

**BY ORDER OF THE COMMANDER
920TH RESCUE WING**



**AIR FORCE MANUAL 11-202V2 30
AUGUST 2021
AIR COMBAT COMMAND
19 AUGUST 2022
920TH RESCUE WING
Supplement
28 FEBRUARY 2023**

Flying Operations

**AIRCREW STANDARDIZATION AND
EVALUATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

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OPR: 920 OG/OGV

Certified by: 920 OG/CC
(Lt Col John J. Lowe)

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2021

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(920 RQW) AFMAN 11-202V2, Aircrew Standardization/Evaluation Program, 30 August 2021, AFMAN 11- 202V2_ACCSUP, 19 August 2022, and AFMAN 10-3500V2, 01 June 2022 are supplemented as follows: This supplement applies to the 920 RQW and all squadrons under its control and oversight. Refer recommended changes to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. 920 OG/OGV, 1235 Jupiter St., BLDG 425, Room 3-37, Patrick SFB, FL, 32925, COM: 321-494-9782, DSN: 854-9782, 920 OGV Org box at 920OG.OGV@us.af.mil. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

(920RQW) This document has been substantially revised and must be completely reviewed.

1.3.1. **(920RQW)** Unless otherwise specified, the 920 OG/CC is the waiver authority for 920RQW supplemented paragraphs.

1.3.2. **(920RQW)** Recommended Changes. Proposed changes to this supplement will be submitted via AF Form 847 through SQ/CCV to 920 OG/OGV.

3.2.2.1. **(920RQW)** 920 OG/OGV will ensure appropriate communication channels exists with HHQ, primarily ACC/A3TV, AFRC/A3J, and 10 AF/A3V, in order to provide pertinent information to 920 OG units.

3.2.2.1.3. **(Added-920RQW)** GA Evaluators will input all required information (Examinee Name, Crew Position, Date Accomplished, Expiration Date, Eval Type, Checkride Grade, Commendables, and Discrepancies) and sign AF Form 1035s, *AFSPECWAR Evaluation Form*. CCV will conduct an initial review of AF Form 1035s, initial the review and place into “Needs Signatures” folder, located at P:\920_OG\308_RQS\308 RQS_DOV\02 - 308 DOV – Eval Management\1035's\2022\Needs Signatures, for examinee to sign. Upon completion of examinee signature, CCV will complete a post review and place AF Form 1035 in examinee’s FEF located at P:\920_OG\920OG_STAFF\920OG_OGV\04-OGV-FEF Management\308 RQS FEF's.

3.2.2.2.1. **(Added-920RQW)** 920 OG/OGV will review all AF Forms 8, *Certificate of Aircrew Qualification*. Squadron CCVs will ensure all evaluation data is in PEX, set the evaluation to complete, and input all required information (Examinee Name, Crew Position, Eligibility Period, Date Completed, Evaluation Type, Checkride Grade, EPE Grade, Commendable Area with Comments, Downgrade Area with Comments and Additional Comments).

3.2.2.2.2. **(Added-920RQW)** If no edits are required, the OGV representative will digitally sign the Pre-Signature Review block in PEX and release the AF Form 8 for signatures.

3.2.2.2.3. **(Added-920RQW)** If a signature cannot be accomplished in PEX, the SQ/CCV shop responsible for the AF Form 8, will select the option to “Export Form 8” in PEX, obtain the required signature, and then reload the AF Form 8 back into PEX. AF Form 8s should not be completed outside of PEX unless OGV has been made aware. NOTE: Scanned AF Forms 8s accomplished completely outside of PEX will not be included in PEX reports. In addition, a manual AF Form 942 entry must be completed when scanning in a Form 8.

3.2.2.3.1. **(Added-920RQW)** 920 OG/OGV will maintain FEFs on assigned/attached aircrews. FEFs will be maintained in PEX and backed by an approved hard drive, disk, or hard copy folders. FEF Reviews will be conducted IAW **Paragraph 7.7.5** of this publication. FEF Periodic Reviews will be completed by 920 OG/OGV at a minimum of every 18 months for HC-130J and HH-60G aircrew. Ideally, after completion of periodic qualification evaluation. Periodic Reviews and any minor discrepancies noted will be annotated in PEX Stan/Eval Module, Minor Discrepancy Log, as “Periodic Review.”

