

**BY ORDER OF THE COMMANDER
57TH WG**



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VOLUME 2**

**AIR COMBAT COMMAND
Supplement**

57TH WING

Supplement

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Flying Operations

**AIRCREW STANDARDIZATION AND
EVALUATION PROGRAM**

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(57 WG) Air Force Manual (AFI) 11-202V2, Air Combat Command (ACC) Supplement, 19 August 2022, *Aircrew Standardization/Evaluation Program*, is supplemented as follows: This supplement provides expanded guidance regarding standardization and evaluation procedures for the 57th Wing (57 WG). This publication applies to all aircrew assigned or attached to the 57 WG, including Air National Guard and Reserve personnel integrated with active duty forces as well as units located at and geographically separated from Nellis AFB. The Privacy Act of 1974 affects this supplement. The Privacy Act System Number F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

(57 WG) This document has been substantially revised and must be completely reviewed. Major changes include renumbering of multiple paragraphs to align with AFMAN 11-202V2_ACCSUP, clarification and documentation of GSU processes (**Chapter 1**), clarification of testing trends, updated pyramid structure aligned with ACC structure (**Chapter 3**), SEFE upgrade procedure updates (**Chapter 4**), simulator evaluation approval (**Chapter 5**), clarification of temporary evaluation documentation and electronic FEF maintenance (**Chapter 7**), SOF program manager additions (**Chapter 10**).

Chapter 1

PURPOSE

1.1. (57 WG) Terms.

1.1.1. **(57 WG)** Herein, the terms “squadron” and “unit” are used interchangeably to refer to 57 WG flying squadrons (sq), divisions (div), and Geographically Separated Units (GSUs). Specific references to these organizations will be made where necessary. Standardization/Evaluation Flight Examiner (SEFE) and Standardization/Evaluation Examiner (SEE) will be referred to as “SEFE”, 57 Wing Stan/Eval will be referred to as “WGV”, and Geographically Separated Units “GSUs”. Individual squadron Stan/Eval shops will be referred to as “CCV”.

1.3.1. **(57WG)** Deviations from the instructions/procedures specified in 57 WG Supplemented paragraphs are not authorized unless approved by the respective Group Commander (57 OG/CC, 57 ATG/CC, 926 OG/CC, or USAFWS/CO) or the 57 Wing Commander. GSUs will follow guidance in AFMAN 11-202V2_ACCSUP, Attachment 10. 57th WG Aircrew who maintain flying qualifications attached to non 57 WG units (e.g. 8 WPS, 14 WPS, 19 WPS) will follow the same guidance as ACC Lead MAJCOM Units in AFMAN 11-202V2_ACCSUP, Attachment 10.

1.3.1.1. **(Added-57 WG) GSU Adherence to this Supplement.** In order to alleviate redundant processes, GSUs (and units maintaining flying qualifications attached to non 57 WG units) will maintain a current copy of the 57 WG/WGV GSU Policy Memo. This memo is intended to clarify tasks and processes accomplished by the GSU CCV, Host Wing or Group Stan/Eval Office, and 57 WG/WGV. This memo will be reviewed yearly and maintained on the 57 WG/WGV SharePoint®.

2.4.1.4.1. **(Added-57 WG)** WGV personnel may augment ACC to perform SAVs. SAVs are requested from ACC by the WG/CC. The purpose of the SAV is to review unit level Stan/Eval programs and provide CCV with feedback on program effectiveness. SAV results will be forwarded to unit commanders and reported during the SEB. WGV will maintain a record of SAVs accomplished on all 57 WG units to include GSUs to aid in effective and timely supplementary evaluations and SEB reporting. Additionally, the ACC ESAP scheduling requirement is a NAF function that WGV will plan in coordination with ACC.

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION ROLES AND RESPONSIBILITIES

3.2. (57 WG) Operations Group. Due to the diversity of the 57th Wing, the 57th WG/CC has oversight/responsibilities of Stan/Eval functions. All references to OG/OGV will be replaced with 57 WG/WGV for purposes of Stan/Eval oversight for 57 WG units. For host-wing specific guidance regarding the 53 WG and 926 WG, refer to the respective Stan/Eval Memorandum of Understanding (MOU), available on the 57 WGV SharePoint®.

3.2.1. (57 WG) Wing Commander (WG/CC) Responsibilities. The WG/CC will:

3.2.2. (57 WG) Wing Stan/Eval (WGV Functions). Primary oversight of the unit Stan/Eval program will reside with 57 WG/WGV. WGV will:

3.2.2.3.1. (Added-57 WG) Unit CCVs are responsible for the maintenance of member's digital FEFs within PEX IAW procedures outlined in [Chapter 7](#).

3.2.2.7.1.1. (Added-57 WG) SEB: The 57 WG SEB will be held semiannually and is normally separated in to 4Q/1Q and 2Q/3Q to facilitate 57 WG operations. 57 WG/CC or 57 WG/CV chairs the board with all flying group (or equivalent) and squadron commanders attending. WGV will schedule the SEB, notify attendees, distribute the agenda, track attendance and publish/distribute minutes. CCV Chiefs and WGV will ensure required attendees that were unable to attend the SEB review the minutes. GSUs are not required to attend.

3.2.3.1. (57 WG) Fulltime WGV staff will consist of the Chief of Stan/Eval (Q11F3Y), three other SEFEs and a Joint Terminal Attack Controller (JTAC) SEE. Three positions are Q11F3Y, so three of the SEFEs will be a fighter or attack pilot; one position is Q11G3, so this SEFE may be any pilot; the JTAC position will be 1C471, and a current/qualified Jump Master is desired. Shortfalls in WGV staff will be approved by 57 WG/CC and ACC notification will be accomplished through the SEB minutes. To supplement the fulltime staff, guest help may come from MDSs/crew positions not represented by fulltime members. Examples include SO, ABM, LM, SMA, and WSO. Units will nominate personnel with SEFE qualifications, CCV experience, and one year of availability to the maximum extent possible.

3.2.3.3. (57 WG) The 57 WG/WGV Chief will report directly to/be rated by, the 57 WG/CC.

Table 3.1. (Added-57 WG) Pyramid Evaluation Structure.

Examinee	Examiner
WG/CC/CV, OG/CC/CD/Superintendent	Supervisor, NAF FE or above.
OG/ATG/CC/CD, USAFWS/CO and DCOs	Supervisor, NAF FE or above.
WGV FEs (Note 1)	Supervisor, NAF FE or above. Exception: With WG/CV approval, WGV FEs may receive evaluations from WGV Chief, if same MDS/crew position
Squadron (or Det) CC, DO, Superintendent, CCV Chief, CCV NCOIC (Flight Chief)	Supervisor, WGV or above
Squadron FEs	DO, CCV, Supervisor, WGV or above
SQ Assigned/Attached personnel (other than listed below)	Any FE
Associated unit reservists including AFRC Group/CC/CV,SQ/CC, SQ/DO and any attached	Any FE
Notes:	
<ol style="list-style-type: none"> 1. WGV FEs will receive evaluations from a supervisor or the WGV Chief for their crew position. The Chief evaluator will receive evaluations from a supervisor, NAF or MAJCOM. 2. When no qualified examiner is available above the examinee in the pyramid evaluation structure or chain of command, 57 WG will, in descending order: seek cross WG evaluations with the 53 TEG/TGV or 926 OG/OGV; request a neighboring NAF FE administer an evaluation; accomplish an evaluation with the highest available FE. All deviations will be documented in the additional comments section of the Form 8. 	

3.3.2.3.1. **(Added-57 WG)** Provide a suitable testing area for proctoring requisite tests within the squadron (T-2).

3.3.2.5.1. **(Added-57 WG)** Trends: WGV will consolidate information and report trends during each SEB. WGV will keep all documents used to extract/report trends (CCV SEB input letters, SEB minutes, etc.) on file until the start of the next UEI Capstone Event. CCV will notify WGV if they identify areas warranting implementation of a Wing SII. Squadron SIIs are implemented at the discretion of the squadron commander.

