

**BY ORDER OF THE
62D AIRLIFT WING COMMANDER
(AMC)**



AIR FORCE INSTRUCTION

11-202V2

**AIR MOBILITY COMMAND
Supplement**

62D AIRLIFT WING SUPPLEMENT

15 FEBRUARY 2022

Flying Operations

**AIRCREW STANDARDIZATION AND
EVALUATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends guidance of AFI 11-202, Volume 2, *Aircrew Standardization and Evaluation Program*, along with its AMC supplement. It establishes standardized procedures for implementing the 62d Operations Group (62 OG) Standardization and Evaluation (OGV) program and applies to all aircrew members assigned or attached to these units and all subordinate units. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. This publication may be supplemented at the squadron level. Submit requests for waivers through the chain of command and 62 OG/OGV to the 62 OG/CC for non-tiered compliance items.

This update aligns the unit supplement with changes to the parent publications and information technology systems. It also includes several substantive changes, including: testing procedures (3.2.1.4.2); supplemental evaluation requirements (3.2.2.6.1); OGV manning (3.2.3.5); Prime Nuclear Air Force (PNAF) senior OGV evaluator pyramid evaluation requirements (**Table 4.2**);

loadmaster QUAL/MSN evaluation requirements (5.2.1.2.2); Flight Crew Information File (FCIF) procedures (9.1.1); and updates to the Flight Evaluation Folder Review Worksheet ([Attachment 7](#)).

1.3.5. **(Added)** The 62d Operations Group Commander (OG/CC) is the waiver authority for this supplement. All waivers to this supplement and parent regulations must be coordinated through 62 OG/OGV.

3.2.1.4.2. **(Added)** Squadron Standardization/Evaluation (CCV) offices are the focal points and designated aircrew testing rooms for all required evaluation tests. Tests may also be taken in the 62 OG/OGV Technical Order Distribution Officer (TODO) office (Bldg. 100, Rm. 2083). Pilot Instrument exams may also be taken in the Aircrew Training System (ATS) Computer Based Training (CBT) room.

3.2.1.6. Refer to the 62 OGV SharePoint Flight Evals & FEFs tab for Graduate Training Integration Management System (GTIMS) implementation procedures. See [paragraph 5.2.6.3.9](#) for the 62 OG baseline N/N evaluation program.

3.2.2.2. Review and quality control of AF Forms 8/8a and Flight Evaluation Folders (FEFs) will occur during their initial creation IAW individual squadron policy, during initial and annual FEF reviews performed by squadron CCV offices, by 62 OG/OGV during SAVs, and when reviewing FEFs for review and certification (R&C) Boards. The flight examiner and reviewing officer should reference Section 3 of the FEF Review Worksheet in [Attachment 7](#) prior to signing an AF Form 8/8a.

3.2.2.3. FEFs will be maintained by the squadron CCV offices in accordance with [paragraph 3.2.2.2](#) and [Attachment 7](#).

3.2.2.4. Requisite Aircrew Exams will be completed in accordance with paragraphs [3.2.1.4.2](#) and [5.5.5](#).

3.2.2.5.1. Trend analysis should also include recommendations from the Training Review Panel (TRP), Stan/Eval Board (SEB), and Trends Council, as well as instructor comments and any special emphasis areas identified by HQ AMC. Areas of Note not constituting a statistical trend will also be tracked by squadron CCVs.

3.2.2.5.2.4. OGV will also forward trends to Wing Tactics (OSK) and Wing Training (OST) for discussion at their respective Review Panel or Board (TRP/TRB).

3.2.2.5.2.5. **(Added)** When appropriate, each identified trend will be assigned a group office of primary responsibility (OPR)/office of collateral responsibility (OCR) who will be responsible for developing recommended corrective actions for mitigation (if required) and will be discussed at each SEB and TRP until closed.

