BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 11-202, VOLUME 2

6 DECEMBER 2018

AIR MOBILITY COMMAND Supplement

13 AUGUST 2019

439 AIRLIFT WING Supplement

2 SEPTEMBER 2020

Flying Operations

AIRCREW STANDARDIZATION AND EVALUATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at **www.e-Publishing.af.mil** for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A3TF — Certified by: AF/A3T (Maj Gen Scott F. Smith)

Supersedes: AFI11-202V2, 13 September 2010 — Pages: 112

OPR: HQ AMC/A3V — Certified by: HQ AMC/A3V (Col Louis W. Hansen)

Supersedes: AFI11-202V2_AMCSUP, 2 March 2011 — Pages: 112

(439AW)

OPR: 439 OG/OGV — Certified by: 439 OG/CC (Col Neil M. Hede)

Supersedes: AFI11-202V2_439AWSUP1, 14 July 2005 — Pages: 11

This instruction implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*, and is consistent with AFPD 10-9, *Lead Command Designation and Responsibilities for Weapons Systems*, AFPD 11-4, *Aviation Service*, and Air Force Instruction (AFI) 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure.* 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 Air Force Reserve Command (AFRC), the Air National Guard (ANG), and to USAF aircrew personnel assigned to active flying in non-USAF aircraft and with non-USAF units. MAJCOMs, field operating agencies (FOAs) and Headquarters Air Force (HAF) direct reporting units (DRUs) will supplement this instruction. MAJCOMs, FOAs and DRUs will coordinate their supplement to this instruction with AF/A3TF before publication. Units coordinate their supplement with the next higher Numbered Air Force (NAF)/MAJCOM, as applicable. AFRC/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, to the requestor's commander for non-tiered compliance items. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through Stan/Eval channels, to AF/A3TF, **usaf.pentagon.af-a3.mbx.a3xi-workflow@mail.mil**. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Records Disposition Schedule located within the Air Force Records Information Management System. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 5 United States Code, Section 552a, as amended; departmental regulations; 37 United States Code; and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, as amended. **Vigilance must be taken to protect Personally Identifiable Information** when submitting or sending nominations, applications or other documents to Department of Defense (DoD) agencies through government Internet, software applications, systems, e-mail, postal, faxing or scanning. Refer to the following directives for additional guidance: AFI 33-332, *Air Force Privacy and Civil Liberties Program*, DoDI 5400.11-R, *Department of Defense Privacy Program*. Forms containing Personally Identifiable Information require Privacy Act Statements. The Privacy Act System of Records Notice F011 AF XO A, Aviation Resource Management Systems covers required information.

(AMC) This supplement implements and extends guidance of AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*. It established the AMC/A3/10 Standardization/Evaluation (Stan/Eval) Program to support AMC aircrew objectives. This manual applies to all commanders, operations supervisors, aircrews assigned or attached to AMC for flying, aircrew performing Stan/Eval duties aboard AMC or ARC MAF aircraft, civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard. For specific evaluation criteria for qualification on a particular mobility MDS or aircrew specialty, see the appropriate AFMAN 11-2MDS Vol 2. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer

recommended changes and questions about this publication to AMC/A3V using Air Force Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at any level. Unit supplements will be forwarded to the next higher Numbered Air Force/MAJCOM A3V (or equivalent) for coordination. Forward copies of approved supplements for non-AMC units to AMC/A3V. 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. For Air Mobility Command (AMC) specific waiver authority guidance, see **paragraph 1.3.4** IAW AFI 33-360, *Publications and Forms Management*, submit requests for waivers through the chain of command to the requestor's commander for non-tiered compliance items.

(439AW) AFI 11-202, Volume 2, 6 December 2018 and AFI 11-202 Volume 2, Air Mobility Command Supplement, 13 August 2019 is supplemented as follows: This supplement defines specific policies and procedures applicable to members assigned or attached to the 439th Operations Group (OG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the 439 OG/OGV using the AF Form 847, *Recommendation for Change of Publication*; route AF 847s, through the appropriate functional's chain of command to 439 OG/OGV, 10 Provider Street, Box 47, Westover ARB, MA 01022-1732.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes made encompass the Stan/Eval program, documentation process and management of documents, and execution of Aircrew Evaluations. Tier waiver authorities have been added.

(AMC) This document has been substantially revised and needs to be completely reviewed. Major changes made encompass the Stan/Eval program, documentation process and management of documents, and execution of Aircrew Evaluations. Tier waiver authorities have been added.

(439AW) This document is substantially revised and must be completely reviewed. This revision supplements AFRC (AFRC) and Air Mobility Command (AMC) supplemented guidance in this instruction; changes Review and Certification (R&C) Board guidance; deletes evaluation requirements now stated in basic instruction; changes certification documentation; implements Graduate Training Integration Management System (GTIMs) for Stan/Eval documentation and electronic testing; modifies guidance for supplementary evaluations; revises guidance on electronic publications and an electronic Flight Crew Information File (FCIF) library; modifies the Go/No-Go process; changes flight surgeon testing procedures; deletes procedures for the AMC Aviation ORM worksheet.

Chapter 1—PURPOSE 7

1.1. General. 7

1.2. Objectives. 7

1.3. Waiver Authority. 7

Chapter 2—HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION 9

2.1. Scope..... 9

2.2. HAF. 9

2.3. MAJCOMs. 10

Chapter 3—UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION 15

3.1. Scope..... 15

3.2. Operations Group. 15

3.3. Squadron. 20

Figure 3.1. (Added-AMC) R&C Minutes Format..... 25

Chapter 4—FLIGHT EXAMINERS 26

4.1. General. 26

4.2. Selection..... 26

4.3. Flight Examiners will: 26

4.4. Senior Flight Examiner Program. 27

4.5. (Added-AMC) Pyramid Evaluation Program. 28

Table 4.1. (Added-AMC) AMC Pyramid Evaluation and AF Form 8 Routing Guidance 28

Chapter 5—AIRCREW EVALUATIONS 31

5.1. General. 31

5.2. Evaluation Types. 31

5.3. Evaluation Criteria. 36

5.4. Grading and Qualification Level. 37

5.5. Requisites. 40

5.6. Failure to Pass an Aircrew Evaluation. 41

5.7. Supervised Status. 43

5.8. Timing of Aircrew Qualification Evaluations. 43

5.9. Commander-Directed Downgrade. 45

5.10. Multiple Qualification. 45

5.11. Aircrew Flying in Non-USAF Aircraft and with Non-USAF Units. 46
5.12. Initial Cadre. 47
Chapter 6—AIRCREW EXAMINATION PROGRAM **48**
6.1. Purpose..... 48
6.2. Scope..... 48
6.3. Administrative Procedures. 48
6.4. Examination Sources. 48
6.5. End-of-Course Examinations. 50
6.6. Examination Management. 50
6.7. Examination Security. 51
6.8. Grading. 51
6.9. Failure to Pass a Requisite Examination. 51
6.10. (Added-AMC) Unit Periodic Examinations. 52
Chapter 7—DOCUMENTATION **53**
7.1. Scope..... 53
7.2. Qualifications versus Certifications. 53
7.3. AF Form 8/8a, Certificate of Aircrew Qualification. 53
7.4. Commander-Directed Downgrade. (see also paragraph 5.9). 63
7.5. Initial Cadre. 65
7.6. AF Form 942, Record of Evaluation..... 66
7.7. Flight Evaluation Folders (FEF). 67
7.8. Air Force Form 4348, USAF Aircrew Certifications. 71
Chapter 8—UNIVERSAL QUALIFICATION **75**
8.1. General. 75
8.2. Evaluations..... 75
8.3. Documentation. 75
8.4. Flight Surgeons. 77
8.5. Other Aircrew not identified in the MAJCOM Supplement or AFI/AFMAN 11-2MDS Vol 2 requiring Universal Qualification. 77

Chapter 9—FLIGHT CREW INFORMATION FILE **78**

9.1. Flight Crew Information File (FCIF). 78

Table 9.1. Required Volumes. 78

Table 9.2. Volume II Mandatory Publications. 80

9.2. Flight Related Special Interest Item (SII). 80

9.3. AF Form 50, Flight Crew Information File. 81

9.4. Go/No-Go Procedures. 81

9.5. Supplementary Evaluations. 82

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION **85**

Attachment 2—STAN/EVAL BOARD MINUTES **96**

Attachment 3—SAMPLE AF FORM 8, CERTIFICATE OF AIRCREW QUALIFICATION. **98**

Attachment 4—SAMPLE AF FORM 8A, CERTIFICATE OF UNIVERSAL AIRCREW QUALIFICATION. **108**

Attachment 5—SAMPLE AF FORM 942, RECORD OF EVALUATION. **111**

Attachment 6—SAMPLE AF FORM 4348, USAF AIRCREW CERTIFICATIONS. **112**

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 AFPD 11-4, *Aviation Service*.

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 instruction. 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, Total Force Aircrew Management Division (AF/A3TF).

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

1.3.4. **(Added-AMC)** Aircrew Standardization/Evaluation Division (AMC/A3V) is the waiver authority for the general guidance contained in this supplement. AFRC/A3M is the waiver authority for the Air Force Reserve Command (AFRC) specific guidance embedded in this supplement. NGB/A3M is the waiver authority for Air National Guard (ANG) specific guidance. Approved waivers are issued for a maximum of 1-year from the effective date or until this publication is revised, whichever occurs first. Send waiver requests through Operations Group Standardization/Evaluation (OGV) channels to AMC/A3V. For ANG and AFRC units, send waiver requests through channels to NGB/A3M or AFRC/A3M, as appropriate, for follow-on coordination with AMC/A3V. File a copy of approved waivers and send "info copy" to gaining MAJCOM/NAF/A3V, if appropriate.

1.3.4. **(439AW)** Waiver authority for the 439 AW supplement to AFI 11-202V2 is the 439 Operations Group Commander (439 OG/CC).

Chapter 2

HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

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

2.2. 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 the Total Force Aircrew Management Division (AF/A3TF) as the OPR for this instruction.

2.2.2. **AF/A3TF:**

2.2.2.1. Reviews and maintains this instruction.

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

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 instruction.

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

2.2.3. **The Deputy Chief of Staff, Operations, Director of Training and Readiness, SOF/PR (AF/A3TS):**

2.2.3.1. Coordinates with AF/A3TF regarding Pararescue Jumper(PJ) and Combat Rescue Officer (CRO) aircrew guidance.

2.2.3.2. Ensures PJ and CRO guidance in separate publications conforms to and complies with basic guidance contained in this publication.

2.2.3.3. Is the OPR for Guardian Angel (GA) 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, IAW AFMAN 11-210, *Instrument Refresher Program (IRP)*.

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

2.2.5.1. Coordinates with AF/A3TF to ensure Flight Surgeon evaluations comply with basic guidance in this instruction (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.

2.3.1.1.1. **(Added-AMC)** AMC/A3V is designated by the Directorate of Operations, Strategic Deterrence, and Nuclear Integration (AMC/A3/10) for the overall management of AMC, ANG and AFRC mobility unit standardization and evaluation programs.

2.3.1.1.2. **(Added-AMC)** AMC and AFRC flight examiners will maintain flying proficiency (evaluator status) and should maintain full mission ready status. They should also be qualified or certified in as many special missions as possible. Special missions include low altitude air refueling (LAAR), receiver air refueling (AR), special-operations low-level II (SOLL II), airdrop, joint precision airdrop system (JPADS), prime nuclear airlift force (PNAF), special operations air refueling (SOAR), etc. HQ AMC/HQ AFRC flight examiners are not required to maintain special mission currency according to AFI 11-202, Vol 1, *Aircrew Training*, and the appropriate AFMAN 11-2MDS-Specific Vol 1; but they should have initial qualification in the specific special mission and participate as an examiner or observer on at least one special mission every 6-months.

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

2.3.2. **Functions.**

2.3.2.1. In coordination with the appropriate lead MAJCOM, develop and manage applicable 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 AE/FT/PJ/CRO/GA 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 AFI 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**).

2.3.2.4.1. **(Added-AMC)** AMC/A3V maintains Flight Crew Information File (FCIF) status listing on the AMC/A3V Mobility Air Force (MAF) Aircrew Information Site: **https://cs2.eis.af.mil./sites/10370/sitepages/home.aspx**.

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 IAW 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**).

2.3.2.7.1. **(Added-AMC)** AMC/A3V will coordinate, build, maintain, and distribute one common Master Question File (MQF) for each aircrew position of each mission design series (MDS) for closed book qualification examinations (Aeromedical Evacuation [AE] will build one MQF for Flight Nurse [FN] and Aeronautical Evacuation Technicians [AET] encompassing all universal qualification MDSs). AMC/A3V may delegate this responsibility to units without AMC MDS representation, but will grant final approval of all MQFs. AMC/A3V will make MQFs available via **https://cs2.eis.af.mil/sites/12679/Aircrew%20Pubs%20Library/Forms/Better.aspx?RootFolder=%2fsites%2f12679%2fAircrew%20Pubs%20Library%2fMaster%5fLibrary%5fVerified&FolderCTID=0x01200021370D19BF5D9F459D8FD907C237955A** or will provide copies of the MQF to user-MAJCOMs upon request.