3.3.2.5.2. **(Added-57 WG)** Trend Criteria: Trend analysis includes EPEs and written exams. Units reporting a downgrade in the same category (i.e. “takeoff emergencies”) on more than 5 EPEs/Evaluations within the SEB reporting window will report that category as a trend.

3.3.2.5.3. **(Added-57 WG)** CCVs will determine trend data from requisite exams as well as periodic testing (if applicable) and report that data in their SEB minutes. Trends will apply to question source (e.g. if 5 or more aircrew miss a question regarding NAFBI 11-250 within the SEB reporting window, the resulting trend would be “Local Area Procedures”). WGV will report testing trends during the SEB.

3.3.2.6.1. **(Added-57 WG)** All publication change recommendations must go through CCV prior to submission to 57 WG/WGV. GSUs will route publication changes through host-wing or MAJCOM as required. CCV is the focal point of the squadron AF Form 847 program. CCV will research all proposed AF Forms 847 for accuracy and content. If the proposal is valid, they will prepare the form electronically, available on the WGV SharePoint® and forward a signed copy to WGV. CCV will maintain a log of submitted forms and keep a copy of each until notified that the review process

is complete. WGV will research, process, and track all 57 WG-generated AF Forms 847. WGV will submit all 847s from CCV to the WG/CC and ACC/A3TV, forward status to CCV, and brief their status at the SEB.

3.3.2.11. **(Added-57 WG)** For local units, CCVs will implement the 57 WG EFB Program

3.3.3.4. **(Added-57 WG)** Appointments: Unit CCV Chiefs are designated on the WGV appointment roster as the unit Electronic Flight Bag (EFB) device officer and Technical Order Account Representatives (TOAR). Additionally, due to the lack of MDS representation at WGV, CCV Chiefs are designated as WGV flight examiners and annotated on the 57 WG/WGV appointment roster once they have completed SEFE certification IAW the 57 WG SEFE upgrade checklist. This designation can be utilized in the pyramid evaluation structure when a WGV/OGV flight examiner is required.

3.3.3.4.1. **(Added-57 WG)** Units without assigned aircraft or personnel maintaining qualifications (414 CTS, 548 CTS, 549 CTS) may utilize a SELO to perform required administrative stan/eval tasks. These squadrons are not required to appoint a SEFE/SEE-certified CCV.

Chapter 4

FLIGHT EXAMINERS

4.2.2.1. (Added-57 WG) SEFE Upgrade: Upgrading SEFEs will be designated by the squadron commander, must complete all prerequisites for certification as outlined in the Flight Examiner Upgrade Checklist (located on 57 WG/WGV SharePoint® site), and will ensure the completed checklist is filed in their individual training record/grade book. Previously qualified SEFEs are defined as having accomplished an objectivity evaluation in their current MDS with a corresponding SPOT check in their FEF. The SEFE upgrade is complete following the Group Commander interview. For first-time SEFE upgrades within the 57 WG, the upgradee's first evaluation will be monitored and documented via an objectivity evaluation and a SPOT Form 8. The Squadron Commander "certifies" by placing the SEFE's name on the squadron Letter of Xs. Only certified SEFEs will administer evaluations. Cross-component evaluations are approved between members of the 57 WG, 53 WG and 926 WG.

4.4.2. (57 WG) 57 WG Senior Flight Examiner Program: Due to the diversity of the 57 WG, and the fact the Stan/Eval oversight resides with the Wing, 57 WG/CC and 57 WG/CV are eligible to be senior flight examiners. The 57 WG/CC, 57 WG/CV, USAFWC/CC, 57 ATG/CC, 57 OG/CC, 926 OG/CC, and USAFWS/CO are not required to be instructor qualified to perform SEFE duties in their primary MDS and will not count against unit SEFE allocation requirements. Unit certification is the only upgrade requirement and an Objectivity Evaluation is not required. 57th WG Senior Flight Examiner certification checklist is available on 57 WG/WGV SharePoint®.

Chapter 5

AIRCREW EVALUATIONS

5.2.1.2.1. (Added-57 WG) For Qualification Evaluations, profiles will be IAW AFI/AFMAN 11-2MDS VOL 2 requirements and may be combined with any planned CT, syllabus, or direct support sortie (SEFE should consider experience level of the examinee). The SEFE will notify the examinee of the intended profile a minimum of 24 hours prior to the sortie (for full notice evaluations) and assist with mission planning.

5.2.2.2.1. **(Added-57 WG)** For Instrument Evaluations, profiles will be IAW AFI/AFMAN 11-2MDS Vol 2 requirements and may be combined with any planned CT, syllabus, or direct support sortie (SEFE should consider experience level of the examinee). SEFE will notify the examinee of the intended profile a minimum of 24 hours prior to the sortie (for full notice evaluations) and assist with mission planning.

5.2.3.3. (Added-57 WG) Rear Cockpit Landings. Any pilot that instructs landings from the rear cockpit will be evaluated and results documented IAW AFI/AFMAN 11-2MDS Vol 2 requirements during the MSN evaluation. Additional sorties are authorized to complete the RCP evaluation (add "first sortie", "second sortie" examiner's remarks on the MSN AF Form 8 as necessary). Unit commanders will certify RCP Landing Qualification on the unit Letter of Xs. RCP landing certification expiration is concurrent with the pilot's MSN expiration date. RCP landing IPs may allow this qualification to expire without affecting MSN qualification (unit commanders will update the Letter of Xs as applicable). Initial or Requal RCP landing evaluations may be performed on any periodic evaluation or by SPOT evaluation. In any case, align the RCP landing qualification expiration with the pilot's periodic MSN expiration date.

5.2.5. (Added-57 WG) Combined Evaluations

5.2.5.1. **(Added-57 WG)** Authority for MDSs with combined evaluation guidance in their 11-2MDSV2 is delegated to the unit Commander. For these evaluations, the INSTM/QUAL and MSN evaluations may be combined as a single evaluation. This option is intended only for experienced aircrew. Document approval on the AF Form 8, *Certificate of Aircrew Qualification*, by stating in the additional comments "This combined evaluation was approved IAW 11-202V2_ACCSUP_57WGSUP".

5.2.5.2. **(Added-57 WG)** Combined evaluations will include all current INSTM/QUAL and MSN evaluation requirements, including requisites.

5.2.5.3. **(Added-57 WG)** One event may satisfy both the INSTM and MSN Emergency Procedure Events (EPEs), as long as the EPE includes the required areas for both evaluations.

5.2.5.4. **(Added-57 WG)** SEFE objectivity evaluations are required for 57 WG initial SEFE upgrades and may be accomplished on any type of flight/EPE/ATD evaluation. Objectivity evaluations should be conducted by WGV to the max extent possible. If WGV is not available, then Group Commanders, 57 WG/CV, or 57 WG/CC may accomplish the evaluation. Finally, if none of the above are available, a designated WGV SEFE may accomplish the objectivity. WGV SEFEs administering objectivity evaluations will be scheduled to fly on the mission if possible but will attend the brief and debrief as a

minimum. Objectivity evaluations for GSUs may be accomplished by senior FEs, Host Wing OGV or a designated SEFE approved by WGV.

5.2.6.3.2.2.1. **(Added-57 WG)** The annual 57 Wing no-notice rate goal is 10%. For units in which specific crew positions are manned with fewer than five aircrew, SQ/CCs will determine the rate at which no-notice evaluations are administered to aircrew in those positions. CCV is responsible for tracking no-notice rates and ensuring evaluations are administered proportionally among all unit crew positions and evaluation types. The 57 WG/CC or WGV Chief may direct no-notice evaluations at any time. In those cases, the 57 WG/CC or WGV Chief will coordinate with the affected group commander (57 OG, 57 ATG, 926 OG or USAFWS) of the affected aircrew member/controller. Initial (INIT) evaluations will not be conducted no-notice.

5.2.6.3.2.3.1. **(Added-57 WG)** Individuals will be notified of a no-notice evaluation no greater than 24 hours, but no less than 4 hours prior to scheduled brief time. In no case will the notification occur after the scheduled brief time. No-notice evaluations will use the examinee's pre-planned mission profile as much as practical, with modifications only to include mission elements required to complete the evaluation.

