

**BY ORDER OF THE COMMANDER
89TH AIRLIFT WING (AMC)**

AIR FORCE INSTRUCTION

11-202V2



**89TH AIRLIFT WING
Supplement**

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Flying Operations

**AIRCREW STANDARDIZATION AND
EVALUATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 11-202V2_AMCSUP is supplemented as follows: This supplement provides guidance and procedures for 89 AW Special Air Missions (SAM) and Presidential Airlift Group (PAG) Missions, and applies to all civilian employees and uniformed members of the 89 AW. This supplement requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 5 United States Code, Section 552a, as amended and Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers. The applicable SORN F011 AF XO A, Aviation Resource Management Systems is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. 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 OPR using the AF IMT 847; route AF IMT 847s from the unit through 89 Operations Group Stan/Eval (89 OG/OGV). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

3.2.1.2. 89 OG/OGV flight examiners will be selected from highly qualified individuals as stated in **Paragraph 4.2** They will be designated on a Flight Examiner Appointment letter signed by the OG/CC. The appointment letter will also include the evaluation expiration date (month/year) for all flight examiners. A copy of the letter will be maintained in the 89 OG/OGV Stan/Eval Administration process guide and included with the SEB minutes forwarded to HQ AMC/A3V quarterly.

3.2.1.8. **(Added)** The 89 OG/CC will conduct an interview for all 89 OG pilots initially qualifying or requalifying to aircraft commander, and all 89 OG enlisted aircrew members completing initial instructor upgrade qualification.

3.2.2.5. Additional guidance for 89 OG Trend Analysis Program are detailed in the 89 OG/OGV Trend Analysis Program Process Guide. PAG Trend Analysis procedures are detailed in the PAGV Trend Analysis Program Process Guide.

3.2.2.5.1. At the end of each quarterly reporting period, OGV will analyze the data and determine if any group wide trends exist.

3.2.2.5.1.1. **(Added)** Examination Trends. At the end of each quarter, the testing program monitor will analyze all questions missed and will identify any areas of concern or topics to emphasize. Report a negative trend when a question from a written examination (open/closed book) is missed three times over a quarterly period per crew position. Separate closed/open book trends from instrument examination trends.

3.2.2.5.1.2. **(Added)** Flight Evaluation/EPE Trends. Report a negative trend from flight evaluations or EPEs if an area/sub-area is downgraded (Q- or U) twice over a quarterly period per aircrew position.

3.2.2.7.3.1. **(Added)** Composition of the SEB should include: 89 OG/CC/CD/OGV, 89 OSS CC/DO/OST, 1 AS CC/DO/DOV/DOT, 99 AS CC/DO/DOV/DOT, and 89 AW/SE. The 89 OG/OGV SEB point of contact (POC) will notify all participants approximately 30 days prior to scheduled SEB date. An SEB slide template will be sent out at this time for unit preparation. The SEB slide template is also available for download through the 89 OG/OGV SharePoint website. SEB minutes will document attendance. PAG SEB procedures are detailed in the PAGV Stan/Eval Board Process Guide.

3.2.2.7.3.2. **(Added)** SQ/DOV will complete the SEB slide template, provided by OGV, at the end of each quarter. Forward the completed template to 89 OG/OGV no later than 5 duty days after the end of the quarter. Units will also forward an updated Letter of X's and an updated Flight Examiner appointment letter (if there are any changes from the previous quarter).

3.2.2.7.6. An electronic copy of the approved SEB minutes is maintained on the 89 OG/OGV SharePoint website. 89 OG/OGV will email the approved minutes to HQ AMC/A3V. PAG SEB minutes are maintained on the PAGV SharePoint website.

3.2.2.16.1. **(Added)** Unit Supplement. This supplement will be reviewed and updated, as necessary, and at least once annually. This review should occur during the first quarter. All OGV and SQ/DOV checklists/process guides should also be reviewed and updated, as necessary, during this period.