3.2.2.3.2. **(Added-920RQW)** Records will be maintained by the 920 OG/OGV. Additional guidance is listed in AFMAN 10-3500v2, *Air Force Special Warfare Standardization and Evaluation Program*. Evaluation Section Reviews will be conducted IAW **Para 7.7.5** of this publication and Paragraphs 6.3,6.5 and 6.7 of AFMAN 10-3500v2. GA Periodic or Section Reviews will be conducted at a minimum of every 24 months, after the completion of GA periodic mission evaluation. Periodic Reviews and any minor discrepancies will be annotated as “Periodic Review” in GA Minor Discrepancy Log in GA FEF folder located at P:\920_OG\920OG_STAFF\920OG_OGV\04-OGV-FEF Management\308 RQS FEF's.

3.2.2.4. **(920RQW)** Reference **Chapter 6** of this publication for 920 OG/OGV procedures for requisite Aircrew Exams.

3.2.2.5.2.5. (Added-920RQW) Data for testing trend analysis will come from missed test questions tracked by PEX. Data for Flight and EPE trend analysis are tracked by 920 OG/OGV, and discussed during the SEB.

3.2.2.5.2.6. (Added-920RQW) Minimum sample size for a trend area will be five. Evaluations areas/test questions with a discrepancy rate of 20 percent or higher are considered a trend. If there is a discrepancy rate above 50 percent for a sample size less than 5, OGV will determine if the area/test question should be considered a trend. OGV will track and report emphasis areas during the SEB.

3.2.2.5.2.7. (920 RQW) 920 OG/OGV will be the OPR for trend corrective action, tracking, and closure unless assigned to a different office at the SEB. Requisite testing trends will be re-tested via the next semi-annual test. Repeat topics may become focus areas for future EPEs and/or Flight Evaluations as discussed in the SEB.

3.2.2.6. (920RQW) See paragraphs 9.5.1 through 9.5.1.3 for 920 OG/CC guidance on supplementary evaluations.

3.2.2.7. (920RQW) 920 OG will normally accomplish SEBs during the January and August Unit Training Assemblies for maximum participation. In reference to AFMAN 10-3500V2, paragraph 8.6, AFSPECWAR SEBs will be held in-conjunction with 920 OG/OGV SEBs.

3.2.2.7.2.2. (920RQW) 920 OG SEB minutes will also be sent to AFRC/A3J at HQAFRC.A3J.Workflow.1@us.af.mil and 10 AF/A3V at 10AF.A3V@us.af.mil.

3.2.2.8.1. (Added-920RQW) The 920 OG FCIF Library will be established and maintained by OGV and will be available to all 920 OG members via OGV – Public Sharedrive located at P:\920_OG\920OG_STAFF\920OG_OGV\05-OGV-FCIF\FCIF Master Electronic Library.

3.2.2.8.2. (Added-920RQW) 920 OG/OGV will issue an FCIF Part B, indicating newly released publication, changes or supplements identified in AFI/AFMAN 11-2MDS Vol 3, Table 9.2 of this publication and SII's referenced in paragraph 9.2 of this publication. Squadron CCV's will be responsible for pick-up of publication/supplements at OGV and destruction of outdated publications.

3.2.2.9.1. (Added-920RQW) The OGV Technical Order Distribution Officer (TODO) is responsible for ordering and distributing Technical Orders IAW T.O. 00-5-1. Squadrons will submit their T.O. requirements to the OGV TODO.

3.2.2.11.1. (Added-920RQW) Squadron-level originators will submit their change proposals to CCVs by an electronic AF Form 847. Group-level originators and civilian contract employees may submit proposed changes directly to OGV.

