

5.2.5. **Optional ("SPOT") Evaluations.**

5.2.5.1. **Purpose.** An optional aircrew evaluation, Emergency Procedures (EP) Evaluation (EPE), examination or the evaluation of a specific event or requirement without intending to satisfy the requirements of an initial (INIT), periodic, requalification (RQ) and/or an initial INSTR evaluation.

5.2.5.2. **Execution.** A SPOT evaluation has no specific requisites, unless specified in MAJCOM supplements, but may be No-Notice (see **paragraph 5.2.6.3**).

5.2.5.2.1. A SPOT Evaluation may be used when the loss of currency requires an aircrew evaluation to regain qualification in accordance with AFI/AFMAN 11-2MDS Vol 1/2, (see **paragraph 7.3.13.2**). **(T-1**). The SPOT Evaluation profile is directed by the SQ/CC and will include, as a minimum, those items for which the individual is non-current and which require an evaluation in accordance with the applicable AFI/AFMAN 11-2MDS Vol 1/2. **(T-1**).

5.2.5.2.2. With SQ/CC approval, 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 5.5.4.2** Document on the AF Form 8/8A in accordance with **Chapter 7**.

5.2.5.2.2.1. Commanders may authorize additional flights in order to assist a crewmember's accomplishment of periodic requirements (document on the AF Form 8/8A in accordance with **Chapter 7**).

5.2.5.2.2.2. When the flight examiner administering a SPOT evaluation is not qualified in the MDS (e.g., a senior flight examiner), the evaluation may not be credited towards a periodic evaluation.

5.2.5.3. Any other event requiring a qualification or an evaluation not listed in paragraphs **5.2.1** through **5.2.4** will be documented as a SPOT evaluation. **(T-1**).

5.2.6. **Prefixes.** The following prefixes are 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 MDS/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 the following reasons:

5.2.6.2.1. Expiration of a required periodic evaluation. The requalification evaluation will be in accordance with the guidance for that periodic evaluation.

5.2.6.2.2. A failed periodic evaluation or a commander-directed downgrade (see **paragraph 5.9**). The requalification evaluation will be in accordance with the provisions of **paragraph 5.6.1**.

5.2.6.2.3. When regaining MDS qualification after the completion of a QUAL evaluation in a different MDS, unless approved by MAJCOM to maintain multiple qualification status.

5.2.6.2.4. When regaining qualification due to loss of currency as defined in AFI/AFMAN 11-2MDS-specific Volume 1.

5.2.6.2.5. Use of RQ for instructor qualification following a failure (N/A following INIT INSTR failure).

5.2.6.2.5.1. If an instructor passes the MSN, QUAL and/or INSTM portion of the evaluation, but fails the instructor portion of the evaluation, the subsequent evaluation to regain instructor qualification will be a RQ INSTR.

5.2.6.2.5.2. If an instructor fails the MSN, QUAL and/or INSTM portion of an evaluation but not the instructor portion, then a RQ INSTR is not required.

5.2.6.2.6. The RQ prefix does not apply under the following circumstances:

5.2.6.2.6.1. If the expiration of a required periodic aircrew evaluation is due to failure to complete one or more of the requisites, and the OG/CC determines that the qualification will be re-established by completion of the requisites without re-accomplishment of the aircrew evaluation.

5.2.6.2.6.2. The evaluation following a failed INIT evaluation.

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.

5.2.6.4. **Simulator (SIM).** Used when the aircrew evaluation is conducted in a simulator and/or suitable Aircrew Training Device (ATD) as defined in AFI/AFMAN 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 aircrew 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 in accordance with **paragraph 7.3.6.1.2**.

5.3. Evaluation Criteria.

5.3.1. 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/AFMAN 11-2MDS Vol 2.

5.3.2. MAJCOMs will coordinate with the program managers of any command-mandated software on any updates of evaluation criteria to aid in the expeditious revision of evaluation criteria files.

5.3.3. Lead MAJCOMs are responsible for coordinating the establishment of graded areas and subareas. This includes the identification of the following:

5.3.3.1. **Required areas.** Graded areas/subareas that must be evaluated for an aircrew evaluation and EPE to be considered complete.

5.3.3.2. **Critical areas.** Areas where marginal performance is unacceptable. Critical areas are graded either "Q" (Qualified) or "U" (Unqualified) and include but are not limited to Airmanship, Safety, and Flight Discipline.

5.3.3.3. **Publications checks areas.**

5.3.3.3.1. This is required for QUAL evaluations and may also be accomplished on other evaluations.

5.3.3.3.2. Each aircrew member will demonstrate the ability to access accurate flight publications information as they would in the performance of their aircrew duties. The required flight publications are outlined in applicable AFI/AFMAN 11-2MDS volumes and supplements.

5.3.3.4. **Cockpit/Crew Resource Management (CRM) areas.** Areas in accordance with AFI 11-290, *Cockpit/Crew Resource Management Program*, and MAJCOM supplements (as applicable).

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

5.4. Grading and Qualification Level. Individual grades are assigned to each graded area and subarea. A qualification level will be assigned to the EPE and will be based on the evaluated Emergency Procedures Evaluation area and subarea grades. The aircrew evaluation qualification level is based on the requisite results and the aircrew evaluation area and subarea grades.

5.4.1. A grade is a characterization of examinee performance in a Graded Area or Graded Sub-area.

5.4.2. Graded areas/subareas are specifically evaluated abilities or skills set within an aircrew evaluation. Graded areas/subareas will have a two-tier (Qualified [Q]/Unqualified [U]) or three-tier (Q/Q-/U) grading system. Discrepancies will be documented against the established areas/subareas.

5.4.2.1. **Q indicates the examinee is qualified to perform the area/subarea tasks.** The examinee demonstrated both a satisfactory knowledge and performed within the prescribed AFI/AFMAN 11-2MDS Vol 2 Q tolerances.

5.4.2.2. **Q- indicates the examinee is qualified to perform the area/subarea tasks.** The examinee demonstrated limited knowledge and/or marginal performance within the prescribed AFI/AFMAN 11-2MDS Vol 2, Q- tolerances. Q- must not jeopardize flight safety or be a breach of flight discipline. Q- requires debriefing or additional training as determined by the flight examiner.

5.4.2.3. **U indicates the examinee is not qualified to perform the area/subarea tasks.** The examinee demonstrated insufficient knowledge and/or performance outside allowable AFI/AFMAN 11-2MDS Vol 2 Q and Q- tolerances. U requires debriefing or additional training as determined by the flight examiner.

5.4.2.4. **Remedial Action.**

5.4.2.4.1. **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.

5.4.2.4.2. **Additional Training.** Any training recommended by the flight examiner to remedy a discrepancy identified during an evaluation that cannot be remedied during the evaluation debrief. (See **paragraph 7.3.8**).

5.4.2.4.2.1. May include self-study, ground instruction, simulator/Aircrew Training Device or flying.

5.4.2.4.2.2. Additional training must include demonstration of satisfactory knowledge or proficiency to a flight examiner, supervisor or instructor (as stipulated in the Additional Training description) to qualify as completed. **(T-1**). The flight examiner will indicate if the additional training must be accomplished before the next flight. **(T-1**).

5.4.2.4.2.3. If an aircrew member receives a U in specific area that originally required an event/task certification from the unit commander, the flight examiner should recommend that the commander decertify the aircrew member on that specific event and recommend corrective retraining and recertification action.

5.4.2.4.2.4. If an aircrew member exceeds the allotted time for completion of additional training, the SQ/CC reviews the situation and directs appropriate action. Document the circumstances with a memorandum for the record to be included in the AF Form 8/8A (see **paragraph 7.3.11.3.6.7**).

5.4.2.4.2.5. Document additional training on the AF Form 8/8A in accordance with paragraphs **7.3.8** and **7.3.11.3.5**.

5.4.2.4.2.6. If an aircrew member fails to complete assigned additional training in accordance with **paragraph 5.4.2.4.2.2**, the OG/CC reviews the situation and determine whether further additional training should be assigned or AFMAN 11-402, *Aviation and Parachutist Service,* action is initiated. If the decision is made to initiate an AFMAN 11-402 action, the OG/CC revokes the aircrew member's qualification (in the case of a Q2) with a commander-directed downgrade to Q3, in accordance with **paragraph 5.9**.

5.4.2.5. The flight examiner must grade the areas/subareas listed as "required" in the general and specific evaluation sections of the applicable AFI/AFMAN 11-2MDS Vol 2. **(T-1**).

5.4.2.6. In addition to required areas/subareas, the flight examiner will grade any non-required area/subarea that is observed during an evaluation and is listed in the graded areas for that type of evaluation in accordance with AFI/AFMAN 11-2MDS Vol 2. **(T-1**).

5.4.2.7. Grading criteria tolerances assume smooth air and stable aircraft conditions.

5.4.2.8. 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 area/subarea grade.

5.4.2.9. 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 in accordance with **paragraph 7.3.11.3.6.2**.

5.4.3. **Qualification Levels.** Qualification levels are assigned to Emergency Procedures Evaluation and to the aircrew evaluation. The EPE qualification level is based on the compilation of all Emergency Procedures Evaluation areas and subareas. The aircrew evaluation qualification level is based on the compilation of the requisite results as well as the aircrew evaluation graded areas and subareas. Qualification levels are based on the following performance standards:

5.4.3.1. **Q1.** The aircrew member demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the criteria. The flight examiner assigns this qualification level when no discrepancies were noted, but may be awarded when discrepancies are noted if:

5.4.3.1.1. No U grades were awarded for any graded area/sub-area.

5.4.3.1.2. In the judgment of the flight examiner, none of the Q- grades precluded awarding of a Q1.

5.4.3.1.3. No remedial actions required additional training, only debriefed discrepancies.

5.4.3.2. **Q2.** The aircrew member demonstrated the ability to perform duties safely, but:

5.4.3.2.1. There were one or more graded area(s)/subarea(s) where additional training was assigned. The flight examiner assigns this qualification level if:

5.4.3.2.2. A non-critical graded area/subarea grade of U was awarded.

5.4.3.2.3. In the judgment of the flight examiner, a Q2 may be given if there is justification based on Q- performance in one or several graded areas/subareas.

5.4.3.3. **Q3.** The aircrew member demonstrated an unacceptable level of safety, performance or knowledge. The flight examiner assigns this qualification level if:

5.4.3.3.1. Any critical area graded U, requires Qualification Level of Q3 (applicable to both the aircrew evaluation and the Emergency Procedures Evaluation).

5.4.3.3.2. 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 graded areas/subareas.

5.4.3.4. Assigning the aircrew evaluation qualification level.

5.4.3.4.1. The flight examiner completing the aircrew evaluation will assign the aircrew evaluation qualification level. **(T-1**).

5.4.3.4.2. A qualification level of Q1 or Q2 is given only after all aircrew evaluation requirements and requisites have been completed and given due consideration.

5.4.3.4.3. A qualification level of Q3 may be awarded at any time.

5.4.3.4.4. Flight examiner judgment is the determining factor in deciding the aircrew evaluation qualification level.

5.4.3.4.5. AFI/AFMAN 11-2MDS Vol 2 may dictate the highest grade for a flight or EPE based on graded area/subarea performance. In this case, the flight examiner can only be more restrictive than the AFI/AFMAN 11-2MDS Vol 2 qualification level guidance.

5.4.3.5. **Exceptionally Qualified (EQ) Designation.** An EQ only applies to the aircrew evaluation qualification level, not to the Emergency Procedures Evaluation.

5.4.3.5.1. Document on the AF Form 8/8A in accordance with paragraphs **7.3.9** and **7.3.11.2**.

5.4.3.5.2. An EQ may be given when the aircrew member received a Q in all graded areas of the evaluation and demonstrated exceptional skill and knowledge in the requisites and the aircrew evaluation.

5.5. Requisites. Requisites include a series of examinations as well as evaluation of aircrew performance in a controlled emergency procedures environment. Available requisites are as listed below. AFI/AFMAN 11-2MDS Vol 2 define which requisites apply to each type of aircrew evaluation.

5.5.1. **Examinations** (see **Chapter 6**). Examinations include the Open Book Examination, Closed Book Examination, Instrument Examination and Boldface/Critical Action Procedures (CAPs) Examination.

5.5.2. **Emergency Procedure Evaluation (EPE).**

5.5.2.1. An evaluation of an aircrew member's knowledge and skill with respect to MDS-Specific emergency procedures and systems.

5.5.2.2. AFI/AFMAN 11-2MDS Vol 2 will specify the general conduct of EPEs, areas to be evaluated, grading criteria, and whether EPEs may be done in-flight, in a simulator/aircrew training device, or verbally.

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

5.5.2.2.2. A single Emergency Procedures Evaluation may be used for separate aircrew evaluations (e.g., a MSN and INSTM/QUAL evaluation) as long as the combined Emergency Procedures Evaluation is of a scope and duration to cover required areas and is conducted within the eligibility period for each aircrew evaluation (see **paragraph 5.8**).

5.5.2.3. **Qualification Level.** Q1 performance for Emergency Procedures Evaluations requires taking the proper action in the correct sequence, not a verbatim response.

5.5.2.4. **Additional Training.** For an Emergency Procedures Evaluation requiring additional training, document in accordance with paragraphs **7.3.8** and **7.3.11.3.4**.

5.5.2.5. **Boldface/Critical Action Procedures (CAPs) Failure.** An incorrect response to a Boldface/CAP situation during an Emergency Procedures Evaluation requires an Emergency Procedures Evaluation Qualification Level of 3. **(T-1**).

5.5.2.6. **Unqualified EPE.** An examinee receiving an Emergency Procedures Evaluation Qualification Level of 3 will be placed on supervised status by the SQ/CC in accordance with **paragraph 5.7** and graded in accordance with **7.3.7.1**.

5.5.3. Minimum Requisites for each aircrew evaluation Type.

5.5.3.1. **QUAL:** Open book examination, closed book examination, Boldface/CAPs examination (if applicable), Emergency Procedures Evaluation.

5.5.3.2. **INSTM:** Instrument examination.

5.5.3.3. **MSN and INSTR:** As specified in AFI/AFMAN 11-2MDS Vol 2.

5.5.4. **Requisite Completion.**

5.5.4.1. **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 AF Form 8/8A in accordance with **paragraph 7.3.4.4**).

5.5.4.2. **Out-of-the-Eligibility Period.** For periodic evaluations accomplished outside of the eligibility period, all requisites must be completed within a six-month period. **(T-1**). This six-month period ends on the last day of the sixth month following the month in which the first requisite or the aircrew evaluation was administered, whichever occurs first (e.g., an out-of-the-eligibility period instrument evaluation in which the earliest testing was accomplished on 2 February must be entirely completed by 31 August). **Exception**: For extended evaluations (in accordance with **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.

5.5.4.3. One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI/AFMAN 11-2MDS Vol 2.

5.5.4.4. Requisites from a completed evaluation may be used for subsequent evaluations provided they cover all required areas and are within the requisite eligibility period for each evaluation.