5.2.6.4.1. **(Added-57 WG) Simulator Evaluations.** 57 WG/CC approves the use of certified simulators to accomplish portions of experienced aircrew evaluations for MDS with the following verbiage in their respective 11-2MDSv2: "With the approval of the OG/CC, experienced pilots may accomplish many graded areas of periodic INSTM/QUAL/MSN evaluations in the certified simulator". A single simulator may be used for the SIM Evaluation as well as the requisite EPE, so long as all applicable graded items are accomplished. SIM evaluations may be combined IAW section 5.2.5. Document approval on the AF Form 8, *Certificate of Aircrew Qualification*, by stating in the additional comments "This (combined) simulator evaluation was approved IAW AFMAN 11-202V2_ACCSUP_57WGSUP".

5.3.4. **(Added-57 WG) Evaluation Profiles** . CCV will develop evaluation profiles (IAW AFMAN 11-202V2 and AFI/AFMAN 11-2MDS Vol 2) for each crew position for use in briefing, flying, and debriefing EPE and flight evaluations. Unit evaluation profiles will be developed using the "57 WG/WGV MDS SEFE Guide" located on WGV SharePoint®. CCVs will review MDS SEFE guides for accuracy and currency once per calendar year. CCVs will be responsible for updating their MDS SEFE guide due to changes in parent regulations, and will submit updated guides to the WVG org box for review and posting to SharePoint®.

5.3.4.1. **(Added-57 WG)** 64 Aggressor Squadron (AGRS) flight evaluation profiles may be any formal course syllabus sortie profile, Weapons School or Test support sortie, or Flag Exercise sortie that covers all areas required by AFI/AFMAN 11-2MDS Vol 2.

5.3.4.2. **(Added-57 WG)** United States Air Force Weapons School (USAFWS) profiles may be any Weapons Instructor Course (WIC) syllabus sortie profile that covers all areas required by AFI/AFMAN 11-2MDS Vol 2.

5.4.2.4.2. **(57 WG)** Evaluators will notify the examinee's supervisor and squadron CCV of any additional training required immediately after the evaluation or requisite

event. CCVs will ensure the need for additional training is documented IAW the unit's temporary documentation program for transfer to the AF Form 8. The examinee's supervisor will be the POC for the accomplishment of the additional training, and will ensure the examinee accomplishes the training prior to the due date set by the evaluator and CCV. If the additional training drives a flight restriction, documentation procedures are IAW this paragraph and **paragraph 5.6.3**.

5.4.3.4.6. **(Added-57 WG)** The SEFE will brief the examinee's supervisor (flight commander or above, as available) on the outcome of all Q-2 or Q-3 evaluations. Document this action in the Examiner's Remarks section of the AF Form 8.

5.5.4.1. **(Added-57 WG)** Unit commanders will establish procedures to ensure all ground requisites are completed IAW AFMAN 11-202V2. CCV will forecast checkride requirements for all squadron personnel and establish aircrew/weapons director/flight surgeon/flight physiologist test notification and requisite tracking procedures to ensure ground phase requisites are completed during the eligibility period. PEX (GTIMS for AMC GSUs) is the primary stan/eval tracking system. The goal of the 57 WG is to complete all ground phase requisites by the end of the fourth month to facilitate a flight/control event in the fifth month. CCV will notify WGV of sixth month completion via the SEB inputs.

5.13. (Added-57 WG) USAFWS Student Evaluations.

5.13.1. **(Added-57 WG)** USAFWS requires all students to arrive with evaluation expiration dates beyond the course completion date; USAFWS/CO may waive this requirement on a case-by-case basis. When a periodic evaluation is required, CCV will notify WGV and develop an appropriate profile which incorporates all AFI/AFMAN 11-2MDS Vol 2 requirements.

Chapter 6

AIRCREW EXAMINATION PROGRAM

6.3. 1. 1. (Added-57 WG) 57th Wing Testing Procedures. WGV will be the OPR for all aircrew testing described in AFMAN 11-202V2. GSUs will develop their own testing program that is maintained/administered IAW AFMAN 11-202V2 and Lead MAJCOM Sup, or may rely on the host-wing's program. GSUs will document their testing processes via the 57 WG/WGV GSU Policy Memo. Tests will be accomplished through PEX, or by hard copy at CCV if PEX is unavailable. CCVs are responsible for the creation of open/closed book tests in PEX for their respective MDSs. WGV is responsible for the creation of instrument tests in PEX derived from the most current Instrument Refresher Course (IRC) QDB/MQF IAW AFMAN 11-210.

6.3.1.2. **(Added-57 WG)** Nellis AFB IRC courses are provided by the Nellis AFB IRC contractor and schedules are posted on the website. <https://usafws.nellis.af.mil/sites/USAFWS/reg/SitePages/IRC.aspx>. The contractor will forward IRC schedules to 57 OSS/OSOS (Wing Scheduling) a minimum of one month prior to the next course. GSUs will rely on host-wing IRC scheduling procedures.

6.3.3.1. **(Added-57 WG)** CCV will ensure the ability to print hard copy printouts of both A and B tests for the open/closed/instrument tests as a backup to PEX. If PEX is unavailable, aircrew will return the completed tests to CCV, who will transfer scores to the temporary AF Form 8 in the examinee's temporary documentation folder and/or their requisite tracking program. CCV will maintain the completed test answer sheets in a secure location for six months.

6.4.1.3. **(Added-57 WG)** CCV will develop two 30 question minimum (or as directed by AFI/AFMAN 11-2MDS Vol 2) open book exams, versions A and B, for each MDS crew position if required. Each test will contain a list of question sources. CCV will provide required reference publications for aircrew use during testing. Open book tests may be completed in multiple sessions. Units may utilize PEX to generate random open book tests; PEX-generated tests satisfy the two test requirement, as long as the SQB complies with [paragraph 6.6.3.2](#).

6.4.2.2.1. **(Added-57 WG)** 57 WG/WGV is the OPR for the Nellis Local Procedures MQF.

6.4.2.2. **(Added-57 WG)** CCV will develop two 50 question (or as directed by AFI/AFMAN 11-2MDS Vol 2) closed book exams, versions A and B, for each MDS crew position if required. All closed book questions come directly from MAJCOM and (as applicable, per MDS) local MQFs. MQFs can be downloaded from the ACC website, at <https://usaf.dps.mil/sites/ACC-A3/A3T/A3TV/MQF/SitePages/Home.aspx>. Closed book tests will be completed in one session. Units may utilize PEX to generate random closed book tests; PEX-generated tests satisfy the two test requirement, as long as the SQB complies with [paragraph 6.6.3.2](#) Additionally, USAFWS GSUs will utilize the lead MAJCOM MQF.

6.4.3.1. **(Added-57 WG)** Instrument tests, versions A and B, are created by the IRC contractor from the Air Force Flight Standards Agency (AFFSA) MQF. WGV is responsible for the creation of the Instrument SQB within PEX. Tests will consist of 50

questions, sourced IAW AFMAN 11-210. The instrument exam may be completed in multiple sessions. Attending the IRC is not a prerequisite for the instrument test, although aircrew are encouraged to attend IRC prior to testing. USAFWS GSUs may rely on host-wing OGV testing procedures, and will document testing procedures on the 57 WG/WGV GSU Policy Memo.

6.6.1. **(57 WG)** WGV (for instrument testing and local QDB) and CCV (for open/closed book testing) will review all MQFs and SQBs annually (or any time a source document changes) to ensure questions are current and incorporate the most recent procedures (to include FCIF guidance). WGV or CCV will immediately update existing test questions when they are affected by MQF/SQB updates. WGV and CCV will revise all requisite exams annually, and CCV will report the annual review to WGV. GSU CCVs relying on host-wings for examination support will work directly with the host-wing Stan/Eval to ensure tests are accurate, applicable, and in compliance with directives.

6.6.2.1. **(Added-57 WG)** To ensure aircrew do not take the same test while stationed at Nellis, CCV will alternate between A and B tests each calendar year.