3.2.2.16.2. **(Added)** The procedures for all programs identified in **Paragraph 3.2.2.16** are detailed in 89 OG/OGV process guides.

3.2.3.1. OGV Organization. Pilot examiner manning will consist of four pilot flight examiners: one C-32 pilot; one C-40 pilot; one C-37 pilot; and the Chief of OGV. Flight engineer flight examiner manning will consist of one C-37 flight engineer examiner. Communication Systems Operator (CSO) manning will consist of two CSO flight examiners: one C-32/C-40 CSO; and one C-37 CSO flight examiner. Flight attendant (FA) flight examiner manning will consist of two FA flight examiners: one C-32/C-40 FA; and one C-37 FA flight examiner.

3.3.1.1.1. **(Added)** Squadron flight examiners will be designated on the Letter of X's signed by the SQ/CC. The OG senior flight examiner (by crew position and aircraft type) will be designated on an appointment letter signed by the OG/CC and maintained with OGV. The appointment letter will also include the expiration date (month/year) for all flight examiners.

3.3.1.1.2. **(Added)** PAG flight examiners will be designated on a Flight Examiner appointment letter signed by the PAG/CC. The senior flight examiner (by crew position and aircraft type) will be designated on the letter. A copy of the letter will be maintained in the unit's Stan/Eval Administration process guide in PAGV. In addition, document flight examiner certification on the unit Letter of Xs.

3.3.2.1. Unit DOV offices are responsible for notifying 89 OG/OGV when senior squadron flight examiners, SQ/CC, and SQ/DO enter phase for evaluation.

3.3.2.5.1. **(Added)** Unit DOVs will complete a MFR detailing the previous quarter's trends, with an OPR and recommend corrective actions for each area. SQ/DOV is the OPR for unit trends. 89 OG/OGV is the OPR for 89 OG trends. 89 OSS/OST and/or SQ/DOT is the OCR for unit trends, as applicable. OPRs and OCRs have one quarter to correct negative trends. DOVs, OST, and/or DOTs will identify corrective action(s) and report the status to OGV via the trends MFR. Forward the MFR to OGV not later than 5 duty days after the close-out of the quarter. The status of all trends data (including trends common to all unit aircraft) will be tracked by OGV, presented during the quarterly SEB, and reported in the SEB minutes until closed.

3.3.2.5.2. **(Added)** Unit DOVs will compile trend information from aircrew examinations, flight evaluations/emergency procedures evaluations (EPE), supplemental evaluations, supervisory observations, and ATS contractor feedback (if applicable) on a quarterly basis.

3.3.2.6. 847 Program. See the 89 OG/OGV Flight Manuals Program process guide for 847 processing.

3.3.2.13.2.1. The squadron R&C board is required before new aircraft commanders may be designated as A-code ("pilot in command") on the flight authorization. At the discretion of the SQ/CC, instructor or flight examiner duties may be performed prior to completion of the squadron R&C board.

3.3.2.13.3.1. R&C Boards are convened at the squadron level, and normally chaired by the SQ/CC, for 89 AW aircrews on an "as required" basis. PAG R&C Board procedures are detailed in the PAGV R&C Board Process Guide.

3.3.2.13.3.1.1. **(Added)** OST and/or SQ/DOT will notify the appropriate SQ/DOV when all required flight and mission ready training is complete and required documentation has been prepared for aircraft commanders, and upon completion of upgrade training for instructor candidates. SQ/DOV will initiate required R&C documentation and coordinate a date and time for the R&C Board.

3.3.2.13.3.1.2. **(Added)** SQ/DOV will develop and utilize comprehensive R&C Board checklists/agendas to ensure R&C Boards are convened when appropriate and all required items are accomplished.