5.6. Failure to Pass an Aircrew Evaluation.

5.6.1. If an aircrew member fails an evaluation, a successful flight or ground RQ evaluation 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 XX, complete the RQ evaluation by 30 Sep XX). **(T-2)**.

5.6.1.1. The flight examiner that administered the original aircrew evaluation should not administer the requalification evaluation.

5.6.1.2. A requalification evaluation cannot be successfully completed until the aircrew member performs to Q or Q-/debriefed criteria for each area graded U.

5.6.1.3. The flight examiner may annotate that the requalification evaluation be accomplished verbally or in a simulator (document in accordance with **paragraph 7.3.11.3**).

5.6.1.4. Requisites remain valid that were successfully passed within the 6-month period as described by paragraph **5.5.1** or **5.5.2** for an aircrew evaluation that was failed.

5.6.2. **Mission Ready Status Downgrade.**

5.6.2.1. If a mission ready (MR), combat mission ready (CMR), or basic mission capable (BMC) aircrew member receives a Q3 qualification level on an INSTM, QUAL, and/or MSN evaluation, the SQ/CC will downgrade the examinee's training status to non-mission ready (NMR), non-combat mission ready (N-CMR), or non-basic mission capable(N-BMC). **(T-2)**.

5.6.2.2. If Basic aircrew qualification (BAQ) aircrew members receive a Q3 on INSTM and/or QUAL evaluation, the SQ/CC will downgrade the examinee's training status to non-basic aircraft qualified (N-BAQ) in accordance with AFI/AFMAN 11-2MDS Vol 1. **(T-2)**.

5.6.2.3. For instructor evaluations, aircrew status (e.g., MR, CMR or BMC) need not be downgraded if the discrepancies were only in instructor areas/subareas.

5.6.3. **Restrictions.** As directed by this manual or deemed necessary in the judgment of the flight examiner, flight restrictions will be imposed on the examinee until the successful completion of assigned additional training and/or a requalification evaluation. **(T-1**).

5.6.3.1. Restrictions will address the specific phase of flight and/or operation that requires supervision and the criteria for removal of the restrictions. **(T-2**).

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. Universal or multiple qualified aircrew may be placed in supervised status in all aircraft in which the individual maintains universal or multiple 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 requalification evaluation is completed. **(T-1**).

5.6.3.2. Document restrictions on the AF Form 8/8A in accordance with paragraphs **7.3.9** and **7.3.11.1**.

5.6.3.3. If defined in AFI11-2MDS Vol 1 and/or Vol 2, formal schoolhouses will include restrictions on the AF Form 8/8A for any core item not accomplished due to training limitations, regardless if the method of qualification is by evaluation or instructor

certification. Under no circumstances will aircrew perform core items in which they are not qualified, unless under the direct supervision of an instructor.

5.7. Supervised Status.

5.7.1. If unsatisfactory performance or restrictions require an examinee be placed on supervised status, the type of supervisor (e.g., instructor or designated supervisor) will be determined by the SQ/CC and/or as specified in AFI/AFMAN 11-2MDS Vol 1. **(T-1**).

5.7.2. Supervision will only be accomplished by instructors or designated supervisors. **(T-1**).

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 previous periodic aircrew evaluation was successfully completed (e.g., a periodic evaluation in which the aircrew evaluation was completed on 9 Oct 14 expires on 31 Mar 16.). AFSPECWAR members will follow timing directed in AFI 10-3502 Vol 2, *Pararescue and Combat Rescue Officer Standardization & Evaluation Program*.

5.8.2. **Eligibility Period.** Periodic aircrew evaluations are 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 aircrew evaluations may be scheduled before or after the eligibility period according to the following criteria:

5.8.3.1. **Aircrew Evaluations Conducted Prior to the Eligibility Period** . SQ/CCs may authorize individuals to complete periodic aircrew evaluations prior to the eligibility period (document in accordance with **paragraph 7.3.4.4.2**).

5.8.3.2. **Extension to Aircrew Evaluation Expiration Date.**

5.8.3.2.1. AF/ACTF may authorize blanket or group aircrew evaluation Expiration Date extensions on an as-required basis. Requests for extensions at MAJCOM or subordinate levels will be submitted in accordance with **paragraph 1.3.2**.

5.8.3.2.2. MAJCOM/A3s, delegable no lower than wing commander, may extend an aircrew evaluation Expiration Date up to six months. Provide notification to AF/A3T when extensions are approved (copy to AF/ACTF). Provide guidance for MAJCOM extensions in MAJCOM supplements to this manual.

5.8.3.2.3. SQ/CCs may extend an aircrew evaluation Expiration Date up to three months for the reasons listed below (document in accordance with **paragraph 7.3.4.4.3**). 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 5.8.3.2.4** Requisites not completed during the original eligibility period must be completed prior to the extended expiration date. **(T-1**).

5.8.3.2.3.1. Permanent change of station or assignment (PCS/PCA) to a non-flying assignment.

5.8.3.2.3.2. Departing PCS or temporary duty (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. Aircrew who are not able to complete the required aircrew evaluation(s) before or during a deployment or extended alert status. The evaluation should be completed at the earliest practical opportunity upon return.

5.8.3.2.3.6. Aircrew who are in duty not involving flying (DNIF) at the expiration of their eligibility period.

5.8.3.2.3.7. Aircrew who require additional training as a result of Flight examiner recommendations annotated on a Form 8/8A.

5.8.3.2.3.8. AFSPECWAR members with less than 30 days' notification of change to deployment schedule.

5.8.3.2.4. **Non-Standard Approval Authority.**

5.8.3.2.4.1. For SQ/CCs and above, the approval authority is the next commander in the examinee's flying chain of command.

5.8.3.2.4.2. 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. **(T-3)**.

5.8.3.2.4.3. For individuals not assigned to a MAJCOM, AF/A3T is the approval authority.

5.8.3.2.5. The stacking of multiple extensions to aircrew evaluation Expiration Dates are not authorized. (e.g.: If MAJCOM level waiver extension is granted, SQ/CCs are not authorized to grant additional SQ level extensions to aircrew evaluation Expiration date.)

5.8.4. **Failure to Complete an Aircrew Evaluation within the Eligibility Period.**

5.8.4.1. If an aircrew member fails to complete an aircrew evaluation within the eligibility period for an in-the-eligibility period evaluation (see **paragraph 5.8.2**), the individual loses the qualification covered by the evaluation and the restrictions of **paragraph 5.6.3** apply.

5.8.4.2. Qualification may be re-established by completion of the overdue requisites in accordance with **paragraph 5.2.6.2.6.1**, or by accomplishing a requalification aircrew evaluation. To complete a delinquent evaluation, all requisites must be accomplished in accordance with **paragraph 5.5.4.2**.

5.8.5. SQ/CCs will 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 MDS, or during an upcoming Temporary Duty (TDY) (flying or non-flying), complete the required evaluation(s) before departing. **(T-3)**. Coordinate with the gaining OG/CC for any instances where this requirement cannot be met. **Note**: Applies to an extended TDY that may preclude the member from completing a required evaluation within the prescribed eligibility period.

5.9. Commander-Directed Downgrade.

5.9.1. **Aircrew Assigned to Flying Squadrons:** The Aircrew Member's squadron commander or any commander in the aircrew member's chain of command above the Aircrew Member's squadron commander may direct a commander-directed downgrade.

5.9.2. **Aircrew Attached to a Flying Squadron:** The commander of the squadron that the aircrew member is attached, or any commander in the chain of command above that squadron commander, may direct a commander-directed downgrade.

5.9.3. A commander-directed downgrade may be a downgrade (Q-/U) in a specific area/sub-area without unqualifying an individual.

5.9.4. A commander-directed downgrade may direct a downgrade that either removes a qualification (e.g., Instructor Pilot to Mission Pilot) or completely unqualifies an individual (e.g., Mission Pilot to Unqualified Pilot).

5.9.5. The Aircrew member’s squadron commander or equivalent must be notified by the commander directing the downgrade, prior to completing the Form 8. **(T-2)**.

5.9.6. Downgrades may be directed without administering an evaluation using the following guidance:

5.9.6.1. Examples of flying-related cases include 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.

5.9.6.2. For non-flying-related cases, do not use these downgrades as a substitution for, or in lieu of, administrative or judicial actions (e.g., Letter of Counseling, Article 15). Consult with the supporting Staff Judge Advocate 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 crewmember’s decision-making abilities within the MDS).

5.9.7. For downgrades that either remove qualifications or completely unqualify an individual, the affected crewmember will cease acting in the qualification(s) from which they have been downgraded effective with the date the commander initiated the downgrade.

5.9.8. Commander-Directed Downgrades will be documented in accordance with **paragraph 7.4**. **(T-1**).

5.10. Multiple Qualification. Multiple qualification guidance applies to aircrew members who maintain qualifications in two or more aircrew positions or in two or more MDS where separate qualifications are required by lead MAJCOM. For Universal Qualification see **Chapter 8.**

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.

5.10.2. **Documentation.** Document MAJCOM authority for multiple qualifications, including a list of aircraft or aircrew positions in which qualifications are maintained in accordance with **paragraph 7.3.4.3** See AFMAN 11-202, Vol 1, *Aircrew Training*.

5.10.3. **Separate Qualifications Not Required.** For aircraft that do not require separate qualifications with the same MDS but in different series, document separate certifications using AF Form 4348.

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.

5.10.5. **QUAL and MSN Evaluations.** All crewmembers require a QUAL evaluation and, if applicable, a MSN evaluation, to include requisites (if required), in each MDS and/or crew position that they maintain qualification according to applicable AFI/AFMAN 11-2MDS Vol 2.

5.10.6. **Failure to Pass an Aircrew Evaluation.** A Q3 awarded grade on an INSTM evaluation applies to 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. Aircrew Flying in Non-USAF Aircraft and with Non-USAF Units. Aircrew authorized to perform duties in non-USAF aircraft in accordance with DAFMAN 11-401, or on duty with or attached to non-USAF units or activities for flying, abide by the operating activity, host service or host country guidance.

5.11.1. Aircrew flying with non-USAF units (e.g., exchange aircrew) do not need to abide by USAF guidance, including this AFMAN and AFI/AFMAN 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. **(T-1**). The restrictions in **paragraph 5.6.3** of this manual apply to such individuals until evaluations are completed.

5.11.2. 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/AFMAN 11-2MDS Vol 2 evaluations (document in accordance with **paragraph 7.7.3.2.2**).

5.11.3. USAF units using non-USAF aircraft that do not have an established system program director to execute a USAF flying program will comply with current USAF guidance, unless otherwise authorized by proper authority. **(T-1**). See AFI 11-401 for definitions of USAF and US Government aircraft.

5.12. Initial Cadre.

5.12.1. Aircrew members who are appointed by their MAJCOMs as initial cadre either for a new mission set requiring a Mission qualification or for a new MDS where no flight examiner currently exists will comply with the intent of this manual. **(T-1**). See **paragraph 7.5** for guidance on AF Form 8/8A documentation.

5.12.2. MAJCOMs will indicate through memoranda for record which aircrew are appointed as initial cadre and include in the flight evaluation folders in accordance with **paragraph 7.7.3.2.2**.

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

5.12.4. Pilots in these programs will maintain instrument qualification (see **paragraph 5.2.2**). **(T-1)**. 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, AFMAN 11- MDS Vol 2, or memorandum of understanding. **(T-1**).

Chapter 6

AIRCREW EXAMINATION PROGRAM

6.1. Purpose. The aircrew examination program measures a crewmember's knowledge of normal/emergency procedures, threats, and other information essential for the safe and effective operation of their assigned MDS through the administration of written or computer-based examinations.

6.2. Scope. This chapter applies to rated, Career Enlisted Aviator, non-rated X-prefix AE aircrew and Remotely Piloted Aircraft (RPA) sensor operators. This chapter includes requisite examination guidance for periodic aircrew evaluations. Requisite examinations include open book examinations, closed book examinations, instrument examinations and Boldface/CAPs examinations as described in **paragraph 5.5**.

6.3. Administrative Procedures.

6.3.1. **Program Documentation.** Units will document the unit-level aircrew examination program. **(T-3**).

6.3.2. **Computer-Based Examinations.** MAJCOM directed Stan/Eval software may fulfill the requirement for examinations as outlined in this manual.

6.3.3. **Retention of Examination Records.** Retain graded examination answer sheets/computer records until the AF Form 8/8A, or AF Form 803 is completed.

6.4. Examination Sources.

6.4.1. **Open Book Examinations.** Open book questions will come from publications containing information pertinent to the operation of applicable aircraft and performance of the assigned mission. **(T-1**).

6.4.1.1. The open book subject areas and the publications used to generate the examination will be made available to aircrew during testing. Electronic publications may be used as references for open book examinations. **(T-1**).

6.4.1.2. Each unit will develop an open book Secure Question Bank (SQB) that serves as the source for the open book examination. **(T-1**). Do not distribute the SQB to unit crewmembers and safeguard it in the same manner as any other required Stan/Eval examination. **(T-3**).

6.4.2. **Closed Book Examinations.** Major emphasis of closed book examination questions will be on aircraft systems, AFIs/AFMANs, Federal Aviation Administration/International Civil Aviation Organization rules, threat and mission knowledge that aircrew must immediately recall while airborne. **(T-1**).

6.4.2.1. Lead MAJCOMs review Master Question Files (MQFs) annually, distribute changes to MQFs as necessary and ensure MDS/crew-specific MQFs are available to applicable MAJCOMs.

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

6.4.3. **Instrument Examinations.** Reference AFMAN 11-210. 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. **(T-3**).

6.4.4. **Boldface/CAP Examinations.** Boldface/CAP Examinations will come from the MDS T.O. and will be identified in the AFI/AFMAN 11-2MDS Vol 2.

6.5. End-of-Course Examinations. FTUs administering USAF Formal School courses listed in the Air Force Education and Training Course Announcement database (**https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx**) may use end-of-course examinations to fulfill the requirements of the open book, closed book and Boldface/CAPS (if applicable) requisite examinations.

6.5.1. The Stan/Eval agencies of the MAJCOM responsible for training will coordinate with the MDS lead MAJCOM to ensure the end of course examination meets the requirements of this manual and AFI/AFMAN 11-2MDS Vol 2 before awarding credit for requisite completion. **(T-1**).

6.5.2. End of course examination 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 end of course exams that fulfill the requirements of requisite examinations will be graded according to **paragraph 6.6** and entered on the AF Form 8/8A according to **paragraph 7.3.5.1 (T-1**).

6.6. Examination Management. With the exception of written Boldface/CAPs exams, units will either maintain prepared examinations for each crew position or generate a unique examination for each aircrew member. **(T-3**).

6.6.1. **Examination Question Review.** OG Stan/Eval functions will review all MDS/crew position-specific MQFs, SQBs, and prepared examinations (if used) annually and as soon as possible after any changes in source documents. **(T-2**). 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 examination reviews in their supplement to this manual. **(T-2**).