3.2.2.5.3. **(Added)** Evaluation and Testing Trends. Squadrons will use GTIMS to track and compile statistical evaluation trends. An area constitutes a trend if it is graded to a U or Q- in at least 20% (minimum sample size of 5) of the evaluations administered. Testing trends will comprise individual aircrew written examination questions missed by more than 20% of the examinees, including those missed on monthly practice exams (minimum sample size of 5). For monthly practice exams, see [paragraph 6.10](#) Squadrons will forward their areas of note and trend information from GTIMS to OGV quarterly for inclusion in the SEB.

3.2.2.5.3.1. **(Added)** Trends Council. 62 OG/OGV will convene a trends council meeting prior to each SEB. Attendees will include (availability permitting) 62 OG/OGV, 62 OSS/OST, 62 AW/SE, squadron chiefs of CCV, and ATS contractor representatives. The council mimics AMC/A3's trend analysis designed to identify possible trends from safety channels (LOSA, MFOQA, and ASAP) and to holistically identify trends to help further define Special Interest Items.

3.2.2.6.1. Supplementary evaluations will be directed by 62 OG/CC via unit FCIF as needed. When implemented, supplementary evaluation forms/worksheets and instructions will be made available on the 62 OG/OGV SharePoint page.

3.2.2.7.3. The SEB will additionally include (availability permitting) SQ/CC/DO, 446 OG/OGV, ATS contractors, and all flight examiners. Instructors are highly encouraged to attend.

3.2.2.8. Flight Crew Information File (FCIF) program is administered by 62 OG/OGV through GTIMS. 62 OG FCIF messages will be released by OG/CC, OG/CD, or the chief or deputy chief of OGV.

3.2.2.9.1. **(Added)** Required-carry hard-copy flight manuals (e.g. fanfold checklists) will be distributed to the flying squadrons by the TODO. In the case of a shortage, squadrons or individuals may print these using squadron resources.

3.2.2.9.2. **(Added)** The electronic aircrew publications library will be downloaded and managed by the TODO and made available in the OG-Common\C17EPUB folder of the McChord Field shared drive. Individual squadrons will copy this folder onto an approved external hard drive or recordable CD/DVD and transfer to squadron exclusive use stand-alone (EUSA) computers for download by aircrews. 62 OG/TODO will transfer this folder to the EUSA computer in the Aircrew Launch Facility (ALF). When Secure GoodReader is approved for aircrew use, OGV will release instructions on that process which will supplement or supersede this paragraph.

3.2.2.10. Flight examiners will evaluate aircrew's use of printed and digital publications and flight related data in accordance with AFMAN 11-2C-17 Vol 2, *C-17 Aircrew Evaluation Criteria*, during every flight evaluation.

3.2.2.11. Anyone may electronically prepare and submit Publications Change Requests (PCRs) in Enhanced Technical Information Management System (ETIMS) (for flight manual changes) and AF Forms 847, *Recommendation for Change of Publication* (for changes to other Air Force publications). See 62 OG/OGV SharePoint Flt Manuals & 847s tab for instructions. After preparation, submit the PCR or AF Form 847 to Squadron CCV who will concur or non-concur, citing specific reasons, and then forward to 62 OG/OGV for action. See AFI11-215_AMCSUP, *Flight Manuals Program*, paragraphs 9.2.5.1-3, for AF Form 847 completion and tracking requirements. AF Forms 847 should be placed in an inactive file or disposed of after inclusion in a publication or one year after submission. Status of outstanding PCRs and AF Forms 847 will be briefed at each SEB.

3.2.2.12. 62 OSS/OSA is the OPR for conducting and documenting local MTR reviews.

3.2.2.13. Operations Supervision program not applicable/implemented. CONFERENCE HOTEL procedures are maintained on the OGV SharePoint and in hard copy in the OGV offices.

3.2.2.14. EFBs are managed by the TODO. Aircrew members will immediately report EFB loss, theft, or major damage to the TODO.