3.3.2.13.3.4. In addition to the squadron R&C Board, the 89 OG/CC requires an interview for all 89 OG pilots initially qualifying or requalifying to aircraft commander, and all 89 OG enlisted aircrew members completing initial instructor upgrade qualification. OG/CD may conduct interviews in the absence of the commander. Interviews will be scheduled as soon as practical after squadron R&C. 89 OG/CC interviews are not required for aircraft commanders prior to serving “in command” or for instructors prior to performing instructor duties.

3.3.2.13.3.4.1. **(Added-89AW)** SQ/DOV should forward 89 OG/CC interview requests to 89 OG/OGV not later than the 25th of the month to allow for adequate time to schedule interviews during the following month. DOVs are responsible for ensuring individuals scheduled for the group interview are available to attend.

3.3.2.13.3.4.2. 89 OG/OGV is responsible for scheduling all 89 OG/CC interviews and will notify the unit DOV once the interview has been scheduled.

3.3.3.3.2. **(Added)** Unit DOV offices will be manned IAW the Unit Manning Document. SQ/CCs should designate a Stan/Eval Liaison Officer (SELO) to manage squadron Stan/Eval administrative duties, including maintenance of FEFs. SELOs may be officer or enlisted. Qualified SQ/CCs, DOs, and Superintendents may perform flight examiner duties. In addition, SQ/CCs may certify additional flight examiners from their line aircrew manning to meet mission requirements. PAG/CC determines PAGV office manning.

4.2.2.4. **(Added)** Flight Examiner Certification Program. Prior to SQ/CC certification as a flight examiner, aircrew members will complete the unit’s flight examiner certification program. The flight examiner certification program will include the following:

4.2.2.4.1. **(Added)** Review AFI 11-202V2, AFMAN 11-2EAV2, and all applicable supplements.

4.2.2.4.2. **(Added)** Review applicable unit and group Stan/Eval continuity books and process guides.

4.2.2.4.3. **(Added)** Aircrew members who were not previously certified as flight examiners (in any MDS) prior to coming to the 89 AW will monitor an EPE and flight evaluation administered by a certified flight examiner. When flight evaluations are performed in both the simulator and aircraft, new flight examiners should monitor an evaluation in both platforms.

4.2.2.4.4. **(Added)** SQ/CC certification at a unit R&C Board. OGV examiners do not require an R&C Board.

4.5.1.3. **(Added)** . If there are no HQ AMC/AV3 flight examiners available to administer a pyramid evaluation, senior 89 OG/OGV flight examiners may receive their evaluation from any appropriately qualified flight examiner assigned to the 89 AW, after coordination/approval from HQ AMC/A3V. Document coordination IAW **Paragraph 4.5.1.2**.

4.5.1.4. **(Added)** Refer to **Table 4.2** for 89 OG examinee/examiner requirements. If OGV examiners cannot accomplish a pyramid evaluation, any appropriately qualified 89 AW flight examiner may administer the evaluation, after coordination with 89 OG/OGV. Include the following statement in the remarks section of the AF Form 8: “This evaluation satisfies the

requirement of the pyramid evaluation per prior coordination with (evaluator's name) 89 OG/OGV." PAG/CC determines PAG pyramid evaluation requirements.

Table 4.1. 89 OG Examinee/Examiner Requirements.

Examinee	Required Flight Examiner
Sq assigned/attached aircrew member	Any
Additional Duty Flight Examiner (Not in DOV)	SQ/DOV or higher
SQ/DOV Flight Examiner	OGV or higher
EATC/FTU Instructor	OGV or higher
OGV Flight Examiner	HQ AMC/A3V
MAJCOM Flight Examiner	Any
SQ/DO	OGV or higher
SQ/CC	OGV or higher
OG/CD	SQ/DOV Flight Examiner
OG/CC	SQ/DOV Flight Examiner
WG/CV	OGV or higher
WG/CC	OGV or higher

Table 4.2. (Added) 89 AW Reviewing and Final Approving Officers.