3.2.2.11.2. (Added-920RQW) OGV Responsibilities. OGV will assign a control number, research, and recommend concur/non-concur action and forward to the 920 OG/CC for approval.

3.2.2.11.3. (Added-920RQW) OGV will forward OG approved AF Form 847 proposals to HHQ IAW directives. OGV will retain a copy of the AF Form 847 and track its status until implementation or disapproval by HHQ. OGV will follow-up quarterly by checking the ACC 847 SharePoint or contacting the representative directly and report status at the SEB until completion.

3.2.2.12.1. **(Added-920RQW)** 920 OG/OGV is the OPR for local MTRs and Air Refueling Tracks. OGV will coordinate with squadrons on release any applicable changes via FCIF and brief changes during the SEB.

3.2.2.13.1. **(Added 920RQW)** Reference AFI 11-418 920RQWSup.

3.2.2.16.1. **(Added-920RQW)** The 920 OG/CC no-notice program goal is no less than 10% per each AFSC per calendar year. CCVs will indicate whether an evaluation was a no-notice in PEX. 920 OG/OGV will track no-notice evaluations on a monthly checklist and brief no-notice completion percentages at SEB meetings.5.2.6.3.2.2.

3.2.2.17.1. **(Added-920RQW)** 920 OG/OGV is the OPR for the following: AFI 11-202v2_920OGSUP, AFI 11-418_920OGSUP, and 920 OG Electronic Flight Bag (EFB) Operating Instruction.

3.2.2.17.2. **(Added-920RQW)** Squadron CCVs are the OPR for the following: AFMAN 11-2HH-60GV3 Local Chapter 8, AFMAN 11-2HC-103JV3 Local Chapter 10 and respective Inflight Guide.

3.3.3.3.1. **(Added-920RQW)** Squadron CCV staff should be manned by at least one flight examiner, per crew position, per Weapon System MDS.

4.2.2.1. **(Added-920RQW)** Certification of flight examiners will be accomplished IAW the Flight Examiner Upgrade Checklist (**Attachment 13**). This checklist may be incorporated into the PEX training module. Upgrade programs for instructors with previous flight examiner experience may be tailored as deemed necessary by the SQ/CC, Chief of CCV, and the Chief of OGV. Flight Examiner certification will be documented on the AF Form 4348, *USAF Aircrew Certifications*. The completed FE Upgrade Checklist will be maintained in the members permanent training folder.

4.4.1.1. **(Added-920RQW)** Senior Flight Examiners upgrades will be conducted IAW Flight Examiner Upgrade Checklist (**Attachment 13**).

5.1.3. **(Added-920RQW)** SQ/CCV Responsibilities. CCV will track the progress of checkride prerequisites and flights until completion of all requirements. Upon completion of the evaluation, CCV will use the contents of the AF 3862, *Flight Evaluation Worksheet*, to complete the AF Form 8 in PEX.

5.1.4. **(Added-920RQW)** All 920 OG squadrons will schedule members for Flight Evaluations by the fourth month of eligibility. The intent is to have the Flight Evaluation complete by the end of the fourth month. The fifth and sixth months may be utilized only if strong extenuating circumstances prohibited Flight Evaluation completion in the fourth month. CCVs will report any member not completing an evaluation in the fourth month and reason(s) why to 920 OG/OGV.

5.2.6.3.2.2. **(920RQW)** Reference **paragraph 3.2.2.16.1** of this publication for 920 OG annual requirements for the N/N Program.

5.2.6.3.2.3.1. **(Added-920RQW)** Depending on evaluation preparation requirements, examinees will be notified no earlier than 24 hours and no later than show brief/roll call (1 hour prior to flight brief) for a No-notice Evaluation. Evaluator discretion on notification time should be utilized (for example, full CSARTF with multiple players and intel scenario or named exercise could require full 24 hour notification to evaluate the mission planning process).

5.3.3.3.2. **(920RQW)** FEs should check all required in-flight publications for the INSTM, QUAL, and MSN evaluations during the crew briefing. FE's should check electronic flight bags for proper set-up and battery charge IAW ACCI 11-270 and 920 OG EFB Operating Instruction.