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.

2.3.2.10.1. **(Added-AMC)** Resources permitting, AMC will provide Stan/Eval subject matter experts (SMEs) to MAJCOM/IG in support of Unit Effectiveness Inspections (UEI).

2.3.2.11. Provide staff assistance visits when requested by WG/CCs.

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 (i.e. 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.

2.3.2.12.1. **(Added-AMC)** Unit on-site visits to conduct No-Notice SPOT evaluations, and/or Stan/Eval program assessment sampling is authorized IAW AFI 90-201, *The Air Force Inspection System,* Attachment 2.

2.3.2.13. **(Added-AMC)** Flight Observation Program. At the direction of AMC/A3 or A3V, AMC/A3 personnel may observe AMC missions and provide feedback to AMC/A3 on the status and capability of the mobility system. AMC/A3 personnel may observe any 618 AOC directed (AMC and ARC MAF) mission of any MDS for which they have the appropriate clearance and/or read-in. At the discretion of AFRC/A3 or A3M, or AFRC NAF/A3 or A3V, AFRC/A3 personnel may observe their subordinate AFRC mobility forces on AFRC missions. The purpose of Observation Flights is to collect data on operations. Observation flights are not intended to evaluate aircrew. **Note:** Mission Essential Personnel (MEP) status is approved for all HQ flight observers IAW AFI 11-401, *Aviation Management*.

2.3.2.14. **(Added-AMC)** Mobility System Evaluation Program. Command flight examiners are the primary evaluators of aircrew performance in the mobility system. Command personnel administer pyramid, no-notice (N/N), and other evaluations to mobility forces performing mobility missions in execution by the 618 TACC (also including JA/ATTs, JFEX, MAFEX, and Business Efforts) or as directed by AMC/A3/10. At the discretion of AFRC/A3 or AFRC NAF/A3, AFRC flight examiners may administer N/N, and other evaluations to their subordinate AFRC mobility forces on AFRC missions. The following requirements apply:

2.3.2.14.1. **(Added-AMC)** Aircraft commander and crewmembers must be notified prior to entering crew rest. **Exception:** not applicable for N/N evaluations.

2.3.2.14.2. **(Added-AMC)** For evaluations in a MDS or crew position in which the evaluator is not qualified, the evaluation is restricted to the areas listed under GENERAL in the respective AFMAN 11-2MDS Vol 2.

2.3.2.14.3. **(Added-AMC)** For ANG flying AMC missions, AMC/A3V or AFRC/A3M will coordinate with NGB/A3M and receive approval from the unit Operations Group Commander prior to performing N/N evaluations.

2.3.2.14.4. **(Added-AMC)** For AETC flying AMC missions, AMC/A3V or AFRC/A3M will coordinate with 19 AF and receive approval from unit Operations Group Commander prior to performing N/N evaluations.

2.3.2.14.5. **(Added-AMC)** User-command flying AMC missions – Appropriate MAJCOM/A3 (or as specified) concurrence is required prior to performing N/N evaluations.

2.3.2.14.6. **(Added-AMC)** Flight examiners administering evaluations in the mobility system will provide a written summary of observations to AMC/A3V within ten duty days of trip completion. Copies of these reports will be provided to AFRC/A3M and NGB/A3M.

2.3.2.15. **(Added-AMC)** Act as final operational approving authority for computer flight planning, takeoff and landing data (TOLD), navigational aids (NAVAID), and weight and balance software. Also, AMC/A3V is tasked to develop aircraft specific fuel

planning pamphlets when not provided in aircraft technical orders. AFRC/A3M performs this function for AFRC missions.

2.3.2.16. **(Added-AMC)** Provide 24-hour on-call waiver support for operational procedures according to the appropriate AFMAN 11-2MDS-Specific Vol 3 Waiver Protocol.

2.3.2.17. **(Added-AMC)** Manage the Command's aircrew Special Interest Item (SII) Program using inputs from, but not limited to, aircrew trends received from units.

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).**

2.3.4.1. **(Added-AMC)** AFI 90-201 is the definitive guidance for conducting Air Force Inspections. Aircrew Stan/Eval programs are listed in **Attachment 3**, Section 4.8. The Air Force Inspection System (AFIS) permits MAJCOM Functional Area Managers (FAM) Staff Assistance Visits (SAV), however Higher Headquarters (HHQ) SAVs are only permitted when requested by the unit commander; SAVs are not graded, and may not be used to prep a unit for an upcoming formal inspection.

2.3.4.1.1. **(Added-AMC)** To provide needed functional area expertise on MAJCOM inspections, MAJCOM Staff FAMs augment Inspector General (IG) inspection teams as Associate Inspectors (AI) when required. In accordance with AFIS guidance, MAJCOM/NAF evaluator member visits to conduct UEI-creditable flight evaluations and/or Stan/Eval program reviews, are done on behalf of the AMC IG (or other MAJCOM IG if so authorized).

2.3.4.1.2. **(Added-AMC)** Pyramid evaluations remain a MAJCOM Stan/Eval function, and are currently administered independent of the AFIS (See **Chapter 4**).

2.3.4.1.3. **(Added-AMC)** All visits by HHQ FAMs for the purpose of assessing or sampling unit programs/processes must be coordinated with unit and MAJCOM IG 'Gatekeeper' functions to ensure unit commanders have visibility on all HHQ activity on their bases.

2.3.4.1.4. **(Added-AMC)** Informal Visits. For AMC evaluators visiting AMC units, prior coordination for an informal visit is not required. Informal visits to AFRC units will be coordinated through AFRC/A3M. AFRC NAF evaluators may perform

informal visits within their NAFs with NAF/A3 approval. If the purpose of visit is other than continuation training or pyramid evals, HHQ evaluators will informally in/out-brief with the OG/CC. Reports, if generated, will be informal (for internal use only).

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

3.1. Scope. For purposes of this instruction, "unit" includes levels of organization under HHQs required to establish a Stan/Eval function. Most units are composed of an Operations Group (OG) and flying squadrons/detachments (henceforth in this AFI, "squadron" will be used synonymously with "detachment"). Where there is no parent OG, squadrons will assume duties listed for OGs. 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 AFI. **(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).**

3.2.1.4.1. **(Added-AMC)** OG/CC may consolidate unit aircrew testing facilities to simplify test administration.

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).**

3.2.1.6. **(AMC)** OG/CC, through OG/OGV, will establish the unit's baseline N/N evaluation program. **(T-2)**

3.2.1.7. **(Added-AMC)** For non-collocated Operations Group (OG) units with different MDS aircraft, the OG/CC will determine the basing location for each MDS/OG evaluator. **(T-3)**

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*, and (if applicable) AF Forms 8a, *Certificate of Aircrew Qualification* (Multiple Aircraft).

3.2.2.2. **(439AW)** GTIMs will be used to process all AF Form 8s, *Certificate of Aircrew Qualification,* for 439 OG assigned or attached aircrews. 439 OG/OGV will review AF Form 8s and ensure all post-evaluation items are completed, including

submission of the AF Form 1522, *ARMs Additional Training Accomplishment Report*, and AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*, as required.

3.2.2.3. Establish procedures to maintain and review unit Flight Evaluation Folders (FEFs). If not maintained by the squadron Stan/Eval function, maintain unit FEFs. **(T-2).**

3.2.2.3.1. **(Added-439AW)** 439 OG/OGV will maintain Flight Evaluation Folders (FEFs) for aircrew members assigned or attached to the 439 OG. Units will maintain a process guide detailing how to maintain and review FEFs.

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

3.2.2.4.1. **(Added-439AW)** GTIMs will be used to administer and track the unit testing program. This includes the requisite open book, closed book, and instrument exams as outlined in **Chapter 6** and **Chapter 8** of this publication; Phoenix Banner, and Marshalling examinations as outlined in AFI 11-2C-5V1, *C-5 Aircrew Training*. Closed book exams will be administered under supervision in the OG/CC designated testing facilities. Requisite boldface testing will be administered by written exam. Results of written exam answer sheets will be transcribed in GTIMs.

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).

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

3.2.2.5.1. **(AMC)** Trends are not limited to formal evaluation performance and should represent, in the judgement of evaluators and unit leadership, any issues appropriate for focused emphasis to enhance compliance. Include the following areas in trend analysis (if available): open/closed book examination program, evaluations, supplementary evaluation program, supervisory observations, and Aircrew Training System (ATS) contractor feedback.

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).**

3.2.2.5.2.4.1. **(Added-AMC)** AMC and ANG units report trends to AMC/A3V (AMC quarterly, ANG semi-annually). AFRC units report trends to AFRC/A3M and NAF/A3V (4AF or 22AF) semi-annually in Stan/Eval

Board (SEB) minutes.

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

3.2.2.6.1. **(Added-AMC)** Document flight and ground supplementary evaluation program in unit supplement to this instruction.

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

3.2.2.7.1. **(Added-AMC)** SEB – General. The SEB summarizes the unit's Stan/Eval program and provides a forum for the review and resolution of aircrew related issues. Any area or item of concern, no matter how identified, should be addressed by the board.

3.2.2.7.2. **(Added-AMC)** SEB – Requirements. OG/OGV will establish a SEB. **(T-2)** OGV should include non-co-located squadron and detachments in the board proceedings. Squadron and detachments not co-located with their OG may conduct their own board or provide representation to the unit's SEB. Board minutes from non-co-located squadron and detachment SEBs should be forwarded to the unit for inclusion in the unit's SEB.

3.2.2.7.2.1. **(Added-AMC)** AMC units convene the SEB after the end of each calendar quarter (in January, April, July, and October). AMC units will hold the SEB no later than (NLT) 1 month from the end of the reporting period.**(T-2)** AFRC and ANG units convene the SEB after the end of the calendar semi-annual period. AFRC and ANG units will hold the SEB NLT 2 months from the end of the reporting period, i.e. February and August. **(T-2)**

3.2.2.7.3. **(Added-AMC)** Unit commander (normally OG/CC or equivalent) chairs the SEB and determines its composition. Board members will include representatives from Stan/Eval, Training, Tactics, Operations, Safety, and other areas as determined by the commander (e.g., ATS contractors). **(T-2)**

3.2.2.7.3. **(439AW)** The OG/CC will normally chair the Standardization/Evaluation Board (SEB). If the OG/CC is not available, the OG/CD may chair the board. Squadron commanders (SQ/CC), director of operations/assistant directors of operations (SQ/DO or SQ/ADO), section supervisors, senior flight examiners and those responsible for squadron training are requested to attend the SEB. Other flight examiners, instructors, Safety, and Aircrew Training System (ATS) contractors are invited to attend. Minimum board composition is at the chairman's discretion.

3.2.2.7.4. **(Added-AMC)** Discuss items and prepare minutes IAW **Attachment 2**.

3.2.2.7.4.1. **(Added-AMC)** Identify trends by MDS, crew position, and AF Form 3862, *Flight Evaluation Worksheet*, area.

3.2.2.7.4.2. **(Added-AMC)** Add new item to the end of the Summary section: Report results from any HHQ Observation missions

3.2.2.7.5. **(Added-AMC)** Identify recommendations beyond the authority of the unit commander in the board minutes.

3.2.2.7.6. **(Added-AMC)** The OGV Chief is responsible for preparation of the agenda, notifying attendees, and preparing the SEB minutes. SEB minutes will be signed or endorsed by SEB chair. Units will maintain at least a 24 month (4-year AFRC and ANG) history of their signed (pen/ink or Common Access Card (CAC) signature) SEB minutes. AMC and NGB units will send a copy of the unit's SEB minutes to HQ AMC/A3V via email **AMCA3VUnitSEB.ORG@us.af.mil**, (include unit ID in the email subject line). AFRC units send a copy to appropriate AFRC NAF (4 AF or 22 AF) and to HQ AFRC/A3M. Electronic copies are preferred, and will be digitally signed. For AMC units, SEB minutes are due to AMC/A3V no later than 1 month past the reporting period. ANG minutes are due to AMC/A3V NLT the end of February and August. AFRC minutes are due to AFRC/A3M and NAF A3V NLT the end of February and August. **Note:** SEB minutes are exempt from reporting requirements and licensing according to AFI 33-324, *The Air Force Information Collections and Reports Management Program*.

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 IAW AFI 11-215 and TO 00-5-1, *The Air Force 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 IAW AFI 11-215. **(T-2).**

3.2.2.11.1. **(Added-AMC)** The OGV Chief is final approval authority at the unit level for AF Forms 847.

3.2.2.11.1. **(439AW)** 439 OG squadrons will route AF Form 847 *Recommendation for Change of Publication*s to OGV through the appropriate OGV flight examiner. 439 OG/OGV will maintain a process guide detailing how to process and track AF Form 847 submissions.