Examinee	Reviewing Officer	Final Approving Officer
Sq assigned/attached	Chief, SQ/DOV	SQ/CC
Additional Duty Flight Examiner	Chief, SQ/DOV	SQ/CC
SQ/DOV Flight Examiner	Chief, OG/OGV	SQ/CC
OGV Flight Examiner	SQ/CC	OG/CC
Chief, OG/OGV	SQ/CC	OG/CC
SQ/DO	Chief, OG/OGV	SQ/CC
SQ/CC	Chief, OG/OGV	OG/CC (or PAG/CC for PAS)
OG/CD	SQ/CC	WG/CC
OG/CC	SQ/CC	WG/CC
PAG/CD	PAS/CC	WG/CC
PAG/CC	PAS/CC	WG/CC
Chief, EATC/FTU	Chief, OG/OGV	OSS/CC
EATC/FTU Student	Chief, EATC	OSS/CC
MAJCOM Flight Examiner	Chief, OG/OGV	Chief, AMC/A3V

5.2.6.3.8.1. **(Added)** 89 OG/CC and PAG/CC policy establishes a no-notice minimum goal of 15% of available (qualified to perform aircrew duties) crewmembers (by crew position) annually.

Units are encouraged to make every effort to exceed the 15% minimum goal to promote standardization across the 89 AW. Additional guidance for the 89 OG No-Notice program are detailed in the 89 OG/OGV No-Notice Process Guide. PAG No-Notice program procedures are detailed in the PAGV No-Notice Process Guide.

5.2.6.3.8.2. **(Added)** For the purposes of this guidance, “available crewmembers” will be based on the number of qualified aircrew members in each crew position, as of 31 December of each calendar year. 89 OG units will establish their 15% goal (by crew position) based on this number and report it to 89 OG/OGV no later than 31 January of each calendar year. PAGV will determine “available crewmembers” within the PAG no later than 31 January of each calendar year.

6.4.1.5. **(Added)** 89 OG/OGV is responsible for writing and updating all open book Secure Question Banks (SQB) for each crew position. Open book tests for all crew positions will consist of a minimum of 50 questions. PAGV is responsible for development of VC-25 SQBs. Additional guidance for Aircrew Examinations are detailed in the 89 OG/OGV Aircrew Examination Process Guide

6.4.1.5.1. **(Added)** 89 OG/OGV and PAGV will ensure open book tests for pilots and flight engineers include a random sampling of questions related to aircraft taxi operations and ground marshalling.

6.4.1.5.2. **(Added)** 89 OG/OGV will ensure a portion of the open book examination administered to flight instructors in each crew position will include instructor (scenario-based) questions. PAGV is responsible for developing instructor-based questions for each VC-25 crew position.

6.6.1. 89 OG/OGV is responsible for developing open and closed book tests for each crew position on the C-37A/B, C-32A, and C-40B. PAGV is responsible for developing open and closed book tests for each crew position on the VC-25. Unit DOV personnel may grant credit for disputed test questions. DOVs will notify OGV of all disputed test questions. OGV is responsible for corrective action to disputed questions. OGV will forward recommendations for MQF updates to HQ AMC/A3V. PAGV is responsible for review/update of VC-25 MQF.

6.8.4. **(Added)** All tests will be graded and debriefed immediately after they are completed. DOVs are responsible for ensuring all completed tests are recorded in GTIMS. For test failures, immediately notify any of the following: SQ/CC or DO, Squadron Operations Center (SOC). Units are responsible for ensuring the individual does not fly unsupervised until a successful retake has been accomplished. IAW **Paragraph 6.9.1**, aircrew members failing a Boldface/CAPs exam will be placed in supervised status until a successful reexamination is accomplished.

7.3.1. SQ/DOV and/or OGV will ensure that all flight examiners are trained on AF Form 8 procedures. Evaluators will use the checklist provided by SQ/DOVs to ensure all required actions are accomplished.