3.2.2.15. Aircrew members will utilize their EFBs and manage publications in accordance with *Mobility Air Force Electronic Flight Bag Initiative Concept of Employment*.

3.2.2.18. Evaluation logs are hosted on the OGV SharePoint page. CCVs will ensure eval logs are completed.

3.2.3.5. **(Added)** 62 OG/OGV Manning. 62 OG/OGV is authorized four assigned positions: Chief, Deputy Chief, Superintendent and a TODO. OGV also maintains four on-loan positions consisting of two pilots and two loadmasters. At least one Prime Nuclear Airlift Force (PNAF) evaluator pilot and PNAF evaluator loadmaster will be included in these assigned and on-loan positions. The OG/CC may authorize additional on-loan manning to ensure each aircrew qualification is represented or to meet specific mission requirements (airdrop, DEEP FREEZE, etc.). A non-examiner qualified NCO, contractor, or civilian employee may man the centralized aircrew testing and publications center, and may serve as the TODO Manager. Group-level examiners will be selected from the most highly qualified and experienced squadron evaluators.

3.2.3.5.1. **(Added)** Group-level PNAF evaluators work directly for and are rated by the OGV Chief (pilots) or Superintendent (loadmasters). Exceptions may be granted by OG/CC. PNAF evaluators are responsible for standardizing PNAF procedures across the wing, reviewing PNAF-specific regulations, and administering PNAF pyramid evaluations.

3.3.1.4. **(Added)** Ensure mission kits are maintained in accordance with 62 OG guidance and AFMAN 11-2C-17 Vol 3, *C-17 Operations Procedures*, and made available for their squadron's assigned sorties and missions.

3.3.2.13.2.1. Additionally, an R&C board is required for all airdrop aircraft commander and airdrop instructor upgrades. Crewmembers will not fly in these new capacities until certification is complete.

3.3.2.13.2.1.1. **(Added)** All PNAF certifications, reviews, and approvals will be accomplished IAW AFI 13-527, *Nuclear Weapons Airlift Operations Training*, and 62 AW SPLAN 91-101, *Nuclear Surety Plan*, on an as-needed basis.

3.3.3.3.2. **(Added)** Squadron CCV will consist of a Chief and a minimum of one flight examiner representing each crew position.

4.3.5. Supervisory involvement (SQ/CC/DO, Flight Commanders, Operations Superintendents/Supervisors, Stan/Eval) is a critical element in the success of the Stan/Eval program. Supervisory attendance at evaluation debriefings is highly encouraged on every evaluation and will be documented in the comment block, under mission description, of the AF Form 8/8a. If unable to attend, a supervisory debrief is required and will be documented in Section A. Mission Description, on the individual's AF Form 8/8a. For less than Q-1 performance, see [paragraph 7.3.11.3.3.1.6](#).

4.3.8. **(Added)** Squadron-level examiners may evaluate examinees outside of their squadron with the examinee's SQ/CC approval. SQ/CC signature on the AF Form 8/8a documents this approval.

4.3.9. **(Added)** Pilot Flight Evaluations. Normally, the flight examiner should not occupy a primary crew position, and should not be designated as the pilot in command (PIC), unless the examinee is unqualified or non-current and an instructor is not available.

4.5. [Table 4.2](#) lists the minimum level of Flight Examiner, Reviewing Officer, and Final Approving Officer for PNAF senior evaluation and Form 8 routing purposes. AMC/A3V does not

maintain PNAF evaluator positions, therefore 62 OG/OGV senior PNAF evaluators may receive PNAF evaluations from any certified PNAF evaluator that the 4 AS/CC designates. For OGV PNAF senior evaluators, **Table 4.1** will only apply to non-PNAF evaluations.