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 IAW 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 IAW AFI 11-418, *Operations Supervision.* **(T-1).**

3.2.2.14. Establish and maintain unit Electronic Flight Bag (EFB) program as required. **(T-1).**

3.2.2.15. Establish and maintain unit EFB guidance for utilization and publication management tools.

3.2.2.16. **(Added-AMC)** Unit Supplement. Units will establish their local Stan/Eval program in a unit supplement or program guide and will coordinate them with the next higher NAF/MAJCOM, as applicable, prior to publication. **(T-2)** Forward copies of approved supplements/program guides for non-AMC units to AMC/A3V. Supplements/program guides will include, but not be limited to, the following: Stan/Eval organization/manning, Flight Examiner certification program, N/N evaluation program/goals, trends program, SEB program, aircrew examination program to include open/closed book question sources and periodic testing program, supplementary evaluation program, flight manuals program, electronic publications program, AF Form 847 program, flight evaluation folder (FEF) maintenance, FCIF program, go/no-go procedures, completion/documentation of flight evaluation requisites, AF Form 8, *Certificate of Aircrew Qualification,* completion/routing/filing to include additional training follow up and reviewing/approving officials, applicable certifications, Review and Certification (R&C) board procedures. **(T-2)** If program guides are used in lieu of a supplement, units will ensure they are updated as guidance or processes change but as a minimum will review all program guides for currency annually. **(T-3)**

3.2.2.17. **(Added-AMC)** Review hazard reports and aircraft mishap reports and take corrective action, when required.

3.2.2.17. **(439AW)** Potential or actual aircraft mishaps and hazards that relate to aircraft and/or aircrew operating procedures should be reported to 439 OG/OGV. OGV will determine necessary corrective action (i. e. generate AF Form 847s, recommend administrative action, etc.).

3.2.2.18. **(Added-AMC)** OG/OGV will maintain a record of all evaluations administered by assigned flight examiners. Record the following minimum information: date of evaluation, flight examiner's name and rank, examinee's name and rank, type of evaluation, and qualification level awarded. Each aircraft type will have a separate record. A two-year history will be maintained. **(T-2)**

3.2.2.18. **(439AW)** GTIMs will be used to maintain a record of all evaluations administered by 439 OG examiners.

3.2.2.19. **(Added-AMC)** Flight Examiners should be qualified in as many special mission qualifications as possible for which the OG has a mission responsibility. For special missions in which the OG/OGV does not maintain qualification, the Chief, OGV will select an examiner to perform pyramid evaluations. **(T-3)**

3.2.2.20. **(Added-AMC)** Flight Examiners qualifying in special missions such as AR, SOLL II, etc., are flight examiners in those missions once upgrade is complete.

3.2.2.21. **(Added-AMC)** OGV examiners conduct evaluations in accordance with the Pyramid Evaluation Program rules specified in **paragraph 4.5**

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

3.2.3. **(439AW)** 439 OG/OGV flight examiner manning consists of Chief C-5 Pilot Air Reserve Technician (ART), C-5 Pilot Traditional Reservist (TR), C-5 Flight Engineer (ART), C-5 Loadmaster (ART), Flight Nurse (TR), and Aeromedical Evac Technician (TR).

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.

3.2.3.4.1. **(Added-439AW)** 337th Airlift Squadron and 439 OGV programs are combined and managed by 439 OG/OGV.

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

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

3.3.1.1. The SQ/CC will 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. Can 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 IAW 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 IAW 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 IAW AFI 11-215 for Technical Orders, and AFI 33-360 for other publications. **(T-2).**

3.3.2.7. Assist OGV in implementing the *flight manuals program* IAW 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).**

3.3.2.11. **(Added-AMC)** Maintain a record of all evaluations administered by assigned flight examiners. Record the following minimum information: date of evaluation, flight examiner's name and rank, examinee's name and rank, type of evaluation, and qualification level. Each aircraft type will have a separate record. Maintain a two-year history.

3.3.2.12. **(Added-AMC)** Manage the squadron N/N evaluation program.

3.3.2.13. **(Added-AMC)** Conduct R&C Boards.

3.3.2.13.1. **(Added-AMC)** R&C Board - General. Commanders will ensure aircrew members achieve and maintain only the highest standards and professional qualifications required to execute the mission. R&C Board certifies crewmembers have completed all training requirements and successfully completed all required flight evaluations.

3.3.2.13.2. **(Added-AMC)** R&C Board – Requirements. Squadron or detachment commanders will convene aircrew R&C Boards. With AMC/A3V (or equivalent) approval, units may develop customized R&C Board procedures for specific missions and circumstances. Document all local R&C Board procedures in unit supplement.

3.3.2.13.2. **(439AW)** R&C Board – Requirements. The R&C Board's main functions are split into two separate boards. The Certification Boards will be held at the group level and Review Boards are held at both of the squadron levels. Review Boards convened at squadron levels Squadron Training Review Panel (STRP) will be attended by a representative from 439 OG/OGV. Squadrons will convene Review Boards on a monthly basis. Group Certification Boards will be convened as required and will verify that all training and evaluation requirements for certification have been successfully completed.

3.3.2.13.2.1. **(Added-AMC)** An R&C Board is required for initial upgrade or re-qualification to aircraft commander, all instructor upgrades, and all flight examiner upgrades. Other crewmembers need not meet an R&C Board and are formally qualified by signature of final approving officer on the AF Form 8 or certified by signature of certifying official on AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*. Pilots initially qualifying to aircraft commander or re-qualifying to aircraft commander due to non-currency more than 12 months, will be certified at home station before serving "in command" unsupervised. Crew-members other than pilots may perform primary crew duties (unsupervised) before returning to home station, if the initial or re-qualification evaluation is successfully completed and the flight examiner annotates one copy of the flight authorization with "initial or re- qualification complete, date, and signature" next to crew member's name. The flight examiner may then depart

the crew. Normally, complete all administrative actions before flight in the new crew qualification.

3.3.2.13.2.1. **(439AW)** The OG/CC or OG/CD will certify all initial or requalification candidates for aircraft commander (AC), instructor, and flight examiner prior to performance in their upgraded status. A WG/CC interview will be accomplished at the discretion of the WG/CC for first time certified Aircraft Commanders. While this interview is not required, it should take place within 60 days of the OG certification.

3.3.2.13.2.2. **(Added-AMC)** Conduct R&C Board to review adequacy of training at 1 and 2-month points of an aircrew member's re-qualification progress or when crewmembers fail to meet established standards and are placed in training status.

3.3.2.13.2.2. **(439AW)** Additional training progress will be tracked at monthly squadron training review boards. Squadron Training will notify 439 OG/OGV of additional training completion.

3.3.2.13.2.3. **(Added-AMC)** Conduct R&C Board to review all circumstances for possible downgrade when it is suspected an individual should no longer serve in the current crew position due to substandard performance. Commander directed downgrade procedures will be IAW **paragraph 5.9**

3.3.2.13.2.4. **(Added-AMC)** R&C Board action is not required for: commanders and vice/deputy commanders at wing, group, and squadron level, NAF/CC, active duty advisors to AFRC and ANG units, flight examiners assigned to MAJCOM, NAF, and OG, and individuals who are re-qualifying or upgrading to a position in which they were current and qualified during the previous 12 months.

3.3.2.13.2.4. **(439AW)** The squadron commanders may act as the certifying official in cases where squadron crew members are re-qualifying or upgrading to a position in which they were current and qualified during the previous 12 months.

3.3.2.13.2.5. **(Added-AMC)** Units maintain a two-year history (4-year AFRC and ANG) of all R&C board minutes. Utilize **Figure 3.1** for R&C minutes format.

3.3.2.13.2.6. **(Added-AMC)** R&C minutes format: see **Figure 3.1** Minutes must include date of board, members present, actions taken to include, affected member's name, rank, certifications obtained, de-certifications and details of other actions taken, etc. **Note:** R&C Board Minutes are exempt from reporting requirements and licensing according to AFI 33-324.

3.3.2.13.2.7. **(Added-439AW)** Squadron commanders will review evaluation records of newly assigned or attached crewmembers and will determine an appropriate certification level for unit integration. Commanders will coordinate with OGV or Stan/Eval and Squadron Training to generate an AF 4324 and update the Letter of X's.

3.3.2.13.3. **(Added-AMC)** R&C Board - Procedures:

3.3.2.13.3.1. **(Added-AMC)** Conduct R&C Board at the squadron or detachment level (AFRC and ANG units without squadron Standardization/Evaluation function conduct R&C board at group or wing level). Wing and group review, certification, and interview procedures will be detailed in the unit supplement.

3.3.2.13.3.2. **(Added-AMC)** R&C Board - Composition. Commanders should preside at all R&C Boards. Squadron/DO may preside in the commander's absence, and the commander will review R&C Board actions and acknowledge by endorsing the R&C minutes. Composition of R&C Board is at the discretion of the commander but at a minimum will include board president and representatives from training and Stan/Eval. Other functions i.e. safety and maintenance are highly encouraged to attend.

3.3.2.13.3.2. **(439AW)** Composition of the group Certification Boards should be sufficient to address issues impacting the individual's new responsibilities. Membership generally consists of the OG/CC, SQ/CC, SQ/DO, SQ/ADO, Section Chiefs, Training, Safety and Stan/Eval. Minimum board composition is at the board president's discretion.

3.3.2.13.3.3. **(Added-AMC)** The board president interviews aircrew members meeting the R&C Board for certification. Board members brief pertinent aspects of the unit's mission including special items of emphasis. In addition, the Sq/CC must review and certify all crewmembers upon completion of Mission Certification Training **Note:** Any wing or group review, certification, or interview process above the squadron or detachment is in addition to the squadron or detachment process.

3.3.2.13.3.3. **(439AW)** Mission Certification Training is documented when the Squadron Commander/DO digitally signs the Letter of X's in GTIMs.

3.3.2.13.4. **(Added-AMC)** R&C Board Actions - Aircrew Member Fails to Meet Standards. R&C Board actions for aircrew members who fail to meet established standards in their aircrew position and are placed in a training status are as follows:

3.3.2.13.4.1. **(Added-AMC)** If the aircrew member has not re-qualified within one month (or second Unit Training Assembly [UTA] for AFRC and ANG units, whichever is greater) after the disqualifying event, the R&C board will convene to determine the adequacy of training and successful progress while completing re-qualification requirements.

3.3.2.13.4.2. **(Added-AMC)** For individuals not re-qualified by the last day of the second month (AFRC and ANG third month), the squadron/detachment will convene a second R&C Board to determine appropriate action (e.g., recommend re-training/re-qualification, Flying Evaluation Board [FEB] IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, airman re-classification, etc.). Any recommendation for additional training beyond the additional training due date must be approved by the individual's wing or group commander.

3.3.2.13.4.2. **(439AW)** After Squadron Commander recommends extended training time, the Operations Group Commander will be the one who normally

approve this extension.

3.3.2.13.4.3. **(Added-AMC)** Before initiating FEB or airman reclassification action, the SQ/CC will counsel the crew member recommended for removal from flying status. **(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).**

3.3.3.3.1. **(Added-AMC)** Squadron Stan/Eval manning will be consistent with the squadron's Unit Manning Document (UMD). **(T-2)**

3.3.3.4. **(Added-AMC)** Special mission qualifications for which the squadron has mission responsibility will be represented by a minimum of one flight examiner per applicable crew position. **(T-2)**

Figure 3.1. (Added-AMC) R&C Minutes Format

DEPARTMENT OF THE AIR FORCE
SQUADRON
YOUR AFB, YOUR STATE

28 November 2008

MEMORANDUM FOR RECORD
FROM:
SUBJECT: Aircrew Review and Certification Board Minutes (Date)
1. Members Present:
2. Actions Taken:
3. Certifications:
4. De-certifications:
5. Other Actions:

//Signed//
RICHARD BOBBY, Capt, USAF
Chief, Aircrew Standardization & Evaluation

1st Ind, Unit/CC 29 Nov 08
Concur / Non Concur

//Signed//
JOE B. DOUGHKNUT, Lt Col, USAF
Commander

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**).

4.2.1. **(439AW)** Flight examiners selection will also be based on availability.

4.2.1.1. **(Added-439AW)** Examiners will upgrade in accordance with (IAW) applicable AFI 11-2MDSV1, *C-5 Aircrew Training* guidance.

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).**

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

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

4.2.2.3. **(Added-AMC)** Unit certification document is Letter of X's. The Letter of X's is populated by signed AF Form 4324s. See **Attachment 8** for a sample Letter of X's.

4.2.3. For Air Force Reserve Command (AFRC) and Air National Guard Units (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) /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.

4.2.3.3. **(Added-AMC)** For AFRC and ANG units, one alternate flight examiner per MDS crew position may be designated to administer flight evaluations in the absence of the senior evaluator.

4.2.3.4. **(Added-AMC)** ART/Air Technician/AGR personnel should occupy senior evaluator positions. For all aircrew positions, when a non-technician/AGR fills a Stan/Eval UMD position, units may assign a technician/AGR in that crew position to the Stan/Eval division. In this case, the technician will assume the duties of the senior evaluator for that crew position and may administer all evaluations.