6.6.2. If prepared examinations are maintained for each crew position:

6.6.2.1. Units will develop and control a minimum of two examinations for each crew position. **(T-3**).

6.6.2.2. Units having ten or fewer crewmembers per crew position require only one examination.

6.6.2.3. When different aircrew positions are responsible for the same information, units are not required to maintain separate examinations for each aircrew position.

6.6.2.4. Change a minimum of 50 percent of the questions on each prepared examination each calendar year.

6.6.3. If a unique examination is generated for each aircrew member:

6.6.3.1. Units may use MAJCOM-approved software for examination creation.

6.6.3.2. Examination databases should contain at least twice the number of questions required for each examination (e.g., if a 50-question examination is generated, there should be at least 100 questions in the examination database).

6.7. Examination Security. Stan/Eval personnel should maintain positive control of all examinations, applicable answer sheets, and associated computer-based media.

6.8. Grading.

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

6.8.2. **Written or Computer-Based Examinations.** Grade written or computer based examinations as a percentage of correct answers. The minimum passing grade is 85 percent. All questions missed should be reviewed immediately following the examination.

6.8.3. Units will grade all examinations and/or Boldface/CAPs exams prior to the crewmember's next flight. **(T-3**).

6.9. Failure to Pass a Requisite Examination.

6.9.1. Aircrew members failing a requisite examination (Open, Closed, Instrument or Boldface/CAPs) will be placed in supervised status in accordance with **paragraph 5.7** until successful retesting is completed. **(T-1**).

6.9.2. Aircrew members who fail a requisite examination should be afforded an adequate study period prior to re-examination. For other than Boldface/CAPs examination, the aircrew member will be given a different version of the examination. **(T-1**).

6.9.3. Aircrew members who fail a requisite examination must successfully complete the examination before the end of their eligibility period or the aircrew loses the qualification covered by the evaluation. **(T-1)**

6.9.4. For aircrew members who maintain multiple qualifications, supervised status resulting from failure of either an open book, closed book or Boldface/CAP examination applies only to the aircraft for which the examination was administered. Failure of the instrument exam results in the examinee being placed in supervised status in all aircraft in which instrument qualification is required.

6.10. (Added-314AW) 314 AW will develop and distribute UPEs semi-annually. A passing score is 100 percent. Any crewmember who fails a UPE exam will be grounded until a detailed review of missed questions is accomplished with a Permanent Party evaluator. Any crewmember that does not successfully complete the UPE exam within the semi-annual period will be grounded until a passing score is recorded. To determine the currency of new squadron members, squadrons will use the date of in-processing as the UPE completion date.

Chapter 7

DOCUMENTATION

7.1. Scope. Administration of the aircrew evaluation program requires accurate documentation. This chapter provides documentation guidance for aircrew that require an aircrew evaluation to establish qualification. See **Chapter 8** for documentation guidance pertaining to flight surgeons, AFSPECWAR aircrew, non-rated aircrew, and non-career enlisted aviator 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 completed AF Form 8/8A may be used as the source document to record data directly into the ARMS database. The chronological history of aircrew evaluations for an aircrew member is recorded on an AF Form 942, *Record of Evaluation.* These AF forms are maintained in the flight evaluation folders.

7.1.2. In all instances of documentation, use of electronic forms is encouraged, to include use of electronic signatures and wholly electronic flight evaluation folders in accordance with MAJCOM supplement guidance. In all instances, computer-generated forms must mirror AF forms as published on the DAF E-Publishing web site in accordance with DAFI 33-360.

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 and documented in accordance with AFMAN 11-202 Vol 1.

7.2.1. Certain qualifications (e.g. Aircraft Commander, Instructor) require SQ/CC Review and Certification per the respective AFI/AFMAN 11-2MDS Vol 1 before the member can perform duties in that role.

7.2.2. Commanders may restrict members from performing duties associated with a qualification without downgrading using the provision in **paragraph 7.8.4.2**.

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 the aircrew evaluation and verify the qualification of an aircrew member. An AF Form 8/8A is accomplished for each qualification.

7.3.1.1. Use the AF Form 8 to record aircrew maintaining qualification in a single aircraft.

7.3.1.2. Use the AF Form 8A to record aircrew maintaining Universal Qualification in accordance with **Chapter 8**.

7.3.1.3. An AF Form 8/8A is accomplished by the Flight Examiner, Reviewing Officer, Final Approving Officer, the examinee and a Certifying Official (if additional training was required).

7.3.2. **General Data Entry.** See **Attachment 3** for sample AF Forms 8, and **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 may be used (see also **paragraph 7.1.2**). For example, an “X” can also

be replaced with a "√" or other form standard, as long as such preference is standardized throughout the document.

7.3.2.2. For date fields use a two-digit day, three-letter month and two-digit year format (e.g., 24 Jun 18).

7.3.2.3. The "Eligibility Period" and "Expiration Date of Qualification" blocks should use a three-letter month and two-digit year format (Jun 18).

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

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

7.3.3. **Date Completed.** Use the latest completion date of the aircrew evaluation, requisites and the additional training if assigned.

7.3.4. **Examinee Identification (Section I).**

7.3.4.1. Name, Grade (to include Government Civilians) or CTR (for Contractors) and DOD ID, or Non-US Identity Code (NUSIC).

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 is annotated in accordance with **paragraph 7.3.10.4**).

7.3.4.2.2. For formal training unit courses in which an evaluation is administered, the organization and location should be the formal training unit organization/location.

7.3.4.3. **MDS/Crew Position.**

7.3.4.3.1. Enter the MDS in which the aircrew evaluation was given.

7.3.4.3.2. Enter the examinee's highest qualification in the MDS that the aircrew evaluation was given. **Note**: Examiner (e.g., EP, EF) 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 in accordance with 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 periodic aircrew evaluation of the same category (e.g., if the last MSN evaluation expires Sep 21, enter Apr-Sep 21).

7.3.4.4.2. Enter N/A (not applicable) for INIT, SPOT, RQ, and out-of-the-eligibility period aircrew evaluations (see **paragraph 5.8**).

7.3.4.4.3. For periodic aircrew evaluations where the expiration date of the previous aircrew evaluation is extended under the provisions of **paragraph 5.8.3.2**, enter the 6-month period preceding the original expiration date (extensions only extend 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 18 and QUAL evaluation expires Jan 19, enter "INSTM: Jun-Nov 18/QUAL: Aug 18-Jan 19" for an INSTM/QUAL evaluation).

7.3.5. **Requisite Information (Section II).**

7.3.5.1. **Requisite.**

7.3.5.1.1. Make a separate entry for each requisite. Discrepancies are noted in the examiner's remarks (see **paragraph 7.3.11.3**).

7.3.5.1.2. If requisites exceed available lines, make combined entries or document additional requisite completion in the Comments section.

7.3.5.1.3. Annotate an "EPE" for Emergency Procedure Evaluation.

7.3.5.1.4. Annotate "Instrument," "Closed Book," and "Open Book" for requisite examinations.

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

7.3.5.2. **Date.** In the date column, enter the date that the requisite is successfully completed.

7.3.5.3. **Results.**

7.3.5.3.1. Enter failed examination score with a successfully completed re-examination as follows: 84/98.

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

7.3.5.3.3. Enter failed EPE Qualification Level with the subsequent successful re-accomplishment as follows: 3/1.

7.3.6. **Aircrew Evaluation Information (Section III).**

7.3.6.1. **Aircrew Evaluation.**

7.3.6.1.1. In accordance with **paragraph 5.2**, use the following designations to describe the type of evaluation(s): INSTM, QUAL, MSN, INSTR, or SPOT. If combined, include the designation of each evaluation (e.g., QUAL/MSN, INSTM/QUAL/MSN).

7.3.6.1.2. Use the following prefixes, when applicable, to describe the 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**.

7.3.6.1.2.1. The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in **paragraph 5.2.4**.

7.3.6.1.2.2. 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., IN, IP).

7.3.6.1.2.3. When an aircrew qualification deals with regaining a complete loss of

instructor qualification, document it as RQ INSTR (not RQ SPOT).

7.3.6.1.3. Make a single line entry to document the flight(s)/event(s) used to complete the evaluation.

7.3.6.1.4. 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.

7.3.6.1.5. 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.

7.3.6.2. **Date.**

7.3.6.2.1. Enter the date the flight/event was completed.

7.3.6.2.2. For aircrew evaluations where a single mission consists of multiple flights over one or more days (see **paragraph 7.3.6.1.5**), use a single line entry with the date the mission was completed. Document the mission details and inclusive dates in the examiner remarks in accordance with **paragraph 7.3.11.3**.

7.3.6.2.3. For aircrew 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 in accordance with **paragraph 7.3.7.3**.

7.3.7. **Qualification Level (Section IV).**

7.3.7.1. Annotate the examinee's qualification level in accordance with the definitions of **paragraph 5.4.3** by placing a "1" (for Q1) or "2" (for Q2) in the qualified block or a "3" (for Q3) in the unqualified block.

7.3.7.2. Combined aircrew evaluations (e.g., INSTM/QUAL, INSTM/QUAL/MSN) require only one Qualification Level if all aircrew evaluations were awarded the same Qualification Level. If the Qualification Level varies for each Category of aircrew 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).

7.3.7.3. **Expiration Date of Qualification.**

7.3.7.3.1. In accordance with **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 aircrew evaluation was successfully completed.

7.3.7.3.2. For aircrew evaluations that do not establish a new eligibility period, enter "N/A."

7.3.7.3.3. Combined aircrew evaluations require only one date if all aircrew evaluation types were successfully completed and/or "N/A" if all aircrew evaluations types were assigned an unqualified grade. For combined aircrew evaluations where one category is successfully completed and/or one category is assigned an unqualified grade, indicate by assigning a new expiration date for the aircrew evaluation Category completed successfully, and "N/A" for those aircrew evaluation Categories awarded an

unqualified grade (e.g., QUAL 1 and INSTM 3, then enter "QUAL-Jul 12" and "INSTM-N/A").

7.3.8. **Additional Training (Section V).** If additional training not required, annotate each of the blocks described below with "N/A."

7.3.8.1. **Due Date(s).**

7.3.8.1.1. Enter a date not to exceed the last day of the third month following the event requiring additional training (an aircrew evaluation on 26 Jan 12 equals a 30 Apr 12 due date).

7.3.8.1.2. If more than one date or type of training is required, preface the due dates with an appropriate description (Academics, Sim, Flight, etc.).

7.3.8.2. **Date Additional Training Completed.**

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

7.3.8.2.2. If more than one date is required, preface the date(s) completed with an appropriate description (Academics, Sim, Flight, etc.).

7.3.8.3. **Certifying Official Grade, and Organization.** Enter the instructor's name, rank and organization who completed the additional training (or final event if more than one instructor is used). This individual will sign and date as the Certifying Official. **(T-3)**.

7.3.9. **Other (Section VI).** Restrictions/Exceptionally Qualified/commander-directed downgrade. Place an "X" or "√" (in accordance with **paragraph 7.3.2.1**) in the appropriate block when comments are annotated in Section VII. Do not annotate for restrictions resulting from failed requisite exams.

7.3.10. **Endorsement (Section VII).**

7.3.10.1. **Flight Examiner.**

7.3.10.1.1. The flight examiner signing Section VII of the AF Form 8/8A is responsible for the content of the AF Form 8/8A, and should not sign Section VII until verifying all required items (in accordance with this AFMAN and AFI/AFMAN 11-2MDS Vol 2) are documented.

7.3.10.1.2. The flight examiner signing Section VII of the AF Form 8 will always place an "X" or "√" (in accordance with **paragraph 7.3.2.1**) in the remarks block and make comments in the comments block. **(T-1)**.

7.3.10.1.3. Any other flight examiner(s) will enter remarks in the Mission Description block describing those parts of the aircrew evaluation they evaluated, complete the fields, and sign a signature block at the bottom of the second page (see sample in **Attachment 3**).

7.3.10.2. **Reviewing and Final Approving Officers.**

7.3.10.2.1. The Reviewing and Final Approving Officers will review the content of the AF Form 8/8A and the assigned qualification level, ensure all required additional training is adequate to correct the noted deficiencies and is complete, and will place an

"X" or "√" (in accordance with **paragraph 7.3.2.1**) in the "Concur" block. **(T-2)**. Reviewing and Final Approving Officers are those officers holding these positions, or acting in their stead during the period of the signature process, not necessarily the date of the evaluation.

7.3.10.2.1.1. If either or both officers do not agree with any portion of the AF Form 8/8A, the qualification level will not be changed, but the dissenting officer will place an "X" or "√" (in accordance with **paragraph 7.3.10.1**) in the "Do Not Concur" block on their line of the AF Form 8/8A. **(T-2)**. Remarks should not be modified without the concurrence of the individual who entered the original comments.

7.3.10.2.1.2. If "Do Not Concur" is marked, the non-concurring officer(s) should provide justification (e.g., reason for non-concurrence, suggested modifications to additional training as recommended by the flight examiner) in accordance with **paragraph 7.3.11.4** and/or **paragraph 7.3.11.5**.

7.3.10.2.2. The Reviewing Officer will sign and date the AF Form 8/8A after the flight examiner, but prior to the Final Approval Officer. **(T-3)**.

7.3.10.2.3. The Final Approval Officer will sign and date the AF Form 8/8A after the Reviewing Officer but prior to the examinee. **(T-3)**. As applicable, the Final Approving Officer may recommend or give a commander-directed downgrade in accordance with **paragraph 5.9** if further action is warranted.

7.3.10.2.4. MAJCOMs will specify in the MAJCOM supplement who the reviewing and final approving officers will be for aircrew evaluations other than formal course aircrew evaluations accomplished at a formal training unit. No individual can sign the AF Form 8/8A more than once (e.g., the same individual cannot sign as reviewing, as well as final approving officer).

7.3.10.2.5. For aircrew evaluations completed as part of a formal training course, the reviewing and final approving officers will be assigned to the unit conducting the course. **(T-1)**.

7.3.10.3. **Organization Block.** The format and content of data for the Organization block for the flight examiner and reviewing and final approving officers is as follows:

7.3.10.3.1. **Flight examiner.** Annotate unit/organization and office symbol of the flight examiner that completed the evaluation.

7.3.10.3.2. **Reviewing and Final Approving Officers.** Annotate unit/organization and office symbol accordingly.

7.3.10.4. **Examinee.** Annotate the examinee's Name and Rank/Grade in accordance with **para 7.3.4.1** The examinee will sign and date after the Final Approving Officer acknowledging that they have been debriefed and understand the action(s) being taken, if any. **(T-3)**.

7.3.11. **Comments (Section VIII).**

7.3.11.1. **Restrictions (if required).**

7.3.11.1.1. Specific restrictions and the criteria for the removal of the restrictions is documented as the first item of Section VIII.