5.4.2.4.2.7. **(Added-920RQW)** FEs will notify Squadron CCV of a requirement for additional training. SQ/CCV will process an Additional Training Letter (**Attachment 14**) with applicable details.

5.5.2.2.4. **(Added-920RQW)** EPE accomplishment will be tracked by the Squadron CCVs. Discrepancies will be logged on the AF Form 3862. EPE accomplishment will be briefed to the OG/CC at semi-annual SEBs.

5.7.2.2. **(Added-920RQW)** Use an Additional Training Letter (**Attachment 14**) to place individuals on supervised status following a failed evaluation and to document additional training requirements and restrictions. Squadron CCV/SARM will also identify the individual in PEX as being in supervised status and add any restrictions to PEX in order to aid the Go/No-Go process.

5.7.2.3. **(Added-920RQW)** CCVs will provide an Additional Training letter (**Attachment 14**) to the SQ/CC and SQ/DO. CCV will enter the same information in PEX. CCVs will track assigned additional training to ensure completion. When training is completed, CCV will inform the reviewing officer to endorse the additional training letter.

5.8.3.2.3. **(920RQW)** Units shall limit the use of waivers to the maximum extent possible. If an extension waiver is required, members will be identified in the zone, extension waiver completion date will be updated in PEX and an MFR will be placed in the members FEF. Upon completion of an evaluation, FEs will add comments to the Additional Comments block on Form 8 annotating the reason for the waiver, reference to the extension/waiver MFR approval and cite the applicable 11-202V2 paragraph reference.

6.3.1.1. **(Added-920RQW)** 920 OG/OGV will generate, control and administer Open Book, Closed Book, Instrument, Marshalling, and FCF tests. The OGV testing room is located within the OGV office. All exam banks will be maintained by OGV using PEX. OGV will generate, but individual squadrons will administer semi-annual exams. Units with suitable testing facilities may administer and proctor exams with OG/OGV approval.

6.3.1.2. **(Added-920RQW)** Closed Book exams must be completed in one sitting. The Open Book and Instrument tests may be completed over several testing periods.

6.3.2.1. **(Added-920RQW)** PEX is the primary method to administer and take periodic/requisite examinations. OGV will produce and maintain the capability to generate hard copy tests as a backup if PEX is not available. If PEX is down for an extended time or members are conducting checkrides while deployed (if area of operations allows upgrade training and PEX is not available), OGV (home station) or designated deployed FEs will administer/proctor paper exams for examinees. Deployed FEs shall contact 920 OG/OGV for paper copies of current exams and conduct testing IAW this instruction.

6.4.2.2. **(920RQW)** 920 OG/OGV will maintain 920 OG local procedures questions to be included in 920 OG exams.

6.4.4. **(920RQW)** Boldface exam will be accomplished using Hardcopy. Boldface exams will be administered as part of all EPEs and will be evaluated on the spot by the FE.

6.6.1. **(920RQW)** OGV will review all QDBs in PEX annually or as soon as possible after any change in a source document. Closed Book MQFs will be updated following a review and notification of updated MQFs will be pushed via FCIF.

6.10. (920RQW) Periodic Testing (Semi-Annual Testing). The semi-annual exam will be PEX generated or hardcopy consisting of at least 25 questions from flying/operational directives, recent changes, special interest items, and testing trend questions. Semi-annual exams will be released January and July of each year. Aircrew have until 31 March and 30 September to complete examinations for the respective semi-annual period. Effective 1 April and 1 October, members who have not completed the semi-annual requirement are grounded. Aircrew who fail to successfully complete the semi-annual test will be grounded until successful completion of the test. Aircrew TDY may continue to fly until returning to Patrick SFB. SQ/CC will be notified of any TDY aircrew flying beyond test due dates. Extensions can be requested through CCV. 85% is passing and all tests will be non-proctored and corrected to 100%. For crewmembers who fail a semi-annual exam, CCV will review the examination questions with the individual to ensure a thorough understanding of material for questions missed.