Table 4.2. (Added) PNAF Pyramid Evaluation and AF Form 8 Routing Guidance

ITEM	Examinee	Flight Examiner	Reviewing Officer	Final Approving Officer
1	OGV Senior PNAF Evaluator	Any SQ PNAF Evaluator (Note 2)	SQ/CC	OG/CC
2	OGV PNAF Evaluator	OGV Senior PNAF Evaluator	SQ/CC	OG/CC
<p>Notes:</p> <ol style="list-style-type: none"> 1. Routing guidance on this chart is applicable to all recurring, no-notice and SPOT PNAF evaluations. 2. 4 AS/CC will designate flight examiner prior to commencement of evaluation. This designation will be documented in Section D. Additional Comments with the remark "Lt Col [Commander], 4 AS/CC, designated [Rank] [Evaluator] as the pyramid evaluator for [Rank] [Examinee] IAW AFI11-202V2_AMCSUP_62AWSUP Table 4.2." 				

4.6. (Added) Flight Examiner Upgrade Program

4.6.1. (Added) Flight examiner upgrades will be accomplished in accordance with AFMAN 11-2C-17 Vol 1, *C-17 Aircrew Training*. Additionally, upgrading flight examiners will receive an orientation and philosophy briefing from an OGV evaluator.

5.2.1.2.2. (Added) Loadmaster QUAL/MSN evaluations will be administered on off-station missions. **Exception:** Experienced evaluator QUAL/MSN evaluations may be administered on local training missions. SQ/CCs may approve accomplishment of QUAL/MSN evaluations on local training missions for non-evaluator loadmasters. This approval will be documented in Section D. Additional Comments on the individual's AF Form 8/8a.

5.2.1.2.3. (Added) Pilot Senior Officer QUAL evaluations will be flown on local training sorties. Include the following in the ground phase section of the AF Form 8/8a: Open Book, Closed Book, Boldface, Instrument, and EPE.

5.2.6.3.8. The goal of the N/N program is to assess unit readiness and identify potential weak areas or trends to senior leadership. In addition to evaluating normal procedures, evaluators will pay special attention to identified trends and SIIs. Each squadron will ensure a minimum of 15% of available crewmembers receive a N/N evaluation each calendar year. Squadrons should attempt to evenly spread these evaluations throughout the year (e.g. by evaluating 3.75% of assigned crewmembers during each quarter).

5.2.6.3.8.1. **(Added)** PNAF N/N Program. 4 AS/CCV will evaluate a minimum of 15% of PNAF Aircraft Commanders, Couriers, and Loadmasters per calendar year. These N/N evaluations may be counted as part of the overall squadron total.

5.5.5. **(Added)** Flight examiners will ensure all requisites, including required additional training, are documented as complete prior to administering an evaluation. **Exception:** Squadron commanders may approve evaluations prior to requisite completion. This approval will be documented in Section D. Additional Comments on the individual's AF Form 8/8a. Squadron CCV will develop a process to ensure that requisites not completed prior to the evaluations are completed IAW [paragraph 5.5.4](#).

6.3.1.1. **(Added)** Squadron CCV or 62 OG/OGV TODO will release and proctor Closed Book and Boldface exams via GTIMS. Once complete, aircrew will submit their test and receive their score immediately. Personnel who fail an examination will not be re-tested the same day. CCV or TODO will notify a CCV or OGV evaluator who will then notify the appropriate squadron leadership if an individual fails an examination. Squadron CCV will ensure the individual is placed in supervised status and the appropriate grade is annotated on the individual's AF Form 8/8a. See Go/No-Go procedures in [paragraph 9.4](#).

6.3.1.1.1. **(Added)** Flight surgeons will provide 1522 and completion certificate to squadron CCV after completing closed book examination.

6.3.1.2. **(Added)** In the event that GTIMS computers are down, paper copies of the tests will not be provided. Crewmembers will plan accordingly.