7.3.11.1.2. Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.

7.3.11.2. **Exceptionally Qualified 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**.

7.3.11.3. **Examiner Remarks.**

7.3.11.3.1. **General.** For aircrew evaluations requiring two or more sorties, the mission description is annotated with First Sortie, Second Sortie, etc., as applicable.

7.3.11.3.1.1. First Sortie, Second Sortie, etc., entries on subsequent paragraphs/subparagraphs are annotated only if there are discrepancies or recommended additional training. For evaluations with more than one evaluator, see **paragraph 7.3.10.1.1**.

7.3.11.3.2. In all instances, except for the mission description, if no verbiage is needed annotate with "None."

7.3.11.3.3. **A. Mission Description.** The verbiage of the Mission Description will be in accordance with AFI/AFMAN 11-2MDS Vol 2. A comment addressing demonstrated instructional ability is mandatory for all instructor evaluations.

7.3.11.3.4. **B. Discrepancies** .

7.3.11.3.4.1. **Requisite Discrepancies.** Document by annotating the graded area, graded area title (e.g, Emergency Procedures Evaluation), grade (e.g., Q-/U), short description of discrepancy, and annotation if discrepancy was debriefed (see **Attachment 3**). Emergency Procedures Evaluation discrepancies will be annotated under paragraph B. Discrepancies, 1. Requisite. EPE.

7.3.11.3.4.2. **Aircrew Evaluation Discrepancies.** Document by annotating the graded area, graded area type (e.g., Evaluation), graded area number, graded area title (followed by any graded subarea title in parenthesis), grade (e.g., Q-/U), short description of discrepancy, and annotation if discrepancy was debriefed (see **Attachment 3**). Aircrew evaluation discrepancies are annotated under paragraph B, Discrepancies, 2. Aircrew Evaluation.

7.3.11.3.4.2.1. If there are no discrepancies, annotate paragraph B as, "Discrepancies. None."

7.3.11.3.5. **C. Recommended Additional Training.**

7.3.11.3.5.1. If discrepancies are documented in paragraph B and are not listed as Debriefed, annotate paragraph C with recommended additional training.

7.3.11.3.5.2. Descriptions of assigned additional training include how satisfactory knowledge or proficiency will be demonstrated to a flight examiner or an instructor.

7.3.11.3.5.3. If additional training items do not fit on the AF Form 8/8A, at a

minimum annotate the proficiency that will be required by the examinee prior to the requalification evaluation.

7.3.11.3.5.4. Aircrew evaluation and EPE discrepancies will be listed separately. If there is no additional training, annotate paragraph C as, "Recommended Additional Training. None."

7.3.11.3.6. **Additional Comments.**

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

7.3.11.3.6.2. Document any commendable items (see **paragraph 5.4.2.9**) 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**).

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

7.3.11.3.6.4. If an alternate evaluation method is used to satisfy a part of the requisite or aircrew evaluation requirements (unless always accomplished verbally, on the ground, or in the simulator/aircrew training device according to the AFI/AFMAN 11-2MDS Vol 2 grading criteria), enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

7.3.11.3.6.5. If a crewmember received a qualification level of Q3, indicate whether the entire evaluation must be re-accomplished, or just specific areas/subareas.

7.3.11.3.6.6. In accordance with **paragraph 5.2.5,** if a SPOT evaluation is used to update a periodic evaluation and/or the SQ/CC authorizes additional flights after the SPOT to accomplish a periodic evaluation, document the circumstances in this section.

7.3.11.3.6.7. Incorporate the information contained in any applicable memorandum for the record (e.g., extension, waivers) in this paragraph (see **paragraph 7.7.3.2.2**).

7.3.11.3.6.8. Document individual or group waivers applicable to the evaluation.

7.3.11.3.6.9. In accordance with **paragraph 5.8.4**, document the OG/CC approval for a member to complete of one or more requisites after the evaluation expiration date.

7.3.11.3.6.10. In accordance with **paragraph 4.3.4**, document approved cross-command evaluations.

7.3.11.4. **Reviewing Officer's Remarks.** Reviewing Officers annotate their remarks following the Examiner's Remarks in the space provided. If no remarks, annotate with "None."

7.3.11.5. **Approving Officer's Remarks.** Approving Officers annotate their remarks following the Reviewing Officer Remarks in the space provided. If no remarks, annotate with "None."

7.3.11.6. **Additional Reviews (Optional).** Additional reviews are at MAJCOM/unit discretion and will be defined in the MAJCOM and/or unit supplement.

7.3.12. **Temporary Aircrew Evaluation Documentation.**

7.3.12.1. AF Form 3862, *Flight Evaluation Worksheet*. Use AF Form 3862 as temporary documentation of flight evaluations. File temporary aircrew evaluation documentation in the crewmember's flight evaluation folders (FEF) (hard-copy or electronic) after the aircrew evaluation and all requisites are complete as a temporary record of the aircrew evaluation results.

7.3.12.2. The temporary aircrew evaluation documentation should 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.

7.3.12.3. The examiner completing the aircrew evaluation signs and dates the temporary aircrew evaluation documentation.

7.3.12.4. Remove temporary aircrew evaluation documentation when the permanent AF Form 8/8A is filed in the FEF.

7.3.12.5. 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.

7.3.12.6. Further guidance concerning temporary aircrew evaluation documentation may be outlined in MAJCOM and unit supplement.

7.3.13. **Documentation of Requalification Evaluations due to failed Aircrew Evaluations.**

7.3.13.1. Requalification evaluations requiring an aircrew evaluation:

7.3.13.1.1. Document the results on a separate AF Form 8/8A.

7.3.13.1.2. The requalification evaluation AF Form 8/8A should only include documentation of the aircrew evaluation. Requisite completion dates from the Q3 AF Form 8/8A should not be annotated on the requalification evaluation AF Form 8/8A unless requisites were not completed or are required to complete the requalification evaluation.

7.3.13.1.3. If the requalification evaluation 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 requalification evaluation AF Form 8/8A.

7.3.13.2. If the requalification evaluation requires only the successful completion of a requisite or a portion of a requisite, document the results on a separate AF Form 8/8A. Annotate the results as "RQ MSN," "RQ QUAL," "RQ INSTR," etc., under section III "aircrew evaluation."

7.4. Commander-Directed Downgrade. See also **paragraph 5.9** The AF Form 8/8A for a Commander-directed Downgrade will be in accordance with **paragraph 7.3**, except as described below.

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 (Section I).**

7.4.2.1. **Aircraft/Crew Position.**

7.4.2.1.1. In addition to the crewmember's MDS, if the downgrade includes a loss of a qualification (e.g., instructor) enter the downgraded crew position.

7.4.2.1.2. If the individual is downgraded to a completely unqualified status (e.g., IP to UP), enter the crew position to which they will be requalified upon successful completion of either an RQ aircrew evaluation, EPE or Examination.

7.4.2.2. **Eligibility Period.** Enter "N/A."

7.4.3. **Aircrew Evaluation Information (Section III).** In the aircrew evaluation block enter the category of the aircrew evaluation associated with the downgrade being given (e.g., if the commander is downgrading an area/subarea related to the tactical mission of the MDS then enter MSN) with the date of the situation that caused the downgrade.

7.4.4. **Qualification Level (Section IV).**

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

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

7.4.4.2.1. Requalification evaluations following a commander-directed downgrade are documented on a separate AF Form 8/8A in accordance with **paragraph 7.3.13**.

7.4.4.2.2. If the commander intends for the individual to regain their qualification through the successful completion of a requisite, enter "3/1" (see **paragraph 7.3.5.3**).

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

7.4.5. **Additional Training (Section V) and Other (Section VI).**

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

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

7.4.5.1.2. If desired, the commander may still require restrictions and/or additional training. If used, document in accordance with the next paragraph.

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

7.4.5.2.1. Place an "X" or "√" (in accordance with **paragraph 7.3.2.1**) in the box for Restriction(s) and enter the Due Date as the last day of the third month from the effective date (e.g., the date entered into—Date Completed at the top of the AF Form 8/8A.

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

7.4.5.2.3. The Instructor completing the additional training (or last training event if more than one) signs and dates the Certifying Official block.

7.4.5.3. Place an "X" or "√" in the commander-directed downgrade Block (in accordance with **paragraph 7.3.2.1**).

7.4.6. **Endorsement (Section VII).**

7.4.6.1. Only the commander directing the downgrade and the individual concerned may sign the AF Form 8/8A. Additional reviews (annotated under Section IV) are at the MAJCOM discretion.

7.4.6.2. Final Approving Officer. The commander directing the downgrade signs and places an "X" or "√" (in accordance with **paragraph 7.3.2.1**) in the remarks block.

7.4.6.3. **Examinee.** The crewmember signs acknowledging the action being taken by the commander.

7.4.7. **Comments (Section VIII).**

7.4.7.1. At the top of the page enter, "RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE."

7.4.7.2. Paragraph A, Narrative: describe the reason for the commander-directed downgrade.

7.4.7.3. Paragraph B, Discrepancies: in accordance with **paragraph 7.3.11.3.3**.

7.4.7.4. Paragraph C, Recommended Additional Training:

7.4.7.4.1. In accordance with **paragraph 7.3.11.3.4** as desired or "None."

7.4.7.4.2. In accordance with **paragraph 7.3.11.3.5,** enter corrective action or training required prior to requalification.

7.4.7.5. Paragraph D, Additional Comments: As desired or "None."

7.4.7.6. Additional Reviews: As directed by MAJCOM and/or unit supplement or "None."

7.5. Initial Cadre. (see also **paragraph 5.12**). Except as described below, the AF Form 8/8A for an Initial Cadre will be completed in accordance with **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 (Section II).**

7.5.2.1. **Aircraft /Crew Position.** Enter the examinee's new MDS and crew position.

7.5.2.2. **Eligibility Period.** Enter “N/A.”

7.5.3. **Aircrew Evaluation Information (Section III).** Under "Aircrew Evaluation" enter "INIT CADRE QUAL" with the same date as noted in **paragraph 7.5.1**.

7.5.4. **Qualification Level (Section IV).**

7.5.4.1. Enter a “1” in the qualified block.

7.5.4.2. **Expiration Date of Qualification.** Enter expiration date.

7.5.5. **Additional Training Due Date.** Leave blank.

7.5.6. **Endorsement (Section VII).**

7.5.6.1. **Flight Examiner.** Leave blank.

7.5.6.2. **Reviewing Officer.** The SQ/CC signs and places an “X” (in accordance with **paragraph 7.3.2.1**) in the remarks block. If the SQ/CC is being upgraded then leave blank.

7.5.6.3. **Final Approving Officer.** The OG/CC signs and places an “X” (in accordance with **paragraph 7.3.2.1**) in the remarks block.

7.5.6.4. **Examinee.** The examinee signs.

7.5.7. **Comments (Section VIII).** 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 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 crewmember. See example at **Attachment 5**.

7.6.1. **Data Entry.**

7.6.1.1. Except where specifically noted otherwise (e.g., Type of Evaluation: INSTR) use upper and lower case letters.

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

7.6.1.3. A one-line entry is used for all aircrew evaluations with the exception of those in which the qualification levels awarded on portions of a combined aircrew evaluation are not all the same.

7.6.1.4. For combined aircrew evaluations in which different qualification levels are awarded for any of the evaluation types, a single line entry should be made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level.

7.6.1.5. Use one AF Form 942 until it is completely filled in. If closing out hand written, hard-copy AF Forms 942, “Z” out any blocks that are unused or no-longer needed. Units are not required to “Z” unused blocks on the electronic AF Forms 942.

7.6.2. **Type Aircraft/Crew Position.** Enter Aircraft and crew position as it appears in the Aircraft/Crew Position area under Examinee Identification of the subject AF Form 8/8A.

7.6.3. **Type of Evaluation.** Enter type of evaluation or combined evaluation as it appears in the aircrew evaluation information (Section III) under aircrew evaluation of the subject AF Form 8/8A. If different qualification levels were awarded to different types of a combined evaluation, list these individual types as separate entries.

7.6.4. **Date Completed.** Enter date from the Date Completed block of the subject AF Form 8/8A.

7.6.5. **Qualification Level.** Enter the appropriate qualification level as it appears on the referenced AF Form 8/8A.

7.6.6. **MAJCOM Change.** A one-line, undated entry containing MAJCOM title will be made for each change in the individual's MAJCOM for record 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 aircrew evaluation from a Flight Examiner in a different MAJCOM unless the individual is enrolled in a formal training program.

7.6.7. **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.

7.7. Flight Evaluation Folders (FEF). The FEF contains the source documents that constitute the history of qualifications for each crewmember.

7.7.1. **Maintenance of FEFs.**

7.7.1.1. Each crewmember who is on flying status must have a FEF that includes all AF Forms 8/8A, AF Forms 942, and any additional MAJCOM and/or unit specified Stan/Eval items. **Exception**: Universal Qualified Aircrew that only require an examination to establish aircrew qualification do not require a FEF, documentation will be in accordance with **paragraph 8.3**.

7.7.1.2. 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. **(T-3)**.

7.7.1.3. FEFs belonging to HHQ personnel on active flying status will be maintained by the Stan/Eval function of their attached flying unit.

7.7.1.4. For personnel on inactive flying status, the FEF will be maintained with their Flight Records Folder (FRF). **(T-3)**.

7.7.1.5. 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.

7.7.1.6. FEFs of separated or retired members, and digital versions of historical records, are maintained in accordance with AFI 33-322.

7.7.2. **Electronic Flight Evaluation Folders.**

7.7.2.1. Electronic FEF systems must be able to produce hard copies of FEF products, when needed, consistent with the guidance in this AFMAN. **(T-1)**. Additionally, the electronic FEF must be transportable by either digital media or via a digital database. **(T-1)**.

7.7.2.2. Stan/Eval Offices must employ a method to backup Electronic FEFs. **(T-1**). Examples include stand-alone electronic systems, separate servers or paper copies and should be specified in unit supplements to this AFMAN.

7.7.2.2. **(314AW)** Paper copy FEFs will be the backup method used for electronic FEFs.

7.7.2.3. Once incorporated into the electronic FEF system, any hard copy historical information may be returned to the Aircrew Member or be used at unit discretion.

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

7.7.3.1. **Section I (left side of paper copy).** This Section contains AF Forms 942 and any Stan/Eval items authorized by the MAJCOM and/or unit supplement. Section I may contain two sub-sections.

7.7.3.1.1. AF Forms 942 are placed on top in chronological order with the most recent on top.

7.7.3.1.2. The FEF Review and Discrepancy Log is placed under the AF Forms 942.

7.7.3.1.3. Any additional Stan/Eval information as directed by MAJCOM and/or unit supplement should be placed under the AF Form 942.

7.7.3.1.4. If the FEF is not maintained at the same base with the individual's flight records folder, a copy of the most recent DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, may be filed in this section behind any MAJCOM and/or unit directed items.