4.3. Flight Examiners will:

4.3.1. Conduct Aircrew Evaluations IAW **Chapter 5** and document IAW **Chapter 7** **(T-1).**

4.3.1. **(439AW)** Avoid scheduling evaluations where the examinee is the examiner's immediate supervisor (military or civilian).

4.3.2. Maintain qualification as instructors (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**: Where specifically authorized in Weapon System/Mission Design Series specific AFMAN 11-2MDS Volumes 2.

4.3.4. 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 IAW 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).**

4.3.6. **(439AW)** Examiners will notify the examinee's squadron commander (or operations officer) when a breach of flight safety or flight discipline is observed. The commander will then notify 439 OG/OGV and coordinate any administrative action.

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 IAW 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/CVs, WG/CV and OG/CDs 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 IAW **paragraph 4.2**

4.5. (Added-AMC) Pyramid Evaluation Program. The pyramid evaluation rules generally require higher echelon Flight Examiners to administer evaluations to lower echelon examiners and disallow any examiner from evaluating their rater**.** If there is no specific aircrew or aircraft representation at the specified pyramid level, then the next higher level is responsible. The highest echelon Flight Examiners for specific aircraft and missions receive evaluations from any appropriately qualified examiners when there are no qualified examiners in the pyramid above them. **Exception:** Pyramid evaluation is not required for aircrew undergoing aircraft conversion, difference training on aircraft or for students completing formal qualification and training programs according to AFMAN 11-2MDS-Specific Vol 1. Use **Table 4.1** for application of the pyramid rule and AF Form 8 routing guidance. **(T-2)**

4.5.1. **(Added-AMC)** The most senior OG/OGV Flight Examiners in each crew position (including AFRC and ANG) or equivalent will receive a pyramid evaluation from HQ examiners to satisfy the 17-month periodic qualification requirement. **Exception:** Units without MDS representation at AMC/A3V (or equivalent) will not receive HQ flight evaluations unless directed by AMC/A3/10. HQ AFRC/A3M or AFRC NAF/A3V will coordinate with AMC/A3V prior to administering a pyramid evaluation to an AFRC OGV evaluator. **(T-2)**

4.5.1.1. **(Added-AMC)** When a pyramid evaluation is not practical, request a waiver from the appropriate level of authority, e.g. AMC/A3V waiver required for OGV Chief to not receive a pyramid evaluation from AMC/A3V. Maintain the waiver in the individual's FEF until incorporated on the AF Form 8. Document the waiver in Section D. Additional Comments on the individual's AF Form 8. (**T-2)**

4.5.1.2. **(Added-AMC)** When a Flight Examiner other than an AMC/A3V (or equivalent) examiner administers a pyramid evaluation, the examiner will annotate in the remarks section of the AF Form 8 that the evaluation satisfies the requirement of the pyramid evaluation per prior coordination with AMC/A3V. The remarks will include the names of the HHQ examiners (as applicable) with whom coordination was accomplished. i.e. "Per coordination with SMSgt John Doe, 22AF/, CMSgt Bob Jones, AFRC/A3M, and Lt Col Phil Smith, AMC/A3V, this evaluation satisfies the requirement for a pyramid evaluation." **(T-2).**

4.5.2. **(Added-AMC)** Units may align Stan/Eval crewmembers' qualification expiration dates to allow all crew positions eligible for their pyramid evaluations to complete the check-ride at the same time.

4.5.3. **(Added-AMC)** AMC/A3V (or equivalent) may perform a SAV in conjunction with pyramid evaluations when specifically requested by the unit.

Table 4.1. (Added-AMC) AMC Pyramid Evaluation and AF Form 8 Routing Guidance

ITEM	Examinee	Flight Examiner (Notes 3, 4 & 9)	Reviewing Officer	Final Appr Officer
1	HQ Stan Eval, Chief	Any	OG/CC	A3
2	HQ Stan Eval, Deputy			A3V

3	HQ Stan Eval Evaluators		OG/OGV	
4	Senior Staff Officers	OGV		WG/CC
5	HQ, NAF Flyers		SQ/CC (Note 6)	OG/CC
6	WG/CC (Note 8)			
7	WG/CV (Note 8)			WG/CC
8	WG/SE			
9	OG/CC, OG/CD (Note 8)	SQ/CCV (Note 5)		
10	OGV Chief	HQ/A3V (Note 7)		OG/CC
11	OGV Evaluators			
12	SQ/CC	OGV	OGV Chief	
13	SQ/DO		CCV Chief (Note 5)	SQ/CC (Note 6)
14	SQ/CCV Evaluators (Note 7)	Any (Note 7)		
15	Add'l Duty Evaluators			
16	SQ/ADO, SE or Flt/CC			
17	Assigned to Squadron		SQ/CCV (Note 5)	
18	Attached to Squadron			
19	Formal Students			
20	FTU Students		FTU SQ/DO	FTU SQ/CC

Notes:

1. This routing guidance on this chart is applicable to all recurring, no-notice and SPOT evaluations.

2. All references to Sq/CC, OGV, OG/CC or WG/CC are for attached unit.

3. Stav/Eval Flight Evaluators (SEFEs) augmenting HHQ inspection teams are considered HHQ equivalent for AF Form 8 routing purposes.

4. Normally, SEFEs will not evaluate personnel they have recommended for upgrade or primarily instructed during the final phase of training.

5. For units where OGV accomplishes SQ/CCV functions, substitute the most /senior squadron flight examiner as Flight Examiner or Reviewing Officer.

6. Use of OG/CC or SQ/DO is authorized for units whose SQ/CC is a Traditional Reservist/Guardsman. **Exception:** When OG/CC or SQ/DO is examinee.

7. Flight Examiners will be evaluated by the most senior squadron examiner or higher. Operations officers are authorized to evaluate squadron-assigned and attached evaluators (other

than OGV). OGV Examiners may be evaluated by the most senior OGV examiner in the same crew position.

8. If individual is a Flight Examiner, then the pyramid rules supersede (next higher echelon Flight Examiner).

9. The Flight Examiner position is a minimum position. Any approved examiner higher in the chain may be substituted without changing the reviewing and approving officials.

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 (an Aircrew evaluation, Emergency Procedures Evaluation [EPE], examination or the evaluation of a specific event that does not intend to satisfy the requirements of an initial (INIT), periodic or requalification (RQ) evaluation). 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 AFMAN 11-2MDS Vol 2. QUAL evaluations may be combined with INSTM, INIT INSTR and/or MSN evaluations IAW AFMAN 11-2MDS Vol 2. **(T-2).** See **Chapter 8** for specialized aircrew. **(T-2).**

5.2.1.2.1. **(Added-AMC)** If in-flight evaluations (e.g. Qualification Evaluation [QUAL] and Mission Evaluation [MSN]) cannot be completed within the same calendar month, use a separate AF Form 8 with a separate expiration date or as specified in AFMAN 11-2MDS-Specific Vol 2.

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 AFI 11-401, *Aviation Management*; USAF Test Pilot School students; TG-series aircraft pilots; T-41/51/53 pilots.

5.2.2.2.2. Pilots assigned to excepted aircraft who may also be assigned to other aircraft that are not excepted will maintain Instrument Qualification, but will take their INSTM 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 IAW 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 IAW 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.

5.2.4.2.1.1. **(Added-AMC)** The flight evaluator will determine the examinee's seat position (normally right seat) for the initial instructor pilot evaluation and will include a minimum of one approach and landing. **(T-3)**

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, he/she 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 evaluation of a specific event or requirement without intending to satisfy the requirements of a periodic evaluation and/or an initial INSTR evaluation.

5.2.5.1.1. **(Added-AMC)** SPOT Evaluations. Examinee must receive notification before entering pre-mission or pre-departure crew rest. Crewmembers should not receive more than one SPOT evaluation per calendar year.

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

5.2.5.2. **(439AW)** SPOT Evaluations will be directed by the Group or Squadron CC to a specific person for a specific event or area.

5.2.5.2.1. A SPOT Evaluation may be used when the loss of currency requires an Aircrew Evaluation to regain currency IAW 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 IAW the applicable AFI/AFMAN 11-2MDS Vol 1/2. **(T-1).**

5.2.5.2.2. An examinee may utilize a SPOT evaluation to update a QUAL/INSTM/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in **paragraph 5.8** (document on the Form 8/8a IAW **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 Form 8/8a IAW **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 IAW 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 IAW 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.

5.2.6.3.2. **(439AW)** For the purposes of a no-notice evaluation, "normal preparation" will be defined as "crew report/show time."

5.2.6.3.3. **(Added-AMC)** N/N In-flight Evaluation Program. Each level of command (SQ/OG/MAJCOM) will execute a N/N program. **(T-2)** The N/N program as an assessment tool for overall unit readiness and to provide indicators for appraisal and re-focusing unit training programs. Operations Group (OG) and SQ levels will develop and publish a program to sample a combined minimum of 15% of available (qualified to perform aircrew duties) crewmembers (by crew position) annually. **(T-2).** Adjustments for unit deployment rates are authorized and must be defined in the unit supplement. If a unit has less than five crewmembers in a given crew position, N/N minimum is at the commander's discretion. N/N evaluations given by HHQ may count towards the unit's N/N goal. **Note:** HQ Flight Examiners performing N/N evaluations on local AFRC unit missions will notify the OG/CC in writing NLT seven days prior to intended dates of evaluations. **(T-2).** Notification will include the names of the Flight Examiners and inclusive dates. The OG/CC may postpone the evaluations, but will contact AFRC/A3M for a determination on when to reschedule the flight evaluations. **(T-2)**

5.2.6.3.4. **(Added-AMC)** Crewmembers will not receive more than one N/N evaluation per calendar year except as directed by their commander. **Exception:** This does not prevent HQ AMC, HQ AFRC or AFRC/NAF examiners from conducting additional HHQ N/N or SPOT evaluations.**(T-2).**

5.2.6.3.5. **(Added-AMC)** Avoid administering N/N evaluations within the eligibility period for the intended evaluation unless commander directed. **Exception:** This does not prevent HQ AMC, HQ AFRC or AFRC/NAF examiners from conducting HHQ N/N or SPOT evaluations. **(T-2).**

5.2.6.3.6. **(Added-AMC)** For mobility aircrews, as a minimum, all N/N evaluations should include items designated under "General" as defined in the appropriate aircrew member's chapter of the AFMAN 11-2MDS-Specific Vol 2; evaluate other areas, as appropriate.

5.2.6.3.7. **(Added-AMC)** Evaluators will use items from the special interest program to target and assess specific areas during all N/N evaluations. **(T-2).** Areas designated "special interest" are normally identified by higher headquarters message. AFRC, ANG, OG and squadron may also designate areas. Squadron and OG will provide feedback on special interest areas through the SEB. Squadron, OG, AFRC, ANG, and HQ AMC will develop a process to inform evaluators on the requirements of the special interest program. **(T-2)**

5.2.6.3.8. **(Added-AMC)** Detail the unit's N/N program (including N/N rate) in the unit supplement. **(T-2).**

5.2.6.3.8. **(439AW)** 439 OG/OGV administers the No/Notice (N/N) program for the squadrons. Unit N/N goal is 15% for each crew position.

5.2.6.3.8.1. **(Added-439AW)** All N/N evaluations will be coordinated with a 439 OG/OGV representative prior to administering the evaluation. Units will maintain a process guide detailing how to execute the N/N program. Every

reasonable effort should be made to inform squadron leadership (CC or DO) prior to an intended N/N evaluation. Inability to reach leadership is not a reason to cancel or postpone an N/N flight evaluation.

5.2.6.3.8.2. **(Added-439AW)** Prior to administering any N/N flight evaluation, the flight examiner will reference the crewmember's FEF or GTIMS. Unless commander directed, an N/N evaluation will not be administered in the members eligibility zone, or if member has received an N/N evaluation in the same calendar year.

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 IAW **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.

5.3.2.1. **(Added-AMC)** Accomplish evaluations concurrently, whenever practical. Crew Resource Management (CRM) skills will be evaluated on all evaluations. **(T-2)**

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 Emergency Procedures Evaluation (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.

5.3.3.3.2.1. **(Added-AMC)** 'Q' performance requires individual flight publications be current and properly posted. In units that do not issue individual

aircrew publications, aircrew members are still responsible for the accuracy and currency of all publications required for the mission.

5.3.3.4. **Cockpit/Crew Resource Management (CRM) areas.** Areas IAW AFI 11-290, *Cockpit/Crew Resource Management Training 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 Emergency Procedures Evaluation 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 7.3.11.3.5.7**).

5.4.2.4.2.5. Document additional training on the AF Form 8/8a IAW **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 IAW **paragraph 5.4.2.4.2.2**), the OG/CC reviews the situation and determine whether further additional training should be assigned or AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges* action is initiated. If the decision is made to initiate an AFI 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, IAW **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).**

5.4.2.5.1. **(Added-AMC)** Do not verbally evaluate takeoffs, instrument approaches, landings, aerial refueling contacts, cargo loads or nursing care standards unless specified in the AFMAN 11-2MDS Vol 2.