6.10.4. **(Added-920RQW)** Any current and qualified aircraft commander or instructor is a designated representative to grade Boldface. Boldface exams will be accomplished using a handwritten hardcopy. If a monthly boldface is failed, a re-test can be given immediately at the discretion of any squadron FE.

7.3.1.4. **(Added-920RQW)** CCVs will process all AF Forms 8 for assigned and attached personnel. OGV will provide oversight and quality control through OGV review.

7.3.11.3.3.1. **(Added-920RQW)** CCVs will use standardized mission descriptions maintained in PEX.

7.3.11.6.1. **(Added-920RQW)** OGV will review all evaluations. Include a review line for OGV initials after all comments on the Form 8.

7.3.12.6. **(920RQW)** Flight Examiners will use PEX or hardcopy AF Form 3862 to document all EPEs and Flight Evaluations. The AF Form 3862 will be the temporary Form 8 until all evaluation requirements are completed. FEs will either fill out and save in PEX, or if PEX is down, provide a hardcopy to respective unit CCVs after the Flight Evaluation. After completion of all requisites, CCV will upload additional evaluation details to PEX and set the primary evaluation to complete prior to beginning the formal review process. Upon completion of the review process and when the Form 8 has been released for signatures, CCV or designated FE will fill out an AF 1522 documenting Flight Evaluation completion and provide to Squadron SARM for entry. The AF Form 3862, temporary Form 8, will be deleted from examinee's FEF on OGV or CCV post Form 8 Review.

7.6.7. **(920RQW)** Computer Generated AF Form 942. The AF Form 942, *Record of Evaluation*, will be completed in PEX. Historical AF Form 942 data will be transferred into the member's PEX FEF. Historical AF Forms 942 will be scanned and uploaded into the PEX AF Form 942 section.

7.7.2.2.1. **(Added-920RQW)** PEX generated electronic FEFs are backed-up by PEX OMNI database servers located at Offutt AFB, NE via Cloud and on the 920 OG/OGV R: drive, R:\920_OG Staff\OGV\02 - FEF Management BU. 920 OG/OGV will back-up individual FEFs when conducting periodic FEF reviews.

7.8.7. **(920RQW)** Squadron CCVs will manage unit AF Form 4348 program in PEX. Required certifications and designated certifying officials are IAW AFMAN 11-2MDSV1. Flight Examiner certifications will be certified by SQ/CC or OG/CC. Squadron CCV will work in coordination with respective SARM and reference/update squadron Letter of X's to ensure correct certifications are listed. 920 OG/OGV will assess AF Form 4348s when performing periodic FEF reviews.

9.1.1.1.2. **(Added-920RQW)** The backup location of the FCIF Volumes 1-4 are on two separate servers maintained by the 920th Communications Squadron. 920 OG/OGV will perform an extensive review of the FCIF library the first week of every month, to include cross-checking the ACC FCIF and SII SharePoint. In addition, 920 OG/OGV will maintain communication with 10 AF, AFRC and ACC Stan Eval functions via respective Stan Eval ORG boxes email.

9.4.6.1. **(Added-920RQW)** Crews are not required to sign off FCIF that are released after the start of crew brief time. Squadron CCV or SARM personnel will ensure that any new FCIF is announced during daily Roll Call/Show Brief.

9.4.7.1. **(Added-920RQW)** The Operations Supervisor (Ops Sup) and SARM (ICO) personnel will verify and alibi all aircrew Go/No-Go status prior to operations.

9.4.9. **(Added-920RQW)** In the event of PEX failure or problems signing off PEX FCIF items, aircrew may document FCIF accomplishment by indicating "thru FCIF XXXX-XX" in the remarks section of the flight authorization.

9.4.10. **(Added-920RQW)** Visiting aircrew and HHQ members will furnish proof of medical and their ARMS Individual Data Summary and Individual Training Summary to ensure qualification and currency before being authorized to fly with the 920 OG. Additionally, visiting aircrew will complete an initial review of the 920 OG FCIF Volumes B and C.