7.3.1.4. **(Added)** AF Form 8 Routing and Filing Procedures. 89 OG will utilize the following process to ensure timely and accurate completion of all AF Form 8s. Additional guidance for routing and filing of AF Form 8s is detailed in the 89 OG/OGV Flight Evaluation Folder Process Guide. AF Form 8 completion process for PAG personnel are IAW PAGV procedures.

7.3.1.4.1. **(Added)** Immediately following the completion of an evaluation, the flight examiner will file a temporary evaluation certificate with the SQ/DOV office. Complete the temporary evaluation certificate IAW **Paragraph 7.3** The temporary evaluation certificate will be a signed

copy of a draft AF Form 8. If a qualification level 2 or 3 is given, or the evaluation debrief cannot be immediately accomplished for an evaluation that may result in a qualification level 2 or 3, the flight examiner will immediately notify the SQ/CC and/or DO, SQ/DOV, scheduling, and SARM, so the status (qualified/unqualified or supervised) of the individual is clearly understood. SQ/DOV will notify OGV within one working day whenever a qualification level 2 or 3 is given.

7.3.1.4.2. **(Added)** Within one duty day after the completion of post-mission crew rest (if applicable), the examiner should complete any additional actions required by unit-specific AF Form 8 completion checklists. The completed AF Form 8 will be submitted in GTIMS and will be reviewed by at least one additional Stan/Eval representative prior to routing for signatures. Before entering post mission crew rest, the draft copy of the signed AF Form 8 will be annotated as a “draft” and placed in the DOV inbox for inclusion in Section II of the examinee’s FEF while the electronic AF Form 8 is being routed for signatures. DOV members will also pen and ink the Letter of X’s as required.

7.3.1.4.3. **(Added)** Once the AF Form 8 is completed and all signatures have been obtained, the temporary evaluation certificate placed in the FEF will be removed and destroyed. SQ/DOV will ensure the AF Form 8 and all associated processing steps in the evaluation checklist are completed IAW [Paragraph 7.3.12.5](#).

7.7.1.2. 1 AS/DOV and 99 AS/DOV are responsible for maintaining the contents, accountability, and security of FEFs for all assigned and attached aircrew members within their respective squadrons. PAGV maintains FEFs for all PAG assigned aircrew members.

7.7.3.1. Section I (left side of paper copy). Section I of the FEF will contain the most current AF Form 942 on top, and two tabbed sub-sections filed below the AF Form 942.

7.7.3.1.1. **(Added)** All AF Forms 942 will be placed on top of Tab 1 in chronological order, with the most recent on top. If there is more than one AF Form 942, ensure the most recent is on top, and previous 942s are either completely filled out or remaining empty entries are Z’d out.

7.7.3.1.2.1. **(Added)** SQ/DOV will make a one-line entry for initial and annual reviews on the AF Form 942. Document all discrepancies on an MFR or in the minor discrepancy log as appropriate.

7.7.3.1.2.2. **(Added)** SQ/DOV will utilize a standard individual minor discrepancy log provided by 89 OG/OGV to document all minor discrepancies.

7.7.3.2.2.5. **(Added)** Waivers and Miscellaneous Information. If a long-term waiver (more than two years) applies, file a copy of the waiver under Tab 2 for the period in which the waiver is effective. Do not maintain copies of the DD Form 2992 or AF Form 1274 in the FEF; these forms are maintained by the base Host Aviation Resource Management (HARM).

7.8.8.2. **(Added)** The master Letter of X’s is the source document for unit-specific certifications. SQ/DOT is responsible for generating the master Letter of X’s. Whenever an individual aircrew member’s certifications are updated, SQ/DOV will coordinate changes to the master Letter of X’s with SQ/DOT. PAG/CC determines certification requirements for PAG assigned aircrew members.