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 IAW 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 IAW **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 Emergency Procedures Evaluation 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 Emergency Procedures Evaluation 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. Document on the AF Form 8/8a IAW **paragraphs 7.3.9** and **7.3.11.2** An EQ may be given when:

5.4.3.5.1. 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. These 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 (i.e., 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 IAW **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 IAW **paragraph 5.7** and graded IAW **7.3.7.1**

5.5.2.6.1. **(Added-439AW)** Once a successful Emergency Procedures Evaluation (EPE) re-check is accomplished, it will be graded 3/1 (see **paragraph 7.3.5.1.3.4**). The overall qualification grade of the AF Form 8 will also be documented 3/1.

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.

5.5.3.1.1. **INSTM:** Instrument examination.

5.5.3.1.2. **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 Form 8/8a IAW **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 beginning with the month in which the first requisite or the Aircrew Evaluation was administered, whichever occurs first. **(T-1). EXCEPTION:** For extended evaluations (IAW **paragraph 5.8.3.2**), requisites may be completed between the beginning of the six-month eligibility period prior to the original expiration date and the extended expiration date.

5.5.4.3. 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.

5.5.4.5. **(Added-439AW)** Initial/requalification examinees will complete examination requisites applicable for their new crew qualification prior to receiving the flight evaluation. Initial Air Evacuation Crew Members (AECM) require instructor recommendation for open/closed book examinations.

5.6. Failure to Pass an Aircrew Evaluation.

5.6.1. **Requalification Evaluation.** If an aircrew member fails an evaluation, a successful flight or ground recheck must be completed by the end of the third month after the date of the first failure (e.g., for an evaluation on 20 Jun XX, complete the recheck by 30 Sep XX). (T-1)

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 IAW **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.** 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).** If Basic Aircrew Qualification (BAQ) aircrew

members receive a Q3 INSTM and/or QUAL evaluation, the SQ/CC will downgrade the examinee's training status are downgraded to non-basic aircraft qualified (N-BAQ) IAW AFI/AFMAN 11-2MDS Vol 1. **(T-2).** For instructor evaluations, aircrew status (i.e., MR/, CMR or BMC) need not be downgraded if the discrepancies were only in instructor areas/subareas."

5.6.2.1. **(Added-AMC)** AFRC only. Downgrade to lower crew duty qualification. In those cases where failure of a flight evaluation results in downgrading to a lower crew duty qualification (that is, instructor pilot to aircraft commander, aircraft commander to first pilot, etc.), these individuals may perform duty in the lower position without supervision provided that this action was recommended by the flight evaluator and properly annotated on the AF Form 8.

5.6.3. **Restrictions.** As directed by this instruction 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. **(AMC)** Instructors, flight examiners, or authorized ATS contractor instructor personnel may administer additional training. All flight training will be conducted by a like specialty. **(T-3).**

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.

5.6.3.1.1.1. **(Added-AMC)** Initial qualification examinees will not fly as a qualified crewmember until additional training is complete. **(T-2).**

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.

5.6.3.1.3.1. **(Added-AMC)** Mission evaluations graded overall Q-3 will result in non-mission ready status in that mission only. AFMAN 11-421, *Aviation Resource Management,* provides guidance on documentation using the AF Form 4324 to update aircrew qualifications in ARMS.

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).**

5.6.3.1.4.1. **(Added-AMC)** An instructor or flight examiner graded Q-2 on any evaluation will not perform instructor or examiner duties until the Q-2 is cleared by a Flight examiners **(T-3)**. Flight examiner Q-2s should be cleared according to

the pyramid evaluation system.

5.6.3.1.4.2. **(Added-AMC)** Re-evaluation may be administered in the aircraft, verbally, or in an Aircrew Training Device (ATD) at the examiner's discretion.

5.6.3.2. Document restrictions on the AF Form 8/8a IAW **paragraphs 7.3.9** and **7.3.11.1**

5.6.3.2.1. **(Added-AMC)** AFRC only. Squadron commanders will review the records of aircrew members who fail a flight evaluation. **(T-2).** Squadron commander's signature in Section III of the AF Form 8 satisfies this requirement.

5.6.3.2.2. **(Added-AMC)** AGR, ART, and Traditional Reservist (TR) aircrew members are disqualified or removed from aviation service when they indicate a repetitive pattern of failure and/or marginal performance according to AFI 11-402 as supplemented, and reassigned to a non-flying position or removed under the provisions of AFI 36-704, *Discipline and Adverse Actions*.

5.6.3.2.3. **(Added-AMC)** Civilian aircrew members are notified according to AFI 36-1001, *Managing the Civilian Performance Program*, when they fail to pass a qualification examination or flight evaluation. They may be removed from aviation service and reassigned to a non-flying position, or removed under the provisions of AFI 36-704 when they indicate a repetitive pattern of failure and/or marginal performance.

5.7. Supervised Status.

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

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 IAW **paragraph 7.3.4.4.2**).

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

5.8.3.2.1. HQ USAF/A3TF 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 IAW **paragraph 1.3.2**

5.8.3.2.2. MAJCOM/A3s may extend an Aircrew Evaluation Expiration Date up to six months. Provide notification to AF/A3T when extensions are approved (copy to AF/A3TF). Provide guidance for MAJCOM extensions in MAJCOM supplements to this instruction.

5.8.3.2.3. SQ/CCs may extend an Aircrew Evaluation Expiration Date up to three months for the reasons listed below (document IAW **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. PCS/PCA to a non-flying assignment.

5.8.3.2.3.2. Departing PCS or TDY for retraining in another aircraft type.

5.8.3.2.3.3. Undergoing unit aircraft conversion, as directed by MAJCOM.

5.8.3.2.3.4. Removal from active flying status (e.g. separation or retirement).

5.8.3.2.3.5. 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.

5.8.3.2.4. **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.

5.8.4. **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 delinquent evaluation, or accomplishing a requalification Aircrew Evaluation To complete a delinquent evaluation, all requisites must be accomplished IAW **5.5.4.2**.

5.8.5. SQ/CC's 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.

5.8.6. **(Added-439AW)** During the squadron review board, the squadron commander will determine whether to apply for an OG/CC waiver extending the training time beyond the initial time frame after a failed evaluation. The SQ/CC will forward the MFR requesting the extension through 439 OG/OGV for OG/CC approval.

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

5.9.5.1. 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.

5.9.5.2. 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, etc.). (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).

5.9.6. 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.

5.9.7. Commander Directed Downgrades will be documented IAW **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 IAW **paragraph 7.3.4.3** See AFI 11-202, Vol 1.

5.10.2.1. **(Added-AMC)** For O-6 and below, HQ AMC/A3 is approval authority for multiple qualifications. Requests should be forwarded through the proper channels (Sq/CC, OG/CC, AMC/A3V, etc.). Multiple qualifications of General Officers is IAW AFI 11-202 Vol 1. AMC/A3V AF FN and AET examiners may maintain multiple qualifications in the C-17, C-130, KC-135, KC-46 and C-21 when applicable.

5.10.2.1.1. **(Added-AMC)** For AFRC, HQ AFRC/A3 is approval authority.

5.10.2.1.2. **(Added-AMC)** For ANG, approval authority is NGB/A3.

5.10.2.1.3. **(Added-AMC)** AFMAN 11-2MDSVol 1 outlines training requirements for approved crewmembers completing multiple qualifications. The appropriate AFMAN 11-2MDS Vol 2 provides guidance for completion of certification or evaluation.

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, *USAF Aircrew Certifications*.

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, or AFI 10-3502 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 IAW AFI 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 (i.e. exchange aircrew) do not need to abide by USAF guidance, including this AFI 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 instruction 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 IAW **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 instruction. **(T-1).** See **paragraph 7.5** for guidance on Form 8/8a documentation.

5.12.2. MAJCOMs will indicate through memoranda for the record which aircrew are appointed as initial cadre and include in the Flight Evaluation Folders IAW **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/MOU. **(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 instruction.

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

6.4.1.1.1. **(Added-AMC)** Unless otherwise specified in the appropriate AFMAN 11-2MDS Vol 2, individuals qualified as crewmembers in more than one MDS aircraft must complete open and closed book exam for each aircraft. **(T-2).**

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).**

6.4.1.2.1. **(Added-AMC)** Development and maintenance of Secure Question Bank (SQB) is N/A for C-17. SQB is developed and maintained by contractors not the units.

6.4.1.2.2. **(Added-AMC)** If C-17 contractors do not maintain Computer Based Training (CBT) course tests for special mission certifications/qualifications, i.e. PNAF or SOLL II, units are required to develop and maintain an SQB to provide open book testing to individuals certified/qualified in those mission types.

6.4.1.3. **(Added-AMC)** If not specified in the appropriate AFMAN 11-2MDS Vol 2, open book exam will be derived from the SQB for each crew position of each MDS. The OG/OGV will create and manage the open book examination process. The SQB will consist of no less than 10 ground operations/taxi questions. Open book questions will be drawn from appropriate information contained in FCIF Vols I, II, III, and IV. **(T-2).**

6.4.1.4. **(Added-AMC)** A portion of each open book exam will include questions pertaining to each mission qualification of the individual being tested. Include airdrop, AR, SOLL II, PNAF, cargo, instructor, etc., as required. **(T-2).**

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.

6.4.2.1.1. **(Added-AMC)** If not specified in the appropriate AFMAN 11-2MDS Vol 2, mobility forces complete their closed book examination using a minimum of 20 questions from the MQF. When developing a closed book examination from the MQF, the unit should select questions to sample aircrew knowledge areas or correct potential trends.

6.4.2.1.1.1. **(Added-AMC)** AMC/A3V will coordinate, build, maintain and distribute one common MQF for each crew position of each MDS. **(T-2).** The MQF will contain at least 100 questions with periodic updates, as necessary. AMC/A3V may delegate a portion or all of MQF development and maintenance requirements to specific active duty, ANG, or AFRC units; or a designated civilian contractor providing this service, but will maintain active supervision of MQF contents. **(T-2).**

6.4.2.1.1.2. **(Added-AMC)** MQFs are available for download on the AMC/A3V website. The OG will distribute the MQF to all unit aircrew members. **(T-2).**

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, *Instrument Refresher Program*. Units will ensure that only those questions relevant to the weapons system(s) and instrument procedures within their unit are included in the available questions. **(T-3).**

6.4.3.1. **(Added-AMC Added)** Exam requirements follow open book format and the exam is normally generated at the unit level. Instrument Refresher Course (IRC) program and Instrument Examination questions are available on Air Force Flight Standardization Agency (AFFSA) website, IRC Page.

6.4.3.2. **(Added-AMC)** Euro-NATO Joint Jet Pilot Training (ENJJPT) instrument examinations remain valid concurrent with the individual's initial qualification instrument evaluation. IRC or equivalent courseware may satisfy this requirement. Units will determine an internal process for managing ENJJPT instrument examination dates and

scores. Incorporate the scores on the individual's first initial qualification AF Form 8. **(T-2).**

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. Formal Training Units administering USAF Formal School courses listed in the Air Force Education and Training Course Announcement database (**https://etca.randolph.af.mil/**) 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 instruction 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).**

6.5.4. **(Added-AMC)** An initial qualification or requalification student who fails an ATS examination while attending Formal Training Unit (FTU)/CCTS training will retake the ATS exam and complete the appropriate open and closed book examinations before flight evaluations. **(T-2).**

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 instruction. **(T-2).**

6.6.1. **(439AW)** Examination Question Review. Review GTIMs Question Data Banks to ensure questions reflect current regulatory guidance. Questions trending high during SEB cycle will receive increased scrutiny.

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.

6.6.3.1. **(439AW)** GTIMs software is used to generate exams. The 439 OG/OGV controls the applicable examination question banks for each crew position.

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 must 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 (i.e. Q/U). Satisfactory performance requires writing the proper actions in the correct sequence, not necessarily a verbatim response. The minimum passing grade is 100 percent.

6.8.1.1. **(Added-AMC)** Boldface/Critical Action Procedures (CAPs). Examinations will consist of one question concerning each Boldface /CAPs applicable to an individual's specialty. Individuals qualified as crew members in more than one MDS aircraft must complete a Boldface/CAPs exam for each aircraft.

6.8.1.1.1. **(Added-AMC)** AMC policy is that Boldface/CAPs will be written as depicted in the flight manual (dash 1 or Vol 3 for Aeromedical Evacuation Crewmember [AECM]) to include the correct crew positions for the prescribed action. **(T-2).** Unit commanders will ensure that crews are trained to this standard; however, HQ AMC does not intend for examiners to quibble over punctuation or minor misspellings. **(T-2).**

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 IAW **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)**

6.9.3. **(439AW)** Upon completion of any requisite or Boldface exam, the proctor will review the test with the examinee and go over any missed questions. The 439 AES proctor will notify 439 AES Chief of Stan/Eval, who will in-turn notify 439 AES/OGV, squadron supervision, training, and schedulers immediately following a requisite exam failure. The 439 OG/OGV proctor will notify 337 AS squadron supervision, training and schedulers immediately following requisite exam failure. GTIMs will be updated to reflect supervised status resulting from the failure of requisite and boldface examinations.