6.9.2.1. **(Added-57 WG)** Individuals will be given a minimum of 24 hours between the time of the test failure and then retest attempt. Test failures will be annotated on the form 8 IAW [paragraph 7.3.5.3.1](#) and CCVs will report the failed test in their semi-annual SEB minutes.

6.10. (57 WG) Periodic Testing. Periodic (semi-annual) testing is not required for 57 WG aircrew and is at the discretion of the unit commanders (T-2). Units will comply with boldface/CAPs procedures (if applicable) as outlined below. Squadron Aviation Resource Management (SARM) personnel will update the Go/No-Go tracking document as required.

Chapter 7

DOCUMENTATION

7.3. 1. (Added-57 WG) Unit CCV is responsible for completing the AF Form 8 IAW this chapter. Procedures for completion and routing are outlined in [paragraph 7.3.11.7](#).

7.3.1.2.1. **(Added-57 WG)** 57 WG procedures are the same for AF Form 8 and AF Form 8A.

Table 7.1. (Added-57 WG) AF Form 8 Reviewing/Approving Officers.

Examinee	Reviewing Officer	Approving Officer
USAFWC/CC	Attached Flying SQ/CC	Attached OG/CC ¹
USAFWC Attached	Attached Flying SQ/CC	Attached OG/CC ¹
WG/CC	Attached Flying SQ/CC	USAFWC/CC/CV
WG/CV	Attached Flying SQ/CC	WG/CC
OG/ATG/CC / USAFWS/CO	Attached Flying SQ/CC	WG/CC
OG/ATG/CD / USAFWS/DCO	Attached Flying SQ/CC	OG/ATG/CC / USAFWS/CO
WGV FE	Attached Flying SQ/CC	OG/ATG/CC / USAFWS/CO
WG/OG/SQ Attached	Attached Flying SQ/CC	OG/ATG/CC / USAFWS/CO
SQ/CC	OG/ATG CD / USAFWS/DCO	OG/ATG/CC / USAFWS/CO
SQ/DO	SQ/CC	OG/ATG/CC / USAFWS/CO
SQ ADO/Flt/CC/FE	Sq/DO	Sq/CC
SQ Assigned	Flt/CC	Sq/CC
Associate unit reservists, including AFRC Gp/CC, Gp/CD, Sq/CC, Sq/DO, and any attached HHQ flyers	Attached (Host) Sq/CC	Assigned Sq/CC
Notes:		
1. Examinee's supervisor will be debriefed on results of evaluation and annotated on AF Form 8 Additional Comments section. (T-2)		
2. For AFRC SQ/CC the approving official will be Gp/CC or Gp/CD		

7.3.11.3.3.1. **(Added-57 WG)** For 57 WG Evaluations, Pilot Weather Category will be included in the Mission Description section of the AF Form 8 when applicable.

- 7.3.11.6.1. **(Added-57 WG)** 57 WG/WGV will review all AF Form 8s for 57 WG aircrew (including GSUs) and document their review in the additional reviews section. If unable to document the review in the additional review section due to software limitation, WGV will document the review in the “Additional Comments” section. 57 WG/WGV will ensure that WGV members gain required access in order to review Local and GSU Form 8s within Omni PEX, Legacy PEX (Bomber units), and GTIMS.
- 7.3.11.6.2. **(Added-57 WG)** "57 OG/CC:" ("USAFWS/CO:", "57 ATG/CC:" as applicable) will be added as an additional reviewer on AF Forms 8 where the examinee received an overall unqualified grade (Q-3) (if not already included in the pyramid evaluation structure). WGV will be responsible for tracking the status of this review when applicable.
- 7.3.11.6.3. **(Added-57 WG)** Lead MAJCOMs may have issued additional guidance regarding FEF management and the Form 8 review process. If such guidance exists, 57 WG/WGV will not review Form 8s when the individuals FEF is managed at a Host-Wing that is geographically separated from the 57 WG. The Form 8 review and signature process will occur from the chain of command where the FEF is managed. This should be captured in the GSU policy memorandum. If clarification is needed, contact 57 WG/WGV.
- 7.3.11.7. **(Added-57 WG) 57 WG Procedures for Completion and Routing.** When the CCV completes the Form 8 and is ready for WGV review, the CCV will click “set complete” in PEX and verify the accuracy of the unsigned Form 8. CCV will send an email to 57WG.WGV@us.af.mil notifying WGV that the Form 8 is ready for review. WGV will review the Form 8 within 3 business days. WGV will check format, accuracy, and notify CCV of any discrepancies as applicable. If there are no discrepancies (or after discrepancies have been fixed by the CCV), WGV will initial the Additional Review section and release the Form 8 for signatures within PEX. AMC units using GTIMS will utilize the same process of notification. MFRs affecting the evaluation (eligibility extension, etc.) will be uploaded to the member’s electronic FEF prior to completing the Form 8 and notifying WGV.
- 7.3.11.7.1. **(Added-57 WG)** If PEX is not operational, or if unable to submit Forms 8 via PEX, GTIMS, or other MAJCOM approved electronic aircrew tracking application, CCVs will electronically submit a completed and unsigned AF Form 8 via PDF, emailed to WGV as the next step in the review process.
- 7.3.12.1.2. **(Added-57 WG)** Evaluators may use the 57 WG/WGV Temp Form 8s located in their respective MDS SEFE guides.
- 7.3.12.1. **(57 WG) Temporary Documentation.** 57 WG Units utilizing PEX are authorized to store and maintain all FEF data electronically. Due to the time required to generate AF Form 8s within PEX, CCVs will develop a program for maintaining temporary documentation of aircrew qualifications until able to be completed in PEX. References in this supplement to the aforementioned CCV program will use the term “Temporary Documentation Folder”. Squadrons will maintain temporary evaluation documentation until the signature process for the respective evaluation is complete.

7.2.12.1.1. **(Added-57 WG)** Documentation of any flight evaluation, signed by the SEFE, will always be present in the examinee's temporary documentation folder until able to be completed in PEX/GTIMS. Immediately upon completion of the flight evaluation, SEFEs will sign and file a completed AF Form 3862 (PEX generated), draft AF Form 8 (printed PEX draft), 57 WG/WGV Temp Form 8 (WGV SEFE Guides), or update and sign the existing form in the examinee's temporary documentation folder.

7.7.5.1.1. **(57 WG)** During initial and periodic reviews, CCVs will ensure at a minimum, the AF Form 942 is complete and all AF Forms 8 are present. CCVs will validate qualifications by reviewing/comparing eligibility periods, completion dates, expiration dates, and completion of required additional training for each type of evaluation. Following an initial or periodic review, CCVs will document the review digitally on the member's 942 within PEX. CCV will document minor discrepancies on the Minor Discrepancy Log. CCVs will submit major discrepancies to WGV for signature by the WGV Chief.

7.7.5.1.1.1. **(Added-57 WG)** CCVs will upload the 57 WG Form 8/8a Disclaimer to the member's FEF following the initial review. This form is available via the 57WG/WGV SharePoint® and is intended to delineate the CCV's area of responsibility within the member's FEF.

Chapter 8

UNIVERSAL QUALIFICATION

8.5.4. (Added-57 WG) Due to the diverse nature of the 57 WG, Flight Surgeons are not required to maintain MDS specific qualifications, but they will perform all training required for their primary aircraft. Flight Surgeons flying as aircrew will successfully pass the online Flight Surgeon Qualification Exam.

Chapter 9

OTHER STANDARDIZATION EVALUATION PROGRAMS

9.1.1.1. (Added-57 WG) 57 WG/WGV is the OPR for maintaining the 57 WG Master FCIF files and distributing FCIF information. CCV will provide oversight in the management of the unit level program and ensure compliance with instructions (USAFWS CCVs will monitor their respective MDS programs). 57 WG/WGV will not release an FCIF for updates to MDS specific AFMAN. 57 WG/WGV will maintain a current MPI, updating and posting it electronically, as well as an email to the applicable CCV chiefs when AFMANs are updated.