6.10. 62 OG/OGV will provide SQ/CCVs a monthly periodic open book MQF test to be administered via GTIMS. Squadrons are encouraged to generate additional tests on subjects of their choosing to evaluate crewmember knowledge beyond the scope of MQF testing. Squadrons will track test performance for the purpose of trend analysis and training emphasis, and will report these trends IAW [paragraph 3.2.2.5.3](#).

7.3.12.6. A signed AF Form 3862 or draft AF Form 8/8a should be completed prior to the evaluator entering post mission crew rest. Squadron CCV offices will file the signed AF Form 3862 and/or draft AF Form 8/8a into the crewmember's FEF. If requisites have not been completed by the end of the evaluation or the evaluation is incomplete, place a working copy of the 3862 in the member's FEF or initiate a draft AF Form 8/8a to document areas that were evaluated. Squadron CCVs will establish procedures to ensure requisites are completed within time limits prescribed in [paragraph 5.5.4](#).

7.7.5.4. **(Added)** Use the worksheet in [Attachment 7](#) to accomplish initial and annual FEF reviews and prior to forwarding an FEF to 62 OG/OGV for any required review.

9.1.1. 62 OG/OGV will electronically distribute new FCIFs to 62/446 personnel via email, maintain a set of current FCIFs in the Local_KTCM_McChord_62\OGV folder of C17EPUB, and will update the FCIF function of GTIMS. Crewmembers will use GTIMS as the primary means of signing off FCIFs.

9.1.1.2. A hardcopy FCIF binder is located at the Aircrew Launch Facility and maintained by 62 OG/OGV.

9.4. Squadrons will use 62 OGI 11-6, *Go/No-Go Program*, to ensure crewmembers are qualified and current for the mission being flown.

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Commander, 62d Airlift Wing

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- (Added) 62 AW SPLAN 91-101, *Nuclear Surety Plan*, 1 February 2020
- (Added) AFI 11-215_AMCSUP, *Flight Manuals Program*, 7 February 2020
- (Added) AFI 13-527, *Nuclear Weapons Airlift Operations Training*, 23 July 2018
- (Added) AFMAN 11-2C-17, Volume 1, *C-17 Aircrew Training*, 11 February 2020
- (Added) AFMAN 11-2C-17, Volume 2, *C-17 Aircrew Evaluation Criteria*, 19 September 2018
- (Added) AFMAN 11-2C-17, Volume 3, *C-17 Operations Procedures*, 29 July 2019
- (Added) *Mobility Air Force Electronic Flight Bag Concept of Employment*, 28 October 2015

Abbreviations and Acronyms

- (Added) **ALF**—Aircrew Launch Facility
- (Added) **ASAP**—Airman Safety Audit Program
- (Added) **ATS**—Aircrew Training System
- (Added) **CBT**—Computer Based Training
- (Added) **CCV**—Squadron Standardization/Evaluation
- (Added) **EFB**—Electronic Flight Bag
- (Added) **ETIMS**—Enhanced Technical Information Management System
- (Added) **EUSA**—Exclusive Use Stand-Alone
- (Added) **LOSA**—Line Operations Safety Audit
- (Added) **MFOQA**—Military Flight Operations Quality Assurance
- (Added) **MTR**—Military Training Route
- (Added) **OSA**—Airfield Operations
- (Added) **OSK**—Wing Tactics
- (Added) **OSS**—Operational Support Squadron
- (Added) **OST**—Wing Training
- (Added) **PCR**—Publications Change Request
- (Added) **PIC**—Pilot in Command
- (Added) **SE**—Safety
- (Added) **TODO**—Technical Order Distribution Officer
- (Added) **TRB**—Tactics Review Board
- (Added) **TRP**—Training Review Panel

ATTACHMENT 7 (Added)