7.7.3.2. **Section II (right side of paper copy).** This section contains AF Forms 8/8A and any related memorandum for the record for all evaluations listed on the AF Form 942.

7.7.3.2.1. **AF Forms 8/8A.** File AF Forms 8/8A in chronological order with the most recent on top. Individuals who maintain aircrew 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. **(T-3)**.

7.7.3.2.2. Memoranda for the record (MFR) documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8/8A are filed on top of, or adjacent to the affected AF Form 8/8A.

7.7.3.2.2.1. If the memorandum for the record addresses an AF Form 8/8A that has not already been completed, incorporate the information contained in the memorandum onto the applicable AF Form 8/8A under Examiner Remarks paragraph D, Additional Comments, when action is complete and remove the memorandum for the record.

7.7.3.2.2.2. If the memorandum for the record addresses an AF Form 8/8A that has already been completed, incorporate the information contained in the memorandum onto the next applicable AF Form 8/8A under Examiner Remarks paragraph D, Additional Comments, when action is complete, and remove the memorandum for the record.

7.7.3.2.2.3. If the memorandum for the record addresses a major discrepancy or unusual circumstance not addressed or corrected by a later AF Form 8, and it does

not affect any of the current aircrew qualifications, remove the memorandum and add a summary of the memorandum that describes the original discrepancy in the FEF Review and Discrepancy Log.

7.7.3.2.2.4. **Expiration Date Extensions memoranda for the record (see also paragraph 5.8**). Specify extension authority, the new expiration date, and a brief description of the extension. Memoranda for the record will be dated prior to the expiration date of any affected periodic evaluation.

7.7.4. **Hard-Copy Folders.**

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

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

7.7.4.3. Affix a label bearing the individual's name and DoD ID number or Non-US Identity Code 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.

7.7.4.4. Folders must bear the "Controlled Unclassified Information" and Privacy Act statement label/stamp on both sides of the FEF.

7.7.5. **Review of FEFs.**

7.7.5.1. **Initial Review.** The flying unit will review the FEF for all newly assigned crewmembers to verify their aircrew qualification(s) prior to their first flight. **(T-3)**.

7.7.5.1.1. The gaining organization documents any major discrepancies from evaluations performed in previous organizations not already annotated in the discrepancy log. Following the initial review, the gaining unit is responsible only for documentation subsequently placed in the FEF.

7.7.5.1.2. 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. **(T-3)**.

7.7.5.2. **Posting Review.**

7.7.5.2.1. The Stan/Eval function will review each AF Form 8/8A when they are placed in the FEF to ensure accuracy and completeness.

7.7.5.2.2. The AF Form 8/8A review will confirm that the aircrew evaluation Eligibility Period and aircrew qualification as documented are correct, that the aircrew evaluation and all requisites were accomplished within the aircrew evaluation Eligibility Period and that all signatures and initials are obtained within the allotted time (see **paragraph 7.3.12.5**).

7.7.5.2.3. Document the posting review in the FEF Review and Discrepancy Log or in accordance with MAJCOM guidance.

7.7.5.3. **Periodic Review.**

7.7.5.3.1. The Stan/Eval function reviews all applicable FEF to confirm aircrew qualification expiration dates used to track required aircrew evaluations are the same as those listed in the FEFs. Periodic review of FEFs for personnel in inactive status is not required.

7.7.5.3.2. The interval between reviews will not exceed the standard qualification period window unless a more restrictive review period is established in accordance with MAJCOM and/or unit supplement.

7.7.5.3.3. Document the periodic review in the FEF in accordance with MAJCOM and unit supplements.

7.7.6. **FEF Discrepancies.**

7.7.6.1. Major discrepancies are discrepancies that affect the current qualification of the crewmember.

7.7.6.1.1. Major discrepancies are documented on a memorandum for the record, and signed by the Group Chief of Stan/Eval or higher, filed in Section I or II immediately above or adjacent to the affected AF Forms 8/8A.

7.7.6.1.2. Memoranda for the record documenting similar major discrepancies found on multiple AF Forms 8/8A is filed on top of the latest affected AF Form 8/8A.

7.7.6.2. Minor discrepancies are discrepancies that do not affect the aircrew qualification of the crewmember but affect the overall clarity of a current or previous AF Form 8/8A. If a minor discrepancy cannot be corrected on the AF Form 8/8A, they are documented on the FEF Review and Discrepancy Log. Typos, formatting and misspellings that do not affect the overall clarity of the document are not considered minor discrepancies.

7.7.6.3. **Corrections.**

7.7.6.3.1. **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 flight examiner is not available then document the discrepancy in accordance with paragraph **7.7.3.2.2** or **7.7.3.2.2.3**.

7.7.6.3.2. **AF Form 942.** AF Forms 942, not being source documents, may be altered without restriction to reflect the assignment of the crewmember and the contents of the FEF.

7.7.6.3.3. **Electronic Corrections.** If the system used to store the record does not allow corrections to be made, document the discrepancy in accordance with **paragraph 7.7.3.2.2** and/or **paragraph 7.7.3.2.2.3**.

7.7.7. **Transfer of FEF.**

7.7.7.1. **PCS of Individual.** Crewmembers should hand-carry a paper or electronic copy of their FEF to the gaining organization.

7.7.7.1.1. When circumstances prevent this, the losing organization emails an electronic copy of the FEF or mails the paper FEF to the gaining unit via registered mail.

7.7.7.1.2. When mailing a FEF or any of its contents, retain a copy (paper or electronic) until the gaining organization has received the original FEF.

7.7.7.1.3. If the gaining unit has the same electronic FEF system, the losing organization is responsible for sending the FEF to the gaining unit once the individual leaves the organization. If the gaining unit does not have the same system, the losing organization provides the member a compatible electronic copy (such as a .pdf file) or a hard-copy to hand-carry to the gaining unit.

7.7.7.1.4. The gaining unit is responsible for the accuracy of the FEF after the initial FEF review.

7.7.8. Disposition of FEF.

7.7.8.1. Dispose of the FEF according to the Air Force Records Disposition Schedule and Air Force guidance concerning the protection of Personally Identifiable Information.

7.7.8.2. Outdated certification documents, Aviation Resource Management System (ARMS) products, medical recommendations and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

7.8. Air Force Form 4348, *USAF Aircrew Certifications*. See **Attachment 6** for sample AF Forms 4348.

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

7.8.1.1. 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.

7.8.1.2. 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.

7.8.1.3. 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.

7.8.1.4. 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.

7.8.1.4.1. When utilizing digital FEFs, the certifying official may digitally sign new individual entries. If the procedures in **paragraph 7.8.1.4** are utilized for past certifications and a certifying official has signed all additional entries, then a final signature below all other entries is not required.

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

7.8.1.6. Appropriate guidance that may require aircrew certification using AF Form 4348 entry include MAJCOM and/or supplement, AFI/AFMAN11-2MDS Vol 1, and AFI/AFMAN11-2MDS Vol 3.

7.8.2. General Data Entry.

7.8.2.1. Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II), DoD ID number, unit MDS and unit (assigned/attached for flying) organization/location.

7.8.2.2. Use one line for each certification.

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

7.8.2.4. 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.

7.8.3. Certification.

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

7.8.3.2. 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.

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

7.8.3.4. 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.

7.8.3.5. 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.

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

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

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

7.8.4.1. Decertification for Cause. Used for observed substandard performance.

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

7.8.4.1.2. 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 6** for example.

7.8.4.2. Discretionary Decertification. An administrative action not based on performance.

7.8.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained in accordance with AFI/AFMAN11-2 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.

7.8.4.2.2. 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 6**. **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.

7.8.4.2.3. 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.

7.8.4.2.4. 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 in accordance with **paragraph 7.8.1.3**.

7.8.5. Unusual Circumstances. When unusual circumstances require additional information for an AF Form 4348 entry, use additional lines as necessary or re-accomplish the AF Form 4348.

7.8.6. Computer Generated AF Forms 4348. Computer-generated AF forms must mirror AF forms published on the Air Force e-Publishing web site.

7.8.7. 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 or Stan/Eval has been authorized by the SQ/CC to sign the last line of an AF Form 4348 to signify transcription accuracy.

7.8.7. **(314AW)** Due to the lack of communication between AMC and AETC GTIMS servers, upon in- processing, members are decertified of all previous certifications not maintained on the Formal Training Unit's Letter of X's (LOX). To communicate previous certifications held to the member's next gaining unit, the previous unit's LOX, the In-Processing 4348 Aircrew Certification/Decertification memorandum, and a current unit GTIMS generated 4348 will be attached on the left side of the member's paper FEF. A complete list of certifications can be found in the unit's LOX certified by the SQ/CC. Certifications reflected on the GTIMS 4348's are accompanied by an AF Form 4324 which is reviewed/signed by CCV, DOT, and SARM.

Chapter 8

UNIVERSAL QUALIFICATION

8.1. General.

8.1.1. Universal Qualification is a documented designation that allows certain specified aircrew to attain/maintain qualification in two or more MDS aircraft.

8.1.2. The types of aircrew eligible for Universal Qualification will be identified in the MAJCOM Supplement to this document or the applicable AF 11-2MDS Vol 2.

8.1.3. The types of MDS available for Universal Qualified Aircrew to maintain Universal Qualification on will be identified in the MAJCOM Supplement to this document or the applicable AFI/AFMAN 11-2MDS Vol 2.

8.1.4. Crewmembers that will be qualified in all USAF aircraft upon successful completion of a QUAL evaluation, will be identified in accordance with this chapter, the MAJCOM Supplement to this document or the applicable AFI/AFMAN 11-2MDS Vol 2.

8.2. Evaluations.

8.2.1. Universal Qualification is attained/maintained by the successful completion of a QUAL evaluation or the successful completion of a Requisite(s).

8.2.2. Once Universal Qualification has been attained, qualification on additional MDS is attained/maintained in accordance with **paragraph 8.1**.

8.2.3. A QUAL evaluation for Universal Qualified Aircrew, may be accomplished on any of the MDS in which the crewmember is either gaining or maintaining qualification.

8.2.4. A Mission qualification may be required by applicable AFI/AFMAN 11-2MDS Vol 2 and/or MAJCOM supplement to this manual. A Mission Qualification, when required, is attained through a MSN Evaluation given in one MDS that the Universal Qualified Aircrew maintains Basic Qualification.

8.2.5. Failure of universally qualified aircrew members to pass a QUAL evaluation (or requisite if Qualification is attained by requisite only) results in loss of Universal Qualification, in accordance with MAJCOM supplement and AFI/AFMAN MDS Vol 2. Failure to pass a MSN evaluation (or requisite if Mission Qualification is attained by requisite only) results in loss of Mission Qualification on all MDS, in accordance with MAJCOM supplements and AFI/AFMAN MDS Vol 2.

8.3. Documentation.

8.3.1. **AF Form 8.** If the crewmember requires a QUAL evaluation and/or an EPE (e.g., not just an examination), and if after successful completion of the Evaluation will be automatically Qualified in all MDS listed in the MAJCOM supplement or AFI/AFMAN MDS Vol 2, document the evaluation on a AF Form 8 and maintain the AF Form 8 in a FEF in accordance with **Chapter 7**. Annotate "Universal Qualification" in Comments (Section VII) under Examiners Remarks: A. Mission Description.

8.3.2. **AF Form 8A.** If the crewmember requires a QUAL evaluation and/or an EPE (e.g., not just an examination) and subsequently attains Qualification in additional MDS separately, then

document the evaluation on a AF Form 8A and maintain the AF Form 8A in a FEF in accordance with **Chapter 7**.

8.3.3. **AF Form 3862.** File the worksheet or draft copy of the AF Form 8 in the aircrew member's Flight Evaluation Folder immediately after the flight evaluation as a temporary record of the evaluation results. Maintain until the finished AF Form 8 is added to the FEF, then discard.

8.3.4. **AF Form 1522.** If the crewmember only requires an examination to maintain Universal Qualification, document the successful completion on an AF Form 1522, *ARMS Additional Training Accomplishment Report*, with currency tracked in the training module. The Stan/Eval function of the unit to which Universal Qualified Aircrew are assigned/attached for flying will verify that ARMS information is logged appropriately. (**T-1**).

8.3.4.1. MSN Evaluations, if required, will be documented in the same manner as QUAL evaluations.

8.3.5. **AF Form 8A differences.**

8.3.5.1. **Examinee Identification (Section I).**

8.3.5.1.1. **Expiration Date of Qualification.**

8.3.5.1.1.1. If the crewmember only requires an EPE or EPEs in multiple MDS, enter the month and year that is 17 months after the month in which the last EPE was successfully completed.

8.3.5.1.1.2. If the crewmember requires aircrew evaluations in multiple MDS, enter the month and year that is 17 months after the month in which the last aircrew evaluation was successfully completed.

8.3.5.1.2. **MDS/Crew Position.** Enter the MDS in which the aircrew evaluation or EPE was given. If multiple aircrew evaluations and/or EPEs in different MDS are required to maintain Universal Qualification, list each MDS/Crew Position that the crewmember received an aircrew evaluation and/or EPE that were part of the periodic Universal Qualification Evaluation.

8.3.5.2. **Requisite Information (Section II).**

8.3.5.2.1. Make a separate entry for each requisite by MDS in accordance with published guidance in MDS specific volume 2.

8.3.5.2.2. For combined requisites that include 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 (e.g., Open Book, Closed Book, EPE).

8.3.5.3. **Aircrew Evaluation Information (Section III).**

8.3.5.3.1. Qual Level. Place a 1, 2, or 3 in the Qualification Level block next to the applicable aircrew evaluation.

8.3.5.3.2. **Additional MDS Qualification.** Upon successful completion of the evaluation, if the crewmembers are granted qualification on additional specific MDS

by a means other than an Evaluation or EPE (e.g., by examination, certification, training) annotate those additional MDS in the "Additional MDS Qualification" blocks.

8.3.5.4. **Endorsement (Section VII).**

8.3.5.4.1. **Flight Examiner.**

8.3.5.4.1.1. If the crewmember only requires an EPE or EPEs in multiple MDS, the flight examiner completing the last EPE will sign in the Flight Examiner block.

8.3.5.4.1.2. If the crewmember requires aircrew evaluations in multiple MDS, the FE completing the last EPE will sign in the Flight Examiner block.

8.3.6. **AF Form 942 differences.** Enter the first MDS/crew position as it appears in the MDS/Crew Position area under Examinee Identification of the subject AF Form 8A.

8.3.7. AF Form 803. Evaluation Form for AFSPECWAR aircrew. Document, file and maintain in accordance with AFSPECWAR AFI/AFMAN 11-2MDS requirements.

8.4. Flight Surgeons.

8.4.1. Flight Surgeon initial and periodic Universal Qualification evaluations consist of a closed book examination. **(T-1)**.

8.4.2. AFMRA/SG3P maintains a bank of test questions. **(T-1)**. Test questions are randomly generated from the test bank.