9.1.1.2.1. **(Added-57 WG)** Units are authorized to post the 57 WG OPS Desk Guidance (located with current MPI on 57 WG/WGV SharePoint®) in a binder at their ops desk in lieu of maintaining a copy of the FCIF/MPI index.

9.1.2. **(57 WG)** If 57 WG units do not desire to maintain their own library, the 57 WG/WGV FCIF library is the default FCIF library. The 57 WG/WGV FCIF Library is maintained electronically on the WGV SharePoint® and backed up on the Nellis Sharedrive. Unit CCVs will signify their use of the WGV library by using the Ops Desk Guidance Memo IAW paragraph

Table 9.1. NAFB E- Library (Added-57 WG)

VOLUME	TITLE
VOLUME I	FCIF and MPI Index (FCIFs and SII)
VOLUME II	USAF / ACC Mandatory Publications
VOLUME III	57 th Wing Local Publications
VOLUME IV	MDS Flight Manuals, Checklists, Tech Orders
VOLUME V (Optional)	57 th Wing AIF / SRF

9.3. (Added-57 WG) 57th Wing FCIF Procedures. 57 WG/WGV will maintain the FCIF/MPI IAW with ACC directives as well as the following procedures. Units maintaining their own libraries will adhere to 57 WG Procedures as well as ACC directives.

9.3.1. **(Added-57 WG)** Library will be titled “FCIF Library” and be accessible via at least two means (NIPR SharePoint®, Share Drive, or local computer hard drive). Folders titled Vol 1, Vol 2, Vol 3, Vol 4, and Vol 5 (Vol 5 is optional) will contain the appropriate information (Ref AFI 11-202V2, ACC SUP, 57 WG FCIF numerical indices, and MPI).

9.3.2. **(Added-57 WG)** If maintaining a local electronic library, FCIF monitors will, as a minimum, review all electronically maintained information for currency monthly. New documents/items will be added/updated as they become available. FCIF monitors will develop a log to track the date on which the library was last updated and backup the electronic data in an alternate location.

9.3.3. **(Added-57 WG)** Changes and Supplements will be released within 5 duty days of availability in ETIMS.

9.3.4. **(Added-57 WG)** File name will include the change number and supplements in the following format: TO_Name + Ch# + ISS #s (i.e. TO 1F-15E-1 ch12 104,106,107.doc).

9.3.5. **(Added-57 WG)** A distribution statement will be used IAW TO 00-5-1.

9.3.6. **(Added-57 WG)** A document titled "Master Publications Index (MPI)" will list the most current publication date of each FCIF library publication and T.O. maintained in the 57 WG. The MPI will serve as the FCIF library table of contents, specifying all required publications, unit specific publications, and T.O.s. IAW AFMAN 11-202v2 and ACC Sup. WGV will update/disseminate the MPI monthly with changed/supplemented publications and T.O.s highlighted in bold. The MPI will also be posted on the 57 WG/WGV SharePoint® site. Unit FCIF monitors will review the index on receipt, ensure their libraries contain the latest information (if maintaining a local library), and post the new index in place of the old one if they elect to maintain hard-copy binders. Changes that occur to publications and T.O.s in the unit library will be annotated on the MPI in pencil until the next MPI is published. If maintaining a local FCIF/MPI, GSUs will develop and maintain an MDS specific MPI for their unit IAW AFMAN 11-202 Vol 2 and MAJCOM supplements. GSUs may use the 57 WG MPI as well as host-wing/MAJCOM MPIs to develop the local MPI.

9.3.7. **(Added-57 WG)** WGV will assign Part B control numbers (year then number) with a suffix letter that denotes the MDS (or a designated general suffix if the FCIF applies to more than one MDS) to which the FCIF applies. FCIFs will be filed in the appropriate MDS (or other suffixed) section. A suffix legend (included in the monthly FCIF index from WGV) will be filed behind the numerical index and before the General/MDS sections for reference.

9.3.8. **(Added-57 WG)** WGV will assign Part C (referred to as "Aircrew Information Files" or "AIF") control numbers (number then year), utilizing the same suffixes as in Part B. A suffix legend (included in the monthly FCIF index from WGV) will be filed behind the numerical index and before the General/MDS sections for reference. AIFs are Go/No-Go items.

9.3.9. **(Added-57 WG)** FCIF monitors will divide Parts B and C into subdivisions that include only the suffix sections that apply to their unit (i.e. an HC-130J Combat King 2 would include only suffix sections A [General Aviation] and H [HC-130J]). Use tabbed page dividers or heavy-weighted paper with tabs (for paper index only), with each tab noting the letter of the General/MDS suffix. Each 57 Wing FCIF/AIF will be annotated with a review date (usually the last day of the next quarter). On the review date, FCIF monitors will reference WGV's monthly FCIF/AIF review letter and rescind FCIF(s) or extend the review date(s) as directed.

9.3.10. **(Added-57 WG)** 57 WG and Host Wing indices will be combined in chronological sequence with each item identified as 57 WG or Host Wing. GSUs will designate their own control numbers (so as to have items filed in numerical sequence) and cross-reference them against the applicable combined index (Parts B or C). Ensure this cross-reference is part of the combined numerical index or located on top of it. Non-applicable items will be listed in chronological sequence on the appropriate index, but will be skipped when assigning unit-designated control numbers. FCIF/AIFs will be filed in numerical sequence, based on the unit-designated control number.

9.3.10.1. **(Added-57 WG)** USAFWS GSUs may develop and maintain cross command FCIF procedures as required. GSUs are required to review 57 WG FCIFs and will outline their procedures for doing so on their 57WG/WGV Policy Memo.

9.3.11. **(Added-57 WG)** The Purge File will be maintained IAW [paragraph 9.3.15](#) of this supplement. The Purge File index will be formatted like the Part B and C indices (combining 57 WG and Host Wing rescinded items with unit-designated control numbers cross-referenced).

9.3.12. **(Added-57 WG)** WGV will normally distribute FCIF/AIFs electronically via e-mail, PEX, and the SharePoint® page to FCIF monitors. Upon receipt, FCIF monitors are responsible for ensuring timely and accurate posting of the FCIF/AIF prior to the “Post NLT” date. If hard copy FCIFs are maintained, FCIF monitors will:

9.3.12.1. **(Added-57 WG)** Determine if the FCIF/AIF is applicable to the unit. In each FCIF/AIF, WGV will specify unit(s), MDS(s), or aircrew category to which the FCIF/AIF applies. If the FCIF/AIF is applicable, post the FCIF/AIF in the appropriate Volume 1 section and update the numerical index.

9.3.12.2. **(Added-57 WG)** If the FCIF/AIF is not applicable, update the numerical index and discard the FCIF/AIF. Note: FCIF/AIF indices will always contain a complete list of all 57 WG FCIF/AIFs (regardless of unit applicability). Exception: Green Flag and Red Flag are authorized to develop FCIF/AIF indices and numbering systems conducive to hosting TDY units; if utilized, the system will be reviewed annually by WGV.

9.3.12.3. **(Added-57 WG)** Enter new FCIF/AIF items on the Go/No-Go document for aircrew initials. This is done by WGV in PEX for Nellis based squadrons as well as PEX-based GSUs. GTIMS-based GSUs are required to update their own Go/No-Go tracking system for applicable 57 WG FCIFs.

9.3.13. **(Added-57 WG)** For 57 WG units with aircrew maintaining qualifications attached to non-57 WG squadrons (e.g. 8 WPS, 14 WPS, 19 WPS), WGV is unable to maintain FCIF Go/No-Go custody in PEX of those aircrew members. CCVs of affected squadrons will document their Go/No-Go tracking procedures for host-unit FCIFs as well as 57 WG FCIFs on their 57 WG/WGV Policy Memo.