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-AMC) Unit Periodic Examinations. Optional. Ground N/N Exam. Unit's Periodic Examination program may be combined with unit N/N program. Include program details in unit supplement.

6.10. **(439AW) Unit Periodic Examinations.** Unit periodic testing may be conducted by squadron representatives. Results are not required to be reported to 439 OG/OGV unless the unit believes a trend is developing. Action after any failed exams will be determined by the squadron commander of the unit originating the exam.

6.10.1. **(Added-AMC)** Each group/squadron Stan/Eval function may conduct periodic testing for all aircrew. The intent of this testing is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit.

6.10.2. **(Added-AMC)** Administration of the exam is at the discretion of the MAJCOM and/or unit.

6.10.3. **(Added-AMC)** Periodic exams will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam.

6.10.4. **(Added-AMC)** An AF Form 8 will not be generated for a failed unit periodic examination.

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

7.1.1. The results of Aircrew Evaluations are recorded on the AF Form 8/8a. The chronological history of 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 IAW MAJCOM supplement guidance. In all instances, computer-generated forms must mirror AF forms as published on the USAF E-Publishing web site in accordance with AFI 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 IAW AFI 11-202 Vol 1.

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.

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

7.3.1.2. Use of the AF Form 8a to record aircrew maintaining Universal Qualification IAW **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, **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 (i.e. annotating the type evaluation, "INSTR"), use upper and lower case letters.

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

7.3.3. **Date Completed.**

7.3.3.1. 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 last four of Social Security Number (SSN), 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 IAW **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, etc.) is not a qualification, it is a certification, and should only be entered when the flight examiner is receiving a SPOT Flight Examiner Objectivity evaluation IAW MAJCOM supplements.

7.3.4.4. **Eligibility Period.**

7.3.4.4.1. Enter the 6-month period preceding the expiration date from the last periodic Aircrew Evaluation of the same category (e.g., if the last MSN evaluation expires Sep 18, enter Apr-Sep 18).

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**).

7.3.4.4.2.1. **(Added-AMC)** Enter N/A for all evaluations given within an eligibility period, but not intended to satisfy a recurring requirement (e.g. SPOT, N/N SPOT, etc.)

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).

7.3.4.4.5. **(Added-AMC)** For combination evaluations intending to re-align the examinee's check-rides, write the correct eligibility period of the in-phase check-ride on the top and N/A for the other. In the Examiner's Remarks Section D. Additional Comments. Write this statement: "The MSN (or QUAL) portion of the evaluation was given outside the eligibility period to re-align the check-ride dates."

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. IAW **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, etc.).

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. **(AMC)** The order of prefixes used is: initial (INIT)/requalification (RQ) or N/N then SIM e.g. RQ SIM QUAL.

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. IB, 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.

7.3.6.1.5.1. **(Added-AMC)** Make multiple single line entries when a combination evaluation is given and the prefix does not pertain to both parts of the check-rides even if both parts of the check-ride were given on the same day. For example a QUAL with RQ MSN would have two lines instead of a single line RQ QUAL/MSN.

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 IAW **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 IAW **paragraph 7.3.7.3**

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

7.3.7.1. Annotate the examinee's qualification level IAW 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, etc.) 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. IAW **paragraph 5.8.1,** for evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the 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 instructors 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 "√" (IAW **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. **(AMC)** Signatures on AF Form 8s should be digital to the maximum extent possible. At the commander's discretion, units may use pen and ink signatures when digital signatures are not available or not practical.

7.3.10. **(439AW)** Units will primarily use GTIMs to digitally sign and complete the AF Form 8.

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 (IAW this AFI 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 "√" (IAW **paragraph 7.3.2.1**) in the remarks block and make comments in the comments block. **(T-1).**

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

7.3.10.2.1. The Reviewing and Final Approving Officers (those officers holding these positions, or acting in their stead during the period of the signature process, not necessarily the date of the evaluation) will review the content of the AF Form 8/8a and the assigned qualification level, ensure all required additional training is adequate to correct the noted deficiencies and is complete, and will place an "X" or "√" (IAW **paragraph 7.3.2.1**) in the "Concur" block. **(T-2).**

7.3.10.2.1.1. If either or both officers do not agree with any portion of the Form 8/8a, the qualification level will not be changed, but the dissenting officer will place an "X" or "√" (IAW **paragraph 7.3.10.1**) in the "Do Not Concur" block on his/her 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, etc.) IAW **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 IAW **paragraph 5.9** if further action is warranted.

7.3.10.2.3.1. **(Added-AMC)** The final approving officer is the Sq/Det CC, OG/CC, Wing/CC, NAF/DO, or appropriate HQ Division Chief, based on where the examinee is assigned/attached. Refer to **Table 4.1** for guidance. Additional reviews may be made as appropriate. Show additional reviews in the comments section of the AF Form 8. If review and certification board action is required, the final approving officer is the board president.

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 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 IAW **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 IAW AFI/AFMAN 11-2MDS Vol 2. A comment addressing demonstrated instructional ability is mandatory for all instructor evaluations.

7.3.11.3.3.1. **(Added-AMC)** Examiner's Remarks, Section A. Specific profile details are not required unless specified in AFMAN 11-2MDS Vol 2. Additionally, include the following (as appropriate):

7.3.11.3.3.1.1. **(Added-AMC)** Specific mission evaluation performed (i.e., airdrop, air refueling point [ARP], PNAF, etc.).

7.3.11.3.3.1.2. **(Added-AMC)** Evaluations which span more than one day will show inclusive dates.

7.3.11.3.3.1.3. **(Added-AMC)** Identify a commander-directed evaluation.

7.3.11.3.3.1.4. **(Added-AMC)** Show that two or more flight examiners were required for an evaluation (include the Initial Evaluator's name, grade, organization, and signature in the Initial Evaluator Information section.)

7.3.11.3.3.1.5. **(Added-AMC)** Identify any area verbally evaluated IAW AFMAN 11-2MDS Vol 2.

7.3.11.3.3.1.6. **(Added-AMC)** List supervisory attendance. Supervisors are encouraged to attend all debriefs. Unit CC or designated representative will attend debrief on all less than Q-1 evaluations.

7.3.11.3.3.1.6. **(439AW)** Supervisors include commander, operations officer/ADO, flight commanders, section chiefs, and OGV examiners. If unit CC is not available to attend the debrief of a less than Q-1 evaluation, the priority is: unit DO, section chief, OGV. If none of the individuals are readily available, they may be notified at an appropriate time by phone.

7.3.11.3.3.1.7. **(Added-AMC)** Annotate reason for recheck or re-qualification.

7.3.11.3.3.1.8. **(Added-AMC)** List qualification comments according to AFMAN 11-2MDS Vol 2.

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."

7.3.11.3.4.3. **(Added-AMC)** Examiner's Remarks, Section C: Recommended Additional Training, must include (as appropriate):

7.3.11.3.4.3.1. **(Added-AMC)** Show any special requirement for re-evaluation.

7.3.11.3.4.3.2. **(Added-AMC)** The Evaluator completing a ground recheck or emergency procedures evaluation (EPE) recheck will document completion. Include name, rank, organization and signature.

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

7.3.11.3.6.7. Incorporate the information contained in any applicable memorandum for the record (e.g. extension, waivers, etc.) 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. IAW **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. IAW **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. **(439AW)** Either a draft AF 3862, *Flight Evaluation Worksheet*, or AF Form 8 will be used as the temporary evaluation documentation until the final AF Form 8 is completed.

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 FED.

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 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".

7.3.13.3. **(Added-AMC)** Ground Rechecks.

7.3.13.3.1. **(Added-AMC)** A ground recheck is documented on the Q3 AF Form 8/AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*, that generated it.

7.3.13.3.2. **(Added-AMC)** Except as described below, the AF Form 8/8a is documented as described in **paragraphs 7.1** through **7.3.11**

7.3.13.3.2.1. **(Added-AMC)** Date Completed. Use the latest completion date (requisite or successful ground recheck) of the evaluation.

7.3.13.3.2.2. **(Added-AMC)** Aircrew Evaluation. Document the date of the ground recheck on a separate line as "GROUND RECHECK" below the Aircrew Evaluation entry in Section III.

7.3.13.3.2.3. **(Added-AMC)** Qualification Level. Annotate the overall qualification level as "3/1" in the qualified block.

7.3.13.3.3. **(Added-AMC)** The flight examiner that completed the flight evaluation (i.e. the one that gave the overall Q3) signs the front of the AF Form 8/8a. If the recheck examiner is different than the flight examiner that gave the Q3, the recheck examiner signs and dates an appropriate statement in Section IV - Comments, Examiner's Remarks (see **paragraph 7.3.11.3**).

7.4. Commander-Directed Downgrade. (see also paragraph 5.9). Except as described below, the AF Form 8/8a for a Commander-directed Downgrade will be IAW **paragraph 7.3**

7.4.1. **Date Completed.** The effective date of the downgrade. This is the date the commander initiated the downgrade action. If this is a result of a downgrade for non-flying related issues, the date the commander mandated the downgrade action will be used.

7.4.2. **Examinee Identification (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 (i.e. instructor) enter the downgraded crew position.

7.4.2.1.2. If the individual is downgraded to a completely unqualified status (i.e. IP to UP), enter the crew position to which he/she will be 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 (i.e. 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 IAW **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 IAW 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 IAW 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 "√" (IAW **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 (i.e. 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 (IAW **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 "√" (IAW **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: IAW **paragraph 7.3.11.3.3**

7.4.7.4. Paragraph C, Recommended Additional Training:

7.4.7.4.1. IAW **paragraph 7.3.11.3.4** as desired or "None."

7.4.7.4.2. IAW **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 IAW **paragraph 7.3**

7.5.1. **Date Completed.** The effective date as annotated on the MAJCOM/A3 memo described in **paragraph 5.12.2**

7.5.2. **Examinee Identification (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" (IAW **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" (IAW **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 (i.e. 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 Flight Phase 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 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.

7.6.7. **(439AW)** GTIMs will be used to generate the AF Form 942, *Record of Evaluation*.

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 IAW **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 IAW AFI 33-364, *Records Disposition—Procedures and Responsibilities*.

7.7.1.7. **(Added-439AW)** Units will maintain a process guide detailing how to execute an FEF review.

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 AFI. **(T-1).** Additionally, the electronic FEF must be transportable by either digital media or via a digital database. **(T-1).**

7.7.2.1.1. **(Added-AMC)** Graduate Training Information System (GTIMS) meets the intent of electronic transportability of files.

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 AFI.

7.7.2.2.1. **(Added-AMC)** GTIMS fulfills this requirement.

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 Forder, a copy of the most recent DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, and AF Form 702, *Individual Physiological Training Record*, may be filed in this section behind and MAJCOM and/or unit directed items.

7.7.3.2. **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 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 last four of Social Security 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 "For Official Use Only" 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.

7.7.5.1.1.1. **(Added-AMC)** Document accomplishment with an "Initial Review" entry and date entry on the AF Form 942, *Record of Evaluation*. **Exception:** For all first-time Aeromedical evacuation assignments, the AF Form 942 will be documented in the following sequence: "AMC", "Initial QUAL/MSN", followed by "Initial Review".

7.7.5.1.1.1. **(439AW)** The 439 OG/OGV will review the FEF for all newly assigned or attached aircrew members to establish qualification and ensure the individual is transferred to the unit in GTIMs.

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 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.

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 IAW. MAJCOM and/or unit supplement.

7.7.5.3.3. Document the periodic review in the FEF Review and Discrepancy Log IAW MAJCOM and unit supplements.

7.7.5.3.3.1. **(Added-AMC)** Document accomplishment with an "Annual Review" and date entry on the AF Form 942. The initial review entry suffices for the annual review requirement.

7.7.5.3.3.2. **(Added-AMC)** While all AF Forms 8 and 942 shall be retained in the members FEF, additional information contained in the FEF which is not related to the member's current MDS(s) is considered obsolete. Obsolete documents will be returned to the member for their records.

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 discrepancies 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.

7.7.6.2.1. **(Added-AMC)** Units will utilize a locally developed log to document minor discrepancies. **(T-2).**

7.7.6.2.1.1. **(Added-AMC)** The log will include the following as a minimum: specific document and section affected, date error discovered, description of discrepancy, corrected data, AFI/AFMAN reference for the discrepancy/correction, and reviewer identification data. **(T-2)**

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 IAW **paragraphs 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 IAW **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, ARMS products, medical recommendations and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

7.7.8.3. **(Added-439AW)** The 439 OG/OGV will ensure personnel that PCS, separate or retire are made inactive in GTIMs.

7.8. Air Force Form 4348, *USAF Aircrew Certifications*. AF Form 4348, USAF Aircrew Certifications (Optional). 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; AFMAN/AFI11-2MDS Vol 1; AFMAN/AFI11-2MDS 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), last four of SSN, 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 IAW AFMAN/AFI11-2 Vol 1, when instructor certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of flight examiners as a result of reasons other than substandard performance.