8.4.3. Upon successful completion of the examination, the flight surgeon is Universal Qualified in all USAF aircraft.

8.5. AFSPECWAR Aircrew.

8.5.1. AFSPECWAR Aircrew initial and periodic Universal Qualification evaluations will consist of a closed book examination. **(T-1)**.

8.5.2. Test questions are randomly generated from a test bank maintained in accordance with AFI 10-3502V2. **(T-1**).

8.5.3. Upon successful completion of the examination, the AFSPECWAR Aircrew is Universal Qualified in all USAF aircraft.

8.6. Aerospace Physiology (AP) Personnel.

8.6.1. X-Prefixed Aerospace Physiology personnel (Officer and Enlisted) will complete an initial and periodic open book examination.

8.6.2. Test questions are randomly generated from a test bank maintained by AF/A3T, Officer and Enlisted Career Field Managers for Aerospace Physiology **(T-1)**.

8.6.3. Upon successful completion of the examination, Aerospace Physiology personnel will receive a Universal Qualification in all USAF aircraft.

8.6.4. Record successful completion of the initial open book exam on an AF Form 4324 in Block 22 (Qualification/Certification).

8.6.4.1. For Officers, use the graduation date annotated on the AFSC awarding course certificate.

8.6.4.2. For Enlisted, use the date annotated on the AF Form 2096 that awards the 5 Skill level.

8.6.5. All periodic examinations will be recorded on the AF Form 1522.

8.7. Other Aircrew not identified in the MAJCOM Supplement or AFI/AFMAN 11-2MDS Vol 2 requiring Universal Qualification.

8.7.1. Initial and periodic evaluations consist of a minimum of an open or closed book examination. **(T-2)**.

8.7.2. The Unit Stan/Eval office maintains a bank of test questions. **(T-2)**. Test questions are randomly generated from the test bank.

8.7.3. Upon successful completion of the examination, the crewmember is qualified in aircraft as designated in unit supplements or in the remarks section of the AF Form 8/8A.

Chapter 9

OTHER STANDARDIZATION EVALUATION PROGRAMS

9.1. Flight Crew Information File (FCIF).

9.1.1. Units will establish and maintain a FCIF consisting of a current read file and publications library. The FCIF will consist of the items listed in **Table 9.1** and will be filed in accordance with DAFI 33-360 in either hardcopy or electronic format. **(T-1**). The FCIF is organized into volumes as shown in the table. If a unit establishes an electronic FCIF, the location will be readily accessible and easily navigable by all aircrew. **(T-2**).

9.1.1.1. If any part of the FCIF is maintained electronically and not specifically addressed in this chapter, in DAFI 33-360 or TO 00-5-1, units will ensure that the information is current and accessible for concurrent viewing by multiple crewmembers. **(T-3**).

9.1.1.2. At a minimum, units will maintain the required index and location of electronic files in a hard-copy binder in a location easily accessible to all unit aircrew. **(T-3**).

9.1.1.3. Documents in the FCIF will be made available for deployments via either electronic or hardcopy means. **(T-1**).

9.1.1.4. The AF Form 50, *Flight Crew Information File*, is the source document used to issue Flight Crew Information Files.

9.1.1.4.1. Use the AF Form 50 (see **paragraph 9.3**) to generate FCIF messages in which pertinent information is published to units.

9.1.1.4.2. MAJCOMs may tailor the form to reflect MDS information as necessary.

9.1.1.5. **(Added-314AW)** An FCIF binder located in the squadron will only include a paper copy of the 314 AW Table of Contents. The 314 AW SharePoint and standalone computer (located in the squadron) will serve as a local electronic backup method for FCIFs.

9.1.2. **Required Volumes.** 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). **(T-2)**. Label binders on the spine indicating Volume and Title in accordance with **Table 9.1**. **(T-2)**.

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

9.1.2.1. **Volume I: Current Read File** . 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.

9.1.2.1.1. Part A is an index listing all material contained in FCIF Volumes I through V.

9.1.2.1.2. Part B is the Current Read File of FCIF messages.

9.1.2.1.2.1. FCIF messages contain information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight. **(T-2)**.

9.1.2.1.2.2. FCIF messages may be issued/rescinded from the MAJCOM, NAF or unit level. Only the office who originally issued the FCIF can rescind it.

9.1.2.1.2.3. MAJCOMs will advise user commands when releasing an FCIF message that affects a MDS. **(T-1)**. FCIF messages that affect MDSs will include designated MAJCOM applicability. **(T-2)**.

9.1.2.1.2.4. FCIF messages may be issued to alert aircrew to publication changes for Technical Order (TO) or AFIs/AFMANs that affect aircraft operations. Actual publication changes must be accomplished in accordance with established procedural guidance, to include DAFI 33-360 (as applicable) and TO 00-5-1. **(T-1)**.

9.1.2.1.2.5. FCIF messages that contain MDS data will be controlled in accordance with the applicable distribution statement in the governing TO. **(T-1)**.

9.1.2.1.3. 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.

9.1.2.2. **Volumes II through IV: Publications Library** . These volumes consist of an FCIF Functional Publications Library according to MAJCOM directives. See DAFI 33-360 for basic library requirements.

9.1.2.3. All publications in the library will be current and complete. **(T-1)**. MAJCOMs may authorize units to withhold posting of publication library information that does not apply based on aircraft configuration.

9.1.2.4. Units establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles. **(T-2)**. Publication dates, supplements and changes are not required.

9.1.2.5. MAJCOMs may waive Volumes II-V requirements for special training units (e.g., Red Flag).

Table 9.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFMAN 11-202 Vol 1	*Aircrew Training*
AFI/AFMAN 11-2MDS Vol 1	*Aircrew Training*
AFMAN 11-202 Vol 2	*Aircrew Standardization and Evaluation Program*

AFI/AFMAN 11-2MDS Vol 2	*Aircrew Evaluation Criteria*
AFMAN 11-202 Vol 3	*Flight Operations*
AFI/AFMAN 11-2MDS Vol 3	*Aircrew Operational Procedures*
DAFMAN 11-401	*Aviation Management*

9.1.2.6. **Volume V (optional): Flight safety information** .

9.1.2.7. **(Added-314AW)** The contents of all required items of Volume IV and V will be maintained according to the electronic 314 AW Table of Contents. Go/No-Go Procedures. The overall office of primary responsibility (OPR) for the Aircrew Sign-in Go/No-Go program is 314 AW. The squadron OPR is the Operations Supervisor, who will ensure compliance with the Go/No-Go program. The Operations Supervisor will maintain a 314 AW approved Go/No-Go Coversheet Checklist, Aircrew Risk Management Worksheet, and Aircrew Sign-In/Go-No-Go Checklist for Go/No-Go verification. Prior to authorizing members to participate in aircrew duties, units will ensure all crewmembers are in compliance with the following: medically qualified (current flight physical and initial medical clearance); not on DNIF status; current in physiological training, emergency egress training – non-ejection seat (LL03), aircrew flight equipment familiarization training (LL01), and local area survival (SS01); possess a current aviation service code (aeronautical order (AO) effective date and term date); possess a current aircraft AO; all FCIFs are reviewed (if the electronic database is unavailable, annotate review with FCIF number and initials on the Flight Authorization directly after members name in Section 11, e.g. 23-04B/23-06C JR); completion of current month's boldface exam; current and qualified in the mission to be flown (unless flying with an instructor); and the appropriate overdue codes are annotated. For off-station missions, Aircraft Commanders will ensure all flying crewmembers have reviewed all applicable FCIFs, accomplish a new Go/No-Go verification and Risk Management worksheet prior to each new crew duty day, and review the crew Go/No-Go report covering the duration of the mission (if the mission is extended, the Aircraft Commander will contact the Director of Operations/Operations Supervisor for an updated Go/No-Go status).An operations representative (Ops Sup/ARMS) will sign in the "Go/No-Go Verification" section on the "Aircrew Sign-In/Go/No-Go Checklist" verifying the completion of all steps in the Go/No-Go process and accuracy of the Flight Authorization. Aircrews will use a 314 AW approved Risk Management worksheet to complete an assessment prior to each duty day. The Aircraft Commander will obtain appropriate approval authority per the worksheet.314 AW aircrews tasked with 618 AOC (TACC) missions will review the entirety of the AMC FCIF read file and attain a copy of the current 19 AW. 41 AS/CCV and 61 AS/CCV maintain hard-copy binders complete with the AMC FCIF read file available for review. Crews may sync the 19 AW local folder via Secure Reader for electronic access. For any further assistance, contact 314 AW.

9.2. Flight Related Special Interest Item (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.

9.2.2. Flight Related SIIs are generated on AF Forms 50 (see **paragraph 9.3**). **(T-2)**.

9.2.2.1. SIIs do not add to or amend established procedures (reference guidance on issuing FCIF messages in **paragraph 9.1.2.1.2.5,** above).

9.2.2.2. SIIs are based on analysis of risks and trends from a variety of sources to include Safety Investigation Board findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

9.2.3. SII(s) are issued through the same process used to release FCIF messages with the following elements:

9.2.3.1. Specific MDS applicability;

9.2.3.2. References;

9.2.3.3. Risk factors and trend details;

9.2.3.4. Specific emphasis actions to reduce/eliminate the risk or trend that generated the SII;

9.2.3.5. Effective date of rescission;

9.2.3.6. SME/POC for further information.

9.2.4. SII(s) will be of limited duration (generally not to exceed 90 days). **(T-1**).

9.2.5. 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. Only the office approving the SII may rescind it.

9.2.6. Units will place SIIs into the FCIF, Current Read File, Part B, for dissemination to aircrew. **(T-2**).

9.2.7. All current MDS-Specific and Cockpit/Crew Resource Management/Operational Risk Management 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. **(T-1**).

9.3. AF Form 50*, Flight Crew Information File.*

9.3.1. The AF Form 50, will be used to generate FCIF messages in which pertinent information is published to units. MAJCOMs may tailor the form to reflect MDS information as necessary.

9.3.2. MAJCOMs will establish guidance for issuing messages to subordinate units.

9.4. Go/No-Go Procedures. Units will establish a positive control system that ensures aircrew members are current and qualified for flight. **(T-1**). Units will provide guidance on this system in the unit supplement. **(T-1**). As a minimum, the Go/No Go system will monitor:

9.4.1. AF Form 8/8A qualification or appropriate ARMS products. **(T-1**).

9.4.2. Ground and flight currency items required for flight in accordance with AFMAN 11-202, Vol 1, AFI/AFMAN 11-2MDS Vol 1, and AFMAN 11-421, *Aviation Resource Management.* **(T-1**).

9.4.3. Other examination items required for flight from applicable supplements. **(T-1**).

9.4.4. Any DNIF status. **(T-1**).

9.4.5. Currency on all FCIF (Volume 1, Part B) messages. **(T-1**).

9.5. Supplementary Evaluations.

9.5.1. **Purpose.** Supplementary evaluations are optional administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems, such as negative evaluation trends. The form and content of a supplementary evaluation is at the discretion of the commander.

9.5.2. Supplementary evaluations may be administered in conjunction with an aircrew evaluation. Supplementary evaluations are not aircrew evaluations and will not affect grading or the Qualification Level and will not be documented on an AF Form 8/8A. **(T-1**).

9.5.3. The commander directing the supplementary evaluation determines the areas to be evaluated. The Stan/Eval function directly under the commander will determine the method of evaluation and is responsible for administrative management of data collection. Once complete, the Stan/Eval function reports results to the commander. **(T-3**).

9.5.4. Commanders may appoint anyone to conduct supplementary evaluations.

9.5.5. At a minimum, supplementary evaluations results are documented in Standardization and Evaluation Board minutes (see **Attachment 2**).

JOSEPH T. GUASTELLA, JR., Lt Gen, USAF
Deputy Chief of Staff, Operations

(314AW)

JONATHAN E. TUCKER, Colonel, USAF
Commander, 314th Airlift Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFPD 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems,* Non-Weapon Systems, and Activities 25 May 2021

(Added-314AW) AFI 33-322, *Records Management and Information Governance Program, 23* March 2020

(Added-314AW) AFMAN 11- 202V2, *AETC Supplement, Aircrew Standardization and Evaluation Program, 1* September 2022

AFPD 11-4, *Aviation Service,* 12 April 2019

AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure,* 21 September 2018

AFMAN 11-202V1, *Aircrew Training*, 27 September 2019

AFMAN 11-202V3, *Flight Operations,* 10 June 2020

AFI 11-215, *USAF Flight Manuals Program*, 25 March 2019

AFI 11-290, *Cockpit/Crew Resource Management Program*, 27 May 2020

DAFMAN 11-401, *Aviation Management*, 27 October 2020

AFMAN 11-402, *Aviation and Parachute Service*, 24 January 2019

AFI 11-418, *Operations Supervision,* 28 February 2020

DAFMAN 13-201, *Airspace Management,* 10 December 2020

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 90-201, *The Air Force Inspection System*, 20 November 2018

AFMAN 11-210, *Instrument Refresher Program (IRP),* 4 October 2019

AFI 33-322, *Records Management and Information Governance Program,* 28 July 2021

AFMAN 11-421, *Aviation Resource Management,* 23 March 2020

DAFPD 10-35, *Air Force Special Warfare*, 5 January 2021

AFI 10-3502V2, *Pararescue and Combat Rescue Officer Standardization & Evaluation Program*, 30 April 2012

TO 00-5-1, *AF Technical Order System*, 1 October 2014

DoDD 5400.11, *DoD Privacy Program*, 29 October 2014

Prescribed Forms

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 8A, *Certificate of Universal Aircrew Qualification*

AF Form 50, *Flight Crew Information File*

AF Form 942, *Record of Evaluation*

AF Form 4348, *USAF Aircrew Certifications*

AF Form 3862, *Flight Evaluation Worksheet*

Adopted Forms

AF Form 702, *Individual Physiological Training Record*

AF Form 803, *Report of Task Evaluations*

AF Form 847, *Recommendation for Change of Publication*

DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

AF Form 1522, *ARMS Additional Training Accomplishment Report*

Abbreviations and Acronyms

A3—Director of Operations

ACTF—Aircrew Task Force

AE—Aeromedical Evacuation

(Added-314AW) AETC—-Air Education and Training Command

AF—Air Force

(Added-314AW) AFB—-Air Force Base

AFFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFMAN—Air Force Manual

(Added-314AW) AMC—-Air Mobility Command

(Added-314AW) AO—-Aeronautical Order

(Added-314AW) AOC—-Air Operations Center

(Added-314AW) AS—-Airlift Squadron

(Added-314AW) AW—-Airlift Wing

(Added-314AW) BLDG—-Building

(Added-314AW) CCV—-Vice Commander

(Added-314AW) COL—-Colonel

DAFPD—Department of the Air Force Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSPECWAR—Air Force Special Warfare