9.3.14. **(Added-57 WG)** FCIF/AIF Review. WGV will distribute updated Part B and C numerical indices quarterly. Upon receipt, FCIF monitors will check their manually updated indices against WGV's updates to ensure their Volume 1 is complete and then post the new indices in place of the old ones. Periodically, established FCIF/AIFs will be rescinded by a newly issued FCIF/AIF. When this occurs, FCIF monitors will make updates to their Part B, Part C, and Purge File (optional) indices to indicate the change(s), as required. These changes will then be reflected on the next issuance of the WGV review letter/indices. WGV will rescind the FCIF/AIF from PEX.

9.3.15. **(Added-57 WG)** FCIF/AIF Purge File. WGV will build an "FCIF/AIF Purge File" for rescinded items. This file will be kept in a location separate from the FCIF library. Purged FCIFs/AIFs usually remain in the Purge File for 6 months. WGV will distribute a Purge File Index (to include FCIFs and AIFs) quarterly. Unit FCIF monitors are not required to maintain a hard copy Purge File. If a hard copy Purge File is maintained, FCIF monitors will:

9.3.15.1. **(Added-57 WG)** Post a complete Purge File Index in the front of the binder.

9.3.15.2. **(Added-57 WG)** Pull rescinded FCIF/AIFs from Volume 1, place them in the Purge File (in separate sections), and update the Purge File Index.

9.3.15.3. **(Added-57 WG)** Replace indices with updated copies when distributed by WGV or GSUs.

9.3.15.4. **(Added-57 WG)** Remove items from the Purge File on the "purge date" annotated on the index.

9.4. (Added-57 WG) 57th Wing Go/No-Go Procedures. Go/No-Go status of all aircrew will be tracked with PEX (GTIMS for AMC GSUs). SARMs will maintain positive control of Go/No-Go tracking documents and will ensure all aircrew (including visiting aircrew) meet Go/No-Go requirements prior to flying by denying tail number or assignment of flight orders until all required items are complete and documented. SARMs will highlight individual aircrew and their delinquent Go/No-Go items at the operations/duty desk and remove highlighted items as they are completed. The unit Top 3 (Operations Supervisor) will verify each aircrew member meets all Go/No-Go requirements prior to releasing the individual for flight. At a minimum, the 57th WG Go/No-Go system will monitor:

9.4.1.1. **(Added-57 WG)** 57 WG/WGV will be included in the monthly email distribution of unit LOX. Unit CCVs will work with unit DOT to ensure LOXs have updated office symbols (i.e. "8 WPS/CCV") for the purpose of verifying pyramid evaluation adherence. GSUs will follow lead MAJCOM guidance for qualification tracking if not required to maintain a unit LOX.

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

9.4.2.1. **(Added-57 WG)** Aircrew have signed out on the flight authorization order.

9.4.3.1. **(Added-57 WG)** Completion of monthly (or more restrictive) Boldface/CAPs and SEPT.

9.4.3.2. **(Added-57 WG)** Completion of semi-annual testing if required by unit commander.

9.4.5.1. **(Added-57 WG)** Aircrew will review all FCIF volumes prior to their first flight in the 57 WG. Additionally, SARMs will ensure all assigned/attached/HHQ/visiting aircrew accomplish an annual FCIF review (all volumes) prior to their first flight in each new calendar year (i.e. first flight each January), regardless of when in the previous year the aircrew began flying in the 57 WG. In the event that PEX is not operational, the Go/No-Go tracking system will contain a document/section for aircrew to sign-off the initial and subsequent annual reviews.

9.4.9. **(Added-57 WG)** The Go/No-Go tracking system will contain a document for aircrew to sign-off receipt of required publications and subsequent changes (by signing-off the FCIF releasing new publications, aircrew comply with this requirement). Required publications for each MDS are annotated on the 57 WG MPI located on 57 WG/WGV SharePoint® and the shared drive.

9.4.10. **(Added-57 WG)** GSU Aircrew Publications lists are maintained by CCV and meet host-wing requirements.

9.4.11. **(Added-57 WG)** TDY units will establish procedures to ensure 57 WG FCIFs and all other Go/No-Go requirements are complied with (Box Access, e-mailed, etc., to the home

station) and a temporary roster initialed at the TDY location. Aircrew/SARMs will update the original squadron Go/No-Go tracking documents upon return to home station.

9.4.12. **(Added-57 WG)** Unit commanders may establish an Operational/Safety Read File (ORF/SRF). The ORF will not be part of the FCIF library but may be incorporated into the Go/No-Go system at unit commander discretion. If established, the SRF should be kept as part of FCIF Volume V and may also be incorporated into the Go/No-Go system at unit commander discretion.

9.5.1. **(57 WG)** Supplementary Evaluations. At the discretion of 57 WG/CC or WGV Chief, WGV will use supplemental evaluations (including in-flight supplemental evaluations) as a tool to periodically evaluate effectiveness of squadron/group programs, compliance with directives, or to identify and remedy trends. These evaluations may be conducted without notice. WGV results will be forwarded to squadron CCVs and Commanders.

9.5.1.1. **(Added-57 WG)** The unit supplemental evaluation goal is at the discretion of the unit commanders. The Chief of 57 WG/WGV will work with unit commanders concurrent with SEB intervals in order to gather unit supplemental evaluation requests. Those requests will determine the yearly supplemental evaluation goal.

Chapter 10

NELLIS AFB SPECIFIC PROGRAMS (ADDED-57 WG)

10.1. Aircrew Flight Manuals Program. (Added-57 WG)

10.1.1. (Added-57 WG) Scope. WGV is the designated Technical Order Distribution Office (TODO) for all Nellis-based 57 WG units. Nellis-based CCV Chiefs are appointed as the Technical Order Account Representative (TOAR) on the WGV appointment roster unless an alternate TOAR from the unit is appointed. TOARs may also be the SELO and will reference AFI 11-215, Flight Manuals Program for guidance. WGV will order publications to fulfill squadron requirements and notify TOARs upon receipt. The TOAR (working with CCV) is responsible for distributing flight publications to all squadron assigned, attached, and visiting aircrew. TOARs will work through WGV to ensure sufficient quantities of required T.O.s are ordered and will identify shortfalls or overages. GSUs will work directly with the Host Wing for flight manual support.

10.3. SOF Program (Added-57 WG)

10.3.1. (Added-57 WG) WGV is the OPR for the NAFB SOF Program and will be manned with a SOF Program Manager. The 57 WG SOF Program Manager will be an experienced flight lead and qualified SOF at the time of their nomination to WGV. The 57 WG SOF Program manager is responsible for the program's adherence to AFI 11-418 and is the OPR for the AFI 11-418 57WG SUP.

RICHARD A. GOODMAN, Brig Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

(Added-57WG) AFI 11-202, ACC Supplement, *Aircrew Stan/Eval Program*, 23 April 2019

(Added-57WG) AFI 11-202, *Aircrew Standardization and Evaluation Program*, 6 December 2018

(Added-57WG) AFI 11-2MDSV3

(Added-57WG) AFI 33-360, *Publications and Forms Management*, 1 December 2015

(Added-57WG) AFI11- 215_ACCSUP_I, *USAF Flight Manuals Program*, 31 August 2011

(Added-57WG) AFI11-215, *Flight Manuals Program*, 25 March 2019 AFMAN 11-210, *Instrument Refresher Program (IRP)*, 1 Sep 2017

(Added-57WG) AFMAN 13-212V1, *Range Planning Operations*, 22 June 2018

(Added-57WG) AFMAN 13-212V1_ACCSUP, *Range Planning Operations*, 14 June 2019
AFMAN 33-363, *Management of Records*, 1 Mar 2008

(Added-57WG) AFMAN 33-363, *Management of Records*, 1 March 2008

(Added-57WG) NELLIS AFB Instruction 11-250, *Local Flying Procedures*, 8 February 2019