FLIGHT EVALUATION FOLDER REVIEW WORKSHEET

Table A7.1. Flight Evaluation Folder Review Worksheet

Note: This worksheet is designed to aid in checking FEFs and reflects requirements of AFI 11-202 Vol 2, AFI 11-202 Vol 2 AMC Sup, and AFMAN 11-2C-17 Vol 2.					
Name:	Crew Position:				
FLIGHT EVALUATION FOLDER	REFERENCE	YES	NO	N/A	REMARKS
1. FOLDER CONSTRUCTION					
Folder is constructed correctly					
- Section I containing AF Forms 942, FEF Review and Discrepancy Log, and DD Form 2992 and AF Form 702 (if required) on left side	AFI 7.7.3-4				
ID label is correct on inside back cover with name and SSAN (last 4) or NUSIC	AFI 7.7.4.3				
Privacy Act statement and "For Official Use Only" label/stamp are on front and back covers of FEF	AFI 7.7.4.4				
2. Section I (left side of paper copy)					
AF Form 942 entries in chronological order with most recent on top	AFI 7.7.3.1.1				
If computer generated, past entries are retained	AFI 7.6.7				
Name and SSN (last four) are correct at top	AFI Fig A5.1				
(Hand written only) Forms are filled with entries, or "Z" method used on unused blocks to close out form	AFI 7.6.1.5				
Each evaluation is a single entry (exception: different qual levels)	AFI 7.6.1.3-4				
Entries exactly match the AF Forms 8 (aircraft/crew position, evaluation type, date completed, qualification level) (exception: different qual levels)	AFI 7.6.2-5				
Mission evaluation description is in parenthesis: MSN (AD), MSN (PNAF Courier), MSN (PNAF AC) This is done automatically by GTIMS, however, due to a glitch in GTIMS the combo MSN/MSN (AD) will not match; 942: MSN/MSN (AD) / Form 8: MSN (AL-AD) – THIS IS OK	AFMAN 1.5.7				
Entry made to show each change in MAJCOM due to PCS/PCA	AFI 7.6.6				
Dated "Initial Review" documented. For first-time Aeromedical Evacuation assignments, see paragraph 7.7.5.1.1.1.	AFI 7.7.5.1 Sup 7.7.5.1.1.1				
Dated "Annual Review" documented on active FEFs (initial review entry suffices for the annual review requirement). Obsolete documents will be returned to the member for their records.	AFI 7.7.5.3 Sup 7.7.5.3.31				
Remove obsolete documents (any information related to a previous MDS that is not a Form 8 or Form 942) and return to the member	Sup 7.7.5.3.3.2				
FEF Review and Discrepancy Log placed under AF Forms 942	AFI 7.7.3.1.2				
Copy of most recent DD Form 2992 and AF Form 702, if FEF is not maintained at same base with individual's Flight Records Folder	AFI 7.7.3.1.4				
Waivers in excess of 2 years are maintained for the effective period of the waiver	Sup 7.8.3.1.2.2				
Minor discrepancy log maintained (ensure the MDL is produced by the current squadron)	Sup 7.8.6.2.1.2				
3. Section II (AF Forms 8) (right side of paper copy)					
AF Forms 8/8a in chronological order with most recent on top	AFI 7.7.3.2.1				