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

7.8.8. **(Added-AMC)** AMC Letter of X's. The Unit Certification Document is the "Letter of X's". The Letter of X's is populated by signed AF Form 4324. The unit training officer, in coordination with the Squadron Aviation Resource Management (SARM), will generate a monthly Letter of X's to be signed by the SQ/CC or authorized official**,** and maintained by SQ/CCV as maintain monthly letters for 12 months. **(T-2).** Flight Evaluators may make pen and ink changes to the latest/master letter to update certifications until the next monthly letter is published. Changes must be initialed by the evaluator and evaluators will not annotate own certifications. **(T-2).** A copy of the latest Letter of X's will be placed in the member's FEF prior to permanent change of station (PCS) for record. **(T-2)**. Letter of X's may be kept electronically provided a digital signature is produced from the Sq/CC or authorized official.

7.8.8.1. **(Added-AMC)** GTIMS fulfills this requirement.

7.8.8.1. **(439AW)** GTIMs will be used to track certifications and generate the Letter of X's. The 439 OG/OGV and 439 AES Stan/Eval will initiate generation of the AF Form 4324 for individuals that complete an initial evaluation (e. g. Init Qual/Msn or Init Instr) through GTIMs. SARM will be notified when there is a 4324 in GTIMs for them to process. The squadron training office will update the Letter of X's as required and the Letter of X's will be maintained in GTIMs.

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 IAW 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 IAW **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 instruction. 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, IAW 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, IAW MAJCOM supplements and AFI/AFMAN MDS Vol 2.

8.3. Documentation.

8.3.1. **Form 8.** If the crewmember requires a QUAL Evaluation and/or an Emergency Procedures Evaluation (i.e. 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 Form 8 and maintain the Form 8 in a FEF IAW **Chapter 7**. Annotate "Universal Qualification" in Comments (Section VII) under Examiners Remarks: A. Mission Description.

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

then document the evaluation on a Form 8a and maintain the Form 8a in a FEF IAW **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 attain Universal Qualification, document the successful completion on an AF Form 1522, *ARMS Additional Training Accomplishment Report*, and store the results in ARMS in the Formal Training module 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. **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 IAW published guidance.

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 (i.e. Open Book, Closed Book, EPE etc.).

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 (i.e. by examination, certification, training, etc.) 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.

8.4. Flight Surgeons.

8.4.1. Flight Surgeon initial and periodic Universal Qualification evaluations consist of a closed book examination.

8.4.2. Test questions are randomly generated from a test bank maintained by AFMOA/SG3P. **(T-1).**

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

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

8.5.1. Initial and periodic evaluations consist of a minimum of an open or closed book examination.

8.5.2. Test questions are randomly generated from a test bank maintained by the Unit Stan/Eval office.

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

Chapter 9

FLIGHT CREW INFORMATION FILE

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 IAW AFI 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. **(439AW)** The 439 OG/OGV will maintain an electronic Flight Crew Information File (FCIF) library on the OG Server (O Drive). All 439 OG crewmembers will have read access.

9.1.1.1. If any part of the FCIF is maintained electronically and not specifically addressed in this chapter, in AFI 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 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. MAJCOMs may tailor the form to reflect MDS information as necessary.

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). Label binders on the spine indicating Volume and Title IAW **Table 9.1**

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.

9.1.2.1.2.2. FCIF messages may be issued/rescinded from the MAJCOM, NAF or unit level.

9.1.2.1.2.3. MAJCOMs will advise user commands when releasing an FCIF message that affects a MDS. FCIF messages that affect MDSs will include designated MAJCOM applicability.

9.1.2.1.2.4. FCIF messages may be issued to alert aircrew to publication changes for Technical Order (TO) or AFIs that affect aircraft operations, but actual publication changes must be accomplished IAW established procedural guidance, to include AFI 33-360 (as applicable) and TO 00-5-1.

9.1.2.1.2.5. FCIF messages that contain MDS data will be controlled IAW the applicable distribution statement in the governing TO.

9.1.2.1.2.6. **(Added-439AW)** Part B: Current Read File. The 439 OG/OGV is the OPR for FCIFs at Westover ARB. The 439 OG/OGV will provide a current index of FCIFs to be placed at the beginning of Part B. The 439 OG/OGV will review all locally generated FCIFs on a quarterly basis during FCB preparation and ensure only current information is retained in the FCIF. Crewmembers will document review of FCIFs utilizing GTIMs. When access to GTIMs is not available, crewmembers may review the paper copy of the FCIF and annotate the current FCIF number in the right margin of the crew orders. The crewmember will sign off the FCIFs in GTIMs as soon as possible following the flight (not required for visiting crewmembers).

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.

9.1.2.1.3. **(439AW)** Local FCIF information incorporated into the Part C of the Flight Crew Bulletin (FCB) shall remain in Part B until the expiration date to facilitate exposure to crewmembers through GTIMs.

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

9.1.2.3. All publications in the library will be current and complete. 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. Publication dates, supplements and changes are not required.

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

Table 9.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFI 11-202 Vol 1	*Aircrew Training*
AFI/AFMAN 11-2MDS Vol 1	*Aircrew Training*
AFI 11-202 Vol 2	*Aircrew Standardization Evaluation Program*
AFI/AFMAN 11-2MDS Vol 2	*Aircrew Evaluation Criteria*
AFI 11-202 Vol 3	*General Flight Rules*
AFI/AFMAN 11-2MDS Vol 3	*Aircrew Operational Procedures*
AFI 11-401	*Aviation Management*

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

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.

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. Form 8/8a qualification or appropriate ARMS products. **(T-1).**

9.4.2. Ground and flight currency items required for flight IAW AFI 11-202, Vol 1, AFI/AFMAN 11-2MDS Vol 1, and AFI 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 Duty Not Involving Flying (DNIF) status. **(T-1).**

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

9.4.6. **(Added-439AW)** Unit Go/No-Go Procedures. Individuals at every level of review are responsible for ensuring that non-current/unqualified crewmembers are not added to the Crew Flight Authorization (FA) without proper supervision (i.e., an instructor of like specialty). Crewmembers are expected to self-identify any discrepancies between documentation and actual training that may impact currency/qualification. Further details of Unit Go/No-Go process, not found here, are found in unit process guides.

9.4.6.1. **(Added-439AW)** GTIMs along with ARMs and Aeromedical Services Information Management Systems (ASIMS) will be used to verify currency/qualification for Go/No-Go processes.

9.4.6.2. **(Added-439AW)** Schedulers will review the currency and qualification of scheduled crewmembers to ensure that they meet mission-manning requirements. Additionally, verify crewmember pay status, crew position, and duty position. Schedulers will fill out the required columns on the applicable Operational Risk Management (ORM) worksheet.

9.4.6.3. **(Added-439AW)** Squadron operations personnel will review crewmember currency summaries for any grounding items.

9.4.6.4. **(Added-439AW)** The FA authenticating official will review individual currency, qualification, and the FA for completeness and accuracy IAW AFI 11-401, *Aviation Management*, and its applicable MAJCOM supplements. The FA authenticating official will also verify the required columns on the applicable ORM worksheet are complete and accurate.

9.4.6.5. **(Added-439AW)** ACs will review individual crew member go/no-go items in GTIMs and initial the original FA signifying that these checks have been completed. Medical Crew Directors (MCD) will review all AE crewmember go/no-go items in GTIMs. ACs or MCDs will fill out the required columns on the applicable ORM worksheet and seek the appropriate approval.

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.

9.5.1. **(439AW)** Supplementary evaluations may be conducted on any process or procedure that impacts operations. Areas for supplementary evaluations may be identified through safety investigations, trends, training deficiencies, or through incidental reports of operational problems. 439 OG/OGV will coordinate with unit commander to determine if supplemental evaluation is required. Units will maintain a process guide detailing how to conduct supplementary evaluations.

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**).

9.6. **(Added-439AW) Aircrew Flight Manuals Program.**

9.6.1. **(Added-439AW)** The Electronic Flight Bag (EFB) will be used to satisfy publications requirements IAW AFI 11-215 AMCSUP_I.

9.6.1.1. **(Added-439AW)** Flight manuals are controlled through the 439 OGV Flight Manual Control Officer (FMCO). FMCO will be designated in writing by the 439 OG/CC and will be responsible for the overall management of the program.

9.6.1.2. **(Added-439AW)** FMCO will ensure coordinated release of all Interim Changes (IC), operational and safety supplements and revisions. Provide copies of publications for review by the appropriate Stan/Eval crew positions upon request.

9.6.1.3. **(Added-439AW)** The Technical Order Distribution Office (TODO) is delegated to the squadron level and will be designated in writing.

9.6.1.4. **(Added-439AW)** The TODO will establish and control a squadron operations technical order account and maintain regulations and manuals as required for individual issue with direct OGV oversight.

9.6.1.5. **(Added-439AW)** TODO will ensure sufficient copies of publications for individual issue, student training, testing reference material, and emergency issue are available upon request.

9.6.1.6. **(Added-439AW)** Distribution of flight manuals and publications required by aircrew will be controlled through the FCIF. Signing off the FCIF will indicate receipt of publication.

9.6.1.7. **(Added-439AW)** The TODO or OGV will distribute aircrew publications to each crew member (as required). Crew sections will assist with the distribution to individual crewmembers.

9.6.1.8. **(Added-439AW)** Issue of EFBs will be documented and kept on file.

9.6.2. **(Added-439AW)** Publications checks

9.6.2.1. **(Added-439AW)** A Publication check will be accomplished on initial/periodic qualification evaluations by the flight examiner administering the evaluation.

9.6.3. **(Added-439AW)** Emergency Action to Temporary Duty (TDY) Crews.

9.6.3.1. **(Added-439AW)** The 439 OG/CC and 439 OG/OGV will determine which actions concerning C-5 aircraft and AES crew operations are of an emergency nature and convey instructions to the 439 AW Command Post.

9.6.3.2. **(Added-439AW)** Command Post will convey the information to the TDY crew through the Command and Control agency responsible for the mission or directly to the AC.

9.6.3.3. **(Added-439AW)** If changes occur which are procedural, but not of an emergency nature then the crew will receive the changes through normal channels upon return to Westover.

9.6.4. **(Added-439AW)** AF Form 847 Program.

9.6.4.1. **(Added-439AW)** All recommended changes and improvements associated with publications will be submitted to the 439 OG/OGV office for processing.

9.6.4.2. **(Added-439AW)** The originator of a proposed change will research the proposal as thoroughly as possible and initiate an AF Form 847.

9.6.4.3. **(Added-439AW)** 439 OG/OGV will review all AF Form 847s for accuracy and completeness, and submit electronically to AMC.

9.6.4.4. **(Added-439AW)** 439 OG/OGV will track the status of all submitted AF Form 847s.

MARK D. KELLY, Lt Gen, USAF
Deputy Chief of Staff, Operations
DARREN V. JAMES, Brig Gen, USAF

Director of Operations, Strategic Deterrence & Nuclear Integration

(439AW)

CRAIG C. PETERS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-439AW) AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program,* Air Mobility Command Supplement, 13 August 2019

(Added-AMC) AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*

(Added-439AW) AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program,* 6 December 2018

(Added-439AW) AFI 11-215_AMCSUP, *Flight Manuals Program,* 7 February 2020

(Added-439AW) AFI 11-2C-5, Volume 1, *C-5 Aircrew Training,* 28 January2019

(Added-AMC) AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

(Added-AMC) AFI 33-324, *The Air Force Information Collections and Reports Management Program*

(Added-AMC) AFI 36-1001, *Managing the Civilian Performance Program*

(Added-AMC) AFI 36-704, *Discipline and Adverse Actions*

AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 Mar 2007

AFPD 11-2, *Aircrew Operations*, 19 Jan 2012

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

AFI 10-3502, Volume 2, *Pararescue and Combat Rescue Officer Standardization and Evaluation Program*, 30 April 2012

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

AFI 11-202, Volume 1, *Aircrew Training*, 22 Nov 2010

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 Dec 2008

AFI 11-290, *Cockpit/Crew Resource Management Program*, 15 Oct 2012

AFI 11-401, *Aviation Management*, 10 Dec 2010

AFI 11-418, *Operations Supervision,* 14 Oct 2015

AFI 13-201, *Airspace Management*, 21 Aug 2012

AFI 33-360, *Publications and Forms Management*, 1 Dec 2015

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

AFI 90-201, *The Air Force Inspection System*, 21 Apr 2015

(Added-439AW) AF Form 1522, *ARMS Additional Training Accomplishment Report,* 18 Aug 2003

(Added-439AW) AF Form 3862, *Flight Evaluation Worksheet,* 06 Jun 2006

(Added-439AW) AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*, 27 Aug 2007

(Added-439AW) AF Form 8, *Certificate of Aircrew Qualification,* 13 September 2010

(Added-439AW) AF Form 847, *Recommendation for Change of Publication,* 22 Sep 2009