Abbreviations and Acronyms

(Added-57WG) **AFFSA**—Air Force Flight Standards Agency

(Added-57WG) **AFRIMS**—Air Force Records Information Management System

(Added-57WG) **AGRS**—Aggressor Squadron

(Added-57WG) **AIF**—Aircrew Information File

(Added-57WG) **ARMS**—Aviation Resource Management System

(Added-57WG) **CT**—Continuation Training

(Added-57WG) **DOC**—Designed Operational Capability

(Added-57WG) **EFB**—Electronic Flight Bag

(Added-57WG) **EPE**—Emergency Procedures Evaluation

(Added-57WG) **FCIF**—Flight Crew Information File

(Added-57WG) **FE**—Flight Examiner

(Added-57WG) **FEF**—Flight Evaluation Folder

(Added-57WG) **GREEN FLAG**—Exercise Green Flag

(Added-57WG) **GSU**—Geographically Separated Unit

(Added-57WG) **INSTM**—Instrument Evaluation

(Added-57WG) **IRC**—Instrument Refresher Course

(Added-57WG) **JTAC**—Joint Terminal Attack Controller
(Added-57WG) **LAN**—Local Area Network
(Added-57WG) **LEP**—Life Extension Program
(Added-57WG) **LOX**—Liquid Oxygen
(Added-57WG) **MDS**—Mission Design Series
(Added-57WG) **MOU**—Memorandum of Understanding
(Added-57WG) **MPI**—Master Publication Index
(Added-57WG) **MQF**—Master Question File
(Added-57WG) **MSN**—Mission
(Added-57WG) **NAFB**—Nellis Air Force Base
(Added-57WG) **ORF**—Operational Read File
(Added-57WG) **PEX**—Patriot Excalibur
(Added-57WG) **QDB**—Question Data Bank
(Added-57WG) **RCP**—Rear Cockpit
(Added-57WG) **RDS**—Records Disposition Schedule
(Added-57WG) **RED FLAG**—Exercise Red Flag
(Added-57WG) **SARM**—Squadron Aviation Resource Management
(Added-57WG) **SEB**—Standardization/Evaluation Board
(Added-57WG) **SEE**—Standardization/Evaluation Examiner
(Added-57WG) **SEFE**—Standardization/Evaluation Flight Examiner
(Added-57WG) **SELO**—Standardization/Evaluation Liaison Officer
(Added-57WG) **SMA**—Special Mission Aviator
(Added-57WG) **SOF**—Supervisor of Flying
(Added-57WG) **SRF**—Safety Read File
(Added-57WG) **TOAR**—Technical Order Account Representative
(Added-57WG) **TODO**—Technical Order Distribution Office
(Added-57WG) **USAFADS**—United States Air Force Air Demonstration Squadron
(Added-57WG) **USAFWS**—United States Air Force Weapons School
(Added-57WG) **WGV**—Wing Standardization/Evaluation
(Added-57WG) **WIC**—Weapons Instructor Course
(Added-57WG) **WPS**—Weapons Squadron
Attachment 8 (Added—57 WG)

A8.1. (Added-57 WG) 57th Wing Briefing Rooms. Briefing rooms will contain all items outlined in AFMAN 11-202V2_ACC Sup Attachment 8 and specific/additional items detailed below (by unit). Minimum size for items listed under "Slide, Viewgraph, or Boards", and "Training Rules" is 8.5" x 11" (landscape or portrait). All required items (except the local area map, training rules, and special interest items) will be stored in labeled binders titled "Standardized Briefing Facility Guide Volume 1" and "Volume 2 (or 2A, 2B, etc.)". Hard copies of the local area map, training rules, and special instructions will be posted in each briefing room. Unless otherwise noted, and if facilities allow, these items may be stored and displayed electronically in each briefing room, but must be backed up in an appropriate manner IAW AFMAN 11-202V2_ACCSUP A8.2.3. Additional maps, slides, publications, or computer generated aids that support mission accomplishment may be included at unit discretion in Volume 2. CCVs are responsible for making sure briefing rooms are clean and orderly, all charts and publications are up-to-date, and equipment is in working order. GSUs will follow AFMAN 11-202V2_ACC Sup Attachment 8 or lead MAJCOM and host-wing guidance. These items will be available in each briefing room as follows:

A8.3 (Added-57 WG) "Standardized Briefing Facility Guide" Binder (Volumes 1 and 2) Specifics. Comply with AFMAN 11-202V2_ACC Sup, paragraph A8.1., and the following specific/additional items. Command and Control units, such as 8 WPS, are only required to have a dry-erase board (or equivalent). Since the 26 WPS does not fly from NAFB, they are not required to have NAFB airfield specific information in their briefing facility. The 26 WPS should incorporate applicable materials from 53 WG and 432 WG when appropriate, such as SII's and AFI's. Additional materials and equipment are at unit discretion. GSUs are encouraged to follow lead MAJCOM or host-wing guidance to the maximum extent possible. Title Slides for both Volumes will include the unit Stan/Eval POC information. Binder cover (if used) format should match the unit standard. If there is no unit standard, use the 57 WG/WGV standardized binder cover (available on the 57 WG/WGV SharePoint® site).

A8.4. (Added—57 WG) Volume 1, Standardized Briefing Facility Guide

A8.4.1. (Added—57 WG) Airfield diagrams(A8.1.1.), Standard Departure (A8.1.2.), Local Tanker/AAR procedures (A8.1.3.), and Arrivals (A8.1.5.) will include current information for Nellis and/or for the home base of GSUs.

A8.4.2. (Added—57 WG) Include instructions for downloading Range Chart Depictions and Photographs (A8.1.4.) If electronic access to range information is not readily available, maintain hard copies of frequently used range chart depictions and pictures in Vol 1.

A8.4.3. (Added-57 WG) Hard—copy briefing books must contain necessary information for all applicable unit missions. Examples of briefing books include general briefing guide (AFMAN 11-series), mission briefing guide (AFMAN 11-series), AFMAN 11-214, Emergency Procedures, Threat-of-the-day, and unit specific briefing guides. Briefing books/guides may be included/maintained in unit/MDS specific Inflight Guides.

A8.4.5. (Added—57 WG) Current training rules (A8.1.11.) and SIIs (A8.1.9.) must be displayed in each briefing room (minimum of HHQ and 57 WG SIIs).

A8.5. (Added—57 WG) Volume 2, Standardized Briefing Facility Guide.

A8.5.1. (Added-57 WG) Include hard—copies of the local Inflight Guide (along with unit/MDS supplement), T.O. 1MDS-1, and T.O. 1MDS-1CL-1 in Volume 2. (A8.1.8.). If the documents will

not fit in a single binder, separate into binders labeled Volume 2A, 2B, etc. Clearly label and separate the documents with dividers. Units with more than one briefing room may store a single hard-copy of 1MDS-1 and 1MDS-1CL-1 in the mission planning area in lieu of each briefing room as long as aircrew access to the materials will not be restricted. Inflight Guides and checklists may be kept out of the binder for frequent reference. If kept out of the binder, they should be stored neatly, located near the binders.

A8.5.2. (Added—57 WG) Ensure electronic access to NAFBI 11-250, AFMAN 13-212, Volume I (with the ACC Sup), and AFI 11-2MDSV3 is readily available to aircrews (A8.1.8.2.). If not, maintain hard copies of these documents in Volume 2.

A8.5.3. (Added—57 WG) Maintain copies of DOD FLIP documents required for mission accomplishment (A8.1.8.4.). Nellis flying units should have access to High SW Instrument Approach FLIPs. They may be maintained at the Ops Desk (or equivalent).

A8.6. (Added-57 WG) Equipment. All required(dry—erase board, VTR) equipment must be serviceable.

A8.7. (Added—57 WG)Unit specific requirements.

A8.7.1. (Added-57 WG) Red Flag. 414 CTS will maintain only unit rooms and flight rooms, not briefing rooms. Therefore, the AFMAN 11-202 Vol 2_ACC Sup requirements are not required. TDY units participating in Flag—level exercises will bring the publications required to comply with unit and HHQ directives. Red Flag will ensure Nellis AFB and Red Flag Inflight Guides are available.

A8.7.2. (Added-57 WG) Green Flag. The 548 CTS/549 CTS will maintain only unit rooms and flight rooms, not briefing rooms. Therefore, the AFMAN 11-202 Vol 2_ACC Sup requirements are not required. TDY units participating in Flag—level exercises will bring the publications required to comply with unit and HHQ directives. Green Flag will ensure Nellis AFB and Green Flag Inflight Guides are available.