8.4. **Flight Surgeons.** Flight surgeons will complete an initial examination followed by a periodic examination every 17 months. This examination is a standardized online closed-book examination and is not maintained or updated by OGV or unit DOVs. A flight evaluation is not required. Flight

surgeons will accomplish currency requirements as specified in AFMAN 11-202V1, AFMAN 11-2EAV1, and this instruction. Flight surgeons should also report their test score to their assigned flying SQ/DOV. If provided scores, SQ/DOV will record flight surgeons test scores in their aircrew examination log.

9.1.1. 89 OGV is the primary manager of the FCIF program for all 89 OG flying units. PAGV maintains a separate PAG FCIF Library. 89 OG FCIF procedures are detailed in 89 OG/OGV FCIF Process Guide. PAG FCIF procedures are detailed in the PAGV FCIF Process Guide.

9.1.1.2. The master FCIF Library is located in the 89 OG/OGV office. In addition, an electronic copy will be maintained on the 89 OG/OGV SharePoint. A paper copy of the FCIF Library will be maintained by 1 AS/DOV and 99 AS/DOV. These copies will be available for aircrews during pre-flight mission planning.

9.1.1.3. Deployed Operations. SQ/DOV assumes responsibilities for ensuring deployed aircrews from their respective squadron are provided the most current FCIF information. GTIMS or Email will be the primary means of communicating new releases.

9.1.1.5. **(Added)** SQ/CCs may institute a “read file” to disseminate additional information to squadron aircrew. SQ/DOV, in coordination with the SQ/DO will manage the squadron read file. SQ/DOs should ensure that they coordinate guidance with other SQ/DOs before putting out guidance on topics that could affect other units in an effort to not create conflicting rules or procedures. The read file will remain independent of the FCIF library. OGV will disseminate squadron read files through GTIMS. Squadron read files will be labeled with the last two digits of the year followed by a “dash” and a sequential 2-digit number (e.g., DO Read File 21-01).

9.1.2. **Required Volumes.** 89 OG/OGV determines which publications in the FCIF Library are kept in hard copy or electronic format.

9.1.2.1.2. 89 OG/OGV is responsible for issuing FCIFs for 89 AW aircrews and maintaining the master Part B index. FCIFs relating to VC-25 operations are issued/maintained by PAGV. GTIMS is the primary means of distributing FCIFs to 89 OG aircrews. PAGV establishes PAG FCIF distribution procedures.

9.1.2.1.4. **(Added)** FCIF Distribution. Aircrew will use GTIMS as the primary means of reviewing and signing off required FCIFs prior to flight. PAG/CC specifies primary means of reviewing and signing off required FCIFs for PAG aircrew members. FCIFs loaded into GTIMS will reflect exactly what is in the Current Read File. If GTIMS is unavailable, aircrew will refer to the FCIF Library binders maintained by SQ/DOV. Aircrew will review the FCIFs, annotate the current FCIF number and initial the flight authorization beside their name. The initialed flight authorization will be filed with the unit SOC. When GTIMS subsequently becomes available after an outage, aircrew members will electronically sign off FCIFs previously acknowledged on the flight authorization.

9.4.6. **(Added) Go/No-Go Process.** The 89 OG Go/No-Go procedures are detailed in 89 OG/OGV Go/No-Go Process Guide. PAG Go/No-Go procedures are detailed in the PAGV Go/No-Go Process Guide.

9.4.6.1. **(Added)** The 89 AW Go/No-Go procedures are performed in four steps. The first three steps of the Go/No-Go process are accomplished by the SARM, squadron schedulers, and the

SOC/ADO/DO prior to the flight authorization being signed. The fourth step in the Go/No-Go process is performed by Aircraft commander prior to stepping to the aircraft.