Entries are made IAW AFI 11-202 Vol 2	AFI 7.3.2				
FLIGHT EVALUATION FOLDER	REFERENCE	YES	NO	N/A	REMARKS
Date Completed is the latest of Aircrew Evaluation, requisites, and additional training	AFI 7.3.3.1				
Correct name, grade, and SSN last four, NUSIC, or DoD ID	AFI 7.3.4.1				
Eligibility period is correct. 6-month eligibility period preceding original expiration date, even for extensions. "N/A" for out-of-the-eligibility period (i.e. taken early to align checkrides) and for non-recurring evals	AFI 7.3.4.4, Sup 7.3.4.4.2.1				
For periodic evals completed <u>in</u> the eligibility period, requisites completed within the 6-month eligibility period	AFI 5.5.4.1				
For periodic evals completed <u>prior to</u> the eligibility period, requisites completed within a 6-month period encompassing the month in which the flight evaluation was administered	AFI 5.5.4.2				
For periodic evals completed during an extension to the expiration date, requisites completed between the beginning of the original 6-month eligibility period and the extended expiration date	AFI 5.5.4.2				
'N/A' is entered in appropriate blocks as appropriate (Eligibility Period, Expiration Date, Additional Training)	AFI 7.3-5, Sup 7.3.				
Additional Training Due Date(s) (if applicable) do not exceed the last day of the third month following the event requiring additional training - If the form 8 requires additional training (Q2, Q3, Q3/1), ensure the "Date Additional Training Completed" is completed (<i>this is NOT done automatically by GTIMS</i>) and the Certifying Official has signed and dated	AFI 7.3.8.1.1				
Date Additional Training Completed entered	AFI 7.3.8.2				
Final Additional Training Certifying Official listed, signed, and dated	AFI 7.3.8.3				
Flight Examiner signs after all required items on form are completed	AFI 7.3.10.1.1				
Flight Examiner has X or √ in Remarks block	AFI 7.3.10.1.2				
Reviewing and Final Approving Officers correct	Sup Table 4.1-2, AFI 7.4.6				
Additional trainer, examiner(s), reviewer, final approver, examinee signed consecutively	AFI 7.3.10.1.2, 7.3.10.2.2, 7.3.10.4				
Comments are correctly formatted	AFI 7.3.11, Sup 7.3.11				
Restrictions, level of supervision, and criteria for removal are listed. Include appropriate restriction for Senior Officer qualification.	AFI 7.3.11.1, AFMAN 2.3.2				
"EXCEPTIONALLY QUALIFIED" is properly documented with no downgrades or failed requisites, and justification documented before Examiner's Remarks	AFI 5.4.3.5, 7.3.9, 7.3.11.2				
Section A: "First Sortie", "Second Sortie", etc. annotated if applicable	AFI 7.3.11.3.1				
A: Mission Description is included	AFI 7.3.11.3.3				
A: Comment addressing demonstrated instructional ability included for all instructor evaluations	AFI 7.3.11.3.3				
A: Specific MSN eval performed is included (airdrop, PNAF)	Sup 7.3.11.3.3.1.1				
A: Inclusive dates included for evals spanning multiple days	Sup 7.3.11.3.3.1.2				
A: Commander-directed eval is identified if applicable	Sup 7.3.11.3.3.1.3				
A: Show requirement for two or more evaluators if applicable	Sup 7.3.11.3.3.1.4				
Ensure the final evaluator signs the front of the form, and any other evaluators sign the back	AFI 7.3.10.1.1, Sup 7.3.11.3.3.1.4				
A: Identify any areas verbally evaluated	Sup 7.3.11.3.3.1.5				