(Added-439AW) AF Form 942, *Record of Evaluation,* 08 Dec 2006

AFMAN 11-210, *Instrument Refresher* Program (IRP), 1 Sep 2017

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

AFMAN 11-421, *Aviation Resource Management,* 12 Sep 2018

Prescribed Forms

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*

AF Form 50, *Flight Crew Information File*

AF Form 942, *Record of Evaluation*

AF Form 4348, *USAF Aircrew Certifications*

(**Added-AMC**) No forms prescribed

Adopted Forms

(**Added-AMC**) AF Form 3862, *Flight Evaluation Worksheet*

(**Added-AMC**) AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*

AF Form 702, *Individual Physiological Training Record*

AF Form 847, *Recommendation for Change of Publication*

(**Added-AMC**) AF Form 8, *Certificate of Aircrew Qualification*

(**Added-AMC**) AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*

(**Added-AMC**) AF Form 942, *Record of Evaluation*

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

AF Form 1522, *ARMS Additional Training Accomplishment Report*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

Abbreviations and Acronyms

A3—-Director of Operations

(Added-439AW) AC—Aircraft Commander

AE—-Aeromedical Evacuation

(Added-AMC) AECM—Aeromedical Evacuation Crewmember

(Added-439AW) AECM—Air Evacuation Crew Members

(Added-439AW) AES—Aeromedical Evacuation Squadron

(Added-AMC) AET—Aeronautical Evacuation Technician

AF—-Air Force

AFFSA—-Air Force Flight Standards Agency

AFI—-Air Force Instruction

(Added-AMC) AFIS—Air Force Inspection System

AFMAN—-Air Force Manual

AFMC—-Air Force Materiel Command

AFPD—-Air Force Policy Directive

AFRC—-Air Force Reserve Command

(Added-AMC) AFRIMS—Air Force Records Inventory Management System

AGR—-Active Guard and Reserve

(Added-AMC) AI—Associate Inspectors

(Added-AMC) AMC—Air Mobility Command

(Added-AMC) AMC/A3/10—Directorate of Operations, Strategic Deterrence, and Nuclear Integration

(Added-AMC) AMC/A3V—Aircrew Standardization/Evaluation Division

ANG—-Air National Guard

AO—-aeronautical order

AR—-air refueling

ARMS—-Aviation Resource Management System

(Added-AMC) ARP—Air Refueling Point

ART—-Air Reserve Technician

(Added-439AW) ART—Air Reserve Technician

(Added-439AW) ASIMS—Aeromedical Services Information Management Systems

AT—-Air Technician

(Added-AMC) ATD—Aircrew Training Device

(Added-AMC) ATS—Aircrew Training System

BMC—-Basic Mission Capable

(Added-AMC) CAC—Common Access Card

CAPs—Critical Action Procedures

(Added-AMC) CBT—Computer Based Training

CC—-Commander

CCTS—-Combat Crew Training Squadron

CD—-Deputy Commander

CMR—-Combat Mission Ready

(Added-AMC) CRM—Crew Rescue Management

CRO—-Combat Rescue Officer

DNIF—-duty not involving flying

DRU—-direct reporting unit

(Added-439AW) EFB—Electronic Flight Bag

(Added-AMC) ENJJPT—Euro NATO Joint Jet Pilot Training

EP—-emergency procedures

EPE—-emergency procedures evaluation

(Added-AMC) FAM—Functional Area Manager

FCIF—-Flight Crew Information File

(Added-439AW) FCIF—Flight Crew Information File

(Added-AMC) FEB—Flying Evaluation Board

(Added-AMC) FEF—Flight Evaluation Folder

FLT—-flight

(Added-439AW) FMCO—Flight Manual Control Officer

(Added-AMC) FN—Flight Nurse

FOA—-Field Operating Agency

FT—-flight test

(Added-AMC) FTU—Formal Training Unit

(Added-AMC) GTIMS—Graduate Training Information System

HAF—-Headquarters Air Force

HHQ—-higher headquarters

IAW—-in accordance with

IFR—-Instrument Flight Rules

(Added-AMC) IG—Inspector General

INIT—-initial

INSTM—-Instrument Evaluation

INSTR—-Instructor Evaluation

(Added-AMC) IRC—Instrument Refresher Course

(Added-AMC) JPADS—Joint Precision Airdrop System

(Added-AMC) LAAR—Low Altitude Air Refueling

(Added-AMC) MAF—Mobility Air Force

MAJCOM—-Major Command

(Added-439AW) MCD—Medical Crew Director

MDS—-Mission Design Series

(Added-AMC) MEP—Mission Essential Personnel

MICT—-Management Internal Control Toolset

MQF—-master question file

MR—-Mission Ready

MSN—-Mission Evaluation

N/A—-not applicable

(Added-AMC) N/N—No-Notice

NAF—-Numbered Air Force

(Added-439AW) NAF—Numbered Air Force

NAS—-National Airspace System

(Added-AMC) NAVAID—Navigational Aid

N-BMC—-Non-Basic Mission Capable

N-CMR—-Non-Combat Mission Ready

(Added-AMC) NLT—No Later Than

NMR—-Non Mission Ready

N/N—-no-notice

NUSIC—-Non-US Identity Code

OCR—-office of collateral responsibility

OG—-Operations Group

(Added-439AW) OG—Operations Group

OGV—-Operations Group Standardization/Evaluation

(Added-439AW) OGV—Operations Group Standardization/Evaluation

OPR—-office of primary responsibility

(Added-439AW) ORM—Operational Risk Management

PCA—-permanent change of assignment

PCS—-permanent change of station

(Added-439AW) PEX—Patriot Excalibur

(Added-439AW) PFPS—Portable Flight Planning Software

PJ—-pararescue jumper

(Added-AMC) PNAF—Prime Nuclear Airlift Force

Q—qualified

QUAL—-Qualification Evaluation

(Added-AMC) R&C—Review and Certification

RAP—Ready Aircrew Program

(Added-AMC) RDS—Records Disposition Schedule

RQ—-requalification

SAC—-Self-Assessment Checklist

(Added-AMC) SARM—Squadron Aviation Resource Management

(Added-AMC) SAV—Staff Assisted Visit

(Added-AMC) SEB—Stan/Eval Board

(Added-439AW) SEB—Standardization/Evaluation Board

(Added-AMC) SEFE—Stan/Eval Flight Evaluator

SELO—-Standardization/Evaluation Liaison Officer

SII—-Special Interest Items

(Added-AMC) SII—Special Interest Item

SIM—-simulator

(Added-AMC) SME—Subject Matter Expert

(Added-AMC) SOAR—Special Operations Air Refueling

(Added-AMC) SOLL II—Special-Operations Low-Level II

SQB—-secure question bank

SSN—-Social Security Number

STAN/EVAL—-standardization/evaluation

(Added-439AW) STRP—Squadron Training Review Panel

TDY—-temporary Duty

(Added-439AW) TDY—Temporary Duty

(Added-439AW) TODO—Technical Order Distribution Officer

(Added-AMC) TOLD—Takeoff and Landing Data

(Added-AMC) TR—Traditional Reservist

U—unqualified

(Added-AMC) UEI—Unit Effectiveness Inspection

(Added-AMC) UMD—Unit Manning Document

USAF—-United States Air Force

(Added-AMC) UTA—Unit Training Assembly

Terms

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6).

Additional Training—Any training recommended by 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, 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.

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 Form 8/8a documentation.

Combat Crew Training Squadron (CCTS)/Formal Training Unit (FTU)—A unit with a primary mission to train aircrew personnel according to approved syllabi.

Debriefed Discrepancy—Remedial action taken by a flight examiner to remedy a discrepancy noted during an 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 8/8a 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 instruction.

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 (i.e., 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—is 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.

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.

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 instruction.

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, i.e., 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 only Requisite, IAW applicable guidance. Once Universal Qualification has been attained, qualification on additional MDS will be attained/maintained IAW 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

Note: The information below is an example of the minimum information a board should address. MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD

MINUTES

1. Personnel Attending: (name and organization)
2. Overview:
   a. Manning. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron flight examiners.) Include any OG/CC designated additional OGV flight examiners.
   b. Summary.
      (1) Evaluations. Report EPEs and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2MDS Vol 2). Include SPOT, N/N, and INIT INSTR evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).
         (a) Q1s
         (b) Q2s
         (c) Q3s
         (d) Total evaluations for each crew position
      (2) Examinations. Report examination results by crew position and type of examination (open book, closed book, instrument and boldface/CAPs).
      (3) Waivers and Extensions. Identify all waivers and extensions as identified in this AFI.
      (4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.
      (5) Report progress toward achievement of no-notice requirements, if applicable.
   c. Stan/Eval Program Inspections and Reviews (if applicable).
   d. Aircrew Flight Publications. Review open AF Forms 847.
   e. Supplementary Evaluations. Report results of evaluations conducted at both the OGV and squadron level.

f. MTR and Air Refueling Track Reviews (annotate date completed or ―N/A‖ as applicable - see **para 3.2.2.12**).

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*.

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

CERTIFICATE OF AIRCREW QUALIFICATION

DATE COMPLETED: 15 Jan 17

I. EXAMINEE IDENTIFICATION

NAME (Last, First, Middle Initial)	GRADE	SSAN/NUSIC	ELIGIBILITY PERIOD
Xavier, Thomas H.	MSgt	1138	Aug 16 – Feb17
ORGANIZATION AND LOCATION 45 RS, Offutt AFB, NE	MDS/CREW POSITION RC-135U/IK		

II. REQUISITE INFORMATION

REQUISITES	DATE	RESULTS
Closed Book	15 Dec 16	100
Open Book	14 Dec 16	100
EPE	15 Jan 17	1

III. AIRCREW EVALUATION INFORMATION

AIRCREW EVALUATION	DATE
QUAL/MSN	15 Jan 17

IV. QUALIFICATION LEVEL

QUALIFIED	UNQUALIFIED
1	

V. ADDITIONAL TRAINING

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

EXPIRATION DATE OF QUALIFICATION	CERTIFYING OFFICIAL, GRADE AND ORGANIZATION	SIGNATURE	DATE
Jun 18	N/A		

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	☐	☐	☒	CLICK HERE TO SIGN	
2	REVIEWING OFFICER Nomar D. Niff, Lt Col	45 RS/DO	☒	☐	☐	CLICK HERE TO SIGN	
3	FINAL APPROVING OFFICER Ibee D. Bossman, Lt Col	45 RS/CC	☒	☐	☐	CLICK HERE TO SIGN	

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	CLICK HERE TO SIGN

AF FORM 8, 20170101 PREVIOUS EDITIONS ARE OBSOLETE

Note: Examples are provided to illustrate content rather than format. In those instances where an example may not directly apply, units will adhere to published guidance. Refer to **Chapter 7** for further documentation guidance.

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.**

A3.1. 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.*

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

CERTIFICATE OF UNIVERSAL AIRCREW QUALIFICATION

DATE COMPLETED: 15 Jan 17

I. EXAMINEE IDENTIFICATION

NAME (Last, First, Middle Initial)	GRADE	SSAN/NUSIC
Lucas, Germaine T.	MSgt	1138

ORGANIZATION AND LOCATION	ELIGIBILITY PERIOD	EXPIRATION DATE
25 IS, Hulburt Field, FL	Aug 16 – Feb 17	Jun 18

MDS/CREW POSITION	II. REQUISITE INFORMATION			III. AIRCREW EVALUATION		
	REQUISITES	DATE	RESULTS	AIRCREW EVALUATION	DATE	QUAL
MC-130/IQ	Closed Book	15 Dec 16	100	QUAL/MSN	15 Jan 17	1
MC-130/IQ	Open Book	14 Dec 16	100			
MC-130/IQ	EPE	15 Jan 17	1			
MC-130/IQ	Boldface	11 Dec 16	Q			

ADDITIONAL MDS QUALIFICATION

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

V. ADDITIONAL TRAINING

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

CERTIFYING OFFICIAL, RANK AND ORGANIZATION	SIGNATURE	DATE
	CLICK HERE TO SIGN	

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	25 IS/CCV	☐	☐	☒	CLICK HERE TO SIGN	
2	REVIEWING OFFICER Nomar D. Niff, Lt Col	25 IS/DO	☒	☐	☐	CLICK HERE TO SIGN	
3	FINAL APPROVING OFFICER Ibee D. Bossman, Lt Col	25 IS/CC	☒	☐	☐	CLICK HERE TO SIGN	

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	CLICK HERE TO SIGN

AF FORM 8, 20170101 PREVIOUS EDITIONS ARE OBSOLETE.

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.*

Figure A5.1. Sample AF Form 942.

RECORD OF EVALUATION

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

SSAN: XXX-XX-1234

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

PRIVACY ACT STATEMENT

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

AF Form 942, 20061208

Attachment 6

SAMPLE AF FORM 4348, *USAF AIRCREW CERTIFICATIONS.*

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					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	

PRIVACY ACT STATEMENT

AUTHORITY:10 USC 8013;EO9397
PRINCIPAL PURPOSE: Source document used to record aircrew certification
DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification.

AF Form 4348 20061208

Figure A6.2. 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					☒	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	

PRIVACY ACT STATEMENT

AUTHORITY:10 USC 8013;EO9397
PRINCIPAL PURPOSE: Source document used to record aircrew certification
DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification.

AF Form 4348 20061208