AGR—Active Guard and Reserve

ANG—Air National Guard

AR—Air Refueling

ARMS—Aviation Resource Management System

ART—Air Reserve Technician

AT—Air Technician

ATD—Aircrew Training Device

BAQ—Basic Aircrew Qualification

BMC—Basic Mission Capable

CAPs—Critical Action Procedures

CC—Commander

CCTS—Combat Crew Training Squadron

CD—Deputy Commander

CMR—Combat Mission Ready

DAF—Department of the Air Force

DNIF—Duty Not Involving Flying

DOC—Designed Operational Capability

DoDD—Department of Defense Directive

(Added-314AW) DOT—-Department of Training

DRU—Direct Reporting Unit

EFB—Electronic Flight Bag

EP—Emergency Procedures

EPE—Emergency Procedures Evaluation

FCIF—Flight Crew Information File

FEF—Flight Evaluation Folders

FOA—Field Operating Agency

FRF—Flight Records Folder

FT—Flight Test

FTS—Flying Training Squadron

FTU—Formal Training Unit

(Added-314AW) GTIMS—-Graduate Training Integration Management System

HAF—Headquarters Air Force

HAOP—Handbook of Aerospace & Operational Physiology

HHQ—Higher Headquarters

IFR—Instrument Flight Rules

INIT—Initial

INSTM—Instrument Evaluation

INSTR—Instructor Evaluation

(Added-314AW) LL01—-Aircrew Flight Equipment Familiarization Training

(Added-314AW) LL03—-Non-Ejection Seat

(Added-314AW) LOX—-Training Unit's Letter of X's

MAJCOM—Major Command

MDS—Mission Design Series

MICT—Management Internal Control Toolset

MQF—Master Question File

MR—Mission Ready

MSN—Mission Evaluation

MTR—Military Training Route

N/A—Not Applicable

NAF—Numbered Air Force

NAS—National Airspace System

N-BAQ—Non-Basic Aircraft Qualified

N-BMC—Non-Basic Mission Capable

N-CMR—Non-Combat Mission Ready

NMR—Non Mission Ready

N/N—No-Notice

NUSIC—Non-US Identity Code

OCR—Office of Collateral Responsibility

OG—Operations Group

OGV—Operations Group Standardization/Evaluation

OPR—Office of Primary Responsibility

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

Q—Qualified

QUAL—Qualification Evaluation

RAP—Ready Aircrew Program

RPA—Remotely Piloted Aircraft

RQ—Re-Qualification

SAC—Self-Assessment Checklist

(Added-314AW) SARM—-Squadron Aviation Records Management

SEB—Standardization and Evaluation Board

SELO—Standardization/Evaluation Liaison Officer

SII—Special Interest Items

SIM—Simulator

(Added-314AW) SORTIE—-Flights

(Added-314AW) SQ—-Squadron

SQB—Secure Question Bank

(Added-314AW) SS01—-Local Area Survival

STAN/EVAL—Standardization/Evaluation

(Added-314AW) TACC—-Tanker Airlift Control Center

TDY—Temporary Duty

U—Unqualified

(Added-314AW) UPE—-Unit Periodic Exam

USAF—United States Air Force

USC—United States Code

Terms

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under Titles 10 United States Code (U.S.C.), 14 U.S.C., or full-time National Guard duty under 32 U.S.C. Section 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 10 U.S.C. subsection 101(d)(6).

Additional Training—Any training recommended by the flight examiner to remedy a discrepancy identified during an evaluation that cannot be remedied during the evaluation debrief.

Aircrew—See AFPD 11-4, *Aviation Service*.

Aircrew Evaluation—An assessment of individual aircrew capability to accomplish assigned flying duties.

Aircrew Evaluation Eligibility Period—The six-month period prior to the expiration date of an evaluation that includes the month in which the aircrew evaluation is due.

Aircrew Evaluation Types—The Types of aircrew evaluations are INSTM, MSN, QUAL, INSTR, and SPOT

Aircrew Qualification—A documented designation that identifies an aircrew member as having the capability to accomplish specific flying duties. These aircrew qualifications include "Basic Qualification," "Instrument Qualification," "Mission Qualification," and "Instructor Qualification."

Aircrew Qualification Expiration Date—The date an Aircrew Member loses an aircrew qualification due to exceeding the periodic evaluation time requirement. Required periodic evaluations expire on the last day of the 17th month following the month in which the previous periodic aircrew evaluation was successfully completed

Aircrew Training Device (ATD)—A training platform suitable to conduct evaluations.

Air Force Special Warfare (AFSPECWAR)—See DAFPD 10-35, *Air Force Special Warfare.*

Basic Qualification—A documented designation allowing an aircrew member to perform the basic duties of a particular crew position in the specified weapons system.

Certification—Procedure used to document competency in a particular task. Not interchangeable with qualification, which requires AF Form 8/8A8A 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 aircrew evaluation or EPE. This action is accomplished during debrief of the evaluation wherein the flight examiner provides instruction concerning the discrepancy and then determines that the examinee has gained the necessary knowledge or proficiency to remedy the discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in the Examiner’s Remarks section of the AF Form 8/8A8A Comments.

Discrepancy—Substandard performance in a Graded Area/Sub-area. A discrepancy in performance is documented with a grade of Q- or U.

Downgrade—A reduction in Grade or Qualification Level

Emergency Procedures Evaluation (EPE)—An evaluation of an aircrew member’s knowledge and skill with respect to MDS-Specific Emergency Procedures and systems. An EPE can be completed during a flight, in an aircrew training device, a simulator or verbally.

Examination—A method of measuring an aircrew member's 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.

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 Crew Information File (FCIF) Message—HHQ Guidance that contains information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight. FCIF messages that contain aircraft-related information will be forwarded to all using MAJCOMs.

Flight Evaluation Folder (FEF)—A two-part folder containing the source documents that constitute the history of flying qualifications of each aircrew member.

Flight Examiner—An aircrew member designated to perform evaluation duties as specified by this manual.

Grade—A characterization of examinee performance in a Graded Area or Graded Sub-area. Grades are Q, Q- and U.

Graded Area/Sub-area—A specific evaluated ability or skill set within an aircrew evaluation.

INIT Aircrew Evaluation—The first aircrew evaluation of any type for an MDS (e.g., INIT QUAL/ INSTM, INIT MSN, INIT INSTR).

Initial Cadre—Those personnel assigned to conduct flight testing of experimental, developmental, or new aircraft for which there are no established Formal training programs nor standardized evaluation criteria. Initial Cadre designations are appropriate through Initial Operational Capability

INSTR Evaluation—A means of assessing an aircrew member's instructional ability in their weapon system/crew position and to obtain/maintain instructor qualification. This evaluation initially establishes or reestablishes instructor qualification of the examinee in an MDS (e.g., INIT INSTR and RQ INSTR) as directed in AFI/AFMAN 11-2MDS Vol 1.

Instructor Qualification—A documented designation allowing an aircrew member to instruct and provide airborne supervision of unqualified and/or uncertified aircrew members.

INSTM Evaluation—The means of assessing an aircrew member's ability to operate under Instrument Flight Rules (IFR)

Instrument Qualification—A documented designation allowing an aircrew member to operate under Instrument Flight Rules (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 Qualification—A documented designation allowing an aircrew to employ the assigned weapon system in accomplishing the unit’s operational or DOC statement mission.

MSN Evaluation—A means of assessing an aircrew member's ability to employ the assigned weapon system in accomplishing the unit’s operational or DOC statement mission. Requires AF Form 8/8A documentation.

No-Notice Evaluation—An aircrew evaluation where the examinee is notified of the aircrew 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.

QUAL Evaluation—A means of assessing an aircrew member's ability to perform the basic duties of a particular crew position in the specified aircraft. Requires AF Form 8/8A documentation.

Qualification Level—The overall characterization of examinee performance based on the compilation of requisite results and the aircrew evaluation Graded Areas/Sub-areas. The EPE will also be assigned a Qualification Level based on the compilation of EPE Graded Areas/Sub-areas. The Qualification Level will be Q1, Q2 or Q3.

Ready Aircrew Program (RAP)—The continuation-training program designed to focus training on capabilities needed to accomplish a unit's core mission.

Requalification (RQ)—An aircrew evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency (as specified in applicable AFI/AFMAN 11-2MDS Vol 1), an aircrew qualification following a failed aircrew evaluation or a commander-directed downgrade.

Requisites—Requirements such as examinations, EPEs, Boldface/CAPs, etc., that must be successfully accomplished before an aircrew evaluation is considered complete. Requires AF Form 8/8A documentation. Exception is use of AF Form 803 for AFSPECWAR Aircrew.

Restrictions—A statement on the AF Form 8/8A that places limitations on the duties that may be performed by an aircrew, usually as the result of a failed ground or flight phase event. For example, "Restriction: Examinee will not fly unless under the supervision of an instructor pilot, Day Only, Conus Only."

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

Special Interest Item (SII)—Items of emphasis relating to existing procedure(s) designed to mitigate or eliminate specific risks or trends

SPOT Evaluation—An aircrew evaluation, EPE, Examination or the evaluation of a specific event that does not intend to satisfy the requirements of an initial, periodic or requalification evaluation. May be No-Notice. Requires AF Form 8/8A documentation. SPOT is not an acronym.

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 Function—An organization at appropriate echelons of command that accomplishes the objectives of this manual.

Stan/Eval 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 AFI/AFMAN11-2MDS Vol 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, e.g., instructor or designated supervisor, is as specified in the applicable AFI/AFMAN11-2MDS 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—A documented designation that allows certain specified aircrew to attain/maintain qualification in two or more MDS aircraft. The types of aircrew eligible for Universal Qualification and the types of aircraft available for Universal Qualified Aircrew to maintain qualification on will be identified in **Chapter 8**, in the MAJCOM Supplement to this document or the applicable AFI/AFMAN 11-2MDS Vol 2. Universal Qualification will be attained/maintained by the successful completion of a QUAL evaluation or the successful completion of a Requisite(s), in accordance with applicable guidance. Once Universal Qualification has been attained, qualification on additional MDS will be attained/maintained in accordance with applicable guidance.

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 2

STAN/EVAL BOARD MINUTES

A2.1. The information in **Figure A2.1** is an example of the minimum information a board should address.

Figure A2.1. Sample STAN/EVAL Board Minutes.

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/AFMAN 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 AFMAN.
      (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 3.2.2.12**).
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).

Attachments:

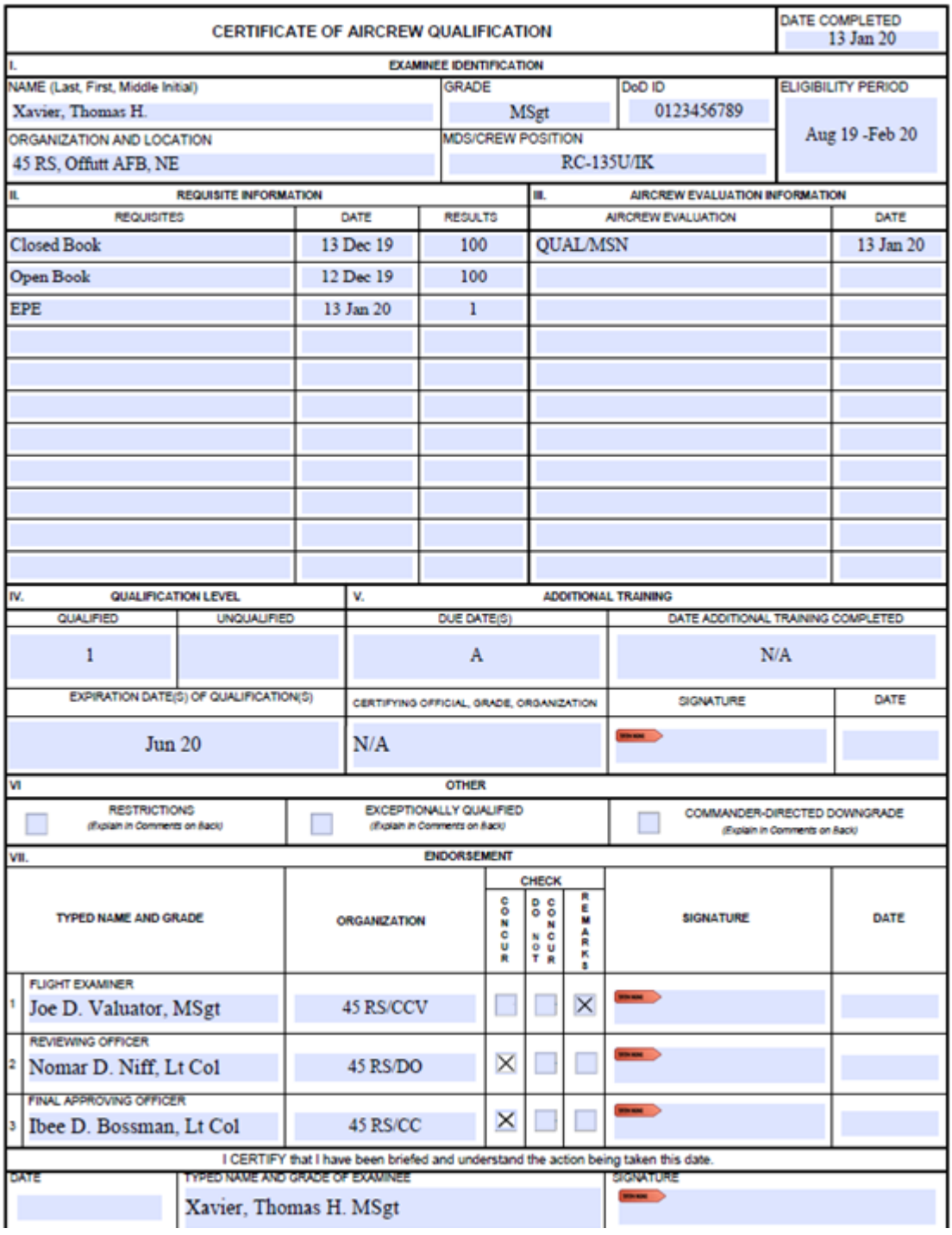
1. Board Agenda
2. Flight Examiner Roster Reviewed
3. As Required

Attachment 3

SAMPLE AF FORM 8, *CERTIFICATE OF AIRCREW QUALIFICATION*.

A3.1. 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. Refer to **Chapter 7** for further documentation guidance. Latest version of the AF8 will be used.

Figure A3.1. Sample AF Form 8 (Front).