A: List supervisory attendance. Unit CC or designated rep is required to attend debrief for any eval less than Q-1.	Sup 7.3.11.3.3.1.6				
A: Reason for recheck or requal is annotated if applicable	Sup 7.3.11.3.3.1.7				
FLIGHT EVALUATION FOLDER	REFERENCE	YES	NO	N/A	REMARKS
A: Include "This OME was conducted in conjunction with Aircraft Commander certification." if applicable	Sup 7.3.11.3.3.1.8 AFMAN 2.8				
B: Discrepancies are documented with graded area, title, grade, short description, and annotation if discrepancy was debriefed to Q	AFI 7.3.11.3.4				
B: Discrepancies are grouped into Requisite (ground phase) and Aircrew Evaluation (flight phase)	AFI 7.3.11.3.4				
B: If the eval required multiple sorties and had discrepancies, "First Sortie", "Second Sortie", etc. annotated					
C: Recommended Additional Training listed for any discrepancies documented in Paragraph B not listed as Debriefed	AFI 7.3.11.3.5.1				
C: Describe how satisfactory knowledge or proficiency will be demonstrated to a flight examiner or instructor	AFI 7.3.11.3.5.2				
C: If items do not fit, annotate proficiency required prior to requal eval	AFI 7.3.11.3.5.3				
C: Recommended Additional Training are grouped into stemming from Requisite (ground phase) and Aircrew Evaluation (flight phase)	AFI 7.3.11.3.5.4				
C: Any special requirements for re-evaluation are shown	Sup 7.3.11.3.4.3.1				
C: Evaluator completing ground or EPE recheck documents completion with name, rank, organization, and signature	Sup 7.3.11.3.4.3.2				
D: Additional Comments include significant information dealing with the evaluation not documented elsewhere (e.g. waivers, extensions)	AFI 7.3.11.3.6.1, 7.3.11.3.6.7-9				
D: Commendable items are documented with graded area, title, subarea title in parentheses if applicable, and description of circumstances	AFI 7.3.11.3.6.2				
D: Commendables do not include OPR/EPR-type or comments comparing examinee to other individuals	AFI 7.3.11.3.6.3				
D: Alternate eval methods used (e.g. verbal, ground, sim) are described if they are not normally used to accomplish that graded area	AFI 7.3.11.3.6.4				
D: For Q3, indicate whether entire evaluation or just specific areas must be re-accomplished	AFI 7.3.11.3.6.5				
D: Document if SPOT is used to update a periodic eval	AFI 7.3.11.3.6.6				
D: Any MFR information is incorporated as additional comments	AFI 7.3.11.3.6.7				
D: Document approved cross-command evaluation	AFI 7.3.11.3.6.10				
"None." documented in any intentionally blank paragraph	AFI 7.3.11.3.4.2.1, 7.3.11.3.5.4, 7.3.11.4-5				
AF Form 3862/draft Form 8 filed and signed by evaluator after all eval requirements are complete. Completed Form 8 will be in FEF NLT the end of 3d month following the date completed on the Form 8 (<i>if signed outside 3 month window, ensure this documented in the FEF Review and Discrepancy log</i>)	AFI 7.3.12				
Flight rechecks use a separate AF Form 8/8a from the Q3 Form 8	AFI 7.3.13.1.1				
Flight recheck Form 8 only includes documentation of flight phase eval unless requisites were not completed or are required for recheck	AFI 7.3.13.1.2				
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".	AFI 7.3.13.2				
Ground rechecks documented on the Q3 Form 8 that generated it	Sup 7.3.13.3.1				
Ground recheck Date Completed uses latest date of requisite or recheck	Sup 7.3.13.3.2.1				

“GROUND RECHECK” documented below flight evaluation entry in the Aircrew Evaluation column (Section III)	Sup 7.3.13.3.2.2				
Ground recheck qualification level is 3/1 in the Qualified block	Sup 7.3.13.3.2.3				
FLIGHT EVALUATION FOLDER	REFERENCE	YES	NO	N/A	REMARKS
CC-directed downgrade is accomplished correctly	AFI 5.9, 7.4				
MFRs documenting waivers, extensions, unusual circumstances, or major discrepancies filed on top of affected AF Forms 8	AFI 7.7.3.2.2				
MFRs documenting similar major discrepancies found on multiple AF Forms 8/8a filed on top of the latest affected Form 8	AFI 7.7.6.1.2				
If the affected AF Form 8/8a has not been completed, incorporate MFR into paragraph D, Additional Comments, when action is complete	AFI 7.7.3.2.2.1				
If the affected AF Form 8/8a has been completed, incorporate MFR into next applicable Form 8 when action is complete	AFI 7.7.3.2.2.2				
If MFR addresses major discrepancy and does not affect current Aircrew Qualifications, add a summary in FEF Review and Discrepancy Log	AFI 7.7.3.2.2.3				
Remove any MFRs that have been incorporated or summarized	AFI 7.7.3.2.2.1-3				