9.5.1. **(920 RQW)** OGV will maintain a formal supplemental evaluation program and attempt to conduct annual evaluations in areas that include but are not limited to 847 program, briefing facilities, EFB Program, in-flight publications, Go/No-Go program, No-Notice program, FE upgrade program, FEF management and Form 8 reviews, Ops Sup program, and required academic classes.

9.5.1.1. **(Added-920RQW)** Not all supplemental evaluations require prior notification. If the 920 OG/OGV Chief determines a notification for a supplemental evaluation is appropriate, OGV will provide the evaluation criteria checklist and a minimum of one week notification to the SQ/CC, SQ/DO, and CCV. Supplemental evaluation results will be sent to the 920 OG/CC, SQ/CC and program OPR and logged on the OGV Supplemental Evaluation tracker. An OPR will be assigned to correct any adverse findings and a re-evaluation is required for any marginal or unsatisfactory inspection results.

9.5.1.2. **(Added-920RQW)** SQ/CCs may request, and the 920 OG/CC can direct, additional supplemental evaluations based on trends or emphasis areas within the group.

9.5.1.3. **(Added-920RQW)** In-flight supplemental evaluations serve as a means of obtaining additional information to support the existence of an adverse trend, identify other deficiencies, or determine if corrective action previously implemented still provides an effective solution. Any FE

may conduct in-flight supplemental evaluation and forward results to 920 OG/OGV for consolidation. OGV will report the results to the 920 OG/CC and SQ/CC.

JESSE L. HAMILTON, Colonel, USAFR
Commander, 920th Rescue Wing

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 10-3502v2, *Pararescue and Combat Rescue Officer Standardization and Evaluation Program*, 30 April 2012

AFI 11-418, *Operations Supervision*, 28 February 2020

AFMAN 11-2HH-60GV3, *HH-60--Operations Procedures*, 27 September 2018

AFMAN 11-2HC-103JV3, *HC-130J Operations Procedures*, 8 June 2020

Adopted Forms

AF Form 3862, *Flight Evaluation Worksheet*

AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*

AF Form 4348, *USAF Aircrew Certifications*

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 803, *Report of Task Evaluation*

AF Form 847, *Recommendation for Change of Publication*

AF Form 942, *Record of Evaluation*

Abbreviations and Acronyms

EFB—Electronic Flight Bag

EPE—Emergency Procedures Evaluation

MFR—Memorandum for Record

MTR—Military Training Route

OPR—Office of Primary Responsibility

PEX—Patriot Excalibur Program

SEB—Standardizations/Evaluations Board

TODO—Technical Order Distribution Officer

SFB—Space Force Base

Attachment 13 (920 RQW)

FLIGHT EXAMINER UPGRADE CHECKLIST

NAME: _____ SQ: _____

The above aircrew member is nominated for upgrade to Flight Examiner (FE) and will complete the following upgrade program prior to certification on the AF Form 4348.

	INITIAL/DATE
1. Interview with SQ/CC	_____/____
2. SQ/DOT initiate AF Form 4324	_____/____
3. Briefing by SQ or OGV Flight examiner on Flight Examiner/Examinee duties and responsibilities.	_____/____
4. Review AFI 11-202V2, as supplemented, AFI 11-2 (MDS) V2, and Flight Eval Briefing Checklist. PJ/CROs review AFI 10-3502V2. Review will be conducted with CCV or OGV FE.	_____/____
5. Briefing by Squadron Chief of CCV or designated representative on administrative procedures to include PEX, checkride processing, AF Form 3862/803, AF Form 8 routing and testing.	_____/____
6. Interview with 920 OG/CC	_____/____
a. Only required for first-time FE upgrades	
b. Do not hold up checklist for Step. Should be accomplished before Step 9	
7. Observe a Flight Examiner conduct an EPE.	_____/____
8. Observe a Flight Examiner brief, administer, debrief and document a Flight evaluation (INSTM/QUAL, MSN, MSN/QUAL, or Employment).	_____/____
9. Demonstrate to a Flight Examiner how to brief, administer, debrief and document a flight evaluation.	_____/____

NOTES:

- All EPEs and flight evaluations used for the purposes of this checklist must be of a like crew position.
- At the discretion of the SQ/CC, previously qualified FEs need only to accomplish Items 1, 4 and 8.
- SQ/CCV will initiate PEX AF4348 entry for FE Examiner certification following completion of this checklist.
- The completed FE Upgrade Checklist will be maintained in the aircrew member's permanent training folder.