CERTIFICATE OF AIRCREW QUALIFICATION

DATE COMPLETED: 13 Jan 20

I. EXAMINEE IDENTIFICATION

NAME (Last, First, Middle Initial)	GRADE	DoD ID	ELIGIBILITY PERIOD
Xavier, Thomas H.	MSgt	0123456789	Aug 19 -Feb 20
ORGANIZATION AND LOCATION	MDS/CREW POSITION		
45 RS, Offutt AFB, NE	RC-135U/IK		

II. REQUISITE INFORMATION

REQUISITES	DATE	RESULTS
Closed Book	13 Dec 19	100
Open Book	12 Dec 19	100
EPE	13 Jan 20	1

III. AIRCREW EVALUATION INFORMATION

AIRCREW EVALUATION	DATE
QUAL/MSN	13 Jan 20

IV. QUALIFICATION LEVEL

QUALIFIED	UNQUALIFIED
1	

V. ADDITIONAL TRAINING

DUE DATE(S)	DATE ADDITIONAL TRAINING COMPLETED
A	N/A

EXPIRATION DATE(S) OF QUALIFICATION(S)	CERTIFYING OFFICIAL, GRADE, ORGANIZATION	SIGNATURE	DATE
Jun 20	N/A	[redacted]	

VI OTHER

☐ RESTRICTIONS (Explain in Comments on Back) ☐ EXCEPTIONALLY QUALIFIED (Explain in Comments on Back) ☐ COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)

VII. ENDORSEMENT

	TYPED NAME AND GRADE	ORGANIZATION	CHECK: CONCUR	CHECK: DO NOT CONCUR	CHECK: REMARKS	SIGNATURE	DATE
1	FLIGHT EXAMINER: Joe D. Valuator, MSgt	45 RS/CCV	☐	☐	☒	[redacted]	
2	REVIEWING OFFICER: Nomar D. Niff, Lt Col	45 RS/DO	☒	☐	☐	[redacted]	
3	FINAL APPROVING OFFICER: Ibee D. Bossman, Lt Col	45 RS/CC	☒	☐	☐	[redacted]	

I CERTIFY that I have been briefed and understand the action being taken this date.

DATE	TYPED NAME AND GRADE OF EXAMINEE	SIGNATURE
	Xavier, Thomas H. MSgt	[redacted]

Figure A3.2. Sample AF Form 8, Generic Comments (Reverse).

VIII.	COMMENTS

RESTRICTION(S) *(If required)*: See para. **7.3.11.1.**

EXCEPTIONALLY QUALIFIED *(If desired)*: See para. **7.3.11.2.**

EXAMINER'S REMARKS: See para. **7.3.11.3.**

A. Mission Description. See para. **7.3.11.3.2.** 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. **7.3.11.3.1.**).

B. Discrepancies. Document all discrepancies (Q- or U) or enter "None" (if "None" then Requisite and Aircrew Evaluation annotations not required). See para. **7.3.11.3.3.**

1. Requisite.
2. Aircrew Evaluation.

C. Recommended Additional Training. Enter additional training or "None" (if "None" then Requisite and Aircrew Evaluation annotations not required). See para. **7.3.11.3.4.**

1. Requisite.
2. Aircrew Evaluation.

D. Additional Comments. Enter additional comments (to include Commendable areas/sub-areas) or "None." See para. **7.3.11.3.5.**

1. …
2. …

REVIEWING OFFICER'S REMARKS: See para. **7.3.11.4.**

APPROVING OFFICER'S REMARKS: See para. **7.3.11.5.**

ADDITIONAL REVIEWS: See para. **7.3.11.6.**

A3.2. For **Figure A3.3** (See **paragraph 7.3.11.2**).

Figure A3.3. Sample AF Form 8 with EQ (Reverse).

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 in which all aspects of the mission were accomplished effectively.

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: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.4. Sample AF Form 8 with Commendable (Reverse).

EXAMINER'S REMARKS: (See paragraph **5.4.2.9.** and document IAW, **7.3.11.3.5.2.**)

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: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.5. Sample AF Form 8 with Downgrade (Reverse).

EXAMINER'S REMARKS:

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

B. Discrepancies. (See paragraph **7.3.11.3.3.**)

1. Requisites. None.
2. Aircrew Evaluation. Area 36. Task Prioritization: Q-. Debriefed. Short description of discrepancy.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.6. Sample AF Form 8, Two Sortie with Discrepancy on First Sortie (Reverse).

EXAMINER'S REMARKS:

A. Mission Description. (See paragraph **7.3.11.3.3.** and **7.3.10.1.1.**)

First Sortie: Narrative constructed 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. Requisites. None.
2. Aircrew Evaluation. First Sortie. Area 36. Task Prioritization: Q-. Debriefed. Short description of discrepancy.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

INITIAL EVALUATOR INFORMATION			
INITIAL EVALUATOR NAME AND GRADE	ORGANIZATION	SIGNATURE	DATE
THOMAS B. GOOD, SSgt, USAF	17TRW/DOT	[DIGITAL SIGNATURE]	13 Jan 17

Figure A3.7. Sample AF Form 8, Q3 with Restrictions and Additional Training (Reverse).

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.** and document IAW paragraph **7.3.11.**

EXAMINER'S REMARKS:

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

B. Discrepancies.

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

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

C. Recommended Additional Training.

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

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

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.8. Sample AF Form 8, RQ Following a Q3 (Reverse).

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: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.9. Sample AF Form 8, Q3/1 with Restrictions (Reverse).

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. Requisite. None.
2. Aircrew Evaluation. 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. Requisite. Examinee will review procedures then provide an instructional brief to a squadron instructor on entries into holding and TACAN penetrations.
2. Aircrew Evaluation. None.

D. Additional Comments. Recheck successfully accomplished. No further action required.

(Signature and date)

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.10. Sample AF Form 8, Commander-Directed Downgrade (Non-Flying).

RESTRICTIONS: Commander-Directed Downgrade. (IAW paragraph 7.4.)

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 A3.11. Sample AF Form 8, Commander-Directed Downgrade (Flying).

RESTRICTIONS: Commander-Directed Downgrade. (IAW paragraph 7.4.)

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.
1. Requisite (EPE). Area 21. Gear Fail to Retract – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.
2. Aircrew Evaluation. Area 36. Task Prioritization – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training. As required or "None."

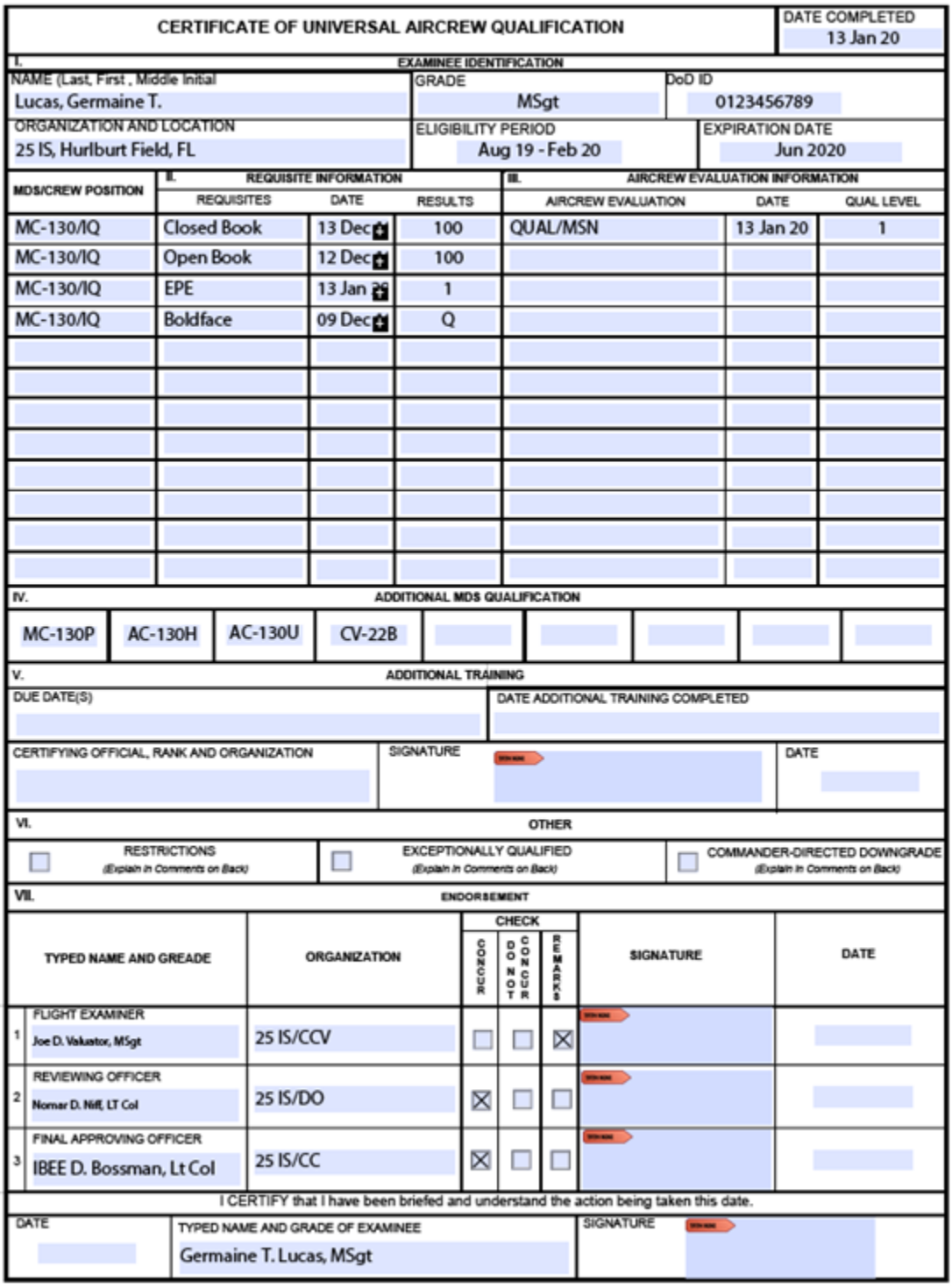
D. Additional Comments. As required or "None."

Attachment 4

SAMPLE AF FORM 8A, *CERTIFICATE OF UNIVERSAL AIRCREW QUALIFICATION.*

A4.1. 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. Refer to **Chapter 7** for further documentation guidance. Latest version of the AF Form 8A will be used.

Figure A4.1. Sample AF Form 8A (Front).



CERTIFICATE OF UNIVERSAL AIRCREW QUALIFICATION

DATE COMPLETED: 13 Jan 20

I. EXAMINEE IDENTIFICATION

NAME (Last, First, Middle Initial)	GRADE	DoD ID
Lucas, Germaine T.	MSgt	0123456789

ORGANIZATION AND LOCATION	ELIGIBILITY PERIOD	EXPIRATION DATE
25 IS, Hurlburt Field, FL	Aug 19 - Feb 20	Jun 2020

MDS/CREW POSITION	II. REQUISITE INFORMATION			III. AIRCREW EVALUATION INFORMATION		
	REQUISITES	DATE	RESULTS	AIRCREW EVALUATION	DATE	QUAL LEVEL
MC-130/IQ	Closed Book	13 Dec	100	QUAL/MSN	13 Jan 20	1
MC-130/IQ	Open Book	12 Dec	100			
MC-130/IQ	EPE	13 Jan	1			
MC-130/IQ	Boldface	09 Dec	Q			

IV. ADDITIONAL MDS QUALIFICATION

MC-130P	AC-130H	AC-130U	CV-22B					

V. ADDITIONAL TRAINING

DUE DATE(S)	DATE ADDITIONAL TRAINING COMPLETED

CERTIFYING OFFICIAL, RANK AND ORGANIZATION	SIGNATURE	DATE

VI. OTHER

☐ RESTRICTIONS (Explain in Comments on Back) ☐ EXCEPTIONALLY QUALIFIED (Explain in Comments on Back) ☐ COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)

VII. ENDORSEMENT

	TYPED NAME AND GREADE	ORGANIZATION	CHECK: CONCUR	CHECK: DO NOT CONCUR	CHECK: REMARKS	SIGNATURE	DATE
1	FLIGHT EXAMINER Joe D. Valuator, MSgt	25 IS/CCV	☐	☐	☒		
2	REVIEWING OFFICER Nomar D. Niff, LT Col	25 IS/DO	☒	☐	☐		
3	FINAL APPROVING OFFICER IBEE D. Bossman, Lt Col	25 IS/CC	☒	☐	☐		

I CERTIFY that I have been briefed and understand the action being taken this date.

DATE	TYPED NAME AND GRADE OF EXAMINEE	SIGNATURE
	Germaine T. Lucas, MSgt	

Figure A4.2. Sample AF Form 8A (Reverse).

VIII. COMMENTS
EXAMINER'S REMARKS: (If applicable. Repeat if necessary for each aircraft.) **A. Mission Description.** This mission evaluation was flown onboard the MC-130P during a local training sortie consisting of Personnel Air Drops and low-level tactical training. The examinee performed instruction in Emergency Procedures, Threat Reporting, CSS and TDR Operation, Missing Planning, and Crew Coordination. All areas of the AFI 11-2MC-130, Vol 2, Tables 2.1, 3.1, and 10.1 were evaluated. The examinee performed all tasks in an effective and timely manner and demonstrated excellent Airmanship throughout the sortie. **B. Discrepancies.** None. **C. Recommended Additional Training.** None. **D. Additional Comments.** None. **REVIEWING OFFICER'S REMARKS:** None. **APPROVING OFFICER'S REMARKS:** None. **ADDITIONAL REVIEWS:** None.

Attachment 5

SAMPLE AF FORM 942, *RECORD OF EVALUATION.*

A5.1. 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. Refer to **Chapter 7** for further documentation guidance. Latest version of the AF942 will be used.

Figure A5.1. Sample AF Form 942.

RECORD OF EVALUATION

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

Attachment 6

SAMPLE AF FORM 4348, *USAF AIRCREW CERTIFICATIONS.*

A6.1. 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. Refer to **Chapter 7** for further documentation guidance. Latest version of the AF4348 will be used.

Figure A6.1. Sample AF Form 4348, Initial Review.

USAF AIRCREW CERTIFICATIONS

THIS IS TO CERTIFY THAT

NAME (LAST, FIRST, MIDDLE INITIAL)	SSAN	ACFT	UNIT ORGANIZATION AND LOCATION
Magellan, Ferdinand R.	123-45-6789	MC-130H	15 SOS, Hurlburt AFB, FL

CERTIFIED EVENT / INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DECERTIFICATION DATE	DECERTIFICATION DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION
Touch and Go Landing	20020625	Lt Col Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decert/Recert not required		☐	
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 John Doe, 15 SOS/DOT					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	

Figure A6.2. Sample AF Form 4348, 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.	123-45-6789	MC-130H	15 SOS, Hurlburt AFB, FL

CERTIFIED EVENT / INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DECERTIFICATION DATE	DECERTIFICATION DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION
Touch and Go Landing	20020625	Lt Col Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decert/Recert not required		☐	
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	20110916	☒	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	20180801	☒	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 John Doe, 15 SOS/DOT					☐	
Flight Examiner	20100105	Lt Col Barry Reid 15 SOS/CC		20100730	☐	Lt Col Barry Reid 15 SOS/CC
Lt Col Robert Smart, 15 SOS/DOC					☒	
					☐	
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