9.4.6.2. **(Added)** Squadron Go/No-Go Binder. SQ/DOV is responsible for maintaining a squadron Go/No-Go binder which will be accessible by all aircrew members. This binder will detail the squadron's implementation of the Go/No-Go process. The Go/No-Go binder will contain the following items: 89 OG/OGV Go/No-Go Process Guide, 89 OG Go/No-Go Procedures Checklist, 89 OG Go/No-Go Procedures Checklist (GTIMS outage), a current version of the squadron Letter of X's, and a current version of restricted aircrew letter (e.g. supervised status, unqualified, in training, etc.). The restricted aircrew letter will include aircrew whose restriction is not otherwise showing in GTIMS or ARMS. Additional items may be added at the discretion of the SQ/CC, DO, or SQ/DOV to enhance the unit's Go/No-Go process.

9.5.1. The 89 AW Supplementary Evaluation Program (SEP) focuses on evaluation of unit-specific programs.

9.5.3. Supplementary evaluations may include, but are not limited to: Instrument Refresher Course, High Risk Capture/Conduct After Capture Training, Combat Survival Training/Water Survival Training, tactics refresher ground training, intelligence training, Self-Aid/Buddy Care, etc.

9.5.5.1. **(Added)** Supplementary evaluations will be documented on the 89 OG/OGV Supplementary Evaluations Worksheet. This worksheet is available for download from the 89 OG/OGV SharePoint website.

9.5.5.2. **(Added)** Flight examiners will log completed supplemental evaluations in the SEP log located on 89 OG/OGV SharePoint and forward completed SEP worksheets to 89 OG/OGV for processing.

9.5.5.3. **(Added)** 89 OG/OGV will forward SEP evaluation worksheets to 89 OSS/OST for distribution to the appropriate training function and any actions required as a result of the SEP evaluation.

9.5.5.4. **(Added)** If the SEP evaluation was graded unsatisfactory or substandard for any reason, 89 OG/OGV will establish a suspense to improve the program. 89 OSS/OST is the OPR for corrections/improvements to 89 AW programs.

9.5.5.5. **(Added)** SEP results will be briefed during the quarterly SEB. Document SEP trends IAW [Paragraph 3.2.2.5.3.3](#).

9.6. **(Added) Operational Risk Management** . Due to the unique nature and command and control of 89 AW missions, the 89 OG has developed a specific ORM worksheet in coordination with HQ AMC/SE. This worksheet will be placed in the mission folder for all off-station missions. Worksheets will be completed and maintained IAW 89 OG OI 90-1, Aviation Operational Risk Management (ORM) Program.

STEPHEN P. SNELSON, Col, USAF
Commander, 89th Airlift Wing

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

(Added) AFMAN 11-2EA, Volume 1, *Executive Airlift Aircrew Training*, 28 Jun 2020

(Added) AFMAN 11-2EA, Volume 2, *Executive Airlift Aircrew Evaluation Criteria*, 18 Jun 2019

(Added) 89 OG OI 90-1, *Aviation Operational Risk Management (ORM) Program*, 1 Feb 2010

Prescribed Forms

(Added) No forms prescribed

Adopted Forms

(Added) AF Form 1274, *Physiological Training*

Abbreviations and Acronyms

(Added) AW—Airlift Wing

(Added) DO—Operations Officer

(Added) DOT—Training Flight

(Added) DOV—Standardization/Evaluation

(Added) EATC—Executive Airlift Training Course

(Added) HARM—Host Aviation Resource Management

(Added) ORM—Operational Risk Management

(Added) OSS—Operations Support Squadron

(Added) OST—Operations Support Squadron Training

(Added) PAG—Presidential Airlift Group

(Added) PAGV—Presidential Airlift Group Standardization/Evaluation

(Added) PAS—Presidential Airlift Squadron

(Added) R&C—Review and Certification

(Added) SAM—Special Airlift Mission

(Added) SEP—Supplementary Evaluation Program

(Added) SQ—squadron

(Added) WG—Wing

Terms

(Added) Restricted Aircrew Letter—Squadron commander’s tool for managing individual aircrew limitations or restrictions not otherwise tracked in ARMS, training folder, or in the member’s FEF.