A8.7.3. (Added—57 WG) USAFADS. USAFADS/CC will determine briefing room setup/content. CCV will maintain a current list of required briefing room contents (in the briefing room(s), CCV continuity book, etc.).

Attachment 13 (Added—57 WG)
57 WG/WGV GSU POLICY MEMO

A13.1. (Added-57 WG) This memorandum is intended to outline and clarify processes for 57 WG GSU adherence to procedures outlined in lead MAJCOM, host wing publications, and this supplement. An editable copy of this memo is available on the 57 WG/WGV SharePoint® at <https://usaf.dps.mil/sites/57WG/57%20WG%20Stan%26Eval>—.

A13.2. (Added-57 WG) This memorandum will be updated upon a SQ/CC or CCV change. CCVs will email the most current copy to 57WG.WGV@us.af.mil. 57WG/WGV will maintain the most current copy on the WGV SharePoint®—.

Figure A13.1. 57 WG/WGV GSU Policy Memo (Page 1)

DATE
<p><u>MEMORANDUM FOR RECORD</u></p> <p>FROM: (SQ) SQ/CC</p> <p>SUBJECT: Squadron Standards and Evaluations Policy</p> <p>1. This memorandum provides guidance for (SQ) Stan/Eval (CCV) functions. IAW with the AFMAN 11-202V2 ACC Sup, Attachment 10, Non-ACC Lead MAJCOM USAFWC units will follow their Lead Command AFI/AFMAN supplements, Host-Wing Supplements, and USAFWC Wing Supplements. For clarification, USAFWC Wing guidance will refer to AFMAN 11-202V2, 57 WG Supplement guidance. To avoid duplicate work in multiple locations, this memorandum will specifically identify the (SQ) Stan/Eval processes and procedures to adhere to all previously mentioned guidance.</p> <p>2. (SQ) SQ/CC will designate a single SEFE/SEE as the CCV Chief IAW 57 WG guidance. Once a CCV is complete with their SEFE certification, the CCV Chief is designated as 57 a WG/WGV flight examiner and will be annotated on the appointment roster. Once CCV Chief is identified, they will contact 57 WG/WGV to ensure information is correctly documented. Roles of the CCV Chief are outlined in AFMAN 11-202V2_ACCSUP_57WGSUP section 3.3.</p> <p style="padding-left: 20px;">a. FCIF Monitor duties will be assigned to (job position not person/can be higher office)</p> <p style="padding-left: 40px;">(1) Example: FCIFs for X qualification are issued by XX OGV and reviewed via Omni PEX/GTIMS/etc. FCIFs for 57 WG local procedures are issued by 57 WG/WGV and signed off tracked via XYZ process.</p> <p style="padding-left: 20px;">b. TODO duties will be assigned to (job position not person/can be higher office)</p> <p style="padding-left: 40px;">(1) Example: Publications for ABM crew position qualifications are maintained by XX OGV at X location and available to 57th WG aircrew at the following link:</p> <p style="padding-left: 20px;">c. EFB Manager duties (if applicable) will be assigned to (job position not person/can be higher office)</p> <p>3. All evaluations for (SQ) aircrew will be administered IAW AFMAN 11-202, Lead MAJCOM Supplement, Host Wing Sup. For ACC lead MAJCOM USAFWC units, evaluations will be administered via the ACC Supplement and 57WG Supplement (The remainder of this paragraph is intended to include testing policies, requisite completion timelines, desired flight evaluation completion month, and other evaluation criteria).</p>

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a. 57th WG aircrew assigned to (SQ) are responsible for test requisites IAW 11-202v2/2-MDS/other applicable regulations

b. Testing materials for X crew position are maintained at XX OGV. Define the CCV's role in the testing process.

4. For 57 WG Aircrew with flying qualifications accomplished with non-USAFWC flying squadrons, FEF maintenance is accomplished by (job position not person/can be higher office). The remainder of this paragraph is intended to include FEF maintenance responsibilities for initial, periodic, and posting reviews as well as the documentation of major and minor discrepancies.

5. AF Form 8s will be routed IAW AFMAN 11-202, Lead MAJCOM Sup and 57 WG Sup. 57 WG Aircrew AF Form 8s will be reviewed by 57 WG/WGV prior to signature release according to AFMAN 11-202V2, 57 WG Sup, Chapter 7. This review will occur in PEX/GTIMS as the primary option and email PDF as a backup option. If 57 WG/WGV personnel are unable to review the members AF Form 8 in PEX/GTIMS, then an unsigned AF Form 8 will be sent via email. Once reviewed, 57 WG/WGV will send an email releasing it for signatures and approval to input WGV representative initials in the PEX/GTIMS AF Form 8; Additional Reviewer section primary; Additional Comments section secondary.

6. For aircrew AF Form 8s requiring a signature from 57 WG/WGV or 57 WG leadership as the Reviewing Officer or the Final Approving Officer, contact the 57 WG/WGV office to determine best routing type. i.e., PEX/GTIMS or PDF via Email.

7. Due to limited manning, aircraft, and diversity, the (SQ) will not designate a primary flight examiner. In instances where there are multiple flight examiners in a common MDS and crew position, the more senior flight examiner, based on certification date, would be the primary flight examiner.

8. All (SQ) aircrew will adhere to their attached flying squadron Go/No-Go procedures as primary. Aircrew will sign off FCIFs released by their Lead MAJCOM, Host-Wing OGV, and CCV utilizing PEX/GTIMS as the primary method. Outline procedures for receipt and sign-off of 57 WG FCIFs here. If unable to receive 57 WG FCIFs via PEX, (SQ) CCV will notify aircrew and aircrew will sign-off review of FCIF on an AF Form 1522 prior to flight.

a. Use the following link to check 57 WG/WGV current and applicable FCIFs, the FCIF Master List, and the Master Publication Index (MPI) at <https://usaf.dps.mil/sites/57WG/57%20WG%20Stan%26Eval/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2F57WG%2F57%20WG%20Stan%26Eval%2FShared%20Documents%2FE%2DLibrary%20Vol%20I%2DV%2FVol%2E%20I%20%2D%20Table%20of%20Contents%5FFCIF%20%26%20Index&FolderCTID=0x0120002DFAD560D9827E4986932B99AC2035A5>

9. (SQ) members will process AF Form 847s through their respective attached (flying) squadron CCV IAW AFMAN 11-202V2, ACC Sup and host-wing guidance.

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9. (SQ) members will process AF Form 847s through their respective attached (flying) squadron CCV IAW AFMAN 11-202V2, ACC Sup and host-wing guidance.
10. The (SQ) holds briefing facilities at both (host-wing location) and at Nellis AFB. Due to this fact, the (SQ) will follow (host-wing) guidance for home-station facilities and 57 WG guidance for Nellis AFB briefing facilities. (The previous is intended for GSUs or units that brief at multiple bases). Training rules and 57 WG Special Interest items will be posted in each MDS classroom or briefing room for reference.
11. The (SQ) uses (Lead MAJCOM) EFBs as the primary source for flight publications and will not maintain hard copy flight publications. (SQ) EFB publications library is maintained by (E.g., ACC, AFSOC, AMC, 57 WG, etc)
12. Letter of X's, if maintained, will be sent to 57 WG/WGV, on a monthly basis IAW AFMAN 11-202V2, 57 WG Sup. If not maintained, ensure all AF Form 942s are reviewed and up to date. 57 WG/WGV will use the LOX or AF Form 942 to review AF Form 8s. (If the LOX is not a requirement, ensure the publication is referenced in this paragraph).
13. This MFR will be updated upon a change of (SQ) commander or (SQ) CCV Chief. The most up to date MFR will be sent to 57 WG/WGV org box (57wg.wgv@us.af.mil), then posted to the 57 WG/WGV SharePoint, COAs, Waivers, MOUs, MOAs section.
14. This letter supersedes all previous letters of the same subject. Please direct all questions to (name, office, email, number).

COMMANDER M. NAME, Lt Col, USAF
Commander, (SQ)