I certify this Flight Examiner Upgrade checklist was completed on _____ / _____
 (Date) (Chief, CCV)

Attachment 14 (920 RQW)
ADDITIONAL TRAINING LETTER

DD MMM YY

MEMORANDUM FOR ___ RQS/CC, ___ RQS/CCV, ___ RQS/DOT, 920OG/OGV

FROM: (Rank) (Last), Flight Examiner (Crew Position)

SUBJECT: Additional Training / Failed Requisite

1. (Rank First MI. Last) displayed (MARGINAL / UNSATISFACTORY) performance or knowledge in one of the following areas:

- Failed Boldface Test. GROUNDED until successful retest NLT:
- Failed Requisite Exam. SUPERVISED STATUS until retest NLT:
- Emergency Procedure Evaluation. Accomplish Additional Training NLT: Flight/Ground Evaluation. Accomplish Additional Training NLT:
- Commander Directed Downgrade

Additional Training::

Restrictions: _____

- 2. The member's FLT/CC / Superintendent has been notified.
- 3. SQ/DOT and SQ/CCV will track/document all additional training in a training folder and via PEX Stan/Eval Additional Training. SQ/DOT will route this memorandum for SQ/DO and SQ/CC signatures after the completion of training (see below). SQ/DOT will forward the signed memorandum to SQ/CCV.
- 4. This memorandum will remain in the member's PEX FEF (Eval Forms/MFR section) until completion of the member's PEX evaluation form, after which, it may be removed.
Flight Examiner (CP), XX RQS

FIRST MI. LAST, Rank, USAF
Flight Examiner, ___ RQS

Additional Training Complete/Documented/Reviewed, SQ/DO: _____

Member is ready for Retesting/Evaluation, SQ/CC: _____

Attachment 15 (920 RQW)**920 OG FLIGHT EXAMINER BRIEFING GUIDE****1. Introduction**

- a. Type of Eval (EPE, N/N, Spot, MSN, Qual, INSTR, Etc.)
- b. Ensure Examinee is physically/mentally capable for Eval
- c. Purpose of Eval is to evaluate individual ability and unit training program

2. Prerequisites/Requisites Complete

- a. Review FEF
- b. Training Folder Complete
- c. LOXs
- d. Testing (Open, Closed, Etc.)

3. EPE Profile (Actual/Simulated)

- a. Grading (1, 2, or 3)
- b. Scenario Driven
- c. Systems Knowledge and Evaluate Emergency Procedures
- d. Momentary Deviations
- e. External Factors

4. Mission/Flight Profile (INSTM/QUAL/MSN, Etc.)

- a. AF Form 3862
- b. Areas required to be graded
 - i. AFI 11-2MDSV2 or AFI 10-3502V2
- c. Define Q/Q-/U as required
- d. Critical Areas
- e. Momentary Deviations due to External Factors
- f. Mission Duties

5. Safety of Flight

- a. Handling of actual emergencies, real-world events, etc.
- b. Safety of crew/aircraft is primary, evaluation is secondary
- c. Required Equipment

6. Flight Examiner Responsibilities for and during Flight/EPE

- a. Crew/Team member duties
- b. Initiations of events not briefed
- c. Flight Examiner intervention
- d. Questions/Actions as time permits during flight

7. Debriefing

- a. Initial Debriefing
- b. Performance
 - i. Strengths
 - ii. Discrepancies
 - iii. Grade
- c. Questions