

**BY ORDER OF THE COMMANDER
914TH AIR REFUELING WING**

AFI11-202V2_AMCSUP_914ARWSUP

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Flying Operations

**AIRCREW STANDARDIZATION AND
EVALUATION PROGRAM**

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This supplement extends the guidance of AFI 11-202, Volume 2, Air Mobility Command Supplement, *Aircrew Standardization and Evaluation Program* and provides procedures to execute the Aircrew Standardization and Evaluation (Stan/Eval) Program within the 914th Air Refueling Wing (914 ARW). This publication applies to 914th Operations Group (OG) assigned personnel. This publication does not apply to the United States Space Force. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*. This publication may not be supplemented or further extended. Submit requests for waivers through the chain of command to the 914 ARW Operations Group Commander (914 OG/CC) as waiver approval authority, or alternately, to the 914th Operations Group Standardization and Evaluations (914 OG/OGV) as OPR.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

1.3.3. Waiver authority for this supplement is the 914 OG/CC.

3.2.2.2. Procedures for review and quality control of AF Forms 8 are detailed in **Chapter 7**.

3.2.2.3. Procedures to maintain and review unit Flight Evaluation Folders (FEFs) are detailed in **Chapter 7**. An FEF review checklist is available electronically as a part of process guide D.

3.2.2.4. Procedures for requisite Aircrew Exams are detailed in **Chapter 6**.

3.2.2.5. Trend data is reviewed semi-annually in conjunction with Stan/Eval Board (SEB) preparation. Examinations and evaluations are reviewed using an approved electronic platform.

3.2.2.6. Procedures for the conduct of supplementary evaluations are detailed in **Chapter 9**.

3.2.2.7.2.1. The SEB is normally scheduled to immediately follow the Training Review Panel.

3.2.2.8. Procedures to maintain the unit basic library and Flight Crew Information File (FCIF) program are detailed in **Chapter 9**. The basic and FCIF libraries are maintained electronically and the FCIF library is maintained in a hard copy located at the Operations Coordinator (OC) desk.

3.2.2.9. Individual crewmembers maintain a hardcopy Abbreviated Flight Crew Checklist (Technical Orders 1C-135 (K)R(II)-CL-1 or 1C-135(K)R(II)-1CL-3). Control and distribution are conducted IAW wing Technical Order Distribution Office procedures.

3.2.2.12. The unit is not responsible for any Military Training Routes.

3.2.2.13. The Operations Coordinator program is detailed in local guidance.

3.2.2.17. Applicable hazard and aircraft mishap reports are forwarded to OGV by 914 ARW/SE for review and corrective action.

3.2.2.18. A record of all evaluations administered by assigned flight examiners is maintained via the approved electronic platform and on a hard copy proprietary log within OGV.

3.2.2.22. **(Added)** All actions and functions that reference the approved electronic platform are conducted IAW current MAJCOM and software manufacturer guidance.

3.2.3.4. OGV and squadron Stan/Eval functions are combined.

3.3.2. Squadron Stan/Eval functions are assumed by OGV.

3.3.2.13.3.4. **(Added)** Crewmembers that meet an R&C Board will schedule an appointment with the OG/CC for a philosophy briefing as soon as practical following the Board.

4.2.2.1. The OGV Chief will normally initiate recommendations to the OG/CC concerning any changes to the flight examiner force. Either the 328 ARS/CC or 914 AES/CC is the final approving authority for flight squadron examiner certification. Prior to certification, flight examiners will complete training outlined in the 914 OG Evaluator Certification Checklist.

5.5.4.1. Requisite testing completion for periodic evaluations should be complete by the end of the fourth month of the eligibility zone.

6.3.1. Open book, closed book, boldface and instrument requisite examinations should be administered through an approved electronic platform. Emergency Procedures Evaluation grades are manually entered in an approved electronic platform.

6.6.1. Test Secure Question Banks are maintained in an approved electronic platform. Reviews are tracked and documented in an approved electronic platform.

6.6.3. A unique examination is generated by an approved electronic platform for each aircrew member for open book, closed book and instrument exams.

6.10. The 914 OG does not conduct Unit Periodic Examinations.

7.1.2. Electronic AF Forms 8 are used to document Aircrew Evaluations via an approved electronic platform. Specific procedures are documented in the most current an approved electronic platform program guidance.

7.3.12.7. **(Added)** A hard copy AF Form 3862 signed by the examiner or a copy of the submitted AF Form 8 if the 3862 is not available is maintained in OGV until the examinee electronically signs the completed AF Form 8 in an approved electronic platform.

7.6.7. Computer Generated AF Form 942. The 914 OG maintains electronic AF Forms 942 in an approved electronic platform.

7.7. The 914 OG maintains electronic FEFs in GTIMS. Legacy hard copy FEFs are maintained concurrently and stored in the OGV office.

7.7.2.2.1. GTIMS is used to fulfill this requirement. AF Forms 8 are also saved as a hard copy in the FEF once fully signed.

7.7.5.3.2. Periodic reviews are accomplished in the crewmember's birth month. This ensures the review is accomplished and will not exceed the AMC directed standard qualification period window following the last Initial or Periodic review.

7.8.8.1. Electronic monthly copies are currently being maintained on a local drive.

9.1.1. The FCIF is maintained electronically on the EFB End User Service Agreement computer and readily accessible and easily navigable by all aircrew by synching personal EFBs.

9.1.1.2. A hard copy FCIF Volume I is maintained in the Operations Coordinator area.

9.4. An approved electronic platform is the primary Go/No Go system. The Flight Authorizing Official and/or the Director of Operations will confirm the Go/No Go status of all crewmembers in GTIMS during mission planning. If an approved electronic platform is not available, the following hard-copy documents are maintained in the Operations Coordinator area for review:

- Daily Go/No Go report produced by Squadron Aviation Resource Management (SARM) containing physiological requirement dates, ground and flight training dates and duty not involving flying (DNIF) Status.
- Weekly training letter produced by 328th Air Refueling Squadron Training Office (328 ARS/OST) listing all crewmembers on waivers or Supervised Status.
- Letters of X printed monthly from an approved electronic platform by SARM. Red pen and ink changes are made until incorporated in the monthly update.
- FCIF Volume I

9.5.6. **(Added)** When directed by the OG/CC, supplementary evaluations will be documented on an OG Supplemental Evaluation worksheet and forwarded to OGV for review.

JOSEPH P. CONTINO, Colonel, USAF
Commander

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

AFI11-202V2_AMCSUP, *Aircrew Standardization and Evaluation Program*, 2 November 2020

Abbreviations and Acronyms

(Added) AMC—Air Mobility Command

(Added) ARW—Air Refueling Wing

(Added) EFB—Electronic Flight Bag

(Added) OC—Operations Coordinator

Office Symbols

(Added) 328 ARS—328th Air Refueling Squadron

(Added) 328 ARS/OST—328th Air Refueling Squadron Training Office

(Added) 914 ARW—914th Air Refueling Wing

(Added) 914 ARW/SE—914th Air Refueling Wing Safety Office

(Added) 914 AES—914th Aeromedical Evacuation Squadron

(Added) 914 OG/CC—914th Operations Group Commander

(Added) 914 OG/OGV—914th Operations Group Standardization and Evaluations

Terms

(Added) Letter of ‘X’—A list of aircrew certifications/qualifications.